

# STAFF REPORT TO COUNCIL

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**DATE:** January 10, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** KRIS DALIO, DIRECTOR OF FINANCE  
WALTER BABICZ, GENERAL MANAGER OF ADMINISTRATIVE SERVICES

**SUBJECT:** 2020 Equipment Financing Bylaw and Approval of the Electors' Options

**ATTACHMENT(S):** Appendix A - Elector Response Forms for Bylaw No. 9104

## RECOMMENDATION(S):

1. THAT Council gives first three readings to "City of Prince George Equipment Financing Bylaw No. 9104, 2020."
2. THAT an alternative approval process in accordance with section 86 of the *Community Charter* be used for the purpose of seeking approval of the electors in relation to City of Prince George Equipment Financing Bylaw No. 9104, 2020.
3. THAT Council establishes the deadline of 5:00 p.m. on Tuesday, March 10, 2020 for receiving Elector Response Forms for the alternative approval process for City of Prince George Equipment Financing Bylaw No. 9104, 2020.
4. THAT Council approves the determination of the total number of electors of the area to which the alternative approval process apply for City of Prince George Equipment Financing Bylaw No. 9104, 2020 as 58,455 electors, on the basis described in this report.
5. THAT Council directs the Corporate Officer to report the results of the alternative approval process for City of Prince George Equipment Financing Bylaw No. 9104, 2020 and if approval of the electors has been obtained, to return City of Prince George Equipment Financing Bylaw No. 9104, 2020 for Council's consideration of final reading and adoption.

## PURPOSE:

At the January 6, 2020 Budget meeting, Council approved some capital projects in the Five Year (2020 – 2024) Capital Financial Plan with the funding source designated as "MFA Lease Proceeds". The purpose of this report is to ask Council to grant first three readings to the equipment financing bylaw associated with those capital projects requiring Municipal Finance Authority ("MFA") debt funding, and to obtain Council's approval for using the alternative approval process to obtain approval of the electors for that equipment financing bylaw.

## POLICY/REGULATORY ANALYSIS:

Section 175 of the *Community Charter* provides that Council may incur a liability under an agreement if the liability is not a debenture debt and the period of the liability is not longer than the reasonable life expectancy of the subject matter under the agreement. Statutory approval from the Inspector of Municipalities is not required for agreements under section 175 of the *Community Charter*, but if the agreement has a term longer than 5 years, Council may only incur the liability with the approval of the electors.

The MFA has established an equipment financing program that is available to municipalities under section 175 of the *Community Charter*, and Bylaw No. 9104 contemplates the City entering into equipment financing agreements with the MFA under that program. Bylaw No. 9104 provides that the equipment financing agreements may have a term of up to 10 years. Because the proposed equipment financing agreements with the MFA are for terms of more than five (5) years, Bylaw No. 9104 requires approval of the electors after first three readings. After obtaining approval of the electors, Council may consider final reading and adoption of Bylaw No. 9104.

## STRATEGIC PRIORITIES:

Debt financing of the City's annual mobile fleet needs support Council's priorities of Sustainable Infrastructure, Sustainable Fiscal Management and Organizational Excellence.

## FINANCIAL CONSIDERATIONS:

City of Prince George Equipment Financing Bylaw No. 9104 assumes an interest rate of 3.00%. The cost of the projects associated with the bylaw is \$2,825,500 and would result in annual debt servicing costs of \$327,399. In terms of tax levy implications, annual debt servicing costs of \$327,399 would result in 0.30% of future tax levy increases. The timing of when these costs would impact the levy depends on when the work is completed and the funds are borrowed, but it is expected that these costs will impact the 2021 tax year levy.

### **City of Prince George Equipment Financing Bylaw No. 9104, 2020**

The annual replacement and addition of vehicles and capital equipment are financed through the MFA Equipment Financing Program. Through these financing agreements, the City retains ownership of the asset and is charged a low variable interest rate based on the Canadian Dealer Offered Rate with fixed payment schedules. The MFA Equipment Financing Program has no fees to set up or discharge, no taxes on payments, and no penalties or fees for paying out early or making extra principal payments. MFA's January 2020 interest rate on the Equipment Financing Program as of the date of this report is 2.58%. All financing agreements will be for a term no longer than ten (10) years to match the expected service life of the new mobile equipment.

The approved projects from the 2020 – 2024 Capital Plan that will be part of the Equipment Financing program request include:

- #0431 – Mobile Equipment Replacement - \$2,312,000
- #3299 – Civic Facilities General Maintenance Van - \$70,000
- #3208 – Janitorial Equipment – Replace Floor Scrubbers - \$43,500

- #3295 – Parks Water Truck - \$300,000
- #3304 – Fire Services Rescue Watercraft - \$35,000
- #3305 – Fire Services Wildland Rescue Utility Vehicle - \$65,000

**Debt Servicing Costs:**

BC municipalities’ financial liabilities (e.g. under leases, partnering, and long-term debt agreements) are subject to liability servicing limits. They also require elector approval if they are:

- a loan guarantee or are of a capital nature; and
- the agreement is for more than five years; or
- the agreement could be for more than five years if an extension were exercised.

A municipality cannot incur a liability that extends beyond the current year if it would cause the municipality’s total annual cost of servicing (e.g. lease payments, partnering payments (if they’re of a capital nature), long-term debt principal and interest payments) to exceed the regulated amount. The regulated amount is currently based on 25% of a municipality’s controllable revenues such as:

- property taxes - a deduction is made to revenue received from Major Industry tax revenues for municipalities which are heavily dependent on that class;
- payments in lieu of taxes;
- user fees; and
- unconditional grants.

A municipality may only exceed its liability servicing limit with the prior approval of the Inspector of Municipalities in consultation with the MFA. The City relies on debt financing for new infrastructure and for major repair of existing infrastructure. The City also enters into financing agreements for the purchase of mobile equipment. The following table provides the debt capacity and available capacity as determined by the Municipal Liabilities Regulation. 2019 figures are not available at this time.

Year	Municipal Revenue	Liability Servicing Limit	Payment Capacity Available	Approximate Principal Borrowing Available
2014	\$152,049,739	\$38,012,435	\$21,591,125	\$239,901,389
2015	\$160,816,299	\$40,204,075	\$24,889,275	\$276,547,500
2016	\$164,912,920	\$41,228,230	\$22,443,740	\$249,374,889
2017	\$165,029,633	\$41,257,408	\$22,496,328	\$249,959,200
2018	\$172,759,289	\$43,189,822	\$25,154,282	\$279,492,022

The total amount of all approved loan authorization bylaws are included in the liability servicing limit regardless of whether the funds have actually been borrowed.

## OTHER CONSIDERATIONS:

### Overview of Approval of the Electors

Long-term borrowing by local governments (i.e. loans with a term of more than 5 years) cannot be undertaken without “approval of the electors”.

The Province has provided a legislative framework for local governments that recognizes that elected officials are democratically elected, autonomous, responsible and accountable. The Province recognizes that elected officials are in the strongest position to weigh the needs of their municipality and to make informed decisions for the benefit of their electors. Accordingly, under the *Community Charter*, the Province has provided the option for local governments to seek approval of the electors in one of two ways:

- (a) by holding a referendum to obtain “assent of the electors”; or
- (b) by holding an “alternative approval process.”

A summary of both the assent of the electors (referendum) process, and the alternative approval process follows.

#### **(a) Assent of the Electors through the Referendum Process:**

Assent of the electors is obtained through a referendum, also known by other terms such as a vote or plebiscite. A referendum is a voting process that is governed by the *Local Government Act*, and is similar in many ways to the process for conducting a general local election.

In order to conduct a referendum, Council must appoint a Chief Election Officer and Deputy Chief Election Officer who are responsible for the administration and conduct of the referendum. The Chief Election Officer then sets the general voting day for the referendum, which must be a Saturday within 80 days of the bylaw receiving third reading. In addition, at least two advance voting opportunities must be held – one on the 10<sup>th</sup> day before general voting day, and one on the 4<sup>th</sup> day before general voting day. Special voting opportunities (e.g. at long-term care facilities) and mail ballot voting processes would also be organized by the Chief Election Officer.

The ballot for a referendum must be in the form of a question put to the electors that is phrased in a manner such that it may be answered by marking either “yes” or “no”. Council must approve of the wording of the question to be printed on the ballot. Wording would typically begin with “Do you approve Council for the City of Prince George adopting Bylaw No. XXXX, which will authorize Council to borrow ...”

A bylaw is deemed to have received the assent of the electors if a majority of the votes counted are in favour of the question (i.e. if a majority of voters answer “yes”). If a majority of the votes counted are opposed to the question (i.e. if a majority of voters answer “no”), then a bylaw for the same purpose may not be submitted to the electors for approval within a period of 6 months, except with the Province’s approval.

In order to estimate the cost of conducting a referendum, it may be useful to refer to the cost of conducting the 2017 referendum for the Fire Hall #1 and Four Season Leisure Pool replacement

loan authorization bylaws. The cost of holding that referendum was approximately \$91,000. Since City staff would be responsible to conduct the referendum, it would mean those resources would be diverted during the referendum process, and existing projects would be re-prioritized. Staff would need to begin planning and organizing a referendum promptly after Council's decision to proceed, given the legislative time frame to hold a referendum.

If Council directs that assent of the electors be obtained through a referendum, then Administration will return a report to Council setting out the next steps and further resolutions required from Council in order to undertake that process.

**(b) Approval of the Electors through the Alternative Approval Process:**

The alternative to holding a referendum is the alternative approval process, which is governed by the *Community Charter* requirements. Local governments have been able to use the alternative approval process for quite some time. This process was previously known as the "counter petition method."

The alternative approval process involves publication of a notice in a local newspaper once each week for two consecutive weeks. The notice is also posted on the notice board in the first floor foyer of City Hall, and on the City website.

As part of the alternative approval process, Council must make a fair determination of the total number of electors within the City. Typically, the calculation of the number of electors in the City is based on information provided by Elections BC, a non-partisan independent public agency that maintains an up to date list of registered electors. More information on this determination is included in a subsequent section of this report.

Electors would then be given the opportunity to indicate they are opposed to Council proceeding with adoption of a loan authorization bylaw by signing and submitting an Elector Response Form, the wording of which must be approved by Council.

Council must set a deadline for Elector Response Forms to be submitted. The deadline must be at least 30 days after the second publication of the notice in a newspaper. If an elector is in favour of Council adopting the loan bylaw, then they would not have to do anything. If an elector is opposed to the bylaw, or they do not want Council to proceed to adopt the bylaw without a referendum being held, then they must express that opinion to the City by signing and submitting an Elector Response Form by the deadline.

The alternative approval process allows a long period of time for the opinion of the electors to be expressed (at least 30 days). In the case of a referendum, the electors generally have 12 hours on each of the two advance voting days, and 12 hours on general voting day to cast their vote.

The Corporate Officer is responsible for determining and certifying the results of the alternative approval process. If 10% or more of the total number of electors within the City submit valid Elector Response Forms by the deadline, then Council may not proceed with adoption of the bylaw unless approval of the electors is obtained through the "assent of the electors" process described above. In other words, a referendum would then be required to be held on the matter in order for Council to proceed to adopt the bylaw.

The cost of holding an alternative approval process consists primarily of two notices being published in a local newspaper, and the printing of elector response forms. The newspaper advertising cost for the alternative approval process referenced in this report is estimated to be \$1500. The cost of printing Elector Response Forms would depend on the number of forms requested by electors. The staff resources needed to administer the alternative approval processes are usually minimal in comparison to the considerable staff resources required to conduct a referendum.

The time period to hold an alternative approval process is approximately 8 weeks from the date that the first notice is published in a newspaper up to the date that the results of the process are certified by the Corporate Officer and reported to Council.

#### REPORT FOR DETERMINATION OF TOTAL NUMBER OF ELECTORS WITHIN THE CITY:

As outlined above, section 86 of the *Community Charter* requires that Council make a fair determination of the total number of electors in the City. The purpose of this part of the report is to show the basis for determining the total number of electors in relation to the alternative approval process proposed for Bylaws No. 9104.

Consistent with past practice, it is recommended that the calculation of the number of electors in the City be based on information provided by Elections BC, a non-partisan independent public agency that maintains an up to date list of registered electors. According to Elections BC, the total number of registered electors within the City of Prince George as of January 9, 2020 is 58,455.

Administration therefore recommends that Council approve the determination of the total number of electors for the purposes of the alternative approval processes for Bylaw No. 9104 to be 58,455. Approval of the electors for this Bylaw would be obtained if the number of Elector Response Forms received by the deadline is less than 5,846 (10% of 58,455).

#### ALTERNATIVE APPROVAL PROCESS SCHEDULE:

Administration recommends the following schedule in regard to the alternative approval process for Bylaw No. 9104:

Date	Activity
Thursday, January 30, 2020	Publication of First Notice in a Newspaper
Thursday, February 6, 2020	Publication of Second Notice in a Newspaper
5:00 p.m. on Tuesday, March 10, 2020	Deadline for Submitting Elector Response Forms
Monday, March 23, 2020	Corporate Officer reports results of Alternative Approval Processes at Regular Council Meeting

#### SUMMARY AND CONCLUSION:

If Council wishes to proceed with the debt-financed projects detailed in this report, then it would be in order for Council to pass the recommendations set out above. Administration is recommending the alternative approval process as the preferred method to seek elector assent.

**RESPECTFULLY SUBMITTED:**

Walter Babicz, General Manager of Administrative Services

Kris Dalio, Director of Finance

**APPROVED:**

Kathleen Soltis, City Manager

Meeting Date: [2020/01/20]

## Report Approval Details

Document Title:	2020 Equipment Financing Bylaw and Approval of the Electors' Options.docx
Attachments:	- BL9104_Form-Elector_Response.docx
Final Approval Date:	Jan 13, 2020

This report and all of its attachments were approved and signed as outlined below:



**Walter Babicz - Jan 13, 2020 - 8:31 AM**



**Kathleen Soltis - Jan 13, 2020 - 11:13 AM**





**Administrative Services**  
Legislative Services Division  
1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

**ELECTOR RESPONSE FORM – ALTERNATIVE APPROVAL PROCESS**  
**CITY OF PRINCE GEORGE EQUIPMENT FINANCING BYLAW NO. 9104, 2020**

By completing this elector response form I oppose the municipal council's intention to adopt **City of Prince George Equipment Financing Bylaw No. 9104, 2020**, which authorizes the borrowing not to exceed the sum of two million eight hundred twenty five thousand and five hundred dollars (\$2,825,500) to be repaid over a period not exceeding ten (10) years, in order to finance the cost of equipment replacement purchases, as described in more detail on page 2 of this form, unless a referendum vote is held.

Full name of elector: \_\_\_\_\_  
(Please print)

Signature of elector: \_\_\_\_\_

Residential Address of elector: \_\_\_\_\_  
(Please print)

Choose one: I am a resident elector (see page 3 for eligibility requirements)

I am a non-resident property elector who lives in another community but who owns property in the City of Prince George located at:

\_\_\_\_\_  
(Address of Property)  
(see page 3 for additional eligibility requirements)

The deadline for submitting this elector response form to the City of Prince George is 5:00 p.m. on Tuesday, March 10, 2020. Electors may submit this form by hand delivery, by mail, by facsimile (fax), or by email as a PDF document attachment, as follows.

Address for delivery or mail: City of Prince George  
Legislative Services Division  
5<sup>th</sup> Floor - 1100 Patricia Blvd., Prince George, BC V2L 3V9  
Attention: Corporate Officer

Facsimile (fax) number: (250) 561-0183

PDF submission email address: [cityclerk@princegeorge.ca](mailto:cityclerk@princegeorge.ca)

If submitting this form to the City of Prince George by facsimile (fax) or by email as a PDF document attachment, then please ensure that the transmission was completed.

## ELECTOR RESPONSE FORM – ALTERNATIVE APPROVAL PROCESS

The municipal council may proceed with the adoption of **City of Prince George Equipment Financing Bylaw No. 9104, 2020**, unless five thousand, eight hundred and forty six (5,846) electors submit a completed copy of this elector response form to the City of Prince George by the deadline established. **A person may not sign more than one elector response form in relation to this alternative approval process.** Additional information can be found below about the subject of this alternative approval process as well as the elector qualifications.

### Additional information about City of Prince George Equipment Financing Bylaw No. 9104, 2020:

The annual replacement and addition of vehicles and capital equipment are financed through the MFA Equipment Financing Program. Through these loan agreements, the City retains ownership of the asset and is charged a low variable interest rate based on the Canadian Dealer Offered Rate with fixed payment schedules. The MFA Equipment Financing Program has no fees to set up or discharges, no taxes on payments, and no penalties or fees for paying out early or making extra principal payments. The interest rate on the Equipment Financing Program as of January 2020 is 2.58%. All loan agreements will be for a term no longer than ten (10) years to match the expected service life of the new mobile equipment.

The approved projects from the 2020 – 2024 Capital Plan that will be part of the Equipment Financing program request include:

Capital Plan Project #	Project	Project Description	Cost of Project
#0431	Mobile Equipment Replacement	Annual replacement of vehicles currently part of the City fleet	\$2,312,000
#3208	Janitorial Equipment – Replace Floor Scrubbers	Implement an annual custodial equipment replacement program to enhance healthy, safe, and clean facilities	\$ 43,500
#3295	Parks Water Truck	Purchase a tandem axle dump truck with a slide-in water tank system. A reliable water truck is integral in Parks Operations. A tandem axle dump truck with slide-in tank system is operated 12 months of the year to accomplish a number of Parks-related tasks. In the spring, Parks utilizes a water truck to provide dust suppression during winter sand pickup on both hard surfaces (parking lots, etc.) and soft surfaces (i.e. turfed areas). During the summer season, the water truck is used daily to provide water to street trees, flowerbeds, and planters. The water truck is also an important tool for the weed abatement crew for removing growing material from the cracks in sidewalks and medians. During the winter, the water tank is removed to allow the truck to be used for the hauling of snow from Civic Facility parking lots. Parks Division need a reliable truck to provide these services.	\$ 300,000
#3299	Civic Facilities General Maintenance Van	Purchase a van for the Civic Facilities general maintenance position	\$ 70,000
#3304	Fire Services Rescue Watercraft	Purchase two personal watercraft for water rescue, including related trailer, safety accessories, and attachments to allow use with existing equipment.	\$ 35,000
#3305	Fire Services Wildland Rescue Utility Vehicle	Purchase a utility vehicle, including related fire skid, trailer, and accessories, to assist with rescue as well as help crews access and bring water to forested natural areas quickly in the event of a wildfire.	\$ 65,000
			\$2,825,500

**ELECTOR RESPONSE FORM – ALTERNATIVE APPROVAL PROCESS****Additional information about elector eligibility:**

In order to sign this elector response form a person must either be a resident elector or a non-resident property elector (not both)

A **resident elector** is an individual who is qualified to vote in a jurisdiction by virtue of living in the jurisdiction. To sign this elector response form as a resident elector a person must:

- be a Canadian citizen;
- be at least 18 years of age;
- have lived in British Columbia for at least the last six (6) months; and
- have lived within the City of Prince George for at least the last thirty (30) days.

A **non-resident property elector** is an individual who does not live in a jurisdiction but is entitled to vote in an election there by virtue of owning property in that jurisdiction. To sign this elector response form as a non-resident property elector a person must:

- be a Canadian citizen;
- be at least 18 years of age;
- have lived in British Columbia for at least the last six (6) months; and
- have owned property within the City of Prince George for at least the last thirty (30) days.

Note that if a property is owned by more than one individual, only one of them may sign an elector response form. If a property is owned by more than one individual, then the person signing this elector response form declares that they have received the written consent of the majority of the property owners to sign and submit this elector response form. For more information on the above elector qualifications, please see the Voter's Guide, available from the Ministry of Municipal Affairs and Housing or its website at:

[https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter\\_guide\\_english.pdf](https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/governance-powers/voter_guide_english.pdf)

***Important Notice:*** *The personal information on this form is collected by the City of Prince George for the purposes of conducting an alternative approval process, under the authority of sections 26(c) and 26 (d) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, please contact the Corporate Officer, at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600.*