

TO: MAYOR & COUNCILLORS
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER
SUBJECT: **2024 LOCAL SERVICE TAX BYLAW**
PURPOSE: To seek Council approval to bring forward a Local Service Tax Bylaw to impose parcel taxes for new local improvement works completed as of December 31, 2023

RECOMMENDATION

THAT the City Solicitor be authorized to bring forward a Local Service Tax Bylaw to impose parcel taxes for local area service works completed as of December 31, 2023, as outlined in the report titled “2024 Local Service Tax Bylaw” dated April 15, 2024.

1.0 POLICY SECTION

In accordance with Part 7, Division 5, Section 216 of the *Community Charter*, all or part of the costs of a local area service (LAS) may be recovered, in accordance with the establishing bylaw for the service, by means of a parcel tax under Part 7, Division 4 that are imposed only within the boundaries of the local area service.

2.0 BACKGROUND

LAS Project number 21305 is an owner-initiated project submitted in January 2020, related to street light installation. Petitions were mailed to owners of properties abutting the proposed project area in September 2020 with a deadline to return of October 2020. The Certificate of Sufficiency was approved by Council in November 2020 with 11 properties out of 14 supporting the project.

LAS Project number 21402 is a city-initiated project submitted in July 2020, related to street light installation. Petitions were mailed to owners of properties abutting the proposed project area in January 2021 with a deadline to return of February 2021. The Certificate of Sufficiency was approved by Council in March 2021 with 4 properties out of 17 submitting petitions to reject the project.

LAS Project number 22601 is an owner-initiated project submitted in August 2021, related to lane paving. Petitions were mailed to owners of properties abutting the proposed project area in September 2021 with a deadline to return of October 2021. The Certificate of Sufficiency was approved by Council in November 2021 with 7 properties out of 13 supporting the project.

All of the above LAS Projects were authorized by Local Area Service Construction Bylaws (Nos. 14244, 14309 and 14396) and construction for each Project was completed by December 31, 2023. As such, it is appropriate to now impose a parcel tax to recover the property owners' portion of the LAS Project costs.

3.0 GENERAL INFORMATION

Owners of properties located within the boundaries of the LAS Projects included in Attachment 1 were advised by mail that starting in 2024 they would be charged a parcel tax for the completed LAS Project adjacent to their property, for which work was completed prior to December 31, 2023. The property owners were given an opportunity to make complaints about errors or omissions relating to the parcel tax or inclusion in the parcel tax roll, in accordance with Part 7, Division 4, Section 205 of the *Community Charter*, by submitting a written request to the City of Burnaby Tax Office, to appear at the March 14, 2024 Parcel Tax Roll Review Panel (PTRRP). The City did not receive any written requests to appear. The PTRRP was conducted on March 14, 2024, without any complaints from property owners, and the Parcel Tax Roll was authenticated as presented.

Attachment 1 identifies the LAS Projects proposed to be the subject of the 2024 Local Area Service Bylaw and sets out the rate per tax frontage (\$/ft), years over which instalments will be imposed, and frontage (total and taxable) calculations for each LAS Project. Attachments 2 to 4 provide further details about each LAS Project, the properties (by roll number) that will be subject to the parcel tax and annual amount of the parcel tax.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

As required by Part 7, Division 4, section 204 of the *Community Charter*, public notices about the PTRRP meeting date and time was publish on the City’s website on February 29, 2024 and March 7, 2024, and notices with information required by the *Community Charter* were mailed to properties affected by the proposed 2024 Local Area Service Bylaw on February 28, 2024 (at least 14 days prior to the PTRRP meeting date, as required by section 204 of the *Community Charter*).

5.0 FINANCIAL CONSIDERATIONS

Three (3) LAS Projects were completed by December 31, 2023, for a combined 2024 annual parcel tax of \$4,356.69 across 44 properties. The parcel tax amounts collected will be used to pay the property owners’ portion of the completed LAS Projects.

Respectfully submitted,
Eva Juca, Manager Revenue and Taxation
For
Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

ATTACHMENTS

- Attachment 1 – 2024 Schedule of the Local Service Tax Bylaw
- Attachment 2 - Project Number 21305
- Attachment 3 - Project Number 21402
- Attachment 4 - Project Number 22601

REPORT CONTRIBUTORS

This report was prepared by Eva Juca, Manager Revenue and Taxation, and reviewed by Richard Rowley, Director Finance – Revenue Services and May Leung, City Solicitor.

2024 Schedule of the Local Service Tax Bylaw

Schedule Number	Project Number	Construction Bylaw Number	Description Of Works	Local Improvement Charges Bylaw	Rate Per Foot Of Taxable Frontage (\$/ft.)	Years	Project Actual Frontage (ft.)	Project Taxable Frontage (ft.)	Total Annual Frontage Tax Payable*
1	21305	14244	Installation of streetlights on Farrington Street, from Inman Ave to Patterson Ave.	14091	\$0.97	10	Combined 990.65	Combined 990.65	Combined \$960.94
2	21402	14309	Installation of streetlights on Mckay Ave, from Hurst Street to Victory Street.	14091	\$0.97	10	Combined 1222.18	Combined 838.85	Combined \$813.65
3	22601	14396	Lane paving - Lane E of Ranelagh Ave N, from Cambridge St to Grosvenor Cr.	14091	\$3.24	5	Combined 930.54	Combined 796.95	Combined \$2,582.10

*Includes the sum of all property annual frontage charges payable for the project.

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City Of Burnaby
Calculation of Local Improvement Costs

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Bylaw Number: 21305
Series: 21305
Title: FARRINGTON ST

Status: COMPLETED

Estimated Cost: 76,000.00
Administration Fee: 0.00 %
Total Estimated Cost: 76,000.00

Actual Cost: 76,000.00
Owner's Share: 10.70 %
Loan Amount: 8,131.16

Term (in Years): 10
Annual Interest Rate: 3.160 %

Commuted to Date: 0.00

Project Requested: Aug 11, 2020
Project Completed:
Court of Revision:
Commuting Date: Dec 31, 2023
Interest Start Date: Jan 1, 2024
Date of First Payment: Dec 31, 2024
Unit of Measurement: land & improvements
feet

Minimum Taxable:
Maximum Taxable:
Total Actual: 990.65000000
Total Taxable: 990.65000000
Cost Per Taxable Unit: 8.21

Roll Number	Component	Actual Units	Taxable Units	Original Commute Amt	2024 Levy
2520-4021-0000	FRONTAGE (FRONTAGE)	70.01000000	70.01000000	574.63	67.91
2520-4022-0000		70.01000000	70.01000000	574.63	67.91
2520-4035-0000		70.01000000	70.01000000	574.63	67.91
2520-4036-0000		70.01000000	70.01000000	574.63	67.91
2520-4049-0000		70.01000000	70.01000000	574.63	67.91
2520-4052-0000		70.01000000	70.01000000	574.63	67.91
2520-4063-0000		70.01000000	70.01000000	574.63	67.91
2520-4068-0000		70.01000000	70.01000000	574.63	67.91
2520-4077-0000		70.01000000	70.01000000	574.63	67.91
2520-4078-0000		70.01000000	70.01000000	574.63	67.91
2520-4088-0000		72.41000000	72.41000000	594.35	70.24
2520-4091-0000		72.41000000	72.41000000	594.35	70.24
5315-5282-0000		72.83000000	72.83000000	597.82	70.65
5315-5336-0000		72.90000000	72.90000000	598.33	70.71
TOTALS				<u>8,131.15</u>	<u>960.94</u>
REPORT TOTALS				<u>8,131.15</u>	<u>960.94</u>

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City Of Burnaby
 Calculation of Local Improvement Costs

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Bylaw Number: 21402
 Series: 21402
 Title: MCKAY AVE, HURST TO VICTORY

Status: COMPLETED

Estimated Cost: 87,000.00
 Administration Fee: 0.00 %
 Total Estimated Cost: 87,000.00

 Actual Cost: 87,000.00
 Owner's Share: 7.91 %
 Loan Amount: 6,884.85

Project Requested: Aug 12, 2020
 Project Completed:
 Court of Revision:
 Commuting Date: Dec 31, 2023
 Interest Start Date: Jan 1, 2024
 Date of First Payment: Dec 31, 2024
 Unit of Measurement: land & improvements
 feet

Term (in Years): 10
 Annual Interest Rate: 3.160 %

 Commuted to Date: 0.00

Minimum Taxable:
 Maximum Taxable:

 Total Actual: 1,222.18000000
 Total Taxable: 838.85000000
 Cost Per Taxable Unit: 8.21

Roll Number	Component	Actual Units	Taxable Units	Original Commute Amt	2024 Levy
3200-4306-6000	FRONTAGE (FRONTAGE)	119.65000000	82.00000000	673.04	79.54
3230-4286-0000		70.44000000	29.33000000	240.73	28.45
3230-4289-6000		127.33000000	15.91000000	130.56	15.43
3230-4319-0000		123.88000000	30.97000000	254.19	30.04
3270-4305-0000		123.00000000	82.00000000	673.04	79.54
5665-7011-0000		80.51000000	80.51000000	660.77	78.09
5665-7037-6000		32.51000000	32.51000000	266.80	31.53
5665-7039-6000		32.51000000	32.51000000	266.80	31.53
5665-7058-0000		52.00000000	52.00000000	426.81	50.44
5665-7061-6000		32.51000000	32.51000000	266.80	31.53
5665-7063-6000		32.51000000	32.51000000	266.80	31.53
5665-7076-0000		52.00000000	52.00000000	426.81	50.44
5665-7120-0000		51.51000000	30.28000000	248.52	29.37
5665-7122-0000		51.51000000	51.51000000	422.75	49.96
5665-7149-0000		64.99000000	64.99000000	533.42	63.04
5665-7150-0000		55.31000000	55.31000000	453.97	53.65
5665-7159-0000		120.01000000	82.00000000	673.04	79.54

City Of Burnaby
Calculation of Local Improvement Costs

Roll Number	Component	Actual Units	Taxable Units	Original Commute Amt	2024 Levy
TOTALS				6,884.85	813.65
REPORT TOTALS				6,884.85	813.65

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City Of Burnaby
Calculation of Local Improvement Costs

Page: 1

Bylaw Number: 22601
Series: 22601
Title: EAST OF RANELAGH AVE N

Status: COMPLETED

Estimated Cost: 175,000.00
Administration Fee: 0.00 %
Total Estimated Cost: 175,000.00

Actual Cost: 175,000.00
Owner's Share: 6.73 %
Loan Amount: 11,772.41

Term (in Years): 5
Annual Interest Rate: 3.160 %

Commuted to Date: 0.00

Project Requested: Aug 19, 2021
Project Completed:
Court of Revision:
Commuting Date: Dec 31, 2023
Interest Start Date: Jan 1, 2024
Date of First Payment: Dec 31, 2024
Unit of Measurement: land & improvements
feet

Minimum Taxable:
Maximum Taxable:
Total Actual: 930.54000000
Total Taxable: 796.95000000
Cost Per Taxable Unit: 14.77

Roll Number	Component	Actual Units	Taxable Units	Original Commute Amt	2024 Levy
0390-5332-0000	FRONTAGE (FRONTAGE)	91.34000000	22.83000000	337.25	73.97
0440-5385-0000		66.01000000	66.01000000	975.09	213.87
6104-0234-0000		66.01000000	66.01000000	975.09	213.87
6104-0256-0000		66.01000000	66.01000000	975.09	213.87
6104-0270-0000		50.00000000	50.00000000	738.60	162.00
6104-0370-0000		58.56000000	58.56000000	865.02	189.73
6104-0376-0000		54.99000000	54.99000000	812.32	178.17
6134-0201-0000		66.01000000	66.01000000	975.09	213.87
6134-0211-0000		66.01000000	66.01000000	975.09	213.87
6134-0231-0000		66.01000000	66.01000000	975.09	213.87
6134-0251-0000		66.01000000	66.01000000	975.09	213.87
6134-0275-0000		66.50000000	66.50000000	982.33	215.46
6134-0301-0000		147.08000000	82.00000000	1,211.30	265.68
TOTALS				11,772.45	2,582.10
REPORT TOTALS				11,772.45	2,582.10