



**CITY COUNCIL**  
**Council Chamber, Burnaby City Hall**  
**4949 Canada Way, Burnaby, B. C.**

**OPEN PUBLIC MEETING AT 7:00 PM**  
**Monday, 2015 February 02**

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**A G E N D A**

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	<b><u>PAGE</u></b>
<b>2.</b>	<b><u>PRESENTATIONS</u></b>	
	A) Scouts Canada Presenter: His Worship, Mayor Derek R. Corrigan	
<b>3.</b>	<b><u>PROCLAMATIONS</u></b>	
	A) World Inter-Faith Harmony Week (2015 February 02 - 06)	
<b>4.</b>	<b><u>MINUTES</u></b>	
	A) Open Council Meeting held 2015 January 26	7
	B) Public Hearing (Zoning) held 2015 January 27 (PH Minutes will be available Friday, 2015 January 30)	
<b>5.</b>	<b><u>CORRESPONDENCE</u></b>	
	A) Burnaby Artists Guild Re: Request to Place Temporary Event Signs on Burnaby Public Property (see note)	30
	B) Burnaby Minor Baseball Association Re: Request to Place Advertising Signage on City of Burnaby Property (see note)	31

**6. REPORTS**

- A) Planning and Development Committee 34  
Re: Secondary Suite Program Update - 2015
- B) City Manager's Report, 2015 February 02 41

**7. MANAGER'S REPORTS**

- 1. REZONING REFERENCE #13-13 42**  
**PROPOSED SIX LOT RESIDENTIAL SUBDIVISION**
- Purpose: To seek Council authorization to forward this application to a Public Hearing on 2015 February 24.
- 2. CONTRACT AWARD - COMBINATION SEWER CLEANING TRUCK 49**
- Purpose: To obtain approval to award a contract for the supply and delivery of a combination sewer cleaning truck.
- 3. DEPUTY CITY CLERK - SIGNING AUTHORITY 50**
- Purpose: To empower the new Deputy City Clerk with signing authority

**8. BYLAWS**

**First Reading**

- A) #13438 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 1, 2015 - Rez. #14-11 (2450 Alpha Avenue) **13438**  
From M2 General Industrial District to CD Comprehensive Development District (based on the RM4s Multiple Family Residential District, C1 Neighbourhood Commercial District and Brentwood Town Centre Development Plan as guidelines, and in accordance with the development plan entitled "2450 Alpha Avenue" prepared by GBL Architects)  
2450 Alpha Avenue  
Purpose – to permit the construction of a 29-storey apartment tower with ground oriented townhouses, work/live, underground and structured parking  
(Item 03, Manager's Report, Council 2015 January 26)
- B) #13439 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 2, 2015 - Rez. #14-13 (7284 Braeside Drive) **13439**

From R2 Residential District to R2a Residential District  
7284 Braeside Drive  
Purpose – to permit expansion of the gross floor area of an existing single family dwelling beyond that currently permitted under the prevailing zoning  
(Item 08, Manager's Report, Council 2015 January 26)

- C) **#13440 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 3, 2015 - Rez. #14-38 (2830 Bainbridge Avenue)** **13440**  
From CD Comprehensive Development District (based on C1 Neighbourhood Commercial District and P1 Neighbourhood Institutional District as guidelines and in accordance with the development plans entitled "Learning Ladder Child Care Centre" prepared by SEL Engineering Ltd.) to Amended CD Comprehensive Development District (based on C1 Neighbourhood Commercial District and P1 Neighbourhood Institutional District as guidelines and in accordance with the development plans entitled "Learning Ladder Child Care Centre" prepared by SEL Engineering Ltd. as amended by the development plans entitled "Brightstart Burnaby" by Douglas R. Johnson Architect Ltd.)  
2830 Bainbridge Avenue  
Purpose – to permit an increase in the capacity of an existing child care facility from 61 to 73 children  
(Item 07, Manager's Report, Council 2015 January 26)
- D) **#13441 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 4, 2015 - Rez. #14-07 (9060 Stormont Avenue)** **13441**  
From CD Comprehensive Development District (based on P2 Administration and Assembly District) to Amended CD Comprehensive Development District (based on P2 Administration and Assembly District and Lougheed Town Centre Plan guidelines, and in accordance with the development plan entitled "Stormont Avenue Addition" prepared by KPL James Architecture)  
9060 Stormont Avenue  
Purpose – to permit the expansion of the existing RCMP E-Division Port Mann Freeway Patrol office  
(Item 06, Manager's Report, Council 2015 January 26)
- E) **#13442 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 5, 2015 - Rez. #14-40 (1240-4700 Kingsway)** **13442**  
From CD Comprehensive Development District (based on C3, C3c, C3h General Commercial Districts and P2 Administration and Assembly District) to Amended CD Comprehensive Development District (based on C3, C3c, C3h General Commercial Districts and P2 Administration

and Assembly District and Metrotown Development Plan as guidelines)

1240 – 4700 Kingsway

Purpose – to permit a Shaw telecommunications hubsite, which includes the installation of two accessory rooftop cooling units, and renovations to an existing commercial retail unit (CRU)

(Item 05, Manager's Report, Council 2015 January 26)

- F) **#13443 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 6, 2015 - Rez. #14-36 (Portion of 8398 North Fraser Way)** **13443**  
From CD Comprehensive Development District (based on M2 General Industrial District and M5 Light Industrial District) to Amended CD Comprehensive Development District (based on the M2 General Industrial District, M5 Light Industrial District and Big Bend Development Plan guidelines and in accordance with the development plan entitled "Crescent Business Centre" prepared by Chip Barrett Architect)  
Portion of 8398 North Fraser Way  
Purpose – to permit the construction of a multi-tenant industrial development in accordance with the Burnaby Business Park Concept Plan  
(Item 04, Manager's Report, Council 2015 January 26)
- G) **#13444 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 7, 2015 - Rez. #13-13 (6755 Canada Way)** **13444**  
From C4 Service Commercial District to R12 Residential District  
6755 Canada Way  
Purpose – to permit the subdivision of the site into six two-family residential lots  
(Item 01, Manager's Report, Council 2015 February 02)

**First, Second and Third Reading**

- H) **#13445 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 1, 2015** **13445**  
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$1,967,850 to finance the 2015 Parks, 15 capital projects  
(Item 01, Manager's Report, Council 2015 January 26)

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**Second Reading**

- I)     **#13431 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 43, 2014 - Rez. #14-42 (3605 Gilmore Way)** **13431**  
From CD Comprehensive Development District (based on M8 Advanced Technology District use and density and Discovery Place Community Plan guidelines, and in accordance with the development plan entitled “Discovery Place Multi-Tenant Facility” prepared by Hancock Bruckner Eng + Wright Architects) to Amended CD Comprehensive Development District (based on M8a Advanced Technology District and Discovery Place Community Plan guidelines) 3605 Gilmore Way  
Purpose – to permit general business and professional office uses in an existing three storey high technology/office building  
(Item 05, Manager's Report, Council 2014 December 08)
- J)     **#13432 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 44, 2014 - Rez. #14-03 (4295 Hastings Street)** **13432**  
From C8 Urban Village Commercial District (Hastings) to CD Comprehensive Development District (based on C8 Urban Village Commercial District, and in accordance with the development plan entitled “Mixed-Use Commercial and Residential Development – 4295 Hastings Street, Burnaby, BC” prepared by Chris Dikeakos Architects Inc.) 4295 Hastings Street  
Purpose – to permit the construction of a five-storey mixed-use development, with commercial/retail at grade, and residential uses above  
(Item 04, Manager's Report, Council 2014 December 08)
- K)     **#13433 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 45, 2014 - Rez. #13-14 (6592/6650 Dunblane Avenue and 6579/6611 Marlborough Avenue)** **13433**  
From RM3 Multiple Family Residential District to CD Comprehensive Development District (based on RM5s Multiple Family Residential District and Metrotown Town Centre Development Plan as guidelines, and in accordance with the development plan entitled “Dunblane” prepared by DYS Architecture) 6592/6650 Dunblane Avenue and 6579/6611 Marlborough Avenue  
Purpose – to permit the construction of a 37 storey apartment building with ground oriented townhouses and full underground parking  
(Item 03, Manager's Report, Council 2014 December 08)

**Reconsideration and Final Adoption**

- |      |  |              |
|------|--|--------------|
| L)   | #13435 - Burnaby Local Improvement Fund Expenditure<br>Bylaw No. 1, 2015<br>A bylaw authorizing the expenditure of monies in the Local Improvement Fund – Streetlighting (Bylaw 13424)<br>(Item 2(A), Reports, Council 2014 November 24) | <b>13435</b> |
| <br> |  |              |
| M)   | #13436 - Burnaby Local Improvement Fund Expenditure<br>Bylaw No. 2, 2015<br>A bylaw authorizing the expenditure of monies in the Local Improvement Fund – Roadworks (Bylaw 13425)<br>(Item 2(A), Reports, Council 2014 November 24)      | <b>13436</b> |
| <br> |  |              |
| N)   | #13437 - Burnaby Local Improvement Fund Expenditure<br>Bylaw No. 3, 2015<br>A bylaw authorizing the expenditure of monies in the Local Improvement Fund – Interim Walks (Bylaw 13426)<br>(Item 2(B), Reports, Council 2014 November 24)  | <b>13437</b> |

**9.     NEW BUSINESS**

**10.    INQUIRIES**

**11.    ADJOURNMENT**



## **COUNCIL MEETING MINUTES**

**Monday, 2015 January 26**

An 'Open' meeting of the City Council was held in the Council Chamber, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Monday, 2015 January 26 at 7:03 PM.

### **1. CALL TO ORDER**

PRESENT: His Worship, Mayor D. Corrigan  
Councillor P. Calendino  
Councillor S. Dhaliwal  
Councillor D. Johnston  
Councillor C. Jordan  
Councillor A. Kang  
Councillor P. McDonell  
Councillor N. Volkow  
Councillor J. Wang

STAFF: Mr. B. Moncur, City Manager  
Mr. C. Turpin, Deputy City Manager  
Mr. L. Chu, Deputy City Manager  
Mr. L. Pelletier, Director Planning and Building  
Mr. L. Gous, Director Engineering  
Mrs. D. Jorgenson, Director Finance  
Mr. D. Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. B. Rose, City Solicitor  
Mr. D. Back, City Clerk  
Mrs. B. Zeinabova, Administrative Officer

The 'Open' Council meeting was called to order in the Council Chamber at 7:03 p.m.

His Worship, Mayor Derek Corrigan welcomed journalism students from BCIT in attendance at the Council meeting.

### **2. PROCLAMATIONS**

#### **A) Black History Month (2015 February)**

Councillor McDonell, on behalf of His Worship, Mayor Derek Corrigan proclaimed 2015 February as **"Black History Month"** in the City of Burnaby.

**B) Eating Disorder Awareness Week (2015 February 1 - 7)**

Councillor Volkow, on behalf of His Worship Mayor Derek Corrigan, proclaimed the week of 2015 February 1st - 7th as **"Eating Disorder Awareness Week"** in the City of Burnaby.

**C) Toastmasters Month (2015 February)**

Councillor Kang, on behalf of His Worship Mayor Derek Corrigan, proclaimed 2015 February as **"Toastmasters Month"** in the City of Burnaby.

**3. MINUTES****A) Open Council Meeting held 2015 January 19**

MOVED BY COUNCILLOR N. VOLKOW  
SECONDED BY COUNCILLOR A. KANG

THAT the minutes of the 'Open' Council meeting held on 2015 January 19 be now adopted.

CARRIED UNANIMOUSLY

**4. DELEGATIONS**

The following wrote requesting an audience with Council:

**A) Jose and Rosa Aguiar**  
**Re: Request for Rezoning 6062-6064 Bryant Street**  
**Speaker(s): Jose and Rosa Aguiar**

MOVED BY COUNCILLOR N. VOLKOW  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the delegation be heard.

CARRIED UNANIMOUSLY

**Rosa Aguiar**, 6257 Bryant Street, Burnaby and her son, **Jimmy Aguiar** appeared before Council requesting consideration be given to rezoning of the property at 6062 – 6064 Bryant Street from R5 Residential District to R9 Residential District to permit the development of two single family detached homes on this oversized corner lot (92 ft. wide with a depth of 121 ft.).

The delegation noted the size of their lot does not meet the requirements for the R9 zoning district. They requested an exemption from this bylaw provision



noting their lot would be more efficiently utilized through the building of two detached single family homes as opposed to the current duplex structure.

The speakers concluded by advising they look forward to working collaboratively with the City of Burnaby regarding this project which would benefit their family as well as the community at large.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the delegation's rezoning request be **REFERRED** to the Community Development Committee for review.

CARRIED UNANIMOUSLY

5. **REPORTS**

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT Council do now resolve itself into a Committee of the Whole.

CARRIED UNANIMOUSLY

**A) His Worship, Mayor Derek R. Corrigan**  
**Re: 2015 City Appreciation Dinner**

His Worship, Mayor Derek Corrigan submitted a report seeking Council approval for the costs associated with the 2015 City Appreciation Dinner.

His Worship, Mayor Derek Corrigan recommended:

1. THAT Council authorize for payment the cost of hosting the 2015 City Appreciation Dinner.

MOVED BY COUNCILLOR N. VOLKOW  
SECONDED BY COUNCILLOR P. MCDONELL

THAT the recommendation of His Worship, Mayor Derek Corrigan adopted.

CARRIED UNANIMOUSLY

**B) Executive Committee of Council**  
**Re: Grant Applications**

The Executive Committee of Council submitted the following grant applications for Council's consideration:

**#15/01 Burnaby Hospice Society**  
**Hike for Hospice Palliative Care**

The Executive Committee of Council recommended:

1. THAT an in-kind grant up to the amount of \$1,500 for printing services be awarded to the Burnaby Hospice Society in support of the Hike for Hospice Palliative Care.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR P. MCDONELL

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**#15/02 Administrators of Volunteer Resources – BC (AVRBC)**  
**Annual Conference for Managers of Volunteer Resources**

The Executive Committee of Council recommended:

1. THAT this grant request be denied.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**#15/03 Burnaby Family Life**  
**Community Grant – Support for Burnaby Citizens**

The Executive Committee of Council recommended:

1. THAT a grant in the amount of \$16,000 be awarded to Burnaby Family Life in support of services provided by the organization.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**#15/04 Burnaby Community Services**  
*Recreation Credit Program (Supplemental 2014)*

The Executive Committee of Council recommended:

1. THAT a supplemental grant in the amount of \$9,260 be awarded to the Burnaby Community Services in support of the Recreation Credit Program for 2014.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**#15/05 Michael J. Fox Theatre**  
*Golf Tournament*

The Executive Committee of Council recommended:

1. THAT an in-kind grant of a green fee waiver be awarded in support of the Michael J. Fox Theatre's Annual Golf Tournament to be held on 2015 May 28 at Riverway Golf Course.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**#15/07 Rotary Club of Burnaby Metrotown**  
*2015 Wine, Food and Music Festival*

The Executive Committee of Council recommended:

1. THAT an in-kind grant of \$2,500 be awarded to the Rotary Club of Burnaby Metrotown for the 2015 Wine, Food and Music Festival scheduled to take place on 2015 April 25 at the Nikkei National Museum and Cultural Centre.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR P. MCDONELL

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**#15/08 Rotary Club of Burnaby Metrotown**  
*Rotary Free Public Skate*

The Executive Committee of Council recommended:

1. THAT this grant request be denied.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR P. MCDONELL

THAT the recommendation of the Executive Committee of Council be adopted.

CARRIED UNANIMOUSLY

**C) City Manager's Report, 2015 January 26**

**6. MANAGER'S REPORTS**

**1. 2015 JANUARY - PARKS, RECREATION & CULTURAL  
SERVICES CAPITAL FUNDING BYLAW**

The City Manager submitted a report from the Director Parks, Recreation and Cultural Services seeking Council approval to bring forward a bylaw to appropriate \$1,967,850 from Capital Reserves to finance fifteen projects including improvements to Burnaby Mountain Conservation Area trail system, playground upgrades to various parks and Eagle Creek Restaurant renovations.

The City Manager recommended:

1. THAT a bylaw be brought forward to appropriate \$1,967,850 (inclusive of GST) from Capital Reserves to finance fifteen projects.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

## 2. 2015 SPECIAL OUTDOOR EVENTS

The City Manager submitted a report from the Director Parks, Recreation and Cultural Services seeking Council approval for special outdoor events in 2015 at Deer Lake Park and Swangard Stadium.

The City Manager recommended:

1. THAT approval be granted for up to 10 outdoor events at the Deer Lake Park Festival Lawn between 2015 May 01 and 2015 September 30, and up to 15 Special events at Swangard Stadium between 2015 March 28 and 2015 November 07.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

## 3. REZONING REFERENCE #14-11 HIGH RISE APARTMENT TOWER AND GROUND ORIENTED TOWNHOUSES/WORK LIVE 2450 ALPHA AVENUE

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2015 February 24. The purpose of the zoning bylaw amendment is to permit the construction of a 29-storey apartment tower with ground oriented townhouses, work/live, underground and structured parking.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02 and to a Public Hearing on 2015 February 24 at 7:00 p.m.
2. THAT an amendment to the Brentwood Town Centre Development Plan to incorporate work live uses (C1 Neighbourhood Commercial), as outlined in Section 2.4 of this report, be approved (to take effect upon the granting by Council of Second Reading of the Rezoning Bylaw related to the subject site).
3. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.
  - b) The deposit of sufficient monies, including a 4% Engineering Inspection

Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d) Demolition of any improvements will be permitted after Second Reading of the Rezoning Bylaw has been granted provided that the applicant acknowledges that such permission does not fetter Council's ability to grant or not to grant Third Reading and/or Final Adoption of the Rezoning Bylaw. In addition, the demolition of any improvements will be permitted at any time if they are vacant and considered by staff to be subject to misuse and vandalism. If requested, demolition may be delayed to more closely coincide with approval of building permits.
- e) The utilization of an amenity bonus through the provision of a \$3,203,431 cash in-lieu contribution in accordance with Section 3.3 of this report.
- f) The granting of any necessary Covenants, including, but not necessarily limited to, Section 219 Covenants restricting enclosure of balconies; guaranteeing the provision and maintenance of public art; guaranteeing the continued operation and maintenance of stormwater management facilities; to ensure the site can be used safely in accordance with the approved geotechnical report; to ensure that the project does not draw down the water table, providing that all disabled parking to remain as common property; and ensuring compliance with the submitted acoustical analysis.
- g) The approval of the Ministry of Transportation to the rezoning application.
- h. The design and provision of units adaptable to persons with disabilities with allocated handicap parking spaces protected by a Section 219 Covenant.
- i) The undergrounding of existing overhead wiring abutting the site.
- j) Compliance with the Council-adopted sound criteria.
- k) The submission of a detailed comprehensive sign plan.
- l) Submission of a Site Profile and resolution of any arising requirements.
- m) The provision of covered car wash stalls and adequately sized and appropriately located garbage handling and recycling material holding space and a commitment to implement the recycling provisions.

- n) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- o) The review of on-site residential loading facilities by the Director Engineering.
- p) The provision of facilities for cyclists in accordance with this report.
- q) The review of a detailed Sediment Control System by the Director Engineering.
- r) Compliance with the guidelines for underground parking for visitors.
- s) The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
- t) The deposit of the applicable Parkland Acquisition Charge.
- u) The deposit of the applicable GVS & DD Sewerage Charge.
- v) The deposit of the applicable School Site Acquisition Charge.
- w) The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.

MOVED BY COUNCILLOR D. JOHNSTON  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**4. REZONING REFERENCE #14-36  
MULTI-TENANT LIGHT INDUSTRIAL DEVELOPMENT  
BIG BEND DEVELOPMENT PLAN  
PORTION OF 8398 NORTH FRASER WAY**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2015 February 24. The purpose of the proposed zoning bylaw amendment is to permit the construction of a multi-tenant industrial development in accordance

with the Burnaby Business Park Concept Plan.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02 and to a Public Hearing on 2015 February 24 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.
  - b) The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.
  - c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
  - d) The review of a detailed Sediment Control System by the Director Engineering.
  - e) The granting of a Section 219 Covenant respecting flood proofing requirements.
  - f) The submission of a geotechnical review regarding stability confirming that the site may be used safely for the intended use, for review by the Chief Building Inspector and granting of a Section 219 Covenant respecting the submitted report.
  - g) The granting of any necessary statutory rights-of-way, easements and/or covenants.
  - h) The deposit of the applicable GVS & DD Sewerage Charge.
  - i) The provision of facilities for cyclists in accordance with Section 4.8 of the rezoning report.
  - j) The submission of a detailed comprehensive sign plan.
  - k) The submission of a Site Profile and resolution of any arising requirements.
  - l) The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies



for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**5. REZONING REFERENCE #14-40  
AMENDMENT TO PERMIT TELECOMMUNICATIONS  
HUBSITE, ROOFTOP COOLING TOWERS, AND  
STOREFRONT RENOVATION  
1240 – 4700 KINGSWAY**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2015 February 24. The purpose of the proposed zoning bylaw amendment is to permit a Shaw telecommunication hubsite, which includes the installation of two accessory rooftop cooling units, and renovations to an existing commercial retail unit (CRU).

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02 and to a Public Hearing on 2015 February 24 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR A. KANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**6. REZONING REFERENCE #14-07  
RCMP E DIVISION (FREEWAY PATROL OFFICE) EXPANSION  
LOUGHEED TOWN CENTRE DEVELOPMENT PLAN  
9060 STORMONT AVENUE**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on

2015 February 24. The purpose of the proposed zoning bylaw amendment is to permit the expansion of the existing RCMP E Division Port Mann Freeway Patrol office.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02 and to a Public Hearing on 2015 February 24 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.
  - b) The review of a detailed Sediment Control System by the Director Engineering.
  - c) The granting of any necessary statutory rights-of-way, easements and/or covenants including, but not limited to, a statutory right-of-way to protect the existing access to the site over City property.
  - d) The pursuance of Storm Water Management Best Practices in line with established guidelines.
  - e) Approval of the Ministry of Transportation to the rezoning application.

MOVED BY COUNCILLOR D. JOHNSTON

SECONDED BY COUNCILLOR P. MCDONELL

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**7. REZONING REFERENCE #14-38  
LICENSED CHILDCARE FACILITY  
(73 CHILDREN AND 12 STAFF MEMBERS)  
2830 BAINBRIDGE AVENUE**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2015 February 24. The purpose of the proposed zoning bylaw amendment is to permit an increase in the capacity of an existing child care facility from 61 to 73 children.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02, and to a Public Hearing on 2015 February 24 at 7:00 p.m.

2. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**8. REZONING REFERENCE # 14-13  
PROPOSED ADDITION TO A SINGLE FAMILY RESIDENCE  
7284 BRAESIDE DRIVE**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2015 February 24. The purpose of the proposed zoning bylaw amendment is to permit expansion of the gross floor area of an existing single family dwelling beyond that currently permitted under the prevailing zoning.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02 and to a Public Hearing on 2015 February 24 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.
  - b) The registration of a Section 219 covenant requiring the land to be developed in accordance with the approved building and landscape plans.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**9. REZONING REFERENCE #14-45  
TO BRING THE ZONING OF THE SUBJECT CITY-OWNED  
PROPERTIES INTO CONFORMANCE WITH THE APPROVED  
PARK/CONSERVATION DESIGNATION AND THEIR  
CURRENT USE.**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2015 March 31. The purpose of the proposed zoning bylaw amendment is to bring the zoning of the subject City-owned properties into conformance with approved park/conservation designation and their current use.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2015 March 09 and to a Public Hearing on 2015 March 31 at 7:00 p.m.

MOVED BY COUNCILLOR N. VOLKOW  
SECONDED BY COUNCILLOR P. CALENDINO

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**10. 3RD ANNUAL SUN RYPE TRI KIDS TRIATHLON**

The City Manager submitted a report from the Director Engineering seeking Council approval for road closure related to the 3rd Annual Sun Rype Tri Kids Triathlon on Sunday, 2015 May 31.

The City Manager recommended:

1. THAT Council approve the road closures as discussed in this report.
2. THAT the coordinators of the event, Tara & Brad Melville, Race Directors, Run Well Events, 1332 Goldhawk Trail, Oakville, Ontario, L6M 3Y6, be sent a copy of this report.

MOVED BY COUNCILLOR N. VOLKOW  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**11. NAGAR KIRTAN PARADE - SATURDAY, 2015 MARCH 07**

The City Manager submitted a report from the Director Engineering seeking Council approval for the Nagar Kirtan Parade on Saturday, 2015 March 07. The parade will assemble on the temple grounds located at 7271 Gilley Ave. The parade will start at 12 noon and head south on Gilley to Rumble, right on Rumble to Royal Oak, right on Royal Oak to Imperial, right on Imperial to MacPherson, right on MacPherson to Beresford and left on Beresford to return to the temple at approximately 6:00 p.m.

The City Manager recommended:

1. THAT Council approve the parade as discussed in this report.
2. THAT the coordinator of the event, Bill Basra, president of Shri Guru Ravidass Sabha, 7271 Gilley Ave, Burnaby, BC V5J 4W9, be sent a copy of this report.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR A. KANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**12. ROAD CLOSURE - DO IT FOR DAD**

The City Manager submitted a report from the Director Engineering seeking Council approval for a road closure for the 17th Annual 'Do It For Dad Walk/Run' for prostate cancer on Sunday, 2015 June 21. The event will require the closure and use of Roberts Street from 7:00 a.m. to 2:00 p.m., Glencarin Drive from 9:30 a.m. to 11:30 a.m., and Sperling Avenue from Roberts Street to Glencarin Drive from 9:30 a.m. to 11:30 a.m.

The City Manager recommended:

1. THAT Council approve the road closure as discussed in this report.
2. THAT a copy of this report be sent to Shelley Werk, Prostate Cancer Foundation of BC, #4, - 17918 55th Ave, Surrey, BC V3S 6C8.

MOVED BY COUNCILLOR N. VOLKOW  
SECONDED BY COUNCILLOR P. CALENDINO

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**13. WILDLIFE RESCUE ASSOCIATION (WRA) EARTH FEST 2015**

The City Manager submitted a report from the Director Engineering seeking Council approval for a road closure for the WRA Earth Fest and Open House celebration on Sunday, 2015 April 26.

The City Manager recommended:

1. THAT Council approve the road closure as discussed in this report.
2. THAT the coordinator of the event, Heather Gill, Administrator, Wildlife Rescue Association of BC, 5216 Glencarin Dr., Burnaby, BC V5B 3C1, be sent a copy of this report.

MOVED BY COUNCILLOR D. JOHNSTON  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**14. FIRE DEPARTMENT 4<sup>th</sup> QUARTER 2014 REPORT**

The City Manager submitted a report from the Fire Chief providing Council with information relating to the Fire Department's activities during the 4<sup>th</sup> Quarter of 2014.

The City Manager recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR A. KANG  
SECONDED BY COUNCILLOR P. CALENDINO

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**15. REZONING APPLICATIONS****Item #01**

**Rez #14-44** Application for the Rezoning of:  
Lot A, DL 153, Group 1, NWD Plan 3641

From: P1 Neighbourhood Institutional District

To: CD Comprehensive Development District (based on RM5s Multiple Family Residential District, P1 Neighbourhood Institutional District and Metrotown Development Plan guidelines)

Address: 6050 Sussex Avenue and Portion of McKercher Avenue R.O.W.

Purpose: To permit the construction of a high-rise residential building and a new church facility.

The City Manager recommended:

1. THAT the sale be approved in principle of City-owned property for inclusion within the subject development site in accordance with Section 4.5 of this report, and subject to the applicant pursuing the rezoning proposal to completion.
2. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**Item #02**

**Rez #14-46** Application for the rezoning of:  
Lot 2 Except: Part Subdivided by Air Space Plan BCP12692, DL 211, Group 1, NWD Plan BCP6258

From: CD Comprehensive Development District (based on C3 and C3f General Commercial District, RM4 Multiple Family Residential District, P1 Neighbourhood Institutional District and SFU Community Plan guidelines and in accordance with the development plan entitled "Cornerstone Development" prepared by NSDA Architects)

To: Amended CD Comprehensive Development District (based on C3a General Commercial District and SFU Official Community Plan guidelines)

Address: 8982/8992-8900 University High Street

Purpose: To combine two commercial retail units to permit the development of a Liquor Distribution Branch (LDB) retail store.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR N. VOLKOW

SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**Item #03**

**Rez #14-47** Application for the Rezoning of:  
North Half Lot 3, Blk 3, Blk 6, DL 98, Group 1, NWD Plan 1503,  
Parcel 1, DL 98, Group 1, NWD Plan LMP42986; Portion of Parcel  
2, DL 98, Group 1 NWD Plan LMP 43130

From: M4 Light Industrial District

To: CD Comprehensive Development District (based on C9 Urban  
Village Commercial District and Royal Oak Community Plan  
guidelines)

Address: 6837, 6857 and portion of 6875 Royal Oak Avenue

Purpose: To permit a new low-rise mixed-use development with retail on the  
ground floor and up to three storeys of residential above.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.
2. THAT the sale be approved in principle of the City property at 6857 Royal Oak Avenue and a portion of the City property at 6875 Royal Oak Avenue for inclusion in the subject development site and subject to the applicant pursuing the rezoning proposal to completion.



MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR N. VOLKOW

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**Item #04**

**Rez #14-48** Application for the rezoning of:

Lot A, DL 166, Group 1, NWD Plan BCP21066

From: CD Comprehensive Development District (based on M2 General Industrial District and M5 Light Industrial District)

To: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District and Big Bend Development Plan guidelines)

Address: 7765 North Fraser Way

Purpose: To permit the construction of a light industrial multi-tenant building with office, manufacturing and warehouse uses.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**Item #05**

**Rez #14-49** Application for the Rezoning of:

Lot 5, DL 166, Group 1, NWD Plan BCP15933

From: CD Comprehensive Development District (based on M2 General Industrial District and M5 Light Industrial District)

To: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District and Big

## Bend Development Plan guidelines)

Address: 8155 North Fraser Way

Purpose: To permit the construction of a multi-tenant light industrial building with office, manufacturing and warehouse uses.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR A. KANG  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR P. CALENDINO  
SECONDED BY COUNCILLOR A. KANG

THAT the Committee now rise and report.

CARRIED UNANIMOUSLY

The Council reconvened.

MOVED BY COUNCILLOR A. KANG  
SECONDED BY COUNCILLOR C. JORDAN

THAT the report of the Committee be now adopted.

CARRIED UNANIMOUSLY

## 7. BYLAWS

### First, Second and Third Reading

- |    |   |        |
|----|---|--------|
| A) | Burnaby Local Improvement Fund Expenditure Bylaw No. 1,<br>2015 | #13435 |
| B) | Burnaby Local Improvement Fund Expenditure Bylaw No. 2,<br>2015 | #13436 |

- C) Burnaby Local Improvement Fund Expenditure Bylaw No. 3, #13437  
2015

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR N. VOLKOW

THAT  
Bylaw No. 13435, 13436 and 13437  
be now introduced and read three times.

CARRIED UNANIMOUSLY

**Consideration and Third Reading**

- D) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 20, #13354  
2014 - Rez. #13-23 (6280 Cassie Avenue and 6331/63/77  
McKay Avenue)

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR C. JORDAN

THAT  
Bylaw No. 13354  
be now considered and read a third time.

CARRIED UNANIMOUSLY

**Third Reading, Reconsideration and Final Adoption**

- E) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 37, #13417  
2014 - TEXT AMENDMENT

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR N. VOLKOW

THAT  
Bylaw No. 13417  
be now read a third time, reconsidered and Finally Adopted, signed by the  
Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

**Reconsideration and Final Adoption**

- F) Burnaby Advisory Planning Commission Bylaw 1980, #13434  
Amendment Bylaw 2015

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

THAT

Bylaw No. 13434

be now reconsidered and Finally Adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

**Abandonment**

- G) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 36, #13255  
2013 - Rez. #07-49 (5092,5108/20/32/46/68/80/92 Canada  
Way, 4981/91 Claude Avenue)

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR A. KANG

THAT

Bylaw No. 13255

be now Abandoned.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

**Councillor Johnston**

MOVED BY COUNCILLOR D. JOHNSTON  
SECONDED BY COUNCILLOR N. VOLKOW

THAT a meeting of the Finance Management Committee be scheduled for Thursday, 2015 January 29 at 4:30 p.m. in the Council Committee Room.

CARRIED UNANIMOUSLY

**Councillor Jordan**

Councillor Jordan requested updated information regarding previous concerns raised by Council in relation to ambulance response times for medical

emergencies and the impact on the Fire Department.

Staff undertook to provide a memorandum to Council regarding this matter.

9. **INQUIRIES**

There were no inquiries brought before Council at this time.

10. **ADJOURNMENT**

MOVED BY COUNCILLOR P. MCDONELL  
SECONDED BY COUNCILLOR D. JOHNSTON

"THAT this 'Open' Council meeting do now adjourn."

CARRIED UNANIMOUSLY

The Open Council meeting adjourned at 7:45 p.m.

Confirmed:

Certified Correct:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

James Koll  
Burnaby Artists Guild  
211-5350 Victory Street  
Burnaby, BC V5J 1T1

**CORRESPONDENCE**  
**2015 FEBRUARY 02**

January 23, 2015

Mayor and Council  
c/o Office of the City Clerk  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Mayor and Council,

**Request To Place Temporary Event Signs On Burnaby Public Property**

The Burnaby Artists Guild requests the consent of the Council to place temporary signs on City road rights-of-way and boulevards to publicize our annual Spring and Fall Original Art Shows at the Shadbolt Centre on the following dates:

- Spring 2015 - March 27, 28 and 29
- Fall 2015 - October 23, 24 and 25
- Spring 2016 - April (Exact dates to be confirmed)
- Fall 2016 - October (Exact dates to be confirmed)

We have a total of eight 4ft x 4ft signs for this purpose. We will take care to comply with all City guidelines and locate them as directed by the City's Traffic Engineering Division. The signs would be erected no earlier than two weeks before each event and be removed within three days afterwards.

Thank you for your consideration in this matter.

Respectfully,



James Koll  
Vice President, Burnaby Artists Guild

**NOTE:** The Engineering Department is supportive of the Artists Guild's request for temporary signs (two weeks) on public property in support of their temporary semi-annual special event as outlined in their letter. Council approval is recommended.

Copied to:  
City Manager  
Dir. Engineering  
Dir. Planning & Building

CORRESPONDENCE  
2015 FEBRUARY 02



## Burnaby Minor Baseball Association

#813 – 6540 Hastings Street

Burnaby, BC V5B 4Z5

Tel: 604-420-5913 Fax 604-420-5923

*January 20, 2015*

City of Burnaby City Council  
City Clerk's Office  
4949 Canada Way  
Burnaby, BC  
V5G 1M2

Dear Sirs,

Re: Request to place advertising signage on City of Burnaby property

Further to my conversation with Sheryl in the Traffic Department, I am writing to request approval for Burnaby Minor Baseball Association ("BMBA") to temporarily place six registration advertisements on City of Burnaby property. A copy of the sign, which measures 48" x 72", is attached for your reference. The signs would be mounted on a white wooden frame and would require a small peg to be hammered into the ground to provide stability.

We run our In-Person registration out of the Kensington Arena Community Room, from early January to mid-March. On-line registration continues until early April. We are therefore requesting permission to place the signs immediately, and we undertake to have them removed by the end of April.

Requested locations are as follows:

1. Curtis Street, north side, on the grass area immediately to the east of the car park entrance for Kensington Arena.

Copied to:  
City Manager  
Dir. Engineering  
Dir. Planning & Building

2. Hastings Street, south side, on the grass area immediately east of Fell Street.
3. Hastings Street, south side, on the grass area between Esmond Avenue and Ingleton Avenue.
4. Charles Rummel Park, at the corner of Lozells Avenue and Government Road.
5. Burnaby Mountain Parkway, north side, at the intersection with Centennial Way (or some other location on Burnaby Mountain Parkway as suggested by the Traffic Department).
6. Greystone Drive, south side, east of the intersection with Burnwood Drive.
7. Cariboo Park, at the intersection of Cariboo Road and Armstrong Avenue.
8. Kensington Avenue, east side, at the intersection with Joe Sakic Way.

At this time we have only six signs to be placed, but I have put forward eight potential locations in case any are considered unsuitable. If all eight are acceptable we will make a decision on which two to drop and will advise you accordingly.

Please do not hesitate to contact the undersigned if you require any additional information.

Yours truly



John R. Ellen, CPA, CA  
President  
Burnaby Minor Baseball Association  
[President@BurnabyBaseball.com](mailto:President@BurnabyBaseball.com)

Enc:

**NOTE:** The Engineering Department is not supportive of the signage request from Burnaby Minor Baseball Association because it is not in support of a community oriented temporary special event of potential interest to the general public. The requested signage is advertising numerous registration dates over a three month period. Council approval is not recommended.



W.O.#: 41369

Designer: DIGDUG

Item 1

Size: noted below

Quantity: 6 signs, 18 large sliders + 186 small sliders

**FASTSIGNS.**

More than fast. More than signs.



Colours: CMYK

Lamination: none

Material: Digitally printed direct to substrates

Finishing: Cut to size - assemble

Substrate: 10mm coroplast + .060 polystyrene

includes 12 slider rails

Sign cost includes two proof changes. Additional proof changes will incur a design charge.

At FASTSIGNS Vancouver, we take pride in precision, but the final examination for accuracy is your responsibility. Before giving approval, please examine all proofs carefully for the accuracy of information presented, as well as quantity, sizes, spelling, punctuation, graphics, colours and general layout.

-33-

**BURNABY  
MINOR  
BASEBALL**

**REGISTER IN PERSON AT:**  
**Kensington Arena - Community Room**  
**11AM - 2PM Sunday January 31**  
**Online at BurnabyBaseball.com**

10mm coroplast  
single sided print  
**48"H x 72"W**  
quantity: 6

slider rails  
**.25"H x 22"W**  
quantity: 12

sliders

x6 **January**  
x6 **February**  
x6 **March**

.060 polystyrene  
single sided print  
**5"H x 17"W**  
quantity: 18

sequential numbers from

**1** to **31**

.060 polystyrene  
single sided print  
**5"H x 5"W**  
quantity: 186  
(6 sets of numbers from 1-31)

5.B

**PLANNING AND DEVELOPMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: SECONDARY SUITE PROGRAM UPDATE - 2015**

**RECOMMENDATION:**

1. **THAT** Council receive the 2015 Secondary Suite Program Update report for information.

**REPORT**

The Planning and Development Committee, at its meeting held on 2015 January 27, received and adopted the attached report presenting an update on the implementation of the Secondary Suite Program.

Respectfully submitted,

Councillor C. Jordan  
Chair

Councillor D. Johnston  
Vice Chair

Councillor S. Dhaliwal  
Member

Copied to:	City Manager Director Engineering Director Planning & Building Assistant Director Current Planning Chief Building Inspector Chief Licence Inspector Director Finance City Solicitor
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Meeting 2015 January 27

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
 COMMUNITY DEVELOPMENT COMMITTEE
   
 **DATE:** 2014 January 22

**FROM:** DIRECTOR PLANNING AND BUILDING
   
 **FILE:** 16000 20  
   
 Reference: Secondary Suites

**SUBJECT:** SECONDARY SUITE PROGRAM UPDATE - 2015

**PURPOSE:** To present an update on the implementation of the Secondary Suite Program.

---

**RECOMMENDATION:**

1. **THAT** Council receive the 2015 Secondary Suite Program Update report for information.

**REPORT****1.0 BACKGROUND**

In September 2013, Council approved a Secondary Suite Program that was developed through a comprehensive public consultation program in order to reflect and support the needs of Burnaby residents. The objective of the program was to formalize the contribution that secondary suites provide in terms of rental housing stock, and while also achieving the related safety and other benefits for both property owners and tenants. A summary of the Secondary Suite Program approved by Council for public implementation is presented in *Appendix 1, attached*.

The approved phased implementation approach adopted by Council included required amendments to the Burnaby Zoning Bylaw, creation of a Home Rental Business Bylaw, application of the safety and other provisions of the BC Building Code, and associated administrative changes to include secondary suites into the City's permit, licence and fee systems. The approach also set the context for the management and inclusion of secondary suites within neighbourhoods by addressing matters related to the processing of complaints, suite size limits, the number of accessory uses, additional parking, payment of utility and other fees, and management of suites where the property owner does not reside within the residence.

In January 2014, the first two phases of the program were implemented. With the completion of one year of the program's operation, staff have undertaken a review of the City's accomplishments related to the implementation of secondary suites for the information of the Community Development Committee and Council.

**2.0 IMPLEMENTATION OF THE SECONDARY SUITE PROGRAM IN 2014**

The adoption of a Secondary Suite Program by Council formed the basis for advancing a phased implementation of project components. Under Phase I & II of the program, staff introduced to Council specific amendments to the Burnaby Zoning Bylaw and the proposed Home Rental Business Bylaw. Permitting of new suites commenced in January 2014.

To: Community Development Committee  
 From: Director Planning and Building  
 Re: Secondary Suite Program Update - 2015  
 2015 January 22..... Page 2

At the beginning of 2014, property owners were able to apply for a Building Permit for the construction and/or approval of a secondary suite. Additionally, the Licence Office was authorized to issue licences for any non-resident owners of single family homes that rent their property with a legally permitted secondary suite. The Finance Department also proceeded to implement billing for these properties for utility charges. In tandem with this work, staff initiated a comprehensive Public Information Program to advise applicants, residents and property owners of the new program.

In 2014, the following activities were undertaken to advance the Secondary Suites Program:

### 2.1 Non-conforming In-law Suites

Under the Secondary Suites Program, the City's Zoning Bylaw was amended which 'grand-fathered' existing permitted and currently licensed in-law suites as non-conforming, but legal suites. All new applications received and in process by the Building Department prior to the final adoption of the bylaw and its implementation date of January 1, 2014 were included.

Licensed in-law suites considered under the program include:

Authorized In-law Suites	In-law Suites in Process	Total
532	49	581

### 2.2 Secondary Suite Building Permit Applications

Under the Secondary Suites Program, the City's Building Permit process was amended to allow for issuance of a Building Permit to create an authorized secondary suite within a single-family dwelling. Section 9.36 of the BC Building Code is applied to guide the permitting of existing unauthorized suites within single-family dwellings, and for new suites within existing or new dwellings.

In total, 316 Building Permit applications for secondary suites in new and existing dwellings were or are being processed by the Planning and Building Department between the period of January 5, 2014 and January 5, 2015.

A summary of Building Permit Applications with the City is as follows:

Suite Permit Applications	Suite Permits Approved (new homes)	Suite Permits Approved (existing homes)	Suite Permits Pending	Total Suites Approved
316	223	29	64	252

### 2.3 Secondary Suite Feasibility Report Program

The Planning and Building Department offers to Burnaby's property owners a complimentary suite feasibility report prepared by the City, for two-years of the program. The Program also seeks to encourage voluntary inclusion of defined "suite ready" construction provisions in all new single-family

To: Community Development Committee  
 From: Director Planning and Building  
 Re: Secondary Suite Program Update - 2015  
 2015 January 22..... Page 3

developments. These efforts have been made to support future development of a secondary suite that would meet the safety standards of the BC Building Code and to assist owners in achieving legalization of suites in constructed dwellings in the future.

The Secondary Suite Feasibility Reports completed in 2014 included the following applications:

Reports Completed	Reports Creating Suite	Reports Pending	Total
8	4	4	16

## 2.4 Secondary Suite Bylaw Enforcement Program

The City's approach to enforcement of unauthorized suites includes a focus on prioritizing citizen's complaints and facilitates approvals for suites as part of the enforcement and legalization process. The program seeks to decommission suites in two-family dwellings, and multiple suites in a single-family dwelling, that are the subject of a citizen complaint. When staff receive a citizen's complaint regarding infractions concerning the City's bylaws, an Enforcement File is opened by staff and processed to review and resolve the issue with a property owner. During 2014 the Building Department responded to and resolved 49 Enforcement Files.

## 3.0 IMPLEMENTATION OF PHASE III

Council's adopted implementation approach includes a final phase related to the notification and utility billing process for existing, unpermitted secondary suites. As outlined in previous reports to Council, this work program will include finalization of Burnaby's secondary suite databases which will guide the notification to property owners of utility billing for all existing non-permitted suites.

This aspect of the Secondary Suite Program has been advanced as part of the Planning and Building Department's annual work plan. As this work is completed throughout 2015, staff will continue to monitor issues of concerns that may warrant or support future reports to Committee and Council for ongoing adjustments to the Secondary Suite Program.

## 4.0 CONCLUSION

As outlined, the City's Comprehensive Secondary Suites Program adopted by Council has succeeded in advancing this affordable housing issue, which had been an outstanding goal of the City's Official Community Plan and was reconfirmed as part of the Social Sustainability Strategy. A comprehensive and phased approach to implementing the program has allowed the City to stage various aspects of the program for residents and property owners.

The advancement of all aspects of the Secondary Suite Program, as this update demonstrates, has overall met with the approval of citizens and property owners and meets their needs. The positive response and acceptance by the community to the new program provides a further indication that the City's Secondary Suite Program, which reflects a balanced consideration of a mix of diverse objectives, has achieved its goals during the first year of operation. The Program has successfully ensured the gradual, long-term increase in the number of legal permitted suites with their associated improvements including meeting

To: Community Development Committee  
 From: Director Planning and Building  
 Re: Secondary Suite Program Update - 2015  
 2015 January 22..... Page 4

minimum safety standards, better suite standards, managing neighbourhood impacts, and building community support over time.

In summary, in 2014 the Program successfully processed:

- 223 Secondary Suites in new residences.
- 29 Secondary Suites in existing residences.
- 16 Secondary Suite Feasibility Report requests.
- 581 In-law Suites Applications.

This 2015 update report is presented for the information of the Committee and Council. As the program proceeds, ongoing reviews of the Secondary Suite Program and updates will be prepared and advanced to Council through future reports.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

JW/sa/sla  
**Attachment**

cc:	City Manager Director Finance Director Engineering Chief Building Inspector	City Clerk Assistant Director Current Planning Chief Licence Inspector City Solicitor
-----	--	--

R:\Long Range Clerical\DOCS\JW\Committee and Commission Reports\2015\Secondary Suites Program Update 2015.docx

## APPENDIX 1 – SUMMARY OF SECONDARY SUITE PROGRAM<sup>1</sup>

The approved Secondary Suite Program in the City of Burnaby provides for the approval of secondary residential suites within single-family dwellings. The program seeks to manage the legalization of a substantial inventory of existing unauthorized secondary suites in the city, and to allow for the development of new secondary suites in single-family dwellings. The overall approach addresses required amendments to the Burnaby Zoning Bylaw, application of the safety and other provisions of the BC Building Code, and proposals to include secondary suites into the City's permit, licence and fee systems.

The program seeks to reflect and support the needs of Burnaby residents by formalizing the contribution that secondary suites provide in terms of more affordable rental housing stock, and to achieve the related safety and other benefits for both property owners and tenants. The approach also seeks to help manage the inclusion of secondary suites within neighbourhoods by addressing matters related to the processing of complaints, suite size limits, the number of accessory uses, additional parking, payment of utility and other fees, and management of suites where the owner does not reside on the property.

Overall, the approach balances a number of objectives to:

- increase safety standards for homeowners and tenants;
- protect affordable housing options;
- ensure that neighbourhood impacts are minimized;
- provide for fair and equitable utility and permit fees;
- assist property owners with legalization efforts; and
- focus on citizen 'complaint-based' enforcement priorities.

**The following summarizes the components of the Secondary Suite Program:**

*The City's Zoning Bylaw has been amended to:*

- define a secondary suite as "an accessory dwelling unit fully contained within a single-family building";
- permit secondary suites within single-family residential zoning districts;
- regulate the maximum and minimum sizes of secondary suites;
- restrict the types of allowable home occupation businesses in dwellings that have a secondary suite;
- require an additional off-street parking space for dwellings with a secondary suite; and
- 'grand-father' existing permitted and currently licensed in-law suites.

*The City's Building Permit process has been amended to:*

- allow for issuance of a Building Permit to create an authorized secondary suite within a single-family dwelling;
- apply Section 9.36 of the BC Building Code as the guideline for permitting legalization of existing unauthorized suites within single-family dwellings, and for new suites within existing or new dwellings; and
- offer complimentary suite feasibility reports prepared by the City, for an initial two-year period, to assist owners in achieving legalization of existing unauthorized suites.

*The City's approach to enforcement of unauthorized suites includes:*

- a focus on prioritizing complaints received from citizens;
- facilitates approvals for suites as part of the enforcement and legalization process;
- seeks to decommission suites in two-family dwellings, and cases of multiple suites in a single-family dwelling, that are the subject of a citizen complaint; and
- seeks to encourage voluntary inclusion of defined "suite ready" construction provisions in all new single-family developments to support future development of a secondary suite that would meet the safety standards of the BC Building Code.

*The Building Permit, Inspection and License Fees includes:*

- the application of the existing Building Permit Fee Schedule for the construction of new secondary suites and the legalization of existing unauthorized suites; and
- a business licence requirement for non-resident property owners who are renting out both the principle single-family residence and the related secondary suite in the single-family residence. The licence would also be subject to adherence to the conditions of a new "Home Rental Business Licence" Bylaw.

*Payment of Utility Fees includes:*

- application of a supplementary utility fee (water and sewer), at a rate approximate to 50 percent of the single-family dwelling charge, for all properties with a secondary suite or grand-fathered in-law suite; and
- requiring all dwellings with a secondary suite to have one medium-sized garbage totter at the established charge.

*A Public Education and Assistance Program includes:*

- public notification, information materials and other guides, in multiple formats, on the requirements, expectations and processes related to the proposed Secondary Suite Program.

The above approach reflects a balanced consideration of a mix of diverse objectives associated with the approval of secondary suites, and draws on the past experience of other jurisdictions that have gone through similar approval processes, and addresses Burnaby specific issues and circumstances. The overall program, as presented, is expected to be a gradual, long-term process that will result in an increase in the number of legal suites with their associated improvements that meet minimum safety standards, improve integration of suites within neighbourhoods, and foster a supportive climate for approval and legalization of secondary suites in the community over time.

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<sup>1</sup> The detailed description of the Secondary Suite Program is contained in the 2013 April 08 report to Council.





## MANAGER'S REPORT February 02, 2015

*Unless otherwise noted, the departmental recommendations contained in this Manager's Report are approved and recommended by the City Manager to the Mayor and Council*

### HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL;

The following report is submitted for your consideration:

#### Item

**01      REZONING REFERENCE #13-13  
PROPOSED SIX LOT RESIDENTIAL SUBDIVISION**

**PURPOSE:** To seek Council authorization to forward this application to a Public Hearing on 2015 February 24.

**02      CONTRACT AWARD – COMBINATION SEWER CLEANING TRUCK**

**PURPOSE:** To obtain approval to award a contract for the supply and delivery of a combination sewer cleaning truck.

**03      DEPUTY CITY CLERK – SIGNING AUTHORITY**

**PURPOSE:** To empower the new Deputy City Clerk with signing authority.

Yours respectfully,

Robert H. Moncur  
City Manager



Item .....
Meeting .....2015 Feb 02

## COUNCIL REPORT

**TO:** CITY MANAGER 2015 January 28

**FROM:** DIRECTOR PLANNING AND BUILDING

**SUBJECT:** REZONING REFERENCE #13-13  
Proposed Six Lot Residential Subdivision

**ADDRESS:** 6755 Canada Way (see *attached* Sketches #1 and #2)

**LEGAL:** Lot 253, DL 91, Group 1, NWD Plan 41113

**FROM:** C4 Service Commercial District

**TO:** R12 Residential District

**APPLICANT:** Bob Cheema  
Unit #1 – 5730 Carnarvon Street  
Vancouver, BC V6N 4E7

**PURPOSE:** To seek Council authorization to forward this application to a Public Hearing on 2015 February 24.

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**RECOMMENDATIONS:**

1. **THAT** a Rezoning Bylaw be prepared and advanced to First Reading on 2015 February 02, and to a Public Hearing on 2015 February 24 at 7:00 p.m.
2. **THAT** the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development, including the completion of the necessary subdivision.
  - b) The deposit of sufficient monies including a 4% Engineering Inspection Fee to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #13-13  
 Proposed Six-lot Residential Subdivision  
 2015 January 28 .....Page 2

- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d) The dedication of any rights-of-way deemed requisite.
- e) The granting of a Section 219 covenant to ensure that no vehicular access is to be taken via Canada Way.
- f) The granting of a Section 219 covenant to ensure that the conditions outline in "Schedule B" of the Certificate of Compliance issued on 2013 July 23 have been met.
- g) Release of Restrictive Covenant Filing No. CA3321800 on Title.
- h) The pursuance of Storm Water Management Best Practices in line with established guidelines.
- i) The deposit of the applicable Parkland Acquisition Charge.
- j) The deposit of the applicable School Site Acquisition Charge.
- k) The deposit of the applicable GVS & DD Sewerage Charge.

## REPORT

### 1.0 REZONING PURPOSE

The purpose of the proposed rezoning is to permit the subdivision of the site into six two-family residential lots.

### 2.0 BACKGROUND

- 2.1 The subject property is located on Canada Way, with side yards that flank onto Formby Street and Ulster Street, and is currently vacant, having been formerly the site of a Petro Canada gasoline station. The site is located within a single family neighbourhood, and designated within the Official Community Plan (OCP) for Single and Two Family Urban residential use. Immediately to the west and southwest across Ulster Street are single family dwellings zoned R3 Residential District, while to the north across Formby Street are single family dwellings zoned R5 Residential District. To the northeast across

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #13-13  
 Proposed Six-lot Residential Subdivision  
 2015 January 28 .....Page 3

Canada Way are single family dwellings zoned R2 Residential District, and to the southeast across Canada Way are single family dwellings zoned R5 Residential District.

2.2 The subject site is currently zoned C4 Service Commercial District. The site was originally zoned R5 Residential District, but was rezoned to the C6 Gasoline Service Station District in 1968 under Rezoning Reference #64/68, in order to allow for the expansion and renovation of a legal non-conforming gasoline service station that had existed prior to 1965. In 1971, the property was rezoned to the C4 Service Commercial District in order to permit the addition of a car wash to the site under Rezoning Reference #10/71. In 2001, the car wash and gas station were subsequently demolished, and the site has since remained vacant.

2.3 The current application (Rezoning Reference #13-13) was submitted on 2013 April 26. The applicant originally proposed to rezone the property to the R5 Residential District to permit a three lot residential subdivision. On 2013 May 27, Council authorized staff to work with the applicant towards the preparation of a suitable plan of development for presentation at Public Hearing.

Prior to achieving a suitable plan of development under the proposed R5 District, the applicant initiated an area rezoning process to rezone the property, which spans the full block front, to the R12 Residential District. On 2014 April 07, Council authorized the initiation of an area rezoning consultation process to consider the proposal. The public consultation process was undertaken and the results were reported to Council on 2014 July 07, whereby Council authorized staff to work with the applicant towards the preparation of a suitable plan of development for presentation at Public Hearing based on the R12 District.

2.4 Based on the results of the area rezoning process, on 2014 July 14, the applicant submitted an application to subdivide the property into six residential lots suitable for two family development (Subdivision Reference #14-38). The subdivision application received Tentative Approval on 2014 December 03. As such, the applicant has now submitted a plan of development suitable for presentation to a Public Hearing.

### 3.0 GENERAL COMMENTS

3.1 The applicant proposes to rezone the subject site from C4 Service Commercial District to R12 Residential District to permit a six lot residential subdivision and development under the R12 District. The proposed lots range in area from approximately 307.3 m<sup>2</sup> (3,307.75 ft<sup>2</sup>) to 346.6 m<sup>2</sup> (3,730.77 ft<sup>2</sup>); in width from approximately 9.2 m (30.18 ft.) to 10.36 m (33.99 ft.); and in depth from approximately 33.32 m (109.32 ft.) to 33.76 m (110.76 ft.). A rear lane is provided. As such, the lots are eligible for either single family or two family development under R12 District regulations.

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #13-13  
 Proposed Six-lot Residential Subdivision  
 2015 January 28 .....Page 4

- 3.2 The Director Engineering will be requested to prepare an estimate for all services necessary to serve this site. The servicing requirements will include, but not necessarily be limited to:
- upgrading of water mains, sanitary sewers, and storm sewers as required;
  - construction of an approximately 6.09 m wide residential lane west of the subject property;
  - removal of an existing (redundant) driveway off Ulster Street, and reconstruction of a barrier curb/gutter, boulevard and separated sidewalk;
  - upgrading of street signs as required; and,
  - deposit of \$7,901.67 for future construction of required works.
- 3.3 Road dedication is required for
- the required approximately 6.09 m lane west of the subject property;
  - a 3m x 3m corner truncation at the intersection of Ulster Street and Canada Way; and,
  - a 3m x 3m corner truncation at the intersection of Formby Street and Canada Way.
- 3.4 The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development, is required.
- 3.5 The granting of a Section 219 covenant will be required to ensure that no vehicular access is to be taken via Canada Way.
- 3.6 Given the size of the site, best management practices are acceptable in lieu of a formal storm water management plan.
- 3.7 Due to the past use of the subject property as a gas station, the granting of a Section 219 is required to ensure compliance with the conditions of Schedule B of the Certificate of Compliance issued on 2013 July 23 by the Ministry of Environment.
- 3.8 Given that there are mature trees on the subject site, a tree survey and arborist report will be required. A Tree Cutting Permit will be required for the removal of any protected trees.
- 3.9 A Parkland Acquisition Charge of \$32,605.00 (for six lots minus credit for one lot) applies.

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #13-13  
 Proposed Six-lot Residential Subdivision  
 2015 January 28 .....Page 5

3.10 A School Site Acquisition Charge (SSAC) of \$10,800.00 (for 12 residential units) applies.

3.11 The GVS & DD Sewerage Development Cost Charge of \$20,772.00 (for 12 residential units) applies.

#### 4.0 DEVELOPMENT PROPOSAL

4.1 Site Area 2302.15 m<sup>2</sup> (24,789.14 ft<sup>2</sup>)

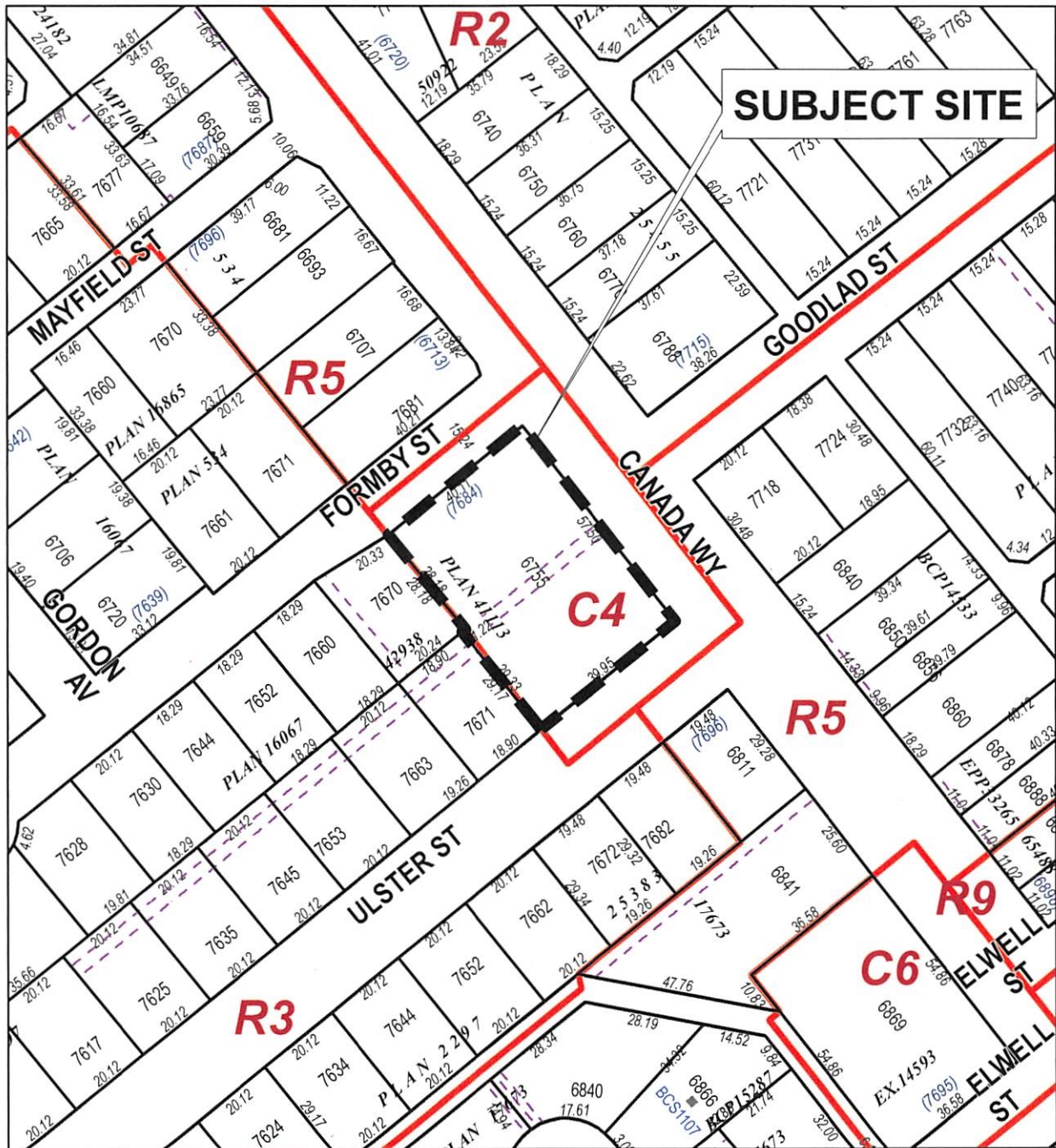
4.2 <u>Proposed Lots</u>	<u>Area</u>	<u>Width</u>
Lot 1	346.6 m <sup>2</sup> (3,730.77 ft <sup>2</sup> )	10.36 m (33.99 ft)
Lot 2	309.6 m <sup>2</sup> (3,332.5 ft <sup>2</sup> )	9.2 m (30.18 ft)
Lot 3	307.55 m <sup>2</sup> (3,310.44 ft <sup>2</sup> )	9.2 m (30.18 ft)
Lot 4	307.3 m <sup>2</sup> (3,307.74 ft <sup>2</sup> )	9.2 m (30.18 ft)
Lot 5	308.9 m <sup>2</sup> (3,324.97 ft <sup>2</sup> )	9.2 m (30.18 ft)
Lot 6	344.4 m <sup>2</sup> (3,707.09 ft <sup>2</sup> )	10.35 m (33.96 ft)

4.3 <u>Required Dedications</u>	<u>Area</u>	
Lane	368.8 m <sup>2</sup> (3,969.73 ft <sup>2</sup> )	6.09 m (20.00 ft)
Corner truncations	9.0 m <sup>2</sup> (96.88 ft <sup>2</sup> )	

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

LF:tn  
 Attachment

cc: Director Engineering  
 City Solicitor  
 City Clerk



PLANNING & BUILDING DEPARTMENT



DATE:  
JUL 10 2014

SCALE:  
1:1,500

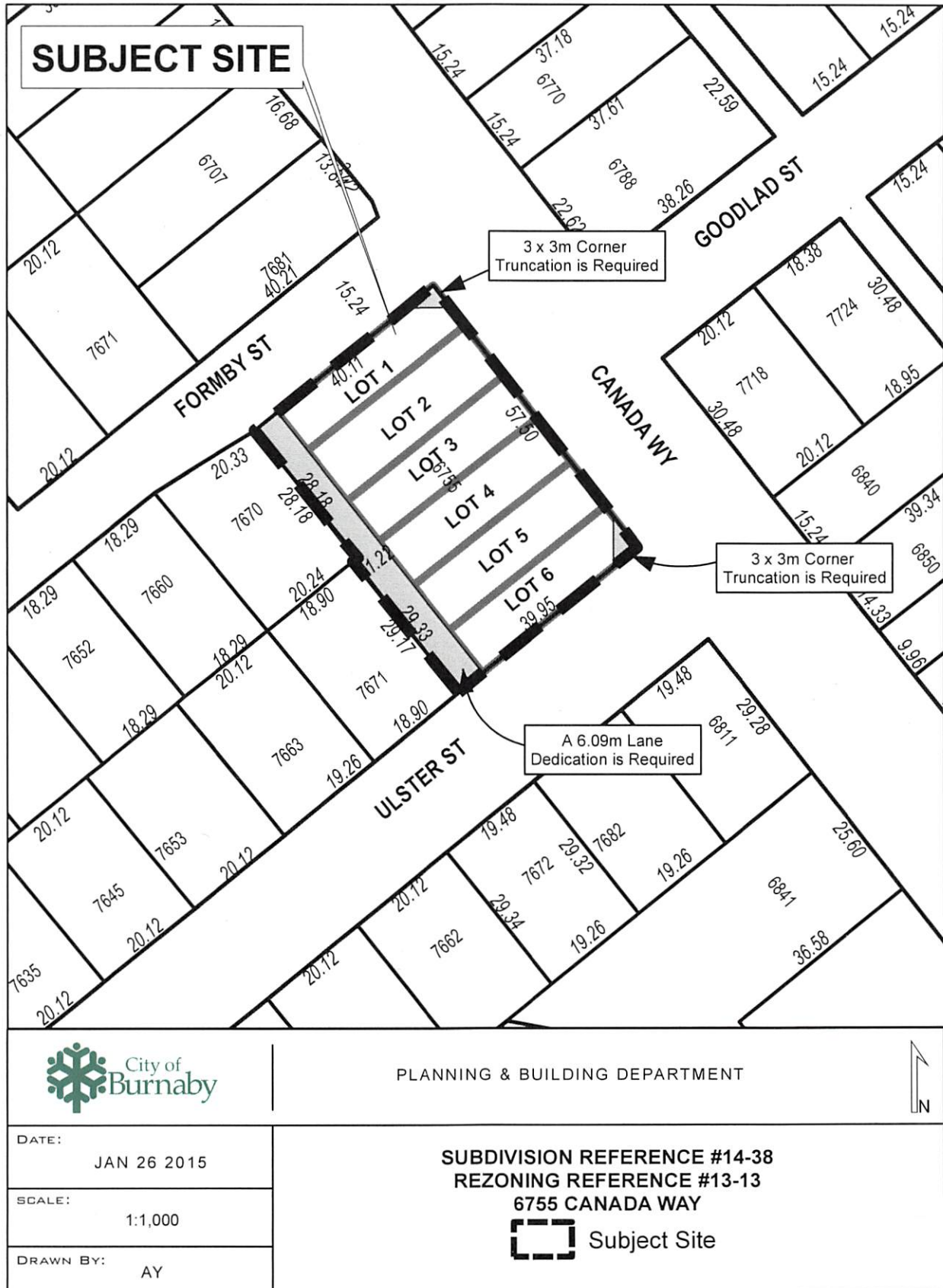
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REZONING REFERENCE #13-13  
6755 CANADA WAY

 Subject Site

Sketch #1





Sketch #2





Item .....
Meeting .....2015 Feb 02

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2015 January 27

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
138-10/14

**SUBJECT:** CONTRACT AWARD – COMBINATION SEWER CLEANING TRUCK

**PURPOSE:** To obtain approval to award a contract for the supply and delivery of a combination sewer cleaning truck.

**RECOMMENDATION:**

1. **THAT** Council approve a contract award to Vimar Equipment Ltd., for a total cost of \$489,550.88 including taxes in the amount of \$52,451.88 as outlined in this report.

**REPORT**

Five quotations for this contract ranging from \$469,710.08 to \$501,877.60 were received by the closing time on 2014 November 12. The recommended bid is based on standardization of equipment and parts, interchangeability of fleet components, and servicing availability.

This contract includes the supply and delivery of a combination sewer cleaning truck. The new truck will be a 2016 model year replacing a 2001 model year truck that will be sold on receipt of the replacement unit.

The recommended bidder, Vimar Equipment Ltd., has provided vehicles in the past to the satisfaction of the City. It is recommended that a contract be awarded to Vimar Equipment Ltd., in the amount of \$489,550.88 including PST and GST in the amount of \$52,451.88.

The Director Engineering concurs with the above recommendation.

Capital funding for this requirement is provided under the Capital Project ENZ.0029 which is included in the 2015 – 2019 Provisional Financial Plan.

Denise Jorgenson  
DIRECTOR FINANCE

GC:ML/ts

cc: Director Engineering



Item .....
Meeting .....2015 Feb 2

## COUNCIL REPORT

TO: CITY MANAGER

DATE: 2015 January 15

FROM: CITY CLERK

SUBJECT: DEPUTY CITY CLERK – SIGNING AUTHORITY

PURPOSE: To empower the new Deputy City Clerk with signing authority

**RECOMMENDATION:**

1. **THAT** Mrs. Kate O'Connell, Deputy City Clerk for the City of Burnaby, be designated as having signing authority on behalf of the City.

**REPORT**

The current Deputy City Clerk, Sid Cleave, has tendered his resignation and will be retiring effective July 3, 2015.

Given the ample lead time that Mr. Cleave has provided of his intended retirement date, the City has undertaken a recruitment to find a new Deputy City Clerk.

From the recruitment and selection process, Ms. Kate O'Connell has been selected as the preferred candidate. Ms. O'Connell commenced employment with the City on January 5, 2015.

As Deputy City Clerk, it is appropriate that Council approve a motion giving Ms. O'Connell signing authority on behalf of the City of Burnaby.

Dennis Back  
CITY CLERK

Copied to: Director Human Resources  
Director Finance