

CITY OF WEST KELOWNA SPECIAL COUNCIL ADDENDUM

Tuesday, April 28, 2020, 1:30 P.M.
LIONS COMMUNITY CENTRE
2466 MAIN STREET, WEST KELOWNA, BC

					Pages
2.	INTRO	ODUCTIO	N OF LATE	ITEMS	
	*2.1		•	aw 0279, 2020 Information Report from CAO (See item cial Services)	2
	*2.2	2020 Ta Service		aw No. 0279, 2020 (See item 8.1.2.2 under Financial	4
			mended Moti Council adopt	ion: t the tax ratio schedule as presented; and,	
		Bylaw N	No. 0279, 202	1 st , 2 nd and 3 rd reading to "City of West Kelowna Tax Rates 20"; and, as permitted under the Province of BC Order of c Safety and Solicitor General (Ministerial Order No. M083);	
		THAT 0 2020".	Council adopt	t the "City of West Kelowna Tax Rates Bylaw No. 0279,	
8.	DIVIS	ION REP	ORTS		
	8.1	FINANC	CIAL SERVIC	CES	
		8.1.2	2020 Tax	Rates	
			*8.1.2.1	2020 Tax Rates Bylaw 0279, 2020 Information Report from CAO	
			*8.1.2.2	2020 Tax Rates Bylaw No. 0279, 2020	



INFORMATION ONLY COUNCIL REPORT Office of the CAO For the April 28, 2020 Council Meeting

DATE: April 27, 2020

TO: Mayor and Council

FROM: Paul Gipps, CAO

RE: 2020 Tax Rates Bylaw 0279, 2020 Information Report from CAO

BACKGROUND:

Over the course of the last few weeks, staff have been looking at how best to address the property tax penalty dates for West Kelowna to help reduce the financial hardship of COVID-19. The Province has made numerous regulations changes in the last few weeks and it was thought they would address local government's request in this area, yet they have only addressed the due date for several business classes.

The Province announced last week that they will be moving the property tax penalty due date for businesses, classes 4,5,6,7 to October 1, 2020 but made no mention of addressing the residential class.

In considering how best to proceed in establishing the City's own property taxation model, staff have been looking at the impact of moving the property tax due dates and penalty dates and how to manage the potential cash flow challenge. Staff are trying to find the delicate balance of offering options that will assist the community while keeping operations and projects moving forward that will help sustain our operations and the economy.

The 2020 Tax Rates Bylaw No. 0279, 2020 report from Warren Everton, the City's Chief Financial Officer (CFO), provides Council with two options on how to proceed and outlines cash flow management options. As the Chief Administrative Officer (CAO), I have added a third option for Council's consideration below.

It is important to the continuity of our operations and our economy that the City encourages residents and businesses pay their taxes on-time as much as possible regardless of the option Council selects.

The two options in the CFO's report are:

1) Set the due date for July 2, 2020 but make the 10% penalty start October 1, 2020 for all classes except residential where a 1% penalty would be applied effective July 3, 2020 to encourage residential property owners to pay at the due date with the remainder 9% penalty take effect October 1, 2020. It is felt that some incentive is required to encourage

as many residential property owners to make their payments on time so that the City can try to manage its cash flow and keep operations and some projects proceeding;

OR

2) Set the due date for July 2, 2020 but make the 10% penalty start October 1, 2020 for all classes. Encourage as many properties to pay their taxes on the due date as possible. Identify reductions in operations and limit projects if the amount of revenue we receive on July 2, 2020 can not sustain us until October 1, 2020.

In addition to those options, as the CAO I have included an additional option below to be consistent with our closest local government neighbour the City of Kelowna:

3) Set the due date for July 2, 2020 but make the 10% penalty for residential due <u>September 2, 2020</u>. The other classes would have the Provincial exemption to fall back on that would see the due date stay at July 2, 2020 but the penalty become effective on October 1, 2020.

Should Council want to consider the third tax option above, the following alternative motion should be considered:

THAT Council adopt the tax ratio schedule as presented; and,

THAT Council amend the tax penalty due date to 10% on outstanding amounts on the following tax classes 4,5,6,7 and 8 effective October 1, 2020 and set the remaining tax classes 1,2,3, and 9 a 10% penalty to September 2, 2020 and give 1st, 2nd and 3rd reading to "City of West Kelowna Tax Rates Bylaw No. 0279, 2020"; and, as permitted under the Province of BC Order of the Minister of Public Safety and Solicitor General (Ministerial Order No. M083); and

THAT Council adopt the "City of West Kelowna Tax Rates Bylaw No. 0279, 2020."

In all the options listed, the Provincial tax deferment program https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/defer-taxes is available for residents to consider. The program is very robust and will likely be available for the majority of our residents.

Regardless of which option Council selects, staff will continue to ask the community to pay their taxes on-time as much as they possibly can. We recognize these challenging times, which local governments are also facing as we reassess our financial situation during COVID-19. We continued to look for options to help the community but must keep our operations and economy sustainable.

		Powerpoint: Yes □	No ⊠



COUNCIL REPORT Financial Services For the April 28, 2020 Special Council Meeting

DATE: April 27, 2020

TO: Paul Gipps, CAO

FROM: Warren Everton, Director of Finance/CFO

RE: 2020 Tax Rates Bylaw No. 0279, 2020

RECOMMENDED MOTION:

THAT Council adopt the tax ratio schedule as presented; and,

THAT Council give 1st, 2nd and 3rd reading to "City of West Kelowna Tax Rates Bylaw No. 0279, 2020"; and, as permitted under the Province of BC Order of the Minister of Public Safety and Solicitor General (Ministerial Order No. M083);

THAT Council adopt the "City of West Kelowna Tax Rates Bylaw No. 0279, 2020".

LEGISLATIVE REQUIREMENTS:

The Community Charter section 197 requires that Council impose property taxes for the year by bylaw after the approval of the financial plan and prior to May 15th. Pursuant to Section 235 of the Community Charter, Council may use the Alternative Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by the bylaw

As per bylaw 0279, the due date for 2020 will be 4:30 pm July 2nd and the penalties for payments made after that date will be 1% for outstanding amounts on July 3rd, 2020 and 9% for remaining outstanding amounts on October 1st, 2020.

BACKGROUND:

Tax due Date and Penalty Date:

After adoption of the 2020-2024 Financial Plan Bylaw it was apparent that Council and Management had a strong desire to mitigate the economic impacts of COVID-19 on the City of West Kelowna Taxpayer as much as possible. Since then Staff have researched best practices with respect to the Alternative Tax Collection Scheme allowed under section 235 of the *Community Charter*. Under this regime, changes can be made to the tax due date and penalty dates from what is mandated under the General Tax Collection Scheme. Taking into account the City's recent relaxation of the utility billing interest charges and how that might slow the payment stream, we are proposing that the tax rate bylaw maintain a July 2nd due date on all classes with a very small 1% initial penalty applied on residential classes as of July 3rd with the 9% penalty

2020 Tax Rates Bylaw No. 0279, 2020

balance (provincially mandated penalty is 10%) applied as of October 1st. This way the City would promote on-time payment and boost cash flow during the regular tax intake period, while still giving the taxpayer a break if extra time is needed.

On April 16th the Province announced further relief for business and commercial assessment classes 4, 5, 6, 7 and 8. The changes to these classes focused on the tax due date remaining as July 2nd, 2020 but with the 10% penalty on outstanding balances delayed until October 1st, 2020. The Province may not have been aware of municipal software constraints, which for most municipalities make separating the due dates, and penalty dates difficult. West Kelowna's financial system has similar constraints but the department believes it can work through the issues and successfully roll out the due date and penalty schedules as follows:

- Residential Class 1 plus Classes 2, 3 and 9 Tax due date July 2, 2020, Penalty of 1% applied on unpaid balances on July 3, 2020. A further 9% penalty applied to unpaid balances applied on October 1, 2020.
- Business Class 6 plus Classes 4, 5, 7 and 8 Tax due date July 2, 2020, Penalty of 10% applied on unpaid balanced on October 1, 2020

This penalty regime should provide a small incentive for the largest Class (Residential at 85% of the tax base) to pay on July 2nd due date and generate much needed cash for the City.

Cash flow estimation is a multi-faceted exercise requiring many assumptions. The best way to undertake it is to develop the framework and then establish scenarios based on varying the assumptions. The City is not completely reliant on tax collection as it has a number of non-tax cash streams that continue through the budget season. There is some risk in this area as well with the removal of interest charges on utility billing for 2020. At the time of writing the first quarter utility invoices have been mailed out to households but the due date remains a few weeks away. We will get an early sense of how the cash receipts compare to the previous year at that time. In the meantime staff continue to work through cash modelling including rationalization of capital projects and plan to bring an in depth analysis at a later time.

Tax Ratio Schedule (Unchanged from 2019):

Property Class	Multiplier
Class 1 - Residential	1.00
Class 2 - Utilities	11.24
Class 3 - Supportive Housing	1.00
Class 4 - Major Industry	3.00
Class 5 - Light Industry	2.13
Class 6 - Business & Other	2.33
Class 7 - Managed Forest	3.00
Class 8 - Recreation/Non Profit	1.00
Class 9 - Farm	1.00

The City's financial plan sets out the objectives and policies for collection of revenues and includes both the proportion to be generated via property taxation and the distribution of those taxes among the various property classes via multipliers. Further to this, tax distribution is addressed in the Financial Plan Bylaw No. 0271, 2019 and in the City's revenue policy stated as:

"It is Council's goal to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by

Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually."

Tax ratios between classes have remained consistent since 2017. They are conservative and reflect West Kelowna's assessment mix, which is weighted heavily to Class 1 Residential. In fact, until 2020 the residential portion had been increasing every year since 2015 to just under 86%. The following table compares the current year's completed assessment roll and tax requisition to the previous year and indicates how the class weighting has shifted somewhat away from residential to the commercial classes. The residential percentage has now fallen by just over 1% to 84.85% with Light Industry up 0.16% and Business & Other class up 0.86%.

	City of West	t Kelowna	Property Tax C	omparison by Cla	iss		
			2020 vs 2019				
Property Class	2019 Assessment	2019	2019 Tax	2020 Assessment	2020	2020 Tax	Change in
	Value	% Share	Requisition	Value	% Share	Requisition	%
Class 1 - Residential	9,009,126,394	85.93	26,749,087	9,058,582,920	84.85	27,540,996	-1.08
Class 2 - Utilities	3,052,801	0.33	101,881	3,323,601	0.35	113,434	0.02
Class 3 - Supportive Housing	0	0.00	0	0	0	0	0.00
Class 4 - Major Industry	17,044,000	0.49	151,817	18,519,000	0.52	168,697	0.03
Class 5 - Light Industry	103,244,300	2.10	652,938	112,174,600	2.26	732,545	0.16
Class 6 - Business & Other	495,567,301	11.01	3,428,348	548,341,901	11.88	3,854,887	0.86
Class 7 - Managed Forest	0	0.00	0	0	0	0	0.00
Class 8 - Recreation/Non Profit	11,825,700	0.11	35,112	12,594,700	0.12	38,243	0.01
Class 9 - Farm	3,461,415	0.03	10,277	3,610,053	0.03	10,700	0.00
	9,643,321,911		31,129,459	9,757,146,775		32,459,503	0.00

The next table represents the tax implications of a 2.8% tax increase on Class 1 Residential properties. It uses identical average property values in order compare the tax increase in dollars and then represent that as a percentage. The actual average property value in 2019 was \$642,500 and in 2020 it is \$637,800. The effective tax increase on the average house is just under 2.3% after the indicated assessment shift.

Impact of	on Av	erage Resid	ential General N	Muni	cipal Taxes		
		2019			2020	Increase/	(Decrease)
Average house	\$	640,000		\$	640,000	\$	-
General tax rate (includes library and sanitary sewer)		3.1484			3.2205		0.0721
Taxes	\$	2,014.98		\$	2,061.12	\$	46.14
Increase in Taxes					2.29%	\$	46.14
Less:							
General tax increase			2.80%		0.000/	•	F0.40
					2.80%	\$	56.42
Difference - Growth in Class an	d As	sessment Sh	nift		-0.51%	\$	(10.28)

ALTERNATE MOTIONS(S):

THAT Council adopt the tax ratio schedule as presented; and,

THAT Council amend the tax penalty due date to 10% on outstanding amounts on all tax classes as of October 1, 2020 and give 1st, 2nd and 3rd reading to "City of West Kelowna Tax Rates Bylaw No. 0279, 2020"; and, as permitted under the Province of BC Order of the Minister of Public Safety and Solicitor General (Ministerial Order No. M083);

THAT Council adopt the "City of West Kelowna Tax Rates Bylaw No. 0279, 2020".

REVIEWED AND APPROVED BY:

Tracey Batten, Deputy CAO/Corporate Officer Paul Gipps, CAO

Powerpoint: Yes ⊠ No □

Attachments:

Bylaw No. 0279 2020 Tax Rate Bylaw

CITY OF WEST KELOWNA

BYLAW NO. 0279

A BYLAW TO ESTABLISH THE TAX RATES UPON REAL PROPERTY FOR THE CITY OF WEST KELOWNA AND TO PROVIDE FOR THE PAYMENT OF TAXES FOR THE YEAR 2020

WHEREAS the Council shall, pursuant to Section 197 of the *Community Charter*, in each year, adopt a bylaw to impose rates on all taxable land and improvements according to their assessed value to provide the money required for purposes specified in the *Community Charter*;

AND WHEREAS the Council may, pursuant to Section 235 of the *Community Charter*, use the Alternative Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

THEREFORE BE IT RESOLVED that the Municipal Council of the City of West Kelowna, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. <u>Title:</u>

This Bylaw may be cited as the "CITY OF WEST KELOWNA 2020 TAX RATES BYLAW NO. 0279, 2020".

2. Definitions:

"CHIEF means the person duly appointed by Council, and includes his/her FINANCIAL Deputy.

OFFICER"

"CITY" means the City of West Kelowna

3. <u>Tax Rate Multiplier</u>

The Multiplier factor used to establish the Tax Rates for general municipal purposes is as follows:

PROPERTY CLASS	CODE	MULTIPLIER
RESIDENTIAL	01	1.00
UTILITIES	02	11.24
SUPPORTIVE HOUSING	03	1.00
MAJOR INDUSTRY	04	3.00
LIGHT INDUSTRY	05	2.13
BUSINESS/OTHER	06	2.33
MANAGED FOREST	07	3.00
REC/NON-PROFIT	08	1.00
FARM	09	1.00

4. Tax Rates for General Municipal Purposes

Tax rates for all lawful general purposes, as shown in column 'A' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown upon the Real Property Tax Roll for general municipal purposes for the City of West Kelowna for 2020.

5. Tax Rates for Regional District of Central Okanagan

Tax rates for the payment of the Regional District of Central Okanagan requisition, excluding tax rates for the SIR requisition under Section 6 as shown in column 'B' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided under Section 384 of the *Local Government Act* and as shown upon the Real Property Tax Roll for the City of West Kelowna for 2020.

6. Tax Rates for Regional District of Central Okanagan SIR Program

Tax rates for the payment of the Regional District of Central Okanagan requisition for the SIR Program, as shown in column 'C' of Schedule 'A' attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land according to their assessed value on the basis provided under Section 384 of the *Local Government Act* and as shown upon the Real Property Tax Roll for the City of West Kelowna for 2020.

7. <u>Central Okanagan Regional Hospital District</u>

Tax rates for the payment of the Central Okanagan Regional Hospital District requisition, as shown in column 'D' of Schedule 'A' Page 1 attached hereto and forming part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value on the basis provided by Section 26 of the *Hospital District Act* and according to their assessed value as shown upon the Real Property Tax Roll for the City of West Kelowna for 2020.

8. <u>Tax Rates for General Municipal Purposes – Library</u>

Tax rates for all lawful general purposes, as shown in column 'E' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown upon the Real Property Tax Roll for general municipal purposes – Library for the City of West Kelowna for 2020.

9. Tax Rates for General Municipal Purposes – Sanitary Storm Sewer

Tax rates for all lawful general purposes, as shown in column 'F' of Schedule 'A' attached hereto and forming a part of this Bylaw, are hereby imposed and levied on taxable land and improvements according to their assessed value as shown upon the Real Property Tax Roll for general municipal purposes – Sanitary Storm Sewer for the City of West Kelowna for 2020.

10. Rates and Taxes Payable to the City of West Kelowna

The rates and taxes named under this Bylaw shall be levied, raised and collected for the purposes stated, and shall be payable to the City of West Kelowna at the City Hall.

11. Alternative Tax Collection Scheme

Under section 235, of the *Community Charter*, Council may use the Alternative Tax Collection Scheme and in doing so must establish the property tax due date and penalty due date(s) for the year. Unless Section 12 applies, the rates and taxes named under this bylaw are due and shall be paid in accordance with sections 4, 5, 6, 7, 8 and 9 of this bylaw on or before July 2, 2020.

12. Election to Pay Under General Tax Collection Scheme

An owner may elect to pay the rates and taxes named under this bylaw in accordance with the General Tax Collection Scheme established under Part 7: Division 10 of the *Community Charter* by giving written notice of that election to the Chief Financial Officer at his/her office at the City of West Kelowna offices on or before June 15, 2020. If an owner does not make election under this section, the Alternative Tax Collection Scheme applies to the rates and taxes payable by that owner.

13. Penalties

Classes 1,2,3 and 9:

There shall be added to the current year's taxes for classes 1, 2, 3 and 9 unpaid on each parcel of land and improvements upon the Real Property Tax Roll of the City of West Kelowna for 2020, one percent (1%) on the 3rd day of July, 2020 and nine percent (9%) on the 1st day of October, 2020, be deemed to be the amount of the current year's taxes unpaid on such lands and improvements and the date upon which such percentage shall be added as provided by the said *Community Charter* shall be and the same is hereby set accordingly.

Classes 4, 5, 6, 7 and 8:

There shall be added to the current year's taxes for classes 4, 5, 6, 7 and 8 unpaid on each parcel of land and improvements upon the Real Property Tax Roll of the City of West Kelowna for 2020, ten percent (10%) on the 1st day of October, 2020, be deemed to be the amount of the current year's taxes unpaid on such lands and improvements and the date upon which such percentage shall be added as provided by the said *Community Charter* shall be and the same is hereby set accordingly.

14. Supplementary Tax Rolls

14.1 Upon receipt of a Supplementary Tax Roll from B.C. Assessment, the Chief Financial Officer shall levy taxes in accordance with the rates specified in Schedule 'A' of this Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.

- 14.2 For each Supplementary Tax Roll, the Chief Financial Officer shall add penalties to the unpaid amounts as follows:
 - (a) Where Supplementary Tax Notices are sent before the 7th day of June, 2020, penalties shall be added as set out in Section 13 of this Bylaw.
 - (a) Where Supplementary Tax Notices are sent after the 7th day of June, 2020; ten percent (10%) shall be added on any amount unpaid after one hundred and twenty (120) days.
- 15. R.D.C.O. Parcel Tax (under collection for other governments)
 - (a) Sterile Insect Release Program parcel tax levy for 2020 is \$10,339;
 - (b) The Sewer parcel tax levy for 2020 is \$22,259 for Lakeview #605;
 - (c) Westside Landfill/Transfer Station parcel tax levy for 2020 is \$470,414;
 - (d) Solid Waste and Recycling Program parcel tax levy for 2020 is \$232,180.

READ A FIRST, SECOND AND THIRD TIME THIS DAY ADOPTED

MAYOR	
 CITY CLERK	

						City of West Kelowna 2020	Kelowna 202	0						
Schedule "A"						Tax	Fax Rate							
						Daube	Schedule A							
		Municipal	General	% Collected Municipal	Regional District	% Collected Regional		% Collected Regional District SIR	Regional District	% Collected Regional District	Regional	% Collected Regional	Sanitary Storm Sewer	% Collected Sanitary
						District	(Land Only)	(Land Only)	Hospital	Hospital	(inches)	Library		Storm Sewer
Property Class	Description		(A)		(B)		(C)		(D)		(E)		(F)	
Rocidontial	Od Pote	3 22050	3 03807		0.26325		0.02802		0.25766		77071		99280	
		9,058,582,920	9,058,582,920		9,036,149,020		4,072,753,305		9,036,149,020		9,058,582,920		9,058,582,920	
	Total Collected	\$ 29,173,166	\$ 27,520,609	84.78%	\$ 2,378,766	82.63%	\$ 114,119	\$ %09.62	2,328,254	82.63%	\$ 1,356,704	84.78%	\$ 295,853	84.78%
Utilities	02 Rate	36.1984	34.14791		0.92138		0.09807		0.90181		1.68341		0.36710	
		3,323,601			27,907,101		1,606,800		27,907,101		3,323,601		3,323,601	
	Total Collected	\$ 120,309	\$ 113,494	0.35%	\$ 25,713	0.89%	\$ 158	0.11%	25,167	0.89%	\$ 5,595	0.35%	\$ 1,220	0.35%
Supportive Housing	03 Rate	3.2205	3.03807		0.26325		0.02802		0.25766		0.14977		0.032660	
	Taxable Value												•	
	Total Collected		· &	0.00%		00:00%		0.00%		0.00%		0.00%		0:00%
Major Industry	04 Rate	9 6615	9 11421		0 89505		0.09527		0.87604		0.44931		0.09798	
		18,519,000	18		18,519,000		11,547,000		18,519,000		18,519,000		18,519,000	
	Total Collected	\$ 178,921	69	0.52%	\$ 16,575	0.58%	\$ 1,100	\$ %22.0	16,223	0.58%	\$ 8,321	0.52%	\$ 1,814	0.52%
Light Industry	05 Rate	6.8597	6.47109		0.89505		0.09527		0.87604		0.31901		0.06957	
(i)		112,174,600	112		112,174,600		77,615,900		112,174,600		112,174,600		112,174,600	
	Total Collected	\$ 769,480	69	2.24%	\$ 100,402	3.49%	\$ 7,394	5.16%		3.49%	\$ 35,785	2.24%	\$ 7,804	2.24%
Business/Other	06 Rate	7.5038	7.07870		0.64496		0.06865		0.63127		0.34896		0.07610	
	Taxable Value	5	ιζ	1000	248		294,		248	7	548	7000	548;	
	I Otal Collected	4,114,029	0,000,000	11.90%	000,555	12.20%	\$ 70,130	14.09%	046,150	12.20%	4 (181,352		41,720	0.20%
Managed Forest	07 Rate	9.6615	9.11421		0.78975		0.08406		0.77298		0.44931		0.09798	
	Total Collected		 •	0.00%		00:00		0.00%		0:00%		0:00%		0:00%
	П													
Recr'n/Non -Profit	08 Rate	3.2205	3.03807		0.26325		0.02802		0.25766		0.14977		0.03266	
	Total Collected	\$ 40,561	69	0.12%	\$ 3,316	0.12%	\$ 346	0.24%		0.12%	1,394,700	0.12%	69	0.12%
	П					_								
Farm	09 Rate	3.2205			0.26325		0.02802		0.25766		0.14977		0.03266	
	Total Collected	3,610,053	3,610,053	0.03%	1,804,995	0.02%	1,804,995	0.04%	1,804,995	0.02%	3,610,053	0.03%	3,610,053	0.03%
	Total Collected	\$ 34,408,693 \$	\$ 32,459,562	100.00%	\$ 2,878,907	100.00%	\$ 143,365	100.00%	2,817,775	100.00%	\$ 1,600,183	100.00%	\$ 348,948	100.00%