

TO: MAYOR & COUNCIL
FROM: DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER AND GENERAL MANAGER ENGINEERING
SUBJECT: **2024 WATERWORKS UTILITY RATES AND RELATED BYLAW AMENDMENTS**
PURPOSE: To seek Council approval for the proposed 2024 Waterworks Utility rates contained within the Consolidated Fees and Charges Bylaw.

RECOMMENDATION

THAT the proposed Waterworks Utility Rates, as outlined in Attachment 3 of the report titled “2024 Waterworks Utility Rates and Related Bylaw Amendments” dated November 6, 2023, effective January 1, 2024, be approved; and

THAT the City Solicitor be authorized to bring forward amendment bylaws, effective January 1, 2024, to:

a) replace Schedule C14 of the Burnaby Consolidated Fees and Charges Bylaw Amendment Bylaw No. 2; and

b) amend the Burnaby Waterworks Regulation Bylaw 1953,

to implement the rates and bylaw amendments set out in Attachment 3 and Attachment 4 of the report titled “2024 Waterworks Utility Rates and Related Bylaw Amendments” dated November 6, 2023.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer and the General Manager Engineering

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of the five-year operating budget for the Waterworks Utility. This report is also intended to highlight any key capital projects underway and to provide supporting justification for any required rate change. It is the intent that Council will use the information as outlined in this report in order to approve the recommended Waterworks Utility budget for 2024 and related bylaw changes that are effective for January 1, 2024.

1.0 POLICY SECTION

Application of waterworks utility fees are regulated under the Burnaby Waterworks Regulation Bylaw 1953. The related fees and charges levied are contained within the Burnaby Consolidated Fees and Charges Bylaw. Fees and Charges are set pursuant to Part 7 of the Community Charter.

2024

WATERWORKS - 5 YEAR OPERATING BUDGET

Finance Department November 2023	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Proposed	2025 Projected	2026 Projected	2027 Projected	2028 Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
GVWD - Cost of water	28,680,347	29,940,937	31,857,509	32,594,890	33,117,890	35,714,100	39,183,723	41,798,642	43,360,812	44,746,050
Waterworks Utility Operations	8,469,790	8,505,601	9,740,071	9,639,375	12,335,150	13,597,180	14,005,100	14,425,250	14,858,010	15,303,750
Contribution to Capital	9,190,812	4,135,402	11,436,779	9,854,101	4,000,000	8,000,000	8,000,000	15,000,000	15,000,000	15,000,000
Transfer to reserve for future GVWD	3,415,800	7,727,930	2,232,750	5,217,154	14,856,830	7,413,370	4,501,300			
Contingency	-	-			550,000	550,000	550,000	550,000	550,000	550,000
Surplus	7,202,700	6,824,190	4,501,170	5,070,540	-	-	-	-	-	-
TOTAL	56,959,449	57,134,060	59,768,280	62,376,060	64,859,870	65,274,650	66,240,120	71,773,890	73,768,820	75,599,800
GROSS REVENUES/TRANSFERS										
Flat rates (Net of Discounts)	40,586,050	42,578,447	43,848,702	45,683,842	47,707,240	48,657,670	49,623,140	50,607,930	51,612,400	52,636,970
Metered Rates (Net of Discounts)	15,488,440	13,290,680	13,871,980	14,518,113	15,342,730	14,726,890	14,726,890	14,726,890	14,726,890	14,726,890
Other Sales (incl connections)	851,224	1,230,920	2,016,820	1,980,094	1,609,900	1,761,680	1,761,680	1,761,680	1,761,680	1,761,680
Permits and Fees	33,735	34,017	30,778	194,008	200,000	128,410	128,410	128,410	128,410	128,410
Previous year's surplus brought forward	-	-	-	-	-	-	-	4,548,980	5,539,440	6,345,850
TOTAL	56,959,449	57,134,060	59,768,280	62,376,060	64,859,870	65,274,650	66,240,120	71,773,890	73,768,820	75,599,800
Rate increase	2.00%	1.00%	0.00%	2.00%	2.00%	0.00%	0.00%	0.00%	0.00%	0.00%

2.0 BACKGROUND

Waterworks Utility Rates are reviewed annually with consideration of planned operating and capital spend. Due to the timing of Metro Vancouver budgets, utility rate changes must wait until Metro Vancouver budgets are finalized in late October. Utility rates are set out in the Burnaby Consolidated Fees and Charges Bylaw. Notices for annual utility rates are issued in late January and are payable at a discounted rate (5% reduction) on or before March 15th. Invoices for metered customers are issued either monthly or quarterly, depending on consumption, and are payable within 30 days of the billing date.

3.0 GENERAL INFORMATION

3.1. RATE INCREASE

City of Burnaby rates incorporate Greater Vancouver Water District (GVWD) charges to the city. The City of Burnaby sets rates in a manner which minimizes annual fluctuations by such external drivers through drawing down on reserves when necessary. Rate changes are communicated to customers in the form of the Annual Utility Brochure, and Metered Water and Sewer Customer Information Bulletins, which are sent out early in the new-year. The proposed rate increase for 2024 is **0.0%**.

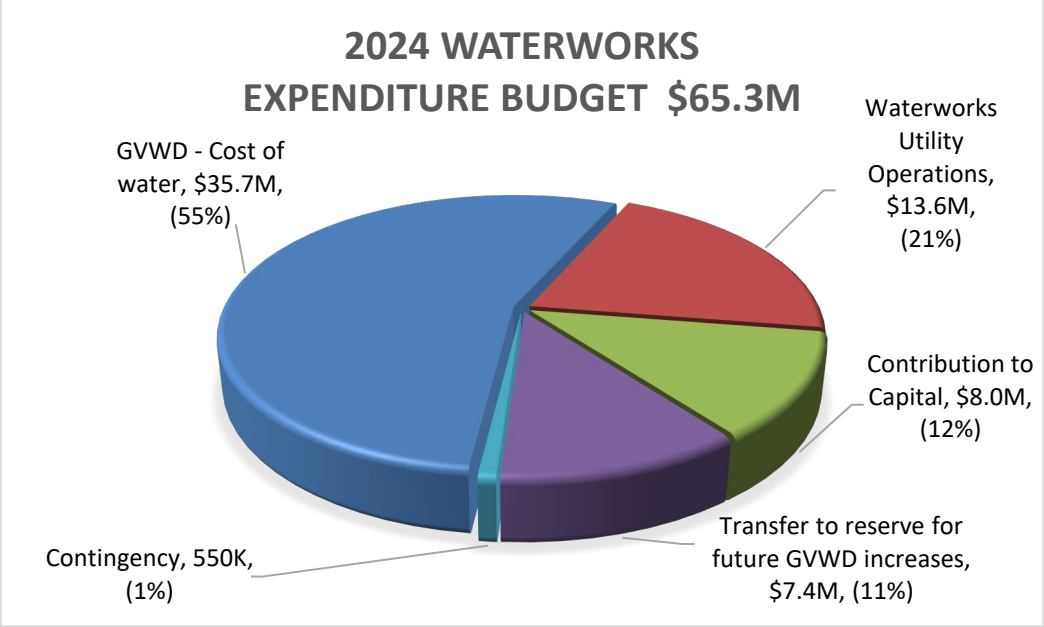
Table 1 – Burnaby Rate Increases

2019	2020	2021	2022	2023	Proposed 2024
2.0%	1.0%	0.0%	2.0%	2.0%	0.0%

3.2. WATERWORKS UTILITY EXPENDITURES

Waterworks Utility expenditures for 2024 are projected at \$65.3M, (\$64.9M 2023) an overall change of approximately \$415K from 2023. Attachment 1 outlines the City’s Waterworks Utility 5-year Operating Plan.

Chart 1 – Waterworks Utility Operating Expenditure Budget



3.2.1. Metro Vancouver – Greater Vancouver Water District (GVWD) Costs

For 2024, the GVWD cost of water makes up around 55% of total expenditure, at \$35.7M, based on predicted consumption of 38.4m cubic litres per annum. Attachment 2 summarizes the projected GVWD increases in the cost of water services for the next five years. Consumption estimates for 2024 are based on past actual City of Burnaby consumption, while figures for 2025 and beyond are based on GVWD projected volume figures. The blended average GVWD rate increase imposed on the City of Burnaby for 2024 is 7.6%.

Based on staff estimations for consumption and its distribution across peak and off-peak periods, the overall change in the cost of water is slightly higher than the GVWD 7.6%, at 7.8% or \$2.6M. In addition, increases are exclusively applied to peak rates, with peak rates effectively increasing by 14.7% in 2024. Attachment 2 includes estimated rates for both peak and off-peak consumption for 2025 – 2028 based on the assumption that both will be increased by the GVWD in line with reported blended rate increases.

Table 2 shows the current five-year GVWD rates compared to the projected rates from last year.

Table 2 – GVWD Rate Projections

Projections (Blended Rates)	2024	2025	2026	2027	2028
2023 – 2027 Plan	9.0%	13.8%	12.8%	13.8%	N/A
2024 – 2028 Plan (Current Plan)	7.6%	8.9%	6.4%	3.5%	2.7%

3.2.2. GVWD Major Capital Projects:

GVWD capital projects form a significant portion of annual expenditure, driving the cost of water imposed on the city. Continued investment in infrastructure is required to ensure resources are aligned with regional growth estimates and to maintain aging infrastructure. The total Metro Vancouver capital plan for 2024 is around \$1.4B, of which spend on water projects is \$425M. The top five projects for the waterworks utility in 2024 are set out in table 3 below:

Table 3 – Top Five GVWD Capital Projects

Water Services (Top Five Projects)	Driver	2024	2025	2026	2027	2028
Coquitlam Water Main	Growth	\$95.2M	\$89.0M	\$143.0M	\$142.0M	\$199.0M
Annacis Water Supply Tunnel	Growth	\$76.0M	\$65.0M	\$54.5M	\$50.0M	\$10.0M
Stanley Park Water Supply Tunnel	Maintenance	\$26.1M	\$45.0M	\$67.5M	\$52.5M	\$70.0M
Second Narrows Water Supply Tunnel	Resilience	\$25.0M	\$15.0M	\$10.0M	\$10.0M	\$42.6M
Capilano Raw Water Pump Station – Back-up Power	Resilience	\$21.0M	\$21.0M	\$7.0M	\$8.0M	\$0.0M

3.2.3. Waterworks Utility Operations

The City’s Engineering Department, Water Services Division, provides high quality drinking water to homes and businesses, as well as water supply for fire suppression. This division manages the installation and maintenance of over 700km of water mains and connections throughout the city. Planned operational expenditures are \$13.6M, which represents an increase of \$1.3M or 10%. Key drivers include:

- Compensation increases of \$673K due primarily to salary adjustments and CUPE collective agreements.
- Increase in general Engineering salary allocations of approximately \$288K to support the operations of Sanitary Sewer. This includes salary allocations from management, infrastructure planning, GIS, security, dispatch, and shops.
- Increase in vehicle related expenditures of \$176K primarily due inflationary increases to the cost of fuel and maintenance.
- Further expenditure of \$125K, including increases in materials and supplies, further allocation increases, partially offset by a reduction in contracting and consulting services.

3.2.4. Contribution to Capital

The proposed capital plan expenditure for 2024 is \$10.1M. The City’s target is to retain a capital reserve balance that will fund five years of expenditure. Funding of replacement and new capital infrastructure annually allows the city to sustain the capital program without the need for external debt financing. Staff recommend a contribution to capital for 2024 of \$8M. This allocation allows for the gradual drawdown of the reserve over time while ensuring funds are sufficient to meet the five-year plan.

3.2.5. Transfer to Reserve for Future GVWD Increases

The provision of \$7.4M for future rate increases (down from \$14.9M) allows for stable and consistent user rates, avoiding any unnecessary fluctuations during periods of continued GVWD rate uncertainty. This provision is possible due to prior year allocations, which in turn now allow the City of Burnaby to avoid rate increases for 2024.

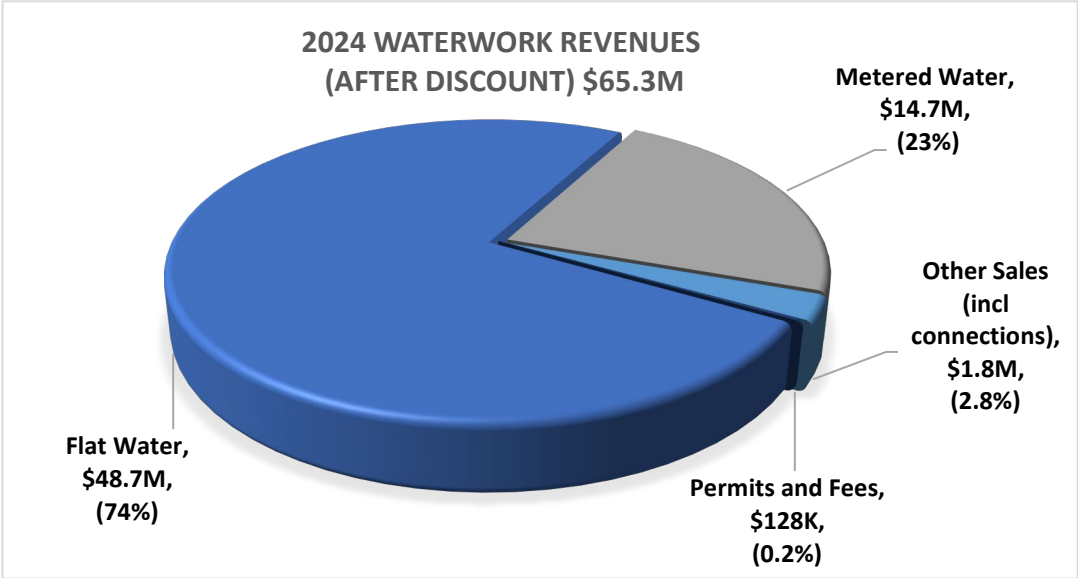
3.2.6. Contingency

A contingency amount, consistent with that of prior years of \$550K has been built into the budget to accommodate for any unforeseen costs that may arise during the year. To date the City of Burnaby has not needed to use this provision.

3.3. WATERWORKS REVENUES

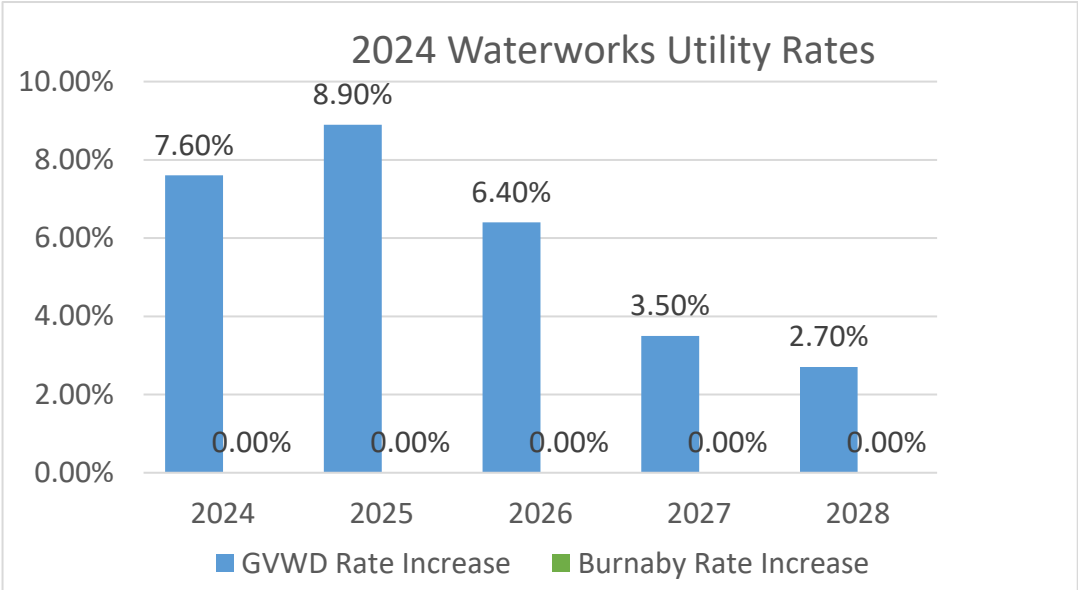
Total annual revenue for the Waterworks Utility is estimated at \$65.3M after applicable customer discounts. Despite the forecast for continued depressed metred water revenue, the year-on-year growth (estimated at 2%) in new billable units means an overall revenue increase for 2024 of \$414K, or 0.6%. Chart 2 provides a breakdown of revenues net of discounts.

Chart 2 –Waterworks Utility Operating Revenue Budget



A combination of continued new billable unit growth and prior year reserve allocation means that the City of Burnaby can maintain zero rate increases for 2024-2028, in comparison to those of the GVWD This is illustrated in chart 3.

Chart 3 – Planned GVWD Increases vs City of Burnaby Increases



3.3.1. Flat Water

The primary revenue is Flat Water, at \$48.7M (2023 - \$47.7M). Revenue projections include a 2% growth factor for new billable units. This growth factor is continued for 2025-2028.

3.3.2. Metered Water

The city has around 2,600 active water meters for commercial customers, with Metered Water contributing around \$14.7M (2023 budget - \$15.3M). An analysis of recent revenues continues to suggest that metered water revenue has not returned to pre pandemic levels. It is expected that this is the new norm, given that metered water customers likely altered their business processes and their intake of water during the 2020-2022 period. As such no growth in revenue is anticipated going forward.

3.3.3. Other Sales/Permits and Fees

These two final categories include Private Fund revenue for Water Connections, hydrant use permits and other miscellaneous fees. Combined revenue of \$1.9M is estimated for 2024, which is marginally up from 2023 at \$1.8M. This revenue is predicted to be constant for 2025-2028.

3.4. FEE REVISIONS

Several fee revisions are proposed for 2024 for waterworks utility rates. These revisions require Schedule C14 of the Burnaby Consolidated Fees and Charges Bylaw to be replaced, by way of an amendment to Burnaby Consolidated Fees and Charges Bylaw, Amendment No. 2, 2023. This amendment bylaw was adopted at the September 25, 2023 Open Council meeting to implement fee changes effective January 1, 2024.

Below is a summary of the proposed waterworks utility rate fee revisions for 2024. The full set of proposed rates are set out in Attachment 3 to this report.

3.4.1. Laneway Homes

As of September 18, 2023, the city is accepting applications for laneway homes as part of Phase 1a of the Housing Choices Program. It is recommended that the annual utility charge for a Laneway Home is set at an amount equivalent to that of the Supplementary Utility Fee for a rented suite in a Single-Family Dwelling. Unlike suites under the Supplementary Utility Fee program, the charge will apply to Laneway Homes whether the unit is rented or not. The proposed rate for 2024 is \$326.17 (or discounted to \$309.86 if paid by March 15, 2024).

3.4.2. Suites in Semi Detached Homes

For Semi Detached Homes (also referred to as Two Family Dwellings or Duplexes), properties have been restricted to just one suite for the entire property. Under Phase 1a of the Housing Choices Program, eligible lots may have up to 4 dwelling units: two semi-detached units, each with one secondary suite per unit. The City currently applies an annual Supplementary Utility Fee based on one rented suite in a Two-Family Dwelling, regardless of whether there are additional rented suites on the property. This is proposed to change, effective January 1, 2024, such that an annual Supplementary Utility Fee will be applied to each suite that is rented. The property owner will be required to submit a Supplementary Utility Fee Declaration indicating the status for each suite in the Two Family Dwelling.

3.4.3. Fire Hydrant Application Fee

Staff have identified the need to establish a new fee for the use of fire hydrants. Current fees cover daily use and inspection, but not the administrative cost of intaking such applications. The new *Hydrant Usage Application Fee* is to be established at \$150.00. At the same time, the existing hydrant permit and inspection fee is to be renamed: *Post Use Hydrant Inspection Fee*.

3.4.4. Fire Hydrant Use Per Pay

Staff have recently conducted a review of current level of efforts and cost recovery requirements. Fire Hydrant Water Use Permits are issued to authorize the use of a fire hydrant as a source of water. In 2013, the city started recovering costs for this permit. The initial application fee was set at \$25. The actual cost of water charged by Metro Vancouver to the City has increased greater than the annual inflationary increases applied to the initial rate over the years. A market survey was also conducted to determine the fee range for Fire Hydrant Water Use Permits within the Lower Mainland. The research included the following municipalities: City of Vancouver, City of Coquitlam, City of North Vancouver, City of Surrey, City of Delta, City of Richmond, and City of New Westminster. Permits ranged from \$25 to \$260.

It is proposed that the following fees be increased in line with the amount stated below to ensure cost recovery:

Fire Hydrant Water Use Permit:

- Water use per day: \$100

3.4.5. Construction Meter Damage Deposit

The city previously collected a deposit towards the cost of installing a construction meter at sites where installation was challenging and required additional work by City crew. The city is now looking to deploy new construction water meter technology during which a new water meter/ backflow preventer assembly would be dropped off and installed by the developer under Engineering inspection (no fee). Through this process, a damage deposit would be taken to ensure that the meter assembly is returned at occupancy intact/ undamaged. The existing deposit fee contained in Schedule C14 will be amended to indicate that this will now be utilised as a damage deposit.

3.4.6. Meters

For certain installations the city will supply and deliver meter boxes to a customer, who then installs the box themselves. The following fee will be added to reflect this process:

Meter Box:

- Meter Box and drop off: \$550

3.4.7. Water Connections

Water connections are covered under one generic charge within the current Burnaby Consolidated Fees and Charges Bylaw, based on the actual cost of connection. It is proposed that these fee types be updated to split into three with the following charges:

Connection:

- Water Connection Single and Two Family (19mm connection): \$9,000
- Water Connection Single and Two Family (38mm connection): \$9,700
- Water Connection – Multi-Family & ICI: Actual Cost

3.5. BYLAW AMENDMENTS – BURNABY WATERWORKS REGULATION BYLAW

In addition to fee revisions, staff have reviewed the Burnaby Waterworks Regulations Bylaw and propose updates to the following sections of the bylaw. The proposed wording for the bylaw amendments is as set out in **Attachment 4**.

3.5.1. Section 3. (2) – Commencement of Annual Flat Rate Charges

Currently, section 3(2) of the Burnaby Waterworks Regulation Bylaw does not differentiate amongst different forms of development with regard to commencement of annual flat rate charges for new construction. To reflect recent changes in Housing Choices forms of development, it is proposed that Section 3(2) be repealed and a new Section 3A be added to identify when annual flat rate charges will start to be charged for the following forms of development that are not subject to metered water service:

- Single and Two Family Dwelling – commencing on building permit issuance.
- Multi family / residential and commercial properties that will be stratified – on date of strata subdivision with the Land Title and Survey Authority
- Multi family residential properties that will not be stratified – upon issuance of an occupancy permit.
- Laneway Homes – upon issuance of an occupancy permit

In each case, the annual flat rate charge will be prorated from the commencement date to the remainder of the calendar year.

3.5.2. Section 12. (1) - Minor Spelling Amendment

This section contains a minor spelling error. It is recommended that section 12. (1) be amended to replace the words “sand pipe” with “standpipe”.

3.5.3. Section 15. (3) & (4) – Metered Service

Section 15. (3) currently requires all Multiple Dwelling buildings to “configure their water service or mechanical room with a sufficient straight length pipe or spool piece to enable a future metered service”. An amendment is recommended to require configuration for metered water service as well as installation of a water meter prior to occupancy.

3.5.4. Section 23 – Construction Water Service

Multi family, commercial, and industrial properties are currently required to pay for water during their construction by way of a construction water meter, where feasible. Section 23 of the bylaw sets out how a construction water meter may be provided, and how in some cases the City of Burnaby may need to rely on the annual billing through non-metered construction water charges. However, the bylaw is currently silent on how and when construction water flat annual charges are applied. It is recommended that subsections 23 (f) and (g) be added to provide for the following:

- Annual construction flat rate charge will be applied to all multi-family dwellings and all commercial, industrial and institutional properties during construction, unless a construction water meter is installed.
- The annual flat rate charge will commence on issuance of a Building Permit and be prorated for the remainder of the calendar year.

3.5.5. Section 25 – Notice of Service Discontinuation

This section of the bylaw is out of date and requires revision to modernize the acceptable methods of providing notice to discontinue water service. It is recommended that notice be accepted in writing, by letter or email to the address set out on the Utility Notice.

3.5.6. Section 26 – Water Service Disconnection

This section of the bylaw is also out of date and requires revision to modernize the process for disconnecting water service and adjusting the applicable charges:

Where an annual flat rate charge applies, it is recommended that the following will apply:

- after a request for discontinuance or issuance of a demolition permit, the annual flat rate charge will not be adjusted for 28 days following confirmation of disconnection.
- if a Building Permit is not issued within the 28 days, the annual flat rate charge will be adjusted based on the date of disconnection and any change in property use or dwelling type or to a metered water service.
- any adjustments that result in a credit will be added to the customer’s utility account.

Where there is a metered water service, it is recommended that the following will apply:

- after a request for discontinuance, the water meter will be removed and metered water charges will cease to apply as of the date of removal.
- charges will apply from the last billing date to the date of water meter removal.
- any adjustments that result in a credit will be added to the customer’s utility account.

3.5.7. Section 40.– Metered Water Due Date and Discount

This section of the bylaw is silent on how the discount for metered water rates is managed. The timeline for payment also requires updating. It is proposed that Section 40(2) be amended to require payment by the due date set out in the Utility Notice, and that the discounted metered water rate only apply where the account is paid in full by the due date. Further, it is recommended that an authority be added to allow monthly accounts be switched to quarterly accounts where consumption falls below levels which warrant monthly billings. This authority will be as a new Section 40(3).

3.5.8. Schedule B, Section 3.1 – Watering Permit Fee

Section 3.1 of Schedule B – Water Restrictions still identifies a set fee for watering permits rather than referencing the Burnaby Consolidated Fees and Charges Bylaw. It is recommended that the wording in this section be changed so that the fee in Schedule C14 of the Burnaby Consolidated Fees and Charges Bylaw apply for watering permits.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Not applicable.

5.0 FINANCIAL CONSIDERATIONS

The budget projection and rate changes as set out in this report have been incorporated into the 5-year operating plan for the Waterworks Utility.

Respectfully submitted,

Richard Rowley, Director Finance - Revenue Services

For

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer and
Jozsef Dioszeghy, General Manager Engineering

ATTACHMENTS

Attachment 1 – Waterworks - 5 Year Operating Budget

Attachment 2 – Cost of Water Supplied to Burnaby by the GVWD

Attachment 3 – Proposed Schedule C14 effective January 1, 2024

Attachment 4 – Proposed Bylaw Amendments

REPORT CONTRIBUTORS

This report was prepared by: Richard Rowley, Director Finance - Revenue Services,
and reviewed by:

May Phang, Deputy General Manager Engineering

May Leung, City Solicitor

Al Hill, Senior Manager- Eng Development Services

Eva Juca, Manager Revenue and Collection

Dakshin Gunawardana, Asst Manager Budgets and Admin

COST OF WATER SUPPLIED TO BURNABY BY THE GVWD

Year	Cost/m ³		Increase over the previous year				Volumes m ³			Change In volume	Annual cost to Burnaby, incl adjustments	Increase in the total cost of water to Burnaby	
	Off-Peak	Peak	\$		%		Off-Peak	Peak	Total m ³	%	000 \$	000 \$	
			Off-Peak	Peak	Off-Peak	Peak						000 \$	%
2019 Actual	0.6719	0.8399	0.0369	0.0461	5.81	5.81	23,380	15,433	38,814	-2.62	28,680	837	3.0%
2020 Actual	0.7119	0.8899	0.0400	0.0500	5.95	5.95	23,890	14,523	38,412	-1.03	29,941	1,261	4.4%
2021 Actual	0.7119	0.9546	0.0000	0.0647	0.00	7.27	23,135	16,301	39,436	2.67	31,858	1,917	6.4%
2022 Actual	0.7119	1.0371	0.0000	0.0825	0.00	8.64	23,736	15,046	38,782	-1.66	32,500	642	2.0%
2023 Budget	0.7119	1.0927	0.0000	0.0556	0.00	5.36	23,286	15,137	38,423	-0.93	33,120	620	1.9%
2024 Plan	0.7119	1.2537	0.0000	0.1610	0.00	14.73	23,104	15,367	38,472	0.13	35,714	2,594	7.8%
2025 Estimate	0.7753	1.3653	0.0634	0.1116	8.90	8.90	22,812	15,747	38,558	0.23	39,184	3,470	9.7%
2026 Estimate	0.8249	1.4527	0.0496	0.0874	6.40	6.40	22,870	15,787	38,658	0.26	41,799	2,615	6.7%
2027 Estimate	0.8537	1.5035	0.0289	0.0508	3.50	3.50	22,923	15,824	38,746	0.23	43,361	1,562	3.7%
2028 Estimate	0.8768	1.5441	0.0231	0.0406	2.70	2.70	23,033	15,900	38,933	0.48	44,746	1,385	3.2%
Increase 2019 - 2023			0.0769	0.2989	5.95	30.10						5,277	15.48
Projected increase 2024 - 2028			0.1649	0.4514	23.16	23.16						11,626	25.29

NOTES:

2019-2022 volumes are based on actuals up to December 31 2022.

2023 volumes and costs are as per the budget for 2023.

2024 volumes are based on City of Burnaby prior year actual average data. The rate increase reflects the GVWD blended increase of 7.6%, but applied just to peak rates.

2025 - 2028 rates are based on GVWD projected blended rate increases, apportioned to both peak and off peak rates. Volumes are based on GVWD projected increases.

Schedule C14 – Waterworks Regulation Bylaw

Current

Proposed

ANNUAL FLAT RATES (Section 3A, 23(f) and 41)	If paid by March 15 2023	If paid after March 15 2023	If paid by March 15 2024	If paid after March 15 2024
Detached Single Family Dwelling	\$619.71	\$652.33	\$619.71	\$652.33
Two Family Dwelling (non stratified - entire property)	\$929.57	\$978.50	\$929.57	\$978.50
Two Family Dwelling - stratified (per unit)	\$464.74	\$489.20	\$464.74	\$489.20
Multiple Family Dwelling- (strata and non strata, per unit), including Four-Plex, Tri-Plex, Townhouse, Apartment Etc	\$355.82	\$374.54	\$355.82	\$374.54
Bare land strata Single Family Dwelling (% of SFD - 2023 75%, 2024 90%, 2025 100%)	\$464.79	\$489.25	\$557.74	\$587.10
Supplementary Utility Fee.				
o Rented Suite in a Single Family Dwelling	\$309.86	\$326.17	\$309.86	\$326.17
o Rented Suite in a Two Family Dwelling	\$232.37	\$244.60	\$232.37	\$244.60
Laneway Home	N/A	N/A	\$309.86	\$326.17
Live / Work Unit	\$975.53	\$1,026.87	\$975.53	\$1,026.87
Commercial Property (not more than 3 stores / offices):				
o Commercial and living quarters, 1 family	\$1,239.43	\$1,304.66	\$1,239.43	\$1,304.66
o Commercial and no living quarters	\$619.71	\$652.33	\$619.71	\$652.33
Miscellaneous Structure (Rate per unit)	\$61.77	\$65.03	\$61.77	\$65.03
City Facility (Rate per unit)	\$61.77	\$65.03	\$61.77	\$65.03
Annual Construction Flat Rate Charge				
o 19 mm Connection	No discount	\$1,500.00	No discount	\$1,500.00
o 25 mm Connection	No discount	\$3,860.00	No discount	\$3,860.00
o 50 mm Connection	No discount	\$11,700.00	No discount	\$11,700.00

METERED WATER RATES (Section 17)	If paid by the due date	If paid after the due date	If paid by the due date	If paid after the due date
Monthly Rates				
o Per cubic metres	\$1.651	\$1.737	\$1.651	\$1.737
o Minimum monthly	\$51.653	\$54.371	\$51.653	\$54.371
Quarterly Rates				
o Per cubic metres	\$1.651	\$1.737	\$1.651	\$1.737
o Minimum quarterly	\$154.929	\$163.083	\$154.929	\$163.083

METER PURCHASE AND INSTALLATION (Section 23 (a) and (c))	2023 Fee		2024 Fee	
Meter Purchase and Installation				
o Water Meter 5/8" to 10"	No discount	Actual cost	No discount	Actual cost
o Water Meter 5/8" installation	No discount	\$367.80	No discount	\$367.80
o Water Meter 3/4" installation	No discount	\$472.90	No discount	\$472.90
o Water Meter 1" installation	No discount	\$683.00	No discount	\$683.00
o Water Meter 1.5" installation	No discount	\$1,155.90	No discount	\$1,155.90
o Water Meter 2" installation	No discount	\$1,313.60	No discount	\$1,313.60
o Water Meter 3" installation	No discount	\$2,206.70	No discount	\$2,206.70
o Water Meter 4" installation	No discount	\$2,732.10	No discount	\$2,732.10
o Water Meter 6" installation	No discount	\$5,254.00	No discount	\$5,254.00
o Water Meter 8" installation	No discount	\$6,830.20	No discount	\$6,830.20
o Water Meter 10" installation	No discount	\$7,881.00	No discount	\$7,881.00

Meter Test or retest				
o 16 mm, 19 mm, 25 mm, 32 mm, 38 mm or 50 mm meters	No discount	\$135.30	No discount	\$135.30
o 76 mm, 102 mm, 152 mm or meters over 152 mm	No discount	\$260.10	No discount	\$260.10
Special Meter Reading	No discount	\$93.60	No discount	\$93.60
Construction Meter Charges				
o Construction Meter Damage Deposit	No discount	\$5,360.00	No discount	\$5,360.00
o Construction meter Usage Charge	As per Metered rates	As per Metered rates	As per Metered rates	As per Metered rates
Water Meter Box Fee and installation	No discount	\$1,530.00	No discount	\$1,530.00
Mtr box and Drop Off	No discount	No discount	No discount	\$550.00

CONNECTION AND OTHER NON REOCCURRING CHARGES <i>(Section 3(1), Section 3B, Section 12 and Schedule B, Section 3.1)</i>	2023 Fee		2024 Fee	
Water Connection				
o Water Connection Single and Two Family (19mm connection)	No discount	Actual cost	No discount	\$9,000.00
o Water Connection Single and Two Family (38mm connection)	No discount	Actual cost	No discount	\$9,700.00
o Water Connection - Multi-Family & ICI	No discount	Actual cost	No discount	Actual cost
Water Tie In	No discount	Actual cost	No discount	Actual cost
Water Transfers	No discount	Actual cost	No discount	Actual cost
Other Installation / Device Fees				
o Fireline meter purchase - 6" to 10"	No discount	Actual cost	No discount	Actual cost
o 6" Fireline Installation	No discount	\$5,254.00	No discount	\$5,254.00
o 8" Fireline Installation	No discount	\$6,835.40	No discount	\$6,835.40
o 10" Fireline Installation	No discount	\$7,886.20	No discount	\$7,886.20
Fire Hydrant				
o Hydrant Usage Application Fee	N/A	N/A	No discount	\$150.00
o Post Use Hydrant Inspection Fee	No discount	\$166.50	No discount	\$166.50
o Water use per day	No discount	\$31.20	No discount	\$100.00
o Damage deposit (refundable)	No discount	\$572.20	No discount	\$572.20
Service Disconnection				
o At Property Line	No discount	\$380.00	No discount	\$380.00
o At Main	No discount	\$3,760.00	No discount	\$3,760.00
Watering Permit	No discount	\$62.40	No discount	\$62.40

Finance Department
November 2023

PROPOSED BYLAW AMENDMENTS

It is proposed that the following amendments to Burnaby Waterworks Regulation Bylaw 1953 be brought forward with an effective date of January 1, 2024:

1. **THAT** section 3(2) be repealed in its entirety.
2. **THAT** wording the same or similar to the following be added as section 3A:

3A. (1) For Single and Two Family dwellings, the annual flat rate charge set out in the Burnaby Consolidated Fees and Charges Bylaw will be applied to the property commencing upon issuance of a Building Permit for the property, prorated from the date of Building Permit issuance to the remainder of the calendar year.

(2) For Multi Dwelling buildings and commercial properties that will be stratified, the annual flat rate charge set out in the Burnaby Consolidated Fees and Charges Bylaw will be applied commencing on the date of strata subdivision with the BC Land Title and Survey Authority, prorated from the date of strata subdivision to the remainder of the calendar year. The property owner named on title for each strata unit at the time of annual billing will be responsible for payment of outstanding charges for the calendar year.

(3) For Multi Dwelling buildings that will not be stratified, the annual flat rate water charge set out in the Burnaby Consolidated Fees and Charges Bylaw will be applied commencing on the date of issuance of an Occupancy Permit for the building, prorated from the date of Occupancy Permit issuance to the remainder of the calendar year.

(4) For laneway homes, the annual flat rate charge set out in the Burnaby Consolidated Fees and Charges Bylaw will be applied commencing on the date of issuance of an Occupancy Permit for the laneway home, prorated from the date of Occupancy Permit issuance to the remainder of the calendar year.

3. **THAT** section 12(1) be amended to replace the words “sand pipe” with “standpipe”.
4. **THAT** section 15(3) be repealed and replaced with wording the same or similar to the following:

(3) All Multi Dwelling buildings shall configure their water service or mechanical room for metered water service and install a water meter prior to issuance of an Occupancy Permit for the building.

5. **THAT** wording the same or similar to the following be added as section 23(f):

(f) The annual construction flat rate charge as set out in the Burnaby Consolidated Fees and Charges Bylaw will be applied to all Multi Dwelling buildings and all commercial, industrial, and institutional properties during construction, unless a construction water meter is installed pursuant to Section 23(a). The annual construction flat rate charge will be applied commencing upon issuance of a Building Permit, prorated to the remainder of the calendar year.

6. **THAT** section 25 be repealed and replaced with wording the same or similar to the following:

25. A consumer shall give the Collector at least seven (7) days' notice of a request for discontinuance of water service. Notice must be in writing and sent via letter or email to the address set out on the Utility Notice.

7. **THAT** section 26 be repealed and replaced with wording the same or similar to the following:

26. Upon issuance of a demolition of a demolition permit or where discontinuance of a water service has been requested in accordance with Section 25, the following shall apply:

(1) In the case of an annual flat rate service, the charge will not be adjusted for a period of 28 days following disconnection of the water service at the property line, as confirmed by the City's Engineering Department. Where a Building Permit has not been issued for the property during the 28-day period, the annual flat rate charge will be adjusted based on the date of the disconnection and any change in dwelling type and/or change to a metered water service. Where an adjustment results in a credit to the consumer, such credit will be added to the consumer's utility account.

(2) In the case of a metered water service, the water meter will be removed and the metered water charges will cease as of the date of removal, as confirmed by the City's Engineering Department. Metered water charges will be calculated from the last billing date to the date of water meter removal. Where an adjustment results in a credit to the consumer, such credit will be added to the consumer's utility account.

8. **THAT** section 40(2) be repealed and replaced with wording the same or similar to the following:

40. (2) All metered water service accounts shall be due and payable by the due date set out on the Utility Notice. The discounted rate as set out in the Burnaby Consolidated Fees and Charges bylaw will apply to accounts paid in full by the due date.

9. **THAT** wording the same or similar to the following be added as section 40(3):

40. (3) Notwithstanding section 40(1)(a), the Collector may change a monthly metered water service account to a quarterly account if the consumption level falls below a level that warrants a monthly account, as determined by the Collector.

10. **THAT** the closing paragraph in section 3.1 of Schedule B be repealed and replaced with wording the same or similar to the following):

“upon application by the person, operator or owner and, except for a person referred to in section 3.1(b), payment of a fee in the amount set out in the Burnaby Consolidated Fees and Charges Bylaw.”