

Committee Report to Council

Waterworks and Sewer Regulation Amendment Bylaws No. 4158 and No. 4159 – First Three Readings

Committee Action:

At the December 17, 2019, Committee of Council Meeting, the staff report, 2020 Draft Utility Rates was considered and the following motion was passed:

That Committee of Council direct staff to prepare the 2020 utility rate bylaws based on the draft budget as presented in the December 17, 2020, staff report, “2020 Draft Utility Rates”.

The following additional information on the Seniors’ Discount was requested by Committee:

- The Seniors’ Discount is a reduction of 50% of the levy for a principal residence.
- To be eligible for the 2020 discount, the applicant’s 2018 net income must not exceed \$25,923 for a single occupant or \$32,275 for a household which is based on a 2.8% CPI increase for Vancouver.

The following motion is now before Council for decision:

That Council:

Give Waterworks Regulation Amendment Bylaw No. 4158 and Sewer Regulation Amendment Bylaw No. 4159 first three readings

2020 Draft Utility Rates

RECOMMENDATION:

That Committee of Council direct staff to prepare the 2020 utility rate bylaws based on the draft budget as presented in the December 17, 2020, staff report, "2020 Draft Utility Rates".

PREVIOUS COUNCIL/COMMITTEE ACTION

None

REPORT SUMMARY

The 2020 draft utility budgets represent a 3.78% increase in water and 2.00% in sewer rates over 2019. The principal factors driving this increase are an increase in Metro Vancouver charges for bulk water purchases and sanitary sewer discharge.

BACKGROUND

Annually the utilities section safely delivers approximately 9.2 million cubic meters of high quality potable water to its 25,418 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 ensures 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.

To pay for these services, the City charges utility rates on a user pay basis. Residential units pay a flat rate whereas commercial units are metered and pay based on usage. Water and sewer regulation bylaws are brought to Council in advance of the remainder of the City's budget in order to ensure that utility bills are mailed out to property owners by the second week of February, to be paid by March 31st. This results in funding for the year being available in advance of property tax collection in July.

Beyond funding the cost of annual operations, utility budgets also include contributions to water and sewer infrastructure reserves. These annual contributions of \$2.0 million and \$702 thousand 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.

The City has also been setting aside an additional 1% of the prior year's utility levy revenue on a cumulative basis for long term infrastructure replacement (LTR). This funding is intended to help

2020 Draft Utility Rates

fund the anticipated replacement of aging infrastructure as major portions of the City's older infrastructure comes up for replacement.

Charges from Metro Vancouver for bulk water purchases and sanitary sewer discharge constitute the largest portion of the utility budgets (approximately 57%). For a number of years, Metro Vancouver has been forecasting increases to its rates to offset borrowing costs related to capital construction. Until recently, those increases hadn't come to fruition and accordingly for parts of the last 10 years the City's utility levies had been held flat or fairly low.

The following are the historical Port Coquitlam increases over the past 10 years:

Rate	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Water	8.90%	10.20%	6.33%	6.11%	2.4%	0%	0%	0.85%	0%	4.05%
Sewer	4.80%	-1.70%	6.33%	3.38%	0%	0%	0%	3.75%	3.86%	0.82%

In anticipation of future rate increases, the water and sewer budgets have also historically included \$80,000 annually for contributions to the water and sewer rate stabilization reserve. These reserves were established to potentially smooth the impact of future increases.

On January 8, 2019, Committee of Council adopted the following guidelines outlining the use of the rate stabilization reserves:

- Target utility rate: The city will target a utility rate increase between 2.0% to 4.5%.
- Use of rate stabilization reserve: The city will use the reserve to reduce the rate increase to 4.5% in years where it would otherwise exceed 4.5%. To smooth rate increases over a three year period, withdrawals from the reserve in a given year should not exceed 1/3 of the opening balance.
- Contribution to rate stabilization reserve: In years where the rate increase falls below 2.0% the city will make a contribution of up to \$80,000 to the reserve with a cap such that the rate increase does not exceed 2.0%. No contribution will be made in years where the rate increase exceeds 2.0%.

As a result of these guidelines, the City did not make a contribution to the water rate stabilization reserve in 2019 as the utility rate increase exceeded the 2% threshold in the adopted guidelines. The water rate stabilization reserve is projected to have a \$1.05 million balance at the end of 2019 and the sewer rate stabilization reserve is projected to have a \$417 thousand balance (the sewer reserve balance is lower as contributions did not start until 2015).

2020 Draft Utility Rates

DISCUSSION

The 2020 draft utility budget is based on maintaining 2019 service levels. As such, changes reflect inflation, other contractual increases and efficiencies, but do not contain any proposed enhancements or reductions to services.

Until the 10 year capital, financial and asset management plans are developed in 2020, it is proposed to keep the LTR reserve contributions at the 2019 levels (water LTR contribution of \$1,007,100, sewer LTR contribution of \$754,700). The additional 1% LTR contributions of \$121,200 for water and an additional 1% of \$89,900 for sewer are therefore not included in the proposed budget.

FINANCIAL IMPLICATIONS

Water Utility

The following table provides a breakdown of the 2020 draft water utility budget. Prior to consideration of the rate stabilization reserve, the required increase in rates was 3.78%. Based on the adopted rate stabilization guidelines, as the rate increase is above 2% but below 4.5% no contribution to the reserve is proposed.

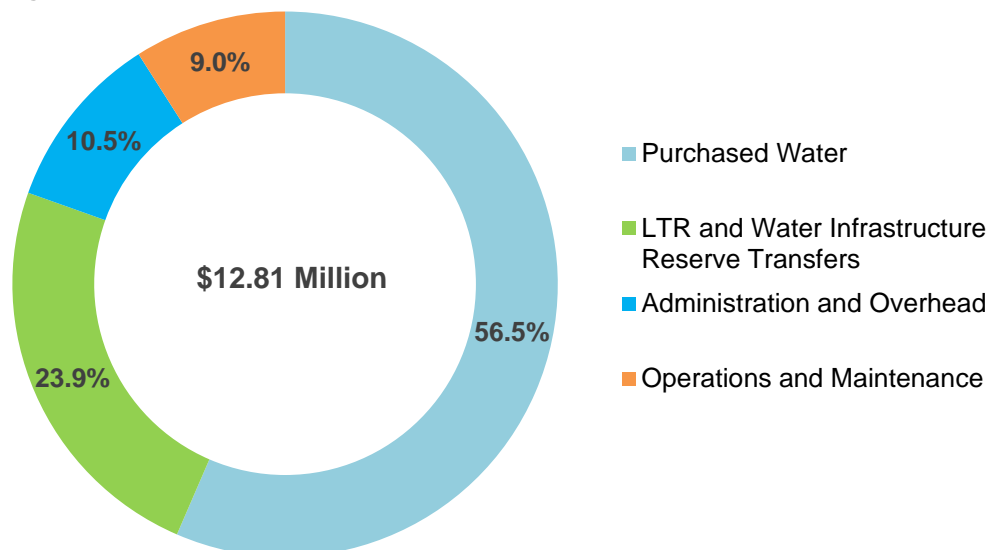
Figure 1: Water Utility Budget

	2019 Approved Budget	2020 Draft Budget	\$ Change	% Change
Revenues				
Utility charges	\$12,247,700	\$12,710,600	\$462,900	3.78%
Permits and licences	18,700	18,700	-	0.00%
Penalties and fines	80,000	80,000	-	0.00%
	\$ 12,346,400	\$ 12,809,300	\$ 462,900	3.75%
Expenses				
Payroll expense	\$773,600	\$786,000	\$12,400	1.60%
Contracted & other services	6,926,500	7,377,500	451,000	6.51%
Materials and supplies	127,900	124,400	(3,500)	-2.74%
Telephone, utilities and rent	47,600	42,400	(5,200)	-10.92%
Internal charges	1,403,200	1,411,400	8,200	0.58%
	\$ 9,260,100	\$ 9,741,700	\$462,500	4.99%
Net Reserve Transfers				
To LTR and Water Infrastructure	\$ 3,067,600	\$ 3,067,600	\$ -	-
To (From) Rate Stabilization	-	-	-	-
	\$ 3,067,600	\$ 3,067,600	\$ -	-
Net Water Budget	\$ -	\$ -	\$ -	- %

2020 Draft Utility Rates

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 \$0.

Figure 2: 2020 Budgeted Water Expenditures



Payments to Metro Vancouver represent 56.5% of the expenses while transfers to the Water LTR & Infrastructure reserves make up a further 23.9% of the total. Operations and maintenance represent 9.0% of the total. Lastly, administration and overhead charges make up the remaining 10.5%. In 2015 the City undertook a utility benchmarking exercise where it was noted that the City's overhead was higher than comparative municipalities. Following an internal review in 2016 staff proposed a phased approach to realign the costs. The direction provided by Committee at the time was to avoid adjustments to overheads as those adjustments would have a corresponding impact on property taxation. Since that time, staff have not proposed any adjustments to shift a portion of overhead back to property taxes.

The draft 2020 water budget results in the following impact to residential and commercial properties.

Figure 3: Impact to Residential Properties

Rate Class	2019 Levy	2020 Proposed Levy	2020 \$ Increase	2020 % Increase
Single Family Dwelling	\$ 448.05	\$ 464.99	\$ 16.94	3.78%
Secondary Suite	\$ 448.05	\$ 464.99	\$ 16.94	3.78%
Townhouse	\$ 419.72	\$ 435.59	\$ 15.87	3.78%
Apartment	\$ 398.74	\$ 413.81	\$ 15.07	3.78%

2020 Draft Utility Rates

Figure 4: Impact to Commercial Properties

Rate Class	2019 Example Levy	2020 Estimated Levy	2020 \$ Increase	2020 % Increase
Low Volume Retail	\$ 2,032.24	\$2,109.06	\$76.82	3.78%
Medium Volume Retail	\$ 6,394.08	\$6,635.78	\$241.70	3.78%
High Volume Retail	\$ 23,554.76	\$24,445.13	\$890.37	3.78%
Large Industrial	\$ 378,107.36	\$392,399.82	\$14,292.46	3.78%

Sewer Utility

The following table provides a breakdown of the 2020 draft sewer utility budget. Prior to consideration of the rate stabilization reserve, the required increase in rates was 1.68%. Based on the adopted rate stabilization guidelines, as the rate increase is below 2% a contribution of \$28,600 to the rate stabilization reserve is proposed which would bring the levy increase to 2%.

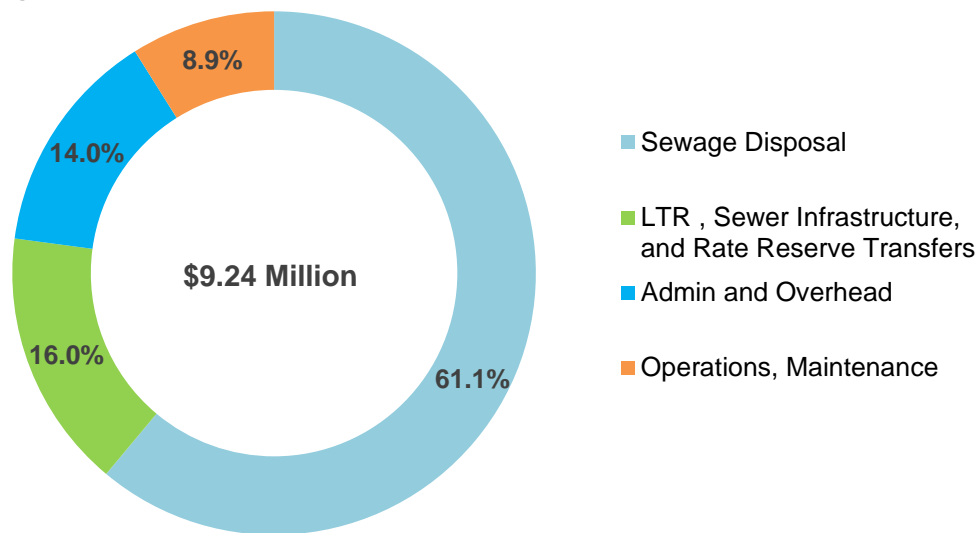
Figure 5: Sewer Utility Budget

	2019 Approved Budget	2020 Draft Budget	\$ Change	% Change
Revenues				
Utility charges	\$ 9,021,100	\$ 9,201,100	\$ 180,000	2.00%
Penalties and fines	63,000	63,000	-	0.00%
	\$ 9,084,100	\$ 9,264,100	\$ 180,000	1.98%
Expenses				
Payroll expense	\$ 351,200	\$ 353,700	\$ 10,100	0.71%
Contracted & other services	5,721,000	5,941,800	220,800	3.86%
Materials & supplies	74,000	76,800	2,800	3.78%
Telephone, utilities & rent	78,000	78,000	-	0.00%
Internal charges	1,323,200	1,328,500	5,300	0.40%
	\$ 7,547,400	\$ 7,778,800	\$ 231,400	3.07%
Net Reserve Transfers				
To LTR & Sewer Infrastructure	\$ 1,456,700	\$ 1,456,700	\$ -	-
To (From) Rate Stabilization	80,000	28,600	(51,400)	-64.25%
	\$ 1,536,700	\$ 1,485,300	\$ (51,400)	-3.34%
Net Sewer Budget	\$ -	\$ -	\$ -	- %

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). As such, after factoring revenues, expenses and transfers to and from reserve, the net sewer budget balances to \$0.

2020 Draft Utility Rates

Figure 6: 2020 Budgeted Sewer Expenditures



Payments to Metro Vancouver represent 61.1% of the expenses while transfers to the Sewer LTR, Infrastructure and Stabilization reserves make up a further 16.0% of the total. Operations and maintenance represent 8.9% of the total. Lastly, administration and overhead charges make up the remaining 14.0%. Similarly to water, sewer overheads allocations have not been adjusted since the rate review in 2016.

The draft 2020 utility budget results in the following impact to residential and commercial properties.

Figure 7: Impact to Residential Properties

Rate Class	2019 Levy	2020 Proposed Levy	2020 \$ Increase	2020 % Increase
Single Family Dwelling	\$ 332.43	\$ 339.08	\$6.65	2.00%
Secondary Suite	\$ 332.43	\$ 339.08	\$6.65	2.00%
Townhouse	\$ 311.78	\$ 318.02	\$6.24	2.00%
Apartment	\$ 295.49	\$ 301.40	\$5.91	2.00%

Figure 8: Impact to Commercial Properties

Rate Class	2019 Example Levy	2020 Estimated Levy	2020 \$ Increase	2020 % Increase
Low Volume Retail	\$ 524.32	\$534.81	\$10.49	2.00%
Medium Volume Retail	\$ 4,520.28	\$4,610.69	\$90.41	2.00%
High Volume Retail	\$ 20,241.36	\$20,646.19	\$404.83	2.00%
Large Industrial	\$ 345,050.80	\$351,951.82	\$6,901.02	2.00%

2020 Draft Utility Rates

Seniors' Discount

In 2019 the seniors' discount (a reduction of 50% of the levy for a principal residence) was given to seniors whose income did not exceed \$25,217 or had a household income that did not exceed \$31,396. 2019 saw a 5% increase in the number of properties claiming the discount.

Figure 9: Senior's Discount - Five Year Trend

Rate Class	2015	2016	2017	2018	2019
# of Senior's Discounts	271	268	274	318	334
Total Cost	\$ 91,949	\$90,298	\$ 93,549	\$110,347	\$119,506

The 2020 seniors' waiver is based on the taxpayer's 2018 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 be increased by the amount of the Statistics Canada CPI increase for Vancouver each year. In this case, the increase was 2.8% for 2018.

Future Impact of Metro Vancouver Rate Increases

Given that Metro Vancouver's charges are a significant portion of the City's utility expenses, their increases have a large impact on the City's rates. Metro Vancouver's five year financial plan for the Fraser Sewerage area includes the following projections for rate increases to water and sewer:

Figure 10: Metro Vancouver Five Year Forecast

Rate	2020	2021	2022	2023	2024
Water	6.0%	6.1%	8.8%	9.9%	10.1%
Sewer	4.0%	13.9%	15.6%	13.4%	8.1%

OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Direct staff to prepare the utility rate bylaws for 2020 based on the draft budget.
	2	Direct staff to prepare the utility rate bylaws for 2020 based on an amended budget.
	3	Direct staff to bring back additional information to committee for consideration.

Lead authors: Karen Grommada and Farouk Zaba

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

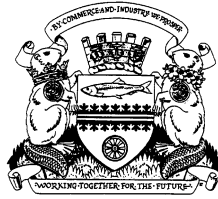
READ A SECOND TIME this

READ A THIRD TIME this

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

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

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.

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.