

## ***Council Special Agenda***

Council Chambers, 3<sup>rd</sup> Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC  
**Tuesday, May 7, 2019**  
Time: 3:00p.m.

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**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Recommendation:

*That the May 7, 2019, Special Council Meeting Agenda be adopted as circulated.*

**3. BYLAWS**

**3.1 2019 Property Tax Rates Bylaw No. 4122 and Solid Waste Amendment Bylaw No. 4123 - First Three Readings**

Recommendation:

*That Council give 2019 Tax Rates Bylaw No. 4122 and Solid Waste Amendment Bylaw No. 4123 first three readings.*

**3.2 2019-2023 Financial Plan Bylaw No. 4124 - First Three Readings**

Recommendation:

*That Council give 2019-2023 Financial Plan Bylaw No. 4124 first three readings.*

**3.3 Ticket Information Utilization Amendment Bylaw No. 4117 (Suite Rental Businesses) - Adoption**

Recommendation:

*That Council adopt Ticket Information Utilization Amendment Bylaw No. 4117 (Suite Rental Businesses).*

**3.4 Bylaw Notice Enforcement Amendment Bylaw No. 4119 (Suite Rental Businesses) - Adoption**

Recommendation:

*That Council adopt Bylaw Notice Enforcement Amendment Bylaw No. 4119 (Suite Rental Businesses).*

**3.5 Business Amendment Bylaw No. 4120 (Suite Rental Businesses) – Adoption**

Recommendation:

*That Council adopt Business Amendment Bylaw No. 4120 (Suite Rental Businesses).*

**3.6 Fees & Charges Amendment Bylaw No. 4121 (City Hall Rental) – Adoption**

Recommendation:

*That Council adopt Fees & Charges Amendment Bylaw No. 4121 (City Hall Rental).*

**4. REPORTS**

**4.1 E-Comm Board of Directors 2019-2020**

Recommendation:

- 1. That the City of Port Coquitlam nominate Councillor Joe Keithley, (City of Burnaby) and Councillor Brent Asmundson, (City of Coquitlam), to represent the City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam, City of Port Moody and the Village of Belcarra on the E-Comm Board of Directors for the 2019-2020 term, such Board to be appointed by E-Comm shareholders at the June 20, 2019 Annual General Meeting; and,*
- 2. That E-Comm, the City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Moody, and the Village of Belcarra be notified of the City of Port Coquitlam's nomination.*

**5. ADJOURNMENT**

**5.1 Adjournment of the Meeting**

Recommendation:

*That the May 7, 2019, Special Council Meeting be adjourned.*

# 2019 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

## **RECOMMENDATION:**

That the 2019 Annual Property Tax Rates Bylaw No. 4122 and Solid Waste Amendment Bylaw No. 4123 be given first three readings.

## **PREVIOUS COUNCIL/COMMITTEE ACTION**

At the April 16, 2019, Council meeting, the following motion was passed:

*That Committee of Council:*

1. *Approve the operating budget as finalized on February 12, 2019, for inclusion in the 2019 –2023 Financial Plan Bylaw; and*
2. *Direct staff to prepare the 2019-2023 Financial Plan Bylaw for Council approval.*

## **REPORT SUMMARY**

Once the city's financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue levels approved by Council.

The Annual Property Tax Rates Bylaw and Solid Waste Bylaw must be adopted prior to May 15 in order to generate the property tax and solid waste billings. To have the bylaws passed by May 15th, it is recommended that Council give the first three readings on May 7th and the final reading on May 14th.

## **BACKGROUND**

In accordance with Section 197 of the Community Charter, the city must adopt an Annual Property Tax Rates Bylaw after the approval of the Financial Plan Bylaw and before May 15th of each year. The Annual Property Tax Rates Bylaw establishes the rates required to collect the appropriate funds as proposed in the city's financial plan and sets the distribution of funds among the property classes. Property tax revenue is the single largest source of revenue for the city, raising 62.4% of the city's revenue in 2019. The bylaw also includes rates for the regional district in order to raise the funds needed to meet the city's obligations for the regional district annual tax requisitions. The bylaw also specifies the 2019 Business Improvement Area Levy of \$.8524 per \$1000 assessed value to raise the required funds of \$164,200 from the class 5 and 6 properties in the specified area in the Downtown Port Coquitlam Business Improvement Area Bylaw, 2015, No. 3922.

As part of the annual process, staff reviews the distribution between property classes to ensure that tax rate ratios are competitive and if any shifting between classes is warranted. Since the Port Coquitlam ratios compared well against the average of the Metro Vancouver municipalities in 2017,

## 2019 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

it is recommended that the 2019 tax increase of 2.99% be applied to all property classes. The actual amount of a homeowner's increase will depend on whether the property's assessed value increased more or less than other properties. The final 2019 assessed values for residential properties overall went up an average of 6.38%. The average assessment increase for strata properties was 13.78% whereas single family dwellings had an average increase of 2.89%. Residential properties having an assessment increase of over 6.38% will have a tax increase of greater than 2.99%, while properties having an assessment increase of less than 6.38% will see their property tax increasing less than the 2.99%.

### **DISCUSSION**

#### **Solid Waste Rates**

The city provides solid waste collection services for all single family residential households and some multi-family residential and industrial, commercial and institutional units. The solid waste service is funded by a combination of user fees and general taxation. The 2019-2023 financial plan includes an increase of 12.02% to the 2019 solid waste rates to \$215.89 from \$192.73 for a single family dwelling. This is predominantly due to increases in the cost to dispose of green waste. Consistent with prior years, this increase was applied to garbage, green and recycling fees.

#### **How Property Taxes Are Calculated**

Once the financial plan is adopted, staff sets a tax rate that will raise the required funds.

As per Council's Property Taxation Policy, city tax rates will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the city's tax consistency within Metro Vancouver or to attain other objectives that Council may determine.

The standard benchmark used by municipalities and the province to compare tax rates is the ratio between non-residential property tax rate to the residential tax rate. This benchmark is commonly called the property tax ratio and is calculated by dividing the property classes' tax rate by the residential tax rate. These ratios change on a regular basis as business, industry and residential properties change their classification due to rezoning, development etc.

Staff reviews the distribution between property classes to ensure that Port Coquitlam's tax ratios are competitive and remains near the regional average for the business and light industry tax ratios. As listed in Attachment 1, in 2018 the City's business tax ratio of 3.7552 was slightly higher than the Metro Vancouver average of 3.5708 and the light industry tax ratio of 4.3512 was below

## 2019 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

the Metro Vancouver average of 5.0810. Another comparative used is the property tax distribution between residential and non-residential properties. Attachment 2 shows that in 2018 Port Coquitlam was close to the regional average with residential properties representing 84% (regional average was 87%) of the total property assessment and paying 58% (regional average was 63%) of the municipal property taxation. Because Port Coquitlam has a higher percentage of non-residential properties than the average, the city's non-residential properties pay a higher percentage of property taxes.

Since the city's rates remain competitive, staff do not recommend any shifting of taxes. The property rates are set by property class which results in the actual increase in the property tax for any individual property varying depending on its change in assessed value as compared to the average for the property class.

### 2019 Property Tax Rates

The following table shows the 2019 property tax rates for every \$1,000 of property assessment. Property tax rates are set by property class. Attachment 2 provides BC Assessment's definitions of the property classes.

Class	Description	Tax Rate
1 & 3	Residential/Supportive Housing	2.3611
2	Utilities	40.0000
4 & 5	Major & Light Industry	8.7298
6	Business	7.9027
7	Managed Forest Land	40.0000
8	Recreation/NonProfit	12.8594
9	Farm	25.5984

The utilities class rate is capped by the Province (per Regulation 329/96) at a rate of \$40 per \$1,000 of assessment. In 2018 utilities paid \$476,552 in property taxes.

The 2019 distribution of property tax rates amongst all the property classifications will be as follows (the city currently has no properties in the major industry or managed forest land classes):

## 2019 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

Class	Description	% of General Property Taxation	% of Total Property Assessments
1 & 3	Residential/Supportive Housing	57.82%	82.66%
2	Utilities	0.76%	.06%
5	Light Industry	9.40%	3.63%
6	Business	31.85%	13.61%
8	Recreation/Non-profit	0.14%	.04%
9	Farmland	0.03%	.00%

As part of the Annual Property Tax Rates Bylaw process the city must set the tax rate to raise funds to pay the Metro Vancouver Regional District tax requisition. In 2019 the tax rates will increase to raise an additional \$82,740 from 2018. The impact of this will see the average single family residential property assessed at \$990,726 pay \$42.96 in Metro Vancouver levies versus a charge of 42.72 in 2017.

### New for 2019: Additional School Tax on High-Valued Properties

Starting in 2019, an additional school tax applies to most high-valued residential properties in the province, including:

- Detached homes
- Stratified condominium or townhouse units
- Most vacant land

The additional school tax does not apply to non-stratified rental buildings with four or more housing units. For mixed-use properties, only the residential portion of the property's assessed value above \$3 million will be taxable.

The additional tax rate is:

- 0.2% on the residential portion assessed between \$3 million and \$4 million
- 0.4% tax rate on the residential portion assessed over \$4 million

BC Assessment determines if additional school tax applies. For 2019 there are 14 properties that will be charged the additional school tax in Port Coquitlam.

### Home Owner Grant

The 2019 Basic Home Owner Grant is \$570 and the Seniors Grant is \$845, the same as in 2018

## 2019 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

In 2019 the Province maintained the threshold for the Home Owner Grant at \$1,650,000 for the 2019 tax year, with the home owner grant being reduced \$5 for every thousand dollars of assessment above \$1,650,000.

The City of Port Coquitlam provides the convenience of applying for the provincial home owner grants on-line using the city's website instead of coming to City Hall or mailing in the application. In 2018, 9,917 taxpayers or 60.58% of all home owner grants claimed were submitted on-line and over 69.98% of regular grants were claimed on line. This method of claiming home owner grants is of particular advantage to those taxpayers who use online or telephone banking, participate in our tax prepayment program or have their mortgage company pay property taxes on their behalf.

### MyPortCoquitlam

2019 will be the fifth year that Port Coquitlam residents can sign in or create a MyPortCoquitlam account that will give them 24/7 secure online access to information about their City of Port Coquitlam property taxes, utilities, dog and business licences. To date 2,304 taxpayers have joined this service for property taxes. This program will be promoted throughout the year to give taxpayers 24/7 access to their property tax accounts. This service is especially helpful in providing 24/7 access to prior year's property tax and water and sewer bills for Canada Revenue Agency during income tax season.

MyPortCoquitlam also acts as the registration point for property tax and utility eBilling. Once a taxpayer has set up their account details, they can choose to receive their tax and utility bills by email.

### Tax Prepayment Plan

The prepayment plan is an arrangement made by a taxpayer with the city to prepay, on an equal monthly instalment basis, the estimated property tax and flat rate utility levies for the following year. The taxpayer's utility bill and property tax notice will reflect the prepaid funds, taking into account the May and June withdrawals as well as interest earned on the account. If the tax prepayments are in excess of taxes owing, the notice will show a credit balance indicated by a negative amount. If the prepayments are less than taxes owing, the notice will show a balance due, which will be subject to penalties if not paid by the due date. Joining the program makes budgeting easier for property taxes and utility tax obligations.

Currently there are 3,240 tax prepayment accounts out of the 21,152 properties or 15.32% of all properties.

To increase the number of residents who sign up for pre-payment plan this program will continue to be promoted in the tax newsletter as part of the 2019 Property tax notice, on the city website, paid

## 2019 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

advertisements through social media and in public service announcements during the property tax season.

### Property Tax Deferment Program


The regular tax deferment program is available for registered owners who are either 55 years of age or older during the calendar year, a surviving spouse or a person with a disability as defined by regulation. The equity requirement for this program is 25% in your home. The families with children program is available if you are financially supporting, at the time of application, a dependent child who is under the age of 18 years. The equity requirement for this program is 15% in your home.

In 2018 taxpayers deferred taxes on 531 properties, an increase from 453 in 2017.

Homeowners may apply for the program only after the 2019 taxes have been levied by the municipality.

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Give 2019 Annual Property Tax Rates Bylaw No. 4122 and Solid Waste Amendment Bylaw No. 4123 first three readings.
2	Refer 2019 Annual Property Tax Rates Bylaw No. 4122 and Solid Waste Amendment Bylaw No. 4123 back to staff.

### **ATTACHMENTS**

Attachment #1: Annual Tax Rates Bylaw No. 4122

Attachment #2: Solid Waste Amendment Bylaw No. 4123

Attachment #3: 2018 Property Tax Ratio Comparison to Residential Rates

Attachment #4: 2018 Property Tax Distribution Residential versus Non-residential

Attachment #5: Fact Sheet – Classification of Property from BC Assessment

**Lead author:** Brian North



CITY OF PORT COQUITLAM  
ANNUAL TAX RATES BYLAW, 2019

Bylaw No. 4122

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw may be cited as the "Annual Tax Rates Bylaw, 2019, No. 4122".

2. RATES

The following rates are hereby imposed and levied for the year 2019:

- 1) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appear in Column "A" of Schedule 1, attached hereto and forming part of this Bylaw.
- 2) For the purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appear in Column "B" of the Schedule, 1 attached hereto and forming part of this Bylaw.
- 3) For purposes of the Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, and only on land and improvements within the area outlined in the Downtown Port Coquitlam Area Bylaw No. 3922, rates appear in Column "C" of the Schedule 1, attached hereto and forming part of the Bylaw.

3. PENALTIES

The minimum amount of taxation upon a parcel of real property shall be the amount provided by statute.

- 1) At close of business on the 2<sup>nd</sup> day of July, 2019 the Collector for the City of Port Coquitlam shall add to the unpaid taxes of the current year, in respect of each parcel of land and the improvements thereon upon the real property tax roll, five percent (5%) of the amount then remaining unpaid.
- 2) At close of business on the 15<sup>th</sup> day of August, 2019 the Collector for the City of Port Coquitlam shall add to the unpaid taxes of the current year (exclusive of the five percent addition authorized by subsection 1) of this section), in respect of each parcel of land and the improvements thereon upon the real property tax roll, five percent (5%) of the amount then remaining unpaid.
- 3) The said unpaid taxes, together with amounts added under this section, are deemed to be unpaid taxes of the current year due on such land and improvements thereon, and the amounts added under this section when collected shall form part of the general revenue of The Corporation of the City of Port Coquitlam.

- READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019
- READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019
- READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Corporate Officer

## Schedule 1

### Annual Tax Rates Bylaw Tax Rates (dollars of tax per \$1,000 taxable value)

	Property Class	A General	B Regional District	C Downtown Business Improvement Area
1.	Residential	2.3611	0.0431	
2.	Utilities	40.0000	0.1507	
3.	Supportive Housing	2.3611	0.0431	
4.	Major Industry	8.7298	0.1464	
5.	Light Industry	8.7298	0.1464	.8524
6.	Business and Other	7.9027	0.1055	.8524
7.	Managed Forest Land	40.0000	.1507	
8.	Recreation/Non- Profit	12.8594	0.0431	
9.	Farm	25.5984	0.0431	

#### Notes:

1. Column "A" and "C" will be applied to the assessed value for general municipal purposes.
2. Column "B" will be applied to the assessed value for regional hospital district purposes.

## SOLID WASTE AMENDMENT BYLAW, 2019

Bylaw No. 4123

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw may be cited as the “Solid Waste Amendment Bylaw, 2019, No. 4123”.

2. ADMINISTRATION

That “Solid Waste Bylaw, 2015, No. 3900”, be amended by removing Schedule A attached to Bylaw No. 3900 and replacing it with the Schedule A, attached hereto and forming part of this Bylaw.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

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Mayor

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Corporate Officer

## **SCHEDULE "A"**

### **A1. Annual Rates for Basic Solid Waste Collection for Buildings with One Dwelling Unit:**

	<b>Base Solid Waste Levy</b>		
	<b>120 Litre</b>	<b>240 Litre</b>	<b>360 Litre</b>
<b>Garbage</b>	\$105.95	\$135.95	\$165.95
<b>Food scraps/yard trimmings</b>	N/A	\$79.94	\$89.94
<b>Recycling</b>	N/A	\$0	\$10

### **A2. Annual Rates for Solid Waste Collection for Buildings with Two Dwelling Units:**

	<b>Base Solid Waste Levy</b>		
	<b>120 Litre</b>	<b>240 Litre</b>	<b>360 Litre</b>
<b>Garbage</b>	\$211.90	\$241.90	\$271.90
<b>Food scraps/yard trimmings</b>	N/A	\$149.88	\$159.88
<b>Recycling</b>	N/A	\$0	\$0

### **A3. Annual Rates for Solid Waste Collection for Multi-family Buildings:**

	<b>Base Solid Waste Levy</b>	
	<b>240 Litre</b>	<b>360 Litre</b>
<b>Garbage</b>	N/A	N/A
<b>Additional carts</b>	N/A	N/A
<b>Food scraps/yard trimmings</b>	\$14.69 per dwelling	N/A
<b>Additional carts</b>	\$80.00 per cart	N/A
<b>Recycling</b>	N/A	\$0
<b>Additional carts</b>	N/A	\$30 per cart

### **A4. Rates for Solid Waste Collection for I.C.I Buildings:**

	<b>Base Solid Waste Levy</b>	
	<b>240 Litre</b>	<b>360 Litre</b>
<b>Food scraps/yard trimmings</b>	\$9.71 per month	N/A
<b>Recycling</b>	\$0	\$6.70

### **A5. Annual Rates for Basic Solid Waste Collection for each Townhouse Dwelling Unit:**

	<b>Base Solid Waste Levy</b>		
	<b>120 Litre</b>	<b>240 Litre</b>	<b>360 Litre</b>
<b>Garbage</b>	\$105.95	\$135.95	\$165.95
<b>Food scraps/yard trimmings</b>	\$69.94	\$79.94	\$89.94
<b>Recycling</b>	N/A	\$0	\$10

### ***SCHEDULE "A" Cont'd***

- B. Annual Fees for Additional Carts for Buildings with One or Two Dwelling Units and Townhouse Dwelling Units:**

	<b>Annual Costs for Additional Carts</b>	
	<b>240 Litre</b>	<b>360 Litre</b>
<b>Garbage</b>	\$60	\$90
<b>Food scraps/yard trimmings</b>	\$20	\$30
<b>Recycling</b>	\$20	\$30

- C. Service Level Change Fees (Cart size change)**

Property owners who require additional capacity above the standard issued carts as outlined in Section 4.2 shall pay an administrative fee of \$50.00 per application for service level change. This administrative fee will be waived if either the green cart or recycling cart is being up-sized or the waste cart is being down-sized.

**Waiver for Service Level Change Fees – 2013-2015 Multi-family buildings**

This fee is waived in 2013, 2014 and 2015 for green carts for multi-family buildings.

**Waiver for Service Level Change Fees – Garbage and Recycling Cart Changes for Medical Treatment Disposal Needs**

This fee is waived for property owners upgrading garbage and recycling carts due to resident medical treatment disposal needs. Applicants must submit appropriate proof of need by the resident and certification by care physician to the satisfaction of the City in order to consider for the waiver.

- D. Per diem rate payable in advance under section 5.2:**

Upon issuance of a building permit, \$0.59 per day for each unit identified in Section A of this Schedule.

*\* Fees for extra carts will not be prorated and must be paid to the Engineering and Operations Department before the extra cart(s) will be delivered.*

- E. The following forms are available at the Engineering and Operations Department in a form approved by the Director of Engineering and Operations:**

- 1) Application for Service Level Change
- 2) Application for Set Out/Set Back Service
- 3) Supplemental Form for Physically Challenged Persons
- 4) Application for Suite Exemption
- 5) Supplementary Disability Form for Suite Exemption
- 6) Multi-Family Green Cart Application
- 7) Multi-Family Recycling Application
- 8) Application for Industrial, Commercial or Institutional Business Recycling
- 9) Application for Industrial, Commercial or Institutional Business Green Carts
- 10) Multi-family Service Contract
- 11) ICI Service Contract

Municipality	Business & Other Tax Rate	Tax Ratio	Light Industrial Tax Rate	Tax Ratio	Residential Rate
New Westminster	13.5274	5.3956	26.1923	10.4472	2.5071
Coquitlam	8.8663	4.3849	9.9203	4.9062	2.0220
Burnaby	6.3109	4.1897	6.3109	4.1897	1.5063
Vancouver	5.0302	4.0439	5.0302	4.0439	1.2439
North Vancouver City	6.4785	3.8485	6.4785	3.8485	1.6834
<b>Port Coquitlam</b>	<b>9.1630</b>	<b>3.7552</b>	<b>10.6173</b>	<b>4.3512</b>	<b>2.4401</b>
Langley Township	8.1502	3.7488	7.1930	3.6468	2.1741
North Vancouver District	5.5992	3.5158	7.7211	4.8481	1.5926
Pitt Meadows	9.3294	3.3984	12.8026	4.6636	2.7452
Delta	7.7991	3.3660	7.5475	3.2574	2.3170
Surrey	5.9532	3.2963	5.0777	2.8116	1.8060
Maple Ridge	9.8429	3.2852	9.8429	3.2852	2.9961
Richmond	4.8344	3.1906	4.8344	3.1906	1.5152
Langley City	7.6775	3.0890	7.9285	3.1900	2.4854
Port Moody	6.9255	2.8006	14.1856	5.7364	2.4729
West Vancouver	3.4299	2.7369	18.6468	14.8793	1.2532
White Rock	6.0131	2.6575	0	0.000	2.2627
Average		3.5708		5.0810	

City	Residential properties		Non-residential properties	
	Percentage of property assessment	Percentage of property taxes	Percentage of property assessment	Percentage of property taxes
West Vancouver	97%	93%	3%	7%
White Rock	96%	90%	4%	10%
Maple Ridge	93%	78%	7%	22%
North Vancouver District	92%	69%	8%	31%
Port Moody	91%	60%	9%	40%
Coquitlam	90%	65%	10%	35%
New Westminster	88%	62%	12%	38%
Surrey	87%	68%	13%	32%
Langley Township	86%	63%	14%	37%
North Vancouver City	86%	56%	14%	44%
Pitt Meadows	85%	59%	15%	41%
<b>Port Coquitlam</b>	<b>84%</b>	<b>58%</b>	<b>16%</b>	<b>42%</b>
Vancouver	82%	53%	18%	47%
Burnaby	81%	49%	19%	51%
Richmond	81%	56%	19%	44%
Delta	81%	52%	19%	48%
Langley City	74%	48%	26%	52%
Average	87%	63%	13%	37%



### Classification of Property

BC Assessment places property in nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

#### The property classes:

**Class 1, Residential** — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

**Class 2, Utilities** — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This does not include gathering pipelines, offices or sales outlets.

**Class 3, Supportive Housing** — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is that funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, affected by mental illness or who are recovering from drug or alcohol addictions. For more information, see the fact sheet on *Classifying Supportive Housing Property*.

**Class 4, Major Industry** — land and improvements (buildings) of major industrial properties, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

**Class 5, Light Industry** — property used or held for extracting, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages, which fall into Class 6. For more information, see the fact sheet on *Light Industrial vs. Business and Other Property Classifications*.

**Class 6, Business Other** — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

**Class 7, Managed Forest Land** — privately-owned, forest land property managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the Fact Sheets titled: *Managed Forest Land Classification in British Columbia* and *How Managed Forest Land is Assessed*.

**Class 8, Recreational Property, Non-profit Organization** — includes two very different categories:

#### **Recreational**

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.

- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

#### **Non-Profit Organization**

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.

- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

**Class 9, Farm Land** — to qualify as farm land for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale such as crops or livestock. For more information on farm land, see the fact sheet titled: *Classifying Farm Land*.

### Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class. For more information on property classification, contact your local BC Assessment area office or visit [www.bcassessment.ca](http://www.bcassessment.ca)

### **RECOMMENDATION:**

That 2019-2023 Financial Plan Bylaw, 2019, No. 4124 be given first three readings.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

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*That Committee of Council:*

- 1. Approve the operating budget as finalized on February 12, 2019, for inclusion in the 2019-2023 Financial Plan Bylaw; and*
- 2. Direct staff to prepare the 2019-2023 Financial Plan Bylaw for Council approval.*

### **REPORT SUMMARY**

The financial plan, which includes the current year's budget and taxes, sets out the planned services and initiatives for the next five years and the corresponding funding for those services. The proposed 2019-2023 financial plan contains a number of items to address Council's priorities of infrastructure, the Community Recreation Complex, and community livability. These items result in a 3.47% overall increase, made up of increases to property tax; water; sewer; and garbage levies, for the average residential home assessed at \$818,564.

### **BACKGROUND**

The draft budget was approved by Committee of Council for public consultation on February 12, 2019. Results of public consultation were presented to Committee on April 16, 2019 resulting in the aforementioned motion.

### **DISCUSSION**

The 2019-2023 financial plan has the following tax/levy impact in 2019:

For residential properties

- Average single-family home assessed at \$990,514: 1.18% increase, or \$39.20 (including a \$4.09 decrease in property tax; a \$17.42 increase in the water; a \$2.71 increase in the sewer levy; and \$23.16 increase for the solid waste levy).
- Average townhome assessed at \$710,328: 4.86% increase, or \$112.87 (including a \$90.20 increase in property tax; a \$16.32 increase in the water; and a \$2.54 increase in the sewer levy).
- Average apartment assessed at \$465,179: 6.15% increase, or \$105.37 (including a \$87.46 increase in property tax; a \$15.50 increase in the water; and a \$2.41 increase in the sewer levy).


## 2019-2023 Financial Plan Bylaw

On average, for properties classified as Light Industry (Class 5), taxes will decrease by 1.05%. For properties classified as Business Other (Class 6), taxes will increase by 3.34%. Water and sewer charges will vary based on consumption, but rates increased by 4.05% and 0.82% respectively.

The 2019 budget includes funding for the following:

- Continuing construction of the Community Recreation Complex
- Continuing city-wide LED streetlight conversions
- Completion of upgrades to Centennial Pool
- Continuing sidewalk, pedestrian safety, cycling and traffic calming upgrades
- A new spray park for Castle Park
- Drinking water fountains at Leigh Square and Gates Park
- Improvements to Fox Park playground and Thompson Park ball fields
- 3.5 kilometres of road rehabilitation and utility works
- Detailed design work for Prairie Avenue improvements
- User-friendly downtown directional and parking signs
- Digitization of property records
- Continuing asset management work for the long-term management of City infrastructure,
- Funding for the new Port Coquitlam Event Society, the Port Coquitlam Community Foundation, Coquitlam River Watershed Roundtable and Port Coquitlam Heritage and Cultural Society
- A large video screen and speakers for the Remembrance Day ceremony
- Funding to increase marketing of City's recreation programs, events and other services

### OPTIONS

#	Description
1 	Give 2019-2023 Financial Plan Bylaw No. 4124 first three readings.
2	Refer 2019-2023 Financial Plan Bylaw No. 4124 back to staff.

### ATTACHMENTS

Attachment #1: Financial Plan Bylaw No. 4124

Lead author(s): Farouk Zaba

CITY OF PORT COQUITLAM  
2019-2023 FINANCIAL PLAN BYLAW, 2019  
Bylaw No. 4124

---

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “2019-2023 Financial Plan Bylaw, 2019, No. 4124”.

2. REGULATION

- 2.1 Schedule "A" attached to and forming part of this Bylaw is the proposed funding sources and expenditures for 2019 to 2023.
- 2.2 Schedule “B” forming part of this Bylaw is transfers to and expenditures from the City Reserve and Surplus Funds.
- 2.3 Schedule “C” forming part of this Bylaw is the objectives and policies for revenues, property tax distribution and permissive exemptions.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

---

Mayor

---

Corporate Officer

**SCHEDULE “A”**  
**Proposed Funding Sources and Expenditures**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>					
Taxation & Other Levies	\$ 68,731,200	\$ 70,734,800	\$ 71,737,650	\$ 74,376,300	\$ 76,553,600
Utility Charges	24,206,700	25,101,500	26,030,900	26,996,400	27,999,300
Sale of Services	6,596,600	6,596,600	6,470,300	6,470,300	6,470,300
Contributions	4,157,300	2,896,600	3,169,300	2,844,300	2,855,300
Permits & Licences	2,812,600	2,812,600	2,812,600	2,752,600	2,752,600
Investment Income	2,039,900	2,039,900	2,039,900	2,039,900	2,039,900
Penalties & Fines	429,500	429,500	429,500	429,500	429,500
Other Revenues	62,500	62,500	62,500	62,500	62,500
<b>Total Revenues</b>	<b>\$ 109,036,300</b>	<b>\$ 110,674,000</b>	<b>\$ 112,752,650</b>	<b>\$ 115,971,800</b>	<b>\$ 119,163,000</b>
<b>Expenditures</b>					
City Operating Expenditures	\$ 84,951,800	\$ 85,359,200	\$ 87,597,500	\$ 90,275,000	\$ 92,266,600
External Debt Interest Expense	1,032,500	2,307,500	2,982,500	2,982,500	2,982,500
Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
<b>Total Operating Expenditures</b>	<b>\$ 97,984,300</b>	<b>\$ 99,666,700</b>	<b>\$ 102,580,000</b>	<b>\$ 105,257,500</b>	<b>\$ 107,249,100</b>
<b>Net Revenue (Expenditure)</b>	<b>\$ 11,052,000</b>	<b>\$ 11,007,300</b>	<b>\$ 10,172,650</b>	<b>\$ 10,714,300</b>	<b>\$ 11,913,900</b>
<b>Allocations</b>					
Net Transfers from (to) Reserves	\$ 41,524,700	\$ (37,000)	\$ (8,471,850)	\$ (9,338,500)	\$ (7,788,100)
Capital Expenditures	(79,130,900)	(57,184,500)	(11,155,000)	(10,830,000)	(13,580,000)
Capital Contributed by Developers	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Unfunded Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Proceeds from External Borrowing	16,000,000	36,000,000	-	-	-
External Debt Principal Repayment	(445,800)	(785,800)	(1,545,800)	(1,545,800)	(1,545,800)
<b>Total Allocations</b>	<b>\$ (11,052,000)</b>	<b>\$ (11,007,300)</b>	<b>\$ (10,172,650)</b>	<b>\$ (10,714,300)</b>	<b>\$ (11,913,900)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# SCHEDULE "B"

## Transfers From (to) Reserves

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
<b><u>Transfers from Reserve Funds</u></b>					
General Capital	\$ 17,480,400	\$ 8,720,000	\$ 4,478,000	\$ 4,478,000	\$ 4,478,000
Community Recreation Complex	17,506,200	1,000,000	-	-	-
Land Sale	12,438,200	2,000,000	2,000,000	2,000,000	2,000,000
Water Infrastructure	4,908,100	1,345,000	2,000,000	2,000,000	2,000,000
Vehicles & Equipment	3,003,700	4,680,500	1,500,000	1,500,000	1,500,000
Sewer Infrastructure	1,426,000	455,000	750,000	750,000	750,000
Long Term General Infrastructure	1,053,200	-	-	-	-
Information Systems	1,051,100	-	-	-	-
Parking	1,000,000	-	-	-	-
RCMP	600,000	600,000	300,000	200,000	95,000
Building Maintenance	596,700	35,000	-	-	-
Roads & Drainage	238,400	-	-	-	-
Roads (MRN)	124,700	1,210,000	-	-	-
Public Safety Building	120,900	-	-	-	-
Parks & Recreation	111,700	-	-	-	-
Arts & Culture	247,600	95,000	-	-	-
Cemetery	61,700	-	-	-	-
Cart Replacement	50,000	50,000	-	-	2,750,000
Transit Shelters	50,000	50,000	50,000	50,000	50,000
Downtown Projects	13,500	-	-	-	-
Election	-	-	-	100,000	-
Allocated Accumulated Surplus - General	3,390,000	231,000	15,000	-	-
Allocated Accumulated Surplus - Water	144,100	-	-	-	-
Allocated Accumulated Surplus - Sewer	75,000	-	-	-	-
<b>Total Transfers from Reserves</b>	<b>\$ 65,691,200</b>	<b>\$ 20,471,500</b>	<b>\$ 11,093,000</b>	<b>\$ 11,078,000</b>	<b>\$ 13,623,000</b>
<b><u>Transfers to Reserve Funds</u></b>					
General Capital	\$ 9,433,400	\$ 9,222,500	\$ 4,845,400	\$ 4,845,400	\$ 4,845,400
Community Recreation Complex	4,868,300	2,053,300	93,550	-	-
Water Infrastructure	2,960,500	2,960,500	2,067,900	2,067,900	2,067,900
Sewer Infrastructure	2,720,300	1,431,300	762,200	762,200	762,200
Vehicle & Equipment	1,338,500	1,338,500	1,338,500	1,338,500	1,338,500
Federal Gas Tax	451,600	230,500	241,200	241,200	252,200
Land Sale	317,400	317,400	317,400	317,400	317,400
Downtown Projects	304,800	304,800	304,800	304,800	304,800
Roads (MRN)	271,500	271,500	271,500	271,500	271,500
Cart Replacement	248,800	248,800	248,800	248,800	248,800
Sewer Rate Stabilization	85,900	85,900	85,900	85,900	85,900
Parking	64,800	64,800	64,800	64,800	64,800
Transit Shelters	50,000	50,000	50,000	50,000	50,000
RCMP	24,400	24,400	24,400	24,400	24,400
Water Rate Stabilization	17,000	17,000	17,000	17,000	17,000
Election	-	-	21,400	21,400	21,400
Long Term General Infrastructure	708,100	1,377,300	6,521,900	7,241,500	7,990,300
Long Term Water Infrastructure	175,600	294,000	1,308,100	1,433,500	1,562,700
Long Term Sewer Infrastructure	125,600	216,000	980,100	1,080,300	1,185,900
<b>Total Transfers to Reserve Funds</b>	<b>\$ 24,166,500</b>	<b>\$ 20,508,500</b>	<b>\$ 19,564,850</b>	<b>\$ 20,416,500</b>	<b>\$ 21,411,100</b>
<b>Total Transfers from (to) Reserve Funds</b>	<b>\$ 41,524,700</b>	<b>\$ (37,000)</b>	<b>\$ (8,471,850)</b>	<b>\$ (9,338,500)</b>	<b>\$ (7,788,100)</b>

SCHEDULE “C”  
Revenues, Property Taxes and Exemptions

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In accordance with Section 165(3.1) of the Community Charter, The City of Port Coquitlam is required to include in the Five Year Financial Plan Bylaw, objectives and policies regarding each of the following:

- The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- The distribution of property taxes among the property classes; and
- The use of permissive tax exemptions.

**Sources of Revenue**

Funding Source 165(7)	Details	% of Total 2019 Revenue
Property Value Taxes	Property Taxes	62.5%
Parcel Tax	Parcel Tax	0.5%
Fees	Utility Levies	22.2%
	Sale of Services	6.1%
	Permits and Licenses	2.5%
Other Sources	Contributions	3.8%
	Investment Income	1.9%
	Penalties and Fines	0.4%
	Other Revenue	0.1%

**Objective**

Over the next five years, the City will continue to seek new revenue sources to reduce the burden on property taxes.

**Policies**

The City's Financial Management Policy (7.16.03) states:

- The City will review fees/charges, at a minimum on a biennial basis, to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue sources instead of property taxes.
- General Revenues will not be dedicated for specific purposes, unless required by law or the Generally Accepted Accounting Principles (GAAP).
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

## Distribution of Property Tax Rates

In establishing property tax rates Council will take into consideration:

- Property taxes levied per capita as compared with other BC municipalities;
- Tax levies on a representative home compared with other Metro Vancouver municipalities;
- Tax share borne by each property class historically;
- Taxes generated from new development;
- Tax ratios of each property classification along with tax ratios of other municipalities within the Metro Vancouver; and
- Tax rate competitiveness compared to the neighboring cities of Port Moody and Coquitlam.

The 2019 distribution of property tax rates amongst all the property classifications is provided below:

Property Class	% of General Property Taxation
Residential	57.82%
Utilities	0.76%
Light Industry	9.40%
Business Other	31.85%
Recreational Property / Non-Profit Organization	0.14%
Farm	0.03%

### Objective

The desired result is property taxes that are stable and predictable as well as fair in comparison to others within Metro Vancouver.

### Policies

City tax rates (Policy 7.01) will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the City's tax competitiveness within Metro Vancouver or to attain other Council objectives.

### Permissive Tax Exemptions

The City has an existing permissive tax exemption policy (7.02.04) which guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.
- Land and improvements surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is equivalent to that given in a public school.
- Properties on which a building for public worship or private school is to be built.
- Full or partial property tax exemption for properties that are to be awarded a grant under an existing City grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization.
- Non-profit occupiers of school premises.
- Registered charities who provide services to the community where 75% of the services of their organization are open to and used by residents of Port Coquitlam.



**Objective**

The purpose of this policy is to:

- Optimize the provision of charitable and not for profit services for the benefit of Port Coquitlam residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict provision of exemption to those providing an extension to city services.
- Reduce impact on city revenues.

**Policies**

Port Coquitlam residents must be primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public. Council may provide a partial exemption.

The intent of this guideline is to ensure Port Coquitlam residents will generally benefit from the municipal support provided, and will not be restricted from accessing the services of the organization.

## CITY OF PORT COQUITLAM

### TICKET INFORMATION UTILIZATION AMENDMENT BYLAW, 2019

#### Bylaw No. 4117

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as "Ticket Information Utilization Bylaw, 1992, No. 2743, Amendment Bylaw, 2019, No. 4117".

2. AMENDMENTS

- 2.1 Ticket Information Utilization Bylaw, 1992, No. 2743 is amended in the table in Schedule 2 pertaining to Business Bylaw No. 3725 by adding the following rows to the table:

Evict tenant without relocating	42.1	\$1000.00	\$1000.00
Continuing failure to relocate tenant	42.2	\$1000.00	\$1000.00

READ A FIRST TIME this	9 <sup>th</sup> day of	April, 2019
READ A SECOND TIME this	9 <sup>th</sup> day of	April, 2019
READ A THIRD TIME this	9 <sup>th</sup> day of	April, 2019

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Mayor

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Corporate Officer

# CITY OF PORT COQUITLAM

## BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW, 2019

### Bylaw No. 4119

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as "Bylaw Notice Enforcement Bylaw No. 3814, 2013, Amendment Bylaw, 2019, No. 4119.

2. AMENDMENTS

2.1 Bylaw Notice Enforcement Bylaw No. 3814, 2013 is amended in the table in Schedule "A" pertaining to Business Bylaw No. 3725 by adding the following rows to the table:

Evict tenant without relocating	42.1	\$500.00	\$500.00	n/a
Continuing failure to relocate tenant	42.2	\$500.00	\$500.00	n/a

READ A FIRST TIME this	9 <sup>th</sup> day of	April, 2019
READ A SECOND TIME this	9 <sup>th</sup> day of	April, 2019
READ A THIRD TIME this	9 <sup>th</sup> day of	April, 2019

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM  
BUSINESS AMENDMENT BYLAW, 2019  
Bylaw No. 4120

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The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “Business Bylaw, 2010, No. 3725, Amendment Bylaw, 2019, No. 4120.

2. AMENDMENTS

Business Bylaw, 2010, No. 3725 is amended as follows:

- 2.1 by substituting “enactment of this Section 42.1” for “adoption of this Bylaw” in Section 42.1;
- 2.2 by adding as Section 42.2 and renumbering Sections 42.2 to 42.12 accordingly:
  - 42.2 No owner of a suite rental business shall, having failed to comply with Section 42.1, continue to fail to enter into a new tenancy agreement as described in Section 42.1(a) or make other arrangements for the tenant’s temporary accommodation and return to their original suite as described in Section 42.1(b).
- 2.3 by substituting “Section 42.1 and 42.2” for “Section 42.1” in Section 42.3 as renumbered by this bylaw;
- 2.4 by adding the following as Section 42.3(a) and renumbering the remaining subsections of Section 42.3 accordingly:
  - (a) an owner of a Suite Rental Business is deemed to have required a tenant to vacate their suite pursuant to a notice of termination of tenancy if, having delivered such a notice prior to the enactment of Section 42.1, the owner has failed to, within 30 days of enactment of this Section 42.3(a), either comply with Section 42.1 or withdraw the notice of termination;
- 2.5 by substituting “Section 42.1 or 42.2” for “Section 42.1” in Section 42.4 as renumbered by this bylaw;
- 2.6 by substituting “the applicable section” for “that section” in Sections 42.4(a) and (b) as renumbered by this bylaw;
- 2.7 by changing the internal references in Sections 42.5 and 42.6 as renumbered by this bylaw from “Section 42.3” to “Section 42.4”;

- 2.8 by changing “Section 42.1 does not apply” in Section 42.8 as renumbered by this bylaw to “Sections 42.1 and 42.2 do not apply”;
- 2.9 by changing the internal reference in Section 42.10 as renumbered by this bylaw from “Section 42.10” to “Section 42.11”;
- 2.10 in Section 42.11 as renumbered by this bylaw by changing “contrary to this Bylaw” to “beyond the limit applicable under Section 42.1(b)” and by changing the phrase “this Bylaw” to “that Section”;
- 2.11 by changing “Sections 42.1 to 42.11” in Section 42.13 as renumbered by this bylaw to “Sections 42.1 to 42.12”;
- 2.12 by adding the following as Sections 42.14 and 42.15:
- 42.14 Each day on which an owner contravenes Section 42.2 of this bylaw constitutes a separate offence, whether or not the owner subsequently complies with Section 42.1 in respect of that tenancy.
- 42.15 No offence is committed against Section 42.1 or Section 42.2 of this bylaw:
- (a) as of the date on which a tenant, having been given notice of eviction in contravention of this bylaw or having been evicted in contravention of this bylaw, is accommodated by the owner in accordance with Section 42.1, in respect of the renovation or repair for which the tenant has been evicted; or
  - (b) as of the date on which a copy of a written withdrawal of a notice of eviction that would have contravened this bylaw, having been previously provided to the tenant, is provided to the Licence Inspector.

READ A FIRST TIME this	9 <sup>th</sup> day of	April, 2019
READ A SECOND TIME this	9 <sup>th</sup> day of	April, 2019
READ A THIRD TIME this	9 <sup>th</sup> day of	April, 2019

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM  
FEES AND CHARGES AMENDMENT BYLAW, 2019  
Bylaw No. 4121

---

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “Fees and Charges Bylaw, 2015, No. 3892, Amendment Bylaw, No. 4121, 2019”.

2. ADMINISTRATION

Fees and Charges Bylaw, 2015, No. 3825 is amended as follows:

- 2.1 Adding “(City Hall – Council Chambers)” to Schedule “C” – Multi-Purpose Hall Rentals, at the first rental rate bracket.

READ A FIRST TIME this	23 <sup>rd</sup> day of	April, 2019
READ A SECOND TIME this	23 <sup>rd</sup> day of	April, 2019
READ A THIRD TIME this	23 <sup>rd</sup> day of	April, 2019
ADOPTED this		

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Mayor

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Corporate Officer

### RECOMMENDATIONS:

1. That the City of Port Coquitlam nominate Councillor Joe Keithley, (City of Burnaby) and Councillor Brent Asmundson, (City of Coquitlam), to represent the City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Coquitlam, City of Port Moody and the Village of Belcarra on the E-Comm Board of Directors for the 2019-2020 term, such Board to be appointed by E-Comm shareholders at the June 20, 2019 Annual General Meeting; and,
2. That E-Comm, the City of Burnaby, City of Coquitlam, City of New Westminster, City of Port Moody, and the Village of Belcarra be notified of the City of Port Coquitlam's nomination.

### REPORT SUMMARY

Each year municipalities are invited to nominate representatives to the E-Comm Board of Directors and this is the request for the 2019-2020 term.


### BACKGROUND

E-Comm is the first point of contact for 9-1-1 callers in many municipalities in British Columbia. E-Comm also provides dispatch services for police and fire departments in the province.

Each year, the E-Comm company requests representatives from the participating municipalities to nominate individuals to the Board of Directors. After discussion with our municipal partners for our regional area, the City of Port Coquitlam would like to nominate Councillor Joe Keithley (City of Burnaby) and Councillor Brent Asmundson (City of Coquitlam) for our area.

### OTIONS

(Check = Staff Recommendation)

#	Description
1 	Nominate the representatives as recommended above to the E-Comm Board of Directors for the 2019-2020 term.
2	Nominate a different representative(s) to the E-Comm Board of Directors for 2019-2020.

### ATTACHMENTS

Attachment #1: 2019-03-29 Letter from E-Comm

Lead author: Carolyn Deakin

March 29, 2019

Mayor Brad West  
City of Port Coquitlam  
2580 Shaughnessy Street  
Port Coquitlam, BC  
V3C 2A8

Dear Mayor West and Council,

**RE: E-Comm Board of Directors Designate — 2019-2020 Term**

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The Annual General Meeting (the “Meeting”) of the Shareholders (Members) of E-Comm *Emergency Communications for British Columbia Inc.* (“E-Comm”) will be held on Thursday, June 20, 2019 and, at that time, the Board of Directors will be appointed by the shareholders for the 2019-2020 term.

At present, City of Coquitlam Councillor Brent Asmundson represents Coquitlam, Belcarra, New Westminister, Port Coquitlam and Port Moody on our Board of Directors. For your information, the City of Burnaby became a Class A shareholder in November 2018 and has become a part of this designated grouping per section 4.2.1.5 of the Members’ Agreement. As such, the grouping is now entitled to designate **two** mutually-agreed upon individuals for election to the Board of Directors of E-Comm. For the grouping’s information we have attached a historical list of the directors nominated by your grouping, prior to the City of Burnaby becoming a Class A Shareholder.

The Board of E-Comm is focused on good governance and we are looking for effective directors for the benefit of all shareholders. An effective director will have competencies in many, or most, of the following areas: Knowledge of E-Comm or the public-safety industry, knowledge of the role of a board, analytical skills including financial acumen, leadership skills, good communication skills, sound judgment, high integrity and the ability to influence others. Further, the Board of Directors believes that its composition should reflect the rich diversity of the communities that E-Comm serves.

The E-Comm Board of Directors meets five times per year and provides oversight of the business and affairs of the company. Two additional sessions are also held annually for strategic planning and board education. There are three standing committees of the board (Audit, Governance and Human Resources and Compensation), each meeting five times per year. Participation on committees is voluntary, but recommended.

Although shareholders are required to elect directors every year at our Annual General Meeting, there is no limit on the number of terms any one director can serve. Indeed, we believe that it is in all shareholders’ best interest when a director can serve multiple terms.

Because your municipality/organization is among a designated group of Members, we will require written confirmation from all six shareholders with the names of two mutually-agreed upon individuals.



We respectfully request that you confer with the others members of your grouping to establish a mutually-agreeable nominee prior to informing us of your nominees.

We request that you advise the undersigned with written confirmation by May 17, 2019, of the name and contact information of your mutually-agreed upon nominees to the E-Comm Board.

A question/answer document is enclosed in this package and includes a sample motion confirming your nomination, if required.

Please note that nominating a director is a separate process from designating a representative to vote your shares at the Annual General Meeting (AGM) in June. As such, I will be contacting the City of Port Coquitlam again in May with information on the AGM and requesting that you designate one individual to attend the Annual General Meeting of the Shareholders for the purposes of voting the City of Port Coquitlam's shares.\*

Yours truly,



P.P. Jody Robertson  
Corporate Secretary

t | 604-215-4956  
e | jody.robertson@ecomm911.ca

cc Councillor Brent Asmundson, City of Coquitlam

\*Our records indicate the following shares are held by the group to which you belong:

	Class A	Class B
Village of Belcarra	-	3
City of Burnaby	1	-
City of Coquitlam	2	1
City of New Westminster	1	1
<b>City of Port Coquitlam</b>	<b>2</b>	<b>1</b>
City of Port Moody	1	1

## **Board of Directors: Common Questions & Background**

**Q. What do you recommend the council/board motion read?**

A. Exact wording is at the discretion of your organization, however council/board motions should include the name of the nominee, specification of the E-Comm Board term (e.g. 2019-2020) and reference to election at the Annual General Meeting of E-Comm shareholders. For example "THAT (enter municipality/board/organization name) nominate (name) to represent municipality/board/organization) on the E-Comm Board of Directors for the 2019-2020 term, such Board to be appointed by E-Comm shareholders at the June 20, 2019 Annual General Meeting."

**Q. What is the role of the E-Comm Board of Directors?**

A. The E-Comm Board of Directors meets five times per year to provide oversight of the business and affairs of the company. Two additional sessions are also held annually for strategic planning and board education. There are three standing committees of the board (Audit, Governance, and Human Resources and Compensation), each also meeting five times per year. Participation on committees is voluntary, but recommended.

**Q. Who appoints the Board of Directors?**

A. The shareholders elect the Board of Directors at the Annual General Meeting (AGM) of the Company. Nominating entities advise the E-Comm Corporate Secretary prior to the AGM of the name of their nominee to be put before the shareholders-at-large at the AGM.

**Q. Why is the Board of Directors term only one year? Can we nominate someone for more than one term?**

A. The E-Comm Corporate Articles specify a term of one year. Nominating Entities may advise the Corporate Secretary in writing if they wish their nominee's name to stand for election for a specific number of terms (e.g. four). However, the Corporate Secretary must confirm in writing each year that the standing nomination remains intact, however there will be no further action for the Nominating Entity unless they wish to make a change from their previous direction.

In the case of Nominating Entities that are part of a grouping, the Corporate Secretary must receive written confirmation from each nominating entity of the standing nomination, including specification of number of terms. The direction must be consistent among all members of the grouping; otherwise all members of the grouping must be contacted each year asking for confirmation of the nomination.

**Q. If my organization/municipality is part of a grouping, do we have to agree on the nominee?**

A. The E-Comm Members' Agreement specifies that each designated group of members shall agree on their individual nominee. Consultation on a mutually-agreeable nominee should be undertaken prior to advising the E-Comm Corporate Secretary of the name of the nominee.

## **E-Comm Board of Directors: Common Questions & Background**

**Q. What is the difference between nominating a board director and sending someone to the AGM?**

A. The individual board nominees, once elected at the AGM, will serve on E-Comm's board throughout the coming year, attending various board and committee meetings, and participating in the supervision of the organization's affairs. Your organization's representative at the AGM is simply the person who attends the AGM that day on behalf of your organization, and votes your share on any resolutions or votes which occur at the AGM that day. That person's role and duties cease after the AGM has adjourned.

**Q. Why do you contact us in March when the Board is not appointed by Shareholders until June?**

A. We provide sufficient notice of the process to allow for conferring with other members of member groupings, council and or other motions that may be required.

**Q. What do directors receive for remuneration?**

A. Meeting rates are \$387 per meeting (for Directors who are not full-time employees of a Member, the Provincial Government or Special User), twice that amount for meetings longer than four hours in duration. Board meetings are generally less than four hours.

**Q. Who do I contact with questions?**

A. Krystal Boros, Assistant Corporate Secretary, 604-215-6221

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### **About the annual general meeting**

**Q. What is an AGM?**

A. A general meeting of all shareholders of E-Comm is required to occur at least once annually under the Business Corporations Act (BC), which regulates E-Comm's corporate governance.

**Q. What happens at an AGM?**

A. The compulsory items on the agenda are the election of directors, the appointment (or reappointment) of the auditors, and the presentation of previous year's financial statements. Usually, a number of additional items are also placed on the agenda, such as a general report from the directors, or presentations on new initiatives. Special business items could also be dealt with (such as changing the Corporate Articles), but shareholders would receive notice of any special business with the notice of meeting.

**Q. Who should attend AGM?**

A. A representative of the shareholder should attend the AGM to vote on the matters listed above including electing the board of directors.

## **E-Comm Board of Directors: Common Questions & Background**

**Q. What are shareholders entitled to vote on?**

- A. Holders of Class A shares have one vote per share on all matters requiring a vote at the AGM, including any items of special business. Class B shares are generally non-voting, except for matters which involve certain fundamental changes – these are listed and specified in the E-Comm Corporate Articles.

**Q. What is the voting process at the AGM?**

- A. Upon the representative of a shareholder arriving at the AGM, they sign in and are provided with a voting card. Votes are conducted by a simple show of hands (voting cards) unless a shareholder demands at the meeting that a formal ballot or “poll” vote occur on a particular resolution.

**Q. What if no one can attend, can we proxy our vote?**

- A. Yes. A shareholder can appoint a proxyholder (in writing) to attend and vote on the shareholder’s behalf at the AGM. The proxyholder need not be a member themselves.

Proxies must be in writing, must specify the name of the shareholder, the identity of the proxyholder, and reference the AGM in question. They must be signed by an authorized signatory of the shareholder. Proxies must be pre-registered with E-Comm at least 2 business days prior to the AGM.

**Q. How will my shares be voted if I return a proxy?**

- A. Proxies usually grant the proxyholder the ability to vote on all matters at the meeting, in their discretion. If a shareholder wishes, it can restrict that discretionary power by stating in the proxy form that its shares must be voted in a certain manner on specified resolutions or votes which it anticipates will be before the meeting. Such language, if included, needs to be clear and unambiguous.

**Q. Can a proxy be revoked?**

- A. Once granted, proxies can also be revoked, but written revocation signed by the shareholder must be given to E-Comm at least one business day prior to the AGM.

**Q. Who chairs the AGM?**

- A. E-Comm’s Corporate Articles specify that the chair of the Board of Directors will also chair the AGM.

**Q. How important is it that we send someone?**

- A. As a shareholder of E-Comm we strongly urge in-person attendance to ensure shares are represented.

**Q. What if I have a question about the AGM?**

- A. Contact Krystal Boros, Assistant Corporate Secretary, at 604-215-6221.

**Attachment**

2018-2019	Brent Asmundson, Coquitlam
2017-2018	Mary Trentadue, New Westminster
2016-2017	Mary Trentadue, New Westminster
2015-2016	Mary Trentadue, New Westminster
2014-2015	Diana Dilworth, Port Moody
2013-2014	Diana Dilworth, Port Moody
2012-2013	Diana Dilworth, Port Moody
2011-2012	Barrie Lynch, Coquitlam
2010-2011	Barrie Lynch, Coquitlam
2009-2010	Barrie Lynch, Coquitlam
2008-2009	Calvin Donnelly, New Westminster
2007-2008	Calvin Donnelly, New Westminster
2006-2007	Calvin Donnelly, New Westminster
2005-2006	Scott Young, Port Coquitlam
2004-2005	Jon Kingsbury, Coquitlam
2003-2004	Jon Kingsbury, Coquitlam
2002-2003	Joe Trasolini, Port Moody
2001-2002	Scott Young, Port Coquitlam
2000-2001	Jon Kingsbury, Coquitlam
1999-2000	Jon Baillie, Port Coquitlam