



REVISED

FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2015 APRIL 23
TIME: 4:15 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>	
a)	Minutes of the Open meeting of the Financial Management Committee held on 2015 March 26	1
3.	<u>CORRESPONDENCE</u>	
a)	Memorandum from the Human Resources Director Re: External Learning and Education Program	4
b)	Memorandum from the City Clerk Re: Renewal of the Licence and Operating Agreement for the Cameron Children's Centre	9
4.	<u>REPORTS</u>	
a)	Report from the Director Parks, Recreation and Cultural Services Re: Central Park Memorial to Dr. Sun Yat-Sen	14
b)	Report from the Director Engineering Re: 2015 Engineering Capital Infrastructure Bylaw Funding Request	17
c)	Report from the Director Engineering Re: 2015 Engineering Equipment Bylaw Funding Request	20
d)	Report from the Director Finance Re: 2015 Property Assessments, New Growth and Home Owner Grant Update	23

5. **NEW BUSINESS**

6. **INQUIRIES**

7. **CLOSED**

Public excluded according to Sections 90 and 92 of the Community Charter

8. **ADJOURNMENT**



FINANCIAL MANAGEMENT COMMITTEE MINUTES

Thursday, 2015 March 26

An 'Open' meeting of the Financial Management Committee was held in the Works Yard Training Room, 4800 Still Creek Drive, Burnaby, B.C. on Thursday, **2015 March 26** at 5:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor D. Johnston, Chair
Councillor C. Jordan, Vice Chair
Councillor P. McDonell, Member

STAFF: Mr. B. Moncur, City Manager
Mr. L. Pelletier, Director Planning and Building
Mr. L. Gous, Director Engineering
Mr. B. Klimek, Deputy Director Finance
Mr. J. Cusano, Deputy Chief Building Inspector
Ms. B. Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 6:34 p.m.

2. MINUTES

a) Minutes of the Open meeting of the Financial Management Committee held on 2015 March 03

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

THAT the minutes of the 'Open' meeting of the Financial Management Committee held on 2015 March 03 be adopted.

CARRIED UNANIMOUSLY

3. REPORTS

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

THAT the report be received.

CARRIED UNANIMOUSLY

a) **Report from the Director Finance**
Re: Insurance Contract Renewals - Nine Programs

The Director Finance submitted a report requesting approval to award insurance contracts for the annual Property and Liability insurance programs maintained by the City.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the award of nine (9) contracts of insurance as specified in this report. The total amount, payable to Willis Canada to fund the insurance premiums is \$911,000. Actual payment will be based on the financial insurance agreements.

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

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4. **NEW BUSINESS**

Councillor Jordan

Councillor Jordan requested an update regarding the impact of assessment increases on residents with regard to the Home Owner Grant eligibility.

Staff undertook to provide a memorandum to Council within two weeks.

Councillor Johnston

Councillor Johnston requested staff provide information regarding the average Burnaby home value and the assessment impacts, with breakdown on single family and multi-family dwellings.

Staff undertook to provide information to the Committee.

5. **INQUIRIES**

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

6. **CLOSED**

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

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

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:43 p.m.

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

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:44 p.m.

7. ADJOURNMENT

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

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:44 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR



Human Resources Department

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 April 13

FROM: HUMAN RESOURCES DIRECTOR

SUBJECT: EXTERNAL LEARNING AND EDUCATION PROGRAM

We are pleased to provide the Financial Management Committee with information about a new initiative endorsed by Management Committee to provide staff with opportunities and support for enhancing their formal education such as acquiring certificates, diplomas and degrees and to develop our workforce for the future.

The City of Burnaby is recognized as being the best run city in Canada and delivers a high level of quality service to its citizens and business. The City also has an incredibly diverse workforce and multitude of positions requiring formal and professional designations along with specialized skill sets. Workforce demographics identify that approximately 25% of all regular staff are over the age of 55 and the City needs to be prepared for impending retirements as staff move into positions requiring new skill sets and designations. The challenges of workforce demographics and skill shortages are trends that all employers are experiencing now and into the foreseeable future.

To help us prepare our future workforce, this new initiative "External Learning and Education Program" provides staff with opportunities to apply for financial support in pursuing post-secondary education that will help prepare them for a future role at the City or to meet current or anticipated skills shortage.

An "External Learning and Education" Policy has been prepared which sets out the purpose of the program, scope (eligibility) and the level of City contribution to the program (50% up to a maximum of \$8,500). Employees participating in this program will also be required to make a substantive commitment of time and dollars towards developing both specialized skills and formal education. A copy of the policy is attached for your reference and funding for the program is included in the operating budget.

We believe this new "External Learning and Education" program to develop our internal staff will support the City into the future as we continue to deliver a broad range of high quality services to the community. A formal announcement to staff about this exciting new initiative will take place in the next few weeks and this is for the information of Council.

Subject:

2015 April 13 Page 2

This report is provided for information.



Pat Tennant, CHRP
Human Resources Director

cc: City Manager

Attachment: External Education and Learning Program

External Learning and Education Policy

SOURCE:	Human Resources		
APPROVED BY:	City Manager		
EFFECTIVE DATE:	TBA	REVISION DATE:	April 2015

Purpose

The City of Burnaby believes that a continuous improvement approach to employee development is central to Burnaby's success and to the personal success of each employee. Delivering excellent services to the residents of Burnaby is dependent on our individual and collective commitment to continual learning.

By providing financial assistance to staff to access external formal education the City of Burnaby will:

- Maintain a skilled workforce qualified for future vacancies
- Increase the breadth and depth of current job competencies
- Increase staff options and resilience when faced with organizational change

Scope

This policy applies to all:

- regular full-time and regular part-time employees who have worked the equivalent of one full year
- temporary full-time employees who have worked the equivalent of 2 years full time where the department can confirm the intention of ongoing employment
- auxiliary employees who have worked the equivalent of 2 years in the past five years where the department can confirm the intention of a similar work schedule in the future

Who wish to receive assistance from the City in taking recognized programs of study (e.g. trades certification, certificates, diplomas, degrees, advanced degrees, professional designations, professional certifications etc.) for the mutual benefit of the employee and employer and addresses skills needs and skills shortages in the organization.

Policy

Assistance for External Education and Learning will take the form of direct financial aid at 50% of total program costs up to a maximum of \$8,500 for a complete program of study reimbursed upon proof of successful completion as in accordance with the City of Burnaby Finance Policy.

All staff wishing to apply for funding must apply in writing prior to commencement of their program of study. Applications for funding

External Learning and Education Policy

must be received prior to the following review dates: May 1, September 1, or January 1 of each year. All employees who undertake a Program of Study must sign a Learning Agreement.

Requests for financial assistance from the External Learning and Education fund shall be made in writing to The External Learning and Education Review Committee comprised of two Human Resources staff and two Departmental Directors or designate and will include:

- the name of the program of study
- the name of the institute offering the program
- outlines of the course content
- a letter indicating why this program is of mutual benefit to the employee and the employer and how it enhances the employees career plans and the strategic objectives of the City
- the expected duration of the program, and a time frame for completion
- the anticipated cost of completing the program in each calendar year
- an up-to-date resume

Approved course registration fees and course materials shall be reimbursed as negotiated and stipulated in the Learning Agreement.

Funding amount will be based upon a complete program of study. (i.e. a staff enrolled in a 2 year program regardless of total costs may receive \$8,500 in total financial aid distributed over the period of study reimbursed upon proof of successful course completion as stipulated in The City of Burnaby expense policy)

To ensure equity all Post Secondary and Professional Program costs will be determined by the total program costs based on full time attendance (i.e. staff enrolled in a 2 year diploma program but taking one course at a time will receive the equivalent of 50% of total program costs up to the maximum of \$8,500 distributed over the entire time it takes to complete reimbursed upon proof of successful course completion.)

All assistance from the External Learning and Education fund will be in the form of financial support only. Attending the program of study is to take place during the employees own time. If required, scheduling time away from work is the responsibility of the employee and must be negotiated with the department with the intention of the employee using banked and holiday time.

Staff who have taken the initiative to apply for grants, scholarships and

External Learning and Education Policy

bursaries are entitled to keep the funding.

All staff development requests are subject to budget availability and approval of such requests shall be at the discretion The External Learning and Education Review Committee based on established criteria.



Office of the City Clerk

D. Back, City Clerk
S. Cleave, Deputy City Clerk
K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 APRIL 14

FROM: CITY CLERK

FILE: 02410-20

SUBJECT: **RENEWAL OF THE LICENCE AND OPERATING AGREEMENT FOR
THE CAMERON CHILDREN'S CENTRE**
ITEM NO. 01, MANAGER'S REPORTS, COUNCIL 2015 APRIL 13

Burnaby City Council, at the Open Council meeting held on 2015 April 13, received the above noted report containing the following recommendations:

1. **"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."

Council **REFERRED** this report to the Financial Management Committee for review.

As directed by Council, please find attached a copy of the report.

Dennis Back
City Clerk

DB:rj



Item.....
Meeting.....2015 Apr 13

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2015 April 08

FROM: DIRECTOR FINANCE **FILE:** 9100-00

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

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

RECOMMENDATIONS:

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

REPORT**1.0 BACKGROUND**

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

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

2.0 NEW LICENCE AND OPERATING AGREEMENT

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

The Purpose Society is a BC registered non-profit society that celebrated its 30th Anniversary in 2013. In addition to the Cameron Children's Centre the Society also operates the City owned

To: City Manager
 From: Director Finance
 Re: Renewal of the Licence and Operating Agreement for the Cameron Children's Centre
 2015 April 08 Page 2

Madison and Yukon Crescent Children's Centre and the Rosser Preschool and Kitchener School-aged Care children's services located on Burnaby School District property.

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

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

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

3.0 RECOMMENDATIONS

The Purpose Society has successfully operated the Cameron Children's Centre since 2009 October 01 and continues to provide quality and much needed child care service to Burnaby families. The Society successfully operates three children's centres in Burnaby. It is recommended that Council authorize staff to enter into a new licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families (retroactive to 2014 October 01 and through 2018 May 31) for the continued operation of the Cameron Children's Centre.

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

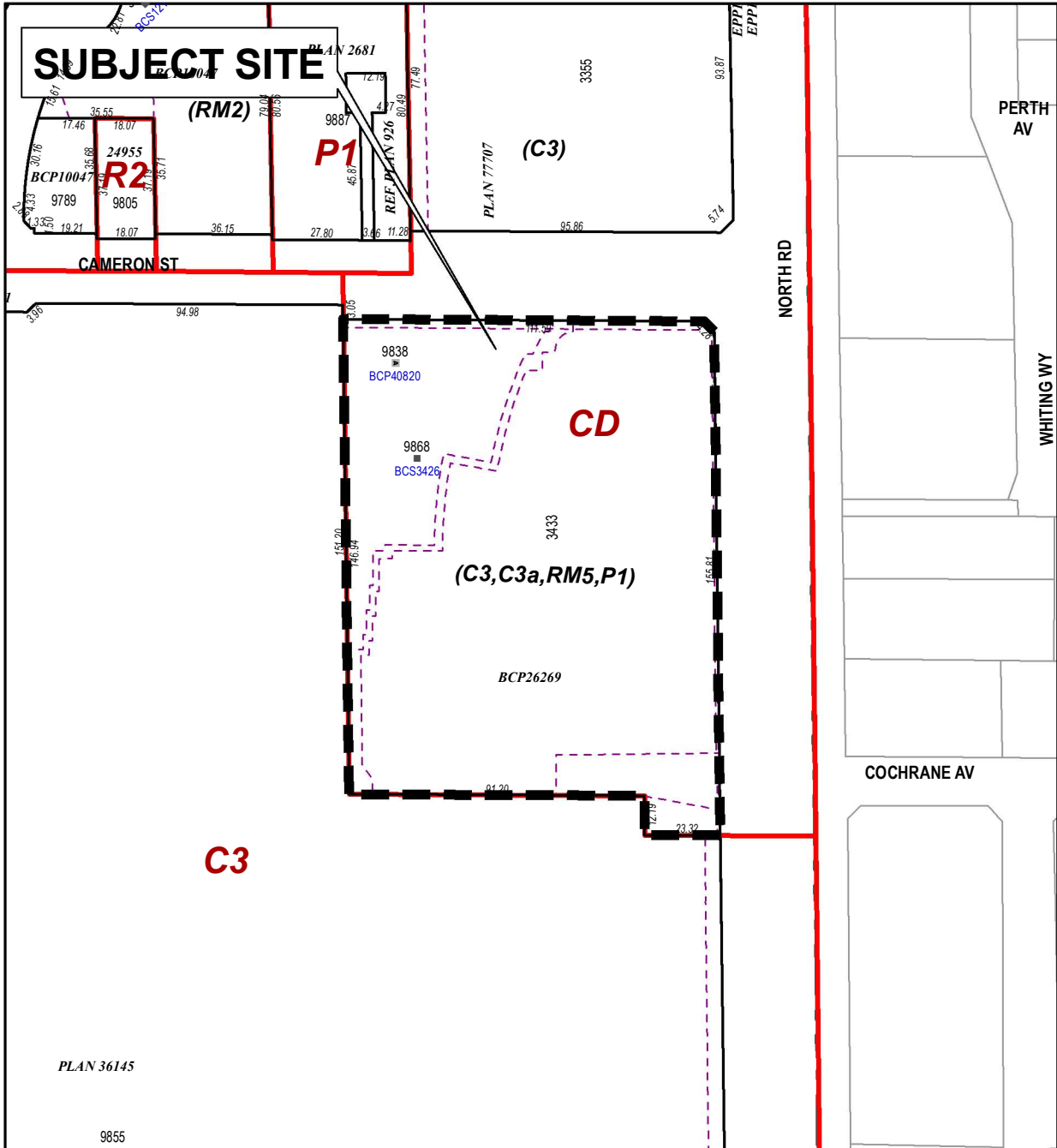


Denise Jorgenson
 DIRECTOR FINANCE

DJ:SB /ab

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

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



PLANNING & BUILDING DEPARTMENT



DATE:

JAN 14 2015

SCALE:


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DRAWN BY:

AY

Cameron Children's Centre - 9838 Cameron Street



 Subject Site

Sketch #1

Licensing and Operating Agreements for City-owned Child Care Centres

Roles and Responsibilities

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



Meeting 2015 Apr 23

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE MANAGEMENT COMMITTEE

DATE: 2015 April 21

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

SUBJECT: CENTRAL PARK MEMORIAL TO DR. SUN YAT-SEN

PURPOSE: To update the design and obtain approval to complete a civic memorial to Dr. Sun Yat-Sen in Central Park

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee request Council authorize the continuance of the detailed design through to complete construction of the Sun Yat-Sen Memorial, as outlined in this report.
2. **THAT** a copy of this report be advanced to the Parks, Recreation and Culture Commission for their information.
3. **THAT** a copy of this report be advanced to the International Relations & Friendship Cities Committee for their information.
4. **THAT** a copy of this report be sent to the Dr. Sun Yat-Sen Foundation for Peace and Education, c/o Mr. Kevin Shaoyi Xin.

REPORT**1.0 INTRODUCTION**

At the request of the Financial Management Committee, Council authorized on 2014 June 26 an initial expenditure of \$40,000 from Gaming Funds for advancement of detailed design and coordination for the proposed Dr. Sun Yat-Sen Memorial in Central Park on the west side of Patterson Avenue just south of the BC Parkway and West Station House of the Patterson SkyTrain Station. The purpose of this report is to update design progress and seek the Committee's approval to construct the Dr. Sun Yat-Sen memorial as outlined in this report.

To: Finance and Civic Development Committee
 From: Director Parks, Recreation & Cultural Services
 Re: Dr. Sun Yat-Sen Memorial
 2015 April 21..... Page 2

2.0 LOCATION

The Sun Yat-Sen memorial location is at the crossroads of existing pedestrian travel into Central Park on existing compacted rock trails (Attachment #1). The memorial is approached from the east from Beresford Art Walk across Patterson Avenue, from the north at Patterson Skytrain Station and the BC Parkway and from the west Central Park Trail of Hope. The main feature of the memorial will include a bronze statue of Dr. Sun Yat-Sen, 230 cm (7.5 feet) in height, on a granite faced stepped concrete base, 170 cm (5.5 feet) in height. In total the memorial will stand 400cm (13 feet) tall. The granite base will include carved granite tablets with an inscription outlining the contributions of Dr. Sun Yat-Sen. Eight shade tolerant magnolias will be informally planted around the memorial to coincide with the time of the year that Sun Yat-Sen visited Burnaby in 1911.

3.0 FUNDING

Council authorized an initial expenditure of Gaming Funds in the amount of \$40,000 for preliminary design and survey work of the Sun Vat-Sen Memorial. The Foundation proposes to fund in kind \$20,000 for the supply and installation of the statue, concrete and granite podium including all inscription and plaque work as well as contribute \$20,000 to fund the remainder of costs associated with the project. These expenditures are included in the 2015-2019 Provisional Financial Plan. Project completion is anticipated at the end of summer 2015.

Details of the dedication ceremony and any items of protocol that arise from this project will be forwarded to Council through the International Relations & Friendship Cities Committee, as they become available.



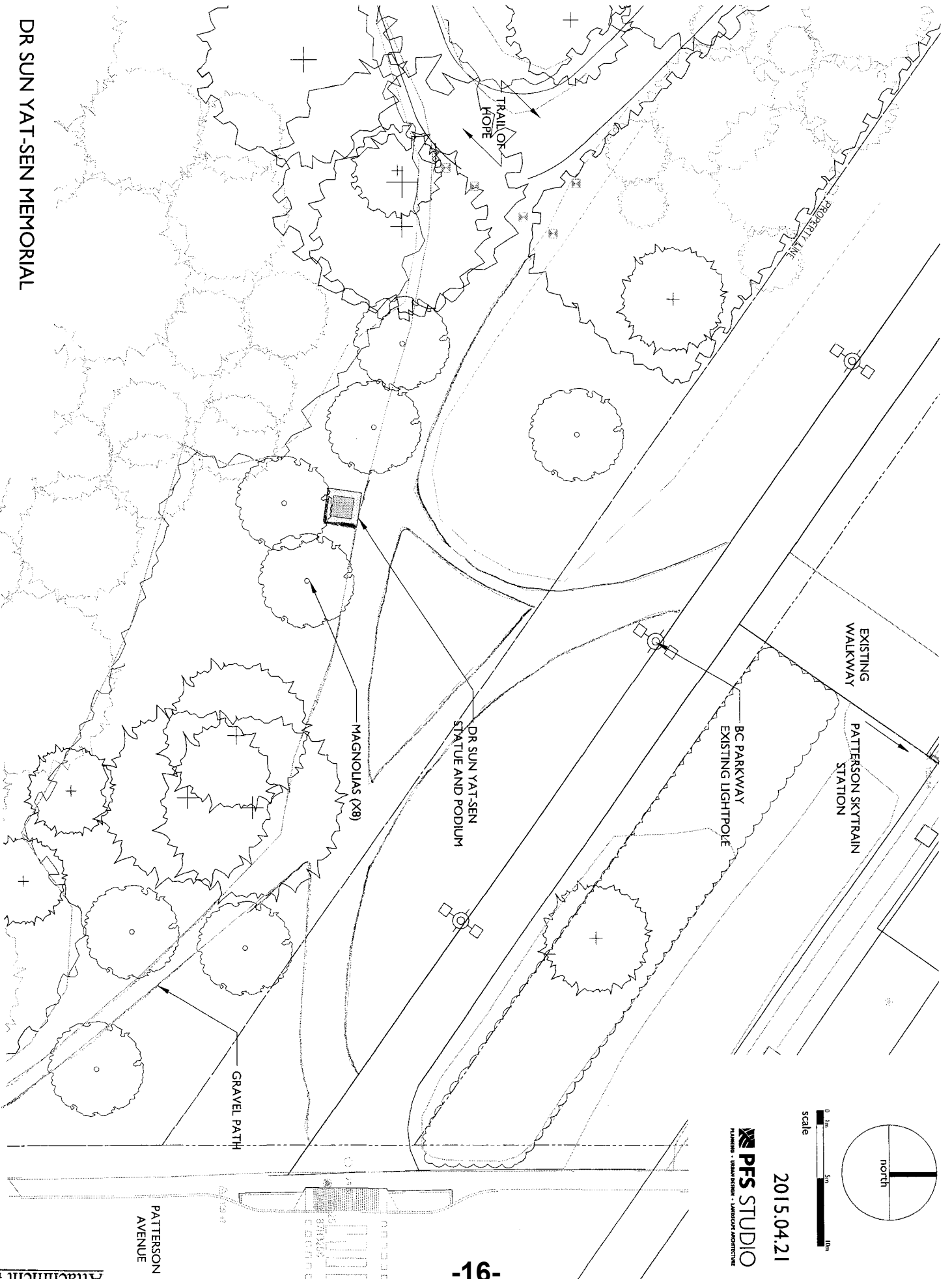
Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:mg

Attachment

P:\Admin\Clerical\Staff\Mindi Girm\Craig Collis\Commission\FMC report Sun Yat-Sen.docx

Copied to: City Manager





Meeting 2015 Apr 23

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 April 16

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 ENGINEERING CAPITAL INFRASTRUCTURE 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 \$3.295 Million for various capital improvements, as outlined in this report.
2. **THAT** the Finance Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$3.302 Million (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$140,000 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 Clydesdale Pump Station (EKB.0009) \$40,000

The Clydesdale Sanitary pump station is being rehabilitated and upgraded to ensure service reliability, meet demands of growth and re-development, and maximize energy efficiency.

2.0 SCADA System Upgrade (RTUs) (EKB.0013) \$100,000

The City has an ongoing program of improvements and upgrades to pump alarm, control and data acquisition (SCADA) systems. Improvements to these critical infrastructure systems ensure service reliability and enable staff to gather operational data on system performance, remotely monitor alarms and respond to system malfunctions in a timely manner. This is a multi-year project and expenditures will be incurred throughout 2015 and 2016 as per the capital plan.

3.0 Stormwater Management (ELD.0012) \$850,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2015 Engineering Capital Infrastructure Bylaw Funding Request
 2015 April 16..... Page 2

Through completion of Integrated Stormwater Management Plans, the City has identified various stormwater management projects in order to improve watershed health, address aging or undersized infrastructure, and reduce the likelihood of increased erosion on watercourses. This is a multi-year project and expenditures will be incurred throughout 2015 and 2016 as per the capital plan.

4.0 Cedar Creek Erosion Management (ELD.0016) \$1.5 Million

As part of our commitment to the Metro Vancouver's Integrated Liquid Waste and Resource Management Plan, the City is completing a strategy to remediate erosion sites in Cedar Creek that are impacting watershed health and increasing maintenance requirements downstream. Cedar Creek ravine exhibits extensive localized erosion typical of urban stream bank erosion resulting from urban stream hydraulics (i.e. increased peak flows and flashiness owing to urbanized catchments with impervious surfaces and limited source controls). The strategy will look to combine hard engineering solutions with alternative softer treatment (bioengineering, etc.) for a hybrid solution that will restore watershed health. This is a multi-year project and expenditures will be incurred throughout 2015 and 2016 as per the capital plan.

5.0 Stoney Creek ISMP (ELD.0015) \$180,000

As part of our commitment to the Metro Vancouver's Integrated Liquid Waste and Resource Management Plan, the Stoney Creek Integrated Stormwater Management Plan (1999) is due for an update. Stakeholders include: Fisheries and Oceans Canada; Ministry of Forests, Lands and Natural Resource Operations; residents; City of Burnaby departments (Parks, Planning & Building, Legal); City of Coquitlam; SFU; UniverCity; BC Hydro, Kinder Morgan; Imperial Oil. This is a multi-year project and expenditures will be incurred throughout 2015 and 2016 as per the capital plan.

6.0 Diking Study (ELD.0014) \$150,000

This diking study would serve to set a future framework under which Burnaby would be able to proceed to address future flood proofing needs and requirements, including the provincial seismic design guidelines for dikes and anticipated sea level rise to the year 2100.

7.0 Rumble Street (ERA.0049) \$225,000

The Capital Plan identifies upgrades in 2016 on Rumble Street, Boundary to Nelson, to a Major Collector Secondary standard complete with curb and gutter, separated sidewalk where possible, signal upgrades, and street lighting. This funding will enable the City to complete the engineering design for the proposed project, enabling construction to begin in 2016.

8.0 Willingdon Linear Park (ERA.0050) \$250,000

The Capital Plan for 2015 includes \$250,000 for the initial design of the Willingdon Linear Park from Brentlawn to Hastings. This funding will enable the City to commence the design process and provide clearer options and implications for public consultation.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2015 Engineering Capital Infrastructure Bylaw Funding Request
2015 April 16..... Page 3

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 \$3.302 Million (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$140,000 to finance the capital programs as outlined in this report.



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

FV/ac

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



Meeting 2015 Apr 23

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 April 16

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 ENGINEERING EQUIPMENT BYLAW FUNDING REQUEST

PURPOSE: To request funding approval for Engineering equipment and new vehicles.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve the capital expenditure of \$2.4666 Million for various capital improvements, as outlined in this report.
2. **THAT** the Finance Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$2.790 Million (inclusive of GST) to finance the capital equipment 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 Solid Waste Containers (ENY.0009) \$100,000

Replacement of 3, 4 and 6 cubic yard steel garbage containers to minimize the repair costs at the Still Creek Welding Shop. Many containers have exceeded the useful life.

2.0 Water Construction Trailer (ENY.0010) \$100,000

Funding to procure work trailer for the Water Construction Crew. The crew reports directly to multiple worksites throughout the year. Trailer will function as mobile office, lunchroom and facility for storing and drying coveralls and rain clothes.

3.0 Leak Detection Equipment (Waterworks) (ENY.0013) \$35,000

Funding to procure water leak detection equipment that will minimize leakage, determine underground water leaks and provide other benefits, including:

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2015 Engineering Equipment Bylaw Funding Request
 2015 April 16..... Page 2

- Extended life of pumping facilities
- Improved operational efficiency
- Lower water system operational costs
- Reduced potential for contamination
- Reduce potential property damage and water system liability
- Reduce water outage events

4.0 Refuse/Recycling Containers (ENY.0013) \$75,000

To add and replace streetscape garbage/recycling containers throughout the city.

5.0 Recycling Glass Containers (ENY.0012) \$326,370

With the implementation of MMBC we are required to separate glass from other recyclables. Residential has been done. This will complete the transition by doing all of the multifamily units. Toters have to be switched out and relabelled as well as posters and educational materials changed.

6.0 Mobile Vehicle Lifts/ Hoists (4) (ENY.0013) \$80,000

The purchase of these hoists is to increase the lifting capacity of the Garage at the Laurel Street site and/or Still Creek Works Yard if required. As these are portable it will be easy to use in any open space for repairs and maintenance of vehicles. There are currently only four hoists for lifting vehicles in the Garage.

7.0 10' Snow Plows (ENY.0013) \$80,000

This is to replace four (4) 10 ft Tenco snow plows which are not compatible with the plows or frames currently being used in the fleet for snow removal. These plows use two different sized blades and have exceeded their useful life. The new plows will standardize the snow removal fleet.

8.0 New Vehicles Engineering Fleet (ENZ.0033/ENZ.0034) \$170,000-

Forklift (5000 Lbs) Still Creek Works Yard (ENZ.0034) \$40,000

The forklift is intended for use by the Still Creek Welding shop for container repairs and the Signs & Markings division for the unloading of materials and supplies as there is no forklift at the Still Creek Works Yard

2 Ton 4X2 Flatdeck (ENZ.0033) \$55,000

The 2 Ton 4X2 Flatdeck will be used for the collection of used mattresses from residences by the Solid Waste division as an expanded service.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2015 Engineering Equipment Bylaw Funding Request
 2015 April 16..... Page 3

Emergency Hose Reel Pump System (ENZ.0034) \$75,000

The Emergency Hose Reel Pump System will provide a quick set up system for bypassing sewer blockages in emergency situations. It will also be used for dewatering projects and pump station emergencies.

9.0 Replacement Vehicles over \$250K \$1,700,000

2 Recycle Trucks (6002/6003) (ENZ.0030) \$520,000

To be ordered fall of 2015. Required due to maintenance costs and end of useful life.

2 Automated Refuse Trucks (3015&3016) (ENZ.0031) \$770,000

To be ordered fall of 2015. Required due to maintenance costs and end of useful life.

Sewer Combo Truck (1014) (ENZ.0027) \$140,000

Already approved by Council with a PO issued to Vimar Equipment. There is a carry forward amount from 2014 of \$350K to be used in conjunction with this request in order to acquire this vehicle.

Tandem Axle Dump truck (1085) (ENZ.0029) \$270,000.

Required to replace vehicle at end of useful life.

It is recommended that the Financial Management Committee recommend Council approve the capital expenditure of \$2.666 Million for various capital improvements, as outlined in this report and authorize staff to bring down a bylaw in the amount of \$2.790 Million (inclusive of GST) to finance the capital equipment as outlined in this report.



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

FV/ac

Copied to: City Manager
 Director Finance
 City Solicitor



Meeting 2015 Apr 23

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCE MANAGEMENT COMMITTEE

DATE: 2015 April 17

FROM: DIRECTOR FINANCE

FILE: 7800-02

SUBJECT: 2015 PROPERTY ASSESSMENTS, NEW GROWTH AND HOME OWNER GRANT UPDATE

PIURPOSE: To provide comparative information for 2015 Property Assessments, New Growth and Home Owner Grant eligibility.

RECOMMENDATION:

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

REPORT**1.0 2015 PROPERTY ASSESSMENTS**

In setting the rate for General Municipal Taxation per \$1000 of assessed value, the City adjusts rates for revised annual property values. A decrease in average assessed values for a class of property will not result in a decrease in property taxation; however, a decrease in the assessed value of a single property in comparison to the average value for similar properties may result in a decrease in relative taxation.

Despite negative growth in 2014, average residential property has increased by 5.25% in 2015, with Single Family Dwellings showing a 6.25% increase. Strata properties show a modest increase of 1.89%. BC Assessments 2015 January Assessment update, noted that¹:

"Most single family home owners will see value changes from 0% to +15%".

¹ BCA North Fraser News Release 2015 January

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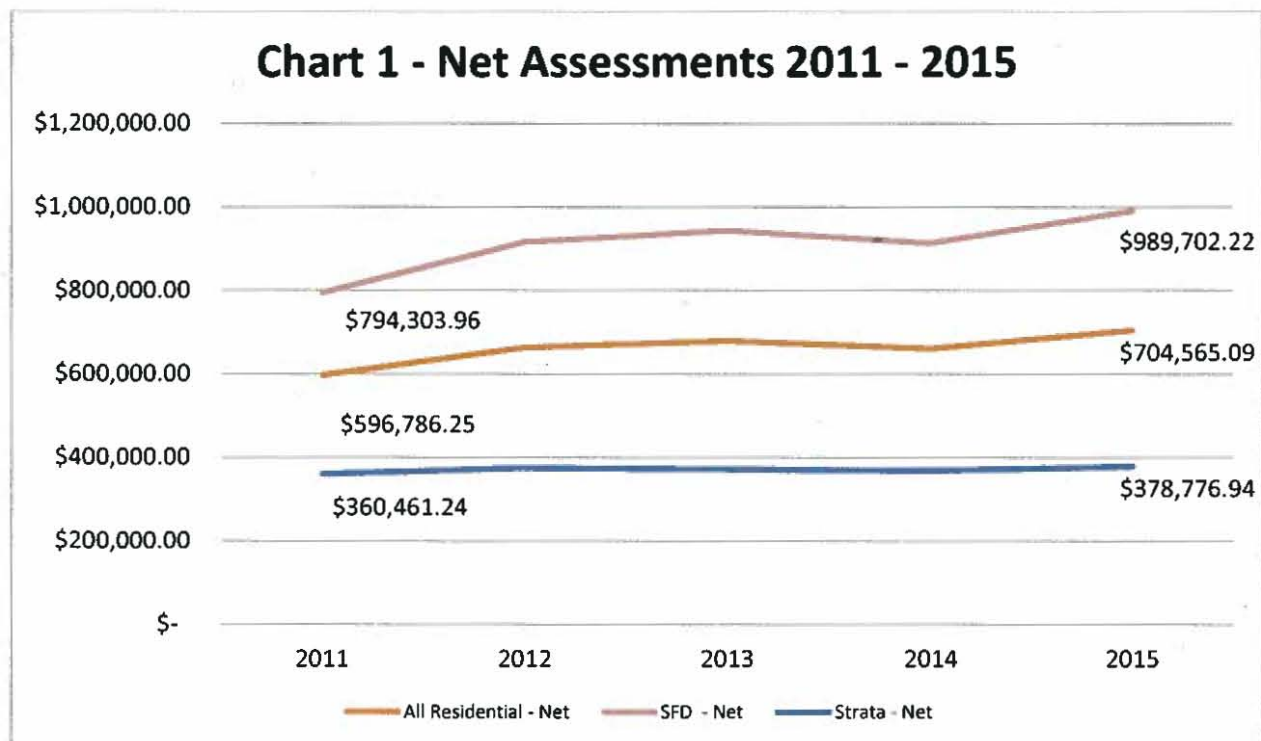
To measure the impact of property tax rate increases net assessed values are compared to prior year gross assessed values. The net assessed values for 2015 exclude new growth from development and are based on properties that were on the tax roll in 2014. Table 1 provides information for residential property assessment changes in 2015.

Table 1 – Change in Assessed Value

Change in Assessed Value	2014 Value	2015 Value	Change
Residential Property	\$669,435	\$704,565	5.25%
Single Family Dwelling	\$931,526	\$989,702	6.25%
Strata	\$371,755	\$378,776	1.89%

While the proportion of properties that are single family have been in relative decline the number of strata units has been on the increase, at just over 50% in 2015 compared to 47.7% in 2011. Single Family Dwellings make up 45.8% of all residential properties in 2015. This is in comparison to 48% in 2011.

The following chart provides an overview of assessment values from 2011 – 2015. For comparative purposes the Net Assessed Values (excluding new growth) have been used.

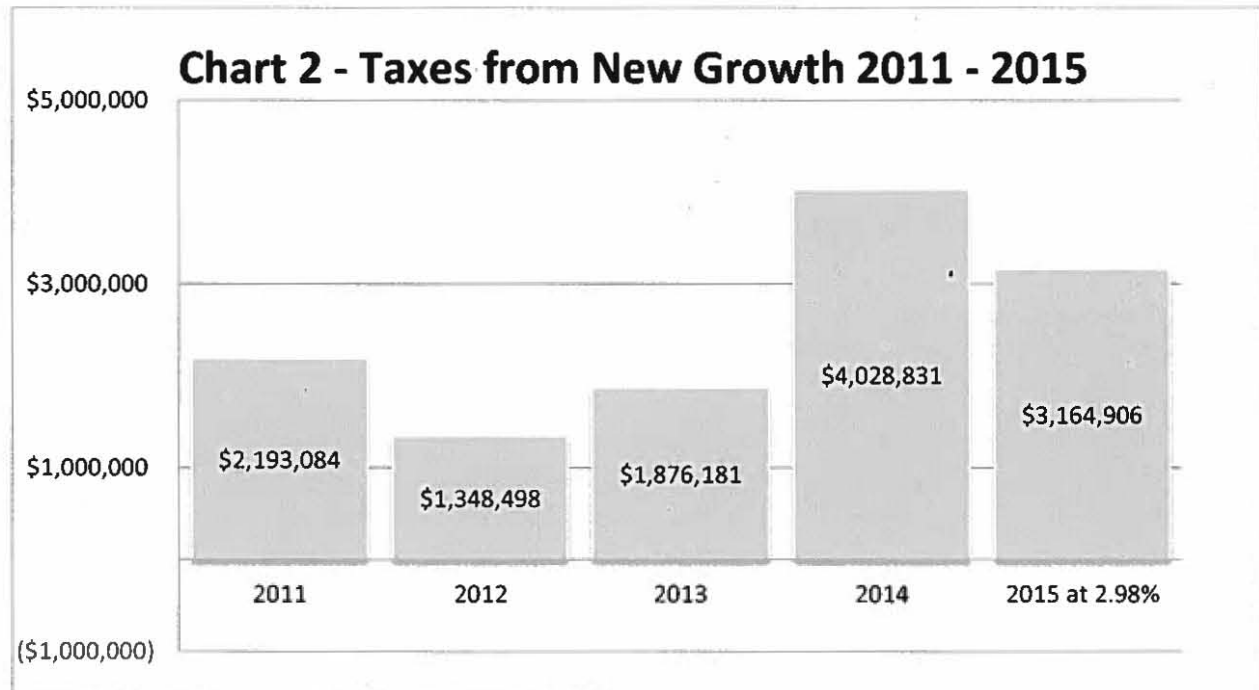


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2.0 NEW GROWTH (NON MARKET CHANGE)

While residential new growth makes a significant contribution to property taxes, at \$1.86 million in 2015 (based on an estimated rate increase of 2.98%) Business / Other and Light Industry also contributed towards reducing the pressure on residential taxes. Chart 2 provides an analysis of revenues from new growth by the 5 main classes affected from 2011 to 2015.

BC Assessment completed a 'Desk Top Review' in 2013 for the North Fraser Region for all Single Family Dwellings and duplexes in Burnaby. This BC Assessment project captured approximately \$355,007,000 in New Growth valuation for Class 1 Residential. This resulted in a spike in total New Growth for 2014 and resulting property taxes of over \$4 million. BC Assessment does not expect another spike in the future unless there is larger than usual new construction occurring in Burnaby in a particular year.



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3.0 HOME OWNER GRANTS

The purpose of the Provincial Home Owner Grant Program is to reduce the amount of residential property tax British Columbians pay on their principal residence. The Home Owner Grant is available to property owners based on a number of qualifying factors, including:

- Is over 65 years of age
- Is in receipt of disability allowance
- Is permanently disabled or have a disabled spouse or relative
- Is a veteran or the spouse of a veteran

The City of Burnaby collects Home Owner Grant applications from property owners on behalf of the Province of BC. The City receives an annual administration fee in the form of an offset to the amount remitted annually to the Province for School Taxes. For 2014 this administration fee amounted to \$148,799, approximately 0.1% of the total school tax levy.

A minimum annual amount of property tax (\$350 for those who qualify to apply for the Basic Home Owner Grant and \$100 for those who qualify to apply for the Additional Home Owner Grant) must be paid to ensure that all homeowners contribute towards the funding of municipal services.

Annual thresholds and grants amounts remain unchanged for 2015, and are set out below:

Table 2 – Thresholds

Thresholds	2015
Lower threshold	\$1,100,000
Upper threshold basic grant (< 65)	\$1,214,000
Max threshold additional grant (> 65)	\$1,269,000
Basic Grant	\$570
Senior Grant	\$845

Table 3 below provides a breakdown of the number of properties from the Revised Roll (2015 April), notwithstanding other factors for eligibility such as citizenship status or confirmation of principle residence, that are able to claim the full basic grant.

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Table 3 – Property Assessment and HOG Eligibility

Property Assessment and HOG Eligibility	2014	2015	% Change over 2014
Total Class 1 Residential properties (Excluding those with zero assessment)*	66,928	67,883	1.43%
# Properties Below the Lower Threshold	60,335	60,966	1.05%
% Eligibility based on assessed value	90.15%	89.81%	-0.38%
% Provincial Target	93.8%	93.8%	0.00%

In 2015 the number of properties eligible for a full basic HOG continues to fall below the eligibility target set by the Province.

4.0 CONCLUSION

The information set out above provides an overview of Property Assessments, New Growth and Home Owner Grant eligibility.

Assessments have recovered from a slight decline in 2014, while new growth has returned to normal levels following the 2014 jump due to the BCA desk top review exercise. The Province have not increased the basic grant amount for Home owner Grants nor the thresholds for the lower and upper assessment values. As such the number of properties that can claim the full grant is below the target set by the Province.



Denise Jorgenson
 DIRECTOR FINANCE

DJ:RR/ab

cc: City Manager