

Budget and Finance Reference Guide

2025



TABLE OF CONTENTS

- 1. INTRODUCTION** 3
 - 1.1. Purpose 3
- 2. FINANCIAL PLAN AND BUDGETS** 3
 - 2.1. Five-Year Financial Plan 3
 - 2.2. Capital Budget 4
 - Table A: Capital Budget Preparation..... 4
 - 2.3. Operating Budget..... 5
 - Table B: 2025 Operating Budget..... 5
 - Figure 1: General Operating Fund - Source of Funds (in 000's) – 2025..... 5
 - Figure 2: General Operating Fund Expenditures (in 000's) – 2025 6
 - Table C: Operational Budget Preparation 6
- 3. PROPERTY TAXES** 7
 - 3.1. Property Tax Rate Setting 7
 - Table D: Sample Calculation of Property Tax Rates 7
 - 3.2. BC Assessment Authority and Tax Classes 7
 - Table E: Prince George’s Tax Classes, Rates and Levy Contributions – 2024..... 8
 - 3.3. Tax Payment/Non Payment 8
 - Table F: Tax Payment Calendar 9
 - 3.4. Property Tax Sale..... 9
 - 3.5. Tax Exemptions..... 9
 - 3.6. Taxes Collected for Other Authorities 10
 - Figure 3: Taxes Collected for City and Other Authorities – 2025..... 10
 - 3.7. Local Area Services..... 11
 - Table G: Capital Projects Funded by Local Area Service Taxes – 2025 11
 - 3.8. Business Improvement Areas..... 11
- 4. REVENUE ENTITLEMENTS UNDER AGREEMENTS AND GRANTS**
12
 - 4.1. Traffic Fine Revenue 12
 - Table H: Police Expenditures and Traffic Fine Revenue (2022 – 2025)..... 12
 - 4.2. Gaming Revenue 12
 - Table I: Gaming Revenue and Use of Funds (2022 – 2025) 12
 - 4.3. FortisBC (formerly Terasen Gas) Agreements..... 13

2025 Budget and Finance Reference Guide

- 4.3.1. FortisBC Operating Fee Revenue13
 - Table J: FortisBC Operating Fee Revenue (2022 – 2025).....13
- 4.4. Canada Community Building Fund Grants13
 - Table K: Canada Community Building Fund Revenue (2022 – 2025)13
- 5. RESERVE FUNDS14
 - Table L: Reserve Funds – Source, Use and Uncommitted Balance of Funds – 202314
- 5.1. Accumulated Surpluses17
- 6. DEBT18
 - 6.1. Long-Term Debt.....18
 - Figure 4: Long-Term Debt Outstanding by Fund (\$millions) (2014 – 2023).....18
 - Figure 5: Long-Term Debt Payments by Fund (\$millions) (2014 – 2023).....19
 - 6.2. Lease/Partnering Agreement19
 - 6.3. Financial Liability Servicing Limits20
 - Table M: Debt Capacity and Available Capacity (2019 – 2023)20
- 7. COUNCIL’S FINANCE POLICY20
- APPENDIX A: SUSTAINABLE FINANCE POLICY21
- APPENDIX B: OTHER INFORMATION22

1. INTRODUCTION

1.1. Purpose

This guide has been produced to assist Council and Administration in creating the 2025 - 2029 Operating and Capital Financial Plan. The document identifies finance guidelines which currently inform decisions of Council and Administration and may also be adapted for use as a reference tool for newly elected officials and city staff.

2. FINANCIAL PLAN AND BUDGETS

2.1. Five-Year Financial Plan

Each year, municipalities must adopt by bylaw, a five-year financial plan which includes operating and capital items. The financial plan must be adopted before the annual property tax bylaw is adopted (before May 15th). A financial plan may be amended by bylaw at any time.

The financial plan must include the following, for each year of the plan:

- Proposed expenditures including separate amounts for:
 - interest and principal on debt;
 - capital purposes;
 - a financial deficiency; and
 - other purposes.
- Proposed funding sources including separate amounts for:
 - revenue from property taxes;
 - fees and charges;
 - proceeds from borrowing; and
 - revenue from other sources.
- Proposed transfers between funds, including separate amounts for each statutory reserve fund and accumulated surplus.

For each year of the financial plan, the proposed expenditures and transfers to other funds cannot exceed the proposed revenues and transfers from other funds – i.e. there cannot be a deficit. If a deficit does occur, it must be reflected in the financial plan as expenditure in the next year.

Before adopting a financial plan, Council must have undertaken a public consultation process regarding it. Public consultation for the five year financial plan is received by Council until the end of October and may, for example, take the form of neighbourhood meetings or public opinion surveys concerning municipal services and quality of life. Council's budget meeting agendas also advertise, in advance, opportunity for written submissions. Council considers public consultation results in its deliberations on budget and finance matters.

2025 Budget and Finance Reference Guide

2.2. Capital Budget

The capital budget is developed for the purpose of investing in the City’s infrastructure, equipment and facilities.

Capital expenditures may be funded by:

- grant funds;
- annual revenue;
- reserve funds;
- lease/partnering agreements; and
- long-term debt.

The City’s 2025 capital program amounts to \$56.3 million, as reflected in the 2025 - 2029 Financial Plan.

Council and Administration have developed processes and associated schedules for preparation, consideration, approval and management of the five year capital and operating financial plan. The processes reflect legislated requirements, including approval deadlines and follows the Organizational Capital Program Management Council Policy.

Table A: Capital Budget Preparation

Activity	Who	Date	Result
Financial Planning estimates capital reserve balances for 2025	Financial Planning	September	Estimated amount of available funding is identified
Administration prioritizes 2025-2029 capital plan	Budget Managers, CPMO and Senior Leadership	October/ November	Administration prioritizes recommended capital plan
Draft 2025-2029 capital plan is presented to Finance and Audit Committee	Financial Planning, CPMO and Senior Leadership	November/ December	Priority projects, available funding and funding challenges are presented
Proposed funded and unfunded 2025-2029, and proposed unfunded 2030-2034 capital plan is presented to Council	Financial Planning, CPMO and Senior Leadership	January	Council approves 2025-2029 and 2030-2034 capital plan
Financial Plan Bylaw receives final reading	Financial Planning	Before May 15 th	Council considers and approves Financial Plan Bylaw

2.3. Operating Budget

The City of Prince George municipal operating budget is represented by four funds: general; district energy; sewer; and water.

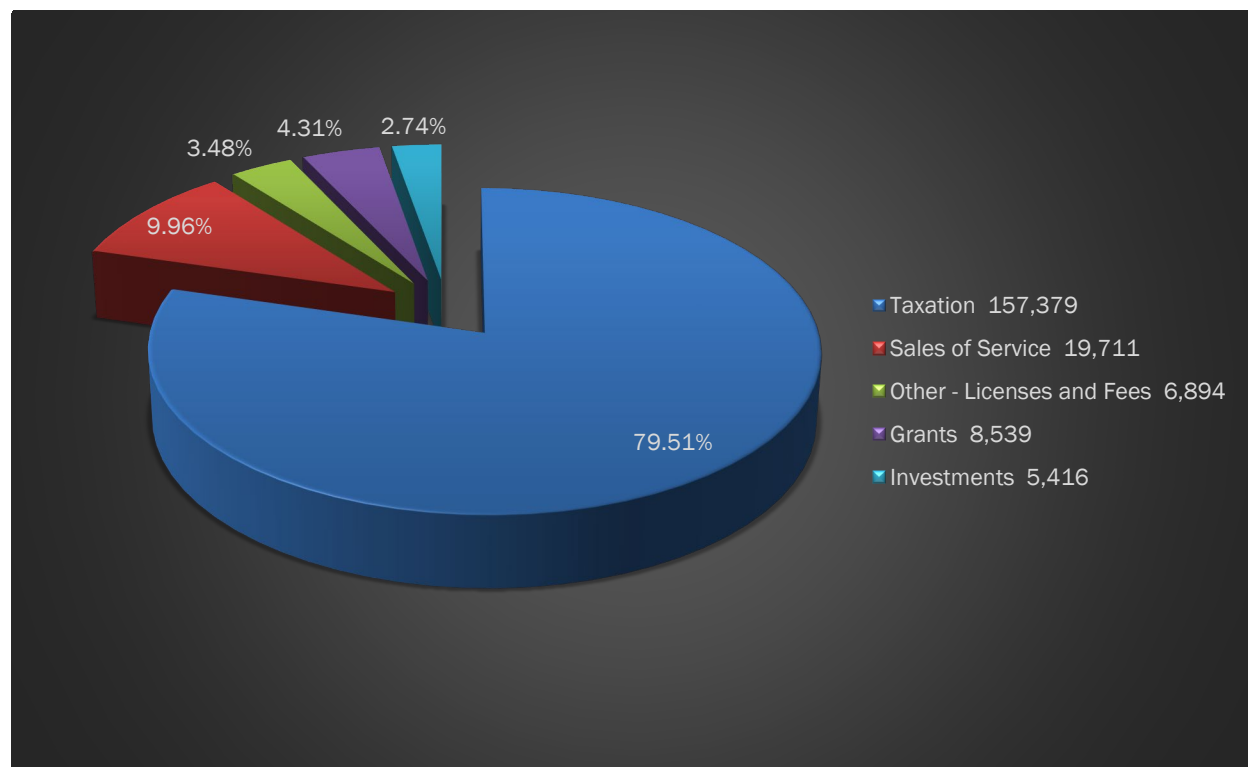
Table B: 2025 Operating Budget

General Operating Fund	\$177.5 million
District Energy Operating Fund	\$0.6 million
Sewer Operating Fund	\$7.5 million
Water Operating Fund	\$9.6 million
Total*	\$195.2 million

* It should be noted that these figures **do not** include amortization (25.0 million General; 0.7 million District Energy; 2.8 million Sewer; 3.2 million Water).

To provide more detail, the annual operating budget is then segmented into service categories that provide financial representation of the City’s plans to deliver municipal services and programs. Figures 1 and 2 below provide a more detailed breakdown of the City’s General Operating Source of Funds and Operating Expenditures.

Figure 1: General Operating Fund - Source of Funds (in 000's) – 2025



2025 Budget and Finance Reference Guide

Figure 2: General Operating Fund Expenditures (in 000's) – 2025

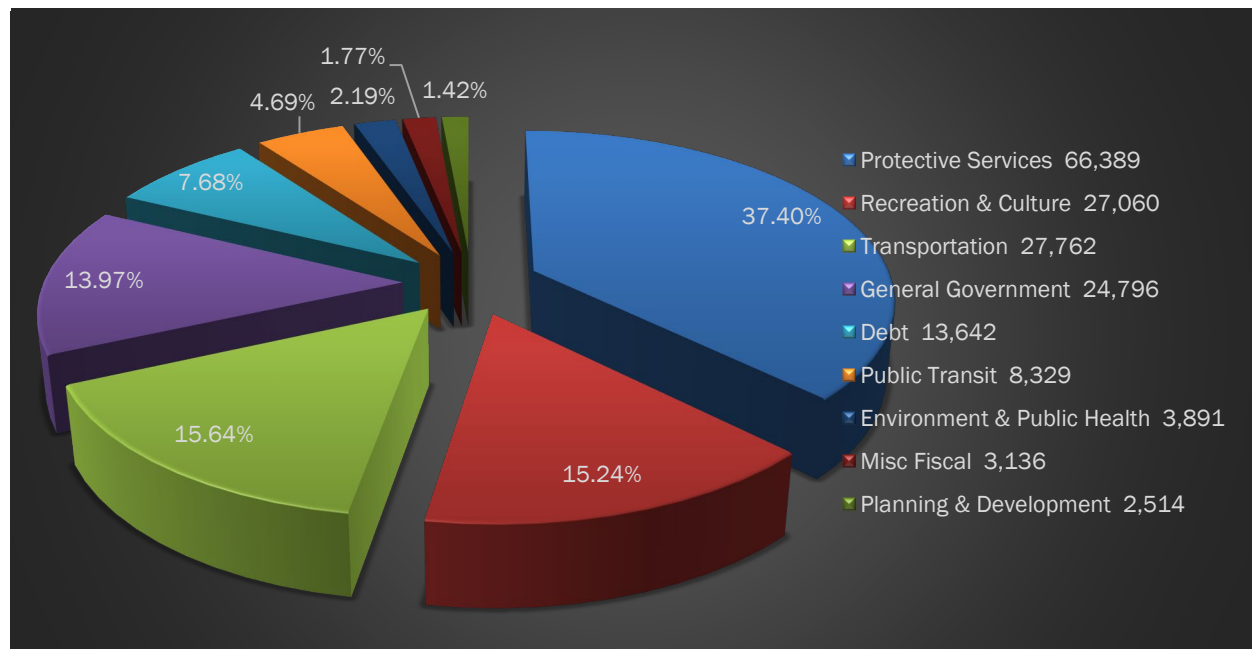


Table C: Operational Budget Preparation

Activity	Who	Date	Result
Prepare and distribute 2025 operating budget guideline	Financial Planning and Senior Leadership	October	2025-2029 budget entry by Finance
Prepare draft five year operating budget for review by Senior Leadership and present to Finance and Audit Committee	Financial Planning	November/December	Draft budget prepared for review by Senior Leadership and Finance and Audit Committee
Prepare five year budget for Council agenda	Financial Planning and Legislative Services	December/January	Electronic and printed five year plan produced
Prepare and present proposed 2025-2029 operating plan to Council	Financial Planning, Senior Leadership and Departmental Managers	January Budget Meetings	Council approves 2025 – 2029 operating plan
Final reading of Financial Plan Bylaw	Financial Planning	Before May 15 th	Council considers and approves Financial Plan Bylaw

3. PROPERTY TAXES

3.1. Property Tax Rate Setting

Once Council has determined the total amount of municipal property taxes to be raised in the City’s operating budget, Council must then approve the annual tax rate bylaw which details what share of that total taxation revenue will be collected from each of the City’s nine property tax classes. Council approves a tax rate structure that generates the tax revenue required by multiplying the total assessed value of each of the property classes by their respective tax rates.

Another way of expressing this is that the tax rate equals required tax revenue, divided by taxable assessed value. For example, if \$200,000 is to be raised from residential properties and the total taxable value is \$10,000,000, the tax rate is set at \$20 per \$1,000 of assessed residential value (property tax rates are expressed in dollars per thousand of assessed value).

Table D: Sample Calculation of Property Tax Rates

Tax Rate =	Tax Revenue for Class / Assessed Value of Class
	2024 Business Tax Rate
	\$37,115,530 / \$2,533,203,950
Tax Rate =	\$.01465162 per \$1 of assessed value or \$14.65162 per \$1,000 of assessed value

3.2. BC Assessment Authority and Tax Classes

Since 1974, BC Assessment Authority has established and maintained assessments throughout the province for property taxation purposes. BC Assessment values and classifies properties into one or more of nine classes included in the Assessment Act regulations.

The BC Assessment Authority Act describes:

- the methods to be used in classifying and valuing property (e.g. use, selling price of comparable land and improvements, revenue or rental value);
- the rules for providing assessment notices and assessment rolls to property owners and taxing bodies; and
- a framework for review and appeal of the classification, valuation, and exemption of property.

2025 Budget and Finance Reference Guide

Table E: Prince George’s Tax Classes, Rates and Levy Contributions – 2024

BC Assessment Classifications	Tax Rate (charge per \$1,000)	Percentage of total tax payable
1 - Residential	5.99	54.2
2 - Utility	40.00	1.2
3 - Supportive Housing	5.99	0.0
4 - Major Industry	61.65	14.1
5 - Light Industry	31.93	3.7
6 - Business/Other	14.65	26.7
7 - Managed Forest	5.99	0.0
8 - Recreation/Non Profit	5.99	0.1
9 - Farm	6.42	0.0

The Provincial Government can and sometimes does, set tax class rate caps. For example, the Utility Class tax rate cannot exceed the greater of \$40/1000 of assessed value or 2.5 times the Business Class tax rate.

In addition, the valuation method may be different for different classes of property. For example, while properties in Class 6 (Business and Other) are valued at market value, improvements in Class 4 (Major Industry) are valued on cost, less depreciation values.

3.3. Tax Payment/Non Payment

The *Community Charter* allows a municipality to follow a “general tax collection scheme” or an “alternative municipal tax collection scheme”.

- **general tax collection scheme:**
 - taxes are due on July 2nd;
 - Province sets penalties and interest rates for unpaid taxes.
- **alternative municipal tax collection scheme:**
 - Council may establish tax due dates for unpaid taxes by bylaw;
 - Province sets penalties and interest rates for unpaid taxes.

To accommodate its tax pre-payment plan, the City uses an alternative tax collection scheme which is governed by Bylaw No. 7280. Under the City’s alternative tax collection scheme, a property owner may elect to pay taxes during the period July 1st to June 30th. The owner may make the required scheduled payments through any method accepted by the City, including pre-authorized withdrawals.

For those who do not participate in the pre-payment plan, the due date for current property taxes is the first Friday after July 1st. The Province has set a penalty rate of 10% that may be applied all at once under the general tax collection scheme or a combined total of 10% under the alternative municipal tax collection scheme.

2025 Budget and Finance Reference Guide

Table F: Tax Payment Calendar

1st year	first Friday after July 1st	If the tax is not paid in full, a penalty equal to 5% of the outstanding current year balance owing is added to the balance owing.
	second Friday in September	If the tax is not paid in full, a further penalty equal to 5% of the outstanding current year balance owing is added to the balance owing.
	December 31st	Unpaid taxes and penalties become taxes in arrear and are charged interest at rates set by the Province.
2nd year	December 31st	Taxes in arrear become delinquent taxes and continue to accumulate applicable interest.

3.4. Property Tax Sale

3rd year – last Monday in September – properties with delinquent taxes are subject to tax sale. An auction is held where the public may bid on applicable properties. The upset price for a property reflects all the taxes and interest owing to the date of tax sale, plus 5% penalty on these amounts, as well as fees set out in the “Land Titles Act”.

The City is declared the purchaser of properties that are offered for sale and for which there are no public purchasers. Alternatively, a person authorized by Council may bid for the municipality at the tax sale up to a maximum amount set by Council.

4th year – Up to one year from the day of tax sale a property owner may redeem their property by repaying the upset price and interest as well as any current taxes paid by the purchaser.

3.5. Tax Exemptions

Certain property may be exempted (totally or partially) from taxation as mandatory exemptions or at the discretion of Council, by bylaw, in accordance with the *Community Charter* or other legislation.

Mandatory exemptions include:

- properties owned by municipalities and buildings used for public worship;
- private and public schools;
- properties owned by the Federal and Provincial governments and their agencies (in many cases, the government or agency pays a grant in lieu of taxes);
- some properties owned by utility companies are exempt from general property taxation but are subject to 1% revenue taxation; and
- each property in the business class receives a \$10,000 exemption.

Permissive exemptions are a means for Council to support organizations within the community to further Council’s objectives of enhancing quality of life and delivering services economically. There is no obligation on Council’s part to grant these exemptions. The City’s Annual Municipal Report includes a list of permissive property tax exemptions.

2025 Budget and Finance Reference Guide

Generally, eligible properties are owned by not-for-profit organizations. In limited circumstances, properties owned by businesses may also be eligible; particularly when property owned by a private partner is used to provide a municipal service.

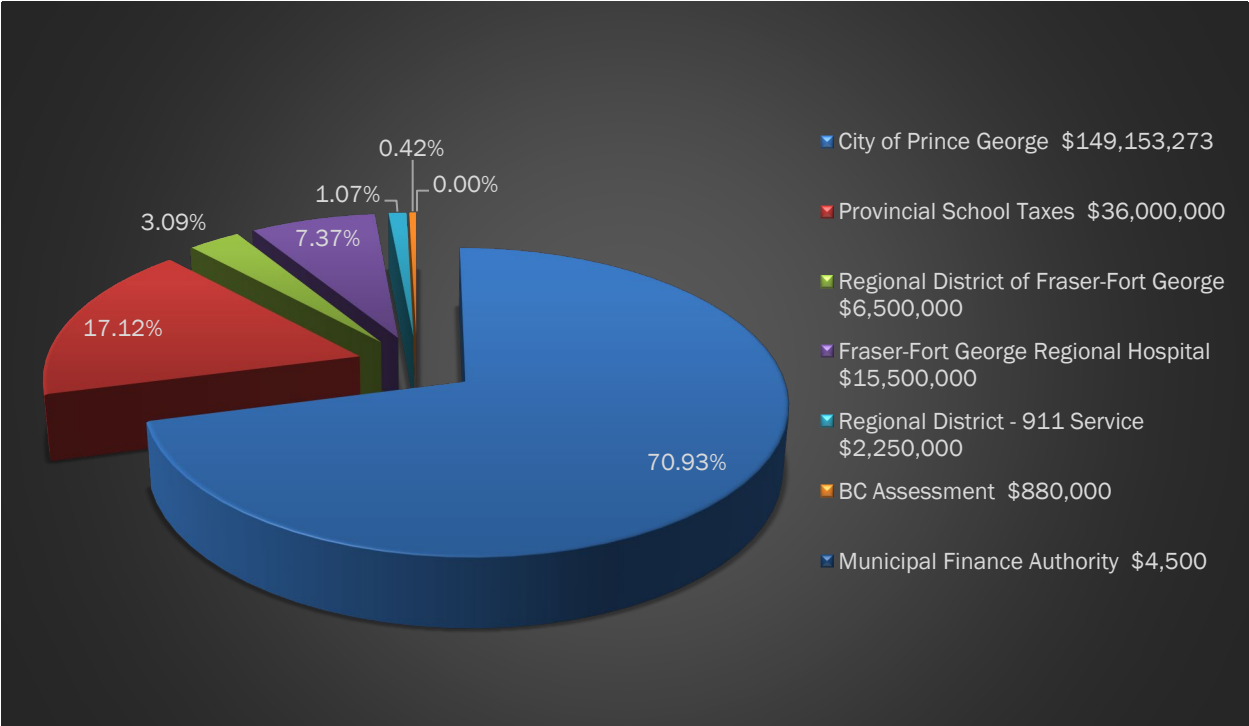
Revitalization exemptions are granted by Council for the purpose of encouraging revitalization within the municipality. The exemption may be for a period of up to 10 years. A tax exemption certificate must be issued by the municipality for the property to which the revitalization tax exemption applies. The City’s revitalization bylaws set out the qualifying criteria and amounts of tax exemptions available under the program.

3.6. Taxes Collected for Other Authorities

For administrative ease, municipalities collect all the property taxes that are imposed on properties within their boundaries. Five authorities obtain a portion of their annual revenue from the Prince George property tax base. While the City collects and remits these authorities’ taxes, it does not control their tax levy amounts or the distribution of them amongst the tax classes. In 2025, the City will collect \$61.1 million in taxes for these authorities. The five authorities are:

- the Province of B.C. (for school purposes);
- the Regional District of Fraser-Fort George, including its 9-1-1 Service;
- the Municipal Finance Authority;
- the Fraser-Fort George Regional Hospital District; and
- BC Assessment Authority.

Figure 3: Taxes Collected for City and Other Authorities – 2025



3.7. Local Area Services

The *Community Charter* defines a Local Area Service as a municipal service that is to be paid for in whole or in part by a local service tax.

Only business improvement areas or services that Council considers a particular benefit to part of the municipality may be provided as local area services. Local area services are established by bylaw.

The initiative to create a Local Area Service can arise: from Council, which is subject to a petition against the proposed service; by petition of affected property owners who seek a service; or through approval by elector assent.

Table G: Capital Projects Funded by Local Area Service Taxes – 2025

Bylaw #	Description	Final Payment
GENERAL FUND		
8743	Erosion protection on PG Pulpmill Road	2037
SEWER FUND		
8559	Sewer services in the neighbourhoods of Hart Highlands Phase 1 (Berwick Drive, Dundee Drive, Wallace Crescent, Wallace Place, Langley Crescent, Highland Drive and Ridgeview Drive)	2035
8662	Sewer services in the neighbourhood of Ridgeview Drive	2037
8721	Sewer Services in the neighbourhood of Killarney and Sussex Drive	2038
8910	Sewer Services in the Dunbar Place neighbourhood	2041

3.8. Business Improvement Areas

Business improvement areas (BIAs) are similar to local area services. They are geographic areas within the City where local business property owners join together to finance physical improvements and economic development in their area. The City is responsible for approving the budget of the BIAs and the special levy is collected from the designated property owners when all other property taxes are collected. The City then gives the funds to the BIAs to carry out their memberships’ projects. There are currently two BIAs in the city:

- 20th Avenue and Victoria Street BIA
- Downtown Prince George BIA

4. REVENUE ENTITLEMENTS UNDER AGREEMENTS AND GRANTS

4.1. Traffic Fine Revenue

The Province provides Traffic Fine Revenue Sharing grants to assist municipalities to improve public safety through community policing, crime prevention, and education. The amount a municipality receives is determined by its annual policing costs divided by all BC municipalities’ annual policing costs multiplied by the grant funds available.

Table H: Police Expenditures and Traffic Fine Revenue (2022 - 2025)

	Year 2022	Year 2023	Year 2024 (budget)	Year 2025 (budget)
Traffic Fine Revenue Sharing Grant	\$1,158,473	\$1,081,000	\$1,100,000	\$1,050,000
Police Net Expenditures	\$28,250,266	\$31,753,353	\$35,585,176	\$37,389,961

4.2. Gaming Revenue

In 2000, the City entered into a Host Financial Assistance Agreement with the Province with respect to Casino Hollywood (now called Treasure Cove Casino). The City receives a ten percent share of the casino’s net income and the Province allows the City to use the funds for eligible costs which are defined to be “any purpose that is of public benefit to the Host community and within the lawful authority of the Host”.

Table I: Gaming Revenue and Use of Funds (2022 - 2025)

	Year 2022	Year 2023	Year 2024 (Budget)	Year 2025 (Budget)
Gaming Revenue Share	\$3,018,312	\$3,134,281	\$3,000,000	\$3,000,000
Expenditures				
Capital Projects	\$2,718,312	\$2,834,281	\$2,700,000	\$2,700,000
Transfer to Major Events Reserve	\$300,000	\$300,000	\$300,000	\$300,000

4.3.FortisBC (formerly Terasen Gas) Agreements

4.3.1. FortisBC Operating Fee Revenue

The City receives an operating fee from FortisBC Inc. based on 3% of the gross revenue from the sale of natural gas within the municipal boundaries. The operating fee revenue is used for general operating purposes.

Table J: FortisBC Operating Fee Revenue (2022 - 2025)

	Year 2022	Year 2023	Year 2024 (Budget)	Year 2025 (Budget)
FortisBC Operating Fee Revenue	\$2,820,421	\$1,477,846	\$1,200,000	\$1,450,000

4.4.Canada Community Building Fund Grants

Funding for the Canada Community Building Fund (formerly Community Works Gas Tax) Program results from the Federal Government Gas Tax Agreement and comes to BC local governments via the Union of British Columbia Municipalities (UBCM). Funding can be used for infrastructure construction, renewal, and enhancement projects in eligible categories and for capacity building projects. A renewed 10-year agreement has been signed and is expected to maintain a similar level of funding.

Table K: Canada Community Building Fund Revenue (2022 - 2025)

	Year 2022	Year 2023	Year 2024 (Budget)	Year 2025 (Budget)
Canada Community Building Fund Revenue	\$3,314,897	\$3,457,483	\$3,500,000	\$3,556,224

2025 Budget and Finance Reference Guide

5. RESERVE FUNDS

The *Community Charter* provides that Council may, by bylaw, establish reserve funds for specific purposes. Money in a reserve fund, including the interest earned, must only be used for the purpose for which the fund was established. If the balance in a reserve fund is greater than the amount required, Council may, by bylaw, transfer all or part of it to another reserve fund. While their purpose can be operating (e.g. snow reserve), reserve funds are typically used to accumulate funding for future capital purposes.

Table L: Reserve Funds – Source, Use and Uncommitted Balance of Funds – 2023

Fund	Source of Funds	Use of Funds	December 31, 2023
Reserves			
Capital Expenditure	- annual contribution from Gaming revenue - interest earnings on Endowment Reserve	- funds general capital projects	3,984,051
Sewer Utility	- sewer user rates - MFA sinking fund surplus	- funds sewer capital projects	9,302,331
Water Utility	- water user rates - MFA sinking fund surplus	- funds water capital projects	11,553,012
Downtown District Energy	- district energy user rates	- funds district energy capital projects	377,350
Endowment	- annual contributions from general operating fund to repay principal and interest costs of internal debt - land sales surpluses	- provides interim financing (referred to as internal debt) for capital projects - interest earnings on the fund are transferred to the capital expenditure reserve to fund capital projects	10,078,103
Storm Drainage	- sinking fund and debt surplus from debenture debt - no ongoing source of funds	- funds capital projects related to storm drainage	8,125
Northern Capital Planning Grant	- one-time grant from the provincial government	- funds to be used for capacity building or capital project	168,407
BC Growing Communities Fund	- one-time grant from the provincial government	- funds to be used for infrastructure projects necessary to enable community growth	12,993,767
COVID-19 Safe Restart Grant	- one-time grant from the provincial government	- funds to be used to mitigate increased operating costs and lower revenue due to COVID-19	0
Land Development	- proceeds from land sales	- annually, excess land sale proceeds are transferred to the Capital Expenditure Reserve to fund capital projects or transferred to the Endowment Fund	0
Snow Control	- annual snow control property tax levy	- funds snow and ice control operations, disposal sites, facilities and equipment	2,236,928

2025 Budget and Finance Reference Guide

Road Rehabilitation	- annual road rehabilitation property tax levy	- funds road rehabilitation projects	2,993,184
General Infrastructure Reinvestment Fund	- annual property tax levy for general infrastructure reinvestment	- funds general infrastructure reinvestment projects	2,170,230
Mobile Equipment Replacement	- capital lease proceeds - mobile equipment disposal proceeds - net rental rate revenue	- provides interim funding for equipment acquisitions - covers net rental rate losses	3,910,533
Computer Reserve	- annual contribution from capital expenditure reserve	- finances purchase/lease of computer hardware and software	0
Parkland Acquisition (required by Community Charter)	- cash contributions received from developers in lieu of parkland dedication - proceeds from sale of parkland	- funds acquisition of parkland	452,987
Downtown Off-Street Parking (required by Community Charter)	- off-street parking surplus and levy funds in excess of capital commitments	- funds capital projects related to existing and new off-street parking spaces	8,269,243
Lease-In Lease-Out Legacy	- one time legacy monies received as a result of the termination of the Fortis LILO agreement	- funds general capital projects or general debt financing charges. Council has expressed interest to determine more specific criteria at a later date	32,617,979
Canada Community-Building Fund	- Federal Gas Tax allocation	- funds infrastructure construction, renewal and enhancement projects in eligible categories and funds capacity building projects	6,649,990
Solid Waste	- solid waste user fees	- funds solid waste operations, waste reduction initiatives, disposal sites, facilities and equipment	3,082,367
Performing Arts Centre	- one-time capital contribution from Initiatives Prince George from proceeds of sale of ACS building	- funds the development of a new performing arts centre	94,703
Climate Action Reserve Fund	- unspent and future grant funds related to climate action	- funds projects for the purposes of climate action (eg. reduce the City's overall carbon footprint)	1,340,613
Transit Operations	- Annual surpluses from the net Transit Operating Expenditures	- To be used to fund Transit Operating Expenditures	1,759,057
Total Reserves			114,042,960

2025 Budget and Finance Reference Guide

Development Cost Charges (D.C.C.s)	- developers pay DCCs on new development because they place demands on a municipality's infrastructure - Community Charter requires five separate DCC reserves by type. Money received is placed in the appropriate DCC reserve.	- funds capital projects that have been identified in the Capital Expenditure Plan as growth related projects	
D.C.C. Roads			1,433,910
D.C.C. Parkland			671,539
D.C.C. Drainage			918,271
D.C.C. Sanitary Sewer			2,636,230
D.C.C. Water			1,730,848
Total D.C.C.s			7,390,798
Unearned & Other Revenue			
Miscellaneous	- unused operating budgets/grants as yet not fully spent - deferred elections budget	- deferred operating balance to be used for intended program/grant expenditures - deferred elections balance to be used for election related costs every fourth year	469,594
Debt Reduction	- one-time consolidation of old RRFE's that were no longer required - ongoing funding comes from surplus on debt maturities and any excess proceeds from security issues	- funds capital projects that would otherwise require the procurement of long-term debt when the capital expenditure is relatively small, but no other funding source exists	3,321,747
Extension Ospika/Marleau/St. Lawrence	- initial funds were a developer contribution - no ongoing source of funds	- future widening of Ospika Boulevard less the greenbelt buffer strip (from two lanes to four)	250,003
Tyner Blvd Water main Extension	- developer contributions for Tyner water main	- pays back the internal debt associated with the Tyner water main	0
Gaming	- gaming revenue share from provincial government equal to 10% of net profits of casino revenue in city	- amounts are transferred to the capital expenditure and major events reserves	0
EVP Crown Land Forest	- various government grants	- funds urban forestry management	58,054
Major Events	- gaming revenues	- funds western, national and international events of a sporting or cultural nature	488,037

2025 Budget and Finance Reference Guide

Valentina Goodwin Donation	- donation from the estate of Valentina Goodwin - no ongoing source of funds	- funds beautification or augmentation of Hudson's Bay Wetlands area	14,959
Community Fibre Optic Network	- Fibre optic revenues	- Investment in fibre optic infrastructure	217,449
Total Unearned & Other Revenue			4,819,843
Trusts			
Winter Games Legacy	- 1982 grant from the British Columbia Games Society	- Interest earnings funds travel costs for sports and recreational groups and individuals	104,923
Cemetery Care (established in accordance with the Cemeteries Act)	- annual cemetery plot fees	- upkeep for the cemetery grounds/facilities upon closure of the cemetery - interest earnings are used to offset cemetery operating and capital costs	3,018,776
Festival of the Arts/Discovery Place	- legacy from hosting Festival of the Arts	- funds public art projects	0
Elections BC Campaign	- surplus local election campaign funds exceeding \$500 must be held in trust and accrue interest on behalf of the candidate	- if the candidate runs again in the next general election, the excess campaign funds plus any interest accrued thereon must be returned to the candidates' financial agent - if the candidate does not run again, the funds will be forfeited to the jurisdiction in which they're held to be used at the jurisdiction's discretion	994
Total Trusts			3,124,963
Total in Reserve			129,378,564

5.1. Accumulated Surpluses

To avoid incurring operating deficits, the City projects revenues and expenses conservatively and analyzes budget variances regularly. This approach usually results in modest annual operating surpluses.

General, sewer, and water fund accumulated surpluses are retained to:

- reduce the need to borrow temporarily early in the year before revenues from property tax and utility bills are received; and
- provide funds that may be required to deal with major emergencies.

The City attempts to maintain all Operating Fund surpluses between 5% and 10% of the respective Operating Fund expenditures. Excess amounts over and above the 10% target are transferred to respective capital expenditure reserves for infrastructure needs.

6. DEBT

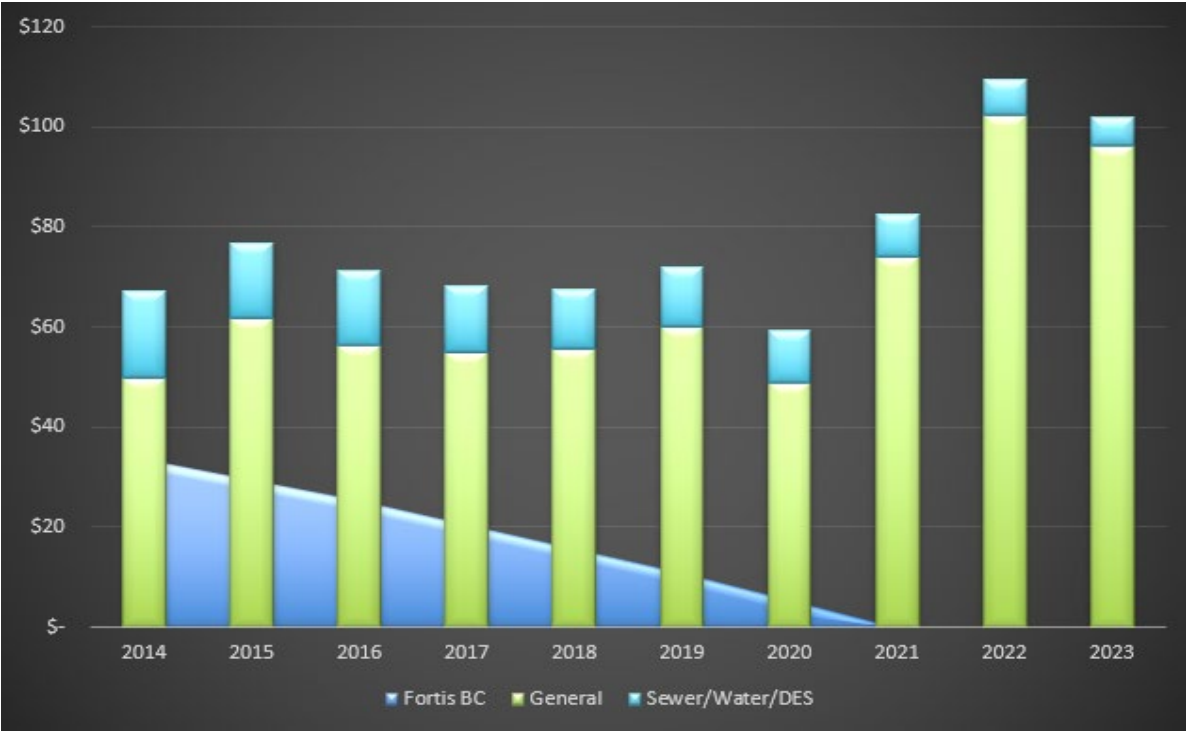
6.1. Long-Term Debt

The City relies on debt financing for new infrastructure and for major repair of existing infrastructure. Long-term debt must be undertaken through the adoption of a loan authorization bylaw approved by the Inspector of Municipalities. The maximum term of a debt is the lesser of thirty years or the reasonable life expectancy of the capital asset or the term of any related agreement. The City makes debt payments for general/district energy/water/sewer capital projects from their respective operating funds.

Long-term debt for all BC municipalities except the City of Vancouver must be undertaken through their regional district, which borrows on their behalf from the Municipal Finance Authority (MFA).

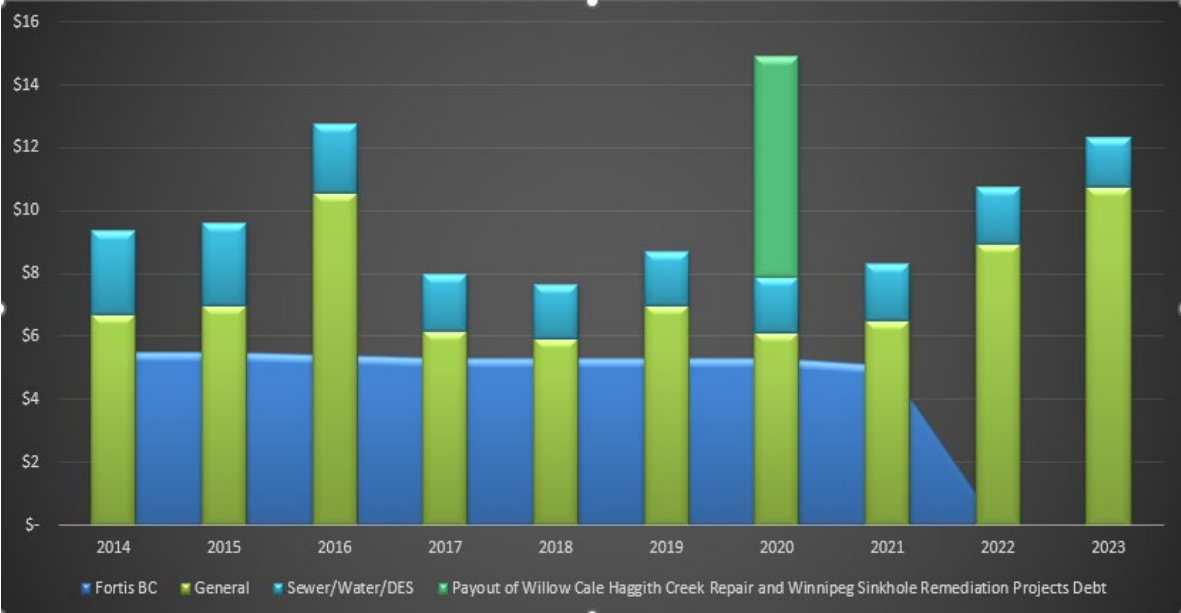
The MFA, created in 1970, is an independent organization that is directed by its members (elected officials representing every regional district in BC) and provides: long-term, short-term and equipment financing; investment management; and a range of low-cost and flexible financial services. The MFA achieves this by pooling the borrowing and investment needs of its member local governments in BC. This collective structure, along with the requirement that regional districts guarantee the debt obligations of their members, grants the MFA an excellent credit rating (AAA) that enables attractive and sustainable borrowing solutions to contribute to the financial well-being of BC communities.

Figure 4: Long-Term Debt Outstanding by Fund (\$millions) (2014 - 2023)



2025 Budget and Finance Reference Guide

Figure 5: Long-Term Debt Payments by Fund (\$millions) (2014 - 2023)



6.2. Lease/Partnering Agreement

There are two forms of capital financing under agreement: lease agreements and partnering agreements.

Lease Agreement

- Leasing may be undertaken with a 3rd party such as a commercial leasing entity.
- The City may enter into capital lease agreements for a variety of capital assets including, but not limited to, the purchase of mobile and other equipment.

Partnering Agreement

- A partnering agreement is an agreement between a local government and a public or private partner under which the partner agrees to provide a service on behalf of the local government.
- A partnering agreement may include the financing of capital assets by one of the parties to the agreement.

6.3. Financial Liability Servicing Limits

BC municipalities’ financial liabilities (e.g. under leases, partnering, and long-term debt agreements) are subject to liability servicing limits. They also require elector approval if they are:

- a loan guarantee or are of a capital nature; and
- the agreement is for more than five years; or
- for more than five years if an extension were exercised.

A municipality cannot incur a liability that extends beyond the current year if it would cause the municipality’s total annual cost of servicing (e.g. lease payments, partnering capital payments, long-term debt principal and interest payments) to exceed the regulated amount as determined by the Municipal Liabilities Regulation. Exceeding the regulated amount requires prior approval of the Inspector of Municipalities in consultation with the MFA. The regulated amount is based on 25% of a municipality’s controllable revenues such as:

- property taxes - a deduction is made to revenue received from Major Industry tax revenues for municipalities which are heavily dependent on that class;
- payments in lieu of taxes;
- user fees; and
- unconditional grants.

The total amount of all loan authorization bylaws are included in the liability servicing limit regardless of whether the funds have actually been borrowed. The table below shows the City’s debt capacity. 2024 figures were not available at the time of this report.

Table M: Debt Capacity and Available Capacity (2019 – 2023)

Year	Municipal Revenue	Liability Servicing Limit	Payment Capacity Available	Approximate Principal Borrowing Available
2019	\$177,512,689	\$44,378,172	\$23,982,421	\$266,471,344
2020	\$171,514,757	\$42,878,689	\$15,422,526	\$194,975,044
2021	\$178,208,247	\$44,552,062	\$24,965,473	\$289,622,657
2022	\$188,567,032	\$47,141,758	\$34,110,515	\$379,005,722
2023	\$209,889,114	\$52,472,279	\$38,327,316	\$425,859,067

7. COUNCIL’S FINANCE POLICY

Council and Administration’s financial decisions are guided by the City of Prince George’s Sustainable Finance Policy, which is Appendix A of this document.

APPENDIX A: SUSTAINABLE FINANCE POLICY

APPENDIX B: OTHER INFORMATION