

Special Council Agenda

Tuesday, May 7, 2024, 2:00 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, May 7, 2024, Special Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

None.

4. BYLAWS

4.1 2024-2028 Financial Plan Bylaw - Adoption

3

Recommendation:

That Council adopt "2024-2028 Financial Plan Bylaw, 2024, No. 4365".

4.2 2024 Annual Tax Rates and Solid Waste Amendment Bylaws - Adoption

15

Recommendation:

That Council adopt:

1. "Annual Tax Rates Bylaw, 2024, No. 4368"; and
2. "Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2024, No. 4369".

5. REPORTS

None.

6. ADJOURNMENT

6.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, May 7, 2024, Special Council Meeting be adjourned.

2024-2028 Financial Plan Bylaw – Adoption


RECOMMENDATION:

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

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 23, 2024, Council gave first three readings of “2024-2028 Financial Plan Bylaw, 2024, No. 4365”.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Adopt the Bylaw.
	2	Request additional information and determine next steps after receipt of that information.
	3	Decline adoption of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4365

Attachment 2 – Report to Committee, April 23, 2024

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

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2023-2027 Financial Plan Bylaw No. 4305 and all amendments thereto are hereby repealed.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	23 rd day of	April, 2024
READ A SECOND TIME this	23 rd day of	April, 2024
READ A THIRD TIME this	23 rd day of	April, 2024
ADOPTED this	day of	, 2024

Mayor

Corporate Officer

SCHEDULE "A"

Proposed Funding Sources and Expenditures

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Revenues					
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
Total Revenues	\$ 157,338,200	\$ 154,064,000	\$ 142,101,200	\$ 145,679,600	\$ 149,365,300
Expenditures					
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
Total Operating Expenditures	\$ 125,318,300	\$ 126,184,100	\$ 125,985,500	\$ 128,362,000	\$ 130,809,500
Net Revenue (Expenditure)	\$ 32,019,900	\$ 27,879,900	\$ 16,115,700	\$ 17,317,600	\$ 18,555,800
Allocations					
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)
Total Allocations	\$ (32,019,900)	\$ (27,879,900)	\$ (16,115,700)	\$ (17,317,600)	\$ (18,555,800)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

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					
Total Transfers from Reserves	\$ 66,430,200	\$ 20,532,400	\$ 15,594,800	\$ 3,391,800	\$ 3,098,000

SCHEDULE "B2"
Transfers (to) 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					
Total Transfers from Reserves	\$ 66,430,200	\$ 20,532,400	\$ 15,594,800	\$ 3,391,800	\$ 3,098,000

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.

2024-2028 Financial Plan Bylaw

RECOMMENDATION:

That 2024-2028 Financial Plan Bylaw, 2024, No. 4365 be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

February 27, 2024 – Committee of Council:

That Committee of Council:

- 1. Approve the capital plan as presented on December 5th, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw;*
- 2. Approve the operating budget as presented on December 12th, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw; and*
- 3. Direct staff to prepare the 2024-2028 Financial Plan Bylaw, 2024 Tax Rate Bylaw and 2024 Solid Waste Rate Bylaw for Council approval.*

REPORT SUMMARY

This report presents the 2024-2028 Financial Plan Bylaw 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 2024-2028 Financial Plan addresses Council's priorities of getting the basics right while supporting community safety, City infrastructure and current and future needs.

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 2024-2028 Financial Plan into multiple phases, with Committee of Council approving capital (funded through reserves and surplus) on December 5th 2023, the draft operating budget (funded through taxation, levies and other revenues), on December 12th, 2023.

In early January, the City mailed the 2024 Budget at a Glance brochure to every home and business to obtain feedback on the draft operating budget. Public consultation for the draft operating budget concluded on January 29, 2024. The City received 1,524 responses which were considered by Committee of Council on February 27, 2024. The input was considered when finalizing the 2024 financial plan and to help guide establishing infrastructure policies and capital program priorities. The public input will also be considered as part of the 2025 financial planning process.

DISCUSSION

For the average home, the budget includes an increase of 3.56 percent for City services and 2.02 percent increase for rising RCMP costs, resulting in a total increase of 5.58 percent (\$117.39 for the average household). Tactics to reduce taxpayer impact included a line-by-line review of proposed expenditures and revenues, deferral of non-critical items, selective use of reserves and surplus accounts, and leveraging of provincial and federal grant funding. As a result, Port Coquitlam's proposed tax increase for 2024 is well below the average in Metro Vancouver based on reported information.

Development of the proposed 2024 budget was affected by a variety of factors, including:

- Increased costs based on regional or provincial contract negotiations, including CUPE representing civic workers and IAFF representing firefighters,
- Rising costs from the RCMP contract and Public Safety Building due to inflation and the federally-negotiated collective agreement,
- Increased costs from external service providers such as Fraser Valley Regional Library and Metro Vancouver water, sewer and waste services,
- Inflation and escalating costs for supplies, and
- New responsibilities from provincial legislation related to accessibility and housing, leading to significant new costs.

In addition to maintaining current service levels and setting aside funds for replacing and renewing infrastructure, the 2024 budget will fund enhanced services such as:

- Improved safety: One new firefighter,
- Enhanced special events: Includes the grand opening of the upgraded Leigh Square and support for City and community events,
- Improved waste services: Formalizing the large-item pickup program and developing a curbside glass collection program for rollout in 2025,
- Increased support for cybersecurity and technology to deliver service,
- Access support: Removing barriers for access to City recreational programs, and
- Assistance for community organizations: Providing with operating grants.

The budget will also bring some new staff and improved services without any impact on taxation. These include:

- Improved safety: Additional bylaw officers who will provide a stronger bylaw presence on City streets, funded through increased revenue from bylaw enforcement,
- Reduced approval time for housing projects: Additional planning staff that will allow the City to process more development applications, funded through increased development revenue,
- Dedicated attention to the City's land holdings: A new real estate manager, funded through the savings in real estate fees,
- Increased recreation services: Additional program resources at the Recreation Centres, funded through additional program revenues, and
- Optimal maintenance and cleanliness of City recreation facilities: A new facility maintenance coordinator, funded through increased concession and program revenue at

2024-2028 Financial Plan Bylaw

the Port Coquitlam Community Centre (PCCC).

In addition to the property tax increase, the user-pay levies for utilities will go up 2.96 percent (\$13.95) for water and 14.71 percent (\$51.50) for sewer for all properties, and 25.34 percent (\$62.67) for households receiving City waste collection services. These increases primarily relate to increases in Metro Vancouver charges for both bulk water purchases and levy for sanitary sewer discharge, along with the additional services provided in solid waste including preparation for curb-side glass pick-up beginning in 2025.

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

- the proportion of total revenue that is proposed to come from funding sources;
- the distribution of property taxes amongst the various property classes; and
- the use of permissive tax exemptions.

These policies remain unchanged from the prior year and are included under "Schedule C" of the Financial Plan Bylaw.

Next Steps

In accordance with Section 197 of the *Community Charter*, once the City's financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue approved by Council. A separate report will bring forward the appropriate bylaws for adoption prior to the deadline of May 15, 2024 to enable the City to levy this revenue.


FINANCIAL IMPLICATIONS

Property taxes and levies for the average Port Coquitlam home (assessed at \$1,078,237) will increase by the following amounts in 2024:

Category	2023	2024	\$ Change	\$ Change
Property Tax	\$ 1,631.99	\$ 1,706.88	\$ 74.89	3.56%
RCMP	472.51	515.01	42.50	2.02%
Total Property Tax	2,104.50	2,221.89	117.39	5.58%
Water	471.05	485.00	13.82	2.96%
Sewer	350.46	402.00	51.78	14.71%
Solid Waste	247.32	310.00	62.67	25.34%

2024-2028 Financial Plan Bylaw

OPTIONS (✓= Staff Recommendation)

	#	Description
	1	Give first three readings to the 2024-2028 Financial Plan Bylaw No. 4365.
	2	Refer the bylaw back to staff for amendments.

ATTACHMENTS

Attachment 1 - Bylaw No. 4365

Lead authors: Kushal Pachchigar

2024 Annual Tax Rates and Solid Waste Amendment Bylaws – Adoption

RECOMMENDATION:

That Council adopt:


1. “Annual Tax Rates Bylaw, 2024, No. 4368”; and
2. “Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2024, No. 4369”.

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 23, 2024, Council gave:

1. First three readings of “Annual Tax Rates Bylaw, 2024, No. 4368”; and
2. First three readings of “Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2024, No. 4369”.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Adopt the Bylaws.
	2	Request additional information and determine next steps after receipt of that information.
	3	Decline adoption of the Bylaws, which will retain the existing Bylaws and rates.

Attachment 1 – Bylaw 4368 and 4369

Attachment 2 – Report to Committee, April 23, 2024

CITY OF PORT COQUITLAM
ANNUAL TAX RATES BYLAW, 2024

Bylaw No. 4368

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, 2024, No. 4368”.

2. RATES

The following rates are hereby imposed and levied for the year 2024:

- 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. 4188, rates appear in Column “C” of the Schedule 1, attached hereto and forming part of the Bylaw.
- 4) The rates and taxes imposed or levied pursuant to this bylaw are due on or before July 2, 2024.

3. ALTERNATIVE MUNICIPAL TAX COLLECTION SCHEME

In accordance with Section 235 of the *Community Charter*, the Municipal Council of the Corporation of the City of Port Coquitlam may establish an Alternate Municipal Tax Scheme that clearly establishes when penalties are added to unpaid taxes.

Imposition and Levying Penalties

- a. If any portion of property taxes for the current taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after July 2, 2024 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.
- b. 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 Sept 16, 2024 of the year those taxes are levied, the Collector will add to the said unpaid property taxes an additional 5% penalty of the portion that remains unpaid.

- c. Where a penalty addition in accordance with section (a) 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 Province for such grant on or before September 16, the penalty shall not be applied to that portion of taxes outstanding which was equal to the current year's Home Owner Grant.
- d. If an owner makes an election to pay under the general tax scheme, the Collector must apply the penalties and interest set out in any regulation under section 234 of the Community Charter.
- e. The penalties referred to in subsection (1) a and b are due as part of the property taxes for the current year for the parcel of land and its improvements.

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 July 2nd 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

The following schedule is attached to and forms part of this Bylaw:

1. Schedule A - Annual Tax Rates – Municipal & Regional District

READ A FIRST TIME this	23 rd day of	April, 2024
READ A SECOND TIME this	23 rd day of	April, 2024
READ A THIRD TIME this	23 rd day of	April, 2024
ADOPTED this	day of	, 2024

Mayor

Corporate Officer

Schedule 1

Annual Tax Rates – Municipal & Regional District Tax Rates (dollars of tax per \$1,000 taxable value)

	Property Class	A General	B Regional District	C Downtown Business Improvement Area
1.	Residential	2.0052	0.0567	
2.	Utilities	40.0000	0.1985	
3.	Supportive Housing	2.0052	0.0567	
4.	Major Industry	4.6442	0.1928	
5.	Light Industry	4.6442	0.1928	0.4660
6.	Business and Other	5.0799	0.1389	0.4660
7.	Managed Forest Land	40.0000	0.1701	
8.	Recreation/Non- Profit	10.2309	0.0567	
9.	Farm	29.3784	0.0567	

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, 2024
Bylaw No. 4369

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

1. CITATION

This Bylaw is cited as “Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2024, No. 4369”.

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	23 rd day of	April, 2024
READ A SECOND TIME this	23 rd day of	April, 2024
READ A THIRD TIME this	23 rd day of	April, 2024
ADOPTED this	day of	, 2024

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	\$164.00	\$194.00	\$224.00
Food scraps/yard trimmings	N/A	116.00	126.00
Recycling	N/A	0.00	10.00
TOTAL	\$164.00	\$310.00	\$360.00

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

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$328.00	\$388.00	\$448.00
Food scraps/yard trimmings	N/A	\$232.00	\$252.00
Recycling	N/A	0.00	0.00
TOTAL	\$328.00	\$620.00	\$700.00

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	\$21.00 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 I.C.I Buildings:

	Base Solid Waste Levy	
	240 Litre	360 Litre
Food scraps/yard trimmings	\$12.00 per month	N/A
Recycling	\$0	\$10.00

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

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$164.00	\$194.00	\$224.00
Food scraps/yard trimmings	106.00	116.00	126.00
Recycling	N/A	0.00	10.00
TOTAL	\$270.00	\$310.00	\$360.00

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 – 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, \$0.84 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

2024 Annual Tax Rates and Solid Waste Amendment Bylaws

RECOMMENDATION:

That Council:

1. Give first three readings to Annual Tax Rates Bylaw, 2024, No. 4368; and
2. Give first three readings to Solid Waste Amendment Bylaw, 2024, No. 4369.

PREVIOUS COUNCIL/COMMITTEE ACTION

February 27, 2024 – Committee of Council approved:

That Committee of Council:

1. Approve the capital plan as presented on December 5th, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw;
2. Approve the operating budget as presented on December 12th, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw; and
3. Direct staff to prepare the 2024-2028 Financial Plan Bylaw, 2024 Tax Rate Bylaw and 2024 Solid Waste Rate 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 approved by Council.

The Annual Tax Rates Bylaw and Solid Waste Amendment 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 15, it is recommended that Council give the first three readings on April 23 and the final reading on May 7, 2024. The due date for property taxes is July 2. The first 5% penalty will be applied after July 2 and the second 5% penalty will be applied after September 16.

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 15 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 54.3% of the City's expected revenue in 2024.

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 2023, the 2024 tax increase has been applied to all property classes. The actual amount of a homeowner's municipal tax increase will depend on how their property's assessed value changed compared to the average change in the property class. In 2024, the assessed values for residential properties increased on average 2.77%, whereas single family dwellings increased on average 2.62% and strata properties increased on average 1.91%. Residential properties that increased by 2.77% will see a municipal tax increase of 5.58%, while residential properties with a higher or lower assessment increase will see a higher or lower municipal tax increase.

DISCUSSION

How Property Taxes Are Calculated

Once the financial plan is adopted, staff sets the 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 rates 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 an annual basis due to changes in assessed property values within each class.

Staff reviewed the distribution between property classes to ensure that Port Coquitlam's tax ratios are competitive and remain near the regional average for the business and light industry tax ratios. As listed in Attachment 3, in 2023 the City's business tax ratio of 2.7012 was slightly higher than the Metro Vancouver average of 2.6867 and the light industry tax ratio of 2.4261 was slightly lower than the Metro Vancouver average of 2.4326. Another comparative used is the property tax distribution between residential and non-residential properties.

Attachment 4 shows that in 2023, consistent with 2022, Port Coquitlam was close to the regional average with residential properties representing 78% (regional average was 84%) of the total property assessment and paying 56% (regional average was 64%) 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.

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Since the City's rates continue to remain competitive, staff do not recommend shifting tax ratios. 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. This will be reviewed with Committee in the coming year.

2024 Property Tax Rates

The following table shows the 2024 property tax rates for every \$1,000 of property assessment. Property tax rates are set by property class. Attachment 5 provides BC Assessment's definitions of the property classes.

Class	Description	Tax Rate
1 & 3	Residential/Supportive Housing	2.0052
2	Utilities	40.0000
4 & 5	Major & Light Industry	4.6442
6	Business Other	5.0799
7	Managed Forest Land	40.0000
8	Recreation/Non-Profit	10.2309
9	Farm	29.3784

The utilities class rate is capped by the Province (per Regulation 329/96) at a rate of \$40 per \$1,000 of assessment. In 2024 utilities will pay \$661,672 in property taxes.

The 2024 distribution of property taxes amongst all the property classifications will 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	56.34%	76.53%
2	Utilities	0.79%	0.06%
5	Light Industry	9.39%	5.51%
6	Business Other	33.32%	17.87%
8	Recreation/Non-profit	0.13%	0.03%
9	Farmland	0.03%	0.00%

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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 (MVRD) tax requisition. This bylaw 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 requisition. MVRD's Tax Requisition for 2024 increased by \$317,093 or approximately 15% compared to 2023.

The Annual Property Tax Rates bylaw also specifies the 2024 Downtown Business Improvement Area Levy of \$0.4660 per \$1,000 assessed value to raise the required funds of \$167,480 from the class 5 and 6 properties in the specified area in the *Downtown Business Improvement Area Bylaw, 2020, No. 4188*.

Solid Waste Rates

The City provides solid waste collection services for all single-family residential households and some multi-family residential and select industrial, commercial and institutional units. The solid waste service is funded by user fees. The 2024-2028 financial plan includes an increase of \$62.67 to the 2023 solid waste rates from \$247.34 to \$310.00 for a single family dwelling. This is predominantly due to improving waste services to include large item pickup as a permanent service in 2024 and preparation for the roll-out of curbside glass pickup in 2025, as well as increases in tipping fees paid to Metro Vancouver and a shift to fund recycling solely by user fees. Consistent with prior years, this increase was applied to garbage, green and recycling fees.

Payment Due Date

The City collects property taxes on the first business day in July, which is July 2 in 2024, and consistent with provincial legislation, charges a 5% penalty on any outstanding balance after July 2 and an additional 5% after September 16.

Home Owner Grant

All eligible home owners submit their home owner grant application directly to the Province using their online system. Information on administration of the grant will continue to be included on the property tax notice.

There are no changes to Home Owner Grant eligibility requirements. The 2024 Basic/Regular Grant is \$570 and the Seniors Grant is \$845, unchanged from 2023. The threshold for receiving a Home Owner Grant increased in 2024 to \$2,150,000 from \$2,125,000. The grant is then reduced by \$5 for every thousand dollars of assessment above \$2,150,000, and is eliminated for homes assessed at more than \$2,264,000. The Senior/Additional grant is eliminated at \$2,319,000.

MyPortCoquitlam Online Access

2024 will be the ninth 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, and dog and business licences. To date 4,950 or 22% of 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 amount, including the May and June withdrawals as well as any 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 3,327 tax prepayment accounts out of the 22,487 properties or 14.79% of all properties.

To increase the number of residents who sign up for the pre-payment plan this program will continue to be promoted in the tax newsletter as part of the 2024 Property tax notice on the City website, advertisements through social media, and in public service announcements during the property tax season.

Provincial Property Tax Deferment Program

The Regular Program and Families with Children Program are low interest loan programs offered by the Province to help qualified BC homeowners pay their annual property taxes on their principal residence. These programs are available to property owners who meet the applicant, property and equity qualifications. For the Regular Program, the eligibility requirements include being 55 years of

2024 Annual Tax Rates and Solid Waste Amendment Bylaws

age or older during the calendar year, a surviving spouse or a person with a disability as defined by the regulation, and having 25% equity in your home. For the Families with Children Program, some of the eligibility requirements include financially supporting a dependent child, and having 15% equity in your home.

There have been no changes to the eligibility requirements.


In 2023, 788 Port Coquitlam taxpayers deferred taxes on properties compared to 725 in 2022.

Homeowners may apply to the Province to defer their property taxes only after the 2024 taxes have been levied by the municipality. Homeowners enrolled in the deferment program who opted into the auto-renewal option do not need to reapply each year but must continue to meet the eligibility requirements.

FINANCIAL IMPLICATIONS

The Property Tax and Solid Waste levy bylaws will raise \$83,665,900 in property tax revenue, \$2,419,071 in Metro Vancouver levies, \$167,480 Downtown Business Improvement Levy, and \$4,067,700 in Solid Waste Fees in alignment with revenues projected in the approved 2024 Financial Plan.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give Annual Tax Rates Bylaw, 2024, No. 4368 and Solid Waste Amendment Bylaw, 2024, No. 4369 first three readings.
	2	Refer Annual Tax Rates Bylaw, 2024, No. 4368 and Solid Waste Amendment Bylaw, 2024, No. 4369 back to staff.

ATTACHMENTS

Attachment 1: Annual Tax Rates Bylaw, 2024, No. 4368

Attachment 2: Solid Waste Amendment Bylaw, 2024, No. 4369

Attachment 3: 2023 Property Tax Ratio Comparison to Residential Rates

Attachment 4: 2023 Property Tax Distribution Residential vs. Non-residential

Attachment 5: Fact Sheet – BC Assessment Property Classes

Attachment 6: Report to Committee February 27, 2024

Lead author(s): Shelly Ryan

Contributing author(s): Jeffrey Lovell