



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: **THURSDAY, 2017 SEPTEMBER 14**

TIME: **5:30 PM**

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

A G E N D A

- | 1. <u>CALL TO ORDER</u> | <u>PAGE</u> |
|---|------------------------|
| 2. <u>MINUTES</u> | |
| a) Minutes of the Financial Management Committee Open meeting held on 2017 July 05 | 1 |
| 3. <u>PRESENTATION</u> | |
| a) Proposed Cloud Strategy for the City
<u>Speaker:</u> Shari Wallace, Chief Information Officer | |
| 4. <u>CORRESPONDENCE</u> | |
| a) Memorandum from the Administrative Officer
Re: Environmental Sustainability Strategy (ESS) and
Community Energy and Emissions Plan (CEEP) Implementation
Approach and Phase 1 Priorities | <i>ON TABLE</i> |
| 5. <u>REPORTS</u> | |
| a) Report from the Chief Information Officer
Re: City Fibre Network Strategy | 11 |
| b) Report from the Director Finance
Re: Contract Award - SAP Hardware and Database Replacement
Project (Suite on HANA) - HANA Appliance and Application Server
Hardware | 17 |

- | | | |
|----|---|----|
| c) | Report from the Director Finance
Re: Contract Award - SAP Hardware and Database Replacement
Project (Suite on HANA) - Implementation Services | 19 |
| d) | Report from the Director Finance
Re: Contract Award - Telephony Systems Hardware and Software | 21 |
| e) | Report from the Director Finance
Re: 2016 Gas Tax Program | 23 |
| f) | Report from the Director Finance
Re: 2018 Permissive Property Tax Exemptions | 26 |
| g) | Report from the Director Public Safety & Community Services
Re: 2017 Risk Management - Security Cameras | 45 |

6. **NEW BUSINESS**

7. **INQUIRIES**

8. **CLOSED**

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

9. **NEW APPLICATION - FESTIVALS BURNABY**

- | | | |
|----|--|----|
| a) | #17-N-011 – Burnaby North Road Business Improvement Association | 47 |
| | <i>Korean Community Day</i> | |

An application was received from Burnaby North Road Business Improvement Association for Korean Community Day 2017 to be held on 2017 September 23 at 4501 North Road (the Korean Mall). This annual event showcases Korean business in the area and invites the neighbourhood to join in the day of activities that consist of martial arts, a tea garden, and entertainment in the form of women's drumming groups, a K-Pop contest, live music, art walks and a family fun park.

Request: \$5,000

CPA: 2016 - \$3,500 (Neighbourhood Grant)
2015 - \$3,000 (Neighbourhood Grant)
2014 - \$3,000 (Neighbourhood Grant)

10. NEW APPLICATIONS

- a) **#17.49. - Vancouver International School of Music** 49
Winter Lighting Display Collaboration

An application was received from the Vancouver International School of Music (VISM) requesting financial or venue support to bring winter lighting displays to Burnaby. The lightings will create remarkable night experience and become a new tourism landmark for both locals and tourists, attracting numerous visitors and generating great reputation.

Request: Unspecified CPA: 2016 - No Application
2015 - No Application
2014 - No Application

- b) **#17.50. - South Burnaby Lawn Bowls Club** 50
Purchase of a Defibrillator

An application was received from the South Burnaby Lawn Bowls Club to assist with the purchase of defibrillator to be installed in the clubhouse at 4000 Kingsway, Burnaby. The organization represents a significant contribution to the Burnaby community by providing a sport that can be enjoyed by all. The game attracts valued seniors; therefore the Club's objective is to ensure their safety and access to emergency equipment when required.

Request: \$2,000 CPA: 2016 - No Application
2015 - No Application
2014 - No Application

- c) **#17.52. - AIESEC Canada Inc.** 52
2017 Western Regional Conference

An application was received from AIESEC Canada Inc. requesting a grant to assist with the costs of organizing the 2017 Western Regional Conference to be held on 2017 October 6 – 8 at the Delta Hotels by Marriott in Burnaby. This three-day annual conference attracts over 150 ambitious and motivated youth leaders from the eight AIESEC chapters across Western Canada – University of British Columbia, Simon Fraser University, University of Victoria, University of Calgary, University of Alberta, University of Manitoba, Mount Royal University, and the University of Saskatchewan, and features a stimulating environment that provides self-discovery, teamwork, mentorship, and networking opportunities.

Request: Unspecified CPA: 2016 - Denied
2015 - No Application
2014 - Denied

11. 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 Wednesday, **2017 July 05** at 5:30 p.m.

1. CALL TO ORDER

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

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Mr. John Cusano, Deputy Chief Building Inspector
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:37 p.m.

2. MINUTES

a) **Minutes of the Financial Management Committee**
Open meeting held on 2017 June 20

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Financial Management Committee Open meeting held on 2017 June 20 be adopted.

CARRIED UNANIMOUSLY

3. **PRESENTATION**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the presentation be heard.

CARRIED UNANIMOUSLY

a) **Interim Street Policy** **Speaker: Leon Gous, Director Engineering**

Mr. Leon Gous, Director Engineering, provided an overview regarding an upgrade of interim streets to standard streets, and noted approximately 25% (150 km) of the City's street network is still at the interim standard.

Mr. Gous advised that currently there are three methods to upgrade streets:

1. Development - either constructed by developers or cash funding for future upgrade in R12 zone;
2. City Capital Program - arterial and collector streets;
3. Local Area Service Program (LASP) – since 1960, approximately 40% of local streets upgraded.

It was noted that the City faces the following challenges:

1. LASP coordination with Capital Plan;
2. R12 private funding contribution use (a long delay between payment and receiving upgrades);
3. Delayed Community Benefit (completion of neighbourhood networks takes a long time).

Director Engineering provided the following options for interim local street upgrades:

1. Status Quo – the timing of upgrades remain uncertain;
2. City Initiated LASP – it would increase the number of projects, as residents have to vote against, but timing still uncertain;
3. City Capital Plan – this would be similar to current practice for arterial and collector streets.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT staff report back with possible options for interim local street upgrades.

CARRIED UNANIMOUSLY

4. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Holly Lloyd**
Re: Letter of Appreciation (#17.32.)

Correspondence was received from Ms. Holly Lloyd, Head Teacher/Coach, Montecito Elementary School, expressing appreciation to the City for funding support for three teams to participate at the Odyssey of the Mind World Finals in Michigan.

b) **Memorandum from the Director Finance**
Re: City Green Team Initiative - Electric Hand Dryer

A memorandum was received from the Director Finance in response to an inquiry at the 2017 June 20 meeting regarding the installation of the electric hand dryers as part of the Green Team's Initiative. It was noted that in 2013, Council endorsed the initiative to replace paper towel dispensers with electric hand dryers across parks and recreation facilities. Since then, 71 hand dryers have been installed.

5. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the Director Engineering**
Re: 2017 Engineering Capital Infrastructure Bylaw Funding Request July

The Director Engineering submitted a report seeking bylaw funding approval for multi-year Engineering capital infrastructure improvement projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve bylaw in the amount of \$1,611,962.62 (inclusive of GST of \$71,962.62) to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: Donation of Surplus Bicycles to Burnaby Neighbourhood House

The Director Finance submitted a report seeking approval to donate surplus Police recovered bicycles to Burnaby Neighbourhood House.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the donation of nine (9) surplus bicycles with a total estimated value of \$225 to Burnaby Neighbourhood House, as outlined in this report.
2. THAT a copy of this report be forwarded to Burnaby Neighbourhood House.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee recommended that the donated bicycles are engraved to indicate that they were donated by the City of Burnaby.

c) Report from the Director Finance
Re: Gaming Funds and Density Bonus Funds

The Director Finance submitted a report seeking approval for the use of Gaming Funds and Density Bonus Funds for six capital projects.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve \$3,214,300 in Density Bonus Funds and the expenditure of \$738,000 from Gaming Funds to fund six capital projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Planning & Building
Re: Density Bonus Funding Request - Child-Care Facilities
on School Sites

The Director Planning and Building submitted a report seeking approval to use the Density Bonus Funds for the site assessment, detailed design and contract administration of a child-care facility on School District property.

The Director Planning and Building recommended:

1. THAT the Financial Management Committee recommend Council approve up to \$300,000 (including GST in the amount of \$14,300) in Density Bonus Funds to fund the development of a child-care facility on School District property, as outlined in this report.
2. THAT a copy of this report be sent to Burnaby School District #41, 5325 Kincaid Street, Burnaby, BC V5G 1W2.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance and the Director Public Safety & Community Services
Re: Traffic Fine Revenue Sharing Program

The Director Finance and the Director Public Safety & Community Services submitted a report providing information on the 2016 Traffic Fine Revenue Sharing Grant received and utilized for programs by the City.

The Director Finance and the Director Public Safety & Community Services recommended:

1. THAT this report be received for information.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance and the Director Public Safety & Community Services be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Public Safety & Community Services
Re: Property Management Capital Reserve Bylaw

The Director Public Safety & Community Services submitted a report seeking bylaw funding approval for the Property Management projects identified in this report.

The Director Public Safety & Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Bylaw in the amount of \$531,738.32 (inclusive of GST of \$23,738.32) to finance the projects at Deer Lake Centre, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety & Community Services be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Public Safety & Community Services
Re: 2017 - Emergency Planning - ESS Group Lodging Equipment

The Director Public Safety & Community Services submitted a report seeking bylaw funding approval for the Property Management projects identified in this report.

The Director Public Safety & Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring down a Capital Reserve Bylaw in the amount of \$36,635.51 (inclusive of GST of \$1,635.51) to finance the Group Lodging Equipment capital project.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety & Community Services be adopted.

- amended

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation be **AMENDED** to read as follows: THAT the Financial Management Committee authorize the use of Gaming Funds in the amount of \$36,635.51 (inclusive of GST of \$1,635.51) to finance the Group Lodging Equipment capital project.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety & Community Services be adopted, as AMENDED.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT Item 9 – New Applications be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

9. NEW APPLICATIONS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

**a) #17.47.f - S.U.C.C.E.S.S.
Annual Health Fair**

An application was received from S.U.C.C.E.S.S. requesting an in-kind grant for facility fee waiver in support of their Annual Health Fair to be held on 2017 September 17 at Bonsor Recreation Complex.

Request:	\$4,200	CPA:	2016 - No Application
	Facility Fee Waiver		2015 - No Application
			2014 - No Application

MOVED BY COUNCILLOR
SECONDED BY COUNCILLOR

THAT an in-kind grant for a facility fee waiver up to the amount of \$4,200 be awarded to S.U.C.C.E.S.S. for the Annual Health Fair to be held on 2017 September 17 at Bonsor Recreation Complex.

LOST – tie vote
(Councillors Calendino & Johnston opposed)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT an in-kind grant for a facility fee waiver up to the 50% be awarded to S.U.C.C.E.S.S. for the Annual Health Fair to be held on 2017 September 17 at Bonsor Recreation Complex.

CARRIED UNANIMOUSLY

**b) #17.48.f - Canada SCORES Vancouver
Annual Charity Soccer Tournament "SCORES Cup"**

An application was received from Canada SCORES Vancouver requesting an in-kind grant for facility fee waiver in support of their annual charity soccer tournament "SCORES Cup" held on 2017 July 08 at the Burnaby Lake Sports Complex West (Field 4).

Request:	\$677.88	CPA:	2016 - No Application
	Facility Fee Waiver		2015 - No Application
			2014 - No Application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

Normal order of the agenda resumed.

6. NEW BUSINESS

There was no new business brought before the Committee at this time.

7. INQUIRIES

Councillor Johnston

Councillor Johnston inquired regarding thermal heating for the proposed South Burnaby Ice Arena.

Staff undertook to provide a memorandum with requested information.

8. CLOSED

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:51 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 7:05 p.m.

9. NEW APPLICATIONS

This item was dealt with previously at the meeting.

10. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:05 p.m.

Blanka Zeinabova
Administrative Officer

Councillor Dan Johnston
Chair



Sustainable City Advisory Committee
c/o Office of the City Clerk

D. Back, City Clerk
K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2017 September 12
FINANCIAL MANAGEMENT COMMITTEE

FROM: ADMINISTRATIVE OFFICER FILE: 2410-20

SUBJECT: ENVIRONMENTAL SUSTAINABILITY STRATEGY (ESS) AND
COMMUNITY ENERGY AND EMISSIONS PLAN (CEEP)
IMPLEMENTATION APPROACH AND PHASE 1 PRIORITIES
(ITEM 4(A), SCAC REPORT, COUNCIL 2017 SEPTEMBER 11)

Burnaby City Council, at the Open Council meeting held on 2017 September 11, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council approve the implementation approach for the Environmental Sustainability Strategy and Community Energy and Emissions Plan, and Phase 1 policy priorities, as outlined in this report.
2. THAT a copy of this report be sent to the Planning and Development Committee, Financial Management Committee and Parks, Recreation and Culture Commission for their information.

As directed in recommendation #2, a copy of the report is attached for your information.

Nikolina Vracar
Administrative Officer

SUSTAINABLE CITY ADVISORY COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: ENVIRONMENTAL SUSTAINABILITY STRATEGY (ESS) AND
COMMUNITY ENERGY AND EMISSIONS PLAN (CEEP)
IMPLEMENTATION APPROACH AND PHASE 1 PRIORITIES**

RECOMMENDATIONS:

1. THAT Council approve the implementation approach for the Environmental Sustainability Strategy and Community Energy and Emissions Plan, and Phase 1 policy priorities, as outlined in this report.
2. THAT a copy of this report be sent to the Planning and Development Committee, Financial Management Committee and Parks, Recreation and Culture Commission for their information.

REPORT

The Sustainable City Advisory Committee, at its meeting held on 2017 September 06, received and adopted the attached report outlining an approach for implementation of the Environmental Sustainability Strategy and Community Energy and Emissions Plan.

Respectfully submitted,

Councillor S. Dhaliwal
Chair

Copied to:	City Manager
	Director Planning and Building
	Director Public Safety and Community Services
	Director Engineering
	Director Finance
	Director Parks, Recreation and Cultural Services
	Director Human Resources
	Chief Building Inspector
	Chief Information Officer
	Fire Chief
	Chief Librarian
	City Solicitor



Meeting 2017 September 6

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
SUSTAINABLE CITY ADVISORY COMMITTEE

DATE: 2017 August 9

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 76500 20
Reference: ESS

SUBJECT: ENVIRONMENTAL SUSTAINABILITY STRATEGY (ESS) AND
COMMUNITY ENERGY AND EMISSIONS PLAN (CEEP)
IMPLEMENTATION APPROACH AND PHASE 1 PRIORITIES

PURPOSE: To outline an approach for implementation of the Environmental Sustainability Strategy and Community Energy and Emissions Plan.

RECOMMENDATIONS:

1. **THAT** Council approve the implementation approach for the Environmental Sustainability Strategy and Community Energy and Emissions Plan, and Phase 1 policy priorities, as outlined in this report.
2. **THAT** a copy of this report be sent to the Planning and Development Committee, Financial Management Committee and Parks, Recreation and Culture Commission for their information.

REPORT**1.0 INTRODUCTION**

Burnaby's Environmental Sustainability Strategy (ESS) and Community Energy and Emissions Plan (CEEP) were approved by Council on 2016 November 7th. With that report, Council also authorized staff to develop an implementation plan, which would "identify timelines, priorities, lead responsibility, recommended processes and/or approaches, and resources required". This report responds to that commitment by outlining an approach to implementation, prioritizing among "Big Move" strategies, and identifying three highest-priority policy areas for initial work to support these strategies. Further detailed implementation work planning to address each of the three priority areas and future policies will be advanced for Council's consideration in subsequent reports.

1.1 Background

The ESS is a plan for Burnaby's "green" future. It will help to define how the city can evolve and build on its strengths to become an even more vibrant, resilient and sustainable community, integrated with healthy ecosystems. The CEEP was developed in support of the ESS, and is a plan with targets to reduce the community's overall energy use and greenhouse gas (GHG) emissions, in order to address climate change, improve local air quality, save money, and improve livability and

To: Sustainable City Advisory Committee
 From: Director Planning and Building
 Re: ESS and CEEP Implementation Approach and Phase 1 Priorities
 2017 August 9..... Page 2

health. Together with the previously approved Economic and Social Sustainability Strategies, the ESS and CEEP define an integrated approach to achieve a healthy and sustainable city.

The overall vision guiding the ESS and CEEP is for Burnaby to be “*a global leader in protecting and regenerating ecosystems, supporting a healthy and prosperous community.*” This vision is supported by the ESS and CEEP goals and strategies.

The City has already made progress and demonstrated leadership in many aspects of sustainability contained in the ESS and CEEP, and this work will continue as a part of ongoing programs and initiatives.

In terms of focused new action, the ESS identifies 16 strategies as “Big Moves,” defined as key strategies necessary to achieve one or more of the ten ESS goals. Twenty-five “Quick Starts” are also identified, which are actions designed to initiate progress toward the Big Moves, build momentum and demonstrate commitment to action. The CEEP also includes Big Moves and Quick Starts that are shared with the ESS. This initial level of prioritization provides the foundation for more detailed work planning as outlined in this report.

The CEEP also includes targets for reducing community greenhouse gases (GHGs): a City-Only target of *5% below 2010 levels by 2041*, and a City-Plus-Others target of *30% below 2010 levels by 2041*¹. These targets will be included in the updated City’s Official Community Plan, as required by the provincial *Green Communities Act*.

1.2 Climate Action Charter

The City of Burnaby recently became a signatory of the provincial Climate Action Charter (CAC), a voluntary agreement that commits the City to make “progress toward carbon neutrality” by reducing its corporate GHG emissions, measuring and reporting on corporate and community emissions, and creating complete, compact and energy-efficient communities. This commitment further supports the ESS and CEEP direction for corporate leadership, one of the high-priority Big Move strategies identified in *Section 2*, and makes the City eligible for funding to support reducing community and corporate emissions as described in *Section 3.5.2*. The City’s actions in 2016 and 2017 for reducing corporate and community emissions, in the areas outlined in the CAC, are described in the Council Report dated 2017-06-12.

1.3 Purpose of Implementation Approach

The ESS and CEEP are intended to set clear direction as well as to provide flexibility to respond to changing circumstances and priorities. The ESS and CEEP have both broad and long-term scope and elements, and will require significant collaboration across departments and with external partners. Accordingly, implementation will be carried out through an iterative, adaptive management

¹ These dual targets recognize the limits of jurisdiction, and commit the City to the **City-Only** target (5% below 2010 levels) in areas over which it has direct control or significant influence, while also illustrating the potential reduction in GHGs that could be achieved with the support of others (**City Plus Others** target). It should be noted that the **City Only** target entails a substantial (~20%) reduction in GHGs in year 2041 compared to a scenario where no specific action is taken.

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 2017 August 9.....Page 3

approach, as outlined in Section 7 of the ESS Report. This report outlines a preliminary approach including initial priorities and proposed Phase 1 areas of policy development in support of these priorities. Future specific new initiatives, resource requirements and proposed work programs, will be advanced for Council consideration as they are developed.

2.0 IMPLEMENTATION APPROACH

This section outlines the general approach proposed for implementation of the ESS and CEEP. It includes initial prioritization of “Big Moves”, a summary of recent and ongoing policy initiatives, methods for evaluation and improvement, and general approaches for collaboration.

2.1 Prioritization of ESS Strategies and Actions

As outlined in Section 1.1, the ESS and CEEP identify Big Moves and Quick Starts which serve as an initial level of prioritization. In order to focus efforts, additional prioritization is needed. The approach developed for this process emphasizes multiple benefits and synergies, including among the various ESS goals, between the ESS and CEEP, and with the Social Sustainability Strategy and Economic Development Strategy. This is consistent with Council’s direction for integrated sustainability and with the ESS Guiding Principles, as outlined in Section 5 of the ESS Report (see also *Appendix A*). As noted in *Appendix B*, the City has also made progress in some areas already.

The prioritization matrix for the Big Moves and their respective Quick Starts is shown in *Appendix C*. Accordingly, the following Big Moves were identified as the highest priority. See *Appendix D* for the full text of the strategies and supporting actions.

- 1) Reduce community greenhouse gas (GHG) emission rates, including in the areas of transportation, buildings, district energy and waste. **Breathe ESS 3.1.**
 - *E.g. Implement the strategies and actions of the CEEP.*
- 2) Improve resilience to climate change effects by assessing risks and seeking and acting on opportunities to protect the community and ecosystems from anticipated impacts. **Breathe ESS 3.2.**
 - *E.g. Develop a climate adaptation strategy.*
- 3) Transition to more efficient (including zero-emission) vehicles and more efficient use of vehicles. **Move ESS 5.6. / CEEP C2.5**
 - *E.g. Develop policy in support of electric vehicles / EV charging.*
- 4) Meet updated energy performance building code requirements for new buildings. **Build ESS 6.1. / CEEP C3.1**
 - *E.g. Review of development applications for BC Building Code compliance in energy by a certified energy professional. (Note, this may be combined with 6.2/C3.2.)*
- 5) Improve building design construction to meet higher standards of environmental performance. **Build ESS 6.2. / CEEP C3.2**
 - *E.g. Develop policy for green and energy efficient buildings.*

To: Sustainable City Advisory Committee
 From: Director Planning and Building
 Re: ESS and CEEP Implementation Approach and Phase 1 Priorities
 2017 August 9..... Page 4

- 6) Demonstrate leadership in sustainability through City facility and operations management by reducing energy and GHG emissions, conserving water, reducing and diverting waste and enhancing ecosystems. **Manage ESS 10.3 / CEEP C5.1**
 - E.g. Develop corporate sustainability policy and programs.

Action in five of the priorities can be initiated in Phase 1. The Strategy “Improve resilience to climate change effects by assessing risks and seeking and acting on opportunities to protect the community and ecosystems from anticipated impacts” is one that requires further consideration. Although the City is already undertaking a number of actions that support climate change adaptation, in order to fully achieve the Strategy, additional work is necessary beyond what is achievable in Phase 1.

2.2 Recent and Ongoing Initiatives

The ESS and CEEP were developed in recognition that the City has already taken action and leadership in a number of areas, and will continue to do so as a part of ongoing programs and complementary initiatives. Some examples of past successes in environmental sustainability across the City are provided in the discussion paper produced at the start of the ESS process in 2013, titled Burnaby’s Environmental Achievements². Additional recent initiatives are summarized in the Council Report dated 2016-06-12 regarding the Climate Action Charter. Furthermore, some progress has already been made on several Quick Starts since the ESS and CEEP were approved, as reported in *Appendix B*. The City will continue to take action across the goals of the ESS and CEEP as opportunities arise, and progress will be reported as outlined in this report.

2.3 Evaluation and Improvement

2.3.1 ESS/CEEP Indicators

The ESS is committed to evaluation and improvement (Guiding Principles #17 to 19 / *Appendix A*). Indicators, as described in Section 7 of the approved ESS, support these principles and are commonly used for sustainability planning, because they provide feedback, allow tracking of progress toward a goal, reporting on progress to staff, stakeholders and the public, and provide a basis for making changes to policies or programs if needed. Indicators may entail different levels of detail and rigor. For the purpose of the ESS and CEEP, a simple and pragmatic approach is envisioned, for indicators that are relevant, representative, and based on readily available data, among other attributes. Further investigation into the use of indicators, as well as other options or opportunities for evaluating progress on the ESS and CEEP, will be undertaken as work on implementation progresses.

2.3.2 Reporting on Implementation

In addition to reporting on indicators, ESS and CEEP implementation will track progress on specific actions and strategies. Overall results will be communicated to Council and be made available online to the public, in a reader-friendly and accessible format.

² Available at: www.burnaby.ca/ess-input

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 From: Director Planning and Building
 Re: ESS and CEEP Implementation Approach and Phase 1 Priorities
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A simple annual report is proposed, in the form of a report to the Sustainable City Advisory Committee and Council, and would include an update on specific actions taken and progress made, as well as engagement and communication activities. These results would also be communicated to the public. Opportunities will be investigated to coordinate reporting on general ESS/CEEP implementation with reporting required for the Climate Action Charter as outlined in Section 1.2.

The opportunity to develop more comprehensive reports would also be explored, which may include more attention to graphic design for public interest, and would include more information about initiatives undertaken by community partners and citizens toward shared goals.

2.4 Collaboration, Engagement and Communication

The ESS and CEEP challenge all of us to take action – the City, our partner agencies, other levels of government, businesses, community organizations and individual citizens. The ESS Guiding Principles 13 through 16, under the headings of *Collaboration* and *Engagement*, commit to working together both internally and with external partners, and engaging the community (see *Appendix A*).

The ESS and CEEP both include strategies under the Manage goal (ESS 10.6 / CEEP C5.3) to develop and nurture community partnerships. Stakeholder engagement is envisioned as a means to continue to foster connections made during the ESS and CEEP development. Opportunities for stakeholder collaboration, engagement and communication during implementation are anticipated to include the following approaches:

- Existing regional committees coordinated by Metro Vancouver with City staff representation, focusing on topics including engineering, planning, environment and transportation;
- Existing inter-agency committees with City staff representation, focusing on topics such as watershed management, stormwater and invasive species;
- Ongoing partnership with the Burnaby Board of Trade, such as workshops with their Environmental Sustainability Committee;
- Presentations and workshops with students in relevant areas of study at Simon Fraser University and BC Institute of Technology, as well as exploring opportunities to support students engaged in relevant research and applied programs, as resources allow;
- Dialogue and collaboration with community groups, such as Streamkeepers; and
- Targeted communication to other key stakeholders focusing on specific areas and opportunities for partnership (e.g. Health Authority, BC Hydro, Fortis, Province, and the Urban Development Institute).

Public engagement is also an important factor for successful implementation of the ESS and CEEP, and one of the Big Move strategies under the Manage goal (ESS 10.2) commits to “explore innovative ways to engage the public on environmental issues”. To begin, public engagement and communication will take place through existing events. For example, during Environment Week 2017 citizens were invited to take the Green Pledge in support of ESS goals, as described in the Council report dated 2017 June 2. Other opportunities for public engagement will also be considered as new programs and policies are developed. This may include re-focusing current initiatives to better support and align with implementation of the ESS and CEEP and to take advantage of social media and other tools for effective public engagement and efficient use of City resources.

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Collaboration, engagement and communication with Council and committees will be ongoing, with the Sustainable City Advisory Committee being a key committee in this regard.

3.0 PHASE 1 POLICY DEVELOPMENT

This section provides more details on the three proposed areas of policy work in Phase 1 implementation of the ESS and CEEP. Five Big Moves are proposed to be addressed in three main areas of policy work. These proposed policy areas are:

- **Green building policy for new development** (addressing Build ESS 6.1 / CEEP C3.1, Build ESS 6.2 / CEEP C3.2; and Breathe ESS 3.1);
- **Electric vehicle policy** (addressing Move ESS 5.6 / CEEP C2.5, and Breathe ESS 3.1);
- **Corporate sustainability** (addressing Manage ESS 10.3 / CEEP C5.1).

3.1 Green Building Policy

Improving the energy efficiency of buildings is an important objective since it can significantly affect the function, operating costs, health and comfort of buildings for many decades to come. Furthermore, just under half of Burnaby's greenhouse gas emissions come from buildings, representing an important area of focus to meet the City's climate targets in the CEEP, while sustainable building design can also respond to multiple goals of the ESS (e.g. water conservation, waste reduction), the SSS (e.g. health, comfort and affordability) and EDS (e.g. supporting growth of the green technology sector). The viability of energy efficient buildings has been well tested in Burnaby, with many individual examples and the pioneering work at the neighbourhood scale at UniverCity.

Recently the provincial government introduced the Energy Step Code (ESC), representing a framework that local governments can adopt to support building energy performance exceeding the minimum levels specified in the Building Code. It is intended to improve consistency across local governments and a "roadmap" for future Building Code updates, toward a goal of net zero energy ready buildings by 2032. The ESC was developed with input from various stakeholders, including local government, utilities and the development industry, and its implementation is being supported by the Province and BC Hydro through resources and funding. An approach for implementation of the ESC will be further evaluated in support of green building policy for the City, as noted in the CEEP (Build C3.1 and C3.2). Other aspects of green buildings, such as water conservation, ecosystem regeneration and waste reduction, would also be addressed in the policy.

Concurrent with the development of green building policy applicable to private development, policy direction will also be articulated for the City's own buildings, as a means to demonstrate leadership, explore the business case for highly efficient buildings and support industry transformation. Such policy would subsequently be included within broader corporate sustainability policy that will address a range of opportunities, as described below and as shown conceptually in *Figure 1*.

3.2 Electric Vehicle Policy

The interest in and demand for electric vehicles is rapidly increasing as technology costs are falling and vehicle range is improving. In addition to meeting consumer demand, supporting EV deployment

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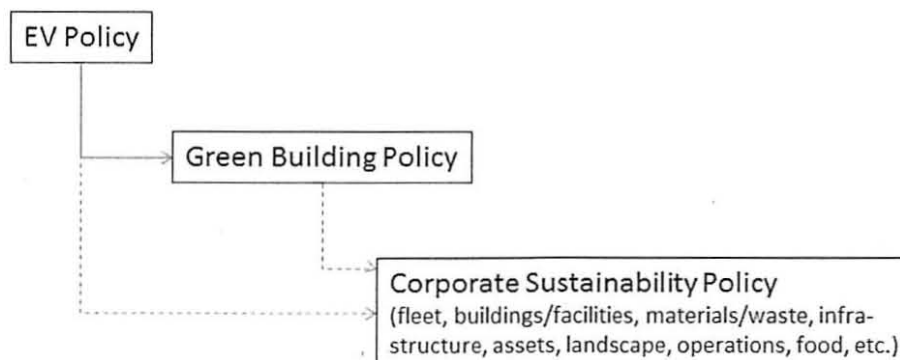
represents a significant opportunity to reduce air pollution and greenhouse gas emissions from vehicles. Emissions from transportation account for 50% of Burnaby's total community GHG emissions today, and of that, 82% is from personal automobiles. The lack of charging infrastructure is currently a key constraint to wider adoption of EVs, and local governments have a potentially important role to play in ensuring adequate supply of charging, such as within new developments and City facilities. Due to the strong relationship between EVs and buildings, with new development being the ideal time to install charging infrastructure, the proposed EV policy is proposed to be incorporated in the Green Building Policy.

Providing charging at publicly accessible City facilities would also support the broader EV network, therefore the EV policy would also provide guidance for provision of EV charging at existing and future facilities for public and staff, and opportunities for inclusion of EVs in City fleets. Such policy would form part of broader corporate sustainability policy, as shown conceptually in *Figure 1*.

3.3 Corporate Sustainability Policy

Policy for City of Burnaby corporate sustainability, i.e. focusing on the City's own operations, will address a range of objectives, including (as per the Big Move strategy ESS Manage 10.3) "reducing energy and GHG emissions, conserving water, reducing and diverting waste and enhancing ecosystems." The approach would build upon the City's existing programs and leadership in energy management, facilities development, and Green Team initiatives, to strengthen and develop strategic direction that also supports the GHG commitments of the Climate Action Charter as described in *Section 1.2*. As described in *Sections 3.1* and *3.2* above, policy for green buildings and EVs would be incorporated within the broader corporate policy, as shown conceptually in *Figure 1* below, which will also address other key components of the City's assets, infrastructure and operations, to be further outlined in a subsequent Council Report.

Figure 1: Conceptual relationship between the three proposed policy areas



3.4 Process for Policy Development

Each of the three proposed Phase 1 policy areas will be the subject of a future report to Council that includes details such as background, scope, process and timelines, and will identify needed resources and funding opportunities. The following principles will help to guide development of these policies:

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- **Social Sustainability** – e.g. addresses considerations such as affordability, accessibility, health and wellness.
- **Economic Sustainability** – e.g. supports existing and future business and industry; supports business leadership in sustainability; addresses lifecycle costs and benefits.
- **Grounded in local context** – considers issues such as local climate, existing policy framework, types of development, community assets and demographics.
- **Flexibility** – allows for creativity and innovation; reduces barriers to innovation where feasible; emphasizes performance-based rather than prescriptive approaches.
- **Deliver real environmental benefits** – incorporates feasible and verifiable approaches.
- **Simple to administer and enforce** – minimizes resources required to implement.

3.5 Funding Opportunities

Other levels of government and other organizations engaged in policy and programs to support the environment have created programs and funding opportunities for local governments. Some general opportunities for external funding that may support these areas of work and related initiatives include those described below. Additional opportunities would continue to be sought as work progresses.

3.5.1 Utilities

Utilities such as BC Hydro and Fortis currently offer programs to assist municipalities with community and corporate energy management. The City of Burnaby has an existing partnership with BC Hydro, in the form of co-funding of a corporate energy manager position, a successful program that has assisted the City in making substantial improvements to building energy use and reducing costs of energy. BC Hydro offers similar types of funding of staff resources on the community energy management side (i.e. CEEP implementation) through their Sustainable Communities Program³, including funding for staff resources and specific projects such as development of building energy policy.

3.5.2 Provincial Government

The provincial Climate Action Revenue Incentive Program (CARIP)⁴ provides grants to municipalities that have signed the Climate Action Charter, equal to 100% of the carbon tax paid, in support of efforts to reduce their community and corporate emissions.

This source, and/or other provincial contributions that may be identified in future, could be directed to support resources required for general CEEP implementation, for policy work as outlined in this report, and/or for specific capital projects to reduce the City's GHG emissions.

3.5.3 Federal Government / Federation of Canadian Municipalities

The Federation of Canadian Municipalities (FCM)'s Climate Innovation Program⁵ offers funding for a variety of initiatives including plans and studies for reducing emissions and adapting to climate

³ [BC Hydro Sustainable Communities Program](#)

⁴ [BC Government CARIP program](#)

⁵ [FCM Climate Innovation Program](#)

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change, capital projects, planning and staff support. This funding could support all three of the policy areas described in this report, for example, approaches for “greening” of the City’s vehicle fleet, feasibility of leading energy efficiency approaches for a new City facility, and installation of publicly accessible EV charging at City facilities. Other examples are provided in *Appendix E*.

These opportunities will be further considered to support current and future initiatives for ESS and CEEP implementation, and staff will monitor other federal programs and funding opportunities that may arise.

4.0 CONCLUSION

Council’s recent approval of the ESS and CEEP establishes the foundation for taking action toward the ESS vision of Burnaby becoming “a global leader in protecting and regenerating ecosystems, supporting a healthy and prosperous community.” These policies recognize the close relationship between environmental, social and economic sustainability and the multiple benefits that can be addressed in an integrated approach.

This vision for integrated sustainability is carried forward in the implementation approach proposed in this report. Strategies identified in the ESS and CEEP are prioritized according to their ability to support multiple ESS/CEEP goals, the Economic (EDS) and Social Sustainability Strategies (SSS), and address policy gaps, among other criteria.

In support of five high-priority Big Move Strategies, three key areas of policy development are proposed for Phase 1: Green Buildings, Electric Vehicles and Corporate Sustainability. Details and work planning for each of these proposed policy areas will be advanced for Council’s consideration in subsequent reports. Meanwhile, the City will continue to seek opportunities for action in support of other goals, strategies and suggested actions of the ESS and CEEP through ongoing programs and initiatives.


 Lou Pelletier, Director
 PLANNING AND BUILDING

LT:sla

Attachments

cc: City Manager
 Director Public Safety and Community Services
 Director Engineering
 Director Finance
 Director Parks, Recreation and Cultural Services
 Director Human Resources

Chief Building Inspector
 Chief Information Officer
 Fire Chief
 Chief Librarian
 City Solicitor
 City Clerk

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APPENDIX A – GUIDING PRINCIPLES

Appendix F Guiding Principles

ESS GUIDING PRINCIPLES

Under the guidance of the ESS Steering Committee, Guiding Principles were developed to help steer the ESS. These Guiding Principles are intended to:

- be clear, concise, simple and action-oriented;
- apply to all actions;
- be separate from, and broader than, strategies, actions and other policy direction(s);
- help guide the project through to completion; and
- help communicate the City's values, and ensure a consistent approach in the development and implementation of the ESS.

Ecosystem Health

1. We recognize that we need healthy ecosystems for our survival, health and well-being¹, and that species and ecosystems also have intrinsic value (in their own right)².
2. We aim to "live off the interest" to ensure continued ecosystem health and resilience.
3. We undertake and encourage ecosystem based management³, protect the health of existing ecosystems, and actively enhance and restore degraded ecosystems.

Integration of Systems

4. We recognize that **economic** vitality, **environmental** health, **social** equity and **human health** are all interrelated and mutually dependent.

5. We seek synergies rather than trade-offs, and strive for solutions with multiple benefits.

Connections

6. We acknowledge that local actions can have far-reaching impacts.
7. We recognize that the well-being of our community is linked with the (ecological, social and economic) well-being of the region, the province, the nation and the world.

Wise Use of Resources

8. We proactively manage our resources by seeking creative solutions and prioritizing actions that create holistic⁴ and long term value for our community (ecological, social and economic).

The Long View

9. We make decisions and act today with the long-term resilience of our community and ecosystems in mind, and prepare ourselves for changes to come.
10. We recognize our responsibility for the well being of future generations.

Leadership

11. We lead by example, learn from others, and foster leadership by community stakeholders.
12. We work to encourage and reward positive behaviour.

Collaboration

13. We work together to achieve our shared goals, across City departments, business sectors, public interests, institutional programs, neighbouring municipalities and other levels of government.

Engagement

14. We build trust by fostering internal and external relationships, partnerships, and networks.
15. We engage in and support education, building community awareness, responsibility and participation.
16. We employ and promote diverse methods of community engagement.

Evaluation and Improvement

17. We commit to continual improvement through adaptive management⁵ and building on the success of others.
18. We monitor and evaluate our performance toward our goals with targets and indicators⁶, and adjust our approach accordingly.
19. We clearly communicate our performance to stakeholders and the public.

May 23, 2013

¹ Benefits people obtain from ecosystems are known as "ecosystem services". These include provisioning services such as food and water; regulating services such as flood and disease control; cultural services such as spiritual, recreational, and cultural benefits; and supporting services such as nutrient cycling that maintain the conditions for life on Earth. (Source: [Millennium Ecosystem Assessment](#))

² Intrinsic value is generally defined as the inherent worth of something, independent of its value to anyone or anything else. For example, the [United Nations World Charter for Nature \(1982\)](#) notes: "Every form of life is unique, warranting respect regardless of its worth to man."

³ Ecosystem-based management is an integrated approach to management that considers the entire ecosystem, including humans. The goal of ecosystem-based management is to maintain an ecosystem in a healthy, productive and resilient condition so that it can provide habitat as well as the services humans want and need. Ecosystem-based management differs from approaches that focus on a single species, sector, activity or concern; it considers the cumulative impacts of different sectors (Source: U.S. Commission on Ocean Policy and the Pew Oceans Commission, 2005).

⁴ Holistic means "relating to or concerned with wholes or with complete systems rather than with the analysis of, treatment of, or dissection into parts."

⁵ Adaptive Management can be defined as a systematic process for continually improving policies and practice by learning from outcomes of operational programs, and normally consists of a cyclical process of **Assessment, Design, Implementation, Monitoring, Evaluation, and Adjustment** (linking back again to Assessment... and so on).

⁶ Targets and indicators are themselves flexible, and are periodically re-evaluated, to adjust to new information.

APPENDIX B – SUMMARY OF QUICK STARTS ALREADY UNDERWAY

Table B1. Quick Starts with action currently underway

Priority*	Quick Start	Description of action in progress
1	13. Undertake a preliminary review and policy recommendations to support deployment of electric vehicles.	Future Council Report (in progress).
1	14. Review issues and possible opportunities to improve compliance, such as with requirements for review of development proposals by an energy professional.	Opportunities being considered as part of Energy Step Code review; further investigation proposed as part of Green Building Policy as outlined in this report.
1	15. Develop policy recommendations for encouraging higher performing buildings through the City's development application process, based upon provincial Step Code or other appropriate performance-based criteria.	Opportunities being considered as part of Energy Step Code review; further investigation proposed as part of Green Building Policy as outlined in this report.
1	23. Review upcoming civic building projects for opportunities to demonstrate energy-efficient passive design and net-zero-energy.	Opportunities being considered.
2	5. Review existing regulations for opportunities to reduce barriers to on-site rainwater management such as residential rain-gardens.	Regional approaches in development.
TBD	3. Undertake preliminary study (and mapping) to assess issue, recommend option(s) to protect streamside protection and enhancement areas.	Action recently taken in Still Creek corridor, achieved removal of private property incursions on City land, as part of implementation of previously approved Integrated Stormwater Management Plan.
TBD	4. Work with Metro Vancouver to support creating regional solutions for disposal of invasive plants and soil.	Underway through Regional Invasive Species Task Force.
TBD	18. Provide information on City website to promote local farms and vendors of locally produced food.	Big Bend Farm Tour guide and interactive web map updated in June 2017.

*see Appendix C

APPENDIX C – INITIAL PRIORITIZATION OF ESS/CEEP ‘BIG MOVE’ STRATEGIES

Table C1. Big Moves - Prioritization

Big Move Type	Goal	CEEP Strategy #	ESS Strategy	Priority	1. Time sensitive	2. Policy gap	3. Multiple (5+) ESS goals	4. Direct link to or shared with CEEP	4. Strong link to \$\$\$	5. Strong link to EDS	6. Other (see notes)
IN PROGRESS	Breathe		3.1. Reduce community greenhouse gas (GHG) emission rates, including in the areas of transportation, buildings, district energy and waste.	1	✓	✓	✓	✓	✓		
NEW	Breathe		3.2. Improve resilience to climate change effects by assessing risks and seeking and acting on opportunities to protect the community and ecosystems from anticipated impacts.	1	✓	✓	✓		✓		
CEEP NEW	Move	C2.5	5.6. Transition to more efficient (including zero-emission) vehicles and more efficient use of vehicles.	1	✓	✓		✓		✓	✓ ^a
IN PROGRESS	Build	C3.1	6.1. Meet updated energy performance building code requirements for new buildings.	1	✓	✓		✓		✓	✓ ^b
NEW	Build	C3.2	6.2. Improve building design construction to meet higher standards of environmental performance.	1	✓	✓	✓	✓		✓	
NEW	Manage	C5.1	10.3. Demonstrate leadership in sustainability through City facility and operations management by reducing energy and GHG emissions, conserving water, reducing and diverting waste and enhancing ecosystems.	1	✓	✓	✓	✓	✓	✓	
NEW	Green		1.1. Review and consider new policies, plans and programs to protect and enhance Burnaby's ecosystems .	2			✓		✓		✓ ^c
IN PROGRESS	Flow		2.1. Manage rainwater to restore and mimic natural flows and quality.	2			✓			✓	✓ ^c
IN PROGRESS	Move	C2.1	5.1. Develop and implement green transportation policies that create vibrant streets, reduce pollution and support healthier, more active lifestyles.	2	✓			✓	✓	✓	
IN PROGRESS	Nourish		8.1. Improve food system sustainability and security to support local food production, distribution and consumption.	2		✓			✓		✓ ^c
NEW	Manage	C5.2	10.4. Improve sustainability management through enhanced City business practices , system development, and leadership.	2		✓		✓	✓		✓ ^d
IN PROGRESS	Flow		2.4. Conserve water in the home, garden, workplace and community.	3		✓					
IN PROGRESS	Live	C1.2	4.3. Create accessible outstanding outdoor public spaces that encourage active transportation, socializing and interacting with nature.	3				✓	✓	✓	
IN PROGRESS	Conserve	C4.1.	9.3. Expand and improve waste reduction, recycling and food scraps programs.	3			✓	✓			
IN PROGRESS	Manage		10.2. Explore innovative ways to engage the public on environmental issues.	3			✓		✓		
FUTURE	Live		4.1. Create a more diverse, vibrant, resilient and resource efficient city from the neighbourhood level up.	3			✓		✓	✓	
FUTURE	Prosper		7.1. Work with the Burnaby Board of Trade, post-secondary institutions and other organizations to expand Burnaby's green economic sector and improve environmental performance of businesses .	3			✓			✓	

Table C1 Prioritization Criteria Details and Notes

1. **Time sensitive** – nature of issue is pressing and/or opportunities may be lost due to rapid pace of change.
2. **Policy gap** – policy in this area is limited or lacking.
3. **Multiple goals** – strongly supports at least 5 other ESS goals, as shown in Appendix G of ESS Report.
4. **Direct link to or shared with CEEP** – strategy is also a CEEP Big Move, or provides overall direction for CEEP.
5. **Strong link to SSS** (Social Sustainability Strategy), with inherent or direct link to content and direction of approved SSS.
6. **Strong link to EDS** (Economic Development Strategy), with inherent or direct link to content and direction of approved EDS.
7. **Other (Notes):**
 - a) Largest single opportunity for community GHG reduction identified in CEEP; current Council request to investigate; closely tied to 6.2 and Transportation Plan update (in progress).
 - b) Requires action alongside 6.2.
 - c) Supports 3.1 and 3.2
 - d) Supports 10.3

Table C2. Prioritization of Quick Starts, assigned by associated Big Move priority where applicable; highlighted items already underway (see Appendix B)

Big Move	ESS Strategy Reference	CEEP Strategy Reference	Quick Start - numbers from ESS/CEEP Framework	Priority (See Table C1)
IN PROGRESS	Breathe 3.1a	Build C3.4a	8. Provide information to encourage energy efficiency, for example a website/phone number with information about opportunities for energy efficiency upgrades and grants for homes (new build and renovations).	1
NEW	Breathe 3.2a		9. Define an approach for developing a climate change adaptation plan, including information and resource needs, process and timeline.	1
IN PROGRESS	Move 5.6a	Move C2.5a	13. Undertake a preliminary review and policy recommendations to support deployment of electric vehicles.	1
IN PROGRESS	Build 6.1b	Build C3.1a	14. Review issues and possible opportunities to improve compliance, such as with requirements for review of development proposals by an energy professional.	1
NEW	Build 6.2c	Build C3.2a	15. Develop policy recommendations for encouraging higher performing buildings through the City's development application process, based upon provincial Step Code or other appropriate performance-based criteria.	1
NEW	Manage 10.3b	Manage C5.1a	23. Review upcoming civic building projects for opportunities to demonstrate energy-efficient passive design and net-zero-energy.	1
NEW	Green 1.1a		1. Define scope/phasing and develop terms of reference for the Ecosystem Health Strategy, identify necessary resources and timeline.	2
IN PROGRESS	Flow 2.1a		5. Review existing regulations for opportunities to reduce barriers to on-site rainwater management such as residential rain-gardens.	2
IN PROGRESS	Move 5.1a	Move C2.1a	11. Review gaps in existing walking, cycling routes and develop recommendations and priorities.	2
IN PROGRESS	Nourish 8.1c		17. Define the scope and develop a terms of reference for the food system strategy, identifying budget/funding sources and timeline.	2
NEW	Manage 10.4b	Manage C5.2b	24. Provide an annual report via the Environment Committee of Council on progress and implementation of the ESS and CEEP.	2
IN PROGRESS	Flow 2.4c		7. Start a water metering policy review and develop water conservation options for consideration.	3
IN PROGRESS	Live 4.3b	Live C1.2	10. Review current opportunities to convert more streets for pedestrian use, including temporary car-free events (such as Hats-Off Day) and opportunities for permanent conversions.	3
IN PROGRESS	Conserve 9.3e	Conserve C4.1b	20. Conduct a policy and program scan of practices elsewhere and opportunities for Burnaby for localized neighbourhood drop-off.	3
IN PROGRESS	Manage 10.2a		22. Develop recommendations to provide more opportunities for dialogue about sustainability at public festivals and events.	3
N/A	Green 1.2c		2. Create a pollinator meadow pilot project on public land to test approaches for broader enhancement of habitat for pollinators and associated species, and public benefits.	TBD
N/A	Green 1.4c		3. Undertake preliminary study (and mapping) to assess issue, recommend option(s) to protect streamside protection and enhancement areas.	TBD
N/A	Green 1.6c		4. Work with Metro Vancouver to support creating regional solutions for disposal of invasive plants and soil.	TBD
N/A	Flow 2.2b		6. Create a high-profile demonstration project to showcase riparian-aquatic restoration, including community involvement and education.	TBD
N/A	Move 5.4e	Move C2.3a	12. Encourage active lifestyles by developing and promoting Parks, Recreation and Cultural Services programs to encourage walking and cycling for fitness and transportation.	TBD
N/A	Prosper 7.3a		16. Work with BBOT to create an online directory of local 'green' products and services.	TBD
N/A	Nourish 8.1d		18. Provide information on City website to promote local farms and vendors of locally produced food.	TBD
N/A	Nourish 8.3b		19. Partner with a non-profit community group to establish a publicly accessible community food garden and/or 'food forest' (food bearing trees and shrubs).	TBD
N/A	Conserve 9.4b		21. Consider options for eliminating bottled water sales at City facilities and encourage drinking tap water instead, such as by providing filling stations and at-cost reusable bottles.	TBD
N/A	Manage 10.6d		25. Undertake an opportunity analysis for enhanced support and coordination of streamkeeper groups by the City.	TBD

APPENDIX D – SUMMARY OF PROPOSED PRIORITY 1 ESS/CEEP STRATEGIES AND SUPPORTING SUGGESTED ACTIONS

Breathe ESS 3.1. Reduce community greenhouse gas (GHG) emission rates, including in the areas of transportation, buildings, district energy and waste.

	ESS
"Breathe" goal	A community resilient to climate change, with clean air and low carbon emissions.
Strategy No.	3.1 – Big Move
Strategy	Reduce community greenhouse gas (GHG) emission rates, including in the areas of transportation, buildings, district energy and waste.
Suggested Actions	a) Consider opportunities to reduce GHG emissions through community planning, transportation planning, development, and waste management including those identified in the Community Energy and Emissions Plan (currently in progress). b) Look for ways to demonstrate leadership by reducing City (corporate) GHG emissions (also see Manage, Strategy 10.3).
Quick Start	<i>8. Provide information to encourage energy efficiency, for example a website/phone number with information about opportunities for energy efficiency upgrades and grants for homes (new build and renovations).</i>

Breathe ESS 3.2. Improve resilience to climate change effects by assessing risks and seeking and acting on opportunities to protect the community and ecosystems from anticipated impacts.

	ESS
"Breathe" goal	A community resilient to climate change, with clean air and low carbon emissions.
Strategy No.	3.2 – Big Move
Strategy	Improve resilience to climate change effects by assessing risks and seeking and acting on opportunities to protect the community and ecosystems from anticipated impacts.
Suggested Actions	a) Consider developing a climate change adaptation strategy to improve the community's resilience. b) Assess risks including sea level rise, extreme rainfall, storm events and flooding, shifts in plant and animal habitats and agricultural zones, drinking water supply, heat emergencies, and to the urban heat island effect. c) Explore opportunities to reduce risks through land use, building design, using natural systems (for shoreline protection, rainwater management, cooling), landscape and urban forest planning, crop and pest management, water conservation, and emergency planning especially for vulnerable citizens (also see Green, Strategies 1.1 and 1.2).
Quick Start	<i>9. Define an approach for developing a climate change adaptation plan, including information and resource needs, process and timeline.</i>

Move ESS 5.6. / CEEP C2.5 Transition to more efficient (including zero-emission) vehicles and more efficient use of vehicles.

	ESS	CEEP
"Move" goal	A walkable, bike-able and transit-supported city that supports a healthy community and environment.	
Strategy No.	5.6.	C2.5 – Big Move
Strategy	Transition to more efficient (including zero-emission) vehicles and more efficient use of vehicles.	
Suggested Actions	a) Consider developing policy to strategically support and encourage the use of electric vehicles, including charging infrastructure in new developments and publicly accessible areas.	a) Consider developing policy to strategically support deployment of electric vehicles, including appropriate types and density of charging infrastructure in new development and publicly accessible areas, and consideration for public fast-charge station(s).
	b) Support and encourage car-sharing and bike-sharing.	c) Encourage and develop partnerships to expand car-sharing and consider bike-sharing opportunities in new development.
	c) Consider developing a parking policy to encourage fewer automobile trips, and prioritize more efficient and low-emissions vehicles like priority parking for carpool/vanpool, electric vehicles, and car-share vehicles.	b) Consider opportunities for demonstrating leadership by accelerating EV adoption by including EVs in corporate fleets, and providing public charging in municipal buildings and parking lots.
Quick Start	13. Undertake a preliminary review and policy recommendations to support deployment of electric vehicles.	

Build ESS 6.1. / CEEP C3.1 Meet updated energy performance building code requirements for new buildings.

	ESS	CEEP
"Build" goal	Buildings and infrastructure that have a positive impact on the environment.	
Strategy No.	6.1 – Big Move	C3.1 – Big Move
Strategy	Meet updated energy performance building code requirements for new buildings.	
Suggested Actions	a) Promote and encourage energy conservation for new buildings.	
	b) Explore working with designers, builders, energy professionals, industry and the province to identify opportunities to optimize building code compliance.	a) Explore ways to improve the skills and knowledge of professionals about energy efficiency requirements in the BC Building Code, for example supporting and promoting programs through BCIT, the Province, BC Hydro and APEGBC.
	c) Consider other CEEP recommended strategies for improving energy performance (e.g. energy audits/labeling; and biannual policy reviews).	
Quick Start	14. Review issues and possible opportunities to improve compliance, such as with requirements for review of development proposals by an energy professional.	

Build ESS 6.2. / CEEP C3.2 Improve building design construction to meet higher standards of environmental performance.

	ESS	CEEP
"Build" goal	Buildings and infrastructure that have a positive impact on the environment.	
Strategy No.	6.2 – Big Move	C3.2 – Big Move
Strategy	Improve building design and construction to meet higher standards of environmental performance.	
Suggested Actions	a) Promote and celebrate buildings that demonstrate leadership in conserving energy and water, reducing emissions and waste, and enhancing ecosystems.	
	b) Consider developing programs to further encourage and reward builders of highly energy efficient homes.	a) Consider policy approaches to encourage higher levels of energy efficiency than required in the BC Building Code, and reduced GHG emissions, in new larger (Part 3 BCBC) buildings, including: <ul style="list-style-type: none"> • alignment with the provincial Building Act and Step Code. • integration with existing City development application policy; • incentives such as grants for innovative projects.
	c) Explore developing 'green building' policies and programs for new developments, exceeding minimum regulatory requirements, including energy and emissions reduction, water conservation, waste reduction, ecosystem enhancement and occupant health.	b) Consider policy approaches to encourage higher levels of energy efficiency than required in the BC Building Code, and reduced GHG emissions, in new smaller (Part 9 BCBC) buildings, including: <ul style="list-style-type: none"> • alignment with the provincial Building Act and Step Code. • integration with existing City development application policy; • incentives such as grants for innovative projects.
Quick Start	<i>15. Develop policy recommendations for encouraging higher performing buildings through the City's development application process, based upon provincial Step Code or other appropriate performance-based criteria.</i>	

Manage ESS 10.3 / CEEP C5.1 Demonstrate leadership in sustainability through City facility and operations management by reducing energy and GHG emissions, conserving water, reducing and diverting waste and enhancing ecosystems.

	ESS	CEEP
"Manage" goal	Environmentally aware and engaged community working together to improve Burnaby's environmental performance.	
Strategy No.	10.3 – Big Move	C5.1 – Big Move
Strategy	Demonstrate leadership in sustainability through City facility and operations management by reducing energy and GHG emissions, conserving water, reducing and diverting waste and enhancing ecosystems.	
Suggested Actions	a) Pursue developing priorities and strategies for improving corporate sustainability.	
	b) Explore ways to implement further improvements in operational areas such as City procurement, vehicle fleet, staff commuting, food services, new and existing buildings and infrastructure, landscape design and management, server virtualization, and management of festivals and events.	a) Look for opportunities to incorporate leading green building practices and energy retrofits in City projects, and share learnings broadly.
	c) Consider financial, social and environmental impacts over their entire lifetime when deciding how to manage hard assets like buildings and infrastructure.	b) Explore developing a corporate energy and emissions plan.
Quick Start	23. Review upcoming civic building projects for opportunities to demonstrate energy-efficient passive design and net-zero-energy.	

APPENDIX E – FEDERATION OF CANADIAN MUNICIPALITIES (FCM) FUNDING

Overview of FCM Climate Funding Programs to Support City Projects and ESS/CEEP

FCM Program	Funding Amount	Potential Projects	ESS/CEEP Policy Area and Plan Reference
Energy: Climate Mitigation Studies	\$175,000 / 80%	Study/scan of opportunities for existing facility energy upgrades and retrofits	Corporate Sustainability / Green Building Manage 10.3/C5.1 (Big Move); Build 6.3/ C3.4
		Feasibility study of net-zero/passive design approaches, re-use of waste heat and other significant energy efficiency in new city facility/facilities.	Corporate Sustainability / Green Building Manage 10.3/C5.1 (Big Move); Quick Start #23; Build 6.2/C3.2 (Big Move)
		Back-up power supply at facilities and/or pump stations with renewable energy (solar + battery storage)	Corporate Sustainability Manage 10.3/C5.1 (Big Move); Build 6.6/C3.6
Transportation: Climate Mitigation	\$175,000 / 80%	Greening City Fleet (i.e. driving behaviour, vehicle matching, fuel shifting, EV's, etc.)	Corporate Sustainability Manage 10.3/C5.1 (Big Move); Move 5.6/C2.5 (Big Move)
Capital Project Funding	\$1M / 80%	Installation of publicly accessible EV charging in City facilities	Corporate Sustainability / EVs Move 5.6/C2.5 (Big Move)
		Implementation of other feasibility study outcomes	Corporate Sustainability Manage 10.3/C5.1 (Big Move); Build/Move
Climate Change Adaptation	\$175,000 / 80%	Asset vulnerability assessment	Climate Change Adaptation Breathe 3.2 (Big Move)
		Flood modeling / risk assessment	Climate Change Adaptation Breathe 3.2 (Big Move)
Staff for Climate mitigation	not yet announced (Fall 2017)	staff resources to support CEEP implementation	CEEP Implementation Manage 10.4 / C5.2 (Big Move)
Climate Change Adaptation	\$175,000 / 80%	Climate change adaptation plan	Climate Change Adaptation Breathe 3.2 (Big Move)
Greenhouse gas emission reduction and community energy plans funding	\$175,000 / 80%	Corporate sustainability (energy/GHG) strategy	Corporate Sustainability Manage 10.3 / C5.1 (Big Move)



Meeting 2017 September 13

COUNCIL REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 August 18

FROM: CHIEF INFORMATION OFFICER

FILE: 1920-30
Reference Digital Communications Systems

SUBJECT: CITY FIBRE NETWORK STRATEGY

PURPOSE: To seek approval in principle for the City's long-term strategy to implement a City-owned fibre communications network.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council approve in principle the strategic direction for the City's long term fibre communications network as outlined in this report.

REPORT**1.0 INTRODUCTION**

The City provides a wide range of citizen-facing services across Burnaby, in-person at City facilities and on-line. Supporting the delivery of civic functions and services are a number of business systems and a data network that transmit information between sites. This network also supports operations that go largely unseen by citizens such as control and monitoring systems that keep equipment operating safely, and global positioning systems used to assist first responders and manage the City's fleet of vehicles. Given the extent to which departments have come to rely on technology to support core processes, it is important that they have a telecommunications network that is high-speed and highly-available. And that this network can scale to meet anticipated levels of growth in systems use over the next 10 – 15 years.

The current City of Burnaby network is a combination of commercial services and City-owned fibre. The City Hall campus (City Hall, West Building, Deer Lake and Fire Hall 1) is connected by an internal City fibre network ring. Other sites are serviced by external communications companies. In 2015, the City entered into a ten year agreement with Telus for high-speed broadband service for 26 City sites at advantageous rates, in part exchange for Telus' ability to install small cell devices on City street infrastructure – e.g., light poles. This agreement provided substantial savings over equivalent commercial pricing. It was understood that, over time, the City's network requirements would outstrip the speed and bandwidth available under the

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: City Fibre Network Strategy
 2017 September 13.....Page 2

agreement, and that future contract renewals at standard commercial rates would become untenable when extrapolated across all City locations and services.

Most local municipalities have elected to build their own network and treat it like a utility; some over-build and sell or share surplus capacity with third parties. City-owned networks carry significant benefits over commercial services:

- IT infrastructure staff have a clear, end-to-end view of the network for optimal performance, security management and incident diagnosis and resolution;
- lower total cost of ownership over commercial services of an equivalent speed and service level;
- faster recovery time in the event of an emergency or disaster as commercial providers restore service based on internal and not municipal priorities.

2.0 CURRENT SITUATION

The City's existing fibre network connecting City Hall, West Building, Deer Lake and Fire Hall 1 was constructed to replace commercial third party services at its highest network traffic locations. In anticipation of future network demand across the remaining City sites, Staff developed a fibre network strategy to assess the feasibility and cost effectiveness of provisioning a City-owned and managed communications network. In 2015, a pilot project was initiated with City Engineering to share the costs of building network conduit between Bill Copeland Sports Complex and Burnaby Sports West Building and Fields. A further pilot was conducted with an external third party to develop an exchange agreement to share existing communications duct in the Boundary/Hastings and Gilmore/Canada Way areas. These shared pilot projects successfully delivered future network connection points at considerable savings over a custom-built IT-only construction project. The pilots also determined that the size and geography of Burnaby, coupled with the dispersed nature of City sites, would require a phased, selective approach to provisioning a network.

The strategic direction arising from the pilot projects and subsequent analysis is that the City should build and manage its own fibre communications network, focusing on the locations with highest bandwidth and service continuity requirements, in the most cost effective manner possible. Subject to location and contractual agreements, surplus network capacity could be made available to third parties.

3.0 PROPOSED IMPLEMENTATION APPROACH

The City has 22 major network sites (e.g., the City Hall campus, Burnaby Public Library – Metrotown branch, Laurel and Still Creek Works Yards); 55 medium sized sites (e.g., Bonsor Recreation Centre and Cameron Library) and numerous network access points (e.g., traffic lights and SCADA). To develop the implementation road map, staff evaluated each City site based on key criteria including: services delivered, impact of outages and cost to provision fibre to that

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: City Fibre Network Strategy
 2017 September 13.....Page 3

site. Based on this analysis, priority sites for development were identified as the Laurel and Still Creek Works Yards and Fire Hall 7; Emergency Support Services' locations and the remaining Fire Halls.

Staff will employ the following approaches to reduce implementation costs:

- co-build with existing capital works programs – include fibre communications conduit in upcoming Engineering and Parks capital works projects that traverse City facilities, in the order of priority as outlined in Appendix 1;
- leverage existing city planning procedures and processes – for major new developments, request that City network communications requirements be included in the planning process;
- develop partnerships with 3rd parties – as opportunities arise, form partnerships with 3rd parties to build new fibre conduit, swap excess capacity (conduit, fibre cabling or both) and co-build new fibre communications conduit. Established City processes will be used to manage the relationships and contractual agreements.

Towards the end of the program, there may be a need for some stand-alone IT construction projects to fill in the gaps between network segments that are close in proximity but do not completely connect. It is also expected that some commercial services will be retained for remote sites where fibre network builds cannot be cost justified.

An internal policy document will be developed to define the fundamental goals for the City Fibre Network, along with principles to guide site selection and implementation, and the ongoing operation and management of the assets that comprise an internal fibre communications network. This document will leverage existing City processes and contractual agreements for asset construction and management wherever possible.

4.0 FINANCIALS

If the IT Department were to undertake independent projects to rapidly build a communications network to connect all civic facilities, the estimated cost would be around \$37M over an eight year timeframe. The approach outlined in Section 3.0, which leverages cost sharing arrangements with other City departments and external partners, will take longer to execute but will reduce construction costs to approximately \$17M over 15 years. Commercial services will be retained for remote sites where the cost of provisioning City-owned fibre proves prohibitive. Construction costs will be offset by retiring existing commercial telecommunications services at an average rate of \$13,500/site/year based on current pricing. Over the life of the program, two additional full time equivalent staff will be required to manage the network and provide support to City sites at an estimated cost of \$120,000 per employee (one in Year 2 and another approximately mid-way through the construction program). The break-even point for the network build is estimated at Year 11 (1 year after the current Telus agreement ends) with projected annual savings rising to \$1.5M per year (after Year 20). Savings are based on the estimated cost of commercial telecommunications services adjusted for projected growth in data

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: City Fibre Network Strategy
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utilization and transmission. Additional commercial services, such as back-up routes for network fail-over, would result in extra ongoing charges. Increased services on an internal network would not incur incremental costs after the City network is in place.

5.0 PHASED IMPLEMENTATION SCHEDULE

Implementation of the City's fibre communications network will be phased over approximately 15 years with incremental improvements made in subsequent years to address emerging needs: e.g., new City facilities. Appendix 1 details the proposed list of City network locations as per the implementation road map. Because the City Fibre Network Program will share costs with other internal and external construction projects, the implementation plan will need to reflect – and adapt to – the schedules of these other groups. Scope and cost estimates may fluctuate from year to year based on the opportunities available. IT staff will bring forward an implementation plan and funding request on an annual basis as part of the capital budgeting process in order to progress the roll-out of the City Fibre Network Program.

6.0 CONCLUSIONS AND PROPOSED WAY FORWARD

The majority of Lower Mainland municipalities have built, or are in the process of building, high capacity, high speed city-owned fibre networks to facilitate strategic service delivery and citizen support objectives at a reduced cost over commercial telecommunications providers. Burnaby will require similar infrastructure to deliver network bandwidth that supports an increasing reliance on systems and data, as well as citizen demand for online services. To optimize the cost of provisioning this network, staff will leverage existing City infrastructure projects, processes and governance, and will partner with third parties to share or acquire additional bandwidth. A strategic road map of the City's planned fibre network will be maintained and sites proposed for development will be included in the annual capital budget review process.

7.0 RECOMMENDATIONS

It is recommended that the Financial Management Committee recommend Council approve in principle the strategic direction for the City's long term fibre communications network and that the City Fibre Network Strategy be used to provide context to annual IT capital budget requests for the interim segments that will ultimately link core City sites into a high speed, high capacity fibre network. Specific fibre network capital projects will be included in future capital programs for consideration and approval by Council.



Shari Wallace
 CHIEF INFORMATION OFFICER

SJW:sjw

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: City Fibre Network Strategy
2017 September 13.....Page 5

Copied to: City Manager
Deputy City Manager
Director Engineering
Director Finance
Director Parks, Recreation and Cultural Services
Director Planning & Building
City Solicitor

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: City Fibre Network Strategy
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APPENDIX 1 – Proposed City Site Implementation Plan

1. CITY HALL, CORE LOOP AND HASTINGS CORRIDOR

The first phase will allow the potential collection of the nodes along the Hastings corridor in preparation for connection to City Hall. The major connections made during this phase are:

- Hastings Corridor (connects ~35 nodes)
- Southwest quadrant emergency site (Bonsor)
- Highest overall network traffic corridor (Norland/Sperling)
- Firehall 7 (Core Loop continuation)
- Highest utilized library (Metrotown Library)

2. HASTINGS CORRIDOR AND SOUTHEAST QUADRANT

The second phase connects up to 37 nodes of the Hastings corridor and the SE Emergency Support Services location to City Hall. The major connections made during this phase are:

- Southeast quadrant emergency site (Edmonds Community Centre)
- Northern Hastings Corridor to Core Loop
- Core Loop back-up route (part 1)

3. NORTH BURNABY AND CORE LOOP REDUNDANCY

The third phase connects the remaining two Emergency Support Services location to City Hall and completes the core loop redundancy pathway. The major connections made during this phase are:

- Northeast quadrant emergency site (Cameron Rec Centre)
- Northwest quadrant emergency site (Brentwood Centre)
- Northern Hastings Corridor back-up routes
- Core Loop back-up route (part 2)

4. BALANCE OF REMAINING CIVIC FACILITIES

The fourth phase connects the remaining Civic sites and all remaining Parks, Recreation and Cultural Services (PRCS) sites. The major connections made during this phase are:

- Additional remaining Civic & PRCS facilities
- All Burnaby Mountain Facilities

5. SCADA, TRAFFIC AND RESEARCH SITES

The fifth phase connects the remaining PRCS, Research and Community Police Office sites.

Note: project details will be included in future annual financial plans for final review and discussion by Council.



Meeting 2017 Sep 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 September 05

FROM: DIRECTOR FINANCE

FILE: 5820-20
Reference: 170-09/16

SUBJECT: **CONTRACT AWARD – SAP HARDWARE AND DATABASE REPLACEMENT PROJECT (SUITE ON HANA) – HANA APPLIANCE AND APPLICATION SERVER HARDWARE**

PURPOSE: To request approval to award a contract for the SAP HANA appliance and application server hardware component of the SAP Hardware and Database Replacement project.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve a contract award to Hewlett Packard Enterprise Canada Co. for an estimated value up to \$1,657,600 including GST and PST in the amount of \$177,600 as outlined in this report.

REPORT

The City's current SAP hardware environment is end-of-life and needs to be replaced for reasons of business continuity and performance. In addition, SAP will cease to support the City's existing version of its SAP enterprise resource planning (ERP) software in 2020. The combination of these factors provided the impetus for the Information Technology department to recommend upgrading the City's ERP environment to SAP's new HANA database in addition to the standard hardware replacement. Council approved the SAP Hardware and Database Replacement project on 2016 December 12.

Since the initial project approval, IT staff has conducted research to appropriately size and scope the hardware required to run the new SAP HANA database, followed by a detailed procurement process.

Seven submissions to a Request for Proposals (RFP) were received by the closing time on 2017 January 23. The work of this contract includes replacing the existing SAP hardware environment (IBM P-series) with new HANA-specific hardware appliances and servers. In addition, the current Oracle database will be upgraded to the new SAP HANA database.

The recommended company, Hewlett Packard Enterprise Canada Co., is the market leader for SAP HANA infrastructure and has deep experience, including implementation of this equipment in the municipal sector. The proposed system is scalable and performance-optimized for SAP

To: Finance Management Committee

From: Director Finance

Re: CONTRACT AWARD – SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
(SUITE ON HANA) – HANA APPLIANCE AND APPLICATION SERVER HARDWARE

2017 September 13Page 2

HANA. The proposal from Hewlett Packard Enterprise Canada Co. was the lowest price bid and also offers the best value for the City.

The Chief Information Officer has reviewed the agreement and concurs with the recommendation.

The funding for SAP HANA project was approved on 2016 November 26 at \$4.14 million (inclusive of taxes). The total project cost includes hardware, software and implementation services. A breakdown of the cost estimate is as follows:

Project Component	Cost Estimate (\$)
HANA Hardware Contract	1,480,000
HANA Implementation Services Contract	1,021,450
Taxes	228,673
HANA Licensing	560,755
Project Planning and Scoping	84,000
Project Contingency (10%)	273,000
Internal Labour Cost	492,000
Total	\$4,140,000

Funding for HANA hardware purchase is included in the 2017-2021 Financial Plan under WBS Element: AEA.0083 (\$1,583,600).



Noreen Kassam
DIRECTOR FINANCE

GC:CA /mm

Copied to: City Manager
Deputy City Manager
Chief Information Officer



Meeting 2017 Sep 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 September 05

FROM: DIRECTOR FINANCE

FILE: 5820-20
217-12/16

**SUBJECT: CONTRACT AWARD – SAP HARDWARE AND DATABASE
REPLACEMENT PROJECT (SUITE ON HANA) – IMPLEMENTATION
SERVICES**

PURPOSE: To request approval to award a contract for the implementation services component of the SAP Hardware and Database Replacement (Suite on HANA) project.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve a contract award to The Createch Group for an estimated value up to \$1,072,523 including GST in the amount of \$51,073 as outlined in this report.

REPORT

The City's current SAP hardware environment is at end-of-life and needs to be replaced for reasons of business continuity and performance. In addition, SAP will cease to support the City's existing version of its SAP enterprise resource planning (ERP) software in 2020. The combination of these factors provided the impetus for the Information Technology department to recommend upgrading the City's ERP environment to SAP's new HANA database in addition to the standard hardware replacement. Council approved the SAP Hardware and Database Replacement project on 2016 December 12.

The migration from a traditional relational database to an in-memory database is complex and new to the City. Since the SAP environment contains core financials and other key operational information, it is also essential to maintain the integrity of that data during the transition. Engaging an implementation services organization with previous experience in SAP HANA upgrades will ensure the project team leverages proven migration processes, tools, lessons learned and best practices. The skillsets offered by implementation services' firms are highly technical and specialized and will enable City staff to quickly build their own knowledge and capability in order to sustain the new and unfamiliar technology post migration.

The work of this contract includes the formulation and execution of a plan to migrate the City's current SAP database and software to SAP Suite on HANA and will include testing, custom code adaptation and database performance tuning to optimize the systems.

Twelve submissions to a Request for Proposals (RFP) were received by the closing time on 2017 March 20.

To: Finance Management Committee

From: Director Finance

Re: CONTRACT AWARD – SAP HARDWARE AND DATABASE REPLACEMENT PROJECT
(SUITE ON HANA) – IMPLEMENTATION SERVICES

2017 September 13Page 2

The recommended company, The Createch Group, is a leading Canadian provider of SAP solutions and has strong experience in HANA migrations, including delivery of a HANA migration for the Municipal Property Assessment Corporation in Ontario. In addition, The Createch Group has a deep Canadian based HANA-experienced resource team, and has shown that they provide the best value, experience and services for the requirements of this contract.

The Chief Information Officer has reviewed the agreement and concurs with the recommendation.

The funding for the SAP Hardware and Database Replacement (Suite on HANA) project was approved on 2016 November 26 at \$4.14 million (inclusive of taxes). The total project cost includes hardware, software and implementation services. A breakdown of the cost estimate is as follows:

Project Component	Cost Estimate (\$)
HANA Hardware Contract	1,480,000
HANA Implementation Services Contract	1,021,450
Taxes	228,673
HANA Licensing	560,755
Project Planning and Scoping	84,000
Project Contingency (10%)	273,000
Internal Labour Cost	492,000
Total	\$4,140,000

Funding for this project is provided under the following WBS element: AEA.0083 (\$1,021,450) within the 2017-2021 Financial Plan.



Noreen Kassam
DIRECTOR FINANCE

GC:CA/mm

Copied to: City Manager
Deputy City Manager
Chief Information Officer



Meeting 2017 Sep 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 September 05

FROM: DIRECTOR FINANCE

FILE: 5820-20
Reference: 170-09/16

SUBJECT: **CONTRACT AWARD – TELEPHONY SYSTEMS HARDWARE AND SOFTWARE**

PURPOSE: To request approval to award a contract for telephony hardware and software.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve a contract award to Long View Systems Corporation for an estimated value up to of \$1,668,915.00 including GST and PST in the amount of \$160,594.00 as outlined in this report.

REPORT

The City purchased a Nortel VoIP telephony system in 2007. The telephony system supports the City's core communications needs for all departments, including basic telephone service, calling trees, voicemail and after hours messaging.

The current system has reached the end of its useful life and requires replacement. The hardware was purchased in 2007 and components have begun to fail, requiring short term fixes at increasing costs. The risk of technical failure has been increasing in the past few years due to the physical condition and increased demand on the equipment. Since our telephony hardware and software is a core operational system, any unplanned outage would result in down time for staff and a reduction in overall citizen services.

Seven submissions were received by the closing time on 2017 January 23. The work of this contract includes the supply, installation, configuration and integration of new telephony hardware and software to replace the existing Nortel VoIP telephony system.

Using the latest technology, the new system completely replaces the City's existing telephony system including the roll out of new telephone handsets. The new telephony system will provide the City with greater service reliability and fault tolerance. In addition, staff will have the option of integrating their voicemail with their e-mail account, allowing for remote access to their voicemails and several other features which will provide greater efficiency and better customer service.

To: Financial Management Committee

From: Director Finance

Re: CONTRACT AWARD – TELEPHONY SYSTEMS HARDWARE AND SOFTWARE

2017 September 13 Page 2

The recommended company, Long View Systems, has extensive experience implementing the proposed solution, including implementation of this equipment in the municipal sector. City staff will finalize the contract details in the coming weeks and the project cost will be within the estimated value. The Chief Information Officer concurs with this recommendation.

Funding for this project is provided in the 2017-2021 Financial Plan under the following WBS elements: AEC.0012 (\$1,613,903.47).



Noreen Kassam
DIRECTOR FINANCE

GC:CA/mm

Copied to: City Manager
Deputy City Manager
Chief Information Officer



Meeting 2017 Sep 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 September 05

FROM: DIRECTOR FINANCE

FILE: 7300-20

SUBJECT: 2016 GAS TAX PROGRAM

PURPOSE: To inform Council on the 2016 Gas Tax funding received and utilized by the City.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council receive this report for information.

REPORT**1.0 BACKGROUND**

An administrative agreement on the Federal Gas Tax Fund in British Columbia was signed between Canada, British Columbia and UBCM effective 2014 April 01 for a ten-year period. The program aims to achieve three national objectives: productivity and economic growth; a clean environment; and strong cities and communities, and provides for flexible, long term funding for municipal infrastructure.

The Gas Tax Fund has been made available for the benefit of all municipalities across the country. The Community Works Fund (CWF) portion of the Gas Tax Fund will deliver \$519.3 million to British Columbia municipalities over the first five years of the agreement. Funding will be allocated twice annually to all local governments in British Columbia for eligible expenditures of eligible projects as set out in the Gas Tax agreement. Burnaby's allocation for 2016 was \$721,593. As part of the agreement, a report is provided annually on July 01 to UBCM outlining the use of Gas Tax funding by all municipalities.

All Gas Tax funding received by the City is set aside in a Gas Tax Reserve, to ensure its use as specified by the agreement. Council reviews and approves all capital and operating project initiatives funded by the Gas Tax Reserve annually as part of the budget process.

The table below lists projects that were funded by the Gas Tax Reserve in 2016:

Description	Amount (\$)
Lane Condition Analysis and Prioritization (carry forward from 2014)	127,000
Barnet Pedestrian Bridge Upgrade (carry forward from 2014)	108,012
Local Roads Network Paving	721,593
Total 2016 Actual Gas Tax Eligible Expenditures	\$ 956,605

To: Financial Management Committee
 From: Director Finance
 Re: 2016 GAS TAX PROGRAM
 2017 September 13 Page 2

For reference, Attachment 1 provides a summary of the Gas Tax funding received to date and the expenditures made for each year of this agreement to 2016 December 31.

As per the agreement it is expected that Burnaby will receive a grant of \$721,593 in 2017. Gas Tax funding for 2017 is allocated as follows:

Description	Amount (\$)
Fibre Network Installation	341,600
Swangard Track Reconstruction	380,000
Total 2017 Plan Gas Tax Eligible Expenditures	\$ 721,600

The Gas Tax Reserve continues to be a viable funding source for eligible initiatives that benefit Burnaby's community.



Noreen Kassam
 DIRECTOR FINANCE

NK:RG/ew

Attachment: 1 – Gas Tax Fund Summary as Reported to UBCM, for the years 2014 – 2016

Copied to: City Manager
 Director Engineering
 Director Parks, Recreation & Cultural Services
 Chief Information Officer

Gas Tax Fund Summary as Reported to UBCM

For the Years 2014 to 2016

	2014 Actual (\$)	2015 Actual (\$)	2016 Actual (\$)	Total Actual (\$)	2017 Proposed (\$)
Beginning Balance	-	526,399	270,766		41,987
Actual Revenue	698,088	698,088	721,593	2,117,769	721,593
Investment Income	3,311	10,198	6,233	19,742	3,500
Total Additions	701,399	708,286	727,826	2,137,511	725,093
-47- <u>Actual Eligible Project Expenditures:</u>					
Local Roads Network Paving	(175,000)	-	(721,593)	(896,593)	-
Riverside Area Improvements	-	(687,000)	-	(687,000)	-
LED Streetlight Conversion	-	(200,000)	-	(200,000)	-
Lane Condition Analysis and Prioritization	-	-	(127,000)	(127,000)	-
Barnet Pedestrian Bridge Upgrade	-	(16,988)	(108,012)	(125,000)	-
Storm Water Monitoring and Modeling	-	(59,931)	-	(59,931)	-
Fibre Network Installation	-	-	-	-	(341,600)
Swangard Track Reconstruction	-	-	-	-	(380,000)
Total Actual Eligible Project Expenditures	(175,000)	(963,919)	(956,605)	(2,095,524)	(721,600)
Ending Balance	\$ 526,399	\$ 270,766	\$ 41,987	\$ 41,987	\$ 45,480



Meeting 2017 Sep 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 September 05

FROM: DIRECTOR FINANCE

FILE: 7800-02

SUBJECT: 2018 PERMISSIVE PROPERTY TAX EXEMPTIONS

PURPOSE: To obtain approval for Permissive Property Tax Exemptions for 2018.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Permissive Property Tax bylaw to exempt the properties listed in Attachment 4 from property taxation in 2018.

REPORT**1.0 BACKGROUND**

The Community Charter provides statutory and permissive (discretionary) exemptions from property taxes. Statutory exemptions primarily cover provincial and municipal properties (public schools, hospitals, parks, etc.) and churches. Permissive exemptions are permitted, at Council's discretion, for other properties such as: land that is ancillary to churches, athletic or service clubs, and not-for-profit enterprises that meet the City's definition of an extension to or contribution towards City services.

In the spring of each year, application forms related to the following taxation year are forwarded to each organization that has previously been granted a property tax exemption and to any other organization that has indicated an interest in applying for a permissive property tax exemption.

Each application that is received by the City is subject to a verification process conducted by the Manager of Revenue and Taxation. The process typically includes discussions with the applicant, a tax inquiry, a review of ownership records, a review of pending and existing building permits and rezoning applications, a Licence inspector site visit, discussions with BC Assessment, and an evaluation of the organizations' adherence to the City's Permissive Tax Exemption Policy. For approved applications, a site survey plan is also created if one was not submitted with the application.

The exemptions outlined in this report fall within Section 224 of the Community Charter and are further administered by Council Policy.

To: Finance Management Committee
 From: Director Finance
 Re: 2018 PERMISSIVE PROPERTY TAX EXEMPTIONS
 2017 September 13 Page 2

Council's policy for granting permissive exemptions dates back to 1986 and was formulated to provide equitable treatment for those applying for exemptions as well as maintaining the property tax base; thereby, minimizing the impact of exemptions on the remaining tax payers. The policy was intended to provide exemptions for services and organizations that provide "complementary extensions of Municipal services and for which the burden resulting from the exemption is a justifiable expense to the taxpayers of Burnaby".

The policy stipulates that before being considered for an exemption, properties must comply with the legislation and their use must be:

- Consistent with municipal policies, plans, bylaws, codes and regulations;
- Not-for-profit and not for commercial or private gain;
- Complementary extensions to Municipal services;
- Accessible to the public; and
- Used primarily by Burnaby residents.

In 1974 Council had also adopted a policy that, regardless of compliance to legislation or civic policy, all residential properties would be responsible for paying property taxes including private hospitals and care homes.

A bylaw under Section 224 may only come into effect for the next taxation year once public notice of the proposed bylaw has been given and subject to the bylaw being adopted on or before October 31 of the year prior to the taxation year for which the exemption is approved.

2.0 CHANGES FROM 2017 PERMISSIVE PROPERTY TAX EXEMPTION

This report is accompanied by four attachments:

- Attachment 1 discusses one new application which is being considered for a permissive exemption in 2018.
- Attachment 2 includes two changes in permissive exemptions from 2017. The first change is required to reflect a change in ownership of a church. The second change is to allow for a change in use to remove the taxable portion of excess land which is now being used for church parking.
- Attachment 3 reflects deletion of seven properties for which an exemption will no longer apply.
- Attachment 4 lists all properties for permissive tax exemptions for 2018.

In accordance with Section 227 of the *Community Charter*, public notification of the estimated value of each exemption must be advertised for two consecutive weeks in a local newspaper.

To: Finance Management Committee
 From: Director Finance
 Re: 2018 PERMISSIVE PROPERTY TAX EXEMPTIONS
 2017 September 13 Page 3

The public notification process, as outlined in the legislation, requires that an estimate of the total value of the property tax exemptions proposed under the bylaw be provided for each of the following 3 years. The estimated total value of the Section 224 property tax exemptions is as follows:

2018 – \$1,095,000
 2019 – \$1,116,000
 2020 – \$1,139,000

3.0 APPLICATIONS NOT RECOMMENDED FOR PROPERTY TAX EXEMPTION

Hindu Cultural Society & Community Centre of BC – 5420 Marine Drive

An application for Permissive Tax Exemption was received in 2017 August. This organization was previously granted a Permissive Tax Exemption from 1981 to 2017 at 3885 Albert Street, Burnaby. This property was sold in 2017 to Grace New Covenant Pentecostal Church.

A new church is under construction at 5420 Marine Drive and will not receive occupancy until late 2017 or early 2018. A permissive exemption cannot be approved until the property is occupied and a survey map is created to determine the taxable, statutory and permissive exemption areas. Staff will request an application and survey map in 2018 for the 2019 tax year.

Wildlife Rescue Association of BC – 5216 Glencarin Drive

The Wildlife Rescue Association leases a property located at 5216 Glencarin Drive from Metro Vancouver Regional District. Staff were made aware of this lease in 2016 November by BC Assessment, who were made aware of this property following an inquiry from Metro Vancouver. BC Assessment conducted an inspection of the property and met with a representative from the Wildlife Rescue Association. BC Assessment explained that all land and improvements on a private lease from a local government will result in the loss of statutory tax exemption, meaning that the land occupied was taxable going forward. BC Assessment also advised that the association could apply for a Permissive Tax Exemption from the City.

The City of Burnaby received a Permissive Tax Exemption application in 2017 February. Staff has advised the Wildlife Rescue Association that the organization is not eligible for a permissive tax exemption as it does not meet the eligibility considerations in the City's policy, notably the organization does not provide services that are "complementary extensions of Municipal services". The Wildlife Rescue Association has since retained legal counsel and has presented arguments on behalf of the Association. After further review, staff continue to be of the view that the Association does not meet the requirements for a Permissive Tax Exemption under the City's current policy and recommend against providing an exemption for the leased property.

To: Finance Management Committee
From: Director Finance
Re: 2018 PERMISSIVE PROPERTY TAX EXEMPTIONS
2017 September 13 Page 4

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Permissive Property Tax bylaw to exempt the properties listed in Attachment 4 from property taxation in 2018.



Noreen Kassam
DIRECTOR FINANCE

RR:DL /mm

Copied to: City Manager
Director Planning and Building
Director Parks, Recreation & Cultural Services
City Solicitor
City Clerk
Area Assessor, B.C.A.

Attachments: 1 – New Applications for Permissive Exemption from Property Tax for 2018
2 – Proposed Changes in Permissive Exemptions for Property Tax in 2018
3 – Deletions from Taxation for 2018
4 – Permissive Exemptions from Property Taxation for 2018

**NEW APPLICATIONS FOR PERMISSIVE EXEMPTION FROM PROPERTY TAX
FOR 2018**

CITY OF BURNABY PROPERTIES

To permissively exempt the following eligible organization from 100% of taxation in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
1. 7451 Sussex Ave St. Michaels Centre Hospital Society	5795-7451-0000

PROPOSED CHANGES IN PERMISSIVE EXEMPTIONS FOR PROPERTY TAX IN 2018

A change in the permissive tax exemption currently being given to the following properties is recommended for 2018:

Address and Organization

Tax Roll Number

- | | | |
|----|---|----------------|
| 1. | 3885 Albert St
Grace New Covenant Pentecostal Church | 0630-3885-0000 |
|----|---|----------------|

This church was previously owned by Hindu Cultural Society. There is no change in the permissive exemption status from 2017. The change is in ownership only.

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| 2. | 7200 Cariboo Rd
Cariboo Road Christian Fellowship Society | 8045-7200-0000 |
|----|--|----------------|

A change is required to reflect the deletion of the taxable portion of excess land. The improvement and land have received a complete renovation. A survey plan is attached to Schedule 4.

DELETIONS FROM TAXATION FOR 2018

Following properties will not be eligible for a permissive tax exemption in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
1. 5526 Gilpin St Seventh-Day Adventist School	2320-5526-0000
2. 8260 13 th Ave John Knox Christian School	4500-8260-5000
3. 7450 11 th Ave St. Thomas More Collegiate	4540-7450-5000

For the above three properties, bill 29 was introduced by the Province of BC. All private schools that offer the BC public school curriculum are statutorily exempt from property taxes, except for areas used for residential purposes which are taxable. The above private schools are now 100% statutorily exempt except for St. Thomas More Collegiate which has a partial taxable portion for residential purposes.

4. 5945 14 th Ave	4480-5945-0000
6069 14 th Ave	4480-6069-0000
7528 14 th Ave	6337-7528-0000
7450 14 th Ave	6337-7450-0000

Burnaby and Region Allotment Gardens Association amended their ongoing lease with Parks, Recreation & Cultural Services to an operating agreement which does not require a Permissive Exemption.

5. 3755 Banff Ave Burnaby Association for Community Inclusion	6107-3755-0000
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BACI has applied for rezoning, demolition of existing daycare and residential facility and construction of a new residential and daycare facility. The daycare has temporarily relocated to Cariboo Rd Christian Fellowship Church. BACI can apply for a Permissive Tax Exemption when the daycare occupies the new facility.

6. 8094 11 th Ave Iglesia de Nazareno Betel (Church of Nazarene)	4560-8094-0000
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A 2018 Permissive Tax Exemption application has not been received for this property.

7. 7271 Gilley Ave Shri Guru Ravidass Sabha (Sikh Temple)	6495-7271-0000
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A 2018 Permissive Tax Exemption application has not been received for this property.

PERMISSIVE EXEMPTIONS FROM PROPERTY TAXATION FOR 2018

Section 224 of the Community Charter empowers Council to exempt from taxation, by bylaw, City lands rented or leased by a non-profit organization.

A. City of Burnaby Properties

To exempt tenants of the following properties and units therein from 100% of taxation for 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
1. 7355 Canada Way Edmonds Community Resource Centre a. St. Matthew's Day Care Society b. Deaf Children's Society of BC c. Burnaby Adult Learning Centre d. Canadian Mental Health Association e. Burnaby Family Life f. Canadian Red Cross, Fraser Region – Burnaby Branch g. Immigrant Services Society of BC h. Afghan Women's Support Society	1770-7355-0000
2. 2101 Holdom Avenue (Legacy project) Holdom Community Resource Centre a. Burnaby Family Life Institute b. Community Living Society c. Dixon Transition Society d. Burnaby Volunteer Centre Society	6245-2101-0000
3. 2055 Rosser Avenue (Vantage project) Brentwood Community Resource Centre a. Burnaby Community Services Society b. Burnaby Meals on Wheels Society c. YMCA of Greater Vancouver d. MOSAIC Immigrant Services e. Burnaby Seniors' Outreach Services Society	5585-2055-5000
4. 4460 Beresford Street (Metroplace project) Metrotown Community Resource Centre a. Burnaby Neighbourhood House b. BC Centre for Ability c. YMCA Childcare Resource & Referral Program d. National Congress of Black Women Foundation	2810-4460-0000
5. 4535 Kingsway (Sovereign project) Pioneer Community Resource Centre a. Burnaby Hospice Society b. Burnaby Family Life	2690-4535-0000

- | | | |
|----|--|----------------|
| 6. | 2702 Norland Avenue
Burnaby Association for Community Inclusion | 1560-2702-0000 |
| 7. | 6650 Southoaks Crescent
Community-Centred College for the Retired | 3261-6650-0000 |
| 8. | 6140 McKercher Avenue
Burnaby Family Life Institute | 5793-6140-0000 |

To exempt the following properties occupied by the Burnaby School District from 100% of taxation for 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
9. 6990 Aubrey Street Lochdale Elementary School Site	0990-6990-0000
10. 4600 Parker Street Alpha Secondary School Site	0900-4600-0000
11. The following ten (10) properties:	
7858 Hilda Street	7185-7858-0000
7866 Hilda Street	7185-7866-0000
7872 Hilda Street	7185-7872-0000
7615 Hedge Avenue	4582-7615-0000
7625 Hedge Avenue	4582-7625-0000
7635 Hedge Avenue	4582-7635-0000
7645 Hedge Avenue	4582-7645-0000
7655 Hedge Avenue	4582-7655-0000
7665 Hedge Avenue	4582-7665-0000
7675 Hedge Avenue (Twelfth Avenue Elementary School playing fields)	4582-7675-0000

To provide the tenant of the following property a partial exemption from taxation for 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
12. 9048 Stormont Avenue Pacific Assistance Dogs Society (PADS)	3242-9048-0000

B. Recreational Facilities, Athletic Service Clubs, Charitable and Philanthropic Organizations

Section 224 of the Community Charter empowers Council to exempt by bylaw, land or improvements or both, owned or held by an athletic or service club or association when the facilities are available for use by the public or non-profit charitable or philanthropic organizations providing certain services to the community.

An exemption for the following properties has been recommended by the Parks, Recreation and Culture Commission.

To exempt the following properties leased from the City of Burnaby from taxation in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
1. 8059 Texaco Drive The Lotus Sailing Club	0294-8059-0002
2. 7564 Barnet Road BC Volleyball Association	0690-7564-0000
3. 9080 Avalon Avenue Burnaby Horsemen's Association	3128-9080-0000
4. 3890 Kensington Avenue Burnaby Tennis Club	6545-3890-0000

To exempt the following properties from taxation in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
5. 518 S. Howard Avenue Boys' and Girls' Clubs of Greater Vancouver	6185-0518-0000
6. 4990 Canada Way The Burnaby Winter Club (partial exemption)	1770-4990-0000

To exempt the following properties leased by the City of Burnaby from taxation in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
7. 4502 CPR Right-of-way owned by Chevron Canada - used for Confederation Park Trail	0210-4502-0000
8. 3877 Eton Street owned by Greater Vancouver Water District - used for Burnaby Heights Park	0400-3877-0000

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|-----|---|----------------|
| 9. | 8301 Forest Grove Drive
owned by Greater Vancouver Water District - used by Forest Grove Park | 1276-8301-0000 |
| 10. | The following nine (9) properties: | |
| | 7085 Burford Street | 3020-7085-0000 |
| | 7086 Burford Street | 3020-7086-0000 |
| | 7051 Halligan Street | 3060-7051-0000 |
| | 7061 Halligan Street | 3060-7061-0000 |
| | 6617 Salisbury Avenue | 6895-6617-0000 |
| | 6637 Salisbury Avenue | 6895-6637-0000 |
| | 6647 Salisbury Avenue | 6895-6647-0000 |
| | 6667 Salisbury Avenue | 6895-6667-0000 |
| | 6687 Salisbury Avenue | 6895-6687-0000 |
| | owned by BC Hydro - used for landscaping beautification | |
| 11. | 9181 University Crescent
owned by Simon Fraser University - used for Richard Bolton Park | 8182-9181-5000 |
| 12. | Highland Park Line
owned by BC Hydro - used for Cycle and Pedestrian Corridor
from New Westminster to Vancouver | 9901-0163-0002 |

To exempt the following properties that are owned by non-profit, charitable and philanthropic organizations from taxation in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
13. 204 – 3993 Henning Drive St. Leonard's Youth & Family Services	1330-3993-0024
14. 4543 Canada Way United Way of the Lower Mainland	1770-4543-0000
15. 7181 Arcola Way St. Leonard's Youth & Family Services	3208-7181-0003
16. 6688 Southoaks Crescent Nikkei National Museum & Cultural Centre (partial exemption)	3261-6688-0000
17. 5024 Rumble Street Burnaby Neighbourhood House	3420-5024-0000
18. 3400 Lake City Way The Canadian Red Cross Society (partial exemption)	7405-3400-0000

C. Hospitals, Schools and Churches for which a bylaw is required for exemption from taxation

Section 220 of the Community Charter exempts from taxation buildings used solely as hospitals, buildings set apart and in use for the public worship, buildings owned by incorporated institutions of learning giving instruction equal to that furnished in a public school, and the land on which such buildings actually stand (footprint). These are statutory exemptions made at the assessment level by BC Assessment.

In addition to this basic exemption, Council is empowered to exempt additional areas of land surrounding such buildings as may be determined as necessary to the principal use. Staff have determined the amount of such areas (in addition to the footprint) that could be considered eligible for exemption. Generally, they relate only to reasonable yards, parking areas and playgrounds.

To exempt the following properties from 100% of taxation in 2018 (unless stated):

Hospitals:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
1. 7451 Sussex Avenue St. Michaels Centre Hospital Society	5795-7451-0000
2. 7557 Sussex Avenue The Fairhaven United Church Homes	5795-7557-0000

Churches and Schools:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
3. 3883 Triumph Street (partial exemption) Burnaby Pacific Grace Church	0560-3883-0000
4. 3871 Pandora Street St. Helen's Catholic Church	0600-3871-0000
5. 3885 Albert Street (partial exemption) Grace New Covenant Pentecostal Church	0630-3885-0000
6. 3981 Albert Street Burnaby North Baptist Church	0630-3981-0000
7. 5050 Hastings Street Church of Christian Community in Canada, Vancouver Centre	0700-5050-0000

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| 8. | 5209 Hastings Street
Pentecostal Assemblies of Canada
Burnaby Christian Pentecostal Church | 0700-5209-0000 |
| 9. | 4304 Parker Street (partial exemption)
Willingdon Heights United Church | 0900-4304-0000 |
| 10. | 4550 Kitchener Street (partial exemption)
Parish of Saint Timothy Anglican | 1050-4550-5000 |
| 11. | 6641 Halifax Street (partial exemption)
Parkcrest Gospel Chapel | 1210-6641-0000 |
| 12. | 6900 Halifax Street
Arbab Rustam Guiv Darbe Mehr-Zoroastrian House of BC | 1210-6900-0000 |
| 13. | 3905 Norland Avenue (partial exemption)
Vancouver Korean Full Gospel Church | 1560-3905-0000 |
| 14. | 5170 Norfolk Street
The Church in Burnaby | 1750-5170-0000 |
| 15. | The following three (3) properties:
4040 Canada Way
6556 Sprott Street
3466 Curle Avenue
Aga Khan Foundation Canada
Canada Way Mosque & Burnaby Lake Mosque & Centre | 1770-4040-0000
1960-6556-0000
5325-3466-0000 |
| 16. | 5060 Canada Way
BC Muslim Association
Islamic Mosque and Education Centre | 1770-5060-0000 |
| 17. | 7837 Canada Way (partial exemption)
Trustees of the Congregation of St. Archangel Michael
Serbian Orthodox Church & Cultural Centre | 1770-7837-0000 |
| 18. | 7895 Canada Way
New Westminster Evangelical Free Church | 1770-7895-0000 |
| 19. | 5146 Laurel Street (partial exemption)
St. Theresa's Catholic Church | 1790-5146-0000 |
| 20. | 9887 Cameron Street (partial exemption)
St. Stephen the Martyr Anglican Church | 1800-9887-0000 |

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| 21. | The following two (2) properties:
8765 Government Street
8760 Lougheed Highway
New Life Community Church | 1940-8765-0000
1310-8760-0000 |
| 22. | 5975 Sunset Street (partial exemption)
Capitol Hill Congregation of Jehovah's Witnesses | 1970-5975-0000 |
| 23. | 5280 Kincaid Street
President of the Lethbridge Stake of the Church of Jesus Christ of Latter-day Saints
Church of Jesus Christ of Latter-day Saints – Burnaby Ward | 2002-5280-0000 |
| 24. | 5584 Kincaid Street
First United Spiritualist Church of Vancouver | 2002-5584-0000 |
| 25. | 6010 Kincaid Street
The Danish Evangelical Lutheran Church | 2002-6010-0000 |
| 26. | 6580 Thomas Street
Burnaby Christ Church of China | 2030-6580-0000 |
| 27. | The following two (2) properties:
3821 Lister Street
4484 Smith Avenue
Korean United Church of Vancouver | 2200-3821-0000
5205-4484-0000 |
| 28. | 9387 Holmes Street (partial exemption)
St. Michael's Catholic Church & Elementary School | 2550-9387-0000 |
| 29. | 4045 Kingsway
Kingsway Foursquare Gospel Church of Canada | 2690-4045-0000 |
| 30. | 5855 Imperial Street
The Trustees of the Congregation of the Central Christian Assembly
Central Tabernacle | 3100-5855-0000 |
| 31. | 6907 Elwell Street (partial exemption)
South Burnaby Gospel Hall Society | 3140-6907-0000 |
| 32. | 5600 Dorset Street (partial exemption)
Sanatan Dharm Cultural Society | 3150-5600-0000 |
| 33. | The following four (4) properties:
6597 Balmoral Street
6656 Balmoral Street (partial exemption)
6627 Arcola Street
St. Francis de Sales Catholic Church
6681 Arcola Street
St. Francis de Sales Preschool | 3170-6597-0000
3170-6656-0000
3220-6627-0000
3220-6681-0000 |

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|-----|---|----------------------------------|
| 34. | 5535 Short Street
Burnaby Unit of New Westminster Jehovah's Witnesses | 3190-5535-0000 |
| 35. | The following two (2) properties:
6112 Rumble Street
6138 Rumble Street
Burnaby Chinese Evangelical Free Church | 3420-6112-0000
3420-6138-0000 |
| 36. | 5060 Marine Drive (partial exemption)
Iglesia ni Cristo Church of Christ | 3700-5060-0000 |
| 37. | The following two (2) properties:
5110 Marine Drive
5122 Marine Drive
Evangelical Chinese Bible Church | 3700-5110-0000
3700-5122-0000 |
| 38. | 5462-5464 Marine Drive
International Society for Krishna Consciousness for Western Canada | 3700-5462-0000 |
| 39. | 7457 Edmonds Street
Trustees of Gordon Congregation of Presbyterian Church of Canada | 4310-7457-0000 |
| 40. | 7717 – 19th Avenue
Synod of Diocese of New Westminster
St. Alban the Martyr Anglican Church | 4330-7717-0000 |
| 41. | 7772 Graham Avenue (partial exemption)
Parish of Saints Peter and Paul Anglican | 4434-7772-0000 |
| 42. | 8255 – 13th Avenue
First Christian Reformed Church of New Westminster | 4500-8255-0000 |
| 43. | The following two (2) properties:
8585 Armstrong Avenue (partial exemption)
8611 Armstrong Avenue
Christian & Missionary Alliance – Canadian Pacific District
Burnaby Alliance Church | 4502-8585-0000
4502-8611-0000 |
| 44. | The following two (2) properties:
7926 – 11th Avenue
7925 – 10th Avenue
BC Association of Seventh-day Adventists
Westminster Seventh-day Adventist Church | 4560-7926-0000
4600-7925-0000 |

45.	7103 – 10th Avenue Tenth Avenue Bible Chapel	4600-7103-0000
46.	7455 – 10th Avenue (partial exemption) Our Lady of Mercy Catholic Church	4600-7455-0000
47.	3410 Boundary Road Pentecostal Assemblies of Canada CityLights Church	5105-3410-0000
48.	4830 Boundary Road Pentecostal Assemblies of Canada Iglesia Evangelica Pentecostal Emanuel	5105-4830-0000
49.	140 Esmond Avenue Maktab Tarighat Oveyssi Shahmaghsoudi (School of Islamic Sufism)	5175-0140-0000
50.	3426 Smith Avenue Chinese Taoism Kuan-Kung Association in Canada Taoist Tian Jin Temple	5205-3426-0000
51.	271 Ingleton Avenue Grace Christian Chapel	5245-0271-0000
52.	4950 Barker Crescent Apostolic Church of Pentecost Vancouver Garden Village Apostolic Church	5595-4950-0000
53.	4812 Willingdon Avenue Willingdon Charitable Holdings Society Willingdon Church	5655-4812-0000
54.	The following two (2) properties: 7551 Gray Avenue 7591 Gray Avenue (partial exemption) South Burnaby United Church	5755-7551-0000 5755-7591-0000
55.	5825 Nelson Avenue Nelson Avenue Community Church	5895-5825-0000
56.	6125 Nelson Avenue Governing Council of the Salvation Army, Canada West Salvation Army Metrotown Citadel	5895-6125-0000
57.	7283 Nelson Avenue (partial exemption) Grace Lutheran Church of South Burnaby	5895-7283-0000

58.	1410 Delta Avenue Christian & Missionary Alliance – Canadian Pacific District Brentwood Park Alliance Church	5945-1410-0000
59.	1450 Delta Avenue (partial exemption) Holy Cross Catholic Church & Elementary School	5945-1450-0000
60.	1640 Delta Avenue (partial exemption) Trustees of Brentwood Park Presbyterian Church	5945-1640-0000
61.	380 Hythe Avenue (partial exemption) BC Conference of the Mennonite Brethren Churches Pacific Grace Mandarin Mennonite Church	5995-0380-0000
62.	7175 Royal Oak Avenue Canadian Baptists of Western Canada Royal Oak Ministry Centre	6035-7175-0000
63.	7405 Royal Oak Avenue The Parish of All Saints South Burnaby	6035-7405-0000
64.	1005 Kensington Avenue (partial exemption) BC Synod of Evangelical Lutheran Church & Vancouver Chinese Lutheran Church	6545-1005-0000
65.	1030 Sperling Avenue Synod of the Diocese of New Westminster Agape Christian Church	6695-1030-0000
66.	5135 Sperling Avenue (partial exemption) Deer Lake United Church	6695-5135-0000
67.	6344 Sperling Avenue Emmaus Lutheran Church	6695-6344-0000
68.	1600 Cliff Avenue (partial exemption) Cliff Avenue United Church	6835-1600-0000
69.	7485 Salisbury Avenue South Burnaby Church of Christ	6895-7485-0000
70.	7135 Walker Avenue (partial exemption) Convention of Baptist Churches Southside Community Church	7015-7135-0000

71.	7540 - 6th Street Westminster Bible Chapel	7305-7540-0000
72.	7716 Cumberland Avenue (partial exemption) Trustees of N.W. Branch Pentecostal Holiness Church Church on the Hill	7665-7716-0000
73.	7195 Cariboo Road Governing Council of the Salvation Army, Canada West Salvation Army Cariboo Hill Temple	8045-7195-0000
74.	7200 Cariboo Road Cariboo Road Fellowship Society - (see attached survey plan)	8045-7200-0000

D. Churches Leasing Property for which a bylaw is required for exemption from taxation

Section 224(1) & (2)(g) of the Community Charter exempts from taxation, land or improvements or both, used or occupied by a church as tenant or licensee for the purpose of public worship or for the purpose of a church hall which Council considers necessary to the church.

To exempt the following property for a partial exemption of taxation in 2018:

<u>Address and Organization</u>	<u>Tax Roll Number</u>
75. 3891 Kingsway (partial exemption) International Full Gospel Fellowship	2690-3891-0000



Meeting 2017 Sep 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT
COMMITTEE

DATE: 2017 August 17

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 23000-260

SUBJECT: 2017 RISK MANAGEMENT – SECURITY CAMERAS

PURPOSE: To obtain Committee approval for the use of Gaming Funds for a capital project.

RECOMMENDATION:

1. **THAT** Financial Management Committee approve the use of \$135,000 from Gaming Funds to finance the capital project as outlined in this report.

REPORT

The 2017 -2021 Annual Capital Plan provides funding for various capital improvement projects. In order to proceed with the work, the use of Gaming Funds approval is requested for the project listed below. Sufficient Gaming Funds are available to complete this project.

<i>Security Cameras</i>	<i>CDA.0007</i>	<i>\$135,000</i>
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Project Description:

This is a 5 year capital program that started in 2016 to strategically replace outdated existing cameras throughout the City. The current camera technology is either near the end of useful life or performance indicates an upgrade is desirable. This program allows for the addition and/or relocation of existing cameras to meet changing needs at each facility. Expansion of hard drive capacity to ensure data retention for a minimum of 30 days is also required.

Scope and Execution of Work:

The City currently has 475 cameras at 41 different locations. The capital plan set out reflects an ongoing reinvestment in these security systems to ensure that they continue to function at a level that meets the needs of the City. The funding request in 2017 will be used to mainly address the cameras and systems at our golf courses, indoor pools, as well as various other locations throughout the City to enhance public safety.

To: *Financial Management Committee*
From: *Director Public Safety and Community Services*
Re: *2017 Risk Management capital project*
2017 August 17.....Page 2

2. RECOMMENDATION:

It is recommended that Financial Management Committee approve the use of \$135,000 from Gaming Funds to finance the capital project as outlined in this report.



Dave Critchley
DIRECTOR, PUBLIC SAFETY AND COMMUNITY SERVICES

DC: CH

cc: City Manager
Director Finance



Meeting 2017 SEPT 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 AUG16

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES **FILE NO:** 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – NEIGHBOURHOOD GRANT
17-N-011 BURNABY NORTH ROAD BUSINESS IMPROVEMENT
ASSOCIATION

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Burnaby North Road Business Improvement Association for Korean Community Day to be held on 2017 September 23 be received.

REPORT

Festivals and Special Events: Neighbourhood Event

Grant File 17-N-011: Burnaby North Road Business Improvement Association

Application Received:	2017 June 16
Project Budget:	\$13,500
Project Request:	\$ 5,000

Previous Support:	2016 Neighbourhood Festivals Burnaby Grant \$3,500
	2015 Neighbourhood Festivals Burnaby Grant \$3,000
	2011 Neighbourhood Festivals Burnaby Grant \$3,000

An application request for \$5,000 has been received from Burnaby North Road Business Improvement Association for Korean Community Day 2017 to be held on September 23 at 4501 North Road (the big Korean Mall). This annual event showcases Korean business in the area and invites the neighbourhood to join in the day of activities that consist of martial arts, a tea garden, and entertainment in the form of women's drumming groups, a K-Pop Contest, live music, art walks and a family fun park.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Neighbourhood
Event

2017 August 16 Page 2

The Burnaby North Road Business Improvement Association (BIA) promotes, supports and enhances the business, safety and heritage of the North Road Corridor. Created in 2009, the organization's mission is to support prosperity of the membership through dynamic growth and recognition of the Lougheed Town Centre area.

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sj
17-N-011 Burnaby North Road Business Improvement Association

Zeinabova, Blanka

Subject: FW: Winter lighting display collaboration inquiry

From: Cristine Li [<mailto:cristine@vism.ca>]
Sent: July-17-17 4:18 PM
To: Mayor; Parks - City of Burnaby
Cc: Jason Li
Subject: Winter lighting display collaboration inquiry

Hello,

We are writing to look for lighting display collaboration opportunity in Burnaby.

This summer, we introduced unprecedented lighting display sets, including a 60 feet tall Eiffel Tower, 6.6 feet tall fairy and butterfly set, floral tree and deer family set, color ball set, Qinhuai traditional Chinese lanterns and more, display at Illumination Summer Night Market, from May to September, 2017. Kindly see attached file for your reference.

We want to bring these wonderful lighting displays to Burnaby this winter, and we are looking for financial and/or venue support to make this event happen. Our lightings will be a perfect decoration in your city, especially during winter and holiday season. The lightings will create remarkable night experience and become a new tourism landmark for both locals and tourists, attracting numerous visitors and generating great reputation.

As the lightings are already been established successfully and are proved to be safe and well-functioning, therefore making them quicker and easier to set up. The event will also be one of the best platforms for local businesses to promote their brands and therefore providing more job opportunities in Burnaby.

Thank you for your time and considerations. You are more than welcome to contact us to discuss more details.

Jason Li
Owner / Director
cpromoent@gmail.com
778 858 0826

&

Cristine Li / Public Relations Coordinator
cristine@vism.ca / [7789855267](tel:7789855267)



Vancouver International School of Music
4351 No.3 Rd, Richmond, BC
Unit 280
www.vism.ca

Zeinabova, Blanka

Subject: Grant Application from the South Burnaby Lawn Bowls Club
Attachments: Treasurer's Report - 080317.pdf

From: Diana [mailto:diana_newton@shaw.ca]
Sent: August-28-17 9:38 AM
To: Clerks
Subject: Grant Application from the South Burnaby Lawn Bowls Club

TO: FINANCIAL MANAGEMENT COMMITTEE

The purpose of this communication is to submit an application from the South Burnaby Lawn Bowls Club for the purchase of a defibrillator to be installed in the clubhouse at 4000 Kingsway at Inman, Burnaby, BC. The approximate cost of a defibrillator is \$2,000.00.

Our organization represents a significant contribution to the Burnaby community by providing a sport that can be enjoyed by all. Typically, the game attracts our valued seniors, therefore, our objective is to ensure their safety and access to emergency equipment when required. This equipment can mean the difference between life and death. We believe that all lawn bowls clubs should have a defibrillator in their buildings, however, the cost is prohibitive to most clubs.

All operating expenses incurred by the South Burnaby Lawn Bowls Club are covered by membership dues and we endeavour to keep this an inexpensive and accessible sport for our members. Attached is our most recent financial statement.

We very much appreciate your consideration of this application.

Best regards
Diana Newton
President
South Burnaby Lawn Bowls Club

SOUTH BURNABY LAWN BOWLS CLUB

TREASURER'S REPORT

July 31, 2017

Balance as at Jul 6, 2017		\$ 26001.62
INCOME	+	\$ 1487.95
EXPENSES	-	\$ 16.11 41
BALANCE as at July 31, 2017		\$ 25878.16

VANCITY TERM DEPOSIT as at July 31, 2107	\$18,000.00
GAMING ACCOUNT - bank balance as at July 31, 2017	\$ 33.94
SHARES ACCOUNT - bank balance as at July 31, 2017	\$ 5.50



August 28th, 2017

Financial Management Committee
c/o Office of the City Clerk
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Chair and Members, Financial Management Committee,

It is a pleasure to meet your acquaintance, my name is Karina and I am submitting this grant application on behalf of AIESEC Canada Inc. for a conference that we will be hosting from October 6th to 8th of this year in Burnaby.

Organization Information

[AIESEC](#) is the world's largest youth-led network creating positive impact through personal development and shared global experiences. Our vision is peace and the fulfilment of humankind's potential and we believe it is every young person's responsibility to take a positive role in shaping the future of our planet. Currently, AIESEC has expanded to 126 countries and territories in the world and continues to expand. For AIESEC Canada, we are proud to have been [endorsed by Prime Minister Trudeau](#) himself.

AIESEC empowers and educates its own members through conferences that are held throughout the year across Canada.

Conference Information

Our conference, titled the 2017 Western Regional Conference (WRC), is a premier education and networking event hosted annually. Each fall, the three-day conference attracts over 150 ambitious and motivated young leaders from the eight AIESEC chapters across Western Canada. These include the University of British Columbia, Simon Fraser University, University of Victoria, University of Calgary, University of Alberta, University of Manitoba, Mount Royal University, and the University of Saskatchewan.

With the overarching goals of empowering the youth and investing in the future of business and innovation, the conference features a stimulating environment that provides self-discovery, teamwork, mentorship, and networking opportunities. This year, AIESEC UBC is honored to host the 2017 WRC right here in Burnaby at the Delta Hotels by Marriott.

Grant Use

We are looking for financial support from the City of Burnaby. As a non-profit, the foundation of our conferences relies on monetary sponsorships and in-kind donations to make them happen. At the moment, we are in need of monetary support to cover logistical costs of the conference, primarily venue and food costs.

Benefits

One of the largest delegations that will be attending is AIESEC SFU. Amongst the eight chapters, they provide approximately 20% of the delegate population. AIESEC SFU is highly active in the Burnaby community as they reach out to local companies in the area in search of connecting them to AIESEC members from abroad as a cost-effective internship. In addition, we hope that by bringing in individuals from across Western Canada, we will be helping local businesses in Burnaby, for example the Town Centres, by providing them potential clients and customers. We have also partnered with local firms located in Burnaby such as Poké Bar and David's Tea to provide delegates with prizes and conference bag goodies.

As with most conferences, one of the biggest benefits that comes out of it is the domino effect. Through impacting these 150 or more young leaders, the knowledge, passion, and values (such as the importance of education) can overflow into the local Burnaby community and have positive effects for the future. For example, many of our values align with those of Freeman of Burnaby recipients. Through this conference, Burnaby could have a larger pool of highly qualified candidates for the award while also raising awareness about the award itself.

We are also highlighting the importance of environmental awareness during the conference. This does not only mean educating our delegates, but it spans to the logistics of the entire conference as well. We have gone digital which means that we have transformed all of our old practices of printing out delegate packages and agendas to online resources which has greatly reduced the amount of waste paper. Additionally, we have partnered with [Tesla Amazing](#) and aim to create a 0% waste environment by using statically charged polypropylene film as our primary stationery supplies which is environmentally friendly and 100% recyclable. On top of that, we have also partnered with [Zak's Organics Food Co](#) and [Guayaki Organic Yerba Mate](#) to provide our delegates with locally-grown organic snacks and nutritious drinks. Moreover, as an affiliate of the UN, we also highly encourage [the UNDP Sustainable Development Goals](#) throughout our conferences.

Whether we impact our delegates minimally or greatly, our conference hopes to inspire our AIESEC members to take a step towards creating a positive and sustainable future for our planet. Whether that step is big or small, we believe that any form of action that is taken is valuable.

On top of abiding the grant guidelines, we can also provide the City of Burnaby additional perks and benefits if you see fit. These perks and benefits range from complimentary tickets to attend our corporate luncheon where industry representatives and delegates get to connect face-to-face, hold a workshop with our UBC delegation (which could be open to the public), spotlight in our alumni and promotional video, and more.

Financial Statement

Unfortunately, due to the way AIESEC has structured the way conferences are hosted, we do not have an official financial statement. Instead, I have attached a detailed budget sheet of our conference. If this does not suffice, I can provide a financial statement of our AIESEC UBC chapter.

On behalf of AIESEC Canada Inc. and the Organizing Committee, thank you very much for taking the time to read and review our application. Please let us know if the Committee requires anything else from our end. We look forward to hearing back.

Best,



Karina Kwok

Organizing Committee President of WRC 2017
AIESEC University of British Columbia

Office: 6133 University Blvd, AMS Student Nest, Vancouver, BC, V6T 1Z1
Tel: 778-316-9153



PO Box 50045
 South Slope RPO
 Burnaby, BC
 V5J - 5G3

Date: 01 September 2017

Re: Burnaby Barracudas Summer Aquatics Club's Application for Travel Grant

The Office of the City Clerk
 c/o Financial Management Committee
 4949 Canada Way
 Burnaby, BC V4G 1M2

Dear City Parks and Finance Officials,

To Whom It May Concern:

Please accept our application for travel grants for athletes of the Burnaby Barracuda Summer Aquatic Club. The athletes had to qualify in regional championships held in Coquitlam, BC on August 2nd for water polo, August 3rd for diving and August 4, 5 and 6 for speed swimming. The Barracudas qualified 74 athletes (all under the age of 21) in three aquatic disciplines many of them participating and qualifying in 2 or more - water polo, dive and speed swimming. Qualified athletes and their families had to travel to Kamloops to participate in the BCSSA summer aquatics championships on August 14-20 2017.

The monies from the grant will be directly used towards the travel expenses of the athletes who travelled to attend the Provincial Championships. The cost of the hotel room was \$140 per night and the average stay per athlete was three nights. Receiving grant funds would help offset the cost of travel for our families and the club.

The Burnaby Barracudas brings together over 50 years of legacy within the Lower-Mainland in combination with an array of very talented and skilled coaches. Contained within our legacy is not only a competitive nature, but also that of a team. The Burnaby Barracudas brings together all our swimmers multiple times a year to make sure having fun is our #1 goal. Not only do we breed excellence in the pool, we breed excellent within the self. Our swimmers gain not only swimming skills, but find confidence within themselves that anything is possible.

Within the past few years, our club has grown in numbers and continues to grow. Reaching out across all of Burnaby and swimming out of three pools, our swim club seeks to find the best coaches available and the most convenient locations for our members. The financial support from these grants will go a long way for the club. I would like to thank you in advance for any financial assistance you may provide us.

Respectfully,

Burnaby Barracuda Summer Aquatic Club
Angela Battiston
President
president@burnabybarracudas.com