

Tuesday, January 28, 2020, 6:00 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, January 28, 2020, Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

1

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *January 7, 2020, Special Council*
- *January 14, 2020, Regular Council.*

4. PRESENTATIONS

4.1 Port Coquitlam Saints Lacrosse - 2019 Canadian Minor Box Lacrosse National Champions

4.2 Riverside Secondary Junior Girls Volleyball - 2019 BC Provincial Volleyball Champions

5. DELEGATIONS

5.1 Anti-Human Trafficking Initiative

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 2019 - 2023 Financial Plan Amendment Bylaw

7

Recommendation:

That Council give 2019-2023 Financial Plan Amendment Bylaw No. 4160 first three readings.

7.2 Waterworks & Sewer Regulation Amendment Bylaws

13

Recommendation:

That Council adopt Waterworks Regulation Amendment Bylaw No. 4158 & Sewer Regulation Amendment Bylaw No. 4159.

8. REPORTS

None.

9. NEW BUSINESS

10. OPEN QUESTION PERIOD

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, January 28, 2020, Council Meeting be adjourned.

12. MEETING NOTES



Council Special Minutes

Tuesday, January 7, 2020

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Present: Chair - Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 8:10 p.m.

2. MOTION TO WAIVE NOTICE

Moved-Seconded:

That Council waive notice for the Special Council Meeting of January 7, 2020.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

3. ADOPTION OF THE AGENDA

3.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, January 7, 2020, Special Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

4. REPORTS

4.1 3620 Westwood Street (verbal report)

Moved-Seconded:

Pursuant to s.463 of the Local Government Act, that Council:

- 1. Has identified a conflict between a development proposed at 3620 Westwood Street building permit application BP012969, and it's resolution adopted on September 17th;*
- 2. Directs that building permit application BP012969 be withheld for a period of 30 days;*
- 3. Directs that building permit application BP012969 be withheld for a further 60 days during which period staff will bring forward a report that will provide for consideration of the building permit application.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

5. ADJOURNMENT

5.1 Adjournment of the Meeting

That the Tuesday, January 7, 2020, Special Council Meeting be adjourned at 8:17 p.m.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

6. MEETING NOTES

None.

Mayor

Corporate Officer

Tuesday, January 14, 2020

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Present: Acting Mayor - Councillor Darling Councillor Penner
 Councillor Dupont Councillor Pollock
 Councillor McCurrach Councillor Washington

Absent: Mayor West

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, January 14, 2020, Council Meeting Agenda be adopted with the following changes:

- *Deletion of Item 4.1.*

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved-Seconded:

That the minutes of the following Council Meetings be adopted:

- *November 26, 2019*
- *December 10, 2019.*

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

4. PROCLAMATIONS

4.1 Real Acts of Caring Week - February 9-15, 2020

This item was deleted from the agenda.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

6.1 Zoning Amendment Bylaw for 1752 & 1758 Salisbury Avenue

Eighteen speakers provided comments and fourteen written submissions were received.

7. BYLAWS

7.1 Zoning Amendment Bylaw for 1752 and 1758 Salisbury Avenue - Third Reading

Moved-Seconded:

That Council give Zoning Amendment Bylaw No. 4154 third reading.

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

Amendment:

Moved-Seconded:

That an easement to allow for the shared access to the property to the east at 1742 Salisbury Avenue be required as a further condition of rezoning.

In Favour (1): Councillor McCurrach

Opposed (5): Councillor Darling, Councillor Dupont, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Defeated

7.2 Waterworks and Sewer Regulation Amendment Bylaws - First Three Readings

Moved-Seconded:

That Council give Waterworks Regulation Amendment Bylaw No. 4158 and Sewer Regulation Amendment Bylaw No. 4159 first three readings.

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

7.3 Fees and Charges Bylaw Schedule L Amendment - Adoption

Moved-Seconded:

That Council adopt Fees and Charges Amendment Bylaw No. 4157.

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

8. REPORTS

8.1 Municipal Approving Officer Appointment

Moved-Seconded:

That Council appoint Lisa Grant, Director of Development Services as the Municipal Approving Officer for the City of Port Coquitlam pursuant to section 77 of the Land Title Act.

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

9. NEW BUSINESS

Council provided updates related to community events.

10. OPEN QUESTION PERIOD

No public comments.

11. RESOLUTION TO CLOSE

11.1 Resolution to Close

This item was deleted from the agenda.

12. ADJOURNMENT

12.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, January 14, 2020, Council Meeting be adjourned at 8:06 p.m.

In Favour (6): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Mayor West

Carried

13. MEETING NOTES

None.

Mayor

Corporate Officer

2019-2023 Financial Plan Bylaw Amendment

RECOMMENDATION:

That Council give 2019-2023 Financial Plan Amendment Bylaw, No. 4160 first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the May 14, 2019 Council meeting, Council adopted 2019-2023 Financial Plan Bylaw No. 4124

REPORT SUMMARY

A number of expenditures and funding transfers have been approved by Committee of Council since the 2019-2023 Financial Plan Bylaw was adopted in May 2019. This Financial Plan Amendment Bylaw will fulfill the statutory requirements for the expenditures and reserve account transfers previously approved by Committee. The Bylaw also includes some additional housekeeping items that have arisen in the year.

BACKGROUND

The Community Charter, Section 165, states that a Five-Year Financial Plan may be amended by bylaw at any time.

DISCUSSION

Expenditures and reserve account transfers previously approved by Committee are as follows:

Date	Description	Amount
May 7, 2019	Construction of temporary parking at 2266 Wilson Avenue to be funded from the Parking Reserve.	\$20,000
May 21, 2019	Gates Park Softball Field fencing to be funded from Accumulated Surplus.	\$75,000
May 28, 2019	Funding for the Tri-Cities Homelessness & Housing Task Group to be funded from Accumulated Surplus.	\$4,100
June 11, 2019	Funding to support the redevelopment of Port Coquitlam Senior Citizens' Housing Society's Dogwood Mews site at 3155 Seymour Street from the Special Needs Housing Reserve.	\$41,000
July 2, 2019	Funding to purchase a new desk for Council Chambers from Accumulated Surplus.	\$30,000
July 23, 2019	Additional funding for the Mary Hill & Kelly Infrastructure Upgrade from the Sewer Reserve.	\$1,178,329

2019-2023 Financial Plan Bylaw Amendment

Date	Description	Amount
July 23, 2019	Additional PoCo Sports Alliance funding from Accumulated Surplus.	\$14,000
September 17, 2019	Funding for seasonal lighting along Donald Street Pathway and on Coast Meridian Road between Grant and Salisbury from Accumulated Surplus.	\$48,500
October 8, 2019	Funding for Pitt River Road pavement rehabilitation from the General Capital Reserve.	\$66,500
October 8, 2019	Funding for a sports field needs assessment from Accumulated Surplus.	\$25,000
November 5, 2019	Remove original Wellington Park funding.	\$(39,998)
November 26, 2019	Increase budget for sale of services revenues and expenses to reflect additional activity.	\$579,000

The financial plan amendment bylaw also includes a number of housekeeping items as noted below:

- Increase to MRN Contribution Revenue - \$221,000
- Correct missed Carryforward budget for Alpha UPS System - \$40,000
- Correct missed Engineering project design fees - \$50,000
- Correct funding from Water to Roads & Drainage for 2019 Neighbourhood Rehab - \$441,000

FINANCIAL IMPLICATIONS


The following table shows the net impact to the financial plan for the items listed above:

Financial Plan Category	Amount
Revenues	
Sale of Services Revenue	\$579,000
DCC Interest – Contribution Revenue	-\$13,600
Grant Funding – Contribution Revenue	\$221,000
Revenues Total	\$786,400
Expenditures	
City Operating Expenses	\$851,600
Capital Expenditures	\$1,279,800
Expenditures Total	\$2,131,400
Transfer to Reserves	
MRN Reserve	\$221,000

2019-2023 Financial Plan Bylaw Amendment

Transfer from Reserves	
General Capital Reserve	\$40,100
Special Needs Housing Reserve	\$41,000
Parking Reserve	\$20,000
Sewer Reserve	\$1,178,300
Roads & Drainage Reserve	\$441,000
Water Reserve	-\$441,000
Accumulated Surplus (General)	\$286,600
Transfer From Reserve Total	\$1,566,000

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give the amendment bylaw first three readings.
	2	Direct the bylaw back to staff for further analysis and/or changes.

ATTACHMENTS

Att#1: 2019 to 2023 Financial Plan Amendment Bylaw No. 4160

Lead authors: Farouk Zaba and Karen Grommada

CITY OF PORT COQUITLAM

2019-2023 FINANCIAL PLAN AMENDMENT BYLAW, 2020

Bylaw No. 4160

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

1. CITATION

This Bylaw is cited as “2019-2023 Financial Plan Bylaw, 2019, No. 4124, Amendment Bylaw, 2020, No. 4160”.

2. ADMINISTRATION

That “2019-2023 Financial Plan Bylaw, 2019, No. 4124”, is amended by removing Schedule “A” and Schedule “B” and replacing them with the following Schedule “A” and Schedule “B” pages attached hereto and forming part of this Bylaw.

READ A FIRST TIME this	day of	, 2020
READ A SECOND TIME this	day of	, 2020
READ A THIRD TIME this	day of	, 2020

Mayor

Corporate Officer

SCHEDULE "A"
Proposed Funding Sources and Expenditures

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
Revenues					
Taxation & Other Levies	\$ 68,731,200	\$ 70,734,800	\$ 71,737,650	\$ 74,376,300	\$ 76,553,600
Utility Charges	24,206,700	25,101,500	26,030,900	26,996,400	27,999,300
Sale of Services	7,175,600	6,596,600	6,470,300	6,470,300	6,470,300
Contributions	4,364,700	3,117,600	3,390,300	3,065,300	3,076,300
Permits & Licences	2,812,600	2,812,600	2,812,600	2,752,600	2,752,600
Investment Income	2,039,900	2,039,900	2,039,900	2,039,900	2,039,900
Penalties & Fines	429,500	429,500	429,500	429,500	429,500
Other Revenues	62,500	62,500	62,500	62,500	62,500
Total Revenues	\$ 109,822,700	\$ 110,895,000	\$ 112,973,650	\$ 116,192,800	\$ 119,384,000
Expenditures					
City Operating Expenditures	\$ 85,803,400	\$ 85,359,200	\$ 87,597,500	\$ 90,275,000	\$ 92,266,600
External Debt Interest Expense	1,032,500	2,307,500	2,982,500	2,982,500	2,982,500
Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Total Operating Expenditures	\$ 98,835,900	\$ 99,666,700	\$ 102,580,000	\$ 105,257,500	\$ 107,249,100
Net Revenue (Expenditure)	\$ 10,986,800	\$ 11,228,300	\$ 10,393,650	\$ 10,935,300	\$ 12,134,900
Allocations					
Net Transfers from (to) Reserves	\$ 42,869,700	\$ (258,000)	\$ (8,692,850)	\$ (9,559,500)	\$ (8,009,100)
Capital Expenditures	(80,410,700)	(57,184,500)	(11,155,000)	(10,830,000)	(13,580,000)
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
Proceeds from External Borrowing	16,000,000	36,000,000	-	-	-
External Debt Principal Repayment	(445,800)	(785,800)	(1,545,800)	(1,545,800)	(1,545,800)
Total Allocations	\$ (10,986,800)	\$ (11,228,300)	\$ (10,393,650)	\$ (10,935,300)	\$ (12,134,900)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE "B"
Transfers from (to) Reserves

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<u>Transfers from Reserve Funds</u>					
General Capital	\$ 17,520,500	\$ 8,720,000	\$ 4,478,000	\$ 4,478,000	\$ 4,478,000
Community Recreation Complex	17,506,200	1,000,000	-	-	-
Land Sale	12,438,200	2,000,000	2,000,000	2,000,000	2,000,000
Water Infrastructure	4,467,100	1,345,000	2,000,000	2,000,000	2,000,000
Vehicles & Equipment	3,003,700	4,680,500	1,500,000	1,500,000	1,500,000
Sewer Infrastructure	2,604,300	455,000	750,000	750,000	750,000
Long Term General Infrastructure	1,053,200	-	-	-	-
Information Systems	1,051,100	-	-	-	-
Parking	1,020,000	-	-	-	-
RCMP	600,000	600,000	300,000	200,000	95,000
Building Maintenance	596,700	35,000	-	-	-
Special Needs Housing	41,000	-	-	-	-
Roads & Drainage	679,400	-	-	-	-
Roads (MRN)	124,700	1,210,000	-	-	-
Public Safety Building	120,900	-	-	-	-
Parks & Recreation	111,700	-	-	-	-
Arts & Culture	247,600	95,000	-	-	-
Cemetery	61,700	-	-	-	-
Cart Replacement	50,000	50,000	-	-	2,750,000
Transit Shelters	50,000	50,000	50,000	50,000	50,000
Downtown Projects	13,500	-	-	-	-
Election	-	-	-	100,000	-
Allocated Accumulated Surplus - General	3,676,600	231,000	15,000	-	-
Allocated Accumulated Surplus - Water	144,100	-	-	-	-
Allocated Accumulated Surplus - Sewer	75,000	-	-	-	-
Total Transfers from Reserves	\$ 67,257,200	\$ 20,471,500	\$ 11,093,000	\$ 11,078,000	\$ 13,623,000
<u>Transfers to Reserve Funds</u>					
General Capital	\$ 9,433,400	\$ 9,222,500	\$ 4,845,400	\$ 4,845,400	\$ 4,845,400
Community Recreation Complex	4,868,300	2,053,300	93,550	-	-
Water Infrastructure	2,960,500	2,960,500	2,067,900	2,067,900	2,067,900
Sewer Infrastructure	2,720,300	1,431,300	762,200	762,200	762,200
Vehicle & Equipment	1,338,500	1,338,500	1,338,500	1,338,500	1,338,500
Federal Gas Tax	451,600	230,500	241,200	241,200	252,200
Land Sale	317,400	317,400	317,400	317,400	317,400
Downtown Projects	304,800	304,800	304,800	304,800	304,800
Roads (MRN)	492,500	492,500	492,500	492,500	492,500
Cart Replacement	248,800	248,800	248,800	248,800	248,800
Sewer Rate Stabilization	85,900	85,900	85,900	85,900	85,900
Parking	64,800	64,800	64,800	64,800	64,800
Transit Shelters	50,000	50,000	50,000	50,000	50,000
RCMP	24,400	24,400	24,400	24,400	24,400
Water Rate Stabilization	17,000	17,000	17,000	17,000	17,000
Election	-	-	21,400	21,400	21,400
Long Term General Infrastructure	708,100	1,377,300	6,521,900	7,241,500	7,990,300
Long Term Water Infrastructure	175,600	294,000	1,308,100	1,433,500	1,562,700
Long Term Sewer Infrastructure	125,600	216,000	980,100	1,080,300	1,185,900
Total Transfers to Reserve Funds	\$ 24,387,500	\$ 20,729,500	\$ 19,785,850	\$ 20,637,500	\$ 21,632,100
Total Transfers from (to) Reserve Funds	\$ 42,869,700	\$ (258,000)	\$ (8,692,850)	\$ (9,559,500)	\$ (8,009,100)

CITY OF PORT COQUITLAM
WATERWORKS REGULATION AMENDMENT BYLAW, 2020

Bylaw No. 4158

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

1. CITATION

This Bylaw is cited as “Waterworks Regulation Bylaw, 2016, No. 3935, Amendment Bylaw, 2019, No. 4105”.

2. ADMINISTRATION

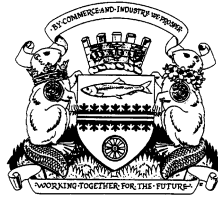
2.1 That “Waterworks Regulation Bylaw, 2016, No. 3935” be amended by replacing Schedule “B” and Schedule “E” with the Schedule “B” and Schedule “E”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this	14 th day of	January, 2020
READ A SECOND TIME this	14 th day of	January, 2020
READ A THIRD TIME this	14 th day of	January, 2020

Mayor

Corporate Officer

Schedule "B"



A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$464.99
(b) Each additional dwelling unit*	\$464.99
(c) Each townhouse unit	\$435.59
(d) Each apartment unit	\$413.81

* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

B. Meter Rates:

Rates for water shall be for the quantity used in any three (3) month period as indicated by meter, which shall be installed on the water service for the purpose of registering the quantity of water used. All rates for water shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year.

0 - 1,500 cubic feet	\$161.79 minimum charge
For the next 3,000 cubic feet	\$5.1837 per hundred cu.ft.
For the next 15,000 cubic feet	\$4.2472 per hundred cu.ft.
Over 19,500 cubic feet	\$2.6245 per hundred cu.ft.

C. Other Rates:

For premises used solely for residential purposes and which have an unfiltered swimming pool situated thereon:

The rates and penalties provided in Section B of this schedule.

D. Fire Lines:

For each connection made to the water utility system to provide a standby for fire protection only and not used except in the case of fire:

(a) For a Ten Inch (10") connection	\$ 943.00 per annum
(b) For an Eight Inch (8") connection	\$ 815.00 per annum
(c) For a Six Inch (6") connection	\$ 626.00 per annum
(d) For a Four Inch (4") connection	\$ 477.00 per annum
(e) For a Two Inch (2") connection	\$ 391.00 per annum

Schedule "B" Cont'd

E. Premises Used for Mixed Purposes:

For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:

- (i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus
- (ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the *Community Charter* shall apply.

F. Recent purchase or sale

To meet the eligibility requirements in Section 6 (b) and (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver cannot be prorated.

G. Late Payment Penalties:

Accounts billed for Residential purposes

A penalty of 5% shall be added to the outstanding balances levied for the current year after:

- (a) the close of business on March 31st in each year; or
- (b) the close of business on May 31st in each year.

Accounts billed for Metered purposes

A penalty of 10% shall be added to the outstanding balances levied for the current year after:

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

Schedule "B" Cont'd

H. Senior Citizen's Waiver:

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275 if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

I. Disability Waiver:

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule D; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and

Schedule "B" Cont'd

- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment **MUST** be included with the application for a sewer and water fee subsidy.

Schedule "E"

APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of _____
(Address)

I am 65 years of age (or over): my date of birth is _____ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) _____ person(s) living at the above address. The following is my (our) 2018 income.

All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$25,923 or our household annual net income does not exceed \$32,275.

Source of Income

	Amount
1. Owner	
Old Age Pension	_____
Canada Pension	_____
Guaranteed Income Supplement	_____
Other Income	_____
2. Spouse and all other occupants of the household	
Old Age Pension	_____
Canada Pension	_____
Guaranteed Income Supplement	_____
Other Income	_____

Total Net Income(Line 236)	=====

I have attached a copy of my (our) 2018 Canada Revenue Agency Notice of Assessment(s) ☐

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2018 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name _____ Signature of Registered Owner _____

Phone Number _____ Dated at Port Coquitlam, BC this _____ day of _____, 20____.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3935. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

CITY OF PORT COQUITLAM
SEWER REGULATION AMENDMENT BYLAW, 2020

Bylaw No. 4159

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

1. CITATION

This Bylaw is cited as “Sewer Regulation Bylaw, 2016, No. 3936, Amendment Bylaw, 2020, No. 4159”.

2. ADMINISTRATION

2.1 That “Waterworks Regulation Bylaw, 2016, No. 3936” be amended by replacing Schedule “A” and Schedule “D” with the Schedule “A” and Schedule “D”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this	14 th day of	January, 2020
READ A SECOND TIME this	14 th day of	January, 2020
READ A THIRD TIME this	14 th day of	January, 2020

Mayor

Corporate Officer

SCHEDULE "A"



A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$339.08
(b) Each additional dwelling unit *	\$339.08
(c) Each townhouse unit	\$318.02
(d) Each apartment unit	\$301.40

* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories, as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

B. Metered Rates:

- | | |
|--|----------|
| (a) Metered users | |
| (i) 0 to 1,500 cubic feet (minimum charge) | \$92.40 |
| (ii) over 1,500 cubic feet (rate per hundred cubic feet) | \$2.3603 |

Any owner or occupier of real property other than residential users shall be charged for the use of the sewerage system on the basis of the quantity of water delivered to the real property by the City waterworks system. All rates for sewer shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year.

A user of the sewerage system who establishes to the satisfaction of the Director of Engineering & Public Works or designate that the discharge into the sewerage system is less than seventy five percent of the water delivered by the municipal waterworks system to his parcel of real property, by using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or by discharging the water so delivered or part thereof directly into a natural water course or body of water; shall have the user charge reduced corresponding to the actual quantity of discharge.

C. Premises Used for Mixed Purposes

For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:

- (i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus
- (ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

SCHEDULE "A" Cont'd

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the *Community Charter* shall apply.

D. Recent purchase or sale

To meet the eligibility requirements in Section 5(b) or (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver cannot be prorated.

E. Late Payment Penalties:

Accounts billed for Residential purposes

A penalty of 5% shall be added to the outstanding flat rate balances levied for the current year under Sections A and C of this Schedule after:

- (a) the close of business on March 31st in each year; and
- (b) the close of business on May 31st in each year.

Accounts billed for Metered purposes

A penalty of 10% shall be added to the outstanding balances levied for the current year under Section B of this Schedule, after:

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

F. Senior Citizen's Waiver:

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and

SCHEDULE "A" Cont'd

- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

G. Disability Waiver:

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule C; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

SCHEDULE "D"

APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of _____ (address)

I am 65 years of age (or over): my date of birth is _____ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) _____ person(s) living at the above address. The following is my (our) 2018 income.

All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$25,923 or our household annual net income does not exceed \$32,275.

I have not applied for a sewer or water user fee subsidy on any other property during this calendar year.

Source of Income

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
Total Net Income(Line 236)		_____

I have attached a copy of my (our) 2018 Canada Revenue Agency Notice of Assessment(s) ☐

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2018 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name _____ Signature of Registered Owner _____

Phone Number _____ Dated at Port Coquitlam, BC this _____ day of _____, 20____.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

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