

CITY OF PORT COQUITLAM  
2021-2025 Financial Plan Bylaw  
Bylaw No. 4230

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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 “2021-2025 Financial Plan Bylaw, 2021, No. 4230”.

2. REGULATION

- 2.1 Schedule “A” attached to and forming part of this Bylaw is the proposed funding sources and expenditures for 2021 to 2025.
- 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	27 day of	April, 2021
READ A SECOND TIME this	27 day of	April, 2021
READ A THIRD TIME this	27 day of	April, 2021
ADOPTED this	11 day of	May, 2021

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Corporate Officer

**SCHEDULE "A"**

**Proposed Funding Sources and Expenditures**

	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
<b>Revenues</b>					
Taxation & Other Levies	\$ 73,120.900	\$ 75,265.000	\$ 77,473.400	\$ 79,748.000	\$ 82,090.900
Utility Charges	25,447.600	26,583.500	27,769.000	29,006.300	30,297.600
Sale of Services	7,955.500	7,338.600	7,338.600	7,338.600	7,338.600
Contributions	5,964.400	3,032.800	3,043.800	3,043.800	3,043.800
Permits & Licences	2,767.500	2,672.500	2,672.500	2,672.500	2,672.500
Investment Income	2,578.300	2,554.000	2,695.600	2,797.500	2,906.200
Penalties & Fines	494.000	494.000	494.000	494.000	494.000
Other Revenues	155.300	156.400	156.400	156.400	156.400
<b>Total Revenues</b>	<b>\$ 118,483,500</b>	<b>\$ 118,096,800</b>	<b>\$ 121,643,300</b>	<b>\$ 125,257,100</b>	<b>\$ 129,000,000</b>
<b>Expenditures</b>					
City Operating Expenditures	\$ 93,770.800	\$ 93,638.300	\$ 96,557.800	\$ 99,661.700	\$ 102,255.300
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
<b>Total Operating Expenditures</b>	<b>\$ 107,498,100</b>	<b>\$ 107,365,600</b>	<b>\$ 110,285,100</b>	<b>\$ 113,389,000</b>	<b>\$ 115,982,600</b>
<b>Net Revenue (Expenditure)</b>	<b>\$ 10,985,400</b>	<b>\$ 10,731,200</b>	<b>\$ 11,358,200</b>	<b>\$ 11,868,100</b>	<b>\$ 13,017,400</b>
<b>Allocations</b>					
Net Transfers from Reserves	\$ 40,585.800	\$ 23,184.700	\$ 18,476.100	\$ 17,714.800	\$ 17,114.800
Net Transfers (to) Reserves	(20,873.000)	(19,408.500)	(21,419.400)	(21,929.300)	(22,478.600)
Capital Expenditures	(53,272.900)	(23,968.600)	(17,876.100)	(17,114.800)	(17,114.800)
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	13,113.500	-	-	-	-
External Debt Principal Repayment	(1,538.800)	(1,538.800)	(1,538.800)	(1,538.800)	(1,538.800)
<b>Total Allocations</b>	<b>\$ (10,985,400)</b>	<b>\$ (10,731,200)</b>	<b>\$ (11,358,200)</b>	<b>\$ (11,868,100)</b>	<b>\$ (13,017,400)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**SCHEDULE "B1"**  
**Transfers from Reserves**

	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
General Capital	17,150,300	\$ 13,579,400	\$ 9,495,200	\$ 9,495,200	\$ 9,495,200
Vehicles & Equipment	7,206,600	1,290,000	1,245,700	1,245,700	1,245,700
Water Infrastructure	3,086,800	1,222,300	2,952,900	2,952,900	2,952,900
Land Sale	2,000,000	-	2,000,000	2,000,000	2,000,000
Sewer Infrastructure	1,566,900	5,601,800	2,132,300	1,371,000	1,371,000
Downtown	1,200,000	-	-	-	-
Community Recreation Complex	1,038,000	-	-	-	-
Federal Gas Tax	965,000	240,000	-	-	-
Long Term General Infrastructure	644,200	-	-	-	-
Information Systems	607,600	-	-	-	-
Environmental & Solid Waste	482,000	15,000	-	-	-
Roads (MRN)	416,500	-	-	-	-
Amenities	400,000	-	-	-	-
Roads & Drainage	360,000	-	-	-	-
RCMP	300,000	-	600,000	600,000	-
Cart Replacement	255,000	100,000	-	-	-
Building Maintenance	202,400	55,000	-	-	-
Transit Shelters	150,000	50,000	50,000	50,000	50,000
Arts & Culture	115,700	233,000	-	-	-
Public Safety Building	50,000	-	-	-	-
Water Rate Stabilization	32,300	-	-	-	-
Sewer Rate Stabilization	10,000	-	-	-	-
Cemetery	200	50,000	-	-	-
Artificial Field	-	650,000	-	-	-
Election	-	98,200	-	-	-
Allocated Accumulated Surplus - General	2,204,000	-	-	-	-
Allocated Accumulated Surplus - Water	87,700	-	-	-	-
Allocated Accumulated Surplus - Sewer	54,600	-	-	-	-
<b>Total Transfers from Reserves</b>	<b>\$ 40,585,800</b>	<b>\$ 23,184,700</b>	<b>\$ 18,476,100</b>	<b>\$ 17,714,800</b>	<b>\$ 17,114,800</b>

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

	<b>2021</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>		<b>2025</b>
	<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>		<b>Budget</b>
General Capital	\$ 10,602,300	\$	9,547,300	\$	10,110,900	\$	9,558,500	\$	9,527,400
Water Infrastructure	3,159,800		3,065,500		3,197,700		3,202,600		3,080,200
Long Term General Infrastructure	2,093,500		2,063,900		2,908,600		3,730,800		4,429,000
Sewer Infrastructure	1,535,600		1,413,000		1,405,800		1,398,900		1,385,200
Vehicle & Equipment	1,356,100		1,260,500		1,275,100		1,275,700		1,261,000
Roads (MRN)	513,000		493,400		526,200		536,700		509,000
Downtown Projects	319,600		302,000		310,000		316,200		311,200
Land Sale	303,100		99,200		130,700		93,300		52,400
Federal Gas Tax	246,600		230,800		233,200		237,900		236,600
Long Term Water Infrastructure	215,000		287,000		471,600		622,600		723,700
Cart Replacement	179,200		131,400		144,400		147,300		135,100
Long Term Sewer Infrastructure	154,600		209,100		341,400		450,800		525,400
Parking	70,950		34,000		60,800		62,000		35,500
Transit Shelters	50,000		50,700		51,500		51,500		50,800
RCMP	35,000		13,000		20,400		8,800		1,500
Water Rate Stabilization	27,300		92,000		105,900		108,000		95,100
Sewer Rate Stabilization	11,200		114,800		123,300		125,800		118,500
Community Recreation Complex	100		900		1,900		1,900		1,000
<b>Total Transfers to Reserve Funds</b>	<b>\$ 20,872,950</b>	<b>\$</b>	<b>19,408,500</b>	<b>\$</b>	<b>21,419,400</b>	<b>\$</b>	<b>21,929,300</b>	<b>\$</b>	<b>22,478,600</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 2021 Revenue	% of Total 2020 Revenue
Property Value Taxes	Property Taxes	61.7%	62.2%
Parcel Tax	Parcel Tax	-	0.5%
Fees	Utility Levies	21.48%	22.0%
	Sale of Services	6.7%	6.4%
	Permits and Licenses	2.3%	2.4%
Other Sources	Contributions	5.0%	3.7%
	Investment Income	2.2%	2.3%
	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.

## 2. Distribution of Property Tax Rates

The 2021 distribution of property tax rates amongst all the property classifications is provided below:

Property Class	2021 % of General Property Taxation	2020 % of General Property Taxation
Residential	57.11%	57.51%
Utilities	0.77%	0.78%
Light Industry	8.88%	9.10%
Business Other	33.07%	32.44%
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:

- 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.