



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2017 APRIL 13

TIME: 4:30 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

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| 1. <u>CALL TO ORDER</u> | |
| 2. <u>MINUTES</u> | |
| a) Minutes of the Financial Management Committee Open meeting held on 2017 March 22 | 1 |
| 3. <u>REPORTS</u> | |
| a) Report from the Director Finance
Re: 2017 – 2021 Financial Plan | 14 |
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FINANCIAL MANAGEMENT COMMITTEE

MINUTES – Wednesday, 2017 March 22

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, 2017 March 22 at 5:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair
Councillor Paul McDonell, Member

ABSENT: Councillor Pietro Calendino, Member
Councillor Anne Kang, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Mr. Bob Klimek, Acting Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Dave Critchley, Director Public Safety and Community Services
Mr. Ed Kozak, Deputy Director Planning & Building
Mr. John Cusano, Deputy Chief Building Inspector
Ms. Sheri Jack, Special Events Officer
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open Committee meeting to order at 5:42 p.m.

2. MINUTES

a) Minutes of the Executive Committee of Council Open meeting held on 2017 February 16

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Open meeting of the Executive Committee of Council held on 2017 February 16 be adopted.

CARRIED UNANIMOUSLY

**b) Minutes of the Financial Management Committee
Open meeting held on 2017 February 22**

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Open meeting of the Financial Management Committee held on 2017 February 22 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

**a) Crisis Intervention and Suicide Prevention Centre of BC
Re: Letter of Appreciation (#17.14.)**

Correspondence was received from Ms. Sandy Biggerstaff, Executive Director, and Mr. Kyle Tiney, Director Development and Communications of the Crisis Intervention and Suicide Prevention Centre of BC, expressing appreciation to the City for funding support for services provided by the organizations to Burnaby residents.

4. REPORTS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

**a) Report from the Director Engineering
Re: 2017 Engineering Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking approval and funding for multi-year Engineering capital infrastructure improvements (Combined Sewer Separation Program; Northeast Burnaby Roads Intersection Improvements; Hastings Street Renewal Phase 5 of 5; 10th Avenue PRV & System Upgrade; Water Meter Reading Project; Trenchless Rehabilitation; Laurel Street Works Yard On-Site Contamination

Cleanup; Developer Coordinated Roads; Coordinated Works – Storm; Water Coordinated Works; Sanitary Coordinated Works; Centennial Way – Horizons Phase II; Right-of-Way Acquisitions; and Prior Year Projects).

The Director Engineering recommended:

1. THAT Council approve the capital expenditure of \$21.068 Million for infrastructure capital improvements, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$11.408 Million (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$6.106 Million (inclusive of GST) and the Waterworks Utility Capital Fund the amount of \$4.537 Million (inclusive of GST).

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Engineering
Re: 2017 Engineering Capital Building Infrastructure Bylaw
Funding Request

The Director Engineering submitted a report seeking funding approval for City facilities capital projects (Parks & Recreation; Library Buildings; Fire Halls; Resource and Daycare Centres; Commercial Properties, Other Buildings; and Energy Performance Program).

The Director Engineering recommended:

1. THAT Council approve the capital expenditure of \$3.270 Million for facilities capital projects, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$3.423 Million (inclusive of GST) to finance the capital projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: 2017 Engineering Capital Infrastructure New Vehicle
and Equipment Acquisition Bylaw Funding Request

The Director Engineering submitted a report seeking funding approval for 2017 Engineering New Vehicles/Equipment (1T Crew Cab Pickup; 3/4T Crew Cab w/tailgate; Street Garbage and Recycling Containers; and various equipment under \$100K).

The Director Engineering recommended:

1. THAT Council approve the capital expenditure of \$1.095 Million for New Vehicle acquisitions, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1.146 Million (inclusive of GST) to finance the capital acquisitions, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) Report from the Acting Director Finance
Re: 2017 Gaming Fund Requests

The Acting Director Finance submitted a report seeking funding from the Gaming Fund for five Council key initiatives (Festivals & Event Grants; Burnaby Blues + Roots Festival; Symphony in the Park; Intergovernmental Relations: Sister Cities; and Anti-Graffiti Programs).

The Acting Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize funding in the amount of \$837,500 from the Gaming Fund to fund expenditures for five 2017 projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Acting Director Finance be adopted.

- amended

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Acting Director Finance be **AMENDED** to read:
“THAT the Financial Management Committee authorize funding in the amount of \$837,500 from the Gaming Fund to fund expenditures for five 2017 projects, as outlined in this report.”

CARRIED UNANIMOUSLY

The motion, as AMENDED, was then put and carried unanimously.

e) Report from the Acting Director Finance
Re: Taxation of Employer-Provided Health Benefit Plans

The Acting Director Finance submitted a report providing information on the Federal Government's review of the tax-exempt status of employer-provided group health benefit plans.

The Acting Director Finance recommended:

1. THAT the Financial Management Committee recommends Council advise the Union of BC Municipalities that it is opposed to any decision in the future by the Federal Government to include employer-provided group health benefit plans as a taxable benefit under the Federal Income Tax Act.
2. THAT this report be forwarded to Burnaby Members of Parliament and Burnaby Board of Trade.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Acting Director Finance be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Planning and Building
Re: Community Resource Centres - 2018 Lease Rates and Grants

The Director Planning and Building submitted a report proposing lease rates and anticipated lease grants for 2018 for non-profit tenants at all City-owned Community Resource Centres.

The Director Planning and Building recommended:

1. THAT Council be requested to approve the proposed 2018 lease rates for Resource Centre tenants, as presented in Section 3.0 of this report.
2. THAT information on the approved 2018 lease rates and the anticipated ease grants be distributed to Resource Centre tenants.
3. THAT Resource Centre tenants, which meet the grant eligibility criteria established by Council, be invited to make an application for 2018 lease grants.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Public Safety & Community Services
Re: Insurance Contract Renewals – Nine Programs

The Director Public Safety and Community Services submitted a report seeking approval to award insurance contracts for the annual Property and Liability insurance programs maintained by the City.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council approve the award of nine (9) contracts of insurance, as specified in this report. The total amount, payable to Willis Canada Inc., to fund the insurance premiums is \$900,000. Actual payment will be based on the final insurance agreements.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety and Community Services be adopted.

CARRIED UNANIMOUSLY

h) Report from the Major Civic Building Project Coordination Committee
Re: Emergency Power at Select Key City Facilities - Feasibility Study

The Major Civic Building Project Coordination Committee submitted a report seeking Bylaw funding for the Feasibility Study to examine and assess identified building sites for emergency power.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend that Council be requested to bring down a Capital Reserves Bylaw in the amount of \$250,000 (inclusive of GST in the amount of \$11,905) to finance the Feasibility Study to install an emergency power supply at select City facilities described in Section 2.1 of this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Major Civic Building Project Coordination Committee be adopted.

CARRIED UNANIMOUSLY

5. NEW APPLICATIONS - FESTIVALS BURNABY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Neighbourhood Events

a) #17-N-005 - Korean Writers' Association of Canada
Canada-Korean Literary Festival

An application was received from the Korean Writers' Association of Canada for the Canada-Korean Literary Festival to be held on 2017 July 9 at the Shadbolt Centre for the Arts. This annual event is held to create an understanding between the Canadian and Korean cultures and forge a bond through multi-cultural performances, readings and interpretation of foreign language poems.

Request: \$4,000

CPA: 2016 - \$1,500 (Neighbourhood Grant)
2015 - \$2,000 (Neighbourhood Grant)
2014 - \$2,500 (Neighbourhood Grant)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a Festivals Burnaby grant – *Neighbourhood Event* in the amount of \$1,500 be awarded to the Korean Writers' Association of Canada for the Canada-Korean Literary Festival to be held on 2017 July 9 at Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

Small Scale Events

b) #17-S-006 - Bula! Fiji Association of British Columbia
2017 Fiji Festival

An application was received from the Bula! Fiji Association of British Columbia for the Fiji Festival to be held on 2017 July 15 at Swangard Stadium. This free annual festival in its 16th year will showcase a traditional Fijian ceremony and welcome remarks, entertainment, talent and a fashion show, ethnic foods, cultural display and soccer tournament.

Request: \$6,340

CPA: 2016 - \$4,000 (Neighbourhood Grant)
2015 - \$4,000 (Small Scale Grant)
2014 - \$4,000 (Small Scale Grant)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a Festivals Burnaby grant – *Small Scale Event* in the amount of \$4,000 be awarded to the Bula! Fiji Association of British Columbia for the Fiji Festival to be held on 2017 July 15 at Swangard Stadium.

CARRIED UNANIMOUSLY

c) #17-S-007 - Malakurd Association
Newroz Kurdish New Year Celebration

An application was received from the Malakurd Association for the Newroz Kurdish New Year Celebration to be held on 2017 March 19 at Barnet Marine Park. This free event will celebrate the Kurdish New Year through entertainment, food, kids' activities and a cultural dance around fire.

Request: \$8,000

CPA: 2016 - No Application
2015 - No Application
2014 - No Application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a Festivals Burnaby grant – *Small Scale Event* in the amount of \$2,500 be awarded to the Malakurd Association for the Newroz Kurdish New Year Celebration to be held on 2017 March 19 at Barnet Marine Park.

CARRIED UNANIMOUSLY

d) #17-S-008 - Edmonds City Fair and Classic Car Show Committee
Edmonds City Fair and Classic Car Show

An application was received from the Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show to be held on 2017 July 16 along Edmonds Street, from Canada Way to Kingsway. The local event will highlight Burnaby's 125th anniversary with free activities, entertainment and food. The event will feature an old fashion City Fair with rides, petting zoo, children and family activities, International Village and community displays and the Classic Car Show for the public to view and enjoy.

Request: \$6,000

CPA: 2016 - \$5,500 (Small Scale Grant)
2015 - \$5,000 (Small Scale Grant)
2014 - \$5,000 (Small Scale Grant)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT a Festivals Burnaby grant – *Small Scale Event* in the amount of \$5,500 be awarded to Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show to be held on 2017 July 16 along Edmonds Street.

CARRIED UNANIMOUSLY

6. NEW APPLICATIONS

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) #17.15. - Scouts Canada
Scouting Programs

An application was received from Scouts Canada Pacific Coast Council requesting a grant to support Burnaby based scouting programs for Beavers, Cubs, Scouts, Venturers and Rovers for 2017.

Request: \$6,000	CPA: 2016 - \$5,000
	2015 - \$5,000
	2014 - \$5,000

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$5,000 be awarded to Scouts Canada for their Scouting Programs in 2017.

CARRIED UNANIMOUSLY

b) #17.16. - Cumberland Place Community
Canada 150th Cumberland Place Block Party

An application was received from Cumberland Place Community requesting a grant to celebrate Canada's 150th birthday with a block party in the neighbourhood. Festivities will include a bouncy castle for the kids, barbeque hot dogs, popcorn, performances as well as a petting zoo.

Request: \$2,350	CPA: 2016 - No Application
	2015 - No Application
	2014 - No Application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$300 be awarded to the Cumberland Place Community for their Canada 150th Block Party to be held on 2017 July 1.

CARRIED UNANIMOUSLY

c) #17.17. - The Maple Leaf Singers
Annual Spring Show

An application was received from the Maple Leaf Singers requesting a grant to assist with the cost of funding their Annual Spring Show 'From the Heart' to be held at the Massey Theatre, New Westminster on 2017 May 27 and 28.

Request: \$200

CPA: 2016 - \$200
2015 - \$200
2014 - \$200

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$200 be awarded to the Maple Leaf Singers for their Annual Spring Show 'From the Heart' to be held on 2017 May 27 and 28 at the Massey Theatre, New Westminster.

CARRIED UNANIMOUSLY

d) #17.18. - Inclusion BC
Canada 150 Celebrations

An application was received from Inclusion BC requesting a grant to help celebrate Canada's 150th birthday, inclusively. This year, Inclusion BC will present the first ever Disability Pride celebration including a parade in BC as part of Canada 150th. As well, throughout 2017 the foundation will be giving grants to individuals, families and community organizations to participate in existing celebrations, parades and marches in their own communities. As an Inclusive Communities Partner, the City will get included on the geo map with local events featured.

Request: \$1,000

CPA: 2016 - No Application
2015 - No Application
2014 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this grant request be denied.

CARRIED UNANIMOUSLY

e) #17.19. - Burnaby Neighbourhood House
North House

An application was received from Burnaby Neighbourhood House requesting a grant to assist with expenses associated with the organization's expansion and creation of a second location (North House) in North Burnaby. Burnaby Neighbourhood House provides programs and services to Burnaby residents of all ages and backgrounds, and promotes volunteering with meaningful experiences that help residents gain employment skills.

Request: \$20,000

CPA: 2016 - No Application
2015 - Denied (\$1,500 in-kind printing)
2014 - \$5,000 (Gilpin Daycare)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$20,000 be awarded to Burnaby Neighbourhood House towards programs and services offered by the organization to Burnaby residents.

CARRIED UNANIMOUSLY

f) **#17.20. - Burnaby Minor Hockey Association**
Provincial Tournament

An application was received from the Burnaby Minor Hockey Association (Bantam A1 Team) requesting a grant to assist with travel expenses for 17 players, Burnaby residents, to attend the BC Hockey Provincial tournament to be held on 2017 March 18 – 23 in Kamloops, BC.

Request: Unspecified

CPA: 2016 - No Application
2015 - No Application
2014 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,000 be awarded to the Burnaby Minor Hockey Association to assist with travel expenses for the Bantam A1 Hockey Team to participate at the BC Hockey Provincial tournament to be held on 2017 March 18 – 23 in Kamloops, BC.

CARRIED UNANIMOUSLY

g) **#17.21. - Variety - The Children's Charity of BC**
Variety Kids Campaign 2017/2018

An application was received from Variety – The Children's Charity of BC requesting a grant to assist with their new Variety Kids Campaign in 2017/2018. Variety's goal is to improve the quality of life for children who have special needs and to support them in their development. The organization helps over 1,600 children each year, spending an average of \$2,500 per child.

Request: \$10,000

CPA: 2016 - No Application
2015 - No Application
2014 - No Application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

Councillor Jordan

Councillor Jordan thanked staff for providing memorandums with background information regarding '2017 Kingsway Assessment Changes' and 'BC Budget 2017 – Proposed MSP Premium Reduction'.

8. INQUIRIES

There were no inquiries brought before the Committee at this time.

9. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

This Open Committee meeting adjourned at 7:03 p.m.

Blanka Zeinabova
Administrative Officer

Councillor Dan Johnston
Chair



Meeting 2017 Apr 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 April 05

FROM: DIRECTOR FINANCE

FILE: 7600-20

SUBJECT: 2017 – 2021 FINANCIAL PLAN

PURPOSE: To obtain Council approval for the five year 2017 – 2021 Financial Plan.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council approve the 2017 – 2021 Financial Plan.
2. **THAT** Financial Management Committee recommend Council authorize staff to bring down the Burnaby Financial Plan Bylaw 2017 authorizing the proposed funding sources, proposed expenditures, and proposed transfers between funds as set out for each year in the planning period as shown in Schedule A attached hereto and forming part of this report.
3. **THAT** Council authorize staff to bring down the Burnaby Rates Bylaw 2017 in the amount of \$250,575,300 to provide funding for the 2017 fiscal year included within the 2017 – 2021 Financial Plan.

REPORT

The purpose of the five year 2017 – 2021 Financial Plan is to present Council's financial direction for the City. Provincial legislation requires the Financial Plan be adopted any time before the date on which the Annual Property Tax Bylaw is adopted. The Annual Property Tax Bylaw must be adopted after the adoption of the Financial Plan but before 2017 May 15.

Section 165(3.1) of the *Community Charter* requires municipal five-year financial plans to include a more explicit form of revenue and tax policy disclosure. The Financial Plan must set out the municipality's objectives and policies in relation to each of the following, for each year of the planning period:

- for each of the funding sources described in s. 165(7) (i.e. property tax, parcel tax, fees, other sources and proceeds from borrowing), the proportion of total revenue that is proposed to come from that funding source;
- the distribution of property value taxes among the property classes that may be subject to the taxes; and
- the use of permissive tax exemptions.

To: Financial Management Committee

From: Director Finance

Re: 2017 – 2021 FINANCIAL PLAN

2017 April 13..... Page 2

The City of Burnaby's revenue and tax policy disclosure is outlined within the Burnaby Financial Plan Bylaw 2017 as Schedule B.

The Financial Plan must also set out proposed expenditures, proposed funding sources and proposed transfers to or between funds. Each year, the Financial Plan from the previous year remains in effect until the Financial Plan for the current year is adopted. The City of Burnaby's proposed expenditures, proposed funding sources and proposed transfers to or between funds is outlined within the Burnaby Financial Plan Bylaw 2017 as Schedule A.

The 2017 – 2021 Financial Plan focuses on meeting the immediate needs for current year operations and capital improvements including demands for City services, provision for the safety and security of citizens, maintaining and improving existing infrastructure for roads, water and sewer, various community facilities and investment in new technology to better meet the needs of our citizens. Estimates for the current year are as accurate as reasonably possible at the time this budget was prepared. Subsequent years' estimates may be increasingly less accurate but are an indication of priority and will be updated annually.

The Financial Plan encompasses a residential tax draw increase of 2.95%. The Library Act requires the Library surplus of \$200,000 to be carried forward to the credit of the Library Board in 2017. These funds are also used in the 2017 – 2021 Financial Plan to reduce the impact of Library service costs on property taxes in 2017.

The 2017 Operating Plan expenditures total \$469,343,100 (inclusive on \$37,612,300 in transfers) and Capital Plan expenditures total \$162,966,500. The amount of property tax levy funding included in the 2017 – 2021 Financial Plan is \$250,575,300. The Plan reflects a 2.95% residential tax increase of \$48.39 on the average residential property valued at \$1,064,132.

The 2017 – 2021 Financial Plan includes the variable tax rates for the Burnaby Rates Bylaw 2017 which establishes the authority to impose property taxes.

RECOMMENDATIONS

It is recommended that Financial Management Committee recommend Council approve the 2017 – 2021 Financial Plan.

It is recommended that Financial Management Committee recommend Council authorize staff to bring down the Burnaby Financial Plan Bylaw 2017 authorizing the proposed funding sources, proposed expenditures, and proposed transfers between funds as set out for each year in the planning period as shown in Schedule A attached hereto and forming part of this report.

It is recommended that Council authorize staff to bring down the Burnaby Rates Bylaw 2017 in the amount of \$250,575,300 to provide funding for the 2017 fiscal year included within the 2017 – 2021 Financial Plan.

To: Financial Management Committee

From: Director Finance

Re: 2017 – 2021 FINANCIAL PLAN

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The 2017 – 2021 Financial Plan will be available online at www.burnaby.ca. The City of Burnaby is committed to “going green” by using electronic publication of documents wherever possible. Hard copies will be made available upon specific request or at Burnaby’s Public Libraries.



Noreen Kassam
DIRECTOR FINANCE

NK:BK/ml

Attachment: 1 – Burnaby Financial Plan Bylaw 2017 – Schedules A and B

Copied to: City Manager

SCHEDULE A

CITY OF BURNABY

FIVE YEAR CONSOLIDATED FINANCIAL PLAN (2017 – 2021)

PROPOSED REVENUES, PROPOSED EXPENSES AND PROPOSED TRANSFERS:

	2017	2018	2019	2020	2021
PROPOSED REVENUES:					
Taxation revenue	(259,986,900) ¹	(270,509,000)	(281,351,400)	(292,512,100)	(304,013,300)
Parcel taxes	(18,573,300)	(18,987,400)	(19,476,100)	(19,990,600)	(20,530,300)
Fees for goods and services	(114,506,700)	(117,501,000)	(120,035,000)	(122,987,500)	(126,110,700)
Return on investments	(38,529,200)	(39,379,500)	(39,643,700)	(40,036,500)	(40,300,700)
Revenue from other sources	(51,289,000)	(50,232,500)	(49,964,000)	(51,464,000)	(51,464,000)
Community benefit bonus	(40,000,000)	(40,000,000)	(40,000,000)	(40,000,000)	(40,000,000)
Contributed asset revenue	(5,000,000)	(5,000,000)	(5,000,000)	(5,000,000)	(5,000,000)
Transfers from other governments	(18,267,000)	(18,267,000)	(18,267,000)	(18,267,000)	(18,267,000)
Other capital funding sources	(873,100)	(757,600)	(757,600)	(757,600)	(757,600)
Parkland acquisition development cost charges	(2,000,000)	(3,000,000)	(3,000,000)	(3,000,000)	(3,000,000)
TOTAL PROPOSED REVENUES	(549,025,200)	(563,634,000)	(577,494,800)	(594,015,300)	(609,443,600)
PROPOSED EXPENDITURES:					
Operating Expenditures	431,730,800	429,829,000	443,694,100	458,321,800	473,485,900
Capital Expenditures	162,966,500	185,044,900	183,625,900	192,545,300	163,839,700
TOTAL PROPOSED EXPENDITURES	594,697,300	614,873,900	627,320,000	650,867,100	637,325,600
PROPOSED TRANSFERS:					
Transfer to/(from) Capital Works Financing Reserve Fund	(149,866,800)	(154,449,000)	(167,822,700)	(165,727,900)	(132,823,500)
Transfer to/(from) Local Improvement Reserve Fund	1,106,400	828,500	1,224,600	1,229,800	1,233,200
Transfer to/(from) Corporate & Tax Sale Reserve Fund	10,561,800	10,840,900	10,927,600	11,056,600	11,143,300
Transfer to/(from) Vehicle Replacement Reserve Fund	(6,565,400)	(11,524,200)	(6,446,700)	(3,785,900)	(4,155,900)
Transfer to/(from) Non-Statutory Reserves Fund	99,091,900	103,063,900	112,292,000	100,375,600	96,720,900
TOTAL PROPOSED TRANSFERS	(45,672,100)	(51,239,900)	(49,825,200)	(56,851,800)	(27,882,000)
BALANCED BUDGET	-	-	-	-	-

¹ Taxation revenue is comprised of property taxes (\$250.6M), grant in lieu of taxes (\$5.8M), utilities taxes (\$3.1M), local improvement frontage levies (\$0.7M), special levies (\$0.09M), and assessment appeal \$0.3M.

SCHEDULE B**CITY OF BURNABY****FIVE YEAR CONSOLIDATED FINANCIAL PLAN (2017 – 2021)****STATEMENT OF POLICIES AND OBJECTIVES:**

In accordance with the *Community Charter* disclosure requirements, the City of Burnaby discloses the following information.

- the proportions of revenue proposed to come from the various funding sources
- the distribution of property taxes among property classes; and
- the use of permissive tax exemptions.

Proportion of Total Revenue

Funding Source	% of Total Revenue
Taxation revenue	47.3%
Fees for goods and services	20.9%
Revenue from other sources	9.3%
Community benefit bonus	7.3%
Return on investments	7.0%
Parcel taxes	3.4%
Transfers from other governments	3.3%
Contributed asset revenue	0.9%
Parkland acquisition development cost charges	0.4%
Other capital funding sources	0.2%
Total	100%

The proportion of total revenue raised from each funding source in 2017 is presented in the table above. Property taxes form the greatest proportion of the operating revenue for the City of Burnaby. Property taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as fire protection, policing services, transportation and so forth. For these reasons, property taxation will continue to be the major source of the City of Burnaby's revenue.

Fees for goods and services are the second largest portion of general operating revenue. Many City of Burnaby services, such as water, sewer, and recreational programs are charged on a use-pay basis which ensures they are paid for by the taxpayers receiving these services.

Distribution of 2017 Property Taxes among the Various Property Classes

Property Class	% of Tax Burden
Residential (1)	49.5%
Business (6)	39.6%
Light Industry (5)	5.7%
Others (2, 3, 4, 8 & 9)	5.2%
Total	100%

The distribution of property tax revenue among the various property classes is presented in the table above. The practice of Council has been to set tax rates in order to maintain reasonable tax stability in compliance with the *Community Charter*. This is accomplished by maintaining the proportionate relationship provided above between the property classes (property classes are defined and values determined by the British Columbia Assessment).

Use Permissive Tax Exemptions

Council passes an annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Approved Guidelines and the Community Charter. There is no legal obligation to grant exemptions. The objective of the guidelines is to ensure that the broad ranges of community organizations in Burnaby are dealt with consistently and receive equal treatment and consideration for tax exemption and that services and organizations which are most complementary extensions of municipal services for which the tax burden resulting for the exemption is a justifiable expense to the taxpayers of Burnaby. The total revenue forgone for permissive exemptions granted for the 2017 taxation year is approximately \$3,012,145.

Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Approved Guidelines and Sections 220 and 224 of the Community Charter. Council Approved Guidelines ensure that organization recommended for permissive exemption are consistent with municipal policies, plan bylaws, codes and regulations, non-profit, complimentary extensions to municipal services and programs, accessible to the public and used primarily by Burnaby residents.