

*A Bylaw to fix the rates, terms, and conditions which water
from the domestic water system operated by The Corporation
of the City of Port Coquitlam may be supplied and used.*

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

Citation

1. This Bylaw may be cited for all purposes as the "Waterworks Regulation Bylaw, 2016, No. 3935".

Definitions

2. In this Bylaw, unless the context otherwise requires:

Caregiver means a person who provides extensive physical assistance for a fee (minimum of \$150.00 per month) to an owner, or a spouse, parent or child of an owner provided that the person receiving the care is permanently disabled;

City shall mean the Municipal area comprised within the boundaries of the City of Port Coquitlam, or The Corporation of the City of Port Coquitlam, as the context may require.

Council shall mean the Municipal Council of The Corporation of the City of Port Coquitlam.

Dwelling Unit 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, and includes manufactured homes and mobile homes.

Extensive Physical Assistance means extensive physical assistance and care which is necessary in order to perform the functions of daily living in the home; for example, preparation of meals, personal care and hygiene. Extensive physical assistance does not include, for example:

- a) assistance with activities outside of the home, i.e. driving, grocery shopping or recreation;
- b) home care provided by a provincial health care or social services government or government funded agency, including, but not limited to, caregivers;

- c) assistance with home repairs and maintenance or yard work;

Financial Officer shall mean the person duly appointed as such from time to time by the City Council pursuant to the *Community Charter*.

Grandparent means a person who is the grandparent of the property owner, who is related by blood, marriage, or adoption;

Meter Service shall mean a service having attached thereto a meter for determining the quantity of water supplied by such service.

Parent shall mean a person who is the father or mother of the owner, related by blood, marriage, adoption or foster.

Permanently Disabled means a person with a permanent disability for which there is no remedial therapy available which would significantly lessen the disability; and which is sufficiently severe that in order to manage normal daily functioning in the home in which the person resides the person requires either extensive physical assistance; or structural modifications to the home;

Rate shall mean the price or sum of money to be paid by any consumer for the quantity of water supplied to him, as measured by a meter; or, the annual charge for water as provided by this Bylaw.

Rent shall mean the sum of money charged for the use of a water meter.

Residential Premises shall mean all premises used solely for residential purposes and home occupations permitted by the City's Zoning Bylaw.

Suite means a dwelling unit located within a building otherwise used for a single residential use.

Service shall mean and include the supply of water from the said works to any person, company, or corporation, and all pipes, taps, valves, connections, and other things necessary to or actually used for the purpose of such supply.

Single-Residential Building means any building containing one dwelling unit, but no more than one;

Two-Family Building means any building containing two dwelling units.

Administration

- 3.** 1) The Manager of Revenue and Collections shall collect all water rates and rents in with the terms and conditions provided in this Bylaw.
- 2) The Director of Engineering and Operations or designate shall have charge and control of the various works and properties required for the supply of water in the City, together with all engineering and mechanical work in connection therewith, including the laying of pipes and services, repairs of meters, and inspection of same.

Water Meters

- 4.** 1) All water supplied to premises other than residential premises shall be supplied by a meter service upon completion of an agreement to take, use, and pay for such water according to the form as set out in Schedule "B" of this Bylaw. Every consumer receiving water by a meter service shall give the Director of Engineering and Operations or designate access to every facility for the installation, inspection, and protection of water pipes and meters upon his premises, and whenever the Director of Engineering and Operations or designate finds a meter blocked or out of order and failing to register the full amount of water supplied, or indicating that no water has been used, it shall be lawful to charge and collect the same water rates as if the meter had registered correctly and such rates shall be based on the average rates for the preceding six months.
- 2) Notwithstanding the provisions of the foregoing, a meter may be installed on any water service to residential premises whenever and wherever the Director of Engineering and Operations or designate deems it advisable to do so, and upon such a meter being installed the rates provided by this schedule shall be charged.
- 3) If a consumer questions the accuracy of a water meter, it shall be removed at his request on written application to the Director of Engineering and Operations or designate and shall, in the presence of the consumer, if he specifically requests, be tested by means of apparatus provided and a report thereon duly made. If the test discloses an error against the consumer of more than three percent in the meter's registry, the excess of the consumption of the three previous readings shall be credited to the consumer's meter account and the City will bear the entire cost of the test and the deposit hereinafter prescribed shall be returned. But in the event of no such inaccuracy in favour of the consumer being found, the person who has requested the test shall pay the charge fixed for such test. Before the removal or the testing of a meter, the person requesting such test shall, at the time of filing his request make a deposit of the amount charged for such test subject to the conditions herein stated.
- 4) No meter shall be removed or in any way disturbed, nor the seal broken, except under the direction of the Director of Engineering and Operations or designate.

- 5) If a meter installed on the consumer's premises is stolen, or is damaged by freezing, hot water, fire, or otherwise, the cost of repairs or replacement will be added to and considered a part of the water bill for that period.
- 6) Every consumer of water other than owners of premises used solely for residential purposes shall pay for the full amount of water as registered by the meter according to the rate applicable to the service and no deduction shall be allowed on account of any waste of water, whether accidental or otherwise.
- 7) In the case of leaky, defective, or improper pipes, meters, or indicators on any premises, the Director of Engineering and Operations or designate shall notify the occupant or owner, and the necessary repairs or alterations shall be made within forty-eight (48) hours after the said notice has been given; or, where the condition of the pipes or fixtures is such as to cause waste of water or damage to property immediately; and if such repairs are not made the water supply shall be disconnected by shutting the stopcock, or by detaching at the main, and the water shall not be turned on again until repairs or alterations have been made to the satisfaction of the Director of Engineering and Operations or designate, and the expense of making such disconnection and re-connection paid. No person shall have any claim against the City by reason of such disconnection.

Secondary Suites

5. 1) A parcel containing a two-family building where one of the two dwelling units is a suite shall, under this Bylaw, be treated as a parcel containing only a Single-Residential building if:
 - a) the owner of the parcel resides in one of the dwelling units as his or her principal residence and the other dwelling unit is occupied by a caregiver who is providing extensive physical assistance to an owner or a spouse or child of an owner who resides in the other dwelling unit; or
 - b) the suite will not and is not occupied or rented at any time during a calendar year; or
 - c) the premises are inspected by a bylaw enforcement officer of the City upon request by the owner and the inspection confirms that the suite does not exist.
- 2) In the case of the other dwelling unit is occupied by a parent(s) or grandparent(s) of the owner the exemption granted will equal 50% of the levy for the other dwelling unit provided the owner of the parcel resides in one of the dwelling units as his or her principal residence.
- 3) In order to qualify under section 5. 1) or 5. 2), the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule C to this Bylaw to the Manager of Revenue and Collections annually no later than December 31st of each year. In the case of section 5. 1) a), the owner shall also

submit a declaration in the form attached as Schedule D, completed and signed by the physician of the physically disabled person. In the case of 5. 1) or 5. 2), the Manager of Revenues and Collections may require a physical inspection of the premises by a bylaw enforcement officer of the City.

- 4) If, despite the submission of the declarations required under section 5. 3), a parcel ceases to meet any of the requirements under section 5. 1) or 5. 2), the parcel shall be treated as a two-family building under this Bylaw.
- 5) An owner shall immediately notify the Manager of Revenue and Collections of any occurrence triggering section 5. 4).
- 6) All rates and fees imposed under this Bylaw shall be collected in the same manner and with the same remedies as ordinary taxes on land and improvements under the *Local Government Act*, *Community Charter* or other legislation governing taxation by the City.
- 7) Any person who evades, or knowingly assists in the evasion of levies under this bylaw 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.
- 8) An application for exemption of said charges prescribed under section 5. 1) must be made in the form provided herein as "Schedule "C".

Inspection

6. Every consumer to whom water is supplied under this Bylaw shall allow the Director of Engineering and Operations or designate to enter in and upon their premises at all reasonable times. For the purpose of inspecting the premises and the pipes, fixtures, taps, meters, and any other apparatus used in connection with the water supply. Refusal of inspection will result in the exemption being disallowed.

Installation of Water Service

7.
 - 1) All applications for the installation of water service shall be made to the Director of Engineering and Operations or designate by the owner or his duly authorized agent, who shall, at the time of making such application, execute an agreement with the City which shall be in the form contained in Schedule "A" hereto.
 - 2) At the time of making the application referred to in section 7. 1) of this Section the applicant shall pay a fee calculated at the estimated cost of installing the water service.
 - 3) In the event that a connection requires a water meter said water meter shall be included in the cost of the connection. The maintenance of said water meter shall be carried out by the City at the expense of the consumer.

- 4) An application for the installation of water service made in the form provided in Schedule "A" of this Bylaw whether or not the said application is made before or after the coming into force of this Bylaw shall be as valid and effectual as if the same had been on the form provided in Schedule "A" of this Bylaw.
- 5) Upon an application being received for a water service, and the fee prescribed for the same being paid, the Director of Engineering and Operations or designate shall cause a service to be provided and laid down from the main to the premises as soon as convenient.
- 6) The size of the pipe to be used in supplying water to any premises and also the position in the street in which it is to be laid shall in every case be determined solely by the City.
- 7) When the installation of such service is complete the particulars thereof shall be duly recorded and as necessary from time to time, the particulars of any alteration or discontinuance thereafter made with regard to such service shall also be noted, and the Manager of Revenue and Collections notified thereof.
- 8) No work of any kind connected with the water service, either for the laying of new or the repair of old service shall be permitted to be done upon, or under the streets by any person other than an employee of the City, unless written consent of the Council is first obtained.
- 9) In case any person desires to have service pipes laid in any particular direction other than the shortest way from the main to the premises, the consent of the City shall first be obtained, and any extra expense incurred over the ordinary way of laying such service pipes, shall be paid by the applicant, over and above the usual service fee.
- 10) All service pipes in any premises including service pipes on private property shall be laid at a depth of not less than twenty-four (24) inches (or such greater depth as may be required by the Director of Engineering and Operations or designate) below the surface of the ground, and where they cross under or near other excavations they shall be properly protected against settlement; and in all cases they must be laid so as to be protected from frost. Every service pipe shall be provided with a proper stop and waste tap, which shall be placed immediately inside the outer wall of the premises, or in such other suitable place as the Director of Engineering and Operations or designate may require, for the use of the owner or occupant to shut off the water in case of leaks, or when the premises become vacant.
- 11) Every water service connected to the City's water system shall have an approved type pressure regulator or regulators installed as near the point of entry as practicable preceded by an adequate strainer, and the pressure shall be reduced

to eighty-five pounds per square inch or less. This provision shall not apply to fire lines or lawn sprinklers. Each such regulator or strainer shall be of the same nominal diameter as the water service or building supply, whichever is the larger, and shall be accessibly located and shall have the strainer readily accessible for cleaning without removing the regulator or strainer body or disconnecting the supplying piping.

Turning Water On/Off

- 8.** 1) Applications for the turning on or off of the water service or any request for special meter readings on any premises shall be made in writing to the Director of Engineering and Operations or designate accompanied by a fee as specified in Schedule B of the Fees and Charges Bylaw No. 3892.
- 2) Any person vacating any premises and desiring to discontinue the water service shall notify the Director of Engineering and Operations or designate as provided in Section 12 of this Bylaw, and in default thereof the usual rates will be charged until the water is actually turned off by the City.

Damage or Obstruction

- 9.** 1) No person shall obstruct, at any time or in any manner, the access to any hydrant, valve, stopcock, or other fixture connected with the City water system whether the same is located on private property or not, and should any person obstruct access to any such fixture by placing thereon or near thereto any brick, stone, timber, or other material, the Director of Engineering and Operations or designate may have such obstruction removed at the expense of the offending person or owner of the property serviced.
- 2) In case of any breakage, stoppage, or other irregularity in the meter is observed by the consumer, he shall notify the Director of Engineering and Operations or designate immediately.
- 3) No person shall in any way interfere or tamper with any hydrant, valve, stopcock, pipe, or other water works appliance outside of his own premises, nor shall any person, not being duly authorized by the Director of Engineering and Operations or designate, open or use any fire hydrant for sprinkling or any other purpose whatsoever, or in any way interfere or tamper with any meter or pipe leading to such meter.

Maintenance

- 10.** All persons shall keep their water pipes and fixtures on their own property and premises in good order and repair, and protect them from frost at their own risk and expense; and when any premise is vacated the stopcock on the inside wall shall be turned off by the party leaving the premises or by the owner.

Rates and Charges

- 11.** 1) The several rates enumerated in Schedule "B" of this Bylaw are hereby imposed and levied by the City, and all such rates or rents shall be payable to the City of Port Coquitlam.
- 2) Effective 120 calendar days from the date of issuance of engineering charges for a building permit to construct improvements classified for residential purposes (single residential residence, duplex, or triplex), or from the date of connection for the servicing of existing improved properties not formerly serviced by a Water Connection, the owner or applicant shall pay in advance the user rates as prescribed in Schedule "B", prorated to a daily equivalent, for the balance of the year in which the billing period starts.
- 3) Effective 365 calendar days from the date of issuance of engineering charges for a building permit to construct improvements classified for residential purposes (multifamily four stories or less), or from the date of connection for the servicing of existing improved properties not formerly serviced by a Water Connection, the owner or applicant shall pay in advance the user rates as prescribed in Schedule "B", prorated to a daily equivalent, for the balance of the year in which the billing period starts.
- 4) Effective 545 calendar days from the date of issuance of engineering charges for a building permit to construct improvements classified for residential purposes (multifamily greater than four stories), or from the date of connection for the servicing of existing improved properties not formerly serviced by a Water Connection, the owner or applicant shall pay in advance the user rates as prescribed in Schedule "B", prorated to a daily equivalent, for the balance of the year in which the billing period starts.

Penalties

- 12.** 1) A penalty of 5% shall be added to the outstanding balances levied for the current year under Sections A, C, D and E of Schedule B, after:
- a) the close of business on March 31st in each year; and
 - b) the close of business on May 31st in each year.
 - c) the user rates set forth in Schedule "B" to this Bylaw shall be charged irrespective of whether the premises are occupied.
- 2) Any person who contravenes any provision of this Bylaw commits an offence and is liable upon summary conviction to a fine not exceeding \$5,000.00.
- 3) In addition to any other fine imposed under this Bylaw, any person who evades or knowingly assists in the evasion of rates under this bylaw is guilty of an offence and shall be liable to a penalty equal to twice the amount that was evaded.
- 4) When any rates, rents, or penalties due by any person under this Bylaw for water supplied by the City, remains unpaid on the thirty-first (31st) day of December the same shall be deemed to be taxes in arrears in respect of the property to which the service was provided and shall forthwith be entered on the real property tax roll by the Manager of Revenue and Collections as taxes in arrears.
- 5) Services may be discontinued for any of the following reasons:
- a) non-payment of charges or fees levied pursuant to this Bylaw;
 - b) contravention of any other section of this Bylaw.
- 6) Council may disconnect from the waterworks system any real property in respect of which fees and charges are unpaid on the thirty-first (31st) day of December. The service will be disconnected after giving seven days' notice by registered mail. Notice will be deemed to be given two days after the register mail is sent. The city will reconnect the property to the waterworks system after all fees are paid plus the reconnection fee.

Waiver of Liability

- 13.** Nothing contained in this Bylaw shall be construed to impose any liability on the City to install any particular size of water service for which application has been made, or to extend or permit the extension of a water main or lateral, or give a continuous supply of water or any particular pressure to any person or property in the City; and the City hereby reserves the right to reject any application for any particular size of water service, greater than the minimum size or to shut off water to any premises in the City or to alter the

pressure without giving any notice to any person from whose premises the water may be shut off and without incurring any liability therefore.

Severance

- 14.** If any part of this Bylaw is held to be invalid by any court, the invalid portion shall be severed.

Repeal

- 15.** That Waterworks Regulation Bylaw, 2015, No. 3888, be repealed.

Read a first time by the Municipal Council this 23rd day of November, 2015.

Read a second time by the Municipal Council this 23rd day of November, 2015.

Read a third time by the Municipal Council this 23rd day of November, 2015.

Certified in accordance with the Bylaw authorizing the revision.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 14th day of December, 2015.

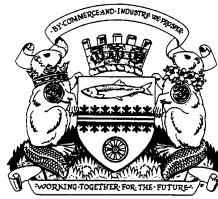
Mayor

Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	SECTION AMENDED	DATE
3983	Schedule A	2017 01 24
4040	Schedule B and E	2018 01 23
4105	Schedule B and E	2019 02 05
4158	Schedule B and E	2020 01 28
4205	Schedule B and E	2021 02 09
4256	Schedule B, C and E	2022 02 08
4297	Schedule B, C and E	2023 02 14
4354	Schedule B, C and E	2024 01 23
4392	Schedule B, C and E	2025-02-11

Schedule "A"



APPLICATION AND AGREEMENT FOR WATER SUPPLY

No. _____

I, the undersigned, being the owner (or duly authorized agent) of the premises described as:

Legal Description _____

Civic Address _____ Port Coquitlam, BC

do hereby make application to have water supplied to the above-described lands or buildings thereon by a _____ inch service for the following purpose:

- Residential (Number of self- contained housing units to be supplied with water by this service: _____)
- Other than residential (Proposed Use _____)

And I further agree to pay all meter rents and rates for all water supplied as prescribed by the "Waterworks Regulation Bylaw, 2016, No. 3935" and amendments thereto. I further agree that I will be bound by all the provisions of the said Bylaw where applicable, and the rules, regulations, terms, and conditions made thereunder, and in consideration of the aforesaid, I will protect and save harmless The Corporation of the City of Port Coquitlam from all claims for damages caused by bursting of any pipes, boilers, or tanks, or other appliances used for the supply of water under this application.

Dated at the City of Port Coquitlam this _____ day of _____, 20 ____.

Witness: _____

Applicant: _____

Receipt No.: _____

Fee: \$ _____

Date Installed: _____

Roll No.: _____

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 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 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 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"

SUPPLEMENTARY DISABILITY FORM FOR SUITE EXEMPTION or DISABILITY WAIVER

A. Patient Information

Patient's Name: (last name) (first name)		Birth Date:	Year	Mo	Day
Patient's Address:	Apt. #	Street Number:	Street Name:		
City:			Province:	Postal Code:	

"Extensive Physical Assistance" means extensive supervision and care which is necessary in order to perform the functions of daily living in the home; for example, preparation of meals, personal care and hygiene. Extensive physical assistance does not include, for example:

- (a) Assistance with activities outside of the home, ie. driving, grocery shopping or recreation.
- (b) Home care provided by a provincial health care or social services government or government funded agency, including but not limited to caregivers.
- (c) Assistance with home repairs and maintenance or yard work.

Caregiver shall mean a person who provides extensive physical assistance for a fee (minimum of \$150 per month) to a property owner, or a spouse or parent or child of the property owner provided that the person receiving the care is permanently disabled.

B. Application (Please complete all sections below)

Is the patient permanently disabled? Please check one:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes , what is the nature of the disability?		

Schedule "D" Cont'd

SUPPLEMENTARY DISABILITY FORM FOR SUITE EXEMPTION or DISABILITY WAIVER

Date patient's disability was diagnosed:		
Does the patient require "extensive physical assistance" in the home as a result of this disability? Please check one:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, Please describe in detail the assistance the patient requires:		
Approximate monthly cost of assistance:		
Does the patient's disability require a caregiver to live in the home of the patient? Please check one:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Physician's Signature:		

Return completed form to: **City of Port Coquitlam**
Tax Department
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

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) 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	_____

Total Net Income (Line 236)

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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.