



**SUBJECT: 2018 Treasurer's statement for Development Charges reserve funds, Park Dedication reserve fund and the Public Benefits reserve fund**

**TO: Committee of the Whole**

**FROM: Finance Department**

Report Number: F-09-19

Wards Affected: All

File Numbers: 460-01

Date to Committee: May 13, 2019

Date to Council: May 27, 2019

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**Recommendation:**

Receive and file finance department report F-09-19 providing the 2018 Treasurer's statement for Development Charges reserve funds, Park Dedication reserve fund and the Public Benefits reserve fund

**Purpose:**

In accordance with the Development Charges Act, 1997 (DCA), Planning Act, and the City's Development Charges By-law 46-2014 the Treasurer is required to provide council with an annual financial statement on the Development Charges, the City's Park Dedication and Public Benefits reserve funds.

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**Background and Discussion:**

**Development Charges Reserve Fund Statement**

Section 12 of O.Reg. 82/98 prescribes the information that must be included in the Treasurer's statement. The information is in addition to the opening and closing balance for the previous year and the transactions relating to that year. For each reserve fund:

1. A description of the service for which the fund was established. If the fund was established for a service category, the service is the category.

2. For the credits in relation to the service or service category for which the fund was established,
  - i. the amount outstanding at the beginning of the previous year, given in the year, used in the year and outstanding at the end of the year,
  - ii. the amount outstanding at the beginning of the previous year and outstanding at the end of the year, broken down by individual credit holder.
3. The amount of any money borrowed from the fund by the municipality during the previous year and the purpose for which it was borrowed.
4. The amount of interest accrued during the previous year on money borrowed from the fund by the municipality.
5. The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund or interest on such money.
6. A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied and the source of funds used to finance the credit. O. Reg. 82/98, s. 12 (2).

The following is also prescribed as information to be included in the statement of the treasurer:

1. For each project that is financed, in whole or in part, by development charges,
  - i. the amount of money from each reserve fund established under section 33 of the Act that is spent on the project, and
  - ii. the amount and source of any other money that is spent on the project. O. Reg. 82/98, s. 12 (3).

The treasurers' statement to be completed as part of the above requirements are included as Appendix A to this report.

### **Park Dedication Reserve Fund Statement**

Section 42 of the Planning Act prescribes the information that must be provided to council with annual financial statements on the city's Cash in Lieu of Park Land, known as the Park Dedication Reserve Fund. For this reserve fund:

17. The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account.
18. The statement shall include, for the preceding year,
  - a. statements of the opening and closing balances of the special account and of the transactions relating to the account;
  - b. statements identifying,

- i. any land or machinery acquired during the year with funds from the special account,
    - ii. any building erected, improved or repaired during the year with funds from the special account,
    - iii. details of the amounts spent, and
    - iv. for each asset mentioned in subclauses (i) and (ii), the manner in which any capital cost not funded from the special account was or will be funded; and
  - c. any other information that is prescribed.
19. The treasurer shall give a copy of the statement to the Minister on request.
20. The council shall ensure that the statement is made available to the public.

The treasurer's statement is included as Appendix B to this report.

### **Public Benefits Reserve Fund Statement**

Section 37 of the Planning Act prescribes the information that must be provided to council with annual financial statements on the city's Public Benefits Reserve Fund. For this reserve fund:

5. All money received by the municipality under this section shall be paid into a special account and spent only for facilities, services and other matters specified in the by-law.
6. The money in the special account may be invested in securities in which the municipality is permitted to invest under the Municipal Act, 2001 and the earnings derived from the investment of the money shall be paid into the special account, and the auditor in the auditor's annual report shall report on the activities and status of the account.
7. The treasurer of the municipality shall each year, on or before the date specified by the council, give the council a financial statement relating to the special account.
8. The statement shall include, for the preceding year,
  - a. statements of the opening and closing balances of the special account and of the transactions relating to the account;
  - b. statements identifying,
    - i. any facilities, services or other matters specified in the by-law for which funds from the special account have been spent during the year,
    - ii. details of the amounts spent, and
    - iii. for each facility, service or other matter mentioned in subclause (i), the manner in which any capital cost not funded from the special account was or will be funded; and
  - c. any other information that is prescribed.

9. The treasurer shall give a copy of the statement to the Minister on request.

10. The council shall ensure that the statement is made available to the public.

The treasurer's statement for the Public Benefits Reserve Fund is included as Appendix C to this report.

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### **Financial Matters:**

The 2018 Development Charges Reserve Funds Statement is attached as Appendix A.

- Schedule 1 – Development Charges Reserve Funds statement
- Schedule 2 – Capital Fund Transfers
- Schedule 3 – Credits recognized under Section 17 of O.Reg 82/98

The 2018 Park Dedication reserve fund statement is attached as Appendix B.

- Schedule 1 – Park Dedication Reserve Fund statement
- Schedule 2 – Capital Fund Transfers

The 2018 Public Benefits reserve fund statement is attached as Appendix C.

- Schedule 1 – Public Benefits Reserve Fund Statement
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### **Public Engagement Matters:**

The 2018 Treasurer's statements included within this report are made available to the public on the city's website and upon request. Furthermore, the Development Charges Reserve Fund statement has also been distributed to the Development Charges Consultation Committee.

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### **Conclusion:**

The attached treasurer's statements are provided for information only.

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Respectfully submitted,

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**Appendices:**

A. The 2018 Development Charges reserve fund statements

- Schedule 1 – Development Charges Reserve Funds statement
- Schedule 2 – Capital Fund Transfers
- Schedule 3 – Credits recognized under Section 17 of O.Reg 82/98

B. The 2018 Park Dedication reserve fund statement

- Schedule 1 – Park Dedication Reserve Fund statement
- Schedule 2 – Capital Fund Transfers

C. The 2018 Public Benefits reserve fund statement

- Schedule 1 – Public Benefits Reserve Fund statement

**Report Approval:**

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.

City of Burlington

Treasurer's Statement - Development Charges Reserve Funds (DCRF)

For The Period January 1, 2018 to December 31, 2018

Appendix A of F-09-19

Schedule 1

	Growth Studies	Fire Protection	Library	Transit	Transportation	Storm Drainage	Parks & Recreation	Total
<b>Balance as of January 1, 2018</b>	\$ 59,402	\$ 1,763	\$ 27,301	\$ 1,360,515	\$ 15,775,137	\$ 6,838,106	\$ 3,135,685	\$ 27,197,910
<b>Revenues</b>								
Development Charges Collected								
Residential	27,089	27,949	54,608	91,157	2,846,082	265,302	987,679	4,299,867
Non-Residential	29,303	29,596	1,980	96,707	2,623,238	113,789	34,704	2,929,316
Prepaid Contributions	573	579	39	1,893	49,681	2,227	679	55,671
Interest Earned	1,769	171	578	21,932	161,101	58,483	19,495	263,530
<b>Sub-Total</b>	<b>\$ 58,734</b>	<b>\$ 58,295</b>	<b>\$ 57,205</b>	<b>\$ 211,689</b>	<b>\$ 5,680,101</b>	<b>\$ 439,801</b>	<b>\$ 1,042,557</b>	<b>\$ 7,548,383</b>
<b>Expenditures</b>								
Transfers (To)/ From Capital	-	-	(27,000)	(304,254)	(546,752)	(782,471)	(73,641)	(1,734,118)
Transfers (To)/ From DCRF (Loan Repayment)								
Principal	-	(13,781)	-	-	(635,025)	648,806	-	-
Interest	-	(30,327)	-	-	(18,543)	48,870	-	-
Transfers (To)/From Other Reserve Funds	-	-	-	-	(1,000,000)	-	-	(1,000,000)
Section 17 O.Reg. 82/98 Credits	(573)	(579)	(39)	(1,893)	(49,681)	(2,227)	(679)	(55,671)
<b>Sub-Total</b>	<b>\$ (573)</b>	<b>\$ (44,687)</b>	<b>\$ (27,039)</b>	<b>\$ (306,146)</b>	<b>\$ (2,250,000)</b>	<b>\$ (87,022)</b>	<b>\$ (74,320)</b>	<b>\$ (2,789,788)</b>
<b>Balance as of December 31, 2018*</b>	<b>\$ 117,563</b>	<b>\$ 15,371</b>	<b>\$ 57,467</b>	<b>\$ 1,266,058</b>	<b>\$ 19,205,239</b>	<b>\$ 7,190,885</b>	<b>\$ 4,103,922</b>	<b>\$ 31,956,505</b>

\*Balances do not include prior commitments.

The City of Burlington has not imposed, directly or indirectly, a charge related to a development or requirement to construct a service related to development except as permitted by the DCA, 1997.

City of Burlington  
Development Charges - Capital Fund Transfers  
Eligible Services  
For The Period January 1, 2018 to December 31, 2018

Appendix A of F-09-19  
Schedule 2

		(To) / From			
Order No.	Description	Development Charges Reserve Funds	Debenture / Capital Related Reserve Funds	Other Revenue	Total
<b>Transit</b>					
VN0037	Expansion Conventional Vehicles	304,254	-	144,645	448,899
<b>Subtotal Transit</b>		<b>\$ 304,254</b>	<b>\$ -</b>	<b>\$ 144,645</b>	<b>\$ 448,899</b>
<b>Transportation</b>					
RA0161	Waterdown Road (Plains-Masonry) - Land Acquisition	239,055	-	-	239,055
RA0178	Harvester and Guelph Line Intersection Improvements	44	-	-	44
RA0187	Land Purchase	10,000	10,000	52,500	72,500
RA0207	Harvester Road Widening from South Service Rd. to Walkers	726	-	-	726
RA0219	Brant Street at Plains Road Intersection Improvements	655	-	-	655
RA0222	South Service Road (Aldershot GO-King)	42	-	-	42
RA0238	Harvester Road Widening	648	25,000	-	25,648
RL0262	Digital Ortho Imagery	8,143	-	7,441	15,584
RL0279	Design & Survey of Future Year Projects	47,963	50,000	-	97,963
RL0313	Harvester Road Renewal	115,000	506,000	3,862,385	4,483,385
TC0037	Safety Review/Related Improvements (Stop Yield)	7,008	-	-	7,008
TS0101	Intersection Pedestrian Signal	141	-	-	141
TS0105	Traffic Signals	70,046	(1,000)	-	69,046
TS0107	Traffic Signals	47,281	35,000	-	82,281
<b>Subtotal Transportation</b>		<b>\$ 546,752</b>	<b>\$ 625,000</b>	<b>\$ 3,922,326</b>	<b>\$ 5,094,078</b>
<b>Storm Drainage</b>					
SM0003	Tuck Creek Culvert Upgrade (North of New Street to Spruce Ave)	45,350	850,558	374,712	1,270,620
BG0046	Tuck Creek Bridge Replacement (Regal Road)	446,908	485,800	1,128,200	2,060,908
RL0206	Engineering Data Acquisition	180	45,000	-	45,180
RL0262	Digital Ortho Imagery	8,510	-	-	8,510
SD0058	Watershed Plans Verification and Update	4,674	-	-	4,674
SD0088	Tuck Creek Erosion Control Construction Ph.1 & 2	(252,026)	(121,000)	-	(373,026)
SD0108	Shoreacres Creek Erosion Control (Millcroft Park Drive to CNR)	388,394	-	113,752	502,145
SD0116	Minor Erosion Control Project	83,677	325,000	-	408,677
SD0122	Tuck Creek Erosion Control	25,410	-	-	25,410
SD0127	Appleby Creek Erosion Control (South Service Road to Lake Ontario)	31,394	100,000	-	131,394
<b>Subtotal Storm Drainage</b>		<b>\$ 782,471</b>	<b>\$ 1,685,358</b>	<b>\$ 1,616,664</b>	<b>\$ 4,084,493</b>
<b>Parks &amp; Recreation</b>					
PD0196	City View Park	70,968	-	47,860	118,827
PD0211	Colin Alton Parkette Construction	2,673	-	437	3,111
<b>Subtotal Parks &amp; Recreation</b>		<b>\$ 73,641</b>	<b>\$ -</b>	<b>\$ 48,297</b>	<b>\$ 121,938</b>
<b>Library</b>					
LI0057	Collection Expansion	27,000	3,000	-	30,000
<b>Subtotal Library</b>		<b>\$ 27,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Total</b>		<b>\$ 1,734,118</b>	<b>\$ 2,313,358</b>	<b>\$ 5,731,932</b>	<b>\$ 9,779,408</b>

**City of Burlington**  
**Treasurer's Statement - Credits Under Section 17 OF O. REG. 82/98**  
**For The Period January 1, 2018 to December 31, 2018**

**Appendix A of F-09-19**  
**Schedule 3**

	Growth Studies	Fire Protection	Library	Transit	Transportation	Storm Drainage	Parks & Recreation
<b>Credits Under Section 17 OF O. REG. 82/98</b>	\$573	\$579	\$39	\$1,893	\$49,680	\$2,227	\$679
<b>Funding Source</b>							
Future Services							
Reserve Fund							



**City of Burlington**

**Treasurer's Statement - Park Dedication  
Reserve Fund (PDRF)**

**For The Period January 1, 2018 to  
December 31, 2018**

**Appendix B of  
F-09-19**

**Schedule 1**

	<b>Park Dedication</b>
<b>Balance as of January 1, 2018</b>	<b>\$ 19,742,840</b>
<b>Revenues</b>	
Park Dedication Cash-in-Lieu	
Residential	2,142,817
Non-Residential	260,251
Interest Earned	363,319
<b>Sub-Total</b>	<b><u>\$ 2,766,387</u></b>
<b>Expenditures</b>	
Transfers (To)/ From Capital	(3,471,729)
Transfers (To)/From Other Reserve Funds	(200,000)
<b>Sub-Total</b>	<b><u>\$ (3,671,729)</u></b>
<b>Balance as of December 31, 2018</b>	<b><u><u>\$ 18,837,498</u></u></b>

**City of Burlington**  
**Capital Fund Transfers - Park Dedication Reserve Fund (PDRF)**  
**Eligible Services**  
**For The Period January 1, 2018 to December 31, 2018**

**Appendix B of F-09-19**  
**Schedule 2**

Order No.	Description	(To) / From		
		Park Dedication Reserve Fund	Other Revenue	Total
<b>Parks and Recreation</b>				
CC0029	Sherwood Forest Park	980,000	852,255	1,832,255
PD0174	Park Implementation	14,879	-	14,879
PD0194	Community Gardens	15,140	-	15,140
PD0196	City View Park	47,860	70,968	118,827
PD0206	Burloak Waterfront Park	449,149	1,654,098	2,103,247
PD0211	Colin Alton Parkette	437	2,673	3,111
PD0218	Bolus Gardens Park Infrastructure	11,832	28,100	39,932
PD0219	Beachway	2,000	-	2,000
PD0220	City Benches	17,500	17,500	35,000
PD0222	Kilbride Skate Park	635	-	635
PD0223	Itabashi Gardens	89,130	-	89,130
PL0014	Angela Coughlan Change Rooms & Deck	384,100	500,900	885,000
PL0017	Mountainside Pool Slide	115,900	604,100	720,000
PR0063	Site Furnishings	(58,900)	(7,764)	(66,664)
PR0064	Pathways and Trails-Repair & Renewal	(88,500)	(83,703)	(172,203)
PR0068	Park Improvements	(15,900)	(33,803)	(49,703)
PR0079	Park Repair & Renewal	4,604	6,645	11,248
PR0080	Playground Replacement	(26,668)	(325,550)	(352,218)
PR0092	Orchard Park Infrastructure	(300)	(4,936)	(5,236)
PR0101	Berwick Green Park Infrastructure	57,271	-	57,271
PR0104	Iroquois Park Infrastructure	1,443	(14,757)	(13,314)
PR0108	Palmer Park Infrastructure	(33,000)	-	(33,000)
PR0117	Brittany Park Infrastructure	166,200	228,800	395,000
PR0118	Shade Structure Renewal	78,700	75,100	153,800
PR0128	Sycamore Park	64,350	455,550	519,900
PR0129	Tansley Woods Park Infrastructure	25,000	25,000	50,000
PR0130	Cavendish & Champlain Park Infrastructure	538	47,500	48,038
PR0134	Infrastructure Condition Assessment	56,991	60,000	116,991
PR0135	Lowville Park Infrastructure	2,772	999,512	1,002,284
PR0140	Sherwood Forest Park Turf Replacement	87,900	620,620	708,520
PR0143	Sports Lighting Relamping Program	7,618	-	7,618
PR0148	Civic Square Repair Project	48,900	235,858	284,758
PR0149	Lansdown Park Renewal	63,564	289,200	352,764
PR0151	Brada Woods Park Infrastructure	348	21,000	21,348
RA0187	Land Purchase	50,000	22,500	72,500
SW0104	Multi-Use Paths Hydro Corridor	121,800	279,100	400,900
VN0039	Equipment for Sports Fields	273,486	-	273,486
VN0040	Tree Service Enhancements	438,950	-	438,950
VN0045	Cemetery Support Vehicle	16,000	59,000	75,000
<b>Total</b>		<b>\$ 3,471,728</b>	<b>\$ 6,685,465</b>	<b>\$ 10,157,193</b>

NOTE: \$200,000 transfer to the Strategic Land Acquisition Reserve Fund for financing the land acquisition of General Brock Park.

**City of Burlington**  
**Public Benefits Reserve Fund (Section 37)**  
**For The Period January 1, 2018 to December 31, 2018**      **Appendix C of F-09-19**  
**Schedule 1**

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<b>Balance as of January 1, 2018</b>	<b>\$</b>	<b>706,754</b>
<b>Revenues</b>		
Development Contributions		
Interest Earned		18,964
	<b>\$</b>	<b>18,964</b>
<b>Expenditures</b>		
Transfers (To)/ From Capital		-
Transfer to another RESF		-
Transactions	<b>\$</b>	-
<b>Balance as of December 31, 2018</b>	<b>\$</b>	<b>725,718</b>