



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2015 MARCH 03

TIME: 4:00 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
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3.	<u>CORRESPONDENCE</u>	
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5.	<u>NEW BUSINESS</u>	
6.	<u>INQUIRIES</u>	
7.	<u>CLOSED</u>	

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

8. ADJOURNMENT

CITY OF BURNABY

FINANCIAL MANAGEMENT COMMITTEE**MINUTES**

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2015 January 29** at 4:30 p.m.

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

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. Shari Wallace, Chief Information Officer
Mr. Doug Spindler, Manager – Treasury Operations
Mr. Patrick Shek, Chief Building Inspector
Mr. John Cusano, Deputy Chief Building Inspector
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 4:38 p.m.

1. **MINUTES**

a) **Minutes of the Open meeting of the Finance and Civic Development Committee held on 2014 November 27**

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 27 be now adopted.”

CARRIED UNANIMOUSLY

2. **REPORTS**

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

“THAT the reports be received.”

CARRIED UNANIMOUSLY

a) Report from the Chief Information Officer
Re: 2015 Information Technology Capital Program for
Business Applications

The Chief Information Officer submitted a report seeking project approval and funding bylaw for implementation of the 2015 enterprise and departmental business applications programs.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 enterprise and departmental applications programs as outlined in this report.
2. THAT Financial Management 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.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

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

CARRIED UNANIMOUSLY

The Committee requested a copy of the updated IT capital program plan.

Staff undertook to provide the information.

b) Report from the Director Finance
Re: Lease Renewal of 4970 Canada Way

The Director Finance submitted a report providing information on the lease renewal of 4970 Canada Way to Rising Star Learning Ltd.

The Director Finance recommended:

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

MOVED BY COUNCILLOR McDONELL:

SECONDED BY COUNCILLOR JORDAN:

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

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Contract Award – Animal Control and Shelter Services

The Director Finance submitted a report seeking approval to award a one year contract for animal control and shelter services.

The Director Finance recommended:

1. THAT Financial Management 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.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

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

CARRIED UNANIMOUSLY

Councillor McDonell requested a copy of the agreement between the City and SPCA.

Staff undertook to provide the agreement.

Councillor Johnston noted that he received complaints regarding off leash pit bulls (without a muzzle) in Robert Burnaby Park.

Staff undertook to investigate.

d) Report from the Director Finance
Re: Renewal of the Licence and Operating Agreement for the Cameron Children's Centre

The Director Finance submitted a report seeking 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.

The Director Finance recommended:

1. THAT Financial Management 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.

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

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

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: City Investments – 2014 Year End Report

The Director Finance submitted a report providing a 2014 Investment Program update and presenting the 2015 Investment Program forecast.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR McDONELL:

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

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: 2015 Provisional Financial Plan

The Director Finance submitted a report providing the 2015 Provisional Financial Plan.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council receive the 2015 Provisional Financial Plan.

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR McDONELL:

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

CARRIED UNANIMOUSLY

g) Report from the Director Engineering
Re: 2015 Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report seeking project approval and funding bylaw for the 2015 capital infrastructure projects.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve capital expenditures of \$24.85 Million for infrastructure programs as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$9,148,000 (inclusive of GST), and draw from the Waterworks Utility Capital Fund the amount of \$8,374,000 (inclusive of GST) and the Sanitary Sewer Capital Fund the amount of \$7,327,000 (inclusive of GST) to finance the capital programs as outlined in this report.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

h) Report from the Director Engineering
Re: 2015 Utility Service Connections Bylaw Funding Request

The Director Engineering submitted a report seeking project approval and funding bylaw for the 2015 Utility Service Connection Program.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 Utility Service Connection Program as outlined in this report.
2. THAT Financial Management Committee recommend Council to authorize staff to fund from the Waterworks Utility Capital Fund \$837,600 (inclusive of GST) and from the Sanitary Sewer Capital Fund \$706,600 (inclusive of GST), and bring down a Capital Reserves Bylaw in the amount of \$261,800 (inclusive of GST) for the Utility Service Connections Program.

MOVED BY COUNCILLOR McDONELL:
SECONDED BY COUNCILLOR JORDAN:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

i) **Report from the Director Engineering**
Re: 2015 City Buildings Bylaw Funding Request

The Director Engineering submitted a report seeking project approval and funding bylaw for the 2015 City Building Capital Projects and Energy Performance Program.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 City Building Projects and Energy Performance Program as outlined in this report.
2. THAT Financial Management Committee recommend Council 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.

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

The Committee requested staff provide a memorandum to Council with breakdown of projects and amounts. The Committee further requested the breakdown information be included in the future reports.

j) **Report from the Director Planning and Building**
Re: City Administrative Complex Projects

The Director Planning and Building submitted a report seeking approval for a Capital Reserves Expenditure Bylaw to finance City Administrative Complex Projects (City Hall – Space Needs Assessment, City Hall Parking Review/Concept Design, and Comprehensive Wayfinding Program for City Hall/Deer Lake Park).

The Director Planning and Building recommended:

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.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Director Planning and Building be adopted.”

CARRIED UNANIMOUSLY

k) Report from the Director Planning and Building
Re: Child Care Facilities – Feasibility Study

The Director Planning and Building submitted a report seeking funding approval for a feasibility and site review study for the placement and installation of child care facilities on School District property.

The Director Planning and Building recommended:

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.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Planning and Building be adopted.”

CARRIED UNANIMOUSLY

l) Report from the Major Civic Building Project
Coordination Committee
Re: RCMP Building Locker Rooms Upgrade and
Emergency Exit Project

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval for the construction of the RCMP Building – Locker Rooms Upgrade Project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Financial Management 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.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Major Civic Building Project Coordination Committee be adopted.”

CARRIED UNANIMOUSLY

m) Report from the Director Engineering
Re: 2015 Major Roads Program Bylaw
Funding Request

The Director Engineering submitted a report seeking funding approval for the 2015 Major Roads Capital Program.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 Major Roads Capital Program, as outlined in this report.
2. THAT Financial Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$7.458 Million (inclusive of GST) from Capital Reserves to finance the 2015 Major Roads Capital Program.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

3. NEW BUSINESS

MOVED BY COUNCILLOR McDONELL:

SECONDED BY COUNCILLOR JORDAN:

“THAT the Financial Management Committee meeting scheduled to be held on 2015 February 26 at 5:30 p.m. be **RESCHEDULED** to Tuesday, March 3 at 4:00 p.m. in the Council Committee Room.”

CARRIED UNANIMOUSLY

Councillor Johnston

Councillor Johnston requested staff provide a memorandum outlining medical and pension plans for Exempt, Fire and CUPE employees, with emphasis on differences.

Staff undertook to provide a memorandum.

Councillor Johnston requested staff provide a memorandum on Parks Acquisition Levy.

Staff undertook to provide a memorandum.

Director Finance

The Director Finance submitted 'Financial Report as at 2014 Period 12'.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

"THAT the report be received for information."

CARRIED UNANIMOUSLY

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 5:40 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 5:42 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 5:42 p.m.

Ms. Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 February 13

FROM: DIRECTOR FINANCE

FILE: 5820-20

SUBJECT: CONTRACT AWARD – HIRED EQUIPMENT SERVICES
ADDITIONAL INFORMATION

At the 2015 January 19 Council meeting, Council approved thirty-three individual two-year contract awards for the provision of Hired Equipment Services for a total cost of \$9,000,000 including taxes in the amount of \$428,570. The work of these contracts includes the supply of labour and equipment for hired equipment services on an “as needed” basis. The contract award is for a two year period from 2015 January 01 to 2016 December 31 at an estimated cost of \$9,000,000 including taxes of \$428,570. Included in the contract is an option of up to three individual one year extensions at the discretion of the City.

On 2015 January 29, the Financial Management Committee requested additional information regarding the vendors selected to provide Hired Equipment Services and the determination of the projected contract value of \$9 million dollars.

BACKGROUND

In 2014 the City invited applicants to bid for the provision of necessary materials, labour, tools, and equipment for the delivery of Hired Equipment Services to assist City forces in completing construction and maintenance programs, in the provision of peak workload supplemental services, and in the delivery of specialized equipment services.

The selected applicants received a Standing Offer Agreement for services to be ordered by the City solely on an “as and when required” basis. The City reserves the right to select equipment and/or services based on price, age of equipment, condition of equipment, availability, response time, previous experience of operator and performance with the City and/or references for previous contracts of a similar nature.

Thirty-three service providers with fixed hourly rates for man plus equipment, or Hired Equipment Services were selected. The pool of providers offers a variety of equipment ranging from tandem dump trucks, backhoes, excavators, loaders, crawlers, tractors, cranes, graders, sweepers, hydro-excavators, vacuum trucks, other miscellaneous construction related equipment and construction trade services.

Examples of Hired Equipment Services to be provided include:

- Approximately 12 trucking/haulage companies to provide tandem dump truck services for transportation of excavated material and aggregates to support capital work construction projects and peak workload. These service requirements will reduce once the Major Road Network Winter Maintenance Program is brought in-house as part of the Works Yard redevelopment;
- Three approved tractor flail mowers that provide seasonal road boulevard and ditch grass mowing services throughout the City;
- Specialized excavators with long reach stick boom for in-stream fisheries work;
- Excavators with specific operating weights, attachments and bucket capacity for various construction applications. The list of specialized equipment would be difficult to provide internally to meet the various and diverse construction work requirements;
- Specialized equipment (dozer) for land clearing and preparation at the City Transfer Facility (Norland). This equipment will no longer be required once the landfill is capped and closed;
- Specialized closed circuit television equipment to inspect and assess sewer mains and lateral connections. This equipment is used to augment the City's own equipment;
- Hydro-excavators and vacuum truck equipment to augment existing equipment for hydro-excavating, catch basin cleaning and hydraulic sewer cleaning. Additional equipment will be a consideration for procurement when the new Works Yard redevelopment is complete and storage space is made available;
- Specialized tree cutting and chipping equipment and certified personnel.

Redevelopment of the Laurel Street Works Yard

Currently, the Laurel Street Works Yard is experiencing overcrowding of both site and building facilities due to a spatial shortfall and outdated facilities. With no room to accommodate any expansion of services without negatively affecting other existing functions the hiring of contractors has been necessary. However, the expansion of in-house services has been considered where feasible in the Works Yard redevelopment planning process. As an example, the new facility has been designed to provide space for an additional six to seven tandem dump trucks to support the in-house delivery of the Major Road Network Winter Maintenance Program. This will help to reduce the City's dependence on hired equipment and services contractors in the future.

CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE

Subject: Contract Award - Hired Equipment Services – Additional Information

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During the interim Council has approved the City entering into Standing Offer Agreements with the following 28 bidders who have done business with the City during the past five years:

- Alnor Excavating Ltd.
- BC Plant Health Care Inc.
- Bedrock Bulldozing Ltd.
- Bert Warkentin DBA BA Trucking
- Blackbear Excavating Ltd.
- Blue Ribbon Equipment Rentals Ltd.
- Cloudburst Cranberry Farm Ltd.
- Cranco Contracting Ltd.
- Dave Whalley + Sons Contracting Ltd.
- Davey Tree Expert Co. of Canada, Ltd.
- Donerite Backhoe Services Ltd.
- G.P. Bulldozing
- H. Cheema Trucking Ltd.
- Hank's Trucking & Bulldozing Ltd.
- Horseshoe Star Holdings Ltd.
- Jerry Williams Excavating Ltd.
- Mathers Bulldozing
- McRae's Environmental Services Ltd.
- N.S. Grewal Trucking Co.
- R. Lenville Trucking
- Richco Contracting Ltd.
- Scott Mitchell Excavating Ltd.
- Superior City Services Ltd.
- Terry Krossenger Trucking
- The F.A. Bartlett Tree Experts Canada Ltd.
- Totem Tree Resources Ltd. DBA Capilano Tree Service
- Trevor Jarvis Contracting Ltd.
- Vanport Enterprises Ltd.

The City will also enter into a Standing Offer Agreement with the following five new bidders:

- Atlas Power Sweeping Ltd.
- T. Sekhon Trucking Ltd.
- PSL – Par's Services Ltd.
- S. Sidhu Trucking Ltd.
- Eagle West Truck & Crane Inc.

Attachment 1 provides the costs of hired contract services in the City for the past two years (2013 – 2014). These services totalled \$8.5 million for the two year period.

Attachment 2 provides a five year historical cost trend for these services.

This information is provided in response to the request of the Financial Management Committee.



Denise Jorgenson
DIRECTOR FINANCE

DJ/ml

Attachments: 1. 2013-2014 Hired Equipment Contract Expenditures
2. 2010-2014 Hired Equipment Contract Expenditures

Copied to: Mayor and Members of Council
City Manager
Director Engineering
Director Parks, Recreation and Cultural Services
City Clerk

2013 – 2014 Hired Equipment Services Expenditures

Hired Equipment Services - Vendors	2013	2014	2013-2014 Total
BLUE RIBBON EQUIPMENT RENTALS LTD	\$2,009.00	-	\$2,009.00
BLACKBEAR EXCAVATING LTD	\$1,014.50	\$3,818.16	\$4,832.66
SUPERIOR CITY SERVICES LTD	-	\$36,712.50	\$36,712.50
HORSESHOE STAR HOLDINGS	\$27,531.33	\$75,368.24	\$102,899.57
H. CHEEMA TRUCKING LTD	\$53,914.78	\$64,050.00	\$117,964.78
TERRY KROSSENGER TRUCKING	\$66,938.60	\$56,600.00	\$123,538.60
RICHCO CONTRACTING LTD	\$21,659.00	\$105,563.50	\$127,222.50
ALNOR EXCAVATING LTD	\$65,347.23	\$66,856.00	\$132,203.23
STP TRUCKING LTD	\$83,409.50	\$61,760.00	\$145,169.50
DAVEY TREE EXPERT CO OF CANADA LTD	\$84,193.88	\$61,275.68	\$145,469.56
BA TRUCKING (BERT WARKENTIN)	\$76,172.64	\$75,933.00	\$152,105.64
R. LENVILLE TRUCKING	\$70,631.82	\$83,616.00	\$154,247.82
DAVE WHALLEY + SONS CONTRACTING LTD	\$68,396.64	\$87,711.00	\$156,107.64
N.S. GREWAL TRUCKING CO	\$71,497.12	\$89,362.50	\$160,859.62
CLOUDBURST CRANBERRY FARM LTD	\$61,740.00	\$103,096.00	\$164,836.00
CRANCO CONTRACTING LTD	\$85,260.00	\$102,263.00	\$187,523.00
CAPILANO TREE SERVICE (TOTEM TREE RESOURCES LTD)	\$94,078.07	\$105,282.00	\$199,360.07
DONERITE BACKHOE SERVICES LTD	\$130,963.59	\$141,072.02	\$272,035.61
MATHERS BULLDOZING	\$176,848.92	\$137,280.00	\$314,128.92
JERRY WILLIAMS EXCAVATING LTD	\$167,795.98	\$174,014.00	\$341,809.98
G. P. BULLDOZING	\$173,543.25	\$171,216.00	\$344,759.25
BEDROCK BULLDOZING LTD	\$155,398.10	\$192,194.00	\$347,592.10
SCOTT MITCHELL EXCAVATING LTD	\$180,359.27	\$203,820.00	\$384,179.27
TREVOR JARVIS CONTRACTING LTD	\$168,776.90	\$253,349.25	\$422,126.15
VANPORT ENTERPRISES LTD	\$345,905.60	\$212,616.50	\$558,522.10
BC PLANT HEALTH CARE INC	\$254,328.64	\$365,863.14	\$620,191.78
THE F.A. BARTLETT TREE EXPERTS CANADA LTD	\$266,521.87	\$471,591.35	\$738,113.22
HANK'S TRUCKING & BULLDOZING LTD	\$550,043.05	\$374,966.11	\$925,009.16
MCRAE'S ENVIRONMENTAL SERVICES LTD	\$560,374.25	\$489,715.20	\$1,050,089.45
BURRARD AGGREGATES*	\$23,744.49	-	\$23,744.49
PETER BADER*	\$55,980.10	\$35,720.00	\$91,700.10
Total	\$4,144,378.12	\$4,402,685.15	\$8,547,063.27

*Two vendors not included in the 2015-2016 contracts.

2010 – 2014 Hired Equipment Services Expenditures

Hired Equipment Services - Vendors	2010	2011	2012	2013	2014	Total
BLUE RIBBON EQUIPMENT RENTALS LTD	\$ 31,356.67	\$ 30,427.32	\$ 23,369.94	\$ 2,009.00	-	\$ 87,162.93
BLACKBEAR EXCAVATING LTD	\$ 111,340.61	-	\$ 10,748.87	\$ 1,014.50	\$ 3,818.16	\$ 126,922.14
SUPERIOR CITY SERVICES LTD	\$ 11,310.00	\$ 133,699.50	-	-	\$ 36,712.50	\$ 181,722.00
HORSESHOE STAR HOLDINGS	\$ 64,008.60	\$ 63,847.03	\$ 60,375.93	\$ 27,531.33	\$ 75,368.24	\$ 291,131.13
H.CHEEMA TRUCKING LTD	\$ 41,246.50	\$ 27,635.29	\$ 38,924.46	\$ 53,914.78	\$ 64,050.00	\$ 225,771.03
TERRY KROSSENGER TRUCKING	\$ 56,581.33	\$ 59,943.47	\$ 39,072.02	\$ 66,938.60	\$ 56,600.00	\$ 279,135.42
RICHCO CONTRACTING LTD	\$ 4,326.91	\$ 17,592.56	\$ 20,622.17	\$ 21,659.00	\$ 105,563.50	\$ 169,764.14
ALNOR EXCAVATING LTD	\$ 52,121.45	\$ 60,323.49	\$ 70,836.31	\$ 65,347.23	\$ 66,856.00	\$ 315,484.48
STP TRUCKING LTD	\$ 55,783.26	\$ 50,783.41	\$ 39,173.75	\$ 83,409.50	\$ 61,760.00	\$ 290,909.92
DAVEY TREE EXPERT CO OF CANADA LTD	\$ 104,888.57	\$ 82,147.58	\$ 77,718.73	\$ 84,193.88	\$ 61,275.68	\$ 410,224.44
B A TRUCKING (BERT WARKENTIN)	\$ 88,693.81	\$ 60,356.06	\$ 61,941.32	\$ 76,172.64	\$ 75,933.00	\$ 363,096.83
ROSS LENVILLE TRUCKING	\$ 73,470.29	\$ 92,602.66	\$ 64,454.52	\$ 70,631.82	\$ 83,616.00	\$ 384,775.29
DAVE WHALLEY & SONS CONTRACTING LTD	-	\$ 58,074.81	\$ 60,240.06	\$ 68,396.64	\$ 87,711.00	\$ 274,422.51
N.S.GREWAL TRUCKING CO	\$ 36,324.92	-	-	\$ 71,497.12	\$ 89,362.50	\$ 197,184.54
CLOUDBURST CRANBERRY FARM LTD.	\$ 94,158.89	\$ 99,665.13	\$ 96,025.53	\$ 61,740.00	\$ 103,096.00	\$ 454,685.55
CRANCO CONTRACTING LTD	\$ 94,457.18	\$ 92,236.37	\$ 100,313.29	\$ 85,260.00	\$ 102,263.00	\$ 474,529.84
CAPILANO TREE SERVICE (TOTEM TREE RESOURCES LTD)	\$ 39,472.35	\$ 75,676.03	\$ 62,697.81	\$ 94,078.07	\$ 105,282.00	\$ 377,206.26
DONERITE BACKHOE SERVICES LTD	\$ 148,862.99	\$ 143,076.76	\$ 108,418.69	\$ 130,963.59	\$ 141,072.02	\$ 672,394.05
MATHERS BULLDOZING	\$ 151,514.86	\$ 109,591.87	\$ 132,756.27	\$ 176,848.92	\$ 137,280.00	\$ 707,991.92
JERRY WILLIAMS EXCAVATING LTD	\$ 271,012.97	\$ 174,508.36	\$ 163,203.92	\$ 167,795.98	\$ 174,014.00	\$ 950,535.23
G P BULLDOZING	\$ 267,263.02	\$ 187,642.26	\$ 182,376.70	\$ 173,543.25	\$ 171,216.00	\$ 982,041.23
BEDROCK BULLDOZING LTD	\$ 82,518.93	\$ 138,799.20	\$ 192,170.11	\$ 155,398.10	\$ 192,194.00	\$ 761,080.34
SCOTT MITCHELL EXCAVATING LTD	\$ 293,772.51	\$ 203,701.93	\$ 138,433.92	\$ 180,359.27	\$ 203,820.00	\$ 1,020,087.63
TREVOR JARVIS CONTRACTING LTD	\$ 251,462.41	\$ 159,314.54	\$ 86,332.82	\$ 168,776.90	\$ 253,349.25	\$ 919,235.92
VANPORT ENTERPRISES LTD	\$ 169,923.84	\$ 301,549.35	\$ 163,112.88	\$ 345,905.60	\$ 212,616.50	\$ 1,193,108.17
BC PLANT HEALTH CARE INC	\$ 105,594.99	\$ 116,860.36	\$ 133,299.86	\$ 254,328.64	\$ 365,863.14	\$ 975,946.99
THE F.A. BARTLETT TREE EXPERTS CANADA LTD	\$ 209,497.76	\$ 120,339.05	\$ 217,463.15	\$ 266,521.87	\$ 471,591.35	\$ 1,285,413.18
HANK'S TRUCKING & BULLDOZING LTD	\$ 302,565.86	\$ 405,025.52	\$ 202,734.70	\$ 550,043.05	\$ 374,966.11	\$ 1,835,335.24
MCRAE'S ENVIRONMENTAL SERVICES LTD	\$ 399,460.06	\$ 437,491.89	\$ 467,515.66	\$ 560,374.25	\$ 489,715.20	\$ 2,354,557.06
ASPLUNDH CANADA ULC*	\$ 30,423.13	-	\$ 485.35	-	-	\$ 30,908.48
BURRARD AGGREGATES*	\$ 73,801.02	\$ 66,447.83	\$ 64,414.87	\$ 23,744.49	-	\$ 228,408.21
CENTRAL PACIFIC TRUCKING LTD*	-	\$ 595.24	-	-	-	\$ 595.24
FINAL DRIVE INVESTMENTS LTD*	\$ 26,507.63	-	-	-	-	\$ 26,507.63
PETER BADER*	\$ 41,239.87	\$ 49,531.90	\$ 25,234.00	\$ 55,980.10	\$ 35,720.00	\$ 207,705.87
Total	\$ 3,784,963.19	\$ 3,619,486.77	\$ 3,104,467.61	\$ 4,144,378.12	\$ 4,402,685.15	\$ 19,055,980.84

*Five vendors that are not included in the 2015-2016 contract.



Meeting 2015 Mar 03
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 February 23

FROM: DIRECTOR ENGINEERING

FILE: 90100 04

SUBJECT: UPDATED BUS BENCH PROGRAM

PURPOSE: To inform the Committee about changes to the City's bus bench program.

RECOMMENDATION:

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

REPORT

1.0 BACKGROUND

Bus benches were installed by two companies (Key Bench and Goodwill Advertising) at bus stops approved by the City. The companies were responsible for the supply, installation and maintenance of the bus benches, and in return were permitted to place advertising panels on the front surface of the backrest. The benches provided an amenity for transit users at no cost to the City, and the City also received \$10 per year per bench.

Following the implementation of the City's new bus shelter program, some conflicts and redundancies with bus benches were identified. As well, many of the existing bus benches were in relatively poor condition and the agreements with the existing two companies had not been updated since 1994. To renew the program, a request for proposal (RFP) was issued in 2013 December for the provision of bus benches with advertising panels.

2.0 UPDATES

Two proposals were received in response to the RFP. After evaluating the proposals and undertaking lengthy negotiations, Key Bench was selected as the successful proponent in late 2014. Key Bench provided a good quality steel product that met specifications and other requirements. Key aspects about the new bus bench program are outlined below:

- Scope - Design, manufacture, install and maintain bus benches with advertising panels at no cost to the City.

To: Financial Management Committee

From: Director Engineering

Re: Updated Bus Bench Program

2015 February 23 Page 2

- Term – 10 years beginning 2015 January 01 with optional extension for two additional 5 year terms.
- Bench Type – a black powder coated Metro or Metro Classic bench as shown in Figures 1 and 2. The type installed is dependent on site conditions.
- Quantity – 337 with potential expansion as mutually agreed.
- Locations – At locations with existing Keybench and Goodwill benches; however the City will exclude some existing locations that have new bus shelters with benches or minimal ridership.
- Revenue – Over a ten year period, revenues to the City are estimated to be over \$500,000 and are dependent upon the number of benches installed.
- Advertising – Subject to the Advertising Standards of Canada and a limited number of free advertising spaces can be provided for city programs or services.

Implementation began early this year with the replacement of old wooden Key Bench benches. Replacement of old Goodwill Benches will begin in March. Transition to all new bus benches should be completed by June 1. Efforts are made to minimize public inconvenience to the extent possible.

This report is provided for information.



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

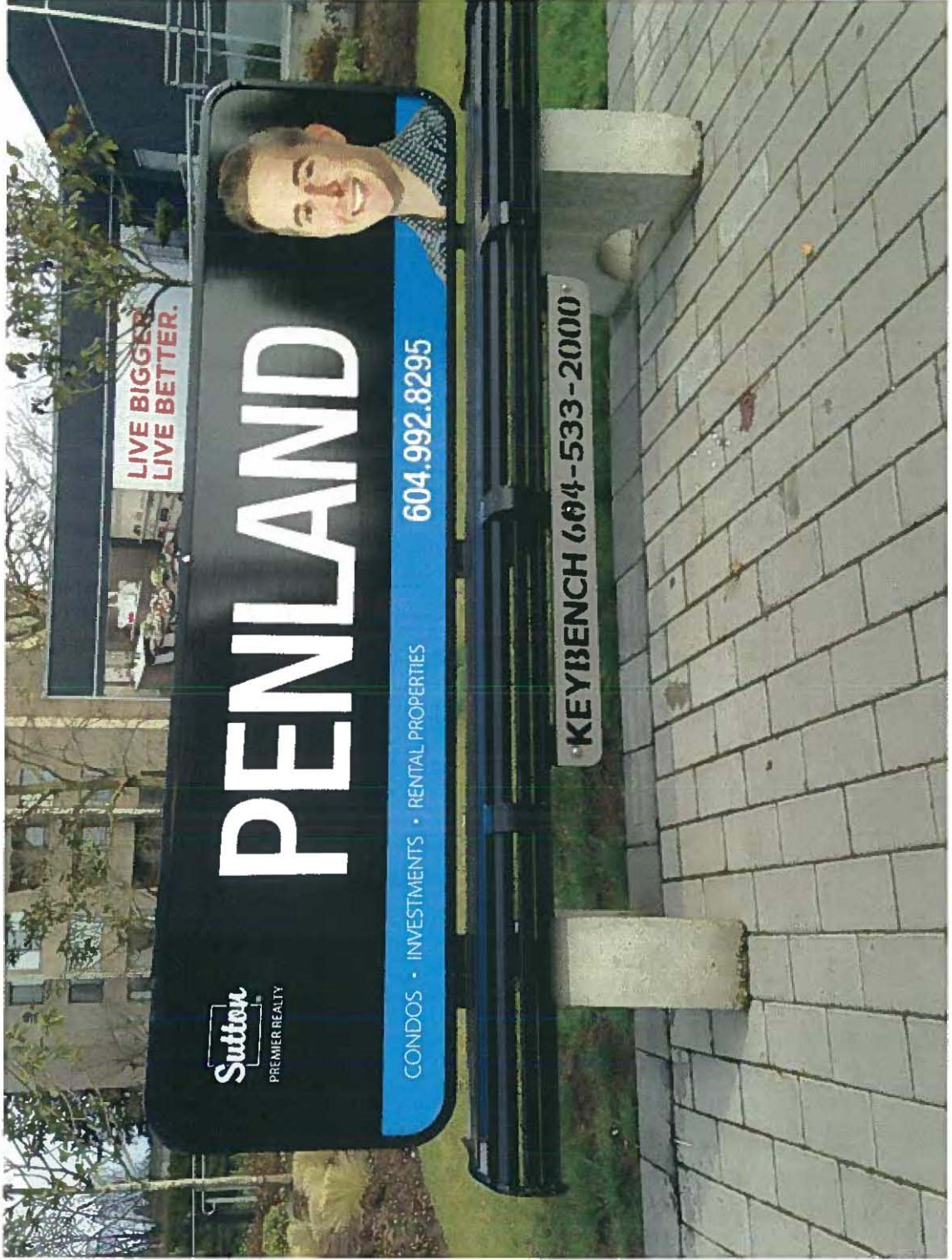
DL:ac

Attachment

Copied to: Director Finance

METRO CLASSIC BENCH

FIGURE - 1



METRO BENCH

FIGURE - 2



4.a)



Meeting 2015 Mar 03

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 February 23

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 CAPITAL IMPROVEMENTS BYLAW FUNDING REQUEST

PURPOSE: To request funding approval for various capital improvements.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve the capital expenditure of \$7.245 Million for various capital improvements, as outlined in this report.
2. **THAT** Finance Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$6.773 Million (inclusive of GST), and draw from the Waterworks Utility Capital Fund the amount of \$209,400 (inclusive of GST) and the Sanitary Sewer Capital Fund the amount of \$601,900 (inclusive of GST) to finance the capital programs as outlined in this report.

REPORT

The 2015 – 2019 Provisional Financial Plan provides funding for various multi-year capital improvements.. In order to proceed in a timely manner with the contracts for design and construction, funding approval is requested for the below listed projects.

1.0 Culvert Inspection & Rehabilitation **\$250,000**

Engineering services are required to continue an ongoing inspection program for storm culverts in the city. Inspections will be done during the fisheries window of August to September 2015 and the data used to establish maintenance requirements and capital budget projections for future years.

2.0 Infrastructure Improvements (Cost shared with private development) **\$550,000**

The 2015 – 2019 Capital Plan includes provision for cost-sharing with private development for infrastructure improvements not directly related to the proposed development. The program takes advantage of the development process in providing a cost-effective solution for upgrading the City's infrastructure adjacent to their development site, when considered desirable by the City.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2015 Capital Improvements Bylaw Funding Request
 2015 February 23 Page 2

Typical works include pavement and storm sewer rehabilitation in coordination with development projects. The total estimated cost is summarized as follows:

• Roads	\$ 50,000
• Storm Sewers	<u>500,000</u>
	\$ 550,000

3.0 Byrne Creek Pump Station Backup Power Project \$190,000

The project involves the design and construction of civil and electrical modifications to accommodate a permanent emergency power generator for the Byrne Creek pump station. The station is a critical component of the drainage system in the Big Bend Area.

4.0 Structures \$1.0 Million

Capital funds are provided annually for the ongoing rehabilitation and upgrade of existing bridges within the city. A recently completed bridge inspection report has identified a rehabilitation program that includes repaving, deck joint replacements, structural upgrades and other miscellaneous repairs.

5.0 Riverside Area Improvements - Phase 1 \$1.05 Million

This is phase one of a two phase improvement program (2015/2016) to the Riverside Area. Phase one is focused primarily on Willard Street and 9th Avenue. The scope of work includes drainage works and roadworks on Willard Street, from Marine Drive to Thorn Avenue, and watermain replacement and roadworks on 9th Avenue, from Willard Street to Marine Way. The total estimated cost is summarized as follows:

• Roads	\$ 900,000
• Storm Sewer	<u>150,000</u>
	\$1,050,000

6.0 Pump Stations and PRV's Upgrades \$775,000

The City has an ongoing program of improvements and upgrades to existing pump stations, pressure reducing station (PRV's) and related alarm, control and data acquisition (SCADA) systems. Improvements to these critical infrastructure systems ensure service reliability, meet demands of growth and re-development and maximize energy efficiency. They also enable staff to gather operational data on system performance, remotely monitor alarms and respond to system malfunctions in a timely manner. The total estimated cost is summarized as follows:

• Water Utility	\$200,000
• Sewer Utility	<u>575,000</u>
	\$775,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2015 Capital Improvements Bylaw Funding Request
 2015 February 23 Page 3

6.0 Traffic Management \$3.430 Million

6.1 Traffic Signals \$1.537 Million

The Traffic Signal Program consists of ongoing replacement and upgrades to the aging traffic signal infrastructure to help maintain continuous operation. It also includes the provision of several new traffic signals and related equipment including one at the intersection of Kincaid and Smith previously approved by Council.

6.2 Pedestrian and Transit Related Improvements \$465,000

Capital funds are provided annually to support pedestrian related improvements such as new crosswalks and interim asphalt sidewalks to help address accessibility and safety concerns. This funding also supports the ongoing upgrades to aging bus shelters for the comfort of transit users.

6.3 Parking Management \$75,000

There are about 1,700 paid parking spaces that are used as part of the parking demand strategy to manage the supply of on-street parking in the City. Funding is required to update aging meters and associated equipment and to replace damaged meters due to theft and vandalism.

6.4 Street Lighting \$1.253 Million


The majority of the funds will provide for the conversion of existing HPS luminaires to the more energy efficient LED luminaires. This will be the first year of a multi-year conversion program. A small portion of the funds (\$52,500) will be allocated for the ongoing replacement of aging street light poles and bases where required.

6.4 Traffic Calming \$100,000

Traffic Calming funds provide for the provision of various traffic control devices including new corner bulges, as well as the replacement of old interim traffic calming barriers with permanent final standard infrastructure.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2015 Capital Improvements Bylaw Funding Request
2015 February 23 Page 4

It is recommended that the Financial Management Committee request Council to approve the capital expenditures as outlined in this report and request Council to authorize staff to bring down a Capital Reserves Bylaw in the amount of \$6.773 Million (inclusive of GST), and draw from the Waterworks Utility Capital Fund the amount of \$209,400 (inclusive of GST) and the Sanitary Sewer Capital Fund the amount of \$601,900 (inclusive of GST) to finance the capital programs as outlined in this report.



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

AAS/cp/ac

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



Meeting 2015 March 03

COMMITTEE REPORT

TO: FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2015 February 26

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 4220 04

SUBJECT: RENOVATIONS TO CITY HALL – NORTH BLOCK

PURPOSE: To obtain funding approval to finance upgrades and renovations to the City Hall – North Block

RECOMMENDATION:

1. **THAT** Council be requested to bring down a Capital Reserves Expenditure Bylaw in the amount of \$475,000 (inclusive of 5% GST) for proposed upgrades and renovations to City Hall – North Block.

REPORT


The proposed renovations and upgrades to the City Hall – North Block include the creation of a new meeting/conference room, offices, general upgrades and improved circulation.

The work will also provide an opportunity to repair and replace finishes and flooring materials that have reached the end of their useful life.

Tender documents have been completed for the proposed project and subject to receiving funding approval, the project will be tendered through the Purchasing Department to prequalified contractors.

In this regard, it is recommended that the Committee request that Council bring down a Capital Reserves Expenditure Bylaw in the amount of \$475,000 (inclusive of 5% GST) to finance the renovations and upgrades.

A sufficient funding allocation for this project is identified in the 2015-2019 Provisional Capital Program submission.


 Lou Pelletier, Director
 PLANNING AND BUILDING

JC:ap

cc: City Manager
 Director Finance
 Director Parks, Recreation and Cultural Services
 Purchasing Manager
 Chief Building Inspector

Deputy City Managers
 Director Engineering
 City Clerk
 City Solicitor



Meeting 2015 Mar 03

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 February 26

FROM: DIRECTOR FINANCE

FILE: 7400-30

SUBJECT: ASSET MANAGEMENT PROGRAM

PURPOSE: To obtain approval to develop a comprehensive Waterworks Infrastructure Asset Management Plan.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council authorize staff to develop a comprehensive Waterworks Infrastructure Asset Management Plan and approve funding of \$40,000 from the Stabilization Fund.
2. **THAT** Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$10,000 from the Ministry of Community, Sport and Cultural Development for the development of a Waterworks Infrastructure Asset Management Plan.

REPORT

The City's Asset Management Policy was adopted by Council in early 2014 and reflects an integrated business approach to asset management. Through this plan the City focuses on providing sustainable quality public services; optimizing asset value while minimizing life cycle cost and establishing and maintaining an integrated collaborative approach for all asset management practices and business processes.

In support of this initiative funding approval of \$40,000 is requested from the Stabilization Fund to undertake a project to develop a comprehensive and complete Asset Management Plan for the City's Waterworks Infrastructure. The finished work will be further used as a template for future Asset Management Plans. The Waterworks Infrastructure Asset Management Plan will:

- Demonstrate that the Levels of Service are being met in the most effective and efficient manner.
- Demonstrate that due regard is being given to the long-term stewardship of the asset base.
- Demonstrate the responsible management of the asset portfolio.

To: Chair and Members Financial Management Committee
 From: Director Finance
 Re: Asset Management Program
 2015 February 26.....Page 2

- Communicate and justify funding requirements.
- Show how regulatory compliance will be achieved and growth accommodated while maintaining the asset stock.

The funds will aid the City in the development of a comprehensive Waterworks Infrastructure Asset Management Plan. If Council is in support of this initiative then staff will apply for an Asset Management Planning Program Grant of \$10,000.

The Asset Management Planning Program was created in 2014 through a \$1.5 million grant from the Provincial Ministry of Community, Sport and Cultural Development. The program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. The Program is administered through the Union of British Columbia Municipalities. Matching grants of up to \$10,000 are available to support activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term financial planning.

A Council resolution is required with the application form. Applications are due by 2015 March 20 and applicants will be notified about the status of their application by 2015 May 01. All funded activities are to take place within a year of approved funding, and the final report will be due within 30 days of project completion and no later than 2016 May 30. Grant payments are issued when the approved project is complete.

It is recommended that the Financial Management Committee recommend Council to authorize staff to develop a comprehensive Waterworks Infrastructure Asset Management Plan and approve funding of \$40,000 from the Stabilization Fund for this project. Should Council support this initiative staff will apply for the Asset Management Planning Program Grant of up to \$10,000 from the Ministry of Community, Sport and Cultural Development for the development of a Waterworks Infrastructure Asset Management Plan. Should the Provincial Asset Management Planning Program Grant be approved, \$10,000 will be repaid to the Stabilization Fund.



Denise Jorgenson
 DIRECTOR FINANCE

DJ:NK/ab

cc: City Manager
 Members of the Management Committee
 City Clerk