

# Staff Report to Council

Financial Services

FILE: 05-1700-01/21

REPORT DATE: April 01, 2021

MEETING DATE:

April 13, 2021

TO: Mayor and Council

FROM: Cheryl Harding, Director of Financial Services

SUBJECT: 2021 Financial Plan & Utility Fee Bylaws

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:



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**RECOMMENDATION(S):** THAT Council:

- A. Grant first, second and third readings to the 2021 to 2025 Financial Plan Bylaw No. 2882, 2021; AND
- B. Approve updated Policy C049 – Revenue and Taxation for inclusion as an attachment in Financial Plan Bylaw No. 2882, 2021 as required by the Community Charter; AND
- C. Grant first, second and third readings to the Drainage System Protection Amendment Bylaw No. 2887, 2021; AND
- D. Grant first, second and third readings to the Sanitary Sewer and Storm Drain Amendment Bylaw No. 2885, 2021; AND
- E. Grant first, second and third readings to the Solid Waste Collection and Disposal Amendment Bylaw No. 2886, 2021; AND
- F. Grant first, second and third readings to the Waterworks Amendment Bylaw No. 2884, 2021; AND
- G. As per the authority granted through Ministerial Order M192 [*local government meetings and bylaw process (COVID-19) Order No. 3*], ADOPT the

G.1 2021 to 2025 Financial Plan Bylaw No. 2882, 2021; AND

- G.2 Drainage System Protection Amendment Bylaw No. 2887, 2021; AND
- G.3 Sanitary Sewer and Storm Drain Amendment Bylaw No. 2885, 2021; AND
- G.4 Solid Waste Collection and Disposal Amendment Bylaw No. 2886, 2021; AND
- G.5 Waterworks Amendment Bylaw No. 2884, 2021; OR

H. Other.

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## **PURPOSE**

The purpose of this report is to obtain Council's approval of the 2021 Utility Fee bylaws and the 2021 to 2025 Financial Plan Bylaw.

☐ Information Report      ☒ Decision Report      ☐ Direction Report

## **DISCUSSION**

### **Background:**

The 2021 to 2025 budget and business planning process consisted of budget workshops, business plan and property tax assessment presentations and meetings for Council budget deliberations. The process commenced in June 2020 when the budget principles and guidelines were approved and culminated with Council deliberating on and approving the budgets in December 2020.

The Corporate Leadership Team undertook a rigorous budget review process that involved significant scrutiny of operational activities in all City departments. Many staff were involved in the process and significant management feedback occurred at several stages throughout budget development.

The process included assessment of budget resources needed to deliver the same services as in 2020, excluding the impact of COVID-19 as addressed further below, by utilizing a number of mechanisms including:

- Contemplating new revenue opportunities;
- Reviewing revenue streams to ensure better cost recovery;
- Rationalizing use of staff overtime;
- Extending tool and equipment life where possible;
- Changing the way we perform tasks to be more efficient; and

- Matching budget to historical costs.

## COVID-19 Implications

There is still uncertainty about how long-term measures such as physical distancing and limits on mass gatherings will be in effect, and the extent of the adverse revenue impacts. The Financial Plan is based on the City's current operations and the assumption that the City will not resume full recreation and cultural services until 2022.

COVID-19 temporary financial impacts of reduced fee related revenues and increased costs such as more frequent cleaning are being funded from reserve.

## Relevant Policy, Bylaw or Legislation:

In accordance with Section 165(1) of the Community Charter, the City must adopt a five year financial plan prior to adopting the annual property tax bylaw. The annual property tax bylaw must be adopted by May 15th per the Community Charter Section 197(1).

## Analysis:

The 2021 budget focuses on the City's key strategic priorities regarding safety and essential services. The combined property tax and utilities increase is 3.77 percent or \$125 for the average single-family home with an assessed value of \$763,290.

## Operating Budget

The financial plan bylaw provides the authority for the city to expend funds in accordance with Council's budget deliberations in November and December 2020. The approved budget provides for continuing to deliver City services to the citizens of Pitt Meadows. Four full-time Fire Safety Technicians have been added to Fire services with two planned to begin in April and an additional two in October.

## Utilities

The breakdown of the single family 2021 utility fees supporting the budget approved by Council in December 2020 is summarized below:

Service Type	2021
Diking	\$ 20
Drainage Services	51
Sanitary Sewer Services	352
Solid Waste Services	205
Water Services	530
<b>Subtotal User Fees</b>	<b>\$1,158</b>
Drainage Services (mill rate)	84
<b>Total Utility Fees</b>	<b>\$1,242</b>

## Capital Budget

The 2021 capital budget is \$11.9 million. Significant projects include:

- Main Fire Hall Replacement (Year 2 of 3) - \$5.3 million
- McKechnie Rd/Dewdney to Connecting Rd – \$1.2 million
- Fenton Drainage Pump Replacement – \$450,000
- Replace Fire Hub Rescue - \$400,000
- Watermain Replacement 117 Avenue - \$380,000

## Carry Forward Projects

During the January/February period all 2020 projects were reviewed through the yearend process. Projects that were incomplete at the end of 2020 and carried forward to 2021, including the continuation of the Fire Hall replacement, have been incorporated into the 2021 Financial Plan Bylaw and amount to \$20 million. These projects are listed in Attachment F.

## COUNCIL STRATEGIC PLAN ALIGNMENT

- ☐ Principled Governance   ☐ Balanced Economic Prosperity   ☒ Corporate Excellence  
☐ Community Spirit & Wellbeing   ☐ Transportation & Infrastructure Initiatives  
☐ Not Applicable

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## FINANCIAL IMPLICATIONS

- ☐ None   ☐ Budget Previously Approved   ☐ Referral to Business Planning  
☒ Other

There have been a number of budget control measures taken to offset revenue reductions and increased costs as a result of the COVID-19 pandemic. Staff are committed to exercising financial prudence in ensuring the City's budget remains balanced through these cost measures and period of revenue declines.

Many of these adjustments will require amendments to the financial plan bylaw. As has been the City's past practice, adjustments will be accumulated throughout the year and one amended financial plan bylaw will be presented to Council after the yearend process is completed.

Council directed staff to bring forward the 2021 Financial Plan and Utility Fee Bylaws based on the budget information referred to earlier in this report. Staff has prepared the bylaw for Council consideration which includes the following attachments:

## **2021-2025 Consolidated Financial Plan Bylaw (Attachment A)**

Includes the general, water, sewer, solid waste, and drainage and diking funds set out in the format as prescribed by section 165 of the Community Charter.

## **Taxation and Revenue Policy C049 (Attachment A)**

This policy addresses the requirements of section 165 of the Community Charter which requires the financial plan to establish the objectives and policies of the City for the planning period for:

- The proportion of total revenue that is proposed to come from each funding source;
- The distribution of property taxes among the property classes;
- The use of permissive tax exemptions.

## **Utility Fee Bylaws (Attachments B to E)**

The Utility fee bylaws for drainage, solid waste, sewer and water provide staff with the authority to levy utility fees on properties within the City.

## **Capital Project Carry Forwards (Attachment F)**

Capital projects carried forward from 2020 to 2021 which have been incorporated into the 2021 to 2025 Financial Plan Bylaw. Funding for all projects has been provided for in the 2020 approved budget therefore, there is no impact to 2021 taxation or 2021 reserve funding levels.

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## **PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

Comment(s):

Business and financial plans have been available at City Hall and on the City's website. Throughout the year there have been advertisements with respect to budget meetings and presentations to encourage public attendance and provide the public with opportunities to ask questions and provide comments throughout.

Advertisements and promotions of the business and budget planning process has also been provided on the City's website.

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## **KATZIE FIRST NATION CONSIDERATIONS**

Referral      ☐ Yes    ☒ No

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**SIGN-OFFS**

**Written by:**

Cheryl Harding, Director of Financial Services

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**ATTACHMENT(S):**

- A. 2021 – 2025 Financial Plan Bylaw No. 2882, 2021 and Policy C049 – Revenue and Taxation
- B. Drainage System Protection Amendment Bylaw No. 2887, 2021
- C. Sanitary Sewer and Storm Drain Amendment Bylaw No. 2885, 2021
- D. Solid Waste Collection and Disposal Amendment Bylaw No. 2886, 2021
- E. Waterworks Amendment Bylaw No. 2884, 2021
- F. 2020 Capital Carry Forward Listing to 2021

CITY OF PITT MEADOWS  
2021 – 2025 FINANCIAL PLAN  
BYLAW NO. 2882, 2021

Attachment A

A Bylaw to adopt the 2021 to 2025 Financial Plan

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The Council of the City of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "**City of Pitt Meadows 2021 – 2025 Financial Plan Bylaw**".
2. Schedule "A", attached to and forming part of this Bylaw, is adopted as the 2021 - 2025 Financial Plan of the City of Pitt Meadows for the period beginning January 1, 2021 and ending December 31, 2025.
3. Schedule "B", attached to and forming part of this Bylaw, specifies the transfers to, and expenditures from, the City Reserve Funds for the period beginning January 1, 2021 and ending December 31, 2025.
4. Schedule "C", attached to and forming part of this Bylaw, is the Revenue and Taxation Policy for the City of Pitt Meadows.
5. The 2020 – 2024 Financial Plan Bylaw No. 2845, 2020, and its amendments, are repealed.

READ a FIRST, SECOND and THIRD time on

As per authority granted under Ministerial Order M192 [*local government meetings and bylaw process (covid-19) order no. 3*], ADOPTED on

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Bill Dingwall  
Mayor

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Kate Barchard  
Corporate Officer

## SCHEDULE "A"

### 2021 - 2025 Financial Plan

<b><u>REVENUES</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>
Municipal Property and Other Taxes	\$ 25,293,200	\$ 26,473,500	\$ 27,427,800	\$ 28,323,300	\$ 29,191,200
Utility Charges	11,032,000	11,381,900	11,841,400	12,540,800	13,379,800
Sale of Services	1,425,600	1,683,500	1,799,700	1,836,000	1,873,400
Licenses, Permits, Penalties, Fines	2,338,500	1,559,700	1,576,100	1,513,900	1,492,500
Investment Income	455,900	434,400	445,600	451,100	413,100
Government Transfers	1,440,600	809,000	792,500	556,000	552,000
Contributions	9,662,700	3,984,400	1,828,700	33,700	831,100
Other Revenue	483,600	620,600	638,900	641,700	644,400
<b>Total Revenues</b>	<b>\$ 52,132,100</b>	<b>\$ 46,947,000</b>	<b>\$ 46,350,700</b>	<b>\$ 45,896,500</b>	<b>\$ 48,377,500</b>
<b><u>EXPENSES</u></b>					
Operating Expenditures	\$ 30,702,800	\$ 31,891,100	\$ 32,715,000	\$ 33,789,700	\$ 34,961,100
Debt Interest	154,500	141,200	127,500	113,400	65,100
Amortization	5,260,500	5,260,500	5,260,500	5,260,500	5,260,500
<b>Total Operating Expenses</b>	<b>\$ 36,117,800</b>	<b>\$ 37,292,800</b>	<b>\$ 38,103,000</b>	<b>\$ 39,163,600</b>	<b>\$ 40,286,700</b>
<b>Net Revenues (Expenditure)</b>	<b>\$ 16,014,300</b>	<b>\$ 9,654,200</b>	<b>\$ 8,247,700</b>	<b>\$ 6,732,900</b>	<b>\$ 8,090,800</b>
<b><u>ALLOCATIONS</u></b>					
Net Transfers from/(to) Reserves	\$ 11,324,500	\$ 1,668,400	\$ (2,611,900)	\$ (4,726,900)	\$ (68,100)
Capital Expenditures	(32,189,000)	(16,162,700)	(10,465,400)	(6,824,600)	(12,796,100)
Unfunded Amortization	5,260,500	5,260,500	5,260,500	5,260,500	5,260,500
External Debt Principle Repayment	(410,300)	(420,400)	(430,900)	(441,900)	(487,100)
<b>Total Allocations</b>	<b>\$ (16,014,300)</b>	<b>\$ (9,654,200)</b>	<b>\$ (8,247,700)</b>	<b>\$ (6,732,900)</b>	<b>\$ (8,090,800)</b>
<b>BUDGET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## SCHEDULE "B"

<b>Transfers from Reserves:</b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>
Arena Capital Reserve Fund	262,100	220,000	225,000	230,000	235,000
Community Amenity Fund	-	-	410,000	-	430,000
Carbon Neutrality Reserve Fund	52,500	15,000	15,000	15,000	15,000
Drainage Capital Reserve Fund	1,767,000	2,605,100	1,149,900	225,800	1,086,200
Diking Capital Reserve Fund	139,300	66,300	66,500	66,800	67,000
Equipment Replacement Reserve Fund	2,602,400	1,409,400	1,388,000	1,059,500	1,057,400
Future Capital Reserve Fund	541,900	346,500	262,500	25,000	25,000
Facilities & Fixtures Lifecycle Reserve Fund	14,336,200	2,542,000	1,921,700	1,086,600	1,591,300
Minor Capital Reserve Fund	14,000	14,000	504,000	14,000	14,000
Operating Reserve Fund	2,697,800	403,000	198,600	201,000	272,400
Parkland Reserve Fund	1,200,000	-	-	-	-
Sanitary Sewer Capital Reserve Fund	536,100	242,400	197,800	343,100	941,200
South Bonson Amenities Reserve Fund	50,500	47,400	44,200	41,100	37,900
Transportation Infrastructure Reserve Fund	2,663,100	2,742,400	692,200	3,575,500	4,561,700
Waterworks Capital Reserve Fund	1,867,900	2,050,400	1,911,100	716,200	2,256,900
<b>Total Transfers from Reserves</b>	<b>28,730,800</b>	<b>12,703,900</b>	<b>8,986,500</b>	<b>7,599,600</b>	<b>12,591,000</b>
<b>Transfers to Reserves:</b>					
Arena Capital Reserve Fund	(174,400)	(171,500)	(174,700)	(175,700)	(175,300)
Carbon Neutrality/Sustainability Reserve Fund	(23,700)	(23,500)	(23,700)	(23,700)	(23,600)
Community Amenity Reserve Fund	(4,749,200)	(86,400)	(96,400)	(85,400)	(64,400)
Drainage Capital Reserve Fund	(1,004,500)	(1,056,300)	(1,106,300)	(1,156,300)	(1,206,900)
Diking Capital Reserve Fund	(169,300)	(167,800)	(169,700)	(170,000)	(168,100)
Equipment Replacement Reserve Fund	(1,063,900)	(1,143,600)	(1,223,100)	(1,501,200)	(1,381,700)
Facilities & Fixtures Lifecycle Reserve Fund	(4,403,200)	(3,403,200)	(3,698,600)	(4,024,900)	(4,372,400)
Future Capital Reserve Fund	(577,300)	(578,000)	(581,000)	(583,700)	(584,600)
Minor Capital Reserve Fund	(64,500)	(62,000)	(63,400)	(58,200)	(57,800)
Operating Reserve Fund	(1,038,800)	(151,900)	(177,400)	(144,300)	(139,700)
Insurance and Liability Reserve Fund	(3,200)	(2,100)	(2,400)	(2,200)	(1,500)
Parkland Acquisition Reserve Fund	(8,600)	(7,400)	(7,800)	(7,600)	(6,800)
Sanitary Sewer Capital Reserve Fund	(524,900)	(531,900)	(541,300)	(565,500)	(589,400)
South Bonson Amenities Reserve Fund	(15,200)	(13,100)	(13,100)	(12,500)	(11,500)
Transportation Infrastructure Reserve Fund	(2,174,000)	(2,160,700)	(2,188,400)	(2,228,700)	(2,223,400)
Waterworks Capital Reserve Fund	(1,411,600)	(1,476,100)	(1,531,100)	(1,586,600)	(1,652,000)
<b>Total Transfers to Reserves</b>	<b>(17,406,300)</b>	<b>(11,035,500)</b>	<b>(11,598,400)</b>	<b>(12,326,500)</b>	<b>(12,659,100)</b>
<b>Total Transfers from (To) Reserve Funds</b>	<b>\$ 11,324,500</b>	<b>\$ 1,668,400</b>	<b>\$ (2,611,900)</b>	<b>\$ (4,726,900)</b>	<b>\$ (68,100)</b>

\* - Statutory Reserves as per Part 6 of the Community Charter

## SCHEDULE "C"

### POLICY NO. C049 – Revenue and Taxation

PITT MEADOWS POLICY MANUAL	POLICY NO. C049
SUBJECT: Revenue and Taxation	Approved by Council:

#### PURPOSE:

To comply with the disclosure requirements as set out in section 165 (3.1) of the Community Charter.

#### POLICY:

##### Total Revenue

**Charter Requirement:** Set out the objectives and policies regarding the proportion of total revenue proposed to come from each funding source.

The proportion of funding sources included in the financial plan is as follows:

	2021	2022	2023	2024	2025
Municipal Property & Other Taxes	48.5%	56.5%	59.2%	61.7%	60.3%
Utility Charges	21.2%	24.2%	25.5%	27.3%	27.7%
Sale of Services	2.7%	3.6%	3.9%	4.0%	3.9%
Licenses, Permits, Penalties, Fines	4.5%	3.3%	3.4%	3.3%	3.1%
Investment Income	0.9%	0.9%	1.0%	1.0%	0.9%
Government Transfers	2.8%	1.7%	1.7%	1.2%	1.1%
Contributions	18.5%	8.5%	3.9%	0.1%	1.7%
Other Revenue	0.9%	1.3%	1.4%	1.4%	1.3%
<b>Total</b>	100.0%	100.0%	100.0%	100.0%	100.0%

Property Tax is the City's largest source of revenue and provides funding for the "public type" services provided by the City which cannot be or are undesirable to be funded on a user pay basis such as parks and leisure services, public safety, transportation and general government. Its proportion of total revenue will vary

from year to year depending on the capital program and the use of reserves, borrowing or grants for the capital program.

**Policy:** The City is committed to, where feasible and for appropriate municipal services, shifting the payment of the services from property taxes to user fees. To this end, the City will review user fees and charges annually and compare to the costs to provide the services and comparative costs from other municipalities.

The City will also regularly review Development Cost Charge rates to ensure that developers who profit from development in the municipality pay an appropriate share of the cost of the municipal infrastructure required to service new developments.

**Objective:** That “private type” services provided by the City are charged and paid for on a full cost recovery basis.

#### Taxation Revenue

**Charter Requirement:** Set out the objectives and policies regarding the distribution of property taxes among the property classes.

The distribution of general property tax revenue across different property taxes is as follows:

	Class	Assessment %	Revenue %
Residential	1	78.82%	54.50%
Utilities	2	0.12%	1.17%
Major Industry	4	0.14%	0.64%
Light Industry	5	3.31%	7.99%
Business & Other	6	16.91%	32.14%
Recreation / Non-Profit	8	0.42%	1.14%
Farm	9	0.28%	2.42%
<b>Total</b>		100.00%	100.00%

The City remains heavily reliant on residential property taxation at 54.50% of total general property tax revenue. For 2021, approximately 45.5% is budgeted to come from non-residential assessment classes which make up only 21.18% of the total assessed value for the City.

**Policy:** The City is committed to increasing the overall proportion of revenue from non-residential classes through growth and development while working to ensure that the amount of property taxes paid by business and industry does not harm the

ability for existing businesses to operate effectively in the community and is not a deterrent for business considering locating in the community.

The City will regularly review growth in the respective classes of the tax base and compare the City's tax ratio between residential property owners and business owners relative to other municipalities in Metro Vancouver.

**Objective:** That the City has a broad assessment base in which each class share an equitable portion of the general property tax burden.

#### Permissive Exemptions

**Charter Requirement:** Set out the objectives and policies regarding the use of permissive tax exemptions.

**Policy:** The City of Pitt Meadows uses Policy C061 – Permissive Tax Exemptions, which has been approved by Council. The purpose of the policy is as follows:

*"A permissive tax exemption is a means for Council to support organizations within the community which further Council's objectives of enhancing quality of life (economic, social, cultural) and delivering services economically. This policy guides identification of organizations meeting Council's objectives."*

This policy demonstrates that Council will consider providing permissive exemptions to not-for-profit institutions that form a valuable part of our community. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

**Objective:** Council will periodically examine its permissive tax exemption policy to determine if changes are necessary. The policy was last reviewed by Council in 2015.

**CITY OF PITT MEADOWS  
DRAINAGE SYSTEM PROTECTION AMENDMENT  
BYLAW NO. 2887, 2021**

A Bylaw to amend a section of Drainage System Protection Bylaw  
No. 2266, 2007

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The Council of the City of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the **"City of Pitt Meadows Drainage System Protection Amendment Bylaw No. 2887, 2021".**
2. Schedule "E" of Drainage System Protection Bylaw No. 2266, 2007, is repealed and replaced with a revised Schedule "E", which is attached to and forms part of this Bylaw.

READ a FIRST, SECOND, and THIRD time on

As per authority granted under Ministerial Order M192 [local government meetings and bylaw process (covid-19) order no. 3],  
ADOPTED on

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Bill Dingwall, Mayor

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Kate Barchard, Corporate Officer

**SCHEDULE "E"**  
**DRAINAGE CHARGES**

**Urban Areas:**

Residential – single housing*	\$50.59/unit
Residential – multiple housing	\$21.60/unit
Non-residential	\$1419.43/hectare

**Rural Areas:**

Agriculture**	\$139.31/hectare
Non-agriculture	\$139.31/hectare

\* Single housing includes duplex housing, modular homes, mobile homes

\*\* Agriculture includes land zoned agriculture located within urban areas

**CITY OF PITT MEADOWS  
SANITARY SEWER AND STORM DRAIN  
AMENDMENT BYLAW NO. 2885, 2021**

A Bylaw to amend a section of Sanitary Sewer and Storm Drain  
Bylaw No. 2601, 2013

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The Council of the City of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the **"City of Pitt Meadows Sanitary Sewer and Storm Drain Amendment Bylaw No. 2885, 2021"**.
2. Schedule "B" of the Sanitary Sewer and Storm Drain Bylaw No. 2601, 2013, is repealed and replaced with a revised Schedule "B" which is attached to and forms part of this Bylaw.

READ a FIRST, SECOND, and THIRD time on

As per authority granted under Ministerial Order M192 [local government meetings and bylaw process (covid-19) order no. 3], ADOPTED on

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Bill Dingwall  
Mayor

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Kate Barchard  
Corporate Officer

**SCHEDULE "B"**

The following charges for use of the sanitary sewer system shall apply to all real property served by the sanitary sewers owned, operated and maintained by the Municipality:

	USES	USER RATE
A.	Residential Units Rate per dwelling unit and mobile home space:	\$352.00
B.	Hotel, Motel, Auto Court, Boarding Houses and like units Rate per room available for hire:	\$86.00
C.	Restaurants, Cafes, Eating Establishments Minimum rate for the first 50 seats: Plus – rate per additional 10 seats or any fraction thereof:	\$352.00 \$36.00
D.	Laundromats, Dry Cleaners Minimum rate for the first 5 machines installed therein Plus – rate per additional machine installed	\$584.00 \$69.00
E.	Schools Rate per classroom:	\$280.00
F.	Commercial and Institutional Units ( <i>not specified</i> ) Rate per unit:	\$352.00
G.	Industrial Units ( <i>including ice arenas, golf courses, car washes and warehouses</i> ) Minimum rate for the first 1,000,000 gallons of annual water usage recorded by City meters: Plus – rate per additional 1,000,000 gallons or fraction thereof:	\$703.00 \$2,818.00
H.	Per Diem Rates Residential building per dwelling unit: Industrial, Commercial or Institutional building per unit:	\$0.96/day \$0.96/day
I.	Deposit Amounts Multi-family residence	\$100/unit



**CITY OF PITT MEADOWS  
SOLID WASTE COLLECTION AND DISPOSAL AMENDMENT  
BYLAW NO. 2886, 2021**

A Bylaw to amend a section of Solid Waste Bylaw No. 2568, 2012

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The Council of the City of Pitt Meadows, in open meeting assembled, ENACTS  
AS FOLLOWS:

1. This Bylaw may be cited as the **"City of Pitt Meadows Solid Waste Collection and Disposal Amendment Bylaw No. 2886, 2021"**.
2. Schedule "A" of the Solid Waste Collection and Disposal Bylaw No. 2568, 2012 is repealed and replaced with a revised Schedule "A", which is attached to and forms part of this Bylaw.

READ a FIRST, SECOND, and THIRD time on

As per authority granted under Ministerial Order M192 [local government meetings and bylaw process (covid-19) order no. 3], ADOPTED on

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Bill Dingwall  
Mayor

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Kate Barchard  
Corporate Officer

## SCHEDULE "A"

## FEES AND CHARGES

	Class of Property	Charge
A.	Combined Solid Waste Services (Garbage and Green Waste)	
	1. Single family and two-family residence, per dwelling unit	\$205.00
	2. Multi-residential premise #1, per dwelling unit	\$205.00
B.	Green Waste Services <b>only</b> (curbside)	
	3. Mobile home park, per mobile home	\$ 120.00
	4. Multi-residential premise #1(curbside), per dwelling unit	\$ 120.00
C.	Bulk Container Green Waste	
	5. Multi-residential premise #2 (Central Collection), per dwelling unit	\$ 21.00
D.	Garbage (Curbside) and Bulk Container Green Waste	
	6. Garbage (curbside) and Central Collection Green Waste	\$ 105.00
E.	Per Diem Rates provided for in Section 34 and 37	
	7. Single family and two-family residence, per dwelling unit	\$0.56/day
	8. Mobile home park, per mobile home	\$0.33/day
	9. Multi-residential premise #1 (Curbside), per dwelling unit	\$0.33/day
	10. Multi-residential premise #2 (Central Collection), per dwelling unit	\$0.06/day
F.	Multi-residential Deposit provide for in Section 35	
	11. Multi-residential premise #1 and #2, per dwelling unit	\$100/unit
G.	Extra Bag Tag Charge	
	12. Price per tag	\$5.00
H.	New and or Replacement Collection Cart Charge	
	13. Price per 240 Litre Collection Cart	\$72.00 + taxes
	14. Price per 120 Litre Collection Cart	\$64.00 + taxes
	15. Convert from standard 120 Litre garbage collection cart to 240 Litre garbage collection cart	\$96 – Annual fee pro-rated
	16. Delivery Charge	\$50

**CITY OF PITT MEADOWS  
WATERWORKS AMENDMENT  
BYLAW NO. 2884, 2021**

A Bylaw to amend a section of Waterworks Bylaw No. 2343, 2007.

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The Council of the City of Pitt Meadows, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited as the "City of Pitt Meadows Waterworks Amendment Bylaw No. 2884, 2021".
2. Schedule "B" of Waterworks Bylaw No. 2343, 2007 is repealed and replaced with a revised Schedule "B" which is attached to, and forms part of, this Bylaw.

READ a FIRST, SECOND, and THIRD time on

As per authority granted under Ministerial Order M192 [local government meetings and bylaw process (covid-19) order no. 3], ADOPTED on

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Bill Dingwall  
Mayor

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Kate Barchard  
Corporate Officer

**SCHEDULE "B"****USER RATES**

Unless otherwise specified by the Director, pursuant to the conditions of this Bylaw, the uses listed under "Flat Rate Charges" shall be charged on the basis of the Flat Rates so specified. All other uses shall be required to have metered water services.

**METER RATE CHARGES**

- (1) Each service connection being charged on a metered basis shall be subject to an annual base charge of \$309 to cover provision and maintenance of waterworks infrastructure by the City.
- (2) The meter rate shall be \$0.81 per cubic metre for all metered users.
- (3) Water consumption charges for metered services shall be for a continuous period of six (6) months or broken part thereof, the first period from January to June, inclusive, the second period from July to December, inclusive.

**FLAT RATE CHARGES (ANNUAL RATES)**

	USES	RATES Per Unit
A.	Residential Units Apartments, Motel, Hotel, Boarding House, Trailer Court or like units not otherwise metered. Rate per dwelling unit:	\$403.00
	All other residential units including detached homes, townhouses and like units. Rate per dwelling unit:	\$530.00
B.	Restaurant, Cafes, Eating Establishments not otherwise metered. - Minimum: - Per person for each occupancy above 20:	\$704.00 \$3.00
C.	Schools - each classroom:	\$267.00
D.	All other commercial or institutional not otherwise metered:	\$530.00
	Where there is occupied living quarters located with units noted in B,C and D add an additional per unit charge:	\$403.00
E.	Multi Family Residential Deposit Amount	\$100/unit

GL Category Number	Project (CC1)	Project (CC1) Name	2020 YTD	2020 Budget	Surplus (Deficit) Budget - YTD (G-E)	Percent Spent	Carry Forward 2021	Comments
8110	200041	RECORDS MGMT REMEDIATION #20-AS-001	17,962.50	45,000.00	27,037.50	39.92%	27,000.00	In progress, 2021 completion
<b>8110 Total</b>	<b>GENERAL ADMIN TOTAL</b>		<b>17,962.50</b>	<b>45,000.00</b>	<b>27,037.50</b>	<b>39.92%</b>	<b>27,000.00</b>	
8140	180005	PUBLIC ENGAGEMENT #18-CM-095	16,641.48	148,400.00	131,758.52	11.21%	131,700.00	In progress
8140	180014	CITY BANNER REPLACEMENT #18-CM-094	1,177.00	2,500.00	1,323.00	47.08%	1,300.00	In progress, 2021 completion
8140	180092	GTCF ENGAGEMENT PROJECT (GATEWAY)	0.00	21,400.00	21,400.00	0.00%	21,400.00	In progress
8140	190016	WEBSITE 2.0 U/G #19-CM-002	0.00	10,000.00	10,000.00	0.00%	10,000.00	2021 completion
8140	200001	PMFRS TO PITTMeadOWS CA #20-CM-001	0.00	3,000.00	3,000.00	0.00%	3,000.00	Complete in 2021, deferred due to COVID
8140	200002	RECEPTION AREA PHOTO RENEWAL #20-CM-004	0.00	4,000.00	4,000.00	0.00%	4,000.00	Complete in 2021, deferred due to COVID
8140	200028	PITT MEADOWS PROUD CAMPAIGN #20-CM-005	10,932.50	35,500.00	24,567.50	30.80%	24,500.00	In progress, 2021 completion
<b>8140 Total</b>	<b>COMMUNICATIONS TOTAL</b>		<b>28,750.98</b>	<b>224,800.00</b>	<b>196,049.02</b>	<b>12.79%</b>	<b>195,900.00</b>	
8150	080020	MISC COMPUTER INFR PURCHASE #09-IT-020	56,095.00	69,100.00	13,005.00	81.18%	13,000.00	In progress, 2021 completion
8150	130007	UPS REPLACEMENT #13-IT-075	2,381.52	22,000.00	19,618.48	10.83%	19,600.00	In progress, 2021 completion
8150	170002	SERVER/SAN WARR.CONTR. #16-IT-101N	1,251.45	33,000.00	31,748.55	3.79%	21,700.00	In progress, 2021 completion
8150	180018	FINANCE BUDGET SYSTEM SOFTWARE #18-IS-10	34,787.72	75,000.00	40,212.28	46.38%	10,000.00	In progress, 2021 completion
8150	180024	WINDOWS SERVER UPGRADE #18-IT-106	7,566.78	11,400.00	3,833.22	66.38%	3,000.00	In progress, 2021 completion
8150	190018	AV REPLACEMENTS #19-IT-002	75.37	20,000.00	19,924.63	0.38%	19,900.00	Complete in 2021, deferred due to COVID
8150	190019	TEMPEST IMPROVMENTS #19-IT-003	1,088.52	35,000.00	33,911.48	3.11%	33,900.00	In progress, 2021 completion
8150	190022	REC SOFTWARE (INTELLI) U/G #19-IT-006	5,004.00	10,000.00	4,996.00	50.04%	4,900.00	In progress, 2021 completion
8150	190023	SERVER ROOM AC UNIT REPL #19-IT-008	0.00	19,600.00	19,600.00	0.00%	10,000.00	2021 completion
8150	990040	IT WAN/LAN UPGRD POE SWITCHES #11-IT-003	0.00	70,000.00	70,000.00	0.00%	70,000.00	Complete in 2021, deferred due to COVID
<b>8150 Total</b>	<b>IT TOTAL</b>		<b>108,250.36</b>	<b>365,100.00</b>	<b>256,849.64</b>	<b>29.65%</b>	<b>206,000.00</b>	
8160	150004	CITY FAC-LIFECYCLE MNTCE #15-FA-083	70,907.29	98,400.00	27,492.71	72.06%	27,400.00	In progress, completing in 2021
8160	160023	AIR QUALITY SURVEY-CITY FACLTy #16-FA-092	3,583.55	6,700.00	3,116.45	53.49%	3,100.00	In progress, completing in 2021
8160	170013	HAZARDOUS MAT SRVEY-FACILITY #17-FA-100	0.00	2,000.00	2,000.00	0.00%	2,000.00	Complete in 2021, deferred due to COVID
8160	170016	CIVIC CENTRE PARKING LOT RESURFACING MFS	0.00	14,000.00	14,000.00	0.00%	14,000.00	Complete in 2021, deferred due to COVID
8160	170031	FIRE SAFETY PLANS-CITY FAC'S #17-FA-099N	0.00	1,300.00	1,300.00	0.00%	1,300.00	Complete in 2021, deferred due to COVID
<b>8160 Total</b>	<b>GEN GOVT FACILITIES TOTAL</b>		<b>74,490.84</b>	<b>122,400.00</b>	<b>47,909.16</b>	<b>60.86%</b>	<b>47,800.00</b>	
8200	200030	POLICE SERV SITE SELECTION #20-FA-005	45,140.00	62,500.00	17,360.00	72.22%	17,300.00	In progress, 2021 completion
<b>8200 Total</b>	<b>POLICE SERVICES TOTAL</b>		<b>45,140.00</b>	<b>62,500.00</b>	<b>17,360.00</b>	<b>72.22%</b>	<b>17,300.00</b>	
8220	090020	F/F PROTECTIVE CLOTHING/GEAR #16-FS-024	32,208.21	35,800.00	3,591.79	89.97%	3,500.00	In progress, 2021 completion
8220	170032	MAIN FIRE HALL REPLACEMENT #17-FA-107	659,970.40	8,393,500.00	7,733,529.60	7.86%	7,733,500.00	In progress, 2022 completion
8220	180031	REPLACE HUB MACK ENGINE #15-FS-018	0.00	965,000.00	965,000.00	0.00%	965,000.00	In progress, 2021 completion
8220	190080	FIREHALL CELL TOWER REVIEW #19-FA-014	0.00	2,200.00	2,200.00	0.00%	2,200.00	In progress, 2021/2022 completion
8220	200008	FIREHALL TEMPORARY SITE #20-FS-002	264,914.96	296,000.00	31,085.04	89.50%	31,000.00	In progress, 2022 completion
<b>8220 Total</b>	<b>FIRE SERVICES TOTAL</b>		<b>957,093.57</b>	<b>9,692,500.00</b>	<b>8,735,406.43</b>	<b>9.87%</b>	<b>8,735,200.00</b>	
8250	200027	FIRESMART PLANNING & DEV #20-EM-001	0.00	25,000.00	25,000.00	0.00%	25,000.00	2021 completion
8250	200037	ESS MODERNIZATION & MASS CARE #20-EM-002	0.00	25,000.00	25,000.00	0.00%	25,000.00	2021 completion
8250	200038	EOC TECH & COMMS UPGRADE #20-EM-003	0.00	25,000.00	25,000.00	0.00%	25,000.00	2021 completion
<b>8250 Total</b>	<b>EMERGENCY SERVICES TOTAL</b>		<b>0.00</b>	<b>75,000.00</b>	<b>75,000.00</b>	<b>0.00%</b>	<b>75,000.00</b>	
8300	060005	NEAVES ROAD #16-TR-116	19,821.21	25,000.00	5,178.79	79.28%	5,100.00	In progress, completing in 2021
8300	080012	ACTIVE TRANSPORTATION #09-TR-028	54,662.90	154,400.00	99,737.10	35.40%	99,700.00	In progress, completing in 2021
8300	090025	BRIDGE MAINTENANCE - VARIOUS #09-TR-062	158.43	20,000.00	19,841.57	0.79%	19,800.00	In progress, completing in 2021
8300	120004	LADNER ROAD BRIDGE #15-TR-102	2,109,634.02	2,610,700.00	501,065.98	80.81%	500,000.00	In progress, completing in 2021
8300	150005	MISC STREET PAVING	9,960.00	40,200.00	30,240.00	24.78%	30,200.00	In progress, completing in 2021
8300	180007	TRAFFIC CALM ENGAGE & IMPL #18-TR-001	75,285.99	191,700.00	116,414.01	39.27%	116,400.00	In progress, completing in 2021
8300	190033	DCC MJT2-HARRS (HAMM-AIRPORT) #19-TR-016	12,996.91	589,500.00	576,503.09	2.20%	576,500.00	In progress, completing in 2021
8300	190034	DCC MNT1-MCMYN S/WALK #19-TR-021	0.00	40,500.00	40,500.00	0.00%	40,500.00	Completing in 2021
8300	190037	DCC MNT7-191 ST S/WALK S.MCMYN 19-TR-026	0.00	59,400.00	59,400.00	0.00%	59,400.00	Completing in 2021
8300	190058	HARRIS RD BANNER STRCTURE REPL#19-TR-034	0.00	10,700.00	10,700.00	0.00%	10,700.00	Completing in 2021
8300	200011	STREETLIGHT LED PROGRAM DP #20-TR-002	5,353.78	50,000.00	44,646.22	10.71%	44,600.00	In progress, 2021 completion
<b>8300 Total</b>	<b>TRANSPORTATION TOTAL</b>		<b>2,287,873.24</b>	<b>3,792,100.00</b>	<b>1,504,226.76</b>	<b>60.33%</b>	<b>1,502,900.00</b>	
8320	170005	WORKS YARD SALT SHED REPLACEMENT	0.00	30,200.00	30,200.00	0.00%	30,200.00	Completing in 2021
<b>8320 Total</b>	<b>OPERATIONS FACILITIES TOTAL</b>		<b>0.00</b>	<b>30,200.00</b>	<b>30,200.00</b>	<b>0.00%</b>	<b>30,200.00</b>	
8410	180057	AC REP 117AVE #15-WS-047	4,368.75	32,600.00	28,231.25	0.00%	28,200.00	In progress, completing in 2021
8410	180063	PARK RD WATER SERVICE TSFRS #15-WS-067	12,275.78	285,000.00	272,724.22	4.31%	272,700.00	In progress, completing in 2021
8410	190011	COTTONWD PK WATER MN REPL.E #19-WS-018	10,700.00	17,700.00	7,000.00	60.45%	7,000.00	In progress, 2021 completion
8410	190042	AC REP-192A, 192B ST #19-WS-005	15,912.13	456,000.00	440,087.87	3.49%	440,000.00	In progress, 2021 completion
8410	190045	DCC W4 FRASER DYKE RD MAIN EXT#19-WS-014	0.00	348,000.00	348,000.00	0.00%	348,000.00	Design 2021, Construction 2022
8410	190068	AC REP-116A, 193A, 193 ST #17-WS-084	12,682.00	383,000.00	370,318.00	3.31%	370,300.00	In progress, 2021 completion
8410	190070	SCADA IMPROVEMENTS #18-WS-003	22,590.40	25,600.00	3,009.60	88.24%	3,000.00	In progress, 2021 completion
8410	990077	VARIOUS WATER REHAB #09-WS-001	131.21	9,800.00	9,668.79	1.34%	9,600.00	In progress, 2021 completion
8430	090016	SEWER PIPE REHAB #09-SS-023	236,545.08	416,400.00	179,854.92	56.81%	179,800.00	In progress, 2021 completion
8430	190009	MCC - BONSON LIFT STN #19-SS-002	15,694.00	230,000.00	214,306.00	6.82%	214,300.00	In progress, 2021 completion
8430	200018	INFLOW & INFILT. MONITORING #20-SS-001	33,730.19	65,000.00	31,269.81	51.89%	31,200.00	In progress, 2021 completion
8430	990084	SEWER MISC RPRS #09-SS-001	127,282.32	146,000.00	18,717.68	87.18%	18,700.00	In progress, 2021 completion
8451	130009	MAJOR SLOUGH CLEANING #13-DS-036	0.00	36,400.00	36,400.00	0.00%	36,400.00	In progress, 2021 completion
8451	160036	ISMP MONITORING	15,346.00	17,000.00	1,654.00	90.27%	1,600.00	In progress, 2021 completion
8451	180073	FILL SITE REVIEW #15-DS-043	0.00	14,700.00	14,700.00	0.00%	14,700.00	Postponed, 2022 completion
8451	180074	DRAINAGE ASSET CONDTN ASSMNT #18-EN-001	0.00	138,800.00	138,800.00	0.00%	138,800.00	Postponed, 2022 completion

GL Category Number	Project (CC1)	Project (CC1) Name	2020 YTD	2020 Budget	Surplus (Deficit) Budget - YTD (G-E)	Percent Spent	Carry Forward 2021	Comments
8451	180094	PUMP STATION GENERATORS #18-??-???	752,486.87	967,800.00	215,313.13	77.75%	215,300.00	In progress, 2021 completion
8451	190049	AREA 1-SCREEN UPGRADES #19-DS-002	26,470.73	33,200.00	6,729.27	79.73%	6,700.00	In progress, 2021 completion
8452	180072	DRAINAGE PUMP REPL FENTON #15-DS-022	6,750.00	750,000.00	743,250.00	0.90%	743,200.00	In progress, 2021 completion
8454	010011	PITT POLDER (A4)	2,462,671.18	3,053,500.00	590,828.82	80.65%	590,800.00	In progress, 2021 completion
8471	090028	DIKING - MISC REPAIRS #09-DK-001	48,311.23	60,000.00	11,688.77	80.52%	11,600.00	In progress, 2021 completion
8471	170045	DIKE MASTER PLAN	0.00	57,700.00	57,700.00	0.00%	57,700.00	In progress, 2021 completion
8471 Total	DIKING AREA#1 TOTAL		48,311.23	117,700.00	69,388.77	41.05%	69,300.00	
8480	170019	ENVIRONMENTAL CONSULTANTS #17-ES-002	0.00	14,500.00	14,500.00	0.00%	14,500.00	In progress.
8480	170037	COMMUNITY CARBON OFFSET PROJ #17-ES-004	0.00	13,000.00	13,000.00	0.00%	13,000.00	Postponed due to pandemic, 2021 completion
8480	180082	INVASIVE SPECIES MGMNT PLAN #18-PK-094	23,376.12	65,100.00	41,723.88	35.91%	41,700.00	In progress, 2021 completion
8480	200021	SOIL BYLAW UPDATE #20-ES-002	0.00	6,500.00	6,500.00	0.00%	6,500.00	Postponed, 2021 completion
8480	200044	ENVIR STUDY-CP LOGISTICS PRK #20-ES-004	0.00	75,000.00	75,000.00	0.00%	75,000.00	In progress
8480 Total	ENVIRONMENTAL STEWARDSHIP TOTAL		23,376.12	174,100.00	150,723.88	13.43%	150,700.00	
8550	170024	OFFICIAL COMMUNITY PLAN #17-DE-017N	7,550.00	69,000.00	61,450.00	10.94%	61,400.00	In progress, 2021 completion
8550	190076	NORTH LOUGHEED AREA STUDY #19-DE-001	35,368.46	91,000.00	55,631.54	38.87%	55,600.00	In progress
8550	200023	AAC PROJECT FUNDING #20-DE-001	0.00	10,000.00	10,000.00	0.00%	10,000.00	AAC to provide details in 2021
8550 Total	PLANNING AND DEVELOPMENT TOTAL		42,918.46	170,000.00	127,081.54	25.25%	127,000.00	
8600	010001	DIKE & TRAIL IMPROVEMENTS	4,490.00	39,000.00	34,510.00	11.51%	34,500.00	In progress, 2021 completion
8600	090006	PM ATHLETIC SPORTS FIELD RENO #15-PK-049	21,656.51	93,600.00	71,943.49	23.14%	20,000.00	In progress, 2021 completion
8600	170034	PARKS & RECREATION MASTER PLN #17-PK-074	13,702.05	160,700.00	146,997.95	8.53%	146,900.00	In progress, 2021 completion
8600	170035	PARK SIGNAGE	26,783.78	83,300.00	56,516.22	32.15%	56,500.00	In progress, 2021 completion
8600	180079	EXPANDED WASTE STREAM BINS #18-ES-006	0.00	5,000.00	5,000.00	0.00%	5,000.00	Postponed to 2021 due to pandemic
8600	180081	PARK PLAYGROUND UPGRADE #18-PK-091	0.00	96,700.00	96,700.00	0.00%	96,700.00	In progress, 2021 completion
8600	180083	IRRIGATION UPGRDES-CNTRL SYST #18-PK-095	10,410.00	13,600.00	3,190.00	76.54%	3,100.00	In progress, 2021 completion
8600	190053	GEBP 3&4 LAND/IMPROV AMENITY #19-PK-082	0.00	4,700,000.00	4,700,000.00	0.00%	4,700,000.00	Completion at subdivision stage
8600	990031	PARKS INFRASTRUCTURE #10-PK-003	100,056.74	325,100.00	225,043.26	30.78%	225,000.00	In progress, 2021 completion
8600 Total	PARK TOTAL		177,099.08	5,517,000.00	5,339,900.92	3.21%	5,287,700.00	
8640	120005	ARENA BLDG & EQUIPMENT #13-AR-100	197,845.01	245,000.00	47,154.99	80.75%	47,100.00	In progress, 2021 completion
8640	180004	HERITAGE HALL LIFECYCLE #18-FA-092	7,693.00	61,300.00	53,607.00	12.55%	53,600.00	In progress, 2021 completion
8640	990028	REC FACILITIES MNTC & UPGRDES #13-FA-069	71,663.62	127,900.00	56,236.38	56.03%	56,200.00	In progress, 2021 completion
8640 Total	REC & CULT FACILITIES TOTAL		277,201.63	434,200.00	156,998.37	63.84%	156,900.00	
8660	170008	ARTS AND SPECIAL EVNTS STRTUP #17-AC-078	8,647.19	13,100.00	4,452.81	66.01%	4,400.00	In progress, 2021 completion
8660	180088	ART STORAGE AREA & SUPPL #18-AC-086	0.00	2,000.00	2,000.00	0.00%	2,000.00	Postponed due to pandemic, 2021 completion
8660	180096	BC HYDRO BOX DECORATIVE WRAPS	200.00	13,800.00	13,600.00	1.45%	13,600.00	In progress, 2021 completion
8660	200026	TRUTH AND RECONCILIATION #20-DE-004	500.00	15,000.00	14,500.00	3.33%	14,500.00	In progress, 2021 completion
8660 Total	CULTURE TOTAL		9,347.19	43,900.00	34,552.81	21.29%	34,500.00	
Grand Total			7,853,451.84	28,293,000.00	20,439,548.16	27.76%	20,333,700.00	