

# Considered at the April 22, 2025, Regular Council meeting

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## Memorandum

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Date: April 22, 2025  
 Submitted by: Finance and Technology Department – Financial Services Division  
 Subject: 2025 Alternative Tax Collection Scheme – Bylaw No. 3497

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The *Community Charter* provides a general tax collection scheme under which taxes are due on July 2 (or following business day if July 2 falls on a weekend). Council may, pursuant to section 235 of the *Community Charter*, establish an Alternative Municipal Tax Collection Scheme that establishes one or more dates on which all or part of the property taxes are due and to establish penalties to be applied on taxes unpaid at that date.

At the January 21, 2025, Finance Committee meeting, the following resolution was passed:

**FC25/004**

THAT staff be directed to bring forward the provisions of an alternative tax collection scheme with the 2025 tax rates bylaw that includes a due date of July 2, 2025, with a 5% penalty and a second 5% penalty for all payments received after September 15, 2025, and a waiver of the penalty for the Home Owner Grant portion of outstanding taxes if the home owner applies to the Province of British Columbia by September 15, 2025, as recommended in the memo dated January 21, 2025, from the Finance and Technology Department – Financial Services Division regarding Alternative Tax Collection Scheme consideration for 2025.

Included for Council's consideration as **Attachment 1** is draft City of Port Moody Alternative Municipal Tax Collection Scheme Bylaw, 2025, No. 3497, which implements an Alternative Tax Collection Scheme for 2025. The recommended resolution is:

**THAT City of Port Moody Alternative Municipal Tax Collection Scheme Bylaw, 2025, No. 3497 be read a first, second, and third time as recommended in the memo dated April 22, 2025, from the Finance and Technology Department – Financial Services Division regarding 2025 Alternative Tax Collection Scheme – Bylaw No. 3497.**

Attachment(s)

1. Draft City of Port Moody Alternative Municipal Tax Collection Scheme Bylaw, 2025, No. 3497.

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## Report Approval Details

Document Title:	2025 Alternative Tax Collection Scheme – Bylaw No. 3497.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Alternative Municipal Tax Collection Scheme Bylaw, 2025, No. 3497.pdf
Final Approval Date:	Apr 14, 2025

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

Tyson Ganske, Deputy Chief Financial Officer - Apr 9, 2025

Tracey Takahashi, Deputy Corporate Officer - Apr 10, 2025

Paul Rockwood, General Manager of Finance and Technology - Apr 10, 2025

Stephanie Lam, City Clerk and Manager of Legislative Services - Apr 10, 2025

Lindsay Todd, Manager of Communications and Engagement - Apr 10, 2025

Kate Zanon, Deputy City Manager - Apr 10, 2025

Anna Mathewson, City Manager - Apr 14, 2025



# City of Port Moody

## Bylaw No. 3497

A Bylaw to establish an alternative municipal tax collection scheme that clearly establishes when penalties are added to unpaid taxes.

WHEREAS it is provided by section 235 of the *Community Charter* that Council may, by bylaw, establish an alternative municipal tax collection scheme to:

- a) establish one or more dates on which all or part of the property taxes under Part 7 – Municipal Revenue are due; and
- b) establish penalties and interest to be applied in relation to payments made after a tax due date established by the bylaw;

NOW THEREFORE 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 Alternative Municipal Tax Collection Scheme Bylaw, 2025, No. 3497”.

### 2. Repeal

- 2.1 City of Port Moody Alternative Municipal Tax Collection Scheme Bylaw, 2024, No. 3454 and all amendments thereto are hereby repealed.

### 3. Alternative Municipal Tax Collection Scheme

- 3.1 Subject to any owner election under section 4, all Municipal Property Taxes levied by and due to the City of Port Moody for the 2025 taxation year must be received by 11:59pm on July 2, 2025.
- 3.2 On July 3, 2025, a 5% penalty will be applied to any 2025 Property Tax amount not received as of 11:59pm on July 2, 2025.
- 3.3 On September 16, 2025, an additional 5% penalty will be applied to any 2025 Property Tax amount not received as of 11:59pm on September 15, 2025.

### 4. General Tax Collection Scheme

- 4.1 Subject to any owner election under section 6, all Municipal Property Taxes levied by and due to the City of Port Moody under the General Tax Collection Scheme must be received by 5:00pm on July 2, 2025.

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Attachment 1

- 4.2 Under the General Tax Collection Scheme, if all or part of the property taxes referred to in section 234(1) of the *Community Charter* for a parcel of land and its improvements on the assessment roll remain unpaid after July 2, 2025, a penalty equal to 10% of the portion that remains unpaid will be added to the amount owing.

## 5. Penalty Waiver

- 5.1 Where penalties would otherwise be applied, and the Property Owner is eligible for and subsequently claims the current year's Home Owner Grant and applies to the province of British Columbia for such grant on or before September 15, 2025, the penalty shall not be applied to that portion of the taxes outstanding which was equal to the current year's Home Owner Grant.

## 6. Election of Municipal Tax Collection Scheme

- 6.1 A Property Owner may elect to pay all Municipal Property Taxes under the Alternative Municipal Tax Collection Scheme by providing written notice of that election to the municipality no later than May 31, 2025.
- 6.2 A Property Owner may elect to pay all Municipal Property Taxes under the General Tax Collection Scheme by providing written notice of that election to the municipality no later than May 31, 2025.
- 6.3 A Property Owner may change an election under sections 6.1 or 6.2 by giving written notice to the municipality no later than May 31, 2025, provided that a Property Owner may only change their election once.
- 6.4 If a Property Owner makes no election under section 6.1 or 6.2, the Alternative Municipal Tax Collection Scheme automatically applies to the Property Owner.
- 6.5 Any written notice to be given under this section must be directed to the General Manager of Finance and Technology, or their designate, at 100 Newport Drive, Port Moody, British Columbia, V3H 5C3.

## 7. Severability

- 7.1 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 \_\_\_\_, 2025.

**Read a second time** this \_\_\_ day of \_\_\_\_, 2025.

**Read a third time** this \_\_\_ day of \_\_\_\_, 2025.

**Adopted** this \_\_\_ day of \_\_\_\_, 2025.

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Attachment 1

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M. Lahti  
Mayor

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S. Lam  
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3497 of the City of Port Moody.

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S. Lam  
City Clerk