

CITY OF PORT COQUITLAM  
2024-2028 Financial Plan Bylaw  
Bylaw No. 4365

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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 “2024-2028 Financial Plan Bylaw, 2024, No. 4365”.

2. REGULATION

- 2.1 Schedule “A” attached to and forming part of this Bylaw is the proposed funding sources and expenditures for 2024 to 2028.
- 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.

3. REPEAL

2023-2027 Financial Plan Bylaw No. 4305 and all amendments thereto are hereby repealed.

READ A FIRST TIME this	day of	, 2024
READ A SECOND TIME this	day of	, 2024
READ A THIRD TIME this	day of	, 2024

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Mayor

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Corporate Officer

# SCHEDULE "A"

## Proposed Funding Sources and Expenditures

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
<b>Revenues</b>					
Taxation & Other Levies	\$ 85,504,400	\$ 88,014,400	\$ 90,599,700	\$ 93,262,500	\$ 96,005,200
Utility Charges	30,241,400	31,157,500	32,046,600	32,962,200	33,905,200
Sale of Services	8,424,100	8,424,100	8,424,100	8,424,100	8,424,100
Contributions	25,240,200	18,539,900	3,102,700	3,102,700	3,102,700
Permits & Licences	3,702,600	3,702,600	3,702,600	3,702,600	3,702,600
Investment Income	3,047,700	3,047,700	3,047,700	3,047,700	3,047,700
Penalties & Fines	704,000	704,000	704,000	704,000	704,000
Other Revenues	473,800	473,800	473,800	473,800	473,800
<b>Total Revenues</b>	<b>\$ 157,338,200</b>	<b>\$ 154,064,000</b>	<b>\$ 142,101,200</b>	<b>\$ 145,679,600</b>	<b>\$ 149,365,300</b>
<b>Expenditures</b>					
City Operating Expenditures	\$ 111,591,000	\$ 112,456,800	\$ 112,258,200	\$ 114,634,700	\$ 117,082,200
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
<b>Total Operating Expenditures</b>	<b>\$ 125,318,300</b>	<b>\$ 126,184,100</b>	<b>\$ 125,985,500</b>	<b>\$ 128,362,000</b>	<b>\$ 130,809,500</b>
<b>Net Revenue (Expenditure)</b>	<b>\$ 32,019,900</b>	<b>\$ 27,879,900</b>	<b>\$ 16,115,700</b>	<b>\$ 17,317,600</b>	<b>\$ 18,555,800</b>
<b>Allocations</b>					
Net Transfers from Reserves	\$ 66,394,300	\$ 20,612,500	\$ 15,424,800	\$ 3,221,800	\$ 3,098,000
Net Transfers (to) Reserves	(23,277,300)	(24,410,100)	(25,576,900)	(26,778,800)	(28,017,000)
Capital Expenditures	(84,598,100)	(33,543,500)	(15,424,800)	(3,221,800)	(3,098,000)
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
External Debt Principal Repayment	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)
<b>Total Allocations</b>	<b>\$ (32,019,900)</b>	<b>\$ (27,879,900)</b>	<b>\$ (16,115,700)</b>	<b>\$ (17,317,600)</b>	<b>\$ (18,555,800)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# SCHEDULE "B1"

## Transfers from Reserves

	2024	2025	2026	2027	2028
	Budget	Budget	Budget	Budget	Budget
General Capital	\$ 19,312,900	\$ 10,960,200	\$ 13,158,500	\$ 2,113,600	\$ 1,457,000
Sewer Infrastructure	8,738,400	730,000	110,000	-	-
Growing Communities Grant	8,016,800	-	-	-	-
Vehicles & Equipment	6,417,100	960,000	-	-	-
Amenities	4,858,900	-	-	-	-
Water Infrastructure	3,612,200	2,096,100	472,500	-	-
Roads (MRN)	1,250,000	-	-	-	-
Long Term Sewer Infrastructure	1,200,000	-	-	-	-
Land Sale	841,100	170,000	170,000	170,000	170,000
Long Term General Infrastructure	644,200	3,775,000	-	-	-
Water Rate Stabilization	535,000	535,000	535,000	-	535,000
RCMP	500,300	495,400	492,100	440,000	425,900
Downtown	402,000	275,700	286,700	298,200	310,100
Cart Replacement	294,600	170,000	170,000	170,000	-
Sewer Rate Stabilization	200,000	200,000	200,000	200,000	200,000
Transit Shelters	164,100	165,000	-	-	-
Parking	156,700	-	-	-	-
Cemetery	115,100	-	-	-	-
Election	-	-	-	-	-
Allocated Accumulated Surplus - General	8,999,600	-	-	-	-
Allocated Accumulated Surplus - Water	122,800	-	-	-	-
Allocated Accumulated Surplus - Sewer	48,400	-	-	-	-
Long Term Water Infrastructure					
<b>Total Transfers from Reserves</b>	<b>\$ 66,430,200</b>	<b>\$ 20,532,400</b>	<b>\$ 15,594,800</b>	<b>\$ 3,391,800</b>	<b>\$ 3,098,000</b>

**SCHEDULE "B2"**  
**Transfers (to) Reserves**

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
General Capital	\$ 19,312,900	\$ 10,960,200	\$ 13,158,500	\$ 2,113,600	\$ 1,457,000
Sewer Infrastructure	8,738,400	730,000	110,000	-	-
Growing Communities Grant	8,016,800	-	-	-	-
Vehicles & Equipment	6,417,100	960,000	-	-	-
Amenities	4,858,900	-	-	-	-
Water Infrastructure	3,612,200	2,096,100	472,500	-	-
Roads (MRN)	1,250,000	-	-	-	-
Long Term Sewer Infrastructure	1,200,000	-	-	-	-
Land Sale	841,100	170,000	170,000	170,000	170,000
Long Term General Infrastructure	644,200	3,775,000	-	-	-
Water Rate Stabilization	535,000	535,000	535,000	-	535,000
RCMP	500,300	495,400	492,100	440,000	425,900
Downtown	402,000	275,700	286,700	298,200	310,100
Cart Replacement	294,600	170,000	170,000	170,000	-
Sewer Rate Stabilization	200,000	200,000	200,000	200,000	200,000
Transit Shelters	164,100	165,000	-	-	-
Parking	156,700	-	-	-	-
Cemetery	115,100	-	-	-	-
Election	-	-	-	-	-
Allocated Accumulated Surplus - General	8,999,600	-	-	-	-
Allocated Accumulated Surplus - Water	122,800	-	-	-	-
Allocated Accumulated Surplus - Sewer	48,400	-	-	-	-
Long Term Water Infrastructure					
<b>Total Transfers from Reserves</b>	<b>\$ 66,430,200</b>	<b>\$ 20,532,400</b>	<b>\$ 15,594,800</b>	<b>\$ 3,391,800</b>	<b>\$ 3,098,000</b>

## Transfers (to) Reserves

### 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 2023 Revenue	% of Total 2024 Revenue
Property Value Taxes	Property Taxes	57.3%	54.3%
Fees	Utility Levies	19.5%	19.2%
	Sale of Services	5.9%	5.4%
	Permits and Licenses	2.2%	2.4%
Other Sources	Contributions	12.4%	16.0%
	Investment Income	2.0%	2.0%
	Penalties and Fines	0.4%	0.4%
	Other Revenue	0.3%	0.3%

#### **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.

## 2. Distribution of Property Taxes

The 2024 distribution of property taxes amongst all the property classifications is provided below:

Property Class	2024 % of General Property Taxation	2023 % of General Property Taxation
Residential	56.34%	56.35%
Utilities	0.79%	0.79%
Light Industry	9.39%	9.41%
Business Other	33.32%	33.27%
Recreational Property / Non-Profit Organization	0.13%	0.15%
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:

- 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.

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.