



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** January 27, 2022
From: Milton Chan, P.Eng.
 Director, Engineering **File:** 10-6060-01/2021-Vol 01
Re: **Housekeeping Amendments to Waterworks and Water Rates Bylaw No. 5637**

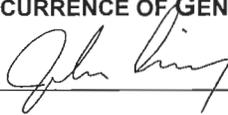
Staff Recommendation

That each of the following bylaws be introduced and given first, second, and third readings:

- a) Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10330; and,
- b) Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10333.

Milton Chan, P.Eng.
 Director, Engineering
 (604-276-4377)

Att. 2

REPORT CONCURRENCE		
ROUTED TO: Law Water Services	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

Waterworks and Water Rates Bylaw No. 5637 governs the use of, and access to, the City's water system. The Consolidated Fees Bylaw No. 8636 allows for the annual adjustment of fees and charges imposed through the City's bylaws, to account for cost inflation. Bylaw updates are required periodically to adapt to new or emerging issues.

This report supports the following strategies within Council's 2018-2022 Strategic Plan:

Strategy #1. A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

- 1.2 *Future-proof and maintain city infrastructure to keep the community safe.*
- 1.3 *Ensure Richmond is prepared for emergencies, both human-made and natural disasters.*

Strategy #4. An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

- 4.2 *Ensure infrastructure meets changing community needs, current trends, and best practices.*

Strategy # 5. Sound Financial Management

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

- 5.1 *Maintain a strong and robust financial position.*
- 5.2 *Clear accountability through transparent budgeting practices and effective public communication.*
- 5.3 *Decision-making focuses on sustainability and considers circular economic principles.*

Analysis

The following is a summary of the recommended changes to the existing Bylaw No.'s 5637 and 8636, as proposed in Amendment Bylaw No.'s 10330 and 10333 (Attachments 1 and 2):

- Clarifying that the addition of one or more plumbing fixtures will result in the need to renew service pipes smaller than 25mm, when works proposed under a building permit is valued at \$75,000 or more. This change provides clarity when determining if service pipes require renewal.
- Specifying a minimum setback distance of 1m for meter boxes from surfaces that may present an obstruction to meter boxes. To provide further clarity, pavers and other surfaces intended for pedestrian or vehicle traffic are added as objects from which setback is required.
- Specifying a minimum setback distance of 1m for service pipes and curb stops from obstructions. To provide further clarity, retaining wall foundation and fence foundations are added as structures from which setback is required.
- Prohibiting changes or adjustments to service or meter boxes unless authorized by the City, preventing property owners from making modifications that do not meet the City's installation, operations, or maintenance requirements. City costs to address unauthorized changes or adjustments may be billed to the property owner as part of their property taxes.
- Including universal water metering for multi-family dwellings, which was endorsed by Council at the November 8, 2021 Regular Council Meeting. Similar to participants of the voluntary multi-family water metering program, the universal multi-family water metering program will be eligible for a rebate on metered water utility fees exceeding the flat rate for a period of five years. The rebate provides newly metered dwellings with the opportunity to address leaks and other sources of high consumption.
- Removing references to voluntary water metering for single-family dwellings, which are now all metered.
- Increasing construction-related fees to account for construction cost inflation since the last update. The updated fees better reflect the current value of labour for the respective services.
- Transferring certain fees from Bylaw No. 5637 to the Consolidated Fees Bylaw No. 8636, to allow for annual adjustment of fees using the Consumer Price Index, without the need for individual amendment of Bylaw No. 5637.
- Reorganizing certain fees to more appropriate locations within the bylaw.

Staff will also be reviewing the temporary fire hydrant use procedures and fee structure in Bylaw No. 5637 in order to improve operational efficiency, ratepayer equity, and cost recovery for the City, and will present options and recommendations for Council consideration in a future report.

Financial Impact

The changes in the proposed amending bylaw are intended to represent full cost recovery for the associated services.

Conclusion

Proposed Bylaw No. 10330 is an amendment bylaw for Waterworks and Water Rates Bylaw No. 5637. Proposed changes include amended fees based on the current value of services to ensure full cost recovery, changes to support the implementation of universal multi-family water metering, and clarifying installation and maintenance requirements for water infrastructure to align with best practices. Bylaw No. 10333 proposes transfer of certain fees from Waterworks and Water Rates Bylaw No. 5637 to the Consolidated Fees Bylaw No. 8636.

The amending bylaws presented with this report require Council's approval to maintain proper use of various utility services and recover costs incurred by the City to provide these services.



Jason Ho, P.Eng.
Manager, Engineering Planning
(604-244-1281)



Stephenie Wong, P.Eng.
Project Manager
(604-204-8516)

JH:sw

- Att. 1: Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10330
- Att. 2: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10333



**Waterworks and Water Rates Bylaw No. 5637,
Amendment Bylaw No. 10330**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by adding the following definitions to section 1 in appropriate alphabetical order, reordering remaining definitions, and bolding such terms where they appear in **Waterworks and Water Rates Bylaw No. 5637**:

“**METER BOX** means the structure used to contain a **water meter** when used in relation to underground structures and the appurtenance which provides above-ground access to the **water meter** when used in relation to objects or structures that are above ground.”

2. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 2(d) in its entirety and replacing it with the following:

“(d) At the request of the **property owner**, a design plan or drawing referred to in subsection 2(a)(iii) may be prepared by the **City** for the fee specified in Consolidated Fees Bylaw No. 8636.”

3. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 4(b) in its entirety and replacing it with the following:

“(b) Where an application for a **building permit** has been made for works valued at \$75,000 or greater and the existing **service pipe** to the building(s) for which works are proposed, from the **curb stop** at the property line to the **City’s** watermain, is either:

- (i) more than 25 years old; or
- (ii) smaller than 25 mm and the works include the addition of one or more plumbing fixtures,

the **property owner** must install a new **service pipe**, including a **water meter** if one does not exist on the **service pipe**, and pay the applicable water connection fee set-out in Schedule “D”.”

4. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 6(c) in its entirety and replacing it with the following:

“(c) The **meter box** for a new connection shall be set back at least 1 m clear from sidewalks, driveways, brick walkways, pavers, or any other surface that is intended for pedestrian or vehicle traffic.”

5. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting section 7 in its entirety and replacing it with the following:

“7. **Inaccessibility of Meters**

The **City** will notify the **customer** if the **customer’s** privately located meter or accessory thereof is found to have become inaccessible for reading or maintenance. If the **customer** does not make the meter or accessory accessible within 96 hours of receipt of notice, the **customer** shall pay, in addition to the metered rates and water meter fixed charge amounts set out in Schedule B or C as applicable, the fee for an inaccessible meter as set out in Section 3 of Schedule B or C as applicable and not pro-rated while the said meter or accessory remains inaccessible. If the **customer** does not make the meter or accessory accessible within 96 hours of receipt of notice, the **City** may also choose to reinstate access to the meter or accessory at the cost of the **customer**.”

6. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 9(a) in its entirety and replacing it with the following:

“(a) For all new **multi-family dwelling** properties, existing **multi-family dwelling** properties that apply for **meter service** pursuant to 9(b), or existing **multi-family dwellings** required to have a meter water service pursuant to section 14:

- (i) a **water meter** will be installed at each of the **service pipe** connections at or near the property line; or
- (ii) if the **General Manager, Engineering & Public Works** determines that separate metering for water usage by different dwellings, buildings or areas within a **multi-family dwelling** property would:
 - A) be cost-efficient;
 - B) capture all water usage by the property; and
 - C) provide the City with readily available access to the **water meter** or **water meters**,

the **General Manager, Engineering & Public Works** may permit, in addition to or in place of **water meters** installed pursuant to subsection 9(a)(i), **water meters** to be installed in the following locations:

- D) at all **service pipe** connections in the mechanical room or the **service pipe** junction of one or more buildings within the **multi-family dwelling** property; or
 - E) at the water connection for each dwelling unit and each common area within the **multi-family dwelling** property.”
7. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 10(a) and 10(b) in their entirety and replacing them with the following:
- “(a) Every **property owner** shall locate all **service pipes** and **curb stops** at least one (1) metre clear of any structure, driveway, curb, sidewalk, retaining wall foundation or fence foundation.
 - (b) Every **property owner** shall locate the top of the **service box** and/or **meter box** at finished ground level, at least one (1) metre clear of any structure, driveway, curb, or sidewalk.”
8. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by adding the following new subsection 10(e):
- “(e) **Service boxes** and **meter boxes** shall not be moved, adjusted, or otherwise modified unless completed by the **City** or with the written approval from the **General Manager, Engineering & Public Works**. If the **General Manager, Engineering & Public Works** determines any unauthorized modifications were completed, the **City** may reinstate the **service box** and or **meter box** without the **property owner’s** permission and at the cost of the **property owner**.”
9. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 11(a)(iii) in its entirety and replacing it with the following:
- “(iii) The **property owner** shall pay the charges set out in Consolidated Fees Bylaw No. 8636 for each turn on or turnoff.”
10. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 11(b)(i) in its entirety and replacing it with the following:
- “(i) A **property owner** requesting non-emergency service calls to turn water off or on outside regular working hours shall pay the charges set out in Consolidated Fees Bylaw No. 8636.”
11. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 11(c)(i) in its entirety and replacing it with the following:
- “(i) A **customer** requesting an **emergency service call** to turn water off or on must pay the charges set out in Consolidated Fees Bylaw No. 8636.”

12. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 13(e) in its entirety and replacing it with the following:

“(e) Every **property owner** of a **multi-family dwelling** which has a **water meter** installed pursuant to section 9(b) or section 14(b) of this Bylaw will receive a credit to be applied to future water charges equal to the difference between the metered charges for the first 60 months of consumption subsequent to the initial meter reading for billing purposes and the amount that would have been payable on a flat rate basis, provided:

- (i) the metered charges exceed the flat rate by more than \$10; and
- (ii) the **property owner(s)** submits a request for the credit to the City in writing within 15 months of the calendar year over which the credit shall be applied. The credit will be the difference of the metered charges and the flat rate charge for the applicable calendar year.”

13. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 14(b) in its entirety and replacing it with the following:

“(b) Commencing January 1, 2022, the **General Manager, Engineering & Public Works** shall establish a schedule for substituting a **meter service** in lieu of an ordinary service for **multi-family dwellings** in the **City** that do not have **meter service**, and the **City** will supply and install **water meters** at these **properties** at no charge to the **property owner**.”

14. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by adding the following new subsection 14(d):

“(d) Notwithstanding the schedule established in subsection 14(b), owners of **multi-family dwellings** may continue to apply to the **City** for a **meter service** in accordance to subsection 9(b).”

15. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 19(a) in its entirety and replacing it with the following:

“(a) All persons shall install all underground pipes such that the top of pipe is not less than 500 mm (20 inches) below the surface of the ground, and all other pipes where so fitted as to be exposed to frost shall be properly protected.”

16. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 22(a) in its entirety and replacing it with the following:

“(a) No person shall obtain water from a watermain by means other than a metered connection for the purpose of serving any **one-family dwelling**, commercial or industrial establishment, or farm. Nothing in this Section shall apply to the fighting of fires.”

17. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 22(b)(ii) in its entirety and replacing it with the following:
 - “(ii) pay, prior to installation, the applicable connection charge and water meter installation fee specified in Schedule “D”, notwithstanding **water meters** installed as an outcome of 9(b) or 14(b) or 22A(b).”
18. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 22A(a) in its entirety.
19. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting subsection 22B(b) in its entirety and replacing it with the following:
 - “(b) The **City** will rebate the **property owner** \$100 for each replacement toilet, up to a maximum of two replacement toilets per property, provided that the **City** is satisfied that the rebate application meets the criteria set-out in subsection 22B(a).”
20. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting section 26(a) in its entirety and replacing it with the following:
 - “(a) The **General Manager, Engineering and Public Works** will, upon written request and the payment of the fee as set out in Consolidated Fees Bylaw No. 8636 by the **customer**, test a **water meter** for accuracy.”
21. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting section 26(d) in its entirety and replacing it with the following:
 - “(d) Where a **customer** requests verification that a **water meter** at a property is functioning properly, the **City** will conduct an on-site inspection of the **water meter** after the **customer** has paid the fees set out in Consolidated Fees Bylaw No. 8636. The fee(s) will be refunded to the **customer** if the **City** determines that the **water meter** fails to register or properly indicate the flow of water. In no other circumstance will the fee be refunded to the **customer**.”
22. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting Schedules “B”, “C”, and “D” to Bylaw 5637 in their respective entireties and substituting therefor Schedule A attached to and forming part of this Bylaw.
23. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting Schedule “F” to Bylaw 5637 in its entirety.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>SW</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER

SCHEDULE A TO BYLAW No. 10330**SCHEDULE "B" TO BYLAW NO. 5637**

**METERED RATES FOR
INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY,
STRATA-TITLED AND FARM PROPERTIES**

1. RATES

Consumption per cubic metre:	\$1.5082
Minimum charge in any 3-month period (not applicable to Farms)	\$114.00

2. WATER METER FIXED CHARGE

Fixed charge per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Fixed Charge</u>
16 mm to 25 mm (inclusive)	\$15
32 mm to 50 mm (inclusive)	\$30
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500

3. FEE FOR AN INACCESSIBLE METER AS SET OUT IN SECTION 7

Per quarter that the meter is in accessible (not to be pro-rated)	\$200
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SCHEDULE "C" TO BYLAW NO. 5637

**METERED RATES FOR
ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING**

1. **RATES**
Consumption per cubic metre: \$1.5082

2. **WATER METER FIXED CHARGE**
Fixed charge per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Fixed Charge</u>
16 mm to 25 mm (inclusive)	\$12
32 mm to 50 mm (inclusive)	\$14
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500

3. **FEE FOR AN INACCESSIBLE METER AS SET OUT IN SECTION 7**
Per quarter that the meter is in accessible (not to be pro-rated) \$200

SCHEDULE “D” to BYLAW 5637*

1. WATER CONNECTION CHARGE

One-Family, Two-Family, Multi-Family, Industrial, Commercial Water Connection Size	Connection Charge	
	Tie In Charge	Price Per Metre of Service Pipe
25 mm (1”) diameter	\$3,400	\$200
40 mm (1 ½”) diameter	\$4,700	\$200
50 mm (2”) diameter	\$4,900	\$200
100 mm (4”) diameter or larger	in accordance with Section 38	in accordance with Section 38

2. WATER METER INSTALLATION FEE

- a. Install water meter 25 mm (1”) or smaller on water connection 25 mm (1”) or smaller for One-Family Dwelling or Two-Family Dwelling [s. 3A(a), s. 22(b)(ii)] \$1,300 each
- b. Install water meter not covered under Schedule D Item 2a. [s. 3A(a), s. 22(b)(ii)] Actual Cost

3. WATER SERVICE DISCONNECTIONS

- a. When the service pipe is temporarily disconnected at the property line for later use as service to a new building \$200 each
- b. When the service pipe is not needed for a future development and must be permanently disconnected at the watermain, up to and including 50mm \$1,500 each
- c. If the service pipe is larger than 50mm Actual Cost



**Consolidated Fees Bylaw No. 8636,
Amendment Bylaw No. 10333**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by inserting Schedule A attached to and forming part of this bylaw, in appropriate alphabetical order.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
<i>[Signature]</i>

MAYOR

CORPORATE OFFICER

SCHEDULE A TO BYLAW No. 10333**SCHEDULE – WATERWORKS****Waterworks and Water Rates Bylaw No. 5637**

Description [Section]	Fee
<u>Design Plan Prepared by City [s. 2(d)]</u>	
a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,000 each
b) Design plan for all other buildings	\$2,000 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	\$108
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	\$377
Fee for water meter verification request [s.26(d)]	\$50
Troubleshooting on private property	Actual Cost
<u>Fire flow tests of a watermain</u>	
(a) First test.	\$250
(b) For each subsequent test	\$150
Locate or repair of curb stop service box or meter box	Actual Cost
<u>Fee for use of City fire hydrants [s. 37]:</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$340
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$218
(b) Where the installation of a water meter is not required:	
(i) First day	\$218
(ii) Each additional day of use beyond the first day	\$72

Description [Section]	Fee
<p><u>Fee for use of Private fire hydrants [s. 37.1]:</u></p> <p>(a) Where the installation of a water meter is required:</p> <p style="padding-left: 20px;">(i) Refundable Deposit</p> <p style="padding-left: 20px;">(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules "B" or "C", or</p> <p>(b) Where the installation of a water meter is not required:</p> <p style="padding-left: 20px;">(i) First day</p> <p style="padding-left: 20px;">(ii) Each additional day of use beyond the first day</p>	<p></p> <p>\$360</p> <p>\$210</p> <p></p> <p>\$100</p> <p>\$65</p>