

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2023 SUPPLEMENTARY UTILITY FEES DECLARATION PROGRAM**

**RECOMMENDATION:**

1. THAT Council receive this report for information.

**REPORT**

The Financial Management Committee, at its meeting held on 2022 September 20, received and adopted the attached report outlining the 2023 Supplementary Utility Fees Declaration Program.

Respectfully submitted,

Councillor Dhaliwal  
Chair

Councillor Gu  
Vice Chair

Copied to:	Chief Administrative Officer Deputy Chief Administrative Officer & CFO GM Community Safety GM Corporate Services
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2022 September 14

**FROM:** ACTING CHIEF FINANCIAL OFFICER **FILE:** 7000-01

**SUBJECT:** **2023 SUPPLEMENTARY UTILITY FEES DECLARATION PROGRAM**

**PURPOSE:** To outline the 2023 Supplementary Utility Fees Declaration Program.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council receive this report for information.

**REPORT**

**1.0 INTRODUCTION**

Burnaby homeowners who rent out a suite in their home are charged supplementary utility fees annually to cover the increased usage of water and sewer services. In addition, if a dwelling is rented out and not occupied by the registered owner(s), an annual House Rental Licence is required.

Annually, homeowners are sent letters instructing them to inform the City, through a declaration form, if the status of the property has changed. This may include a change in ownership, occupancy, rental use, suite addition or removal. A declaration form is not required where there is no change in status. Letters are sent to homeowners in late September, with declaration forms due back by November 30. Further reference materials and fillable declaration forms are available on the City's website for use by homeowners to report respective changes.

The purpose of this report is to provide data on the current 2022 Supplementary Utility Fee declaration program and outline plans for the 2023 program.

**2.0 POLICY SECTION**

**Goal**

- A Thriving Organization
  - Financial viability –  
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

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**3.0 BACKGROUND**

**3.1 2022 Program Details**

For 2022 to date, the City issued supplementary utility fees to approximately 7,300 properties, comprised of 6,400 Single Family Dwellings and 900 Strata and Non Strata Two Family Dwellings. These figures are revised daily upon receipt of new information from homeowners. Combined Water and Sewer 2022 Supplementary Utility Fee revenues total just over \$4.3 million. Additionally, for the same time period, the City has issued approximately 3,500 House Rental Business Licences amounting to over \$455,000 in revenue.

Details of the letters issued in late 2021 for 2022 are as follows:

2021 Letters	Amount
Homeowners that previously submitted a declaration	30,931
Homeowners that did not return a declaration	78
Homeowners of new properties	1036
<b>Total</b>	<b>32,045</b>

**4.0 2023 PROGRAM**

**4.1 Notification Letters**

The 2023 secondary suite declaration letters will be mailed during the week of September 26 and are due back in the Tax Office by 2022 November 30. Any change in status reported on the 2023 declaration will be made effective from 2023 January 01 and updated in the City’s billing systems. Details of the proposed letters to be issued in late 2022 September for 2023 are as follows:

2022 Letters	Amount
Homeowners that previously submitted a declaration	31,316
Homeowners that did not return a declaration	36
Homeowners of new properties	2
New homeowners (new for 2022/2023)	897
<b>Total</b>	<b>32,251</b>

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For the 2023 program, new homeowners have been defined within their own property grouping. This grouping, together with homeowners from new properties, will receive a more tailored notification; the intention being to highlight that utility fees are based on information provided for the prior property / owner, and that if their situation differs, then they need to inform the City.

Currently there are 152 homeowners that submitted a declaration in prior years indicating that their property was under construction. These owners will be issued a tailored letter, asking if the house construction / renovation has finished, and if yes, they will be instructed to submit a new declaration with the current status of the property.

#### **4.2 Non-respondents**

Combined penalty fines of \$1,000 (\$500 under the Burnaby Waterworks Regulation Bylaw and \$500 under the Burnaby Sewer Charge Bylaw) may be issued for any of the following: failing to submit a declaration by November 30 of the calendar year; failing to submit an additional declaration within 30 days following a change in the rental status of a suite; or submitting a false or inaccurate declaration. Revenue Services and Licence office staff are working together to coordinate escalation action for those who to date have failed to submit a declaration. Efforts continue to contact these property owners in order to attain compliance with the declaration process.

#### **4.3 House Rental Licences**

The owner of a “rental house” is required to obtain a House Rental Licence and pay the applicable House Rental Licence Fee. Revenue Services will continue to provide the Licence Office with details of all properties whereby the homeowner has indicated that they rent out the home or part of it, but do not reside on the property. Renewal invoices for House Rental Licences will be issued by the Licence Office in 2022 October, based on existing information on file.

#### **4.4 Short Term Rental Licence**

With introduction of the Short Term Rental Licence program, anyone who wishes to operate a short-term rental in Burnaby must obtain a business licence. The City of Burnaby is undertaking additional analysis of publicly available rental information in order to identify short term rentals and maintain bylaw compliance. While information is shared between Revenue Services and Licence Offices, the 2023 Supplementary Utility Fee Declaration process will not be ascertaining if a short term rental agreement is in place on a property, as those properties with a secondary suite are not eligible under the Short Term Rental Business Licence program. It is also deemed that updating the existing declaration to encompass short term rental information would add complexity and result in confusion for property owners.

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## 5.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council receive this report for information.



Bob Klimek, CPA, CA, CISA  
ACTING CHIEF FINANCIAL OFFICER

BK:RR:EJ:mt

Copied to: Chief Administrative Officer  
Deputy Chief Administrative Officer  
General Manager Community Safety