



FINANCE AND CIVIC DEVELOPMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2015 JANUARY 22
TIME: 4:00 PM
PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

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1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
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3. <u>REPORTS</u>	
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4. **NEW BUSINESS**

5. **INQUIRIES**

6. **CLOSED**

Public excluded in accordance with Sections 90 and 92 of the Community
Charter of BC

7. **ADJOURNMENT**

CITY OF BURNABY

FINANCE AND CIVIC DEVELOPMENT COMMITTEE

MINUTES

An Open meeting of the Finance and Civic Development Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, 2014 November 27 at 5:30 p.m.

PRESENT: Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair
Councillor Paul McDonell, Member

GUEST: Councillor Pietro Calendino

STAFF: Mr. Bob Moncur, City Manager
Mr. Lambert Chu, Deputy City Manager
Mr. Lou Pelletier, Director Planning and Building
Mr. Leon Gous, Director Engineering
Ms. Denise Jorgenson, Director Finance
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:30 p.m.

1. MINUTES

a) Minutes of the Open meeting of the Finance and Civic Development Committee held on 2014 November 18

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

“THAT the minutes of the Open meeting of the Finance and Civic Development Committee held on 2014 November 18 be now adopted.”

CARRIED UNANIMOUSLY

2. REPORTS

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR McDONELL:

“THAT the reports be received.”

CARRIED UNANIMOUSLY

a) **Report from the Chief Information Officer**
Re: 2015 Information Technology – Infrastructure Capital Program

This report was withdrawn prior to the meeting.

b) **Report from the Chief Information Officer**
Re: Contract Award – Fire Department CAD Project

The Chief Information Officer submitted a report seeking approval to award a contract for the upgrade of the Fire Department's Intergraph Computer Aided Dispatch (CAD) System.

The Chief Information Officer recommended:

1. THAT a contract be awarded to Intergraph Canada Ltd. for a total cost of \$243,033.00 inclusive of GST for implementation assistance in upgrading the Fire Computer Aided Dispatch (CAD) System. Final payment will be based on actual quantity of services delivered and unit prices as agreed.

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Chief Information Officer be adopted.”

CARRIED UNANIMOUSLY

c) **Report from the Director Finance**
Re: Lease of City Property at 6117 Marine Way

The Director Finance submitted a report seeking authority to enter into a five-year lease agreement with Aldan Enterprises Ltd. for City property located at 6117 Marine Way.

The Director Finance recommended:

1. THAT Council authorize staff to enter into a five-year lease agreement with Aldan Enterprises Ltd. for City property located at 6117 Marine Way as outlined in this report.

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Director Finance be adopted.”

CARRIED UNANIMOUSLY

3. **NEW BUSINESS**

Councillor Johnston

Councillor Johnston advised that during election he received a number of complaints from public regarding unauthorized signs, and suggested staff consider amendments to the Sign Bylaw. Amendments could include, for example, a sign deposit or a fine for failure to remove signs within three days after the election.

Staff undertook to investigate and report back to the Committee.

4. **INQUIRIES**

There were no inquiries brought before the Committee at this time.

5. **CLOSED**

The Committee moved into a ‘Closed’ meeting from which the public was excluded.

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

“THAT this meeting do now recess.”

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:37 p.m.

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

“THAT the Open Committee meeting do now reconvene.”

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 5:51 p.m.

6. **ADJOURNMENT**

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

“THAT this Open Committee meeting do now adjourn.”

CARRIED UNANIMOUSLY

The Open meeting adjourned at 5:51 p.m.

Ms. Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR

DRAFT



Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 12

FROM: CHIEF INFORMATION OFFICER

FILE: 6500-20

**SUBJECT: 2015 INFORMATION TECHNOLOGY CAPITAL PROGRAM FOR
BUSINESS APPLICATIONS**

PURPOSE: To request project approval and funding bylaw for implementation of the 2015 Enterprise and Departmental Business Applications Programs.

RECOMMENDATIONS:

1. **THAT** Finance and Civic Development Committee recommend Council approve the capital expenditure for the 2015 enterprise and departmental applications programs as outlined in this report.
2. **THAT** Finance and Civic Development Committee recommend Council authorize staff to bring down a bylaw in the amount of \$6,565,000 (inclusive of GST) from Capital Reserves to finance the purchase.

REPORT**1.0 BACKGROUND**

The 2015 Provisional Capital Program includes provision for the annual information technology capital program to facilitate the replacement, extension and upgrading of enterprise and departmental applications software to enhance service to the public and improve the efficiency of internal business processes.

This report provides the Committee and Council with additional details on the programs and the 2015 funding request for approval.

1.1 *Enterprise and Departmental Business Applications – \$6.57m*

The City develops an annual plan to replace and upgrade business applications for the purposes of enhancing citizen service through quicker and easier access to City information and services online, and to ensure internal systems are robust, sustainable and continue to evolve to meet the changing needs of the business. The City's applications portfolio contains both enterprise

To: Chair and Members Finance and Civic Development Committee
From: Chief Information Officer
Re: 2015 Information Technology Capital Program for Business Applications
2015 January 12Page 2

systems (e.g., SAP and GIS) and specialised, line of business software for departments. The 2015 Provisional Capital Plan request for IT includes the initial phase(s) of two large, multi-year enterprise programs: replacement of the existing Permit Plan legacy system for Licences, Inspections and Permitting (the LIPS project), including delivery of online citizen services and improvements to City business processes; and the Capital Asset Lifecycle Management (CALM) project which will automate the capture and reporting of information related to the City’s capital asset portfolio. These projects are currently engaged in proof of concept, high-level design and detailed planning stages. Individual reports will be submitted to the Committee and Council for approval later in the year but interim funding is included in this report to cover hardware, consulting and other related project costs.

The initiatives which comprise the proposed 2015 program were selected based on input from City departments and prioritized based on criteria established by the City’s IT executive steering committee which consists of staff from all user departments. The 2015 program includes the following projects:

- Licence, inspections and permits system replacement – high-level solution design and project planning phase
- Capital asset lifecycle management functionality – proof of concept and project planning phase
- Geographic information systems (GIS) initiatives, including the ability to integrate and visually display SAP data within the GIS system
- Electronic council and committee agendas initiative – Phase 2
- Web portal development and online City services
- Human resources, payroll and benefits initiatives
- Business intelligence tool for Fire incident reporting
- Fuel system upgrade (Works Yard)
- Treasury system upgrade.

The estimated 2015 expenditure under this program is \$6,565,000 and it is recommended that staff be authorized to bring down a Capital Reserve Expenditure Bylaw in the amount of \$6,565,000 inclusive of applicable taxes to finance the 2015 IT Business Applications Programs as outlined in this report.

2.0 RECOMMENDATIONS

The 2015 information technology programs are selected based on business and public service needs as identified and reviewed by the inter-department staff working group and steering committee. The objective of the 2015 program is to implement new initiatives that will enhance service to the general public and City departments. Sufficient funds are available to complete the above projects in the 2015 Provisional Capital Program.

To: Chair and Members Finance and Civic Development Committee
From: Chief Information Officer
Re: 2015 Information Technology Capital Program for Business Applications
2015 January 12Page 3

It is recommended that the Finance and Civic Development Committee recommend Council approve the capital expenditure for the 2015 enterprise and departmental applications programs and for the Finance and Civic Development Committee to recommend Council authorize staff to bring down a bylaw in the amount of \$6,565,000 (inclusive of GST) from Capital Reserves to finance the purchase as outlined in this report.



Shari Wallace
CHIEF INFORMATION OFFICER

SW:SW/ms

Copied to: City Manager
Deputy City Managers
Director Finance
City Solicitor



TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE **DATE:** 2014 December 19

FROM: DIRECTOR FINANCE **FILE:** 4500-30

SUBJECT: LEASE RENEWAL OF 4970 CANADA WAY

PURPOSE: To renew the lease of 4970 Canada Way to Rising Star Learning Ltd.

RECOMMENDATION:

- 1. **THAT** Council authorize a five year lease renewal of 4970 Canada Way to Rising Star Learning Ltd. as outlined in this report.

REPORT

The subject property at 4970 Canada Way was purchased by the City in 2003 as part of its Deer Lake Business Centre Plan for inclusion into a future property consolidation. On 2004 September 13, Council authorized a five year lease of the property to Rising Star Learning Ltd., a company that would operate a licensed Day Care and "Junior Kindergarten. The lease agreement was renewed in 2009 for a further five year term.

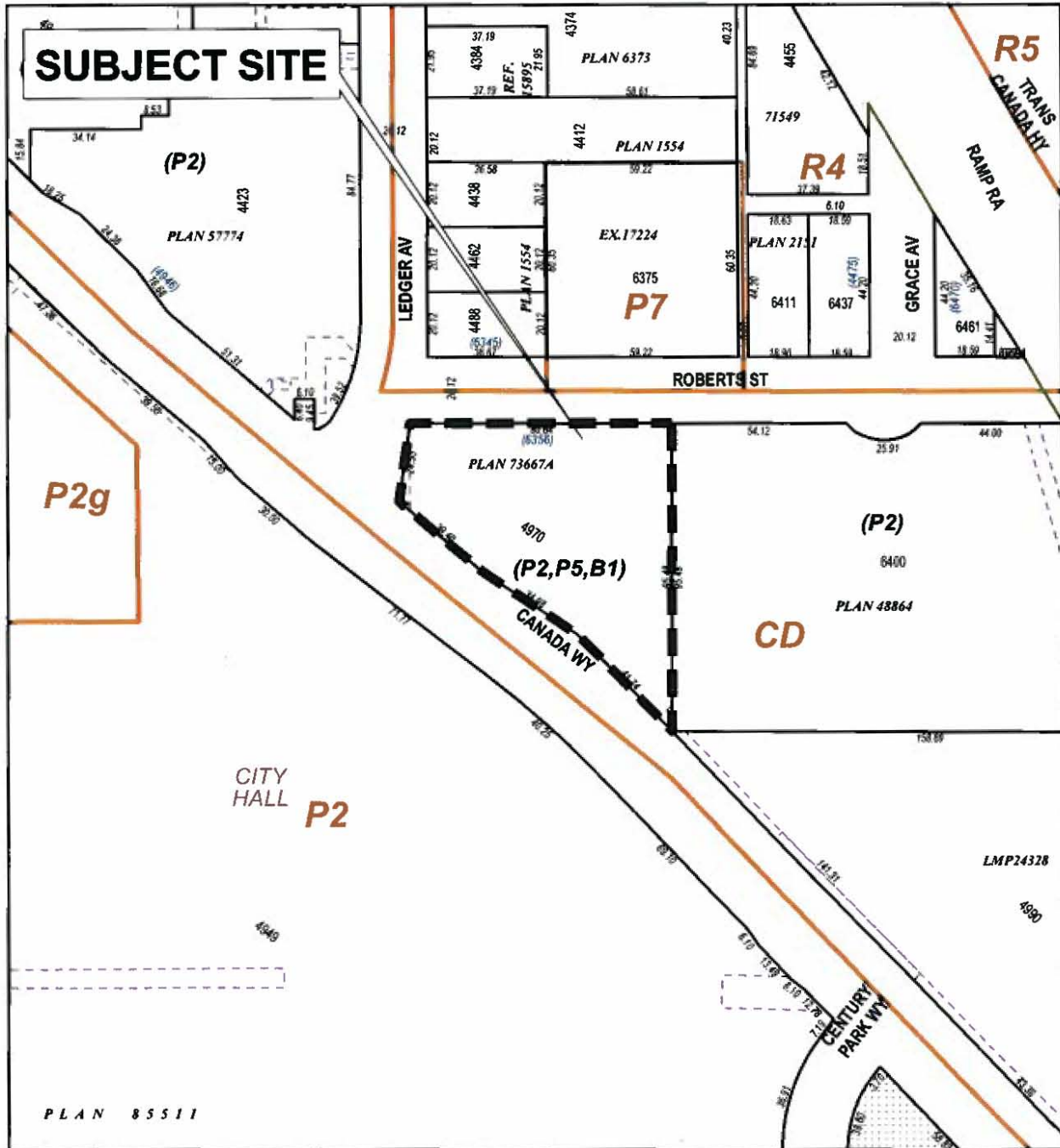
The Lessee has requested a new five year lease term with two additional five year options. The Licence Office has negotiated a lease rate of \$75,000 per year for the first three years of the term and \$80,000 per year for the last two years of the Agreement. This is a triple net lease, which requires the Lessee to be responsible for all maintenance, building modifications, utilities and property taxes. The Agreement would contain provision for a six month notice for either party to terminate without penalty.

It is recommended that Council authorize staff to enter into a five year lease agreement with Rising Star Learning Ltd. for the property at 4970 Canada Way as outlined in this report.

Denise Jorgenson
DIRECTOR FINANCE

Attachment: Map of 4970 Canada Way

DL:sb/ab
Copied to: City Manager
Director Planning and Building
City Solicitor
City Risk Manager
Chief Licence Inspector



PLANNING & BUILDING DEPARTMENT



DATE: JAN 14 2015

SCALE: 1:2,000

DRAWN BY: AY

4970 CANADA WAY
RISING STAR LEARNING LTD.

 Subject Site

Sketch #1

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 13

FROM: DIRECTOR FINANCE

FILE: 43000-04

SUBJECT: CONTRACT AWARD - ANIMAL CONTROL AND SHELTER SERVICES

PURPOSE: To obtain Council approval to award a one year contract for animal control and shelter services.

RECOMMENDATION:

1. **THAT** Finance and Civic Development Committee recommend Council approve a one year contract award to the British Columbia Society for the Prevention of Cruelty to Animals for a total cost of \$579,246 including taxes as outlined in this report.

REPORT

In 2014 Council approved City staff negotiating a one year agreement with the British Columbia Society for the Prevention of Cruelty to Animals (BCSPCA) effective 2015 January 01 to 2015 December 31. The proposed agreement designates the BCSPCA as the City shelter operator and provides for enforcement of the Burnaby Animal Control Bylaw. Services provided from the Animal Shelter include service to the public and community patrols. The Animal Shelter is open to the public weekdays 9:00am – 6:00pm and weekends 9:00am – 5:00pm. Twenty-four hour emergency service is provided for animals in distress, investigating animal attacks, and assisting Fire, RCMP and the Emergency Operations Centre. The cost of this agreement is \$579,246.

City staff are confident that the contractor has sufficient equipment and resources to carry out the work required under this contract. Funding for Animal Control Services is provided for in the 2015 Operating component of the Provisional Financial Plan under the Finance – Licence division.

It is requested that the Finance and Civic Development Committee recommend Council approve a one year contract award to the British Columbia Society for the Prevention of Cruelty to Animals for a total cost of \$579,246 including taxes as outlined in this report.

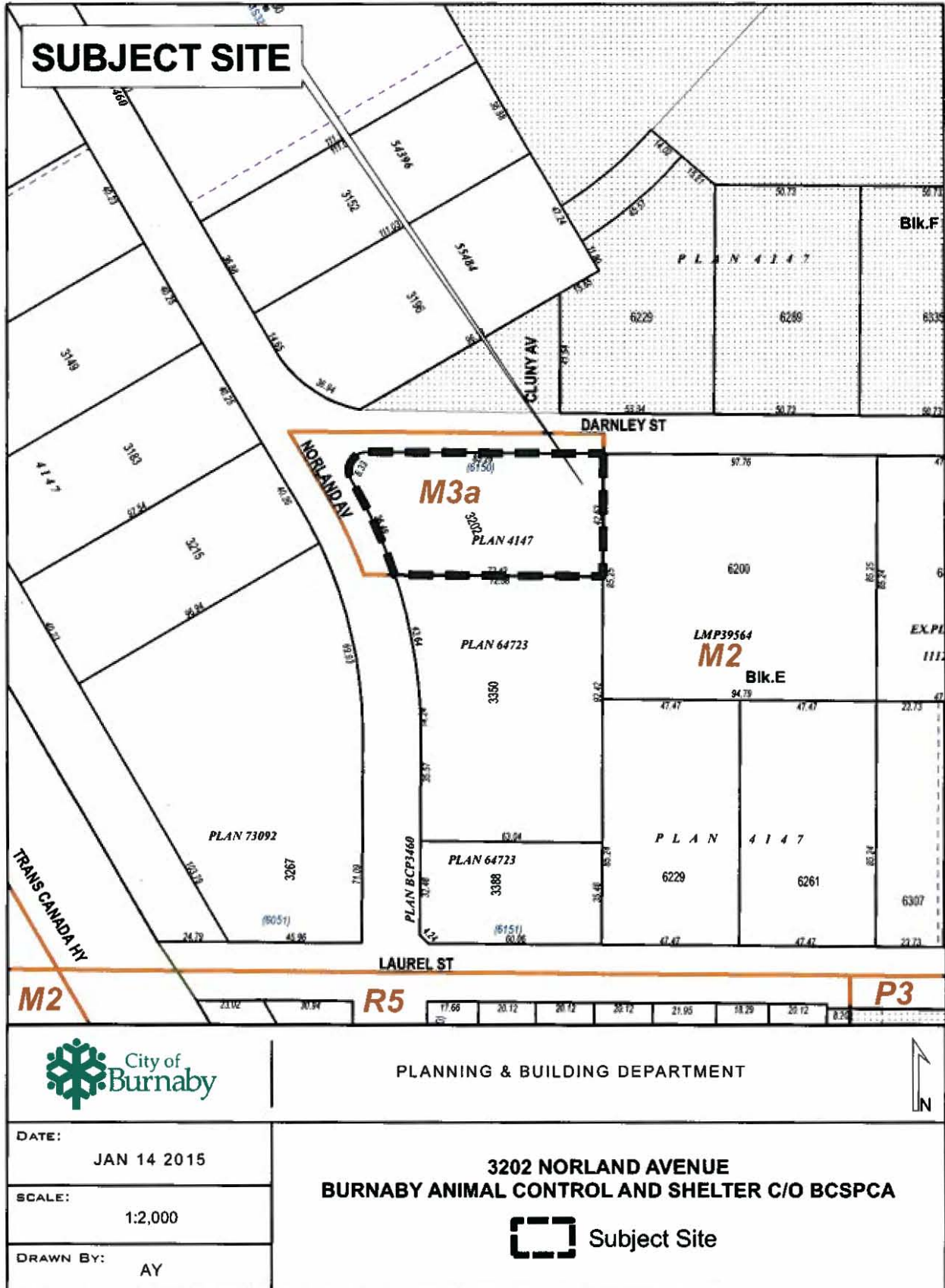


Denise Jorgenson
DIRECTOR FINANCE

DL:GC/ts/ab

Attachment: Map of Burnaby Animal Control & Shelter

Copied to: City Manager
City Solicitor





Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 14

FROM: DIRECTOR FINANCE

FILE: 9100-00

SUBJECT: RENEWAL OF THE LICENCE AND OPERATING AGREEMENT FOR THE CAMERON CHILDREN'S CENTRE

PURPOSE: To obtain Council approval to enter into a new licence and operating agreement with the Lower Mainland Purpose Society for Youth & Families for the City-owned Cameron Children's Centre.

RECOMMENDATIONS:

1. **THAT** Finance and Civic Development Committee recommend that Council authorize staff to enter into a licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families for the Cameron Children's Centre for a five year term as outlined in this report.
2. **THAT** a copy of this report be forwarded to the Board of Directors of the Lower Mainland Purpose Society for Youth and Families and to the Social Issues Committee for information.

REPORT**1.0 BACKGROUND**

The City owned Cameron Children's Centre (see Attachment 1) was developed through the Community Benefit Bonus provision of rezoning for a mixed-use development site at 3495 North Road. The Lower mainland Purpose Society for Youth and Families (the Purpose Society) was selected by Council in 2008 to operate the new Children's Centre.

The fully furnished and equipped child care centre was made available to the Purpose Society under a licence and operating agreement on a rent-free basis for five years from 2009 October 01 through 2014 September 30.

2.0 NEW LICENCE AND OPERATING AGREEMENT

This report seeks Council approval to enter into a new rent-free licence and operating agreement for the Cameron Children's Centre with the Purpose Society. The operator will continue to be responsible for the same terms and conditions and financial operations of the child care centre as set out in the previous agreement see Attachment 2 - Roles and Responsibilities.

To: Chair and Members Finance and Civic Development Committee
From: Director Finance
Re: Renewal of the Licence and Operating Agreement for the Cameron Children's Centre
2015 January 14.....Page 2

The Purpose Society is a BC registered non-profit society that celebrated its 30th Anniversary in 2013. In addition to the Cameron Children’s Centre the Society also operates the City owned Madison and Yukon Crescent Children’s Centre and the Rosser Preschool and Kitchener School-aged Care children’s services located on Burnaby School District property.

The Cameron Centre is licenced under the Community Care and Assisted Living Act for 44 spaces: specifically for 20 children younger than 36 months and 24 spaces for 30 months to school age. During 2013 the Centre provided care for 69 children from 62 families and of those 75% of the families were Burnaby residents. The others are residents of surrounding municipalities. A waitlist is maintained at all times as there is a high demand for enrolment. Currently the waitlist has 153 families needing space in the Centre.

Cameron Children’s Centre employs twelve staff members and all staff has training in basic Early Childhood Education (ECE) and over half of the staff also have post-basic ECE training. The Society’s child care professionals are each provided with 15-20 hours of additional training each year.

The Society is represented on Burnaby’s Child Care Resources Group, a subcommittee of the Social Issues Committee which advises the Committee and Council on child care matters. Since commencement of the original agreement the Society has consistently provided quality and much needed service to Burnaby families from this location.

3.0 RECOMMENDATIONS

The Purpose Society has successfully operated the Cameron Children’s Centre since 2009 October 01 and continues to provide quality and much needed child care service to Burnaby families. It is recommended that Council authorize staff to enter into a new five year licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families (retroactive to 2014 October 01 and through 2019 September 30) for the continued operation of the Cameron Children’s Centre.

It is further recommended that a copy of this report be forwarded to the Board of Directors for the Lower Mainland Purpose Society for Youth and Families and the Social Issues Committee for information.

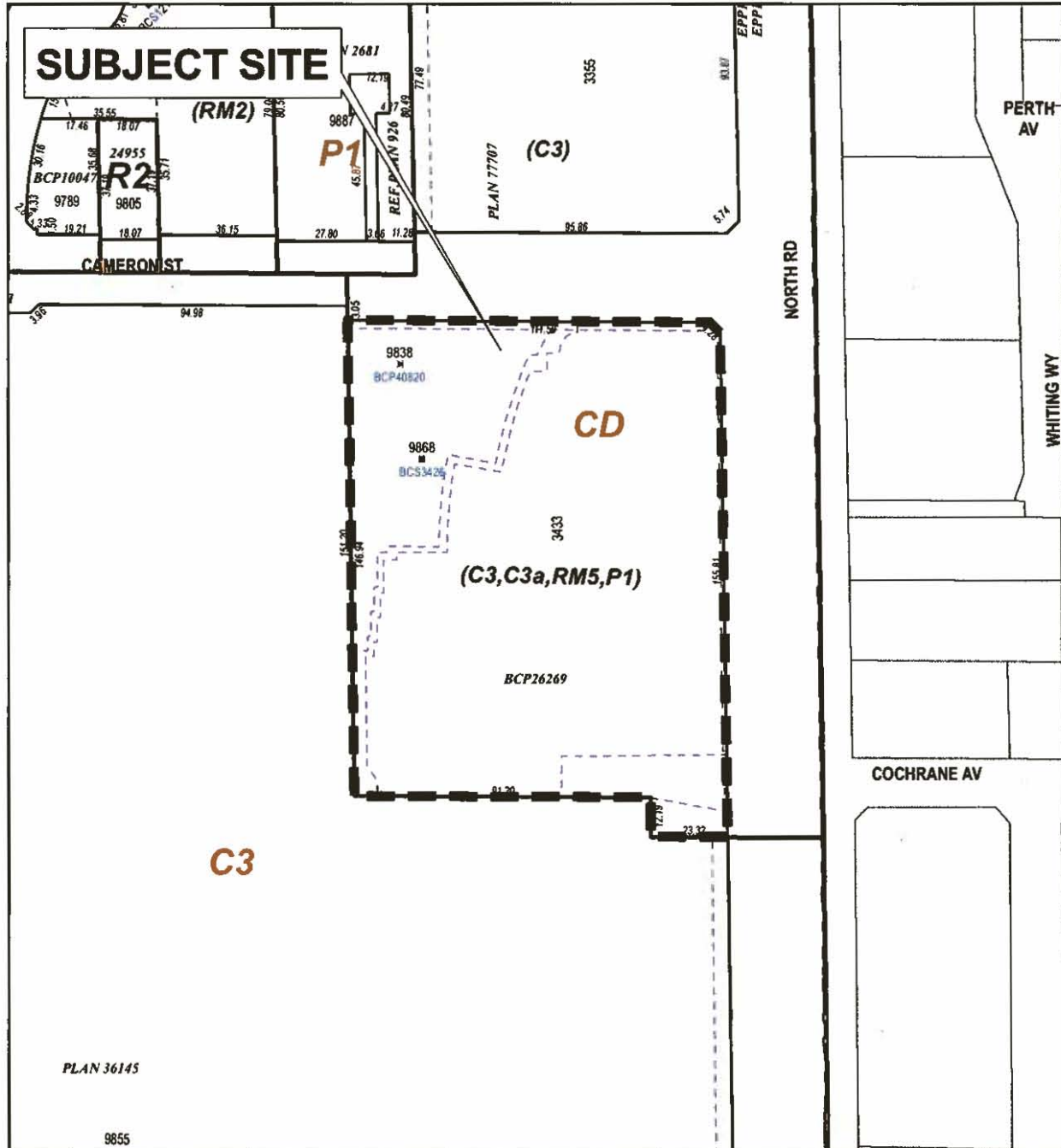





Denise Jorgenson
DIRECTOR FINANCE

DJ:SB /ab

Attachments: #1 - Map of Cameron Children’s Centre
#2 – Roles and Responsibilities

Copied to: Director Engineering
Director Building and Planning
City Solicitor
City Risk Manager
Chief Licence Inspector



	<p>PLANNING & BUILDING DEPARTMENT</p> 
<p>DATE: JAN 14 2015</p>	<p>Cameron Children's Centre - 9838 Cameron Street</p>  Subject Site
<p>SCALE: 1:2,000</p>	
<p>DRAWN BY: AY</p>	

Sketch #1

Licensing and Operating Agreements for City-owned Child Care Centres

Roles and Responsibilities

City Responsibilities	Operator Responsibilities
<p>City will include at its cost and without any contribution from the Operator:</p> <p>Structural repairs and replacements including roof replacement and repairs, exterior painting, and skylight replacement or repairs.</p> <p>Maintenance of services and equipment including:</p> <ul style="list-style-type: none"> • drainage, water and sewer piping and component parts (including toilets, sinks and other plumbing fixtures) • mechanical systems including plumbing, electrical, and ventilation systems and maintenance contracts, excluding appliances • heating systems • maintenance of fire alarm and smoke detector equipment • light fixtures and ballasts • hot water tanks • fire sprinkler system • window glazing, and • emergency lighting • Interior pest control • Repair and replacement of flooring, carpets, cabinets and countertops • Interior painting as and when determined necessary by the City <p>Repair and replacement of flooring, carpets, cabinets and countertops.</p> <p>Interior painting</p> <p>Interior pest control</p>	<p>All Risks property insurance Commercial General Liability insurance Tenant Legal Liability Insurance Automobile Liability Insurance</p> <p>Maintenance of Centre, all outbuildings, and grounds</p> <p>Grounds include: lawns, trees and other landscaping, maintenance and repair of irrigation systems, stairs, railings, fences, retaining walls, walkways and asphalt surfaces (including stall line marking); exterior pest control, snow and ice removal, leaf removal, weeding, and pressure washing.</p> <p>Centre includes: carpet cleaning, light bulb replacement, janitorial services; maintenance, repair and replacement of doors, all furniture, appliances, and equipment, playground toys, equipment and play structures, window coverings, security systems, including card access systems</p> <p>Telephone and internet service Heat and light Repair of appliances Cost of monitoring the fire alarm system Licencing fees Staff wages & benefits Water and sewer utilities</p>



TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 15

FROM: DIRECTOR FINANCE

FILE: 7500-01

SUBJECT: CITY INVESTMENTS – 2014 YEAR END REPORT

PURPOSE: To provide a 2014 Investment Program update and to present the 2015 Investment Program forecast.

RECOMMENDATION:

1. **THAT** this report be received for information purposes.

REPORT

Part 6, Division 3, Section 183 of the Community Charter states that the City may invest or reinvest money that is not immediately required for expenditures. Council has assigned the responsibility for the management of the investment portfolio to the Director Finance (Bylaw No. 11553). This report highlights significant events that have occurred in the investment program during 2014 and the forecast for 2015.

The City’s cash and investments on 2014 December 31 totaled \$827,411,505 (2013 – \$679,538,076). This is represented by a single investment portfolio – City of Burnaby Investment Fund – and includes restricted funds such as Development Cost Charges and all other reserve funds. Schedule B lists the institutions the City invests in and the investment limits that have been placed on these institutions.

1.0 2014 SIGNIFICANT EVENTS

1.1 Investment Funds

A portion of the portfolio’s investments is held in money market instruments until cash is required for expenditures. The City’s Investment Fund is directly impacted by any movement in short-term interest rates during the year, particularly from July onward, when the investment fund reaches a high of over \$1 billion upon receipt of tax revenue and then decreases to approximately \$700 million in May.

To: Chair and Members Finance and Civic Development Committee
 From: Director Finance
 Re: City Investments – 2014 Year End Report
 2015 January 15.....Page 2

The Bank of Canada bank rate, which governs the level of short-term interest rates opened the year at 1.25% and closed on 2014 December 31 at the same rate. The average yield for 90 day Bankers Acceptance’s was 1.21%, one basis point higher than the average for 2013.

Despite the continuation of low annual yields throughout 2014 the City’s investment strategy generated \$42.6 million (4.49%) return on investments (2013 - \$38.3 million at 4.64%). The impact of fluctuations in short-term interest rates on investment income are offset by a portion of fund surplus in long-term investment grade bonds with annual yields of 3.00% - 7.35%. These longer term investments have continued to provide income and yield stabilization for the portfolio year-over-year despite historical lows in money market and bond market yields.

In 2014, Canadian ten-year and thirty-year bond rates were volatile, beginning the year at a high of 2.75% and 3.22% respectively on January 3rd, and posting lows of 1.74% and 2.29% on December 16th respectively. The ten-year bond average for 2014 was 2.23% (2013 – 2.25%) and the thirty-year bond average was 2.77% (2013 – 2.82%).

An alternative investment option for British Columbia municipalities is to place funds with the Municipal Finance Authority of British Columbia (MFA-BC). The City’s investments performed well in 2014 when broken down by term as a means of comparison to the Municipal Finance Authority (MFA) Pooled funds and noted indices benchmark returns. The MFA-BC offers three investment fund alternatives and reports the returns annually, with the most recent information provided below for the period ending 2014 December 31, along with a corresponding yield for a comparable benchmark indices. All three funds offered by the MFA-BC include corporate debt. The Community Charter restricts the City from investing in corporate debt unless we invest directly into the MFA-BC’s funds. Broken down into comparable fund types based on maturity date ranges, the City can offer a closer comparison to the MFA-BC and indices in Table 1.

Table 1 – Breakdown of Yield Comparisons

Fund Type	Fund/Benchmark	1 year return	City of Burnaby
Money Market	MFA Money Market Fund (for investments less than 1 year)	1.09%	1.79%
	MFA Custom Benchmark-FTSE TMX Canada 30-day T-Bill Index	0.74%	
Intermediate	MFA Intermediate Fund (for investments from 1 – 3 years)	1.28%	2.21%
	FTSE TMX Canada 365- Day Treasury Bill Index	0.79%	
Bond Fund	MFA Bond Fund (for investments of more than 3 years)	3.15%	5.09%
	FTSE TMX Canada Short Term Overall Bond Index	2.86%	

Generally the portion of the Investment Fund that is not expected to be needed in the near future is invested in longer term investments with higher yields. Approximately \$521 million is invested in long-term investments (one year and longer); the balance in shorter term investments that mature within one year.

To: Chair and Members Finance and Civic Development Committee
 From: Director Finance
 Re: City Investments – 2014 Year End Report
 2015 January 15.....Page 3

Table 2 - Breakdown for Portfolio Maturities by Term at 2014 December 31

City of Burnaby Investment Fund	Face Value - \$	%	Cost Amount - \$	%
Maturities in 2015	297,859,947.94	24.72%	299,050,181.14	36.49%
Maturities 2016 to 2020	477,873,039.00	39.66%	321,233,200.26	39.19%
Maturities 2021 to 2025	277,973,655.00	23.07%	115,696,869.04	14.12%
Maturities 2026 +	151,214,506.00	12.55%	83,663,743.16	10.21%
Total	1,204,921,147.94		819,643,993.60	

1.2 Banking Relationships and Counterparties

The City of Burnaby's investment portfolio consists of debt issued by Canadian banks as identified in both Schedule A and Schedule B. Securities issued by the banks do not have an investment guarantee from the Canadian Federal Government. Retail depositors receive deposit insurance from the Canadian Deposit Insurance Corporation (CDIC) in the amount of \$100,000 for investments with a term to maturity less than five years. The City of Burnaby is not considered a retail depositor and therefore, CDIC coverage does not apply.

Treasury Operations monitors the counterparties that we invest as part of our ongoing risk mitigation strategy and investment procedures. This also ensures adequate counterparty limits for the growing portfolio. In 2014 the City added Canadian Western Bank, the Province of Nova Scotia and the Province of Prince Edward Island as approved counterparties.

The City's investment banking relationships remained consistent during 2014 for long-term fixed income products. RBC Capital Markets, TD Securities and CIBC-Wood Gundy were the City's lead investment bankers. For short-term money market investments, the City invested with B.C. and Alberta Credit Unions who provided a premium over bank BA's and continue to receive investment guarantees by their respective insurance funds; the Credit Union Deposit Insurance Corporation in BC and the Credit Union Deposit Guarantee Corporation in Alberta. While both are legislated provincial government insurance corporations funded by the credit unions, in Alberta the Credit Union Act provides for the provincial guarantee of all Credit Union Deposit Guarantee Corporations obligations. In BC this extended protection is implied but not obligatory.

In 2014 the City invested with Vancouver City Savings Credit Union, Coast Capital Savings, Gulf & Fraser Credit Union, North Shore Credit Union and Westminster Savings Credit Union in British Columbia. In addition, the City maintained investments with Servus Credit Union and First Calgary Financial, both Alberta based Credit Unions.

The economic conditions and credit limitations have put a strain on debt issuance. With high global demand for Canadian investment products, inventory has been reduced making availability a challenge. The City's portfolio growth over the last decade to our highest historical balance means increased investment limits are required. The City has made counterparty changes to provide product and investment diversification and to ensure our continued ability to deploy funds as needed with the flexibility that a large portfolio requires.

To: Chair and Members Finance and Civic Development Committee
From: Director Finance
Re: City Investments – 2014 Year End Report
2015 January 15.....Page 4

Changes to counterparty limits are conducted as a means of ensuring the City is able to manage the investment portfolio through diversification and risk management. Maintaining counterparty limits that allow for diversification based on provincial government, banking and credit union operations and prudent policies are essential for managing investment risk and return. It is in this area that changes have been made related to counterparty limits, as identified in Schedule B.

Given the strength of major Canadian banks and the diversification of products offered, their limits have been increased from \$100 million to \$120 million each. National Bank of Canada, Manulife Bank and Canadian Western Bank have been increased to \$60 million. While HSBC Bank Canada has made strides in 2014 to regain market confidence with a continued trend rating of “stable”, the City discontinued counterparty transactions and has no holdings with the bank. HSBC has been removed from the 2015 limits and will remain off the approved list for the foreseeable future.

For 2015, limits are unchanged for each individual credit union in BC, however the maximum limit for the BC credit union total has been increased to \$140 million. Alberta’s credit union limit has also been increased to \$140 million, with each individual credit union having a maximum limit of \$70 million.

2.0 OUTLOOK FOR 2015

In 2014 central banks maintained a low interest rate environment and other economic stimulus measures to encourage continued economic growth. While there are many positive signs in the global market, even after seven years of challenging growth, indicators continue to provide a mixed picture heading into 2015. Globally growth is positive but has been consistently weaker than forecast as economies are struggling with job market stability and balanced budgets.

Recent Bank of Canada estimates show the Canadian economy grew by only 2.20% in 2014. Softer than expected U.S. growth is keeping the Canadian economic growth forecast for 2015 at 2.50% and lower at 2.00% for 2016.

Core inflation remained moderately low through 2014, reflecting somewhat softer prices across a broad range of goods and services and heightened competition in the retail sector. Weighing these considerations, the Bank of Canada has maintained the target for the overnight rate at 1%.

For the City of Burnaby, economic factors suggest that 2015 investments will continue to be affected by the low interest rate environment. As longer term investments mature, reinvestment of large principle amounts at lower interest rates will result in lower annual portfolio yields and lower income. The City is projecting an annual yield of 4.20% for 2015 and \$39.1 million in investment income. Of this investment income amount, \$7.1 million is the current 2015 operating budget (2014 - \$7.0 million) with the remainder of funds distributed to reserve funds.

To: Chair and Members Finance and Civic Development Committee
From: Director Finance
Re: City Investments – 2014 Year End Report
2015 January 15.....Page 5

3.0 CONCLUSION

Diversification and a conservative investment strategy have provided the City with a 2014 return of \$42.6 million at an annual yield of 4.49% on the City’s Investment Fund. For 2015, Treasury Operations will continue to monitor money and fixed income markets for investment opportunities to provide liquidity, capital preservation and yield management.



Denise Jorgenson
DIRECTOR FINANCE

DJ:ds/ab

Attachments: Schedule A – 2015 City of Burnaby Investments Update
Schedule B – 2015 City of Burnaby Investment Limits

Copied to: City Manager

SCHEDULE A

2015 City of Burnaby Investments Update

Schedule B provides an updated listing of each institution and the limits currently in place for the combined capital and operating investment portfolios. The investment portfolio contains a preferred mix by category of security and maintains a dollar limit for each investment issuer.

Dominion Bond Rating Service (DBRS) is the leading Canadian institutional credit rating agency, the authority on the fiscal strength of financial and governmental bodies.

Table 1 provides a breakdown of the ratings used in Schedule B:

Table 1 - DBRS Ratings

Term	Meaning
Schedule I Bank	Canadian-owned Bank
Schedule II Bank	Foreign-owned Bank
Senior Debt	A bond or other form of debt that takes priority over other debt securities sold by the issuer.
Subordinated Debt	A bond or other form of debt that ranks below senior debt but higher than other debt securities sold by the issuer.
Not Rated	Financial Institutions who do not require a rating agencies review of their financial position. This decision is typically associated with the type of debt the institution issues.
DBRS investment quality categories for short-term securities:	
R-1	High (investment grade) credit quality
R-2	Medium (average grade) credit quality
R-3	Low (speculative) credit quality
High	The relative standing within each rating classification, e.g. R-1 High is, by definition the highest credit quality available.
Middle	
Low	
DBRS investment quality categories for bonds and long-term debt are:	
AAA	Highest quality credit
AA	Superior credit
A	Upper mid grade credit

CITY OF BURNABY
INVESTMENT LIMITS FOR 2015

SCHEDULE B

<u>SECURITIES CATEGORY</u> (sorted alphabetically)	<u>Short-term Investments</u> DBRS Ratings	<u>Long-term Investments</u> DBRS Ratings	<u>Investment Limits</u>	<u>Portfolio % Mix</u>
Federal & Federal Guaranteed	R1 – High	AAA	No Limit	
TOTAL FEDERAL & FEDERAL GUARANTEED			No Limit	No Limit
Coast Capital Savings CU (\$60M max)	Not Rated	Not Rated	} \$ 140,000,000	
Gulf & Fraser Credit Union (\$30M max) (dba G&F Financial)	Not Rated	Not Rated		
North Shore Credit Union (\$30M max) (dba BlueShore Financial)	Not Rated	Not Rated		
VanCity Savings CU (\$60M max)	R1 – Low	Not Rated		
Westminster Savings CU (\$30M max)	Not Rated	Not Rated		
TOTAL BRITISH COLUMBIA CREDIT UNIONS *			\$ 140,000,000	25% Max.
First Calgary Financial (\$70M max)	Not Rated	Not Rated	} \$ 140,000,000	
Servus Credit Union (\$70M max)	Not Rated	Not Rated		
TOTAL ALBERTA CREDIT UNIONS **			\$ 140,000,000	25% Max.
Alberta	R1 – High	AAA	\$ 140,000,000	
British Columbia	R1 - High	AA High	\$ 140,000,000	
Manitoba	R1 - Middle	A High	\$ 70,000,000	
New Brunswick	R1 – Middle	A High	\$ 70,000,000	
Nova Scotia	R1 – Middle	A High	\$ 70,000,000	
Ontario	R1 – Middle	AA Low	\$ 100,000,000	
Prince Edward Island	R1 – Low	A Low	\$ 60,000,000	
Quebec	R1 - Middle	A High	\$ 90,000,000	
Saskatchewan	R1 - High	AA	\$ 100,000,000	
TOTAL PROVINCES			\$ 660,000,000	60% Max.
Bank of Montreal	R1 - High	AA	\$ 120,000,000	
Canadian Western Bank	R1 - Low	A Low	\$ 60,000,000	
CIBC	R1 - High	AA	\$ 120,000,000	
Manulife Bank of Canada	R1 - Middle	A High	\$ 60,000,000	
National Bank of Canada	R1 - Middle	AA Low	\$ 60,000,000	
Royal Bank	R1 - High	AA	\$ 120,000,000	
Scotiabank	R1 - High	AA	\$ 120,000,000	
Toronto Dominion Bank (aka TD-Canada Trust)	R1 - High	AA	\$ 120,000,000	
TOTAL SCHEDULE 'I' BANKS			\$ 580,000,000	60% Max.
TOTAL SCHEDULE 'II' BANKS			\$ 0	10% Max.

* British Columbia Credit Unions are CUDIC guaranteed

** Alberta Credit Unions are CUDGC guaranteed and ensured by the Province of Alberta



Meeting 2015 Jan 22
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 15

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST

PURPOSE: To request project approval and funding bylaw for the 2015 capital infrastructure projects.

RECOMMENDATIONS:

1. **THAT** Finance and Civic Development Committee recommend Council approve the capital expenditure for 2015 capital infrastructure projects as outlined in this report.
2. **THAT** Finance and Civic Development Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$24.85 Million (inclusive of GST) from Capital Reserves to finance the capital projects as outlined in this report.

REPORT

The 2015 – 2019 Provisional Financial Plan contains the following projects to be funded from General Capital, Water Capital and Sewer Capital Replacement Reserves. In order to proceed with the design and construction in a timely manner, it is necessary to have funding approval in place. Sufficient General Capital, Water Capital and Sewer Capital Replacement Reserves are available to complete these works.

1.0 CAPITAL PROJECTS

1.1 *Watermain Renewals (2015 Program - Phase 1) \$8.0 Million*

The City has an annual watermain renewal program that consists of the replacement of aging watermain infrastructure, capacity upgrades for adequate flow for firefighting purposes and needs due to growth. The proposed 2015 program will replace approximately 14 km of watermains (about 2% of a total inventory of 720 km). It consists of both contracted and work by City forces, coordinated works with Metro Vancouver and Development Services, LAS programs, and related engineering services. Sufficient General Revenue Funds and Waterworks Replacement Funds are available and these expenditures are included in the Water Utility component of the 2015 Financial Plan.

To: City Manager
From: Director Engineering
Re: 2015 Capital Infrastructure Bylaw Funding Request
2015 January 15..... Page 2

1.2 Sanitary Main Renewals (2015 Program - Phase 1) 7.0 Million

The City has an annual sanitary sewer renewal program that consists of combined sewer separation, condition based sewer main renewal and capacity upgrades to accommodate growth and re-development. Separation of combined sewers into separate sanitary and storm sewer systems is an integral part of the City’s commitment to eliminate existing combined sewer overflows into the environment and is a key component of the regional Integrated Liquid Waste and Resource Management (ILWRM) plan adopted in 2010. The sanitary sewer renewals consist of both contracted and work by City forces, development coordinated works and related engineering services.

1.3 Storm Sewer Renewals (2015 Program – Phase 1) 1.0 Million

The City has identified an annual storm sewer renewal program consisting of replacement of aging infrastructure and related engineering services.

1.4 Pavement Overlay (2015 Program) 7.54 Million

The City has an annual pavement overlay program to restore deteriorated asphalt surfaces and extend the useful life of the pavement. This form of treatment is an integral part of the infrastructure renewal that protects the City’s significant investment in the road network. The program includes rehabilitation of local roads in addition to sections of the Major Roads Network (MRN).

- Local Roads \$4.9 Million
 - MRN \$2.5 Million
 - MRN Other Rehabilitation \$0.14 Million
- \$7.54 Million

The cost of pavement rehabilitation on the MRN is fully funded by TransLink. However, the City must interim finance these expenditures as payment transfers from TransLink are made on a quarterly basis. The Replacement Reserves will be reimbursed upon receipt of TransLink funding.

1.5 Sidewalk Replacement Program \$200,000

The City has identified an annual sidewalk replacement program consisting of the replacement of aging sidewalks at various locations.

To: City Manager
From: Director Engineering
Re: 2015 Capital Infrastructure Bylaw Funding Request
2015 January 15 Page 3

Total cost of the above programs is estimated at \$24.85 Million (inclusive of GST). These expenditures are included in the 2015 – 2019 Provisional Financial Plan and sufficient Capital Reserves are available to complete these works.



Leon A. Gous, P. Eng., MBA
DIRECTOR ENGINEERING

AAS:ac

Copied to: Director Finance



Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 15

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 UTILITY SERVICE CONNECTIONS BYLAW FUNDING REQUEST

PURPOSE: To request project approval and funding bylaw for the 2015 Utility Service Connection Program.

RECOMMENDATIONS:

1. **THAT** Finance and Civic Development Committee recommend Council approve the capital expenditures for the 2015 Utility Service Connection Program as outlined in this report.
2. **THAT** Finance and Civic Development Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$1.806 Million (inclusive of taxes) from Capital Reserves to finance the Program.

REPORT

The City has an annual program for the installation of new and replacement Water, Sanitary and Storm Drainage service connections completed by City forces at various locations. Sufficient Capital and Utility Reserve funds are available to complete this project and these expenditures are included in the 2015 - 2019 Provisional Financial Plan.

Water Services	\$800,000
Sanitary Sewer Connections	\$675,000
Storm Sewer Connections	<u>\$250,000</u>
	<u>\$1,725,000</u>

A handwritten signature in black ink, followed by a horizontal line.

Leon A Gous, P. Eng., MBA
DIRECTOR ENGINEERING

AAS:ac

Copied to: Director of Finance



Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 13

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 CITY BUILDINGS BYLAW FUNDING REQUEST

PURPOSE: To request project approval and funding bylaw for the 2015 City Building Capital Projects and Energy Performance Program.

RECOMMENDATIONS:

1. **THAT** Finance and Civic Development Committee recommend Council approve the capital expenditure for the 2015 City Building Projects and Energy Performance Program as outlined in this report.
2. **THAT** Finance and Civic Development Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$4,072,900 (inclusive of GST) from Capital Reserves to finance the 2015 City Building Projects and Energy Performance Program.

REPORT

Contained with the 2015 – 2019 Provisional Financial Plan are both the annual City Building Projects for the replacement of aging building components that have reached the end of their service life and the Building Energy Performance Program.

1.0 CITY BUILDING PROGRAM \$3,641,000

The City Building Program focuses on the protection of our building assets including the replacement of aging mechanical and heating ventilation equipment, electrical components, building envelope renewals and roof replacements. The projects are chosen based on site condition reports, inspection reviews performed through the preventive maintenance programs, and derived from repair frequencies of equipment. By replacing the end of service life components in a timely manner, the City can minimize service disruptions due to system breakdowns and avoid costly emergency repairs.

The 2015 projects include improvements at City Hall precinct buildings, resource centres, heritage buildings, recreation centres, pools, ice rinks, fire halls, and libraries.

To: Chair and Members Finance and Civic Development Committee
From: Director Engineering
Re: 2015 City Buildings Bylaw Funding Request
2015 January 13 Page 2

The final project priorities are reviewed by the inter-department staff working group represented by the building User Departments. Typical building projects include the replacements of aging mechanical and air conditioning equipment, the restoration of building envelopes, and the replacements of fire alarm panel, worn carpet, pumps, and roofs. As part of the renewal program, staff review opportunities to incorporate more energy efficient equipment and water conservation solutions as an ongoing effort to support the City’s environmental sustainability objectives and to reduce operating costs.

2.0 ENERGY PERFORMANCE PROGRAM \$250,000

The Energy Performance Program involves the implementation of capital energy conservation improvements through the replacement of older electrical equipment with higher efficiency components. The projects would reduce energy consumption, operating costs, and greenhouse gas emissions. The types of improvements include LED lighting, incorporation of high efficiency florescent light tubes, and compact florescent upgrades. The City funding for this program is typically partnered with BC Hydro or Fortis BC grants contributions.

It is recommended that the Finance and Civic Development Committee recommend Council to approve the capital expenditure for both programs and recommend Council to authorize staff to bring down a bylaw in the amount of \$4,072,900 (inclusive of GST) from Capital Reserves to finance the 2015 City Building Projects and Energy Performance Program. Sufficient Capital Reserves are available and these expenditures are included in the 2015 – 2019 Provisional Financial Plan.


Leon A. Gous, P. Eng. MBA
DIRECTOR ENGINEERING

TN/ac

Copied to: City Manager
Director Finance
Director Parks, Recreation & Cultural Services
City Solicitor



Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 16

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: CITY ADMINISTRATIVE COMPLEX PROJECTS

PURPOSE: To obtain approval for a Capital Reserves Expenditure Bylaw to finance City Administrative Complex projects.

RECOMMENDATION:

1. **THAT** Council be requested to bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of GST) to finance City Administrative Complex projects, as outlined in this report.

REPORT**1.0 BACKGROUND**

The City has an established Capital program to update and maintain the City's Administrative Complex to ensure that it continues to meet the needs of its citizens and civic operations. The adopted 2014-2019 Annual Capital Plan includes budget allocations to advance three (3) projects related to space needs, parking and signage in the City Administrative Complex area.

This report seeks Council funding authorization to undertake the identified space needs, parking and signage projects.

2.0 CITY ADMINISTRATIVE COMPLEX PROJECTS

The existing City Administrative Complex, located at 4949 Canada Way, is approximately 7.2 hectares (17.9 acres) in area and is comprised of three (3) large office/public buildings, parking facilities, plazas and gardens which serve the operational needs of the City and its citizens. This complex is also part of the City's open space systems and is integrated into the adjacent cultural complex of Deer Lake Park.

To: Finance and Civic Development Committee
 From: Director Planning and Building
 Re: City Administrative Complex Projects
 2015 January 16..... Page 2

As part of the ongoing operational and maintenance activities, a need has been identified to review space needs, parking and signage in the area related to the City’s administrative function, citizen access and use of civic services and facilities.

2.1 City Hall - Space Needs Assessment

The previous comprehensive space planning and needs assessment review for City Hall – Main Block and West Building, was conducted in 1990 and took into consideration a 20-year growth horizon. At the time, due to space limitations, the Parks and Recreation Department was relocated to the Deer Lake Centre. The Deer Lake Centre also currently houses the HR Training Room and some small divisions from other City Departments that cannot be housed at the City Hall Complex.

Over the past 25 years, there have been considerable changes and growth in a number of City departments primarily generated due to population growth, expansion of service delivery to the public, technological changes and other general requirements.

Based on a recent high level internal review of current staffing levels and space allocations, it was determined that a number of departments are experiencing considerable space pressures.

In order to determine current departmental needs for the required service delivery, it is recommended that the City undertake a comprehensive space needs assessment which would examine both current requirements and future growth projections over the next 20 – 25 years. The review would also include departments that are currently located in Deer Lake Centre with the objective of relocating all civic operations back to the main City Hall campus.

At the completion of the Space Needs Review, the information obtained will be beneficial and used for budgeting purposes, planning of future City facilities and developing service delivery options to meet demands.

In this regard, it is recommended that staff be authorized to prepare a Request for Proposal (RFP) to engage a consultant that would carry out a comprehensive space needs assessment study for the City’s Administrative Complex – (Main Block and West Building).

At the conclusion of the Study, staff will provide the findings and recommendations to the Committee and Council in a future report.

2.2 City Hall Parking Review / Concept Design

Based on a number of factors, parking demands have been steadily increasing over the years in the City Hall / Deer Lake Park precinct which includes the areas of Burnaby Village Museum, Shadbolt Centre for the Arts, RCMP/Justice Building and City Hall. A combination of general growth, current operations and special events have resulted in additional parking requirements

To: Finance and Civic Development Committee
From: Director Planning and Building
Re: City Administrative Complex Projects
2015 January 16..... Page 3

and demands which collectively have added considerable pressure on existing available parking lots in the City Hall/Deer Lake Park precinct.

In order to address current parking needs and shortfalls, it is recommended that a consultant be retained through an RFP process to investigate and provide recommendations on how to best address immediate parking requirements and related issues, plus prepare a long term cost-effective parking strategy for the precinct.

In addition, part of the consultant’s scope of work will also include the development of a preliminary concept design to determine the feasibility and cost for the development of a multi-level underground parking structure situated between the Justice Complex and West Building. The subject site is currently occupied with a surface parking lot used primarily for RCMP staff parking.

The information obtained through the parking review and feasibility study will be presented in a report and workshop with the Committee and Council at a future date.

2.3 Comprehensive Wayfinding Program for City Hall / Deer Lake Park

As part of the overall planning for the City Hall / Deer Lake Park precinct, the City has undertaken a number of improvements over many years related to directional vehicle signage and pedestrian wayfinding. This program has assisted in the identification of City Hall’s multiple buildings and departments, Deer Lake Park’s cultural facilities and provided a series of public signage and mapping for visitors.

In recent years, the increased profile of Deer Lake Park as a concert venue has brought many new visitors to the precinct and increased demand for signage to identify facilities, public parking and routes for visitors arriving by public transit, private vehicles, cycling and pedestrians. The current signage comprises various styles and forms, which requires review for possible enhancements.

City staff have identified the need to engage a consultant to work with the City to prepare a review of existing signage and wayfinding and to engage in a program of design improvements, including marking the precinct through an integrated and planned series of street banners, gateway signs, facility signage, public parking identification and pedestrian mapping and signage. This could encompass a new and comprehensive signage program and use of innovative signage technologies to help address all the needs of the City and the public to complete wayfinding throughout the City Hall / Deer Lake Park precinct.

3.0 PROJECT BUDGET AND FINANCING

In order to proceed with the three (3) projects covered in this report, it will be necessary to obtain the following funding, as outlined below:

To: Finance and Civic Development Committee
From: Director Planning and Building
Re: City Administrative Complex Projects
2015 January 16..... Page 4

Space Needs Assessment Study City Hall – Main Block & West Building	\$200,000
Parking Review/Preliminary Concept Design	\$150,000
Signage/Way-finding Study	\$50,000
GST @ 5%	\$21,250
TOTAL:	\$421,250

In this regard it is recommended that Council be requested to bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of GST) to finance the required expenditures.

4.0 CONCLUSION

Based on the information provided in this report, it is recommended that Council bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of 5% GST) for the specified space needs, parking and signage projects.

The information and results obtained on the projects will be subject of future reports to Finance and Civic Development Committee and Council.

Lou Pelletier, Director
PLANNING AND BUILDING

JC:jw

- cc: City Manager
- Deputy City Managers
- Director Engineering
- Director Finance
- Director Parks, Recreation and Cultural Services
- City Solicitor
- Chief Building Inspector
- City Clerk

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Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 19

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 13000 02
*Reference: School District/City of
Burnaby Child Care
Facilities*

SUBJECT: CHILD CARE FACILITIES – FEASIBILITY STUDY

PURPOSE: To seek funding approval for a feasibility and site review study for the placement and installation of child care facilities on School District property.

RECOMMENDATIONS:

1. **THAT** Council approve an expenditure of \$80,000 from Community Amenity funds to finance a feasibility and site review study for the placement and installation of child care facilities on School District property.
2. **THAT** a copy of this report be forwarded to Mr. Greg Frank, Secretary-Treasurer, Burnaby School District #41.

REPORT**1.0 BACKGROUND**

At its meeting on 2014 October 27, Council authorized staff to execute a Memorandum of Agreement between the City of Burnaby and the Burnaby School District for the development of up to twelve new child care facilities in modular buildings on School District lands. The Burnaby Board of Education subsequently adopted the Memorandum of Agreement at its meeting on 2014 October 28.

Key contributions to the agreement will be the provision of school lands by the School District for the siting of the facilities; management of the development and construction of the facilities by the City with School District approvals; City funding of all capital construction, capital maintenance and future site restoration costs; School District management of the operating relationship between the District and non-profit child care providers for the provision of child care services in each facility; and provision for day-to-day maintenance and repair, and other operating costs by the child care provider through an operating agreement between the School District and the child care provider.

To: Finance and Civic Development Committee
 From: Director Planning and Building
 Re: Child Care Facilities - Feasibility Study
 2015 January 19..... Page 2

The City and School District will have an agreement to provide for the placement of each facility on each school site. The School District will have control of the facility for the term of the agreement for the constructed facility. At the end of the term, or the end of life of the structure, ownership of the facility will return to the City at which time, the City will remove the structure, or alternatively, if the School District agrees, transfer ownership of the facility to the School District.

This report seeks Council approval for the expenditure of Community Amenity funds to finance a feasibility study for the placement and installation of child care facilities on school sites.

2.0 IMPLEMENTATION OF THE AGREEMENT

As a first step in implementing the Agreement, funding approval is requested to finance a feasibility and site review study for the placement and installation of modular buildings on School District sites. The purpose of the study would be to provide the capital cost and servicing estimate and review of other considerations for implementation of the Agreement.

Specifically, the study would determine:

- capital costs for the purchase of buildings that would be used for the child care centres;
- design specifications for the buildings to accommodate child care centres consistent with the Provincial *Community Care and Assisted Living Act* and the *Child Care Licensing Regulation*;
- servicing costs and considerations for installation of the buildings on School District sites; servicing costs would include water, sewer, electrical and drainage costs;
- site preparation costs and considerations (foundations, retaining walls); and
- access costs (parking and pick-up and drop-off spaces, lighted pathways, Fire Department access).

To assist in determining these costs and considerations, the School District will work with the City to review the designs in relation to example sites for new child care centres. The size and program type of each centre on School District sites would be determined in consultation with the School District and would depend on factors such as cost effective designs of the building, the area required to site the building, and utility and servicing capacity at each site. Flexible design would be sought in order to accommodate a range of child care programs (e.g., school aged care, preschool and infant care) to meet changing child care needs over the lifespan of the buildings.

The feasibility and site review study would provide an estimate of the development costs and siting considerations for implementation of the Child Care Facilities Agreement over the next three to four years. However, it should be noted that over the course of the Agreement, each individual school site identified for a new child care centre will have its own unique conditions and costs. As such, servicing and installation costs will need to be determined for each site prior to the development of each centre. Council approval for advancement of the program would be

To: Finance and Civic Development Committee
From: Director Planning and Building
Re: Child Care Facilities - Feasibility Study
2015 January 19..... Page 3

sought at each stage, including the results of the feasibility study, and decisions on the advancement of any particular site with the consent of the School District.

3.0 PROJECT FINANCING

In order to advance the implementation of the Child Care Facilities Agreement with the Burnaby School District, funding is requested in the amount of \$80,000 (inclusive of GST) from Community Amenity funds to finance a feasibility and site review study for the placement and installation of child care centres on School District sites. Funds will be required to engage a consultant to determine capital costs and siting considerations for implementation of the Agreement.

4.0 CONCLUSION

To advance the implementation of the Child Care Facilities Memorandum of Agreement between the City and the Burnaby School District, it is recommended that Council approve the expenditure of \$80,000 from Community Amenity Funds to finance a feasibility and site review study for placement and construction of child care facilities on School District property. The results of this study will be present to Council for approval, prior to advancing the first and subsequent installation of each child care centre. Similarly, School District approval for each site under an agreement would be required.

It is further recommended that a copy of this report be forwarded to Mr. Greg Frank, Secretary-Treasurer, Burnaby School District #41.

As note, the results of the study will be the subject of a future report to Committee and Council.


Lou Pelletier, Director
PLANNING AND BUILDING

MM/JC:sla

- Copied to: City Manager
- Deputy City Managers
- Director Engineering
- Director Finance
- Director Parks, Recreation and Cultural Services
- Chief Building Inspector
- Purchasing Manager

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Meeting 2015 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE

DATE: 2015 January 15

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

SUBJECT: RCMP BUILDING LOCKER ROOMS UPGRADE AND EMERGENCY
EXIT PROJECT

PURPOSE: To obtain funding for the construction of the RCMP Building - Locker rooms
upgrade project

RECOMMENDATION:

1. **THAT** Finance and Civic Development Committee request Council to bring down a Capital Reserves Expenditure Bylaw in the amount of \$1,800,000 (inclusive of GST) from Capital Reserves to finance the construction of the RCMP Building Locker Rooms Upgrade Project.

REPORT**1.0 BACKGROUND**

The City-owned Police building located at 6355 Deer Lake Avenue was constructed in 1966. In the early 1980's an additional administration wing and the secured parking and prisoner transfer area were added. Presently, the building is fully occupied by the RCMP Burnaby Detachment with the City's Emergency Operations Centre co-located in the former Court rooms.

The existing locker rooms (men's and women's) have remained the same since the construction of the building in 1966. The change room facilities have now reached the end of their life expectancy and need repairs and upgrades to meet life safety requirements and to avoid extensive maintenance repairs.

At their meeting 12 May 2014, Council approved the funding of the detailed design and contract documents. The detailed design and contract documents for the locker room upgrades are nearing completion. These plans have been developed by Ratio Architecture in concert with City Staff and the RCMP management staff.

To: Finance and Civic Development Committee
 From: Deputy City Manager
 Re: RCMP Building Locker Rooms Upgrade Project
 2015 January 22..... Page 2

2.0 DESIGN CONCEPT FOR THE MEN'S AND WOMEN'S CHANGE ROOMS

The proposed design addresses the needs identified in the building assessment conducted in recent years; to upgrade the change room facilities to meet life safety requirements and building components replacement needs.

Following the needs assessment process, a preliminary design was undertaken to determine the scope of work. The upgrades include the following components:

2.1 Men's Locker Room

The proposed men's locker room upgrades include the replacement of the existing asbestos-containing flooring with new sheet flooring, installation of new energy-efficient lighting and new plumbing fixtures.

The existing lockers do not meet current RCMP regulations because they do not have secure firearm storage within the lockers. Each new locker will have a small lockable drawer inside the locker for secure storage of the RCMP member's handgun. Asbestos flooring and duct insulation in the area will also be removed during the renovation.

In addition, a code-required secondary emergency egress will be constructed that will connect the change room to a separate exit to the north side of the building. Several options for providing the secondary egress were examined during the preliminary design phase and the option selected provides the best combination of optimal space use and building code compliance.

Construction of the new emergency exit will reconfigure the existing file storage room (former gun range) by removing the old, unused bullet deflector and an unused corridor. This reconfigured file storage room will allow for more efficient use of space for rolling file cabinets, which will be a separate RCMP project.

2.2 Women's Locker Room

The existing women's locker room area is comprised of two separate rooms separated by a solid wall. The second room was created several years ago as the number of female RCMP members increased. As the two rooms are not directly connected, female members who require access to the second change room must exit the room and go down the hallway to access the showers in the first room. The proposed improvements would connect the two rooms and create one common locker room with showers and washroom facilities. The lockers, flooring, lighting and plumbing fixtures would also be upgraded. Asbestos flooring and drywall joint compound in the area will also be removed during the renovation. The design also allows for future expansion of the women's locker room area into the gym area should the need arise in the coming years, as the demographic of the police force shifts.

To: Finance and Civic Development Committee
From: Deputy City Manager
Re: RCMP Building Locker Rooms Upgrade Project
2015 January 22..... Page 3

The design led by the City’s major civic buildings project management group is now complete. RCMP Burnaby Detachment OIC and his senior staff team have also reviewed the design and are in support of the proposed upgrades.

3.0 FUNDING

Based on the detailed design drawings, the estimated cost of the project is approximately \$1.8M including all change room upgrades, asbestos abatement, and the secondary emergency egress. Provisions have also been made in the estimate to account for temporary locker and shower facilities within the building during the construction period. Funding in the amount of \$1,728,600 for the project is included in the 2015 Annual Capital Plan. The 2015 Annual Capital Plan will be updated to include this current estimate of projected costs.

Estimated Construction Costs (incl. PST)	\$1,457,000
Asbestos abatement	\$79,000
Construction Contingency	\$214,200
GST	\$76,800
Building Permit	\$16,000
<u>Less: available funding from consulting phase</u>	<u>(\$43,000)</u>
TOTAL FUNDING REQUEST:	<u>\$1,800,000</u>

4.0 RECOMMENDATIONS


The detailed design and tender documents are nearing completion, and in order to award a construction contract, funding will be required. In this regard, it is recommended that Finance and Civic Development Committee request that Council bring down a Capital Reserves Expenditure Bylaw in the amount of \$1,800,000 (inclusive of GST) from Capital Reserves for the construction of the RCMP Locker Rooms Upgrade Project.

To: Finance and Civic Development Committee
From: Deputy City Manager
Re: RCMP Building Locker Rooms Upgrade Project
2015 January 22..... Page 4

Subject to receiving funding approval staff will proceed to tender. The award of a fixed price construction contract will be the subject of a future report to Committee and Council.



Lou Pelletier, Chair Major Civic Building
Project Coordination Committee



Leon Gous, Director Engineering



D. T. Critchley, Chief Superintendent
Officer in Charge, Burnaby Detachment

JC/TVC:ap

q:\project management\rcmp\report\committee\2015.01.22 rcmp building locker rooms upgrade and emergency exit project.docx

Copied to: City Manager
Deputy City Managers
Director Finance
Chief Building Inspector