

City of Maple Ridge

**AUDIT AND FINANCE COMMITTEE
AGENDA**

**Tuesday, June 18, 2019
4:15 p.m.
Blaney Room, Maple Ridge City Hall**

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – June 4, 2019

4. **UNFINISHED BUSINESS**

- 4.1. **Audit Services**

Staff report dated June 18, 2019 providing information on a Request for Proposals (RFP) for audit services.


- 4.2. **Permissive Tax Exemption Policy Review**

Staff report dated June 18, 2019 providing a general overview and history of tax exemptions in Maple Ridge.

- 4.3. **Business Planning Guidelines**

Staff report dated June 18, 2019 recommending that the 2020-2024 Business & Financial Planning Guidelines, attached as Appendix A be forwarded to the next Council meeting for approval.

5. **ADJOURNMENT**

Checked by: 

Date: 6/14/19

City of Maple Ridge

AUDIT AND FINANCE COMMITTEE MEETING MINUTES

The Minutes of the Audit and Finance Committee Meeting held in the Blaney Room of the Municipal Hall, 11995 Haney Place, Maple Ridge, BC on June 4, 2019 at 4:50 pm.

PRESENT

Elected Officials

Mayor M. Morden
Councillor J. Dueck
Councillor C. Meadus
Councillor G. Robson
Councillor R. Svendsen
Councillor A. Yousef

Appointed Staff

K. Swift, Acting Chief Administrative Officer
D. Boag, Acting General Manager Parks, Recreation & Culture
C. Carter, General Manager Planning & Development Services
D. Pollock, General Manager Engineering Services
L. Benson, Director of Corporate Administration
T. Thompson, Chief Financial Officer
C. Nolan, Corporate Controller

ABSENT

Councillor K. Duncan

Other Staff as Required

D. Olivieri, Corporate Planning Coordinator

Note: These Minutes are also posted on the City's Website at www.mapleridge.ca

The meeting was live streamed and recorded by the City of Maple Ridge.

<http://media.mapleridge.ca/Mediasite/Showcase>

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**

R/2019-015

It was moved and seconded

That the agenda for the June 4, 2019 Audit & Finance Committee meeting be amended to add the following items:

- 4.2 **Property Tax Payments received as Cash**
- 4.3 **Audit & Finance Committee Terms of Reference**
- 4.4 **Staffing Structure Changes**

and that the agenda as amended be approved.

CARRIED

3. **ADOPTION OF MINUTES**

R/2019-016

It was moved and seconded

That the minutes of the Audit & Finance Committee dated April 23, 2019 be adopted as circulated.

CARRIED

4. NEW AND UNFINISHED BUSINESS

4.1. Local Government Finance Overview – Presentation

- **Trevor Thompson, Chief Financial Officer**

The Chief Financial Officer introduced the item.

The Corporate Planning Coordinator provided a slide presentation highlighting the City's business planning framework and its role in keeping resource allocation aligned with Council priorities on an annual basis. The Chief Financial Officer reviewed City processes governed by Provincial legislation and highlighted key elements of the Financial Overview Report on the 2019-2023 Financial Plan.

4.2. Property Tax Payments received as Cash

The Chief Financial Officer advised on reporting requirements under the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC). It was the consensus of the committee that Finance department staff explore policy options relating to receiving large cash sums and provide a report to Council.

4.3. Audit & Finance Committee Terms of Reference

The Audit & Finance Committee members requested that the committee be included in the Advisory Committee Review Process currently underway.

4.4. Staffing Structure Changes

Direction was given that decisions pertaining to filling staff vacancies with an alternate staffing structure are to be brought before Council as information items and that consideration should be given to creating a policy around this practice. The Acting Chief Administrative Officer advised that decisions pertaining to staffing are scheduled for an upcoming Council meeting.

5. ADJOURNMENT – 5:35 pm.

d) Alternatives:

The Committee could choose to recommend we approach BDO Canada LLP to extend the contract with them for this term of Council. The services provided by an audit firm are guided by Canadian Auditing Standards, meaning there will be little difference in the approach taken by a different firm and, presumably, little difference in the outcome of the audit. The cost of audit services was last tested in the market in 2017 and any changes in that business environment would be reflected in new proposals. Opting to consider extending the contract would be out of alignment with the City's Purchasing Policy and applicable trade agreements. For this reason it is not recommended at this time.

CONCLUSIONS:

The City will be issuing an RFP for audit services in July. Proposals received will be evaluated against predetermined evaluation criteria and staff will bring a report back to the Committee in October with a recommendation that a contract be awarded to the highest scoring proponent.



Prepared by: Catherine Nolan, CPA, CGA
Corporate Controller



Concurrence: Kelly Swift, MBA
Acting Chief Administrative Officer

Permissive exemptions from property taxation may be granted to land or improvements under section 224(2) of the *Community Charter* for the following:

- (a) Properties owned or held by charitable, philanthropic or other not for profit corporations that council considers are used for a purpose that is directly related to the purposes of the corporation
- (b) Properties owned or held by a municipality, regional district or other local authority that council considers are used for a purpose of the local authority,
- (c) Properties that council considers would otherwise qualify for Statutory Exemption were it not for a secondary use
- (d) Properties owned by a public or local authority and are used by a corporation or organization, if that organization would receive exemption if they were owners of the property,
- (e) Properties owned by persons providing a municipal service under a partnering agreement
- (f) Properties in relation to a building used for public worship receiving a statutory exemption
- (g) Properties occupied by a religious organization, as a tenant or licensee
- (h) Properties in relation to buildings used for seniors' homes or hospitals receiving a statutory exemption
- (h.1) Properties in relation to land or improvements for independent schools receiving a statutory exemption.
- (i) Land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes
- (j) Property being operated as a private hospital

Recognizing that exempting properties from taxation shifts the tax burden to the remaining properties in the municipality, councils adopt policies that define how these exemptions will be applied in their communities. In Maple Ridge, Council has chosen to adopt a series of policies intended to prevent the downloading of services that are the responsibility of senior governments and to ensure local residents are not subsidizing residents from other municipalities. The policies also establish that where a permissive exemption is granted all residents of Maple Ridge have access to the service provided and make certain the property tax exemption does not provide an unfair competitive advantage. The services provided by the organization are to be an extension of municipal services and programs, and fall under the responsibility of local government. Choosing to provide a permissive tax exemption where the service provided is the responsibility of another level of government would be funding programs not intended to be funded by property taxes.

The current policy framework was adopted as a series of policies in 2001, attached as Appendix "A", following the enactment of the *Community Charter*. The introduction of the *Charter* required the policies in place prior to 2001 be updated to refer to it instead of previous legislation. The framework was amended in 2016, following a change to the *Community Charter* providing independent schools offering a curriculum equivalent to that in a public school, to confirm that permissive exemptions would no longer be provided to private schools in Maple Ridge.

The following provides a summary of each policy:

Policy: 5.16 Homes for the Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm

- Confirms that permissive tax exemptions will not be provided to these organizations.

Policy 5.17 Private Hospitals and Daycares

- Confirms that exemptions will not be granted to these organizations.

Policy 5.18 Community Halls

- Exemptions are provided for a limited number of community halls:
 - Ruskin Community Hall
 - Ridge Meadows Seniors Society
 - Fraternal Order of Eagles

Policy 5.19 Municipal Recreation Services

- Exemptions are granted to those organizations providing services that are an extension of municipal services and are the responsibility of local government:
 - Maple Ridge Golf Course
 - Cam Neely Arena (90%)
 - Golden Ears Winter Club (95%)

Policy 5.20 Churches

- In addition to the statutory exemption, church halls and land up to 5 acres will be granted a permissive tax exemption.

Policy 5.21 Private Schools

- Confirms that permissive tax exemptions will not be provided.

Policy 5.22 Youth Recreation Groups

- A permissive exemption can be granted to not for profit societies providing fitness or recreational activities for youth.
 - Girl Guides of Canada
 - Scout Properties

Policy 5.23 Heritage Sites

- Eligible heritage properties can be granted an exemption.
 - Haney House
 - Haney Brick Yard Office and Haney Brick Yard House
 - St. Andrews United Church
 - Old Japanese School House
 - Masonic Lodge

Since the policies were adopted in 2001, each Council has reviewed them during their term in office. Reviews have been done in 2004, 2008, 2012 & 2015 and the policy framework has been confirmed each time.

All new applications for permissive tax exemptions are evaluated against the policy framework and only recommended when they fit within that framework. Over the past five years the following organizations have applied for, and been denied, a permissive exemption as the services they provide, while highly valued in the community, are not an extension of municipal services, nor are they the responsibility of local government:

- Friends in Need Food Bank
- Hope for Freedom Society
- One Way Club Society

The Friends in Need Food Bank was denied a permissive exemption as the services it provides should be funded through social assistance or healthcare branches of the provincial government. Both the Hope for Freedom Society and the One Way Club Society offer addiction recovery services, the provision of which are not within the responsibility of local government. Additionally, there are other organizations in the community that provide addiction recovery services and choosing to provide an exemption to one could invite other applications resulting in an increase in the tax burden against the remaining eligible properties.

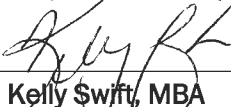
In order to provide a permissive tax exemption for the next calendar year, Council must adopt a bylaw on or before October 31 of the current year. This bylaw applies specifically to the municipal tax levies on the property tax notice. Both the *School Act* and the *Hospital District Act* provide for exemptions from other taxing authorities for properties included in the bylaw. Prior to adoption, the properties being proposed for exemption (with the exception of churches) must be publically posted and included in a newspaper. The notice will include a description of each property and the estimated tax exemption for the year of the bylaw and the following two years. The City also includes a listing of all properties receiving permissive tax exemptions in the Annual Report.

In 2019, permissive tax exemptions estimated at \$825,000 were granted in bylaw 7458-2018, attached as Appendix "B". This amount covers exemptions provided under the City's policy framework as well as permissive exemptions granted under lease or fee for service agreements.

CONCLUSION:

The policy framework surrounding permissive tax exemptions in Maple Ridge is designed with a number of outcomes in mind. The intent is to prevent the downloading of services that are the responsibility of other levels of government and to ensure that local residents are not subsidizing residents from other municipalities. Property tax relief is granted to churches and organizations providing services and programs that are an extension of municipal services and fall under the responsibility of local government.


Prepared by: **Catherine Nolan, CPA, CGA**
Corporate Controller


Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

Attachments:

- (A) City of Maple Ridge Tax Exemption Policies
- (B) City of Maple Ridge Bylaw No. 7458-2018



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption – Homes For The Care of Children and the Relief of the Aged, the Poor, the Disabled and the Infirm</p>	<p>Policy No : 5.16</p> <p>Supersedes: AMENDED</p>
<p>Authority: <u>Council</u></p> <p>Approval: <u>August 31, 2004</u></p>	<p>Effective Date:</p> <p><u>September 11, 2001</u></p>
<p>Policy Statement:</p> <p>No exemptions are permitted under this Section as these services are the responsibility of senior government.</p>	
<p>Purpose:</p> <p>Section 224(2)(a) of the <i>Community Charter</i> allows for permissive tax exemptions for properties that (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and (ii) the Council considers are used for a purpose that is directly related to the purposes of the corporation.</p> <p>There are Provincial and Federal programs in place to assist these organizations and the services that they provide are the responsibility of these senior governments. The purpose of this policy is to confirm that permissive tax exemptions will not be granted to these organizations.</p>	
<p>Definitions:</p> <p>None</p>	



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption – Private Hospitals and Daycares</p>	<p>Policy No : 5.17</p> <p>Supersedes: AMENDED</p>
<p>Authority: <u>Council</u></p> <p>Approval: <u>August 31, 2004</u></p>	<p>Effective Date:</p> <p><u>September 11, 2001</u></p>
<p>Policy Statement:</p> <p>No exemptions are permitted under this Section as these services are the responsibility of senior government.</p>	
<p>Purpose:</p> <p>Section 224(2)(j) of the <i>Community Charter</i> allows permissive tax exemptions for properties owned or held by a person or organization and operated as a private hospital licensed under the <i>Hospital Act</i>, or an institution licensed under the <i>Community Care Facility Act</i>.</p> <p>While some day-care facilities are licensed under the <i>Community Care Facility Act</i>, it takes a broad interpretation of "institution" to make these facilities eligible for tax exemption. This appears to be contrary to the <i>Community Charter</i>.</p> <p>The purpose of this policy is to confirm that tax exemptions will not be provided to services that are the responsibility of other governments.</p>	
<p>Definitions:</p> <p>None.</p>	



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption – Community Halls</p>	<p>Policy No : 5.18</p> <p>Supersedes: AMENDED</p>
<p>Authority: <u>Council</u></p> <p>Approval: <u>August 31, 2004</u></p>	<p>Effective Date:</p> <p><u>September 11, 2001</u></p>
<p>Policy Statement:</p> <p>The land and buildings necessary to the operation of a community hall that provides its community with non-restricted social and recreation activity will be exempt from taxation under Section 197(1)(a) of the <i>Community Charter</i> [municipal property taxes].</p>	
<p>Purpose:</p> <p>To establish the level of permissive tax exemption that is provided to community halls. Section 224(2)(i) of the <i>Community Charter</i> provides for a permissive tax exemption for properties owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes.</p>	
<p>Definitions:</p> <p>The athletic or service association must be a non-profit registered society that is in good standing with the Registrar. It must be apolitical and non-restrictive in its membership, executive, and event participation.</p> <p>A community hall offers identity to its recognized area and provides the community with social and recreational activity.</p> <p>Tax exemptions for community halls will be restricted to one hall per Maple Ridge community as follows: Hammond, West Maple Ridge, Haney, Albion, Thornhill, Whornock, Ruskin, and Yennadon.</p>	



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption – Municipal Recreational Services</p>	<p>Policy No : 5.19 Supersedes: AMENDED</p>
<p>Authority: <u>Council</u> Approval: <u>August 31, 2004</u></p>	<p>Effective Date: <u>September 11, 2001</u></p>
<p>Policy Statement:</p> <p>Council may, on a request-by-request basis, exempt from taxation under Section 197(1)(a) of the <i>Community Charter [municipal property taxes]</i>, all land and improvements, or portion thereof, necessary to the operation of a program that provides recreation services that have been accepted as an endorsed municipal service.</p>	
<p>Purpose:</p> <p>Section 224(2)(i) of the <i>Community Charter</i> allows permissive tax exemptions for properties owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes.</p> <p>Section 224(2)(a) of the <i>Community Charter</i> allows permissive tax exemptions for properties that (i) are owned or held by a charitable, philanthropic or other not profit corporation, and (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation.</p> <p>The purpose of this policy is to confirm that Council will, on a request-by-request basis, consider providing permissive tax exemptions to organizations that provide recreational services that are an extension of municipal services.</p>	
<p>Definitions:</p> <p>The land and/or improvements must be owned or held by the Municipality or by a registered non-profit society that is in good standing with the registrar.</p> <p>The organization must be apolitical, and be non-restrictive in its membership, executive, and program services.</p> <p>Exemptions will not be considered where the services duplicate those offered by a level of government or government agency.</p>	



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption - Churches</p>	<p>Policy No : 5.20 Supersedes: AMENDED</p>
<p>Authority: <u>Council</u> Approval: <u>August 31, 2004</u></p>	<p>Effective Date: <u>September 11, 2001</u></p>
<p>Policy Statement: The church halls, not including church manses, and the surrounding land up to five acres that is situated on the same legal parcel as the buildings will be exempted from taxation.</p>	
<p>Purpose: General statutory exemption from taxation is provided under Section 220(1)(h) of the <i>Community Charter</i> for the building and the land on which the building stands for properties that are registered in the name of the religious organization using the building. This policy is required to provide tax exemptions under Sections 224(2)(f) and 224(2)(g) of the <i>Community Charter</i> for land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied</p>	
<p>Definitions: The properties for the purpose of public worship will be those established by the Area Assessor.</p>	
<p>Reference: Maple Ridge Church Taxation Exemption By-Law No. 3625-1985.</p>	



POLICY MANUAL

Title: Tax Exemption – Private Schools	Policy No : 5.21 (Rev. 2) Supersedes: AMENDED Tax Exemption - Private Schools Policy 5.21 (August 31, 2004)
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: April 26, 2016
Policy Statement: No exemptions are permitted under this Section.	
Purpose: Section 220(1)(l) of the <i>Community Charter</i> provides for statutory tax exemptions for a building owned by an incorporated institution of learning that is regularly giving children instruction accepted as equivalent to that given in a public school, and that is actually occupied and wholly in use by the incorporated institution for the purpose of giving the instruction, together with <ul style="list-style-type: none"> (i) The land on which the building stands, and (ii) An area of the land surrounding the land referred to in subparagraph (i) or improvements on the area of land, or both, that are owned by the incorporated institution and that are reasonably necessary for the purposes of the incorporated institution, including, without limiting this, the following areas of land and improvements: <ul style="list-style-type: none"> (A) Playing fields, athletic grounds and facilities, playgrounds and improvements related to any of them; (B) Storage, maintenance and administrative facilities; (C) Dormitories for students; (D) Parking lots, walkways and roads <p>Any lands determined by BC Assessment to be in excess of those needed for the delivery of the curriculum will be subject to property taxation.</p>	



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption – Youth Recreation Groups</p>	<p>Policy No : 5.22 Supersedes: AMENDED</p>
<p>Authority: <u>Council</u> Approval: <u>August 31, 2004</u></p>	<p>Effective Date: <u>September 11, 2001</u></p>
<p>Policy Statement:</p> <p>Land up to a maximum of 5 acres and buildings that are owned or held by a registered non-profit youth or recreation group, and used principally for fitness development and recreational activities of the public, will be exempt from taxation under Section 197(1)(a) of the <i>Community Charter</i> [<i>municipal property taxes</i>].</p>	
<p>Purpose:</p> <p>Section 224(2)(i) of the <i>Community Charter</i> allows for permissive tax exemptions for properties owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes. The purpose of this policy is to establish the level of permissive tax exemption that will apply to youth and recreation groups.</p>	
<p>Definitions:</p> <p>The youth or recreation group must be a non-profit registered society that is in good standing with the Registrar. It must be apolitical, and non-restrictive in its membership, executive and event participation.</p> <p>The group must be dedicated to the fitness development and/or recreational needs of a reasonable section of the community.</p> <p>Exemptions will not be considered where comparable facilities or activities are offered by the Municipality or the private sector.</p>	



POLICY STATEMENT

District of Maple Ridge

<p>Title: Tax Exemption – Heritage Sites</p>	<p>Policy No : 5.23 Supersedes: AMENDED</p>
<p>Authority: <u>Council</u> Approval: <u>August 31, 2004</u></p>	<p>Effective Date: <u>September 11, 2001</u></p>
<p>Policy Statement:</p> <p>Council will consider requests for exemption from taxation under Section 197(1)(a) of the <i>Community Charter</i> [municipal property taxes] for:</p> <ol style="list-style-type: none"> 1. Eligible heritage property under Section 225(2)(b) of the <i>Community Charter</i>; or 2. A historical building which has previously received an exemption from taxation under Section 400 (2)(a), now repealed, of the Municipal Act. 	
<p>Purpose:</p> <p>The <i>Community Charter</i> provides authority to municipalities to undertake certain activities relating to heritage conservation. Section 225(2)(b) of the <i>Community Charter</i> allows for permissive tax exemption for eligible heritage properties. The purpose of this policy is to confirm that requests for tax exemption for eligible heritage properties will be considered by Council. Properties which are not eligible heritage properties but which were granted a tax exemption under section 400(2)(a), now repealed, continue to be eligible for permissive tax exemption under the transitional provisions of the Heritage Conservation Statutes Amendment Act, 1994.</p>	
<p>Definitions:</p> <p><i>Eligible heritage properties</i> include protected heritage properties under Section 967 of the <i>Local Government Act</i>, properties subject to a heritage revitalization agreement under Section 966 of the <i>Local Government Act</i> or properties subject to a covenant under Section 219 of the Land Title Act that relates to the conservation of heritage property.</p>	

CITY OF MAPLE RIDGE
BYLAW NO. 7458-2018

A Bylaw to exempt from taxation, certain properties within
the City of Maple Ridge

WHEREAS, pursuant to provisions of the Community Charter, S.B.C., 2003, Chapter 26, a Municipal Council may exempt certain land and improvements from taxation, where, in the opinion of the Municipal Council, the use of the land and improvements qualifies for exemption;

AND WHEREAS, the Municipal Council deems it expedient to exempt certain land and improvements;

NOW THEREFORE, the Municipal Council of the City of Maple Ridge in open meeting assembled, enacts as follows:

1. This Bylaw shall be cited for all purposes as Maple Ridge Tax Exemption Bylaw No. 7458-2018.
2. That in accordance with Section 224(2)(i) of the Community Charter, the following lands and improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned By: Scout Properties (BC/Yukon) Ltd Folio: 05299-0100-0 Address: 27660 Dewdney Trunk Road	\$ 1,780,000	\$ 22,322	\$ 23,103	\$ 23,935
b) Owned By: Girl Guides of Canada Folio: 05322-0300-1 Address: 26521 Ferguson Avenue	\$ 1,643,000	\$ 20,604	\$ 21,325	\$ 22,092
c) Portion of Land and Improvements owned by the City of Maple Ridge Leased to: Ridge Meadows Seniors Society Folio: 52700-0001-0 Address: 12148 224 Street	\$ 4,028,000	\$ 39,647	\$ 41,035	\$ 42,512
d) Owned By: Fraternal Order of Eagles, Maple Ridge Aerie #2831 Folio: 73878-0300-6 Address: 23461 132 Avenue	\$ 849,200	\$ 10,649	\$ 11,022	\$ 11,419
e) Owned By: Ruskin Community Hall Folio: 94856-0000-8 Address: 28395 96 Avenue	\$ 524,800	\$ 6,581	\$ 6,811	\$ 7,057

3. That in accordance with Section 224(2)(i) of the Community Charter, the following lands and improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes be exempt from taxation; and in accordance with Section 225(2)(e) of the Community Charter, the following land and improvements that are eligible golf course property, being land maintained as a golf course be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned By: City of Maple Ridge Leased to: Region View Recreation Services (Public Golf Course) Folio: 21238-1001-1 Address: 20818 Golf Lane	\$ 2,266,300	\$ 26,898	\$ 27,839	\$ 28,843

4. That in accordance with Section 224(2)(a) of the Community Charter, the following land and improvements that are owned or held by a charitable, philanthropic, or other not for profit corporation, and the council considers are used for the same purpose be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned by: City of Maple Ridge Occupied by: Maple Ridge Search & Rescue Society Folio: 84120-0005-0 Address: 23598 Jim Robson Way	\$ 746,000	\$ 7,343	\$ 7,600	\$ 7,873

5. That in accordance with Section 224(2)(d) of the Community Charter, the interest in land and improvements owned by a public or local authority that are being used by a corporation or organization that would be eligible for exemption if the land and improvements were owned by that corporation or organization, shall be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned By: City of Maple Ridge Leased to: Maple Ridge Pitt Meadows Arts Council Folio: 31711-1000-0 Address: 11944 Haney Place	\$ 13,880,000	\$ 136,619	\$ 141,401	\$ 146,492
b) Owned By: Greater Vancouver Sewerage & Solid Waste Leased to: Ridge Meadows Recycling Society Folio: 84112-0001-0 Address: 10092 236 Street	\$ 1,781,000	\$ 17,530	\$ 18,144	\$ 18,797
c) Owned By: City of Maple Ridge Leased to: Katie's Place Folio: 84292-0100-0 Address: 10255 Jackson Road	\$ 280,500	\$ 2,761	\$ 2,858	\$ 2,960
d) Owned By: City of Maple Ridge Leased to: BC Society for the Prevention of Cruelty to Animals Folio: 84292-0257-0 Address: 10235 Jackson Road	\$ 3,327,000	\$ 32,747	\$ 33,893	\$ 35,114

6. That in accordance with Section 224(2)(f) of the Community Charter, in relation to property that is exempt under section 220(1)(h) [buildings for public worship], the following land and improvements, that have been deemed as necessary to the building set apart for public worship, be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned By: Wildwood Fellowship Church Folio: 05071-0100-5 Address: 10810 272 Street	\$ 482,100	\$ 6,046	\$ 6,257	\$ 6,482
b) Owned By: Ridge Meadows Open Door Church Folio: 10622-0100-0 Address: 11391 Dartford Street	\$ 261,300	\$ 3,277	\$ 3,391	\$ 3,514
c) Owned By: BC Conference of Mennonite Brethren Churches Inc. Folio: 20762-0305-0 Address: 20450 Dewdney Trunk Road	\$ 4,833,000	\$ 60,607	\$ 62,728	\$ 64,986
d) Owned By: Christian and Missionary Alliance-Canadian Pacific District Folio: 20804-0401-1 Address: 20399 Dewdney Trunk Road	\$ 730,800	\$ 9,164	\$ 9,485	\$ 9,827
e) Owned By: St. Paul's Evangelical Lutheran Church of Haney BC Folio: 20861-0100-4 Address: 12145 Laity Street	\$ 602,200	\$ 7,552	\$ 7,816	\$ 8,097
f) Owned By: St. John the Divine Anglican Church Folio: 20920-0100-1	\$ 597,000	\$ 7,486	\$ 7,749	\$ 8,027

Address: 21299 River Road		2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
g)	Owned By: Generations Christian Fellowship and Colleen Findlay Foundation Folio: 21034-0000-8 Address: 11601 Laity Street	\$ 1,633,000	\$ 20,478	\$ 21,195	\$ 21,958
h)	Owned By: Roman Catholic Archbishop of Vancouver Church Folio: 21140-0400-1 Address: 20285 Dewdney Trunk Road	\$ 1,059,000	\$ 13,280	\$ 13,745	\$ 14,240
i)	Owned By: Christian Reformed Church of Maple Ridge BC Folio: 21142-3300-3 Address: 20245 Dewdney Trunk Road	\$ 710,300	\$ 8,907	\$ 9,219	\$ 9,551
j)	Owned By: Burnett Fellowship Baptist Church Folio: 21190-0001-0 Address: 20639 123 Avenue	\$ 604,300	\$ 7,578	\$ 7,843	\$ 8,126
k)	Owned By: Church of Jesus Christ of Latter Day Saints in Canada Folio: 21255-0201-X Address: 11750 207 Street	\$ 715,700	\$ 8,975	\$ 9,289	\$ 9,624
l)	Owned By: Maple Ridge East Congregation of Jehovah's Witnesses Folio: 21335-2200-2 Address: 11770 West Street	\$ 754,400	\$ 9,460	\$ 9,791	\$ 10,144
m)	Owned By: Church of the Nazarene Folio: 41990-0000-8 Address: 21467 Dewdney Trunk Road	\$ 806,063	\$ 10,108	\$ 10,462	\$ 10,839
n)	Owned By: High Way Church Folio: 42162-0000-X Address: 21746 Lougheed Highway	\$ 887,900	\$ 11,134	\$ 11,524	\$ 11,939
o)	Owned By: Congregation of the Haney Presbyterian Church Folio: 42176-0000-8 Address: 11858 216 Street	\$ 997,500	\$ 12,509	\$ 12,947	\$ 13,413
p)	Owned By: Trustees of the Congregation of the Golden Ears United Church Folio: 42249-0100-6 Address: 22165 Dewdney Trunk Road	\$ 2,298,800	\$ 28,827	\$ 29,836	\$ 30,910
q)	Owned By: Maple Ridge Baptist Church Folio: 42331-0100-1 Address: 22155 Lougheed Highway	\$ 7,892,600	\$ 98,975	\$ 102,439	\$ 106,127
r)	Owned By: Governing Council of the Salvation Army in Canada Folio: 42345-0200-0 Address: 22188 Lougheed Highway	\$ 499,800	\$ 6,268	\$ 6,487	\$ 6,720
s)	Owned By: Roman Catholic Archbishop of Vancouver Folio: 52788-0000-8 Address: 22561 121 Avenue	\$ 272,200	\$ 3,413	\$ 3,533	\$ 3,660
t)	Owned By: Trustees of Webster's Corners United Church Folio: 63029-0100-5 Address: 25102 Dewdney Trunk Road	\$ 458,100	\$ 5,745	\$ 5,946	\$ 6,160
u)	Owned By: Parish of St. George (Maple Ridge) Folio: 63157-2001-1 Address: 23500 Dewdney Trunk Road	\$ 613,800	\$ 7,697	\$ 7,967	\$ 8,253
v)	Owned By: Christian Life Assembly Folio: 63163-2300-2 Address: 11756 232 Street	\$ 1,159,000	\$ 14,534	\$ 15,043	\$ 15,584

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
w) Owned By: Lord Bishop of New Westminster Folio: 94720-0001-0 Address: 27123 River Road	\$ 641,700	\$ 8,047	\$ 8,329	\$ 8,629
x) Owned By: Foursquare Gospel Church of Canada Folio: 94803-0100-3 Address: 28304 96 Avenue	\$ 482,100	\$ 6,046	\$ 6,257	\$ 6,482
y) Owned By: Apostles of Infinite Love, Canada Folio: 94906-0000-3 Address: 27289 96 Avenue	\$ 408,000	\$ 5,116	\$ 5,295	\$ 5,486

7. That in accordance with Section 224(2)(g) of the Community Charter, land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers necessary to land or improvements so used or occupied, be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned By: 664589 BC Ltd Leased By: NorthRidge Foursquare Church Folio: 63220-0000-0 Address: 22899 Dewdney Trunk Road	\$ 1,128,000	\$ 14,145	\$ 14,640	\$ 15,167

8. That in accordance with Section 225(2)(b) of the Community Charter the following heritage lands and improvements shall be exempt from taxation:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Owned By: City of Maple Ridge Leased to: Maple Ridge Historical Society (St. Andrew's United Church) Folio: 31428-0000-1 Address: 22279 116 Avenue	\$ 307,000	\$ 3,022	\$ 3,128	\$ 3,240
b) Owned By: Prince David Temple Society (Masonic Lodge) Folio: 31429-0100-0 Address: 22272 116 Avenue	\$ 585,300	\$ 7,340	\$ 7,597	\$ 7,870
c) Owned By: City of Maple Ridge Leased to: Fraser Information Society (Old Japanese School House) Folio: 31492-0000-3 Address: 11739 223 Street	\$ 566,500	\$ 5,576	\$ 5,771	\$ 5,979
d) Owned By: City of Maple Ridge Leased to: Maple Ridge Historical Society (Haney House) Folio: 31790-0000-4 Address: 11612 224 Street	\$ 751,000	\$ 2,250	\$ 2,329	\$ 2,413
e) Owned By: City of Maple Ridge Leased to: Maple Ridge Historical Society (Haney Brick Yard Office and Haney Brick Yard House) Folio: 31962-0502-3 Address: 22520 116 Avenue	\$ 842,000	\$ 8,288	\$ 8,578	\$ 8,887

9. That in accordance with Section 224(2)(c) of the Community Charter, "land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use", the council may, by the adoption of a bylaw, determine the proportions of the land and improvements that are to be exempt and taxable; and Section 224(2)(i) of the Community Charter, land or improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes, shall be exempt from taxation as by the proportions set in accordance with Section 224(2)(c) of the Community Charter:

	2018 Exempt Assessed Value	Estimated 2019 Exemption	Estimated 2020 Exemption	Estimated 2021 Exemption
a) Land and Improvements owned by the City of Maple Ridge, herein called Cam Neely Arena, shall be exempted from 90% of taxation Folio: 84120-0002-0 Address: 23588 Jim Robson Way	\$ 4,795,000	\$ 47,197	\$ 48,849	\$ 50,607
b) Land and Improvements owned by the City of Maple Ridge, herein called the Golden Ears Winter Club, shall be exempted from 95% of taxation Folio: 84120-0004-0 Address: 23588 Jim Robson Way	\$ 3,216,000	\$ 31,655	\$ 32,763	\$ 33,942

Included within each of the exemptions 9(a) and 9(b) is a proportionate share (based on the square footage areas of Cam Neely Arena, The Golden Ears Winter Club, and the remainder of the building) of all entrances, lobbies, change rooms, stairs, elevators, hallways, foyers and other common use areas of the lands and improvements

10. The exemptions from taxation are for the year 2019.
11. The exemptions granted by this bylaw are without prejudice to any claim for entitlement to exemption based on any other provisions of the Community Charter or any other legislation.

READ a FIRST TIME the 25th day of September, 2018.

READ a SECOND TIME the 25th day of September, 2018.

READ a THIRD TIME the 25th day of September, 2018.

ADOPTED the 16th day of October, 2018.

PRESIDING MEMBER

CORPORATE OFFICER



City of Maple Ridge

mapleridge.ca

TO: His Worship Mayor Michael Morden and Members of Council
MEETING DATE: June 18, 2019

FROM: Chief Administrative Officer
MEETING: Audit & Finance Committee

SUBJECT: 2020-2024 Business & Financial Planning Guidelines

EXECUTIVE SUMMARY:

Over the coming months, staff will be preparing the 2020-2024 Business & Financial Plans for Council's consideration in December. Business & Financial Planning Guidelines serve as direction to staff. They also provide the community with an early indication of forecasted property tax and fee increases.

The purpose of this report is to have Council review and approve the guidelines so that work on the 2020-2024 Business & Financial Plan can begin. Business planning aligns corporate work plans to deliver on the strategic direction set by Council.

RECOMMENDATION:

That the 2020-2024 Business & Financial Planning Guidelines, attached as Appendix A, be forwarded to the next Council meeting for approval.

DISCUSSION:

a) Background Context:

The proposed Business & Financial Planning Guidelines for 2020-2024 are attached and there are a number of reasons for early consideration of these:

- Provide an open and transparent overview of the key assumptions used in the development of the Financial Plan.
- Provide the community with an early indication of proposed property and fee increases.
- Allow for a lengthy public input period, before Council receives the formal Financial Plan that will incorporate these guidelines.
- Provide guidance to staff to ensure the Financial Plan presented to Council in December meets with Council's expectations.


The rationale for the tax increases is covered in detail in the 2019-2023 Financial Overview Report available on the City's website at www.mapleridge.ca. This report will be updated for the 2020-2024 Financial Plan and will be included with departmental business plans.

b) Citizen/Customer Implications:

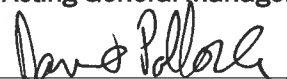
Business planning decisions and resource allocation impacts both levels of services and the cost of these services which are largely funded through property taxes, development charges and user fees.


CONCLUSION:

A significant amount of work on Business Planning will be done over the coming months and into the fall. The guidelines attached to this report will allow staff to develop a plan that is aligned with Council direction.


Prepared by: **Trevor Thompson, CPA, CGA**
Chief Financial Officer


Reviewed by: **David Boag**
Acting General Manager Parks and Recreation & Culture


Reviewed by: **David Pollock, P.Eng,**
General Manager Engineering Services


Approved by: **Christine Carter, M. PL, MCIP, RPP**
General Manager Planning & Development


Concurrence: **Kelly Swift, MBA**
Acting Chief Administrative Officer

Attachments:

(A) Appendix A – Business & Financial Planning Guidelines 2020-2024

Appendix A – Business & Financial Planning Guidelines 2020 - 2024

1. Guidelines for Business Planning:

- 1.1. Consider Council-raised issues in developing work plans, respecting the criteria for establishing priorities and recognizing that capacity is needed for opportunities or issues that might be discovered throughout the year.
- 1.2. Review property tax rates annually to ensure we are competitive with other lower mainland municipalities. The 2019 review will be extended to include the Farm Class.
- 1.3. Review utility charges with a view towards using rate stabilization practices to smooth out large fluctuations in rates.
- 1.4. Develop and initiate a public consultation plan.
- 1.5. Evaluate services to ensure alignment with Council direction.
- 1.6. Identify and measure outputs/outcomes. Performance measures will be published in the Annual Report and on the website.
- 1.7. Performance reports are to be presented to Council at open Council meetings, both with consideration of Council priorities and departmental commitments.
- 1.8. Identify potential new revenue sources (i.e. be creative). The increased revenues from existing sources should align with the cost increases for those services.
- 1.9. Used as a management tool, service level reductions are explored and kept confidential with the Corporate Management Team as not to cause undue concern amongst business units or staff. With this in mind, reduction packages should reflect significant changes to an area's operation. The requirement is less about meeting a specific target reduction or trimming costs around the edges, but rather should result in a fundamental shift in what or how services are delivered. Given the degree of cross-functional projects and service delivery, departments should consider collaborative reduction packages in partnership with other departments.
- 1.10. Incremental packages must include a business case to support new programs/projects/staff.
- 1.11. Organizational/structural change considerations should include whether the current structure is adequate to deliver the service? Are there better options? Should we contract for services, or bring services in-house where and when it makes sense organizationally and financially.
- 1.12. Succession planning – review organization charts in relation to service delivery with a view to long-term planning. What positions do you see as potentially becoming vacant by retirement and what organizational options may be available as a result? What training or overlap is required to provide sufficient knowledge transfer to ensure resilient service levels?
- 1.13. Vacant position review and management – all positions that become vacant are subject to a detailed review prior to being refilled.
- 1.14. Contracting/Consulting review – all consulting work should undergo a review at not only budget time, but also when services are being contracted to determine the best way to acquire services. This will involve potentially contracting out where it makes sense and contracting in where there are available staff resources.
- 1.15. Technology – review business applications and technology tools to identify upgrade or obsolescence issues. Ensure work plans, budgets and Information Services work plans/projects reflect the resources necessary to support the changes if required.

Appendix A – Business & Financial Planning Guidelines 2020 - 2024

2. Guidelines for Financial Planning:

- 2.1. General Purposes Property Tax Increase, 2.0% per year.
- 2.2. Infrastructure Sustainability Property Tax Increase, 0.70% per year for 2020 and 2021, 0.90% per year for 2022 and 2023 and 1.0% for 2024.
- 2.3. Parks, Recreation and Culture Property Tax Increase, 0.60% per year.
- 2.4. Storm Water Property Tax Increase, 0.30% per year for 2020 and 2021, 0.10% for 2022 and 2023 with no increase in 2024.
- 2.5. Water Levy Increase, 4.50% per year.
- 2.6. Sewer Levy Increase, 8.50% per year.
- 2.7. Recycling Levy Increase, 2.75% per year.
- 2.8. Growth in Property Tax Revenue Assumption, 1.85% in 2020, 1.80% in 2021 and 1.75% per year for 2022 through 2024.
- 2.9. Provision for costs associated with growth, subject to available funding.
- 2.10. Budgets include operating and capital components for a five-year period.
- 2.11. The Financial Plan must be in accordance with Council's strategic Financial Sustainability Plan policies approved in October 2004.
- 2.12. Collective Agreements – the financial plan needs to include sufficient financial capacity to address collective agreement settlements or the emerging patterns.
- 2.13. Grants – Targeted grant funding sources should be reflected in the financial plan, along with the associated project costs.
- 2.14. Refine the funding strategy to deliver the approved park and recreation community infrastructure.
- 2.15. Funding for implementation costs have been set aside for the Community Safety Plan. The Financial Plan will be updated as the implementation plans are developed.