

# **FINANCIAL MANAGEMENT COMMITTEE**

## *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2017 JANUARY 25

**TIME:** 4:00 PM

**PLACE:** Council Committee Room, Burnaby City Hall

## **A G E N D A**

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	<b><u>PAGE</u></b>
<b>2.</b>	<b><u>MINUTES</u></b>	
a)	Minutes of the Open meeting of the Financial Management Committee held on 2016 November 24	1
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a)	Memorandum from the City Clerk Re: Willingdon Linear Park Design and Public Consultation Results	10
<b>4.</b>	<b><u>REPORTS</u></b>	
a)	Report from the Chief Information Officer Re: 2017 Information Technology Capital Program	40
b)	Report from the Director Engineering Re: 2017 Capital Infrastructure Bylaw Funding Request - Willingdon Infrastructure Upgrades	47
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| i) | Report from the Director Planning and Building<br>Re: "Burnaby Then and Now"<br>Celebrating Burnaby 125 with Heritage Markers                 | 72 |
| j) | Report from the Major Civic Building Project Coordination Committee<br>Re: West Building Interior Renovation                                  | 74 |
| k) | Report from the Major Civic Building Project Coordination Committee<br>Re: City Hall / Deer Lake Precinct Parking Lots Project                | 77 |
| l) | Report from the Major Civic Building Project Coordination Committee<br>Re: Edmonds Community Centre - Installation of a HVAC Unit             | 82 |

5. **NEW BUSINESS**

6. **INQUIRIES**

7. **CLOSED**

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

8. **ADJOURNMENT**



## **FINANCIAL MANAGEMENT COMMITTEE**

### **MINUTES**

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2016 November 24** at 5:30 p.m.

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

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

STAFF: Mr. Lambert Chu, City Manager  
Mr. Leon Gous, Director Engineering  
Ms. Denise Jorgensen, Director Finance  
Mr. Lou Pelletier, Director Planning & Building  
Ms. Shari Wallace, Chief Information Officer  
Mr. James Lota, Assistant Director – Engineering Projects  
Mr. Doug Spindler, Assistant Director – Treasury Services  
Mr. Patrick Shek, Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer  
Ms. Nikolina Vracar, Administrative Officer

The Chair called the Open meeting to order at 5:34 p.m.

#### **2. MINUTES**

a) **Minutes of the Open meeting of the Financial Management Committee held on 2016 October 19**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Open meeting of the Financial Management Committee held on 2016 October 19 be adopted.

CARRIED UNANIMOUSLY

**3. REPORTS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

**a) Report from the Chief Information Officer**  
**Re: SAP Hardware and Database Replacement Project**  
**(Suite on HANA)**

The Chief Information Officer submitted a report seeking approval to proceed with replacing the current SAP hardware and database to the new Suite on HANA version.

The Chief Information Officer recommended:

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.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

**b) Report from the City Clerk**  
**Re: Board of Variance - Application Fee**

The City Clerk submitted a report seeking approval to implement a Board of Variance application fee.

The City Clerk recommended:

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.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the City Clerk be adopted.

CARRIED UNANIMOUSLY

**c) Report from the Director Engineering**  
**Re: Storm Sewer Extension Contribution and Fee Bylaw**

The Director Engineering submitted a report seeking authority to bring forward a new bylaw to implement a cost recovery mechanism for the City's costs of extending storm sewer mains to residential lots without this service.

The Director Engineering recommended:

1. THAT the Committee recommend Council authorize staff to bring forward a bylaw to recover, from developers and benefitting property owners, the City's costs of extending storm sewer service to residential lots without this service.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**d) Report from the Fire Chief**  
**Re: Fire Services Bylaw Amendments**

The Fire Chief submitted a report seeking approval to amend the Service Fee Schedule in the Burnaby Fire Services Bylaw.

The Fire Chief recommended:

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.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Fire Chief be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding release of information by the RCMP, and their fee charges.

Staff undertook to investigate.

**e) Report from the Director Finance**  
**Re: Moneris Solutions - Credit Card Merchant Services**

The Director Finance submitted a report seeking approval to award a contract to Moneris Solutions for the provision of merchant credit card and debit card services.

The Director Finance recommended:

1. THAT a contract be awarded to Moneris Solutions for merchant credit card and debit card services for a five year period commencing 2017 January 01 to 2021 December 31, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**f) Report from the Director Finance**  
**Re: 2017 Sanitary Sewer Rates**

The Director Finance submitted a report seeking approval for a 2% increase to the 2017 Sanitary Sewer Rates.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Finance**  
**Re: 2017 Waterworks Utility Rates**

The Director Finance submitted a report seeking approval of a 2% increase to the 2017 Waterworks Utility Rates.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Director Finance**  
**Re: Purchasing Approval Limits**

The Director Finance submitted a report seeking approval to change the City's existing Spend and Approval Limits Authorization Policy.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

- AMENDED

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT Sections 3.0 and 4.0 of the report be **AMENDED** by replacing 'Directors' with 'Members of Management Committee'.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the report be adopted as AMENDED.

CARRIED UNANIMOUSLY

i) **Report from the Director Finance**  
**Re: SAP Treasury Management System - Update**

The Director Finance submitted a report providing a status update on the SAP Treasury Management System implementation.

The Director Finance recommended:

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

j) **Report from the Director Finance**  
**Re: Renewal of City Fleet Insurance**

The Director Finance submitted a report seeking approval for an expenditure of up to \$910,000 to renew the City Vehicle Fleet Insurance Program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve an expenditure up to \$910,000 payable to Willis Towers Watson to fund the City's Fleet Auto Liability, Collision, and Comprehensive insurance programs, as further specified in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**k) Report from the Director Finance**  
**Re: 2016 Annual Capital Program - Engineering**

The Director Finance submitted a report seeking approval of reallocations within Engineering's 2016 Annual Capital Plan Budget.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**l) Report from the Director Finance**  
**Re: Rainwater Management Amenity and Public Art Funds**

The Director Finance submitted a report seeking approval to establish two operating funds, one for the maintenance of Rainwater Management Amenities and one for the maintenance of Public Art.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council create a Rainwater Management Amenity Operating Fund and a Public Art Operating Fund.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4. NEW BUSINESS****Financial Report**

The Director Finance submitted 'Financial Report as at 2016 Period 11'.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

**Garbage Toter Fee**

The Committee raised concerns with special garbage disposal rate requirements for secondary suites. 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.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

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.

CARRIED UNANIMOUSLY

**5. INQUIRIES**

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

**6. CLOSED**

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open meeting recessed at 6:28 p.m.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open meeting reconvened at 6:29 p.m.

7. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:30 p.m.

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Blanka Zeinabova  
ADMINISTRATIVE OFFICER

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Councillor Dan Johnston  
CHAIR

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
FINANCE MANAGEMENT COMMITTEE

DATE: 2017 JANUARY 24

FROM: CITY CLERK

FILE: 02410-20

SUBJECT: WILLINGDON LINEAR PARK DESIGN AND PUBLIC CONSULTATION RESULTS  
(ITEM NO. 6(1), MANAGER'S REPORTS, COUNCIL 2017 JANUARY 23)

Burnaby City Council, at the Open Council meeting held on 2017 January 23, received the above noted report and adopted the following recommendations contained therein:

1. **THAT** Council approve the Willingdon Linear Park design as outlined in this report.
2. **THAT** the expenditure of \$6,450,000 from the parks component of the 2017-2021 Provisional Plan through the use of Community Benefit funds be approved.
3. **THAT** Council authorize staff to bring down a bylaw to appropriate \$6,751,400 (inclusive of GST) from Capital Reserves to finance this project.
4. **THAT** a copy of this report be sent to the Planning and Development Committee, the Transportation Committee, the Finance Management Committee and the Parks, Recreation and Culture Commission.
5. **THAT** a copy of this report be sent to Mr. Darcy Olson, Mr Peter Stary and to HUB-Burnaby as a follow up to their delegations at the 2016 November 07 and November 21 Council Meetings.

A copy of the report is *enclosed* for your information.



Dennis Back  
City Clerk

DB:lc



Item.....
Meeting .....2017 Jan 23

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2017 Jan 17

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES **FILE:** 62500-01

**SUBJECT: WILLINGDON LINEAR PARK DESIGN AND PUBLIC CONSULTATION RESULTS**

**PURPOSE:** To update Council on the Willingdon Linear Park design and the feedback received at the public open house and to request funding for the construction of the linear park.

**RECOMMENDATIONS:**

1. **THAT** Council approve the Willingdon Linear Park design as outlined in this report.
2. **THAT** the expenditure of \$6,450,000 from the parks component of the 2017-2021 Provisional Plan through the use of Community Benefit funds be approved.
3. **THAT** Council authorize staff to bring down a bylaw to appropriate \$6,751,400 (inclusive of GST) from Capital Reserves to finance this project.
4. **THAT** a copy of this report be sent to the Planning and Development Committee, the Transportation Committee, the Finance Management Committee and the Parks, Recreation and Culture Commission.
5. **THAT** a copy of this report be sent to Mr. Darcy Olson, Mr Peter Stary and to HUB-Burnaby as a follow up to their delegations at the 2016 November 07 and November 21 Council Meetings.

**REPORT****INTRODUCTION**

The Willingdon Linear Park refers to the 13 block corridor located north of Brentlawn Drive through to Hastings Street. The vision for the project is to introduce a safe, accessible, attractive and vibrant multi-use trail for pedestrians, cyclists and public transit users within a linear park setting.

To: City Manager  
 From: Director Parks, Recreation & Cultural Services  
 Re: Willingdon Linear Park Design and Public  
 Consultation Results

2017 Jan 23..... Page 2

The linear park component of the project includes a universally accessible paved multi-use pathway separated from the road, multiple road and laneway crossings over the 13 blocks, site furnishings, lighting, shade trees, rest stops and bus stop zones. The park will be made unique and distinct with a landscape character that will include public artworks. In addition to the linear park project, infrastructure upgrades will be undertaken by Engineering and a separate funding report for those works will be brought to Council.

## **BACKGROUND**

The concept of a linear park along the Willingdon corridor was identified in the Community Benefit Bonus Policy Priority Amenity Program list for Brentwood Town Centre and approved by Council on 2014 October 15. The report identified Willingdon Linear Park as one of several initiatives city wide to provide benefit to the City residents as noted below:

### **New Linear Public Space along Willingdon Avenue**

Highly related to the new recreation facility in Brentwood is a proposal for a major linear park along Willingdon Avenue that would connect the recreation and other civic facilities in the Heights to the new facility in the Brentwood Town Centre. It would also serve to provide residents with access to the amenities and services available in the Hastings Street area and the amenities and services to come in the future in Brentwood. Similar to the new recreation facility in Brentwood, this iconic linear park, the first of its kind in the region, is considered to be a high priority item for the use of community benefit funds in the Northwest Quadrant.

The park would also serve the Brentwood and Heights single and two-family areas in addition to it being a strong north-south pedestrian and cycling link. The land for the park is fully available, and is intended to consist of the various properties acquired over time by the City for road and utility purposes.

The major components of the park would likely include pedestrian and cycle facilities set within a lush green landscape and nodes for pause, rest and small gatherings, as well as public art installations, special street furniture (benches, street lights, pedestrian lights, banners, wayfinding, etc.). In addition to its park function, it would also serve to bring cohesion and a strong identity to the area as an important place making tool.

To: City Manager  
 From: Director Parks, Recreation & Cultural Services  
 Re: Willingdon Linear Park Design and Public  
 Consultation Results

2017 Jan 23..... Page 3

A second report referring to the intended program of the park space was brought to the Finance Management Committee from both the Director Engineering and the Director Parks Recreation and Cultural Services which requested funds to proceed with design work on the infrastructure works and the linear park. The two projects, Engineering roadwork and the linear park development, were amalgamated into one larger project to realize cost efficiencies with the overall project being managed by Engineering. The amalgamated project was defined as follows:

The Willingdon Linear Park will provide a link between the Brentwood Town Centre and the Heights neighborhood and community amenities. At a high-level, the project will include an urban trail, landscaping, street furniture, pedestrian lighting, and public art, along with infrastructure upgrades including water main replacement, road and sidewalk rehabilitation, three new pedestrian signals, and a new left turn bay at Willingdon Avenue and Parker Street.

Further internal reviews with Council defined the boundaries for the linear park within the existing lands owned by the City to the east of the existing curb on the east side of Willingdon Avenue. With the project area and scope defined, Engineering and Parks staff proceeded with the detailed design work which produced a draft of the linear park and multi-use trail layout that was shared with the public at an open house held on 2016 September 14 (Attachment #1).

### **PUBLIC CONSULTATION OPEN HOUSE**

Notice of the Public Open House was posted on the City Website, in the 2016 September 09 edition of the BurnabyNow newspaper, and in the Project's August 2016 Newsletter which was delivered to residences located within 4 blocks plus or minus to either side of Willingdon Avenue via Canada Post unaddressed admail service.

A total of 97 people, representing 67 households attended the Public Open House. The majority of people who attended the open house live within a few blocks to either side of Willingdon Avenue, as illustrated on the attendance distribution map (Attachment #2). Those in attendance were able to view image boards of the road and linear park layout and its components and City staff were on hand to answer their questions.

Parks, Recreation and Cultural Services staff took the opportunity presented by the Public Open House to ask those in attendance to complete a written questionnaire to assist staff to refine the detailed design for the linear park component of the project. In total, 73 completed questionnaires were returned. The responses to the questions are summarized in the attached tables along with the respondents' verbatim comments and suggestions (Attachment #3).

Staff learned that although many of the respondents do drive to the facilities, shops and services at the Hastings Street and Lougheed Highway hubs, they also walk to these destinations and they say that the linear park will make their walk to these destination hubs easier and a more pleasant experience.

To: City Manager  
 From: Director Parks, Recreation & Cultural Services  
 Re: Willingdon Linear Park Design and Public  
 Consultation Results

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In addition the site features and amenities of most importance to the respondents along the path were; lighting, shade trees, shelter and seating at transit stops, rest areas with seating, and areas with shade and shelter.

The plan responds to these elements by providing a curved path system that is aligned to protect 32 of the 38 existing trees, provide both privacy from the residents and a safe buffer zone from the road, provide a single multiuse trail to allow space for tree planting and as much green space on either side as possible in constrained conditions. The path alignment also crosses 12 streets and 11 laneways causing the traffic to move at a slower pace. The path curves at each road intersection to create safe crossing conditions.

The passive recreation amenities that respondents felt were most important to them were quiet spaces for relaxing and for reading, interactive art, and community social areas. The active recreation amenities that respondents felt were most important were open lawn areas for informal play, a children's natural play feature, and a children's playground.

The plan responds to the recreation components in the two pocket parks. The majority of the space is open lawn area with seating and shade planting around the edges for passive and informal play. There will be a focal recreational art piece that will invite interaction and visual interest in each pocket park. The central focal feature and the edge screening of the pocket parks are being developed through an integrated art program.

In all, 79% of the respondents supported the Willingdon Linear Park proposal indicating that they liked the accessible multi-use pathway, increased greenspace, the introduction of more trees, and the safety improvements for walkers and cyclists currently using the east sidewalk of Willingdon Avenue.

### **PUBLIC FEEDBACK**

Following the Public Open House staff were contacted by members of the cycling community expressing disappointment with the process and project proposal, especially with respect to the cycling infrastructure. Staff were also made aware of a HUB Burnaby on-line petition asking the City of Burnaby to build a separated cycle path or cycle tracks. Subsequently, Council received three delegations advocating a separated path for commuter cycling at the 2016 November 09 and 21 meetings.

The provision of commuter cycling infrastructure was not a program element identified in the vision for the project. In keeping with the vision and direction outline in this report the target was to provide service for multiuse trail. The curvilinear nature of the trail and the multiple road and lane crossings naturally slow traffic speed making a multiuse trail an appropriate design for the intended park space. Providing one trail through the park allows greater opportunity to provide green space and tree cover along the corridor to provide a balance of hard space and green space within the linear park.

To: City Manager  
 From: Director Parks, Recreation & Cultural Services  
 Re: Willingdon Linear Park Design and Public  
 Consultation Results  
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## **SUMMARY**

The Willingdon Linear Park will provide public benefits in the form of a vastly improved public realm on the east side of Willingdon Avenue. In addition, new pedestrian signals at Union, William, and Kitchener will make the linear park accessible from both sides of Willingdon and improve access to bus stops. The southern edge of Brentwood Town Center, where Willingdon will see the implementation of the town center public realm standard adopted by Council on 2015 January 19, will provide excellent connections for active transportation throughout the town center. The project will also connect to the Frances-Union Bikeway at Frances Street.

The multi-use pathway in this project has been planned to:

- protect and maintain 32 of the 38 existing trees;
- provide separation of pathway users from traffic on Willingdon Avenue;
- provide separation and privacy for residents backing onto the linear park;
- provide a recreational transportation corridor for walkers, recreational cyclists and mobility challenged people;
- provide safe accessible crossings for 12 streets and 11 laneways;
- provide a unique character by adding art, recreation and rest features along the way and in the 2 pocket parks.

## **NEXT STEPS**

Following approval of Council to fund the park development the next step will be a finalization of construction documents and plans. It is anticipated that construction documents would be issued for tender through the B.C. bid process in 2017. It is anticipated the Engineering construction works including the linear park infrastructure would begin in spring in 2017. The overall project will include integrated artwork in the initial construction phase with additional artworks added to the site over time.

The park component of the project has been awarded a \$500,000 Canada 150 Grant to assist in the construction. The estimated cost for the linear park component of the project is \$6,751,400 inclusive of taxes and the \$500,000 grant monies.

To: City Manager  
From: Director Parks, Recreation & Cultural Services  
Re: Willingdon Linear Park Design and Public  
Consultation Results  
2017 Jan 23..... Page 6

**RECOMMENDATION**

It is recommended that Council approve the expenditure of \$6,751,400 from the Parks Component of the 2017 – 2021 Provisional Plan, through the use of Community Benefit funds, for the Willingdon linear park construction, and that Parks, Recreation and Culture Commission be so informed.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

HE:tc:km

**Attachments (3)**

Willingdon Linear Park Design and Public Consultation Results (2017.01.23)

Copied to: Director Finance  
Director Planning & Building

# 1 - WELCOME

**Thank you for coming to Willingdon Greenway  
Public Open House!**

The City of Burnaby is planning a new Greenway along Willingdon Avenue between the Brentwood Mall Redevelopment and Hastings Street. The Greenway will extend south to Lougheed Highway as part of the Brentwood Mall Redevelopment project and from Hastings Street north to Penzance Drive as a future phase of the Willingdon Greenway project.

As part of the planning process, the City would like to consult with you, show you the Greenway concept plan and hear your thoughts and ideas about the project.

Please review the display boards, and share your comments and ideas.

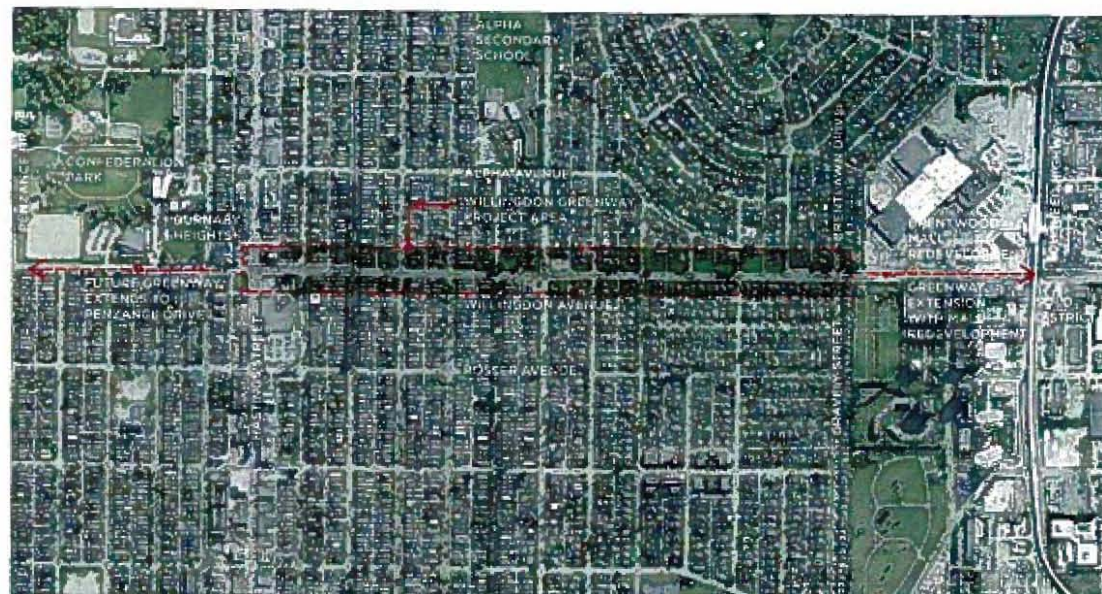
We will use your input to develop the final Greenway plan.

## GOALS FOR TODAY:

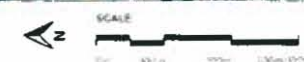
1. Introduce the Willingdon Greenway project
2. Outline design goals for the project
3. Review the proposed Greenway plan

## Questions?

Please speak to staff from the City of Burnaby and ISL Engineering and Land Services (the project designers). Please fill out the comment form, either tonight, or obtain it online at: burnaby.ca



Context plan



## 2 - CONTEXT AND HISTORY

### Context

The Willingdon Greenway is to run along the east side of Willingdon Avenue, Burnaby, between Lougheed Highway and Hastings Street. Most of the proposed Greenway abuts single family residential properties with commercial properties at Hastings and the Brentwood Mall Redevelopment. Willingdon Avenue is part of the city's Major Road Network and one of two major North and South Burnaby connectors (from Hastings to Kingsway).

### History

Willingdon Avenue was developed as early as 1907 and was first used for lumber transport to Burrard Inlet. By the 1940's, it began to serve as a north-south roadway connector in the developing city. In the 1950's and 1960's residential neighbourhoods began to emerge along Willingdon. These neighbourhoods were often bedroom communities for the City of Vancouver. In 1961, Brentwood Town Centre Mall opened and became a major destination for area residents. Traffic volumes along the roadway gradually increased as the City of Burnaby spread and densified. In the years leading up to 2010, expanding the roadway from four to six lanes was considered. This plan was eventually rejected by Council and replaced with the idea of a greenway along the east side road right-of-way. This initiative led to the Willingdon Greenway project.



### Existing Condition

Today Willingdon Avenue is a busy arterial roadway but offers few facilities for other uses.

1. Limited pedestrian amenities (narrow sidewalk, few benches, limited summer shade) on the street.
2. No bike facilities on the street
3. Limited public transit facilities.
4. Streetscape lacks distinct features and character.



Willingdon Avenue 1970c



Willingdon Avenue today: Looking north



Willingdon Avenue today: Looking south

### 3 - PROJECT VISION AND GOALS

#### PROJECT VISION

The project vision is to introduce a new linear urban greenway along Willingdon Avenue that is a safe, accessible, comfortable, attractive and vibrant public open space for pedestrians, cyclists and public transit users.



Multi-use path



Site furnishings



Gathering spaces



Rest areas

#### PROJECT GOALS

1. Introduce a multi-use pathway
2. Provide safe pedestrian and cyclist road and laneway crossings
3. Provide universally accessible pathways, rest areas and pocket parks
4. Introduce site furnishings, lighting, shade trees and other features to enhance user comfort
5. Enhance street character and distinction



Intersection crossings



Lighting



Urban forest



Public art

Character Images

## 4 - DESIGN CONSIDERATIONS

THE REDESIGN OF WILLINGDON GREENWAY WILL ADDRESS THE FOLLOWING ISSUES:

### CONNECTIVITY

- Introduce a 4.0m wide, 1.2 km long, off street multi-use pathway along the Greenway
- Provide pedestrian, cyclist and public transit user facilities to foster alternative neighbourhood transportation
- Provide a pedestrian and cyclist connection between Brentwood Mall Redevelopment/ Solo District, Burnaby Heights and Confederation Park
- Connect the Greenway to neighbourhood bike networks

### UNIVERSAL ACCESSIBILITY

- Provide wheelchair, stroller and mobility scooter access on the Greenway pathway, at rest areas, and in pocket parks
- Introduce universally accessible site furnishings
- Introduce high visibility intersection pavement markings and Greenway signage

### PUBLIC SAFETY

- Maintain sightlines along the Greenway pathway particularly at road and laneway intersections
- Improve roadway and laneway intersection paving treatments
- Introduce signalized pedestrian crossings at Brentlawn, Kitchener, William, Union, Parker and Frances Streets
- Introduce pedestrian level lighting
- Introduce road medians at Parker Street and Brentlawn Drive to prevent left vehicle turns across north-bound traffic

### USER EXPERIENCE

- Introduce rest areas along the Greenway
- Introduce pocket parks with special features
- Introduce a landscape buffer between Willingdon Avenue and the Greenway path
- Introduce shade trees along the pathway
- Introduce pedestrian level pathway lighting
- Introduce Public Art and other focal features at key locations along the Greenway

### PLACE-MAKING

- Introduce an Urban Forest with the potential for it to reach a significant size
- Introduce Public Art and other focal features at key locations along the Greenway
- Introduce custom site furnishings
- Introduce accent lighting at focal features

### GREENWAY MAINTENANCE

- Consider long term maintenance and replacement costs
- Introduce durable hard-wearing materials
- Introduce low maintenance plants
- Introduce generous soil volumes for long term tree health
- Retain existing healthy mature trees

-21-



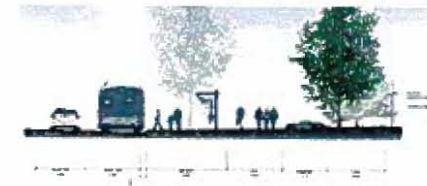
**Public art:** Place-making features at key focal points



## 6 - PROPOSED DESIGN - GREENWAY



Greenway: Venables Street to Parker Street:



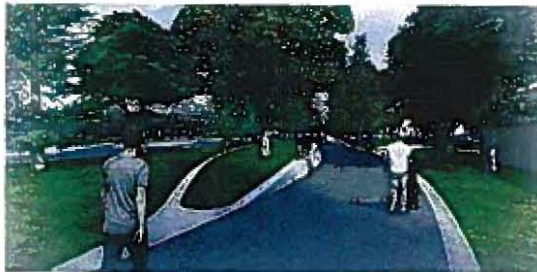
Section A: Between Midlawn and Kitchener, looking north



Section B: Between William and Napier, looking north



Section C: Between Georgia and Francis, looking north



Greenway: Looking north to Charles Street



Greenway: Venables Street looking south



Greenway: Looking south-east to Parker Street pocket park

## 7 - PROPOSED DESIGN - POCKET PARKS



Charles Street Pocket Park looking south east



Parker Street Pocket Park looking south east

## 8 - POCKET PARKS

Two pocket parks are proposed along the Greenway, one at Charles Street and another at Parker Street. These images show possible park features. On your comment form, please select which features you would like in the parks.



Playground



Nature play features



Boulder Wall



Public art



Picnic facilities



Games tables



Adventure play



Quiet spaces



Outdoor exercise equipment



Performance space



Outdoor multi-use space



Ornamental planting beds

## 9 - NEXT STEPS...

### THANK YOU FOR COMING!

We want to hear from you. Please fill out our comment form tonight and return it to us on your way out, or obtain it online and return it to us by September 21 (burnaby.ca)

Please refer to the the City of Burnaby Parks and Recreation website for project updates.



# 1 - WELCOME

## Thank you for coming to Willingdon Greenway Public Open House!

The City of Burnaby is planning a new Greenway along Willingdon Avenue between the Brentwood Mall Redevelopment and Hastings Street. The Greenway will extend south to Lougheed Highway as part of the Brentwood Mall Redevelopment project and from Hastings Street north to Penzance Drive as a future phase of the Willingdon Greenway project.

As part of the planning process, the City would like to consult with you, show you the Greenway concept plan and hear your thoughts and ideas about the project. Please review the display boards, and share your comments and ideas.

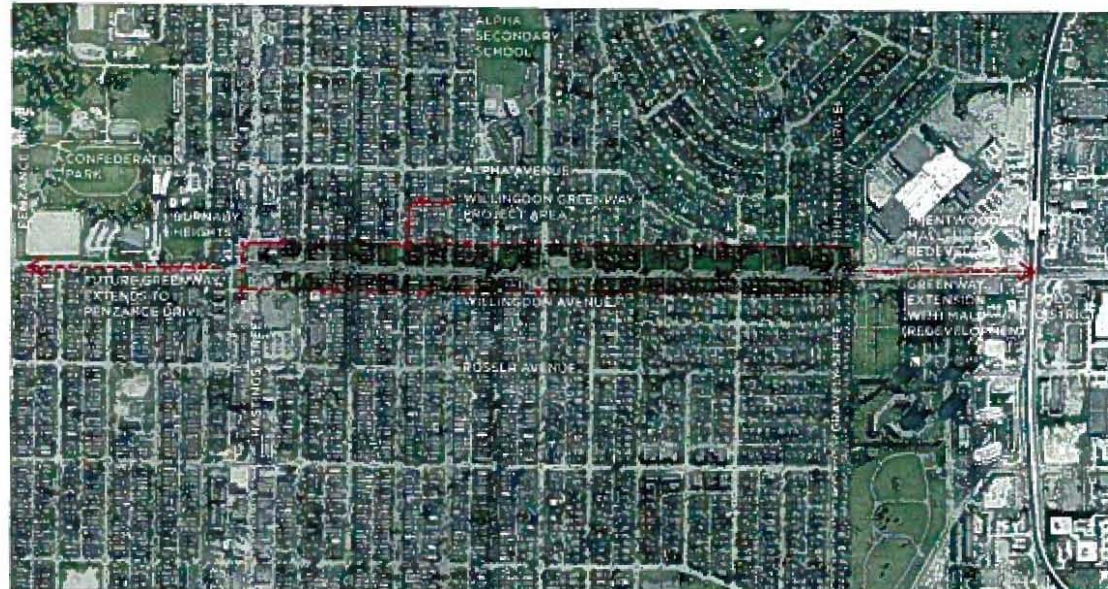
We will use your input to develop the final Greenway plan.

### GOALS FOR TODAY:

1. Introduce the Willingdon Greenway project
2. Outline design goals for the project
3. Review the proposed Greenway plan

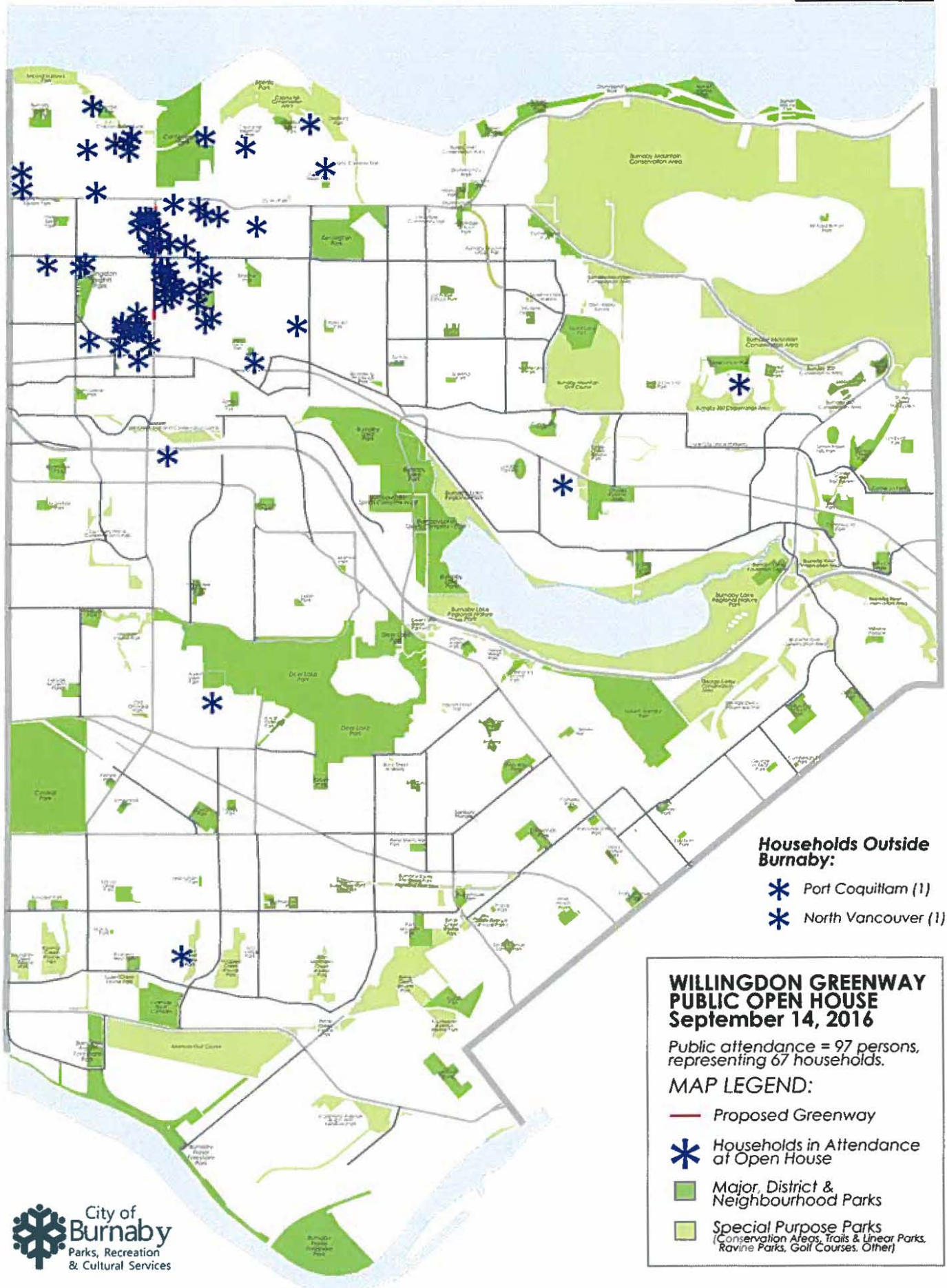
### Questions?

Please speak to staff from the City of Burnaby and ISL Engineering and Land Services (the project designers). Please fill out the comment form, either tonight, or obtain it online at: [burnaby.ca](http://burnaby.ca)



Context plan





## WILLINGDON GREENWAY PUBLIC OPEN HOUSE (2016 September 14) - QUESTIONNAIRE RESULTS

- 1 What modes of transportation do you or members of your household typically use to access the shops and services presently located near Willingdon Avenue and Lougheed Highway?

MODE OF TRANSPORTATION TYPICALLY USED	# OF RESPONDENTS	% OF TOTAL RESPONDENTS
WALK	48	66%
WALK WITH AN AID (WALKER OR CANE)	7	10%
WALK PUSHING A STROLLER	3	4%
WHEELCHAIR	4	5%
ELECTRIC SCOOTER	0	0%
PRIVATE VEHICLE	61	84%
PUBLIC TRANSIT (BUS)	24	33%
BICYCLE	28	38%
SKATEBOARD/LONGBOARD	0	0%
ROLLERBLADE	0	0%
OTHER	0	0%

Number of Questionnaires Returned = 73

- 2 What modes of transportation do you or members of your household typically use to access the shops and services presently located near Willingdon Avenue and Hastings Street?

MODE OF TRANSPORTATION TYPICALLY USED	# OF RESPONDENTS	% OF TOTAL RESPONDENTS
WALK	57	78%
WALK WITH AN AID (WALKER OR CANE)	5	7%
WALK PUSHING A STROLLER	2	3%
WHEELCHAIR	4	5%
ELECTRIC SCOOTER	0	0%
PRIVATE VEHICLE	58	79%
PUBLIC TRANSIT (BUS)	17	23%
BICYCLE	30	41%
SKATEBOARD/LONGBOARD	0	0%
ROLLERBLADE	0	0%
OTHER	0	0%

3 a) Will the Willingdon Greenway assist you or members of your household to more easily access the shops, services and recreation facilities near Willingdon Avenue and Loughheed Highway?

	YES	NO	DO NOT KNOW	NO RESPONSE
# OF RESPONDENTS	41	24	8	0
	56%	33%	11%	0%

If you answered No to Question 3 a), please tell us why not.

# OF RESPONDENTS	REASON
5	- We are a bit too far a distance from the greenway to walk
4	- Would use vehicle to transport shopping purchases, cannot carry bags.
3	- Greenway ends at Gravely and doesn't connect to Loughheed - dumps cyclists at Brentlawn, not clear how to get to Loughheed.
2	- I am disabled and need car to access shops
1	- We use the gap in the fence behind the London Drugs parking lot (best feature in neighbourhood)
1	- Will not assist access but could be relaxing place to walk with my dogs
1	- Can easily use other "Lawn" streets in the residential area
1	- Live close by, within two to three blocks.
1	- These nodes are already too congested, drivers impatient and intolerant. This is already intensifying and new condos not yet built.
1	- Could be unsafe from Loughheed Highway north to Brentlawn. Divided bikes, seniors, dog walkers, unsafe
1	- Already walk there via west side of Willingdon Avenue
1	- Distance becoming too great to walk (shopping venues reduced)
1	- Live to the southwest so would not use.

3 b) Will the Willingdon Greenway assist you or members of your household to more easily access the shops, services and recreation facilities near Willingdon Avenue and Hastings Street?

	YES	NO	DO NOT KNOW	NO RESPONSE
# OF RESPONDENTS	44	21	6	2
	60%	29%	8%	3%

If you answered No to Question 3 a), please tell us why not.

# OF RESPONDENTS	%	REASON
3	4%	- We already walk there now
2	3%	- Disabled, need car to access shops
2	3%	- Lives North of Hastings - Path ends south of Hastings.
2	3%	- Live close by (2 blocks)
2	3%	- We live a bit too far from the Greenway to walk
1	1%	- To be determined. May still prefer to use side streets to avoid traffic noise
1	1%	- These nodes are already too congested, drivers impatient and intolerant. This is already intensifying and new condos not yet built
1	1%	- Use car to transport shopping (not carry)
1	1%	- Walk there in East West Directions
1	1%	- Live in Government Road area, use car to access Hastings services
1	1%	- Easy to walk now

- 4 The Willingdon Greenway will replace the east side sidewalk on Willingdon Avenue with a four metre wide curvilinear pathway set back from the road edge. The new pathway will be universally accessible and will accommodate travel in two directions for pedestrians, bicyclists and users of transit. Do you have any concerns regarding the pathway as proposed?

	YES	NO	DO NOT KNOW	NO RESPONSE
# OF RESPONDENTS	30	42	1	2
	41%	58%	1%	3%

If you answered Yes to Question 4 a), please tell us what we could do to address your concerns.

# OF RESPONDENTS	%	CONCERNS AND HOW THE CONCERNS COULD BE ADDRESSED
15	21%	<ul style="list-style-type: none"> <li>- Bicycle lane wide enough + flat surface</li> <li>- Bicycles and pedestrians do not mix well.</li> <li>- Safety sharing with bicycles, skateboards?</li> <li>- Cyclists are not careful around pedestrians. An elderly walker will be hurt.</li> <li>- In my opinion the path should only be for bicyclists &amp; another for pedestrians. All the best research indicates a separation of people from bicycles.</li> <li>- Shared pathways are more dangerous than separated roadway adjacent tracks.</li> <li>- Concerned no dividing lines, safety - fast bikers.</li> <li>- Concerned about pedestrians &amp; bicycles on the same path - I don't think it really works / Is it wide enough for wheelchairs &amp; scooters.</li> <li>- Cyclists and pedestrians do not belong on the same pathway</li> <li>- We need separated cycle facilities. This curvilinear mixed-use path is antithetical to growing cycling and safety.</li> <li>- Ideally, bike and pedestrian separate.</li> <li>- Separate lane for bikes please!</li> <li>- Should be separated for bikes similar to Seawall. Lots of bike commuters. Need a separate lane.</li> <li>- Bikes and pedestrians need to be separated - an example Burrard Street bridge. Otherwise, bikes hit pedestrians. Also Seawall has separation.</li> <li>- I think a median should be provided to separate walkers from bicycles, skateboards, etc.</li> <li>- Speeding cyclists; cyclists not stopping at stop signals/signs (consider occasional bollards as minor obstacles).</li> </ul>
3	4%	<ul style="list-style-type: none"> <li>- Side street priority is poor. Without addressing this problem, the facility will not be useful for my children, and I will avoid it too.</li> <li>- Crossing alleyways &amp; having speeding cyclists along the pathway.</li> <li>- Mark the area where cars intersect bicycle path green.</li> </ul>
2	3%	<ul style="list-style-type: none"> <li>- Provide security at nighttime, What is planned (Neighbourhood Watch)?</li> <li>- The open spaces may attract unwanted elements so it should be secure, well lit, open?</li> </ul>
2	3%	<ul style="list-style-type: none"> <li>- It does not extend to Lougheed Highway, which is where there is another bike lane. It is not a useful bike path since it does not connect to existing bike infrastructure.</li> <li>- Only that it is not connected to other bike routes near Lougheed or south.</li> </ul>
2	3%	<ul style="list-style-type: none"> <li>- Preferably move pathway further away from my house. Noise from pedestrians is my concern.</li> <li>- I hope the pathway will not be too close to our house because it may get busier and noisier.</li> </ul>
2	3%	<ul style="list-style-type: none"> <li>- Car exhaust - require a gas mask.</li> <li>- The steady, heavy traffic spews exhaust near the proposed pathway in both directions: North &amp; South.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- What happens to the shops from corner of Willingdon to lane and parking lot?</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Will construction clog the roads?</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Dogs on leash signs would be good.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Curved pathway uses up space which could be used for dedicated left turn lane at every block.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Make sure enough benches are spaced along paths and parks.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Protect young children (playing, racing, etc.) from the road.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Doesn't encourage commuter or destination cycling.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Garbage + (pet leavings) left.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- I think the concept and the proposal to date is great.</li> </ul>
1	1%	<ul style="list-style-type: none"> <li>- Obviously you are building this so do our concerns actually matter?</li> </ul>

## 5 Importance of including the various activities and site amenities along the Willingdon Greenway.

CATEGORY	AMENITY/ACTIVITY	IMPORTANT	%	NEUTRAL	%	UN-IMPORTANT	%	DO NOT KNOW	%	NO RESPONSE	%
SITE FEATURES & AMENITIES	lighting along pathway	68	93%	5	7%	0	0%	0	0%	0	0%
	rest areas (seating) along pathways	49	67%	21	29%	1	1%	0	0%	0	0%
	shelter and seating at transit stops	55	75%	15	21%	2	3%	0	0%	0	0%
	drinking fountain	28	38%	28	38%	12	16%	1	1%	0	0%
	drinking fountain for dogs	12	16%	28	38%	25	34%	1	1%	0	0%
	seating areas with shade shelter	47	64%	18	25%	6	8%	0	0%	0	0%
	picnic tables	13	18%	21	29%	31	42%	1	1%	0	0%
	public art at key focal points	30	41%	31	42%	10	14%	0	0%	0	0%
	shade trees	66	90%	9	12%	0	0%	0	0%	0	0%
	ornamental trees	38	52%	20	27%	8	11%	1	1%	0	0%
	ornamental planting beds	37	51%	19	26%	10	14%	1	1%	0	0%
	fences/screens (public/private interfaces)	34	47%	24	33%	8	11%	1	1%	0	0%
	other: washrooms	4	5%	0	0%	0	0%	0	0%	0	0%
PASSIVE RECREATION AMENITIES	waste receptacles	2	3%	0	0%	0	0%	0	0%	0	0%
	noise attenuation at gathering spots for neighbours	2	3%	0	0%	0	0%	0	0%	0	0%
	skateboard proof rest areas	2	3%	0	0%	0	0%	0	0%	0	0%
	discourage vagrants from sleeping	1	1%	0	0%	0	0%	0	0%	0	0%
	separate bike lanes	1	1%	0	0%	0	0%	0	0%	0	0%
	ornamental fountain	1	1%	0	0%	0	0%	0	0%	0	0%
	more trees to help with privacy	1	1%	0	0%	0	0%	0	0%	0	0%
	dog waste receptacles	1	1%	0	0%	0	0%	0	0%	0	0%
	picnic facilities	12	16%	30	41%	27	37%	2	3%	1	1%
	quiet spaces for reading	23	32%	33	45%	13	18%	1	1%	1	1%
	quiet spaces for relaxing	34	47%	25	34%	12	16%	1	1%	1	1%
	community social area	20	27%	24	33%	26	36%	1	1%	1	1%
	games tables	14	19%	27	37%	22	30%	1	1%	1	1%
ACTIVE RECREATION AMENITIES	interactive public art	21	29%	23	32%	22	30%	2	3%	1	1%
	performance space	18	25%	25	34%	26	36%	1	1%	1	1%
	other: washroom	1	1%	0	0%	0	0%	0	0%	1	1%
	wastecans	1	1%	0	0%	0	0%	0	0%	1	1%
	playground (accessible)	1	1%	0	0%	0	0%	0	0%	1	1%
	children's playground	24	33%	24	33%	16	22%	0	0%	4	5%
	children's nature play feature	27	37%	25	34%	16	22%	0	0%	4	5%
	climbing boulder wall	15	21%	24	33%	25	34%	0	0%	4	5%
	children's adventure play feature	21	29%	28	38%	18	25%	0	0%	4	5%
	open lawn area for informal play	35	48%	20	27%	12	16%	0	0%	4	5%
	open lawn area for yoga / tai chi	21	29%	30	41%	15	21%	0	0%	4	5%
	other: basketball hoop	1	1%	0	0%	0	0%	0	0%	4	5%
	addition to shared trail	1	1%	0	0%	0	0%	0	0%	4	5%
COMMENTS	saucer swing	1	1%	0	0%	0	0%	0	0%	4	5%
	Willingdon is not quiet - unlikely to find any quiet space										
	Accessible children's playground										

6 Are there any other activities, programs or site features that you would like to see considered for the Greenway?

	# OF RESPONDENTS	% OF TOTAL RESPONDENTS	ACTIVITY / PROGRAM / SITE FEATURE
Bike Racks/Lockers	5	7%	- places to lock up your bike
			- posts to lock up bikes
			lock up, and then Skytrain to other places (ie. commute)
			- bicycle lockers
Good Lighting	3	4%	- bicycle lockers at Hastings + Brentwood Mall
			- make sure there is adequate lighting at night for walkers, joggers, cyclists
			- excellent lighting, please
			- lighting is very important
Separated Paths	2	3%	- separated bike and pedestrian pathways
			- pathway separation for different users/purposes, 4 m is too narrow for multi use unless no users are anticipated
Miscellaneous	1	1%	- cherry blossom tree theme prevalent in Brentwood area
	1	1%	- combine community centre with pool and ice rink
	1	1%	- privacy fence along properties, we are near a bus stop + there will be more pedestrians walking, privacy is a must
	1	1%	- saucer swing
	1	1%	- jogging lane
	1	1%	- painted green crossing for bicycles at each intersection to have motorists turning be aware of oncoming cyclists
	1	1%	- bocce play area
	1	1%	- public lockers for storage
	1	1%	- plentiful garbage/recycling bins
	1	1%	- political marches, shift Hats Off to Willingdon
	1	1%	- water feature in relaxing / quiet area
	1	1%	- paved area, zip lines, rock to jump on
	1	1%	- what about connection to a community centre at Brentwood Neighbourhood
	1	1%	- farmer's market parking (free)
	1	1%	- community garden
	1	1%	- public instruments
	1	1%	- I'd like to see fewer rather than more activities considered. I think the "active recreation amenities" listed would be more appropriate in one of the neighbouring parks than this narrow greenway
	1	1%	- covered areas - eg. roof like only for shade + when raining
	1	1%	- leash tie up posts for dogs
	1	1%	- widening Willingdon for increased traffic, especially that generated by the Brentwood & Solo redevelopments
	1	1%	- Willingdon is a busy, loud, 4 lane road with exhaust from cars & buses, most people will not spend time here even if it is built

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7 a) Do you support the Willingdon Greenway proposal?

	YES	NO	DO NOT KNOW	NO RESPONSE
# OF RESPONDENTS	58	5	5	5
	79%	7%	7%	7%

7 b) Tell us what you like about the Willingdon Greenway proposal.

CATEGORIZED LIKES	# OF RESPONDENTS	% OF TOTAL RESPONDENTS	WHAT RESPONDENTS LIKE ABOUT THE PROPOSAL
The Multi-Use Pathway	11	15%	<ul style="list-style-type: none"> <li>- pathway (multi-use)</li> <li>- walking path</li> <li>- wide sidewalks</li> <li>- wide walking / cycling path. Will cycling &amp; walkway be separated?</li> <li>- I love the idea of urban trail</li> <li>- better path to Brentwood</li> <li>- also, the current trail will be replaced</li> <li>- pathway for walking running and cycling</li> <li>- that there is going to be a walking path away from the traffic</li> <li>- the city is trying to add facilities for pedestrians and cyclists</li> <li>- like providing safe, pleasant walking and biking sapce</li> </ul>
Increased Greenspace	9	12%	<ul style="list-style-type: none"> <li>- more green space</li> <li>- more green space is always good!</li> <li>- green space</li> <li>- green space</li> <li>- greening of neighbourhood</li> <li>- like greening the area</li> <li>- I like the idea of a green walkway in the sea of concrete that is my neighbourhood</li> <li>- linear green space</li> <li>- more greenery in the area</li> </ul>
Safety Improvements for Walkers & Cyclists	9	12%	<ul style="list-style-type: none"> <li>- improves safety</li> <li>- willingdon now danger zone for cyclists, and some places pedestrians due to poor travel media</li> <li>- it will be a great improvement over present narrow sidewalks next to the busy street</li> <li>- safer to cross Willingdon with the added traffic control intersections</li> <li>- safer path for bicyclists and pedestrians</li> <li>- safe access to Brentwood</li> <li>- separation of pedestrians and bikes from traffic</li> <li>- safer for families, etc. including control traffic light at Union Street</li> <li>- off-road pathway - but misses on opportunity to create greenspace</li> </ul>
More Trees	7	10%	<ul style="list-style-type: none"> <li>- trees</li> <li>- trees</li> <li>- trees</li> <li>- it is good to have more trees planted along the road</li> <li>- more trees should be planted along to shelter the greenway from nearby houses</li> <li>- trees/green between road and pathway</li> <li>- more trees, more greenery</li> </ul>

CATEGORIZED LIKES	# OF RESPONDENTS	% OF TOTAL RESPONDENTS	WHAT RESPONDENTS LIKE ABOUT THE PROPOSAL
Encourages Social Interactions	7	10%	<ul style="list-style-type: none"> <li>- provides more space for residents to interact with each other</li> <li>- encouraging community gathering and getting people outside</li> <li>- gives community a pathway into healthy living and a closer knit community. I'm an avid biker as well.</li> <li>- create a community neighbourhood feeling</li> <li>- I like that it creates a community public space and encourages people to go outside. Walkable neighbourhoods + happy/livable neighbourhoods</li> <li>- love possibility of increasing community interaction</li> <li>- could be a social place like the mall</li> </ul>
Variety of Uses	7	10%	<ul style="list-style-type: none"> <li>- I love the pocket parks + art features. Hope it all comes together!</li> <li>- it is more than just a strip of pavement with trees and allows for multiple uses</li> <li>- variety offered. Looks like it will be a pretty and inviting space</li> <li>- it will make Willingdon Avenue much cleaner and nicer looking - much more usable</li> <li>- I'd like my daily walks to be more pleasant &amp; like your proposed site features (if not all the proposed activities)</li> <li>- increases visual appeal for walking and will make it used more intensively</li> <li>- makes a great neighbourhood into a lovely place to walk even beside a busy street</li> </ul>
Beautification of Area	6	8%	<ul style="list-style-type: none"> <li>- beautifies the street and area</li> <li>- beautiful</li> <li>- open concept, street beautification</li> <li>- will make Burnaby more upscale. Willingdon now is like a slump.</li> <li>- it enhances the neighbourhood</li> <li>- it will clean up the empty lots. City must keep grass cut not like currently on these lots</li> </ul>
Like the Proposal	6	8%	<ul style="list-style-type: none"> <li>- like the proposal</li> <li>- I like the proposal, There is nothing I don't like about this proposal</li> <li>- great, looks great - congratulations</li> <li>- It's a good idea</li> <li>- great, about time, way better than road widening</li> <li>- happy city put aside the properties to be able to make the greenway</li> </ul>
Improved Circulation	4	5%	<ul style="list-style-type: none"> <li>- links up Brentwood and Hastings, more people will walk than drive to Hastings</li> <li>- makes it easier to get around by bike and walking</li> <li>- makes the neighbourhood more walkable</li> <li>- will make Willingdon Ave more pedestrian friendly, Willingdon is under utilized and is only being used to access bus stops</li> </ul>
Promotes Alternative Modes of Transportation	3	4%	<ul style="list-style-type: none"> <li>- promotes alternative transportation</li> <li>- I like that it promotes biking</li> <li>- finally a cycle path</li> </ul>
Good Use of Space	3	4%	<ul style="list-style-type: none"> <li>- seems to be a good utilization of space.</li> <li>- wonderful use of space.</li> <li>- the proposal to use the space on Willingdon as a greenway</li> </ul>
Accessible Circulation	2	3%	<ul style="list-style-type: none"> <li>- need an accessible walking path to Lougheed Highway from Hastings</li> <li>- accessible to mall, library and park</li> </ul>
Miscellaneous	1	1%	- there will be bus shelters, so transit users will be protected from rain
	1	1%	- kids area
	1	1%	- lively play areas for children, benches for parents
	1	1%	- it encourages people to walk
	1	1%	- connecting The Heights to The Amazing Brentwood
	1	1%	- lighting
	1	1%	- putting tax dollars to good work

7 c) Tell us what you do not like about the Willingdon Greenway proposal.

CATEGORIZED DISLIKES	# OF RESPONDENTS	% OF TOTAL RESPONDENTS	WHAT RESPONDENTS DO NOT LIKE ABOUT THE PROPOSAL
Traffic Flow Concerns	5	7%	<ul style="list-style-type: none"> <li>- may cause extra congestion/traffic in the Willingdon area which is already busy from the Brentwood gentrification</li> <li>- I would like another lane of traffic installed so Willingdon from Lougheed to Hastings would not be so bottlenecked</li> <li>- failure to deal with auto traffic</li> <li>- with all the development in the area and the increasing population and traffic, this is not accounting for moving vehicles north-south more easily</li> <li>- concerned about the traffic still only accessing 2 lanes of traffic as the Greenway row takes away the opportunity to provide extra lanes. But I do love the Greenway idea.</li> </ul>
Separate Path Uses	4	5%	<ul style="list-style-type: none"> <li>- bikes and pedestrians should be separated</li> <li>- the multi-use path. These mixed facilities are dangerous and do not support increased cycling</li> <li>- lack of separate &amp; separated facilities for different users</li> <li>- there should be a separated cycle path from pedestrians. It appears that there is ample room to widen the path and provide a separate cycle path</li> </ul>
Connectivity Poor	4	5%	<ul style="list-style-type: none"> <li>- there is no connection to the Green Valley trailway or other N-S bike routes.</li> <li>- the city has proposed a poorly designed facility that does not connect properly to destinations</li> <li>- it does not extend further south enough (I am on the other side of Highway 1)</li> <li>- not long enough. Will be even happier when it extends to Confederation Park</li> </ul>
Safety	3	4%	<ul style="list-style-type: none"> <li>- as a resident of the area, walking up Willingdon on the east side is dangerous as well as unpleasant</li> <li>- very concerned for safety for seniors, bikers, pedestrians, dog walkers on a 4 m path next to Willingdon Ave N of Lougheed</li> <li>- next to a high traffic roadway - trucks, trucks and more trucks</li> </ul>
Noisy/Busy Location	3	4% 0% 0%	<ul style="list-style-type: none"> <li>- too much recreation facilities next to a lane, busy, loud &amp; smelly road</li> <li>- there's no mention of a noise buffer. I thought that this could be an oasis in a busy, noisy neighbourhood</li> <li>- there are too many activities being considered that would add to the noise and would likely cause congestion</li> </ul>
Waste Management	2	3%	<ul style="list-style-type: none"> <li>- littering</li> <li>- may become a garbage dump</li> </ul>
Surface Maintenance	2	3%	<ul style="list-style-type: none"> <li>- snow build up and snow clearance</li> <li>- leaves are slippery when you walk on them - results in a fall</li> </ul>
Miscellaneous	1	1%	- there was no initial public consultation before you got to this stage
	1	1%	- likely the construction phase
	1	1%	- too bad was not done 20 years ago when I could cycle still
	1	1%	- no dedicated left hand turning lane for each cross street
	1	1%	- Venables from Alpha to Willingdon is dangerous during rush hour
	1	1%	- we've been broken into before and I'm afraid that the pathway will attract more intruders
	1	1%	- trees will shed leaves in autumn
	1	1%	- not sure about all the curves, but a much needed improvement
	1	1%	- no bathroom a walk from Hastings down Willingdon and back for anyone over 45 does not have a place to go
	1	1%	- need to block some streets to create more uninterrupted space
	1	1%	- costs money!
	1	1%	- some loose ends
	1	1%	- I don't want strange ugly art here. I prefer more nature focused

8

Please provide any further comments or suggestions that you feel are appropriate regarding the Willingdon Greenway proposal?  
(verbatim responses)

(Summary of

COMMENT CATEGORY	# OF RESPONDENTS	% OF RESPONDENTS	VERBATIM COMMENTS AND SUGGESTIONS BY CATEGORY
	33	45%	
Traffic Flow - Calming	7	10%	<ul style="list-style-type: none"> <li>- In the end you will build this and Brentwood, Solo , eTc. will be developed. Please make sue you mitigate in the future the traffic that will try and sneak through the adjacent neighbourhoods. Please take a look at the Vancouver Heights Traffic calming measures. Thanks</li> <li>- Important to maintain access for vehicle traffic to and from side streets onto Willingdon</li> <li>- Should consider building bus bays at the stops.</li> <li>- I am OK keeping the lane a dead end! In between Charles and Kitchener. Great to see an cross walk at Kitchener &amp; Willingdon! Please call to design the ditch in our alley! Important to keep my cedar tree next to mey Fence (4611 Alpha Drive).</li> <li>- Get CBC accident stats for Willingdon Hastings to Lougheed! Project should improve design to reduce these. Left hand turn lane will provide safe position to wait for break in traffic and allow traffic to keep flowing.</li> <li>- "Traffic congestion" when the Brentwood Towers area finished and the concos along Lougheed are occupied and there is more cars and buses running along Willingdon.</li> <li>- Commuter parking on Charles and Alpha Drive is a big problem right now. Comuter parking is also a big problem in the Brentwood Area.</li> </ul>
Lighting and Security	4	5%	<ul style="list-style-type: none"> <li>- again, lighting, lighting, lighting!</li> <li>- My house is behind the Charles Pocket Park. My concern is security with added pedestrian traffic. It is important that the park (Paths inside the Park) be well lighted with reasonably open viewto the main path (and/or) Willingdon.</li> <li>- Lighting at night should be good - in order to make the area safe. I'm a bit concerned re many cars pulling over to drop off or pick up children and older people before and after the car driver has done his/her shopping, appointments, etc.</li> <li>- A bit worried that there may be an upsurge in criminal activity.</li> </ul>
Increase Other Public Infrastructure	4	5%	<ul style="list-style-type: none"> <li>- With the increasing density of people, infrastructure in the area needs to be addressed: Roadways, more public amenities for the increase number of people, increase capacity of Eileen Daily Pool, etc.</li> <li>- It would be a good idea to expand Eileen Daily facilities along the open lot along Willingdon &amp; Albert.</li> <li>- If the construction brings itself to Confederation Park I would like to see a Gym on the open lot at Willingdon and aAlbert (ex Burnaby Heights High School) and also a turf field on the Gravel Field or on Field with track.</li> <li>- When will the city build a community centre like Edmonds for Brentwood Town Centre? It is needed in our neighbourhood with planned density.</li> </ul>
Improve Connectivity	4	5%	<ul style="list-style-type: none"> <li>- Please accelerate completion to Penzance. Is there an opportunity to reduce east-west commuter rush hour rat running?</li> <li>- Make sure it hooks up to the Central Valley Greenway so we can ride our bikes safely!</li> <li>- Please buy up the properties to connect property at each end.</li> <li>- Public transportation, there should be a small bus route circling from the Brentwood to Gilmore Skytrain Station up to Hastings, the library and back to Brentwood. As well would like to see the pathway extend past Lougheed to Metrotown. For a green pathway walkway (at least to BCIT).</li> </ul>
Great Project	4	5%	<ul style="list-style-type: none"> <li>- It's a good idea.</li> <li>- I think its geat. Thanks for planning it.</li> <li>- Looking forward to completion.</li> <li>- Looking forward to experiencing this new space soon!</li> </ul>

Page 9 of 11

COMMENT CATEGORY	# OF RESPONDENTS	% OF RESPONDENTS	VERBATIM COMMENTS AND SUGGESTIONS BY CATEGORY
Through Cycling	4	5%	<p>- This is not a bike path. Don't sell it as such. Bikes need resources and this is good, but it's not a bike feature. Question 3 a + 3 b, access shops and services. I don't believe this is the metric. It is a space for recreation and not commercial access. It should be measured by enjoyment, not access for merchant association.</p> <p>- We need a 3.5 metre bi-directional cycle track. Straight and direct, and safe. Not this garbage.</p> <p>- The plan is a good start, but could do a better job at making Burnaby more sustainable. I would like the concept to include a protected bike lane on the west side of Willingdon for south bike traffic. I would like the path to connect to Lougheed Highway so the greenway can be used for transportation purposes in addition to recreational purposes.</p> <p>- Don't endanger pedestrians and cyclists (&amp; rollerbladers, skateboarders, etc.) by combining them on a narrow and inadequate space. Green spaces beside busy Willingdon won't be restful or good for child play. Need one-way separated lanes for active transport on either side of Willingdon. I don't shop on Hastings because it's not accessible by bike (for BCIT) Immediate Action. Interim improvement - Please add temp bike lane from Midlawn to Kitchener so cyclists don't have to merge with traffic North bound at Midlawn. Add cyclist activated buttons at Parker &amp; Hastings on Alpha to encourage this off road route.</p>
Pathway Separation	3	4%	<p>- Can you make a separate path for bikes then pedestrians like around the Sea Wall?</p> <p>- As mentioned above I have found it better to separate the walkers from the bicycles (and other wheeled transport) by providing a median in the middle. Maybe a little wider passway would then be better. Say total 5 metre instead of 4 metre. I also hope that the plan is to connect the greenway to the bicycle passway on the overpass over Trans Canada #1 freeway in not to distant future.</p> <p>- If people/individuals are to use the path (cycle/people path) widen it to ensure the safety of both pedestrians and riders. Please ensure there are buttons to activate crossing. How about some interim solutions while the cycle path is created. Widen the road between Midlawn and Kitchener to allow cyclists to use Alpha to Hastings. Add a cyclist crossing button at Alpha and Parker and another at Alpha and Hastings. Right now there are no safe north-south routes in Burnaby. Ensure houses to the east of the cycle path area protected with greenery and if necessary fences.</p>
Maintenance	3	4%	<p>- If there are fruit trees, please remove as to try and keep the RAT population down. Must be kept clean with grass cut. At bus stops city must pick up littered garbage. If more trees are planted, who will pick up all the fallen leaves, pine cones, etc.? Our precept line is two feet lower than the city side. Take care if drainage from City to private C. W. Review existing drainage and replace.</p> <p>- 4509 William Street concerns - If keeping the existing cherry tree, prune the tree for proper health. Create some visual separation from the bus stop with large trees. Solid fencing for privacy and security from the increase pedestrian traffic. Remove the invasive bamboo that is growing out of control. Very dense bamboo is harbouring mice and rats. Would like some onsite consultation with new tree locations and size. Check sherry tree at this time also for health and ongoing maintenance.</p> <p>- Maintenance, pet holes, etc., drop off and pick up areas eg. Is (m?) for handicapped people, noise for traffic, buffer? Parking for food truck, ambulance, prefer no steps.</p>
Design & Program Elements	3	4%	<p>- Other suggestions: street / wall murals, community garden, mini farmers market</p> <p>- Consider less, not more features for the Greenway. It is a narrow space, and we are well served to the north and west with parks. We also have two community centres, one of which is being expanded in the near future. I hope that there will be something to create shade along the walkway, maybe some artificial canopies if trees aren't mature enough to provide shade. Shade is in short supply for walkers along the Hastings &amp; Willingdon sidewalks.</p> <p>- Shaw Go Wi-fi Hot Spots, Mini-library Box - take a book/leave a book, large chess set, Farmer's market at Hastings Stand Willingdon (Southwest Corner), S/W corner of Willingdon should be a Community space, public piano.</p>
Environment	1	1%	- I would like to make sure that rain gardens and water infiltration to ground water, no going into storm drain.
Proximity to Road	1	1%	- Theoretically a nice idea. The street itself will never match the display pictures. The area will be noisy, dusty dirty given the greenway is next to a major roadway. The adjacent houses will be inundated with noise and most likely homeless folks and addicted folks.

9a Are you a resident of the Northwest Burnaby?

	YES	NO	NO RESPONSE
# OF RESPONDENTS	64	7	2
	88%	0%	3%

9b If you answered Yes to Question 9 a), please tell us which Northwest Burnaby neighbourhood you live in.

AREA OF RESIDENCY	# OF RESPONDENTS	% OF TOTAL RESPONDENTS
BRENTWOOD NEIGHBOURHOOD	32	44%
WILLINGDON HEIGHTS NEIGHBOURHOOD	3	4%
WEST CENTRAL VALLEY NEIGHBOURHOOD	0	0%
DAWSON-DELTA NEIGHBOURHOOD	0	0%
BURNABY HEIGHTS NEIGHBOURHOOD	24	33%
CAPITOL HILL NEIGHBOURHOOD	8	11%
PARKCREST-AUBREY NEIGHBOURHOOD	1	1%
ARDINGLEY-SPROTT NEIGHBOURHOOD	0	0%

9c If you answered No to Question 9 a), please tell us where you live.

AREAS OF RESIDENCY OUTSIDE NORTHWEST BURNABY	# OF RESPONDENTS	% OF TOTAL RESPONDENTS
SOUTH BURNABY	3	4%
NORTHEAST BURNABY	2	3%
EAST VANCOUVER (WORKS AND SHOPS IN BURNABY)	1	1%
PORT COQUITLAM (GREW UP IN THE HEIGHTS)	1	1%

10 Please tell us about the ages of the people in your household

	AGE 0-4	AGE 5-9	AGE 10-14	AGE 15-19	AGE 20-29	AGE 30-49	AGE 50-64	AGE 65+
# OF RESPONDENTS	3	8	13	15	10	31	32	36
	2%	5%	9%	11%	7%	21%	22%	24%

Notes: - 46 respondents listed more than one of the above age groups living in their household for a total number of 148 persons. 2 respondents did not respond to the question.

- 26 respondents had households with children for a total number of 39 children.

- 20 respondents had households with seniors only.



Meeting 2017 Jan 26

## COMMITTEE REPORT

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

**DATE:** 2017 January 17

**FROM:** CHIEF INFORMATION OFFICER

**FILE:**

**SUBJECT:** 2017 INFORMATION TECHNOLOGY CAPITAL PROGRAM

**PURPOSE:** To request approval for capital expenditure and funding bylaw for Information Technology Capital Program.

---

**RECOMMENDATIONS:**

1. **THAT** Financial Management Committee recommend Council approve the capital expenditure of \$2,960,744 for the 2017 Information Technology program as outlined in this report.
2. **THAT** Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3,099,096 (inclusive of GST of \$138,352) to finance the program.

**REPORT****1.0 INTRODUCTION**

The Draft 2017– 2021 Provisional Financial Plan identifies funding for information technology projects. The 2017 portion of the 2016 – 2020 Annual Financial Plan included a provision for the continuation of projects commenced in 2016 for a number of initiatives under IT Infrastructure and Business Solutions (software). In order to ensure the success and completion of these initiatives, IT would like to initiate work as early as possible. This funding request reflects the anticipated scope and the cost estimates associated with these initiatives in 2017. Sufficient Capital Reserves are available to complete these purchases.

To: Chair and Members Financial Management Committee  
 From: Chief Information Officer  
 Re: 2017 Information Technology Capital Program  
 2017 January 17.....Page 2

## **2.0 IT INFRASTRUCTURE PROGRAM**

**\$1,968,500**

The 2017 IT Infrastructure program includes infrastructure replacement and growth initiatives to replace aging computer equipment, upgrade or expand infrastructure to support the technical applications throughout City departments, and to enhance service to the public and internal stakeholders.

### **2.1 INFRASTRUCTURE REPLACEMENT**

**\$1,040,500**

The City maintains an annual replacement program for its computer equipment such as servers, workstations, monitors, tablets and associated peripheral devices. For 2017, funding is required to replace a number of older servers, workstations, cabling, and equipment that have reached the end of their useful life.

Specific replacement works consist of:

- Computers, laptops, tablets and related workstation equipment
- Application servers and Storage
- Network communications equipment and Security
- Additional minor replacement projects

### **2.2 INFRASTRUCTURE REQUIRED FOR GROWTH**

**\$928,000**

This program includes purchases of new computer equipment, peripherals, software licences and services. It also provides for technology software application upgrades to support planned 2017 City business application projects which address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- Client workstation and mobile device management systems upgrades
- New Servers to facilitate implementation of departmental applications
- Network and Security Upgrades
- Data Centre equipment upgrades

Project descriptions and 2017 cost estimates for IT Infrastructure Program are presented in Appendix 1.

To: Chair and Members Financial Management Committee  
 From: Chief Information Officer  
 Re: 2017 Information Technology Capital Program  
 2017 January 17.....Page 3

### 3.0 BUSINESS SOLUTIONS

**\$992,244**

The City develops an annual plan to replace and upgrade business applications for the purposes of enhancing citizen service through quicker and easier access to City information and services online, and to ensure internal systems are robust, sustainable and continue to evolve to meet the changing needs of the business.

The initiatives, which comprise the proposed 2017 program, have been selected based on input from City departments and prioritized based on criteria established by the City's IT Executive Steering Committee which consists of senior staff from all user departments.

The 2017 Information Technology program includes the following key initiatives:

- Manager & Employee Self-Service - Benefits & Personal Administration
- Corporate Point of Sale system
- Tax & Revenue Management
- Fleet Management and Maintenance system
- SAP Service Pack implementation (annual upgrade)
- Systems Enhancements
- SAP Solution Manager Revamp

Projects descriptions and 2017 cost estimates for Business Solutions Program are presented in Appendix 2.

### 4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council approve the capital expenditure of \$2,960,744 for the 2017 Information Technology Program as outlined in this report, and for the Financial Management Committee to recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3,099,096 (inclusive of GST of \$138,352) to finance the program.



Shari Wallace  
 CHIEF INFORMATION OFFICER

*To: Chair and Members Financial Management Committee*  
*From: Chief Information Officer*  
*Re: 2017 Information Technology Capital Program*  
*2017 January 17.....Page 4*

SW:DB /dd

Copied to: City Manager  
Deputy City Manager  
Director Finance  
Director Engineering  
Director Planning and Building  
City Solicitor

To: Chair and Members Financial Management Committee  
 From: Chief Information Officer  
 Re: 2017 Information Technology Capital Program  
 2017 January 17.....Page 5

## Appendix -1

### IT Infrastructure Capital Program for 2017 – Supplementary Information

#### 1.0 INFRASTRUCTURE REPLACEMENT \$1,040,500

The City maintains an annual replacement program for its computer equipment such as servers, cabling, network, workstations and associated peripheral devices. For 2017, funding is required to replace a number of older servers, workstations, and equipment that have reached the end of their useful life.

Specific replacement works consist of:

- Computers, laptops, tablets and related workstation equipment \$327,000
  - Standard 4-year lifecycle replacement (Note: IT has moved to a 4-year replacement schedule for standard workstations, with monitors on a 6-year replacement cycle)
- Application servers and Storage \$212,500
  - Standard hardware lifecycle replacement based on risk analysis of the expected life of the servers and disk combined with the business criticality of the applications
  - Replacement of existing physical servers with faster, larger format, servers that will better support our server virtualization initiatives
- Network communications equipment and Security \$452,000
  - Upgrading facility switches with current models.
  - Upgrading network uplink connection speeds from 1GB to 10GB
- Additional minor replacement projects \$49,000
  - Minor hardware replacement projects for small network, workstation and security devices.

To: Chair and Members Financial Management Committee  
 From: Chief Information Officer  
 Re: 2017 Information Technology Capital Program  
 2017 January 17.....Page 6

## 2.0 INFRASTRUCTURE REQUIRED FOR GROWTH

**\$928,000**

This program includes purchases of net new computer equipment, peripherals, software licences and implementation services, as well as upgrades to the technical systems software that operates the hardware. This new infrastructure will support planned 2017 City business solutions initiatives which address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- Client workstation and mobile device management systems upgrades \$68,000
  - Upgrade windows and mobile devices management systems that are required to keep client platforms secure and up to the latest and most stable releases
- New Servers to facilitate implementation of departmental applications \$121,000
  - New servers added to our environment for new projects (Note: these are for smaller initiatives; hardware for larger initiatives are included in specific project budgets)
- Network and Security Upgrades \$546,000
  - Includes the upgrades of network links and fiber optics cabling to remote sites
  - Enhancement of security threat detection and monitoring systems
  - Security Firewall upgrades
- Data Centre equipment upgrades \$193,000
  - The installation of environmental sensors and infrastructure monitoring tools
  - Upgrading and securing wiring closets across the City

To: Chair and Members Financial Management Committee  
 From: Chief Information Officer  
 Re: 2017 Information Technology Capital Program  
 2017 January 17.....Page 7

## Appendix -2

### IT Business Solutions Capital Program for 2017 – Supplementary Information

#### 1.0 BUSINESS SOLUTIONS \$992,244

The 2017 Information Technology program includes the following key initiatives:

- Manager & Employee Self-Service - Benefits & Personal Administration \$73,202
  - The Managers' Self-Service project will enable City staff to perform key functions online: e.g., submit and approve leave applications, view team calendars and approve or reject timecards.
- Corporate Point of Sale system \$107,000
  - This project started in 2015 and continues the implementation of a new third-party POS system which offers the latest technology and capabilities and will assist the City in maintaining PCI compliance.
- Tax & Revenue Management \$79,857
  - A study to determine the best suitable replacement for the legacy Property Tax System. The study includes determining initial requirements, identifying potential third party and in-house solutions, studying risks and benefits associated with the various approaches and building a Request for Proposal and business case.
- Fleet Management and Maintenance system \$257,458
  - Retirement of current legacy fleet management system and replacement with SAP functionality, including asset lifecycle management, work management and financial management of vehicles and equipment.
- SAP Service Pack implementation (annual upgrade) \$319,427
  - Annual initiative to apply the latest SAP service pack which contains critical system updates, legislative and regulatory changes, enhancements and new functionality required by City departments.
- Systems Enhancements \$106,788
  - A range of minor enhancements to enterprise and department systems to enhance functionality and address emerging business needs.
- SAP Solution Manager Revamp \$48,512
  - Study to recommend upgrade path for SAP Solution Manager Software



Item .....
Meeting .....2017 Jan 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 January 17

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

**SUBJECT:** 2017 CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST - WILLINGDON INFRASTRUCTURE UPGRADES

**PURPOSE:** To request funding approval for the Willingdon Infrastructure Upgrades.

---

**RECOMMENDATIONS:**

1. **THAT** Council approve the capital expenditure of \$5.289M for the Willingdon Infrastructure Upgrades, as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$5.536M (inclusive of GST) to finance the Willingdon Infrastructure Upgrades as outlined in this report.

**REPORT**

The Willingdon Linear Park will provide a link to the Brentwood Town Centre with the Hastings neighbourhood and community amenities. At a high-level, the project will include an urban trail, landscaping, street furniture, pedestrian lighting, and public art, along with infrastructure upgrades including watermain replacement, road and sidewalk rehabilitation, three new pedestrian signals, and a new left turn bay at Willingdon & Parker.

The project is phased over three years. The design components and initial utility construction has been completed in 2016. The remaining major components of road, trail, and intersection upgrades will be constructed in 2017 by Engineering, and completion of landscaping and public art installation in 2018 by Parks.

To: Chair and Members Financial Management  
Committee  
From: Director Engineering  
Re: 2017 CAPITAL INFRASTRUCTURE BYLAW  
FUNDING REQUEST -WILLINGDON  
INFRASTRUCTURE UPGRADES

2017 January 18..... Page 2

Component	2016				2017				2018			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Design and contract administration												
Watermain construction												
Road, trail, and intersection upgrades												
Landscaping and public art												

Figure 1. Overall Project Schedule

In order to proceed with construction in a timely manner, it is recommended that Council approve the initial capital expenditure of \$5.289M for the Willingdon Infrastructure Upgrades, as outlined in this report and that Council authorize staff to bring down a bylaw in the amount of \$5.536M (inclusive of GST) in order to finance the initial Translink MRN portion of the project. Sufficient reserves are available to complete these works.

This project, if approved by Council, will be included in the 2017-2021 Provisional Financial Plan as Willingdon Linear Park project: \$0.850M (EMA.0008), \$4.439M (ERA.0050).

For the Committee's information, Parks will request Landscaping and Public Art project funding in a separate report to Council on 2017 January 23.



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

FV/ac

Copied to: City Manager  
Director Finance  
City Solicitor



Item .....
Meeting .....2017 Jan 25

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE      **DATE:** 2017 January 16

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

**SUBJECT:** 2017 ENGINEERING CAPITAL BUILDING INFRASTRUCTURE BYLAW FUNDING REQUEST

**PURPOSE:** To request funding approval for 2017 City facilities capital projects.

---

### RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$3.923 Million for facilities capital projects, as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$4.1065 Million (inclusive of GST), to finance the capital projects as outlined in this report.

### REPORT

The Draft 2017 – 2021 Provisional Financial Plan identifies funding for various multi-year capital projects to replace building components that have reached the end of their service life. The City Building Program focuses on the protection of our building assets including the replacement of aging mechanical and heating ventilation equipment, electrical components, and roof replacements. By replacing the end of service life components in a timely manner, the City can minimize service disruptions due to system breakdowns and avoid costly emergency repairs. In order to proceed in a timely manner with the contracts for design and construction, funding approval is requested for the below listed projects. Sufficient Capital Reserves are available to complete these works.

Early funding approval is requested for the areas of facility re-roofing and mechanical system replacements that have reached the end of their service life. The projects chosen are based on site reviews and inspections along with direct reporting from our preventative maintenance programs. This approval will allow for the advancement of the designs to facilitate early tendering of the re-roofing program to take advantage of early pricing and the summer construction window, and to allow for the long lead time delivery requirements of the mechanical equipment.

To: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE  
 From: DIRECTOR ENGINEERING  
 Re: 2017 Engineering Capital Building Infrastructure Bylaw Funding Request  
 2017 January 16..... Page 2

## 1.0 CITY BUILDING PROGRAM

### 1.1 2017 Mechanical System Replacement Program \$1,873,000

The mechanical equipment replacements include: air handling and air conditioning units, control systems, heating ventilation air conditioning units, make up air equipment and roof top units. The projects are located at various locations (see *Attachment #1*) including: City Hall (ENX.0073); Justice RCMP (ENX.0074) and West building (ENX.0075); Bonsor and Cameron Recreation Centres, and various golf facilities and minor Parks buildings (ENX.0077); Fire Hall#1 (ENX.0079); and at the Hart House Restaurant (ENX.0081)

### 1.2 2017 Re-Roofing Program \$2,050,000

The roof replacements are typically flat gravel roofs that have exceeded their service life and will be replaced with more conventional 2 ply SBS roofing. For 2017, the projects are located at: Justice RCMP building (ENX.0074); Mather House deck (ENX.0076); Parks sites including Burnaby Mountain Golf Course Restaurant, Kensington Arena, Shadbolt Centre for the Arts (ENX.0077); Metrotown Library (ENX.0078); and Taylor Park Children Centre (ENX.0080).

The full details on the cost breakdown of the projects are included in the Draft 2017 – 2021 Provisional Financial Plan.

## 2.0 Recommendation:

It is recommended that Council approve the capital expenditure of \$3.923 Million for facilities capital projects as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$4.1065 Million (inclusive of GST), to finance the capital programs as outlined in this report.



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

FV/ac

Attachment

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

## Attachment #1

## Mechanical:

	Project Mask	Brief	Plan Amount
City Hall - AHU EQU-019 Retrofit	ENX.0073	B01 // FMPR-17-01	125,000
City Hall - AHU EQU-017 Retrofit	ENX.0073	B02 // FMPR-17-02	125,000
City Hall - HVAC Control Replacement	ENX.0073	B03 // FMPR-17-03	20,000
Justice RCMP - Admin HVAC Replacement	ENX.0074	B05 // FMPR-17-05	200,000
Justice RCMP - AC-4 Replacement	ENX.0074	B04 // FMPR-17-04	150,000
West Bldg - AHU-1 retrofit	ENX.0075	B07 // FMPR-17-07	240,000
West Bldg - HVAC Rehab & Cooling Tower Replacement	ENX.0075	B08 // FMPR-17-08	30,000
BLSCE Rugby Clubhouse-MAU-2 Replacement	ENX.0077	B42 // FMPR-17-42	75,000
BMGC Proshop-HVAC Replacement	ENX.0077	B43 // FMPR-17-43	30,000
Bonsor Rec Complex-AHU-HV-1 Replacement	ENX.0077	B19 // FMPR-17-19	280,000
Bonsor Rec Complex-AHU-HV-3 Replacement	ENX.0077	B20 // FMPR-17-20	280,000
Cameron Rec Ctr-RTU 10 Replacement	ENX.0077	B23 // FMPR-17-23	35,000
Cameron Rec Ctr-RTU 11 Replacement	ENX.0077	B24 // FMPR-17-24	30,000
RGC Cafe-RTU-AC1 Replacement	ENX.0077	B57 // FMPR-17-57	25,000
Fire Hall #1 - AHU-1 Replacement	ENX.0079	B68 // FMPR-17-68	160,000
Hart House Restaurant-MAU-1 Replacement	ENX.0081	B78 // FMPR-17-78	60,000
Hart House Restaurant-AC-CU-1 Replacement	ENX.0081	B77 // FMPR-17-77	8,000

## Roofing

Justice RCMP - Reroofing (Area D)	ENX.0074	B06 // FMPR-17-06	250,000
Mather House - Deck & Turret Design	ENX.0076	B09 // FMPR-17-09	50,000
BMGC Restaurant-Reroofing	ENX.0077	B44 // FMPR-17-44	400,000
Kensington Arena-Reroofing Area H	ENX.0077	B28 // FMPR-17-28	100,000
Shadbolt-Reroofing Areas A,A1,E1,E3 & I	ENX.0077	B34 // FMPR-17-34	250,000
Metrotown Library-Reroofing Areas A, B, F, G	ENX.0078	B64 // FMPR-17-64	825,000
Metrotown Library-Roof Anchors	ENX.0078	B63 // FMPR-17-63	100,000
Taylor Park Childrens Ctr-Reroofing Areas A,B,C	ENX.0080	B75 // FMPR-17-75	75,000

AHU = Air handling unit

AC = Air conditioning

AC-CU= Air conditioning condensing unit

MAU = Makeup Air unit

HVAC = Heating ventilation and air conditioning

RTU = Roof Top unit

BLSCE = Burnaby Lake Sports Complex East

BMGC = Burnaby Mountain Golf Course

RGC = Riverway Golf Course



Item.....
Meeting..... 2017 Jan 25

## COMMITTEE REPORT

**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 January 16

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

**SUBJECT:** 2017 ENGINEERING CAPITAL INFRASTRUCTURE NEW VEHICLE AND EQUIPMENT ACQUISITION BYLAW FUNDING REQUEST

**PURPOSE:** To request funding approval for 2017 Engineering New Vehicles/Equipment.

### RECOMMENDATIONS:

1. **THAT** Council approve the capital expenditure of \$3.715M for New Vehicle and Equipment acquisitions as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3.889M (inclusive of GST), to finance the capital acquisitions outlined in this report.

### REPORT

In order to proceed in a timely manner with the contracts to purchase, funding approval is requested for the items listed below.

#### 1.0 New Vehicles Engineering Fleet

##### 1.1 Tandem Axel Dump Trucks (ENZ.0050) \$700,000

Purchase of two Tandem Axel Dump Trucks for use in Water and Sewer with snow plows and sanders (~\$50K). The City currently retains approximately 12 contracted Tandem Dump trucks through Hired Equipment services to assist City forces in completing construction and maintenance programs. Annual expenditures for contracted tandem dump trucks are approximately 1.5 Million. The two tandem dump trucks will start to build the fleet inventory required for providing snow and ice control on the MRN road network that is currently contracted annually to MainRoad Contracting. In addition, they will offset contracted expenditures during the construction season, and will provide back-up or an increased service level for our snow and ice control activities on the LRN road network.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2017 Engineering Capital Infrastructure New Vehicle Acquisition  
 2017 January 16..... Page 2

**1.2 Rear Load Refuse Truck (ENZ.0046) \$300,000**

Purchase of an additional Rear Loader Refuse truck for use in Sanitation. This unit is required to replace a unit that is being rented for current operations.

**1.3 Recycle Truck (ENZ.0046) \$280,000**

Purchase of a Recycle truck for use in Sanitation due to increase in diversion of materials in moving forward to every other week garbage collection.

**1.4 Recycle Trucks (ENZ.0046) \$560,000**

Purchase of two additional Recycling trucks for use in Sanitation. These units are required to service new Route 11 and new Route 12 due to every other week garbage collection.

**1.5 Jitney (ENZ.0046) \$90,000**

Purchase of an additional Jitney in Sanitation to support the increase in service demands and provide for substitution in an event of breakdown of another Jitney in the field.

**1.6 2.5 Ton Box Truck w/ Tailgate (ENZ.0049) \$85,000**

Purchase of a 2.5 Ton Box Truck w/Tailgate for use in Sanitation for curbside garbage/toter deliveries and exchanges. This unit has the capacity to carry up to 100 garbage/toters which will eliminate the need for multiple trips resulting in lower operating costs.

**2.0 New Equipment Engineering**

**2.1 Toters to Facilitate Transition to Bi-Weekly Garbage Collection (ENY.0016) \$1,700,000**

Purchase toters for Sanitation to facilitate the curbside collection Toter Exchange Program for Residents due to the transition to every other week garbage collection.

To: Chair and Members Financial Management Committee  
From: Director Engineering  
Re: 2017 Engineering Capital Infrastructure New Vehicle Acquisition  
2017 January 16..... Page 3

### 3.0 Recommendation:

It is recommended that Council approve the capital expenditure of \$3.715 Million for New Vehicle and Equipment acquisitions, as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3.889M (inclusive of GST) to finance the capital acquisitions as outlined in this report.

The adopted 2016-2020 Capital Plan does not include these expenditures. Upon approval of Council, the 2017 Capital Plan – Engineering Equipment and Vehicles will be amended to include these expenditures. Sufficient Capital Reserves are available to fund these expenditures.



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

FV/ac

Copied to: City Manager  
Director Finance  
City Solicitor



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## COMMITTEE REPORT

<b>TO:</b>	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	<b>DATE:</b>	2017 January 18
<b>FROM:</b>	DIRECTOR ENGINEERING	<b>FILE:</b>	32000-05
<b>SUBJECT:</b>	<b>2017 ENGINEERING CAPITAL INFRASTRUCTURE REPLACEMENTS BYLAW FUNDING REQUEST</b>		
<b>PURPOSE:</b>	To request approval and funding for 2017 Engineering capital infrastructure replacements.		

### RECOMMENDATIONS:

1. **THAT** Council approve the additional capital expenditure of \$6.352 Million for infrastructure capital improvements, as outlined in this report.
2. **THAT** Council to authorize staff to bring down a Capital Reserves bylaw in the amount of \$2.395 Million (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$.529 Million (inclusive of GST) and the Waterworks Utility Capital Fund the amount of \$3.725 Million (inclusive of GST) to finance the capital programs as outlined in this report.

### REPORT

The 2016 – 2021 Annual Financial Plan provides funding for various multi-year capital improvements. In order to proceed in a timely manner with the Infrastructure Replacement programs, early approval is requested for the below listed projects. Sufficient Capital Reserves are available to complete these works.

#### 1.0 2017 CAPITAL PROGRAM

For capital programs that have plan in both 2017 and 2018, the funding for both years is being raised here in order to be able to award upcoming contracts for construction.

#### 1.1 Watermain Replacement and Road Rehabilitation- Pkg B \$4,751,850

EJA.0015	Watermain Renewals	2,533,850
EKA.0015	Sanitary Main	180,000
ELA.0022	Storm Sewers	20,000
EMC.0011	LRN	<u>2,018,000</u>
		4,751,850

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2017 ENGINEERING CAPITAL INFRASTRUCTURE  
 REPLACEMENTS BYLAW FUNDING REQUEST  
 2017 January 18..... Page 2

Replace existing aged AC and CI watermain with new DI watermain as part of the City's ongoing infrastructure renewal program. Rehabilitation of the affected roads and accessibility improvements to be coordinated with watermain replacements as part of an integrated project, where applicable.

This project generally consists of both watermain replacements and future road rehabilitation together as an integrated program. This component of the 2017 work, Group B projects, are to be constructed by City forces; roadworks are generally included in a future LRN program.

**1.2 Water Service Replacement Program \$675,000**

EJC.0008 Water Service Replacement 675,000

Upgrade or replace existing water services as part of the City's ongoing infrastructure renewal program (independent from water main renewal program).

**1.3 Water Meter Replacement Program \$250,000**

EJB.0012 Water Meters 250,000

Upgrade and replace existing water meters as part of the City's ongoing infrastructure renewal program. Replacing water meters improves meter accuracy, aligning actual consumption and billing.

**1.4 Storm Service Replacements \$250,000**

ELC.0008 Storm Service Replacements 250,000

Replace aged or poor condition rated storm sewer laterals as part of the City's infrastructure renewal program. Replacement criteria or factors can include blockages, root intrusion issues, and previous repair history. Work will be undertaken by City forces, as required.

**1.5 Sanitary Service Replacements \$225,000**

EKC.0008 Sanitary Services 225,000

Replace aged or poor condition rated sanitary sewer laterals as part of the City's ongoing I&I Reduction and infrastructure renewal program. Replacement criteria or factors can include blockages, root intrusion issues, previous repair history, and poor I&I performance.

Work will be undertaken by City forces, as required.

To: Chair and Members Financial Management Committee  
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 Re: 2017 ENGINEERING CAPITAL INFRASTRUCTURE  
 REPLACEMENTS BYLAW FUNDING REQUEST  
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**1.6 PRV Flow Meter Replacements & Pressure Modulation \$100,000**

EJB.0011 Pump Stns, Reservoirs, PRVs, 100,000  
 Scada

Upgrades to include new flow meters, chambers and pressure modulation capability associated with existing PRV's.

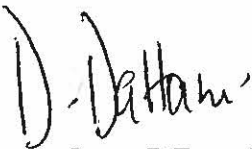
**1.7 Barnet Beach PS & FM Replacement \$100,000**

EKB.0018 Barnet Beach PS & FM Repl 100,000

Provide replacement forcemain and related pump station upgrades involving relocation of existing forcemain away from the CPR Right-of-Way (ROW) as a means to mitigate against higher costs associated with increasing licensing agreement fees with CPR.

**2.0 RECOMMENDATION**

It is recommended that Council approve the capital expenditure of \$6.352 Million for Replacement Infrastructure projects, as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$2.395M (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$.529M (inclusive of GST) and the Waterworks Utility Fund the amount of \$3.725m to finance the capital programs as outlined in this report.



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

FV/ac

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## COMMITTEE REPORT

<b>TO:</b>	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	<b>DATE:</b>	2017 January 18
<b>FROM:</b>	DIRECTOR ENGINEERING	<b>FILE:</b>	32000-05
<b>SUBJECT:</b>	<b>2017 ENGINEERING CAPITAL INFRASTRUCTURE DESIGN AND EARLY TENDER PROJECTS BYLAW FUNDING REQUEST</b>		
<b>PURPOSE:</b>	To request approval and funding for 2017 Engineering capital infrastructure design and early tender projects.		

### RECOMMENDATIONS:

1. **THAT** Council approve capital expenditures of \$0.959 million for infrastructure capital improvements, as outlined in this report.
2. **THAT** Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$.451 Million (inclusive of GST), and the use of Waterworks Utility Capital Funds in the amount of \$.553 Million (inclusive of GST) to finance the capital programs as outlined in this report.

### REPORT

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

#### 1.0 2017 CAPITAL PROGRAM

For capital projects that will have expenditures in both 2017 and 2018, the funding for both years is being requested.

##### 1.1 *Watermain Replacement and Road Rehab- Pkg A* **\$299,000**

AEC.0015	Civic Communications Conduit	24,000
EJA.0015	Watermain Renewals	178,000
EMC.0011	LRN	37,000
ERA.0064	Carleton Av Upgrade	<u>60,000</u>
		299,000

To: Chair and Members Financial Management Committee  
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 DESIGN AND EARLY TENDER PROJECTS BYLAW  
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This project consists of both watermain replacements and road rehabilitation as an integrated program. This funding request is for design only.

**1.2 Capitol Hill Pump Station Upgrade \$350,000**

EJB.0011 Pump Stn, Reservoirs, PRVs 350,000

The pump station upgrade is required to accommodate growth and re-development by increasing safe and reliable water supply through an electrical upgrade at the Capitol Hill Booster Station.

**1.3 Broadway Improvements Bainbridge to Underhill \$310,000**

AEC.0015	Civic Communications	40,000
ERA.0070	Broadway Improvements Bainbridge to Underhill	<u>270,000</u>
		310,000


Road upgrades on Broadway (Bainbridge Av to Underhill Av) will be cost-shared with Fortis BC, who will be installing a transmission gas line on this street as part of their Lower Mainland Intermediate Pressure System Upgrade (LMIPSU) project. The road will be upgraded with widened pavement, urban trail, sidewalks, and treed boulevards to improve the street for all users. Storm sewers and watermain requiring condition or capacity upgrades in this section will also be addressed in this project. Installation of the City's IT network conduit will also be completed along the full length of the project.

Funding is for design only. Construction is scheduled for 2018.

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 DESIGN AND EARLY TENDER PROJECTS BYLAW  
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## 2.0 RECOMMENDATION

It is recommended that Council approve capital expenditures of \$.959 Million for 2017 Infrastructure projects, as outlined in this report and that Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$.451M (inclusive of GST), and approve the use of Waterworks Utility Funds in the amount of \$.553M to finance the capital programs as outlined in this report. Upon Council approval, the 2017 provision of the 2016-2020 Financial Plan will be amended to include these expenditures.

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

FV/ac

Copied to: Director Finance



Meeting 2017 January 25

## COMMITTEE REPORT

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

**DATE:** 2017 January 17

**FROM:** DIRECTOR FINANCE

**FILE:** 7400-03

**SUBJECT:** 2017 BC HOME OWNER GRANT PROGRAM

**PURPOSE:** To provide information on the 2017 BC Home Owner Grant Program.

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**RECOMMENDATION:**

1. **THAT** This report is received for information purposes.

**REPORT**

This report is to provide information regarding the recent announcements made by the Minister of Finance of increases to the Home Owner Grant Program thresholds for 2017.

**1.0 BACKGROUND**

In 2016 April, the Financial Management Committee submitted a report to Council with a recommendation that Council request the Union of British Columbia Municipalities to petition the Minister of Finance to undertake a Provincial review of the Home Owner Grant Program to determine if a more equitable distribution of the Grant across all regions of the Province could be achieved.

The recent announcement of increases in Home Owner Grant threshold levels in the Province failed to address the concerns of Burnaby Council. The practice of establishing one assessment threshold value for the entire Metro Vancouver area, and the methodology of providing higher thresholds and higher grant amounts for Northern and Rural areas has not changed.

Despite the large increase in threshold levels, the ability for Burnaby households to claim a full basic grant continues to decline in 2017.

**2.0 2017 PROVINCIAL HOME OWNER GRANT PROGRAM****2.1 Basic Grant**

The basic and additional Provincial grant amounts remain unchanged for 2017. Under the Home Owner Grant Program qualified property owners within the regional districts of the Greater Vancouver Regional District, the Capital Regional District and the Fraser Valley Regional District are entitled to claim a Basic Grant of \$570, which has not increased since 2006. For

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 From: Director Finance  
 Re: 2017 BC Home Owner Grant Program  
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seniors aged 65 or older, they are entitled to claim an additional amount of \$275 for a total grant of \$845. Higher grant amounts are provided within Northern and Rural areas.

## 2.2 Home Owner Grant Threshold Level

On 2017 January 10, the Province of BC announced an increase in eligibility thresholds. The lower threshold, before which the grant is reduced, is now \$1.6m (2016 - \$1.2m). The upper threshold for the basic grant now stands at \$1.714m (2016 - \$1.314m), and the additional grant at \$1.769m (2016 - \$1.369m).

The Province sets a target for the percentage of homes Province wide that will be eligible to claim the full grant, based on an assessed value that is below the lower threshold. For 2017 this target remains at 91%, although the Province has stated that for Metro Vancouver, only 83% of homes will be below the threshold. The grant is reduced by \$5 for each \$1,000 of assessed value over \$1.6 million up to the upper threshold.

## 2.3 Threshold Level

Table 1 provides the Provincial threshold assessment values for the Greater Vancouver Regional District, Capital Regional District, and Fraser Valley Regional District, as compared to threshold assessment values for Northern and Rural Areas.

**Table 1: 2012 – 2017 Provincial Home Owner Grant Thresholds**

Greater Vancouver Regional District, Capital Regional District, and Fraser Valley Regional District						
ASSESSMENT VALUES	2012 (\$)	2013 (\$)	2014 (\$)	2015 (\$)	2016 (\$)	2017 (\$)
Lower threshold	1,285,000	1,295,000	1,100,000	1,100,000	1,200,000	1,600,000
Upper threshold BASIC \$ 570	1,399,000	1,409,000	1,214,000	1,214,000	1,314,000	1,714,000
Upper threshold Seniors \$ 845	1,454,000	1,464,000	1,269,000	1,269,000	1,369,000	1,769,000
Northern and Rural Areas						
ASSESSMENT VALUES	2012 (\$)	2013 (\$)	2014 (\$)	2015 (\$)	2016 (\$)	2017 (\$)
Lower threshold	1,285,000	1,295,000	1,100,000	1,100,000	1,200,000	1,600,000
Upper threshold BASIC \$ 770	1,439,000	1,449,000	1,254,000	1,254,000	1,354,000	1,754,000
Upper threshold Seniors \$1,045	1,494,000	1,504,000	1,309,000	1,309,000	1,409,000	1,809,000
% OF ELIGIBLE PROPERTIES IN BC	95.5%	95.5%	93.8%	93.0%	91.0%	91.0%

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## 2.4 Burnaby's Average Home Assessment

The average residential property in Burnaby (gross value inclusive of new growth) is now \$1.087m as of 2017 January. This equates to a 32.5% increase over 2016. The Provincial increase in the Home Owner Grant lower threshold equates to a 33% increase. In Burnaby the gain from the increased grant threshold is mostly offset by the significant 2017 assessment increases in Burnaby. While some households will benefit from the threshold increase, the average assessed value for Single Family Dwellings for 2017 is just over \$1.6m (gross value). For Burnaby in 2017, as in previous years, Single Family Dwellings continue to remain around the lower threshold amount, resulting in a reduced grant for many property owners. Based on 2017 January roll figures from BC Assessment, around 47% (51.31% in 2016) of Single Family Dwellings have an assessed value of less than the lower threshold.

## 3.0 HOME OWNER GRANT THRESHOLD BURNABY IMPLICATIONS

### 3.1 Eligible Properties

The Provincial target for the percentage of homes that fall below the lower threshold at 91% continues not to be realised in Burnaby. For 2017, 77.8% (2016 – 78.7%) of residential properties in Burnaby fall below the lower threshold. Significant assessed value growth in the lower mainland continues to erode the ability for Burnaby households to claim a full basic grant. The City at 77.8%, also falls significantly below the revised Metro Vancouver threshold target of 83% as quoted by the Province on 2017 January 10.

Although the Province has made a significant increase of \$400,000 in the three threshold levels of the Home Owner Grant, the number of Burnaby residents being able to avail themselves of the grant in 2017 continues to fall. Table 2 below provides details for the number and percentage of households that are able to claim a full grant (excluding vacant land), based on property assessed values at less than the lower threshold. Other factors that may result in home owners not being eligible to claim a grant are excluded.

**Table 2: Burnaby Eligible Properties below the Provincial Threshold (excludes vacant land)**

Burnaby Eligible Residential Properties	2012	2013	2014	2015	2016*	2017
Number of residential properties	64,656	66,012	66,826	67,801	70,129	70,215
Number of properties below the lower threshold	59,803	60,700	58,535	59,166	55,186	54,605
% of properties eligible for a full grant	92.5%	92.0%	87.6%	87.3%	78.7%	77.8%
Provincial % target	95.5%	95.5%	93.8%	93.0%	91.0%	91.0%

\* Updated for 2016 Revised Roll BC Assessment figures

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Unfortunately the Province's increase in threshold levels in the Province has failed to address the practice of establishing one assessment threshold value for the entire Metro Vancouver area, and the methodology of providing higher thresholds and higher grant amounts for Northern and Rural areas.

#### 4.0 RECOMMENDATION

It is recommended that Financial Management Committee receive this report for information purposes.



Denise Jorgenson  
DIRECTOR FINANCE

DJ:RR/mm

Copied to: City Manager



Meeting 2017 Jan 25

## COMMITTEE REPORT

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

**DATE:** 2017 January 17

**FROM:** DIRECTOR FINANCE

**FILE:** 7500-01

**SUBJECT:** CITY INVESTMENTS – 2016 YEAR END REPORT

**PURPOSE:** To provide a 2016 Investment Program update and to present the 2017 Investment Program forecast.

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**RECOMMENDATION:**

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

**REPORT**

Part 6, Division 3, Section 183 of the Community Charter states that the City may invest or reinvest money that is not immediately required for expenditures. Council has assigned the responsibility for the management of the investment portfolio to the Director Finance (Bylaw No. 11553). This report highlights significant events that have occurred in the investment program during 2016 and the forecast for 2017.

The City's investments on 2016 December 31 totaled \$1,100,947,412.54 (2015 – \$923,955,890). This is represented by a single investment portfolio – City of Burnaby Investment Fund – and includes restricted funds such as Development Cost Charges and all other reserve funds. Schedule B lists the institutions the City invests in and the investment limits that have been placed on these institutions for 2017.

**1.0 2016 SIGNIFICANT EVENTS****1.1 Investment Funds**

A portion of the portfolio's investments is held in money market instruments until cash is required for expenditures. The City's Investment Fund is directly impacted by any movement in short-term interest rates during the year, particularly from July onward, when the investment fund significantly increases by over \$1.4 billion upon receipt of tax revenue and then decreases to approximately \$1.0 billion in May.

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The Bank of Canada bank rate, which governs the level of short-term interest rates, opened the year at 0.75% and closed on 2016 December 31 at the same rate. The average yield for 90 day Bankers Acceptance's was 0.83%, one basis point lower than the average for 2015.

Despite the continuation of low annual yields throughout 2016 the City's investment strategy generated \$44 million (3.62%) return on investments (2015 – \$41.5 million at 3.91%). The impact of fluctuations in short-term interest rates on investment income is offset by a portion of fund surplus in longer term investment grade bonds with annual yields of 3.00% – 7.35%. These longer term investments have continued to provide income and yield stabilization for the portfolio year-over-year despite historical lows in money market and bond market yields. However, the percentage of the portfolio in these longer term investments has decreased as maturities have occurred.

In 2016, Canadian ten-year and thirty-year bond rates were volatile with yearly highs of 1.84% and 2.42% respectively and lows of 0.95% and 1.55% respectively. Both bonds saw lower average rates in 2016 with the ten-year bond average 1.25% (2015 – 1.52%) and the thirty-year bond average 1.92% (2015 – 2.19%).

An alternative investment option for British Columbia municipalities is to place funds with the Municipal Finance Authority of British Columbia (MFA-BC). The MFA-BC offers three investment fund alternatives and reports the returns annually, with the most recent information provided below for the period ending 2016 December 31, along with a corresponding yield for a comparable benchmark indices. All three funds offered by the MFA-BC include corporate debt. The Community Charter restricts the City from investing in corporate debt unless we invest directly into the MFA-BC's funds. The City's investments performed well in 2016 when broken down by term as a means of comparison to the Municipal Finance Authority (MFA) Pooled funds and noted indices benchmark returns as shown in Table 1.

**Table 1 – Breakdown of Yield Comparisons**

Fund Type	Fund/Benchmark	1 year return	City of Burnaby
Money Market	MFA Money Market Fund (for investments less than 1 year)	0.79%	1.47%
	MFA Custom Benchmark-FTSE TMX Canada 30-day T-Bill Index	0.32%	
Intermediate	MFA Intermediate Fund (for investments from 1 – 3 years)	1.13%	1.90%
	FTSE TMX Canada 365- Day Treasury Bill Index	0.23%	
Bond Fund	MFA Bond Fund* (for investments of more than 3 years)	1.43%	4.99%
	FTSE TMX Canada Short Term Overall Bond Index	0.81%	

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

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 Re: CITY INVESTMENTS – 2016 YEAR END REPORT  
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Generally the portion of the Investment Fund that is not expected to be needed in the near future is invested in longer term investments with higher yields. Approximately \$618 million is invested in long-term investments (one year and longer); the balance in shorter term investments that mature within one year.

**Table 2 – Breakdown for Portfolio Maturities by Term at 2016 December 31**

<b>City of Burnaby Investment Fund</b>	<b>Face Value (\$)</b>	<b>%</b>	<b>Cost Amount (\$)</b>	<b>%</b>
Maturities in 2017	515,869,053.00	35.06%	493,635,436.97	44.84%
Maturities 2018 to 2022	451,704,752.25	30.70%	336,322,896.71	30.55%
Maturities 2023 to 2027	256,914,574.00	17.46%	106,958,346.05	9.72%
Maturities 2028 +	<u>246,771,465.00</u>	16.77%	<u>164,030,732.81</u>	14.90%
<b>Total</b>	<b>1,471,259,844.25</b>		<b>1,100,947,412.54</b>	

## **1.2 Banking Relationships and Counterparties**

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

The City's investment banking relationships remained consistent during 2016 for long-term fixed income products. RBC Capital Markets, TD Securities, CIBC-Wood Gundy, Scotia Capital and Canaccord Genuity were the City's lead investment bankers. For short-term money market investments, the City invested with BC, Alberta and Saskatchewan Credit Unions who provided a premium over bank BA's and continue to receive investment guarantees by their respective insurance funds; the Credit Union Deposit Insurance Corporation in BC, the Credit Union Deposit Guarantee Corporation in Alberta and the Saskatchewan Credit Union Deposit Guarantee Corporation. While each is a legislated provincial government insurance corporation funded by the credit unions, in Alberta the Credit Union Act provides for the provincial guarantee of all Credit Union Deposit Guarantee Corporations obligations. The Province of British Columbia and the Province of Saskatchewan does not guarantee the liabilities of the respective provincial corporations.

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

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The Province of British Columbia portfolio limit has been increased from \$150 million to \$160 million and the Province of Alberta limit has been increased from \$140 million to \$160 million. The remaining provincial limits have not been changed. For the five major Canadian, banks their limits have been increased from \$150 million to \$160 million each. National Bank has been increased by \$20 million to \$80 million.

Limits are unchanged for each individual credit union in BC; however the maximum limit for the BC credit union total has been increased by \$10 million to \$160 million. Alberta and Saskatchewan credit union limits have also increased by \$10 million to \$150 million and \$60 million respectively. The Alberta and Saskatchewan credit union individual limits have increased by \$5 million each.

## 2.0 OUTLOOK FOR 2016

At the end of 2016 the dichotomy between Canada and the US became greater as economic indicators for employment, growth, inflation and future central bank policy continues going in different directions. Globally, very accommodative interest rate policies remain in place. While Canada's output and economy has been slower in growth when compared to the US, Canada is still affected by commodity pricing and historically high household debt.

The challenges to maintain positive real returns on investments will become greater in 2017 and future years. Market volatility has increased due to many unknowns surrounding global security and leadership. This has meant varying degrees of market volatility, producing swings in price and yield.

A major concern for Canadian municipalities is the 2016 implementation of *Bill 15-C, Budget Implementation Act 2016, Division 5 – Bank Recapitalization Regime*. As a result of the 2007/2008 global recession and as a means of protecting tax payers from “bailing-out” Canadian financial institutions under extreme economic conditions, the legislation ensures risk is born by the debt holders of the banks. The intention is to have the banks issue long term investments into products that are convertible to common shares should a bank become non-viable. This will recapitalize the bank. However, the ramifications for the City of Burnaby under the *Community Charter* guidelines could mean a significant decrease in the bank investments we hold. Thus, shifting holdings to federal and provincial investments and short term GIC's that have lower yields and limited product access; the result being reduced yields and income for the City going forward.

Treasury staff is monitoring the activities around this legislation and await the impending Department of Finance Canada publication slated for mid-February that will provide specific and clear guidelines around the changes. From this we can determine the severity of the impact.

To: Financial Management Committee  
 From: Director Finance  
 Re: CITY INVESTMENTS – 2016 YEAR END REPORT  
 2017 January 25 ..... Page 5

For the City of Burnaby, economic factors suggest that 2017 investments will continue to be affected by the extreme low interest rate environment. As longer term investments mature, reinvestment of large principle amounts at lower interest rates will result in lower annual portfolio yields and lower income. The City is projecting an annual yield of 3.00% for 2017 and \$40.5 million in investment income. Of this investment income amount, \$6 million is the current 2017 operating budget contribution (2016 – \$6.5 million) with the remainder of funds distributed to reserve funds.

### 3.0 CONCLUSION

Diversification and a conservative investment strategy have provided the City with a 2016 return of \$44 million at an annual yield of 3.62% on the City's Investment Fund. For 2017, Treasury Operations will continue to monitor money and fixed income markets for investment opportunities to provide liquidity, capital preservation and yield management.



Denise Jorgenson  
 DIRECTOR FINANCE

DJ:DS/mm

Attachments: Schedule A – 2016 City of Burnaby Investments Update  
 Schedule B – 2017 City of Burnaby Investment Limits

Copied to: City Manager

**2016 City of Burnaby Investments Update**

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

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

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

**Table 1 – DBRS Ratings**

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

## CITY OF BURNABY

## INVESTMENT LIMITS FOR 2017

## SCHEDULE B

<u>SECURITIES CATEGORY</u>	<u>Short-term Investments DBRS Ratings</u>	<u>Long-term Investments DBRS Ratings</u>	<u>Investment Limits</u>	<u>Portfolio % Mix</u>
Federal & Federal Guaranteed	R1 – High	AAA	No Limit	
<b>TOTAL FEDERAL &amp; FEDERAL GUARANTEED</b>			<b>No Limit</b>	<b>No Limit</b>
Coast Capital Savings CU (\$60M max)	Not Rated	Not Rated	\$ 160,000,000	
Gulf & Fraser Credit Union (\$30M max) (dba G&F Financial)	Not Rated	Not Rated		
North Shore Credit Union (\$30M max) (aka BlueShore Financial)	Not Rated	Not Rated		
VanCity Savings CU (\$60M max)	R1 – Low	Not Rated		
Westminster Savings CU (\$30M max)	Not Rated	Not Rated		
<b>TOTAL BRITISH COLUMBIA CREDIT UNIONS *</b>			<b>\$ 160,000,000</b>	<b>25% Max.</b>
Servus Credit Union (\$75M max)	Not Rated	Not Rated	\$ 150,000,000	
First Calgary Financial (\$75M max)	Not Rated	Not Rated		
<b>TOTAL ALBERTA CREDIT UNIONS **</b>			<b>\$ 150,000,000</b>	<b>25% Max.</b>
Conexus Credit Union (\$30M max)	Not Rated	Not Rated	\$ 60,000,000	
Affinity Credit Union (\$30M max)	Not Rated	Not Rated		
<b>TOTAL SASKATCHEWAN CREDIT UNIONS ***</b>			<b>\$ 60,000,000</b>	<b>10% Max.</b>
Alberta	R1 – High	AA High	\$ 160,000,000	60% Max.
British Columbia	R1 – High	AA High	\$ 160,000,000	
Manitoba	R1 – Middle	A High	\$ 70,000,000	
New Brunswick	R1 – Middle	A High	\$ 70,000,000	
Nova Scotia	R1 – Middle	A High	\$ 70,000,000	
Ontario	R1 – Middle	AA Low	\$ 100,000,000	
Prince Edward Island	R1 – Low	A Low	\$ 60,000,000	
Saskatchewan	R1 – High	AA	\$ 100,000,000	
Quebec	R1 – Middle	A High	\$ 90,000,000	
<b>TOTAL PROVINCES</b>			<b>\$ 880,000,000</b>	
Bank of Montreal	R1 – High	AA	\$ 160,000,000	60% Max.
CIBC	R1 – High	AA	\$ 160,000,000	
Royal Bank	R1 – High	AA	\$ 160,000,000	
ScotiaBank	R1 – High	AA	\$ 160,000,000	
Toronto Dominion Bank (aka TD-Canada Trust)	R1 – High	AA	\$ 160,000,000	
Canadian Western Bank	R1 – Low	A Low	\$ 60,000,000	
Manulife Bank of Canada	R1 – Middle	A High	\$ 60,000,000	
National Bank of Canada	R1 – Middle	AA Low	\$ 80,000,000	
<b>TOTAL SCHEDULE 'I' BANKS</b>			<b>\$ 1,000,000,000</b>	
<b>TOTAL SCHEDULE 'II' BANKS</b>			<b>\$ 0</b>	<b>10% Max.</b>

\* British Columbia Credit Unions are CUDIC guaranteed

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

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



Meeting 2017 Jan 25

## COMMITTEE REPORT

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**TO:** FINANCIAL MANAGEMENT COMMITTEE      **DATE:** 2017 January 19

**FROM:** DIRECTOR PLANNING AND BUILDING      **FILE:** 1650-20  
*Reference:* Burnaby 125

**SUBJECT:** “BURNABY THEN AND NOW”  
**CELEBRATING BURNABY 125 WITH HERITAGE MARKERS**

**PURPOSE:** To obtain Council approval and funding for a project to celebrate the City’s 125<sup>th</sup> anniversary as outlined in this report.

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**RECOMMENDATIONS:**

1. **THAT** the Committee request Council approval for an expenditure not to exceed \$60,000.00 (including 5% GST) from the City’s Gaming fund to implement the Burnaby 125 Heritage Marker project as outlined in this report; and
2. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

**REPORT****1.0 BACKGROUND**

Arising from a discussion at its Open meeting held on 2016 October 19, the Financial Management Committee requested staff to prepare a proposal to initiate a project to install additional historic plaques around the City to commemorate the City’s 125<sup>th</sup> anniversary. This initiative would serve to provide a legacy to mark this milestone event and provide additional opportunities for the public to learn about the City’s rich history. This report outlines a proposal to develop a heritage interpretation program to create and install heritage markers around the City and seeks Council approval to implement and fund the project through the use of Gaming funds.

**2.0 BURNABY THEN AND NOW**

Burnaby has a rich and diverse history spanning 125 years. Since its incorporation as a Municipality in 1892, the City has grown from a small rural, pioneer community to a vibrant urban centre. To celebrate Burnaby’s 125<sup>th</sup> anniversary, it is proposed to create and install a series of heritage markers at key locations throughout the City. The theme for these markers, “Burnaby Then and Now”, is intended to celebrate Burnaby’s unique stories provided by local residents and would focus on five key themes:

- i) Working People – the lives of Burnaby citizens;
- ii) Taking a Stand – Collective action and advancing human rights;
- iii) Protecting the Environment – Waterways, green spaces and parks;

To: Financial Management Committee  
 From: Director Planning and Building  
 Re: Burnaby Then and Now –  
 Burnaby 125 Heritage Markers

2017 January 19..... Page 2

- iv) Celebrating Diversity – Multi-cultural Burnaby – all themes are past and present; and
- v) Urban Development – Transportation, urbanization and building a modern city.

The creation and installation of the proposed heritage markers would form part of a larger public engagement exercise conducted throughout the year, including collaboration and outreach with other community partners, including seniors' groups, neighborhood associations, historical groups and other community-based organizations. This project will be advanced as part of Burnaby Village Museum's existing heritage programs planned for 2017. After these stories are captured, they will be used to create permanent interpretive signs using the words of Burnaby people through quotes, photographs and stories. As each series of heritage markers are created, a final design and proposed civic locations will be shared with the Community Heritage Commission for their review and approval.

The project will be launched on 22 September 2017 as part of the Burnaby 'Neighborhood History Series' of the Burnaby Village Museum which runs until 11 November 2017. Finally, the stories, artifacts and photographs collected during the course of the project will be catalogued and digitized for inclusion on the Heritage Burnaby website with an online digital version of the installed heritage markers. Members of partner groups and the community would be invited to attend these presentations and encouraged to continue collaborating on gathering and sharing stories and information.

### 3.0 FINANCING

Council approval is sought for the use of Gaming funds not to exceed \$60,000.00 (inclusive of 5% GST) to implement the project. The use of Gaming funds for this project is consistent with Council guidelines to support heritage, cultural and environmental projects.

### 4.0 NEXT STEPS

The Burnaby 125 Heritage Marker project will provide a more complete and inclusive picture of Burnaby's history through local stories and historical images, and would complement the existing interpretive plaques and signs previously established under the City's ongoing Heritage Program. With the concurrence of the Committee and Council, staff will proceed to advance the project as outlined in this report with regular updates to the Community Heritage Commission and the Parks, Recreation and Culture Commission.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

HL:sa  
 Copied to: City Manager  
 Deputy City Manager  
 City Clerk  
 Director Parks, Recreation and Cultural Services  
 Community Heritage Commission  
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Meeting 2017 Jan. 25

## COMMITTEE REPORT

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

**DATE:** 2017 January 19

**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE

**FILE:** 4220 05

**SUBJECT:** WEST BUILDING INTERIOR RENOVATION

**PURPOSE:** To request Bylaw funding for the West Building Interior Renovation project.

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**RECOMMENDATION:**

1. **THAT** Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,208,900 (inclusive of GST in the amount of \$57,567) to finance the West Building Interior Renovation project.

**REPORT****1.0 BACKGROUND**

In 2015, staff undertook a review of possible options to generate an accommodation strategy for departments located within the West Building of the City Hall Complex, which are experiencing space challenges.

As part of the review, several options were explored to determine service delivery, relocation costs and best fit for space within the West Building. In addition, the review looked at available City-owned office space within Deer Lake Centre that could be used to accommodate the space requirements. After evaluating the options, it was determined that the most practical and cost effective solution involved the relocation of two major divisions of the Information Technology (I.T.) Department to available space in the Deer Lake Centre office buildings. These divisions include Program Delivery and Business Solutions and Support plus Special Projects which previously occupied office space on both the Ground Floor and Second Floor of the West Building. For operational reasons and other considerations, the Infrastructure Division will remain in the Ground Floor of the West Building.

In 2016 March, renovations commenced on approximately 8,400 sq. ft. of office space within Deer Lake Centre and the IT staff was relocated into the renovated space in 2016 June.

To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: West Building Interior Renovations  
 2017 January 19..... Page 2

## 2.0 WEST BUILDING RENOVATION

Following the relocation of the two I.T. divisions to Deer Lake Centre, the vacated area in the West Building is intended to be reconfigured to relieve some of the space pressures for the remaining departments.

They include Finance, Human Resources, Purchasing and the I.T. - Infrastructure division. In this regard, the firm of Studio One Architecture Inc. was retained to prepare a design and contract documents for renovations to the main and upper floors of the West Building.

## 3.0 PROJECT FINANCING AND ESTIMATE

The contract documents have recently been completed and are ready to be tendered. Based on the completed work, the following are the estimated expenditures for the final phase of the West Building renovation.

• Construction Value (including F. F. & E) .....	\$1,287,000.00
• Miscellaneous Project Costs .....	\$ 69,000.00
• Project Contingency .....	\$ 120,000.00
	<hr/>
	<b>\$1,476,000.00</b>
GST @ 5% .....	\$ 73,800.00
	<hr/>
	<b>\$1,549,800.00</b>
Unspent funding remaining from Phase One work .....	(\$ 340,900.00)
	<hr/>
<b>BALANCE OF FUNDING REQUIRED TO COMPLETE THE PROJECT</b>	<b>\$1,208,900.00</b>
	<hr/>

A capital funding allocation for this expenditure has been accounted for in the 2016-2020 Annual Financial Plan under the City Hall / Buildings component.

## 4.0 CONCLUSION

Subject to receiving the necessary funding approval, the project will be tendered in the coming weeks for the construction and fit-out of the proposed renovation to the West Building.

The proposed renovation is intended to facilitate and address interim space needs that currently exist in the West Building at City Hall.

In order to facilitate the renovation in both floors of the City Hall - West Building, it will be necessary to obtain funding for the project, as outlined in the report.

To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: West Building Interior Renovations  
 2017 January 19..... Page 3

It is recommended that the Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,208,900 (inclusive of GST of \$57,567) to finance the West Building Interior Renovation Project.

These expenditures are included in the 2017-2021 Provisional Financial Plan under the City Hall Buildings component, and sufficient Capital Reserves are available to cover the expenditures.

  
 Lou Pelletier, Chair, Major Civic Building  
 Project Coordination Committee

  
 Leon Gous, Director Engineering

JC/TA:ap

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cc: City Manager  
 Deputy City Manager  
 Director Public Safety and Community Services  
 Director Finance  
 Chief Information Officer  
 Director Human Resources  
 Purchasing Manager  
 Chief Building Inspector  
 City Solicitor



Meeting 2017 Jan 25

## COMMITTEE REPORT

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

**DATE:** 2017 January 19

**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE

**FILE:** 4220 04  
*Reference: City Hall Redevelopment*

**SUBJECT:** CITY HALL / DEER LAKE PRECINCT PARKING LOTS PROJECT

**PURPOSE:** To obtain Council authorization to advance design of new parking facilities within the City Hall/Deer Lake precinct.

---

**RECOMMENDATION:**

1. **THAT** Council be requested to authorize staff to initiate civil design for three parking lots and to bring down a capital reserves expenditure bylaw of \$650,000 (inclusive of 5% GST at \$30,954) to finance the expenditure.

**REPORT****1.0 BACKGROUND**

Over the years, parking demands in the City Hall/Deer Lake Park precinct have steadily increased. A combination of general growth, current operations and special events have resulted in additional parking requirements and demands which have collectively added considerable pressure on existing available parking lots in the City Hall/Deer Lake precinct.

In 2015, the City retained Bunt Engineering to investigate and provide recommendations on how best to address immediate parking requirements and related issues, as well as prepare a long term cost-effective parking strategy for the precinct.

A detailed parking review of existing and future parking supply and demand within the precinct resulted in a recommended parking supply expansion strategy. Key findings and recommended parking supply strategies were developed. From this work, three priority locations were identified for parking projects.

This report seeks Council authorization to advance the staged development of those identified parking projects within the precinct, and to initiate rezoning of the lands associated with parking areas #1 and #2 (shown on *Figure 1*) to permit parking as a principle use, as the design work is advanced.

To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: City Hall/Deer Lake Precinct Parking Lots Project  
 2017 January 19.....Page 2

## 2.0 PARKING STRATEGY

The *City Hall and Deer Lake Precinct Parking Study (2016)*, herein referred to as the study, analyzed existing and forecast parking demand and supply to support the development of short and long term parking and increasing parking supply.

The study identified six potential sites for the short and long term development. Of these, two surface and one structured parking lot were short listed to advance, as illustrated in *Figure 1*.

### 2.1 SURFACE PARKING

The study recommended the expansion of surface parking supply in the short term at two locations – Sites #1 and #2.

#### 2.1.1 Site #1 (4276 Norland Avenue)

Located adjacent to Deer Lake Center at the corner of Canada Way/Norland Avenue, this location could provide up to 200 new parking spaces. This additional parking supply would fully meet the unserved parking demand at the Centre, as well as providing overflow relief for City Hall lots south of Canada Way and for City events, such as the Farmers Market.

To advance development of this site, staff will seek Council authorization to initiate rezoning to the CD, P2, C1, P8 District to permit parking as a principle use, concurrent with advancing the design for a surface lot. The design would determine the ultimate configuration and total number of parking stalls to be constructed. Funding authorization for construction would be the subject of a further report pending the completion of the design work.

#### 2.1.2 Site #2 (6260 Deer Lake Avenue and 4828, 4846, 4868, 4896 Rowan Avenue)

Located south of Deer Lake Avenue and adjacent to the Cultural Facilities at Deer Lake Park (*see Figure 1*), the development of surface parking at this site could provide up to 190 new parking stalls. The additional parking supply, which could be constructed in two phases, would benefit the RCMP, City Hall staff and visitors to Deer Lake Park for significant events such as the Blues Festival.

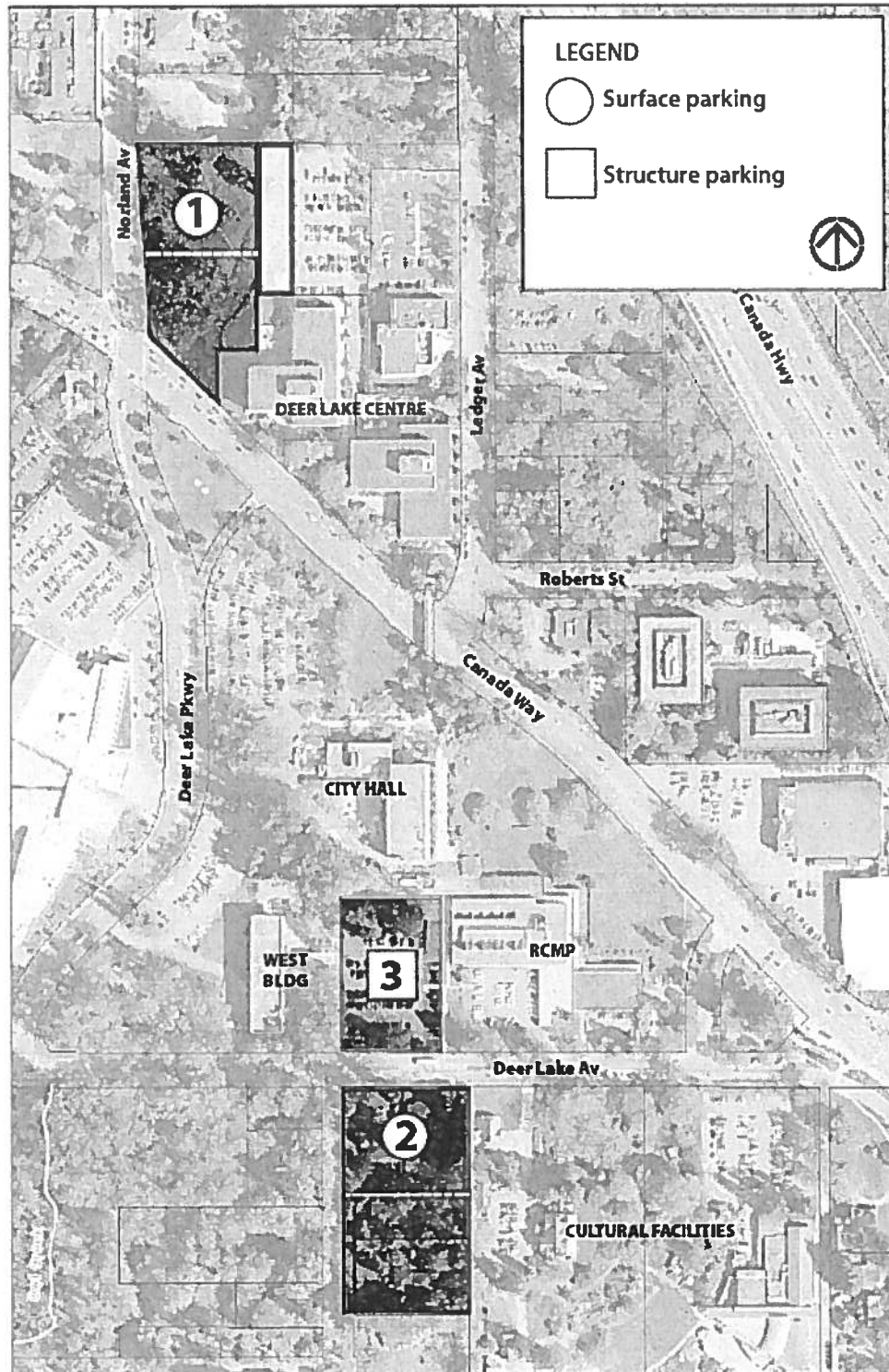
To advance development of this site, staff will seek Council authorization to initiate rezoning and consolidation to the CD, P3, P8 District to permit parking as a principle use, concurrent with advancing the design for a surface lot. As part of this work, staff would coordinate the conclusion of the interim rental of sites within this area to enable site servicing in advance of construction of the parking areas.

The construction of Sites #1 and #2, while providing for the short term staff parking demands of the precinct, supports recreational and special event parking, and provides capacity to relocate RCMP parking, as necessary, to advance any structured parking options at Site #3.

To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: City Hall/Deer Lake Precinct Parking Lots Project  
 2017 January 19.....Page 3

In this regard, it is recommended that Council authorize the advancement of the civil design for surface parking lots at Sites #1 and #2.

**Figure 1: Priority Parking Lot Projects**



To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: City Hall/Deer Lake Precinct Parking Lots Project  
 2017 January 19.....Page 4

## 2.2 STRUCTURED PARKING

The study also investigated the feasibility of a structured parking facility within the City Hall lands (4949 Canada Way), with Site #3 identified as a potential long term priority location. This site is well suited for a multi-level parking structure, due to existing grades, and proximity to existing demand at City Hall, and the RCMP.

Advancement of the design of structured parking at Site #3 would include the results of a completed City Hall Space Needs Study. This work would inform the long term parking requirements for both City Hall and RCMP, to be incorporated into the design of the structured parking facility.

## 3.0 PROJECT BUDGET, FINANCING AND SCHEDULE

To advance the parking lot projects at Site #1, #2 and #3, funding in the amount of \$650,000 is sought to undertake design, as outlined in this report. A Capital Budget allocation for this expenditure has been accounted for in the 2017 – 2021 Provisional Financial Plan under the City Hall Precincts Projects component.

It is recommended that the Financial Management Committee recommend Council authorize staff to initiate the civil design for three parking lots and bring down a Capital Reserves expenditure Bylaw in the amount of \$650,000 (inclusive of 5% GST of \$30,954) to finance the required expenditures for geotechnical and environmental assessments, topographic surveys, civil design, the preparation of tender documents and contract administration for two surface parking lots, and preliminary design and estimate for the structured parking lot on Site #3.

Upon completion of the design, Council authorization for funding of the construction works would be the subject of a further report.

As detail design and rezoning advance concurrently, it is expected that the construction works for Sites #1 and #2 would advance in 2017 – 2019 with Site #1 being the first priority for completion. Work on the structured parking on Site #3 would follow completion of Site #2 to provide two interim parking areas to meet needs for existing parking displaced during the construction process on Site #3.


## 4.0 CONCLUSION AND SUMMARY

The City Hall and Deer Lake Precinct Parking study analyzed existing and forecast parking supply and demand to support the development of both short term and long term parking management strategies.

The study identified two surface and one structured parking lot to advance as priority locations.

To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: City Hall/Deer Lake Precinct Parking Lots Project  
 2017 January 19.....Page 5

To advance these priority projects, this report seeks approval to initiate civil design for the three parking lots, as outlined above.

  
 Lou Pelletier, Chair, Major Civic Building Project  
 Coordination Committee

  
 Leon A. Gous, Director Engineering

  
 Dave Ellenwood, Director Parks, Recreation and  
 Cultural Services

LL/sla

cc: City Manager  
 Deputy City Manager  
 Director Public Safety and Community Services  
 Director Finance  
 OIC, RCMP  
 Chief Building Inspector  
 Chief License Inspector  
 Assistant Director, Facilities Management  
 Purchasing Manager  
 City Solicitor

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Meeting 2017 Jan. 25

## COMMITTEE REPORT

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

**DATE:** 2017 JANUARY 09

**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE

**FILE:** 4220 08

**SUBJECT:** EDMONDS COMMUNITY CENTRE  
INSTALLATION OF A HVAC UNIT

**PURPOSE:** To provide the Committee and Council information regarding the proposed installation of HVAC to serve the lobby area of the Edmonds Community Centre.

---

**RECOMMENDATION:**

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

**REPORT**

The Edmonds Community Centre was officially opened on 2013 July 01. Based on the feedback from users, the facility has been well received by the general public.

Edmonds Community Centre is a state-of-the art recreational facility which incorporates LEED energy and environmentally sustainable features throughout its design. The design recognizes the need to both provide quality air temperature controls and cost-effective energy solutions within the various activity spaces in the 95,000 sq. ft. building complex.

In order to accomplish these goals and objectives, the consulting team evaluated spaces within the complex that could rely primarily on standard ventilation system(s) without full HVAC capability. In particular, the large main lobby space which extends from Edmonds Street frontage to the Park has a ventilation system which provides basic heating and air changes but has no cooling capacity.

In general, this approach provides for a moderate and comfortable air temperature within the lobby space for most of the year but the equipment does not have the cooling capacity during the hot summer season (June – September) when outdoor temperatures can approach 25°C or higher. The high summer temperatures make the space uncomfortable for users of the Centre. The lobby space is a very interactive area where visitors congregate prior to and after using the facility and, as such, could benefit from the cooling equipment.

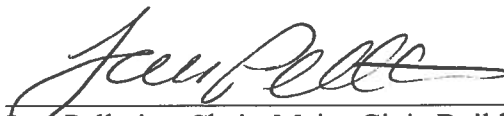
To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: Edmonds Community Centre – Installation of a  
 HVAC System - Lobby  
 2017 January 09..... Page 2

Given the temperature-related concerns over the past three summers, staff have explored the feasibility and costs of adding a new rooftop HVAC unit which would provide conditioned air to the lobby space. Based on the design work completed, it has been determined that it is feasible to air condition the space without affecting the day-to-day programmed activities and operations at the Edmonds Community Centre. All construction will be confined within a hoarded off area in order to allow the public to access all areas of the facility with very little disruption to the users.

It has been estimated that the addition of the HVAC system to cool the lobby space will cost in the range of approximately \$350,000. The cooling portion of the system would operate primarily during the summer period and would improve the air quality and comfort of the lobby space for the users of the Edmonds Community Centre.

Tender documents have been prepared by the City's consultant and the project will be tendered through the Purchasing Department in the coming weeks unless otherwise directed by the Committee.

There are sufficient funds in the original Edmonds Community Centre capital project budget to cover the proposed expenditure.



Lou Pelletier, Chair, Major Civic Building Project  
 Coordination Committee



Leon A. Gous, Director Engineering



Dave Ellenwood, Director Parks, Recreation and  
 Cultural Services

JC:ap

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 (2017.01.25).doc

cc: City Manager  
 Deputy City Manager  
 Director - Public Safety and Community Services  
 Director Finance  
 Purchasing Manager  
 Chief Building Inspector