



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

**OPEN PUBLIC MEETING AT 7:00 PM**  
**Monday, 2016 February 15**

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**A G E N D A**

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|---|--------------------|
| <b>1. <u>CALL TO ORDER</u></b>  |                    |
| <b>2. <u>PRESENTATIONS</u></b>  |                    |
| A) 2016 Public Safety Awards  |                    |
| <u>Presenters:</u>  |                    |
| His Worship, Mayor Derek R. Corrigan and<br>Councillor Pietro Calendino, Chair, Public Safety Committee   |                    |
| <br><u>Award Recipients:</u>  |                    |
| Mr. John (Jack) Wilson<br>Mr. Tyson Rasmussen<br>Ms. Rebecca Littke   |                    |
| <b>3. <u>PROCLAMATIONS</u></b>  |                    |
| A) Black History Month (2016 February)  |                    |
| B) Heritage Week (2016 February 15 - 21)  |                    |
| <b>4. <u>MINUTES</u></b>  |                    |
| A) Open Council Meeting held 2015 February 01   | 1                  |
| <b>5. <u>REPORTS</u></b>  |                    |
| A) Community Heritage Commission<br>Re: Heritage Alteration Permit<br>Ceperley Mansion "Fairacres" - Deck Restoration<br>Burnaby Art Gallery, 6344 Deer Lake Avenue | 16                 |

B)	Community Heritage Commission Re: City of Burnaby Archives Annual Report 2015	20
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**6. MANAGER'S REPORTS**

**1. CONSULTATION ABOUT REVISIONS TO THE EMERGENCY PROGRAM ACT, RSBC 1996 (THE ACT) 80**

Purpose: To provide staff comments and suggestions to Minister of State for Emergency Preparedness in response to their document, Prepared and Resilient: A discussion paper of the legislative framework for emergency management in British Columbia.

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- |           |  |              |
|-----------|--|--------------|
| <b>2.</b> | <b>CONTRACT AWARD<br/>EDMONDS SPLASH PARK</b>  | <b>86</b>    |
|           | Purpose: To obtain Council approval to award a contract for the Edmonds Splash Park.   |              |
| <b>3.</b> | <b>CONTRACT AWARD<br/>REFUSE AND RECYCLING TRUCKS</b>  | <b>87</b>    |
|           | Purpose: To obtain Council approval to award a contract for the supply and delivery of refuse and recycling trucks.  |              |
| <b>4.</b> | <b>CONTRACT INCREASE<br/>FLAGGING &amp; TRAFFIC CONTROL SERVICES</b>   | <b>88</b>    |
|           | Purpose: To obtain Council approval for a contract amendment for flagging and traffic control services.  |              |
| <b>5.</b> | <b>CONTRACT INCREASE<br/>TRANSPORT &amp; DISPOSAL OF SURPLUS EXCAVATED MATERIALS</b>   | <b>90</b>    |
|           | Purpose: To obtain Council approval to increase the existing contract with D&S Bulldozing Ltd. for the transport and disposal of surplus excavated materials.  |              |
| <b>6.</b> | <b>HATS OFF DAY PARADE - SATURDAY, 2016 JUNE 04</b>  | <b>91</b>    |
|           | Purpose: To seek Council approval for the Hats Off Day Parade.   |              |
| <b>7.</b> | <b><u>BYLAWS</u></b>   |              |
|           | <b><u>A) First, Second and Third Reading</u></b>   |              |
| <b>A)</b> | <b>#13572 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 7, 2016</b><br>A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$418,700 to finance the Bob Prittie Metrotown Branch Library Second Floor Renovation Project<br>(Item 5(3), Manager's Report, Council 2016 February 01) | <b>13572</b> |

- B) #13573 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 8, 2016 **13573**  
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$157,500 to finance the Occupational Health & Safety Project at the Bob Prittie Metrotown Branch Library  
(Item 5(4), Manager's Report, Council 2016 February 01)

**B) Third Reading, Reconsideration and Final Adoption**

- C) #13555 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 39, 2015 - TEXT AMENDMENT (Farmers Markets) **13555**  
To permit the limited sale of liquor and other accessory uses at farmers markets  
(Item 5(J), PDC Report, Council 2015 December 07)
- D) #13558 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 41, 2015 - TEXT AMENDMENT (Antenna Developments in P2 Districts) **13558**  
A bylaw to provide for regulation of antennas in the P2 Administration and Assembly District  
(Item 5(2), Manager's Report, Council 2015 December 14)

**C) Reconsideration and Final Adoption**

- E) #13455 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 9, 2015 - Rez. #12-07 (1735/63 Douglas Road and Portion of 1710 Gilmore Avenue) **13455**  
From M1 Manufacturing District to CD Comprehensive Development District (based on the RM5s Multiple Family Residential District and Brentwood Town Centre Development Plan as guidelines, and in accordance with the development plan entitled "Aviara II" prepared by Integra Architecture Inc. and IBI Group Inc.)  
Purpose - to permit the construction of a 42 storey apartment building and two 4-6 storey low rise apartment buildings  
(Item 01, Manager's Report, Council 2015 March 02)

***Memorandum - Director Planning & Building - 2015 November 18 - Page 94***

- F) #13567 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 6, 2016 **13567**  
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$2,412,710 to finance 2016 Parks, Recreation and Cultural Services Projects (22)  
(Item 4(4), Manager's Report, Council 2016 January 25)

- G) #13571 - Burnaby Recreation Fees and Admissions Bylaw 2015, Amendment Bylaw No. 1, 2016 **13571**  
A bylaw respecting an amendment to the Recreation Fees and Admissions Bylaw  
(Item 4(7), Manager's Report, Council 2016 January 25)

8. **NEW BUSINESS**

9. **INQUIRIES**

10. **ADJOURNMENT**



## **COUNCIL MEETING MINUTES**

**Monday, 2016 February 01**

An Open meeting of the City Council was held in the Council Chamber, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Monday, 2016 February 01 at 7:00 p.m.

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

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

STAFF: Mr. B. Moncur, City Manager  
 Mr. C. Turpin, Deputy City Manager  
 Mr. L. Chu, Deputy City Manager  
 Mr. L. Pelletier, Director Planning and Building  
 Mr. L. Gous, Director Engineering  
 Ms. D. Jorgenson, Director Finance  
 Mr. D. Ellenwood, Director Parks, Recreation & Cultural Services  
 Ms. M. Leung, City Solicitor  
 Mr. D. Back, City Clerk  
 Ms. K. O'Connell, Deputy City Clerk

The Open Council meeting was called to order at 7:02 p.m.

### **2. PROCLAMATIONS**

#### **A) Variety - The Children's Charity Week (2016 February 08 - 14)**

Councillor Kang, on behalf of His Worship Mayor Derek R. Corrigan, proclaimed the week of 2016 February 08 - 14 as "*Variety - The Children's Charity Week*" in the City of Burnaby.

**B) World Inter-Faith Harmony Week (2016 February 01 - 05)**

Councillor Calendino, on behalf of His Worship, Mayor Derek R. Corrigan, proclaimed the week of 2016 February 01 - 05 as "*World Inter-Faith Harmony Week*" in the City of Burnaby.

**ANNOUNCEMENT**

His Worship, Mayor Derek R. Corrigan announced that the City of Burnaby has been awarded the Canadian Award for Financial Reporting by the Government Finance Officers Association in the US and Canada, in recognition of Burnaby's high quality financial report. Mayor Corrigan presented the award, with congratulations, to Denise Jorgenson, Director Finance and the Finance Department. The financial award has been judged by impartial Canadian Review Committee members to meet the high standards of the program, including demonstrating a constructive "spirit of full disclosure" designed to clearly communicate the municipality's financial story and to motivate potential users and user groups to read the report.

**3. MINUTES****A) Open Council Meeting held on 2016 January 25**

MOVED BY COUNCILLOR KANG  
SECONDED BY COUNCILLOR JOHNSTON

THAT the minutes of the Open Council meeting held on 2016 January 25 be now adopted.

CARRIED UNANIMOUSLY

**B) Public Hearing (Zoning) held on 2016 January 26**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Public Hearing (Zoning) held on 2016 January 26 be now adopted.

CARRIED UNANIMOUSLY

#### 4. **REPORTS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

**A) His Worship, Mayor Derek R. Corrigan**  
**Re: Appointment of Council Members to Various Boards,**  
**Committees and Commissions of Council - 2016**

His Worship, Mayor Derek R. Corrigan submitted a report to appoint Council to various Boards, Committees and Commissions, regionally and locally.

His Worship, Mayor Derek R. Corrigan recommended:

1. THAT Council approve appointments and reappointments to various Boards, Commissions and Committees of Council, regional organizations and liaisons to City departments as set out in this report for the terms specified.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

**B) His Worship, Mayor Derek R. Corrigan**  
**Re: Citizen Appointments and Reappointments to Boards,**  
**Committees and Commissions of Council - 2016**

His Worship, Mayor Derek R. Corrigan submitted a report to appoint and reappoint representatives to various Boards, Commissions and Committees of Council.

His Worship, Mayor Derek R. Corrigan recommended:

1. THAT Council appoint and reappoint representatives to various Boards, Commissions and Committees of Council as set out in this report for the terms specified.



MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**C) His Worship, Mayor Derek R. Corrigan**  
**Re: 2016 City Appreciation Dinner**

His Worship, Mayor Derek R. Corrigan submitted a report seeking Council approval for the costs associated with the 2016 City Appreciation Dinner.

His Worship, Mayor Derek R. Corrigan recommended:

1. THAT Council authorize payment of the cost of hosting the 2016 City Appreciation Dinner.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

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

The Executive Committee of Council submitted the following grant requests for Council consideration:

**#16.01.p Rotary Club of Burnaby Metrotown**  
*2016 Wine, Food and Music Festival*

The Executive Committee of Council recommended:

1. THAT an in-kind grant of \$2,500 be awarded to the Rotary Club of Burnaby Metrotown for the 2016 Wine, Food and Music Festival scheduled to take place on 2016 April 23 at the Nikkei National Museum and Cultural Centre.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**#16.02.p Burnaby Hospice Society**  
*Hike for Hospice Palliative Care*

The Executive Committee of Council recommended:

1. THAT an in-kind grant of \$1,500 be awarded to the Burnaby Hospice Society for the 14<sup>th</sup> annual Hike for Hospice Burnaby to be held on 2016 May 01 in Central Park.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**#16.03.g Michael J. Fox Theatre**  
*Golf Tournament*

The Executive Committee of Council recommended:

1. THAT an in-kind grant of a green fee waiver be awarded in support of the Michael J. Fox Theatre's Annual Golf Tournament to be held on 2016 May 26 at Riverway Golf Course.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

**#16.04. Moscrop Secondary School**  
*2015 BC High School Provincial Volleyball Championships*

The Executive Committee of Council recommended:

1. THAT a grant in the amount of \$1,000 be awarded to Moscrop Panthers Senior Girls Volleyball Team for travel expenses for 12 players who attended 2015 BC High School AAAA Volleyball Championships in Nanaimo held on 2015 December 3 – 5.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

**#16.05. École Alpha Secondary School**  
*Dry Grad 2016*

The Executive Committee of Council recommended:

1. THAT a grant in the amount of \$200 be awarded to the École Alpha Secondary School in support of the annual Dry Grad event.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

**#16.06. Moscrop Secondary School**  
*2016 BC Provincial High School Gymnastics Championships*

The Executive Committee of Council recommended:

1. THAT this grant request be denied.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**#16.07.p Nikkei National Museum & Cultural Centre**  
*Kibou: Hope – Commemorating the 75<sup>th</sup> Anniversary of the Forced Dispersal of Japanese Canadians in 2017*

The Executive Committee of Council recommended:

1. THAT an in-kind grant of \$1,000 be awarded to the Nikkei National Museum & Cultural Centre to assist with printing costs of Kibou: Hope to be held in 2017.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

**#16.08. École Brantford School**  
*Silent Auction*

The Executive Committee of Council recommended:

1. THAT this grant request be denied.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

**#16.09. Tourism Burnaby**  
*Burnaby Food Truck Festival*

The Executive Committee of Council recommended:

1. THAT a grant in the amount of \$5,000 be awarded to Tourism Burnaby in support of the Burnaby Food Truck Festival and staff work with the applicant on the feasibility for the date and location of a road closure to be held in July or September 2016 in South Burnaby.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**E) City Manager's Report, 2016 February 01**

The City Manager submitted a report dated 2016 February 01 on the following matters:

**5. MANAGER'S REPORTS****1. REGIONAL FOOD SYSTEM STRATEGY ACTION PLAN - DRAFT**

The City Manager submitted a report from the Director Planning and Building providing Council with staff comment on the Metro Vancouver Regional Food System Strategy (RFSS) Action Plan - Draft.

The City Manager recommended:

1. THAT Council approve the submission of this report to Metro Vancouver in response to their request for comment on the Regional Food System Strategy Action Plan - Draft.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**2. STRATA TITLE APPLICATION #15-06**  
**4575 AND 4577 BARKER STREET**

The City Manager submitted a report from the Director Planning and Building seeking Council authority for strata titling of an existing occupied two-family dwelling.

The City Manager recommended:

1. THAT strata titling of 4575 and 4577 Barker Street be approved subject to complete satisfaction of the Guidelines for Conversion of Existing and Occupied Two-Family Dwellings into Strata Title Units.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**3. CAPITAL BYLAW FUNDING REQUEST FOR BOB PRITTIE**  
**METROTOWN BRANCH - 2ND FLOOR RENOVATION PROJECT**

The City Manager submitted a report from the Chief Librarian, Burnaby Public Library requesting Council to bring down a Capital Reserves Bylaw to finance the Bob Prittie Metrotown Branch renovation.

The City Manager recommended:

1. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$418,700 (inclusive of GST of \$18,700) to finance the Bob Prittie Metrotown Branch - 2nd Floor Renovation Project.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**4. CAPITAL FUNDING BYLAW REQUEST FOR BOB PRITTIE  
METROTOWN BRANCH –  
OCCUPATIONAL HEALTH AND SAFETY PROJECT**

The City Manager submitted a report from the Chief Librarian, Burnaby Public Library requesting Council bring down a Capital Reserves Bylaw to finance the Occupational Health and Safety Project at Bob Prittie Metrotown Branch.

The City Manager recommended:

1. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$157,500 (inclusive of \$7,500) to finance the Occupational Health and Safety Project at Bob Prittie Metrotown Branch.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**5. 4TH ANNUAL SUN RYPE TRI KIDS TRIATHLON**

The City Manager submitted a report from the Director Engineering seeking Council approval for road closures related to the 4th Annual Sun Rype Tri Kids Triathlon to be held on Sunday, 2016 June 05.

The City Manager recommended:

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

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**6. HOUSE DEMOLITION AT 7411 FIFTEENTH AVENUE  
LEGAL LOT 5, BLK: 28 DL:29, GROUP 1, NWD PLAN 4215**

The City Manager submitted a report from the Director Engineering seeking Council approval to remove and/or demolish the City owned building at 7411 Fifteenth Avenue. A financial analysis has determined it is not economical to upgrade the house for rental purposes.

The City Manager recommended:

1. THAT Council approve the demolition and/or disposal of the structure and outbuildings at 7411 Fifteenth Avenue.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**7. FIRE DEPARTMENT 4TH QUARTER 2015 REPORT**

The City Manager submitted a report from the Fire Chief providing Council with information relating to the Fire Department's activities during the 4th Quarter of 2015.

The City Manager recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR KANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

In response to a question from Cllr. Jordan, Mr. Lambert Chu, Deputy City Manager, advised that staff are working on an update for Council regarding Fire dispatch and EMS.

**6. DEFERRED MATTER****A) 2016 FCM Membership Dues  
(Deferred 2016 January 18)**

The City Manager's report was DEFERRED at the 2016 January 18 Council meeting pending receipt of information on the travel fund policy related to the optional contribution.

Before Council was a memorandum dated 2016 January 27 from the City Clerk providing the requested information

The City Manager submitted a report from the City Clerk seeking Council approval for payment of Federation of Canadian Municipalities 2016 Membership Dues.

The City Manager recommended:

1. THAT Council approve payment of the invoice from the Federation of Canadian Municipalities for the 2016 membership dues in the amount of \$36,054.88.

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the City Manager be adopted.

- AMENDED

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the forgoing motion be amended to approve payment of the invoice from the Federation of Canadian Municipalities for the 2016 membership dues in the amount of \$ 32,148.56.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the motion, as amended, be approved.

CARRIED UNANIMOUSLY



MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the Committee now rise and report.

CARRIED UNANIMOUSLY

The Council reconvened.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the report of the Committee be now adopted.

CARRIED UNANIMOUSLY

## 7. BYLAWS

### First Reading

- |    |   |        |
|----|---|--------|
| A) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 1, 2016                | #13568 |
|    | - Rez. #15-23 (9850/9855 Austin Road and 9858/9898<br>Gatineau Place) |        |
| B) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 3, 2016                | #13570 |
|    | - Rez. #15-12 (8288 North Fraser Way)                                 |        |

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR VOLKOW

THAT Bylaw No. 13568 and 13570 be now introduced and read a first time.

CARRIED UNANIMOUSLY

### First, Second and Third Reading

- |    |  |        |
|----|--|--------|
| C) | Burnaby Capital Works, Machinery and Equipment Reserve | #13567 |
|    | Fund Expenditure Bylaw No. 6, 2016                     |        |
| D) | Burnaby Recreation Fees and Admissions Bylaw 2015,     | #13571 |
|    | Amendment Bylaw No. 1, 2016                            |        |

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR WANG

THAT Bylaw No. 13567 and 13571 be now introduced and read three times.

CARRIED UNANIMOUSLY

**Second Reading**

- |    |   |        |
|----|---|--------|
| E) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 38,<br>2015 - Rez. #15-24 (6755 Canada Way)                            | #13554 |
| F) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 39,<br>2015 - TEXT AMENDMENT (Farmers Markets)                         | #13555 |
| G) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 40,<br>2015 - Rez. #15-13 (4350/56 Albert Street)                      | #13557 |
| H) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 41,<br>2015 - TEXT AMENDMENT (Antenna Developments in P2<br>Districts) | #13558 |

**MOVED BY COUNCILLOR JORDAN****SECONDED BY COUNCILLOR MCDONELL**

THAT Bylaw No. 13554 be now read a second time

CARRIED

(Councillors Volkow, Jordan, Calendino OPPOSED)

**MOVED BY COUNCILLOR JORDAN****SECONDED BY COUNCILLOR MCDONELL**

THAT Bylaw No. 13555, 13557 and 13558 be now read a second time.

CARRIED UNANIMOUSLY

**Reconsideration and Final Adoption**

- |    |   |        |
|----|---|--------|
| I) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 33,<br>2014 - Rez. #12-29 (6205 Kingsway - formerly 6205 and<br>6255 Kingsway) | #13389 |
| J) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 22,<br>2015 - Rez. #15-03 (8850 University Crescent)                           | #13492 |

**MOVED BY COUNCILLOR JORDAN****SECONDED BY COUNCILLOR JOHNSTON**THAT Bylaw No. 13389 and 13492 be now reconsidered and Finally Adopted,  
signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

**Abandonment**

- K) Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 4, 2013 #13182  
- Rez. #12-21 (1846/76 and 1904 Gilmore Avenue)

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13182 be now Abandoned.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

**National Energy Board Letter - Councillor Dhaliwal**

Councillor Dhaliwal referred to item A of the Council Correspondence package, dated 2016 January 4 from the Prime Minister's Office regarding the NEB process for the review of pipeline projects in Canada. Councillor Dhaliwal expressed disappointment that the response came two months after the original letter was sent, contained no additional information and did not address the issues raised by the City of Burnaby. Councillor Dhaliwal further stated that no actions were taken by the Federal Government prior to the NEB hearings.

His Worship, Mayor Derek R. Corrigan advised he is currently preparing a response letter to the Prime Minister outlining the disappointment of the City of Burnaby that there has been no action by the newly elected Federal Government to address the issues raised by the City of Burnaby.

**Property Assessment – Councillor McDonell**

Councillor McDonell noted concerns raised by Burnaby citizens, including seniors, that as a result of the increase in property assessment they will no longer be eligible to receive homeowner grants and are unlikely to be able to afford the subsequent increase in property taxes. The Provincial Government is realizing the benefits of the decrease in eligibility as it is now collecting additional money from those who no longer qualify for the grant. It was noted the current eligibility threshold was recently increased from \$1.1 million to \$1.2 million, however, the same threshold was previously \$1.3 million several years ago. .

Councillor Jordan noted the Financial Management Committee is currently working with staff on a report to respond to and address many of the issues resulting from the increase in property tax assessment values.

Councillor Volkow encouraged those property owners 55 years of age or older to consider the merits of the tax deferral program if tax payment represents a hardship.

**Front Street Truck Route – 10<sup>th</sup> Avenue Southridge – Councillor Johnston**

Councillor Johnston requested that staff monitor the impacts of the traffic change in New Westminster.

**Chinese New Year – Councillor Wang**

Councillor Wang advised 2016 February 8<sup>th</sup> is Chinese New Year and wished everyone a wondrous and prosperous year of the Monkey.

**9. INQUIRIES**

There were no inquiries brought before Council at this time.

**10. ADJOURNMENT**

MOVED BY COUNCILLOR VOLKOW  
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Council meeting do now adjourn.

CARRIED UNANIMOUSLY

The Council meeting adjourned at 8:02 pm.

Confirmed:

Certified Correct:

\_\_\_\_\_  
MAYOR

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



Meeting 2016 February 15

COUNCIL REPORT

### **COMMUNITY HERITAGE COMMISSION**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: HERITAGE ALTERATION PERMIT  
CEPERLEY MANSION "FAIRACRES" - DECK RESTORATION  
BURNABY ART GALLERY, 6344 DEER LAKE AVENUE**

### **RECOMMENDATION:**

1. THAT Council approve issuance of a Heritage Alteration Permit for Ceperley Mansion located at 6344 Deer Lake Avenue, as outlined in this report.

### **REPORT**

The Community Heritage Commission, at its meeting held on 2016 February 04, received and adopted the attached report seeking Council approval for the issuance of a Heritage Alteration Permit for Ceperley Mansion "Fairacres".

Respectfully submitted,

Councillor C. Jordan  
Chair

Councillor N. Volkow  
Vice Chair

Councillor J. Wang  
Member

Copied to:	City Manager Director Planning and Building Director Engineering Chief Building Inspector
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Meeting 2016 February 04

## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2016 January 28

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 77000 20  
*Reference: Heritage Alteration Permit*

**SUBJECT:** HERITAGE ALTERATION PERMIT  
CEPERLEY MANSION "FAIRACRES" - DECK RESTORATION  
BURNABY ART GALLERY, 6344 DEER LAKE AVENUE

**PURPOSE:** To seek approval for the issuance of a Heritage Alteration Permit for this Designated Heritage Site.

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**RECOMMENDATION:**

1. THAT Council approve issuance of a Heritage Alteration Permit for Ceperley Mansion located at 6344 Deer Lake Avenue, as outlined in this report.

**REPORT****1.0 BACKGROUND**

The City, through the Engineering Department – Facilities Management Division, is undertaking the repair of a large exterior deck associated with regular maintenance of the Ceperley Mansion (Burnaby Art Gallery), a designated municipal heritage site since 1992. These proposed exterior works for this City-owned Designated Heritage Building require formal approval of a Heritage Alteration Permit. This report outlines this project for the consideration of the Community Heritage Commission and Council.

**2.0 HERITAGE ALTERATION PERMITS**

Under the *Local Government Act*, all structures protected by Heritage Designation Bylaws require that a Heritage Alteration Permit be issued by Council to legally provide for any proposed material and design alterations and building relocations. Burnaby's Community Heritage Commission reviews all Heritage Alteration Permit submissions for recommendation to Council for consideration.

**3.0 HERITAGE VALUE**

The Ceperley Mansion is one of the City of Burnaby's landmark heritage buildings. Built in 1911, the mansion building was designed in the Arts and Crafts style and is a significant architectural example of its type. On the exterior, the rustic style is seen in the use of natural materials such as cedar shingles and siding, cobblestone foundations and chimneys and the half-timbering in gable ends. The verandah across the eastern façade with its view over "Century Gardens" and the distant mountains is one of the key defining elements of the Ceperley Mansion.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Heritage Alteration Permit  
 Ceperley Mansion "Fairacres" - Deck Restoration  
 Burnaby Art Gallery, 6344 Deer Lake Avenue

2016 January 28..... Page 2

#### 4.0 PROPOSED HERITAGE ALTERATION PERMIT WORKS

The City's Engineering Department – Facilities Management Division have commenced works to repair the upper east deck of the Ceperley Mansion under the annual building maintenance program for City-owned buildings (see *Attachment 1*). The works are required to ensure the good maintenance and repair of the building and to provide for public and building occupant safety. The scope of the work includes the repair of existing structural members, replacement and restoration of decking and railings, and installation of a new waterproof deck membrane. Specifications for the project to repair the deck and its components will be reviewed by staff in conjunction with a structural engineer. The design for the project will also follow the Standards and Guidelines for Heritage Conservation in Canada which have been adopted by the City to guide heritage building projects. The proposed restoration works would exhibit a high degree of quality and craftsmanship to ensure its integration as part of the building's exterior design and respect for its heritage design features. As such, it is recommended that the Community Heritage Commission and Council approve this Heritage Alteration Permit.

#### 5.0 NEXT STEPS

With Council adoption of the recommendation of this report, City staff will complete the necessary repair and maintenance works in compliance with the approved Heritage Alteration Permit. Funds required for the repair works are included in the 2015 Capital Plan for general civic building maintenance.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

HL:sla  
*Attachment*

cc: City Manager  
 Director Engineering  
 Chief Building Inspector

*R:\Long Range Clerical\DOCS\HL\Reports\2016\Heritage Alteration Permit - Ceperley Mansion Deck Restoration (2016.02.04).docx*



**Ceperley Mansion "Fairacres"**  
**Upper east deck restoration**



PLANNING AND BUILDING DEPARTMENT  
2016 JANUARY

**Attachment 1**





Meeting 2016 February 15

COUNCIL REPORT

### **COMMUNITY HERITAGE COMMISSION**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2015**

### **RECOMMENDATION:**

1. THAT this report be received for information.

### **REPORT**

The Community Heritage Commission, at its meeting held on 2016 February 04, received and adopted the attached report presenting the 2015 Annual Report of the City of Burnaby Archives.

Respectfully submitted,

Councillor C. Jordan  
Chair

Councillor N. Volkow  
Vice Chair

Councillor J. Wang  
Member

Copied to:	City Manager Deputy City Manager (C. Turpin) Director Planning and Building Director Parks, Recr. & Cult. Services Chief Librarian Chief Information Officer
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Meeting 2016 Feb 04

## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2016 January 25

**FROM:** CITY ARCHIVIST

**FILE:** 2410-20  
*Reference: Community Heritage Commission*

**SUBJECT:** CITY OF BURNABY ARCHIVES ANNUAL REPORT 2015

**PURPOSE:** To present the 2015 Annual Report of the City of Burnaby Archives

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**RECOMMENDATION:**

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

**REPORT****INTRODUCTION**

The City of Burnaby Archives had a robust and engaging year in 2015 due in large part to our participation in Burnaby Community Heritage Commission initiated Capital Projects: the 'Heritage Burnaby Website Upgrades & Book Scanning Project', the 'Archives Film Digitization Project' and the 'Burnaby Mountain Oral History Project.' We were also participants in the Information Technology Department's 'File Pro Migration Project.'

Records broken this year include committing 40% of staff time to concurrent Capital Projects and a new record of 92 research requests received and fulfilled in one month.

The following report provides a summary of our operations throughout 2015.

**HISTORY OF ARCHIVAL RECORDS PROGRAM [OVERVIEW]**

The City of Burnaby Archives opened in the new McGill Library in 2001 and functions as a division of the Office of the City Clerk. The Archives is the official repository for all inactive civic records of permanent administrative, legal, fiscal, historical, evidential and/or informational value to the City of Burnaby. Archival material is preserved as evidence of the functions, legal rights, obligations, policies, decisions, procedures, accountabilities, and operations of the City. It is the responsibility of the City Archives to ensure the preservation and accessibility of these vital records by providing proper facilities, environmental controls and professional management resources to maintain the archival material in perpetuity.

To: Community Heritage Commission  
 From: City Archivist  
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT  
 2015

2015 February 05 ..... Page 2

Our City record description and digitization program has produced a current index of all Council minutes and reports dating back to 1934 and can be searched online with full-text versions of the documents, available from 1977 to the present. All City Bylaws, dating back to 1892, are also available as full-text pdf documents online as are descriptions and finding aids for all files and records in our holdings.

In addition, the Archives has supported the protection and preservation of the City's documentary heritage by way of its expanded collections mandate and the incorporation of the Burnaby Historical Society Community Archives collections into the City's holdings. This transfer saw over 100 meters of textual records and over 10,000 photographs moved to the Archives facility in 2007.

## **CURRENT ARCHIVAL RECORDS PROGRAM**

January 2015 saw the description of community records brought in by the SFU / Burnaby Centennial Committee as well as updates to community record descriptions already in our holdings, including the Image Bank Collection and records belonging to Mary Forsyth.

By February an issue had arose –the first estimate for City file transfers that Archives received for 2015 would fill least 135 bankers boxes (more than double the total amount for all of 2014 at 68 boxes). This realization put a fine point on our physical space issue as the 135 boxes would take up what is left on our shelves; and our current staffing levels could not handle the work of describing this many records at once. The good piece of news was that the transfers would be staggered; with 15 boxes imminent from Planning, 40 boxes from Engineering to be received in deliveries of 10 boxes at a time over the next few weeks, and a further 80 boxes from Planning coming sometime mid-year.

The Planning and Building Department transferred 8 boxes of records of enduring value to the Archives in March. Engineering transferred 40 boxes of records but then learnt that these records should not have come to the Archives and were sent back. All other City transfers were temporarily put on hold.

March also included the breaking of our previously held monthly record of 77 research requests (May 2012) with 92 research requests received and fulfilled in one month.

The report 'Business Case for the Expansion of the Archives' was brought forward to the Community Heritage Commission (CHC) at their regular meeting 02 April, and forwarded on to Council, which resulted in the suggestion of a Council workshop.

The CHC were presented with a workshop at their regular meeting 04 June and the City Clerk and Archives staff were fortunate to meet with Mayor Corrigan and Councillor Jordan in July to talk about the Archives where a number of suggestions were made as to what could possibly be done to extend the life of the current archives short of a new or expanded facility.

To: Community Heritage Commission  
 From: City Archivist  
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT  
 2015

2015 February 05 ..... Page 3

In November, the City Clerk met with His Worship Mayor Corrigan with a response in which he described that there are ways and means of delaying or putting off an expansion of the Archives, but if we are to continue to meet our legal and organizational responsibilities in terms of preserving permanent City records, and in addition continue to accept community records which currently make up 9% of our holdings, we do need to continue to plan for a larger space in the foreseeable future.

The increasing move to digital records will not be the answer to our problem. And in fact the absence of an Electronic Document and Records Management System (EDRMS) further detracts from our ability to reduce our reliance on original paper copies.

The various options and alternatives that have been considered will not in themselves preclude the need for more archival storage space as a means of preserving the City and community permanent records and history.

Also in the fall, the Archives participated in BC Audio Visual Inventory Initiative (AVII), a province-wide survey to facilitate the creation of a comprehensive inventory of audiovisual holdings in British Columbia, by providing a detailed survey of City of Burnaby Archives A/V records.

Description of community records continued with Krewenchuk family and McQueen family records from this year, School District 41 records, Standen family and Massey family records from 2014, along with Myers family, Peter family, and Stiglish family records from 2013, as well as Planning and Building Department records transferred this year and backlogged records originally transferred from the Mayor's office. These records have now been catalogued and indexed according to the highest level of archival practices and standards, thus allowing the public and City Officials quick, efficient and direct access to information stored within them.

## **HERITAGE BURNABY & PUBLIC PROGRAMMING**

2015 began with the continuation of the Burnaby Community Heritage Commission 'Heritage Burnaby Website Upgrades & Book Scanning Project' and the 'Archives Moving Images Project.' Once the sub-committee met in January of 2015 and set Burnaby Mountain as the project's theme for the renewed 'Oral History Project,' a full 40% of Archives' staff time became committed to Capital projects.

Testing on the Website Upgrades (and Help documentation to be created by the IT team) began in the spring and the website officially launched 08 September 2015. At the recommendation of the CHC, the updated website was demonstrated to Council and citizens at the regular Council meeting 26 October 2015. A demonstration of Heritage Burnaby was also part of the Archives, Libraries and Museums Conference in Nova Scotia 17 September and the British Columbia Association of Heritage Professionals meeting 27 November.

To: Community Heritage Commission  
 From: City Archivist  
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT  
 2015

2015 February 05 ..... Page 4

The renewed Oral History project included the digitization and description of SFU / Burnaby Centennial donation from 2014 of Oral History tapes in April but the bulk of the budget would be focused on the many uses that take place and are accommodated within the boundaries of Burnaby Mountain. These uses range from hiking, biking and conservation area to post-secondary education facilities and industry uses. 2015 was also a very significant year for Simon Fraser University as it celebrated its 50<sup>th</sup> anniversary. The Burnaby Mountain Oral History Project is well underway and on schedule. The target is to obtain twenty-four interviews with the completion date set for March of 2016.

The Burnaby Art Gallery Offsite Exhibition 'People with Cameras' at Bob Prittie Library Branch was created in collaboration with the City of Burnaby Archives. The exhibition featured photographs from the Archives holdings and the Offsite Exhibition talk was presented by Archives and gallery staff on the afternoon of May 24.

Archives staff were also participants in the Information Technology Department's 'File Pro Migration Project.' In March an auxiliary was engaged to do the work of migrating Council records – this work was completed in September and the auxiliary responsible has since assumed the job roles and duties of clerical staff at the Archives.

## CONCLUSION

Our 2016 work schedule includes the completion of the Oral History Project as well as the continued pursuit of a solution to Archives space shortage. We will continue to tackle our 10 years' worth of backlogged [existing] holdings through accessioning, arranging and describing of records, in order to provide record access and research assistance to both City staff and the public.

The resources that have been provided to allow a regular full-time archival assistant position and an increase in hours for the part-time auxiliary clerk have been integral to the success of our archival records program and our ability to service vital capital projects throughout this year. Under the continued guidance and support of the Community Heritage Commission and Burnaby City Council, we look forward to building on these successes as we move into 2016.

To: Community Heritage Commission  
From: City Archivist  
Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT  
2015  
2015 February 05 ..... Page 5

Respectfully submitted,



Rebecca Pasch  
CITY ARCHIVIST

:rp  
cc: City Manager  
Deputy City Manager (C. Turpin)  
City Clerk  
Director Parks, Recreation and Cultural Services  
Chief Librarian  
Director of Planning and Building  
Chief Information Officer



Meeting 2016 February 15

## COUNCIL REPORT

**ENVIRONMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2016 ENVIRONMENT WEEK PROGRAM**

**RECOMMENDATIONS:**

1. THAT Council approve the 2016 Environment Week Program.
2. THAT Council approve the presentation of Environmental Awards and Stars at the Regular Council meeting on May 16, 2016.
3. THAT Council approve an expenditure of up to \$3,000 from the Boards, Committees and Commissions' operating budget for promoting and advertising the City sponsored Garage Sale Day Event.
4. THAT Council approve an expenditure of up to \$5,800 from the Boards, Committees and Commissions' operating budget for promoting and advertising Environment Week.

**REPORT**

The Environment Committee, at its meeting held on 2016 February 09, received and adopted the attached report seeking Council's approval for the 2016 Environment Week Program and the Environmental Awards and Stars Reception.

Respectfully submitted,

Councillor A. Kang  
Chair

Councillor S. Dhaliwal  
Vice Chair

Councillor P. Calendino  
Member

Copied to:	City Manager Deputy City Managers Director Planning & Building Director Engineering Director Finance Director Parks, Recr. & Cult. Services Chief Librarian OIC, RCMP Fire Chief Manager, Environmental Engineering President, CUPE Local 23
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Meeting 2016 Feb 09

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
ENVIRONMENT COMMITTEE

**DATE:** 2016 February 02

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 33000-01  
*Reference: Environment Week*

**SUBJECT:** 2016 ENVIRONMENT WEEK PROGRAM

**PURPOSE:** To seek approval for the 2016 Environment Week Program and the Environmental Awards and Stars Reception.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the 2016 Environment Week Program.
2. **THAT** Council approve the presentation of Environmental Awards and Stars at the Regular Council meeting on May 16, 2016.
3. **THAT** Council approve an expenditure of up to \$3,000 from the Boards, Committees and Commissions' operating budget for promoting and advertising the City sponsored Garage Sale Day Event.
4. **THAT** Council approve an expenditure of up to \$5,800 from the Boards, Committees and Commissions' operating budget for promoting and advertising Environment Week.

**REPORT****1.0 BACKGROUND**

The City of Burnaby's Environment Week Program promotes awareness, stewardship and environmental sustainability of our natural and built environments through a range of environmentally-themed public events and activities. It is coordinated by the City and offers an opportunity for Burnaby residents, local community groups, businesses, CUPE Local 23 and other government agencies to come together to recognize and celebrate our community and the environment.

Environment Week 2016 is proposed to be scheduled for a two week period, from Saturday, May 28 to Sunday, June 12, to coincide with Canadian Environment Week and World Environment Day on June 5. The City's annual Environmental Awards and Stars Reception is proposed to be held on Monday, May 16 at City Hall as part of a Regular Council meeting. The call for nominations for the 2016 program was previously approved by Council and is presently open until February 29.



To: *Environment Committee*  
 From: *Director Planning and Building*  
 Re: *2016 Environment Week Program*  
 2016 February 02..... Page 2

2016 is the 20<sup>th</sup> anniversary of the Environment Week and Environmental Awards Programs. Established from recommendations contained in the City's State of the Environment Report (1993), these programs continue to be an important part of how the City promotes and supports environmental stewardship and sustainability.

This report seeks Council approval for the 2016 Environment Week Program and the Environmental Awards and Stars Reception to be hosted just prior to the Regular Council Meeting on Monday, May 16. Approval of promotion and advertising expenditures from the Boards, Committees and Commissions' budget is sought for Environment Week and the City's Garage Sale Day programs.

## **2.0 ENVIRONMENT WEEK PROGRAM**

### ***Scheduling***

The 2016 Environment Week Program is proposed to begin on Saturday, May 28 and end on Sunday, June 12, which extends Environment Week to two weeks, rather than one week as in previous years. This provides for two weekends at the start and end of the program, with Hats Off Day in Burnaby, an event organized by the Heights Merchants Association and attended by various City departments, occurring on the weekend in the middle (Saturday, June 4 this year and the first Saturday in June every year).

A two week schedule will help to spread weekend events such as the Environment Festival, the City-wide Garage Sale and the Eco-Centre Open House to different days, whereas previously they were held on the same Saturday so as not to conflict with Hats Off Day. The longer time frame also provides more opportunity for the City's community partners to organize and offer their own events as part of Environment Week.

It is also proposed that the Environment Week Program be organized around a two week period (Saturday, May 27 and ending on Sunday, June 11 in 2017, for example) on an annual basis going forward. Establishing regular dates for Environment Week will allow the City to more effectively promote Environment Week as an annual event in the community.

### ***2016 Environment Week Program***

The core elements of the City's annual Environment Week Program are mainly organized by City of Burnaby departments. The remainder of the program consists of various environmentally themed, free public events and activities organized by the City's community environmental partners.

While many of the events and activities will be recognizable, the program aims to offer some new events from year to year, to showcase new City-led environmental initiatives and to use the creative energy of our community environmental partners.

The 2016 Environment Week Program described below includes the core elements and those events and activities that have been confirmed. Based on Council approval of the program as

To: Environment Committee  
 From: Director Planning and Building  
 Re: 2016 Environment Week Program  
 2016 February 02..... Page 3

outlined in this report, promotion of the program will begin in March and continue through May. During that time, core elements will be planned in more detail and new events and activities may be added. A description and schedule of the final program will be provided for information to the Environment Committee at the meeting scheduled for April 12.

### ***Core Elements***

- ***Burnaby Environment Festival, Saturday, May 28***

This one day event will be held at Burnaby City Hall in the outer courtyard and walkways. The regularly scheduled Burnaby Farmers Market will take place in the north parking lot at the same time. The event will include environmental displays from City departments, community partners and external exhibitors, activities for families and children, a community mapping activity, guided eco-tours to the nearby Great Blue Heron colony, and live music.

Participating in the festival this year will be the BC Recycles Ambassador Team. The team represents all provincial recycling stewardships under a single banner, including the BC Used Oil Management Association, Tire Stewardship of BC, Return-It, Call2Recycle, Regeneration, Health Products Stewardship Association, ElectroRecycle, Electronic Products Recycling Association, and Canadian Battery Association. Burnaby's Environment Festival will serve as the kick-off event for the BC Recycles Ambassador Team's summer tour across BC.

Water conservation is proposed to be an organizing theme of this year's festival. Festival programming will include the display of selected works of art submitted to the City as part of our Engineering Department's water conservation poster contest, presently underway and open to School District 41 elementary students (*see Attachment #1*) and high school students (*see Attachment #2*). In response to last summer's drought-like conditions, sprinkling regulations across Metro Vancouver will take effect on May 1, one month earlier than in years' past. The Environment Festival will provide a timely opportunity to raise awareness of this change to the sprinkling regulation and what individuals can do to conserve water at home.

The Environmental Passport promotion will again be incorporated into the festival. The passport will contain a list of environmentally themed questions from the exhibitors attending the festival. To be eligible to win prizes at Environment Festival, members of the public must visit the exhibits and answer the questions on their passport. Draws for prizes will be scheduled for every ½ hour and will consist of water conservation kits and rain barrels and coupons that can be spent at the nearby Farmers Market. Passport questions will focus on water conservation, festival exhibitors and the BC Recycles program.

Lastly, Burnaby Public Library plans to host a pop up library at Environment Festival. A pop up library is a satellite library that is brought into the community. An environmental theme is planned.

To: Environment Committee  
 From: Director Planning and Building  
 Re: 2016 Environment Week Program  
 2016 February 02..... Page 4

Council approval is sought for expenditure from the Boards, Committees and Commissions' budget to advertise and promote this event and the entire Environment Week program (more detail is provided in Section 4.0 of this report).

- ***City-sponsored Garage Sale Day Event, Saturday, May 28***

Coordinated by the Engineering Department, this program encourages waste reduction and recycling by promoting the reuse of household items, resulting in the diversion of materials and goods from the waste stream. Burnaby residents planning a garage sale on their property can register with the City for promotion in newspapers, at civic facilities and on City web pages. Information on garage sale tips, donating locally, and participant responsibilities will be offered to those who register.

Council approval is sought for an expenditure from the Boards, Committees and Commissions' budget to advertise and promote this event (more detail is provided in Section 4.0 of this report).

- ***Birding by Ear Workshop, Sunday, May 29***

Coordinated by Parks, Recreation and Cultural Services, this will be an interactive workshop for the burgeoning birder interested in identifying birds by ear. A biologist will lead the event. Pre-registration will be required.

- ***2016 Spring Bike to Work Week, May 30 to June 5 (National Clean Air Day, June 1)***

Promoted in Metro Vancouver by HUB: Your Cycling Connection, Bike to Work Week encourages residents and businesses to incorporate bicycling as part of their regular work commute. Bike to Work Week will be promoted to staff and to City residents through the City's social media channels. A celebratory event at City Hall will be considered for National Clean Air Day on Wednesday, June 1.

- ***Deer Lake Guided Canoe Trips, consecutive Tuesday evenings, May 31 and June 7***

Burnaby Parks, Recreation and Cultural Services will coordinate free, guided canoe trips on Deer Lake. Pre-registration will be required.

- ***Commuter Challenge, June 5 to June 11***

Promoted in Vancouver by Better Environmentally Sound Transportation (BEST), the Commuter Challenge is a Canada wide event that encourages participants to choose a sustainable commuting option and to log this information online to win prizes. The Commuter Challenge will be promoted to staff and to City residents through the City's social media channels.

- ***Open House at the Burnaby Eco-Centre, Saturday, June 11***

The Burnaby Eco-Centre is a public facility where residents can take large volumes of materials accepted into the City's recycling program. For the open house, there will be information displays, staff available to answer questions and live music.

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 From: Director Planning and Building  
 Re: 2016 Environment Week Program  
 2016 February 02..... Page 5

- ***Car Trunk Sale, Environment Week edition, Bill Copeland Sports Centre, Saturday, June 11***  
 This annual event, organized by Parks, Recreation and Cultural Services, encourages waste reduction by promoting reuse of ordinary household items.
- ***Kids Stuff Swapmeet, Environment Week edition, Willingdon Community Centre, Saturday, June 11***  
 This annual event, organized by Parks, Recreation and Cultural Services, encourages waste reduction by promoting reuse of previously owned items for children.
- ***Great Blue Heron Colony Tour, Sunday, June 12***  
 Coordinated by Parks, Recreation and Cultural Services, this event will consist of a short presentation at the Burnaby Village Museum, followed by a field tour of the nearby Great Blue Heron Colony. The talk and tour will be led by a biologist. Pre-registration will be required.

Additional programming around City initiatives, such as the Environmental Sustainability Strategy, may be developed if opportunities arise.

#### ***Events and Activities of Community Partners***

- ***Mandarin language nature tour of Central Park, Saturday, May 28***  
 For the last two years, free nature tours of different Burnaby parks have been led by Mandarin speaking naturalist, Joseph Lin, of the Green Club of Vancouver. The tour is typically one of the most well attended events. The 2016 tour will take place in Central Park.
- ***Upper Still Creek Watershed Tour, Sunday, May 29***  
 City staff will team with the Still Moon Arts Society to offer a historical tour of Upper Still Creek watershed, beginning in Central Park and including Renfrew Ravine in Vancouver. Developing a separate tour of lower Still Creek in Burnaby is under consideration.
- ***Wildlife Photography Workshop, Monday evening, May 30***  
 The City will team with renowned local wildlife photographer, Connor Stephanison, to offer a free wildlife photography workshop, tentatively planned for Burnaby Lake Regional Park.
- ***Uncover Your Creeks at Jim Lorimer Park, Saturday, June 11, 9am to 12pm***  
 Offered by Evergreen, a national non-profit environmental organization, this program encourages residents to learn about their local watershed and take action toward protecting it. Presently offered in six watersheds across Metro Vancouver, a staff person from Evergreen leads the program in Burnaby at Jim Lorimer Park and nearby Chub Creek on the second Saturday of every month.
- ***Burnaby Lake Park Association, Weed-Buster events, (time and date to be determined)***  
 In addition to participating as an exhibitor at Environment Festival, the Burnaby Lake Park Association typically offers one or two Weed-Buster events that are open for public participation to remove invasive plant species.

To: Environment Committee  
 From: Director Planning and Building  
 Re: 2016 Environment Week Program  
 2016 February 02..... Page 6

- ***Stream Stewardship at Greystone Village, (time and date to be determined)***  
 Eagle Creek Streamkeepers plan to organize this annual stream stewardship event as part of Environment Week. The event typically consists of a creek clean-up, informative displays and storm drain marking.
- ***Burnaby Food Forum, Burnaby Food First, (time and date to be determined)***  
 Burnaby Food First, a group of community members and local agencies, and with staff representation, work together to bring food security to Burnaby. They plan to organize a food forum to discuss the status of food security in Burnaby. The forum will be open to the public.

Each year, many other City community partners participate in Environment Week. These community partners include Byrne Creek Streamkeepers, Stoney Creek Environment Committee, the Green Ideas Network, Burnaby Residents Opposed to Kinder Morgan Expansion (BROKE), SFU Community Trust, Sprouting Chefs, Sustainable SFU, Wildlife Rescue Association, British Columbia Institute of Technology, Covanta Energy, and Burnaby HUB: Your Cycling Connection. These partners, and others, will be contacted and invited to participate in this year's program.

### **3.0 ENVIRONMENTAL AWARDS AND STARS RECEPTION**

The call for nominations for the 2016 Environmental Awards Program was approved by Council in November 2015. The nomination period opened on January 18 and closes on February 29.

In past years, the awards were presented at a reception held at the Burnaby Lake Rowing Pavilion in mid-June on a Sunday, during or after Environment Week. For 2016, it is proposed the awards be presented at the Regular Meeting of Council on Monday, May 16. The awards would be presented at the beginning of the meeting and would be preceded by a reception hosted outside of Council Chambers prior to the meeting getting underway at 7 pm. The evening would be organized in the same way as the awards presentation for the City's Local Heroes Program. The City's environmental community will be invited to attend the reception and the presentations. The event will help promote Environment Week, which is less than two weeks later.

Presenting the awards and hosting the reception as part of a Regular Meeting of Council will help raise the profile of the Environmental Awards Program and celebrate the program's 20<sup>th</sup> anniversary. Council approval is sought for expenditure from the Boards, Committees and Commissions' budget to support this event (more detail is provided in Section 4.0 of this report).

The 20<sup>th</sup> anniversary of the program will also be celebrated by using a new photograph to create the Environment Award presented in each category. In previous years, each award winner received a framed photograph of Deer Lake, taken and generously donated by Fred Chapman, a long-standing member of the Burnaby Photographic Society (BPS). This year, Mr. Chapman has graciously agreed to his photo being retired and the BPS has agreed to donate eight (8) new photos, selected by the BPS from the portfolios of its members, for the City to use to create the new Environmental Award in each category.

To: Environment Committee  
 From: Director Planning and Building  
 Re: 2016 Environment Week Program  
 2016 February 02..... Page 7

As has been done in previous years, corporate sponsorship will be sought to provide supplementary support for the Environment Week Program and the Environmental Awards and Stars Reception. Sponsorship provides businesses and corporations in the community the opportunity to become involved in environmental stewardship. Last year, Covanta Energy contributed to Environment Week and the Environmental Awards and Stars Reception.

#### **4.0 PROMOTION AND REQUESTED EXPENDITURES**

##### ***Promotion***

With approval of the proposed program and schedule for Environment Week, as outlined in this report, promotion of the events and activities are proposed to begin in mid-March and continue through May. During that time, details of many program offerings will be finalized and new events and activities may be added.

The 20<sup>th</sup> Anniversary of Environment Week (and the Environmental Awards Program) will be recognized on all promotional materials and advertisements. To celebrate the anniversary and promote Environment Week, it is proposed that City staff will use eight photographs provided by the Burnaby Photographic Society to create a contest in which the photos are posted online and the public is invited to vote for their favorites. The photo or photos receiving the most votes will be used to create the 2016 Environmental Award in each of the six categories. This promotion is proposed to begin and conclude in April.

Increased emphasis this year will be placed on using the City's social media channels (Facebook and Twitter) to promote the many events and activities that will be available for the public to attend. Beginning promotions in mid-March will more effectively leverage the City's social networks with its community partners, institutions and School District 41. Regular promotions will be placed in the City's Environment E-newsletter and InfoBurnaby. Other promotional means will include newspaper print advertising, promotion using posters, bus shelter ads, displays and bookmarks at civic facilities and promotion on the City's website.

##### ***Requested Expenditures***

As in previous years, Council approval is sought for expenditures from the Boards, Committees and Commissions' operating budget to advertise and promote the City-wide Garage Sale Day event and the Environment Week program, including Environment Festival. The expenditure for the City sponsored Garage Sale Day Event would be for print advertising and listing the addresses of participating households in the local newspaper. The expenditure for the Environment Week Program would be for print advertising, paid advertising on social media, placement of bus shelter ads, and production costs for promotional materials such as posters, bookmarks, bus shelter ads, and onsite signage.

The requested expenditures are outlined below.

City sponsored Garage Sale Day Event

- 2016: \$3,000

To: Environment Committee  
 From: Director Planning and Building  
 Re: 2016 Environment Week Program  
 2016 February 02..... Page 8

## Environment Week Program

- 2016: \$5,800

As compared to 2015, a reduced funding request is being sought for print advertising, as there is now one community newspaper. The total amount of funds requested for 2016 is \$8,800, \$3,975 less than the previous 2015 request.

## 5.0 CONCLUSION

The Environment Week Program celebrates Burnaby's ongoing commitment to environmental sustainability and shared stewardship of our natural and built environments. This year's program builds on recent past successes. Proposed changes to extend the annual program over two weeks and present the Environmental Awards and Stars at a Regular Meeting of Council are expected to enhance the experience for the public and raise the profile of the Environmental Awards Program. Establishing the dates for Environment Week for 2017 will help with promotion and to establish the program as an annual event in the community.

The final schedule and program for 2016 Environment Week will be presented for information to the Environment Committee at their meeting in April.

It is recommended that the Committee seek Council approval of the 2016 Environment Week Program and the proposal to host a reception and present Environmental Awards and Stars at the Regular Meeting of Council on May 16, 2016. It is recommended that Committee seek Council approval of promotion and advertising expenditures of \$3,000 and \$5,800 for the City sponsored Garage Sale Day Event and the Environment Week Program, respectively.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

MS/sla/sa

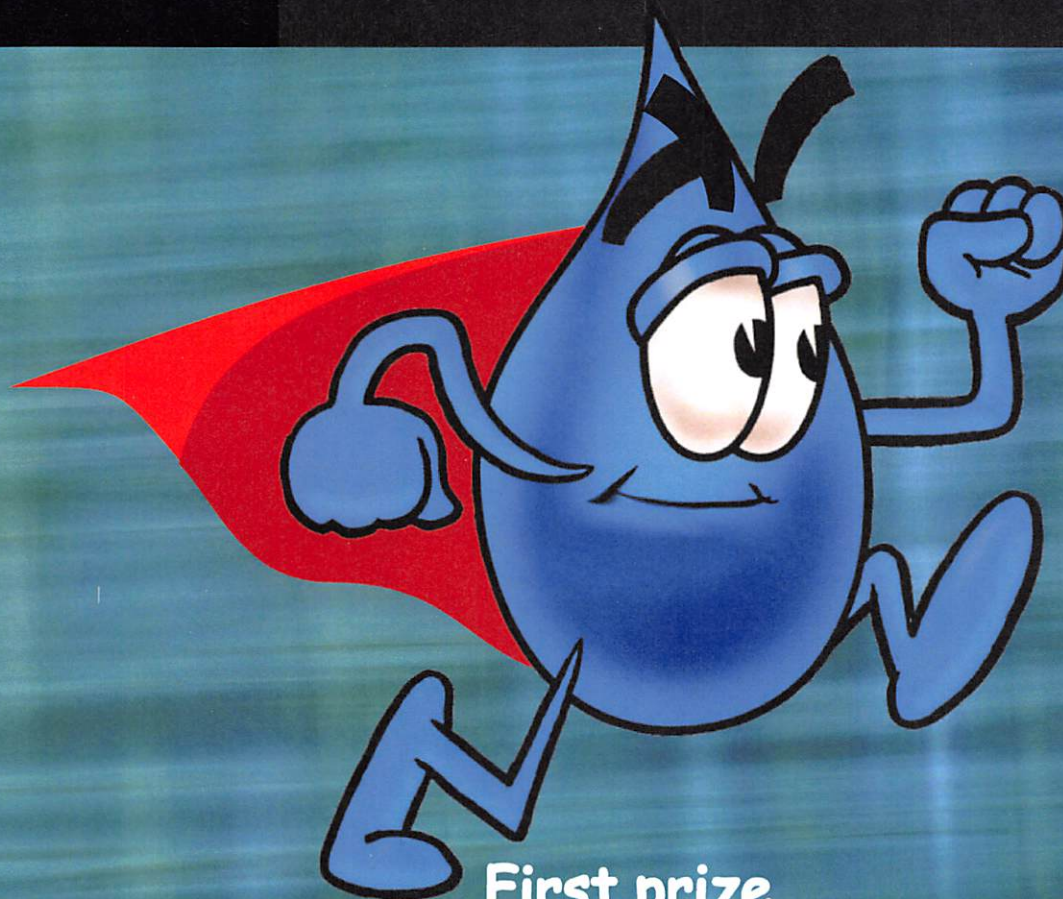
### **Attachments**

cc: City Manager  
 Director Engineering  
 Chief Librarian  
 Officer in Charge, RCMP  
 City Clerk  
 President, CUPE Local 23

Deputy City Managers  
 Director Finance  
 Director Parks, Recreation and Cultural Services  
 Fire Chief  
 Manager, Environmental Engineering



# WATER CONSERVATION POSTER CONTEST 2016



## First prize

Artwork displayed on a bus shelter

## Second prize

Artwork displayed on an Eco-Media Bin

**Rules:** contest is open to Grades 4 to 7 students of public Elementary Schools in Burnaby. One original artwork per student will only be accepted. The poster must convey a water conservation message either at home or in your community. The poster must include the title "Save Every Drop"

**Entries:** 8.5 x 10 poster paper. No colour paper backgrounds please.

**Entry deadline:** March 11, 2016 at 4pm

**Submissions:** Please submit your poster along with the completed application form to the City of Burnaby Engineering Department located on the 4th Floor at 4949 Canada Way, V5G 1M2.

For tips and ideas for your poster, please visit our City of Burnaby water conservation website at [www.burnaby.ca/waterconservation](http://www.burnaby.ca/waterconservation)



[www.facebook.com/cityofburnaby](http://www.facebook.com/cityofburnaby)



-35-



@cityofburnaby



# WATER CONSERVATION POSTER CONTEST 2016

**First prize**  
using your artwork for a mural

**Second prize**  
displaying the artwork in a bus shelter

**Third prize**  
displaying the artwork in an eco-media bin

**Rules:** contest is open to all public high school students (grades 8-12). One original artwork per student will only be accepted. The poster must convey a water conservation message either at home or in your community. The poster must include the title "Conserve Water, Conserve Life"

**Entries:** 11 x 17 poster paper. No colour paper backgrounds please.

**Entry deadline:** March 11, 2016 at 4pm

**Submissions:** Please submit your poster along with the completed application form to the City of Burnaby Engineering Department located on the 4th Floor at 4949 Canada Way, V5G 1M2.

For tips and ideas for your poster, please visit our City of Burnaby water conservation website at [www.burnaby.ca/waterconservation](http://www.burnaby.ca/waterconservation)



[www.facebook.com/cityofburnaby](http://www.facebook.com/cityofburnaby)



-36-



@cityofburnaby



Meeting 2016 February 15

COUNCIL REPORT

### **ENVIRONMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: SUSTAINABLE PURCHASING INITIATIVES - CITY GREEN TEAM**

### **RECOMMENDATION:**

1. THAT Council authorize the City Green Team to proceed with the proposed 2016 Work Plan Initiatives.

### **REPORT**

The Environment Committee, at its meeting held on 2016 February 09, received and adopted the attached report providing a summary of initiatives undertaken by the City Green Team in 2015 and seeking Council's endorsement of the proposed 2016 Work Plan.

Respectfully submitted,

Councillor A. Kang  
Chair

Councillor S. Dhaliwal  
Vice Chair

Councillor P. Calendino  
Member

Copied to:	City Manager Deputy City Managers Director Finance Director Planning & Building Director Engineering Director Parks, Recr. & Cult. Services Fire Chief Chief Librarian OIC, RCMP
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Meeting 2016 Feb 09

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS ENVIRONMENT COMMITTEE **DATE:** 2016 February 02

**FROM:** DIRECTOR FINANCE **FILE:** 2410-20

**SUBJECT:** SUSTAINABLE PURCHASING INITIATIVES – CITY GREEN TEAM

**PURPOSE:** To report on 2015 City Green Team initiatives and to seek Council's endorsement of the proposed 2016 Work Plan.

---

**RECOMMENDATIONS:**

1. **THAT** Environment Committee request Council to authorize the City Green Team to proceed with the proposed 2016 Work Plan Initiatives.

**REPORT****1.0 BACKGROUND**

The Sustainable Purchasing Guidelines were adopted by Council in 2008 October to help ensure that City purchasing decisions include consideration of factors that will support the City in reducing environmental impact, encouraging social improvement, and leveraging fiscal responsibility.

The City's Green Team assists in advancing sustainable purchasing initiatives beyond the City's numerous current practices. These practices provide a sound foundation for the development of sustainable processes across all departments, divisions, and offices at the City.

**2.0 OVERVIEW OF ACTIVITIES IN 2015****2.1 *Communications/Education/Awareness***

Education and awareness were key priorities for the Green Team in 2015. The Team utilized the SAP Portal to distribute and store all Team communications including the Monthly Highlights bulletins and staff workshop/presentations.

To: Environment Committee  
 From: Director Finance  
 Re: SUSTAINABLE PURCHASING INITIATIVES – CITY GREEN TEAM  
 2016 February 02 ..... Page 2

Monthly Highlights bulletins included, amongst others, the following topics:

- Employee Transit Incentive Program
- Water Conservation Tips—Be Water wise
- Stay Bright by Daylight
- Workplace Conservation Awareness—Survey/Results
- 12 Days of Christmas Campaign—Energy Conservation
- BC Commuter Challenge/Bike to Work Week
- Phantom Power Tips

With the ongoing development of the Environmental Sustainability Strategy (ESS), the Green Team selected the ESS “Conserve” theme petal for its 2015 activities and communications.

## **2.2 Workplace Conservation Awareness Campaign**

In collaboration with the City’s Energy Management personnel in Engineering, and sponsorship from BC Hydro, an energy conservation campaign was launched with a focus on staff’s actions to reduce energy consumption and change behaviours through engaging and fun activities. Over the course of the year several initiatives were undertaken to remind us all about ways to reduce and conserve energy. Some of these included:

- Earth Hour – March 2015;
- “Energy Myths Shattered” – Test your Energy Knowledge;
- “Stay Bright by Daylight” campaign whereby staff were asked to work by natural daylight.

In the field preliminary plans were developed regarding conservation ideas and suggestions for the Building Service Workers, Food Services staff, and Park Patrollers. Focus was on day to day duties, and how staff can impact energy conservation with a few minor adjustments in their reporting of activities.

## **2.3 Printing Equipment Assessment**

The Green Team, in collaboration with Information Technology staff and user departments, continued efforts to consolidate the volume of printing to the City’s multi-function printing devices, reducing the amount of peripheral smaller printers. This ongoing project has produced the following results from the 2009 baseline numbers:

- 35% less printing devices
- 24% less volume of prints
- 51% less single-function devices
- 23% more volume allocated to multi-function devices (copier/scanner/fax)

To: Environment Committee  
 From: Director Finance  
 Re: SUSTAINABLE PURCHASING INITIATIVES – CITY GREEN TEAM  
 2016 February 02 ..... Page 3

## 2.4 Food Recovery Program

A food recovery pilot program with the Burnaby Mountain Clubhouse was initiated through participation in the Greater Vancouver Food Bank Society's "Community Angels" Food Runners Program. The program facilitated the donation of nourishing food to local meal providing agencies—food that would otherwise have gone to waste. The program was quickly expanded to include Riverway Clubhouse with its volume of food preparation and catering functions. The program began in earnest in May 2015 following process adjustments, and set ups at these facilities.

In 2015, it is estimated that more than 200 pounds of food were recovered and donated to local meal providing agencies. The Food Services Division, in concert with the Green Team are working to expand the program to include other City locations and assist other local groups. The program is an effective way for the City to reduce its environmental impact while helping to encourage social improvements and fiscal responsibility.

## 3.0 PROPOSED 2016 WORK PLAN INITIATIVES

For 2016, the City Green Team proposes to continue its efforts along the same themes as in 2015, with additional focus on the Workplace Conservation Awareness Campaign through a number of engaging activities with staff. The Green Team will also strengthen and expand the work stemming from the initial Food Runners Program and look to further support the Food Services Division in its efforts to not only reduce food waste but to support an active food recovery program for local agencies.

Through the work of the Environment Committee, there is a clear desire to ensure that the City remains at the forefront of a sustainable approach in all its initiatives. The Green Team is providing staff with a forum for environmental stewardship by focusing on the economic, environmental and social aspects of purchasing decisions using the City's Sustainable Purchasing Guidelines.

It is recommended that Environment Committee request Council to authorize the City Green Team to proceed with the proposed 2016 Work Plan Initiatives.



Denise Jorgenson  
 DIRECTOR FINANCE

DJ:GC /ts

Copied to: City Manager  
 Deputy City Manager (2)  
 Director Building and Planning  
 Director Engineering  
 Director Parks, Recreation and Cultural Services  
 Fire Chief  
 Chief Librarian  
 OIC, RCMP



Meeting 2016 February 15

COUNCIL REPORT

### **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: STATION 1 TARMAC RESURFACING FUNDING REQUEST**

#### **RECOMMENDATIONS:**

1. THAT Council authorize the completion of the project detailed in this report.
2. THAT Council authorize a bylaw in the amount of \$262,500 (inclusive of GST) from Capital Reserves for design through to completion of this project.

#### **REPORT**

The Financial Management Committee, at its meeting held on 2016 January 28, received and adopted the attached report seeking Council's project approval and funding approval for the replacement of the training grounds pavement at Fire Station 1.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	City Manager Deputy City Manager Director Finance City Solicitor
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Item.....
Meeting ..... 2016 Jan 28

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS **DATE:** 2015 December 08  
 FINANCIAL MANAGEMENT COMMITTEE

**FROM:** FIRE CHIEF **FILE:**

**SUBJECT:** STATION 1 TARMAC RESURFACING FUNDING REQUEST

**PURPOSE:** To request project approval and obtain funding approval for the replacement of the training grounds pavement at Fire Station 1.

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### RECOMMENDATIONS:

1. **THAT** The Financial Management Committee recommend Council authorize the completion of the project detailed in this report.
2. **THAT** The Financial Management Committee recommend Council authorize a bylaw in the amount of \$262,500 (inclusive of GST) from Capital Reserves for design through to completion of this project.

## REPORT

### 1.0 INTRODUCTION

The asphalt pavement on the training ground and at the rear of 4867 Sperling Avenue (Station 1) has deteriorated to the point that repairs are often needed to fill pot holes or sunken areas. A consultant's report based on a nine hole drill program classifies the current pavement surface as poor.

### 2.0 FINANCING

Based on the assessment report, it is estimated that the rehabilitation and repaving project will cost \$250,000. This amount was identified in the 2014 and 2015 Capital Programs within the 2014 – 2018 Financial Plan but funding was not carried forward.

It is recommended that Council approve the proposed expenditure and staff be authorized to bring down a bylaw in the amount of \$262,500 (inclusive of GST) from Capital Reserves to finance this project.

*To: Finance and Civic Development Committee*  
*From: Fire Chief*  
*Re: Station #1 Tarmac Resurfacing Funding Request*  
*2015 December 08..... Page 2*

Doug McDonald  
FIRE CHIEF

Copied to: Deputy City Manager  
Director Finance  
City Solicitor





Meeting 2016 February 15

COUNCIL REPORT

### **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2016 INFORMATION TECHNOLOGY - INFRASTRUCTURE CAPITAL  
PROGRAM**

#### **RECOMMENDATIONS:**

1. THAT Council approve the capital expenditure of \$4,982,800 for computer equipment replacement, betterments and infrastructure acquisitions, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$5,215,700 (inclusive of taxes) to finance the 2016 IT Infrastructure Program.

### **REPORT**

The Financial Management Committee, at its meeting held on 2016 January 28, received and adopted the attached report seeking Council's approval for capital expenditure and bylaw funding for computer equipment replacement, betterments and IT infrastructure acquisitions as part of the 2016 IT Infrastructure Program.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	City Manager Deputy City Managers Chief Information Officer Director Finance Director Engineering Director Planning & Building City Solicitor
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Meeting 2015 Jan 26  
COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2016 January 11

**FROM:** CHIEF INFORMATION OFFICER **FILE:** 5210-01

**SUBJECT:** 2016 INFORMATION TECHNOLOGY - INFRASTRUCTURE CAPITAL PROGRAM

**PURPOSE:** To request approval for capital expenditure and bylaw funding for computer equipment replacement, betterments and IT infrastructure acquisitions as part of the 2016 IT Infrastructure Program.

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#### RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$4,982,800 for computer equipment replacement, betterments and infrastructure acquisitions as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$5,215,700 (inclusive of taxes) to finance the 2016 IT Infrastructure Program.

### REPORT

#### 1.0 INTRODUCTION

The 2016 Provisional Capital Program includes provision for the annual Information Technology capital program to replace aging computer equipment, upgrade or expand infrastructure to support the technical applications throughout City departments and to enhance service to the public and internal business processes.

This report is to present the Council with details on the primary programs for 2016 and the 2016 funding request for approval.

#### 2.0 INFRASTRUCTURE REPLACEMENT

**\$1,905,000**

The City maintains an annual replacement program for its computer equipment such as servers, workstations, monitors, tablets and associated peripheral devices. For 2016, funding is required to replace a number of older servers, workstations, cabling, and equipment that have reached the end of their useful life.

To: City Manager  
 From: Chief Information Officer  
 Re: 2016 Information Technology - Infrastructure Capital Program  
 2016 January 11.....Page 2

Specific replacement works consist of:

- SAP production server replacement
- Computers, laptops, tablets and related workstation equipment
- Application servers
- Point of sale equipment
- Cabling, re-wiring and fibre-optics
- Backup systems and media
- Network communications equipment
- Telephony equipment
- Uninterruptable power supplies
- Storage disk systems

### 3.0 INFRASTRUCTURE REQUIRED FOR GROWTH

**\$3,077,800**

This program includes purchases of new computer equipment, peripherals, software licences and services. It also provides for technology software application upgrades to support planned 2016 City business application initiatives which address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- Telephony system replacement
- Network threat detection and security
- City network link and switch upgrades
- Server virtualization
- Disaster recovery / business continuity provisions
- Cabling, conduit and fibre-optics
- Power systems upgrades and expansion
- New servers to facilitate implementation of departmental applications
- New desktop requirements for departments.

### 4.0 RECOMMENDATION

The 2016 Information Technology programs are selected based on business and public service continuity needs identified and reviewed by the inter-departmental staff working group and steering committee. The objective of the 2016 program is to replace aging infrastructure and to implement new initiatives that will enhance service to the general public and City departments. Sufficient funds are available to complete the above projects in the 2016 component of the 2015 – 2019 Annual Financial Plan.

To: City Manager  
From: Chief Information Officer  
Re: 2016 Information Technology - Infrastructure Capital Program  
2016 January 11.....Page 3

It is recommend that Council approve the capital expenditure of \$4,982,800 for computer equipment replacement, betterments and infrastructure acquisitions as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$5,215,700 (inclusive of taxes) to finance the 2016 IT Infrastructure Program..



Shari Wallace  
CHIEF INFORMATION OFFICER

SW:DB /dd

Copied to: City Manager  
Deputy City Managers (2)  
Director Finance  
Director Engineering  
Director Planning and Building  
City Solicitor



Meeting 2016 February 15

COUNCIL REPORT

### **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: CITY INVESTMENTS – 2015 YEAR END REPORT**

### **RECOMMENDATION:**

1. THAT this report be received for information purposes.

### **REPORT**

The Financial Management Committee, at its meeting held on 2016 January 28, received and adopted the attached report providing a 2015 Investment Program update and presenting the 2016 Investment Program forecast.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	City Manager Director Finance
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Meeting 2016 Jan 28

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2016 January 21

**FROM:** DIRECTOR FINANCE

**FILE:** 7500-01

**SUBJECT:** CITY INVESTMENTS – 2015 YEAR END REPORT

**PURPOSE:** To provide a 2015 Investment Program update and to present the 2016 Investment Program forecast.

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**RECOMMENDATION:**

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

**REPORT**

Part 6, Division 3, Section 183 of the Community Charter states that the City may invest or reinvest money that is not immediately required for expenditures. Council has assigned the responsibility for the management of the investment portfolio to the Director Finance (Bylaw No. 11553). This report highlights significant events that have occurred in the investment program during 2015 and the forecast for 2016.

The City's cash and investments on 2015 December 31 totaled \$923,955,890 (2014 – \$827,411,505). This is represented by a single investment portfolio – City of Burnaby Investment Fund – and includes restricted funds such as Development Cost Charges and all other reserve funds. Schedule B lists the institutions the City invests in and the investment limits that have been placed on these institutions.

**1.0 2015 SIGNIFICANT EVENTS*****1.1 Investment Funds***

A portion of the portfolio's investments is held in money market instruments until cash is required for expenditures. The City's Investment Fund is directly impacted by any movement in short-term interest rates during the year, particularly from July onward, when the investment fund reaches a high of over \$1 billion upon receipt of tax revenue and then decreases to approximately \$800 million in May.

The Bank of Canada bank rate, which governs the level of short-term interest rates, opened the year at 1.25% and closed on 2015 December 31 at 0.75% after two unexpected rate cuts. The

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: CITY INVESTMENTS – 2015 YEAR END REPORT  
 2016 January 21 ..... Page 2

average yield for 90 day Bankers Acceptance's was 0.84%, thirty seven basis points lower than the average for 2014.

Despite the continuation of low annual yields throughout 2015 the City's investment strategy generated \$41.5 million (3.91%) return on investments (2014 – \$42.6 million at 4.49%). The impact of fluctuations in short-term interest rates on investment income is offset by a portion of fund surplus in longer term investment grade bonds with annual yields of 3.00% – 7.35%. These longer term investments have continued to provide income and yield stabilization for the portfolio year-over-year despite historical lows in money market and bond market yields. However, the percentage of the portfolio in these longer term investments has decreased as maturities have occurred.

In 2015, Canadian ten-year and thirty-year bond rates were volatile with yearly highs of 1.90% and 2.48% respectively and lows of 1.28% and 1.87% respectively. Both bonds saw lower average rates in 2015 with the ten-year bond average 1.52% (2014 – 2.23%) and the thirty-year bond average 2.19% (2014 – 2.77%).

An alternative investment option for British Columbia municipalities is to place funds with the Municipal Finance Authority of British Columbia (MFA-BC). The MFA-BC offers three investment fund alternatives and reports the returns annually, with the most recent information provided below for the period ending 2015 December 31, along with a corresponding yield for a comparable benchmark indices. All three funds offered by the MFA-BC include corporate debt. The Community Charter restricts the City from investing in corporate debt unless we invest directly into the MFA-BC's funds. The City's investments performed well in 2015 when broken down by term as a means of comparison to the Municipal Finance Authority (MFA) Pooled funds and noted indices benchmark returns as shown in Table 1.

**Table 1 – Breakdown of Yield Comparisons**

<b>Fund Type</b>	<b>Fund/Benchmark</b>	<b>1 year return</b>	<b>City of Burnaby</b>
Money Market	MFA Money Market Fund (for investments less than 1 year)	0.85%	1.53%
	MFA Custom Benchmark-FTSE TMX Canada 30-day T-Bill Index	0.41%	
Intermediate	MFA Intermediate Fund (for investments from 1 – 3 years)	1.45%	2.04%
	FTSE TMX Canada 365- Day Treasury Bill Index	0.84%	
Bond Fund	MFA Bond Fund* (for investments of more than 3 years)	2.47%	5.09%
	FTSE TMX Canada Short Term Overall Bond Index	2.41%	

\* The MFA Bond Fund maximum term to maturity is seven years, the City of Burnaby's comparable includes all remaining portfolio investments with a term greater than three years.

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: CITY INVESTMENTS – 2015 YEAR END REPORT  
 2016 January 21 ..... Page 3

Generally the portion of the Investment Fund that is not expected to be needed in the near future is invested in longer term investments with higher yields. Approximately \$565 million is invested in long-term investments (one year and longer); the balance in shorter term investments that mature within one year.

**Table 2 – Breakdown for Portfolio Maturities by Term at 2015 December 31**

<b>City of Burnaby Investment Fund</b>	<b>Face Value (\$)</b>	<b>%</b>	<b>Cost Amount (\$)</b>	<b>%</b>
Maturities in 2016	358,725,849.32	27.65%	358,257,407.52	38.77%
Maturities 2017 to 2021	490,410,351.00	37.80%	344,414,125.83	37.28%
Maturities 2022 to 2026	289,478,343.00	22.31%	120,051,033.89	12.99%
Maturities 2027 +	158,814,506.00	12.24%	101,233,323.16	10.96%
<b>Total</b>	<b>1,297,429,049.32</b>		<b>923,955,890.40</b>	

## **1.2 Banking Relationships and Counterparties**

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

Treasury Operations monitors the counterparties that we invest as part of our ongoing risk mitigation strategy and investment procedures. This also ensures adequate counterparty limits for the growing portfolio. In 2015 the City did not add any new counterparties.

The City's investment banking relationships remained consistent during 2015 for long-term fixed income products. RBC Capital Markets, TD Securities and CIBC-Wood Gundy were the City's lead investment bankers. For short-term money market investments, the City invested with BC and Alberta Credit Unions who provided a premium over bank BA's and continue to receive investment guarantees by their respective insurance funds; the Credit Union Deposit Insurance Corporation in BC and the Credit Union Deposit Guarantee Corporation in Alberta. While both are legislated provincial government insurance corporations funded by the credit unions, in Alberta the Credit Union Act provides for the provincial guarantee of all Credit Union Deposit Guarantee Corporations obligations. The Province of BC does not guarantee the liabilities of the Corporation.

In 2015 the City invested with Vancouver City Savings Credit Union, Coast Capital Savings, Gulf & Fraser Credit Union, BlueShore Credit Union and Westminster Savings Credit Union in British Columbia. In addition, the City maintained investments with Servus Credit Union and First Calgary Financial, both Alberta based Credit Unions.



To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: CITY INVESTMENTS – 2015 YEAR END REPORT  
 2016 January 21 ..... Page 4

The City's portfolio growth over the last decade means increased investment limits are required. The City has made counterparty changes (identified in Schedule B) to provide increased product and investment diversification and to ensure the City's continued ability to deploy funds into the market with the flexibility that a large portfolio requires. Diversification is essential for managing investment risk and return.

Given the strength of major Canadian banks and the diversification of products offered, their limits have been increased from \$120 million to \$150 million each. The Province of British Columbia portfolio limit has been increased from \$140 million to \$150 million. Limits are unchanged for each individual credit union in BC; however the maximum limit for the BC credit union total has been increased by \$10 million to \$150 million. Alberta's credit union limits have not changed and remain at \$140 million for 2016.

For diversification and counterparty limit availability, two Saskatchewan credit unions have been added for 2016. Conexus Credit Union is the largest in the Province of Saskatchewan and sixth largest in Canada. Conexus operates 45 branches with over 119,000 members and total funds under administration of \$5.2 billion. Conexus services include transactional banking, insurance and wealth management. Affinity Credit Union is the second largest credit union in Saskatchewan and has been serving members for over 80 years. Affinity has 118,000 members and administers over \$4.6 billion in funds.

All deposits in Saskatchewan credit unions are guaranteed by the Saskatchewan Credit Union Deposit Guarantee Corporation. The Corporation is mandated by provincial legislation – The Credit Union Act, 1998 – as an oversight role for Saskatchewan credit unions. The Province of Saskatchewan does not guarantee the liabilities of the Corporation. The counterparty limit for each credit union has been set at \$25 million with a total Saskatchewan credit union limit of \$50 million for 2016.

## **2.0 OUTLOOK FOR 2016**

In 2015 central banks maintained accommodative interest rate policies in an attempt to sustain positive economic growth. While the United States is leading the way, with growth having picked up in the latter half of the year, Canada's output and economic conditions have been slow to recover with the global impact on commodities affecting national output across industries.

For the City of Burnaby, economic factors suggest that 2016 investments will continue to be affected by the extreme low interest rate environment. As longer term investments mature, reinvestment of large principle amounts at lower interest rates will result in lower annual portfolio yields and lower income. The City is projecting an annual yield of 3.35% for 2016 and \$39.6 million in investment income. Of this investment income amount, \$6.5 million is the current 2016 operating budget contribution (2015 – \$7.1 million) with the remainder of funds distributed to reserve funds.

To: Chair and Members Financial Management Committee  
From: Director Finance  
Re: CITY INVESTMENTS – 2015 YEAR END REPORT  
2016 January 21 ..... Page 5

### **3.0 CONCLUSION**

Diversification and a conservative investment strategy have provided the City with a 2015 return of \$41.5 million at an annual yield of 3.91% on the City's Investment Fund. For 2016, Treasury Operations will continue to monitor money and fixed income markets for investment opportunities to provide liquidity, capital preservation and yield management.



Denise Jorgenson  
DIRECTOR FINANCE

DJ:ds/ml

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

Copied to: City Manager

**2015 City of Burnaby Investments Update**

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

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

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

**Table 1 – DBRS Ratings**

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

# CITY OF BURNABY

## INVESTMENT LIMITS FOR 2016

## SCHEDULE B

<u>SECURITIES CATEGORY</u>	<u>Short-term Investments DBRS Ratings</u>	<u>Long-term Investments DBRS Ratings</u>	<u>Investment Limits</u>	<u>Portfolio % Mix</u>
Federal & Federal Guaranteed	R1 – High	AAA	No Limit	
<b>TOTAL FEDERAL &amp; FEDERAL GUARANTEED</b>			<b>No Limit</b>	<b>No Limit</b>
Coast Capital Savings CU (\$60M max)	Not Rated	Not Rated	\$ 150,000,000	
Gulf & Fraser Credit Union (\$30M max) (dba G&F Financial)	Not Rated	Not Rated		
North Shore Credit Union (\$30M max) (aka BlueShore Financial)	Not Rated	Not Rated		
VanCity Savings CU (\$60M max)	R1 – Low	Not Rated		
Westminster Savings CU (\$30M max)	Not Rated	Not Rated		
<b>TOTAL BRITISH COLUMBIA CREDIT UNIONS *</b>			<b>\$ 150,000,000</b>	<b>25% Max.</b>
Servus Credit Union (\$70M max)	Not Rated	Not Rated	\$ 140,000,000	
First Calgary Financial (\$70M max)	Not Rated	Not Rated		
<b>TOTAL ALBERTA CREDIT UNIONS **</b>			<b>\$ 140,000,000</b>	<b>25% Max.</b>
Conexus Credit Union (\$25M max)	Not Rated	Not Rated	\$ 50,000,000	
Affinity Credit Union (\$25M max)	Not Rated	Not Rated		
<b>TOTAL SASKATCHEWAN CREDIT UNIONS ***</b>			<b>\$ 50,000,000</b>	<b>10% Max.</b>
Alberta	R1 – High	AAA	\$ 140,000,000	60% Max.
British Columbia	R1 – High	AA High	\$ 150,000,000	
Manitoba	R1 – Middle	A High	\$ 70,000,000	
New Brunswick	R1 – Middle	A High	\$ 70,000,000	
Nova Scotia	R1 – Middle	A High	\$ 70,000,000	
Ontario	R1 – Middle	AA Low	\$ 100,000,000	
Prince Edward Island	R1 – Low	A Low	\$ 60,000,000	
Saskatchewan	R1 – High	AA	\$ 100,000,000	
Quebec	R1 – Middle	A High	\$ 90,000,000	
<b>TOTAL PROVINCES</b>			<b>\$ 850,000,000</b>	
Bank of Montreal	R1 – High	AA	\$ 150,000,000	60% Max.
CIBC	R1 – High	AA	\$ 150,000,000	
Royal Bank	R1 – High	AA	\$ 150,000,000	
ScotiaBank	R1 – High	AA	\$ 150,000,000	
Toronto Dominion Bank (aka TD-Canada Trust)	R1 – High	AA	\$ 150,000,000	
Canadian Western Bank	R1 – Low	A Low	\$ 60,000,000	
Manulife Bank of Canada	R1 – Middle	A High	\$ 60,000,000	
National Bank of Canada	R1 – Middle	AA Low	\$ 60,000,000	
<b>TOTAL SCHEDULE 'I' BANKS</b>			<b>\$ 930,000,000</b>	
<b>TOTAL SCHEDULE 'II' BANKS</b>			<b>\$ 0</b>	<b>10% Max.</b>

\* British Columbia Credit Unions are CUDIC guaranteed

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

\*\*\* Saskatchewan Credit Unions are CUDGC guaranteed



Meeting 2016 February 15

## COUNCIL REPORT

**FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: BCBUSINESS' SPECIAL PROMOTIONAL FEATURE**

**RECOMMENDATIONS:**

1. THAT Council approve the City's participation in a BCBusiness' promotional feature advertisement.
2. THAT Council approve an expenditure of \$5,000 from Gaming Interest Funds to finance the advertisement.

**REPORT**

The Financial Management Committee, at its meeting held on 2016 January 28, received correspondence from Mr. Paul Holden, President and CEO of Burnaby Board of Trade seeking the City's support to create a *Special Promotional Feature* in BCBusiness.

The promotional feature will appear in both the June 2016 print issue and on-line at BCBusiness.ca, as well as it will be shared through BCBusiness' social media channels, providing a greater exposure throughout the BC business community. The feature will shine a spotlight on the City of Burnaby Economic Development Profile and the many initiatives underway that are fostering economic growth and vitality in the City. The advertisement will reach over 100,000 business readers, corporate decision-makers, investors and entrepreneurs.

The Committee recommends Council approve the City's participation at BCBusiness' *Special Promotional Feature* and approve an expenditure of \$5,000 from Gaming Interest Funds to finance the advertisement.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	City Manager Deputy City Managers Director Finance Director Planning & Building Director Engineering
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Meeting 2016 February 15

COUNCIL REPORT

### **PUBLIC SAFETY COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2016 PUBLIC SAFETY AWARD NOMINEES**

### **RECOMMENDATION:**

1. THAT Council receive this report for information.

### **REPORT**

The Public Safety Committee submitted a report to the Closed meeting of Council held on 2016 January 25, recommending individuals for receipt of the 2016 Public Safety Awards.

The Public Safety Award recognizes individuals with a connection to Burnaby who have carried out meritorious service or an act of bravery related to fire prevention, crime prevention, community policing or public safety.

In its Closed meeting, Council received and adopted the attached report containing 2016 Public Safety Award nominees.

This report is provided for public information.

Respectfully submitted,

Councillor P. Calendino  
Chair

Councillor P. McDonell  
Vice Chair

Councillor A. Kang  
Member

Copied to:	City Manager Deputy City Managers Director Planning & Building Director Engineering Fire Chief, OIC, RCMP
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Meeting 2016 Jan 14

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
PUBLIC SAFETY COMMITTEE

**DATE:** 2016 Jan 07

**FROM:** ADMINISTRATIVE OFFICER

**FILE:** 2410-20  
*Reference:* PSC

**SUBJECT: 2016 PUBLIC SAFETY AWARD NOMINEES**

**PURPOSE:** Seeking approval to honour three individuals with the Public Safety Award for their outstanding actions in attempting to save a life.

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**RECOMMENDATIONS:**

1. **THAT** the Committee request Council approve the following nominations for receipt of the Burnaby Public Safety Award for 2016:
  - a. Mr. John (Jack) Wilson
  - b. Mr. Tyson Rasmussen
  - c. Ms. Rebecca Littke
2. **THAT** Council invite the approved nominees to the 2016 February 15, Council meeting to be presented with a Public Safety Award Certificate of Appreciation and plaque in recognition of their outstanding actions.

**REPORT****BACKGROUND**

Burnaby City Council at its meeting held on 2007 December 17, approved a Community Policing Committee recommendation regarding the creation of the Community Policing Award. The award is intended to recognize individuals with a connection to Burnaby who have carried out an act of bravery or courage related to crime prevention or community policing.

In 2015, the Committee name was changed to the Public Safety Committee. Together with the RCMP, Anti-Graffiti and the Burnaby Fire Department were incorporated to enhance the Committee's comprehensive service delivery in support of a safer community for Burnaby citizens.

At the Public Safety Committee meeting held on 2015 December 10, the Committee requested staff change the name of the Community Policing Award to the Public Safety Award and update the guidelines to better reflect the new changes in the Committee structure.

To: Public Safety Committee  
 From: Administrative Officer  
 Re: 2016 Public Safety Award Nominees  
 2016 Jan 14 .....Page 2  
 Committee Meeting

## NOMINATION DETAILS

On 2015 February 17, during a two car collision in the area of Canada Way and Beta Avenue, a 22 year old woman was struck while walking on the sidewalk, sustaining significant injuries from one of the cars as it slid across the roadway onto the sidewalk. The above noted individuals rushed to her aid, assessed that she was in critical condition and attempted lifesaving first aid.

The victim was rushed to Royal Columbia Hospital by BC Ambulance; however, despite the momentous efforts of all involved she sadly succumbed to her injuries.

## CONCLUSION

Mr. John (Jack) Wilson, Mr. Tyson Rasmussen and Ms. Rebecca Littke did not hesitate to put their medical training into practice and are to be commended for their quick thinking, humanitarian efforts and selflessness in attempting lifesaving CPR. The Committee recommends these three individuals as recipients for the Public Safety Award for the meritorious service and outstanding actions in coming to the aid of another citizen in distress.



Lynne Axford  
 ADMINISTRATIVE OFFICER

## Attachments

Copied to: City Manager  
 Deputy City Managers  
 Director Planning  
 Director Engineering  
 Fire Chief  
 OIC, RCMP





### **SOCIAL PLANNING COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: BURNABY ACCESS ADVISORY COMMITTEE 2016 WORKPLAN**

#### **RECOMMENDATION:**

1. THAT Council approve the proposed Burnaby Access Advisory Committee 2016 workplan, as outlined in Section 3.0 of this report.

#### **REPORT**

The Social Planning Committee, at its meeting held on 2016 February 03, received and adopted the attached report providing a summary of the Burnaby Access Advisory Committee's activities in 2015 and to propose a workplan for 2016.

Respectfully submitted,

Councillor N. Volkow  
Chair

Councillor A. Kang  
Vice Chair

Councillor J. Wang  
Member

Copied to:	City Manager Deputy City Managers Director Planning & Building Director Engineering Director Finance Director Parks, Recreation & Cultural Services Chief Librarian Fire Chief OIC, RCMP
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Meeting 2016 February 3

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
SOCIAL PLANNING COMMITTEE

**DATE:** 2016 January 27

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 1750 20  
*Reference:* BAAC

**SUBJECT:** BURNABY ACCESS ADVISORY COMMITTEE 2016 WORKPLAN

**PURPOSE:** To provide a summary of the Burnaby Access Advisory Committee's activities in 2015 and to propose a workplan for 2016.

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**RECOMMENDATION:**

1. **THAT** the Committee request Council to approve the proposed Burnaby Access Advisory Committee 2016 workplan, as outlined in Section 3.0 of this report.

**REPORT****1.0 BACKGROUND**

The Burnaby Access Advisory Committee (BAAC) was established in 1988 to provide advice and direction to the Planning and Building Department on access and inclusion issues. The Committee is comprised of Burnaby residents, as well as staff from a number of City Departments and the Fraser Health Authority. Some citizen members of BAAC are also members of organizations representing persons with disabilities, but they do not formally represent these organizations on BAAC. Planning staff coordinate the Committee's bi-monthly meetings and facilitate the work program.

Since its establishment, the Committee has pursued several initiatives directed toward the improvement of private and public services and facilities to better accommodate persons with disabilities. Examples include:

- recommendations for amendments to Burnaby's Zoning Bylaw to specify requirements for designated parking spaces, as well as public awareness activities about the regulations;
- provision of recommendations to the Engineering Department regarding the installation of curb cuts and accessible bus stops at various street intersections; and
- participation in or sponsorship of annual 'Access Awareness Day' and 'United Nations Day of Persons with Disabilities' community events.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Burnaby Access Advisory Committee 2016 Workplan  
 2016 January 27..... Page 2

Each year, BAAC develops a workplan which is submitted to the Social Planning Committee and Council for approval. This report describes the Committee's 2015 activities and outlines proposed activities for BAAC's 2016 workplan.

## **2.0 OVERVIEW OF 2015 ACTIVITIES**

### **2.1 Access Improvements in City Facilities**

On an annual basis, funds are included in the Planning and Building Department's Operating Budget to finance access and inclusion improvements in City facilities. BAAC, in consultation with City staff, annually establishes a list of priority access improvements to be supported with the available funds. The following items were completed under a \$50,000 allocation provided in 2015:

#### **Bonsor Recreation Complex**

- Purchase of a portable wheel chair lift to enable easy transfer from a wheelchair to fitness equipment or classes such as adapted yoga.

#### **Burnaby Lake Sports Complex**

- Installation of handles and grab bars in men's and women's washrooms.
- Installation of dropdown seating and accessible coat hooks in the men's and women's change rooms.

#### **Shadbolt Centre for the Arts**

- Purchase and installation of accessible, automatic doors to south entrance to the building and the main set of washrooms on the first floor to assist community members with access needs in entering the building and accessing the washrooms.

#### **C.G. Brown Memorial Pool**

- Purchase and installation of accessible, automatic doors in men's and women's change rooms.

#### **Eileen Dailly Leisure Pool**

- Purchase of a lift to enable easy transfer from a wheelchair to the hot tub.

#### **Swangard Stadium**

- Installation of accessibility upgrades to the men's and women's washrooms.

### **2.2 'United Nations (UN) International Day of Persons with Disabilities' Events**

To mark the 2015 UN Day of Persons with Disabilities, BAAC participated in the Mobility and Access Planning Stoney Creek accessibility and walkability audit event on 2015 November 25. The event engaged over 60 participants and audited six different routes around Stoney Creek Community School and Cameron Recreation Centre and Library.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Burnaby Access Advisory Committee 2016 Workplan  
 2016 January 27..... Page 3

### 2.3 Other Activities

In 2015, the Burnaby Access Advisory Committee continued to monitor needs for curb cuts, audible pedestrian traffic signals, sidewalk improvements, street furniture and other access improvements to City facilities. Issues and areas of concern identified through the audit and by the Committee are advanced to staff for consideration in determining priority improvements for 2016 and future years.

### 3.0 PROPOSED 2016 WORKPLAN

Propose the following accessibility and inclusion-related initiatives for the Committee's 2016 workplan are proposed:

1. Assist staff in the identification of priority accessibility and inclusion improvements in City facilities for 2016;
2. Support community events and initiatives for the United Nations International Day of Disability in December 2016;
3. Support community events and initiatives for Access Awareness Day in June 2016;
4. Support the implementation, as appropriate, of accessibility and inclusion-related actions contained in the Social Sustainability Strategy;
5. Support staff with the development of a training opportunity for City staff to build awareness of accessibility and inclusion for persons with disabilities;
6. Monitor accessible transportation services including public transit and taxi service, advocate through Council, as appropriate, for Customized Transit service, and identify the need for better transit routing and accessible bus stops;
7. Liaise with relevant external organizations (including the Voices of Burnaby Seniors) that work on accessibility-related issues in Burnaby;
8. Provide accessibility-related comments on major plans and new civic developments early in the process, with appropriate follow-up;
9. Monitor effectiveness of designated parking regulation standards and encourage related public education efforts; and
10. Identify the need for curb cuts, audible pedestrian traffic signals, sidewalk improvements, and access improvements to City facilities.

Acknowledging the availability of Committee resources and staff time, it should be noted that workplan items six to ten are anticipated to occur on an 'as needed' basis. The Committee's

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Burnaby Access Advisory Committee 2016 Workplan  
 2016 January 27..... Page 4

priorities will be focused on workplan items one to five. It is expected that all of the suggested activities can be undertaken with existing staff resources and within the existing departmental budget.

From time to time, other issues of interest to BAAC may arise. Staff will advise the Social Planning Committee of any significant additions to the proposed 2016 workplan for BAAC.

#### 4.0 CONCLUSION

Since its establishment 27 years ago, BAAC has played an important role providing valuable advice and recommendations to the City regarding accessibility and inclusion issues. Implementation of items identified in the workplan for 2016 will enable BAAC to continue to assist the City to enhance access to facilities and inclusion in services for all Burnaby residents.

As such, it is recommended that the Committee request Council to approve the proposed Burnaby Access Advisory Committee 2016 workplan, as outlined in Section 3.0 of this report.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

CS:sa

cc: City Manager  
 Deputy City Managers  
 Director Engineering  
 Director Finance  
 Director Parks, Recreation and Cultural Services  
 City Clerk  
 Chief Librarian  
 Fire Chief  
 OIC, RCMP

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### **SOCIAL PLANNING COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: CHILD CARE RESOURCES GROUP UPDATE FOR 2016**

#### **RECOMMENDATIONS:**

1. THAT Council endorse the proposed 2016 Child Care Resources Group Workplan.
2. THAT Council approve an expenditure of up to \$900 from the 2016 Boards, Committees and Commissions budget to cover the production costs of printing of child care pamphlets.

#### **REPORT**

The Social Planning Committee, at its meeting held on 2016 February 03, received and adopted the attached report providing a summary of activities of the Child Care Resources Group during 2015 and proposing a Workplan for 2016.

Respectfully submitted,

Councillor N. Volkow  
Chair

Councillor A. Kang  
Vice Chair

Councillor J. Wang  
Member

Copied to:	City Manager Director Parks, Recreation and Cultural Services Director Planning and Building Director Finance
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Meeting 2016 February 3

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
SOCIAL PLANNING COMMITTEE

**DATE:** 2016 January 21

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 1750 20

**SUBJECT:** CHILD CARE RESOURCES GROUP UPDATE FOR 2016

**PURPOSE:** To provide a summary of activities of the Child Care Resources Group during 2015 and to propose a Workplan for 2016.

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**RECOMMENDATIONS:**

1. **THAT** the Committee request Council to endorse the proposed 2016 Child Care Resources Group Workplan.
2. **THAT** the Committee request Council to approve an expenditure of up to \$900 from the 2016 Boards, Committees and Commissions budget to cover the production costs of printing of child care pamphlets.

**REPORT****1.0 BACKGROUND**

The Child Care Resources Group (CCRG) was established in 1990 as a sub-committee of the Social Planning Committee. It is comprised of representatives from non-profit child care societies operating in Burnaby, as well as Fraser Health, the Burnaby School District, the YMCA Child Care Resource and Referral Program, and the City's Planning and Parks, Recreation and Cultural Services Departments.

As outlined in its Terms of Reference, the mandate of the CCRG is to:

- serve as an advisory body to the Social Planning Committee on child care matters;
- assist with the development of Burnaby child care policies, services and programs; and
- act as an advocate for child care services and programs in Burnaby.

In accordance with Burnaby's Child Care Policy, originally adopted by Burnaby Council in 1993 and revised in 2000, the CCRG has prepared periodic update reports on its activities for the Social Planning Committee and Council. This report provides an overview of activities in 2015 and proposes a workplan for the CCRG for 2016.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Child Care Resources Group Update for 2016  
 2016 January 21..... Page 2

## 2.0 KEY ACTIVITIES IN 2015

### 2.1 Social Sustainability Strategy Actions Related to Child Care

The CCRG provided advice related to two actions in the Burnaby Social Sustainability Strategy, namely:

***Action #1:** Examine the Burnaby Zoning Bylaw for opportunities to facilitate the development of more child care facilities (e.g., allowing child care as a permitted use in various zoning districts); and*

***Action #2:** Continue to advocate to the federal and provincial governments for a comprehensive and integrated child care plan which establishes an early care and learning system that is universal, publicly funded, inclusive, affordable, and of high quality.*

In relation to **Action #1**, staff, in consultation with the CCRG, prepared a report on minor amendments to the Zoning Bylaw necessitated by BC Building Code changes that came into effect on 2014 December that affect home-based child care centres. As a result of Code changes related to building safety, a maximum of eight children is now permitted in a group centre within a single family dwelling where previously a maximum of 10 children were permitted. The amendments will create consistency between the Building Code and Zoning Bylaw and provide greater clarity for child care providers interested in offering home-based child care. This report is anticipated to be advanced through Council's Planning and Development Committee at its 2016 January 26 meeting.

In relation to **Action #2**, the CCRG has continued to track Provincial child care policy. In 2013 February the Provincial government announced a BC Early Years Strategy that will increase early years services by \$76 million over the next three years. According to the Province, the funds will be used to create 13,000 new child care spaces by 2020; improve the quality of early years services; and strengthen coordination of early childhood development programs and child care services. Since 2013, 2,400 new child care spaces have been funded. To date, one Burnaby provider, SFU Child Care Society, has been the recipient of these funds: in 2014, it received \$500,000 to create 24 new school aged spaces at the SFU Child Care Centre. A new funding call was announced in 2015 November for an additional 1,700 spaces, with a 2016 February 26 deadline for applications. The CCRG will continue to monitor the implementation of the Early Years Strategy in relation to child care needs.

### 2.2 Child Care Information and Awareness

**Revised Step-by-Step Guide** - The CCRG worked with staff to update and revise a step-by-step guide to the approvals process for home-based child care providers. The simplified guide explains the provisions of the Zoning Bylaw and approvals process for opening a child care centre in a home. Staff worked closely with Fraser Health Licensing and the Burnaby Fire Department in developing the guide. The guide is available on the website and at the front counters of the Planning Department and Fraser Health Licensing. The guide is consistent with the proposed amendments to the Zoning Bylaw noted in Section 2.1 above.

**Parent and Child Care Provider Workshop** - The CCRG collaborated with the Burnaby Early Childhood Development (ECD) Table to prepare a workshop for parents and child care providers on the importance of play-based learning for age-appropriate social-emotional development and well-



To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Child Care Resources Group Update for 2016  
 2016 January 21..... Page 3

being. The workshop, to be held on 2016 January 30 at Lochdale Community School, is modelled after a similar workshop presented by the CCRG at the Tommy Douglas Library in 2015 January. These workshops respond to the latest wave of Early Development Index (EDI) survey results of Burnaby kindergarten children, as administered by UBC's Human Early Learning Partnership and the Burnaby School District. The EDI measures five core areas of child development: Communication, Physical Health and Well-being, Language and Cognitive Development, Emotional Maturity, and Social Competence.

**Quality Child Care Pamphlet** – The CCRG worked with staff to prepare a pamphlet on quality child care. The purpose of the pamphlet is to create awareness of the importance of quality child care and the role it plays in promoting age-appropriate social-emotional development and reducing vulnerability as measured by the Early Childhood Development Index. The pamphlet also highlights the contribution quality child care makes to families, businesses and society. The pamphlet complements two other pamphlets produced by the CCRG: 1) Finding Child Care in Burnaby and 2) Critical Child Care Challenges (e.g., child care costs, finding suitable child care and recruiting and retaining child care staff). The pamphlet was finalized by the CCRG at its 2016 January meeting.

### **2.3 Child Care Month**

As part of child care month, the CCRG was involved in a number of activities, as follows:

**Proclamation of Child Care Month** – At the request of the CCRG, City Council proclaimed May 2015 as Child Care Month and May 21 as Child Care Provider Appreciation Day. Banners celebrating Child Care Month and the importance of quality child care as a foundation of life-long learning were displayed from the City's pedestrian overpasses on Canada Way in front of City Hall and on Kingsway near Boundary Road.

**Child Care Provider Appreciation Event** – The CCRG collaborated with the Burnaby Early Childhood Development Community Table in sponsoring a Child Care Provider Appreciation Event at the Burnaby Neighbourhood House on 2015 May 20. The event was attended by about 70 Burnaby child care providers.

**Site Visit and Presentation to the Social Planning Committee** – In recognition of Child Care Month, the Social Planning Committee held its June 3 meeting at the City-owned Madison Children's Centre. Committee members toured the centre and received a presentation from representatives from the Lower Mainland Purpose Society for Youth and Families (operators of the City-owned Madison, Yukon and Cameron Children's Centres) and Burnaby Children's Centres Society (operators of the City-owned Hanna Court and Taylor Park Children's Centres). The presentation focused on the operation of the centres and the benefits the centres provide to working families in Burnaby.

### **3.0 THE YEAR AHEAD**

During 2016, in addition to its ongoing role in monitoring changes in the child care environment at the Provincial and Federal levels, and advising on emerging child care needs and issues, the CCRG proposes to focus on three main initiatives and ancillary activities (see proposed 2016 Workplan, attached as Appendix I).

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Child Care Resources Group Update for 2016  
 2016 January 21..... Page 4

### **3.1 Ongoing Work on Social Sustainability Strategy Actions Related to Child Care**

Staff, in consultation with the CCRG, will continue the review of the Zoning Bylaw for potential opportunities to facilitate the development of child care facilities in support of Action #1 of the Social Sustainability Strategy noted above. This review will examine the implications of including child care as an outright permitted use in various zoning districts.

In relation to Action #2 of the Strategy, staff will continue to monitor child care policy and implementation of the Provincial Early Years Strategy, including the Major Capital Funding Program to create new child care spaces, as noted above. The CCRG will advise the Social Planning Committee on any issues for its consideration.

### **3.2 Child Care Information and Awareness**

The CCRG will continue to create awareness of the importance of quality child care. To this end, the CCRG proposes to print and distribute the quality child care pamphlet. It should be noted that Council approved the expenditure of \$900 from the 2015 Boards, Committees and Commissions budget to cover production costs of the pamphlet. Due to a number of revisions to the draft pamphlet, the finalized version was not completed until 2016 January and therefore the approved funds were not expended in 2015. It is proposed that the Committee request Council to approve the expenditure of \$900 from the 2016 Boards, Committees and Commissions operating budget to have the pamphlets printed this year (*attached as Appendix 2*).

Once printed and posted on the City's website, it is proposed that the pamphlets be distributed to the community through CCRG members and at public events such Healthy Kids Preschooler Fairs.

In addition, in recognition of the important contribution quality child care makes toward community well-being, it is proposed that members of the CCRG meet with Burnaby's MPs, MLAs and representatives of the Burnaby Board of Trade to discuss the contents of the pamphlet, as well as to inform them of the CCRG and various child care related resources in the community.

### **3.3 Celebration of Child Care Month**

To raise public awareness of the importance of child care, the CCRG proposes to celebrate Child Care Month in May 2016 by:

- requesting Burnaby Council to proclaim the month and child care provider appreciation day;
- displaying banners celebrating Child Care Month from the City's pedestrian overpasses;
- working with and providing in-kind support to the Burnaby Early Childhood Development (ECD) Table in co-sponsoring an appreciation event for Burnaby child care providers;
- submitting an article on the importance of quality child care to the local newspaper; and
- preparing a presentation for the 2016 June 1 Social Planning Committee meeting on the latest results of the Early Development Index and Middle Year Development Index (MDI)<sup>1</sup> surveys. The CCRG would work with the Burnaby ECD Table and Burnaby School Aged Initiative on the presentation to provide information on the well-being of Burnaby children.

<sup>1</sup> The Middle Years Development Instrument (MDI) is a self-reported questionnaire completed by children in Grades 4 and 7. It asks them how they think and feel about their experiences both inside and outside of school. The survey is administered by UBC's Human Early Learning Partnership and the Burnaby School District.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Child Care Resources Group Update for 2016  
 2016 January 21..... Page 5

As the year progresses, members of the CCRG may identify other activities pertaining to child care issues in Burnaby. The CCRG would seek prior approval for any additional major activities it wishes to undertake in 2016. Resource requirements for the CCRG's proposed 2016 activities are expected to be minimal, consisting primarily of the cost of printing child care pamphlets noted above in Section 3.2 (\$900). Other City expenses associated with the CCRG's work program can be accommodated within the Planning Department's operating budget.

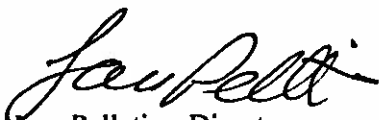
#### 4.0 CONCLUSION

This report has provided an overview of the CCRG's key activities in 2015. It also proposes a Workplan for the CCRG for the year ahead. During 2016, the CCRG proposes to:

- continue to assist in the implementation of two child care related actions contained in Burnaby's Social Sustainability Strategy including: 1) monitoring changes in the child care environment at the Provincial and Federal levels and providing advice to the Social Planning Committee and Council on appropriate City responses, as necessary and 2) reviewing the Zoning Bylaw for opportunities to facilitate the development of child care facilities;
- prepare and distribute an information pamphlet on the importance of quality child care; and
- celebrate Child Care Month, including preparing a presentation for the Social Planning Committee on the latest results of the Early Development Index (EDI) and Middle Years Development Index (MDI) surveys of Burnaby children.

It is recommended that the Committee request Council to endorse the proposed 2016 Child Care Resources Group Workplan.

It is also recommended that the Committee request Council to approve an expenditure of up to \$900 from the 2016 Boards, Committees and Commissions budget to cover printing costs for child care pamphlets.



Lou Pelletier, Director  
 PLANNING AND BUILDING

MM:sa

#### Attachments

cc: City Manager  
 Director Parks, Recreation and Cultural Services  
 Director Finance  
 City Clerk

## Appendix 1

**Burnaby Child Care Resources Group (CCRG)  
Proposed 2016 Workplan**

**Child Care Resources Group Mandate (as outlined in CCRG Terms of Reference):**

- to serve as an advisory body to the Social Planning Committee on child care matters;
- to assist with the development of Burnaby child care policies, services and programs; and
- to act as an advocate for child care services and programs in Burnaby.

**Child Care Resources Group Activities for 2016:**

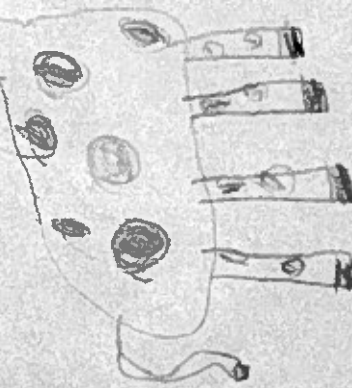
- 1) Assist in the implementation of Actions #1 and 2 in Burnaby Social Sustainability Strategy. In relation to Action #1, staff, in consultation with the CCRG, will continue the review of the Zoning Bylaw for potential opportunities to facilitate the development of child care. This review will examine the implications of including child care as an outright permitted use in various zoning districts.

In relation to Action #2, the CCRG will continue to monitor child care policy and implementation of the Provincial Early Years Strategy, including the major capital funding program for new child care spaces. The CCRG will advise the Social Planning Committee on any advocacy actions for its consideration.

- 2) Publicize information on quality child care. The CCRG proposes to distribute its pamphlet on quality child care to the community through CCRG members, at public events and through the City's website. In addition, in recognition of the important contribution quality child care makes toward community well-being, the CCRG proposes to meet with Burnaby's MPs, MLAs and representatives of the Burnaby Board of Trade to discuss the contents of the pamphlet as well as to inform them of the CCRG and various child care related resources in the community.
- 3) Help to celebrate Child Care Month by:
  - requesting Burnaby Council to proclaim May 2016 as Child Care Month and proclaim child care provider appreciation day;
  - displaying banners celebrating Child Care Month from pedestrian overpasses;
  - submitting an article on the importance of quality child care to local newspapers;
  - collaborating with the Burnaby Early Childhood Development Community Planning Table in sponsoring an appreciation event for child care providers; and
  - preparing a presentation for the Social Planning Committee on the latest results of the Early Development Index and Middle Year Development Index (MDI) surveys. The CCRG would work with the Burnaby ECD Table and Burnaby School Aged Initiative on the presentation to provide information on the well-being of Burnaby children.

## What does quality child care mean?

A quality child care program is staffed by caring educators who build trusting relationships with children and families. Children learn through play and experience a wide range of developmentally appropriate activities designed to support their emotional, social, cognitive and physical development.



Sienna, Age 9  
Stride Neighbourhood Care

## Quality child care resources and information

Childcare Resource and Research Unit  
[www.childcarecanada.org/](http://www.childcarecanada.org/)

Canadian Council on Learning  
[www.ccl-cca.ca](http://www.ccl-cca.ca)

Burnaby Early Childhood Development Community Planning Table  
[www.kidsinburnaby.ca](http://www.kidsinburnaby.ca)

British Columbia Early Learning Framework –  
[http://www2.gov.bc.ca/assets/gov/education/early-learning/teach/earlylearning/early\\_learning\\_framework.pdf](http://www2.gov.bc.ca/assets/gov/education/early-learning/teach/earlylearning/early_learning_framework.pdf)

BC Child Care Licensing Regulation  
[http://www.bclaws.ca/Recon/document/ID/freeside/332\\_2007](http://www.bclaws.ca/Recon/document/ID/freeside/332_2007)

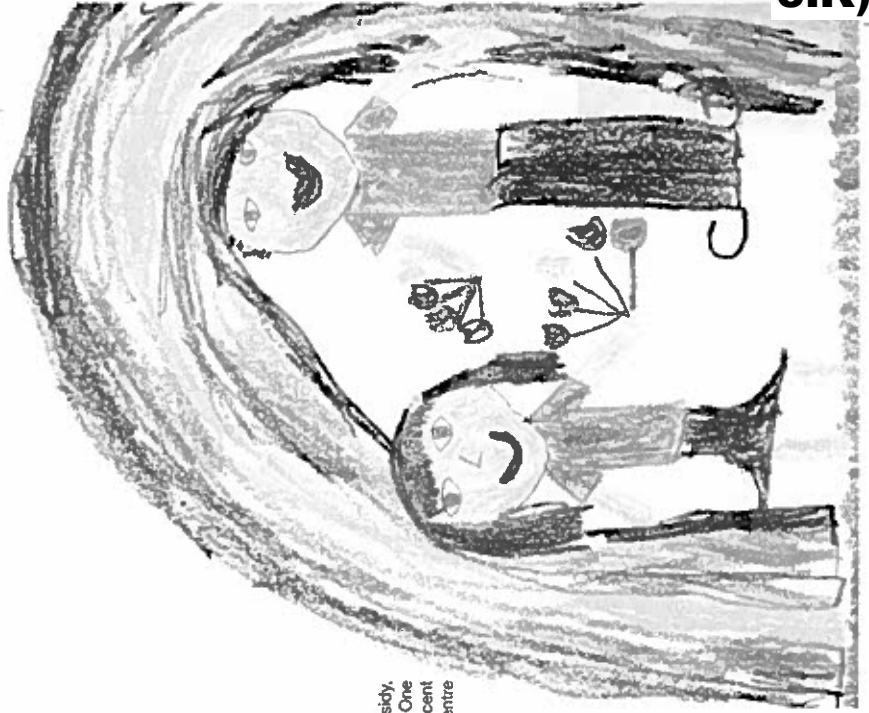


Prepared by Burnaby Child Care Resources Group, a sub-committee of Burnaby City Council's Social Planning Committee.

January, 2016

# Our Children Deserve the Best

WHY QUALITY CHILD CARE MATTERS



Cassidy,  
Grade One  
Yukon Crescent  
Children's Centre

# What does quality child care look like?

Licensed child care programs must follow B.C.'s Child Care Licensing Regulation which outlines staff qualifications and ratios, play space safety, programming, record keeping, positive guidance, and health and hygiene rules.

Meeting the regulations is an important basis for quality but is considered to be a minimum.

Quality child care programs create a warm and welcoming space that focuses on

- Well-being and belonging of all children
- Physical accessibility for all children
- Learning through play
- Exploration and creativity
- Opportunities for active play – especially outdoors
- Opportunities for quiet play and rest
- Practices that support positive interactions amongst children
- Warm, responsive interactions between staff and children
- Participation of, support for and communication with parents
- Professional development of staff

# Why does quality child care matter?

Lachlan, Grade 5  
Yukon Crescent  
Children's Centre

## For children -

Research strongly indicates that participation in quality early childhood programs benefits children cognitively, socially, intellectually, physically, and in language development and creativity.

## For parents -

Quality child care helps parents balance school, work, and family responsibilities.

Quality child care supports parents in their parenting role as they work together with their child care provider. Quality child care provides parents with opportunities for sharing and learning, networking, and referrals to a variety of community resources.

## For business -

Quality child care helps businesses hire and retain employees.

- Employees with safe, reliable quality child care are
- more likely to be able to focus on work, and
- less likely to miss days of work due to child care related challenges.

## For society -

For children, participation in quality child care helps lay the foundation for school success, higher education, the development of social-emotional skills, and life-long learning.

Quality child care permits parents to participate in training, education and employment.

"Research shows that while high quality child care positively influences children's development and learning, poor quality care is shown to have negative effects on children - regardless of social class. The effects of high or poor quality child care may be long-lasting. Therefore, quality in child care matters very much - for children, their parents, our communities, and, perhaps most importantly, for our society as a whole."

Source: Child Care Canada - Child Care Resource and Research Unit



### **SOCIAL PLANNING COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: DEMENTIA-FRIENDLY COMMUNITY ACTION PLAN**

#### **RECOMMENDATIONS:**

1. THAT Council approve the process to develop a dementia-friendly community action plan, as described in Section 3.0 of this report.
2. THAT a copy of this report be forwarded to the Voices of Burnaby Seniors Planning Table.

### **REPORT**

The Social Planning Committee, at its meeting held on 2016 February 3, received and adopted the attached report proposing a process to develop a dementia-friendly action plan.

Respectfully submitted,

Councillor N. Volkow  
Chair

Councillor A. Kang  
Vice Chair

Councillor J. Wang  
Member

Copied to:	City Manager Deputy City Managers Director Planning and Building Director Parks, Recreation and Cultural Services Chief Librarian OIC, Burnaby RCMP Fire Chief
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Meeting 2016 Feb 3

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
SOCIAL PLANNING COMMITTEE

**DATE:** 2016 January 22

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 15500 01

**SUBJECT:** DEMENTIA-FRIENDLY COMMUNITY ACTION PLAN

**PURPOSE:** To propose a process to develop a dementia-friendly action plan.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the process to develop a dementia-friendly community action plan, as described in Section 3.0 of this report.
2. **THAT** a copy of this report be forwarded to the Voices of Burnaby Seniors Planning Table.

**REPORT****1.0 BACKGROUND**

At its meeting of 2015 November 9, Council authorized staff to submit an application to the Union of BC Municipalities (UBCM) 2016 Age-Friendly Community Planning and Project Grants Program to develop a Dementia-Friendly Community Action Plan. At the time, staff indicated they would prepare a further report to the Social Planning Committee outlining a proposed process to develop the plan if the City were successful in receiving the grant. In 2015 December, the City was advised that it received a grant of \$20,000 to develop the plan. Accordingly, this report provides information on a general process for advancement of the action plan work.

**2.0 DEMENTIA-FRIENDLY ACTION PLAN DESCRIPTION**

As our population ages, the number of people affected by dementia will continue to grow. Research indicates that dementia affects about 1.6 percent of the general population and of those people, about 60 percent live in the community. In this regard, the development of a community-based dementia-friendly action plan is identified as an important initiative to reduce the stigma of dementia and assist those living with dementia and their caregivers to remain connected to the community.

Dementia-friendly initiatives can include:

- **dementia education and training** that would assist frontline staff (recreation, library, police and fire department staff) and community members in understanding how to provide appropriate assistance and feel more confident in responding to a person with dementia;



To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Dementia-Friendly Community Action Plan  
 2016 January 22..... Page 2

- **social and recreational programming** that is inclusive of people with dementia and their caregivers; this type of programming helps those with dementia remain connected to the community and prevents social isolation; and
- **age-friendly improvements to the built environment** that are supportive of people with dementia and other cognitive impairments. For example, built environment improvements could include ensuring that new signage is clear and simple and entrances to new buildings are clearly distinguishable.

### 3.0 CONSULTATION ON A PROPOSED PROCESS

To develop a process to create a dementia-friendly community action plan, Planning staff coordinated a meeting of staff from Parks, Recreation and Cultural Services, Citizen Support Services, Burnaby Public Library and staff from Fraser Health and the Alzheimer Society of BC. The purpose of the meeting was to learn about dementia-friendly work in other communities and to gauge the interest of participants in taking part in a process to develop a dementia-friendly community action plan in Burnaby. Participants were also asked to identify other stakeholders they thought should be included or consulted in the process. In addition, Planning staff consulted with the Voices of Burnaby Seniors Planning Table (VOBS) who have identified dementia as a health concern of Burnaby seniors. Both the staff group and VOBS indicated a high level of support for the initiative and willingness to participate in the process.

### 4.0 PROPOSED PROCESS TO DEVELOP A DEMENTIA-FRIENDLY COMMUNITY ACTION PLAN

It is proposed that the process to develop a dementia-friendly community action plan be undertaken through a varied group of interested community and staff departmental representatives including those consulted above. The group would oversee development of the plan including consultation with relevant agencies.

The process to develop the plan is proposed to involve three main steps:

1. **Community research on dementia in Burnaby** – To inform the activities of the community action plan, it is proposed that the group would participate in conducting research on dementia in Burnaby. This research could include focus groups with people with dementia and their caregivers to understand their experiences living with dementia in Burnaby. Focus groups could also be conducted with frontline staff at public venues (e.g. libraries, community centres) and first responders to understand their experience in providing services to people with dementia.
2. **Dementia awareness** – Early in the process to develop the community action plan, it is proposed that a dementia awareness workshop, or series of workshops, be held in the community. The purpose of the workshop(s) would be to create awareness of dementia, dispel misinformation, address stigma, and generate interest in the development of the community action plan. Members of the Social Planning Committee, Burnaby Council and other interested groups would be invited to participate in a workshop.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Dementia-Friendly Community Action Plan  
 2016 January 22..... Page 3

3. **Development and implementation of the action plan** – Through this work with the community, an action plan to create a more dementia-friendly community would be developed. The plan would include evaluation of action plan activities, a plan for sustainability, and development of an implementation approach for the plan.

## 5.0 RESOURCES

Planning staff will coordinate the process to develop the Dementia-Friendly Community Action Plan. To assist with the coordination of meetings, facilitation of consultation activities, and plan development, it is proposed that a portion of the UBCM grant be used to retain supporting resources to assist staff. Grant funds would also be used to fund communication materials and meeting and community event supplies. As required by the UBCM Age-Friendly grant program, all activities funded through the grant will need to be completed in the 2016 calendar year.

## 6.0 CONCLUSION

At its meeting of 2015 November 9, Council authorized staff to submit an application to the Union of BC Municipalities 2016 Age-Friendly Community Planning and Projects Grants Program to develop a dementia-friendly community action plan. In 2015 December, the City was advised that it received a grant of \$20,000. As described in Section 3.0, this report presents a proposed process for developing the plan including the participation of key stakeholders.

The focus on the plan development will be on coordination of meetings of interested participants and key research on dementia in Burnaby including facilitation of focus groups and other consultation activities to gather input and prepare a focused plan. Grant funds would also be used to fund communication materials and meeting and community event supplies.

It is recommended that Council approve the process described in Section 3.0 of this report to develop a dementia-friendly community action plan.

It is further recommended that a copy of this report be forwarded to the Voices of Burnaby Seniors Planning Table.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

MM:sa

cc: City Manager  
 Deputy City Managers  
 Director Parks, Recreation and Cultural Services  
 Chief Librarian  
 OIC – Burnaby RCMP  
 Fire Chief



## MANAGER'S REPORT February 15, 2016

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

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

The following report is submitted for your consideration:

#### Item

**01      CONSULTATION ABOUT REVISIONS TO THE EMERGENCY PROGRAM ACT, RSBC 1996 (THE ACT)**

**PURPOSE:** To provide staff comments and suggestions to Minister of State Emergency Preparedness in response to their document, *Prepared and Resilient: A discussion paper of the legislative framework for emergency management in British Columbia.*

**02      CONTRACT AWARD  
EDMONDS SPLASH PARK**

**PURPOSE:** To obtain Council approval to award a contract for the Edmonds Splash Park.

**03      CONTRACT AWARD  
REFUSE AND RECYCLING TRUCKS**

**PURPOSE:** To obtain Council approval to award a contract for the supply and delivery of refuse and recycling trucks.

**04      CONTRACT INCREASE  
FLAGGING & TRAFFIC CONTROL SERVICES**

**PURPOSE:** To obtain Council approval for a contract amendment for flagging and traffic control services.

**Item**

**05        CONTRACT INCREASE  
          TRANSPORT & DISPOSAL OF SURPLUS EXCAVATED MATERIALS**

**PURPOSE:** To obtain Council approval to increase the existing contract with D&S Bulldozing Ltd. for the transport and disposal of surplus excavated materials.

**06        HATS OFF DAY PARADE – SATURDAY, 2016 JUNE 04**

**PURPOSE:** To seek Council approval for the Hats Off Day Parade.

Yours respectfully,

A handwritten signature in black ink, appearing to read "R. H. Moncur", with a long horizontal flourish underneath.

Robert H. Moncur  
City Manager



Item.....
Meeting .....2016 Feb 15

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2016 February 10

**FROM:** DIRECTOR FINANCE **FILE:** 23000-02

**SUBJECT: CONSULTATION ABOUT REVISIONS TO THE EMERGENCY PROGRAM ACT, RSBC 1996 (THE ACT)**

**PURPOSE:** To provide staff comments and suggestions to Minister of State for Emergency Preparedness in response to their document, *Prepared and Resilient: A discussion paper of the legislative framework for emergency management in British Columbia*.

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**RECOMMENDATIONS:**

1. **THAT** Council approve the submission of this report to the Province of British Columbia in response to their invitation to participate in consultation and engagement on the Emergency Program Act.
2. **THAT** a copy of this report be sent to the Province of British Columbia, Minister of State for Emergency Preparedness at [citizenengagement@gov.bc.ca](mailto:citizenengagement@gov.bc.ca) before Friday, February 19, 2016, at 4:00 p.m.
3. **THAT** a copy of this report be sent to the Public Safety Committee for information purposes.

**REPORT****1.0 INTRODUCTION**

On 2015 July 31 the Premier mandated the Minister of State for Emergency Preparedness to “Lead a review of the Emergency Preparedness Act to ensure the legislation is up to date and effective in managing the impacts of emergencies in British Columbia, reporting to the Cabinet Committee of Secure Tomorrow by March 31, 2016.”

On 2016 January 11 the Minister of State for Emergency Preparedness, Naomi Yamamoto, invited local governments to participate in an online consultation about the current Emergency Program Act. This report provides background and staff comments for consideration by Council and to seek Council approval to send comments to the Provincial Ministry.

To: City Manager  
 From: Director Finance  
 Re: Consultation about Revisions to the Emergency Program Act, RSBC 1996 (*The Act*)  
 2016 Feb 15..... Page 2

## 2.0 BACKGROUND

The Emergency Program Act (RSBC1996-106) has been in its current version since 1996. It sets out the roles and responsibilities of local authorities, provincial ministries and crown corporations, provides the framework for the provincial emergency management program (Emergency Management BC, or EMBC, previously the Provincial Emergency Program, or PEP), and empowers elected officials and emergency management personnel to take actions to, mitigate or prevent, prepare for, respond to, and recover from an emergency or disaster.

## 3.0 THE DISCUSSION PAPER

*Prepared and Resilient: A discussion paper of the legislative framework for emergency management in British Columbia* (the Discussion Paper) is attached under separate cover, and presents eleven (11) discussion items set out in three (3) distinct areas.

### 3.1 Discussion Area A: Modernizing Fundamental Concepts and Structure of the Act

#### Discussion 1: The phases of emergency management

This proposes to rename the Act to *The Emergency Management Act* and update it to include internationally recognized standards to define aspects of emergency management.

Staff Comment –

This is supported in principle, subject to the following:

- Terms such as “Emergency Plan”, “Emergency Management”, “Prevention and Mitigation”, “Preparedness”, “Response”, “Recovery”, and “Business Continuity” should expand to include the definitions or a hybrid of the definitions as provided in Canadian Standards Association CSA-Z731-03(R2014) Emergency Preparedness and Response and CSA Z1600-14 Emergency Management and Business Continuity. Both of these standards undergo periodic review, the last in 2014, and were, at that time, either reaffirmed (R2014) or revised (XXX-14). The Canadian Standards Association (operating as “CSA Group”) develops standards through a consensus standards development process approved by the Standards Council of Canada. This process brings together volunteers representing varied viewpoints and interests to achieve consensus and develop the standard.

#### Discussion 2: Definition of “emergency”

This addresses limitations of the current separate definitions of “Emergency” and “Disaster” and proposes to re-define “emergency” to include disaster, and consider including damage to the environment in the definition.

To: City Manager  
 From: Director Finance  
 Re: Consultation about Revisions to the Emergency Program Act, RSBC 1996 (The Act)  
 2016 Feb 15..... Page 3

Staff Comment –

This is supported in principle, subject to the following:

- The Province of BC should expand the definition of “Emergency” it include the definition as provided in Canadian Standards Association CSA-Z731-03(R2014) Emergency Preparedness and Response.

### **Discussion 3: Definition of “local authority”**

It is proposed to change the definition of ‘Local Authority’ to include Treaty First Nations, including the Nisga’a Lisims Government.

Staff Comment: This is supported in principle.

## **3.2 Discussion Area B: Clarifying Roles and Responsibilities**

### **Discussion 4: Emergency Management BC**

This suggests that Emergency Management BC (EMBC) and the responsibilities of its director should be referenced in the legislation.

Staff Comment –

This is supported in principle, subject to the following:

- Responsibilities of the director of EMBC not only encompass the four key areas of emergency management – prevention and mitigation, preparedness, response, and recovery - but should also include business continuity management

### **Discussion 5: Assigning provincial emergency planning, response, and recovery responsibilities**

This is a major shift that would transfer existing Lieutenant Governor in Council (LGIC) authorities – to direct cost-sharing arrangements and enact regulations – to the Minister responsible for the Act. It proposes to empower the Minister, after consultation, to require other ministers, crown corporations, or other prescribed public bodies to prepare hazard specific emergency plans and in support of these changes would define “hazard” as something that may cause or contribute substantially to an emergency.

It also proposes to incorporate Section 3 of the Emergency Program Management Regulation, respecting emergency planning, to the Act and to provide a LGIC regulation that creates the authority to prescribe public bodies for the purposes of the Act.

Staff Comment –

This is supported in principle, subject to the following:

- Section 4 of the Emergency Program Management Regulation should also be incorporated into the Act.
- Emergency plans required by the minister should be prepared on an all-hazards basis.

To: City Manager  
 From: Director Finance  
 Re: Consultation about Revisions to the Emergency Program Act, RSBC 1996 (The Act)  
 2016 Feb 15..... Page 4

- The term “Hazard” should expand to include the definition as provided in Canadian Standards Association CSA-Z731-03(R2014) Emergency Preparedness and Response.

#### **Discussion 6: Ministerial authority to direct emergency planning**

Here the proposal is to expand ministerial authority so that the minister may direct a local authority to change its local emergency plan where the minister has reviewed the plan and recommended modifications.

Staff Comment – This is not supported.

- Section 4(2)(f) of the Act currently allows the minister to review and recommend changes to emergency plans of local authorities. The proposed change increases provincial authority over local government emergency planning and emergency plan content. This has the potential to not only usurp a local authority’s power to make decisions on and control emergency management programs and plans for their jurisdiction, but also cause a local authority extraordinary financial burden.

#### **Discussion 7: Private sector and non-government agencies**

This is a review of government reliance on non-government infrastructure, organizations, and the emergency management responsibilities of these organizations. The key revisions to the Act include:

- I. A definition of “critical services” and a requirement that non-government providers of them provide information about their infrastructure assets and undertake business continuity planning, as prescribed by regulation, and submit their plans for review and approval.
- II. A requirement that owners of critical infrastructure assets provide information about these assets for the purposes of supporting efficient and effective emergency planning, prevention/mitigation, response and recovery.

Staff Comment – This is supported in principle, subject to the following:

- Replacement of the term “critical services” to “critical infrastructure” and “critical infrastructure service provider” These terms should adopt the definition as provided in the Government of Canada’s National Strategy for Critical Infrastructure.
- The ten (10) critical infrastructure sectors as set out in Canada’s National Strategy for Critical Infrastructure should be identified in the Act.

### **3.3 Discussion Area C: Supporting Emergency Response and Recovery**

#### **Discussion 8: Shared responsibility for emergency response**

The proposal outlined would expand upon and set out more clearly the shared responsibilities for emergency response that already exist in the Act and Regulations.

Staff Comment: This is supported.



To: City Manager  
 From: Director Finance  
 Re: Consultation about Revisions to the Emergency Program Act, RSBC 1996 (The Act)  
 2016 Feb 15..... Page 5

### **Discussion 9: State of emergency**

This reviews special powers granted by a declaration of a state of emergency and proposes to add some criteria/test language to guide authorities in making a declaration while adding additional emergency powers related to the collection and use of personal information, certification of medical and other key resources needed in an emergency response, and the authority to vary or suspend certain permits and licenses during an emergency response.

Staff Comment – The existing legislation contains measures for the declaration of a state of emergency and changes to this should be carefully considered.

The proposals are supported in principle, subject to the following:

- That Emergency Management BC work closely with local authorities to develop a guide for local authorities for declaring a state of emergency similar to the *Financial Assistance for Emergency Response and Recovery Costs, A Guide for BC Local Authorities and First Nations*.
- That the authority to vary permits and licenses during an emergency response is supported provided it includes suspension or revocation of occupancy permits if the Chief Building Inspector deems the building is unsafe to occupy.

### **Discussion 10: Evacuation orders**

This describes challenges faced when attempting to compel compliance with evacuation orders and proposes to address them by granting additional powers to police to enforce. It would also provide the province or a local authority to recover enforcement costs.

Staff Comment: This is supported.

### **Discussion 11: Employment protection**

This proposes to expand protection for persons ordered to provide assistance during a state of emergency, including those who provide assistance voluntarily, and it would address protection for those who may volunteer in an emergency for which there has been no formal declaration.

Staff Comment: This is supported.

## **4.0 RECOMMENDATIONS**

*Prepared and Resilient: A discussion paper of the legislative framework for emergency management in British Columbia* identifies gaps within the Emergency Program Act and areas of emerging issues in the field of emergency management. Further, it challenges the legislation to acknowledge and consider all four phases of emergency management: Prevention and Mitigation, Preparedness, Response and Recovery.

To: City Manager  
From: Director Finance  
Re: Consultation about Revisions to the Emergency Program Act, RSBC 1996 (The Act)  
2016 Feb 15..... Page 6

It is recommended that this report be adopted as the City of Burnaby's response to the invitation to engage in the discussion on the Emergency Program Act. The response is to be submitted to the Province of BC at [citizenengagement@gov.bc.ca](mailto:citizenengagement@gov.bc.ca) before the deadline of Friday, February 19, 2016, at 4:00 p.m.

In order to promote the transparency of the review and engagement process, the Honourable Naomi Yamamoto, Minister of State for Emergency Preparedness, has advised that submissions received from stakeholders invited by the Minister to provide input may be posted to Emergency Management BC's website.

It is also recommended that copy of this report be sent to the Public Safety Committee for information purposes.



for  
Denise Jorgenson  
DIRECTOR FINANCE

BK:CP /ml

Copied to: Deputy City Managers (2)  
Director Engineering  
Director Planning & Building  
Director Parks, Recreation and Cultural Services  
Fire Chief  
OIC, RCMP, Chief Superintendent



Item.....
Meeting .....2016 Feb 15

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2016 February 09

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
Reference: 197-11/15

**SUBJECT: CONTRACT AWARD**  
**EDMONDS SPLASH PARK**

**PURPOSE:** To obtain Council approval to award a contract for the Edmonds Splash Park.

**RECOMMENDATION:**

1. **THAT** Council approve a contract award to TGK Irrigation Ltd. for a total cost of \$582,665 including GST in the amount of \$27,746 as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered and unit prices as tendered.

**REPORT**

Five tenders for this contract ranging from \$582,665.00 to \$778,821.75 were received by the closing time on 2016 January 21. The work of this contract includes the supply and construction of a splash park at Edmonds Park.

The lowest tenderer, TGK Irrigation Ltd., has not previously undertaken a contract for the City; however, references from our consultant indicate that they have successfully completed similar splash park projects in satisfactory manner. Our consultant's review indicates the contractor has the equipment and personnel capacity to successfully complete the work required under this contract. The Director Parks, Recreation and Cultural Services concurs with the above recommendation.

Funding has been provided for this capital work within the 2016 – 2020 Provisional Financial Plan under the following WBS elements: DPW.0202 (\$554,900).

for

Denise Jorgenson  
DIRECTOR FINANCE

DJ:SC/ts

cc: Director Parks, Recreation & Cultural Services



Item.....
Meeting .....2016 Feb 15

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2016 February 09

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
202-11/15

**SUBJECT: CONTRACT AWARD  
REFUSE AND RECYCLING TRUCKS**

**PURPOSE:** To obtain Council approval to award a contract for the supply and delivery of refuse and recycling trucks.

**RECOMMENDATION:**

1. **THAT** Council approve a contract award to Rollins Machinery Ltd., for a total cost of \$1,658,843.20 including GST and PST in the amount of \$177,733.20 as outlined in this report.

**REPORT**

Twelve quotations for this contract were received by the closing time on 2016 January 14. This contract includes the supply and delivery of three refuse trucks and two recycling trucks that will replace existing units which will be sold on receipt of the replacements. The value of this contract award is \$1,658,843.20 including GST and PST in the amount of \$177,733.20.

The recommended bidder, Rollins Machinery Ltd., have provided similar vehicles in the past with proven track records for performance and reliability to the satisfaction of the City. The recommendations are based on standardization of equipment and parts, interchangeability of fleet components, parts and servicing availability. The Director Engineering concurs with the above recommendation.

Funding for these requirements are included in the 2016 – 2020 Provisional Financial Plan under Capital projects ENZ.0030 (\$555,000) and ENZ.0031 (\$1,030,000).

for Denise Jorgenson  
DIRECTOR FINANCE

GC:ML/ts

cc: Director Engineering



Item.....
Meeting .....2016 Feb 15

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2016 February 09

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20

**SUBJECT:** **CONTRACT INCREASE** *Reference:* 119-08/14

**FLAGGING & TRAFFIC CONTROL SERVICES**

**PURPOSE:** To obtain Council approval for a contract amendment for flagging and traffic control services.

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**RECOMMENDATION:**

1. **THAT** Council approve a contract increase of \$468,000.00 including GST in the amount of \$22,285.71 for a total revised contract value limit of \$1,140,000.00 as outlined in this report.

**REPORT**

In January 2015, Council awarded a flagging and traffic control services contract to five contractors for a total cost of \$672,000 including taxes of \$32,000. The contract was for a two year term from 2015 January 01 to 2016 December 31 with options for up to three individual one year extensions at the discretion of the City.

The five contractors are:

- Ansan Industries Ltd. dba Ansan Traffic Control
- P.S. Traffic Pro Services (2012) Inc.
- DL Safety Consulting Ltd.
- BCRS Road Safe Inc.
- Traffic King Enterprises Ltd.

The recommended increase is due to the City's Engineering department completing a much higher percentage of their Capital Plan in 2015 compared to previous years, at approximately 90% fulfillment. This resulted in increased construction activities that required a greater number of traffic management plans and additional resources to ensure worker and public safety through City construction sites when work is performed on arterial or collector roadways. Furthermore, the City experienced a record year for issuance of building permits, which resulted in additional construction activities generated through infrastructure renewal or servicing to developments by City forces.

A contract limit approval increase of \$468,000.00 for a revised total of \$1,140,000.00 including taxes of \$54,285.71 is required until the contract term ends on 2016 December 31. The Director Engineering concurs with this recommendation.

To: City Manager  
From: Director Finance  
Re: Contract Increase – Flagging and Traffic Control Services  
2016 February 15 ..... Page 2

Funding for this work has been provided within various capital and operating accounts which are included in the 2016 – 2020 Provisional Financial Plan or will be recovered through third party billing.



for Denise Jorgenson  
DIRECTOR FINANCE

GC:SC/ts

cc: Director Engineering



Item .....
Meeting..... 2016 Feb 15

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2016 February 09

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20  
Reference: LPO 4100096783 / #35-03/14

**SUBJECT: CONTRACT INCREASE**  
**TRANSPORT & DISPOSAL OF SURPLUS EXCAVATED MATERIALS**

**PURPOSE:** To obtain Council approval to increase the existing contract with D&S Bulldozing Ltd. for the transport and disposal of surplus excavated materials.

**RECOMMENDATION:**

1. **THAT** Council approve a contract increase of \$308,910 including GST in the amount of \$14,710 from the current approved limit of \$636,090 including GST in the amount of \$30,290 to D&S Bulldozing Ltd. as outlined in this report.

**REPORT**

In 2014 May, following a public bid process, Council awarded a two year contract from 2014 June 15 to 2016 June 14 to D&S Bulldozing Ltd. for the transport and disposal of surplus excavated materials. The work of this contract involves transporting surplus excavated materials from the Norland Avenue transfer site, which were collected from various construction sites, to an approved permanent disposal location.

In 2015, Engineering completed the highest percentage of their Capital Plan compared to previous years at approximately 90%. A large percentage of the capital projects in Engineering include infrastructure renewal of water, sanitary, and sewer pipes which results in additional excavated materials for disposal. In addition, significant construction activity resulted in a record year of building permits issued for 2015 which generated additional quantities of excavated materials through infrastructure renewal or servicing to developments by city forces.

A contract limit approval increase of \$308,910 including taxes of \$14,710 to a total of \$945,000 is required until the contract term ends on 2016 June 14. The increase will cover additional quantities of excavated materials generated from capital projects and third party work created by development. Final payment will be based on actual quantities. The Director Engineering concurs with this recommendation.

Funding has been provided for this work within the Roads and Drainage operating budget of the 2016 – 2020 Provisional Financial Plan.

for Denise Jorgenson  
DIRECTOR FINANCE

GC:SC/kh

cc: Director Engineering



Item .....
Meeting ..... 2016 Feb 15

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2016 January 28

**FROM:** DIRECTOR ENGINEERING **FILE:** 38000-40

**SUBJECT:** HATS OFF DAY PARADE – SATURDAY, 2016 JUNE 04

**PURPOSE:** To seek Council approval for the Hats Off Day Parade.

## RECOMMENDATIONS:

1. **THAT** Council approve the parade and related street closures as outlined in this report.
2. **THAT** a copy of this report be sent to Lawrence Ryan, Chair, Hats Off Day Committee, c/o Heights Merchants Association, 4019 Hastings St, Burnaby, BC V5C 2J1.

## REPORT

This year's Hats Off Day Parade is proposed to take place on Saturday, 2016 June 04 and the organizers are seeking similar assistance as they have received in the past including support for the necessary street closures, parking restrictions, traffic control, sanitation services, and utilization of the Heights Fountain Square and Urban Renewal Site adjacent to Hastings St.

In the context of the Street & Traffic Bylaw, a parade requires Council's approval. Hastings Street between Boundary and Gamma will be closed between 8:30 am and 5:00 pm. At the same time, all cross streets and laneways along the same stretch of Hastings will be closed between Albert and Pender. Floats and parade participants will be assembling in the 200 – 300 blocks of Alpha and Beta and the 4500 – 4700 block of Albert between 8:00 am to 12:00 noon. At 9:30 am, the Hats Off Day Family Fun Dash will begin on Hastings between Madison and MacDonald. At 9:45 am, the Vancouver & Seattle Police Drill Teams will proceed west along Hastings St starting at Beta. The actual parade will start at 10:00 am and end at Boundary Rd, requiring a partial closure of Boundary Rd north to Albert St for dispersal in the 3700 - 3800 block of Albert St at approximately 11:00 am. Following the parade, Hastings St will remain closed for pedestrian oriented activities. At 4:00 pm, the RCMP will begin to clear the street in preparation of opening it up to traffic at 5:00 pm. The parade route and other related street closures are shown on Figure 1 (*attached*).




To: City Manager  
 From: Director Engineering  
 Re: Hats Off Parade – Saturday 2016 June 04  
 2016 January 28 ..... Page 2

The organizers are aware that approval is subject to the following conditions:

1. That the parade be conducted under the supervision of one person as marshal or organizer.
2. That all participants be instructed to respect the rights and property of the individuals encountered en route.
3. That the RCMP has agreed to control and monitor traffic operations at specific , predetermined locations for the duration of the road closure.
4. That the organizers are responsible for arranging for barricade volunteers for all barricade locations except where RCMP will be present.
5. That the organizers are responsible for arranging for certified traffic control persons to control traffic at Pender and Esmond and at Pender and Beta for the duration of the road closure.
6. That all emergency and transit services are advised of the event.
7. That the organizers send out letters to residents that are affected by the road closures and temporary parking restrictions 2 weeks prior to the event.
8. That the parade be covered with liability insurance in the minimum amount of \$2 million with the City of Burnaby named as co-insured, and that the insurance policy include a 30 day cancellation notice and a cross liability clause.
9. That a signed copy of the “City of Burnaby Permit For Short Term Use and Occupancy Of City Lands” be received no later than one week prior to the event.

As in past years, City staff will be providing the requested support and the RCMP will ensure that a safe environment exists by having staff members available.



Leon A. Gous, P. Eng., MBA  
 Director Engineering

SP/ac

Attachment

Copied to: RCMP – OIC Burnaby Detachment Chief Supt. Dave Critchley  
 Deputy Fire Chief – Chris Bowcock  
 BC Ambulance Service, Supt Dist #4 - 302-2955 Virtual Way, Vancouver BC V5M 4X6  
 BC Ambulance Special Operations, 8100 Nordel Way Delta BC V4G 8A9 Att: Ron Ford  
 Emergency Program Coordinator – Charmaine Pflugrath  
 Supervisor - Sports & Outdoor Recreation – Jill Porter

CLOSED BETWEEN 8:00am – 5:00pm  
CLOSED BETWEEN 8:00am – 12:00pm  
CLOSED BETWEEN 8:30am – 5:00pm  
CLOSED BETWEEN 11:00am – 12:30pm





## INTER-OFFICE COMMUNICATION

**TO:** CITY CLERK 2016 February 10

**FROM:** DIRECTOR PLANNING AND BUILDING

**SUBJECT:** **REZONING REFERENCE #12-07**  
**AMENDMENT BYLAW NO. 09/15 ; BYLAW #13455**  
**High Rise Apartment Tower and Ground Oriented Apartments**  
**Final Adoption**

**ADDRESS:** 1735, 1763 Douglas Road and Portion of 1710 Gilmore Avenue

**LEGAL:** Parcel "A" (Explanatory Plan 9664), Lots' 2 & 3 , DL 120, Group 1, NWD Plan 3482; Lot 3 Except Part in Parcel "A" (Explanatory Plan 9664), DL 120, Group 1, NWD Plan 3482; Lot "C", DL 120, Group 1, NWD Plan 13545

**FROM:** M1 Manufacturing District

**TO:** CD Comprehensive Development District (based on the RM5s Multiple Family Residential District and Brentwood Town Centre Development Plan as guidelines, and in accordance with the development plan entitled "Aviara II" prepared by Integra Architecture Inc. and IBI Group Inc.)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2015 March 09;
- b) Public Hearing held on 2015 March 31;
- c) Second Reading given on 2015 April 13; and,
- d) Third Reading given on 2015 November 23.

The prerequisite conditions have been completely satisfied as follows:

- a. The submission of a suitable plan of development.
  - *The applicant has submitted a complete suitable plan of development.*
- b. The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

City Clerk  
 Rezoning Reference #12-07  
 Third Reading  
 2016 February 10..... Page 2

- *The applicant has submitted the necessary funds including a 4% inspection fee to cover the costs of all services necessary to serve the site and the servicing agreement has been completed.*
- c. The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
  - *The applicant has agreed to this prerequisite in a letter dated 2015 November 09.*
- d. Demolition of any improvements will be permitted after Second Reading of the Rezoning Bylaw has been granted provided that the applicant acknowledges that such permission does not fetter Council's ability to grant or not to grant Third Reading and/or Final Adoption of the Rezoning Bylaw. In addition, the demolition of any improvements will be permitted at any time if they are vacant and considered by staff to be subject to misuse and vandalism. If requested, demolition may be delayed to more closely coincide with approval of building permits.
  - *The applicant has agreed to this prerequisite in a letter dated 2015 November 09 and the site is now vacant.*
- e. The utilization of an amenity bonus through the provision of a \$11,027,161 cash in-lieu contribution in accordance with Section 3.2 of this report.
  - *The necessary deposits have been made to meet this prerequisite.*
- f. The consolidation of the net project site into one legal parcel.
  - *The requisite subdivision plan of consolidation has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- g. The granting of any necessary Covenants, including, but not necessarily limited to, Section 219 Covenants restricting enclosure of balconies; indicating that project surface driveway access will not be restricted by gates; guaranteeing the provision and maintenance of public art; ensuring that the density of development of air space parcels and strata lots comply with the approved CD zoning for the site and to ensure that the overall site continues to function as a single, integrated development; ensuring the provision and ongoing maintenance of co-op cars; ensuring the provision and on-going maintenance of EV plug-in stations; providing that all disabled parking to remain as common property, restricting the use of guest rooms; and ensuring compliance with the submitted acoustical analysis.



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Third Reading  
2016 February 10..... Page 3

- *The requisite covenants have been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- h. The dedication of any easements or rights-of-way deemed requisite.
  - *A subdivision plan dedicating the requisite rights-of-way has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- i. The design and provision of units adaptable to persons with disabilities with allocated handicap parking spaces protected by a Section 219 Covenant.
  - *The applicant has agreed to this prerequisite in a letter dated 2015 November 09, and the necessary provisions are indicated on the development plans.*
- j. The undergrounding of existing overhead wiring abutting the site.
  - *The applicant has agreed to this prerequisite in a letter dated 2015 November 09, and has deposited the necessary funds to guarantee the completion of this prerequisite.*
- k. Compliance with the Council-adopted sound criteria.
  - *The applicant has submitted an acoustic study which has been accepted by Engineering Environmental Services Division, and a Section 219 Covenant to ensure compliance with the submitted study has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- l. The provision of covered car wash stalls and adequately sized and appropriately located garbage handling and recycling material holding space and a commitment to implement the recycling provisions.
  - *The necessary provisions are indicated on the development plans and the applicant has submitted a letter of undertaking dated 2015 November 09 committing to implement the recycling provisions.*
- m. The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
  - *The necessary provisions are indicated on the development plans and the applicant has submitted a letter dated 2015 November 09 agreeing to meet this prerequisite.*

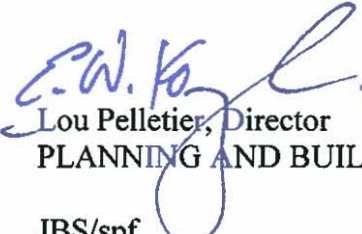
City Clerk  
 Rezoning Reference #12-07  
 Third Reading  
 2016 February 10..... Page 4

- n. The review of on-site residential loading facilities by the Director Engineering.
  - *The necessary provisions are indicated on the development plans and the applicant has submitted a letter dated 2015 November 09 agreeing to meet this prerequisite.*
- o. The submission of a Site Profile and resolution of any arising requirements.
  - *The applicant has submitted the required Site Profile for the development site, and has committed to obtaining the appropriate instrument from the Ministry of Environment prior to release of any Occupancy Permits. The required covenant governing this arrangement has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- p. The provision of facilities for cyclists in accordance with Section 4.5 of the rezoning report.
  - *This provision is indicated on the development plans and the applicant has submitted a letter dated 2015 November 09 agreeing to meet this prerequisite.*
- q. The review of a detailed Sediment Control System by the Director Engineering.
  - *A detailed Sediment Control System plan has been approved by the Engineering Department – Environmental Services.*
- r. Compliance with the guidelines for underground parking for visitors.
  - *The applicant has agreed to this prerequisite in a letter dated 2015 November 09, and the necessary provisions are indicated on the development plans.*
- s. The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
  - *A suitable on-site stormwater management system has been approved by the Director Engineering, the required covenant has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption, and the required funds to guarantee this provision have been deposited.*
- t. The deposit of the applicable Parkland Acquisition Charge.
  - *The required deposits have been made to meet this prerequisite.*

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Rezoning Reference #12-07  
Third Reading  
2016 February 10..... Page 5

- u. The deposit of the applicable GVS & DD Sewerage Charge.
  - *The required deposits have been made to meet this prerequisite.*
- v. The deposit of the applicable School Site Acquisition Charge.
  - *The required deposits have been made to meet this prerequisite.*
- w. The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.
  - *The applicant has provided a letter of undertaking dated 2015 November 09 and the area plan notification signs are in place.*

As the prerequisite conditions to this rezoning are now complete, could you please arrange to return this amendment bylaw to Council for Reconsideration and Final Adoption on 2016 February 15.

  
Lou Pelletier, Director  
PLANNING AND BUILDING  
JBS/spf  
**Attachment**

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