

Considered at the January 11, 2022 Council meeting



City of Port Moody Report/Recommendation to Council

Date: December 13, 2021
Submitted by: Finance and Technology Department – Financial Services Division
Subject: Amendment to City of Port Moody Fees Bylaw, 2021, No. 3327

Purpose

To amend the City of Port Moody Fees Bylaw, 2021, No. 3327 to expand on the categories for the tiered water rate structure to allow for additional clarity and transparency in administering rates for water, sewer, and solid waste charges.

Recommended Resolution(s)

THAT City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 1, 2022, No. 3339 be read a first, second, and third time as recommended in the report dated December 13, 2021 from the Finance and Technology Department – Financial Services Division regarding Amendment to City of Port Moody Fees Bylaw, 2021, No. 3327.

Background

The City of Port Moody Fees Bylaw determines annual rates and continuous review of existing fees to ensure that the fees reflect the most current cost of delivering services.

Discussion

At the October 5, 2021 Special Council (Committee of the Whole) meeting, staff presented a tiered approach to water and sewer fees in response to the following resolution from the Regular Council meeting held on November 10, 2020:

RC20/409

THAT staff report back with a tiered approach to water and sewer fees that includes lower utility rates for secondary suites and an analysis of the associated financial impacts.

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At that meeting of October 5, 2021, Council passed the following resolution:

CW21/106

THAT staff report back with options to reduce water and sewer rates for housing types generally considered to be affordable housing options such as secondary suites and laneway houses, and set rates for churches within a new not-for-profit class that are consistent with comparable benevolent and not-for-profit organizations.

Staff reported back at the October 19, 2021 Finance Committee Meeting. At that meeting, the following resolution was passed:

FC21/059

THAT staff report back with rate reductions for townhouses and condos.

Staff presented City of Port Moody Fees Bylaw, 2021, No. 3327 for Council consideration on November 23, 2021; the Bylaw was adopted on December 7, 2021. During the implementation of the new rate structure, staff identified two categories that would need to be specifically included in the Fees Bylaw so that there is more clarity to the housing type descriptors.

Duplexes – per unit

Staff recommend that duplexes be identified and charged the same rate as a single-family residence. According to the Utility Regulation Section of the Water Management Branch, Ministry of Forests, Lands, Natural Resource Operations & Rural Development, Government of BC, single family homes and duplexes have comparable occupancy rates and irrigation demands, and the infrastructure maintenance costs are aligned. During all previous deliberations, duplexes were categorized with single family homes.

Vacant Land

Staff recommend that vacant land be charged the same rate as a single-family residence. Typically, a home is demolished, and a new development is constructed in its place. Historically, the City would not remove water charges when a property is being developed as the capping of services is temporary, and contribution to the infrastructure maintenance costs should be maintained. Vacant land can at minimum accommodate a single-family residence, so this would be the minimum charge for that parcel of land.

Adjustments

Staff have added a disclaimer that it is the responsibility of the property owner to check the accuracy of the services listed on the notice and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year. Multi-year adjustments create accounting and administrative challenges; therefore, this will be highlighted on the Utility Notice to prompt residents to check the accuracy of their charges.

Other Option(s)

THAT the report dated December 13, 2021 from the Finance and Technology Department – Financial Services Division regarding Amendment to City of Port Moody Fees Bylaw, 2021, No. 3327 be received for information.

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Financial Implications

The inclusion of this amendment in the Fees Bylaw will allow for clarity and transparency in administering rates for water and sewer tiered rates.

Communications and Civic Engagement Initiatives

No public consultation is required as this is a housekeeping item that would allow for more clarity regarding different housing types, and the breakdown of charges applicable to these housing types.

Council Strategic Plan Objectives

Exceptional Service is achieved through continuous review of existing fees and ensuring consistency among administrative policies.

Attachment(s)

1. Draft City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 1, 2022, No. 3339.

Report Author

Tyson Ganske, CPA, CGA
Manager of Financial Planning

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Report Approval Details

Document Title:	Fees Bylaw Amendment to Water and Sewer Rate Categories.docx
Attachments:	- Attachment 1 - City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 1, 2022, No. 3339.pdf
Final Approval Date:	Dec 23, 2021

This report and all of its attachments were approved and signed as outlined below:

Lindsay Todd for Rosemary Lodge, Manager of Communications and Engagement - Dec 21, 2021 - 12:35 PM

Kate Zanon, General Manager of Community Development - Dec 21, 2021 - 12:40 PM

Jeff Moi, General Manager of Engineering and Operations - Dec 21, 2021 - 1:26 PM

Darcey O'Riordan, Fire Chief - Dec 21, 2021 - 1:32 PM

Ron Higo, General Manager of Community Services - Dec 21, 2021 - 2:34 PM

Virgelene Rutherford for Angie Parnell, General Manager of People, Communications, and Engagement - Dec 21, 2021 - 3:59 PM

Paul Rockwood, General Manager of Finance and Technology - Dec 21, 2021 - 4:36 PM

Dorothy Shermer, Corporate Officer - Dec 21, 2021 - 4:49 PM

Tim Savoie, City Manager - Dec 23, 2021 - 8:03 AM



City of Port Moody

Bylaw No. 3339

A Bylaw to amend the Fees Bylaw to provide greater clarity on Sanitary Sewer and Waterworks Billing, Rates, and Charges.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as “City of Port Moody Fees Bylaw, 2021, No. 3327, Amendment Bylaw No. 1, 2022, No. 3339”.

2. Amendments

- 2.1 City of Port Moody Fees Bylaw, 2021, No. 3327 is amended by replacing the Sanitary Sewer Billing and Payment of Charges section in Schedule “A” with the Sanitary Sewer Billing and Payment of Charges section in “Schedule A – Operations – Sanitary Sewer” attached to and forming part of this Bylaw.
- 2.2 City of Port Moody Fees Bylaw, 2021, No. 3327 is further amended by replacing the Sanitary Sewer Flat Rate Charges Annual Charge section in Schedule “A” with the Sanitary Sewer Flat Rate Charges Annual Charge section in “Schedule A – Operations – Sanitary Sewer” attached to and forming part of this Bylaw.
- 2.3 City of Port Moody Fees Bylaw, 2021, No. 3327 is further amended by replacing the Waterworks Billing and Payment of Charges section in Schedule “A” with the Waterworks Billing and Payment of Charges section in “Schedule B – Operations – Waterworks” attached to and forming part of this Bylaw.
- 2.4 City of Port Moody Fees Bylaw, 2021, No. 3327 is further amended by replacing the Waterworks Flat Rate Charges Annual Charge section in Schedule “A” with the Waterworks Flat Rate Charges Annual Charge section in “Schedule B – Operations – Waterworks” attached to and forming part of this Bylaw.

3. Attachments and Schedules

- 3.1 The following schedules are attached to and forms part of this Bylaw:
 - Schedule A – Operations – Sanitary Sewer; and
 - Schedule B – Operations – Waterworks.

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4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2022.

Read a second time this ___ day of _____, 2022.

Read a third time this ___ day of _____, 2022.

Adopted this ___ day of _____, 2022.

R. Vagramov
Mayor

D. Shermer
Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. 3339 of the City of Port Moody.

D. Shermer
Corporate Officer

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Schedule A – Operations – Sanitary Sewer

Sanitary Sewer Billing and Payment of Charges	
a)	The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last business day of February. A 5% penalty will be applied on all outstanding balances remaining after this due date, with a second 5% penalty to be applied to all outstanding balances after the last business day of March.
b)	All utility charges will be levied for the current calendar year. If service charges are modified throughout the year, the charges will be adjusted on a prorated basis.
c)	Any user charges which remain unpaid on December 31st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.
d)	It is the responsibility of the property owner to check the accuracy of the services listed on the notice, and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year.
e)	Temporary disconnections of the service in RS Zones, including construction and property vacancies, will continue to incur service charges.
f)	Upon application for a Building Permit to construct a multi-family dwelling or detached accessory dwelling unit upon a property and when such building use is subject to a flat rate charge, the application of charges will not commence until an occupancy permit is issued for the unit, and charges will be prorated for the remainder of the year at this time.
g)	Any Industrial, Commercial, or Institutional user (ICI) whose charges are based on metered consumption shall be billed quarterly, or on such billing schedule as may be determined by the General Manager of Finance and Technology from time to time. Metered charges shall be due and payable fifteen (15) working days from the invoice date. A 10% penalty will be applied to any current billings outstanding after the due date.

Sanitary Sewer Flat Rate Charges Annual Charge		\$
Residential		
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit		422.00
Townhouses, and Row houses – per unit		398.00
Apartments, and Condos – per unit		267.00
Detached Accessory Dwelling Units (i.e. Laneway house), and Suites (in private dwellings or commercial premises) – per unit		203.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)		203.00
Commercial		
Offices and Stores – per business unit		455.00
Restaurants, Cafes, and Coffee Shops – per business unit		781.00
Service Stations and Garages – per business unit		781.00
Salon, Spa, Barbershop		455.00
Warehouses – per business unit		455.00
Institutional/Non-Profit Organizations		
Churches and Public Halls		455.00
Non-Profit Organizations (excluding properties Assessed as Class 1)		455.00
Unclassified		
Any users not provided for in the above classifications		455.00
Non-Port Moody Residential (with Sewer Agreement)		
Per dwelling unit (Single-Family, Apartment, Townhouse, Row house, Detached Accessory Dwelling, or Suite in either private dwelling or commercial premises)		244.00

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Schedule B – Operations – Waterworks

Waterworks Billing and Payment of Charges	
a)	The flat rate charges shall be billed annually, in advance, and shall be due and payable on the last business day of February. A 5% penalty will be applied on all outstanding balances remaining after this due date, with a second 5% penalty to be applied to all outstanding balances after the last business day of March
b)	All utility charges will be levied for the current calendar year. If service charges are modified throughout the year, the charges will be adjusted on a prorated basis.
c)	Any user charges which remain unpaid on December 31 st shall be deemed to be taxes in arrears and shall promptly be so entered on the tax roll by the Collector.
d)	It is the responsibility of the property owner to check the accuracy of the services listed on the notice, and notify the Finance Department of discrepancies. Adjustments will only be corrected within one calendar year.
e)	Temporary disconnections of the service in RS Zones, including construction and property vacancies, will continue to incur service charges.
f)	Upon application for a Building Permit to construct a multi-family dwelling or detached accessory dwelling unit upon a property and when such building use is subject to a flat rate charge, the application of charges will not commence until an occupancy permit is issued for the unit, and charges will be prorated for the remainder of the year at this time.
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Waterworks Flat Rate Charges Annual Charge		\$
Residential		
Vacant Lots, Single-Family Dwellings, and Duplexes – per unit		594.00
Townhouses, and Row houses – per unit		557.00
Apartments, and Condos – per unit		373.00
Detached Accessory Dwelling Units (i.e. Laneway house), and Suites (in private dwellings or commercial premises) – per unit		284.00
Not-For-Profit Rental housing owned and operated by community-based, non-profit societies (excluding local/provincial governments and regional districts)		284.00
Commercial		
Offices and Stores – per business unit		594.00
Restaurants, Cafes, and Coffee Shops – per business unit		1,275.00
Service Stations and Garages – per business unit		1,275.00
Salon, Spa, Barbershop		594.00
Warehouses – per business unit		594.00
Institutional/Non-Profit Organizations		
Churches and Public Halls		320.00
Non-Profit Organizations (excluding properties Assessed as Class 1)		320.00
Unclassified		
Any users not provided for in the above classifications		594.00