



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2017 OCTOBER 25

TIME: 5:30 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1. <u>CALL TO ORDER</u>	<u>PAGE</u>
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6. NEW BUSINESS

7. INQUIRIES

8. CLOSED

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

9. NEW APPLICATIONS

- | | | |
|----|---|----|
| a) | #17.53.(a) - Christmas Lunch / Dinner Grants
<i>Seniors</i> | 59 |
|----|---|----|

An application was received from the New Vista Society requesting a grant to assist with the cost of providing a Christmas Dinner for 260 Burnaby seniors to be held at the New Vista Care Home (7550 Rosewood Street). The dinner

for 130 senior tenants of the Vista Tower, Margaret Bacchus Manor and Grace MacInnis Manor will be held on Wednesday, 2017 November 29, and the dinner for 130 senior tenants of the Winch Tower, Douglas Manor and JS Woodward Courts will be held on Thursday, 2017 November 30.

Request: Unspecified CPA: 2016 - \$8.00 per person
2015 - \$7.00 per person
2014 - \$7.00 per person

b) #17.54. Team Canada Dance 60
IDO World Championships (Eugenie and Anthony Juo)

An application was received from Shirley and Edward Juo requesting a grant to assist with travel expenses for Burnaby residents Eugenie and Anthony Juo. They have been chosen by Team Canada Dance to represent Canada at the official Show Dance Championships in Riesa, Germany to be held on 2017 November 18 – 26.

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

c) #17.55.p - Burnaby Arts Council 62
46th Annual Deer Lake Craft Festival

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing the signage for the 46th Annual Deer Lake Craft Festival to be held on 2017 November 24 – 26. The event includes free hands-on kids art workshop, face painting, live entertainment and an artisan market.

Request: \$2,000 CPA: 2016 - \$1,000 in-kind printing
in-kind printing 2015 - No Application
2014 - No Application

d) #17.56.p - Volunteer Burnaby 63
Gift Wrap Program 2017

An application was received from Volunteer Burnaby requesting an in-kind grant to cover printing costs of promotional and recognition materials for Gift Wrapping Services during the Christmas Season 2017 at Brentwood Town Centre, as well as certificates of recognition for the volunteers.

Request: \$1,200 CPA: 2016 - \$1,000 in-kind printing
in-kind printing 2015 - \$1,000 in-kind printing
2014 - \$1,000 in-kind printing

e) **#17.57.f - BC Organization of Caribbean Cultural Associations** 64
Hurricane Relief for Caribbean

An application was received from the BC Organization of Caribbean Cultural Associations and the Antigua and Barbuda Association requesting an in-kind grant for a facility fee waiver in support of their fundraising event to help with Caribbean hurricane disaster relief efforts. The Associations are organizing a 'Dinner and Dance' to be held on 2017 November 04 at Bonsor Recreation Centre.

Request:	\$1,105	CPA:	2016 - No Application
	Facility Fee Waiver		2015 - No Application
			2014 - No Application

f) **#17.58. - Burnaby Seniors Outreach Services Society** 65
Peer Counselling

An application was received from Burnaby Seniors Outreach Services Society requesting a grant to fund the services and programs provided by the organization. The Society provides counselling, outreach and referral services to bereaved and lonely seniors or those with health problems.

Request:	\$3,000	CPA:	2016 - \$3,000
			2015 - \$3,000
			2014 - \$3,000

10. **ADJOURNMENT**



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2017 September 14** at 5:30 p.m.

1. CALL TO ORDER

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

ABSENT: Councillor Pietro Calendino, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Mr. Bob Klimek, Deputy Director Finance
Ms. Sheri Jack, Special Events Officer
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:30 p.m.

2. MINUTES

a) **Minutes of the Financial Management Committee**
Open meeting held on 2017 July 05

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Financial Management Committee Open meeting held on 2017 July 05 be adopted.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT Item 9 – New Application – Festivals Burnaby, and Item 10 – New Applications be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

9. NEW APPLICATION - FESTIVALS BURNABY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the New Application – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

a) #17-N-011 – Burnaby North Road Business Improvement Association
Korean Community Day

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 businesses 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)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$3,500 be awarded to Burnaby North Road Business Improvement Association for Korean Community Day to be held on 2017 September 23 at 4501 North Road.

CARRIED UNANIMOUSLY

10. NEW APPLICATIONS

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) #17.49. - Vancouver International School of Music
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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

b) #17.50. - South Burnaby Lawn Bowls Club
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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this request be **REFERRED** to the Parks, Recreation and Cultural Services staff for further review.

CARRIED UNANIMOUSLY

c) **#17.52. - AIESEC Canada Inc.**
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 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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

d) **#17.51. - Burnaby Barracudas Summer Aquatic Club**
BCSSA Summer Aquatics Championships

An application was received from Burnaby Barracudas Summer Aquatics Club requesting a grant to assist with travel expenses for 74 athletes and Burnaby residents to participate at the BCSSA Summer Aquatics Championships held on 2017 August 14 – 20 in Kamloops, BC.

Request: Unspecified

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,000 be awarded to Burnaby Barracudas Summer Aquatics Club to assist with the athletes' travel expenses to participate at the BCSSA Summer Aquatics Championships held on 2017 August 14 – 20 in Kamloops, BC.

CARRIED UNANIMOUSLY

Normal order of the agenda resumed.

3. PRESENTATION

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the presentation be heard.

CARRIED UNANIMOUSLY

a) Proposed Cloud Strategy for the City
Speaker: Shari Wallace, Chief Information Officer

Ms. Shari Wallace, Chief Information Officer, appeared before the Committee providing an overview of cloud computing, a generic term for a broad range of IT services located in off-site data centres and accessed via the internet.

The speaker noted some of the benefits of cloud computing, i.e. remote locations for faster disaster recovery, the ability to rapidly scale up and/or down and best practice computing facilities. Cloud services are not additional or stand-alone, rather just a different way to implement technology.

Ms. Wallace advised that the City has invested significantly in technology to deliver services to citizens. There are targeted areas where the City could benefit from cloud services. Over time, more City services could be delivered via the cloud, subject to value and risk assessments.

It was noted that cloud data centre services could play a key role as part of the City's emergency response plan, i.e.:

- data centre located outside the Lower Mainland;
- focus on systems needed in an emergency (BurnabyMap, Hansen, email, website, etc.);
- scalable, pay-as-you-go infrastructure;
- an initial pilot could help evaluate fit and set future direction for 'Infrastructure as a Service'.

The speaker advised that the City already has a limited number of cloud applications and services, i.e. Better Impact, Parking PayByPhone, and some software may only be available as a cloud solution, i.e. CLASS replacement.

In conclusion, Ms. Wallace noted when assessing future cloud offerings, staff will continue to evaluate all aspects of each solution (i.e. cost, risk, value, data privacy and protection, vendor capabilities, financials, contracts, etc.). The technology selection and any other consideration will be included in the future IT project budget requests and reports to the Committee and Council.

4. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Memorandum from the Administrative Officer**
Re: Environmental Sustainability Strategy (ESS) and Community
Energy and Emissions Plan (CEEP) Implementation Approach and
Phase 1 Priorities

A memorandum was received from the Administrative Officer advising that Council, at its Open meeting held on 2017 September 11, received and adopted the above noted report outlining an approach for implementation of the Environmental Sustainability Strategy and Community Energy and Emissions Plan.

5. **REPORTS**

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the Chief Information Officer**
Re: City Fibre Network Strategy

The Chief Information Officer submitted a report seeking approval in principle for the City's long-term strategy to implement a City-owned fibre communications network.

The Chief Information Officer recommended:

1. THAT the 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.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: Contract Award - SAP Hardware and Database Replacement Project
(Suite on HANA) - HANA Appliance and Application Server Hardware

The Director Finance submitted a report seeking approval to award a contract for the SAP HANA appliance and application server hardware component of the SAP Hardware and Database Replacement project.

The Director Finance recommended:

1. THAT the 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.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Contract Award - SAP Hardware and Database Replacement Project
(Suite on HANA) - Implementation Services

The Director Finance submitted a report seeking approval to award a contract for the implementation services component of the SAP Hardware and Database Replacement (Suite on HANA) project.

The Director Finance recommended:

1. THAT the 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.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: Contract Award - Telephony Systems Hardware and Software

The Director Finance submitted a report seeking approval to award a contract for telephony hardware and software.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve a contract award to Long View Systems Corporation for an estimated value up to \$1,668,915 (including GST and PST in the amount of \$160,594), as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: 2016 Gas Tax Program

The Director Finance submitted a report providing information on the 2016 Gas Tax funding received and utilized by the City.

The Director Finance recommended:

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: 2018 Permissive Property Tax Exemptions

The Director Finance submitted a report seeking approval for Permissive Property Tax Exemptions for 2018.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Public Safety & Community Services
Re: 2017 Risk Management - Security Cameras

The Director Public Safety & Community Services submitted a report seeking Committee's approval for the use of Gaming Funds for a capital project.

The Director Public Safety & Community Services recommended:

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

6. NEW BUSINESS

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

7. INQUIRIES

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

8. CLOSED

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:09 p.m.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the Open meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:23 p.m.

9. NEW APPLICATION - FESTIVALS BURNABY

This item of business was dealt with previously at the meeting.

10. NEW APPLICATIONS

This item of business was dealt with previously at the meeting.

11. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:23 p.m.

Blanka Zeinabova
Administrative Officer

Councillor Dan Johnston
Chair

DRAFT

Zeinabova, Blanka

From: Cory Redekop <cory@bbot.ca>
Sent: October 03, 2017 9:34 AM
To: Zeinabova, Blanka
Cc: Clerks
Subject: Delegation: Financial Management Committee

Good morning Blanka,

I would like to request that the Burnaby Board of Trade appear as a delegation at the October 25th meeting of the Financial Management Committee.

This presentation would be to recap on the activities undertaken by the Burnaby Board of Trade in relation to our Economic Development Grant from the City.

Presenting at the delegation will be:

Paul Holden
President & CEO
Burnaby Board of Trade

Frank Bassett
Chair of the Board of Directors
Burnaby Board of Trade

Please let me know if you need any additional information from me and if this delegation can be confirmed.

Take care,

Cory Redekop
Manager, Policy and Events
Burnaby Board of Trade
cory@bbot.ca
604-412-0100 ext 1102
#201 – 4555 Kingsway
Burnaby, BC V5H 4T8
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[Unsubscribe from BBOT emails](#)

Burnaby Business Hall of Fame Induction Luncheon **October 5, 2017**

Join over 200 business and community leaders for this annual event where we induct another well-known Burnaby business into the *Burnaby Business Hall of Fame*. The finalists for the 18th annual *Burnaby Business Excellence Awards* will also be announced at this event. [Find out more here.](#)

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City Hall 20399 Douglas Crescent, Langley, BC Canada V3A 4B3

T 604.514.2800 Fax 604.530.4371 www.city.langley.bc.ca

September 20, 2017

City of Burnaby

Via email: Clerks@burnaby.ca

Attention: Corporate Officer

Re: Increase in Fraser Sewerage Area DCC Rates

At its September 11, 2017 Regular Council meeting, City of Langley Council received a verbal update from the City's representative on the Metro Vancouver Board regarding Metro Vancouver's proposed Development Cost Charge (DCC) program rate changes.

Council subsequently passed the following resolution:

THAT the City of Langley contact the other municipalities in the Fraser Sewerage Area to list out the DCC increases identified for each of the categories of housing and suggest that each affected municipality urge Metro Vancouver to implement a phased increase in the Fraser Sewerage Area DCCs to reduce the cost impact.

Council discussed the proposed increases for the Fraser Sewerage Area (FSA):

\$1,731 to \$5,428 for single family dwellings
 \$1,515 to \$4,695 for townhouses
 \$1,082 to \$3,530 for apartments
 \$0.811 to \$2.67 per sq. ft. for non-residential

The City acknowledges that the rates have not been reviewed in twenty years and that an increase is to be expected. However, the City is concerned that the increase is significant and it will be implemented at one time.

Accordingly, the City of Langley suggests that your municipality urge Metro Vancouver to implement a phased increase in the Fraser Sewerage Area DCCs to reduce the significant cost impact.

A copy of the City of Langley's letter to Metro Vancouver is provided for reference.

Yours truly,
 Langley City

Kelly Kenney
 Corporate Officer

Encl.

Copied to:
 Financial Management Committee (2017.10.25)
 City Manager
 Deputy City Manager
 Dir. Finance
 Dir. Planning

September 19, 2017

Mr. Chris Plagnol
Corporate Officer
Metro Vancouver

Via email: chris.plagnol@metrovanancouver.org

Dear Mr. Plagnol:

Re: Increase in Fraser Sewerage Area DCC Rates

At its September 11, 2017 Regular Council meeting, City of Langley Council received a verbal update from the City's representative on the Metro Vancouver Board regarding Metro Vancouver's proposed Development Cost Charge (DCC) program rate changes.

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The City acknowledges that the rates have not been reviewed in twenty years and that an increase is to be expected. However, the City is concerned that the increase is significant and it will be implemented at one time.

Accordingly, the City of Langley requests Metro Vancouver implement a phased increase in the Fraser Sewerage Area DCCs to reduce the significant cost impact.

Yours truly,
CITY OF LANGLEY


Kelly Kenney
Corporate Officer

cc: Langley City Councillors
Chair Greg Moore, Metro Vancouver
Carol Mason, CAO, Metro Vancouver



27-September-2017

Chairman Executive Committee of Council
City of Burnaby
4949 Canada Way
Burnaby, BC
V5G 1M2

Dear Sir,

Re: Bonny's Taxi Ltd.'s Proposed Application for 22 Additional Vehicles.

We are Bonny's Taxi Ltd. (Bonny's) in the above –referenced matter. We are writing to advise the City of Burnaby that Bonny's intends to apply to the Passenger and Transportation Board (the "Board") for 22 additional vehicles and seeks Councils support thereof.

Bonny's and its predecessors have been engaged in the taxi business in excess of (54) years in Burnaby. Since being incorporated on November 7, 1977, Bonny's has expanded its fleet to the current total of one hundred and forty-one (141) taxis and increased its service area to include the Vancouver International Airport (YVR).

Bonny's has consistently led the taxi industry in developing important initiatives and standards in the quality of service being provided in Burnaby. Bonny's was the first company to offer wheelchair accessible taxis and was one of the founding members of the Tourism B.C/Taxi Industry Partnership that resulted in the formation of the very successful Super Host Program.

Moreover, Bonny's developed a safety program, which was endorsed by the Ministry of \public Safety under the National Safety Code Program, that monitors vehicle mechanical standards, driver licencing, training, hours of work and customer service levels.

In 1994, in order to further enhance passenger confidence and safety, Bonny's introduced vehicle camera security and was instrumental in the Provincial initiative requiring mandatory use of security cameras in all Lower Mainland Taxis.

Bonny's currently has contracts to provide service with the Burnaby School Board, MVT Canadian Bus Inc (Handy-Dart), Trans-link, and YVR. Seventy two (72) of the Company's one hundred and forty one (141) vehicles are licensed to provide service from YVR. Although the seventy two (72) vehicles serve both Burnaby and the airport, they are required to complete a minimum of forty-five (45) pickups each per month from the airport.

Bonny's commitment to the community and important social initiatives has set the bar for other companies in the taxi industry. Bonny's has strived to provide the best, most complete, safe and professional "on demand" taxi service to all the residents of Burnaby.

However, recently, Bonny's ability to provide a high standard of service to the public has been badly compromised by growing excess demand for its services. We are advised that Bonny's is very distressed as it is unable to meet the standard of service set for itself. Bonny's believes that the residents of Burnaby deserve better service than what Bonny's currently has the ability to provide.

Bonny's last applied to the Passenger Transportation Board in 2015 for an additional 17 vehicles. Significant public need warranted (17) additional vehicles, Bonny's was granted all seven-teen (17) additional licenses.

Since Bonny's last application, The City of Burnaby has experienced tremendous growth in both residential and commercial development as shown in file "Attached Schedule "A". Burnaby Current Developments.pdf ". The population has increased by 4.3% from 2011 to 2016 as reported by 2016 census shown in " Attached Schedule "B" Census Population.xlsx" and will be projected to have annual increases of 2.1% until 2021 as reported by city of Burnaby website¹ . High density developments in areas of Metro-Town, Brentwood, and Lougheed mall has reduced the need to own personal vehicles due to high maintenance costs associated with ownership and readily accessibility to rapid transportation. This may be one of the reasons that demand for taxis has been growly steadily. In Support of this application, data was extracted from DDS Pathfinder Dispatch System running Oracle 11g Database and summarized into spreadsheets supplied by PTB and SP Consulting Inc.

¹<https://www.burnaby.ca/About-Burnaby/About/Population---Quick-Stats/Growth-Projections-2021-2041.html>

Besides population growth, Burnaby's economic growth is also a strong factor which has pushed increased demand for taxi usage. Burnaby is presently the home to businesses in the telecommunications. Software, Manufacturing, Television, Film and entertainment industries.

The improvement in economic conditions coupled with the staggering growth in Burnaby's population has resulted in increased demand for taxi services. With its current fleet, Bonny's is simply unable to meet its goal of providing "on demand" timely service to its customers. Emon Bari, General Manager for Bonny's has advised us that taxi wait times have noticeably increased in recent years. Wait times have even reached 1 hour during peak times for wheelchair accessible taxis.

In light of the increased demand for services we are seeking the City of Burnaby's support in its application to the Board for 22 additional vehicles, of which 17 will be sedans, and 5 will be equipped with wheelchair accessibility that will comply with the City by law of 15% wheel chair taxi. It is our submission that the request for 22 additional vehicles is reasonable given the excess demand for service and strong indications of future public need.

Please also find attached a copy of Bonny's Business Plan. Should you have any questions or comments regarding any of the above please do not hesitate to contact me. Thank you in advance for your prompt attention to this matter.

Yours Truly,



Harjit Bains

President

Bonny's Taxi Ltd

BONNY'S TAXI LTD.
5759 SIDLEY STREET
BURNABY, B.C. V5J 5E6

Cc: Dan Layng, Chief Licence Inspector, City Of Burnaby.

NOTE: In accordance with the Burnaby Cab Regulation Bylaw 2009, the number of cabs licensed to operate in Burnaby is determined by the Passenger Transportation Board (PTB) based on community needs. Staff support Bonny's Taxi Ltd application for expanded service to meet growing demand. If approval is granted by the PTB for the additional 22 cabs, the vehicles will undergo inspection to ensure bylaw compliance. Once the cabs have successfully passed inspection each vehicle will be provided with a Burnaby Business Licence. Previous staff experience with Bonny's has been favorable and the licensing process is anticipated to proceed smoothly.



Meeting 2017 Oct. 25

COMMITTEE REPORT

TO: FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 OCTOBER 16

FROM: MAJOR CIVIC BUILDING PROJECT **FILE:** 4230-08
COORDINATION COMMITTEE

SUBJECT: SOUTH BURNABY ICE ARENA PROJECT

PURPOSE: To obtain funding approval to undertake the detailed design of the South Burnaby Ice Arena at 10th Avenue and 18th Street.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the use of Density Bonus funds in the amount of \$5,347,125 (*inclusive of GST @ 5%*) to undertake the detailed design for the South Burnaby Ice Arena project at 10th Avenue and 18th Street.
2. **THAT** a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information purposes.

REPORT**1.0 BACKGROUND**

In 2017 February, the City retained the consulting firm of HCMA Architecture + Design (HCMA) to undertake a feasibility study and schematic design for the proposed South Burnaby Ice Arena on the site at 10th Avenue and 18th Street, Burnaby (see *attached* Sketch).

Information previously prepared by the Parks and Planning and Building Departments on the programming of the proposed facility was provided to the Consultant for discussion and further development. As part of the overall scope of work, the Consultant evaluated the four-acre site, its constraints and opportunities and also took into consideration the facility's relationship to the surrounding future residential development in the area.

The information obtained led to the preparation of a schematic design that was able to accommodate the desired building program.

Based on the concept plans and preliminary specifications for the proposed building, including mechanical and electrical systems, a Class "C" cost estimate was prepared by a Quantity Surveyor (QS) for the proposed development.

The schematic design information was summarized and presented to members of Council and the Financial Management Committee on 2017 June 20 and subsequently displayed to the public on 2017 September 14 at an Open House meeting conducted at the Edmonds Community Centre. Feedback from the Open House was positive and is currently being summarized by staff and will be taken into consideration to complete the feasibility study process.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: South Burnaby Ice Arena Project
 2017 October 16 Page 2

With the feasibility study and schematic design phase nearing completion, staff propose to advance the project to the detailed design phase which includes the preparation of a Request for Proposal (RFP) for the selection of the consulting team that will lead the detailed design phase.

2.0 PROJECT DESCRIPTION AND BUILDING PROGRAM

The South Burnaby Ice Arena building program proposed for the site is comprised of two (2) NHL size ice surfaces, complete with the requested change rooms seating and viewing areas, concession, skate rentals, and meeting rooms in addition to the staff and service areas on the second level.

The proposed facility is approximately 90,600 sq. ft. (8,400 m²) and will also include approximately 150 at-grade parking spaces, pick-up and drop-off, loading zone, exterior plaza, urban trail, landscaping and a new bike path connected to the City network. The proposed facility would be capable of providing year-round ice but would also be able to accommodate lacrosse, ball hockey, dry surface sports, community events and other City programs when the ice is removed. The schematic design and details to-date include energy efficient mechanical and electrical equipment, heat recovery systems and natural light to minimize the cost of operating the facility. During the detailed design phase, additional investigation will be undertaken to evaluate the use of photovoltaic and geothermal systems and determine if the capital cost can be supported by the energy savings over the life of the equipment.

3.0 PRELIMINARY PROJECT BUDGET

Based on the schematic design and the investigation completed to-date, the project is estimated to cost in the range of \$44.6 million. This is comprised of site servicing costs, building construction, consulting and testing services, furniture and equipment, design and construction contingency, and other related project costs.

In order to advance the Arena project to the detailed design phase, funding will be required to cover the following estimated expenditures:

- | | | |
|---|---|--------------|
| • Prime Consultant Fees
(Architectural, Structural, Mechanical, Electrical) | - | \$ 3,700,000 |
| • Speciality Consultant(s) Fees
(Civil, Envelope, QS, Code, Geotechnical,
Environmental) | - | \$ 460,000 |
| • Utilities – (Design only)
(BC Hydro, Telus, Terasen) | - | \$ 120,000 |
| • Development Cost Charges / Fees
(PPA, Building Permit, Rezoning Fees,
Subdivision, GVS & D.D. & City Project Mgmt.) | - | \$ 570,000 |

To: Financial Management Committee
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 Re: South Burnaby Ice Arena Project
 2017 October 16 Page 3

• Design Contingency @ 5%	-	<u>\$ 242,500</u>
Sub Total	-	<u>\$ 5,092,500</u>
• GST @ 5%	-	<u>\$ 254,625</u>
Total	-	<u>\$ 5,347,125</u>

4.0 CONCLUSION

The South Burnaby Ice Arena project is being funded from the Community Benefit Bonus Reserve. It is recommended that the Committee seek Council approval to fund the detailed design phase of this project in the amount of \$5,347,125 (*inclusive of GST @ 5%*) using Density Bonus Funds, as referenced in the 2017-2021 Financial Plan approved by Council in 2017 May 01.

It is further recommended that a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information purposes.

Subject to receiving funding approval, staff will prepare and issue a Request for Proposal (RFP) on BC Bid inviting qualified design firms to submit proposals to undertake the South Burnaby Ice Arena detailed design.

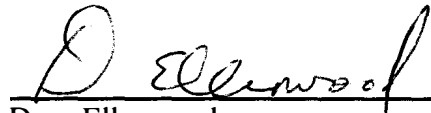
The results of the RFP process and a recommendation on the preferred qualified consulting firm will be the subject of a future report to the Financial Management Committee and Council.



Lou Pelletier, Chair, Major Civic Building Project
Coordination Committee



Leon Gous, Director Engineering



Dave Ellenwood
Director Parks, Recreation and Cultural Services

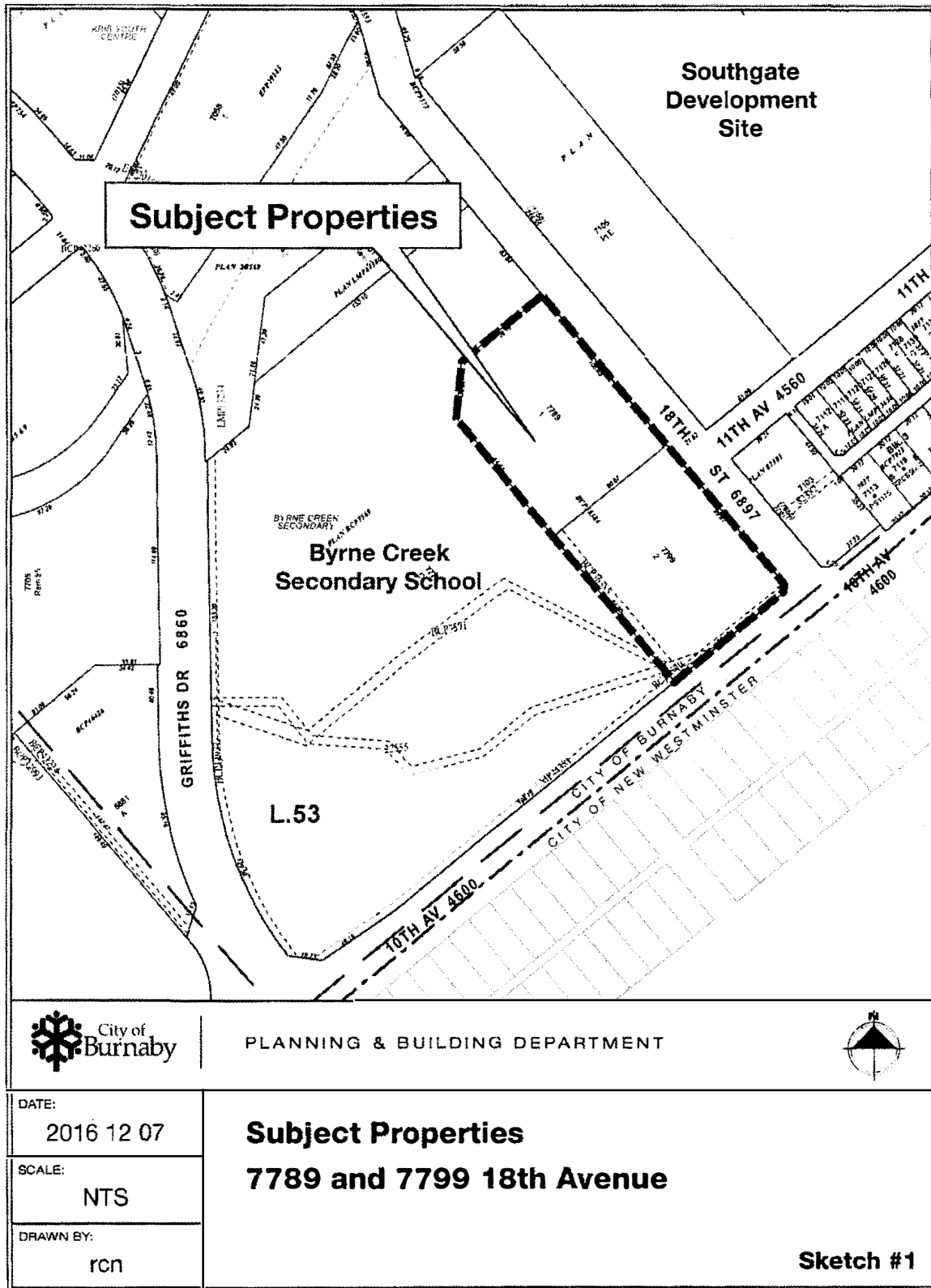
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Attachment

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cc: City Manager
 Director Finance
 Purchasing Manager

Deputy City Manager
 Chief Building Inspector
 City Clerk





Meeting 2017 Oct. 25
COMMITTEE REPORT

TO: FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 OCTOBER 18

FROM: MAJOR CIVIC BUILDING PROJECT **FILE:** 4230 09
COORDINATION COMMITTEE

SUBJECT: LAUREL STREET WORKS YARD
CONSTRUCTION PHASE I

PURPOSE: To request approval for the use of Gaming Funds for the construction Phase I of the Laurel Street Works Yard Redevelopment Project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the expenditure of \$15,200,000 (inclusive of GST of \$670,476) from Gaming funds to finance the construction of Phase I of the Laurel Street Works Yard Redevelopment Project.

REPORT

1.0 BACKGROUND

The Laurel Street Works Yard redevelopment (see *Attachment*) is the final phase of a plan to upgrade and replace aging and outdated operations facilities for the public works functions of the City. In order to replace facilities at the works yards, the City has developed a multi-stage redevelopment strategy for both the Still Creek and Laurel Street Works Yard sites.

The Still Creek Works Yard construction project was completed in 2014. Upon completion of the construction project, the sanitation, parks operations and sign shop were relocated to the Still Creek Works Yard. The space vacated by these operations supports the phased reconstruction of the Laurel Street Works Yard.

2.0 DESIGN PROGRESS

In 2014 September, Council approved the award of a contract to Omicron Consulting Ltd. for the design of the new Laurel Street Works Yard Redevelopment project.

In 2015, Omicron began confirmation of the functional program and preparation of the schematic design with the City. On 2016 June 23, the functional programming and schematic design process was completed.

In 2016, the design was further developed and geotechnical and environmental subsurface investigations were completed. On 2017 January 26, Omicron completed the design development drawings and preliminary phasing plans. The cost estimate at this stage established an order-of-magnitude preliminary project budget.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: Laurel Street Works Yard -
 Redevelopment Construction Phase I
 2017 October 18 Page 2

Omicron and City staff completed the design development in 2017. This was followed by an application for Preliminary Plan Approval on 2017 August 28. A community open house was held on 2017 September 16 at the Laurel Works Yard for the benefit of the neighbourhood residents. Contract documents for the first phase of construction are being prepared and will be submitted for building permit application in the coming weeks.

3.0 REDEVELOPMENT PHASES

The redevelopment of the Laurel Street Works Yard will be split into two major construction phases:

- Phase I – Yard Building (estimated duration: 8 months)
- Phase II – Main Building (estimated duration: 36 months)

This phased approach will allow the Works Yard to continue to function during construction. The City's fleet repair garage, machine shop, mower shop, paint shop, plumbing/carpentry shop, welding shop, Engineering Dispatch and Stores functions will all remain on site throughout construction of both phases. Public Works/Operations is planned to move off site for Phase I and will move back to site towards the end of Phase II.

Construction Phase I includes the construction of the Yard Building and a portion of site servicing, as well as the demolition of select existing structures. After the Yard Building is constructed, Central Stores will be temporarily relocated into the Yard Building to allow for demolition of the existing Central Stores building. Phase I concludes with the demolition of the existing Central Stores structures and several other small buildings to allow for construction of the Main Building. Upon completion of Phase I, select site remediation work will be completed.

Phase II will commence with the construction of the Main Building. Upon completion of the Main Building, the City's Engineering and Public Works functions will move into the permanent quarters, and the remainder of the existing shops will be demolished. A new fuel station will be constructed and the remainder of the yard area will then be graded and paved.

Each of the two phases of construction will be tendered as a separate fixed price lump sum general contract on BC Bid to prequalified contractors. The preliminary project budget for Phase I and II is in the order of \$76 million.

4.0 PHASE I – YARD BUILDING

As noted, the Phase I construction primarily includes the Yard Building in the southwest corner of the project site, as shown on the attached Concept Plan.

The Yard Building includes covered parking spaces for tandem dump trucks (and their associated plows) as well as hoists to hang the salters/sanders directly above the truck parking spaces. The hoists provide more efficient storage, and the covered area increases the life of city-owned trucks and equipment. Capacity for storage in the building includes provision for salt, dump trucks and sanders associated with the winter maintenance of the Major Roads Network (MRN).

To: Financial Management Committee
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 Re: Laurel Street Works Yard -
 Redevelopment Construction Phase I
 2017 October 18 Page 3

The Yard Building also includes enclosed storage for various Engineering Divisions (Roads and Drainage, Water Works, Sewers, Facilities Management) and three wash bays for cleanout of large industrial equipment (dump trucks, sanitation trucks, street sweepers, salters/sanders, etc). The Yard Building includes a specialized containment system for salt and other stored materials.

Since the Yard building is in close proximity to the residential properties, a portion of the roof will be covered with a “green roof” featuring drought-tolerant, low-profile grasses and sedums.

The Yard Building will be fit out to temporarily accommodate Central Stores during the Phase II construction by relocating existing furniture and installing used racking and shelving. The heaters used for the temporary Central Stores will later be relocated permanently to the Main Building’s fleet repair garage in Phase II.

Phase I also includes advanced site servicing required for the construction of the second phase of the project. Phase I concludes with the demolition of several existing minor structures on site.

5.0 PROJECT BUDGET/FINANCING

A Quantity Surveyor (Hanscomb Ltd.) has been retained to complete a Class B cost estimate of the Yard Building. The following is a cost summary for the Phase I of the construction project, which is comprised of estimated construction value, consulting services and various related project costs.

Yard Building Construction:	\$10,989,524
Central Stores relocation onsite	\$ 130,000
Site Servicing costs	\$ 830,000
Permits, Fees, City costs	\$ 830,000
Demolition/Hazmat abatement	\$ 630,000
Subtotal:	\$13,409,524
GST @ 5%	\$ 670,476
Contingency/Escalation allowance	\$ 1,120,000
Total:	\$15,200,000

This expenditure will allow for construction of the Yard Building (Phase I) and allow for site servicing and Permit Fees for the entire project (Phase I and Phase II). Phase II will be the subject of a future report to the Financial Management Committee and Council.

6.0 CONCLUSION

The detailed design of the Yard Building is nearing completion, and will be tendered as a lump sum general contract. In order to prepare for the award of a construction contract for Phase I, this report seeks the necessary funding approval. On this basis, it is recommended that the Financial Management Committee recommend that Council approve the expenditure of Gaming funds in the amount of \$15,200,000 (inclusive of GST of \$670,476) for the construction of Phase I of the Laurel Street Works Yard Redevelopment project.

To: Financial Management Committee
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 Re: Laurel Street Works Yard -
 Redevelopment Construction Phase I
 2017 October 18 Page 4

funds in the amount of \$15,200,000 (inclusive of GST of \$670,476) for the construction of Phase I of the Laurel Street Works Yard Redevelopment project.

Subject to receiving funding approval, staff will complete the tender documents and proceed to tender for Phase I in the coming months. The results of the tender process and the recommendation to award a general contract will be the subject of a future report to the Financial Management Committee and Council in early 2018. Phase I construction is expected to be complete in 2018.


 Lou Pelletier, Chair, Major Civic Building Project
 Coordination Committee


 Leon Gous, Director Engineering


 Noreen Kassam
 Director Finance

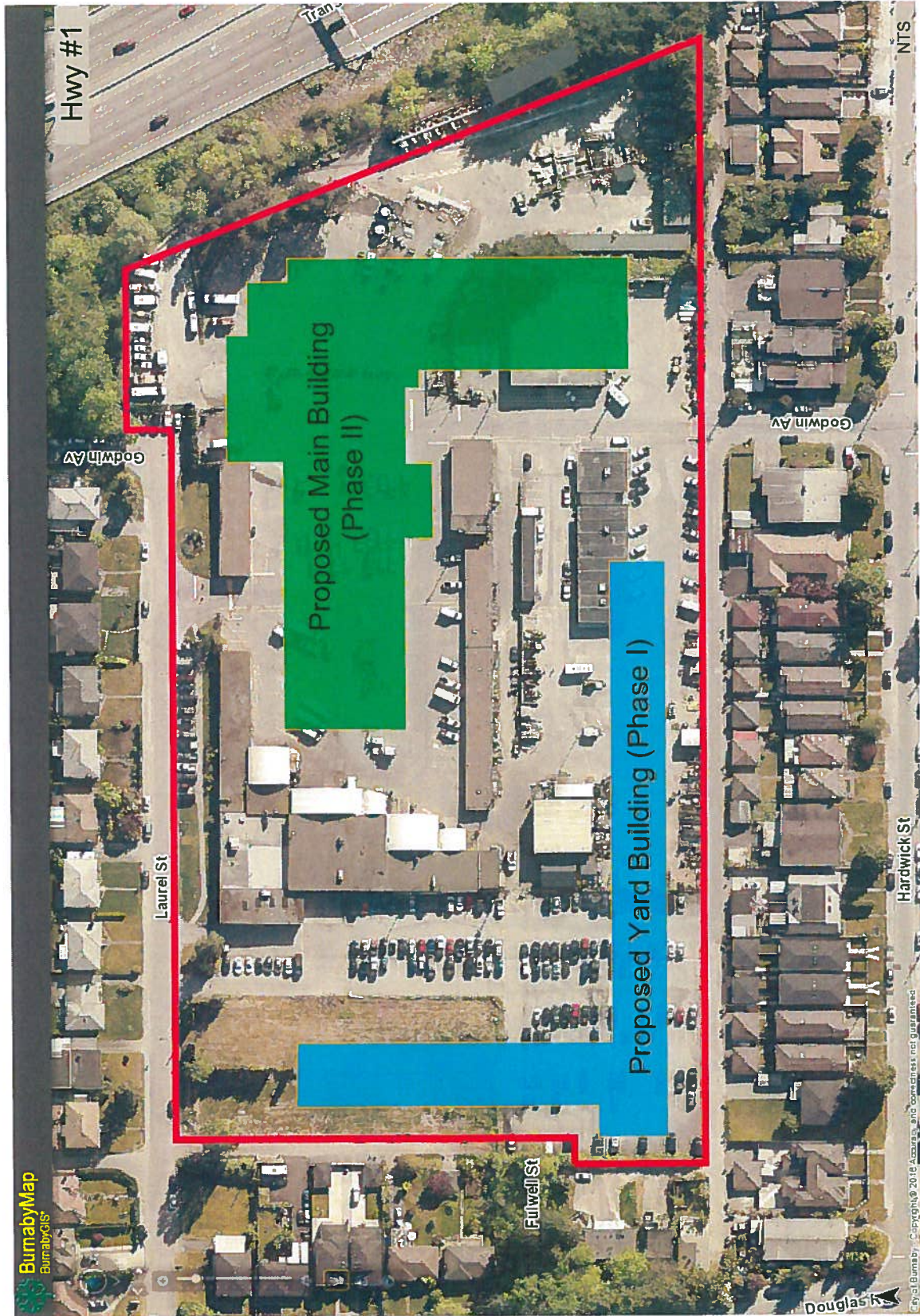
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Attachment

cc: City Manager
 Deputy City Manager
 Chief Building Inspector
 Purchasing Manager
 City Solicitor
 City Clerk

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Laurel Street Works Yard Redevelopment - Concept Plan





Meeting 2017 October 25

COUNCIL REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 18

FROM: DIRECTOR PUBLIC SAFETY AND
COMMUNITY SERVICES

**SUBJECT: PROPOSED NEW BURNABY BUSINESS LICENCE BYLAW, BUSINESS
LICENCE FEES BYLAW AND RELATED BYLAW AMENDMENTS AND
REPEALS**

PURPOSE: To provide information to Council on the proposed new Burnaby Business Licence Bylaw and Business Licence Fees Bylaw and seek Council authorization to bring forward the necessary bylaws to implement the new Business Licence Bylaw and Business Licence Fees Bylaw and amend and repeal related bylaws.

RECOMMENDATIONS:

1. **THAT** Council authorize the City Solicitor to bring forward bylaws to:
 - (a) implement a new Burnaby Business Licence Bylaw and repeal the following bylaws:
 - (i) Burnaby Adult Service Business Regulation Bylaw 2001;
 - (ii) Burnaby Home Rental Business Licence Bylaw 2014;
 - (iii) Burnaby Fetal Alcohol Syndrome Warning Sign Bylaw; and
 - (iv) Burnaby Post Box Rental Agency and Mail Drop Service Regulations Bylaw;
 - (b) implement a Burnaby Business Licence Fees Bylaw; and
 - (c) amend the Burnaby Bylaw Notice Enforcement Bylaw 2009.
2. **THAT** notice of the proposed new Business Licence Bylaw, Business Licence Fees Bylaw and related repeal and amendment bylaws be advertised in the local newspaper for two consecutive weeks after first readings of the above bylaws, and also be provided to the Burnaby Board of Trade.

To: City Manager
 From: Director Public Safety & Community Services Dept.
 Re: Burnaby Business Licence Bylaw Update
 2017 October 16..... Page 2

EXECUTIVE SUMMARY

This report recommends that Council repeal various bylaws related to business, including the Burnaby Business Licence Bylaw, and enact a comprehensive bylaw to regulate business activity in Burnaby. The proposed *Burnaby Business Licence Bylaw 2017* (copy attached) will modernize business regulations and align the regulations with contemporary business operations. The new Burnaby Business Licence Bylaw 2017 will result in enhancements for both businesses and the City in the following key areas;

Business Operator's Bylaw Responsibilities

Under the current regulatory structure a business may be regulated under many different bylaws. The proposed Burnaby Business Licence Bylaw 2017 will combine all business regulations as separate schedules rather than multiple separate standalone bylaws. Condensing business regulations under one bylaw will improve businesses owners understanding of their bylaw requirements.

Business Licence Fee Bylaw

Presently the business licence fees are contained in a schedule to the bylaw. Going forward it is proposed that the fees be incorporated into a new *Business Licence Fee Bylaw*. Placing the fees in a separate bylaw will enable inclusion of specific business regulations as schedules to the bylaw and will make it more efficient to amend the bylaw in the future.

City Resources

In order to address a growing demand on City resources to complete multiple steps on all new business licence applications, the new bylaw establishes an "Application Review" process. This review will be undertaken upon receiving a business licence application and will be based on information provided by the applicant. Businesses will not be permitted to operate during this period. Staff anticipate the time required to process new business licence applications will be reduced with the implementation of the new Burnaby Business Licence Bylaw 2017.

Upon completion of the review, new business applicants will receive; a) Approval, b) a Disapproval, or c) Conditional Approval, to operate. The Conditional Approval is granted in cases where the applicant has demonstrated the ability to safely operate the business, however additional information or inspections of the business premises is required in order to complete the application process.

Yearly Business Licence Renewal Process

The new Burnaby Business Licence Bylaw 2017 will clarify the yearly renewal process for business licenses and outline the consequences for late and nonpayment of fees. The current

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bylaw includes provisions for the addition of a \$50 fee to be charged on overdue accounts at 30, 90 and 150 days past due. The current bylaw provides no direction for accounts that remain unpaid beyond 150 days. The new Burnaby Business Licence Bylaw 2017 will include a provision for cancellation of a business licence for non-payment of fees after 60 days. Prior to the business licence cancellation, there will be three subsequent renewal notices provided as well as attendance by staff at the business premises to advise the owner/operator of consequences for non-payment of fees.

New Business Licence Categories

The new Burnaby Business Licence Bylaw 2017 will introduce new licensing categories for special events businesses and for certain types of business that share a location. A *Special Event Business Licence* will be issued to short term, for-profit business operations such as fairs, concerts or sporting events. The fee for a Special Event Licence will be \$150 and will be valid for a maximum of 45 days, versus a minimum of \$600 and valid for one year under the current bylaw. Community events that are not-for-profit will not be required to obtain a Special Event Licence.

A *Shared Location Business Licence* will be issued to businesses that qualify for a business licence at a location that is already licensed for that purpose. Examples of this category are shared locations among healthcare practitioners and other similar professions. The initial business will pay the first year fee (typically \$600) and subsequent businesses at the shared location will pay the yearly renewal fee (typically \$180) on their first year of operation.

Penalties for Bylaw Noncompliance

In cases where a bylaw violation results in enforcement action, the City has two options, firstly the issuance of a bylaw violation notice(s) under the *Burnaby Bylaw Notice Enforcement Bylaw, 2009* and secondly, bylaw prosecution through the courts.

For those violations that require court proceedings, the cost to the City is often expensive. The *Community Charter* permits a municipality to establish a minimum fine and sets the maximum fine at \$10,000. The existing bylaw does not provide a minimum fine amount however does set the maximum fine amount at \$500. The new Burnaby Business Licence Bylaw 2017 sets the minimum fine at \$5,000 and maximum fine at \$10,000 when the City successfully prosecutes for a violation of the bylaw.

REPORT

1.0 INTRODUCTION

The Burnaby Business Licence Bylaw is the primary bylaw designed to manage business activity in Burnaby and to ensure that businesses are in compliance with all applicable regulations and legislative requirements. The bylaw was original adopted in December of 1950 and has been amended a total of 32 times. The bylaw was enacted over 60 years ago and as a result much of

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the regulations no longer align with current business practices. For example, the bylaw refers to outdated businesses such as cyber centres, circuses, hawkers, hucksters and peddlers and imposes restriction on these types of operations. In the modern context these regulations are no longer required.

Staff propose that Council adopt an updated Burnaby Business Licence Bylaw that better reflects contemporary business operations in Burnaby. The new bylaw contains modern regulations that are presented in a clear and precise manner designed to increase transparency and improve business awareness of their bylaw responsibilities. Attachment #1 is a draft of the proposed bylaw.

The new bylaw also offer greater ability to add business regulations should it become necessary to do so in the future. Although it is difficult to fully anticipate future business models, the bylaw affords greater flexibility to adapt to a changing business environment.

2.0 BACKGROUND

The *Community Charter* provides Council the authority to regulate and licence business activity. Generally, all businesses are regulated under the Burnaby Business Licence Bylaw however additional bylaws exist that regulate specific business types. These added bylaws are specific to various business segments and add requirements to these operations in addition to the general requirements contained in the Business Licence bylaw.

In conjunction with the development of the Licence, Inspections and Permits System (scheduled to take effect 2017 October 02), staff conducted a comprehensive review of all of the bylaw regulations relating to businesses and have found opportunities for improvements. As a result of the review staff recommend that Council repeal the current Burnaby Business Licence Bylaw, and other bylaws relating to specific businesses, and adopt a comprehensive new bylaw for the reasons discussed in this report.

3.0 IMPROVEMENTS - THE PROPOSED NEW BUSINESS LICENCE BYLAW

The new bylaw offers improvements that will be realized by both the City and the business community. In regards to the City, once implemented the bylaw will result in a more efficient use of City staff resources needed to approve business licence applications and facilitate better enforcement.

The business community will benefit from the clarification of the various business regulations and an improved yearly licence renewal notification process. Also, new licensing options will be added resulting in reduced fees and quicker licensing issuance for certain business types.

The benefits gained from the new bylaw include:

- All business regulation bylaws consolidated into the new Business Licence Bylaw 2017;
- Fees related to business licencing incorporated into a new Business Licence Fee Bylaw;
- Provisions for an “Application Review” process and a “Conditional Business Licence”;

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 Re: Burnaby Business Licence Bylaw Update
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- Clarification of the yearly business licence renewal cycle and penalties identified for non-compliance;
- New business licensing categories established for special events and shared locations; and
- Increased prosecution fine amounts for noncompliant businesses.

3.1. **Consolidation of Business Regulation Bylaws as Individual Schedules under the Burnaby Business Bylaw.**

Regulating businesses under more than one bylaw makes awareness of any specific regulations difficult for business owners. In an effort to improve transparency and increase awareness it is proposed that over time all business regulations (general and specific) be incorporated into the new Business Licence Bylaw. Rather than having multiple business regulations bylaws, all regulation in respect to specific business categories will be attached to the Business Licence Bylaw as supplementary schedules.

Due to the time and resources required to review specific regulations, the proposed Business Licence Bylaw initially only includes schedules for the following businesses:

- (a) Adult services and body rub businesses;
- (b) Home rental businesses;
- (c) Liquor service establishments (fetal alcohol syndrome sign requirement); and
- (d) Post box rental and mail drop service businesses.

These schedules will replace the following bylaws which are proposed to be repealed:

- (a) Burnaby Adult Service Business Regulation Bylaw, 2001;
- (b) Burnaby Home Rental Licence Bylaw, 2014;
- (c) Burnaby Fetal Alcohol Syndrome Warning Sign Bylaw; and
- (d) Burnaby Post Box Rental Agency and Mail Drop Service Regulation Bylaw.

As time and resources permit additional regulation bylaws will be reviewed and added to the new Business Licence Bylaw as Schedules.

3.2. **Proposed New Business Licence Fee Bylaw**

Under the current bylaw the fees for a Business licence are contained in Schedule A of the bylaw. The schedule has three general fee types for each business category:

- Initial Year fee (also referred to as “first year fee”) is higher than the Yearly Renewal fee in order to recover the costs of review of the applications and, in some cases, inspections of the proposed business premises by various City departments, including Building, Fire and Engineering.)
- Renewal fee
- Prorated First year fee

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It is proposed that instead of having the fees contained in a schedule to the bylaw, that a new Burnaby Business Licence Fees Bylaw be established. The purpose of the separate Fees Bylaw is to make it more efficient to amend the Bylaw in the future and to facilitate the inclusion of specific regulations relating to certain businesses as schedules in the new Business Licence Bylaw. The fees for business licences will remain unchanged for 2018.

3.3. **Application Review Process and Conditional Business Licence**

The current bylaw provides the Chief Licence Inspector the power to grant a license once satisfied that an applicant has complied with all regulations regarding “building, zoning, health, sanitation and business” in respect of the proposed business. Historically the Licence Office has relied on the technical expertise of other departments or external agencies to determine if an applicant meets these regulations. In most cases the departments conduct onsite inspections of the business premises in order to confirm compliance and respond to the Licence Office. With the number of new business licence applications growing year over year, the time required to conduct these inspections and provide responses back to the Licence Office has steadily increased. Responding to business licensing referrals, particularly for the Building and Fire Departments, now consumes a considerable amount of their staff resources.

Instead of routinely expending City resources by inspecting the business premises of almost all new applicants, a new licensing review process is proposed. In collaboration with the Fire and Building Departments and the City Solicitor, the Licence Office has developed a declaration questionnaire that all new applicants will be required to submit in addition to the standard application (Attachment #2).

The declaration will identify businesses that may require inspection and further review by confirming; (a) the consumption or production of hazardous materials; (b) uses on the site that could present risk; (c) any planned construction or alterations to the premises; and (d) the existence and validity of required life safety equipment. The declaration places the responsibility on applicants to verify and report information on the nature and status of their business activities and premises and provide this information to the City.

All declaration responses will be submitted to the relevant City departments to facilitate an initial in-office review of the application. During the application review process, businesses will not be permitted to operate.

After conducting the in-office review the departments will provide the Chief Licence Inspector with one of three possible responses:

- 1) Approved, the business application may proceed with no further inspections required;
- 2) Disapproved, based on the information provided the business is noncompliant and cannot open for operation; or
- 3) Conditional approval is granted.

An applicant will subsequently be advised whether their application is Approved, Disapproved or Conditionally Approved. Should the applicant be granted a Conditional Approval, the Chief

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Licence Inspector will issue a “Conditional Business Licence” provided Zoning Bylaw requirements are also met. These licences will only be valid for the period of time and on terms and conditions set by the Chief Licence Inspector. The intent is to permit a validity period of 180 days so that City departments can gather the necessary information and/or complete relevant inspections. If the Chief Licence Inspector is not satisfied with the safety or other matters relating to the operations during the validity period, the Conditional Business Licence can be cancelled. In cases where minor deficiencies are discovered, applicants will be advised that the deficiencies must be rectified and the business premises re-inspected prior to the expiry of the Conditional Business Licence.

Since holders of Conditional Business Licences will be made aware at the outset that the licence has a fixed end date and the lawful continuation of the operation beyond that date is dependent on correcting all deficiencies, these business owners will have a greater incentive to ensure compliance prior to the expiry date. Conditional Business Licences are particularly useful in the case of the Fire Department where it is often preferable to inspect a business while the premise is occupied and the business is operational. The cost for a Conditional Business Licence will be the same as an Initial Business Licence and will follow the fees set out in the Business Licence Fees Bylaw. If a Conditional Business Licence is converted to a full business licence there will be no additional charge.

3.4. Yearly Business Licence Renewal Requirement and the Penalty for Non-Compliance

The current bylaw contains provisions for an additional penalty of \$50 to be added to all unpaid accounts at 30, 90, and 150 days past the January 01 due date (possibly totalling \$150 per year). However, the current bylaw does not contain any explicit language effectively cancelling the business licence at the end of the penalty period.

In order to address this gap, business licences and renewal licences issued under the new Business Licence Bylaw will continue to be valid for a calendar year, however, if renewal fees for these licences are not paid by December 31 each year, a single late payment fee of \$50 will be levied. If renewal fees remain unpaid on March 01 each year, the business licence will be cancelled and a new application is required in order to reinstate the business. The business would be subject to bylaw notices and/or legal action for operating without a valid business licence past this March 01.

To ensure all businesses are fully aware of the yearly renewal licence fees and the implications of late payments, the Business Licence Office will adopt the following three step notification procedure:

1. On November 01 a renewal notice will be sent to all businesses identifying the renewal fees.
2. On December 01 a second reminder renewal notice sent to all businesses that remain unpaid. This notice will advise the business that should the notice remain unpaid after December 31 an additional \$50 fee will be added to the account.

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 From: Director Public Safety & Community Services Dept.
 Re: Burnaby Business Licence Bylaw Update
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3. On January 01 all outstanding accounts will be charged the \$50 late payment fee. Licence Office staff will then make personal contact with these business to explain that if payment is not received in full before March 01 the business licence will be cancelled and a new application would be required in order to re-instate the business licence. In addition to the personal visit follow up letters will also be sent to businesses to clarify the requirements.

The new Business Licence Bylaw also gives the Chief Licence Inspector the authority to not renew a business licence if there are outstanding City or Court penalties and fines in respect to a business or business premises. This provision is intended to incentivize business owners to promptly pay penalties and fines owing to the City.

To ensure all businesses are provided an opportunity to adjust to the bylaw changes, in the inaugural year of the new bylaw it is recommended that Council authorize waiving the \$50 additional fee. The Licence Office will still make personal contact with those businesses that remain unpaid after 2018 January 01 to ensure that the business is fully aware of the bylaw changes and the implications of nonpayment. Failure to pay by 2018 March first 01 will still result in the cancellation of the licence.

NOTE: Although plans are underway to adjust the business licence renewal cycle to an anniversary model rather than the current calendar model, for the immediate future business licences will continue to be valid from January 01 to December 31.

3.5. New Business Licencing Process for Special Events and Shared Locations

The new Business Licence Bylaw also introduces a Special Event Business Licence. Currently all temporary or one time businesses wanting to setup in Burnaby are required to purchase a full year business licence even if the business only intends to operate on a short term basis. In many cases, these types of businesses are in response to “special events” such as sporting events, fairs, concerts or other similar events. In recognition of these types of operations, the Special Event Business Licence can be issued under the new Bylaw and will licence temporary businesses for up to a maximum of 45 consecutive days (an initial 30 days and a 15 day extension where warranted). All applicants will need to demonstrate that the business complies with zoning, building, health, fire and other regulations, similar to other applicants under the new Business Licence Bylaw. The fee for a Special Event Business Licence will be \$150.

The new Business Licence Fee Bylaw will introduce a *Shared Location Fee* for certain business categories where similar business occupy common space. It is a common practice for certain business types, such as healthcare professionals, to occupy a common location even though each operator represent a distinct business and require individual business licences. The businesses operate from a common civic location in order to limit costs. Recognizing that after the first business licence has been approved any subsequent application at the same location generate very limited additional work for the City, the new applicant will not be charged the full initial business licence fee (which reflects the City’s costs of review and inspection for new

To: City Manager
 From: Director Public Safety & Community Services Dept.
 Re: Burnaby Business Licence Bylaw Update
 2017 October 16..... Page 9

applications) and instead will pay the equivalent of the reduced renewal fee for the business category.

The Shared Location Fee will not be available to all business categories that share common space. Business types that require further City review and onsite inspections in respect to building, fire, health and other matters, will not be eligible. Examples of these business types include manufacturing operations, auto body repair and paint shops, and contractors.

All business categories that are eligible for a shared location fee will be identified in the new Business Licence Fees Bylaw. General office uses such as accountants, architects, real estate agents, medical practitioners and veterinarians are examples of eligible businesses.

3.6. Penalties for Bylaw Noncompliance

The two methods that are typically used by the City when faced with bylaw noncompliance are court proceedings, and/or the issuance of a bylaw violation notice. Regarding the court proceedings, currently the maximum fine set out in the existing Business Licence Bylaw for an offence is \$500. This is well below the maximum of \$10,000 permitted under the Community Charter, which also permits a municipality to establish a minimum fine. The new Business Licence Bylaw proposes a minimum fine of \$5,000 and maximum fine of \$10,000 where the City successfully prosecutes a person for violation of the bylaw. These prosecutions involve court proceedings and are typically very expensive to pursue and require significant time and effort on the part of City staff. The increased fine amount reflects the cost to the City to undertake court action and may well act as a deterrent.

The alternative method of enforcing compliance with City bylaws is to issue bylaw violation notices under the City's Bylaw Notice Enforcement Bylaw, as permitted by the *Local Government Bylaw Notice Enforcement Act*. These violation notices can be issued by an inspector under the Business Licence Bylaw and appeals are administered through an adjudication process, rather than court proceedings. Although the maximum penalty is \$500 per occurrence (i.e. each day of non-compliance) under this enforcement method, the process is much more efficient for the City and the person receiving the violation notice. The process is used for the current Business Licence Bylaw (and most other City bylaws) and City staff has successfully obtained compliance in most cases using bylaw violation notices.

With the introduction of the new Business Licence Bylaw, the Bylaw Notice Enforcement Bylaw will need to be amended to reflect the new bylaw provisions and penalties for violation of these provisions.

4.0 RECOMMENDATIONS

The proposed bylaw repeals and enactments will provides greater clarity and benefits for business regulation in the City. The new Business Licence Bylaw improves business owners' understanding of the regulation applicable to operating within Burnaby and also enhances the City's ability to enforce the regulations.

To: City Manager
 From: Director Public Safety & Community Services Dept.
 Re: Burnaby Business Licence Bylaw Update
 2017 October 16.....Page 10

In accordance with this report, staff recommend that Council authorize the following bylaws be brought forward:

- (a) Burnaby Business Licence Bylaw 2017 (substantially in the form set out in Attachment 1) to implement the new business licence regulations and repeal the following bylaws: (i) Burnaby Adults Service Business Regulation Bylaw 2001; (ii) Burnaby Home Rental Business Licence Bylaw 2014; (iii) Burnaby Fetal Alcohol Syndrome Warning Sign Bylaw; and (iv) Burnaby Post Box Rental Agency and Mail Drop Service Regulations Bylaw;
- (b) Burnaby Business Licence Fees Bylaw; and
- (c) a bylaw to amend the Burnaby Bylaw Notice Enforcement Bylaw 2009.

The Community Charter requires that before adopting a bylaw in regards to business regulation, Council must give notice of its intention and provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. In order to ensure all interested parties are provided sufficient notification, notice of the proposed new Business Licence Bylaw, Business Licence Fees Bylaw and related repeal and amendment bylaws will be advertised in the local newspaper for two consecutive weeks after first readings of the above bylaws. The notice will provide 14 days to make written submissions. All response will be collected and provided to Council prior to further readings and adoption of the bylaws.

In addition to providing notice in the local newspaper staff will also contact the Burnaby Board of Trade to provide notification of the new bylaw.


 Dave Critchley
 DIRECTOR – Public Safety & Community Services Department

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



Meeting 2017 October 25

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 4

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: 2018 LEASE GRANTS - COMMUNITY RESOURCE CENTRES

PURPOSE: To propose 2018 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2018 lease grants for community resource centre tenants, as outlined in Table 1, *attached*, of this report.
2. **THAT** Council be requested to authorize staff to make the appropriate 2018 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centre tenants.

REPORT**1.0 BACKGROUND**

In 1992 April, Council approved guidelines for the issuance of grants to offset lease rates for non-profit groups allocated space at the City's Community Resource Centres. In general, tenants at the resource centres can qualify for a grant to offset their lease costs depending on the extent of service provided to Burnaby residents. Where 75 percent or more of the recipients of programs or services of the non-profit group are Burnaby residents, a tenant can qualify for a lease grant to offset lease costs by 50 percent. Where 25 to 75 percent of service recipients are Burnaby residents, a group can qualify for a partial lease grant to offset costs by 25 percent.

At its meeting of 2017 May 09, Council approved recommendations from the Financial Management Committee for 2018 lease rates and anticipated lease grant amounts for tenants at the Community Resource Centres. Council also approved a recommendation to distribute information on the approved 2018 lease rates and the anticipated lease grants to tenants, with a request for tenants to make an application for 2018 lease grants. Staff accordingly communicated such to existing tenants and received applications. This report confirms the anticipated lease grant amounts for 2018.

To: Financial Management Committee
 From: Director Planning and Building
 Re: 2018 Lease Grants - Community Resource Centres
 2017 October 4..... Page 2

2.0 PROPOSED 2018 LEASE GRANTS

Table 1, *attached*, indicates the proposed lease grants for 2018 based on the approved guidelines. All existing tenants, except for MOSAIC, have requested and demonstrated eligibility for the same percentage and/or total amount of lease grant support as anticipated in the 2017 May 09 report approved by Council. MOSAIC requested and qualified for a full (50%) lease grant this year based on an increase in the percentage of clients served (75%) being Burnaby residents.

Accordingly, it is recommended that Council be requested to approve the proposed 2018 lease grants for community resource centre tenants, as outlined in Table 1, *attached*. It is also recommended that Council be requested to authorize staff to make the appropriate 2018 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher, and Pioneer Community Resource Centre tenants.

3.0 RECOGNITION OF CITY SUPPORT

As outlined in the City's Recognition Guidelines, updated in 2015 November, all tenants were requested to submit a minimum of three examples of recognition of the City's support through its lease grant program with their lease grant application. Tenants provided copies of their annual general reports or financial statements, links to recognition on their websites, and other recognition on various brochures, newsletters, program flyers, office signage or other print materials. Web recognition presented a challenge for some organizations, including those with national websites and smaller organizations who do not maintain active websites.

4.0 NEXT STEPS

With Council approval of the 2018 lease grants, the Finance Department will adjust the monthly lease charges for the benefiting organizations to reflect the approved grant amount. The grant funds will be transferred internally for budgeting and accounting purposes.


 Lou Pelletier, Director
 PLANNING AND BUILDING

CS:sa
Attachment

Copied to: City Manager
 Deputy City Manager
 Director Public Safety and Community Services
 Director Finance
 Chief Licence Inspector
 City Clerk

R:\Long Range Clerical\DOCS\CS\Committee Reports\2017\2018 Lease Grants-Community Resource Centres (2017.10.25).docx

TABLE 1 PROPOSED 2018 LEASE GRANTS

RESOURCE CENTRES	Leased Area* (sq. ft.)	2018 Approved Lease Rate Increase	2018 Lease Rate	2018 Proposed Lease Rates (before grant) \$/Year	2018 Anticipated Lease Grant \$/Year	2018 Anticipated Lease Revenues (after grant) \$/Year	2018 Anticipated Lease Support Offset (%)
Edmonds Neighbourhood Resource Centre							
Burnaby Family Life Institute	3,000	2.0%	\$13.34	\$40,020.00	\$20,010.00	\$20,010.00	50%
Afghan Women's Support Society	864	2.0%	\$13.34	\$11,525.76	\$5,762.88	\$5,762.88	50%
Burnaby School District	1,499	2.0%	\$13.34	\$19,996.66	\$0.00	\$19,996.66	0%
Canadian Mental Health Association	1,506	2.0%	\$13.34	\$20,090.04	\$10,045.02	\$10,045.02	50%
Canadian Red Cross Society - Burnaby Branch	1,500	2.0%	\$13.34	\$20,010.00	\$5,002.50	\$15,007.50	25%
Deaf Children's Society of BC	2,290	2.0%	\$13.34	\$30,548.60	\$7,637.15	\$22,911.45	25%
Immigrant Services Society of BC	1,167	2.0%	\$13.34	\$15,567.78	\$7,783.89	\$7,783.89	50%
St. Matthew's Day Care Society	5,610	2.0%	\$13.34	\$74,837.40	\$37,418.70	\$37,418.70	50%
TOTAL (Edmonds)	17,436	2.0%	\$13.34	\$232,596.24	\$93,660.14	\$138,936.10	40.3%
Holdom Community Resource Centre							
Burnaby Family Life Institute	1,300	2.0%	\$13.34	\$17,342.00	\$8,671.00	\$8,671.00	50%
Dixon Transition Society	1,469	2.0%	\$13.34	\$19,596.46	\$9,798.23	\$9,798.23	50%
Community Living Society	1,276	2.0%	\$13.34	\$17,021.84	\$8,510.92	\$8,510.92	50%
Volunteer Burnaby	1,000	2.0%	\$13.34	\$13,340.00	\$6,670.00	\$6,670.00	50%
TOTAL (Holdom)	5,045	2.0%	\$13.34	\$67,300.30	\$33,650.15	\$33,650.15	50.0%
Brentwood Community Resource Centre							
Burnaby Community Services	1,808	2.0%	\$13.34	\$24,118.72	\$12,059.36	\$12,059.36	50%
Burnaby Meals on Wheels	797	2.0%	\$13.34	\$10,631.98	\$5,315.99	\$5,315.99	50%
Burnaby Seniors Outreach Services Society	189	2.0%	\$13.34	\$2,521.26	\$1,260.63	\$1,260.63	50%
YMCA of Greater Vancouver	2,018	2.0%	\$13.34	\$26,920.12	\$13,460.06	\$13,460.06	50%
MOSAIC	1,294	2.0%	\$13.34	\$17,261.96	\$8,630.98	\$8,630.98	50%
TOTAL (Brentwood)	6,106	2.0%	\$13.34	\$81,454.04	\$40,727.02	\$40,727.02	50.0%
Metrotown Community Resource Centre							
Burnaby Neighbourhood House	7,838	2.0%	\$13.34	\$104,558.92	\$52,279.46	\$52,279.46	50%
National Congress of Black Women Foundation	620	2.0%	\$13.34	\$8,270.80	\$2,067.70	\$6,203.10	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.0%	\$13.34	\$20,957.14	\$10,478.57	\$10,478.57	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.0%	\$13.34	\$13,179.92	\$6,589.96	\$6,589.96	50%
TOTAL (Metrotown)	11,017	2.0%	\$13.34	\$146,966.78	\$71,415.69	\$75,551.09	48.6%
Pioneer Community Resource Centre							
Burnaby Family Life Institute	3,057	2.0%	\$13.34	\$40,780.38	\$20,390.19	\$20,390.19	50%
Burnaby Hospice Society	1,647	2.0%	\$13.34	\$21,970.98	\$10,985.49	\$10,985.49	50%
TOTAL (Pioneer)	4,704	2.0%	\$13.34	\$62,751.36	\$31,375.68	\$31,375.68	50%
McKercher Community Resource Centre							
Burnaby Family Life Institute	2,500	2.0%	\$13.34	\$33,350.00	\$16,675.00	\$16,675.00	50%
TOTAL (McKercher)	2,500	2.0%	\$13.34	\$33,350.00	\$16,675.00	\$16,675.00	50%
TOTAL RESOURCE CENTRES	46,808	2.0%	\$13.34	\$624,418.72	\$287,503.68	\$336,915.04	46.0%



Meeting 2017 October 25

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 18

FROM: DIRECTOR FINANCE

FILE: 4700-01

SUBJECT: LAND ASSEMBLY AND DEVELOPMENT CAPITAL PROGRAM

PURPOSE: To request bylaw funding of \$7 million for the Land Assembly and Development Program.

RECOMMENDATION:

1. **THAT** The Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Bylaw in the amount of \$7 million to finance the Land Assembly and Development Program.

REPORT

The Corporate and Tax Sale Land Reserve Fund is used primarily for the servicing of municipal subdivisions and for the acquisition and development of lands which may be needed for municipal purposes. The Corporate and Tax Sale Land Reserve Fund has an uncommitted balance of \$284,897,567.49 as at 2017 October 01. The Land Assembly Reserve Fund, which is the appropriated amount from the Corporate and Tax Sale Land Reserve Fund, allows for the timely execution of land acquisitions and demolitions upon Council approval.

The Land Assembly Reserve Fund has an uncommitted balance of \$1,809,653.69 as at 2017 Accounting Period 10 (October 01). Subsequent to Period 10 closure, Council approved land acquisition expenditures of \$1,250,076.00, leaving a balance at this time of \$559,577.69 in the Land Assembly Reserve Fund. Schedule A provides a reconciliation of the Land Assembly Reserve Fund.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$7 million to finance the Land Assembly and Development Program.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RM/ mlm

Attachment: Summary of Land Assembly & Development Costs, for the Period 2017 May 15 – 2017 October 01

Copied to: City Manager
City Clerk
City Solicitor

Director Engineering
Director Planning & Building

SUMMARY OF LAND ASSEMBLY & DEVELOPMENT COSTS

For the Period 2017 May 15 to 2017 October 1

Appropriated Funds Available

Opening Balance 2017 May 15	\$ 5,000,182.53
Private Funding	2,264.00
Bylaw #13777 – 2017 July	7,000,000.00
Total Appropriated Funds Available	<u>\$ 12,002,446.53</u>

Less Expenditures

Property Acquisitions	\$ 10,047,000.00
Demolition Costs	145,792.84
Total Expenditures	<u>\$ 10,192,792.84</u>

BALANCE REMAINING AT 2017 P10 (October 01)	<u>\$ 1,809,653.69</u>
LESS EXPENDITURES SINCE P10 TO 2017 OCTOBER 10	<u>(1,250,076.00)</u>
BALANCE REMAINING AT 2017 OCTOBER 10 2017	<u>\$ 559,577.69</u>
RECOMMENDED APPROPRIATION IN THIS PERIOD	<u>\$ 7,000,000.00</u>
FUNDS AVAILABLE FOR FUTURE PROGRAMS	<u><u>\$ 7,559,577.69</u></u>



Meeting 2017 Oct 25

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 18

FROM: DIRECTOR FINANCE &
DIRECTOR ENGINEERING

FILE: 34500-03

**SUBJECT: BURNABY LOCAL IMPROVEMENT CHARGES BYLAW 1985 –
2018 RATE UPDATE**

PURPOSE: To seek Council approval of the proposed updates to the Burnaby Local Improvement Charges Bylaw 1985.

RECOMMENDATION:

1. **THAT** The Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Local Improvement Charges Bylaw 1985 for changes to Schedule A and to incorporate the new Schedule B, as outlined in this report, effective 2018 January 01.

REPORT**1.0 BACKGROUND**

A Local Area Service (LAS) is a neighbourhood improvement undertaken for the benefit of the property owners whose property directly abuts the street where the work is carried out. LAS improvement categories include: street upgrades, lane paving and ditch enclosure, street lighting, speed humps, and boulevard trees. Since the early 1960's, apart from development-related improvements, all finished local streets in established areas of the City were upgraded through the LAS program and cost-shared with abutting property owners.

The charge paid by property owners is determined by measurement of the taxable frontage of the property abutting the improvement. Rates charged for each improvement project are those under bylaw at the time of the petition process. As such charges currently levied to properties are found in the Burnaby Local Improvement Charges Bylaw 1985, #13325 and prior versions dating back to the date of petition for each project. Total charges for each project are amortised in accordance to a set repayment schedule, the maximum of which is 15 years.

Annual charges include an interest component, which under each bylaw is based on the posted lending rates of the City's bank – RBC. To avoid interest, property owners can make a one-time lump sum payment, which is known as commuting.

To: Financial Management Committee
 From: Director Finance and Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 – 2018 Rate Update
 2017 October 25 Page 2

1.1 Street Upgrades

Prospective street upgrade locations typically have aging interim strip asphalt pavements, with gravel road shoulders, ditches, and culverts for storm drainage. Interim strip asphalt pavements represent approximately 25% or 150km of the urban collector and local street network within Burnaby.

An upgraded street would receive a standardized street width, with concrete curb and gutter, concrete sidewalk, grass boulevards, improved storm drainage facilities, rehabilitated asphalt pavement, and additional boulevard trees. The upgraded street improves safety and accessibility for all users, improves drainage, enhances the appearance of the street, minimizes dust in the dry season, and prevents erosion of gravel surfaces in the wet season.



Figure 1. Street Update – Before & After

The current cost-sharing percentage is based on residents paying towards a maximum 50% of the project. 100% of the storm sewer costs are paid by the City, which typically results in approximately 60-80% of the total project cost being paid by the City. For ongoing rate consistency, to improve the value received by the resident, and improve administration processes, the new cost-sharing percentage per meter is proposed to be 70% paid by the City and 30% paid by the resident. The higher proposed percentage of 70% payable by the City as compared to 50% for other types of LAS improvement is justified in that street upgrades reduce future operating costs for the City, whereas the other LAS improvements result in increased future operating costs.

Street upgrades are the most popular type of LAS improvement, with repayments made over a 15 year period.

To: Financial Management Committee
 From: Director Finance and Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 – 2018 Rate Update
 2017 October 25 Page 3

1.2 Sidewalk

Where an existing street already has curb and gutter but no sidewalk, residents can request sidewalk installation through a sidewalk LAS improvement. Approximately 10% or 65km of urban collector and local streets in Burnaby have concrete curb and gutter without an accompanying sidewalk.

Previously, asphalt was permitted as a sidewalk material in commercial areas. However, concrete is the standard material, has nearly double the useful life, and the cost is only slightly higher than asphalt. Therefore, going forward, it is proposed to only offer concrete sidewalks. The current and proposed cost-sharing percentage per meter is 50%. Repayments for sidewalk projects are made over a 15 year period.

1.3 Street Lighting

Many streets in Burnaby have ‘leased’ lights, which are streetlights attached to BC Hydro poles, that are generally at intersections or at a minimum distance of 215m (approximately 700 ft) apart. Some streets have no lighting at all. The LAS Street Lighting program provides a more permanent form of lighting, where improved lighting levels are achieved by reducing the space between light poles to approximately 40-50m (140-165 ft) apart. Current and proposed cost-sharing is split equally at 50% between the City and residents. Repayments for Street Lighting projects are made over a 10 year period.

1.4 Lane Paving

The majority of lanes within Burnaby were paved in the 1970’s. However, there is still a small portion of the accessible lane network that is finished with gravel instead of asphalt. Where a lane is not paved, residents can request lane paving as an LAS improvement, which includes a standard 4.5-6.0m asphalt pavement, an asphalt drainage curb, crushed gravel or grass to the property line, and an accompanying storm main system.

Approximately 170km or 70% of the existing paved lanes do not have an accompanying storm main, with drainage provided through a series of ditches and culverts. Residents often request for ditch culverting in order to provide access to lane garages and gates, or to improve the appearance and functionality of their lane. In this current scenario, residents pay for 100% of the culverting located adjacent to their property. This isolated culverting does not improve overall drainage performance, and would need to be fully replaced if the overall drainage performance needed to be improved with a full storm main system. Over the last ten years, over 1000 residents have initiated and paid for ditch enclosures.

With Council direction, staff can expand the lane paving LASP category to include ditch enclosures via a storm main system to enable coordinated drainage system improvement. If directed by Council, the lane paving LAS improvement category would to be expanded from only gravel lanes to also include existing paved lanes. Similar to street upgrades, the cost-sharing percentage per meter is proposed to be 70% City and 30% residents. Repayments for Lane Paving projects are made over a 5 year period.

To: Financial Management Committee
 From: Director Finance and Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 – 2018 Rate Update
 2017 October 25 Page 4



Figure 2. Lane Paving – Before & After

1.5 Traffic Calming - Speed Humps

New speed humps are permitted on local streets. Under current and proposed bylaw rates, 100% of costs are recovered from residents. Repayments for Speed Hump projects are made over a 5 year period.

1.6 New Boulevard Trees

Where an existing street already has curb and gutter but no street trees on City-owned boulevards, residents can request new street trees as an LAS project. The current and proposed cost-sharing percentage per meter is split equally at 50% between the City and residents. Repayments for New Boulevard Tree projects are made over a 5 year period.

1.7 Replacement Boulevard Trees

Replacement boulevard trees apply if an existing street already has street trees on the City-owned boulevard, but residents prefer a different species, location, or size of tree. The current and proposed cost-sharing percentage per meter is split equally at 50% between the City and residents. Replacement boulevard trees cost significantly higher than new boulevard trees as substantial effort is required to safely and completely remove the existing trees and associated root systems. To date, there have been no successful replacement boulevard tree LAS initiatives. Repayments for Replacement Boulevard Tree projects are made over a 5 year period.

To: Financial Management Committee
 From: Director Finance and Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 – 2018 Rate Update
 2017 October 25 Page 5

2.0 FRONTAGE RATES AND INTEREST

2.1 Interest Rates

A review of City tendered LAS contracts over the past few years suggest that existing frontage charges should be adjusted to reflect current conditions. As part of the review process, the Assistant Director Finance - Revenue Services has examined the interest rates used in calculating the LAS frontage charge when amortized over fixed periods and is recommending the adjustments shown in the table below. As noted, the current interest rates used by the City for LAS projects are based on RBC lending rates. RBC publishes 5, 10 and 25 year lending rates, which are interpreted for the 5, 10 and 15 year terms used under the program. Rates are subject to a 0.25% uplift to mitigate any upward movement in the rates. Comparative rate data is set out below:

Current Interest Rates - Comparative			
Municipality	5 Years	10 Years	15 Years
Burnaby (bylaw #13325)	0.0524	0.0675	0.0875
Surrey	0.0420	0.0477	0.0514
Richmond	0.0595	0.0595	0.0595
Vancouver	0.0600	0.0600	0.0600
Coquitlam	n/a	n/a	0.0314

It is proposed that the rate structure be revised in order to achieve the following:

1. Increase household participation in LAS projects through more attractive terms.
2. Align the rate structure with that used in other areas of the City of Burnaby and with other municipalities.
3. Provide a more tangible and clearly understood rate structure for which supporting information can be readily sourced.

The proposed rates are based on the RBC Prime Rate, plus a factor increase of 1% to 3% depending on the project term, as set out below:

Proposed Interest Rate Changes				
LAS Categories	Amortization Period (Years)	Current Interest Rate (%)	Proposed Interest Rate (%)	Factor Increase
Street Upgrade Sidewalk	15	8.75	6.20	Prime + 3%
Street Lighting	10	6.75	5.20	Prime + 2%
Lane Paving Speed Humps Boulevard trees	5	5.24	4.20	Prime + 1%

To: Financial Management Committee
 From: Director Finance and Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 – 2018 Rate Update
 2017 October 25 Page 6

To accompany this change Section 3 of the bylaw will be repealed and replaced with the following wording:

Owners wishing to commute future annual charges may do so through means of a lump sum payment calculated by multiplying the annual charge levied against the parcel by the factor as set out in Schedule B against the number of annual special charges unpaid at the date of application.

A new Schedule B to the bylaw is proposed, that will set out the commutation factors for each year of a 5, 10 and 15 year project.

Schedule B			
Local Improvement Commutation Table			
	5 Years	10 Years	15 Years
At Interest Rate %	0.0420	0.0520	0.0620
Year			
15			9.587
14			9.181
13			8.750
12			8.293
11			7.807
10		7.647	7.291
9		7.045	6.743
8		6.411	6.161
7		5.745	5.543
6		5.043	4.887
5	4.427	4.306	4.190
4	3.613	3.530	3.449
3	2.765	2.713	2.663
2	1.881	1.854	1.828
1	0.960	0.951	0.942

2.2 Frontage Rates

Frontage rates were previously adjusted in 2013 in the Burnaby Local Improvement Charges Bylaw 1985, #13325, and are used today when quoting frontage charges to residents inquiring about potential LAS projects. Based on changes in interest rates since 2013, trends in construction costs experienced on recent LAS contracts, and simplifications toward LAS administration, it is recommended that the proposed frontage rates as shown in Schedule A replace those currently used in Schedule B. All petitions undertaken from adoption of the revised bylaw will be subject to the rates as provided in Schedule A.

To: Financial Management Committee
 From: Director Finance and Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 – 2018 Rate Update
 2017 October 25 Page 7

As part of revising the frontage rates, the overall number of individual rates has been reduced, leaving just seven (7) LAS rates. This will greatly improve administrative processes and help to simplify communication with the public. It is proposed that all other rates contained within bylaw #13325, and prior versions are no longer to be used for NEW Petitions from the date the changes herein are adopted by Council. However, given the remaining payback period for some exiting constructed projects, a number of older rates will still be collected until repayment is completed.

2.3 Removal of Driveway (Sidewalk) Crossing Rates

The City currently applies LAS rates for driveway (or sidewalk) crossings. The requirement for such a crossing is established during the design phase of a Street Upgrade project, and billing is completed over a 15 year period at \$20 per year for residential and \$100 per year for commercial properties. Administration of crossing charges is very burdensome, in that they must be included on projects at the petition stage and then removed from projects at billing when it is identified that a crossing is not required.

For new projects billed in 2016, only three projects had crossing charges at a total combined charge of \$6,870. Crossings only make up a small percentage of the total project cost for the related project. Therefore it is proposed that Driveway Crossings are factored into LAS projects going forward and are not billed as separate LAS projects.

3.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Local Improvement Charges Bylaw 1985 for changes to Schedule A and to incorporate the new Schedule B, as outlined in this report, effective 2018 January 01.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:JWH:RR /mlm

Copied to: City Manager
 City Solicitor



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

Attachment: Schedule A - Local Area Service Frontage Rates, effective 2018 January 01

Schedule A: Local Area Service Frontage Rates (Effective 2018 January 01)

Rates shown are the annual reoccurring charge inclusive of interest. Rates within the bylaw are displayed per meter.

Local Area Service Frontage Rates					Information Only			
Proposed Description of Works	Period (Years)	Proposed City Cost Share (%)	Proposed Rates (\$/m)	Proposed Rates (\$/foot)	Current City Cost Share (%)	Current Rates (\$/m)	Current Rates (\$/foot)	Current Description of Works
Street upgrade (new pavement with curb and gutter, sidewalks, storm sewer, and street trees as required)	15	70%	\$27.00	\$8.23	50-80%	\$30.00	\$9.14	Three project types: Minimum 8.5m, 11m or 14m pavement - with storm sewers and tree planting as required <ul style="list-style-type: none">- Curb only- Curb and replacement sidewalk- Curb and new sidewalk
						\$32.50	\$9.91	
Concrete Sidewalk (only eligible for roads with existing curb and gutter)	15	50%	\$8.32	\$2.53	50%	\$10.50	\$3.20	Sidewalk (concrete) (15 year payment term)
					-	\$16.00	\$4.88	Sidewalk (asphalt) (10 year payment term)
Street Lighting	10	50%	\$10.41	\$3.17	50%	\$16.27	\$4.96	Street Lighting
Lane Paving and Lane Ditch Enclosure	5	70%	\$25.19	\$7.68	50-80%	\$30.00	\$9.14	Lane paving
Speed Humps	5	0%	\$2.52	\$0.77	0%	\$2.70	\$0.82	Speed Humps
New Boulevard Trees	5	50%	\$4.24	\$1.29	50%	\$4.46	\$1.36	New Boulevard Trees
Replacement Boulevard Trees	5	50%	\$24.00	\$7.32	50%	\$13.94	\$4.25	Replacement Boulevard Trees



Meeting 2017 Oct 25

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 18

FROM: DIRECTOR FINANCE

FILE: 6400-20

SUBJECT: TEMPORARY FINANCING BYLAW

PURPOSE: To obtain borrowing authority to temporarily finance expenditures.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2018 January 01 to December 31, repayable 2018 December 31.

REPORT**1.0 BACKGROUND**

Temporary borrowing sometimes becomes necessary during the year prior to collection of property taxes and at other times to make large unexpected payments or to cover an overdraft resulting from revenue shortfalls. Section 177 of the Community Charter provides that Council may authorize borrowing of this nature through a bylaw to meet current lawful expenditures. The debt under this bylaw must not exceed the total of the unpaid taxes nor can it represent a value greater than 75% of all property taxes imposed.

2.0 2017 ACTIVITY

In 2017 a temporary financing bylaw was adopted authorizing \$2 million for operating needs between January and December. As of 2017 October 18 the City has not utilized these funds.

3.0 2018 REQUIREMENTS

For 2018 it is estimated that a \$10 million temporary financing bylaw will be sufficient to cover any City cash shortfalls which may occur at different times during the year. It is recommended Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2018 January 01 to December 31, repayable 2018 December 31.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:DS /mlm

Copied to: City Manager



Meeting 2017 Oct 25

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 18

FROM: DIRECTOR FINANCE

FILE: 7000-04

SUBJECT: 2018 FEE REVISION – BURNABY FINANCIAL ADMINISTRATION
FEES AND CHARGES BYLAW 2013

PURPOSE: To request Council's approval for amendments to the Burnaby Financial Administration Fees and Charges Bylaw 2013.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 Schedule A as outlined in this report, effective 2018 January 01.

REPORT**1.0 BACKGROUND**

The Burnaby Financial Administration Fees and Charges Bylaw 2013 was adopted on 2012 December 03. The bylaw was intended to bring together a number of different financial fees and charges for administrative processes relating to property taxation, return payment processing, and access to financial information. As part of the adoption process Bylaw 12749, Burnaby Tax Information Certificate Fees Bylaw 2009, was repealed.

The rates contained within the Burnaby Financial Administration Fees and Charges Bylaw are intended to contribute towards the financial administration costs incurred by the City, rather than providing a 100% recovery. Rates were last updated with adoption of the original bylaw in 2012. A revision is being requested to reflect cost increases over the last four years and ensure alignment of Burnaby rates with those of other neighbouring municipalities. In the future, rates will be updated on an annual basis.

To: Financial Management Committee
 From: Director Finance
 Re: 2018 Fee Revision – Burnaby Financial Administration Fees and Charges Bylaw 2013
 2017 October 25 Page 2

2.0 RATE STRUCTURE

Staff have completed a survey of applicable rates amongst neighbouring municipalities and propose the respective rates to be adjusted as per Schedule A.

Schedule A		
Fees and Charges	Current as per 2013 (\$)	Proposed 2018 Jan 01 (\$)
Tax Certificates – through BC Online (per parcel)	40	45
Tax Certificates – prepared manually (per parcel)	45	50
Mortgage Information Reports (per parcel)	15	20
Refunds (All)	25	25
NSF Fee (Dishonoured payments) (per item)	30	35
Apportionments (per parcel)	35	35
Historical Tax Information (if research time is under 15 minutes)	10	Repealed
Historical Tax Information (per hour if research time is 15 minutes or more) – (per hour or part thereof)	35	Repealed
Historical Tax Information (per hour or part thereof)	New for 2018	35*
Real Estate Board Tax Information file (per parcel)	0.01375	0.02000

**For Historical Tax Information requests it was deemed appropriate to remove the lower rate in favour for a flat hourly charge, given that the administration involved in billing the lower amount outweighed the fee recovered.*

3.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 Schedule A as outlined in this report, effective 2018 January 01.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RR/ mlm

Copied to: City Manager



Meeting 2017 October 25

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 October 18

FROM: DIRECTOR FINANCE

FILE: 7000-10

SUBJECT: GVS&DD DEVELOPMENT COST CHARGES

PURPOSE: To provide information on the proposed GVS&DD Development Cost Charge Rate increases in 2018.

RECOMMENDATION:

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

REPORT

At the 2017 October 02 Council meeting, staff were requested to provide a report on options to reduce the impact on developers from the proposed GVS&DD Development Cost Charge Rate increases in 2018 which are intended to fund 2018 – 2037 growth projects.

1.0 BACKGROUND

The Lower Mainland is divided into four sewage areas, Fraser, Lulu Island West, North Shore and Vancouver which include all municipalities, with the exception of the villages of Anmore, Belcarra and Lions Bay.

The Greater Vancouver Sewage and Drainage District (GVS&DD) applies development cost charges (DCC's) to developers who are part of land development within the Lower Mainland to pay for new sanitary works such as additional trunk lines, pumping stations, and wastewater treatment plant expansion. DCC's are calculated based on the type of development and the location. Municipalities are responsible for collecting the DCC's, which is usually done at the subdivision approval stage for single-family residential development and at the building permit stage for other types of development.

The GVS&DD is proposing to substantially increase the DCC rates in all sewage areas, with the largest increase being in the Fraser Sewage Area, which Burnaby is a part of. The increase in DCC rates is required to fund 2018 – 2037 growth related infrastructure projects which are estimated to cost \$2.6 billion (*Attachment 1*).

To: Financial Management Committee
 From: Director Finance
 Re: GVS&DD Development Cost Charges
 2017 October 25 Page 2

Some of the estimated large scale projects include:

Fraser Sewerage Area	Estimated Costs (\$)
Annacis Outfall System	375,000,000
Annacis Stage 5 Expansion Phase 1 & 2	595,500,000
North West Langley Water Treatment Plant Phase A & B	612,000,000
North West Langley Water Treatment Plant Solids Handling	126,000,000
Golden Ears Forcemain and River Crossing	114,000,000
Total	\$1,822,500,000

The GVS&DD Board has directed staff to undertake public and stakeholder consultation on the proposed changes to the DCC Program and rates.

The current Fraser Sewage Area DCC rates have been in effect since 1997 (20 years) and are proposed to increase as early as April 2018.

	Single-Family (\$)	Townhouse (\$)	Apartment (\$)	Non-Residential (\$)
Current DCC Rate	1,731	1,515	1,082	0.81 sq. ft.
Proposed DCC Rate	5,428	4,695	3,531	2.67 sq. ft.
\$ Increase	3,697	3,180	2,449	1.86 sq. ft.
% Increase	214%	210%	226%	230%

Going forward, the GVS&DD expects to review DCC rates every three to five years in order to adjust for increases, as necessary, and avoid implementing significant increases in the future.

The current methodology to calculate the DCC rates was established based on a flat rate charge for residential properties by dwelling (single family, townhouse and apartment) and a rate per square foot for non-residential properties. At the 2017 October 02 Council Meeting, a member of Council noted that there is inequity in this model as there are a spectrum of sizes for single family, townhouse and apartment properties. Consequently, levying DCC's at a rate per square foot for both residential and non-residential properties may introduce equity based on size of property.

To: Financial Management Committee
 From: Director Finance
 Re: GVS&DD Development Cost Charges
 2017 October 25 Page 3

To rectify this inequity, Metro Vancouver would need to revisit their underlying methodology. Considering that the rates have not been adjusted for over 20 years, a methodology review would take a substantial amount of time which would further increase the burden on developers in the future in order for Metro Vancouver to be able to deliver the required capital infrastructure to service future growth.

2.0 OPTIONS TO MITIGATE THE INCREASE IN DCC RATES

Assuming that the GVS&DD estimates for growth related infrastructure projects over the next 30 years are solid, there were three viable options that staff have reviewed that could potentially assist in mitigating the required increase in the proposed DCC rates on developers.

2.1 *Option 1:* *Decrease the Proposed DCC Rate Increase and Increase the DCC Assist Factor*

Assist Factor: The Assist Factor is the contribution that the existing population must provide to assist future growth in paying its portion of the DCC infrastructure costs. The Assist Factor is over-and-above the portion of the total infrastructure costs that is allocated to existing users. The Assist Factor reduces the DCC rates by the specific level of assist chosen. Under the *Local Government Act*, the level chosen must be at least one percent.

The GVS&DD could decrease the proposed DCC rates for the Fraser Sewage Area however, to offset this decrease it would need to substantially increase the current 1% Assist Factor by shifting part of the burden over to existing households in Burnaby. The 1% Assist Factor is currently built into the GVS&DD Levy which is included in the City's Sanitary Sewer Operating Budget and funded by all households in Burnaby. The Levy also includes interest charges on GVS&DD long term debt.

The GVS&DD estimates that a 50% increase in the Assist Factor would have an estimated household impact of \$6.00 or a 3.5% increase over the prior year to pay for the growth projects not covered by the DCC's collected. This increase would be included in the annual GVS&DD Levy.

To: Financial Management Committee
 From: Director Finance
 Re: GVS&DD Development Cost Charges
 2017 October 25 Page 4

While there would be a reduction in the proposed DCC rate increase on developers, it would set a precedent and disrupt the GVS&DD's "growth pays for growth" strategy and the overall philosophy around development cost charges which are used by municipalities to fund growth related infrastructure projects. The following table shows the reduction in the proposed DCC rates from increasing the Assist Factor by 50%, as determined by the GVS&DD.

Fraser Sewage Area – Tier 1 Projects

	Single-Family (\$)	Townhouse (\$)	Apartment (\$)	Non-Residential (\$)
Proposed DCC Rate	5,428	4,695	3,531	2.67 sq. ft.
Reduced DCC Rate	4,453	3,852	2,897	2.19 sq. ft.
\$ Reduction	975	843	634	0.48 sq. ft.
% Reduction	17.9%	17.9%	17.9%	17.9%

2.2 Option 2: Phase-in the Proposed DCC Rate Increase over 5 Years

The GVS&DD could consider phasing-in the proposed DCC rate increases at 25% compounded annually over a 5 year period. This approach could result in a ramp-up in development projects within the region over this time period in order to minimize the costs of development. A 25% annual increase is more reasonable from the proposed one-time 200+% increase currently under consideration. The following table shows the impact of phasing-in the proposed DCC rate increases at 25% compounded annually over a five year period.

	Single-Family (\$)	Townhouse (\$)	Apartment (\$)	Non-Residential (\$)
Current DCC Rate	1,731	1,515	1,082	0.81
25% Increase	433	379	271	0.20
2018 DCC Rate	2,164	1,894	1,353	1.01
25% Increase	541	473	338	0.25
2019 DCC Rate	2,705	2,367	1,691	1.27
25% Increase	676	592	423	0.32
2020 DCC Rate	3,381	2,959	2,113	1.58
25% Increase	845	740	528	0.40
2021 DCC Rate	4,226	3,699	2,642	1.98
25% Increase	1,057	925	660	0.49
2022 DCC Rate	5,283	4,623	3,302	2.47
Proposed DCC Rate	5,428	4,695	3,531	2.67

To: Financial Management Committee
 From: Director Finance
 Re: GVS&DD Development Cost Charges
 2017 October 25 Page 5

2.3 Option 3: Phase-in the Proposed DCC Rate Increase over 3 Years

Alternatively, the GVS&DD could consider phasing-in the proposed DCC rate increase at 50% compounded annually over a 3 year period. The GVS&DD Board considered a three year phase-in period however this option was rejected. The following table shows the impact of phasing-in the proposed DCC rates increases at 50% compounded annually over a three year period.

	Single-Family (\$)	Townhouse (\$)	Apartment (\$)	Non-Residential (\$)
Current DCC Rate	1,731	1,515	1,082	0.81
50% Increase	866	758	541	0.41
2018 DCC Rate	2,597	2,273	1,623	1.22
50% Increase	1,298	1,136	812	0.61
2019 DCC Rate	3,895	3,409	2,435	1.82
50% Increase	1,947	1,704	1,217	0.91
2020 DCC Rate	5,842	5,113	3,652	2.73
Proposed DCC Rate	5,428	4,695	3,531	2.67

A phased-in approach of the proposed DCC rate increases would allow the development community to work the respective increases into their plans.

It is recommended that the Financial Management Committee recommend Council receive this report as information.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:DS/ mlm

Copied to: City Manager

Attachment 1 – Metro Vancouver Growth Projects by Sewerage Area, 2018 – 2037

**Metro Vancouver Growth Projects by Sewerage Area
2018 - 2037**

Project	Estimated Cost
Vancouver Sewerage Area	
Collingwood Trunk Sewer	\$ 5,090,000
Hastings Sanitary Trunk Sewer	13,300,000
Hastings Sanitary Trunk Sewer No. 2	30,000,000
Hastings-Cassiar Intake Connection	750,000
	<u>\$ 49,140,000</u>
North Shore Sewerage Area	
North Vancouver Interceptor - Lynn Branch Pre-build	<u>\$ 3,500,000</u>
Lulu Island Sewerage Area	
Lulu Island WWTP Digester No 3	<u>\$ 53,300,000</u>
Fraser Sewerage Area	
AIWWTP Effluent Pump Station	\$ 61,000,000
AIWWTP Site Construction Layout	600,000
Albert Street Trunk Sewer	4,600,000
Annacis Outfall System	375,000,000
Annacis Stage 5 Expansion Phase 1 & 2	595,500,000
Burnaby Lake North Interceptor Cariboo to Piper Section	41,000,000
Burnaby Lake North Interceptor Phillips to Sperling Section	42,341,163
Burnaby Lake North Interceptor Piper to Philips Section	62,100,000
Burnaby South Slope Interceptor Main Branch	9,500,000
Burnaby South Slope Interceptor West Branch Extension	13,200,000
Cloverdale PS Upgrade	31,100,000
Cloverdale Trunk Sewer Upgrade	28,975,000
Glenbrook Combined Trunk Kingsway Sanitary Section	3,400,000
Golden Ears Forcemain and River Crossing	114,000,000
Golden Ears Pump Station	38,100,000
Langley Pump Station Upgrade	14,300,000
Lozells Sanitary Trunk Golf Course Section	22,150,000
Marshend Pump Station Capacity Upgrade	9,900,000
NLWWTP Ground Improvements Phase A	24,000,000
NLWWTP Ground Improvements Phase B	18,000,000
NLWWTP Liquid Stream Phase A	356,000,000
NLWWTP Liquid Stream Phase B	256,000,000
NLWWTP Solids Handling	126,000,000
North Road Trunk Sewer	7,000,000
North Road Trunk Sewer Phase 2	3,938,000
NSI 104th Ave Extension	6,800,000
NSI Flow Management	39,500,000
NWLWWTP Options	5,000,000
NWLWWTP Phase 1	44,728,793
Port Moody PS Upgrade	9,150,000
Port Moody South Interceptor Upgrade	3,450,000
Queensborough Pump Station Replacement	6,500,000
Rosemary Heights Pressure Sewer Upgrade	10,750,000
Sapperton Forcemain Pump Station Connections	5,500,000
Sapperton Pump Station	76,400,000
South Surrey Interceptor Johnston Section	65,350,000
Sperling PS Increase Pump Capacity	3,000,000
SSI - King George Section - Odor Control Facility (OCF) and Grit Chamber	13,500,000
Stoney Creek Trunk Upgrade	10,200,000
Surrey Central Valley Upgrade	60,800,000
	<u>\$ 2,618,332,956</u>

Zeinabova, Blanka

From: Margaret L Hansen <margareth@newvista.bc.ca>
Sent: September 14, 2017 5:29 PM
To: Zeinabova, Blanka; Jana Miller
Subject: Christmas Dinner Grant for New Vista Seniors

Please confirm to Jana Miller at jmiller@newvista.bc.ca that this email is sufficient as an application. Many thanks.

Dear Blanka,

Please pass on to the Executive Committee of Burnaby City Council for their next meeting
Attn: Mayor Corrigan and Members of Council,

Ladies and Gentlemen,

Re: New Vista Tenants' Christmas Dinner Grants for November 29 & 30, 2017

The senior tenants of Vista Tower, Margaret Bacchus Manor and Grace MacInnis Manor would like to apply for a Christmas dinner grant for an approximate total of 130 guests on Wednesday November 29, 2017. The senior tenants of the Winch Tower, Douglas Manor and JS Woodward Courts would like to apply for a Christmas dinner grant for an approximate total of 130 guests on Thursday November 30, 2017. For a total of 260 guests. After these events, a list of the guests who attended will be forwarded to Ms. Blanka Zeinabova or other appointee.

The Christmas dinners will take place on Novembers 29 & 30, 2017 at the New Vista Care Home, 7550 Rosewood Street, Burnaby.

We are sincerely grateful for previous grants that have provided a delightful dinner and a lovely evening for our seniors.

We hope that Mayor and Mrs. Corrigan or another City Council representative can attend each evening.

**** Please reply to Jana Miller at jmiller@newvista.bc.ca or 604-521-7764 ext 1165 as I will be away for knee surgery for the next few months. ****

Sincerely,

Margaret Hansen
New Vista Society
Campus Coordinator of Volunteers

G139 - 7550 Rosewood Street
Burnaby, BC V5E 3Z3
Tel 604-521-7764 local 1285
Fax 604-527-6001

Email: margareth@newvista.bc.ca

Visit our website at www.newvista.bc.ca

Member of the Burnaby Senior's Resources Society and Volunteer Burnaby.

Zeinabova, Blanka

Subject: Re:Executive Committee of Council, Community grant for Team Canada Dance to IDO World Championships
Attachments: 2017 show SPONSOR LETTER.pdf

From: Shirley Chiu [REDACTED]
Sent: September-17-17 3:59 PM
To: Clerks
Subject: Re:Executive Committee of Council, Community grant for Team Canada Dance to IDO World Championships

Dear Mayor Corrigan and Executive Committee of Council,

We are writing this email to apply a community grant for my daughter, Eugenie Juo, who is 12 years old, and my son Anthony Juo, who is 8 years old. They have been chosen by Team Canada Dance to represent Canada at the official Show Dance Championships in Riesa, Germany, November 18-26, 2017.

The Canadian National Dance Team does not receive national sponsorship, therefore each dancer must cover his/her own expenses (A sponsorship letter from the National Dance Director of the Canadian National Dance Team is attached). This once in a lifetime trip will cost \$7,200 for both Eugenie and Anthony's airfare, hotel, ground transportation, rehearsal, coaches, starter fees and entry fees. This does not include choreography fees for large and small groups and solos (Anthony is in a small group and solo), costumes, and spending money or other hidden costs.

Eugenie and Anthony are Burnaby residents. Eugenie is a Grade 7 student and Anthony is a Grade 3 student at Ecole Sperling Elementary School. Because of this trip, both of them having the opportunity to work with the best 50 young dancers in the country and well-known choreographer, Danielle Gardner. As a member of Team Canada, they will compete against 90 other countries for gold and hopes to stand on the podium to receive a gold medal for Canada. This kind of trip forges careers in dance by providing connections with the professional dance world.

Although we have been working very hard to fundraiser money to get Eugenie and Anthony to the Worlds, it will not cover this expensive but prestigious trip. Eugenie, Anthony, Edward and I would be very grateful if the Executive Committee of Council would seriously consider Eugenie and Anthony for the community grant so that this trip will be financially viable.

Watch more on youtube: (1) <https://youtu.be/gkjhN72dmm8> (2) <https://youtu.be/GydWoXGK9H4>

Looking forward to hearing from you!

Sincerely,

Shirley and Edward Juo

[REDACTED]

Add: 1206 Augusta Ave., Burnaby V5A 2V4



Team Canada Dance Organization
 National Director: Bonnie Dyer
 1056 Hillsdale Road
 RR 1 WASHAGO, Ontario, Can
 L0K 2B0 Ontario
 bonnie@cdo-online.org



Dear Sir/Madam:

A very talented member of your Community has been chosen by *TEAM CANADA DANCE* to represent Canada at the official Show Dance Championships to be held in Riesa, Germany this November. Auditions for the Canadian National Dance Team (Team Canada) brought some of the best dancers from across Canada, vying for a position on the team to represent CANADA at the prestigious World Dance Championships.

The International Dance Organization (IDO), is a World Dance and Dance-Sport Federation with a membership of over 90 Nations, representing more than 250,000 dancers, from six continents. The best dancers from around the World will be competing for the World Champion Title! www.ido-dance.com

Dance is not recognized in Canada as a Sporting Event, even though many of these dancers train up to 7 days per week, they are as flexible as any gymnast, as graceful as figure skaters and as dedicated as any Olympic athlete. Dancers of this caliber have trained for hours and hours and will represent our Country with pride at the World Level. Each dancer is required to raise \$3650.00 *plus* in Canadian dollars to cover all travel, (air & ground), rehearsal, coaches, Team Canada jackets, hotels and Canadian and International entry starter fees.

The World Championships is in Europe this year so our Canadian Dollar must also be converted to Euros. Each dancer is required to obtain their own sponsors as we have been unsuccessful in obtaining a major sponsor or any Government Support for the Canadian Dance Teams.

Our choreographers not only produce World level choreography but also strongly emphasize good sportsmanship and being proud ambassadors for Canada.

Any amount that you could donate to help sponsor this talented dancer from your community would be VERY MUCH APPRECIATED. Please find enclosed a letter from the team member. If you have any questions regarding the Canadian National Dance Team, or the official Team Canada for dance, please contact Mrs. Bonnie Dyer (Team Canada National Director) at bonnie@cdo-online.org Please make any sponsorship cheques payable to the dancer that you are helping to sponsor.. One hundred percent of what you are donating goes directly to the dancer for their participation to represent Canada on the World Stage.!

Thank you for your time and interest in helping the youth of Canada being represented at this prestigious WORLD CHAMPIONSHIP.

Yours truly,

Bonnie Dyer

Team Canada – National Dance Director

E- MAIL: bonnie@cdo-online.org

www.teamcanadadance.com

Nothing is more thrilling then to stand on the podium representing Canada and hear your National Anthem being played as our Flag is raised! Thank you for helping to make this dream come true!



6584 Deer Lake Ave,
Burnaby, BC V5G 3T7
Ph: (604) 298 - 7322

September 21, 2017

Executive Committee of Council
City of Burnaby
4949 Canada Way
Burnaby, B.C. V5G 1M2

RE: Application for In-Kind City of Burnaby Printing Donation
46th Annual Deer Lake Craft Festival

Dear Chair and Members of the Executive Committee of Council for the City of Burnaby,

Since 1971 the Burnaby Arts Council has organized and hosted many events and wish to continue featuring local artist. The 46th Annual Deer Lake Craft Festival is a 3 day community event held at the Shadbolt Centre for the Arts November 24,25 & 26. The event includes FREE hands-on kids art workshop, face painting, LIVE entertainment and an artisan market. The Deer Lake Craft Festival has been a Burnaby Tradition for many years which features local BC Artisans. For this great event we hire live entertainment that appeal to all age groups. Ranging from Coast Salish First Nations band, to fiddlers, pianist, emerging young musicians plus more. I have also reached out to local Burnaby High School Career Programmers to involve high school student volunteers to help in organizing/planning the event.

For our upcoming Festival we are experiencing the need to invest money into the event signage. All proceeds from both events goes towards engaging the community by facilitating arts and cultural events in Burnaby. We also provide opportunities for the community to come together through the enjoyment and experience of the arts and arts events. We are asking for the amount of \$2,000 to assist in paying for the replacement of signage.

With your help, the BAC looks forward to continuing to make a positive impact as an important community Gallery and Arts Council. Thank you for your attention and support of the Council and the community members that it serves. We look forward to your consideration of our request. Should you have any questions, please feel free to contact me directly at 604-298-7322 or info@burnabyartscouncil.org.

Respectfully,

Teena Martin

Executive Director
Burnaby Arts Council
6584 Deer Lake
V5G 3T7

Promote, Support, Expand . . . the Arts in the City of Burnaby



September 27, 2017
 Executive Committee of Council
 Clerk's Office, City Hall
 City of Burnaby

Re: Printing Grant for Volunteer Burnaby' Gift Wrap Program 2017

Dear Executive Committee of Council members,

Volunteer Burnaby is pleased to announce that Brentwood Town Centre has granted us the opportunity to organize and deliver Gift Wrapping Services for the 2017 Christmas Season. The Gift Wrap Program engages the participation of over 150 Burnaby community volunteers, the majority of which are youth that experience community participation for the first time. Funds raised during the campaign are extremely crucial for our organization to maintain our quality community programming designed to engage volunteers and promote volunteerism in Burnaby.

We would like to express our appreciation of your support of our program in the past years. Once more we would like to request support from the Executive Committee of Council by way of a \$1,200 printing grant. This grant will be used to generate promotional and recognition materials for Volunteer Burnaby's gift wrap campaign. The campaign will run from December 1st to December 24th this year, however we would like to make a request for our grant to be active through to January 15, 2018 to allow for us to print certificates of recognition for our volunteers following the campaign. Volunteer Burnaby will include the City of Burnaby logo in all printed and published materials as one of the Sponsors of the program in exchange for your generous contribution.

Thank you in advance for any consideration given to this request. Your generous support makes it possible for our organization to make a difference in our community through the values of volunteerism. If you have any questions regarding this grant I can be contacted at your convenience.

Sincerely,

Jeff Scheffel
 Community Developer
 Volunteer Burnaby
 jeff@volunteerburnaby.ca

Zeinabova, Blanka

Subject: Hurricane Relief Assistance Appeal Consideration for Caribbean -
Attachments: A&B.Emergency.Dance.2017.doc

From: Neville Thomas [<mailto:nathomas@shaw.ca>]
Sent: October-04-17 11:21 AM
To: Mayor
Cc: 'Neville Thomas'
Subject: FW: Hurricane Relief Assistance Appeal Consideration for Caribbean -

From: Neville Thomas [<mailto:nathomas@shaw.ca>]
Sent: Wednesday, October 4, 2017 11:16 AM
To: 'mator@burnaby.ca'
Cc: 'Neville Thomas'
Subject: Hurricane Relief Assistance Appeal Consideration for Caribbean -

Good morning Mr. Mayor,

On behalf of the Antigua and Barbuda Association and BC Organization of Caribbean Cultural Association (BCOCCA), both BC Registered Non-profit Societies. In reference to the Devastation in the Caribbean, namely Antigua and Barbuda, where according to the country's Prime Minister Mr. Gladstone Browne, Barbuda is now barely habitable since about 95% of the properties were devastated and damaged by Hurricane Irma and Marie late last month – September, 2017. As a result as members of a concerned Community of Caribbean and Friends of the Caribbean, have collectively come together to raise funds to help with the recovery process for those suffered loss and damage from the hurricanes. All funds raised from this appeal will be channeled through an established Canadian Registered Charitable Organization. The Fund Raising event is organized by "The Antigua and Barbuda Association of BC Supported by BC Organization of Caribbean Cultural Associations (BCOCCA) www.bcocca.ca at the Bonsor Recreation Complex, 6650 Bonsor Avenue, Burnaby, BC from 6:00 p.m. to 1:00 a.m. (Please see the attached flyer**). Please note that the expense associated to having the event at that location is questionable at the present cost at \$1105.00 plus \$500.00 damage deposit. We respectfully ask for consideration to a reduction to help us to reach the desired goal and to make the effort a worthwhile one from us the people of Greater Vancouver or more so British Columbia. We over the years have been using the City of Burnaby facilities for various events but never requested any such consideration before. We are counting on your help to this humanitarian event by reducing or eliminating this expense which will help in attaining the desired goal. We beg your consideration for help to this very needy cause at this time. We look forward to your favorable consideration.

Respectfully,

Neville Thomas
President BCOCCA
(ph # (604)274-6550

*** flyer provided under separate cover*



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

October 18, 2017

RE: Application for Community Grant

Dear Councillor Dan Johnston and members of the Financial Management Committee,

Please accept this letter from Burnaby Seniors Outreach Services Society as our application for a financial grant for \$3,000.00 from the City of Burnaby.

We are a small non-profit society dedicated to promoting the emotional health and well-being of seniors, thereby enhancing their quality of life through the support of their peers. Our volunteers have been providing a highly valued Peer Counselling service to seniors in Burnaby since 1987. The society is directed by a voluntary Board, all of whom are seniors, coordinated by part-time staff, and functions with a dedicated corps of service volunteers.

Our Peer Counsellors, (themselves men and women over the age of 55) whose purpose it is to assist their senior clients to address the emotional needs which frequently accompany aging, are selected for their warm and caring personal qualities and life experiences. They undergo an extensive 54-hour training program in communications and counselling skills. The increasing demand for assistance and intervention from the community for our unique, free in home services is challenging our current ability to provide sufficient peer counsellors. Training is the key and is essential for us to maintain a well-trained and vital body of volunteers. Inevitably, senior volunteers leave the program due to ill health or for other personal reasons requiring the need for on-going training courses.

Our funding comes primarily from the proceeds of BC Gaming, special events, membership dues, donations and special grants for specific programs. As with many other organizations, our funding options have been substantially reduced, so your financial support is more important than ever if this very valuable services can be maintained.



Our volunteer service program is a very cost effective way of providing benefit to those in need. For example, an 18-week training course for 15 participants costs us approximately \$5,000 to implement. If each Peer Counsellor can reduce the need for only six seniors to seek more extensive and expensive physical or mental health services during a year, the potential savings are tremendous.

The opportunity to learn and do something meaningful and rewarding is also of immeasurable value to the peer counsellors. They take away with them effective interpersonal and life skills to use for themselves and share with those with whom they come in contact on a daily basis. Our motto is Seniors Helping Seniors Help Themselves and that has proven to be so true with our volunteers. Many were clients and now are counsellors helping others.

A community grant from the City of Burnaby, once again this year, will help us in our efforts to fund a Seniors Peer Counselling Training Course in 2017.

We would be most pleased to provide any additional information or meet with you to discuss this request in greater detail.

We sincerely hope that you will consider our request favourable.

Yours sincerely,

Lori Rank,
Program Manager