



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

OPEN PUBLIC MEETING AT 7:00 PM
Monday, 2016 December 05

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
	A) Open Council Meeting held 2016 November 21	1
	B) Public Hearing (Zoning) held 2016 November 22	36
3.	<u>REPORTS</u>	
	A) Financial Management Committee Re: SAP Hardware and Database Replacement Project (Suite on HANA)	50
	B) Financial Management Committee Re: 2017 Waterworks Utility Rates	55
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Re: Purchasing Approval Limits
- H) Financial Management Committee 93
Re: 2016 Annual Capital Program - Engineering
- I) City Manager's Report, 2016 December 05 96
- 4. **MANAGER'S REPORTS**
 - 1. **5970 BERESFORD STREET** 97

Purpose: To seek Council approval for the Engineering Department to use the City-owned warehouse facility at 5970 Beresford Street from 2016 December to 2017 December.
 - 2. **CONTRACT AWARD** 99
MINI SIDE LOADER REFUSE COLLECTION TRUCKS

Purpose: To obtain Council approval to award a contract for the supply and delivery of three mini side loader refuse collection trucks.
 - 3. **CONTRACT INCREASE 2011-13** 100
GILMORE PUMP STATION UPGRADE PROJECT

Purpose: To obtain Council approval to increase the existing contract for Gilmore Pump Station Upgrade Project.
- 5. **BYLAWS**
 - A) **First, Second and Third Reading**
 - A) #13690 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 39, 2016 **13690**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$36,640 to finance the upgrade of Burnaby Village Museum (Item 7(7), Manager's Report, Council 2016 November 21)

- B) #13691 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 40, 2016 **13691**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$4,140,000 to finance for hardware replacement, software licences and professional implementation services
(Item 3(A), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(A)
- C) #13692 - Burnaby Waterworks Regulation Bylaw 1953, Amendment Bylaw No. 1, 2016 **13692**
A bylaw to amend Burnaby Waterworks Regulation Bylaw
(Item 3(B), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(B)
- D) #13693 - Burnaby Sewer Parcel Tax Bylaw 1994, Amendment Bylaw No. 1, 2016 **13693**
A bylaw to amend Burnaby Sewer Parcel Tax Bylaw 1994 Fees Update
(Item 3(C), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(C)
- E) #13694 - Burnaby Sewer Charge Bylaw 1961, Amendment Bylaw No. 1, 2016 **13694**
A bylaw to amend Burnaby Sewer Charge Bylaw 1961
(Item 3(C), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(C)
- F) #13695 - Burnaby Solid Waste and Recycling Bylaw 2010, Amendment Bylaw No. 2, 2016 **13695**
A bylaw to amend Burnaby Solid Waste and Recycling Bylaw 2010 (remove provisions that impose separate fees for properties with secondary suites)
(Item 3(D), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(D)
- G) #13696 - Burnaby Fire Services Bylaw 2004, Amendment Bylaw No. 2, 2016 **13696**
A bylaw to amend Burnaby Fire Services Bylaw 2004 fee schedule
(Item 3(E), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(E)

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- H) #13697 - Burnaby Board of Variance Bylaw 1971, **13697**
Amendment Bylaw No. 1, 2016
A bylaw to establish Board of Variance application fee
(Item 3(F), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(F)
- I) #13698 - Burnaby Routine Transaction Authority Bylaw **13698**
1999, Amendment Bylaw No. 1, 2016
A bylaw to delegate the power to authorize certain routine
transactions to certain officers and employees of the City
(Item 3(G), FMC Report, Council 2016 December 05)
Subject to approval of FMC Report Item 3(G)
- J) #13700 - Burnaby Parking Meter Bylaw 1998, Amendment **13700**
Bylaw No. 1, 2016
A bylaw to amend Burnaby Parking Meter Bylaw 1998
(Item 6(B), FMC Report, Council 2016 May 16)
- B) Second Reading**
- K) #13639 - Burnaby Zoning Bylaw 1965, Amendment Bylaw **13639**
No. 35, 2016 - Text Amendment
A bylaw to amend the Zoning Bylaw provisions in respect to
child care facilities
(Item 6(E), PDC Report, Council 2016 May 16)
- L) #13665 - Burnaby Zoning Bylaw 1965, Amendment Bylaw **13665**
No. 46, 2016 - Text Amendment
A bylaw to amend the Zoning Bylaw provisions in respect to
rezoning application fees
(Item 6(2), Manager's Report, Council 2016 October 17)
- M) #13671 - Burnaby Zoning Bylaw 1965, Amendment Bylaw **13671**
No. 47, 2016 - Rez. #16-45 (3570/3650/70/90 Douglas &
5628 Hardwick)
R12 Area Rezoning for 3570/3650/70/90 Douglas & 5628
Hardwick
(Item 6(D), PDC Report, 2016 November 07)
- N) #13672 - Burnaby Zoning Bylaw 1965, Amendment Bylaw **13672**
No. 48, 2016 - Rez. #15-53 (4341/51 Rumble Street and
7451, 7557 Sussex Avenue)
From CD Comprehensive Development District (based on
P5 Community Institutional District) to Amended CD
Comprehensive Development District (based on P5

Community Institutional District and RM3 Multiple Family Residential District, and in accordance with the development plan entitled "Fair Haven United Church Homes - Seniors Affordable Rental Housing" prepared by NSDA Architects)
Purpose - to permit the development of a new four-storey, 145 unit, non-profit seniors' housing facility
(Item 6(18), Manager's Report, Council 2016 October 24)

- O) #13673 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 49, 2016 - Rez. #15-52 (6921/31/39/47/57/65 Arcola Street) **13673**
From R5 Residential District to CD Comprehensive Development District (based on RM3 Multiple Family Residential District and Edmonds Town Centre Plan guidelines and the development plan entitled "6921 - 6965 Arcola Street Burnaby, B.C." prepared by Ankenman Marchand Architects)
Purpose - to permit the construction of a three-storey townhouse development with 22 units and full underground parking
(Item 6(17), Manager's Report, Council 2016 October 24)
- P) #13674 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 50, 2016 - Rez. #14-47 (6837/57 and Portion of 6875 Royal Oak Avenue) **13674**
From M4 Special Industrial District to CD Comprehensive Development District (based on C9 Urban Village Commercial District and Royal Oak Community Plan guidelines and the development plan entitled "6837/6857/6875 Royal Oak Ave, Burnaby, BC" prepared by Wilson Chang Architect)
Purpose - to permit the construction of a four-storey mixed-use development with full residential underground parking and at grade commercial parking, with ground level commercial fronting Royal Oak Avenue and residential uses (54 units) above
(Item 6(15), Manager's Report, Council 2016 October 24)

C) Consideration and Third Reading

- Q) #13584 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 8, 2016 - Rez. #14-27 (Portion of 7201 11th Avenue) **13584**
From CD Comprehensive Development District (based on RM5 and RM1 Multiple Family Residential Districts, C2 Community Commercial District, Southgate Master Plan and Edmonds Town Centre Plan guidelines) to Amended CD

Comprehensive Development District (based on RM5 and RM1 Multiple Family Residential Districts, C2 Community Commercial District, Southgate Neighbourhood Master Plan and Edmonds Town Centre Plan guidelines, and in accordance with the development plans entitled "BC Family Housing Site" prepared by Integra Architecture Inc., and PWL Partnership Landscape Architects Inc.)

Purpose - to permit the construction of a five-storey low-rise apartment building within the multi-phased development of the Southgate site. The proposed non-market housing development is to be owned and operated by BC Housing.
(Item 5(5), Manager's Report, Council 2016 March 21)

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D) Reconsideration and Final Adoption

- R) #13579 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 7, 2016 - Rez. #14-31 (Portion of 8255/8360 Wiggins Street and 5279 Riverbend Drive) **13579**

From CD Comprehensive Development District (based on M2 General Industrial District, M3 Heavy Industrial District and M5 Light Industrial District) to Amended CD

Comprehensive Development District (based on M2 General Industrial District, M3 Heavy Industrial District and M5 Light Industrial District, C2 Community Commercial District and Big Bend Development Plan guidelines, and in accordance with the development plan entitled "Riverbend Business Park" prepared by Christopher Bozyk Architects Ltd.)

Purpose - to permit the construction of the first phase of the Riverbend Business Park Conceptual Development Plan (Reference #12-18)

(Item 5(12), Manager's Report, Council 2016 February 22)

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- S) #13682 - Burnaby Local Improvement Fund Expenditure Bylaw No. 4, 2016 **13682**

A bylaw authorizing the expenditure of monies in the Local Improvement Fund - construction of sidewalk on Charles Street from lane west of Madison Avenue to Madison Avenue (Project No. 17-801, Bylaw #13667)

Item 5(A), Certificate of Sufficiency, Council 2016 October 17)

E) Abandonment

- T) #13498 - Burnaby Street and Traffic Bylaw 1961, **13498**
Amendment Bylaw No. 2, 2015
A bylaw to amend Burnaby Street and Traffic Bylaw 1961
(installation of small cell and other antennae on City street
infrastructure)
(Item 4(D), Reports (FMC), Council 2015 July 06)
(Item 7(3), Manager's Report, Council 2016 November 21)
- U) #13519 - Burnaby Zoning Bylaw 1965, Amendment Bylaw **13519**
No. 30, 2015 - Text Amendment
To amend the P2 Administration and Assembly District with
respect to antenna developments (to permit the small cell
installations on City street and traffic light poles in any
zoning district)
(Item 5(A), Reports, Council 2015 October 05)
(Item 7(3), Manager's Report, Council 2016 November 21)

6. NOTICE OF MOTION

- A) Councillor Dan Johnston **122**
Re: Distribution of Non-Medical Marijuana

7. NEW BUSINESS

8. INQUIRIES

9. ADJOURNMENT



COUNCIL MEETING MINUTES

Monday, 2016 November 21

An Open meeting of the City Council was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Monday, 2016 November 21 at 6:30 p.m. followed immediately by a Closed meeting from which the public was excluded. At the conclusion of the Closed meeting, the Open meeting was reconvened at 7:00 p.m. in the Council Chamber.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Derek R. Corrigan
Councillor Pietro Calendino
Councillor Dan Johnston
Councillor Colleen Jordan
Councillor Anne Kang
Councillor Paul McDonell
Councillor James Wang

ABSENT: Councillor Sav Dhaliwal
Councillor Nick Volkow *(due to illness)*

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Ms. Denise Jorgenson, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning and Building
Mr. Dave Critchley, Director Public Safety & Community Services
Ms. May Leung, City Solicitor
Mr. Dennis Back, City Clerk
Ms. Kate O'Connell, Deputy City Clerk

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the Open Council meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Council meeting reconvened at 7:04 p.m.

2. PRESENTATIONS

- A) 2016 City of Burnaby Christmas Card Design Contest Winners**
Victoria Garay - Lakeview Elementary
Zandren Soria - Morley Elementary
Chanelle Zhu - South Slope Elementary
Presenter: His Worship, Mayor Derek R. Corrigan

His Worship, Mayor Derek R. Corrigan congratulated the 2016 City of Burnaby Christmas Card Design Contest Winners: Victoria Garay from Lakeview Elementary School, Zandren Soria from Morley Elementary School and Chanelle Zhu from South Slope Elementary School. His Worship presented each winner with a gift bag including a framed copy of their card, and commended them for their creative submission that embodied the warmth of the holidays and the Christmas spirit.

- B) Kingsway Imperial Neighbourhood Association (KINA)**
Community Garland
Presenters: Diane Gillis, President
Jack Taylor, Business Representative of KINA
Justin Bigs, Community Police Officer/Transit Police

The representatives of KINA thanked the City of Burnaby for all that they are doing to make the community a safe and welcoming place to live, work and attend school.

Ms. Gillis presented Council with the KINA Community Garland. The Community Garland is a symbol of what community means to the residents of Burnaby. The 637 Arrow Squadron Cadets assisted in the presentation of the Community Garland to Council. The Community Garland will be on display at the Burnaby Village Museum.

3. PROCLAMATION

- A) Adoption Awareness Month (2016 November)**

His Worship, Mayor Derek R. Corrigan proclaimed the month of November as **"Adoption Awareness Month"** in the City of Burnaby.

4. MINUTES

- A) Open Council Meeting held 2016 November 07**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the minutes of the Open Council meeting held on 2016 November 07 be now adopted.

CARRIED UNANIMOUSLY

5. DELEGATIONS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the delegations be heard.

CARRIED UNANIMOUSLY

A) BC ACORN
Re: Metrotown Development Plan Update
Speakers: Alan Gonchar, Matthew Davies,
Ivy Blais, David Neufeld

Mr. Alan Gonchar, 5055 Imperial Street, Burnaby, voiced opposition to the Metrotown Development Plan as the consultation process did not solicit comments and feedback from renters who are the most likely to be displaced as a result of development. The speaker requested that Council continue the consultation process and actively engage the rental community.

Mr. Matthew Davies, 6660 Marlborough Avenue, Burnaby, shared concerns regarding the loss of existing affordable housing in Burnaby as a result of development. The speaker also voiced concerns regarding the loss of community diversity and requested that Council undergo a more comprehensive public consultation process that directly solicits feedback and input from the rental community.

Ms. Ivy Blais, 6420 Silver Avenue, Burnaby, is concerned that the Metrotown Development Plan consultation process did not engage immigrant populations as materials were only provided in English and were unclear. The speaker encouraged Council to focus on purpose built rentals, as market rentals are unaffordable. Ms. Blais believe that the plan will result in increased homelessness as displaced residents face challenges in securing local affordable housing.

Mr. David Neufeld, 6366 Cassie Avenue, Burnaby, encouraged Council to look at the actions taken by the City of New Westminster intended to preserve, renew and create rental stock.

B) Peter Stary
Re: Willingdon Avenue Cycle Road Design Standard
Speaker: Peter Stary

Mr. Peter Stary, 4025 Georgia Street, Burnaby, appeared before Council, and presented a document outlining potential improvements to the Willingdon Avenue Cycle Road Design Standard. The speaker highlighted the need for

cycling infrastructure that connects North and South Burnaby, in addition to providing cycling access to key City locations such as BCIT, Metrotown and Central Park. Mr. Stary does not believe that the proposed plan of a shared bike and pedestrian path aligns with the City strategies and planning documents as shared paths lead to higher pedestrian/cyclist conflicts and accidents. The speaker requested that Council consider alternative options that reflect active transportation best practices including separated bike and pedestrian paths, buffered bike lanes and cycle tracks.

6. **REPORTS**

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

A) His Worship, Mayor Derek R. Corrigan Re: Acting Mayor Appointments - 2017

His Worship, Mayor Derek R. Corrigan submitted the 2017 Acting Mayor Appointments report for Council's consideration.

His Worship, Mayor Derek R. Corrigan recommended:

1. THAT the following Council members be appointed as Acting Mayor for the month indicated in 2017:

January	Councillor Pietro Calendino
February	Councillor Sav Dhaliwal
March	Councillor Dan Johnston
April	Councillor Colleen Jordan
May	Councillor Anne Kang
June	Councillor Paul McDonell
July	Councillor Nick Volkow
August	Councillor James Wang
September	Councillor Pietro Calendino
October	Councillor Sav Dhaliwal
November	Councillor Dan Johnston
December	Councillor Colleen Jordan

MOVED BY COUNCILLOR KANG

SECONDED BY COUNCILLOR JORDAN

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

- AMENDED

MOVED BY COUNCILLOR KANG
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation be **AMENDED** to appoint Councillor Pietro Calendino as Acting Mayor in May and Councillor Anne Kang as Acting Mayor in September.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR KANG
SECONDED BY COUNCILLOR JORDAN

THAT the motion as amended be adopted.

CARRIED UNANIMOUSLY

Councillor McDonell left the Open Council meeting at 8:12 p.m.

Councillor McDonell returned to the Open Council meeting at 8:14 p.m.

B) Community Heritage Commission
Re: Remembering Working People:
Plaques Around the Province Project

The Community Heritage Commission submitted a report seeking Council authorization for the nomination of historic events and locations that recognizes the history of working people in Burnaby.

The Community Heritage Commission recommended:

1. THAT Council approve the expenditure of up to \$5,000 (inclusive of GST and/or PST) to fund the production of plaques under BC Heritage Centre's *Remembering Working People: Plaques Around the Province Project*, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the Community Heritage Commission be adopted.

CARRIED UNANIMOUSLY

C) Community Heritage Commission
Re: Frederick & Alice Hart Estate "Avalon"
Heritage Site Interpretive Plaque
6664 Deer Lake Avenue

The Community Heritage Commission submitted a report seeking Council approval for the final design of the interpretive plaque for the Frederick and Alice Hart Estate "Avalon".

The Community Heritage Commission recommended:

1. THAT Council approve the design and installation of the interpretive plaque for the Frederick and Alice Hart Estate "Avalon".

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Community Heritage Commission be adopted.

CARRIED UNANIMOUSLY

D) Environment Committee

Re: Update on the Burnaby Invasive Species Management in Parks

The Environment Committee submitted a report providing Council with the results of the Invasive Plant Management work plan in Burnaby parks for 2015.

The Environment Committee recommended:

1. THAT Council receive this report for information.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR KANG

SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Environment Committee be adopted.

CARRIED UNANIMOUSLY

E) Environment Committee

Re: 2017 Environmental Awards Program

The Environment Committee submitted a report seeking Council approval for the 2017 Environmental Awards Program Terms of Reference, call for nominations and an expenditure for promotion and advertising.

The Environment Committee recommended:

1. THAT Council approve the proposed Terms of Reference and call for nominations for the 2017 Environmental Awards Program.
2. THAT Council approve an expenditure of \$2,500 from the Boards, Committees and Commissions' operating budget for promoting and advertising the Environmental Awards Program call for nominations.

MOVED BY COUNCILLOR KANG
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Environment Committee be adopted.

CARRIED UNANIMOUSLY

F) Executive Committee of Council
Re: Festivals Burnaby Grant Program Applications

The Executive Committee of Council submitted the following recommendations for Council approval:

#17-N-002 Burnaby International Folk Dancers Club
Lyrids Folk Dance Festival

The Executive Committee of Council recommended:

1. THAT a *Festivals Burnaby* grant – *Neighbourhood Event* in the amount of \$1,000 be awarded to the Burnaby International Folk Dancers Club for the Lyrids Folk Dance Festival to be held on 2017 April 21-23, subject to finding a location in Burnaby.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

#17-S-001 African Canadian Soccer and Cultural Association
African Soccer and Cultural Festival

The Executive Committee of Council recommended:

1. THAT a *Festivals Burnaby* grant – *Small Scale Event* in the amount of \$6,500 be awarded to the African Canadian Soccer and Cultural Association for the African Soccer and Cultural Festival to be held on 2017 August 11-13 at the Burnaby Lake Sports Complex.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

#17-S-002 Scandinavian Community Centre
Scandinavian Midsummer Festival

The Executive Committee of Council recommended:

1. THAT a *Festivals Burnaby* grant – *Small Scale Event* in the amount of \$6,000 be awarded to the Scandinavian Community Centre for the Scandinavian Midsummer Festival to be held on 2017 June 17-18 at the Scandinavian Community Centre.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

#17-L-001 Eurofest BC Society
European Festival

The Executive Committee of Council recommended:

1. THAT a *Festivals Burnaby* grant – *Large Scale Event* in the amount of \$25,000 be awarded to the Eurofest BC Society for the European Festival to be held on 2017 May 27-28.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

#17-L-002 Latinos in Action Society
Latin Reggae Summer Fest

The Executive Committee of Council recommended:

1. THAT a *Festivals Burnaby* grant – *Large Scale Event* in the amount of \$12,500 be awarded to the Latinos in Action Society for the Latin Reggae Summer Fest to be held on 2017 August 12-13 at Swangard Stadium.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KANG

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

CARRIED UNANIMOUSLY

G) City Manager's Report, 2016 November 21

The City Manager submitted a report dated 2016 November 21 on the following matters:

7. MANAGER'S REPORTS**1. REVIEW OF THE FEDERAL ENVIRONMENTAL ASSESSMENT PROCESS**

The City Manager submitted a report from the Director Planning and Building providing Council with comments on the Federal Environmental Assessment Process for Council's consideration and endorsement for submission to the Federal Environmental Assessment Process Expert Panel.

The City Manager recommended:

1. THAT Council endorse the comments and recommendations as outlined in this report.
2. THAT a copy of this report be forwarded to:
 - a) Chair, Federal Environmental Assessment Process Expert Panel;
 - b) Burnaby MPs and;
 - c) the Environment Committee.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

2. METROTOWN PLAN UPDATE: DRAFT METROTOWN DOWNTOWN PLAN

The City Manager submitted a report from the Director Planning and Building providing Council with summarized input received in connection with the first phase of the *Metrotown Downtown Plan* update; seeking Council endorsement of the *Draft Metrotown Downtown Plan*; and seeking Council authorization to initiate phase two of the public input process to seek community feedback on the Draft proposals for the update of the *Plan*.

The City Manager recommended:

1. THAT Council endorse the *Draft Metrotown Downtown Plan* as a basis for receiving public input, as outlined in this report.

2. THAT Council authorize staff to undertake a public input process on the *Draft Metrotown Downtown Plan*, as outlined in this report.

MOVED BY COUNCILLOR JOHNSTON

SECONDED BY COUNCILLOR KANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**3. SMALL CELL ANTENNA INSTALLATIONS ON
CITY INFRASTRUCTURE**

The City Manager submitted a report from the Director Planning and Building proposing the amendment to the Burnaby Zoning Bylaw and the Burnaby Street and Traffic Bylaw to permit small cell antenna installations in City road rights-of-way.

The City Manager recommended:

1. THAT Council authorize the preparation of a bylaw amending the *Burnaby Zoning Bylaw*, as outlined in Section 2.2 of this report, and that the bylaw be advanced to First Reading on 2016 November 21 and to a Public Hearing on 2016 December 13 at 7:00 pm.
2. THAT Council authorize the preparation of a bylaw amending the *Burnaby Street and Traffic Bylaw*, as outlined in Section 2.3 of this report, and that the bylaw be advanced to First, Second, and Third Readings on 2016 December 12.
3. THAT the proposed Bylaw 13519 Burnaby Zoning Bylaw 1965, Amendment Bylaw 30, 2015 and Bylaw No. 13498 Burnaby Street and Traffic Bylaw 1961, Amendment Bylaw No. 2, 2015 be abandoned.

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

4. UNSIGHTLY PREMISE AT 8062 ELEVENTH AVENUE

The City Manager submitted a report from the Director Finance seeking Council authority for City staff and/or agents to enter the property at 8062 Eleventh Avenue to bring the property into compliance with the Burnaby Unsightly Premises Bylaw No. 5533.

The City Manager recommended:

1. THAT Council authorize City staff and/or agents to enter the property at 8062 Eleventh Avenue to remove and dispose of overgrowth contributing to the unsightliness of the property at the expense of the property owner.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

5. UNSIGHTLY PREMISE AT 6090 NINTH AVENUE

The City Manager submitted a report from the Director Finance seeking Council authority for City staff and/or agents to enter the property at 6090 Ninth Avenue to bring the property into compliance with the Burnaby Unsightly Premises Bylaw No. 5533.

The City Manager recommended:

1. THAT Council authorize City staff and/or agents to enter the property at 6090 Ninth Avenue to remove and dispose of any overgrowth, debris or derelict vehicles contributing to the unsightliness of the property at the expense of the property owner.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

6. BUILDING PERMIT TABULATION REPORT NO. 10
FROM 2016 OCTOBER 01 - 2016 OCTOBER 31

The City Manager submitted a report from the Director Planning and Building providing Council with information on construction activity as reflected by the building permits that have been issued for the subject period.

The City Manager recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**7. 2016 NOVEMBER - PARKS, RECREATION & CULTURAL
SERVICES CAPITAL FUNDING BYLAW**

The City Manager submitted a report from the Director Parks, Recreation and Cultural Services requesting Council bring forward a bylaw to finance upgrades to the Burnaby Village Museum front office.

The City Manager recommended:

1. THAT a bylaw be brought forward to appropriate \$36,640 (inclusive of GST) from Capital Reserves to finance one project.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**8. CONTRACT AWARD
HOUSEKEEPING SERVICES –
BURNABY BETTER AT HOME PROGRAM**

The City Manager submitted a report from the Director Finance seeking Council approval to award four contracts for housekeeping services for the Burnaby Better at Home Program.

The City Manager recommended:

1. THAT Council approve one year contract awards to four contractors: 0893967 BC Ltd. dba Comfort Keepers, Scott Health Services dba Nurse Next Door, Bayshore HealthCare Ltd., and North Shore Senior Services Inc. dba Always Best Care for housekeeping services. The annual estimated cost of all four contracts is \$275,000.00 including GST in the amount of \$13,095.24. Final pricing will be based on actual services purchased.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

9. CONTRACT INCREASE – E16/2015
LOUGHEED HIGHWAY BRIDGE R20 STRUCTURAL
REHABILITATION AND SEISMIC RETROFIT PROJECT

The City Manager submitted a report from the Director Finance seeking Council approval to increase the existing contract for the Lougheed Highway Bridge R20 Structural Rehabilitation and Seismic Retrofit Project.

The City Manager recommended:

1. THAT Council approve a contract increase of \$74,881.80 including GST in the amount of \$3,565.80 to Associated Engineering (BC) Ltd. for a total contract value of \$319,761.75 including GST in the amount of \$15,226.75 as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

10. REZONING REFERENCE #12-04
FOUR-STOREY MIXED-USE DEVELOPMENT
ROYAL OAK COMMUNITY PLAN, SUB-AREA 8

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2016 December 13. The purpose of the proposed zoning bylaw amendment is to permit the construction of a four-storey mixed-use development with full underground parking, comprised of at grade commercial fronting Lane Street with residential uses behind and above.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2016 November 21, and to a Public Hearing on 2016 December 13 at 7:00 p.m.

2. THAT the predecessor Rezoning Bylaw, Amendment Bylaw No. 09/13, Bylaw 13187, be abandoned contingent upon the granting by Council of Second Reading of the subject Rezoning Bylaw.
3. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a 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.
 - 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.
 - d) The submission of an undertaking to remove all existing improvements from the site prior to or within six months of the rezoning bylaw being effected. Demolition of any improvements will be permitted at any time, provided that the applicant acknowledges that such permission does not fetter Council's ability to grant or not to grant Second Reading, Third Reading and/or Final Adoption of the Rezoning Bylaw.
 - e) The undergrounding of existing overhead wiring abutting the site.
 - f) The consolidation of the net project site into one legal parcel.
 - g) The granting of any necessary statutory rights-of-way, easements and/or covenants.
 - h) The granting of any necessary Section 219 Covenants including, but not limited to, a restriction on the enclosure of balconies; provision and maintenance of electric vehicles; that all handicap accessible stalls remain as common property; and ensuring compliance with the submitted acoustical analysis.
 - i) A noise study is required to ensure compliance with the Council-adopted sound criteria.
 - j) Compliance with the guidelines for underground parking for residential visitors and commercial patrons.

- k) The provision of a covered car wash stall and adequately sized and appropriately located garbage handling and recycling material holding space to the approval of the Director Engineering and a commitment to implement the recycling provisions.
- l) The provision of a suitable on-site stormwater management system to the approval of the Director Engineering, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
- m) The design and provision of units adaptable to persons with disabilities and the provision of customized hardware and cabinet work being subject to the sale/lease of the unit to a disabled person, with allocated disabled parking spaces protected by a Section 219 Covenant.
- n) The submission of a Site Profile and resolution of any arising requirements.
- o) The review of a detailed Sediment Control System by the Director Engineering.
- p) The provision of facilities for cyclists in accordance with Section 4.6 of the rezoning report.
- q) The submission of a detailed comprehensive sign plan.
- r) The deposit of the applicable Parkland Acquisition Charge.
- s) The deposit of the applicable GVS & DD Sewerage Charge.
- t) The deposit of the applicable School Site Acquisition Charge.
- u) 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**11. REZONING REFERENCE #15-54
COMMERCIAL AND PUBLIC REALM COMPONENTS OF
GILMORE STATION PHASE I
BRENTWOOD TOWN CENTRE PLAN**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2016 December 13. The purpose of the proposed zoning bylaw amendment is to permit construction of the commercial podium, underground parking and public realm components on the Phase I site, within the Gilmore Station Master Plan.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2016 November 21 and to a Public Hearing on 2016 December 13 at 7:00 p.m.
2. THAT the introduction of a Highway Closure Bylaw be authorized according to the terms outlined in Section 5.3 of this report, contingent upon the granting by Council of Second Reading of the subject Rezoning Bylaw.
3. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a 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.
 - c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), and to the point of connection to the existing service where sufficient facilities are available to serve the development.
 - d) The submission of an undertaking to remove all existing improvements from the site prior to or within six months of the rezoning bylaw being effected. Demolition of any improvements will be permitted at any time, provided that the applicant acknowledges that such permission does not fetter Council's

ability to grant or not to grant Second Reading, Third Reading and/or Final Adoption of the Rezoning Bylaw.

- e) The dedication of any rights-of-way deemed requisite.
- f) The completion of the necessary subdivision to create the subject site.
- g) The granting of any necessary easements and statutory rights-of-way, including, but not necessarily limited to easements and statutory rights-of-way guaranteeing public access to proposed plazas, pedestrian walkways, and vehicular linkages.
- h) The granting of any necessary Covenants, including, but not necessarily limited to Section 219 Covenants:
 - indicating that project surface driveway access will not be restricted by gates;
 - guaranteeing the provision and maintenance of public art;
 - ensuring that all subdivided lots throughout entire site function under a single site concept for BC Building Code Compliance purposes;
 - ensuring commercial entrances on Lougheed Highway, Gilmore Avenue and the private road remain open and operable and are restricted from having obscured fenestration;
 - assuring the provision and continuing maintenance of end-of-trip facilities for cyclists and bicycle storage rooms; and,
 - guaranteeing the provision and maintenance of identified public plazas, walkways and internal roadways.
- i) The review of a detailed Sediment Control System by the Director Engineering.
- j) 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.
- k) The review of commercial loading facilities by the Director Engineering.
- l) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building is required.
- m) The submission of a sustainability report detailing the initiatives for the development to meets its environmental commitments within the Gilmore Station Master Plan.
- n) The provision of facilities for cyclists in accordance with this report.

- o) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- p) The submission of a Site Profile and resolution of any arising requirements.
- q) The submission of a detailed Comprehensive Sign Plan.
- r) The submission of a detailed Public Art Plan.
- s) The submission of a detailed construction management plan including a schedule for the construction/development phasing of the subject proposal.
- t) The deposit of the applicable GVS & DD Sewerage Charge.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

12. REZONING REFERENCE #15-55
RESIDENTIAL TOWER I OF GILMORE STATION PHASE I
BRENTWOOD TOWN CENTRE PLAN

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2016 December 13. The purpose of the proposed zoning bylaw amendment is to permit construction of Residential Tower I within Phase I of the Gilmore Station Master Plan site.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2016 November 21 and to a Public Hearing on 2016 December 13 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a 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.

- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d) The utilization of an amenity bonus in accordance with Section 5.6 of this report.
- e) The granting of any necessary covenants, easements or statutory rights-of-way, including but not necessary limited to:
 - Section 219 Covenant restricting enclosure of balconies;
 - Section 219 Covenant guaranteeing the provision and maintenance of public art;
 - Section 219 Covenant 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;
 - Section 219 Covenant ensuring that handicap accessible parking stalls in the underground residential parking areas be held in common property to be administered by the Strata Corporation;
 - Section 219 Covenant ensuring compliance with the approved acoustic study;
 - Section 219 Covenant ensuring the provision and ongoing maintenance of EV cars and EV plug-in stations;
 - Section 219 Covenant ensuring that provided amenity spaces are for the sole use of residents of the Gilmore Station development and are not to be used for commercial purposes; and,
 - Section 219 Covenant restricting the use of guest rooms.
- f) The review of a detailed Sediment Control System by the Director Engineering.
- g) 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.

- h) The review of residential loading facilities by the Director Engineering.
- i) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building is required.
- j) The submission of a sustainability report detailing the initiatives for the development to meets its environmental commitments within the Gilmore Station Master Plan.
- k) The provision of facilities for cyclists in accordance with this report.
- l) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- m) Compliance with the guidelines for underground parking for residential visitors.
- n) The submission of an acoustic study to ensure compliance with the Council-adopted sound criteria.
- o) The submission of a detailed Public Art Plan.
- p) The submission of a detailed construction management plan including a schedule for the construction/development phasing of the subject proposal.
- q) The deposit of the applicable Parkland Acquisition Charge.
- r) The deposit of the applicable GVS & DD Sewerage Charge.
- s) The deposit of the applicable School Site Acquisition Charge.
- t) 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

**13. REZONING REFERENCE #15-56
RESIDENTIAL TOWER II OF GILMORE STATION PHASE I
BRENTWOOD TOWN CENTRE PLAN**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application of a Public Hearing on 2016 December 13. The purpose of the proposed rezoning bylaw amendment is to permit construction of Residential Tower II within Phase I of the Gilmore Station Master Plan site.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2016 November 21 and to a Public Hearing on 2016 December 13 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a 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.
 - c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), and to the point of connection to the existing service where sufficient facilities are available to serve the development.
 - d) The utilization of an amenity bonus in accordance with Section 5.6 of this report.
 - e) The granting of any necessary covenants, easements or statutory rights-of-way, including but not necessary limited to:
 - Section 219 Covenant restricting enclosure of balconies;
 - Section 219 Covenant guaranteeing the provision and maintenance of public art;
 - Section 219 Covenant 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;
- Section 219 Covenant ensuring that handicap accessible parking stalls in the underground residential parking areas be held in common property to be administered by the Strata Corporation;
 - Section 219 Covenant ensuring compliance with the approved acoustic study;
 - Section 219 Covenant ensuring the provision and ongoing maintenance of EV cars and EV plug-in stations;
 - Section 219 Covenant ensuring that provided amenity spaces are for the sole use of residents of the Gilmore Station development and are not to be used for commercial purposes; and,
 - Section 219 Covenant restricting the use of guest rooms.
- f) The review of a detailed Sediment Control System by the Director Engineering.
- g) 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.
- h) The review of residential loading facilities by the Director Engineering.
- i) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building is required.
- j) The submission of a sustainability report detailing the initiatives for the development to meets its environmental commitments within the Gilmore Station Master Plan.
- k) The provision of facilities for cyclists in accordance with this report.
- l) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- m) Compliance with the guidelines for underground parking for residential visitors.
- n) The submission of an acoustic study to ensure compliance with the Council-adopted sound criteria.
- o) The submission of a detailed Public Art Plan.

- p) The submission of a detailed construction management plan including a schedule for the construction/development phasing of the subject proposal.
- q) The deposit of the applicable Parkland Acquisition Charge.
- r) The deposit of the applicable GVS & DD Sewerage Charge.
- s) The deposit of the applicable School Site Acquisition Charge.
- t) 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

14. REZONING REFERENCE #15-57
RESIDENTIAL TOWER III OF GILMORE STATION PHASE I
BRENTWOOD TOWN CENTRE PLAN

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2016 December 13. The purpose of the proposed zoning bylaw amendment is to permit construction of Residential Tower III within Phase I of the Gilmore Station Master Plan site.

The City Manager recommended:

- 1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2016 November 21 and to a Public Hearing on 2016 December 13 at 7:00 p.m.
- 2. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a 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.

- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d) The utilization of an amenity bonus in accordance with Section 5.6 of this report.
- e) The granting of any necessary covenants, easements or statutory rights-of-way, including but not necessary limited to:
 - Section 219 Covenant restricting enclosure of balconies;
 - Section 219 Covenant guaranteeing the provision and maintenance of public art;
 - Section 219 Covenant 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;
 - Section 219 Covenant ensuring that handicap accessible parking stalls in the underground residential parking areas be held in common property to be administered by the Strata Corporation;
 - Section 219 Covenant ensuring compliance with the approved acoustic study;
 - Section 219 Covenant ensuring the provision and ongoing maintenance of EV cars and EV plug-in stations;
 - Section 219 Covenant ensuring that provided amenity spaces are for the sole use of residents of the Gilmore Station development and are not to be used for commercial purposes; and,
 - Section 219 Covenant restricting the use of guest rooms.
- f) The review of a detailed Sediment Control System by the Director Engineering.
- g) 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.

- h) The review of residential loading facilities by the Director Engineering.
- i) The submission of a suitable district energy pre-feasibility study to the approval of the Director Planning and Building is required.
- j) The submission of a sustainability report detailing the initiatives for the development to meets its environmental commitments within the Gilmore Station Master Plan.
- k) The provision of facilities for cyclists in accordance with this report.
- l) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- m) Compliance with the guidelines for underground parking for residential visitors.
- n) The submission of an acoustic study to ensure compliance with the Council-adopted sound criteria.
- o) The submission of a detailed Public Art Plan.
- p) The submission of a detailed construction management plan including a schedule for the construction/development phasing of the subject proposal.
- q) The deposit of the applicable Parkland Acquisition Charge.
- r) The deposit of the applicable GVS & DD Sewerage Charge.
- s) The deposit of the applicable School Site Acquisition Charge.
- t) 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

15. REZONING APPLICATIONS

The City Manager submitted a report from the Director Planning and Building with the current series of new rezoning applications.

Item #01

Rez #16-46 Application for the Rezoning of:
Lot 5, DL 73, Group 1, NWD Plan 29441

From: P2 Administration and Assembly District

To: R3 Residential District

Address: 3550 Wayburne Drive

Purpose: The purpose of the proposed rezoning bylaw amendment is to facilitate subdivision of the subject property into 16 residential lots, and to allow for construction of one single family dwelling on each created lot.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #02

Rez #16-47 Application for the Rezoning of:
Portion of Parcel "E" (Reference Plan 5276), DL 124, Group 1
Except Parcel 1 (Explanatory Plan 13194), New Westminster
District

From: P3 Park and Public Use District

To: CD Comprehensive Development District (based on P2
Administration and Assembly District and Brentwood Town Centre
Development Plan guidelines)

Address: Portion of 2316 Beta Avenue

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit the development of a single level pump house building, public washroom facilities, surface parking, loading area, underground wet well and sanitary sewer infrastructure.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #03

Rez #16-48 Application for the rezoning of:
Lot 85, DL 4, Group 1, NWD Plan 38877

From: CD Comprehensive Development District (based on RM4 Multiple Family Residential District and C1 Neighbourhood Commercial District)

To: Amended CD Comprehensive Development District (based on RM4s Multiple Family Residential District, C1 Neighbourhood Commercial District and Lougheed Town Centre Plan as guidelines)

Address: 9500 Erickson Drive

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit construction of four new residential buildings, create more units in the existing residential apartment buildings, and demolish a portion of the commercial floor area on site. The existing and proposed residential developments on the subject property are all purpose-built rental units.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #04

Rez #16-49 Application for the Rezoning of:
Lot A, DL 59, Group 1, NWD Plan BCP44468

From: CD Comprehensive Development District (based on C1 Neighbourhood Commercial District)

To: Amended CD Comprehensive Development District (based on C1 Neighbourhood Commercial District and C2h Community Commercial District)

Address: Unit #2 – 2900 Bainbridge Avenue

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit the development of a private liquor store

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #05

Rez #16-50 Application for the rezoning of:
Lot 1, DL 167, Group 1, NWD Plan EPP56894

From: CD Comprehensive Development District (based on M2 General Industrial District, M3 Heavy Industrial District, M5 Light Industrial District and C2 Community Commercial District)

To: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District and Big Bend Development Plan guidelines)

Address: Portions of 5244 Riverbend Drive

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit the rezoning of the second phase (Buildings 3, 5, 6, 7 and 8) of the Riverbend Business Park Conceptual Development Plan (Rezoning Reference #12-18).

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #06

Rez #16-51 Application for the Rezoning of:
Portion of Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans BCP5531 & EPP10716

From: CD Comprehensive Development District (based on P2 Administration and Assembly District, C3 General Commercial District, RM5s Multiple Family Residential District and Lougheed Town Centre Plan as guidelines and the development plan entitled "Lougheed Core Area Master Plan" prepared by James K.M. Cheng Architects Inc.)

To: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Lougheed Core Area Master Plan, and Lougheed Town Centre Plan as guidelines)

Address: Portion of 9855 Austin Road

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit construction of the second residential tower on the Lougheed Core Area Phase I site.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #07

Rez #16-52 Application for the rezoning of:
Portion of Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans
BCP5531 & EPP10716

From: CD Comprehensive Development District (based on P2 Administration and Assembly District, C3 General Commercial District, RM5s Multiple Family Residential District and Loughheed Town Centre Plan as guidelines and the development plan entitled "Loughheed Core Area Master Plan" prepared by James K.M. Cheng Architects Inc.)

To: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Loughheed Core Area Master Plan, and Loughheed Town Centre Plan as guidelines)

Address: Portion of 9855 Austin Road

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit construction of the third residential tower on the Loughheed Core Area Phase I site.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Item #08

Rez #16-53 Application for the Rezoning of:
Portion of Lot 79, DL 4, Group 1, NWD Plan 36145 Except Plans
BCP5531 & EPP10716

From: CD Comprehensive Development District (based on P2 Administration and Assembly District, C3 General Commercial District, RM5s Multiple Family Residential District and Loughheed Town Centre Plan as guidelines and the development plan entitled "Loughheed Core Area Master Plan" prepared by James K.M. Cheng Architects Inc.)

To: Amended CD Comprehensive Development District (based on C3 General Commercial District, RM5s Multiple Family Residential District, Loughheed Core Area Master Plan, and Loughheed Town Centre Plan as guidelines)

Address: Portion of 9855 Austin Road

Purpose: The purpose of the proposed rezoning bylaw amendment is to permit construction of the fourth residential tower on the Loughheed Core Area Phase I site, which is intended for purpose-built rental apartment use.

The City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR KANG

THAT the Committee now rise and report.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR KANG

THAT the report of the Committee be now adopted.

CARRIED UNANIMOUSLY

8. **BYLAWS**

First Reading

- | | | |
|----|--|--------|
| A) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 51,
2016 - Rez. #12-04 (5289,5309/55 Lane Street) | #13683 |
| B) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 53,
2016 - Rez. #15-54 (4120/60, Ptn. of 4170 & 4180
Lougheed Hwy and Ptn. of 4161 Dawson - Commercial) | #13685 |
| C) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 54,
2016 - Rez. #15-55 (4120/60, Ptn. of 4170 & 4180
Lougheed Hwy and Ptn. of 4161 Dawson - Tower 1) | #13686 |
| D) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 55,
2016 - Rez. #15-56 (4120/60, Ptn. of 4170 & 4180
Lougheed Hwy and Ptn. of 4161 Dawson - Tower 2) | #13687 |
| E) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 56,
2016 - Rez. #15-57 (4120/60, Ptn. of 4170 & 4180
Lougheed Hwy and Ptn. of 4161 Dawson - Tower 3) | #13688 |
| F) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 30,
2015 - Text Amendment | #13689 |

Council was advised that the title of Bylaws Item F, should read "Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 57, 2016 - Text Amendment".

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13683, 13685, 13686, 13687, 13688, and 13689 be now introduced and read a first time.

CARRIED UNANIMOUSLY

First, Second and Third Reading

- | | | |
|----|---|--------|
| G) | Burnaby Local Improvement Fund Expenditure Bylaw No. 4,
2016 | #13682 |
|----|---|--------|

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JORDAN

THAT Bylaw No. 13682 be now introduced and read three times.

CARRIED UNANIMOUSLY

Third Reading, Reconsideration and Final Adoption

- | | | |
|----|---|--------|
| H) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 45,
2016 - Text Amendment | #13652 |
|----|---|--------|

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13652 be now read a third time, reconsidered and Finally Adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

Reconsideration and Final Adoption

- | | | |
|----|---|--------|
| I) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 30,
2016 - Rez. #16-12 (7388 Kingsway) | #13631 |
| J) | Burnaby Highway Closure Bylaw No. 2, 2016
(Road Closure Reference #16-02) | #13656 |
| K) | Burnaby Capital Works, Machinery and Equipment Reserve
Fund Expenditure Bylaw No. 37, 2016 | #13669 |
| L) | Burnaby Capital Works, Machinery and Equipment Reserve
Fund Expenditure Bylaw No. 38, 2016 | #13670 |
| M) | Burnaby Temporary Financing Bylaw 2017 | #13675 |
| N) | Burnaby Cab Regulation Bylaw 2009, Amendment Bylaw
No. 1, 2016 | #13676 |
| O) | Burnaby Home Rental Business Licence Bylaw 2014,
Amendment Bylaw No. 1, 2016 | #13677 |
| P) | Burnaby Automatic Vending Machine Bylaw 1946, Repeal
Bylaw 2016 | #13678 |
| Q) | Burnaby Cabaret Regulation Bylaw 1934, Repeal Bylaw
2016 | #13679 |

- R) Burnaby Business Licence Bylaw, Amendment Bylaw No. 2, #13680
2016

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13631, 13656, 13669, 13670, 13675, 13676, 13677, 13678, 13679, and 13680 be now reconsidered and Finally Adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

9. NEW BUSINESS

Councillor Johnston – Distribution of Non-Medical Marijuana

Councillor Johnston gave notice of the following motion regarding a proposed distribution model for non-medical legalized marijuana to be brought forward at the next Regular Council meeting:

WHEREAS the Federal Government is considering the legalization of marijuana for non-medical use in Canada and will be introducing new legislation in the spring of 2017; and

WHEREAS the BC Government Employees Union (BCGEU) and the BC Private Liquor Store Association (BCPLSA) is proposing a non-medical marijuana distribution model that permits retail sales only in licensed public and private liquor stores; and

WHEREAS through their joint partnership, the Responsible Marijuana Retail Alliance of BC, the BCGEU and BCPLSA are requesting local government support for this initiative; and

WHEREAS the City of Burnaby wants to ensure that should marijuana be legalized, it is distributed in a responsible manner and does not fall into the hands of minors; and

WHEREAS liquor stores are an age-controlled environment with expertise in handling a controlled substance and a strong track record of checking identification; and

WHEREAS the City of Burnaby has zoning regulations and a policy framework in place that could be amended to similarly restrict marijuana sales should the proposed model be implemented

THEREFORE BE IT RESOLVED that Burnaby City Council is supportive of the approach taken by the Responsible Marijuana Alliance of BC in anticipation of new legislation from the Federal Government in spring 2017.

Councillor Calendino requested that a copy of the motion be forwarded to the Public Safety Committee for information.

Councillor McDonell – 2016 WTC World Taekwondo Junior Championships

Councillor McDonell congratulated event organizers on the success of the 2016 WTC World Taekwondo Junior Championships held in Bill Copeland Sport Centre in Burnaby. Over 800 youth participated in this year's competition representing 102 countries. Council is appreciative of the hard work and effort made by volunteers, participants, City staff and Tourism Burnaby that made the event possible.

10. INQUIRIES

There were no inquiries brought before Council at this time.

11. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this Open Council meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Council meeting adjourned at 9:24 p.m.

Confirmed:

Certified Correct:

MAYOR

CITY CLERK



PUBLIC HEARING MINUTES

Tuesday, 2016 November 22

A Public Hearing (Zoning) was held in the Council Chamber, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Tuesday, 2016 November 22 at 7:00 p.m..

CALL TO ORDER

PRESENT: His Worship, Mayor Derek Corrigan
 Councillor Pietro Calendino
 Councillor Dan Johnston
 Councillor Colleen Jordan
 Councillor Anne Kang
 Councillor Paul McDonell
 Councillor James Wang

ABSENT: Councillor Sav Dhaliwal
 Councillor Nick Volkow

STAFF: Mr. Lou Pelletier, Director Planning and Building
 Mr. Ed Kozak Assistant Dir. Current Planning
 Ms. Kate O'Connell, Deputy City Clerk
 Ms. Eva Prior, Administrative Officer

His Worship, Mayor Derek R. Corrigan, called the meeting to order at 7:06 p.m.

ZONING BYLAW AMENDMENTS

1) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 47, 2016 - Bylaw No. 13671

Rez. #16-45

3570/3650/3670/3690 Douglas Road and 5628 Hardwick Street

From: R5 District

To: R12 District

The purpose of the proposed zoning bylaw amendment is to respond to a neighbourhood request to rezone the subject properties at 3570/3650/3670/3690 Douglas Road and 5628 Hardwick Street from the R5 Residential District to the R12 District.

The Advisory Planning Commission advised it supports the rezoning application.

No letters were received in response to the proposed rezoning application.

The following speakers appeared before Council and spoke to the proposed rezoning application:

Anar Javer, 5739 Woodsworth Street, Burnaby, appeared before Council and shared concerns in regard to the proposed rezoning application. The speaker is not opposed to the development but to the number of homes proposed. Ms. Javer shared concerns regarding population congestion, parking challenges, building face orientation, and potential vehicle conflicts in the alleyway due to increased traffic.

Firoz Punjani, Development Partner, 5687 Woodsworth, Burnaby, clarified that units built under the current or requested zoning would have the same building face orientation.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT this Public Hearing for Rez. #16-45, Bylaw #13671 be terminated.

CARRIED UNANIMOUSLY

2) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 48, 2016 - Bylaw No. 13672

Rez. #15-53

4341, 4351 Rumble Street and 7451, 7557 Sussex Avenue

From: CD Comprehensive Development District (based on P5 Community Institutional District)

To: Amended CD Comprehensive Development District (based on P5 Community Institutional District and RM3 Multiple Family Residential District and in accordance with the development plan entitled "Fair Haven United Church Homes – Seniors Affordable Rental Housing" prepared by NSDA Architects)

The purpose of the proposed zoning bylaw amendment is to permit the development of a new four-storey, 145 unit, non-profit seniors' housing facility.

The Advisory Planning Commission advised it supports the rezoning application.

Eleven letters were received in response to the proposed rezoning application:

Donna Dawson, 3562 Dalebright Drive, Burnaby

Gary Begin, 139 - 1440 Garden Place, Delta

Son and Peggy Gomez, 401 - 6735 Station Hill Court, Burnaby

Audrey Studacher, L'Arche Foundation of Greater Vancouver, 7401 Sussex Avenue, Burnaby

Richard Faucher, Burnaby Association for Community Inclusion, 2702 Norland Avenue, Burnaby

Phyllis Stainton, Burnaby

Heather A. Overy, 314 - 4351 Rumble Street, Burnaby

Antonia Beck, Burnaby Neighbourhood House, 4460 Beresford Street, Burnaby

Gary Begin, St. Michael's Centre, 7451 Sussex Avenue, Burnaby

Blake Armstrong, 7451 Sussex Avenue, Burnaby

Barbara Spitz, St. Michael's Centre, 7451 Sussex Avenue, Burnaby

The following speakers appeared before Council and spoke to the proposed rezoning application:

Wanda Mulholland, Burnaby Task Force on Homelessness and Coordinator of the Society to End Homelessness in Burnaby, 7476 13th Avenue, Burnaby, appeared before Council and spoke in support of the proposed rezoning application. The project represents a net gain of 127 units, and will assist in addressing Burnaby's need for seniors' below market rental accommodation, preventing seniors from becoming homeless at a time where existing affordable rental houses are being replaced with unaffordable alternatives. The speaker highlighted the close proximity of the proposed development to care facilities, recreation facilities, parks and shopping.

Gary Begin, 139 - 1440 Garden Place, Delta, appeared before Council and spoke in support of the proposed rezoning application. It was noted that Fair Haven is a facility that will provide reasonable affordable housing for seniors.

Donna Dawson, 3562 Dalebright Drive, Burnaby, appeared before Council and spoke in support of the proposed rezoning application. Ms. Dawson stated that the proposed development will provide needed housing to approximately 140 low income seniors.

Michael Mulligan, 4340 Rumble Street, Burnaby, appeared before Council and spoke in support of the rezoning application but had concerns regarding parking challenges specifically for visiting family, friends, and service providers. The speaker sought clarification from staff on the height of the building, parking requirements and if a potential rezoning would become precedent setting for the neighbourhood.

Jesusita Miller, 4292 Irmin Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning. The speaker stated that area is not able to support increased density as it is already congested. Ms. Miller shared additional concerns regarding loss of views, parking challenges, the height of the building and crime.

Paul Paydafor 4311 Rumble Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that the cottages are in good condition and should not be demolished. Temporary housing that is being offered by Fair Haven is unacceptable. Mr. Paydafor believes the small size of the new units will result in decreased health for residents.

Heather Overy, 314 - 4351 Rumble Street, Burnaby, appeared before Council in support of the proposed rezoning application. Ms. Overy, a current cottage resident, has been provided with interim accommodation by Fair Haven during the development process, and appreciates the support she has received throughout the process.

Paul Paydafor, 4311 Rumble Street, Burnaby, appeared before Council for a second time. The speaker stated concerns with increased congestion in the area, potential private investment in the development and believes the development upon completion may be sold to a third party.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT this Public Hearing for Rez. #15-53, Bylaw #13672 be terminated.

CARRIED UNANIMOUSLY

3) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 49, 2016 - Bylaw No. 13673

Rez. #15-52

6921, 6931, 6939, 6947, 6957 and 6965 Arcola Street

From: R5 Residential District

To: CD Comprehensive Development District (based on RM3 Multiple Family Residential District and Edmonds Town Centre Plan guidelines and the development plan entitled "6921 – 6965 Arcola Street Burnaby, B.C." prepared Ankenman Marchand Architects.)

The purpose of the proposed zoning bylaw amendment is to permit the construction of a three-storey townhouse development with 22 units and full underground parking.

The Advisory Planning Commission advised it supports the rezoning application.

One letter as received in response to the proposed rezoning application:

Monica Skinner, Basement Suite - 6965 Arcola Street, Burnaby

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT this Public Hearing for Rez. #15-52, Bylaw #13673 be terminated.

CARRIED UNANIMOUSLY

4) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 50, 2016 - Bylaw No. 13674

Rez. #14-47

6837, 6857 and Portion of 6875 Royal Oak Avenue

From: M4 Special Industrial District

To: CD Comprehensive Development District (based on C9 Urban Village Commercial District and Royal Oak Community Plan guidelines and the development plan entitled "6837/6857/6875 Royal Oak Ave, Burnaby, BC" prepared by Wilson Chang Architect)

The purpose of the proposed zoning bylaw amendment is to permit the construction of a four-storey mixed-use development with full residential underground parking and at grade commercial parking, with ground level commercial fronting Royal Oak Avenue and residential uses (54 units) above.

The Advisory Planning Commission advised it supports the rezoning application.

One letter as received in response to the proposed rezoning application:

Kristie Marsden, 39 - 6868 Burlington Avenue, Burnaby

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT this Public Hearing for Rez. #14-47, Bylaw #13674 be terminated.

CARRIED UNANIMOUSLY

**5) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 40, 2016 - Bylaw No. 13645**

Rez. #15-49

6695 Dunblane Avenue and 4909, 4929, 4971 Imperial Street

From: RM3 Multiple Family Residential District

To: CD Comprehensive Development District (based on the RM5s Multiple Family Residential District, C2 Community Commercial District, Metrotown Town Centre Development Plan as guidelines, and in accordance with the development plan entitled "Imperial" prepared by IBI Architects Group, dated 2016 July 08)

The purpose of the proposed zoning bylaw amendment is to permit a 36-storey apartment building with street-oriented townhouses on Dunblane Avenue and live-work townhouse units on Imperial Street and Nelson Avenue.

The Advisory Planning Commission advised it supports the rezoning application.

Seventy-three letters were received in response to the proposed rezoning application:

Vesna Troha, 310 - 3811 Hastings Street, Burnaby
Edyta Alfawicka, 510 - 3811 Hasting Street, Burnaby
Mary Troha, 4368 Union Street, Burnaby
Ed Wong, 805 - 3920 East Hastings, Burnaby
Andy Seto, 120 North Stratford Avenue, Burnaby
Peter Prastos, 3721 Georgia Street, Burnaby
Naqib Karim, 6091 Sprott Street, Burnaby
Rozmin Karim, 6091 Sprott Street, Burnaby
Callen Clarke, 418 - 9399 University Crescent, Burnaby
G. Bruce Friesen, 1006 - 4758 Grange Street, Burnaby
Zoe Luba, 4608 Dundas Street, Burnaby
Helen Ward, 4819 Albert Street, Burnaby
Tascha Shahriari-Parsa, 301 - 1550 Fell Avenue, North Vancouver
Thomas Hasek, 4758 Victory Street, Burnaby
Patricia, no last name or mailing address provided
Sandra Betker, 2111 Banbury Road, North Vancouver
David Fairey, 4778 Fernglen Place, Burnaby
Emily Luba, 4806 Dundas Street, Burnaby
Mari Piggott, 2270 Lakewood Drive, Vancouver
Donna Polos, 4652 Victory Street, Burnaby
Lily Vong, 7470 Boundary Road, Burnaby
Mira Dzafic, 7 - 7220 Edmonds Street, Burnaby
Rita Santillan, 6850 Union Street, Burnaby

Jim Gornnan, 2402 - 6888 Station Hill Drive, Burnaby
Sani Dzaifc, 7 - 7220 Edmonds Street, Burnaby
Amber Keane, 7624 Sussex Avenue, Burnaby
Sean Keane, 7624 Sussex Avenue, Burnaby
Rick McGowan, Metrotown Residents' Association, 239 - 4155 Sardis Street, Burnaby
Angela Boscariol, 7390 Pandora Street, Burnaby
Christina Panis, 201 - 3861 Albert Street, Burnaby
Roberto Canas and Claudia Molina, 302 - 6676 Nelson Avenue, Burnaby
Carlo Sayo, 209 - 6737 Station Hill Court, Burnaby
Derek Sahota, 418 - 9339 University Crescent, Burnaby
Joey Hartman, 2402 - 6888 Station Hill Drive, Burnaby
Denise Valdecantos, 209 - 6737 Station Hill Court, Burnaby
Letizia Waddington, 1963 Kitchener Street, Vancouver
Tim Watts, 101 - 6676 Nelson Avenue, Burnaby
Harry Narsih, 6676 Nelson Avenue, Burnaby (2 submissions)
Laarni de los Reyes, 1403 - 7235 Salisbury Avenue, Burnaby
Mussary Martin, 1403 - 7235 Salisbury Avenue, Burnaby
Roz Bailey, Surrey Manufactured Home Owners Association, #3 15820 Fraser Highway, Surrey
Cindy Miller, 7048 - 140a Street, Surrey
Matthew Hunter, 6585 McKay Avenue, Burnaby
Charles Doebele, 7341 19th Avenue, Burnaby
Tyler Thompson, 4675 Imperial Avenue, Burnaby (2 submissions)
Wisten Lu, no mailing address provided
Cathy Yang, 5676 Nelson Avenue, Burnaby
Muthanna Tayyem, 31 - 1960 Bellwood Avenue, Burnaby
Yevgeniya Prokopova, 212 - 6695 Dunblane Avenue, Burnaby
Thomas Johnston, 212 - 6695 Dunblane Avenue, Burnaby
Amrita Parmer, 7797 12th Avenue, Burnaby
Ross M. Mills, 238 Wood Street, New Westminster
Marilyn C. Peters, 13804 Grosvenor Road, Surrey
Theresa Sampson, 202 - 315 Hospital Street, New Westminster
A. Findlay, 57 Agnes Street, New Westminster
Trish Cullen, 5933 Horne Street, Burnaby
Dianne M. Brissette, 105 - 1016 Fifth Avenue, New Westminster
Piroz Rahman, 209 - 6695 McKay Avenue, Burnaby
Mae Burrows, 7798 Stanley Street, Burnaby
Kevin Johnston, 8 - 7459 13th Avenue, Burnaby
Haider Nayani, 1381 Howard Street, Richmond
Mic Di Tomaso, 6880 Balmoral Street, Burnaby
B. Thompson, 506 Tenth Avenue, New Westminster
Peter Lojewski, 610 - 668 Columbia Street, New Westminster
Phil Burrows, 105 - 6695 Dunblane Avenue, Burnaby
Ricardo Garay, no address provided
Katherine Zheng, 202 - 6444 Silver Avenue, Burnaby
Ashley Jones, no mailing address provided

Marline Chervinski, no mailing address provided
Barbara Zeller, 7254 Willingdon Avenue
Tyler Grove, 201 - 5055 Imperial Street, Burnaby

The following speakers appeared before Council and spoke to the proposed rezoning application:

Linda Tetlock, 203 - 321 10th Street, New Westminster, appeared before Council and spoke in opposition to the proposed rezoning application as it will have a negative impact on people's lives. The rezoning will increase homelessness and the speaker requested that Council build more affordable housing.

aonda Mulholland, Coordinator of the Burnaby Task Force on Homelessness and the Society to End Homelessness in Burnaby, 7476 13th Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker requested Council create bylaws and/or zoning that protects affordable housing including rent controls, one-for-one replacement policies, maintenance bylaws, dedicate city-owned land for social housing and advocate to senior levels of government.

Clint Morrison, 108 - 815 Fifth Avenue, New Westminster, appeared before Council and spoke in opposition to the proposed rezoning application. Mr. Morrison stated concerns with the inconvenience, cost and stress related to displacement.

Maurie Jackson, 7360 17th Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated concerns regarding the negative impact on displaced residents, the unaffordability of new rental and housing stock, and a lack of safe and secure housing options. Ms. Jackson requested that Council require developers to contribute to affordable housing initiatives.

Arthur Sekada, 104 - 6695 Dunblane Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. Mr. Sekada stated concerns with the proposed height of the building and the rapid speed of development. The speaker requested that the City require developers to pay higher rates for increased building heights, work to create a walkable community, consider rent control options, create and protect affordable housing and consider development free zones.

Trevor Gibbons, 312 - 6695, Dunblane Avenue, Burnaby, appeared before Council and spoke in opposition to the rezoning application. The speaker stated concerns regarding the potential loss of community diversity, loss of public space such as lane ways and parks, the decreased park per capita ratio, car/pedestrian conflicts and safety and the lack of bicycles lanes. Mr. Gibbons requested Council require 60% of the housing form of new developments be dedicated to subsidized rental housing.

Nagib Karim, 6091 Sprott Street, Burnaby, appeared before Council and spoke in support of the proposed rezoning application. The speaker believes that the development will provide greater access to existing amenities (transit, shopping and services) and provides viable housing options for his family.

Gary Johansen, 7068 Jubilee Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated concerns with the displacement of long term Burnaby residents and requested that Council build more affordable housing using development funds.

Mullein Buss, 2684 East 8th Avenue, Vancouver, appeared before Council and spoke in opposition to the proposed rezoning application. Mr. Buss stated that the rezoning will result in the displacement of many residents and increase homelessness.

Shari Chan, 5 - 6688 Dunblane Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated concerns regarding the negative impacts of resident displacement, loss of affordable rental units and a lack of safe and secure housing options. Ms. Chan requested Council develop policies that protect affordable rental stock, create more rental housing and require developers to rent or sell to local residents at affordable rates.

Dave Diewert, Alliance Against Displacement, 1325 - 104th Avenue, Surrey, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated concerns with the number of affordable rental buildings (16) that have been demolished for development since 2015 in Burnaby. Mr. Diewert believes that rezoning is resulting in the increased pace of development and requested Council abandon the Metrotown Plan Update process.

Holly McCallum, 901 - 6455 Willingdon Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated concerns regarding the negative impact of resident displacement including loss of diversity and marginalization of displaced individuals and families. Ms. McCallum requested Council implement policies that secure affordable housing for seniors, low income residents, families and immigrants. The speaker also requested that Council require developers to contribute funds to the development of affordable housing options.

Shelly Vellani, 6760 Kneale Place, Burnaby, appeared before Council and spoke in support of the proposed rezoning application. The speaker believes the proposed development will provide needed housing to current and future residents. Ms. Vellani supports the close proximity of the development to local amenities and services such as grocery stores, activity centres and rapid transit. The speaker also believes that the increased density will benefit local business owners.

Stella Comia, 202 - 4971 Imperial Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. Ms. Comia stated that the rezoning will require her to leave her home and increase the likelihood of her becoming homeless.

Natasha Sanders-Kay, 301 - 6730 Burlington Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker is experiencing stress from the potential loss of her home due to development. Ms. Sanders-Kay relies on her existing support network in her current neighbourhood and does not want to see herself or her neighbour's displaced.

Councillor McDonell left the Council Chamber at 9:08 p.m.

Councillor McDonell returned to the Council Chamber at 9:12 p.m.

Mathew Hunter, 2 - 6585 McKay Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker is concerned that displaced low income residents will no longer be able to easily access services and transit infrastructure as available rental housing is unaffordable.

Leila Lolua, 6158 Elgin Avenue Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker requested that Council consider slowing or stopping development in the Metrotown area as it is resulting in the displacement of residents. Ms. Lolua suggested that new rental housing be built prior to the demolition of existing rental stock.

David Neufield, 6366 Cassie Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker requested that Council deny the rezoning application.

Richard Keall, 206 - 6676 Nelson Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning. The speaker requested that the developers consider purchasing his property and including it in the development.

Helen Ward, 4819 Albert Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that the rezoning application does not align with the Official Community Plan (OCP) and would require an OCP amendment to be legal. Ms. Ward criticized the public consultation process for development and that consultation practices fail to include residents with disabilities and immigrants.

Martin Fernandez, 6 - 6797 Dow Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that the demolition of buildings in Metrotown is displacing residents.

Ivan Drury, 10589 North Deroche Road, Deroche, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that the demolition of affordable rental housing will displace residents increasing homelessness. Mr. Drury believes that displaced residents will have challenges securing housing as they will face discrimination and not be able to afford higher market rental rates. The speaker also shared concerns regarding the loss of industrial land in Metrotown.

Astrid Castaneva, 6695 McKay Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that displaced residents and seniors with mobility issues will not be able to stay in their current community and lose access to social opportunities, health services and city amenities. With greater distance to travel to access services, seniors will likely experience higher accident rates.

Councillor Calendino left the Council Chamber at 9:50 p.m.

Councillor Calendino returned to the Council Chamber at 9:52 p.m.

Emily Luba, 4806 Dundas Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that ESL seniors are at risk of losing their homes and language barriers make it difficult for them to find and secure new accommodation.

Derek Sahota, Teaching Support Staff Union (TSSU), 418 - 9339 University Crescent, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that members of the TSSU voted in favor of supporting the Demoviction Campaign as they are concerned for residents facing eviction and homelessness.

Mathew Davies, 6660 Malbough Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that rezoning applications inherently favor developers.

Murray Martin, 1403 - 7235 Salisbury Avenue, Burnaby, appeared before Council and spoke in opposition of the proposed rezoning application. The speaker requested that Council stop rezoning properties from RM3 to RM5 as the change in zoning promotes development and increases homelessness.

Fred Hinmueller, 6939 Gray Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker requested that Council slow development in Burnaby and allow those being displaced more time to find new homes.

Ms. Chen, 3570 Triumph Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker requested that Council prioritize supplying, maintaining and creating housing for vulnerable and marginalized residents.

Shari Chan, 5 - 6688 Dunblane Street, Burnaby, appeared before Council and spoke for a second time. The speaker stated that new immigrants cannot afford newly developed high rise apartments.

Murray Martin, 4013 - 7235 Salisbury Avenue, Burnaby, appeared before Council and spoke for a second time. The speaker stated that the high number of condos being developed in Burnaby is directly related to the impact of rezoning on demolition. Mr. Martin believes that development should be undertaken to house local residents before accommodating new immigrants.

Gary Johansen, 7068 Jubilee Avenue, Burnaby, appeared before Council and spoke for a second time. The speaker requested that Council review the Metrotown Plan and consider updating it. Mr. Johansen also suggested that Council research the actions taken by other major cities internationally to identify policies and actions that protect affordable rental housing options. The speaker would also like Council to decrease the amount of space dedicated to high density development in Metrotown and focus more on developing affordable rental housing near rapid transit hubs

Dave Diewert, Alliance Against Displacement, 1325 - 104th Avenue, Surrey, appeared before Council and spoke for a second time. The speaker requested that Council develop a Resident Relocation Program to assist residents that are displaced by development. Mr. Diewert believes that existing tenant assistance programs do not reflect the financial realities of evicted/impacted residents, and aligns with the market intentions of the developers.

Zoe Luba, 4806 Dundas Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. The speaker stated that rezoning properties with existing rental housing will negatively impact families and individuals living in the affected homes and community.

Ivan Drury, 10589 North Deroche Road, Deroche, appeared before Council and spoke for a second time. The speaker stated that new developments are not appropriate housing options for new immigrants as they are unaffordable to rent or purchase.

Martin Fernandez, 6 - 6797 Dow Avenue, Burnaby, appeared before Council and spoke for a second time. The speaker referenced City communication materials regarding the Metrotown Downtown Plan Update and stated that the materials do not include a development plan that will appeal to all people including recent immigrants.

Derek Sahota, Teaching Support Staff Union (TSSU), 418 - 9339 University Crescent, Burnaby, appeared before Council and spoke for a second time. The speaker urged Council to prioritize meeting the Metro Vancouver Rental Housing targets instead of regional growth plan targets.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT this Public Hearing for Rez. #15-49, Bylaw #13645 be terminated.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT staff report back to Council on the issues raised by the delegations at the Public Hearing for Rezoning Reference #15-49 and;

THAT a copy of the report be sent to the applicant and those who spoke at, or submitted correspondence.

CARRIED UNANIMOUSLY

**6) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 35, 2016 - Bylaw No. 13639**

TEXT AMENDMENT

The purpose of the proposed zoning bylaw text amendment is to bring the Burnaby Zoning Bylaw into alignment with updated Provincial regulations regarding child care facilities, and to provide clarity of language for child care uses that are currently permitted.

The Advisory Planning Commission advised it supports the Zoning Bylaw text amendment.

No letters were received in response to the proposed rezoning application.

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT this Public Hearing for zoning bylaw text amendment, Bylaw #13639 be terminated.

CARRIED UNANIMOUSLY

**7) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 46, 2016 - Bylaw No. 13665**

TEXT AMENDMENT

The purpose of the proposed zoning bylaw text amendment is to recommend amendments to Section 7.9 of the Burnaby Zoning Bylaw to provide updated fees for rezoning applications and administration of servicing agreements.

The Advisory Planning Commission advised it supports the Zoning Bylaw text amendment.

No letters were received in response to the proposed rezoning application.

No speakers appeared before Council in support or opposition to the proposed zoning bylaw amendment.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR WANG

THAT this Public Hearing for zoning bylaw text amendment, Bylaw #13665 be terminated.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR WANG

That this Public Hearing do now adjourn.

CARRIED UNANIMOUSLY

The Public Hearing adjourned at 10:42 p.m.

Derek Corrigan
MAYOR

Kate O'Connell
DEPUTY CITY CLERK

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
(SUITE ON HANA)**

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to prepare a capital expenditure bylaw in the amount of \$4.14 million (inclusive of taxes) for hardware replacement, software licences and professional implementation services, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval to proceed with replacing the current SAP hardware and database to the new Suite on HANA version.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Deputy City Manager Chief Information Officer Director Finance City Solicitor
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Meeting 2016 Nov 24

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 Nov 16

FROM: CHIEF INFORMATION OFFICER

FILE: 5210-01
Reference

SUBJECT: SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
(SUITE ON HANA)

PURPOSE: To obtain approval to proceed with replacing the current SAP hardware and database to the new Suite on HANA version.

RECOMMENDATION:

1. THAT Financial Management Committee recommend Council authorize the City Solicitor to prepare a capital expenditure bylaw in the amount of \$4.14 million (inclusive of taxes) for hardware replacement, software licences and professional implementation services as outlined in this report.

REPORT**1.0 BACKGROUND**

The City purchased an enterprise resource planning system from SAP Canada Inc. in 2005. Since then, use of SAP has been extended to cover a wide range of modules across key business processes: financials, payroll, human resources, purchasing, inventory management, asset management, billing for rental properties and multi-family and commercial garbage.

Like all commercial software suppliers, SAP has continued to develop its product to meet the changing business needs of its customers with enhancements to functionality, the user interface and technical performance. Standard annual upgrades have ensured that the City's SAP environment has stayed current with legal, functional and technical updates. However, the version of the SAP software the City bought will soon no longer be supported and needs to be replaced with the latest version, SAP HANA.

SAP HANA offers several advantages over the existing version. It provides a new high performance database combined with a revamped suite of business software applications (S/4), specifically designed to optimize the new database and provide a streamlined user interface. To remain on a fully supported version of SAP, existing customers must move to the new database before 2020 and to full S/4 by 2025. Customers can choose to replace their entire SAP landscape (hardware, database and software modules) as one major project, or to phase delivery to reduce the impact on the organization.

To: Financial Management Committee
 From: Chief Information Officer
 Re: SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
 (SUITE ON HANA)

2016 Nov 24.....Page 2

The hardware on which the City's SAP application runs also needs to be replaced. This hardware was purchased in 2009 and is at increasing risk of technical failure due to physical condition and increased demand on the equipment. Since SAP is a core operational system, any unplanned outage would result in down time for staff and a reduction in citizen service. City staff have also been experiencing productivity impacts arising from the poor performance of the system, particularly when running month end or year end processes and reporting, or when completing complex transactions.

2.0 UPGRADE OPTIONS & EXTERNAL ASSESSMENTS

The City retained an external consulting firm (Ernst & Young) to conduct a value engineering review of the proposed HANA project. The resulting report confirmed that the City should continue to upgrade its SAP environment in line with SAP's solution road map to ensure our installation remains current and fully supported. Ernst & Young also advised that the City's HANA implementation should take a phased approach with an initial step to replace the existing hardware and database. The move to the new S/4 business applications should take place at a later date, based on the City's business requirements and the relative maturity and customer adoption rate of the new modules.

The City's planned upgrade approach is outlined below.

Phase 1– SAP Hardware Replacement and Database Upgrade (“Suite on HANA”)

This phase of the project will replace the IBM Power Series hardware with SAP HANA hardware appliances, associated servers and peripheral equipment. The existing database will be replaced by the new HANA database, but the core software modules will continue to run on the upgraded hardware and database until they are replaced by S/4. This phased approach will enable the City to focus first on replacing the aging hardware and ensuring the SAP database is fully supported. Initial assessments have also projected that the combination of the HANA in-memory database and the new hardware could provide a performance uplift of up to 75% on some of the longest running transactions and reports. Section 3.0 contains cost and effort estimates to complete Phase 1.

Future Phase – Upgrade to S/4 Business Applications

The new S/4 HANA applications will provide significant benefits to the City in terms of process simplification and enhanced user experience (the ‘look and feel’ of the system). Some of these changes are available ‘out of the box’ and will require only testing, training and change management to implement. Others are significantly different from the existing version, potentially requiring design and configuration, testing and change management to ensure they are implemented in a way that takes full advantage of all of the new features. HANA experts have recommended that the City develop a road-map for S/4 HANA to ensure it derives maximum benefit from the new software at a pace that matches the City's capacity for change.

To: Financial Management Committee
 From: Chief Information Officer
 Re: SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
 (SUITE ON HANA)

2016 Nov 24.....Page 3

Staff will submit a separate report in the future to cover the final S/4 installation. The target date for this report is 2020, although components of the new S/4 suite could be brought forward at an earlier date based on business needs.

3.0 IMPLEMENTATION PROJECT APPROACH

The City has worked with external subject matter experts on the sizing and configuration of the replacement hardware. These design specifications will form the basis of a Request for Proposal to provision the hardware environment. Assessments were also conducted to provide detailed project estimates for the effort and duration of the database migration, system adaptation, testing, project management and knowledge transfer to City staff. Based on these estimates, Phase 1 of the HANA Upgrade Project is expected to cost \$4.14 million (which includes a contingency of roughly 5%) and will take between 12 and 16 months to complete. This includes new hardware, software licences and implementation services for the duration of the project. A breakdown of cost estimates is as follows:

Project Component	Cost Estimate
HANA Hardware	\$1,650,000
HANA Licensing	\$530,000
Implementation Services	\$1,400,000
Taxes	\$360,000
Contingency	\$200,000
TOTAL	\$4,140,000

Subject to Council approval of the bylaw funding, and completion of standard City procurement processes, it is anticipated that contract award reports for the upgraded software, replacement hardware and implementation services will be brought forward to Council in December 2016 and January 2017.

4.0 RECOMMENDATIONS

It is recommended that Financial Management Committee recommend Council authorize the City Solicitor to prepare a capital expenditure bylaw in the amount of \$4.14 million (inclusive of taxes) for hardware replacement, software licences and implementation services as outlined in this report.

Upon approval of Council, the 2017 Annual Capital Plan will be amended to include this project. Sufficient Capital Reserve funds are available to fund these expenditures.



Shari Wallace,
 Chief Information Officer.

To: Financial Management Committee
From: Chief Information Officer
Re: SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
(SUITE ON HANA)
2016 Nov 24.....Page 4

Copied to: City Manager
Deputy City Manager
Director Finance



Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2017 WATERWORKS UTILITY RATES

RECOMMENDATION:

1. THAT Council approve amendment by the City Solicitor of the Burnaby Waterworks Regulation Bylaw 1953 to provide for the 2017 Water Rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 5 of this report, effective 2017 January 01.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval for a 2% increase to the 2017 Waterworks Utility Rates.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Director Finance Director Engineering City Solicitor
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Meeting 2016 Nov 24

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 November 01

FROM: DIRECTOR FINANCE

FILE: 39500-07
Reference: Water Rates

SUBJECT: 2017 WATERWORKS UTILITY RATES

PURPOSE: To request Council approve a 2% increase to the 2017 Waterworks Utility Rates.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve amendment by the City Solicitor of the Burnaby Waterworks Regulation Bylaw 1953 to provide for the 2017 Water Rates contained in Schedule C of this Report, and the bylaw amendments outlined in Section 5 of this report, effective 2017 January 01.

REPORT**1.0 BACKGROUND**

The Waterworks Utility Fund is financially self-sustaining and therefore rate changes do not impact property taxes. Water rates are reviewed annually and revised to account for changes in costs associated with the delivery of water to Burnaby. Water rates are changed through the adoption by Council of an amendment to the Burnaby Waterworks Regulation Bylaw 1953.

Waterworks Utility fees are due by March 15th each year. To promote payment by the due date, Burnaby offers a 5% discount for payments received on or before March 15th of a given year. Metered water users are offered the same 5% discount for payments made within 30 days of the billing date on the metered water bill.

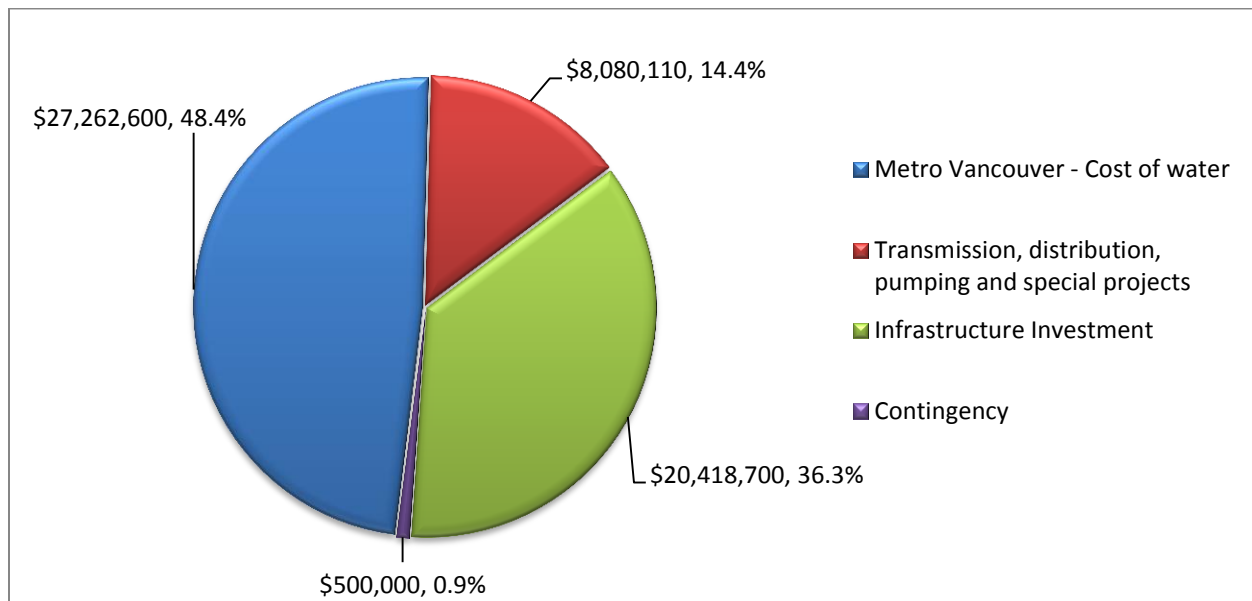
2.0 WATERWORKS UTILITY FUND EXPENDITURES

The 2017 Waterworks Utility expenditures total \$56.3m, an increase of \$4.7m over 2016. The 2017 Operating Expenditure Budget is summarized in Chart 1. Schedule A (attached) provides the City's Waterworks Five Year Operating Plan.

To: Financial Management Committee
 From: Director Finance
 Re: 2017 WATERWORKS UTILITY RATES
 2016 November 24.....

Page 2

Chart 1 – 2017 Waterworks Utility Operating Expenditure Budget – \$56.3m



2.1 Metro Vancouver Costs

The Greater Vancouver Water District (GVWD) provides safe, reliable, high-quality drinking water to Burnaby. The GVWD is responsible for acquiring and maintaining the water supply, treating it to ensure its quality and delivering it to the City. The GVWD also provides ongoing capital work for the treatment of water, including the upgrading of facilities to meet safety and environmental standards.

Schedule B (attached) summarizes the projected 2017 – 2021 GVWD increase in the cost of water services provided to Burnaby based on GVWD rates and estimated consumption for the five year period.

The GVWD Board has increased 2017 Water Rates by 3.2%. The 2017 GVWD member rates are:

- \$0.7641 per cubic metre for June to September
- \$0.6113 per cubic metre for January to May and October to December.

Forecast water consumption for 2017 in Burnaby remains relatively constant based on current-year usage information. The estimated cost of the 2017 GVWD water delivery service for Burnaby is \$27.3m.

GVWD water service costs make up approximately 48.4% of the City's total 2017 Water Utility Operating Budget. At the time of this report, projected rate increases for 2018 – 2021 have not been provided by the GVWD, therefore future rate projection increases are based on the 2017 rate increase of 3.2%. The estimated rates have been used in conjunction with GVWD projected Burnaby consumption levels to develop the City's 2018 – 2012 GVWD estimated water delivery service costs.

To: Financial Management Committee
 From: Director Finance
 Re: 2017 WATERWORKS UTILITY RATES

2016 November 24..... Page 3

2.2 Transmission, Distribution & Pumping

The City's Engineering Department, Water Services Division, provides high quality drinking water to homes and businesses, as well as water supply for fire suppression. The Division manages the installation and maintenance of over 700 kilometers of watermains and connections throughout the City. Operating expenditures for 2017 including special projects increased by 1.5% over 2016. The budget includes the addition of one clerical support position for the Water division and the savings in water maintenance costs due to the sharing of resources between operating assignments and capital infrastructure work. Included in operations are three special projects totalling \$257k for the following:

- \$75k is needed to provide additional building inspections as part of the Secondary Suite program being implemented in early 2017
- \$50k for work in the Pumps and Control Division. This work will include the development of a comprehensive preventive maintenance plan and standard operating procedures for improving efficiencies utilizing the new Electrical Services team in the Engineering Department
- \$132k has been identified for the Water Conservation Enforcement and Education Program. This includes four auxiliary officers from 2017 May to October, vehicle and material expenses.

2.3 Infrastructure Investment

The 2016 condition assessment information has established that the majority of in-service water service assets are rated between Fair to Very Good. The City's policy of funding ongoing replacement and development of required infrastructure continues to ensure a stable and sustainable capital program. Funding is reviewed annually to determine the funding requirements. An infrastructure increase of approximately \$4.9m is provided in 2017 for water utility capital investment.

Infrastructure investment contributes both in the short and longer term to the quality and safety of the City's water supply. The five year capital replacement plan and infrastructure investment is \$77m.

3.0 SOURCES OF FUNDS

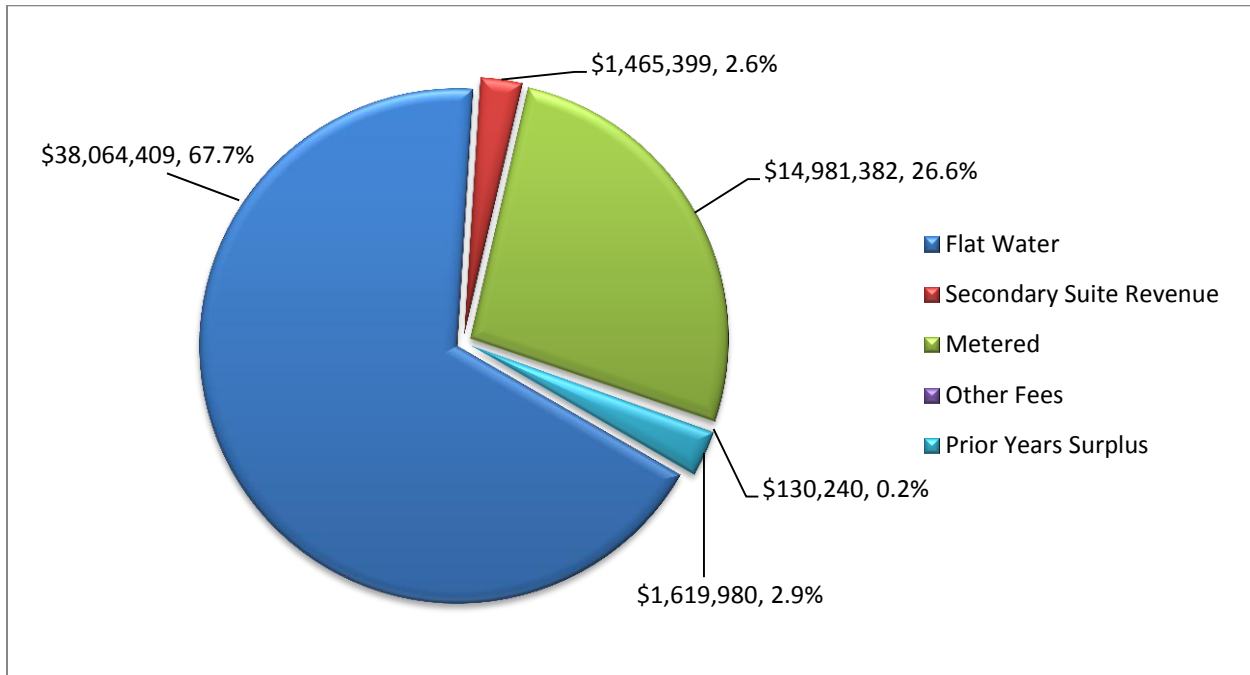
The Waterworks Utility is self-funding. Rates are based on a user pay principle and structured to fund the cost of Burnaby's water services. The rate structure includes the funding of the City's capital infrastructure renewal programs and new water services, the supply cost of water provided by the GVWD, and the funding of operations including maintenance programs. The rate structure is divided into three categories: Flat Water, Metered Water and Other fees. Prior year surplus is used to stabilize rates and fund important one time projects.

To: Financial Management Committee
 From: Director Finance
 Re: 2017 WATERWORKS UTILITY RATES
 2016 November 24.....

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Chart 2 provides a breakdown of funding sources net of discounts.

Chart 2 – 2016 Waterworks Utility Sources of funds (After Discount) - \$56.3m



3.1 Flat Water

Flat water charges make up 67.7% of all revenues, at \$38m (net of discounts). The projected revenue increase for 2017 is \$1.5m. This is based on 2016 projected actual revenues, an estimated 1% annual growth factor and the rate increase for water.

3.2 Secondary Suites

In 2014, City Council adopted a comprehensive program to permit secondary suites in single-family homes. All property owners with a secondary suite are subject to a supplementary utility charge based on 50% of the regular Single Family Dwelling rate for water and sanitary sewer services.

In addition to charging for newly constructed properties, in 2016 July the City provided advance notice of additional usage fees for 2017, using the City's inventory of properties listed as potentially having a suite. With this notice instructions were provided on how property owners could update the City's records should the property not include a secondary suite. It is expected that the number of properties with a secondary suite will fluctuate through the transition process into early 2017 as inspections continue. Budget estimates are based on an approximate figure of 5,000 units. This equates to additional Flat Water Revenue of \$1.53m (\$1.46m after discounts), and is shown as a separate line item in the budget.

To: Financial Management Committee
 From: Director Finance
 Re: 2017 WATERWORKS UTILITY RATES

2016 November 24..... Page 5

3.3 Metered Water

Approximately 2,000 customers are metered, which accounts for 26.6% of total revenues (net of discounts). Projections are based on past actual consumption levels, which are on an annual decline (down to 9.7m³ in 2015 from 12m³ in 2006). Revenues are anticipated to be \$14.98m in 2017 after applicable discounts.

3.4 Construction Water

In 2016 the City introduced mandatory metering during construction of Multi Dwelling Buildings. Given challenges in the establishment of this program it is recommended that flat rates be provisioned for any sites in which a meter cannot be installed. Rates for 2017 are therefore proposed in Schedule C. An amendment is also recommended for Section 23 of the Bylaw, as set out in Section 5 in this report.

3.5 Other Fees

Other revenues in 2017 include estimated construction water meter and flat charges of \$80k, permits and inspections services of \$50k.

3.6 Prior Years Surplus

To reduce the impact of cost increases on rates funding of \$1.6m is provided from the Water Utility Operating Fund.

4.0 RATES

4.1 Recommended Increase

The Waterworks Utility is self-funding and debt free. Rates are based on a user pay principle and structured to fund the cost of Burnaby's water services. The rate structure includes the funding of the City's capital infrastructure renewal program and new water services, the supply cost of water provided by the GVWD, and the funding of operations including maintenance programs. For 2017 a rate increase of 2% is recommended. While all non-discounted flat and metered water fees are to increase in line with the general rate increase of 2%, miscellaneous fees (such as water turn on/off charges) have been rounded up for improved administrative purposes. This is reflected in Schedule C (attached). Rate increases for 2017 and the previous five years are set out below.

Table 1 – Rate Increases

2012	2013	2014	2015	2016	2017
6.0%	6.0%	5.5%	3.0%	2.0%	2.0%

To: Financial Management Committee
 From: Director Finance
 Re: 2017 WATERWORKS UTILITY RATES
 2016 November 24.....

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4.2 Impact on Households

Rates are subject to a 5% discount if paid before the due date. Table 2 provides a breakdown of the impact a 2% increase has upon residential properties.

Table 2 – Household Impact

	2016 (\$)	2017 (\$)	Change (\$)	% Change
Single Family Dwelling increase				
Paid by Due Date	572.45	583.90	11.45	2.00%
Paid after Due Date	602.58	614.63	12.05	2.00%
Multiple Family Dwelling*				
Paid by Due Date	328.70	335.27	6.57	2.00%
Paid after Due Date	346.00	352.92	6.92	2.00%

* excluding duplexes

5.0 BYLAW AMENDMENTS

It is the recommendation of staff that the following revisions be made to the Waterworks Regulation Bylaw 1953:

Section 3 – Application for the laying of water service.

To improve the language within this Section and provide for clarification of existing procedures the following is wording is proposed:

“Application for the laying of water service pipe or pipes to any land shall be made in writing to the Engineer on such form as may from time to time be prescribed by Council, and shall be signed by the owner of such land. Service shall be of size and type as prescribed by the Engineer. The land owner shall, (except where the water service pipe or pipes have been installed and paid for by a subdivider pursuant to BYLAW No. 5953, being Burnaby Subdivision Control BYLAW 1971), with each application pay the connection fee prescribed in Schedule 'A' of this bylaw.

If a flat rate water service is applied for (via a Building Permit), the land owner shall also pay in advance the annual flat rate water service fee prescribed in the said Schedule 'A' less a proportionate rebate for that portion of the calendar year expired at the date of such application. The Collector will apply the flat rate water service fee or part thereof paid to be entered in the current year's tax roll. The land owner shall be responsible for the payment of all rates until the land owner provides written notice to the Collector ordering the discontinuance of such service.

To: Financial Management Committee
 From: Director Finance
 Re: 2017 WATERWORKS UTILITY RATES

2016 November 24..... Page 7

Section 23 – Construction of a Multi Dwelling Building

It is recommended that the wording for this Section of the bylaw be revised, in order to stipulate the requirement that developers are to connect to a water meter during construction for all property types, with the exception of those listed under Section 15 (1) a, b and c to the bylaw. Proposed revision:

“The following apply during new construction, excluding those properties as listed under Section 15 (1), (a), (b) and (c) to this bylaw.

(a) Prior to construction, the City will review the proposed construction to determine the feasibility of installing a water meter. If installation is deemed feasible, upon direction of the Engineer, the City will provide and install a construction water meter on the property and the property shall be subject to Metered Service during construction, commencing from the time of connection of the water meter to the City’s Service. Should metered service not be feasible during construction, applicable flat rates as per Schedule A of the bylaw will apply.

(b) The owner shall, at the owner’s expense, prepare the water meter installation site, including the installation of double-check valve assembly.

(c) Upon invoice by the City, the owner shall pay to the City the construction water meter connection fee as set out in Schedule “A”, in addition to the metered rate for water consumption.

(d) The City will read the construction water meter monthly and issue an invoice to the owner on a monthly basis or quarterly basis, at the City’s choosing, based on the level of consumption.

(e) At the completion of construction the City will remove the construction water meter and if such meter is missing or damaged, the owner shall pay to the City cost of replacing such meter.

6.0 EXECUTIVE SUMMARY

Schedule A (attached) reflects a Waterworks Utility rate increase of 2% with total planned revenue of \$56.3m for 2017 after the estimated 5% discount for flat and metered rates. The supply cost increases imposed by the GVWD of 3.2% and increase in infrastructure investment are offset by new revenues of \$1.53m (\$1.46m after discounts) from the secondary suite program, and relatively low increases in transmission distribution and pumping costs (including special projects). Additional infrastructure funding is provided to maintain the City’s investment in capital assets. By drawing down on prior year surplus from the Waterworks Utility Operating Fund, the City is able to reduce the impact of rate increases while meeting the long term goal of rate stability and a sustainable capital investment funding strategy.

To: Financial Management Committee
From: Director Finance
Re: 2017 WATERWORKS UTILITY RATES

2016 November 24..... Page 8

7.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council approve amendment by the City Solicitor of the Burnaby Waterworks Regulation Bylaw 1953 to provide for the 2017 Water Rates contained in Schedule C and the bylaw amendments as outlined in Section 5 of this report effective 2017 January 01. The Director Engineering concurs with the recommendations contained in this report.

Once approved by Council, a general notice informing users of the 2017 rates will be placed in a local newspaper and *InfoBurnaby*. Metered users will be notified by letter.



Denise Jorgenson
DIRECTOR FINANCE

DJ:RR/ew

*Attachments: Schedule A – City’s Waterworks 5 Year Operating Plan
Schedule B – Cost of Water Supplied to Burnaby by Metro Vancouver (GVWD)
Schedule C – Water Rates*

Copied to: City Manager
Director Engineering
City Solicitor
City Clerk

SCHEDULE A

2017 WATERWORKS UTILITY - 5 YEAR OPERATING PLAN

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Annual	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
Metro Vancouver - Cost of water	24,087,812	25,820,790	25,199,090	26,159,327	27,081,800	27,262,600	28,606,900	29,755,500	31,025,000	32,163,100
Transmission, distribution & pumping	5,581,493	5,671,086	6,083,121	6,385,702	7,957,300	8,080,110	8,308,000	8,682,200	9,067,700	9,464,700
Infrastructure Investment	13,315,650	14,500,000	15,001,520	15,682,345	16,000,000	20,418,700	19,500,000	19,500,000	19,500,000	19,500,000
Contingency	-	-	-	-	500,000	500,000	500,000	500,000	500,000	500,000
Surplus	-	-	2,347,641	2,156,657	-	-	-	-	-	-
TOTAL	42,984,955	45,991,876	48,631,372	50,384,032	51,539,100	56,261,410	56,914,900	58,437,700	60,092,700	61,627,800
REVENUES/ TRANSFERS										
Flat rates	31,367,601	33,728,080	35,837,549	37,555,074	38,267,800	39,913,890	41,111,300	42,447,400	43,826,900	45,251,300
Secondary Suite Revenue (starting 2017)	-	-	-	-	-	1,536,600	1,582,700	1,634,100	1,687,200	1,742,000
Metered Rates	13,430,333	13,985,119	14,993,427	15,161,706	15,293,300	15,709,300	16,023,500	16,384,000	16,752,600	17,129,500
Count-flat and metered (include suites)	(2,025,973)	(2,212,158)	(2,346,159)	(2,450,886)	(2,459,200)	(2,648,600)	(2,720,800)	(2,801,800)	(2,885,300)	(2,971,300)
Other Fees and Services:										
Construction - Metered Charges	42,890	33,630	41,143	23,460	39,400	40,000	40,800	41,700	42,600	43,600
Construction - Flat Rate Charges	45,390	54,093	58,892	39,520	50,100	40,000	40,800	41,700	42,600	43,600
Permits and Fees	-	-	13,351	12,017	13,300	14,160	14,400	14,700	15,000	15,300
Other Sales of Services	29,415	23,007	33,168	43,141	35,900	36,080	36,800	37,600	38,400	39,300
Previous year's surplus brought forward	95,299	380,105	-	-	298,500	1,619,980	785,400	638,300	572,700	334,500
TOTAL	42,984,955	45,991,876	48,631,372	50,384,032	51,539,100	56,261,410	56,914,900	58,437,700	60,092,700	61,627,800
Rate Increase	6.00%	6.00%	5.50%	3.00%	2.00%	2.00%	2.00%	2.25%	2.25%	2.25%

COST OF WATER SUPPLIED TO BURNABY BY THE G.V.W.D.

Year	Cost/m ³		Increase over the previous year				Volumes m ³			Change In volume	Annual cost to Burnaby	Increase in the total cost of water to Burnaby	
			\$		%						000 \$	000 \$	
	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak	Total m ³			%	
2012	0.5437	0.6796	0.0302	0.0377	5.88	5.87	23,737	16,454	40,191	5.46	24,088	2,575	11.97
2013	0.5504	0.6880	0.0067	0.0084	1.23	1.24	24,800	17,690	42,490	5.72	25,821	1,733	7.19
2014	0.5724	0.7155	0.0220	0.0275	4.00	4.00	22,338	17,348	39,687	-6.60	25,199	-622	-2.41
2015	0.5816	0.7270	0.0092	0.0115	1.61	1.61	24,014	17,118	41,132	3.64	26,411	1,212	4.81
2016	0.5926	0.7407	0.0110	0.0137	1.89	1.88	24,460	15,807	40,267	-2.10	26,203	-208	-0.79
2017	0.6113	0.7641	0.0187	0.0234	3.16	3.16	24,165	16,347	40,512	0.61	27,263	1,059	4.04
2018	0.6309	0.7886	0.0196	0.0245	3.20	3.20	24,564	16,626	41,190	1.67	28,607	1,344	4.93
2019	0.6510	0.8138	0.0202	0.0252	3.20	3.20	24,758	16,757	41,515	0.79	29,755	1,149	4.01
2020	0.6719	0.8398	0.0208	0.0260	3.20	3.20	25,014	16,930	41,944	1.03	31,025	1,270	4.27
2021	0.6934	0.8667	0.0215	0.0269	3.20	3.20	25,128	17,007	42,135	0.45	32,163	1,138	3.67
Increase 2012 - 2016			0.0791	0.0988	8.99	8.99						5,978	8.78
Projected increase 2017 - 2021			0.1008	0.1260	13.43	13.43						5,960	17.98

NOTES:

2012-2015 volumes are based on actuals up to December 31 2014.

2016 volumes and costs are based on expenditure as of period 10 2016. An estimate is used for the remainder of the year based on prior year average

2017 volumes are based on the City of Burnaby average volume for the prior two years. Rates are as per GVWD.

2018 - 2021 rates are based on an estimated 3.2% increase per year. Volumes for this period are based on GVWD projected increases over the City's 2017 projected volume, and GVWD estimated annual volume changes thereafter.

WATERWORKS RATES

FLAT RATES

Detached Single Family Dwelling

Two Family Dwelling, including strata, forming part of a duplex- Per Unit

Multiple Family Dwelling, including strata, not part of a duplex - Per Unit:

Secondary suite, or in-law suite in a Single Family Dwelling.

In-Law Suite in a Two Family Dwelling.

Previous rate - Two Family Dwelling with one Grandfathered In-Law Suite. Per Unit.

Commercial Not More Than 3 Stores/Offices

Commercial and living quarters, 1 family

Commercial and no living quarters

CROSS CONNECTION CONTROLS

Per Device

Minimum Per Unit

METERED RATES

Monthly

First 300 cubic metres

Next 550 cubic metres

Next 1,400 cubic metres

Excess

Minimum monthly

Quarterly

First 900 cubic metres

Next 1,650 cubic metres

Next 4,200 cubic metres

Excess

Minimum quarterly

SPECIAL METER READING

CONNECTION FEE

CONSTRUCTION FLAT WATER ANNUAL CHARGE

3/4" connection (per six months)

1" connection (per six months)

2" connection (per six months)

19 mm Connection

25 mm Connection

50 mm Connection

Construction meter connection charge

Construction meter Usage charge

MISCELLANEOUS CHARGES

I. Water Turn-on / Turn-off request (per occurrence)

Regular hours: 7am to 11 pm Monday to Friday, except statutory holidays

After hours: 11pm to 7am Mon - to Fri, weekends and statutory holidays

II. Fire Hydrant

Permit (Inspection fee)

Water use per day

Damage deposit (refundable)

III. Meter Test or retest

16 mm, 19 mm, 25 mm, 32 mm, 38 mm or 50 mm meters

76 mm, 102 mm, 152 mm or meters over 152 mm

IV. Rain Barrels (Inclusive of GST/PST)

(Section removed, as now included in Section F of the Solid Waste and Recycling Bylaw 2010, (update No. 13620)

General Rate Increase

-66-

	Effective Jan 01 2016 Paid by Mar. 15	Effective Jan 01 2016 Paid after Mar. 15	Effective Jan 01 2017 Paid by Mar. 15	Effective Jan 01 2017 Paid after Mar. 15
	\$	\$	\$	\$
Detached Single Family Dwelling	572.45	602.58	583.90	614.63
Two Family Dwelling, including strata, forming part of a duplex- Per Unit	429.34	451.94	437.92	460.97
Multiple Family Dwelling, including strata, not part of a duplex - Per Unit:	328.70	346.00	335.27	352.92
Secondary suite, or in-law suite in a Single Family Dwelling.	286.23	301.29	291.95	307.32
In-Law Suite in a Two Family Dwelling.	214.67	225.97	218.97	230.49
<i>Previous rate - Two Family Dwelling with one Grandfathered In-Law Suite. Per Unit.</i>	N/A	N/A	N/A	N/A
Commercial Not More Than 3 Stores/Offices				
Commercial and living quarters, 1 family	1144.89	1,205.15	1167.79	1,229.25
Commercial and no living quarters	572.45	602.58	583.90	614.63
<u>CROSS CONNECTION CONTROLS</u>				
Per Device	51.44	54.15	52.48	55.24
Minimum Per Unit	6.46	6.80	6.59	6.94
	Paid within 30 days of billing date	Paid 31 or more days after billing date	Paid within 30 days of billing date	Paid 31 or more days after billing date
Monthly				
First 300 cubic metres	1.520	1.600	1.552	1.632
Next 550 cubic metres	1.520	1.600	1.552	1.632
Next 1,400 cubic metres	1.520	1.600	1.552	1.632
Excess	1.520	1.600	1.552	1.632
Minimum monthly	47.70	50.21	48.654	51.21
Quarterly				
First 900 cubic metres	1.520	1.600	1.552	1.632
Next 1,650 cubic metres	1.520	1.600	1.552	1.632
Next 4,200 cubic metres	1.520	1.600	1.552	1.632
Excess	1.520	1.600	1.552	1.632
Minimum quarterly	143.10	150.63	145.97	153.65
<u>SPECIAL METER READING</u>	No discount	78.80	No discount	80.37
<u>CONNECTION FEE</u>	Per agreed cost of connection		Per agreed cost of connection	
<u>CONSTRUCTION FLAT WATER ANNUAL CHARGE</u>				
3/4" connection (per six months)	N/A	N/A	N/A	N/A
1" connection (per six months)	N/A	N/A	N/A	N/A
2" connection (per six months)	N/A	N/A	N/A	N/A
19 mm Connection	Discontinued		No discount	1,400.00
25 mm Connection	Discontinued		No discount	3,600.00
50 mm Connection	Discontinued		No discount	11,000.00
Construction meter connection charge	No discount	200.00	No discount	204.00
Construction meter Usage charge	As per Metered rates		As per Metered rates	
<u>MISCELLANEOUS CHARGES</u>				
I. Water Turn-on / Turn-off request (per occurrence)				
Regular hours: 7am to 11 pm Monday to Friday, except statutory holidays	No discount	52.53	No discount	54.00
After hours: 11pm to 7am Mon - to Fri, weekends and statutory holidays	No discount	157.59	No discount	161.00
II. Fire Hydrant				
Permit (Inspection fee)	No discount	157.59	No discount	161.00
Water use per day	No discount	26.27	No discount	27.00
Damage deposit (refundable)	No discount	525.30	No discount	536.00
III. Meter Test or retest				
16 mm, 19 mm, 25 mm, 32 mm, 38 mm or 50 mm meters	No discount	120.82	No discount	124.00
76 mm, 102 mm, 152 mm or meters over 152 mm	No discount	236.39	No discount	242.00
IV. Rain Barrels (Inclusive of GST/PST)				
(Section removed, as now included in Section F of the Solid Waste and Recycling Bylaw 2010, (update No. 13620)				
General Rate Increase	2.00%	2.00%	2.00%	2.00%



Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2017 SANITARY SEWER RATES

RECOMMENDATION:

1. THAT Council approve the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, and the Burnaby Sewer Charge Bylaw 1961, to reflect the 2017 rates found in Schedule C, effective 2017 January 01.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval for a 2% increase to the 2017 Sanitary Sewer Rates.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Director Finance Director Engineering Director Planning & Building City Solicitor
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Meeting 2016 Nov 24

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 November 01

FROM: DIRECTOR FINANCE

FILE: 36000-07
Reference: Sewer Rates

SUBJECT: 2017 SANITARY SEWER RATES

PURPOSE: To obtain Council approval for a 2% increase to the 2017 Sanitary Sewer rates.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, and the Burnaby Sewer Charge Bylaw 1961, to reflect the 2017 rates found in Schedule C, effective 2017 January 01.

REPORT**1.0 BACKGROUND**

The Sanitary Sewer Fund is financially self-sustaining and debt free. Rate changes do not impact property taxes. Sanitary Sewer rates are reviewed annually and adjustments are made to provide funding for required operating and capital works through the adoption of amendments to the Burnaby Sewer System Parcel Tax Bylaw 1994 and the Burnaby Sewer Charge Bylaw 1961.

Annual Sanitary Sewer charges are due by March 15th each year. To promote payment by the due date, Burnaby offers a 5% discount for payments received on or before March 15th of a given year. Metered Sanitary Sewer users are offered the same 5% discount for payments made within 30 days of the billing date on the metered bill.

2.0 SANITARY SEWER FUND EXPENDITURES

The Sanitary Sewer Fund expenditures for 2017 are projected at \$43.6m, an increase of \$2.96m over 2016. The cost of the sewer system includes funding of infrastructure replacement and enhancement, sanitary treatment provided by Metro Vancouver and ongoing operating costs associated with maintaining the system. The 2017 expenditure budget is summarized in Chart 1. Schedule A (attached) provides the City's Sanitary Sewer 5 year Operating Plan.

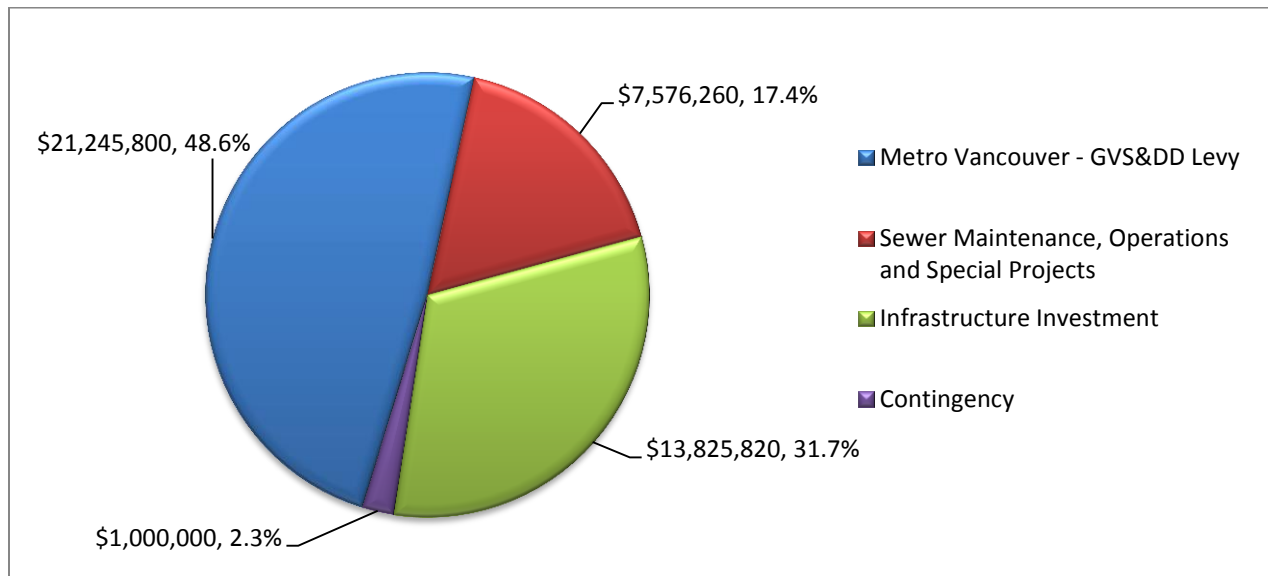
To: Financial Management Committee

From: Director Finance

Re: 2017 SANITARY SEWER RATES

2016 November 24..... Page 2

Chart 1 – 2017 Sanitary Sewer Operating Expenditure Budget – \$43.6m



2.1 Metro Vancouver Costs

The Metro Vancouver – Greater Vancouver Sewerage and Drainage District (GVS&DD) 2017 levy is \$22.5m, up 7.34% over 2016. The levy is distributed between the Sanitary Sewer Fund (\$21.2m) and the General Revenue Fund – Engineering Roads and Drainage (\$1.25m). The GVS&DD levy of \$21.2m to Sanitary Sewer represents a 7.7% increase over 2016 and makes up over 48% of total City of Burnaby Sanitary Sewer operating costs.

Metro Vancouver cost increases include an increased capital program, higher debt servicing costs, electricity, natural gas and water cost escalation, increasing bio-solid transportation costs, and enhanced environmental monitoring programs. Schedule B to this report summarizes the projected 2017 – 2021 GVS&DD levies. Projections for 2018 – 2021 are based on an estimated annual Metro Vancouver increase of 5%.

2.2 Sewer Maintenance and Operations

The City's Sanitary Sewer system has two main components: sanitary liquid waste and storm water systems. The sanitary liquid waste system collects waste water from homes and businesses, while the storm water system handles surface run off from private and public property. For 2017 there is a reduction in City sewer maintenance and operations costs of over \$500k. This is due to resources sharing their work time between operating assignments and capital infrastructure works. The budget includes the addition of one full time staff to support crews to perform additional work and inspections in the evening hours. Included in operations are two special projects totalling \$125k for:

- \$75k is needed to provide additional building inspections as part of the Secondary Suite program being implemented in early 2017

To: Financial Management Committee
 From: Director Finance
 Re: 2017 SANITARY SEWER RATES
 2016 November 24..... Page 3

- \$50k for work in the Pumps and Control Division. This work will include the development of a comprehensive preventive maintenance plan and standard operating procedures for improving efficiencies utilizing the new Electrical Services team in the Engineering Department.

2.3 Infrastructure Investment

Infrastructure investment contributes both in the short and longer term to the quality and safety of the City's sanitary sewer system. This investment provides financing for the replacement of aging infrastructure and new services. The City's policy of funding ongoing replacement and the development of new capital infrastructure annually continues to ensure a stable and sustainable capital program without the need for external debt financing. Funding is reviewed annually to determine changes to requirements.

For 2017 the Capital Budget is \$13.8m, an increase of \$1.8m over the previous year. The total five year Sanitary Sewer Capital Plan investment is approximately \$69m.

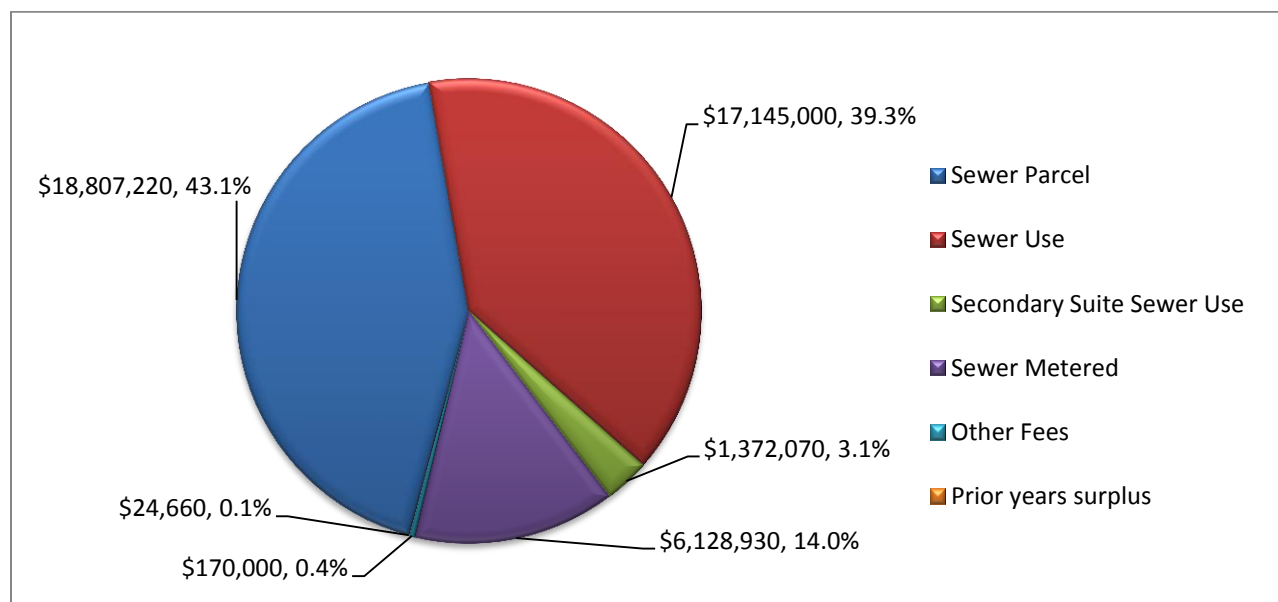
2.4 Operating Contingency

An operating contingency for unanticipated operating or supply costs or any unexpected revenue shortfalls is included in the overall budget.

3.0 SOURCES OF FUNDS

The primary sources of funds for 2017 are Sewer Parcel, Sewer Use and Metered Sewer revenue. A small percentage of revenue comes in the form of other permits and fees. Chart 2 provides a breakdown of funding sources net of discounts.

Chart 2 – 2017 Sanitary Sewer Sources of Funds (After Discount) – \$43.6m



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From: Director Finance

Re: 2017 SANITARY SEWER RATES

2016 November 24..... Page 4

3.1 Sewer Parcel

Owners of every real parcel with access to the City's sewer network pay a flat Sewer Parcel Tax. Residential units in multiple family dwellings (strata apartment or complex dwelling units) share the Sewer Parcel Tax and also pay a Sewer Use Fee. Sewer Parcel Tax revenue estimates are based on prior-year actuals multiplied by the recommended rate increase for 2017.

3.2 Sewer Use

Sewer Use Fees are paid by all owners of multi-family properties including duplex, strata and non-stratified units. Budget estimates are based on prior year actuals, a 1% growth factor and the proposed rate increase for 2017.

3.3 Secondary Suite Program

In 2014, City Council adopted a comprehensive program to permit secondary suites in single-family homes. All property owners with a secondary suite are subject to a supplementary utility charge based on 50% of the Single Family Dwelling rate for water and sanitary sewer services. In addition to charging for newly constructed properties with a secondary suite, in 2016 July the City provided advance notice of additional usage fees for 2017, using the City's inventory of properties listed as potentially having a suite. With this notice instructions were provided on how property owners could update the City's records should their property not include a secondary suite.

It is expected that the number of properties with a secondary suite will fluctuate through the transition process in 2017 therefore current budget estimates are based on an approximate figure of five thousand units. This equates to additional sanitary sewer revenue of \$1.43m (\$1.37m after discounts) and is shown as a separate line item in the budget.

3.4 Metered Sewer

Around 2,000 customers are billed via metering. This revenue accounts for 14% of total revenues. Projections are based on past actual consumption levels, which are on a gradual decline. This decline is due in part to greater water conservation and the replacement of poorly functioning meters. Despite the annual drop in consumption levels, forecast revenues are estimated to be approximately \$6.1m after applicable discounts (an increase of 4.7%).

3.5 Other Fees

This revenue stream includes permits and inspection revenue.

3.6 Prior Years Surplus

To reduce the impact of cost increases on rates a small amount of funding is provided from the Sanitary Sewer Operating Fund.

To: Financial Management Committee

From: Director Finance

Re: 2017 SANITARY SEWER RATES

2016 November 24..... Page 5

4.0 RATES

4.1 Recommended Increase

Sanitary sewer rates are based on a user pay principle and structured to fund delivery and management of the sanitary sewer system. Rates also fund special projects such as continued separation of the sanitary and storm sewer combined systems. For 2017 a rate increase of 2% is recommended. This increase is reflected in Schedule C (attached). Rate increases for 2017 and the previous five years are set out below in Table 1:

Table 1 – Rate Increases

2012	2013	2014	2015	2016	2017
6.0%	6.0%	5.5%	3.0%	1.5%	2.0%

4.2 Impact on Households

Each real parcel with access to the City's sewer network is liable for a flat Sewer Parcel Tax. Residential units in multiple family dwellings (strata apartment, duplex or complex dwelling units) share the Sewer Parcel Tax and also pay a Sewer Use Fee. Rates are subject to a 5% discount. Annual increases are applied to the non-discounted rate, which is then reflected in the budget. The implications for single family dwellings and strata / multi-family properties are set out in Table 2 below:

Table 2 – Household Impact

	2016 (\$)	2017 (\$)	Change (\$)	% Change
Single Family Dwelling Increase				
Paid by Due Date	536.06	546.78	10.72	2.00%
Paid after Due Date	564.27	575.55	11.28	2.00%
Multiple Family Dwelling*				
Paid by Due Date	290.36	296.16	5.80	2.00%
Paid after Due Date	305.64	311.75	6.11	2.00%

* excluding duplexes

4.3 Metered Sewer Rates – Proposed Flat Metered Rate Structure

Staff have undertaken a review of the current rate structure for metered sanitary sewer services and recommend that the rate structure be changed effective 2018 January. It is proposed that a flat rate be used at all levels of consumption in place of the current declining rate structure. Using a flat rate structure will result in customers with lower consumption levels paying less than customers with higher levels of consumption.

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From: Director Finance

Re: 2017 SANITARY SEWER RATES

2016 November 24..... Page 6

The proposed change is structured to be revenue neutral overall, however individual consumers with consumption levels greater than 4,940m³ per quarter will experience an increase. For some increase may be as high as a 31% given 2016 volumes. At this time a flat rate of 0.95 per cubic metre is the estimated flat rate that would result in an overall revenue neutral result.

Given the potential impact of the recommended change a notice period of one year is proposed before implementation of this change. The rate of 0.95 per cubic metre will therefore be subject to review when the 2018 budget is presented to Council in 2017 November. Staff will provide notice of the proposed 2018 rate change now to customers with projected annual increases in excess of \$350 as part of the regular 2017 billing cycle to provide customers an opportunity to prepare for the rate structure change.

4.4 BOD/ TSS Permitted Customer Fees

Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) are two of the main cost drivers of the sewer and drainage system. Metro Vancouver directly charges these Permitted Customers for their BOD/TSS discharge and the City directly bills these customers for the cost of City services. Following revision of the process in 2012, City of Burnaby rate increases are in line with the general rate increase for all Sanitary Sewer fees.

4.5 Contaminated Groundwater Charges

Contaminated groundwater charges are intended to recover the costs of handling contaminated groundwater from site remediation projects. Rates are based on the standard first tier metered sewer rates for Burnaby, without any discount for additional volumes or early payment.

5.0 EXECUTIVE SUMMARY

The budget as set out in Schedule A reflects the Sanitary Sewer rate increase of 2%, with total revenue of \$43.6m for 2017.

There is a decrease in Burnaby maintenance and operating costs for 2017 as operating resources are being assigned to work on capital investment projects. Overall operating budgeted expenditures are up by \$2.9m or 7.28%. The key contributing factors are a 7.68% increase in GVS&DD costs by Metro Vancouver and an increase in infrastructure investment by the City. Increased costs are offset by the proposed rate increase of 2% and new Secondary Suite Sewer Use fee revenues of \$1.37m (after discount).

The City continues to meet the long term goal of providing sustainable capital investment funding for the Sanitary Sewer infrastructure while remaining debt-free.

To: Financial Management Committee

From: Director Finance

Re: 2017 SANITARY SEWER RATES

2016 November 24..... Page 7

6.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council approve the City Solicitor to make changes to the Burnaby Sewer Parcel Tax Bylaw 1994, and the Burnaby Sewer Charge Bylaw 1961 to reflect the 2017 rates found in Schedule C, effective 2017 January 01. The Director Engineering concurs with the recommendations contained in this report.



Denise Jorgenson

DIRECTOR FINANCE

DJ:RR/ew

Attachments: *Schedule A – City’s Sanitary Sewer 5 Year Operating Plan*
Schedule B – Metro Vancouver (GVS&DD) Sanitary Sewer Charges
Schedule C – Sanitary Sewer Rates

Copied to: City Manager
Director Engineering
Director Planning and Building
City Solicitor
City Clerk

SCHEDULE A

2017 SANITARY SEWER - 5 YEAR OPERATING PLAN

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
	Actual	Actual	Actual	Actual	Annual	Projected	Projected	Projected	Projected	Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
Metro Van - GVS&DD Levy	17,251,310	17,677,601	18,321,782	18,988,769	19,730,775	21,245,800	22,308,100	23,424,000	24,595,000	25,824,500
City Sewer Maintenance and Operations	5,636,033	5,942,604	6,026,890	6,045,780	7,956,380	7,576,260	7,800,100	8,034,100	8,275,100	8,523,400
Infrastructure Investment	11,320,000	11,570,300	12,708,960	11,556,700	12,000,000	13,825,820	13,825,820	13,825,820	13,825,820	13,825,820
Contingency	-	-	-	0	1,000,000	1,000,000	500,000	500,000	500,000	500,000
Surplus		1,217,515	1,545,483	3,734,559	-	-	-	-	-	-
TOTAL	34,207,345	36,408,020	38,603,115	40,325,808	40,687,155	43,647,880	44,434,020	45,783,920	47,195,920	48,673,720
REVENUES/TRANSFERS										
Parcel Tax	16,487,721	17,484,314	18,474,768	19,041,277	19,326,900	19,723,390	20,019,860	20,495,240	20,995,680	21,520,570
Flat Rates - Secondary Suite Sewer Use		-	-	-	-	1,438,910	1,467,690	1,504,380	1,541,990	1,580,540
- Sewer Use (all other)	13,667,094	14,870,673	15,888,801	16,967,940	17,066,400	17,980,210	18,357,790	18,835,090	19,324,800	19,827,240
Metered Rates	5,318,791	5,748,341	6,043,805	6,208,340	6,134,500	6,427,490	6,556,040	6,719,940	6,887,940	7,060,140
Discounts: Flat and Metered	(1,599,595)	(1,775,010)	(1,869,779)	(1,962,952)	(1,955,600)	(2,116,780)	(2,141,240)	(2,194,460)	(2,249,640)	(2,306,770)
Other Sales of Services	15,211	8,895	11,674	36,824	64,955	100,000	102,000	104,600	107,200	109,900
Penalties and Fees	50,402	70,808	53,845	34,380	50,000	70,000	71,400	73,200	75,000	76,900
Previous year's surplus brought forward	267,719	-	-	-	-	24,660	480	245,930	512,950	805,200
TOTAL	34,207,345	36,408,020	38,603,115	40,325,808	40,687,155	43,647,880	44,434,020	45,783,920	47,195,920	48,673,720
Rate Increase	6.00%	6.00%	5.50%	3.00%	1.50%	2.00%	2.00%	2.50%	2.50%	2.50%

SANITARY SEWER RATES
CHARGED BY METRO VANCOUVER (GVS&DD)

<u>Year</u>	<u>GVS&DD</u> <u>Sewerage Levy</u>	<u>Increase from</u> <u>Previous Year</u>	
	\$	\$	%
2012	17,251,310	1,212,496	7.6%
2013	17,677,601	426,291	2.5%
2014	18,306,440	628,839	3.6%
2015	18,988,769	682,329	3.7%
2016	19,730,821	742,052	3.9%
2017	21,245,845	1,515,024	7.7%
2018	22,308,137	1,062,292	5.0%
2019	23,423,544	1,115,407	5.0%
2020	24,594,721	1,171,177	5.0%
2021	25,824,457	1,229,736	5.0%
<hr/>			
2012 - 2016 Change	2,479,511	14%	
2017 - 2021 Change	4,578,612	22%	

Notes:

2018-2021 charges are based on an estimated 5% increase per year.

SANITARY SEWER RATES

SCHED **3.C)**

Sewer Parcel

Every owner of every real parcel capable of being drained

- Municipal installed
- subdivider installed (for installations prior to January 1 2016)

Sewer Use (Charge)

- a) Strata lot (not part of a duplex)
- b) Two Family dwelling unit including strata, forming part of a duplex, each unit.
- c) Multiple family dwelling, including strata, (not part of a duplex) each unit.
- d) Secondary suite, or In- law suite, in a Single Family Dwelling.
- e) In-Law Suite in a two family Dwelling

Contaminated Groundwater Discharges

(Rate applies to all consumption levels.)

Vancouver Sewerage Area

Fraser Sewerage Area

Sewer Charge - metered rates

Regular Metered Customers

Monthly:

First	288 cubic metres
Next	300 cubic metres
Next	850 cubic metres
Excess	

Quarterly:

First	864 cubic metres
Next	900 cubic metres
Next	2,550 cubic metres
Excess	

Metered Customer Exemption:

Customers receive a reduction equivalent to the Parcel tax paid or portion, not exceeding 1/12 or 1/4 for monthly and quarterly accounts respectively. The exemption is not to exceed monthly or quarterly calculated meter charges.

Permitted BOD/TSS Customers

Monthly:

First	288 cubic metres
Next	300 cubic metres
Next	850 cubic metres
Excess	

Quarterly:

First	864 cubic metres
Next	900 cubic metres
Next	2,550 cubic metres
Excess	

BOD/TSS

BOD/TSS Charge for permitted industry is to be determined by the GVS&DD.

RATE INCREASE

Effective Jan 1 2016 Paid by Mar. 15	Effective Jan 1 2016 Paid after Mar. 15	Effective Jan 1 2017 Paid by Mar. 15	Effective Jan 1 2017 Paid after Mar. 15
536.06	564.27	546.78	575.55
268.03	282.14	273.39	287.78
290.36	305.64	296.17	311.75
134.02	141.07	136.70	143.89
290.36	305.64	296.16	311.75
268.04	282.14	273.39	287.78
268.04	282.14	273.39	287.78
m3		m3	
1.20	No Discount	1.220	No Discount
1.20	No Discount	1.220	No Discount
Paid within 30 days of billing date	Paid 31 or more after billing date	Paid within 30 days of billing date	Paid 31 or more after billing date
1.196	1.259	1.220	1.284
0.983	1.035	1.003	1.056
0.762	0.802	0.777	0.818
0.655	0.690	0.669	0.704
1.196	1.259	1.220	1.284
0.983	1.035	1.003	1.056
0.762	0.802	0.777	0.818
0.655	0.690	0.669	0.704
Paid within 30 days of billing date	Paid 31 or more after billing date	Paid within 30 days of billing date	Paid 31 or more after billing date
0.617	0.650	0.630	0.663
0.511	0.538	0.522	0.549
0.395	0.416	0.403	0.424
0.337	0.355	0.344	0.362
0.617	0.650	0.630	0.663
0.511	0.538	0.522	0.549
0.395	0.416	0.403	0.424
0.337	0.355	0.344	0.362
1.50%	1.50%	2.00%	2.00%



Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: GARBAGE TOTES FEES - SECONDARY SUITES

RECOMMENDATION:

1. THAT Council authorize the preparation of a bylaw amending Schedule A of the *Burnaby Solid Waste and Recycling Bylaw* to remove provisions that impose separate fees for properties with secondary suites.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, discussed and adopted the above recommendation.

Currently, the *Burnaby Solid Waste and Recycling Bylaw* requires properties with a secondary suite to pay a minimum toter rate of \$205, for a medium-size 240 L toter, beginning in 2017.

The Committee supports the option of allowing property owners with suites to maintain their current toter size, and follow the same rules applied to single and two family residences.

Communication of the program changes to property owners on the billing list will be by direct correspondence, and to the general public by updates to the Secondary Suites Program website and other means.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Director Planning and Building Director Engineering Director Finance City Solicitor
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Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: FIRE SERVICES BYLAW AMENDMENTS

RECOMMENDATIONS:

1. THAT Council approve amendments to the Burnaby Fire Services Bylaw to reflect the proposed additional fees, as outlined in this report.
2. THAT the City Solicitor be authorized to bring forward the necessary bylaw amendment for Council's consideration.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval to amend the Service Fee Schedule in the Burnaby Fire Services Bylaw.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to: City Manager Fire Chief Director Public Safety and Community Services Director Finance City Solicitor
--



Meeting 2016 Nov 21

COMMITTEE REPORT

TO: CHAIR AND MEMBERS **DATE:** 2016 November 16
FINANCIAL MANAGEMENT COMMITTEE

FROM: FIRE CHIEF

SUBJECT: FIRE SERVICES BYLAW AMENDMENTS

PURPOSE: To seek the approval of Council to amend the Service Fee Schedule in the Burnaby Fire Services Bylaw

RECOMMENDATION:

1. **THAT** Council approve amendments to the Burnaby Fire Services Bylaw to reflect the proposed additional fees as outlined in this report.
2. **THAT** the City Solicitor be authorized to bring forward the necessary bylaw amendment for Council's consideration.

REPORT**1.0 BACKGROUND**

The City Clerk's Office receives more than 200 Freedom of Information (FOI) requests each year, with close to 70% of these requests pertaining to Burnaby Fire Department reports. While there is a limited ability to levy a charge for responding to FOI request, the amount does not approach the real cost. Therefore, this report recommends changing the procedure for releasing Fire Department documents so that they would be routinely available, subject only to protection of personal privacy and payment of an administrative fee to cover staff time for producing the documentation. This report is to seek Council's approval to include this procedure in the Fire Services Bylaw and to amend the fee schedule as noted below.

2.0 DISCUSSION

Freedom of Information requests are the domain of the City Clerk's office, and Fire Department reports comprise a significant majority of these requests. Fire Department staff spend a considerable amount of time to produce the reports, and staff in the Clerk's office also spend a disproportionate amount of time on these requests relative to other

To: *Committee Chair*
 From: *Fire Chief*
 Re: *Fire Services Bylaw Amendments*
 2016 November 21Page 2

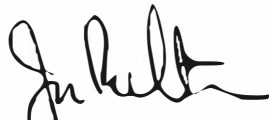
queries in order to review and redact certain information subject to the Freedom of Information and Protection of Privacy Act (FIPPA).

Most requests are from insurance companies and pertain to insured loss or personal injury, while other requests are from legal counsel to the parties involved in the report(s). Several other jurisdictions do not consider these requests as FOI, but instead include them in their Fire Services bylaws as publicly available documents. Removing these documents from the FOI process and including them as a public record will not change the amount of work required to produce them, but it will allow the Fire Department to request a reasonable fee to compensate for the time spent doing so. The changes contemplated would necessitate amendments to the fees schedule in the Fire Service Bylaw as noted below, with an accompanying fee structure for three separate types of reports similar to other cities such as Surrey, New Westminster and North Vancouver District. The current fee of \$10 for "Providing copy of any other report" would be replaced with a \$150 fee for providing such other reports.

Copy of fire investigation report	\$200
Copy of motor vehicle incident report or medical incident report	\$100
Copy of any other report	\$150

3.0 CONCLUSION

This report proposes that requests for Fire Department documentation will be routinely available, removing them from the Freedom of Information process and allowing the City to recover the cost of staff time for their production. It is recommended that staff be authorized to bring forward an amendment to the Fire Services Bylaw to implement the additional fees as proposed.



Joe Robertson
FIRE CHIEF

Copied to: City Manager
 Director Public Safety and Community Services
 Director Finance
 City Solicitor



Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: BOARD OF VARIANCE – APPLICATION FEE

RECOMMENDATION:

1. THAT a fee of \$425.00 be established for applications to the Board of Variance; and that the City Solicitor be requested to bring forward the necessary bylaw amendment.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval to implement a Board of Variance application fee.

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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Meeting 2016 November 24

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 September 22

FROM: CITY CLERK

SUBJECT: BOARD OF VARIANCE – APPLICATION FEE

PURPOSE: To seek Council approval to implement a Board of Variance application fee

RECOMMENDATION:

1. **THAT** a fee of \$425.00 be established for applications to the Board of Variance; and that the City Solicitor be requested to bring forward the necessary bylaw amendment.

REPORT**1.0 BACKGROUND**

In 2015, the Board of Variance (BOV) received 64 appeals of which 60 were presented to the Board for consideration. The City of Burnaby does not currently have a BOV application fee. The lack of an application fee has become problematic as applicants may return to the Board having made only minor changes to the initial application.

In 2015, nearly one third (31%) of all appeals heard by the Board were returning applicants (*Appendix A*).

More importantly, neighbouring residents are repeatedly burdened, as with each new application they must submit comments and/or attend the Hearing to share their concerns directly with the Board. The Office of the City Clerk has received complaints from residents impacted by repeat applications, voicing frustration with the lack of disincentives for those that submit multiple applications.

Each application to the BOV has an estimated cost of \$780 including staff time and miscellaneous meeting costs.

2.0 OTHER MUNICIPALITIES

To decrease the frequency of repeat applications and to recover administrative costs, municipalities throughout the Lower Mainland have implemented BOV application fees.

To: Financial Management Committee
From: City Clerk
Re: Board of Variance – application fee
2016 November 24 Page 2

The attached table of Lower Mainland BOV fees is provided for information (*Appendix B*).

It is proposed that an application fee of \$425 be established in the City of Burnaby for applications to the Board of Variance.



Dennis Back
CITY CLERK

Copied to: City Manager
Deputy City Manager
Director Finance
City Solicitor

To: Financial Management Committee
 From: City Clerk
 Re: Board of Variance – application fee
 2016 November 24 Page 3

APPENDIX A: CITY OF BURNABY BOV APPEALS 2012-2015

YEAR	APPEALS	Repeat/ Withdrawn	REPEATS	City Admin Costs
2012	84	37%	1 applicant returned 4 times	\$3,120
			2 applicants returned 3 times	\$4,680
			8 applicants returned twice	\$12,480
			5 Withdrawals	\$3,900
			2012 TOTAL	\$24,180
2013	68	22%	1 applicant returned 3 times	\$2,340
			5 applicants returned twice	\$7,800
			2 Withdrawals	\$1,560
			2013 TOTAL	\$11,700
2014	43	33%	6 applicants returned twice	\$9,360
			2 Withdrawals	\$1,560
			2014 TOTAL	\$10,920
2015	64	36%	2 applicants returned 4 times	\$6,240
			1 applicant returned 3 times	\$2,340
			4 applicants returned twice	\$6,240
			4 Withdrawals	\$3,120
			2015 TOTAL	\$17,940
TOTAL	259	32%	70 Repeats and 13 Withdrawals	\$64,740

To: Financial Management Committee
 From: City Clerk
 Re: Board of Variance – application fee
 2016 November 24 Page 4

**APPENDIX B: LOWER MAINLAND BOV APPLICATION FEES
 AND REFUND POLICIES**

CITY	FEE	COMMENT
WEST VANCOUVER	\$800.00	50% prior to Hearing
RICHMOND	\$650.00	50% prior to notification
WHITE ROCK	\$500.00	NON-REFUNDABLE
PORT MOODY	\$465.70	NON-REFUNDABLE
BURNABY	\$425.00	PROPOSED
VANCOUVER	\$420.00	NON-REFUNDABLE
NORTH VANCOUVER DISTRICT	\$403.90	50% prior to notification
ABBOTSFORD	\$400.00	100% prior to notification
DELTA	\$350.00	NON-REFUNDABLE
NEW WESTMINSTER	\$328.25	NON-REFUNDABLE
PORT COQUITLAM	\$325.00	NON-REFUNDABLE
PITT MEADOWS	\$300.00	\$240.00 prior to notification
FRASER VALLEY REGIONAL DISTRICT	\$300.00	50% prior to notification
TOWNSHIP OF LANGLEY	\$275.00	LMTC
LANGLEY City	\$250.00	NON-REFUNDABLE
SURREY	\$234.00	90% prior to notification/75% after
MAPLE RIDGE	\$200.00	NON-REFUNDABLE
NORTH VANCOUVER CITY OF	*\$175.00	50% prior to notification
SQUAMISH	**\$175.00	NON-REFUNDABLE
*City of N.V. BOV Fee Bylaw (no amendments since 1994)		
** Squamish BOV Fee Bylaw (no amendments since 1997)		



Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: PURCHASING APPROVAL LIMITS

RECOMMENDATIONS:

1. THAT Council approve the changes to the City's Spend and Approval Limits for the procurement of goods, services and construction, as set out in this report.
2. THAT Council authorize the City Solicitor to prepare a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999, as outlined in Section 4 of this report.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval to change the City's existing Spend and Approval Limits Authorization Policy.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to: City Manager Members of Management Committee
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Meeting 2016 Nov 24

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2016 November 14

FROM: DIRECTOR FINANCE

FILE: 6900-01

SUBJECT: PURCHASING APPROVAL LIMITS

PURPOSE: To obtain Council approval to change the City's existing Spend and Approval Limits Authorization Policy.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council approve the changes to the City's Spend and Approval Limits for the procurement of goods, services and construction as set out in this report; and
2. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999 as outlined in Section 4 of this report.

REPORT

The recommended change in the Spend and Approval Limits Authorization Policy is to improve the timeliness of contract awards and increase efficiencies by reducing the number of individual reports going forward seeking Council approval.

1.0 BACKGROUND

The City of Burnaby has a well-established centralized procurement process that relies on the utilization of expenditure authorization limits for the procurement of municipal goods, services and construction. This financial control helps to ensure the appropriate authorization of municipal purchases and also provides the City's external auditors with reasonable assurance that they can rely on management's oversight of the City's procurement practices.

1.1 *Authority to Award a Contract*

An update to the City's limit policy on the authority to award a contract was undertaken in 1998 and adopted by Council on 1998 August 24. The current limit thresholds are listed in Table 1:

Table 1 – Current Authority Limit Thresholds

Authority	Limit Thresholds (\$)
City Council	> 250,000
City Manager	100,001 – 250,000
Purchasing Agent	1 – 100,000

To: Financial Management Committee
 From: Director Finance
 Subject: PURCHASING APPROVAL LIMITS
 2016 November 24..... Page 2

1.2 Limits on City Shopping Cart Purchases

In 2007 the City implemented an enterprise financial business system. The system provides an electronic purchasing system to support staff in optimizing purchasing and procurement best practises. To facilitate the use of workflow for electronic approval of Shopping Cart functionality, a more detailed breakdown of the adopted approval levels was required. On 2007 September 18 the addition of purchasing authorization levels was approved by the City Manager/ Director Finance and staff positions were assigned to these levels. The current thresholds are found in Table 2.

Table 2 – Purchasing Authorization Level Changes in 2007

Authority	Limits Threshold (\$)
Authorized in 1998:	
Council	> 250,000
City Manager	100,001 – 250,000
Purchasing Manager	1 – 100,000
Added Shopping Cart Limits in 2007:	
Directors	25,001 – 50,000
Department and Division Heads	10,001 – 25,000
Managers and Superintendents	5,001 – 10,000
Supervisors and Foremen 2 and 3	1,001 – 5,000
Coordinators and Foremen 1	501 – 1,000
Technical, Professional and Administrative Staff	101 – 500
All other staff who regularly order supplies	1 – 100

2.0 LOWER MAINLAND EXPENDITURE APPROVAL LIMITS

2.1 Comparative Expenses

In 2008 the City's total expenses net of amortization were \$240.9m and in 2015 expenses totalled \$335.1m an increase of approximately 39%.

In the Lower Mainland, Richmond is the only city similar in size to Burnaby in terms of total annual expenses; all other cities are smaller with expenses of less than \$200m, with the exception of the cities of Surrey and Vancouver which have expenses considerably larger than Burnaby. Table 3 provides 2015 preliminary consolidate expense reporting figures (net of amortization).¹

Table 3 – 2015 Preliminary Consolidated Expense

	Burnaby	Richmond	Surrey	Vancouver
2015 Consolidated Expenses	\$335.1m	\$319.6m	\$544.7m	\$1.2b

¹ Local Government Statistics – Draft 2015 Consolidated Expenses

To: Financial Management Committee
 From: Director Finance
 Subject: PURCHASING APPROVAL LIMITS

2016 November 24..... Page 3

2.2 Approval Limits

Each organization is unique and will have different business processes and expenditure authorization controls in place, purchasing limits are only one policy tool. A review of contract award and expenditure approval limits in place at Richmond and Surrey are shown in Table 4.

Table 4 – Contract Award and Expenditure Approval Limits 2016 Survey

Authority	Burnaby	Richmond	Surrey
Council	Over \$250,000	Over \$500,000	Over \$500,000
City Manager	Up to \$250,000	Up to \$500,000	Up to \$500,000
Purchasing Manager	Up to \$100,000	Up to \$ 25,000	Up to \$ 25,000
Directors	Up to \$ 50,000	Up to \$100,000	Up to \$300,000

3.0 EXPENDITURE LIMITS ON THE PURCHASE OF GOODS, SERVICES AND CONSTRUCTION

It is recommended that Council increase the authority limits to award a contract for the purchase of goods, services or construction included in the Annual Financial Plan as in Table 5:

Table 5 – Recommended Increases to Authority Limits

Authority	Limit Thresholds (\$)
Council	> 500,000
City Manager	250,001 – 500,000
Purchasing Manager	50,001 – 250,000
Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000

3.1 Purchasing Policy

All contract awards shall continue to be made by the Purchasing Manager based on the recommendation of the Purchasing Manager and the concurrence of the respective authority requesting the purchase.

This practise helps to ensure appropriate segregation of duties and compliance with procurement policies and legislative requirements. Expenditures being requisitioned will be identified as being included within the adopted Annual Financial Plan by the authority requesting the purchase.

Capital and operating budgets must include sufficient detail to allow Purchasing and Financial Planning to verify awards for contracted services or goods that have been provided for in the planned expenditures and funding requirements outlined in the Annual Financial Plan approved by Council.

To: Financial Management Committee
 From: Director Finance
 Subject: PURCHASING APPROVAL LIMITS
 2016 November 24..... Page 4

Compensating financial controls in the form of increased reporting through the Financial Management Committee to Council will be put in place to enable Council to be informed on expenditures being incurred within the City and to enable transparency and stewardship of public funds. Specifically each quarter:

- Purchasing Reports that provided all contract awards over \$250,000.
- Operating and Capital Expenditures Reports that provide expenditures to budget comparisons with variance explanations.

4.0 BYLAW AMENDMENTS

It is recommended that the City Solicitor be authorized to prepare bylaw amendments to implement the following revisions in Section 2 of the Burnaby Routine Transaction Bylaw 1999:

Section 2(a)

Council at the 'Open' Council meeting held on 2006 May 29, adopted a report authorizing an increase in the maximum staff training allowance from \$2,500 to \$5,000 with the approval of the City Manager.

- (i) *The authority to approve all requests by officers and employees of the City to attend courses, conferences and meetings when the estimated cost of any such attendance does not exceed \$5,000.*

Upon approval of Council, authority limits as set out in this report as follows.

- (ii) *The authority to approve for award of contract by the City Purchasing Manager for authorized procurement of municipal goods, services and construction by each of the following authorities where the authorized level does not exceed the amount shown as set out:*

Authority	Limit Thresholds (\$)
Council	> 500,000
City Manager	250,001 – 500,000
Purchasing Manager	50,001 – 250,000
Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000

To: Financial Management Committee
 From: Director Finance
 Subject: PURCHASING APPROVAL LIMITS
 2016 November 24.....

Page 5

Section 2(c)

Upon approval of Council, that the Director Engineering's authority to acquire be increased from \$5,000 to \$100,000 for the purposes of section (i) and (iii) as stated:

- (i) *to acquire on behalf of the City easements and statutory rights of way required for City purposes where the compensation to be paid for any such easement or statutory right of way does not exceed \$100,000.*
- (iii) *to acquire truncations from privately owned parcels of land required for City purposes where the compensation does not exceed \$100,000 including the cost of restoring or relocation landscaping and plants.*

Section 2(e)

Upon approval of Council, that the City Solicitor's authority to approve payment for claims be increased from \$5,000 to \$25,000, which is the limit for claims filed in Small Claims Court.

It is further recommended that any outdated references to the Municipal Act be updated to the Local Government Act.

5.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council approve the changes in the City's Spend and Approval Limits for the procurement of goods, services and construction as set out in this report, and authorize the City Solicitor to prepare a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999, as outlined in Section 4 of this report.



Denise Jorgenson
 DIRECTOR FINANCE

DJ:BK /ml

Copied to: City Manager
 Members of Management Committee



Meeting 2016 December 05

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2016 ANNUAL CAPITAL PROGRAM - ENGINEERING

RECOMMENDATION:

1. THAT Council approve reallocations within Engineering's 2016 Annual Capital Plan to support additional work requirements in Major Roads, Waterworks and Sanitary Sewer, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2016 November 24, received and adopted the attached report seeking Council approval of reallocations within Engineering's 2016 Annual Capital Plan Budget.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Director Finance Director Engineering
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Meeting 2016 Nov 24

COMMITTEE REPORT

TO: CHAIR AND MEMBERS **DATE:** 2016 November 16
FINANCIAL MANAGEMENT COMMITTEE

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

SUBJECT: 2016 ANNUAL CAPITAL PROGRAM – ENGINEERING

PURPOSE: To request Council approval of reallocations within Engineering's 2016 Annual Capital Plan Budget.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve reallocations within Engineering's 2016 Annual Capital Plan to support additional work requirements in Major Roads, Waterworks and Sanitary Sewer as outlined in this report.

REPORT**1.0 2016 ANNUAL CAPITAL PLAN – ENGINEERING**

Some active projects in 2016 are anticipated to require additional budget authorization in support of work commitments that are expected to be completed before the end of 2016. Surplus project funds remaining from completed project closures are available in the appropriate Engineering program categories to fund all budget reallocation expenditures. The Director Finance recommends that surplus funding, available within each of the Engineering Program categories, be used to fund the increased approved budget expenditures where needed and the remaining surplus funds be returned to their respective reserves.

2.0 2016 PLAN ROOM – ENGINEERING

Not all Engineering project work in the 2016 Annual Financial Plan will be carried out as planned. Budget room is therefore available within the adopted Engineering 2016 Capital Plan to provide for the recommended reallocations between major Engineering categories based on Engineering Project Management's estimate of work that will be completed by 2016 December 31.

The 2016 Capital Plan Reallocation column in Table 1 shows the recommended changes to 2016 Plan Budget categories, the overall Engineering 2016 Plan remains the same. As noted above, sufficient surplus funds are available within each category from closed projects, to fund these budget expenditures and all projects and contract awards over \$250,000 have been authorized by Council through contract award and funding authorization reports. This reallocation is similar to the City's past practice of providing a recast budget to Council in the Fall.

To: Financial Management Committee

From: Director Finance

Re: 2016 ANNUAL CAPITAL PROGRAM – ENGINEERING

2016 November 24.....Page 2

Table 1 – Engineering 2016 Capital Plan Budget Reallocation

Department	2016 Annual Financial Plan	Period 9 Remaining Plan	2016 Capital Plan Reallocation
Engineering			
Roads (Various)	14,203,500	8,733,897	(2,200,000)
Traffic Management	4,772,310	3,782,723	
Major Roads	10,760,000	7,658,021	1,500,000
Waterworks	13,905,000	6,294,087	2,050,000
Sanitary Sewer	12,959,600	5,547,934	2,050,000
Storm Sewer	8,398,880	6,362,018	(1,800,000)
Vehicles and Equipment	5,729,460	4,679,915	
Local Area Services	1,580,000	1,222,336	
City Buildings & Energy Programs	11,220,140	9,062,354	(1,600,000)
Total Engineering	83,528,890	53,343,285	-

The total, after reallocations of Engineering's 2016 Capital Plan between project categories, remains the same at \$83,528,890. No additional Capital Reserve bylaws are required to fund the reallocations.

3.0 RECOMMENDATION

Given that significant surplus funds remain from the closure of completed Engineering projects within each of the budget reallocation Engineering Plan categories (Major Roads, Waterworks and Sanitary Sewer), it is proposed to utilize these surplus funds to finance the changes to the Engineering Plan without drawing further bylaws.

It is recommended that Financial Management Committee recommend Council approve reallocations within Engineering's 2016 Annual Capital Plan to support additional work requirements in Major Roads, Waterworks and Sanitary Sewer as outlined in this report.



Denise Jorgenson
DIRECTOR FINANCE

DJ:BK/ew

Copied to: City Manager
Director Engineering



MANAGER'S REPORT December 05, 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 **5970 BERESFORD STREET**

PURPOSE: To seek Council approval for the Engineering Department to use the City-owned warehouse facility at 5970 Beresford Street from 2016 December to 2017 December.

02 **CONTRACT AWARD MINI SIDE LOADER REFUSE COLLECTION TRUCKS**

PURPOSE: To obtain Council approval to award a contract for the supply and delivery of three mini side loader refuse collection trucks.

03 **CONTRACT INCREASE 2011-13 GILMORE PUMP STATION UPGRADE PROJECT**

PURPOSE: To obtain Council approval to increase the existing contract for Gilmore Pump Station Upgrade Project.

Yours respectfully,

Lambert Chu
City Manager



Item.....
Meeting2016 Dec 05

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2016 November 30

FROM: DIRECTOR FINANCE **FILE:** 4500-01

SUBJECT: 5970 BERESFORD STREET

PURPOSE: To seek Council approval for the Engineering Department to use the City-owned warehouse facility at 5970 Beresford Street from 2016 December to 2017 December.

RECOMMENDATION:

- 1. THAT** Council approve Engineering's use of the City-owned warehouse facility at 5970 Beresford Street for the period 2016 December through to 2017 December, subject to the terms and conditions as outlined in this report.

REPORT

5970 Beresford Street was purchased by the City in 2013 November and is comprised of two adjoining warehouses addressed as 6050 Beresford and 5970 Beresford. It was acquired as part of the Parkland Acquisition Program as specified within the Royal Oak Community Plan area and is currently zoned as M2 Industrial. The area is slowly transitioning to a medium density multiple-family residential area with ground-oriented townhouses. At the time of purchase the appraisal indicated that the industrial buildings had a remaining physical life in excess of 25 years.

In 2014 June Council approved use by the Engineering and Parks, Recreation and Cultural Services Department of the 16,760 square feet building at 6050 Beresford address for storage purposes.

The 5970 Beresford side of the building was constructed in 1967. It is concrete block construction with a two storey office section at the front of the building consisting of about 800 square feet on each floor. There is a reception office, three private offices and two, two piece washrooms on the main floor. The warehouse area is about 8,800 square feet. Restrictions placed upon the long-term use of the building limit leasing opportunities. The site has been leased on an infrequent basis through the City's Film Liaison Office by film companies requiring short term space for set decoration/construction.

To: City Manager
 From: Director Finance
 Re: 5970 BERESFORD STREET

2016 December 05..... Page 2

The Engineering Department is in need of the warehouse space to facilitate distribution of LED lighting to the City's contractor under Phase 3 of the LED lighting program. The City currently has no other vacant warehouse space available. Finance have facilitated Engineering's request for temporary access to the building as the lighting contractor has started work and needed a dry assembly area to sort the lighting fixtures.

It is recommended that the Engineering Department be authorized to use this space at 5970 Beresford Street through the final phase of the LED program which is scheduled to complete 2017 December. Engineering will be responsible for: heating, lighting, alarm, security, utility, building and landscape maintenance, fence repairs and the prompt removal of any graffiti etc. The use of the property must also remain compliant with M2 zoning which does not permit exterior storage.

Planning staff are in agreement with the use of this building space through to 2017 December. Continued use will be reviewed on an annual basis and Council will be informed of any changes.



Denise Jorgenson
 DIRECTOR FINANCE

DJ:RR/ml

Copied to: City Manager
 Director Engineering
 Director Planning and Building
 Director Parks, Recreation and Cultural Services
 Chief Licence Inspector



Item
Meeting 2016 Dec 05

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2016 November 30

FROM: DIRECTOR FINANCE **FILE:** 5820-20
198-10/16

SUBJECT: CONTRACT AWARD
MINI SIDE LOADER REFUSE COLLECTION TRUCKS

PURPOSE: To obtain Council approval to award a contract for the supply and delivery of three mini side loader refuse collection trucks.

RECOMMENDATION:

1. **THAT** Council approve a contract award to Rollins Machinery Ltd., for a total cost of \$892,009.44 including GST and PST in the amount of \$95,572.44 as outlined in this report.

REPORT

Council has authorized staff to proceed with a bi-weekly garbage collection program. In order to deliver the required services, the Sanitation Division will require three mini side loader refuse trucks. As part of the transition to the new program the three refuse trucks will replace four existing refuse trucks (#3017, #3018, #3019, #3020) and three smaller recycling trucks (#1117, #1216, #1208) currently within the Sanitation fleet.

One quotation for this contract was received by the closing time on 2016 November 17. This contract includes the supply and delivery of three refuse trucks as part of the Sanitation Department's service and efficiency improvement initiative. These new vehicles will increase operational productivity as two material types can be serviced at once.

The recommended bidder, Rollins Machinery Ltd., has provided similar vehicles in the past with a proven track record for performance and reliability to the satisfaction of the City. The recommendation is 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 this requirement is included in the 2016 – 2020 Annual Financial Plan under capital project ENZ.0043 (\$852,200).

Denise Jorgenson
DIRECTOR FINANCE

GC:IP/tis

Copied to: Director Engineering



Item
Meeting 2016 Dec 05

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2016 November 30

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: 78-06/11

**SUBJECT: CONTRACT INCREASE 2011-13
GILMORE PUMP STATION UPGRADE PROJECT**

PURPOSE: To obtain Council approval to increase the existing contract for Gilmore Pump Station Upgrade Project.

RECOMMENDATION:

1. **THAT** Council approve a contract increase of \$271,817.83 including GST in the amount of \$12,943.70 to Carver Construction Ltd. for a total contract value of \$2,580,938.25 including GST in the amount of \$122,901.83 as outlined in this report.

REPORT

On 2011 July 20, the City awarded a contract to Carver Construction Ltd. for the Gilmore Pump Station Upgrade Project in the amount of \$2,291,778.53 including HST of \$245,547.70. A previous change order to increase the height of the pump station access door, and widen the generator air intake louver was approved in 2012 January in the amount of \$17,575.98, including HST in the amount of \$1,998.94.

A further scope revision of \$271,817.83 including GST of \$12,943.70 was required to ensure the pump station meets safety, electrical, and ventilation standards, and does not conflict with third party utilities. Enhancements were also made to the SCADA system to improve reliability of communications and control of the pump station.

City Staff have reviewed this scope revision and believe it appropriately addresses the station requirements at a fair cost. The Director Engineering concurs with this recommendation. Funding has been provided for this capital work within the 2016 – 2020 Annual Financial Plan under the following WBS element: EKB.0002 (\$258,900).

Denise Jorgenson
DIRECTOR FINANCE

GC:SC/tis

Copied to: Director Engineering



INTER-OFFICE COMMUNICATION

TO: CITY CLERK 2016 November 30

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #14-27**
AMENDMENT BYLAW NO. 8/16; BYLAW #13584
Non-Market Low Rise Development (Southgate Neighbourhood)
Edmonds Town Centre
Third Reading

ADDRESS: Portion of 7201 11th Avenue

LEGAL: Portion of Lot A, DL 53, Group 1, NWD Plan EPP53090

FROM: CD Comprehensive Development District (based on RM5 and RM1 Multiple Family Residential Districts, C2 Community Commercial District, Southgate Master Plan and Edmonds Town Centre Plan guidelines)

TO: Amended CD Comprehensive Development District (based on RM5 and RM1 Multiple Family Residential Districts, C2 Community Commercial District, Southgate Neighbourhood Master Plan and Edmonds Town Centre Plan guidelines and in accordance with the development plans entitled "BC Family Housing Site" prepared by Integra Architecture Inc., and PWL Partnership Landscape Architects Inc.)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2016 April 04;
- b) Public Hearing held on 2016 April 24; and,
- c) Second Reading given on 2016 May 09.

The prerequisite conditions have been partially satisfied as follows:

- a. The submission of a suitable plan of development.
 - *A virtually complete suitable plan of development has been submitted. A few remaining details will be resolved prior to Final Adoption.*
- 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 #14-27
 Third Reading
 2016 November 30 Page 2

- *The applicant has submitted engineering design drawings for review and has agreed in a letter dated 2016 November 29 to deposit the necessary funds including 4% inspection fees and complete the servicing agreement prior to Final Adoption.*
- c. The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), 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 2016 November 29.*
- d. The dedication of any rights-of-way deemed requisite.
 - *The subdivision plan dedicating the requisite rights-of-way has been submitted and will be deposited in the Land Title Office prior to Final Adoption.*
- e. The completion of the necessary subdivision creating the development site.
 - *The subdivision plan has been submitted and will be deposited in the Land Title Office prior to Final Adoption.*
- f. The granting of a Section 219 Covenant:
 - Section 219 Covenant restricting enclosure of balconies;
 - Section 219 Covenant ensuring that the development be held in common ownership for non-market housing.
 - *The applicant has agreed to this prerequisite in a letter dated 2016 November 29, and the requisite covenants will be deposited in the Land Title Office prior to Final Adoption.*
- g. The review of a detailed Sediment Control System by the Director Engineering.
 - *The applicant has agreed to this prerequisite in a letter dated 2016 November 29. A detailed Sediment Control System plan has been submitted to the Engineering Department – Environmental Services for approval prior to Final Adoption.*
- h. 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 in accordance with the adopted Southgate Master Storm Water Management Plan.

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 Third Reading
 2016 November 30 Page 3

- *The applicant has agreed to this prerequisite in a letter dated 2016 November 29. A suitable on-site stormwater management system will require approval of the Director Engineering, the required covenant will be deposited in the Land Title Office and the required funds to guarantee this provision will be deposited prior to Final Adoption.*
- i. The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
 - *The applicant has agreed to this prerequisite in a letter dated 2016 November 29. A detailed Solid Waste and Recycling Plan has been submitted to the Engineering Department – Environmental Services Division.*
- j. The submission of a Site Profile and resolution of any arising requirements.
 - *The applicant has submitted the required Site Profile which is being processed to determine if remediation measures are required.*
- k. The design and provision of units adaptable to persons with disabilities, the provision of customized hardware and cabinet work being subject to the lease of units to a disabled person and with allocated disabled parking spaces.
 - *The applicant has agreed to this prerequisite in a letter dated 2016 November 29, and the necessary provisions are indicated on the development plans.*
- l. The provision of one covered car wash stall and an adequately sized and appropriately located garbage handling and recycling material holding space to the approval of the Director Engineering 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 2016 November 29 committing to implement the recycling provisions.*
- m. The deposit of the applicable Parkland Acquisition Charge.
 - *The applicant has agreed in a letter dated 2016 November 29 to make the necessary deposits prior to Final Adoption.*
- n. The deposit of the applicable GVS & DD Sewerage Charge.
 - *The applicant has agreed in a letter dated 2016 November 29 to make the necessary deposits prior to Final Adoption.*

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Third Reading
2016 November 30 Page 4

- o. The deposit of the applicable School Site Acquisition Charge.
 - *The applicant has agreed in a letter dated 2016 November 29 to make the necessary deposits prior to Final Adoption.*
- p. The submission of a written undertaking to comply with all the prerequisites of the previous rezoning of the site (Rezoning Reference #14-25).
 - *The applicant has agreed to this prerequisite in a letter dated 2016 November 29*

As the prerequisite conditions to this rezoning are now substantially complete, could you please arrange to return this amendment bylaw to Council for Consideration and Third Reading on 2016 December 05, with Reconsideration and Final Adoption to follow when the prerequisites are completely fulfilled and Planning notifies you to that effect.

A copy of the Public Hearing minutes for this rezoning application is ***attached*** for information.


• Lou Pelletier, Director
PLANNING AND BUILDING

DR:tn

Attachment

cc: City Manager

P:\REZONING\Applications\2014\14-27 Southgate - BC Housing\Rezoning Reference 14-27 Third Reading 20161205.doc

**BURNABY ZONING BYLAW 1965,
AMENDMENT BYLAW NO. 8, 2016 – BYLAW NO. 13584**

Rez. #14-27

Portion of 7201 11th Avenue

From: CD Comprehensive Development District (based on RM5 and RM1 Multiple Family Residential Districts, C2 Community Commercial District, Southgate Master Plan and Edmonds Town Centre Plan guidelines)

To: Amended CD Comprehensive Development District (based on RM5 and RM1 Multiple Family Residential Districts, C2 Community Commercial District, Southgate Neighbourhood Master Plan and Edmonds Town Centre Plan guidelines and in accordance with the development plans entitled “BC Family Housing Site” prepared by Integra Architecture Inc., and PWL Partnership Landscape Architects Inc.)

The purpose of the proposed zoning bylaw amendment is to permit the construction of a five-storey low-rise apartment building within the multi-phased development of the Southgate site. The proposed non-market housing development is to be owned and operated by BC Housing.

The Advisory Planning Commission advised it supports the rezoning application.

One letter was received in opposition to the proposed bylaw amendment:

Janice & Gregory Smelser, 7551 Davies Street, Burnaby

The following speakers appeared before Council and spoke to and in support of the proposed zoning bylaw amendment:

Cameron Thorn, VP Development, Ledingham McAllister, 3rd Floor 1285 West Pender, Vancouver, appeared before Council to answer any questions regarding the rezoning application.

Wonda Mulholland, Community Development Coordinator, Burnaby Task Force on Homelessness, 7476 13th Avenue, Burnaby, spoke in support of the proposed rezoning application. Ms. Mulholland supports the addition of community housing in the neighbourhood as it will provide safe and affordable housing to seniors, youth and families. Ms. Mulholland urged Council to consider developing partnerships with other levels of government to create more affordable housing units.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT this Public Hearing for Rez. #14-27, Bylaw #13584 be terminated.

CARRIED UNANIMOUSLY



INTER-OFFICE COMMUNICATION

TO: CITY CLERK 2016 November 30

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #14-31**
AMENDMENT BYLAW NO. 07, 2016; BYLAW #13579
Riverbend Business Park: Phase 1
Big Bend Development Plan Area
Final Adoption

ADDRESS: Portion of 8255/8360 Wiggins Street and 5279 Riverbend Drive

LEGAL: Portion of Lot 48 Except: Firstly: Parcel "A" (Bylaw Plan 70015); Secondly: Part Subdivided by Plan 72187; DL 167, Group 1, NWD Plan 48061; Portion of Lot 49, DL 167, Group 1, NWD Plan 48061; Lot 1, DL 167, Group 1, NWD Plan 18016

FROM: CD Comprehensive Development District (based on M2 General Industrial District, M3 Heavy Industrial District and M5 Light Industrial District)

TO: Amended CD Comprehensive Development District (based on M2 General Industrial District, M3 Heavy Industrial District and M5 Light Industrial District, C2 Community Commercial District and Big Bend Development Plan guidelines, and in accordance with the development plan entitled "Riverbend Business Park" prepared by Christopher Bozyk Architects Ltd.)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2016 March 07;
- b) Public Hearing held on 2016 March 29;
- c) Second Reading given on 2016 April 04; and,
- d) Third Reading given on 2016 October 24.

The prerequisite conditions have been completely satisfied as follows:

- a) The submission of a suitable plan of development.
 - *A complete suitable plan of development has been submitted.*

City Clerk
 Rezoning Reference #14-31
 Final Adoption
 2016 November 30..... Page 2

- 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.
- *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 consolidation/subdivision of the net project site into 4 lots.
- *The requisite subdivision plan has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- d) The dedication of any 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.*
- e) The granting of any necessary easements, covenants, and Statutory Rights-of-Way including, but not necessarily limited to:
- Section 219 Covenant for the retention of identifying existing trees within the riparian setback areas;
 - Section 219 Covenant and Statutory Right-of-Way for the protection and ongoing maintenance of the Fraser River Foreshore streamside protection and enhancement areas (SPEA);
 - Section 219 Covenant respecting floodproofing requirements;
 - Section 219 Covenant respecting the submitted geotechnical report;
 - Statutory Rights-of-Way guaranteeing vehicular, pedestrian and cycling access across private driveways;
 - Statutory Rights-of-Way guaranteeing pedestrian and cycling access across on-site pathways;
 - Easement guaranteeing reciprocal access for vehicles across property lines;
 - Section 219 Covenant restricting uses to those permitted within the Conceptual Development Plan;
 - Section 219 Covenant (no build) on future phases until a Certificate of Compliance has been achieved on the current phase;

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 Final Adoption
 2016 November 30..... Page 3

- Section 219 Covenant ensuring Leadership in Energy and Environmental Design (LEED) certification; and,
 - Section 219 Covenant restricting uses on the portion of the site for a restaurant use only for a period of three years.
- *The requisite covenants have been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption. It is noted the restaurant covenant will not automatically expire after 3 years and will only be discharged with Council authorization.*
- f) 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 and the required funds to guarantee this provision have been deposited.*
- g) The deposit of the applicable GVS & DD Sewerage Charge.
- *The required deposits have been made to meet this prerequisite.*
- h) The provision of facilities for cyclists in accordance with Section 4.8 of the rezoning report.
- *This provision is indicated on the development plans and the applicant has agreed to this prerequisite in a letter dated 2016 October 12.*
- i) The submission of a detailed comprehensive sign plan in accordance with the guidelines of the Master Plan.
- *An approvable detailed comprehensive sign plan has been achieved.*
- j) 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 an appropriate instrument from the Ministry of Environment prior to release of any Occupancy Permits. The required Covenant governing this arrangement has been deposited in the Land Title Office.*
- k) Completion of the Highway Closure Bylaw.

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Final Adoption
2016 November 30..... Page 4

- *The Highway Closure Bylaw has been adopted by Council. The Bylaw plans will be deposited in the Land Title Office prior to occupancy.*

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 December 05.



Lou Pelletier, Director
PLANNING AND BUILDING

DR:spf

P:\REZONING\Applications\2014\14-31(Riverbend Phase 1)\Council Reports\Rezoning Reference 14-31 Final Adoption 20161130.doc

NOTICE OF MOTION
2016 DECEMBER 05

Resolution regarding the Distribution of Non-Medical Marijuana

WHEREAS the Federal Government is considering the legalization of marijuana for non-medical use in Canada and will be introducing new legislation in the Spring of 2017; and

WHEREAS the BC Government Employees Union (BCGEU) and the BC Private Liquor Store Association (BCPLSA) is proposing a non-medical marijuana distribution model that permits retail sales only in licensed public and private liquor stores; and

WHEREAS through their joint partnership, the Responsible Marijuana Retail Alliance of BC, the BCGEU and BCPLSA are requesting local government support for this initiative; and

WHEREAS the City of Burnaby wants to ensure that should marijuana be legalized, it is distributed in a responsible manner and does not fall into the hands of minors; and

WHEREAS liquor stores are an age-controlled environment with expertise in handling a controlled substance and a strong track record of checking identification; and

WHEREAS the City of Burnaby has zoning regulations and a policy framework in place that could be amended to similarly restrict marijuana sales should the proposed model be implemented;

THEREFORE BE IT RESOLVED that Burnaby City Council is supportive of the approach taken by the Responsible Marijuana Alliance of BC in anticipation of new legislation from the Federal Government in the Spring of 2017.

Copy: City Manager Director Planning & Building Director Finance City Solicitor
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