Newfoundland & Labrador

GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
Department of Municipal and Provincial Affairs

Municipal Budget Submission Form
For the Calendar Year 2025

The estimates reported in this submission were approved by the Council of the Municipality of

Town of Bay Roberts
Name of Municipality

at a meeting held on 10 (Day) day of December (Month) 2024 (Year)

Signature of Mayor

Signature of Clerk/Manager

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Deadline for Council Adoption: December 1, 2024
Deadline for Submission: December 31, 2024

Debt Charges Summary

Loan Number	Name of Creditor	Purpose (Water, Roads; etc.)	Original Principal	Maturity Date (dd-month-yyyy)	Council Annual Payment	Provincial Annual Payment
	NMFC	Water/Sewer	$1,150,000.00			$110,326.00
	NMFC	Water/Sewer	$372,500.00			$35,642.00
	BOM	Water/Sewer	Consolidated		$345,713.00	
	BOM	Recreation			$115,775.52	
	BOM	Capital - Pre 2023	Consolidated		$587,211.52	
	BOM	2023 Cap/Lift Stn	$370,000.00		$45,000.00	
	BOM	Shearstown Road	$737,485.00		$80,000.00	
	BOM	Water Street Phase 2	$1,300,023.00		$150,000.00	
	BOM	2024 Capital	$250,000.00		$30,000.00	
	BOM	2025 Capital	$1,450,000.00		$141,932.00	
				Totals	**$1,495,632.04**	**$145,968.00**

BEFORE CONTINUING:

1. Transcribe **BOTH the above totals for Council Annual Payment and Provincial Annual Payment** to the appropriate boxes in section "7.1 Debt Charges From All Sources" of "7.0 FISCAL SERVICES" on Page 6.

2. Transcribe the above total of "Provincial Annual Payment" to sub-section 4.1.2 "Provincial Portion of Debt Charges" found in the section "4.1 Provincial Government Grants and Subsidies" on Page 11.

Expenditures

1.0 GENERAL GOVERNMENT		
1.1 Council		
1.1.1. Remuneration for Councillors	$127,705.00	
1.1.2. Travel	$15,450.00	
Total 1.1 Council		**$143,155.00**
1.2 General Administration		
1.2.1. Salaries	$409,008.32	
1.2.2. Employee Benefits	$43,023.46	
1.2.3. Payroll Burden	$88,406.05	
1.2.4. Travel	$5,000.00	
1.2.5. Supplies	$34,804.50	
1.2.6. Purchased Services (other than Insurance)	$108,140.00	
1.2.7. Professional Services	$22,660.00	
1.2.8. Insurance	$100,940.00	
Total 1.2 General Administration		**$811,982.33**
1.3 Municipal Elections & By-elections		$12,000.00
1.4 Property Assessment Services		$105,810.75
1.5 Common Services		
1.5.1 Engineering Services		
1.5.2 General Maintenance	$15,000.00	
1.5.3 Professional Development and Training		
1.5.4 Public Relations	$2,500.00	
Total 1.5 Common Services		**$17,500.00**
TOTAL 1.0 GENERAL GOVERNMENT		**$1,090,448.08**

2.0 PROTECTIVE SERVICES		
2.1 Fire Protection		$199,889.00
2.2 Emergency Preparedness and Response		
2.3 Animal and Pest Control		
2.4 Municipal Enforcement		$180,928.10
2.5 Other Protective Services and Inspections		$6,200.00
2.6 Salaries		
TOTAL 2.0 PROTECTIVE SERVICES		**$387,017.10**
3.0 TRANSPORTATION SERVICES		
3.1 Vehicle and Fleet Maintenance		$295,323.67
3.2 Road Transport		
3.2.1 Streets, Roads, Sidewalks, etc.	$1,138,997.37	
3.2.2 Snow Removal	$425,786.42	
3.2.3 Street Lighting	$195,583.00	
3.2.4 Traffic Services		
Total 3.2 Road Transport		**$1,760,366.79**
3.3 Public Transit		
3.4 Other Transportation Services		
3.5 Salaries		
TOTAL 3.0 TRANSPORTATION SERVICES		**$2,055,690.46**
4.0 ENVIRONMENTAL HEALTH		
4.1 Water Supply		$95,543.07
4.2 Sewage Collection and Disposal		$412,075.30
4.3 Garbage and Waste Collection and Disposal		$652,750.00
4.4 Other Environmental Health Services		
4.5 Salaries		
TOTAL 4.0 ENVIRONMENTAL HEALTH		**$1,160,368.37**

5.0 PLANNING AND DEVELOPMENT		
5.1 Planning and Zoning		
5.2 Community Improvement and Development		$417,291.34
5.3 Regional Development		
5.4 Tourism and Marketing		$424,730.03
5.5 Other Planning and Development		$50,000.00
5.5 Salaries		
TOTAL 5.0 PLANNING AND DEVELOPMENT		**$892,021.37**
6.0 RECREATION AND CULTURAL SERVICES		
6.1 Recreation Administration (Salaries)		$130,538.36
6.2 Recreation Facilities		
6.2.1 Recreation and Community Centres	$354,671.98	
6.2.2 Parks, Playgrounds, Trails, etc.		
6.2.3 Stadium	$630,722.79	
6.2.4 Swimming Pool	$169,196.20	
Total 6.2 Recreation Facilities		**$1,154,590.97**
6.3 Cultural Facilities		
6.4 Recreation and Cultural Programs, Activities etc.		$11,500.00
6.5 Other Recreation and Cultural Services		$267,616.17
TOTAL 6.0 RECREATIONAL AND CULTURAL SERVICES		**$1,564,245.50**

7.0 FISCAL SERVICES			
7.1 Debt Charges From All Sources (from page 2)			
7.1.1 Municipal Annual Payment	$1,495,632.04 (See page 2)		
7.1.2 Provincial Annual Payment	$145,968.00 (See page 2)		
Total 7.1 Debt Charges From All Sources			**$1,641,600.04**
7.2 Transfers to Authorized Reserves and other Funds			
7.2.1 Provision for Uncollectible Taxes, Fees & Charges	$62,000.00		
7.2.2 Operating Deficit of Prior Year			
7.2.3 Accumulated Deficit Reduction Plan			
7.2.4 Discounts, Losses, Allowances	$111,130.82		
7.2.5 Capital Expenditure Out of Revenue:			
7.2.5.1 Canada Community Building Fund (Gas Tax)	$1,100,000.00		
7.2.5.2 All Other (please provide list)	$416,600.00		
Total 7.2.5 Capital Expenditure Out of Revenue		**$1,516,600.00**	
7.2.6 Authorized Transfers to Reserves & Other Funds:			
7.2.6.1 Canada Community Building Fund (Gas Tax)			
7.2.6.2 All Other (please provide list)			
Total 7.2.6 Authorized Transfers to Reserves & Other Funds			
Total 7.2 Transfers to Authorized Reserves and Other Funds			**$1,689,730.82**
7.3 Bank Charges & Other Fiscal Services			$50,546.36
TOTAL 7.0 FISCAL SERVICES			**$3,381,877.22**
TOTAL EXPENDITURES			**$10,531,668.10**

Revenues

1.0 TAXES AND RELATED REVENUES

1.1 Property Tax Information

1.1.1 Residential Property Info.	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.1.1. Mil Rate Method	$615,727,477		6.5	$4,002,228.60
1.1.1.2. Minimum Tax Method				
1.1.1.3. Residential Grants in Lieu				$4,000.00
1.1.1.4. Residential Exempt Properties				
Total Residential Property Info	$615,727,477			$4,006,228.60

1.1.2 Commercial/Non-Residential	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.2.1. Mil Rate Method	$90,213,399		7	$631,493.79
1.1.2.2. Minimum Tax Method (General)				
1.1.2.3. Minimum Tax Method (Small Structures)				
1.1.2.4. Non-Residential Grants in Lieu				$11,330.00
1.1.2.5. Tax Agreements				
1.1.2.6. Non-Residential Exempt Property				
Total Commercial/ Non-Residential	$90,213,399			$642,823.79

1.1.3 Vacant Land	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.3.1. Minimum Rate Method				
Total Vacant Land				
Total 1.1 Property Tax Information	$705,940,876			$4,649,052.39

BOX A

1.2 Water and Sewage Fee Information

1.2.1 Residential Water and Sewage	# Household Units	Tax (Fee) Rate	Total Tax (Fee)
1.2.1.1. # of Households (Not Connected)			
1.2.1.2. Water and Sewage Tax (Fee)	2,616	425	$1,111,800.00
1.2.1.3. Water Tax (Fee) Only (if Separate Tax (Fee))	54	275	$14,850.00
1.2.1.4. Sewage Tax (Fee) Only (if Separate Tax (Fee))	1	150	$150.00
1.2.1.5. Other Residential W/S Tax (Fee)	642	212.5	$136,425.00

Total Number of Household Units ---------- 3,313

Total 1.2.1 Residential W/S Tax (Fee) ---------- $1,263,225.00

1.2.2 Commercial/Non-Residential Water and Sewage	# Comm. / Non-Res. Units	Tax (Fee) Rate	Total Tax (Fee)
1.2.2.1. # of Commercial/Non-Residential Units (Not Connected)			
1.2.2.2. Water and Sewage Tax (Fee)			
1.2.2.3. Water Tax (Fee) Only (if Separate Tax (Fee))			
1.2.2.4. Sewage Tax (Fee) Only (if Separate Tax (Fee))			
1.2.2.5. Other Commercial/Non-Residential W/S Tax (Fee))			$312,429.60
1.2.2.6. Industrial & Institutional W/S (e.g. Fish Plants, Hospitals)			

Total # of Comm./Non-residential Units ----------

Total 1.2.2 Commercial/Non-Residential Water and Sewage Tax (Fee) ---------- $312,429.60

Total 1.2 Water and Sewage Tax (Fee) ---------- $1,575,654.60

BOX B

1.3 Other Tax Information

1.3 Other Taxes	# Assessed the Tax	Tax Rate	Total Tax
1.3.1. Poll Tax (No longer permited after 2027)			
1.3.2. Business Tax (attach tax structure)			$983,028.00
1.3.3. Utility Tax		2.5%	$370,800.00
1.3.4. Municipal Utility (Sales) Tax			
1.3.5. Direct Seller Tax			
1.3.6. Other Authorized Taxes			
1.3.7. Tourist Accomodations Tax (By-Law Required, max 4% daily rate)		4%	

Total 1.3 Other Taxes ---------- $1,353,828.00

BOX C

Grand Total 1.0 Taxes and Related Revenue ---------- $7,578,534.99

(Total of Boxes A, B and C)

2.0 SALES OF GOODS AND SERVICES		
2.1 Garbage Collection Fees		
2.2 Recreation and Cultural Services	$802,800.00	
2.3 Transportation Services		
2.4 Fire Protection Service Fees	$54,000.00	
2.5 Animal and Pest Control Fees		
2.6 Tipping Fees		
2.7 Water Supply	$45,000.00	
2.8 Other Sales of Goods and Services	$46,600.00	
TOTAL 2.0 SALES OF GOODS AND SERVICES		**$948,400.00**

3.0 OTHER REVENUE FROM OWN SOURCES		
3.1 Assessments, Levies, Fees and Charges	$55,500.00	
3.2. Rental Income		
3.3 Interest from Investments		
3.4 Interest Collected on Overdue Accounts	$56,650.00	
3.5 Other Revenue From Own Sources	$280,000.00	
TOTAL 3.0 OTHER REVENUE FROM OWN SOURCES		**$392,150.00**

4.0 GOVERNMENT TRANSFERS

4.1 Provincial Government Grants and Subsidies

4.1.1. Municipal Operating Grant	$225,000.00	
4.1.2. Provincial Portion of Debt Charges	$145,968.00	(See page 2)
4.1.3. Provincial Gas Tax Revenue	$60,000.00	
4.1.4. Other Provincial Grants and Subsidies (Please attach list)	$81,615.13	
Total 4.1 Provincial Government Grants and Subsidies		**$512,583.13**

4.2 Federal Government Grants and Subsidies

4.2.1. Canada Community Building Fund (Gas Tax)	$286,802.62	
4.2.2. Other Federal Grants and Subsidies (please provide list)		
Total 4.2 Federal Government Grants and Subsidies		**$286,802.62**
TOTAL 4.0 GOVERNMENT TRANSFERS		**$799,385.75**

5.0 OTHER TRANSFERS

5.1. Operating Surplus of Prior Year		

5.2. Transfers from Authorized Reserves

5.2.1. Canada Community Building Fund (Gas Tax)	$813,197.38	
5.2.2. Other (please provide list)		
TOTAL 5.0 OTHER TRANSFERS		**$813,197.38**

TOTAL REVENUE	**$10,531,668.12**

Please Calculate the Debt Servicing Ratio (DSR):

Debt Servicing Ratio (DSR)

Step 1: Fill in the following information

Municipal Annual Debt Payment (7.1.1 - Page 6)		$1,495,632.04
Local Revenue 1 Total Taxes and Related Revenue (Page 9)	$7,578,534.99	
Local Revenue 2 Total Sales of Goods and Services (Page 10)	$948,400.00	
Local Revenue 3 Total Other Revenue from Own Sources (Page 10)	$392,150.00	
Total Local Revenue		$8,919,084.99
Municipal Operating Grant (MOG) (4.1.1. Page 11)		$225,000.00
Provincial Gas Tax Revenue (4.1.3. Page 11)		$60,000.00
Debt Servicing Ratio		16%

Step 2: DSR Calculation

$$\frac{\$1,495,632.04}{\text{Municipal Debt}} \div \left(\frac{\$8,919,084.99}{\text{Local Revenue}} + \frac{\$225,000.00}{\text{MOG}} + \frac{\$60,000.00}{\text{Provincial Gas Tax Revenue}} \right) = \frac{16\%}{\text{DSR (\%)}}$$

Summary of The Municipal Budget Submission Form

Name of Municipality	Town of Bay Roberts	Budget Year	2025

From The Municipal Budget Submission Form, the totals of the seven expenditure functions, the total expenditures, the totals of the five main revenue sources and the total revenues are found in the appropriate boxes below.

Expenditures

1.0 General Government	$1,090,448.08	
2.0 Protective Services	$387,017.10	
3.0 Transportation Services	$2,055,690.46	
4.0 Environmental Health	$1,160,368.37	
5.0 Planning and Development	$892,021.37	
6.0 Recreation and Cultural Services	$1,564,245.50	
7.0 Fiscal Services	$3,381,877.22	
Total Expenditures		$10,531,668.10

Revenues

1.0 Taxes	$7,578,534.99	
2.0 Sales of Goods and Services	$948,400.00	
3.0 Other Revenue From Own Sources	$392,150.00	
4.0 Government Transfers	$799,385.75	
5.0 Other Transfers	$813,197.38	
Total Revenues		$10,531,668.12