

**CITY OF PITT MEADOWS**  
**SECONDARY SUITE SERVICE FEE BYLAW**  
**Bylaw No. 2613, 2013 and amendments thereto**  
**CONSOLIDATED FOR CONVENIENCE ONLY**

This is a consolidation of the bylaws listed below. The amending bylaws have been consolidated with the original bylaws for convenience only.

Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

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<u>BYLAW NO.</u>	<u>ADOPTED</u>	<u>AMENDED SECTION(S)</u>
2613, 2013	June 18, 2013	Original
2647, 2014	May 6, 2014	Schedule A
2684, 2015	March 17, 2015	Schedules A and B
2728, 2016	March 15, 2016	Schedule A
2757, 2017	March 28, 2017	Schedule A

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The bylaw numbers in **bold** at the end of the clause refer to the bylaws that amended the principal bylaw.

CITY OF PITT MEADOWS  
SECONDARY SUITE SERVICE FEE  
BYLAW NO. 2613, 2013

A Bylaw of the City of Pitt Meadows to establish a fee payable by the owners and occupiers of real properties within the City of Pitt Meadows that contain secondary suites.

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**WHEREAS**, pursuant to the *Community Charter*, the Council of the City of Pitt Meadows is authorized to enact a bylaw to establish a fee in relation to properties that contain secondary suites;

**AND WHEREAS**, Council is desirous of setting fees to defray the cost of City services incurred as a result of additional demand for City services and use of municipal property generated by secondary suites;

**AND WHEREAS**, pursuant to Section 194 of the *Community Charter*, Council may impose fees in respect of services provided by the municipality and for the use of municipal property; **AND**

**NOW THEREFORE**, the Council of the City of Pitt Meadows in open meeting assembled, **ENACTS AS FOLLOWS**:

**Citation/Title**

1. This Bylaw may be cited as the City of Pitt Meadows Secondary Suite Service Fee Bylaw No. 2613, 2013.

**Definitions**

2. In this bylaw:

**Due date** means the first business day following the July 1<sup>st</sup> Statutory holiday in each year.

**Dwelling unit** means accommodation providing sleeping, washrooms, and kitchens to be used permanently or semi-permanently for a household, but does not include a motor home or a room in a hotel.

**Secondary suite** means an additional *dwelling unit* that is accessory to a *single-family dwelling* and includes garden suites as defined in the Zoning Bylaw No 2505, 2011 as amended.

**Single-family dwelling** means a building used for residential purposes that consists of one *dwelling unit* and may have one or more *secondary suites* as accessory uses, whether or not the *secondary suite* is permitted under

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Zoning Bylaw No. 2505, 2011.

Fees

2. An annual fee shall be payable by the owners or occupiers of real property that contain one or more *secondary suites* to defray the cost of City services and incurred as a result of additional demand for City services and use of municipal property generated by *secondary suites*.
3. Where a *secondary suite* is identified on any land or premises before May 15 in any year and registered and licensed with the City before the *due date*, the fees shall be the amount specified in Schedule "A" of this Bylaw.
4. Where a *secondary suite* is identified on any land or premises before May 15 in any year and the *secondary suite* is **not** registered and licensed with the City by the *due date*, the fees shall be the amount specified in Schedule "A" of this Bylaw.
5. All accounts for *secondary suite* service fees imposed under this Bylaw shall be due and payable at the office of the Collector at the City Hall in the City of Pitt Meadows, or payable to such other person or persons who may be authorized by the Council, from time to time, to receive payments on behalf of the City.
6. The *secondary suite* service fees imposed by this Bylaw shall be payable before the *due date* and subject to a penalty of five percent (5%) if paid after the *due date* and subject to an additional penalty of five percent (5%) if paid after August 1<sup>st</sup> in any year.
7. The *secondary suite* service fees imposed under this Bylaw shall form a charge upon the lands on which the *secondary suite* is located and may be recovered in the same manner and by the same means as overdue taxes. Any amounts remaining unpaid on December 31<sup>st</sup> in any year will be added to the property tax levy of the property upon which the *secondary suite* is located and will be subject to the same interest rate and collection process as overdue property taxes as legislated in the *Community Charter*.
8. No repayment for any *secondary suite* service fee shall prevent the amount of any increase being charged to and collected from any owner or occupier of any real property containing a *secondary suite*.

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9. For the purpose of billing and collecting of the *secondary suite* service fees fixed by this bylaw, the Collector is authorized to include the fees with the annual property tax bill provided by the City, subject to the dates fixed by the Council for payment of annual property taxes coinciding with the dates for payment fixed by this Bylaw.
10. The *secondary suite* service fees levied on a property do not in any way legalize the use of land and premises which might be in breach of other City bylaws. In levying the service fees, no determination of compliance with other City bylaws has been made by the City and should the use of land and premises breach any of its bylaws now or in the future, the City reserves the right to enforce those bylaws in accordance with their conditions

**General**

11. The Director of Operations and Development Services, Building Inspector, Bylaw Enforcement Officer for the City or their designates shall have the right of entry into any building or premises within the City of Pitt Meadows at any reasonable time for the purposes of determining the number and factual existence of *dwelling units* and *secondary suites* in the building or premises.
12. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**Schedules**

Schedule "A" – Secondary Suite Service Fees

READ a FIRST, SECOND and THIRD time the 4<sup>th</sup> day of June, 2013.

ADOPTED the 18<sup>th</sup> day of June, 2013.

"Original Signed by Deb Walters"

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Mayor (Deb Walters)

"Original Signed by Kelly Kenney"

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Corporate Officer (Kelly Kenney)

CITY OF PITT MEADOWS  
SECONDARY SUITE SERVICE FEE  
BYLAW NO. 2613, 2013

SCHEDULE "A"  
Secondary Suite Service Fees

*(Bylaw No. 2757, 2017)*

1. Secondary suites registered and licensed with the City:  
40% of current year's Residential Water and Sewer charges
  
2. Secondary suites NOT registered and licensed with the City:

Effective January 1, 2013	\$978.00
Effective January 1, 2014	\$1,026.90
Effective January 1, 2015	\$1,078.25
Effective January 1, 2016	\$1,132.20
Effective January 1, 2017	\$1,188.80
Effective January 1, 2018	\$1,248.20