

THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

October 19th, 1992

| <u>Item No.</u> | <u>Description of Item</u> | <u>Page No.</u> |
|------------------------|---|------------------------|
| 1 | City Clerk, re: 2450 Ticehurst Lane (Right-of-Way) Mrs. Ticehurst will be in attendance. | 1 |
| 2 | FIG Committee, re: Short Term Borrowing | 2 |
| 3 | City Administrator, re: 1700 Block Menzies Street | 4 |
| 4 | City Treasurer-Deputy Administrator, re: New S.P.C.A. Building | 8 |
| 5 | City Clerk, re: 1993 Business Licences Fees | 9 |

COMMITTEE

OCT 19 1992

THE CORPORATION OF THE
CITY OF PORT COQUITLAM

MEMORANDUM

TO: Mayor and Councillors

DATE: October 6, 1992

COPY: Susan Rauh
City Clerk

FROM: Bryan R. Kirk
City Administrator

RE: 2450 Ticehurst Lane (Right-of-Way)

Mrs. Lee Ticehurst has requested to attend the Council Committee meeting of October 19, 1992 to discuss the right-of-way for public access adjacent to her property.

If you care to visit the property in question and discuss the matter with Mrs. Ticehurst, she can be reached at 464-4258.



Bryan R. Kirk
City Administrator

/dp

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COUNCIL COMMITTEE

MEMORANDUM

TO: B. Kirk
City Administrator

DATE: October 14, 1992

FROM: FIG Committee

SUBJECT: Short Term Borrowing
FIG meeting September 30, 1992

RECOMMENDATION:

That Council pass a bylaw authorizing the borrowing of up to two million dollars on a short term basis.

BACKGROUND & COMMENTS:

We plan on running our bank accounts with almost no funds in them in order to maximize our investment revenues. We also do our best to schedule investment maturities to correspond with bill due dates, however at times we may have the situation arise where it is preferable for us to borrow on a short term basis than to initiate a redemption of an investment to cover our bank balance and the bills which are due. Passage of a short term loan authorization bylaw will give us the flexibility to manage our financial resources to obtain the best possible rate of return for the City.

The attached draft bylaw would authorize such borrowing at an interest rate not to exceed bank prime rate on these short term borrowings.



J. Maitland, City Treasurer -
Deputy Administrator

JM/ms

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THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO.X

A Bylaw to provide for the borrowing of such sums of money that may be necessary to meet the current lawful expenditures of The Corporation of the City of Port Coquitlam (hereinafter called "The Corporation").

WHEREAS the Municipal Council of The Corporation deems it desirable to maximize interest income by investing surplus funds and expedient to provide an additional source of funds where it is in the best interest of the City to borrow for a short term rather than initiate the early redemption of an investment.

AND WHEREAS the Council of The Corporation is empowered by Section 346 of the Municipal Act to provide by bylaw for the borrowing of such sums of money that may be necessary to meet the current lawful expenditures of The Corporation;

AND WHEREAS the aggregate that The Corporation may presently borrow shall not exceed at any time the unpaid taxes for all purposes levied during the current year and the money remaining due from other governments, provided that prior to the adoption of the annual rate bylaw in any year, the amount of the taxes in the current year shall be deemed to be 75% of all taxes levied for all purposes in the preceding year.

NOW THEREFORE the Municipal Council of The Corporation of the City of Port Coquitlam, in open meeting assembled, hereby enacts as follows:

1. The Corporation is hereby authorized and empowered to borrow upon the credit of The Corporation from THE BANK OF MONTREAL, or any other person, firm or corporation willing to advance the same, the lower of the amount calculated in accordance with the forgoing and two million dollars (\$2,000,000.00), in such amount and at such times as the same may be required, and to pay interest thereon at a rate not to exceed the bank's prime lending rate.
2. The form of the obligation or obligations to be given shall be a line of credit, or a promissory note or notes, payable on or before the date specified in Clause 2 hereof with interest, bearing the Corporate Seal of The Corporation and signed by the Mayor (or an Alderman) and signed/countersigned by the Treasurer Deputy Administrator, (or the Deputy Treasurer - Finance).
3. There is hereby set aside as security for the liability hereby authorized to be incurred the lower of those parts of unpaid taxes of the current year plus the money remaining due from other governments year and two million dollars (\$2,000,000.00).
4. This bylaw may be sited as "Revenue anticipation borrowing bylaw, 1992, No. x."
 - Read a first time by the Municipal Council this x day of October, 1992.
 - Read a second time by the Municipal Council this x day of October, 1992.
 - Read a third time by the Municipal Council this x day of October, 1992.

Reconsidered, finally passed and adopted by the Municipal Council of The Corporation of the City of Port Coquitlam this x day of November, 1992.

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MEMORANDUM

OCT 19 1992

TO: Council

FROM: B.R. Kirk
City Administrator

RE: Purchase Lots 19, 20, 21, 22, 23 and 24, Plan 1931
(1700 Block Menzies Street)

DATE: October 16, 1992

RECOMMENDATION:

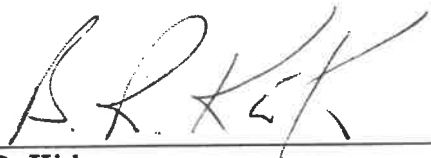
THAT the Municipal Council purchase Lots 19, 20, 21, 22, 23 and 24, Plan 1931 more commonly known and described as 1781-1791 Menzies Street for the sum of One Hundred Forty-Five Thousand Dollars (\$145,000.00).

BACKGROUND AND COMMENTS:

Attachment: Correspondence from Penny & Keenleyside Appraisals Ltd. under date of October 15, 1992.

The subject property consisting of 26,004 square feet and the adjacent road rights-of-way consisting of 22,704 square feet when consolidated will yield an additional 48,708 square feet (1.12 acre), which will then be added to the future Firehall Works Yard site.

In June of 1991, the City offered to purchase the six lots on Menzies Street for the sum of One Hundred Sixty Thousand Dollars (\$160,000.00); however, a deal could not be reached.



B.R. Kirk
City Administrator

BRK/vh

Attachment

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PENNY & KEENLEYSIDE APPRAISALS LTD. REAL ESTATE APPRAISERS

DAVID J. BILLINGSLEY, AACI, RI(BC)
BARRY J. RAY, AACI, SCV
ROBERT G. ERHU, AACI, RI(BC)
ROBERT J. SIMPSON, AACI
DONALD G. PATEMAN, BA, AACI
GENE B. ANDRES, AACI, FRI
DONOVAN C.S. COLLINS, BA, RI(BC), AACI

REPLY TO: New Westminster Office

October 15, 1992

Our File: 92NW-309

City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC
V3C 2A8

Attention: Mr. Bryan Kirk
City Administrator

Dear Sirs:

Re: 1781-1791 Menzies Avenue, Port Coquitlam
Lots 19 - 24, Blk. 26, DL 255, Plan 1931

Pursuant to our conversation of October 15, 1992, it would appear that the above noted property has a range of value due to its unique situation. The freehold lands have an area of 26,004 square feet while the adjacent roadways and lanes have an area of 22,704 square feet. Upon consolidation and road closure, this would yield an additional 48,708 square feet (1.12 acre) to the City works yard.

Smaller half-acre industrial sites are now achieving in excess of \$8.00 per square foot. Lands sales in the area of the subject are achieving approximately \$4.00 per square foot, but are based upon larger acreage sites. The subject is not accessible or serviced and has limited value if placed on the open market as the city is about the only interested or feasible end user. Lands of these types are generally discounted 50% to 60% for lack of access and services or \$4.00 to \$5.00 per square foot.

In considering the total potential site area, the following price per square foot would be fair.

48,708 sq.ft. (including roadways)
48,708 sq.ft. x \$4.00/sq/ft/ = \$194,832
Say, \$195,000

This would equate to a rate based on freehold lands as follows:

\$195,000 = \$7.49 per sq.ft.
26,004 sq.ft.

.../2

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Bryan Kirk
October 15, 1992
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This is certainly felt to represent the upper limit. It is felt, however, that this figure represents the value to the City. In considering an upper limit of say \$8.00 per square foot, and a lower limit of say \$4.00 per square foot based on net freehold area, it is felt that due to the potential benefit to the City that a per square foot rate of say \$6.00 would be fair. This base rate recognizes the smaller site size and its lack of services.

Therefore,

26,004 sq.ft. @ \$6.00/sq.ft. = \$156,024

Say, \$156,000

In summary, it is felt that although the larger industrial sites in the area are achieving sales prices in the \$4.00 to \$6.00 per square foot range, a prudent vendor would recognize the potential of the subject property and ask an appropriate rate within that range. It is felt that if the subject property can be purchased within a reasonable range of \$156,000 that it would appear to fall within the sales information available.

I trust you find the brief commentary sufficient for your purposes at this time, and should a full narrative appraisal be required, one can be completed upon your request.

Respectfully submitted
PENNY & KEENLEYSIDE APPRAISALS LTD



Robert J. Simpson, AACI

RJS/jf

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MEMORANDUM

TO: B. Kirk
City Administrator

DATE: October 13, 1992

cc Councillor M. Gates
Councillor M. Gordon

FROM: J. Maitland, City Treasurer -
Deputy Administrator

SUBJECT: New S. P. C. A. building

Recommendation:

That City Council give concept approval to the City cooperating with the municipalities of Port Moody, Coquitlam, Pitt Meadows and Maple Ridge on the joint operation of a S. P. C. A. building and operation.

Background and comments:

The City presently participates with Port Moody and Coquitlam in a joint operation out of the 1400 blk Pipeline Road in Coquitlam. The present building is old and inadequate and redevelopment at that site is not appropriate as the site is not compatible with adjacent residential use nor is there sufficient space on site to use the existing building while a new one is built. This building and site are owned by the S. P. C. A.

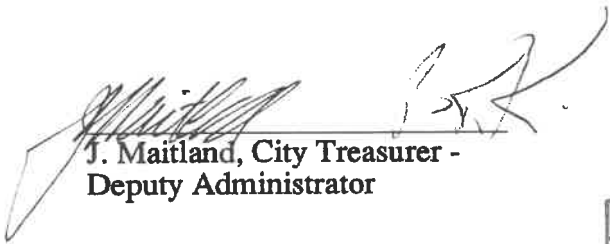
A committee of reps from the tri cities met on March 26th, 1992 and again on October 1st and was unable to come up with a suitable site within the tricities to relocate to. Michael Weeks, Executive Director of the S. P. C. A. at the October 1st meeting put forward a suggestion that a joint facility be developed to serve the tri cities along with Pitt Meadows and Maple Ridge whose joint facility is in comparable state with ours. The committee then asked staff members from each municipality to meet and see if a site and mode of joint operations is possible.

On October 9th a meeting was held with staff from each of the municipalities and it appears that a joint operation located in Pitt Meadows near the Pitt River bridge would be feasible.

Building Cost - A joint facility including land would cost roughly \$2.25 million with the municipalities expected to fund roughly \$1.5 million and the S. P. C. A. putting up the rest of the cost. Port Coquitlam would be expected to pay somewhere around \$275,000 of the capital cost.

Operating costs - A joint operation would cost a little less than separate operations because of the common administrative costs would be shared.

Concept approval is requested prior to any further time being spent on the project.


J. Maitland, City Treasurer -
Deputy Administrator

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OCT 19 1992

MEMORANDUM

DATE: October 15, 1992
TO: B.R. Kirk
City Administrator
FROM: S. Rauh
City Clerk
RE: 1993 Business Licences Fees

RECOMMENDATION:

That the Business Licences fees be increased as per the attached schedule.

BACKGROUND & COMMENTS:

The attached Schedule reflects an "average" increase of 5% on Business Licence fees.

The Business Licences fees were not increased in 1992, partially because the City tends to be somewhat higher than other municipalities and in 1991 Part I Licence fees were increased by six percent with a substantially higher increase in Part II of the bylaw being a fee paid per employee.

Neighboring municipalities are increasing their fee by ten to fifteen percent, however, they have not raised their fees within the last three to five years.


Susan Rauh,
City Clerk

SR:kfl

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"THE CORPORATION OF THE CITY OF PORT COQUITLAM"
SCHEDULE "A"
 as enacted by
 BYLAW NO. 2555
ALL FEES FOR CALENDAR YEAR PERIOD UNLESS OTHERWISE STATED
"PART 1"

| Type of Business | Description of Business | Fee Classification | Fee Payable |
|------------------------------|--|---|-----------------------|
| 1. Billiard Rooms | the business of operating where billiard tables or pool tables are used for hire, and to include lunch counters, snack bars, confectionery and tobacco sales - for the convenience of patrons. | for each table for hire | \$ 46.50 <i>49.</i> |
| 2. Bowling Alleys | the business of operating a bowling alley for hire or profit, and to include a lunch counter or snack bar and the sale of bowling equipment and rentals and the sale of confectionery and tobacco, but not including vending machines. | for each lane available for hire | \$ 46.50 <i>49.</i> |
| 3. Circus or Show | subject to the provisions of the Act from any person who exhibits a public circus, menagerie, hippodrome, horse-show, dog or pony show or a similar performance. | per premise per day | \$ 334.00 <i>351.</i> |
| 4. Campground or Tent Ground | the business of tenting, camping grounds. | for each available space | \$ 11.00 <i>11.50</i> |
| 5. Catering | | from each person carrying on the business of catering | \$ 104.00 <i>109.</i> |

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SCHEDULE "A"

BYLAW NO. 2555

"PART I" cont'd.

| Type of Business | Description of Business | Fee Classification | Fee Payable |
|--|--|---|----------------|
| 6. Christmas Tree Stand | the business of selling trees commonly known as "Christmas Trees" from temporary sites within the municipality shall pay the fee for each site, provided, that no such license shall be issued until the applicant therefore has first deposited with the municipality a Performance Bond, returnable to him after the conclusion of the offering for sale of such trees, upon the site of the business being thoroughly cleaned and all refuse and debris removed there from. | for each stand | \$ 46.50 49- |
| | | PLUS Performance Bond for each stand | \$ 265.00 278- |
| 7. Fitness and Recreation and Facilities | the business of operating a fitness or recreation facility including racquetball, handball or squash courts, weight rooms and/or gym, whirlpool, or sauna. | for each racquetball, handball, or squash court | \$ 27.30 29- |
| | | for each weight room | \$ 27.30 29- |
| | | for each gym | \$ 27.30 29- |
| | | for each whirlpool or sauna | \$ 13.70 14- |
| 8. Golf Course | the business of a gulf course including all related food, beverage, sales, and recreational facilities. | each | \$1060.00 113- |

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SCHEDULE "A"

BYLAW NO. 2555

"PART I" cont'd.

| Type of Business | Description of Business | Fee Classification | Fee Payable |
|--|--|--|----------------------|
| 9. Kindergarten or Playschool | shall mean premises where children attend preschool or playschool classes and where the operator of such premises do so for profit or gain - operating from an approved residence or premise. | for each approved | \$ 65.70 <i>69</i> |
| 10. Meeting Hall or Dining Hall for rent | the business of operating and offering for hire a hall | a) any commercial building or portion thereof | \$ 148.50 <i>156</i> |
| | | b) any community building or portion thereof | \$ 65.00 <i>68</i> |
| 11. Parking Lot (Commercial) | the business of a commercial parking lot | first 50 spaces or portion thereof | \$ 112.00 <i>118</i> |
| | | each additional space | \$ 1.95 <i>2</i> |
| 12. Private Hospital | the business of a private hospital | for each patient bed available | \$ 9.50 <i>10</i> |
| 13. Private Teacher | | from any person giving private lessons either to groups or individuals | \$ 65.00 <i>68</i> |
| 14. Professional Person | from any accountant, appraiser architect or draftsman, chiropractor, dental mechanic, dentist, engineer, land surveyor medical practitioner, optician, optometrist, pharmacist, physiotherapist, veterinary surgeon; provided that the fee for this category is in addition to the license fee for any retail business being conducted on the premises | for each such professional person | \$ 162.00 <i>170</i> |

SCHEDULE "A"

BYLAW NO. 2555

"PART I" cont'd.

| Type of Business | Description of Business | Fee Classification | Fee Payable |
|-----------------------------------|--|--|--|
| 15. Restaurant | shall mean any coffee shop, counter, tea room or any place fixed or moveable, in which prepared foods or beverages are served to the public in exchange for money or services or any place to which the public have access for the purpose of purchasing prepared food or beverages for human consumption on the premises. | up to and including 10 seats each additional seat | \$ 79.50 ^{84.00} \$.95 ^{1.00} |
| 16. Retail and/or Wholesale Sales | from any person who sells or offers for sale whether as a retailer or wholesaler, any goods wares, merchandise, and who conducts such sales from inside a building or shop with a total floor area of up to 300 square feet. For each additional 100 square feet or fraction thereof. | | \$ 65.00 ^{68.00} \$ 13.60 ^{14.00} |
| 17. Rental Units | a) the business of offering for rent or lease accommodation in an apartment building or other multifamily dwelling: PROVIDED that a person having only single unit available for renting shall not be required to take out a License under this section. | bachelor suite 1 bedroom suite 2 bedroom suite 3 bedroom suite | \$ 16.40 ^{17.00} \$ 20.60 ^{22.00} \$ 32.90 ^{34.50} \$ 41.20 ^{43.00} |
| | b) the business of offering for rent or lease accommodation in a hotel, motel, lodging house, or other accommodation | in addition to the fee prescribed in Part II hereof, for each room rented or leased, or office for rent or lease | \$ 8.20 ^{9.00} |

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SCHEDULE "A"

BYLAW NO. 2555

"PART I" cont'd.

| Type of Business | Description of Business | Fee Classification | Fee Payable |
|----------------------------|---|--|--|
| 18. Soliciting for Charity | the business of soliciting for charity upon any street within City | for each group | \$ 10.90 <i>11.50</i> |
| 19. Taxbuyer | the business of a taxbuyer | for any person | \$ 190.00 <i>199.50</i> |
| 20. Trailer Court | the business of a trailer court | for each available bay | \$ 65.00 <i>68-</i> |
| 21. Vehicles for hire | the business of offering vehicles for hire, whether with or without a driver | per vehicle available for hire | \$ 65.00 <i>68-</i> |
| 22. Vending | the business of owning, operating, or maintaining one or more vending machine | where the machine is operated by the insertion of coins of any denomination - per machine | \$ 10.00 <i>10.50</i> |
| 23. Warehousing | from any person conducting the business of storage only | for the first 2000 square feet and for each additional 100 square feet, or portion thereof | \$ 132.80 <i>139.50</i> \$ 2.90 <i>3.00</i> |

"PART II"

All other licenses:

| | | |
|----------------------------|-----------|---------------|
| Up to two (2) employees | \$ 150.00 | <i>157.50</i> |
| Each employee over two (2) | \$ 20.00 | <i>21.00</i> |
| Maximum fee | \$2000.00 | |

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