



## **EXPENDITURE BY-LAW POLICY**

### **PART I**

#### **PREAMBLE**

WHEREAS:

- A. Section 83(1) of the *Indian Act* recognizes First Nation jurisdiction to raise revenue through property tax;
- B. A Memorandum of Understanding between the First Nations Tax Commission (FNTC) and the Minister of Indian Affairs and Northern Development provides for the FNTC to review and recommend section 83 By-laws for ministerial approval; and
- C. Policies are established by the Commission to further the policy objectives expressed in the Memorandum of Understanding, including to ensure the integrity of the First Nations property taxation system and to assist First Nations to achieve economic growth through the generation of stable local revenues.

### **PART II**

#### **PURPOSE**

This policy sets out the requirements that should be met for First Nation expenditure By-laws enacted under section 83 of the Act. This policy is used by the Commission in its review and recommendation of First Nation By-laws.

The Commission recognizes that each First Nation's property taxation system operates within the broader context of its fiscal relationships with other governments. This policy is intended to support a more comprehensive First Nation fiscal framework within Canada.

### **PART III**

#### **AUTHORITY AND PUBLICATION**

This policy is established pursuant to section 1.2 of the Memorandum of Understanding (MOU) between the First Nations Tax Commission and the Minister of Indian Affairs and Northern Development.

### **PART IV**

#### **APPLICATION**

This policy applies to every expenditure By-law submitted to the Commission for review and recommendation pursuant to the MOU.

### **PART V**

#### **CITATION**

This policy may be cited as the *Policy for First Nations Expenditure By-laws, 2013*.

### **PART VI**

#### **DEFINITIONS**

In this policy:

“Act” means *Indian Act* R.S.C. 1985, c. I-5 and the regulations enacted under that Act;

“annual budget” means a budget of a First Nation setting out its projected local revenues and its projected expenditure of those local revenues during a budget year;

“annual expenditure By-law” means a By-law required under subsection 83(2) of the Act;

“By-law” means an expenditure By-law enacted under subsection 83(2) of the Act;

“Commission” means the First Nations Tax Commission established under the *First Nations Fiscal Management Act*, S.C. 2005, c. 9;

“First Nation” means a band named as defined in the Act;

“interim budget” means a budget of a First Nation setting out its projected local revenues and projected expenditures of those local revenues for part of a budget year, that ceases to have effect when replaced with the annual budget for that budget year;

“local revenues” means money raised by a First Nation under a By-law enacted under paragraph 83(1)(a) of the Act;

“local service” means an activity, work or facility undertaken or provided by or on behalf of the First Nation that is funded partially or fully by local revenues, that is for a public purpose, and that falls within a category of expenditures listed in the Schedule;

“reserve fund” means a reserve fund established by the First Nation; and

Except as otherwise provided in this policy, words and expressions used in this Policy have the same meaning as in the Act.

## **PART VII POLICY**

### **1.0 Restrictions on Expenditures**

1.1 The By-law must provide for local revenues to be expended only on local services and, without limitation, must not provide for

(a) per capita distributions; or

(b) expenditure relating to any commercial, for-profit, enterprise undertaken by or on behalf of the First Nation, including without limitation by a corporation in which shares are held by or for the benefit of the First Nation.

1.2 Despite paragraph 1.1(b), the By-law may provide for an expenditure to a corporation referred to in that paragraph that is a grant under a granting program established by the First Nation.

### **2.0 Annual Expenditure By-laws**

2.1 The annual expenditure By-law must include, as a schedule, the First Nation’s

(a) annual budget for the current budget year, and

(b) the inclusion of an interim budget for the following budget year, using the categories of expenditures set out in the Schedule, is strongly recommended.

2.2 The annual budget and the interim budget must include a contingency amount for the provision of local services as part of each budget, which amount

(a) must not exceed ten percent (10%) of the total local revenues in the current year, excluding any amounts transferred from local revenues into reserve funds in that year; and

(b) must be at least one percent (1%) of the total local revenues in the current year, excluding any amounts transferred from local revenues into reserve funds in that year.

2.3 The annual budget must set out

(a) the amounts payable by the First Nation in the budget period under each service agreement between the First Nation and a third-party service provider;

(b) the amounts to be paid by the First Nation in the budget period under each granting program established by the First Nation; and

(c) in an appendix, each reserve fund and its opening balance, all transfers in and out of the reserve fund, and its closing balance.

### **3.0 Contingency Amounts**

The By-law must provide that contingency amounts may be expended as necessary in any of the categories of expenditures set out in the By-law.

### **4.0 Reserve Funds**

Where a First Nation wishes to transfer money into or out of a reserve fund, the By-law must

- (a) establish the reserve fund unless it has been previously established in an expenditure By-law; and
- (b) authorize all payments into a reserve fund and all expenditures from a reserve fund.

### **5.0 Establishing a Reserve Fund**

Where a First Nation wishes to establish a reserve fund, the reserve fund must

- (a) be established in an expenditure By-law and include a statement respecting the purposes of the reserve fund; and
- (b) comply with the requirements in the First Nation's taxation By-law.

### **6.0 Reserve Fund Purposes**

The By-law may establish reserve funds only for one or more of the following purposes:

- (a) capital infrastructure replacement, provided its purposes are supported by a capital development plan;
- (b) capital infrastructure improvement, provided its purposes are supported by a capital development plan;
- (c) contingency reserves, provided it meets the requirements in section 7; and
- (d) other non-capital purposes, provided its purposes are supported by a capital development plan, contingent liability plan, land management plan, long-term economic plan or financial plan.

### **7.0 Contingency Reserve Funds**

7.1 Where the By-law establishes a contingency reserve fund, the reserve fund must be established only for the purposes of funding unforeseen operating expenditures and stabilizing the temporary impacts of cyclical local revenue decreases.

7.2 Where a First Nation has established a contingency reserve fund, the By-law may provide for a transfer of local revenues into that reserve fund, provided that

- (a) only unexpended contingency amounts from the previous budget year may be transferred into the reserve fund;
- (b) the amount transferred must not exceed ten percent (10%) of the total local revenues in the current budget year; and
- (c) the balance in the reserve fund must not at any time exceed the amount that is fifty percent (50%) of the current year's local revenues.

7.3 Despite subsection 7.2, where a First Nation's contingency reserve fund has a balance that exceeds the amount that is fifty percent (50%) of the current year's local revenues, the First Nation's annual expenditure By-law must

- (a) not authorize a transfer of money into the reserve fund; and

(b) authorize a transfer of money from the reserve fund into the local revenue account, or into another reserve fund, in an amount sufficient to reduce the balance in the contingency reserve fund to not more than fifty percent (50%) of the current year's local revenues.

## **8.0 Additional Requirements**

8.1 The By-law must not authorize an expenditure from a reserve fund unless the expenditure is

- (a) for the purpose for which the reserve fund was established;
- (b) a transfer of money to another reserve fund or account as provided in subsection 8.2 or 8.3; or
- (c) to borrow money from a reserve fund as provided in subsection 8.4.

8.2 If a First Nation wishes to authorize a transfer of money from a capital purpose reserve fund to another reserve fund or account, the By-law must

- (a) only authorize a transfer where all projects for which the reserve fund was established have been completed; and
- (b) show the transfer as an expenditure from the originating reserve fund and as revenue into the receiving reserve fund or account.

8.3 If a First Nation wishes to authorize a transfer of money from a non-capital purpose reserve fund to another reserve fund or account, the By-law must show the transfer as an expenditure from the originating reserve fund and as revenue into the receiving reserve fund or account.

8.4 If a First Nation wishes to authorize the borrowing of money from a reserve fund, the By-law must

- (a) authorize borrowing from a reserve fund only where the money is not immediately required for the purpose of the reserve fund, and on condition that the First Nation repay the amount borrowed plus interest on that amount at a rate that is at or above the prime lending rate set from time to time by the principal banker to the First Nation; and
- (b) show the borrowing as an expenditure from the reserve fund and as local revenues.

## **PART VIII**

### **REVOCATION AND COMING INTO FORCE**

#### **Revocation**

The *First Nations Policy for Expenditure By-law* that was established and effective on March 29, 2011 is hereby revoked.

#### **Coming Into Force**

This policy is established and in effect as of April 25, 2013.

## **PART IX**

### **ENQUIRIES**

All enquiries respecting this Policy should be directed to:

First Nations Tax Commission  
321-345 Chief Alex Thomas Way  
Kamloops, BC V2H 1H1  
Telephone: (250) 828-9857

or

First Nations Tax Commission  
202-190 O'Connor Street  
Ottawa, ON K2P 2R3  
Telephone: (613) 789-5000 ext. 204

**SCHEDULE**  
**LOCAL SERVICE EXPENDITURE CATEGORIES**

1. General Government Expenditures
  - a. Executive and Legislature
  - b. General Administrative
  - c. Other General Government
2. Protection Services
  - a. Policing
  - b. Firefighting
  - c. Regulatory Measures
  - d. Other Protective Services
3. Transportation
  - a. Roads and Streets
  - b. Snow and Ice Removal
  - c. Parking
  - d. Public Transit
  - e. Other Transportation
4. Recreation and Culture
  - a. Recreation
  - b. Culture
  - c. Heritage Protection
  - d. Other Recreation and Culture
5. Community Development
  - a. Housing
  - b. Planning and Zoning
  - c. Community Planning
  - d. Economic Development Program
  - e. Tourism
  - f. Trade and Industry
  - g. Land Rehabilitation and Beautification
  - h. Other Regional Planning and Development
6. Environment Health Services
  - a. Water Purification and Supply
  - b. Sewage Collection and Disposal
  - c. Garbage, Waste Collection, and Disposal
  - d. Recycling
  - e. Other Environmental Services

7. Fiscal Services
  - a. Other Interest Payments
  - b. Other Debt Charges
  - c. Other Fiscal Services
8. Other Services
  - a. Health
  - b. Social Programs and Assistance
  - c. Agriculture
  - d. Education
  - e. Other Services
9. Grants:
  - a. Home owner grant equivalents
  - b. Other grants
10. Contingency Amounts
11. Transfers into reserve funds
12. Repayment of moneys borrowed from reserve funds