

Tuesday, April 28, 2020, 6:00 p.m.

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, April 28, 2020, Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

1

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *April 7, 2020, Special Council Meeting*
- *April 14, 2020, Regular Council Meeting.*

4. PROCLAMATIONS

4.1 Day of Mourning - April 28, 2020

7

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 Zoning Amendment Bylaw for M1 (Accessory Automobile Sales) - Third Reading and Adoption

8

Recommendation:

That Council give Zoning Amendment Bylaw No. 4173 for M1 Zone (accessory automobile sales) third reading and adoption.

7.2 2020 - 2024 Financial Plan Bylaw - First Three Readings and Adoption

14

Recommendation:

That Council give 2020-2024 Financial Plan Bylaw No. 4175 first three readings and adoption.

7.3 Alternative Tax Scheme Bylaw, Annual Property Tax Rate Bylaw and Solid Waste Bylaw - First Three Readings and Adoption

28

Recommendation:

1. *That Council give the Alternate Tax Scheme Bylaw No. 4176, Annual Property Tax Rates Bylaw No. 4177, and Solid Waste Bylaw No. 4178 first three readings and adoption.*
2. *That Council waive the Not Sufficient Funds charge identified in Fees and Charges Bylaw No. 3892 until December 31, 2020.*
3. *That Council defer any late payment fees normally collected on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Schedule B, Section G of Waterworks Regulation Bylaw No. 3935, to October 1, 2020.*

8. REPORTS

None.

9. NEW BUSINESS

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, April 28, 2020, Council Meeting be adjourned.

11. MEETING NOTES



Council Special Minutes

Tuesday, April 7, 2020

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Present: Chair - Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, April 7, 2020, Special Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

3. PROCLAMATIONS

3.1 Health Care and Essential Service Workers Appreciation Month - April 2020

Mayor West proclaimed April 2020 as "Health Care and Essential Service Workers Appreciation Month".

4. REPORTS

4.1 Corporate Officer Update (verbal report)

Moved-Seconded:

That Council waive all public hearings until June 30, 2020, and accept written submissions only for public comments pertaining to rezoning applications that comply with the Official Community Plan.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

5. ADJOURNMENT

5.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, April 7, 2020, Special Council Meeting be adjourned at 2:09 p.m.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

6. MEETING NOTES

None.

Mayor

Corporate Officer

Tuesday, April 14, 2020

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Absent: Chair - Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 6:06 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, April 14, 2020, Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved-Seconded:

That the minutes of the following Council Meetings be adopted:

- *March 24, 2020.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4. PROCLAMATIONS

None.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 Zoning Amendment Bylaw (Accessory Automobile Sales) - First Two Readings

Moved-Seconded:

That Council give Zoning Amendment Bylaw No. 4173 first two readings.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

7.2 Zoning Amendment Bylaw for 3455 Oxford Street - Third Reading

Moved-Seconded:

- 1) That Council give Zoning Amendment Bylaw No. 4172 third reading; and*
- 2) Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. Installation of protective fencing for the tree on the adjacent lot;*
 - b. Demolition of the existing buildings; and*
 - c. Completion of design and submission of fees and securities for off-site works and services; and*

That Committee direct the Director of Development Services to require adherence to the proposed tree replacement plan when issuing Development Permits.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

7.3 Animal Control Bylaw Amendment, Bylaw Notice Enforcement and Ticket Information Utilization Bylaw Amendments - First Three Readings and Adoption

Moved-Seconded:

That Council give Animal Control Amendment Bylaw No. 4168, Bylaw Notice Enforcement Amendment Bylaw No. 4170 and Ticket Information Utilization Amendment Bylaw No. 4171 first three readings and adoption.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

7.4 Revenue Anticipation Borrowing Bylaw - First Three Readings and Adoption

Moved-Seconded:

That Council give Revenue Anticipation Borrowing Bylaw No. 4174 first three readings and adoption.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

8. REPORTS

8.1 Anmore and Belcarra Mutual Aid

Moved-Seconded:

That Council:

1. *Authorize staff to provide interim mutual aid to the Villages of Anmore and Belcarra to satisfy Ministerial Order M084 issued by the Province on March 26, 2020 until such time as the sub-regional Public Works Mutual Aid Agreement is in effect;*
2. *Authorize staff to enter a sub-regional Public Works Mutual Aid Agreement with the Cities of Port Moody and Coquitlam and the Villages of Anmore and Belcarra and potentially Metro Vancouver on such terms and conditions as the Director of Engineering and Public Works deems necessary or advisable;*
3. *Authorize staff to execute an extension of the 1999 Mutual Aid Agreement developed by REAC when appropriate; and*
4. *Pursuant to Section 13 of the Community Charter, SBC 2003, C26, consent to the Villages of Anmore and Belcarra providing mutual aid services in Port Coquitlam if required as contemplated under Ministerial Order M084.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

8.2 Liquor Establishment Policy Amendment

Moved-Seconded:

That Council approve an amendment to the Liquor Establishment Policy to provide for later closing times for liquor manufacturing establishments with a lounge endorsement area.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

9. NEW BUSINESS

Council provided updates related to community events.

10. OPEN QUESTION PERIOD

This item was deleted from the agenda.

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, April 14, 2020, Council Meeting be adjourned at 6:35 p.m.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

12. MEETING NOTES

None.

Mayor

Corporate Officer

PROCLAMATION

WHEREAS Every year, more than 1,000 Canadian workers are killed on the job;
and

WHEREAS Thousands more are permanently disabled; and

WHEREAS Hundreds of thousands are injured; and

WHEREAS Thousands of others die from cancer, lung disease, and other ailments
caused by exposure to toxic substances at their workplaces; and

WHEREAS April 28 of each year has been chosen by the Canadian Labour
Congress as:

- a Day of Mourning for the victims of workplace accidents and
disease;
- a day to remember the maximum sacrifice they have been forced to
make in order to earn a living;
- a day to renew approaches to governments for tougher
occupational health and safety standards, and more effective
compensation; and
- a day to rededicate ourselves to the goal of making Canada's
workplaces safer; and

WHEREAS April 28th was proclaimed a "Day of Mourning" by an Act of Parliament
on February 1st, 1991.

NOW THEREFORE: I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

DO HEREBY PROCLAIM

April 28, 2020

as a

"Day of Mourning"

**in recognition of workers killed, injured
or disabled on the job**

BWT

Brad West
Mayor



Zoning Amendment Bylaw (Accessory Automobile Sales) - Third Reading and Adoption

RECOMMENDATION:


That Council give Zoning Amendment Bylaw No. 4173 third reading and adoption.

REPORT SUMMARY

Upon conclusion of a public input period of April 15-28, 2020, Zoning Amendment Bylaw No. 4173 will be available for Council to give third reading and adoption.

Note: Section 480 of the Local Government Act permits Council to adopt a zoning bylaw at the same meeting at which the bylaw received third reading.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give third reading and adoption to the bylaw.
	2	Give only third reading to the bylaw.
	3	Request that additional information be received and determine next steps after receipt of that information.
	4	Fail third reading of the bylaw.

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2020
Bylaw No. 4173

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

1. **CITATION**

This Bylaw may be cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2020, No. 4173”.

2. **ADMINISTRATION**

2.1 That “Zoning Bylaw, 2008, No. 3630” be amended in Table 4.3: Industrial Zones Permitted Uses, by adding the following new accessory use in alphabetical order:

Use	Zone		
	M1	M2	M3
Accessory retail sales of automobiles and light trucks	■ Note 26		

2.2 That “Zoning Bylaw, 2008, No. 3630” be amended in Notes to Table 4.3: Industrial Zones Permitted Uses, by adding the following note:

“Note 26. Automobile and light truck sales use in the M1 zone is only permitted where accessory to an automobile and light truck repair, servicing or salvage use and is limited to automobiles and light trucks which have been rebuilt or modified on site. Automobile and light trucks must be stored indoors and may not be located in an accessory display area.

READ A FIRST TIME this 14th day of April, 2020

READ A SECOND TIME this 14th day of April, 2020

PUBLIC HEARING WAIVED

READ A THIRD TIME this day of , 2020

ADOPTED this day of , 2020

Mayor

Corporate Officer

Zoning Amendment Bylaw (Accessory Automobile Sales) - First Two Readings

RECOMMENDATION:


That Council give Zoning Amendment Bylaw No. 4173 first two readings.

PREVIOUS COUNCIL / COMMITTEE ACTION

At the April 7, 2020, Committee of Council meeting, Committee recommended to Council:

That the Zoning Bylaw be amended to permit the accessory retail sales of rebuilt automobiles and light trucks in the M1 General Industrial zone.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first two readings to the bylaw.
	2	Delay first two readings and request staff to provide additional information.
	3	Deny first two readings of the bylaw.

Accessory Automobile Sales in General Industrial Zone

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to permit the accessory retail sales of rebuilt automobiles and light trucks in the M1 General Industrial zone.

REPORT SUMMARY

This report recommends the Zoning Bylaw be amended to include the retail sale of rebuilt automobiles as an accessory use to an automobile repair, salvage or servicing use in the M1 General Industrial zone.

BACKGROUND

The City has received a number of requests over the last few years from automobile-related businesses to allow accessory retail sales of passenger automobile and light trucks in the M1 (General Industrial) zone. These requests generally came from three types of automobile-related businesses:

1. **Automobile salvage and parts sales:** These businesses generally purchase salvage vehicles from the Insurance Corporation of British Columbia (ICBC) for disassembly and part sales through a Salvage Buyers licence from ICBC. The Salvage Buyer licence includes several categories that enable varied ability to buy vehicles from ICBC; businesses wishing to purchase better quality wrecks from ICBC businesses must qualify as a “rebuilder/dealer”, which requires confirmation from the municipality the business has a valid business licence which permits both sale and general repairs of vehicles.
2. **Automobile service and repair:** These businesses provide general automobile repair and service to private customers and wish to purchase, repair and resell automobiles on an occasional basis to supplement income.
3. **Specialty automobile restoration/repair:** These businesses generally specialize in the repair and restoration of classic or high performance automobiles. This can include work for private individuals, but also include purchase, restoration, modification and sale of automobiles to individuals, car dealerships or brokers.

Zoning Bylaw: The Industrial zones accommodate a wide range of primary industrial uses and some limited accessory commercial uses, where those uses complement the industrial function. These include a variety of automobile-related service, repair, and salvage uses within the M1 (General Industrial) zone. Vehicle sales in the M1 zone are limited to sale of trucks, machinery and equipment for commercial or industrial purposes. The retail sales of passenger automobiles such as cars and light trucks are considered a commercial use and, in accordance with the policies of the Official Community Plan, are currently restricted to the City’s commercial zones.

Accessory Automobile Sales in General Industrial Zone

Official Community Plan (OCP): OCP policies for industrial lands encourage retention of industrial lands for industrial purposes and discourage commercial retail uses in all industrial areas. OCP policies however also encourage support of local businesses and a balanced local economy including a mix of uses to provide employment and contribute to the municipal tax base. These policies are consistent with the direction of Metro Vancouver's Regional Growth Strategy, which allows for complimentary accessory commercial uses in industrial zones where appropriate.

Proposal: In order to meet the evolving needs of the automobile-related service, repair, and salvage businesses, staff propose the Zoning Bylaw be amended to include the retail sale of automobiles and light trucks in the M1 General Industrial zone as an accessory use and subject to the following limitations:

- retail sales must be accessory to an automobile and light truck repair, servicing or salvage use
- vehicles for sale must be rebuilt on site
- vehicles must be stored indoors and are not to be kept in an accessory display area

These restrictions are intended to ensure the intent of the retail sales as being ancillary to repair, servicing or salvage is adhered to, discourage the appearance of a car dealership and associated showrooms and ensure required parking spaces are not used for vehicle storage or display.

DISCUSSION

The inclusion of accessory retail sales of automobiles and light trucks in the General Industrial zone will allow automobile related businesses to acquire better quality wrecks from ICBC and provide flexibility to auto-related service, repair and salvage businesses as they evolve. The proposed additional accessory use is seen to support the primary uses in keeping with the intent of the industrial nature of the site and is expected to have little impact to neighbouring businesses under the proposed limitations.

Staff recommend that the Zoning Bylaw be amended to permit the sale of automobiles and light trucks as an additional accessory use in the M1 General Industrial zone.


FINANCIAL IMPLICATIONS

None.

Accessory Automobile Sales in General Industrial Zone

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend that Council amend the Zoning Bylaw to allow accessory automobile and light truck sales in the General Industrial M-1zone.
2	Request additional information or amendments to the requested amendments prior to their consideration.
3	Determine that no changes will be made to existing regulations at this time.

ATTACHMENTS

Att#1: Draft bylaw amendment to the Zoning Bylaw

Lead author(s): Natalie Coburn. Bryan Sherrell

RECOMMENDATION:

That 2020-2024 Financial Play Bylaw, 2020, No. 4175 be adopted.

PREVIOUS COUNCIL/COMMITTEE ACTION

November 26, 2020 - Council

That Council direct staff to proceed with award of the 2020 and 2021 capital and one-time projects.

March 17, 2020 – Committee of Council:

That Committee of Council direct staff to waive late payment fees normally collected as of March 31st on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Section 12 of Waterworks Regulation Bylaw No. 3935.

March 24, 2020 – Council:

That Council approve immediate implementation of weekly green waste pick up, prior to adoption of the 2020-2024 Financial Plan.'

April 7, 2020 – Committee of Council:

That Committee of Council direct staff to prepare:

- 1. The 2020-2024 Financial Plan Bylaw based on a 0% tax increase in 2020 for the average home.*
- 2. An Alternate Tax Scheme Bylaw as outlined in the April 7, 2020, staff report, "Property Tax and Utility Fees Due Dates".*
- 3. A Revenue Anticipation Borrowing Bylaw for \$30 Million.*
- 4. A Council Resolution for deferment of late payment fees normally collected as of May 31st, 2020 on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Section G of Waterworks Regulation Bylaw No. 3935 to September 2, 2020.*
- 5. A Council Resolution for waiving the Not Sufficient Funds charge identified in Fees and Charges Bylaw, 2015, No.3892.*
- 6. The 2020 Annual Property Tax Rates Bylaw with the tax increase applied to all property classes equally.*

REPORT SUMMARY

This report presents the 2020-2024 financial plan for Council approval. 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 2020-2024 financial plan addresses Council's priorities of improving customer service; investing in our infrastructure; and enhancing community safety. It also includes funding to accomplish the items identified in Council's Action Plan and responds to the current issues associated with COVID-19. For 2020, the average residential property will see a total municipal increase of \$26.46 or 0.90%, made up of a \$0 increase in property tax; a \$16.94 increase in the water levy; a \$6.65 increase in the sewer levy; and a \$2.87 increase for the solid waste levy.

BACKGROUND

Section 165 of the *Community Charter* requires that the City annually adopt a Five-Year Financial Plan which sets out the planned services and initiatives and their corresponding funding.

The City split development of the 2020-2024 Financial Plan in to two phases, with Committee of Council approving capital and one-time enhancements (funded through reserves and surplus) in November 2019 and the draft operating budget (funded through taxation, levies and other revenues) on January 7, 2020.

Public consultation for the draft operating budget started on February 3, 2020 and concluded March 2, 2020. In the weeks since the close of the public consultation, much has changed in the City's financial planning landscape as a result of the COVID-19 pandemic.

Controlling the spread of COVID-19 is causing unprecedented social and economic disruption across the country. In response to the financial impacts caused by the crisis, the City is undertaking several measures to provide relief to both residents and businesses who may be experiencing financial hardship. These measures include:

- Extending water and sewer utility bills deadlines to September 30, 2020 and waiving March 31, late penalty (extension from September 2 to be confirmed April 28).
- Extending the property tax deadline from July 2, 2020, to September 30, 2020 (extension from September 2 to be confirmed April 28)
- Temporarily waiving non-sufficient funds charges
- Reducing the 2020 municipal tax increase for the average residential property from 0.48% to 0%

DISCUSSION

The following sections provide the highlights of the 2020 portion of the 2020-2024 financial plan.

Operating Budget

The operating budget represents the revenues, expenditures and transfers associated with providing the City's various programs and services. It encompasses programs like litter collection, bylaw enforcement, water main flushing, human resources, building inspections, infrastructure levies, etc.

The operating budget can be categorized into the following sections:

- **Base Budget:** The base budget uses the previous year's budget and service levels as a starting point and is adjusted for the impact of inflation, labour contract changes, new regulatory requirements, etc.
- **Ongoing Enhancements:** Ongoing enhancements represent new services that were not previously provided in the prior year or the expansion/enhancement of existing services. These enhancements are typically funded from taxation or utility rates.
- **One-time Enhancements:** One-time enhancements represent programs such as pilot projects to test out a new initiative, feasibility studies, or one-time events. Typically, these enhancements are funded from reserves (funds set aside by the City for specific purposes) and therefore do not have an impact on taxes or utilities.

Base Operating Budget

The 2020 base operating budget has an increase in operating expenses of \$4,852,430 (5.8%), and an decrease of transfers to reserves and debt servicing of -\$1,689,150 (-19.4%). These outflows are offset by increases to revenues other than general taxation/utility levies of \$662,700 (4.3%).

The following table summarizes the changes to the base budget from 2019 to 2020, with further details available as attachment 2 to this report. The net of these changes represent the increase to general property taxation, water, sewer and solid waste levies required to balance the budget.

	2020 Budget	2019 Budget	\$ Change	% Change
Revenues (Excluding General Taxes and Utilities)	\$15,902,600	\$15,239,850	\$662,750	4.3%
Expenses	87,806,800	82,954,370	4,852,430	5.8%
Transfers Out	21,835,900	23,525,050	-1,689,150	-19.4%
Transfers In	600,000	600,000	-	0.0%
Funds Required from General Taxes and Utilities	\$ 93,140,100	\$ 90,639,570	\$ 2,500,530	2.8%

2020-2024 Financial Plan Bylaw

	2020 Budget	2019 Budget	\$ Change	% Change
General Taxation and Utility Levies				
General property taxation	\$ 68,322,400	\$ 66,432,870	\$ 1,889,530	2.8%
Solid Waste Levy	2,906,000	2,937,900	-31,900	-1.1%
Water Levy	12,710,600	12,247,700	462,900	3.8%
Sewer Levy	9,201,100	9,021,100	180,000	2.0%
Total General Taxation and Utility Levies	\$ 93,140,100	\$ 90,639,570	\$ 2,500,530	2.8%

Ongoing Operating Enhancements

The following table outlines the 2020 ongoing enhancements approved by Committee of Council for inclusion in the 2020-2024 financial plan.

Item	Amount	Funding	Description
Emergency medical responder training	\$15,000	General taxation	Enhanced medical training for fire department personnel.
PoCo Sports Alliance financial support	\$14,000	General taxation	Additional funding to support and sustain operating costs, support new initiatives and event hosting (sports awards, hall of fame and sport summit), and recognize the work of the Executive Director.
Year-round weekly organics pickup	\$42,800	Solid waste levy	Year-round weekly collection schedule increasing the number of annual collections per customer by 13, from 39 to 52.
Project Management of Strategic Initiatives	90,550	Accumulated Surplus ¹	Project management of strategic initiatives will expedite Council's Action Plan items, particularly the Downtown Action Plan, Sky Train Feasibility Study, Police Service Model Review
Additional Bylaw Enforcement	138,250	Accumulated Surplus ¹	Additional resources (2.5 FTE) to increase community safety and support more proactive enforcement in smoking, animal control, solid waste, and homelessness.
Manager of Information Services	82,200	Accumulated Surplus ¹	This additional resource will allow this department to advance the Community Safety priority and initiatives by hiring a new Director of Community Safety to replace the retiring Director of Corporate Support. The manager will oversee the Information Services Division which the current Director is directly overseeing.

¹ At the April 7, 2020 meeting, Committee of Council decided these items would have six months of funding from Accumulated Surplus for 2020 and would be funded ongoing from general taxation starting in 2021.

2020-2024 Financial Plan Bylaw

Impact of 2020-2024 Financial Plan to 2020 Taxes and Levies

The 2020-2024 financial plan has the following tax/levy impact in 2020:

On average, residential properties (Class 1) will have a total municipal increase of \$26.46 or 0.90%, made up of a \$0 increase in property tax; a \$16.94 increase in the water levy; a \$6.65 increase in the sewer levy; and a \$2.87 increase for the solid waste levy.

On average, for properties classified as Light Industry (Class 5), taxes will decrease by 3.33%. For properties classified as Business Other (Class 6), taxes will decrease by 0.59%. As business and industrial properties are metered, water and sewer charges will vary based on consumption, but rates increased by 3.80% and 2.00% respectively.

One-Time Operating Enhancements

The 2020-2024 financial plan includes the following 2020 one-time enhancements to services and are funded either through reserves or accumulated surplus (i.e. no impact to current year taxes or levies).

Item	Amount	Funding	Description
Corporate Office Microfilm Scanning	\$30,000	Accumulated Surplus/Grant	Digitization of corporate records
Development Cost Charge Bylaw Update	100,000	Accumulated Surplus	Update of the City's Development Cost Charge Bylaw to ensure new developments are paying for their share of infrastructure costs
Extension of Land and Development Facilitator Contract	100,000	Accumulated Surplus	Continuation of work on the City's Downtown Action Plan
Master Transportation Plan	150,000	Accumulated Surplus	Update of the Master Transportation Plan to look at the next 10 years and beyond to guide development of the City's road, transit, and active transportation networks.
Pitt River Weir Assessment	25,000	Environmental Reserve	Assessment of the benefits and potential impacts of adding weir structures to the riparian habitat immediately north of the Pitt River Intertidal Area.
Review of Alternative Models for the Delivery of Police Services	100,000	Accumulated Surplus	Review of different models for delivery of police services to help the City select the best approach to meeting its needs and priorities.
Skytrain Feasibility Study	150,000	Accumulated Surplus/Grant	Studying what changes might be required by the City to support the extension of rapid transit to Port Coquitlam.
Servicing Bylaw Update	45,000	Accumulated Surplus	Update of the bylaw that regulates and sets out the requirements for the provision of works and

2020-2024 Financial Plan Bylaw

Item	Amount	Funding	Description
			services that are needed as part of developing land.
Tax and Utility Collection at Recreation Facilities Pilot	16,400	Accumulated Surplus	Pilot project to collect tax and utility payments at Hyde Creek and the Port Coquitlam Community Centre. Although deferred due to the COVID-19 facility closure, Training and purchase of equipment has taken place.
Lions Park Artist-in-Residence	7,000	Arts & Culture Reserve	6-month artist in residency at Lions Park with an eco-art focus to engage visitors through art projects that use natural materials.

Capital Budgets

The approved capital program continues the City's focus on "getting the basics right" and addresses infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, lanes, pedestrian safety and traffic calming. The plan also includes specific projects that align with the recommendations of the Downtown Action Plan. The capital plan is funded through a combination of sources such as grants, developer contributions, accumulated surplus and reserves and can be broken down in to the following categories:

Category	Amount
Neighbourhood rehabilitation	\$ 12,421,900
Other rehabilitation	6,486,200
New	7,206,500
Port Coquitlam Community Centre	37,000,100
Total	\$ 63,114,700

Objectives and Policies


Section 165 of the *Community Charter* requires the municipality to set out in their financial plan, the objectives and policies in relation to:

- the proportion of total revenue that is proposed to come from that funding source;
- the distribution of property value taxes among the property classes that may be subject to the taxes;
- the use of permissive tax exemptions.

These policies remain unchanged from the prior year and are included under "Schedule C" of the financial plan.

2020-2024 Financial Plan Bylaw

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Adopt 2020-2024 Financial Plan Bylaw No. 4175
	2	Refer the bylaw back to staff for ammendments

ATTACHMENTS

Att#1: 2020-2024 Financial Plan Bylaw No. 4175

Lead author(s): Farouk Zaba

CITY OF PORT COQUITLAM
2020-2024 Financial Plan Bylaw, 2020
Bylaw No. 4175

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

1. CITATION

This Bylaw is cited as “2020-2024 Financial Plan Bylaw, 2020, No. 4175”.

2. REGULATION

- 2.1 Schedule "A" attached to and forming part of this Bylaw is the proposed funding sources and expenditures for 2020 to 2024.
- 2.2 Schedule “B1” forming part of this Bylaw is expenditures from the City Reserve and Surplus Funds.
- 2.3 Schedule “B2” forming part of this Bylaw is transfers to the City Reserve and Surplus Funds.
- 2.4 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	day of	, 2020
READ A SECOND TIME this	day of	, 2020
READ A THIRD TIME this	day of	, 2020
ADOPTED this	day of	, 2020

Mayor

Corporate Officer

SCHEDULE "A"
Proposed Funding Sources and Expenditures

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Revenues					
Taxation & Other Levies	\$ 70,653,000	\$ 72,178,700	\$ 74,290,800	\$ 76,466,200	\$ 78,706,900
Utility Charges	24,860,500	25,921,100	27,027,800	28,182,700	29,387,900
Sale of Services	7,181,100	7,464,900	7,338,600	7,338,600	7,338,600
Contributions	4,132,300	5,589,500	3,032,800	3,043,800	3,043,800
Permits & Licences	2,732,500	2,732,500	2,672,500	2,672,500	2,672,500
Investment Income	2,578,300	2,423,500	2,459,500	2,695,600	3,001,900
Penalties & Fines	494,000	494,000	494,000	494,000	494,000
Other Revenues	156,400	156,400	156,400	156,400	156,400
Total Revenues	\$ 112,788,100	\$ 116,960,600	\$ 117,472,400	\$ 121,049,800	\$ 124,802,000
Expenditures					
City Operating Expenditures	\$ 90,218,400	\$ 91,020,900	\$ 92,231,600	\$ 94,299,800	\$ 96,752,300
External Debt Interest Expense	1,727,300	1,727,300	1,727,300	1,727,300	1,727,300
Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Total Operating Expenditures	\$ 103,945,700	\$ 104,748,200	\$ 105,958,900	\$ 108,027,100	\$ 110,479,600
Net Revenue (Expenditure)	\$ 8,842,400	\$ 12,212,400	\$ 11,513,500	\$ 13,022,700	\$ 14,322,400
Allocations					
Net Transfers from Reserves	\$ 44,805,810	\$ 26,211,500	\$ 13,468,000	\$ 11,560,700	\$ 10,810,700
Net Transfers (to) Reserves	(23,768,710)	(20,306,900)	(21,274,700)	(22,483,900)	(23,783,600)
Capital Expenditures	(83,142,300)	(27,578,200)	(13,168,000)	(11,560,700)	(10,810,700)
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	43,801,600	-	-	-	-
External Debt Principal Repayment	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)
Total Allocations	\$ (8,842,400)	\$ (12,212,400)	\$ (11,513,500)	\$ (13,022,700)	\$ (14,322,400)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE "B1"

Transfers from Reserves

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
General Capital	\$ 15,293,000	\$ 14,301,900	\$ 5,140,000	\$ 5,260,700	\$ 5,260,700
Vehicles & Equipment	5,597,300	1,695,000	1,500,000	1,500,000	1,500,000
Land Sale	4,700,000	2,000,000	2,000,000	2,000,000	1,250,000
Water Infrastructure	3,579,300	3,022,300	2,185,000	2,000,000	2,000,000
Sewer Infrastructure	2,915,900	602,300	1,715,000	750,000	750,000
Cart Replacement	1,890,000	100,000	-	-	-
Long Term General Infrastructure	2,343,355	-	-	-	-
Community Recreation Complex	1,545,355	-	-	-	-
Roads (MRN)	1,210,000	-	-	-	-
Parking	1,000,000	-	-	-	-
RCMP	600,000	600,000	200,000	-	-
Information Systems	576,300	185,000	-	-	-
Roads & Drainage	460,600	-	-	-	-
Arts & Culture	192,500	-	-	-	-
Building Maintenance	135,000	-	-	-	-
Transit Shelters	100,000	50,000	50,000	50,000	50,000
Public Safety Building	50,000	-	-	-	-
Social Housing	41,000	-	-	-	-
Environmental & Solid Waste	25,000	502,000	-	-	-
Cemetery	21,300	-	-	-	-
Parks & Recreation	2,800	-	-	-	-
Downtown	-	1,200,000	-	-	-
Federal Gas Tax	-	965,000	-	-	-
Amenities	-	400,000	-	-	-
Artificial Field	-	-	578,000	-	-
Election	-	-	100,000	-	-
Allocated Accumulated Surplus - General	2,332,600	588,000	-	-	-
Allocated Accumulated Surplus - Water	124,400	-	-	-	-
Allocated Accumulated Surplus - Sewer	70,100	-	-	-	-
Total Transfers from Reserves	\$ 44,805,810	\$ 26,211,500	\$ 13,468,000	\$ 11,560,700	\$ 10,810,700

SCHEDULE "B2"
Transfers (to) Reserves

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
General Capital	\$ 12,497,555	\$ 10,537,400	\$ 5,376,900	\$ 5,368,900	\$ 5,371,700
Community Recreation Complex	1,309,950	-	-	-	-
Water Infrastructure	3,159,800	3,168,200	2,278,800	2,283,700	2,291,100
Sewer Infrastructure	1,535,600	1,551,200	883,700	874,700	877,900
Vehicle & Equipment	1,356,100	1,311,800	1,304,400	1,299,300	1,294,100
Roads (MRN)	513,000	510,600	523,900	537,500	551,500
Downtown Projects	319,600	312,300	304,800	312,700	320,800
Land Sale	279,100	199,300	152,500	104,400	64,900
Federal Gas Tax	246,600	251,300	245,300	262,800	269,700
Cart Replacement	179,200	157,900	160,700	164,900	169,200
Parking	70,950	72,500	74,400	76,300	78,300
Transit Shelters	50,000	50,000	50,000	50,000	50,000
Sewer Rate Stabilization	39,800	40,900	41,900	43,000	44,100
RCMP	35,000	20,300	10,400	8,100	8,300
Water Rate Stabilization	27,300	28,000	28,800	29,500	30,300
Election	-	21,400	21,400	21,400	21,400
Long Term General Infrastructure	1,779,555	1,472,700	7,387,500	8,314,100	9,286,900
Long Term Water Infrastructure	215,000	349,300	1,396,300	1,571,900	1,757,700
Long Term Sewer Infrastructure	154,600	251,800	1,033,000	1,160,700	1,295,700
Total Transfers to Reserve Funds	\$ 23,768,710	\$ 20,306,900	\$ 21,274,700	\$ 22,483,900	\$ 23,783,600

SCHEDULE “C”

Revenue Plan Objectives and Policies

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:

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

1. Sources of Revenue

Funding Source 165(7)	Details	% of Total 2020 Revenue	% of Total 2019 Revenue
Property Value Taxes	Property Taxes	62.2%	62.5%
Parcel Tax	Parcel Tax	0.5%	0.5%
Fees	Utility Levies	22.0%	22.2%
	Sale of Services	6.4%	6.1%
	Permits and Licenses	2.4%	2.5%
Other Sources	Contributions	3.7%	3.8%
	Investment Income	2.3%	1.9%
	Penalties and Fines	0.4%	0.4%
	Other Revenue	0.1%	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.

SCHEDULE “C”

Revenue Plan Objectives and Policies

2. Distribution of Property Tax Rates

The 2020 distribution of property tax rates amongst all the property classifications is provided below:

Property Class	2020 % of General Property Taxation	2019 % of General Property Taxation
Residential	57.51%	57.82%
Utilities	0.78%	0.76%
Light Industry	9.10%	9.40%
Business Other	32.44%	31.85%
Recreational Property / Non-Profit Organization	0.14%	0.14%
Farm	0.03%	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.

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.

3. Permissive Tax Exemptions

Objective

The purpose of this policy is to:

- Set the parameters under which Council will consider applications for permissive exemptions from property taxes from organizations which are eligible for such exemptions under Community Charter Sections 224, 225 and 226.
- The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and non-profit services for the benefit of Port Coquitlam Residents.

SCHEDULE "C"

Revenue Plan Objectives and Policies

Policies

Port Coquitlam residents must be the 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.

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.

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

RECOMMENDATION:

1. That Council give the Alternate Tax Scheme Bylaw No. 4176, Annual Property Tax Rates Bylaw No. 4177, and Solid Waste Bylaw No. 4178 first three readings and adoption.
2. That Council waive the Not Sufficient Funds charge identified in Fees and Charges Bylaw No. 3892 until December 31, 2020.
3. That Council defer any late payment fees normally collected on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Schedule B, Section G of Waterworks Regulation Bylaw No. 3935, to October 1, 2020.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 17, 2020 - Committee of Council

That Committee of Council direct staff to waive late payment fees normally collected as of March 31st on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Section 12 of Waterworks Regulation Bylaw No. 3935.

April 7, 2020 - Committee of Council

That Committee of Council direct staff to prepare:

An Alternate Tax Scheme Bylaw with a due date of September 2, 2020;

A Council Resolution for deferment of late payment fees normally collected as of May 31, 2020 on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Section G of Waterworks Regulation Bylaw No. 3935 to September 2, 2020;

A Council Resolution for waiving the Not Sufficient Funds charge identified in Fees and Charges Bylaw, 2015, No. 3892.

April 14, 2020 – Council

That Council give Revenue Anticipation Borrowing Bylaw No. 4174 first three readings and adoption.

REPORT SUMMARY

Once the city's financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue approved by Council, and this report brings forward the appropriate bylaws to enable the city to collect this revenue. This report also brings forward an Alternate Tax Scheme Bylaw

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

which will extend the deadline for payment of property taxes. Subsequent to Committee's previous direction to set a due date of September 2, 2020, based on the measures that were recently announced by the province, it is now recommended that the due date be changed to September 30, 2020 so that all classes will have a consistent penalty date of October 1, 2020.

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. Property tax revenue is the single largest source of revenue for the city, estimated to raise 63% of the city's revenue in 2020. The Financial Plan Bylaw is also before Council for consideration on April 28, 2020.

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 taxes to be collected from the property classes. Each year, as part of the process of setting the actual tax rates, staff apply the factors outlined in the Property Taxation Policy #7.01 (Attachment 4) to review how taxes are to be distributed across the various tax classes. Attachment 5 provides BC Assessment's definitions of the property classes.

Because there can only be one tax rate for each class, the city does not have the ability to lower taxes through tax rates for those businesses that have been assessed on both their current use and their development potential. Although in late February the province tabled legislation to provide short term property tax relief for tenants in commercial properties who are disproportionately affected by an increase in property taxes that are passed on to them through their leases, there was not sufficient information or time for the city to establish a process to implement these tax exemptions. Further, the legislation did not provide the ability to provide tax exemptions to owners, only lease holders. The intergovernmental working group will continue to work with the Ministry of Municipal Affairs and Housing, Ministry of Finance and BC Assessment Authority to develop a better solution for tax relief for businesses that are assessed on both current use and development potential and will review the options as part of the 2021 financial planning process.

Payment Due Dates

The COVID-19 pandemic has caused hardship for many Port Coquitlam taxpayers. Although the federal and provincial governments have taken action to help those facing hardship, local governments are considering ways they can also reduce the burden on taxpayers, while maintaining enough funding to continue providing as many services as possible.

While local governments continued to lobby the province for an expansion of the property tax deferment program and standardization and extension of the due date, there had been no

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

announcements of any changes to date. As a result, on April 7, 2020, Committee of Council passed a motion recommending that Council adopt an Alternative Tax Scheme Bylaw to extend the deadline for payment of property taxes to September 2, 2020 and waive penalties on outstanding utility fees until September 2, 2020.

Committee also noted that if the province introduces legislation for the expansion of the property tax deferment program, or delays the property tax due date, Committee would assess if modifications to this approach are necessary. As utility fees and property taxes make up approximately 85% of the city's revenues, the deadline extension may require that the city borrow funds to meet its obligations in the short term, until the tax payments are received. To facilitate this, on April 14, 2020, Council adopted a Revenue Anticipation Borrowing Bylaw to enable the city to borrow up to \$30 Million if necessary. The impact COVID19 may have on the number of taxpayers who are unable to pay their taxes is also unknown and this borrowing will help to mitigate this potential outcome.

DISCUSSION

Property Tax Class Ratios

Although the city's business to residential property tax ratio is now slightly above the Metro Vancouver average, with the province reducing school property tax significantly for commercial properties, 2020 is not an appropriate year to consider shifting the tax burden to other classes. Further, in 2020 the average business will already be receiving a municipal property tax reduction of -0.59% based on assessed values, whereas the average residential property will receive no municipal property tax increase. Staff will bring forward additional information on the tax rate distribution as part of the 2021 financial planning process.

2020 Annual Property Tax Rates Bylaw No. 4177 (Attachment 1) has therefore been prepared with the tax rate adjustment applied to all tax classes equally. The rates are shown in the table below :

Class	Description	Tax Rate
1 & 3	Residential/Supportive Housing	2.6285
2	Utilities	40.0000
4 & 5	Major & Light Industry	8.4394
6	Business	7.7046
7	Managed Forest Land	40.0000
8	Recreation/NonProfit	12.7071
9	Farm	25.1154

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

The 2020 distribution of property tax rates amongst all the property classifications will therefore be as follows (the city currently has no properties in the major industry or managed forest land classes):

Class	Description	% of General Property Taxation	% of Total Property Assessments
1 & 3	Residential/Supportive Housing	57.51%	80.44%
2	Utilities	0.78%	.07%
5	Light Industry	9.10%	3.96%
6	Business	32.44%	15.48%
8	Recreation/Non-profit	0.14%	.04%
9	Farmland	0.03%	.01%

The actual amount of a homeowner's change in property taxes will depend on whether the property's assessed value increased more or less than other properties. The final 2020 assessed values for residential properties overall went down an average of 8.97%. The average assessment decrease for strata properties was 8.15% whereas single family dwellings had an average decrease of 9.64%. Residential properties having an assessment decrease of less than 8.97% will have a tax increase greater than 0%, while properties having an assessment decrease of more than 8.97% will see their property taxes decrease.

The utilities class rate is capped by the Province (per Regulation 329/96) at a rate of \$40 per \$1,000 of assessment. In 2019 utilities paid \$505,113 in property taxes.

As part of the Annual Property Tax Rates Bylaw process the city must also set the tax rate to raise funds to pay the Metro Vancouver Regional District tax requisition. In 2020 the tax rates will increase to raise an additional \$188,021 from 2019. The impact of this will see the average residential property assessed at \$735,185 paying \$38.23 in Metro Vancouver levies versus a charge of \$35.27 in 2019.

This bylaw also specifies the 2020 Business Improvement Area Levy to raise the required funds of \$167,480 from the class 5 and 6 properties in the specified area in the Downtown Port Coquitlam Business Improvement Area Bylaw, 2015, No. 3922.

Property Tax Due Dates

Section 235 of the *Community Charter* allows a local government to establish through a bylaw, one or more dates on which all or part of the property taxes are due and when penalties are applied.

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

Typically, the city collects property taxes on July 2, as per the provincial legislation and charges a 5% penalty on any outstanding balance after July 2 and an additional 5% after August 15. School taxes, collected on behalf of the province, are required to be remitted 5 business days after the due date. On April 16, however, the province announced that the provincial school tax remittance could be deferred to December 31, 2020. It should be noted that all payments collected on behalf of other taxing authorities (MFA, BC Assessment, Metro Vancouver, Translink) are due July 31 and August 1 and that the province is requiring that full payments be made (not just what has been collected, which is the current legislation for Translink).

Council can establish by bylaw an alternative municipal tax scheme which would extend the property tax due date to an alternate date. Committee of Council directed staff to bring a bylaw with the due date extended to September 2, 2020, with one 5% penalty to be applied to amounts not paid after September 2, 2020. Tax billings would still be levied in May and sent out, enabling those who have the ability to pay to make their payment (which will help with the city's cash flow). It was also recommended that the bylaw include a provision to allow a reversal of any penalties applied prior to December 31, due to outstanding Home Owner Grants.

On April 16, 2020, to provide further support for businesses, the province announced that late penalties would not apply until October 1, 2020 for classes 4, 5, 6, 7 and 8. While the Province postponed the penalty date for commercial properties in classes 4,5,6,7 and 8 to Oct. 1, 2020, the residential, utility and farm classes 1,2 and 9 penalty date remains July 3rd. In order to have all property classes have the same penalty date, staff recommends that the due date in the proposed alternative municipal tax scheme be changed to September 30, 2020 to reduce taxpayer confusion and maintain fairness between property classes. This change would result in all classes having a penalty date of October 1, 2020.

As many of the city's residents and businesses are facing financial hardships, staff recommend that the city stay the course with the delayed due date. This will help alleviate the pressure many of the city's residents and businesses are feeling about the fast approaching deadlines. The city will encourage those who can afford to pay, to pay, which will help improve city cash flow.

Other municipalities have indicated that they plan to keep the due date as July 2, 2020 but delay the penalty until October 1, 2020. Their rationale is that those who can pay by the July 2 due date may be more likely to pay, which would improve their cash flows particularly since the province is requiring all other taxing authorities (except school tax) be paid by August 1.

Home Owner Grant

The 2020 Basic Home Owner Grant is \$570 and the Seniors Grant is \$845, the same as in 2019. In 2020 the Province reduced the threshold for the Home Owner Grant to \$1,525,000 from \$1,650,000 for the 2019 tax year, with the home owner grant being reduced \$5 for every thousand dollars of assessment above \$1,525,000.

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

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 2019, 10,247 taxpayers or 62.20% of all home owner grants claimed were submitted on-line and over 71.97% of basic 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

2020 will be the sixth 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, 2,709 taxpayers have joined this service for property taxes. This program is 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, 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

Currently there are 3,309 or 15.26% of the 21,676 total properties taking advantage of the tax prepayment account option.

The COVID-19 pandemic has caused hardship for many Port Coquitlam taxpayers and it is anticipated that there could be a reduction in the number of prepayment accounts ultimately reducing the monthly payments the city receives. Currently, the prepayment plan is an arrangement made between the taxpayer and 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.

With an extension of the tax due date to September 30, 2020, there is likely to be some confusion from those on the prepayment plan (ie. their July 31st, August 31st and September 30th payments are collected towards their 2021 property taxes and water and sewer bills). Staff will therefore be sending communication to all participating taxpayers, including the taxpayer's current payment

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

amount, recommended payment amount for 2021 and an explanation of the potential impact with the date change.

Property Tax Deferment Program

The province has introduced a new online application process where B.C. municipalities will no longer be responsible for accepting deferment applications. The new process is designed to lead to quicker application reviews and, for the first time, allow for automatic renewals. This new online application is part of the Province's work to ensure British Columbians can quickly and effectively access the programs and services they rely on. Prior to the launch of the new system, application reviews could take up to five months, leading to potential late penalties and fees. The new online system will allow homeowners to apply online and opt in for annual renewal. As well, current program users will no longer need to renew annually if they continue to meet program requirements. For 2020 cities will not be able to accept paper applications.

The eligibility requirements for property tax deferment remain the same. 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 a taxpayer is 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% of the home.

In 2019, Port Coquitlam taxpayers deferred taxes on 615 properties, an increase from 531 in 2018. While staff anticipates an increase in deferment applications for 2020 due to the impact of COVID-19 on resident's finances, it is expected that the city will receive funds from the province more quickly than in the past due to the new automated system. Since residents can apply for deferment starting May 1, staff are anticipating that many applicants will not wait until the due date, but will apply sooner, resulting in the city getting the deferment funds in a more timely manner.

Utility Fees

Utility fees and penalty dates are set by bylaw which can therefore be revised by Council and vary by municipality. Port Coquitlam residential utility fees are billed in February, while metered water and sewer bills are sent quarterly in April, July, October and January to industrial, commercial and institutional customers.

Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Schedule B, Section G of Waterworks Regulation Bylaw No. 3935, outline the penalty dates for Port Coquitlam's utilities: 5% on the outstanding residential balances levied for 2020 after March 31st, and an additional 5% penalty on outstanding balances after May 31st. Metered bills are subject to a 10% penalty if unpaid after March 31st. The next quarter would be subject to a 10% penalty if unpaid after June 30th. By December 31, any outstanding utility fees and penalties are transferred to property taxes.

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

On March 17, 2020, Committee of Council waived the first Utility Fee penalty, effectively making the new due date for utilities remittance May 31, 2020. Anyone that previously paid their utility fees is only eligible for a refund if their account is in a credit balance. Anyone that has provided a postdated cheque for March 31 is able to replace it with a new postdated cheque for May 31.

As such, to continue providing relief to those that may need it, staff recommends extending the due date for utility fees and metered water billings without penalty to coincide with the recommended tax due date of September 30, 2020. A 5% penalty will be added to any unpaid utility fee outstanding on October 1, 2020.

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 2020-2024 financial plan includes an increase of 1.33% to the 2020 solid waste rates to \$218.76 from \$215.89 for a single family dwelling. This increase is to account for increased operating costs for inflation and labour contracts, increased green waste disposal costs, as well as the implementation of year round organics collection. Solid waste fees are set by bylaw and are included on the property tax bills.

Non-sufficient Fund Fees

The fees and charges bylaw sets a fee of \$30 for any returned payments. Committee of Council recommended that this fee be waived for 2020.

FINANCIAL IMPLICATIONS


Although it is difficult to estimate the impact of COVID-19 on the city's late payment penalty revenue, it is estimated that taking into consideration the extension of due dates to September 30 and the reduction of the penalties to only one 5% amount, there may be a reduction of 50% of annual penalties amounting to approximately \$230,000. The delayed due date will also result in an approximate reduction of \$200,000 in reduced investment income and potentially increased borrowing costs if funds are required to be borrowed to meet the city's obligations. It is not recommended to amend the budget for these increases as actual impacts are uncertain. Staff will be monitoring the financial implications as the situation evolves and recommending action if necessary.

It should also be noted that there may be further decisions/actions from the province regarding deferments and deadlines, and staff will continue to monitor these actions and recommend adjustments to the city's plans if required.

Alternative Tax Scheme Bylaw, Annual Property Tax Rates Bylaw and Solid Waste Bylaw

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Give the Alternate Tax Scheme Bylaw No. 4176, 2020 Annual Property Tax Rates Bylaw No. 4177 and Solid Waste Bylaw No. 4178 first three readings.
2	Refer the Alternate Tax Scheme Bylaw No. 4176, 2020 Annual Property Tax Rates Bylaw No. 4177 and Solid Waste Bylaw No. 4178 back to staff.

ATTACHMENTS

Attachment #1: Alternate Tax Scheme Bylaw No. 4176

Attachment #2: Annual Tax Rates Bylaw No. 4177

Attachment #3: Solid Waste Bylaw No. 4178

Attachment #4: Property Taxation Policy # 7.01

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

Lead authors: Brian North, Karen Grommada

CITY OF PORT COQUITLAM

Alternative Tax Collection Bylaw

Bylaw No. 4176

The purpose of this bylaw is to establish an alternative tax collection scheme that clearly establishes when penalties are added to unpaid taxes.

Under its statutory powers, including section 235 of the *Community Charter*, the Municipal Council of the Corporation of the City of Port Coquitlam enacts the following provisions:

1. Title
2. Definitions
3. Alternative Municipal Tax Collection Scheme
4. Owner Election
5. Penalties
6. Penalty Abatement
7. Repeal

1. Title

This Bylaw may be cited as the “Alternative Municipal Tax Collection Scheme Bylaw”.

2. Definitions

In this bylaw:

“Collector” means the municipal officer assigned responsibility as collector of taxes for the municipality.

3. Alternative Municipal Tax Collection Scheme

Subject to any owner election under Section 5, any taxes or rates owed under the City’s annual tax bylaw are due on or before September 30, 2020.

4. Owner Election

- (1) Property owners may elect, by giving written notice to the Collector, during the twelve-months ending May 15th of the current year, to pay under the general tax scheme established by section 234 of the *Community Charter*, or to pay under the alternative municipal tax collection scheme established by this Bylaw.
- (2) If a property owner makes no election under subsection (1), the alternative municipal tax collection scheme under this Bylaw automatically applies.
- (3) A property owner may change their election under subsection (1) by giving written notice to the Collector on or before May 15th of the current year, provided that they may only change their election once per year.

- (4) Property owners must deliver their notice of election under subsection (1) or change of election under subsection (3) to the Collector at his or her office at 2580 Shaughnessy Street, Port Coquitlam, BC V3C 2A8 or by email at taxes@portcoquitlam.ca

5. Penalties

- (1) If the Alternative Municipal Tax Collection Scheme under section 3 applies to a parcel of land due to election by an owner under subsection 4(1) or applies automatically under subsection 4(2), the following penalties apply:
- a. if any portion property taxes for the current taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after the 30th working day in September of the year those taxes are levied, the Collector will add to the said unpaid property taxes a penalty of 5% of the portion that remains unpaid
- (2) If the general provincial scheme applies to a parcel of land due to election by an owner under subsection 5(1), then the Collector must apply the penalties and interest set out in any regulation under section 234 of the *Community Charter*.
- (3) The penalties referred to in subsection (1) and (2) are due as part of the property taxes for the current year for the parcel of land and its improvements.

6. Penalty Abatement

- (1) Where penalties would otherwise be applied, and the property owner is eligible for and subsequently claims the current year's Home Owner Grant and applies to the collector for such grant on or before the last working day in December, the penalty shall not be applied to that portion of taxes outstanding which was equal to the current year's Home Owner Grant.
- (2) When a property owner is eligible for, and applies to, the collector for a Home Owner Grant on or before the 30th working day of September, and that claim is in whole, or in part, disallowed due to errors in the form's completion, upon correcting and approval of the claim before the last working day in December, the penalty shall be reversed on the portion of the taxes outstanding which is equal to the Home Owner Grant.

7. Repeal

This Bylaw is automatically repealed as of January 1, 2021.

READ A FIRST TIME this	day of	, 2020
READ A SECOND TIME this	day of	, 2020
READ A THIRD TIME this	day of	, 2020
ADOPTED this	day of	, 2020.

Mayor

Corporate Officer

Bylaw No. 4177

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	2.6285	0.0520	
2.	Utilities	40.0000	0.1819	
3.	Supportive Housing	2.6285	0.0520	
4.	Major Industry	8.4394	0.1767	
5.	Light Industry	8.4394	0.1767	.7994
6.	Business and Other	7.7046	0.1273	.7994
7.	Managed Forest Land	40.0000	0.1819	
8.	Recreation/Non- Profit	12.7071	0.0520	
9.	Farm	25.1154	0.0520	

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.

CITY OF PORT COQUITLAM

SOLID WASTE AMENDMENT BYLAW, 2020

Bylaw No. 4178

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, 2020, No. 4178”.

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	, 2020
READ A SECOND TIME this	day of	, 2020
READ A THIRD TIME this	day of	, 2020
ADOPTED this	day of	, 2020

Mayor

Corporate Officer

SCHEDULE "A"

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

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$107.76	\$137.76	\$167.76
Food scraps/yard trimmings	N/A	\$81.00	\$91.00
Recycling	N/A	\$0	\$10

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

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$245.52	\$275.52	\$305.52
Food scraps/yard trimmings	N/A	\$162.00	\$172.00
Recycling	N/A	\$0	\$0

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

	Base Solid Waste Levy	
	240 Litre	360 Litre
Garbage	N/A	N/A
Additional carts	N/A	N/A
Food scraps/yard trimmings	\$14.89 per dwelling	N/A
Additional carts	\$80.00 per cart	N/A
Recycling	N/A	\$0
Additional carts	N/A	\$30 per cart

A4. Rates for Solid Waste Collection for Industrial, Commercial, Institutional (I.C.I.) Buildings:

	Base Solid Waste Levy	
	240 Litre	360 Litre
Food scraps/yard trimmings	\$8.79 per month	N/A
Recycling	\$0	\$6.79

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

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$107.76	\$137.76	\$167.76
Food scraps/yard trimmings	\$71.00	\$81.00	\$91.00
Recycling	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:**

	Annual Costs for Additional Carts	
	240 Litre	360 Litre
Garbage	\$60	\$90
Food scraps/yard trimmings	\$20	\$30
Recycling	\$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, \$0.60 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

Subject Area:	Finance	Policy #	7.01
Policy Title:	Property Taxation		
Authority:	Legislative	X	Effective Date: 2007-10-04
	Administrative	<input type="checkbox"/>	Review Date: 2012-09
Issued By:	J. Maitland, Finance Officer	Corporate Services	Issue Date: 2007-11-19
		Distributed By:	Email to all Employees

Purpose:

This policy outlines the factors to be considered in establishing the City's annual property tax rates.

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 competitiveness within Metro Vancouver or to attain other objectives that Council may determine.

1. Definitions

Representative home – determined by dividing the total property assessment for single family residential by the number of single family residential occurrences.

Tax rate – the rate of tax in dollars per thousand dollars of taxable assessment.

Tax ratio – a benchmark used to compare tax distribution policies between municipalities. The tax ratio for a property classification is its tax rate expressed as a multiple of the residential tax rate.

Tax share – the portion of the total tax billing that is paid by a particular property classification.

2. Procedure

In establishing property tax rates Council will take into consideration:

- The amount of property taxes levied per capita as compared with other BC municipalities;
- Tax levies on a representative home as compared with other Metro Vancouver municipalities;
- The tax share borne by each property class historically, and
- The amount of taxes generated from new development; and
- The tax ratios of each property classification along with tax ratios of other municipalities within the Metro Vancouver; and
- The competitiveness of the City tax rates as compared to nearby jurisdictions of Port Moody and Coquitlam.

3. Desired Result

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

4. Changing Property Values

If assessed values in one property classification increase at a rate much higher than properties in another classification the result will be a lower tax rate for the property classification rather than an increased tax share.

If the assessment of an individual property increases at a rate that is higher or lower than the average change in assessment within that property classification then that property will receive a tax increase that is proportionally higher or lower than the average tax increase within that property classification.

Responsibility:

The Financial Officer will, on or before the end of April each year, compile and present information and recommendations to the Finance and Intergovernmental Committee.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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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