



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2016 MAY 25
TIME: 5:30 PM
PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
a)	Minutes of the Open meeting of the Financial Management Committee held on 2016 April 28	1
3.	<u>REPORTS</u>	
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b)	Report from the Director Engineering Re: 2016 Engineering Capital Infrastructure Traffic Management Bylaw Funding Request	13
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4. **NEW BUSINESS**

5. **INQUIRIES**

6. **CLOSED**

Public excluded according to Sections 90 & 92 of the Community Charter.

7. **ADJOURNMENT**



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2016 April 28** at 5:30 p.m.

1. CALL TO ORDER

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

STAFF: Mr. Lambert Chu, Acting City Manager
Ms. Denise Jorgenson, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Leon Gous, Director Engineering
Ms. Shari Wallace, Chief Information Office
Mr. Richard Rowley, Assistant Director Finance – Revenue Services
Mr. Patrick Shek, Chief Building Inspector
Mr. John Cusano, Deputy Chief Building Inspector
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:49 p.m.

2. MINUTES

- a) **Minutes of the Open meeting of the Financial Management Committee held on 2016 March 24**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Open meeting of the Financial Management Committee held on 2016 March 24 be adopted.

CARRIED UNANIMOUSLY

3. REPORTS

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Chief Information Officer
Re: IT Policies

The Chief Information Officer submitted a report providing details of the City's IT policies and staff awareness programs.

The Chief Information Officer recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

The Committee suggested a Council workshop on IT policies and procedures (i.e. password, lost/stolen iPhone or iPad, etc.). The Committee further inquired regarding the Councillors' phone plans (i.e. long distance).

Staff undertook to provide information on the Councillors' phone plans, and arrange a workshop in the future.

b) Report from the Director Engineering
Re: 2015 Infrastructure Projects - Request
for Additional Funding

The Director Engineering submitted a report seeking approval for additional funding on Infrastructure projects for change orders and higher than anticipated contract values.

The Director Engineering recommended:

1. THAT the Financial Management committee recommend Council approve the capital expenditure of \$1,385,000 for Capital Infrastructure projects outlined in this report.

2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,449,720 (inclusive of GST) to finance the capital programs, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: 2015 Infrastructure Projects - Gilmore North Contract
& Boundary Pump Station

The Director Engineering submitted a report seeking approval for additional funding for change orders to 2015 Infrastructure Upgrade Programs – Gilmore North & Boundary Pump Station.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$739,100 for 2015 Capital Infrastructure projects outlined in this report.
2. THAT Council authorize staff to fund from the Sanitary Sewer Capital Fund the amount of \$773,600 (inclusive of GST) to finance the capital programs, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Engineering & the Director Parks,
Recreation and Cultural Services
Re: Willingdon Linear Park (EMA.008,DPW.0276)

The Director Engineering and the Director Parks, Recreation and Cultural Services submitted a report seeking funding approval for the Willingdon Linear Park.

The Director Engineering and the Director Parks, Recreation and Cultural Services recommended:

1. THAT Council approve the capital expenditure of \$910,000 for the Willingdon Linear Park project, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$340,000 (inclusive of GST) to finance the Willingdon Linear Park, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

e) Report from the Director Engineering
Re: Pay-By-Phone Parking Program

The Director Engineering submitted a report introducing a pay-by-phone option for on-street parking charges, including an increase in parking meter rates.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend to Council the approval of a Pay-By-Phone Parking Program, including a rate increase as detailed in this report, at an estimated cost of \$30,000 funded from the 2016 Capital Program (EMG.0007).
2. THAT Council approve additional areas within the City as metered zones as shown in Figures 1-6 to allow for the future installation of parking meters when conditions warrant.
3. THAT the City's Solicitor prepare the necessary Parking Meter Bylaw amendments to facilitate the introduction of pay-by-phone parking services and other housekeeping amendments.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) **Report from the Director Finance**
Re: 2016 Electronic Access and Security Provisions

The Director Finance submitted a report seeking approval of the electronic building access and security improvement capital program for civic facilities, as outlined in this report.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure for electronic building access and security equipment, as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize staff to use Gaming Funds in the amount of \$502,500 (inclusive of GST) to fund the Electronic Building Access and Security Program.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the electronic building access to Firehalls 2 and 3.

Staff undertook to provide more details.

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

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

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the award of nine (9) contracts of insurance as specified in this report. The total amount, payable to Willis Canada to fund the insurance premiums is \$850,000. Actual payment will be based on the final insurance agreements.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Major Civic Building Project
Coordination Committee**
Re: Proposed South Burnaby Arena

The Major Civic Building Project Coordination Committee submitted a report seeking approval to undertake a Feasibility Study for the proposed development of an ice arena facility at 10th Avenue and 18th Street, Burnaby, BC.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council authorize the issuance of a Request for Proposal (RFP) to undertake a Feasibility Study for the proposed development of an ice arena facility at 10th Avenue and 18th Street.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Major Civic Building Project Coordination Committee be adopted.

CARRIED UNANIMOUSLY

**i) Report from the Major Civic Building Project
Coordination Committee**
**Re: Still Creek Recycling / Green Waste Depot
and Works Yard**

The Major Civic Building Project Coordination Committee submitted a report providing a financial wrap-up on the development of the Still Creek Recycling / Green Waste Depot and Works Yard.

The Major Civic Building Project Coordination Committee recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

i) **Report from the Director Parks, Recreation
and Cultural Services**
Re: Bonsor Upper Floor Renovation

The Director Parks, Recreation and Cultural Services submitted a report seeking approval for Community Amenity funding of \$1,280,000 to expand the Bonsor upper floor renovation project.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Council approve Community Amenity funding of \$1,280,000 (inclusive of GST) to provide for the Bonsor upper floor renovation project to be expanded to include all program and common areas.
2. THAT a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

4. **NEW BUSINESS**

Director Finance

The Director Finance submitted a memorandum requesting a Regular Full-Time position for Computer System Specialist in RCMP. It was noted, in 2015 a Regular Full-Time Computer Systems Specialist, originally in RCMP, was accommodated in Information Technology. It has been determined that this will be a permanent accommodation.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the Regular Full-Time Computer Systems Specialist position in RCMP be approved.

CARRIED UNANIMOUSLY

The Director Finance noted that a page has been missed under the Operating Plan section of the 2016 Financial Plan. The information will be added under the General Revenue header when formatted by the designer.

The Director Finance submitted a memorandum regarding 2016 Property Assessment Distribution for the Committee's information. Mr. Rowley provided a summary of the memorandum.

5. INQUIRIES

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

The Committee requested to enter into a Closed session from which public is excluded according to Sections 90(k) and 92 of the Community Charter.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 7:02 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting reconvened at 7:11 p.m.

6. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:12 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR



Item
Meeting2016 May 26

COMMITTEE REPORT

TO: CHAIR AND MEMEBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2016 May 17

FROM: DIRECTOR ENGINEERING **FILE:** 42000 05

SUBJECT: SOLID WASTE & RECYLING BYLAW 12875 – RATE CHANGES

PURPOSE: To seek Council’s approval to revise the Solid Waste and Recycling Bylaw 12875 effective 2016 August 01, to reflect rate increases and provision for Secondary Suite Minimum Garbage Fee and MMBC glass recycling guidelines.

RECOMMENDATION:

1. **THAT** the Committee recommend Council authorize staff to amend the Solid Waste and Recycling Bylaw 12875 as outlined in Section 2 of this report.

REPORT

1.0 INTRODUCTION

Staff have reviewed the Solid Waste and Recycling Bylaw 12875 and have identified a need to reflect upcoming changes to the operational program as well as to provide some clarity on wording in the Bylaw. Changes in rates are also included to reflect introduction of the Secondary Suite program for residential properties.

2.0 AMENDMENTS TO THE SOLID WASTE AND RECYCLING BYLAW

Secondary Suite Garbage Fee

In 2014, Council adopted a program to permit secondary suites in single-family homes. This program is in response to recommendations from within Burnaby’s Official Community Plan and Social Sustainability Strategy. As a part of this program, all properties with a secondary suite are subject to additional user fees to cover the additional cost for providing Water and Sewer services. In addition, an amendment is required to incorporate a minimum *Secondary Suite Garbage Fee* of 240 Litres. The 2016 annual fee for 240L is \$205. This charge will be applied to all residential dwellings with a secondary suite, even if the totter in use may be smaller than 240 Litres.

Secondary Suite Garbage Fees will be billed annually with Water and Sewer charges on the Utility Charges and Garbage Disposal Fees notice. For newly constructed properties with secondary suites, or those that have been demolished and rebuilt with a secondary suite, secondary suite garbage fees will have the same effective date as the annual supplementary flat water service fee.

To: CHAIR AND MEMBERS FINANCIAL
MANAGEMENT COMMITTEE
From: DIRECTOR ENGINEERING
Re: SOLID WASTE & RECYCLING BYLAW 12875 –
RATE CHANGES

2016 May 17 Page 2

Other rates proposed to be increased include:


- Multi-family Commercial and Institutional garbage and recycling receptacle rental and pick-up: 5% increase in rates to recover the costs of services and other increases since the last fee adjustment in 2012.
- Multi-family, Commercial and Institutional yard waste rental containers: \$5 monthly rental fee increase for three (3) and four (4) cubic yard containers with castors. Castors normally need to be replaced every other year and this replacement cost has steadily increased over the years.
- Yard Waste Drop-Off at City's Eco-Centre: Increase in drop off fee from \$65/tonne to \$67/tonne (inclusive of applicable taxes) to reflect and bring it to par with regional rates. There is no fee for Burnaby residents with a load < 100kg.

Table 1 (see *Attachment #1*) summarizes the proposed fees increases for the Burnaby Solid Waste and Recycling Bylaw 12875.

In addition, the Burnaby Solid Waste & Recycling Bylaw 12875 to be updated to reflect MMBC glass recycling guidelines. Wording throughout the bylaw will be updated to provide further clarity.

3.0 CONCLUSION

Staff have reviewed the Solid Waste and Recycling Bylaw 12875 to accommodate the changes noted above and the rates as set out in *Attachment #1*. Staff are recommending that Financial Management Committee recommend Council authorize the preparation of the bylaw to amend the Solid Waste and Recycling Bylaw 12875 as outlined in Section 2 of this report.



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

DA/DD/RR/ac

Attachment: 1. Proposed Rate Schedule

Copied to: Director Finance
City Solicitor

Attachment #1

Table 1 – Proposed Fee and Charges Schedule:

A. Multi-family Commercial and Institutional rates for garbage receptacles (subject to applicable taxes).

Municipal Receptacle	Type	Current Monthly Rent	<i>Proposed Monthly Rent</i>	Current Schedule Pick-Up Charge (1)	<i>Proposed Schedule Pick-Up Charge(1)</i>	Current Non-Scheduled Pick-Up Charge	<i>Proposed Non-Scheduled Pick-Up Charge</i>
6 cu. yd.	Skid Only	\$26	\$27	\$56	\$59	\$63	\$66
4 cu. yd.	Skid Castors	\$25	\$26	\$43	\$45	\$50	\$53
		\$25	\$31	\$43	\$45	\$50	\$53
3 or 1 cu. yd.	Skid Castors	\$24	\$25	\$37	\$39	\$43	\$45
		\$24	\$30	\$37	\$39	\$43	\$45
360L	Toter	\$10	\$11	\$9	\$9	Not Available	<i>Not Available</i>
240L or 180L	Toter	\$10	\$11	\$7	\$7	Not Available	<i>Not Available</i>

(1) First pick-up date of each week is free with rental of container for multi-family co-operatives and Strata titled developments.

B. Multi-family Commercial and Institutional rates for recycling and / or green bin receptacles (subject to applicable taxes). Recycling services only available to customers with existing City garbage accounts.

Recycling	Type	Current Monthly Rent	<i>Proposed Monthly Rent</i>
Cardboard unlocked Container	Skid	\$20	\$22
3,4, 6 cu. yd.	Castors	\$20	\$27
Paper, Glass or Mixed Container	360L	\$6	\$6
Yard Waste Container	360L or 240L	\$5	\$5
Food Scrap Container	240L	\$5	\$5

C. Burnaby Yard Waste Depot charges:

- (1) \$67 per ton, inclusive of applicable taxes
- (2) no minimum charge
- (3) no fee for resident of Burnaby with a load of 100 kg or less (limit of one free visit per day)

D. Secondary Suite Garbage Fee:

Minimum annual garbage fee \$205 for the equivalent of a medium 240L toter



Meeting 2016 May 26

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2016 May 17

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2016 ENGINEERING CAPITAL INFRASTRUCTURE TRAFFIC MANAGEMENT BYLAW FUNDING REQUEST

PURPOSE: To request funding approval for 2016 Traffic Management Capital Improvements.

RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$2.071 Million for roadwork capital improvements, as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$2,167,800 Million (inclusive of GST), to finance the capital projects as outlined in this report.

REPORT

The 2016 – 2020 Annual Financial Plan provides funding for various multi-year capital improvements. In order to proceed in a timely manner with the contracts for design and construction, funding approval is requested for the projects listed below. Sufficient Capital Reserves are available to complete these works.

Provisional funding was previously requested in December 2015 for Traffic Management infrastructure. This additional funding was included in the Annual Plan in order to complete additional work in this area.

1.0 2016 Capital Program

For capital programs that have plan in both 2016 and 2017, the funding for both years is being raised here in order to be able to award contracts for construction.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2016 Engineering Capital Infrastructure Traffic Management Bylaw
 Funding Request
 2016 May 17 Page 2

1.1 Ticketing System Upgrade (EMF.0055) \$41,000

The City's current handheld ticketing equipment is failing and is no longer supported by the vendor. Therefore, new handheld units along with new handheld printers are now required to maintain and enhance system operations. This includes all necessary software upgrades for complete integration with the T2 system. Additionally, the equipment related to License Plate Recognition (LPR) will be relocated to a different vehicle.

1.2 Curb Bulges/ Traffic Calming (EMI.0001) \$60,000

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

1.3 2016 Streetlight Pole Replacement LRN (EMH.0013) \$140,000

The City has an annual program for replacement of LRN streetlight poles.

1.4 2016 Streetlight Pole Replacement MRN (EMH.0014) \$30,000

The City has an annual program for replacement of MRN streetlight poles.

1.5 2017 LED Streetlight Conversion (EMH.0015) \$1,800,000

Funding for the installation of LED streetlight fixtures to replace the existing HPS fixtures in the southwest quadrant of the City is required. The new fixtures are more energy efficient and last much longer than existing fixtures. Although the capital cost of the LED fixtures is more expensive, the energy and maintenance savings is estimated to provide a payback in about 6 years assuming increasing electricity costs and BC Hydro rebates. The updated estimate for the work to be completed in 2017 is \$1.8M. To carry out this program as planned, an additional \$100k of funding over the planned amount (\$1.7M) is required; therefore \$100K from the 2018 Capital Plan is being moved to the 2017 Capital Plan. 2017 funding is being requested now to allow for materials to be purchased and in place to begin work 2017 January 01.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2016 Engineering Capital Infrastructure Traffic Management Bylaw
Funding Request
2016 May 17 Page 3

Recommendation:

It is recommended that Council approve the capital expenditure of \$2.071 Million for Traffic Management capital improvements, as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$2,167,800 Million (inclusive of GST) to finance the capital projects as outlined in this report.



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

FV/ac

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



Meeting 2016 May 26

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2016 May17

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2016 ENGINEERING CAPITAL INFRASTRUCTURE VEHICLE ACQUISITION BYLAW FUNDING REQUEST

PURPOSE: To request funding approval for 2016 Engineering Vehicles - Annual.

RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$962,000 for vehicle acquisitions, as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserve Bylaw in the amount of \$1,007,000 (inclusive of GST), to finance the capital programs as outlined in this report.

REPORT

The 2016 – 2020 Annual Financial Plan provides funding for various multi-year capital improvements. In order to proceed in a timely manner with the specifications and ordering of vehicles, funding approval is requested for the projects listed below. Sufficient Capital Reserves are available to complete these works.

Provisional funding was previously requested in December 2015 for new vehicles. This additional funding was included in the Annual Plan in order to purchase additional vehicles.

1.0 New Vehicles Engineering Fleet

1.1 Backhoes (ENZ.0036) **\$300,000**

Water and Sewer rely on several contracted backhoes daily to assist City forces in completing construction and maintenance programs. There are two spare backhoes to the 4 RFT boarded operators for Public Works that are predominately used daily for Water and Sewer construction and operating programs. They currently use spare backhoes from the fleet inventory that are meant to be used infrequently.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2016 Engineering Capital Infrastructure Vehicle Acquisition Annual
 2016 May 17 Page 2

1.2 Tandem Axle Dump Trucks (ENZ.0036) \$650,000

The City retains approximately 12 contracted Tandem Dump Trucks through Hired Equipment Services to assist City forces in completing construction and maintenance programs. Annual expenditures for contracted tandem dump trucks are approximately \$1.5 Million. The estimate of the \$650,000 request includes the purchase of a snow plow and a sander for winter operations at approximately \$50,000 for each truck. The purchase of two Tandem Axle Dump Trucks will alleviate the use of Hired Equipment.

These two vehicles are planned to be purchased in 2017, however, Fleet is anticipating tendering and ordering these vehicles in 2016. In order to be able to award the contract to purchase the two tandem dump trucks, the funding is being raised now. Delivery and payment will take place in 2017.

1.3 Emergency Hose Reel Pump System (ENZ.0034) \$12,000

This is additional funding to the amount raised in 2015 to reflect an increase in expected cost of this item. Total cost is expected to be \$87K. The Emergency Hose Reel Pump System will provide a quick set up system for bypassing sewer blockages in emergency situations. It will also be used for de-watering projects and pump station emergencies.

2.0 Conclusion:

It is recommended that Council approve the capital expenditure of \$962,000 Million for vehicle acquisitions, as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,007,000 (inclusive of GST) to finance the capital programs as outlined in this report.



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

FV/ac

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



Item.....	
Meeting.....	2016 May 26

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2016 May 17

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2016 ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST – ROAD AND BRIDGE REHABILITATION, MAJOR ROADS, AND STORM SEWER

PURPOSE: To request approval and funding for 2016 Engineering capital improvements

RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$1.465 Million for roadwork capital improvements, as outlined in this report.
2. **THAT** Council to authorize staff to bring down a Capital Reserves bylaw in the amount of \$1,533,500 Million (inclusive of GST), to finance the capital programs as outlined in this report.

REPORT

The 2016 – 2020 Annual Financial Plan provides funding for various multi-year capital improvements. In order to proceed in a timely manner with the contracts for design and construction, funding approval is requested for the below listed projects. Sufficient Capital Reserves are available to complete these works.

1.0 2016 CAPITAL PROGRAM

For capital programs that have plan in both 2016 and 2017, the funding for both years is being raised here in order to be able to award contracts for construction.

1.1 2016MRN (EMA.0007) \$200,000

The Major Roads Network (MRN) Rehabilitation Program is part of the City's ongoing infrastructure renewal strategy to sustainably maintain the primary transportation corridors. Project locations are determined based on pavement condition information provided by the City's Pavement Management System and input from Operations. This is an annual program fully funded through TransLink. The City interim finances these expenditures as payment transfers from TransLink are made on a quarterly basis. The capital reserves will be reimbursed upon receipt of TransLink funding.

To: City Manager
 From: Director Engineering
 Re: 2016 Engineering Capital Infrastructure Bylaw
 Funding Request Road and Bridge Rehabilitation,
 Major Roads and Storm Sewer
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Provisional funding was previously requested in December 2015. This additional funding was included in the Annual Plan due to revised project cost estimates.

1.2 2016 Sidewalk and Urban Trail (EMD.0020) \$100,000

This project addresses sidewalks throughout the City that are in poor condition and/or have tripping hazards. Replacement locations are identified through the City's sidewalk inspections program.

Provisional funding was previously requested in December 2015. This additional funding was included in the Annual Plan in order to complete additional sidewalk and urban trail rehabilitation

1.3 Dover St, Royal Oak to Nelson (ERA.0014) \$455,000

The Transportation Division (Engineering) and the Planning Department have identified road improvements on Dover Street to improve the flow of vehicle traffic and to improve bicycle and pedestrian accessibility and safety. Some of the improvements include a new left turn bay at Dover & Nelson and a separated sidewalk on the south side of Dover.

Provisional funding was previously requested in December 2015. This additional funding was included in the Annual Plan due to a higher than expected actual tender price.

1.4 Rumble St – Boundary to McKay (ERA.0049) \$200,000

Major Roads Project involving upgrades to the existing Rumble Street road section, Boundary Road to McKay, including curb & gutter, sidewalk, urban trail, street lighting and utilities. As part of a fully integrated infrastructure renewal project, existing aging watermain and sanitary main will be replaced and the existing storm sewer system will be upsized to accommodate growth and re-development, in accordance with the Kaymar Creek Integrated Stormwater Management Plan recommendations.

Provisional funding was previously requested in December 2015. This additional funding was included in the Annual Plan due to revised project cost estimates.

To: City Manager
 From: Director Engineering
 Re: 2016 Engineering Capital Infrastructure Bylaw
 Funding Request Road and Bridge Rehabilitation,
 Major Roads and Storm Sewer
 2016 May 26 Page 3

1.5 2016 Streetlight & Sidewalk Program (ERA.0055) \$410,000

This project provides new sidewalks and street lights in areas that do not have existing sidewalks or street lights, and would not likely receive new infrastructure through development or through LASP projects. Funding permitting, project locations in 2016 include Douglas Road (south of Loughheed Highway), Wayburne (Canada Way to Village Drive), and Dawson (Willingdon Av to Beta Av).

Provisional funding was previously requested in December 2015. This additional funding was included in the Annual Plan due to revised project cost estimates.


1.6 2015 Culvert Inspection & Rehab (ELA.0015) \$100,000

The City is committed to maintaining its critical linear infrastructure. This project inspects the condition of City's critical storm sewer culverts to determine rehabilitation and maintenance needs. Critical culverts meet one or more of the following criteria: 600mm diameter or larger, crossing a watercourse, crossing a roadway, or highlighted in recent storm water management studies or by operations staff.

Provisional funding was previously requested in December 2015. This additional funding was included in the Annual Plan due to revised project cost estimates.

2.0 RECOMMENDATION

It is recommended that Council approve the capital expenditure of \$1.465 Million for road capital improvements, as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,533,500 Million (inclusive of GST) to finance the capital programs as outlined in this report.


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

FV/ac

Copied to: Director Finance



Item.....
Meeting..... Meeting 2016 May 26

COMMITTEE REPORT

TO: CHAIR AND MEMEBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2016 May 17

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2016 ENGINEERING CAPITAL INFRASTRUCTURE WATER AND SEWER FUNDING REQUEST

PURPOSE: To request funding approval for 2016 Water and Sewer capital improvements.

RECOMMENDATIONS:

1. **THAT** Council approve capital expenditures of \$771,570 for Water & Sewer infrastructure programs as outlined in this report.
2. **THAT** Council authorize staff to fund from the Waterworks Utility Capital Fund the amount of \$12,100 (inclusive of GST) and to fund from the Sanitary Sewer Capital Fund the amount of \$795,500 (inclusive of GST) to finance the capital projects as outlined in this report.

REPORT

The 2016 – 2020 Annual Financial Plan contains multi-year capital improvements to be funded from the Water and Sewer Utility Capital Funds. In order to proceed with the design and construction in a timely manner, it is necessary to have funding approval in place. Sufficient Capital Reserves are available to complete these works.

1.0 2016 CAPITAL PROGRAMS

For capital programs that have plan in both 2016 and 2017, the funding for both years is being raised here in order to be able to award contracts for construction.

1.1 PRV & PS – Gilpin, Pandora & Barnet (EJB.0006) \$11,570

A new PRV is to be installed at Deer Lake Ave and Century Pkwy in order to meet peak hour demands and fire flows within the immediate vicinity (Central Valley Zone 442). The PRV is to be equipped with a flow meter and SCADA, to monitor performance.

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Provisional funding of \$350,000 was previously requested, and this additional funding was included in the Annual Plan in order to award a minor contract change order.

1.2 2015 Sanitary Mains

(EKA.0013)

\$730,000

The City has an annual sanitary sewer renewal program that consists of combined sewer separation, condition-based sewer main renewal, and capacity upgrades to accommodate growth and re-development. Separation of combined sewers into separate sanitary and storm sewer systems is an integral part of the City's commitment to eliminate existing combined sewer overflows into the environment and is a key component of the regional Integrated Liquid Waste and Resource Management (ILWRM) plan adopted in 2010. The sanitary sewer renewals consist of both contracted work and work by City forces, development coordinated works, and related engineering services.

Provisional funding was previously requested, and this additional funding was included in the Annual Plan in order to complete the entire 2015 sanitary main program.

1.4 Myrtle Sanitary Pump Station

(EKB.0010)

\$30,000

The City has an ongoing program of improvements and upgrades to existing pump stations. Work on the Myrtle pump station began in 2015 and will be completed in 2016. This additional funding was included in the Annual Plan in order to award a minor contract change order

2.0 RECOMMENDATION

It is recommended that Council approve capital expenditures of \$ 771,570 for infrastructure programs as outlined in this report and authorize staff to fund from the Waterworks Utility Capital Fund the amount of \$12,100 (inclusive of GST) and to fund from the Sanitary Sewer Capital fund the amount of \$795,500 (inclusive of GST) to finance the capital programs as outlined in this report.


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

FV:ac

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Item.....
Meeting.....2016 May 26

COMMITTEE REPORT

TO:	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	DATE:	2016 May 17
FROM:	DIRECTOR ENGINEERING	FILE:	32000-05
SUBJECT:	2017 ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST – DESIGN		
PURPOSE:	To request approval and funding for the design portion of 2017 Engineering capital improvements		

RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$4.615 Million for infrastructure programs, as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3,276,300 (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$811,300 (inclusive of GST) and the Waterworks Utility Capital Fund the amount of \$743,200 (inclusive of GST) to finance the capital projects as outlined in this report.

REPORT

The 2016 – 2020 Annual Financial Plan contains the following infrastructure projects. In order to initiate designs for the 2017 Capital Program, it is necessary to have funding approval in place. The current project locations for the 2017 Capital Program are shown on the attached map and table.

Water

<i>1.1 Watermain Renewals (2017 Program)</i>	<i>(EJA.0015)</i>	<i>\$600,000</i>
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The City has an annual watermain renewal program that consists of the replacement of aging watermain infrastructure, capacity upgrades for adequate flow for firefighting purposes and needs due to growth. The proposed 2017 program will replace approximately 15 km of watermain (about 2% of a total inventory of 720 km). It consists of contracted work and work by City forces, coordinated works with Metro Vancouver and Development Services, LAS programs, and related engineering services.

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In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

1.2 10th Avenue PRV (EJB.0011) \$110,000

In order to proceed with designs for rehabilitation and upgrades to the 10th Avenue PRV (pressure reducing valve), funding approval is requested now. The design effort requires work in 2016 and 2017, and a portion of the 2016 component of design funding has already been approved by Council. This request involves the remaining 2016 design funding component, as well as the 2017 design funding component.

Sewer

2.1 Sanitary Main Renewals (2017 Program) (EKA.0015) \$550,000

The City has an annual sanitary sewer renewal program that consists of combined sewer separation, condition-based sewer main renewal, and capacity upgrades to accommodate growth and re-development. Separation of combined sewers into separate sanitary and storm sewer systems is an integral part of the City's commitment to eliminate existing combined sewer overflows into the environment and is a key component of the regional Integrated Liquid Waste and Resource Management (ILWRM) plan adopted in 2010. The sanitary sewer renewals consist of both contracted work and work by City forces, development coordinated works, and related engineering services.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

2.2 Douglas Sanitary Pump Station (EKB.0006) \$200,000

The existing and aging Douglas sanitary pump station will be replaced with a larger pump station in order to meet the needs of ongoing growth and development, and to mitigate flooding risk due to the close proximity to Still Creek. This request involves the 2017 design funding component. The capital plan for this project is split \$100,000 for 2017 and \$1,100,000 for 2018. \$100,000 from 2018 is being brought forward to 2016 in order to enable design work in 2016.

2.3 Sanitary Services (EKC.0008) \$25,000

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Sanitary services are replaced or relined to reduce inflow and infiltration of rainwater and groundwater into the sanitary system, reducing overall treatment costs. This request involves the 2017 design funding component.

Storm

3.1 Storm Main Renewals (2017 Program) (ELA.0022) \$120,000

Through completion of Integrated Stormwater Management Plans (ISMP's), storm sewer CCTV inspections program, and input from Operations, the City has identified various storm sewer and culvert upgrades. These upgrades will address aging or undersized infrastructure. These projects are coordinated with the road rehabilitation projects in order to upgrade the crossing or adjacent roads that are currently in poor condition.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

3.2 Storm Main Extensions (2017 Program) (ELA.0025) \$120,000

The 2016-2020 Capital Plan includes provision for cost-sharing with private development for infrastructure improvements not directly related to the proposed development. The program takes advantage of the development process in providing a cost-effective solution for upgrading the City's infrastructure adjacent to their development site, when considered desirable by the City. Typical works include pavement and storm sewer rehabilitation in coordination with development projects.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

3.3 Storm Water Management (2017 Program) (ELD.0018) \$280,000

Through completion of Integrated Stormwater Management Plans, the City has identified various stormwater management projects in order to improve watershed health, address aging or undersized infrastructure, and reduce the likelihood of increased erosion on watercourses.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

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Roads

4.1 MRN Road Rehabilitation (2017 Program) (EMA.0008) \$350,000

The Major Roads Network (MRN) Rehabilitation Program is part of the City's ongoing infrastructure renewal strategy to sustainably maintain the primary transportation corridors. Project locations are determined based on pavement condition information provided by the City's Pavement Management System and input from Operations. This is an annual program funded through TransLink. The City interim finances these expenditures as payment transfers from TransLink are made on a quarterly basis. The capital Reserves will be reimbursed upon receipt of TransLink funding.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

4.2 LRN Road Rehabilitation (2017 Program) (EMC.0011) \$800,000

The Local Road Network (MRN) Rehabilitation Program is part of the City's ongoing infrastructure renewal strategy to sustainably maintain local streets. Project locations are determined based on pavement condition information provided by the City's Pavement Management System and input from Operations.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

4.3 Bridge Rehabilitation (2017 Program) (EMJ.0009) \$100,000

The City is committed to ongoing maintenance and rehabilitation of our roadway structures within the Major Roads Network (MRN). A structures rehabilitation program is in place to address recommendations provided from the bridge inspections program and input from Operations.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and this request involves the 2016 and 2017 design funding components.

4.4

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Rumble, McKay to Royal Oak Upgrades (ERA.0053) \$300,000

The Rumble Improvement Project involving upgrades from McKay to Royal Oak, including curb/gutter, sidewalk, Urban Trail, streetlighting and utilities. This 2017 component of Rumble represents the final section of Rumble to be upgraded, completing a multi-year program of improvements.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

4.5 2017 Streetlight and Sidewalk Improvements (ERA.0056) \$150,000

This project addresses locations throughout the City that are missing sidewalks, trails, or street lights. The 2017 project location is Burnaby Mountain Parkway from Centennial Way to Gaglardi Way.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

4.6 Lougheed, Underhill – Austin Improvements (ERA.0058) \$450,000

The Lougheed Improvement Project involves rehabilitation and upgrades from Underhill – Austin. Lougheed from Austin to Bell will also include Town Centre Standard upgrades and utility rehabilitation.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and this request involves the 2016 and 2017 design funding components.

4.7 North Road, Clarke to Broadway Upgrades (ERA.0059) \$150,000

The North Road Upgrade Project involves intersection improvements at Clarke & North Road, as well as Town Centre Standard implementation including curb/gutter and sidewalk from Clarke to Broadway.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

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4.8 Gamma, Cambridge to Albert Improvements (ERA.0060) \$160,000

The Gamma Improvement Project involves upgrades from Cambridge to Albert which includes road widening, curb/gutter, sidewalk, and curb bulges.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

4.9 Ridge, Inlet to Duthie Improvements (ERA.0061) \$150,000

The Ridge Improvement Project involves intersection improvements at Ridge & Inlet, as well as curb/gutter, sidewalk, and street lighting from Inlet to Duthie. A stormwater management feature is also being considered near Inlet Drive.

In order to proceed with designs for the 2017 Capital Program, funding approval is requested now. The design effort requires work in 2016 and 2017, and the 2016 component of design funding has already been approved by Council. This request involves the 2017 design funding component.

2.0 Recommendation

The total cost of the above programs is estimated at \$4.615M. These programs are included in the 2016 – 2020 Annual Financial Plan and sufficient Capital Reserves and Funds are available to fund these works as outlined in this report.

It is recommended that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3,276,300 (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$811,200 (inclusive of GST) and the Waterworks Utility Capital Fund the amount of \$743,200 (inclusive of GST) to finance the 2016 – 2020 Capital Programs as outlined in this report.



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