



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2015 MAY 27

TIME: 5:30 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 April 23	1
3.	<u>REPORTS</u>	
a)	Report from the Chief Information Officer Re: Licences, Inspections and Permits System (LIPS) Replacement (Phase 1)	7
b)	Report from the Director Engineering Re: 2015 Capital Bylaw Funding Request - City Hall 4th Floor Reorg and Eco-Centre Driveways	10
c)	Report from the Director Planning and Building Re: Burnaby Mountain Parkway Cycling Safety Improvements and Joe Sakic Way Urban Trail	12
4.	<u>NEW BUSINESS</u>	
5.	<u>INQUIRIES</u>	
6.	<u>CLOSED</u>	
	Public excluded in accordance with Sections 90 and 92 of the Community Charter	
7.	<u>ADJOURNMENT</u>	



FINANCIAL MANAGEMENT COMMITTEE MINUTES

Thursday, 2015 April 23

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 April 23** at 4:15 p.m.

1. CALL TO ORDER

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

STAFF: Mr. Chad Turpin, Deputy City Manager
Mr. Lambert Chu, Deputy City Manager
Mr. Lou Pelletier, Director Planning and Building
Ms. Denise Jorgenson, Director Finance
Mr. Leon Gous, Director Engineering
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Ms. Pat Tennant, Director Human Resources
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 4:51 p.m.

2. MINUTES

a) Minutes of the Open meeting of the Financial Management Committee held on 2015 March 26

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT the minutes of the 'Open' meeting of the Financial Management Committee held on 2015 March 26 be adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Memorandum from the Human Resources Director**
Re: External Learning and Education Program

A memorandum was received from the Director Human Resources providing 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 the City's workforce for the future.

b) **Memorandum from the City Clerk**
Re: Renewal of the Licence and Operating Agreement
for the Cameron Children's Centre

A memorandum was received from the City Clerk advising that Council, at its Open meeting held on 2015 April 13, received the above noted report and REFERRED this report to the Financial Management Committee for review.

Arising from discussion, Councillor Jordan was granted leave by the Committee to introduce the following motion:

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR MCDONELL:

THAT the recommendation no. 1 in the report be AMENDED to enter into the licence and operating agreement until 2017 December 31.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT the report be forwarded back to Council.

CARRIED UNANIMOUSLY

4. REPORTS

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT the reports be received.

CARRIED UNANIMOUSLY

**a) Report from the Director Parks, Recreation
and Cultural Services**
Re: Dr. Sun Yat-Sen Memorial

The Director Parks, Recreation and Cultural Services submitted a report seeking approval to complete a civic memorial to Dr. Sun Yat-Sen in Central Park.

The Director Parks, Recreation and Cultural Services recommended:

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.

MOVED BY COUNCILLOR JORDAN:
SECONDED BY COUNCILLOR MCDONELL:

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting funding approval for various capital improvements.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$3.045 million for various capital improvements, as outlined in this report.
2. THAT the Financial Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$3.041 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.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR MCDONELL:

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: 2015 Engineering Equipment Bylaw Funding Request

The Director Engineering submitted a report requesting funding approval for Engineering equipment and new vehicles.

The Director Engineering recommended:

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 Financial 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.

MOVED BY COUNCILLOR MCDONELL:

SECONDED BY COUNCILLOR JORDAN:

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: 2015 Property Assessments, New Growth
and Home Owner Grant Update

The Director Finance submitted a report providing comparative information for 2015 Property Assessments, New Growth and Home Owner Grant eligibility.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee requested to add information to the report that there are additional 324 properties over the threshold that do not get grant in 2015, and forward same to Council.

5. **NEW BUSINESS**

Councillor Johnston

Councillor Johnston noted that the Financial Management Committee will be also responsible for the school daycare facilities and parks projects with bonus density.

6. **INQUIRIES**

Councillor Jordan

Councillor Jordan inquired regarding interest on gaming projects.

Staff undertook to provide information at the next meeting.

7. **CLOSED**

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

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 5:35 p.m.

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting recessed at 5:45 p.m.

8. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL:
SECONDED BY COUNCILLOR JORDAN:

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 5:45 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR



Meeting 2015 May 27

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 May 19

FROM: CHIEF INFORMATION OFFICER

SUBJECT: LICENCES, INSPECTIONS AND PERMITS SYSTEM (LIPS)
REPLACEMENT (PHASE 1)

PURPOSE: To request approval for a funding bylaw to replace the City's legacy Permit*Plan system.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend to Council the replacement of the existing legacy Permit*Plan system with a new licences, inspections and permits system, as outlined in this report.
2. **THAT** the Financial Management Committee recommend to Council that an expenditure bylaw in the amount of \$8,900,000 (inclusive of GST) be brought down from Capital Reserves to finance the purchase and Phase 1 implementation of the new licences, inspections and permits system.

REPORT**1.0 BACKGROUND**

The issuance of permits and licences at the City represents the processing of around 23,000 cases, 40,000 referrals and 50,000 inspections each year. The existing Permit*Plan system the City uses to process licences, inspections and permits functions is over eighteen years old and runs on hardware and software that is no longer supported by the original vendors. The age of the current application and the lack of ongoing support represent a significant technical and business risk for the City in terms of the Information Technology Department's ability to continue to operate and maintain this application. Beyond the immediate technical risks, the existing system also constrains the ability to incorporate new or changing business requirements and opportunities to City services in these areas.

To: Financial Management Committee
 From: Chief Information Officer
 Re: Licences, Inspections and Permits System Replacement (Phase 1)
 2015 May 19.....Page 2

2.0 PROPOSED SOLUTION

The key objectives of the Licences, Inspections and Permits project are to remove the technical and business risks associated with the legacy Permit*Plan system, and then to leverage new functionality that will deliver value to citizens, customers and staff. Phase 1 of the project will focus on replacing core Permit*Plan functions for the Planning, Building and Licence departments and will also include some Engineering case types that support core Planning and Building processes. In addition, Phase 1 will deliver any basic integration with other City systems required to ensure effective operation of the purchased solution.

City staff is in the process of evaluating commercial off the shelf (COTS) permits and licensing software solutions. Based on this analysis, the estimated cost of Phase 1 is \$8.9M. This includes costs related to software licences, hardware, contingency, professional services and additional City staff hired to assist with the implementation and integration of the selected solution.

Phase 1 of the LIPS program includes installation of the core software to create a foundation for future services and functionality. Software and hardware components comprise approximately 40% of the Phase 1 project cost. The anticipated duration of the project is 18 - 24 months from start date. Funding for LIPS Phase 1 has been included in the capital portions of the 2015 – 2019 Financial Plan.

Future phases of the LIPS project will explore further service enhancements and functionality that can be leveraged from the new system. Each phase will be evaluated on its own merits to determine its ability to effectively and efficiently enhance service delivery. Future phases would be the subject of further specific reports to Council, as warranted.

3.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize staff to proceed with a project to replace the existing legacy Permit*Plan system with a new licences, inspections and permits system, as outlined above. It is also recommended that the Financial Management Committee recommend Council to authorize that a bylaw be brought down to finance the project in the amount of \$8,900,000 (inclusive of GST) from Capital Reserves.



Shari Wallace
 CHIEF INFORMATION OFFICER

SJW:sjw

To: Financial Management Committee
From: Chief Information Officer
Re: Licences, Inspections and Permits System Replacement (Phase 1)
2015 May 19.....Page 3

Copied to: City Manager
Deputy City Managers
Director Planning and Building
Director Engineering
Director Finance
City Solicitor
Chief Licence Inspector



Meeting 2015 May 27

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 May 15

FROM: DIRECTOR ENGINEERING

FILE: 32000-05

SUBJECT: 2015 CAPITAL BYLAW FUNDING REQUEST - CITY HALL 4TH FLOOR
REORG AND ECO-CENTRE DRIVEWAYS

PURPOSE: To request funding approval for renovations to 4th floor City Hall and Eco-Centre driveways.

RECOMMENDATIONS:

1. **THAT** The Financial Management Committee recommend Council approve the capital expenditure of \$370K 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 \$387K (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 City Hall-Engineering Office Renovations (ENX.061) \$220,000

Renovations to the 4th floor of city Hall are required to optimize capacity of office space and allow placement of staff within departments to be situated together. Work anticipated includes: painting, electrical, take down and creation of walls, furniture and creation of cubicles.

2.0 Resurfacing Driveways – Eco-Centre (ENX.0062) \$150,000

The existing driveways at the Burnaby Eco-Centre are requiring more frequent resurfacing with asphalt millings than anticipated due to surface settlement. Potholes are present and require attention.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2015 Capital Improvements Bylaw Funding Request
2015 May 15 Page 2

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 \$387K (inclusive of GST) to finance the capital programs as outlined in this report.

A handwritten signature in blue ink, appearing to read 'Leon A. Gous', followed by a horizontal line.

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 May 27

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 May 21

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 90400 20/68000 20
*Reference: Burnaby Mtn. Parkway
Sperling Urban Trail*

**SUBJECT: BURNABY MOUNTAIN PARKWAY CYCLING SAFETY
IMPROVEMENTS AND JOE SAKIC WAY URBAN TRAIL**

PURPOSE: To request Council expenditure approval for safety improvements on Burnaby Mountain Parkway and construction of a section of the Urban Trail on Joe Sakic Way.

RECOMMENDATIONS:

1. **THAT** Council authorize an expenditure, not to exceed \$148,000 (exclusive of GST), from Gaming Funds for the construction of specific works on Burnaby Mountain Parkway and Joe Sakic Way, as outlined in this report.
2. **THAT** Council forward this report to the Transportation Committee for their information.

REPORT**1.0 INTRODUCTION**

Each year, the City undertakes rehabilitation works under the Major Roads Network Infrastructure Rehabilitation and the Local Roads Network Pavement Rehabilitation Programs. These works provide opportunities to address active transportation projects in the same locations, thus benefiting from economies of scale. The following two candidate projects have been identified for potential inclusion within the 2015 Programs:

- Burnaby Mountain Parkway Cycling Safety Improvements; and
- Joe Sakic Way Urban Trail.

1.1 Burnaby Mountain Parkway Cycling Safety Improvements

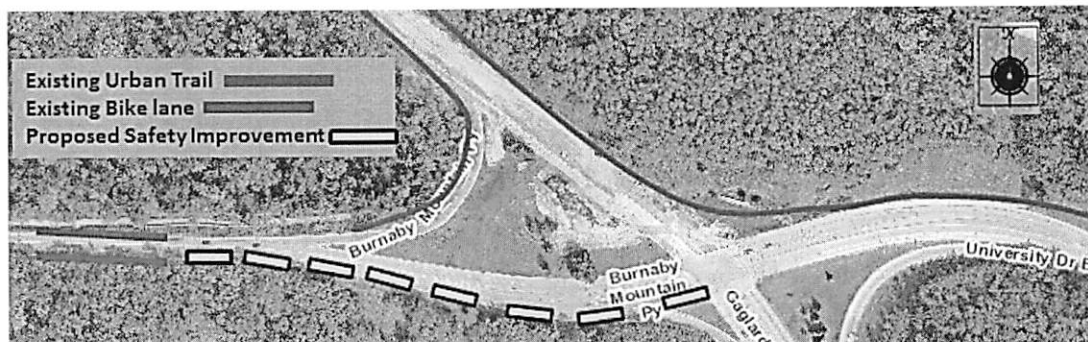
In 2005, Council authorized the implementation of improvements to more safely accommodate cyclists on Burnaby Mountain Parkway. As the western access to Simon Fraser University, the Parkway is well utilized by all modes, including transit and cyclists. Cycling accommodation is provided through shoulder bike lanes for both directions, supported by signage and pavement markings.

To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Mountain Parkway Cycling Safety
 Improvements and Joe Sakic Way Urban Trail
 2015 May 21..... Page 2

Recent improvements on SFU owned roadways have continued the trend to provide safer accommodation of both pedestrians and cyclists. Specifically, above the Burnaby Mountain Parkway / Gaglardi Way intersection, an Urban Trail now provides access to the campus. However, the west approach of Burnaby Mountain Parkway at Gaglardi Way presents safety concerns for eastbound cyclists. Currently, the eastbound shoulder bike lane ends about, 300 metres in advance of the intersection, forcing slow moving uphill cyclists to merge into through traffic. The speed of traffic, the significant approach grades and proximity to the right-turn lane to Gaglardi Way present a safety concern for both cyclists and drivers. The City regularly receives concerns from cyclists and drivers at this location. This project will remedy the safety concerns and bring this section up to the same standard as the balance of Burnaby Mountain Parkway.

The 2015 Major Roads Network Infrastructure Rehabilitation Program will include the rehabilitation and re-pavement of Burnaby Mountain Parkway between Centennial Way and Gaglardi Way. This provides an opportunity to address the safety concern for eastbound cyclists, by improving the bike lane through to the intersection at Gaglardi Way, as shown in **Figure 1**. The proposed solution will include adjusting the curbs and relocating the median. Engineering cost estimates for this work are \$57,000 (exclusive of GST). As a safety project, funding for these works is eligible to be provided through Gaming Funds. Staff recommend that these safety improvements be included in the 2015 Major Roads Network Infrastructure Rehabilitation Program for Burnaby Mountain Parkway.

Figure 1: Burnaby Mountain Parkway Cycling Safety Improvements



1.2 Joe Sakic Way Urban Trail

This section of Urban Trail, previously approved by Council in 1990, is a 150m east-west section of the urban trail network that connects the Kensington and Sperling Urban Trails and park trail on Joe Sakic Way west of Kensington Avenue (**Figure 2**).

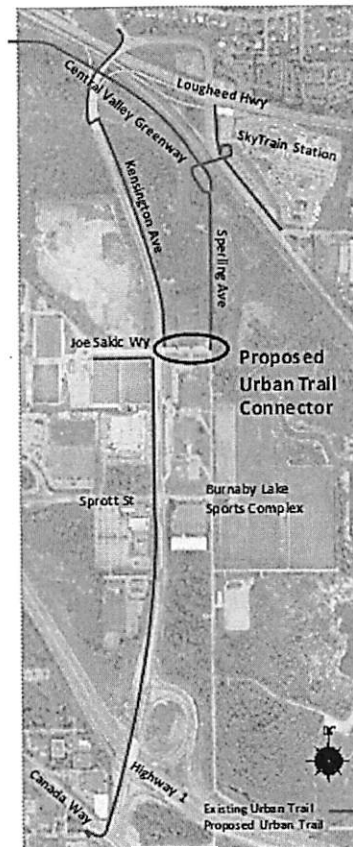
To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Mountain Parkway Cycling Safety
 Improvements and Joe Sakic Way Urban Trail
 2015 May 21..... Page 3

Figure 2: Joe Sakic Way Urban Trail



The trail provides local community access and connection to the Bill Copeland Sports Centre, CG Brown Memorial Pool, Burnaby Lake, Burnaby Lake Sports Complex, Deer Lake Park and Civic Complex, Central Valley Greenway, Sperling / Burnaby Lake SkyTrain Station and bus stops. This short section is the missing pedestrian and cyclist link in existing Urban Trails extending from Canada Way to the Lougheed Highway (**Figure 3**), and would provide safe means for users to connect east-west.

Figure 3: Burnaby Lake Urban Trails



To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Mountain Parkway Cycling Safety
 Improvements and Joe Sakic Way Urban Trail
 2015 May 21..... Page 4

The 2015 Local Roads Network Pavement Rehabilitation Program includes the reconstruction of Joe Sakic Way between Kensington Avenue and Sperling Street, and provides an opportunity to advance the construction of this section of the approved urban trail network. Engineering cost estimates for this work are \$91,000 (exclusive of GST). Staff recommend that this safety improvement project be included in the 2015 Local Roads Network Pavement Rehabilitation Program for Joe Sakic Way.

2.0 FINANCING

Engineering cost estimates indicate an anticipated total budget for construction of these two safety improvement projects of approximately \$148,000 (exclusive of GST). A capital allocation for these projects is provided in the 2015 – 2019 Financial Plan within the 2016 Capital Program, through the use of Gaming Funds. With approval of this report, a request will also be made to ICBC for matching funds for safety improvements to the Burnaby Mountain Parkway and Gaglardi Way intersection. If received, the matching funds could off-set 50% of the City's costs for the improvement of Burnaby Mountain Parkway.

3.0 CONCLUSION

The 2015 Local Roads Network Pavement Rehabilitation and Major Roads Infrastructure Rehabilitation offer an opportunity to construct these two sections of active transportation infrastructure at the same time as other planned works, and this report seeks Council funding approval.

As such, it is recommended that Council authorize an expenditure, not to exceed \$148,000 (exclusive of GST), from Gaming Funds for construction of specific works for Burnaby Mountain Parkway and Joe Sakic Way, as outlined in this report. It is also recommended that a copy of this report be sent to the Transportation Committee for their information. With approval of this report, construction and paving of these two sections will be completed in 2015.


 Lou Pelletier, Director
 PLANNING AND BUILDING

LL:sla

cc: City Manager
 Director Engineering
 Director Finance
 City Clerk

R:\Long Range Clerical\DOCS\LL\Committee Reports\2015\Burnaby Mountain Parkway Cycling Safety Improvements (2015.05.27).docx