

Special Council Agenda

Tuesday, February 7, 2023, 5:00 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, February 7, 2023, Special Council Meeting Agenda be adopted as circulated.

3. BYLAWS

3.1 2023 Water and Sewer Amendment Bylaws

2

Recommendation:

That Council:

1. Give first three readings to Water Regulation Amendment Bylaw No. 4297, 2023; and
2. Give first three readings to Sewer Regulation Amendment Bylaw No. 4298, 2023.

4. REPORTS

None.

5. ADJOURNMENT

5.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, February 7, 2023, Special Council Meeting be adjourned.

2023 Water and Sewer Amendment Bylaws – First Three Readings

RECOMMENDATION:

That Council:

1. Give first three readings to Water Regulation Amendment Bylaw No. 4297, 2023; and
2. Give first three readings to Sewer Regulation Amendment Bylaw No. 4298, 2023.

REPORT SUMMARY

The proposed 2023 utility budgets represent a 2.81% increase in water and 1.97% in sewer rates over 2022. The principal factors driving the rates are increases in Metro Vancouver charges for bulk water purchases and levy for sanitary sewer discharge.

BACKGROUND

Annually the utilities section safely delivers approximately 10 million cubic meters of high-quality potable water to its 26,285 serviced customers within the City. Employees operate, maintain and construct a city-wide transmission and distribution system that delivers safe and reliable drinking water and ensure adequate flows and pressures are maintained for the City's fire protection needs. The utilities section also provides an essential service for the collection and disposal of liquid wastewater. Employees in this section operate, maintain, and construct collection infrastructure that mitigates environmental impact as a result of blockages and overflows, and transfer of wastewater to treatment facilities.

Water and sewer regulation bylaws are brought to Council in advance of the City's financial plan bylaw in order to ensure that utility bills, which are due March 31, are mailed out to property owners in February.

Beyond funding the cost of annual operations, utility budgets also include contributions to water and sewer infrastructure reserves. These annual contributions of \$3.2 million and \$1.5 million respectively are to fund the replacement/enhancement of utility infrastructure (pipes, pumps, valves, etc.); major repairs and maintenance; studies; and other expenditures that are not part of regular operations. Contributions can either be spent in the year they are made or used in a future year.

Charges from Metro Vancouver for bulk water purchases and sanitary sewer discharge constitute the largest portion of the utility budgets (approximately 61% and 66%). For a number of years, Metro Vancouver has been forecasting significant increases to its rates to offset borrowing costs related to capital construction.

2023 Water and Sewer Amendment Bylaws – First Three Readings

DISCUSSION

The 2023 utility budget is based on maintaining 2022 service levels. As such, levy increase and budget changes primarily reflect Metro Vancouver cost escalations, labour contract estimates, efficiency savings and other growth adjustments, but do not contain any proposed enhancements or reductions to services.

The Community Charter requires that proposed expenditures and transfers to other funds must not exceed the total of the proposed funding sources and transfers from other funds for the year (i.e. the organization cannot budget for a surplus/deficit). As such, after factoring revenues, expenses and transfers to and from reserve, the net water budget balances to zero.

Water Utility Budget

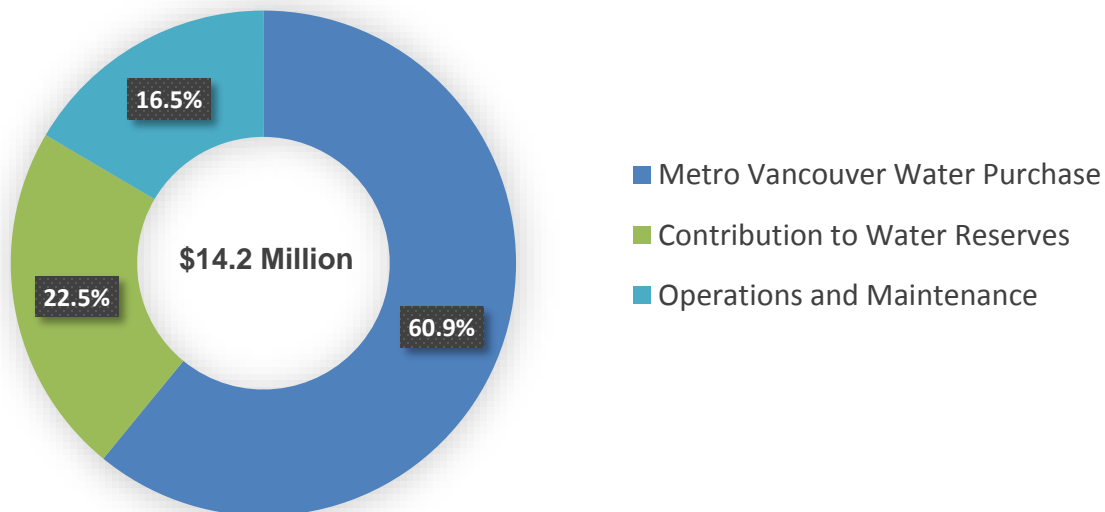
The following table provides a breakdown of the 2023 water utility budget:

	2022 Budget	2023 Budget	\$ Change	% Change
Revenues				
Utility charges	\$13,248,000	\$14,086,900	\$838,900	6.33%
Permits and licences	18,700	\$18,700	0	0.00%
Penalties and fines	80,000	80,000	0	0.00%
	\$13,346,700	\$14,185,600	\$838,900	6.29%
Expenses				
Payroll expense	\$796,100	\$835,400	\$39,300	4.94%
Contracted & other services	7,986,000	8,641,800	655,800	8.21%
Materials and supplies	136,900	136,900	0	0.00%
Telephone, utilities and rent	42,900	43,600	700	1.63%
Internal charges	1,317,200	1,329,100	11,900	0.90%
	\$10,279,100	\$10,986,800	\$707,700	6.88%
Net Reserve Transfers				
To Water Infrastructure (Net)	\$2,952,900	\$2,952,900	0	0%
To LTR Infrastructure (Net)	\$114,700	\$245,900	\$130,400	113.69%
To (From) Rate Stabilization	0	0	0	0%
	\$3,067,600	\$3,198,800	\$130,400	4.25%

2023 Water and Sewer Amendment Bylaws – First Three Readings

Net Water Budget	\$ -	\$ -	\$ -
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2023 Budgeted Water Expenditures



Payments to Metro Vancouver represent 60.9% of the expenses while transfers to/from the Water LTR and Infrastructure Reserve make up a further 22.5% of the total. Operations and maintenance (which includes administration and overhead) represent 16.5% of the total.

Impact to Residential Properties

Rate Class	2022 Levy	2023 Levy	2023 \$ Increase	2023 % Increase
Single Family Dwelling	\$484.34	\$497.95	\$13.61	2.81%
Secondary Suite	\$484.34	\$497.95	\$13.61	2.81%
Townhouse	\$453.67	\$466.40	\$12.73	2.81%
Apartment	\$431.00	\$443.10	\$12.10	2.81%

2023 Water and Sewer Amendment Bylaws – First Three Readings

Sewer Utility

The following table provides a breakdown of the 2023 sewer utility budget:

	2022 Budget	2023 Budget	\$ Change	% Change
Revenues				
Utility charges	\$9,585,400	\$10,043,200	\$457,800	4.78%
Penalties and fines	63,000	63,000	0	0.00%
	\$9,648,400	\$10,106,200	\$457,800	4.74%
Expenses				
Payroll expense	\$333,400	\$353,300	\$19,900	5.97%
Contracted & other services	6,371,800	6,702,400	330,600	5.19%
Materials & supplies	106,800	106,800	0	0.00%
Telephone, utilities & rent	73,800	75,000	1200	1.63%
Internal charges	1,305,900	1,317,000	11,100	0.85%
	\$8,191,700	\$8,554,500	\$362,800	4.43%
Net Reserve Transfers				
To Sewer Infrastructure (Net)	\$1,371,000	\$1,371,000	-	0%
To LTR Infrastructure (Net)	\$85,700	\$181,300	95,600	111.55%
To Rate Stabilization	-	-	-	0%
	\$1,456,700	\$1,552,300	\$95,600	6.56%

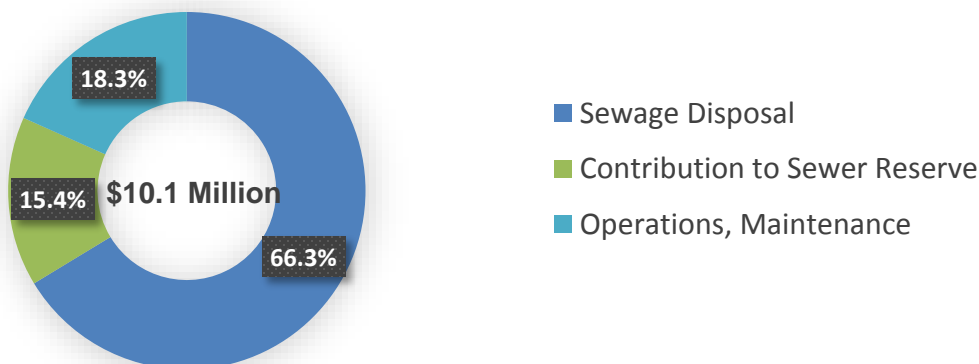
Net Sewer Budget

\$ -

\$ -

\$ -

2023 Budgeted Sewer Expenditures



Payments to Metro Vancouver represent 66.3% of the expenses while transfers to/from the Sewer LTR and Infrastructure reserves make up a further 15.4% of the total. Operations and maintenance (which includes administration and overhead) represent 18.3% of the total.

2023 Water and Sewer Amendment Bylaws – First Three Readings

Impact to Residential Properties

Rate Class	2022 Levy	2023 Levy	2023 \$ Increase	2023 % Increase
Single Family Dwelling	\$352.70	\$359.65	\$6.95	1.97%
Secondary Suite	\$352.70	\$359.65	\$6.95	1.97%
Townhouse	\$330.80	\$337.30	\$6.50	1.97%
Apartment	\$313.52	\$319.70	\$6.18	1.97%

Seniors' Discount

In 2022 the seniors' discount (a reduction of 50% of the levy for a principal residence) was given to seniors whose income did not exceed \$26,908 or had a household income that did not exceed \$33,501. 2022 saw an approximate 12% decrease in the number of properties claiming the discount.

Senior's Discount - Five Year Trend

Rate Class	2018	2019	2020	2021	2022
# of Senior's Discounts	318	335	324	297	262
Total Cost	\$111,017	\$120,315	\$117,133	\$113,595	\$101,494

The 2023 seniors' waiver is based on the taxpayer's 2021 Revenue Canada Notice of Assessment, which will be the most recent information available in February and March when the discounts are being processed. Since Statistics Canada no longer publishes the low-income threshold, the annual threshold for the seniors' discount will increase based on the Statistics Canada CPI increase for Vancouver (6.4%). The resulting threshold for 2023 will be \$28,630 per person or \$35,645 per household.

City vs Metro Vancouver Rates

Charges from Metro Vancouver for bulk water purchases and sanitary sewer discharge constitute the largest portion of the utility budgets. For a number of years, Metro Vancouver has been forecasting increases to its rates to offset borrowing costs related to capital construction. Those increases haven't come to fruition and accordingly for parts of the last 5 years the City's utility levies had been held flat or fairly low. Below is the comparative rate increases between Metro vs City.

The following rates are historical rates for Water:

Rate	2018	2019	2020	2021	2022	2023
City of Port Coquitlam	0%	4.05%	3.78%	2.00%	2.11%	2.81%
Metro Vancouver Water	3.10%	5.80%	6.00%	3.50%	4.10%	2.80%

2023 Water and Sewer Amendment Bylaws – First Three Readings

The following rates are historical rates for Sewer:

Rate	2018	2019	2020	2021	2022	2023
City of Port Coquitlam	3.86%	0.82%	2.00%	2.00%	1.98%	1.97%
Metro Vancouver Liquid Waste	8.50%	10.10%	7.20%	7.00%	4.50%	4.90%

Other Bylaw Updates


It should be noted that both water and sewer bylaws have been updated to refer to water volume in Metres cubed (M3) rather than Feet cubed (ft3). This change reflects standard measurements within the industry and ensures comparability to other jurisdictions.

The commercial metered billing structure for water charges has been updated to reflect an increasing block structure. This is in alignment with Council priorities on water conservation and user pay equity.

FINANCIAL IMPLICATIONS

The proposed 2023 utility budgets represent a 2.81% increase in water and 1.97% in sewer rates over 2022. The principal factors driving this are increases in Metro Vancouver charges for bulk water purchases and levy for sanitary sewer discharge.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	That Council give the Water Regulation Amendment Bylaw No. 4297 and Sewer Regulation Amendment Bylaw No. 4298 first three readings.
	2	Refer bylaws back to staff for further information

ATTACHMENTS

Attachment 1 – Water Regulation Amendment Bylaw No.4297

Attachment 2 – Sewer Regulation Amendment Bylaw No.4298

Lead author(s): Kushal Pachchigar

Contributing author(s): Jeffrey Lovell, Shelly Ryan

CITY OF PORT COQUITLAM
WATERWORKS REGULATION AMENDMENT BYLAW, 2023

Bylaw No. 4297

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, 2023, No. 4297”.

2. ADMINISTRATION

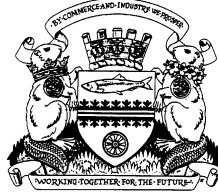
2.1 That “Waterworks Regulation Bylaw, 2016, No. 3935” be amended by replacing Schedule “B”, “C” and “E” with the Schedule “B”, “C”, and “E” attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this	day of	, 2023
READ A SECOND TIME this	day of	, 2023
READ A THIRD TIME this	day of	, 2023
ADOPTION TIME this	day of	,2023

Mayor

Corporate Officer

Schedule "B"



A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$497.95
(b) Each additional dwelling unit*	\$497.95
(c) Each townhouse unit	\$466.40
(d) Each apartment unit	\$443.10

* 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.

Minimum charge	\$89.98 minimum charge
0 – 50,000 cubic meters	\$1.1123 per cubic meter
Over 50,000 cubic meters	\$1.4342 per cubic meter

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	\$1,010.00 per annum
(b) For an Eight Inch (8") connection	\$ 873.00 per annum
(c) For a Six Inch (6") connection	\$ 670.00 per annum
(d) For a Four Inch (4") connection	\$ 511.00 per annum
(e) For a Two Inch (2") connection	\$ 418.00 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) March 31st in each year; and
- (b) 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 \$28,630 per person if they are the sole occupier of the residence or the threshold of \$35,645 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 2021 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 \$28,630 per person if they are the sole occupier of the residence or the threshold of \$35,645, 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 2021 Canada Revenue Agency Notice of Assessment **MUST** be included with the application for a sewer and water fee subsidy.

Schedule "C"

APPLICATION FOR SUITE EXEMPTION

I, _____, am the registered owner of the property located at _____

and I hereby apply for exemption of the water levies for the reason that the *SUITE*:

- ☐ Does not exist (effective date _____).
- ☐ Has not and will not be rented or occupied at any time during this calendar year. *(Additional dwelling unit/suite means one or more rooms forming a single unit that is used or intended to be used as a residence and contains cooking, eating, sleeping, and sanitary facilities).*
- ☐ Is occupied by my parent(s) or grandparent(s) and I occupy the other residence on the property as my principal residence. (Please Note: parent(s) or grandparent(s) must be related by blood, marriage, or adoption). The exemption for parent(s) and grandparent(s) will be equal to 50% of the levy charged for the additional dwelling unit/suite.
- ☐ Is occupied by a caregiver who is providing extensive physical assistance for a fee (minimum \$150 per month) to me or to my spouse, parent or child (circle as applicable), and I occupy one the other residence on the property as my primary residence and the person receiving such assistance occupies one of the residences on the property as his or her primary residence. *(Please note: parent(s) or grandparent(s) or child must be related by blood, marriage, or adoption).*

I hereby declare the above to be true and I further understand that pursuant to the relevant Bylaw, any person who signs an untrue declaration is guilty of an offence and shall be liable to additional levies equal to the sum of the exemption amount plus twice the initial levy amount. A physical inspection by a bylaw officer of the City may be required.

IT IS AN OFFENCE TO MAKE A FALSE APPLICATION

Print Name _____ Signature of Registered Owner _____

Date _____ 20_____ Phone Number _____

THIS APPLICATION MUST BE COMPLETED ANNUALLY AND SUBMITTED TO CITY HALL NO LATER THAN DECEMBER 31st OF EACH YEAR. IF SITUATIONS CHANGE AND THE SUITE IS RENTED OR OCCUPIED, PLEASE NOTIFY THE CITY HALL AT WHICH TIME ADDITIONAL CHARGES WILL BE LEVIED.

OFFICE USE

ROLL NO:

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) 2021 income.

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

My total annual net income does not exceed \$28,630 or our household annual net income does not exceed \$35,645.

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) 2021 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 2021 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, 2023

Bylaw No. 4298

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, 2023, No. 4298”.

2. ADMINISTRATION

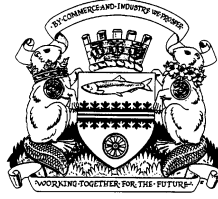
2.1 That “Sewer Regulation Bylaw, 2016, No. 3936” be amended by replacing Schedule “A”, “B” and “D” with the Schedule “A”, “B” and “D”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this	day of	, 2023
READ A SECOND TIME this	day of	, 2023
READ A THIRD TIME this	day of	, 2023
ADOPTION TIME this	day of	, 2023

Mayor

Corporate Officer

Schedule "A"



A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$359.65
(b) Each additional dwelling unit *	\$359.65
(c) Each townhouse unit	\$337.30
(d) Each apartment unit	\$319.70

* 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:

Minimum charge	\$60.46
Per cubic meter	\$0.8841

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) March 31st in each year; and
- (b) 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 \$28,630 per person if they are the sole occupier of the residence or the threshold of \$35,645 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 2021 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 \$28,630 per person if they are the sole occupier of the residence or the threshold of \$35,645 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 2021 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

Schedule "B"

APPLICATION FOR SUITE EXEMPTION

I, _____, am the registered owner of the property located at _____

and I hereby apply for exemption of the water levies for the reason that the *SUITE*:

- ☐ Does not exist (effective date _____).
- ☐ Has not and will not be rented or occupied at any time during this calendar year. *(Additional dwelling unit/suite means one or more rooms forming a single unit that is used or intended to be used as a residence and contains cooking, eating, sleeping, and sanitary facilities).*
- ☐ Is occupied by my parent(s) or grandparent(s) and I occupy the other residence on the property as my principal residence. (Please Note: parent(s) or grandparent(s) must be related by blood, marriage, or adoption). The exemption for parent(s) and grandparent(s) will be equal to 50% of the levy charged for the additional dwelling unit/suite.
- ☐ Is occupied by a caregiver who is providing extensive physical assistance for a fee (minimum \$150 per month) to me or to my spouse, parent or child (circle as applicable), and I occupy one the other residence on the property as my primary residence and the person receiving such assistance occupies one of the residences on the property as his or her primary residence. *(Please note: parent(s) or grandparent(s) or child must be related by blood, marriage, or adoption).*

I hereby declare the above to be true and I further understand that pursuant to the relevant Bylaw, any person who signs an untrue declaration is guilty of an offence and shall be liable to additional levies equal to the sum of the exemption amount plus twice the initial levy amount. A physical inspection by a bylaw officer of the City may be required.

IT IS AN OFFENCE TO MAKE A FALSE APPLICATION

Print Name _____ Signature of Registered Owner _____

Date _____ 20 _____ Phone Number _____

THIS APPLICATION MUST BE COMPLETED ANNUALLY AND SUBMITTED TO CITY HALL NO LATER THAN DECEMBER 31st OF EACH YEAR. IF SITUATIONS CHANGE AND THE SUITE IS RENTED OR OCCUPIED, PLEASE NOTIFY THE CITY HALL AT WHICH TIME ADDITIONAL CHARGES WILL BE LEVIED.

OFFICE USE

ROLL NO:

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) 2021 income.

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

My total annual net income does not exceed \$28,630 or our household annual net income does not exceed \$35,645.

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) 2021 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 2021 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. 3936. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.