

CITY OF PORT COQUITLAM  
WATERWORKS REGULATION AMENDMENT BYLAW, 2025

Bylaw No. 4392

---

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, 2025, No. 4392”.

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	28 <sup>th</sup> day of	January, 2025
READ A SECOND TIME this	28 <sup>th</sup> day of	January, 2025
READ A THIRD TIME this	28 <sup>th</sup> day of	January, 2025
ADOPTION TIME this	day of	, 2025

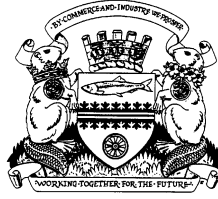
---

Mayor

---

Corporate Officer

## Schedule "B"



### A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$585.00
(b) Each additional dwelling unit*	\$505.00
(c) Each townhouse unit	\$540.00
(d) Each apartment unit	\$445.00

\* For each secondary suite, coach house, 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	\$99.29 minimum charge
0 – 50,000 cubic meters	\$1.2274 per cubic meter
Over 50,000 cubic meters	\$1.5827 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	\$1,115.00 per annum
(b) For an Eight Inch (8") connection	\$ 964.00 per annum
(c) For a Six Inch (6") connection	\$ 740.00 per annum
(d) For a Four Inch (4") connection	\$ 564.00 per annum
(e) For a Two Inch (2") connection	\$ 461.00 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 to Strata Lot 1 or to both, 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 31, 2025; and
- (b) June 2, 2025

#### ***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 for 2023 (line 236) does not exceed the threshold of \$30,580 per person if they are the sole occupier of the residence or the threshold of \$38,074 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 (50%) 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 2023 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 for 2023 (line 236) does not exceed the threshold of \$30,580 per person if they are the sole occupier of the residence or the threshold of \$38,074, 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 (50%) 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 2023 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

# Schedule "C"

## 2025 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 \_\_\_\_\_, 2025 Phone Number \_\_\_\_\_

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

OFFICE USE
<b>ROLL NO:</b>

# Schedule "E"

## 2025 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) 2023 income.

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

My total annual net income does not exceed \$30,580 or our household annual net income does not exceed \$38,074.

### 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	_____
<b>Total Net Income (Line 236)</b>		=====

I have attached a copy of my (our) 2023 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 2023 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 \_\_\_\_\_, 2025

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.