



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

OPEN PUBLIC MEETING AT 7:00 PM
Monday, 2017 December 04

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
	A) Open Council Meeting held 2017 November 27	1
	B) Public Hearing (Zoning) held 2017 November 28	23
3.	<u>PRESENTATION</u>	
	A) 2017 Year-End Address <u>Presenter:</u> His Worship, Mayor Derek R. Corrigan	
4.	<u>REPORTS</u>	
	A) Community Heritage Commission Re: Heritage Burnaby - "Migration Stories Project"	27
	B) Financial Management Committee Re: Renewal of City Fleet Insurance	32
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| E) | Financial Management Committee
Re: 2017 RCMP Musical Ride - Donations of Proceeds | 41 |
| F) | Planning and Development Committee
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| G) | Public Safety Committee
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5. MANAGER'S REPORTS

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| 1. | COMMUNITY EMERGENCY PREPAREDNESS APPLICATION
EMERGENCY SUPPORT SERVICES | 75 |
| | Purpose: To request Council approval to submit an application to the Union of British Columbia Municipalities (UBCM) for the Community Emergency Preparedness Fund (CEPF) for City of Burnaby Emergency Social Services. | |
| 2. | BURNABY FIRE DEPARTMENT 2016 ANNUAL REPORT | 76 |
| | Purpose: To provide Council with the Burnaby Fire Department's 2016 Annual Report. | |
| 3. | CONTRACT EXTENSION - REPAIR AND MAINTENANCE OF
STREET LIGHTS AND TRAFFIC SIGNALS | 77 |
| | Purpose: To obtain Council approval for a one year contract extension for the repair and maintenance of street lights and traffic signals. | |
| 4. | CONTRACT EXTENSION - HIRED EQUIPMENT SERVICES -
F.A. BARTLETT TREE EXPERTS CANADA LTD. | 79 |
| | Purpose: To obtain Council approval for a one year contract extension for The F.A. Bartlett Tree Experts Canada Ltd. for hired equipment services. | |

5. CONTRACT AWARD - SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE 80

Purpose: To obtain Council approval to award a contract for the supply and delivery of office supplies and furniture.

6. BYLAWS

A) First, Second and Third Reading

- A) #13817 - Burnaby Local Area Service Construction (Project #18-901) Bylaw No. 1, 2017 **13817**
A bylaw to authorize the construction of certain local area service works (installation of sidewalk on Thunderbird Crescent from Production Way to Production Way)
(Item 6(A), Certificate of Sufficiency, Council 2017 November 27)
- B) #13818 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 36, 2017 **13818**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$4,805,620 to finance the 2018 Information Technology Capital Program
(Item 6(F), FMC Report, Council 2017 November 27)
- C) #13819 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 37, 2017 **13819**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$125,000 to finance the Deer Lake Centre 1 & 2 Improvements
(Item 6(H), FMC Report, Council 2017 November 27)
- D) #13820 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 38, 2017 **13820**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$17,492,861.31 to finance the 2018 Engineering Capital Infrastructure bylaw funding request
(Item 6(J), FMC Report, Council 2017 November 27)

- E) #13821 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 39, 2017 **13821**
A bylaw authorizing the expenditure of monies in the Capital Works, Machinery and Equipment Reserve Fund - \$605,100 to finance the Phase 1 of Burnaby Village Museum Carousel Trellis Replacement project
(Item 6(J), FMC Report, Council 2017 November 27)
- F) #13822 - Burnaby Waterworks Regulation Bylaw 1953, Amendment Bylaw No. 1, 2017 **13822**
A bylaw to amend Burnaby Waterworks Regulation Bylaw 1953 (2018 rates)
(Item 6(C), FMC Report, Council 2017 November 27)
- G) #13823 - Burnaby Sewer Parcel Tax Bylaw 1994, Amendment Bylaw No. 1, 2017 **13823**
A bylaw to amend Burnaby Sewer Parcel Tax Bylaw 1994 (2018 rates)
(Item 6(D), FMC Report, Council 2017 November 27)
- H) #13824 - Burnaby Sewer Charge Bylaw 1961, Amendment Bylaw No. 1, 2017 **13824**
A bylaw to amend Burnaby Sewer Charge Bylaw 1961 (2018 rates)
(Item 6(D), FMC Report, Council 2017 November 27)
- I) #13825 - Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017, Amendment Bylaw No. 1, 2017 **13825**
A bylaw to amend the Storm Sewer Extension Contribution and Fee Bylaw (Schedule A - 2018 rates and additional storm extension projects)
(Item 6(E), FMC Report, Council 2017 November 27)

B) Second Reading

- J) #13804 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 36, 2017 - Rez. #16-55 (5495 Regent Street) **13804**
From M2 General Industrial District and M6 Truck Terminal District to CD Comprehensive Development District (based on M2 General Industrial District as guidelines, and in accordance with the development plan entitled "Intraurban - Brentwood, 5495 Regent Street, Burnaby, BC" prepared by Christopher Bozyk Architects Ltd.)
Purpose - to permit the construction of a multi-tenant light industrial/warehouse development
(Item 5(7), Manager's Report, Council 2017 October 30)

- K) #13805 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 37, 2017 - Rez. #13-07 (4750 Kingsway) **13805**
From CD Comprehensive Development District (based on C3 General Commercial District) to Amended CD Comprehensive Development District (based on RM5s Multiple Family Residential District, C3 General Commercial District and "Metrotown Sears Site Master Plan and Phase I" prepared by IBI Group)
Purpose - to establish a Conceptual Master Plan, Design Guidelines and a detailed first phase of development for the subject site, which would provide for specific development rights for the initial phase; and guide further site specific rezoning applications for the development of a multi-phased high-rise mixed-use residential and commercial development
(Item 5(6), Manager's Report, Council 2017 October 30)

C) Reconsideration and Final Adoption

- L) #13753 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 19, 2017 - Rez. #16-25 (4828, 4874 Lougheed Highway and 2099 Delta Avenue) **13753**
From CD Comprehensive Development District (based on RM4s and RM5s Multiple Family District) to Amended CD Comprehensive Development District (based on RM4s and RM5s Multiple Family Residential District and Brentwood Town Centre Development Plan as guidelines, and in accordance with the development plan entitled "Concord Brentwood Phase 1B" prepared by Franc Architecture)
Purpose - to permit the development of two high-rise buildings atop underground and structured parking
(Item 7(3), Manager's Report, Council 2017 May 01)

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- M) #13809 - Burnaby Business Licence Bylaw 2017 **13809**
A bylaw respecting business licencing and regulation
(Item 4(E), FMC Report, Council 2017 October 30)
- N) #13810 - Burnaby Business Licence Fees Bylaw 2017 **13810**
A bylaw respecting the fees for business licences
(Item 4(E), FMC Report, Council 2017 October 30)
- O) #13811 - Burnaby Bylaw Notice Enforcement Bylaw 2009, Amendment No. 1, 2017 **13811**
A bylaw to amend the Bylaw Notice Enforcement Bylaw
(Item 4(E), FMC Report, Council 2017 October 30)

- P) #13812 - Burnaby Street and Traffic Bylaw 1961, **13812**
Amendment Bylaw No. 1, 2017
A bylaw to amend the Burnaby Street and Traffic Bylaw
1961 (snow removal)
(Item 7(1), Manager's Report, Council 2017 November 06)
- Q) #13813 - Burnaby Bylaw Notice Enforcement Bylaw 2009, **13813**
Amendment Bylaw No. 2, 2017
A bylaw to amend the Bylaw Notice Enforcement Bylaw
(snow removal)
(Item 7(1), Manager's Report, Council 2017 November 06)

7. **NEW BUSINESS**

8. **INQUIRIES**

9. **ADJOURNMENT**



COUNCIL MEETING MINUTES

Monday, 2017 November 27

An Open meeting of the City Council was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Monday, 2017 November 27 at 6:30 p.m. followed immediately by a Closed meeting from which the public was excluded. At the conclusion of the Closed meeting, the Open meeting was reconvened at 7:00 p.m. in the Council Chamber.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Derek R. Corrigan
Councillor Pietro Calendino
Councillor Sav Dhaliwal
Councillor Dan Johnston
Councillor Colleen Jordan
Councillor James Wang

ABSENT: Councillor Paul McDonell *(due to illness)*
Councillor Nick Volkow *(due to illness)*

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the Open Council meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open meeting reconvened at 7:06 p.m.

2. MINUTES**A) Open Council Meeting held 2017 November 06**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the minutes of the Open Council meeting held on 2017 November 06 be now adopted.

CARRIED UNANIMOUSLY

3. PROCLAMATIONS**A) Adoption Awareness Month (2017 November)**

Councillor Dhaliwal, on behalf of His Worship, Derek R. Corrigan proclaimed 2017 November as **"Adoption Awareness Month"** in the City of Burnaby.

B) Buy Local Week (2017 November 27 - December 3)

Councillor Calendino, on behalf of His Worship, Derek R. Corrigan proclaimed 2017 November 27 - December 3 as **"Buy Local Week"** in the City of Burnaby.

C) United Nations Day of Persons with Disabilities (2017 December 3)

Councillor Calendino, on behalf of His Worship, Derek R. Corrigan proclaimed 2017 December 3 as **"United Nations Day of Persons with Disabilities"** in the City of Burnaby.

4. PRESENTATIONS

A) Kingsway Imperial Neighbourhood Association (KINA)
Community Garland
Presenter: Diane Gillis, President

Ms. Diane Gillis, President, Kingsway Imperial Neighbourhood Association, thanked the City of Burnaby for all that they are doing to strengthen the City to make it a welcoming and inclusive place to live, work and attend school. KINA and the community garland initiative promote personal and community responsibility, respect, kindness and keeping our earth clean and being able to work together.

Ms. Gillis presented Council with the KINA Community Garland. The Community Garland will be on display at the Burnaby Village Museum.

- B) 2017 City of Burnaby Christmas Card Design Contest Winners**
Arneet Butter - Buckingham Elementary School
Cynthia Low - Buckingham Elementary School
Kashvi Sahu - Marlborough Elementary School
Presenter: His Worship, Mayor Derek R. Corrigan

His Worship, Mayor Derek R. Corrigan congratulated the 2017 City of Burnaby Christmas Card Design Contest Winners: Arneet Butter and Cynthia Low from Buckingham Elementary School and Kashvi Sahu from Marlborough Elementary School. His Worship presented each winner with a gift bag including a framed copy of their card, a Christmas ornament and 50 Christmas cards featuring each student's design. Mayor Corrigan congratulated the students for their creative submission that embodied the spirit of the holidays.

5. DELEGATION

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- A) Burnaby Food First**
Re: Update on Activities in 2017 and Opportunities for Future Collaboration
Speakers: Grant Rice, Education & Planning Coordinator
Michael Denhamer, Fundraising Team Member

Mr. Grant Rice, Education and Planning Coordinator, and **Mr. Michael Denhamer**, Fundraising Team member, appeared before Council and presented a PowerPoint on Burnaby Food First initiatives. The speakers requested financial support from Council to hire a coordinator, requested the City dedicate more staff time to Burnaby Food First activities, and approve and expedite a Community Garden Pilot Project for Greentree Village Park. The delegation submitted the following documents for Council's consideration: 1) Greentree Village Community Garden Proposal and 2) Food Matters: Food for Today and Food for Tomorrow.

6. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

A) City Clerk
Re: Certificate of Sufficiency - City Initiated

The City Clerk submitted a report on the City initiated Local Area Service Project petition.

The City Clerk recommended:

1. THAT Council receive the City Clerk's Certificate of Sufficiency validating the City Initiated 2018 Local Area Service Sidewalks Project #18-901.
2. THAT on receipt of the successful petition, the City Solicitor prepare a Local Area Service Construction Bylaw for the successful project.
3. THAT on receipt of the successful petition, the City Solicitor prepare a Local Area Service Fund Expenditure Bylaw for the successful project.
4. THAT the owners of the properties on the petition be advised of the outcome.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the City Clerk be adopted.

CARRIED UNANIMOUSLY

B) Community Heritage Commission
Re: Inclusion of the Salish Sea on Canada's Tentative List for UNESCO World Heritage Sites Consideration

The Community Heritage Commission submitted a report requesting the City's support to add the Salish Sea to Canada's Tentative List for World Heritage Site consideration by UNESCO.

The Community Heritage Commission recommended:

1. THAT Council support the Salish Sea Trust's application for the Salish Sea to be added to Canada's Tentative List for consideration as a UNESCO "World Heritage Site".

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Community Heritage Commission be adopted.

CARRIED UNANIMOUSLY

C) Financial Management Committee
Re: 2018 Waterworks Utility Rates

The Financial Management Committee submitted a report requesting Council approval of a 0% increase to the 2018 Waterworks Utility Rates and the bylaw revisions contained herein.

The Financial Management Committee recommended:

1. THAT Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 for the 2018 Water Rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2018 January 01.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

D) Financial Management Committee
Re: 2018 Sanitary Sewer Rates

The Financial Management Committee submitted a report requesting Council approval for a 0% increase to the 2018 Sanitary Sewer rates and the bylaw revisions contained herein.

The Financial Management Committee recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, and the Burnaby Sewer Charge Bylaw 1961, to reflect the 2018 rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2018 January 01.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

E) Financial Management Committee
Re: Burnaby Storm Sewer Extension Contribution and Fee
Bylaw 2017 - Schedule "A" Update

The Financial Management Committee submitted a report requesting Council authority to implement 2018 rates, as outlined in Schedule "A", and additional storm extension projects.

The Financial Management Committee recommended:

1. THAT Council authorize the City Solicitor to bring forward a bylaw to amend the Storm Sewer Extension Contribution and Fee Bylaw 2017 to update Schedule "A" to implement 2018 rates and include additional storm extension projects.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

F) Financial Management Committee
Re: 2018 Information Technology Capital Program

The Financial Management Committee submitted a report requesting Council approval of the 2018 Information Technology Capital Program.

The Financial Management Committee recommended:

1. THAT Council approve the capital expenditure of \$4,591,084 for the 2018 Information Technology program, as outlined in this report.
2. THAT Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$4,805,620 (inclusive of GST of \$214,536) to finance the program.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

G) Financial Management Committee
Re: Child-Care Facilities on Burnaby School District #41
Sites

The Financial Management Committee submitted a report requesting Council funding approval to undertake the detailed design and construction of four (4) child-care facilities in partnership with the Burnaby School District #41.

The Financial Management Committee recommended:

1. THAT Council approve the use of Amenity Bonus Funds in the amount of \$6,000,000 (inclusive of GST @ 5%) to undertake the detailed design and construction of four (4) child-care facilities on Burnaby School District #41 sites.
2. THAT staff be authorized to pursue and execute the necessary lease and related agreements with the Burnaby School Board.
3. THAT staff be authorized to inform the Province of BC of the program and pursue any available Provincial funding to cost-share the program.
4. THAT a copy of this report be forwarded to Burnaby School District #41 and the Burnaby Board of Education.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

H) Financial Management Committee
Re: Deer Lake Centre 1 and 2 Improvements

The Financial Management Committee submitted a report requesting Council approval to use surplus funds to undertake improvements at Deer Lake Centre 1 and 2.

The Financial Management Committee recommended:

1. THAT Council approve the use of surplus bylaw funds from the West Building renovation project to undertake improvements at Deer Lake Centre 2.
2. THAT Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$125,000 to finance improvements at Deer Lake Centre 1.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

I) Financial Management Committee
Re: Capital Infrastructure Funding Update - Waterworks Utility

The Financial Management Committee submitted a report requesting Council approval for Waterworks Utility projects (2016 Watermain Renewals, Willingdon Linear Park, 2016 Water Services, and 2017 Watermain Renewals) to complete the active program.

The Financial Management Committee recommended:

1. THAT Council authorize staff to draw from the Waterworks Utility Capital Fund the amount of \$2,836,636 (inclusive of GST of \$126,636) to finance the capital projects, as outlined in this report.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

Councillor Calendino left the meeting at 8:17 p.m.

J) Financial Management Committee
Re: 2018 Engineering Capital Infrastructure Bylaw Funding Request

The Financial Management Committee submitted a report requesting approval and funding for 2018 Engineering capital infrastructure design and early tender projects.

The Financial Management Committee recommended:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$17,492,861.31 (inclusive of GST of \$780,931.31) and draw from the Sanitary Sewer Capital Fund the amount of \$4,869,953.64 (inclusive of GST of \$217,408.64) and the Waterworks Utility Capital Fund the amount of \$6,510,270.06 (inclusive of GST of \$290,637.06) to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

K) Financial Management Committee
Re: Bylaw Funding - Burnaby Village Museum Carousel Trellis Replacement Project

The Financial Management Committee submitted a report requesting Council approval for the Burnaby Village Museum Carousel Trellis Replacement Project.

The Financial Management Committee recommended:

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$605,100 (inclusive of GST of \$27,012) to finance the Phase I of the Burnaby Village Museum Carousel Trellis Replacement Project.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

L) Financial Management Committee
Re: Festivals Burnaby Grant Program Applications

The Financial Management Committee submitted the following Grant Applications for Council consideration:

#17-S-012	Open World for Kids Foundation Society <i>European Christmas and New Year Celebration</i>	\$1,500
#18-S-003	National Congress of Black Women Foundation <i>2018 Festival of Arts and Music</i>	\$5,000
#18-S-004	African Canadian Soccer and Cultural Association <i>African Soccer and Cultural Festival</i>	\$6,500

The Financial Management Committee recommended:

1. THAT Council approve the Festivals Burnaby grant recommendations, as outlined in this report.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Financial Management Committee be adopted.

CARRIED UNANIMOUSLY

M) City Manager's Report, 2017 November 27

The City Manager submitted a report dated 2017 November 27 on the following matters:

7. MANAGER'S REPORTS**1. BURNABY CHRISTMAS BUREAU PROMOTIONAL SUPPORT 2017**

The City Manager submitted a report from the Director Parks, Recreation and Cultural Services seeking Council approval of a promotional initiative and donation of revenue from Burnaby Village Museum Carousel ride sales on 2017, December 02 to the Burnaby Christmas Bureau.

The City Manager recommended:

1. THAT Council approve a promotional initiative in support of the Burnaby Christmas Bureau at the Burnaby Village Museum at Heritage Christmas 2017, as outlined in the attached report.
2. THAT Council approve to donate revenue from the Burnaby Village Museum Carousel ride sales from 4 p.m. to 9 p.m. on Saturday, 2017 December 02 to the Burnaby Christmas Bureau.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

2. LOTUS SPORTS CLUB LICENCE AGREEMENT RENEWAL

The City Manager submitted a report from the Director Parks, Recreation and Cultural Services seeking Council approval of a licence agreement renewal with the Lotus Sports Club to occupy a portion of the Texaco warehouse building.

The City Manager recommended:

1. THAT Council approve the renewal of the licence agreement with the Lotus Sports Club for the Texaco warehouse building, as outlined in the attached report.
2. THAT Council authorize the City Solicitor to execute a lease agreement with the Lotus Sports Club for the Texaco warehouse building, as outlined in the attached report.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

Councillor Calendino returned to the meeting at 8:20 p.m.
Councillor Wang left the meeting at 8:20 p.m.

3. NEW TENANT FOR NON-PROFIT OFFICE SPACE AT 6255 NELSON AVENUE

The City Manager submitted a report from the Director Planning and Building providing information on the process to search for a potential new tenant for vacant non-profit office space at 6255 Nelson Avenue.

The City Manager recommended:

1. THAT Council receive this report for information.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

4. BUILDING PERMIT TABULATION REPORT NO. 10 FROM 2017 OCTOBER 01 - 2017 OCTOBER 31

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

The City Manager recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

Councillor Wang returned to the meeting at 8:25 p.m.

**5. CONTRACT EXTENSION – HIRED EQUIPMENT SERVICES –
MCRAE’S ENVIRONMENTAL SERVICES LTD.**

The City Manager submitted a report from the Director Finance seeking Council approval for a one year contract extension for McRae’s Environmental Services Ltd. for hired equipment services.

The City Manager recommended:

1. THAT Council approve a one year contract extension to McRae’s Environmental Services Ltd. for the provision of hired equipment services for an estimated cost of \$705,000 including GST in the amount of \$33,571. Final payment will be based on rates and actual services provided.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**6. CONTRACT EXTENSION – HIRED EQUIPMENT SERVICES –
HANK’S TRUCKING & BULLDOZING LTD.**

The City Manager submitted a report from the Director Finance seeking Council approval for a one year contract extension for Hank’s Trucking & Bulldozing Ltd. for hired equipment services.

The City Manager recommended:

1. THAT Council approve a one year contract extension to Hank’s Trucking & Bulldozing Ltd. for the provision of hired equipment services for an estimated cost of \$522,000 including GST in the amount of \$24,857. Final payment will be based on rates and actual services provided.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**7. SITING APPROVAL APPLICATION #17-81
6966 ARCOLA STREET
REQUEST FOR CONSTRUCTION OF A NEW SINGLE-FAMILY
DWELLING
EDMONDS TOWN CENTRE, SUB-AREA 1**

The City Manager submitted a report from the Director Planning and Building providing information on a request to construct a new single-family dwelling in Edmonds Town Centre, Sub-Area 1.

The City Manager recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the City Manager be adopted.

CARRIED UNANIMOUSLY

**8. REZONING REFERENCE #16-42
MIXED-USE TOWER WITH TOWNHOUSING AND
A NON-MARKET RENTAL APARTMENT COMPONENT
METROTOWN DOWNTOWN PLAN**

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2017 December 12.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2017 November 27 and to a Public Hearing on 2017 December 12 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a suitable plan of development.
 - b) The deposit of sufficient monies including a 4% Engineering Inspection Fee to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the

Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d) The submission of an undertaking to remove all improvements prior to Final Adoption of the Bylaw, but not prior to Third Reading of the Bylaw. Demolition of any improvements will be permitted after Second Reading of the Rezoning Bylaw has been granted provided that the applicant acknowledges that such permission does not fetter Council's ability to grant or not to grant Third Reading and/or Final Adoption of the Rezoning Bylaw. In addition, the demolition of any improvements will be permitted at any time if they are vacant and considered by staff to be subject to misuse and vandalism. If requested, demolition may be delayed to more closely coincide with approval of building permits.
- e) The utilization of an amenity bonus through the provision of a cash in-lieu contribution in accordance with Section 3.4 of this report.
- f) The dedication of any rights of way deemed requisite.
- g) The consolidation of the net project site into two legal parcels.
- h) Completion of the City acquisition of the non-market housing parcel.
- i) The provision of a Housing Agreement for the non-market rental housing component of the development, as outlined in Section 3.5 of this report.
- j) The granting of any necessary statutory rights-of-way, easements and/or covenants including a statutory right-of-way guaranteeing public pedestrian and vehicular access to the proposed east-west mews indicated on the development plans.
- k) The granting of a Section 219 Covenant:
 - § restricting the enclosure of balconies;
 - § indicating that project surface driveway access will not be restricted by gates;
 - § ensuring that the density of development of air space

- parcels and strata lots comply with the approved CD zoning for the site and to ensure that the overall site continues to function as a single, integrated development;
- § ensuring compliance with the approved acoustical study;
 - § ensuring the provision and ongoing maintenance of one electric vehicle and one Level 2 DC EV charging station within the residential parking area, and to ensure that they remain common property;
 - § restricting the use of guest suites;
 - § ensuring that handicap accessible parking stalls in the underground residential parking areas be held in common property to be administered by the Strata Corporation;
 - § ensuring the provision and ongoing maintenance of End of Trip facilities and bicycle storage room within the commercial parking area; and,
 - § ensuring the provision of a Housing Agreement, as outlined under Section 3.5 of this report.
- l) The review of a detailed Sediment Control System by the Director Engineering.
 - m) The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
 - n) The submission of a suitable Solid Waste and Recycling plan to the approval of the Director Engineering.
 - o) The design and provision of units adaptable to persons with disabilities, the provision of customized hardware and cabinet work being subject to the sale/lease of the unit to a disabled person and with allocated disabled parking spaces.
 - p) The submission of a tenant assistance plan.
 - q) The provision of five covered car wash stalls.
 - r) The review of on-site residential loading facilities by the Director Engineering.
 - s) Compliance with the Council-adopted sound criteria.

- t) The submission of a detailed comprehensive sign plan.
- u) The deposit of the applicable Parkland Acquisition Charge.
- v) The deposit of the applicable Metrotown Public Open Space Charge.
- w) The deposit of the applicable GVS & DD Sewerage Charge.
- x) The deposit of the applicable School Site Acquisition Charge.
- y) The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

9. REZONING REFERENCE #16-56
TWO-STOREY LIGHT INDUSTRIAL AND OFFICE
DEVELOPMENT
BIG BEND DEVELOPMENT PLAN

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2017 December 12.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2017 November 27 and to a Public Hearing on 2017 December 12 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a suitable plan of development.

- b) The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.
- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d) The review of a detailed Sediment Control System by the Director Engineering.
- e) The granting of a Section 219 Covenant respecting flood proofing requirements.
- f) The submission of a geotechnical review regarding stability confirming that the site may be used safely for the intended use, for review by the Chief Building Inspector and granting of a Section 219 Covenant respecting the submitted report.
- g) The granting of any necessary statutory rights-of-way, easements and/or covenants.
- h) The completion of the necessary subdivision.
- i) The deposit of the applicable GVS & DD Sewerage Charge.
- j) The provision of facilities for cyclists, including end-of-trip facilities, in accordance with Section 4.8 of the rezoning report.
- k) The submission of a detailed comprehensive sign plan.
- l) The submission of a Site Profile and resolution of any arising requirements.
- m) The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

10. REZONING REFERENCE #17-11
LIQUOR PRIMARY ESTABLISHMENT

The City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2017 December 12.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2017 November 27 and to a Public Hearing on 2017 December 12 at 7:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
 - a) The submission of a suitable plan of development.
 - b) The submission of a suitable Security Operation Procedure (SOP).
 - c) The granting of any necessary Section 219 Covenants, including to ensure that licensed capacity and operating hours are maintained as described in Section 3.2 of this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the City Manager be adopted.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT the Committee now rise and report.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the report of the Committee be now adopted.

CARRIED UNANIMOUSLY

8. **BYLAWS**

First Reading

- | | | |
|----|--|--------|
| A) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 38,
2017 - Rez. #16-42 (6525/59/85 Sussex Avenue) | #13814 |
| B) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 39,
2017 - Rez. #16-56 (Portion of 5115 North Fraser Way) | #13815 |
| C) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 40,
2017 - Rez. #17-11 (Unit #21-06 - 4501 Lougheed Highway) | #13816 |

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT Bylaw No. 13814, 13815 and 13816 be now introduced and read a first time.

CARRIED UNANIMOUSLY

First, Second and Third Reading

- | | | |
|----|---|--------|
| D) | Burnaby Street and Traffic Bylaw 1961, Amendment Bylaw
No. 1, 2017 | #13812 |
| E) | Burnaby Bylaw Notice Enforcement Bylaw 2009,
Amendment Bylaw No. 2, 2017 | #13813 |

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13812 and 13813 be now introduced and read three times.

CARRIED UNANIMOUSLY

Second and Third Reading

- | | | |
|----|---|--------|
| F) | Burnaby Business Licence Bylaw 2017 | #13809 |
| G) | Burnaby Business Licence Fees Bylaw 2017 | #13810 |
| H) | Burnaby Bylaw Notice Enforcement Bylaw 2009,
Amendment No. 1, 2017 | #13811 |

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13809, 13810 and 13811 be now introduced and read a second and third time.

CARRIED UNANIMOUSLY

Reconsideration and Final Adoption

- | | | |
|----|--|--------|
| I) | Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 34,
2016 - Rez. #16-05 (8125 North Fraser Way) | #13635 |
| J) | Burnaby Capital Works, Machinery and Equipment Reserve
Fund Expenditure Bylaw No. 34, 2017 | #13783 |
| K) | Burnaby Temporary Financing Bylaw 2018 | #13806 |
| L) | Burnaby Financial Administration Fees and Charges Bylaw
2013, Amendment No. 1, 2017 | #13807 |
| M) | Burnaby Local Improvement Charges Bylaw 1985,
Amendment Bylaw No. 1, 2017 | #13808 |

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JOHNSTON

THAT Bylaw No. 13635, 13783, 13806, 13807 and 13808 be now reconsidered and Finally Adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

9. NEW BUSINESS**Councillor Jordan – Burnaby Village Museum Open for the Holiday Season**

Councillor Jordan reminded Council and the public that the Burnaby Village Museum is open for the holiday season, and encouraged all to attend. Carousel ride proceeds collected on 2017 December 02 will benefit the Burnaby Christmas Bureau.

10. INQUIRIES

There were no inquiries brought before Council at this time

11. ADJOURNMENT

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT this Open Council meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Council meeting adjourned at 8:49 p.m.

Confirmed:

Certified Correct:

MAYOR

CITY CLERK



PUBLIC HEARING MINUTES

Tuesday, 2017 November 28

A Public Hearing (Zoning) was held in the Council Chamber, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Tuesday, 2017 November 28 at 7:00 p.m.

CALL TO ORDER

PRESENT: His Worship, Mayor Derek Corrigan
Councillor Sav Dhaliwal
Councillor Dan Johnston
Councillor Colleen Jordan
Councillor James Wang

ABSENT: Councillor Pietro Calendino
Councillor Paul McDonell *(due to illness)*
Councillor Nick Volkow *(due to illness)*

STAFF: Mr. Ed Kozak, Deputy Director Current Planning
Mr. Johannes Schumann, Senior Current Planner
Ms. Kate O'Connell, Deputy City Clerk
Ms. Monica Macdonald, Administrative Officer

His Worship, Mayor Derek R. Corrigan called the meeting to order at 7:05 p.m.

ZONING BYLAW AMENDMENTS

1) **Burnaby Zoning Bylaw 1965,**
Amendment Bylaw No. 36, 2017 - Bylaw No. 13804

Rez. #16-55

5495 Regent Street

From: M2 General Industrial District and M6 Truck Terminal District

To: CD Comprehensive Development District (based on M2 General Industrial District as guidelines and in accordance with the development plan entitled "Intraurban - Brentwood, 5495 Regent Street, Burnaby, BC" prepared by Christopher Bozyk Architects Ltd.)

The purpose of the proposed zoning bylaw amendment is to permit the construction of a multi-tenant light industrial/warehouse development.

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

Brian Kerzner, Rocky Mountain Chocolate Factory, 5284 Still Creek Street, Burnaby
Piero Ferronato, 2853 Douglas Holdings Ltd., 2853 Douglas Road, Burnaby
Ryan Davis, 1130799 BC Ltd., 5371 Regent Street, Burnaby
Daryl Ee, Rolls-Right Trucking and Transport, 2864 Norland Avenue, Burnaby
Rodney Palmieri, Palmieri Bros. Paving Ltd., 2876 Norland Avenue, Burnaby
Steven Bruk, Bruk & Co. Investments/Highbank Properties, A5/A6-5279 Stillcreek Avenue, Burnaby
Brad Halco, Dieseltech Truck Repair & Fleet Maintenance, 3196 Norland Avenue, Burnaby

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

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT this Public Hearing for Rez. #16-55, Bylaw #13804 be terminated.

CARRIED UNANIMOUSLY

2) Burnaby Zoning Bylaw 1965,
Amendment Bylaw No. 37, 2017 - Bylaw No. 13805

Rez. #13-07

4750 Kingsway

From: CD Comprehensive Development District (based on C3 General Commercial District)

To: Amended CD Comprehensive Development District (based on RM5s Multiple Family Residential District, C3 General Commercial District and "Metrotown Sears Site Master Plan and Phase I" prepared by IBI Group).

The purpose of the proposed zoning bylaw amendment is to establish a Conceptual Master Plan, Design Guidelines and a detailed first phase of development for the subject site, which would provide for specific development rights for the initial phase; and guide further site specific rezoning applications for the development of a multi-phased high-rise mixed-use residential and commercial development.

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

Adrian Yeung, 1703-4888 Hazel Street, Burnaby
Samantha Heng, 1902-4888 Hazel Street, Burnaby
Hui Liang, 1102 Hazel Street, Burnaby
Graeme Silvera, 700-650 West 41st Avenue, Vancouver
William McCarthy, 700-4980 Kingsway, Burnaby

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

Sameh Youesf, 806-4957 Newton Street, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. Mr. Youesf stated concerns about the affordability of rental accommodations in the area, and that the addition of new buildings will result in local rent increases. The speaker also shared concerns about the negative impacts of construction activities on the mobility of seniors and individuals with disabilities.

Roger Whitehouse, 2000-6521 Bonsor Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning. Mr. Whitehouse stated concerns regarding: the height of the proposed building, the impact on existing views/sightlines, the negative impact on local property values, and construction related activities such as increased traffic and noise.

Reinhard Schauer, 201-5868 Olive Avenue, Burnaby, appeared before Council and spoke in opposition to the proposed rezoning application. Mr. Schauer stated that the proposed development is to the benefit of the developer and not the community. The proposed development will attract investors and will not provide additional rental housing.

Sameh Youesf, 806-4957 Newton Street, Burnaby, appeared before Council and spoke for a second time. Mr. Youesf appreciates the accessibility of local services and is concerned that increased rental prices will result in many people relocating to areas in which services are more difficult to access.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

THAT this Public Hearing for Rez. #13-07, Bylaw #13805 be terminated.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COUNCILLOR JORDAN

That this Public Hearing do now adjourn.

CARRIED UNANIMOUSLY

The Public Hearing adjourned at 7:22 p.m.

Derek Corrigan
MAYOR

Kate O'Connell
DEPUTY CITY CLERK



Meeting 2017 December 04

COUNCIL REPORT

COMMUNITY HERITAGE COMMISSION

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: HERITAGE BURNABY – “MIGRATION STORIES PROJECT”

RECOMMENDATIONS:

1. THAT Council approve the “Migration Stories Project”, as outlined in this report, as a partnership project with Simon Fraser University to enhance Heritage Burnaby.
2. THAT Council approve an expenditure of \$10,000 towards Phase I of the “Migration Stories Project”, as outlined in this report.
3. THAT a copy of this report be sent to Dr. David Kaufman, Faculty of Education at Simon Fraser University.

REPORT

The Community Heritage Commission, at its meeting held on 2017 November 16, received and adopted the *attached* report outlining a new partnership project with Simon Fraser University for the creation of a digital project for Heritage Burnaby.

Respectfully submitted,

Councillor C. Jordan
Chair

Councillor S. Dhaliwal
Vice Chair

Copied to:	City Manager Deputy City Manager Director Planning & Building Director Finance Director Parks, Rec. & Cult. Services
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Meeting 2017 Nov 16

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2017 November 09

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 3520 20
Reference: "Migration Stories Project"

SUBJECT: HERITAGE BURNABY – "MIGRATION STORIES PROJECT"

PURPOSE: To outline a new partnership project with Simon Fraser University for the creation of a digital project for Heritage Burnaby.

RECOMMENDATIONS:

1. **THAT** the Community Heritage Commission approve the "Migration Stories Project" as outlined in this report as a partnership project with Simon Fraser University to enhance Heritage Burnaby.
2. **THAT** Council be requested to approve an expenditure of \$10,000 towards Phase One of the "Migration Stories Project", as outlined in this report.
3. **THAT** a copy of this report be sent to Dr. David Kaufman, Faculty of Education at Simon Fraser University.

REPORT**1.0 BACKGROUND**

In 2015, the City initiated the Burnaby Digital Storytelling Project, which resulted in more than 50 Burnaby seniors participating in workshops to create short films about important life events. Several of those films have been collected by the Burnaby Village Museum for inclusion on the Heritage Burnaby website. Following a presentation to the Community Heritage Commission (CHC) at their meeting of 2016 February 04 by representatives of the Burnaby Digital Storytelling Project, City staff were directed to update the CHC on future opportunities for collaboration that would further advance the project as a key educational initiative to promote Burnaby's multi-cultural heritage.

Building on the success of the recent "Burnaby Then and Now" heritage marker project, the City has pursued further opportunities to highlight Burnaby's significant multi-cultural heritage. Since that time, the CHC directed staff to create a series of heritage markers to commemorate Burnaby 125. As part of that project, an outreach strategy was developed to collect and interpret stories reflecting the community's cultural diversity. Significant momentum has been created, in particular with long-time Chinese Canadian residents of Burnaby.

To: *Community Heritage Commission*
 From: *Director Planning and Building*
 Re: *Heritage Burnaby – “Migration Stories Project”*
 2017 November 09..... Page 2

This effort was to build on the Burnaby Social Sustainability Strategy and the key Strategic Priority of “Celebrating Diversity and Culture”. A goal of the Commission is to enhance digital resources available on the City’s Heritage Burnaby website and provide more access to the history of the City’s ethnic communities and citizens.

The proposed new initiative of the “Migration Stories Project” aims to expand on the success of previous partnerships with Simon Fraser University (SFU), while increasing the City’s capacity to collect stories reflecting the diversity of Burnaby’s population, both past and present.

2.0 MIGRATION STORIES PROJECT

2.1 Project Outline

The goal of the “Migration Stories Project” is to collect short, “digital stories” representing Burnaby’s diverse cultural communities. Digital stories are short films that incorporate images, video, and sound to tell a story. They are created in collaboration between a person who lived the experience (the storyteller) and a facilitator who helps with the production.

The “Migration Stories Project” will focus on collecting personal stories of people who have come from elsewhere to make Burnaby their home. It will include stories from recent migrants, as well as long-time residents. It will include people of many cultural groups, and explore common themes of migration, adaptation to a new community, and integration. The stories will be shared with community agencies and educators, to help build cross-cultural understanding. It is expected that the project will assist the City and its partners to educate and create wider knowledge and interest regarding how Burnaby has responded to successive waves of migration, and create opportunities to share Burnaby’s success as a place that welcomes diverse newcomers into the community.

Key deliverables of the project will be the short films to specifically enhance the City’s Heritage Burnaby website, and use in other media, with content that builds on the resources available for education of cultural diversity and the rich history of the City.

2.2 Project Partnership with Simon Fraser University

To pursue the goals of the CHC in advancing the digital storytelling initiative, staff have initiated further discussions and collaboration with the City’s existing partnership at SFU, through Dr. David Kaufman with the Faculty of Education. It is noted that the CHC has successfully worked in the past with Dr. Kaufman and his students and staff to complete work within the City including the “Freeman Legacy Project” (2006) and the “Burnaby Digital Storytelling Project” (2014-2016).

To enhance the project, Dr. David Kaufman has submitted an application to the Social Sciences and Humanities Research Council of Canada (SSHRC) on behalf of the project being sponsored largely by SFU. If supported by the CHC and Council, the City would serve as a project partner with a recommended contribution of \$10,000, and staff in-kind support valued at \$5,000.

To: Community Heritage Commission
 From: Director Planning and Building
 Re: Heritage Burnaby – “Migration Stories Project”
 2017 November 09..... Page 3

The total funding being requested at this time is for Phase One of a multi-year project. Phase One involves collecting digital stories, as well as bringing community members, educators, and members of the not-for-profit sector together to develop a plan to ensure the project’s success in future years. The deliverables for the City will include videos that will supplement the existing Heritage Burnaby online content.

It is proposed by SFU that a conference-style event will be held to bring stakeholders together to share information and develop a more detailed framework for future phases. Future phases will be dependent on the success of funding applications.

2.3 City Financial Contribution

A summary of the overall budget funding for Phase One being proposed by the project partnership is provided below:

INCOME		
City of Burnaby cash contribution	\$10,000	
City of Burnaby in-kind contribution	\$ 5,000	
SFU cash contribution	\$26,000	
SFU in-kind contribution	\$ 7,000	
Funding requested from SSHRC	\$48,000	
TOTAL:	\$96,000	
EXPENSES		
Project staff (SFU students)	\$70,000	
City staff (in-kind staff support)	\$ 5,000	
Project supplies and services	\$21,000	Includes technology costs, venue rentals, food and hospitality, honoraria, and advertising.
TOTAL:	\$96,000	

The City’s contribution is proposed to be \$10,000 towards the project, as outlined in the submitted budget. Sufficient funds would be available in the 2018 operating budget of the Commission. Release of City funding would be contingent on securing the outlined grants and approvals from both SFU and external funding agencies.

3.0 NEXT STEPS

As outlined in this report, the “Migration Stories Project” builds on the City of Burnaby’s Strategic Goal to be an Inclusive Community that celebrates diversity, and is welcoming to all community members to create a sense of belonging. The project will further enhance the City’s effort to build a more inclusive history of the community by collecting and sharing stories

To: Community Heritage Commission
From: Director Planning and Building
Re: Heritage Burnaby – “Migration Stories Project”
2017 November 09..... Page 4

through Heritage Burnaby of the diverse cultural communities who have made Burnaby their home.

With the approval of the Commission and Council, staff will confirm the City’s financial commitment to the project in order to partner with SFU and in support of its funding applications. Notifications for award of the federal funding are expected in January 2018. Should the partnership be successful in securing the funds required, Phase One of the project would be completed in 2018.



Lou Pelletier, Director
PLANNING AND BUILDING

JW:sa/sla

cc: City Manager
Deputy City Manager
City Clerk

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Meeting 2017 December 04

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: RENEWAL OF CITY FLEET INSURANCE

RECOMMENDATION:

1. THAT Council approve an expenditure of up to \$1,040,000 payable to Willis Towers Watson to fund the City's Fleet Auto Liability, Collision, and Comprehensive insurance programs, as further specified in this report.

REPORT

The Financial Management Committee, at its meeting held on 2017 November 22, received and adopted the attached report seeking Council approval for an expenditure of up to \$1,040,000 to renew the City Vehicle Fleet Insurance Program.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Public Safety & Community Services Director Finance
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Meeting 2017 Nov 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 November 15

FROM: DIRECTOR PUBLIC SAFETY AND
COMMUNITY SERVICES

FILE: 9900-05

SUBJECT: RENEWAL OF CITY FLEET INSURANCE

PURPOSE: To request approval for an expenditure of up to \$1,040,000 to renew the City Vehicle Fleet Insurance Program.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council to approve an expenditure of up to \$1,040,000 payable to Willis Towers Watson to fund the City's Fleet Auto Liability, Collision, and Comprehensive insurance programs as further specified in this report.

REPORT

The City operates a vehicle fleet that is currently comprised of 673 units. Each vehicle in the fleet is required by law to have automobile liability insurance. Vehicles that are currently valued at more than \$75,000 are insured for collision and comprehensive perils subject to a deductible of \$5,000 and \$300 per accident/incident respectively.

The City fleet insurance policy will renew on 2018 January 01 but the Insurance Corporation of British Columbia requires that fleet premiums be paid prior to issuance of a new plate decal.

The cost of maintaining the fleet insurance program is a necessary operating expense that is included in the City's Provisional Operating Budget.



Daye Critchley

DIRECTOR PUBLIC SAFETY AND COMMUNITY SERVICES

DC:MF /ml

Copied to: City Manager
Director Finance



Meeting 2017 December 04

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: BURNABY DEVELOPMENT COST CHARGE BYLAW – CANADA WAY
PEDESTRIAN OVERPASS**

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to bring forward a Burnaby Development Cost Charge Reserves Bylaw in the amount of \$86,184 to repay monies advanced by the Capital Works, Machinery and Equipment Reserve Fund for the construction of the Canada Way pedestrian overpass.

REPORT

The Financial Management Committee, at its meeting held on 2017 November 22, received and adopted the attached report seeking Council approval to repay the Capital Works, Machinery and Equipment Reserve Fund for monies advanced by the reserve fund.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Finance Director Planning & Building City Solicitor
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Meeting 2017 Nov 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 November 15

FROM: DIRECTOR FINANCE

FILE: 7000-10

SUBJECT: BURNABY DEVELOPMENT COST CHARGE BYLAW – CANADA WAY PEDESTRIAN OVERPASS

PURPOSE: To repay the Capital Works, Machinery and Equipment Reserve Fund for monies advanced by that reserve fund.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Burnaby Development Cost Charge Reserves Bylaw in the amount of \$86,184 to repay monies advanced by the Capital Works, Machinery and Equipment Reserve Fund for the construction of the Canada Way Pedestrian Overpass.

REPORT

The Canada Way Pedestrian Overpass was completed in 1978 at a cost of \$279,195. The City's share was one-third or \$93,065. The share payable by developers within the Central Administrative Area was two-thirds or \$186,130. The cost of construction was paid for out of the Capital Works Machinery and Equipment Reserve Fund.

In total, \$102,413 in development cost charge levies and accumulated interest has been drawn from the Burnaby Development Cost Charges Reserve Fund, through approved Council bylaw, and applied to the developers' share of construction costs, leaving an outstanding balance of \$83,717 to be repaid to the City. As at 2017 July 17, the Canada Way Pedestrian Overpass Development Cost Charge Reserve Fund has a balance of \$86,184 which is comprised of developer levies collected in 1997 of \$31,825 and accumulated interest.

The Burnaby Development Cost Charges Bylaw makes a provision for the levy of development cost charges for the Canada Way Pedestrian Overpass. Pursuant to Section 189 of the Community Charter, development cost charge monies collected must be placed in a reserve fund.

It is now appropriate to transfer \$86,184 to the Capital Works, Machinery and Equipment Reserve Fund to repay the original advance of \$83,717. The residual of \$2,467 represents interest accrued on the \$83,717. Although not a requirement for the Municipal Act which was in force when the Canada Way Pedestrian Overpass Development Cost Charges Reserve Fund was

To: Financial Management Committee
From: Director Finance
Re: Burnaby Development Cost Charge Bylaw – Canada Way Pedestrian Overpass
2017 November 22..... Page 2

established, Section 189 of the Community Charter does require interest to be paid on borrowed reserve funds, therefore it would be within legislation to transfer the accrued interest of \$2,467 to the Capital Works, Machinery and Equipment Reserve Fund.

RECOMMENDATION

It is recommended that the Financial Management Committee request that Council authorize the City Solicitor to bring forward a Burnaby Development Cost Charge Reserves Bylaw in the amount of \$86,184 to repay monies advanced by the Capital Works, Machinery and Equipment Reserve Fund for the construction of the Canada Way Pedestrian Overpass.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:DS /mlm

Copied to: City Manager
Director Planning & Building



Meeting 2017 December 04

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: DONATION OF FOREIGN CURRENCIES TO CHARITY

RECOMMENDATIONS:

1. THAT Council approve a one-time donation of approximately \$200 CAD of non-exchangeable foreign currencies to the Air Canada Foundation, as outlined in this report.
2. THAT Council name a City representative for the presentation of the donation to the Air Canada Foundation.

REPORT

The Financial Management Committee, at its meeting held on 2017 November 22, received and adopted the attached report seeking Council approval for the donation of non-exchangeable foreign currencies to charity.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Finance
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Meeting 2017 Nov 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 November 15

FROM: DIRECTOR FINANCE

FILE: 6700-01

SUBJECT: DONATION OF FOREIGN CURRENCIES TO CHARITY

PURPOSE: To obtain approval for the donation of non-exchangeable foreign currencies to charity.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve a one-time donation of approximately \$200 CAD of non-exchangeable foreign currencies to the Air Canada Foundation as outlined in this report.
2. **THAT** the Financial Management Committee recommend Council name a City representative for the presentation of the donation to the Air Canada Foundation.

REPORT**1.0 INTRODUCTION**

The Royal Canadian Mounted Police (RCMP) Burnaby Detachment at times recover goods for which the true owner cannot be identified or for which the Courts have not ordered a disposition. All monies in Canadian or US dollars are deposited through the City Hall Core Cashier to the City of Burnaby's main depository bank account. All other currencies are negotiated by Treasury Services for foreign exchange with one of the City's foreign exchange vendors. Monies that cannot be converted to Canadian dollars (i.e. expired notes, de-circulation, small value etc.) can be disposed of through sale at auction or destruction.

Over the past 20 years, the accumulated amount of non-exchangeable foreign currencies has been minimal, with only a small amount of de-circulated coins/notes sold at auction for minimal value and/or destroyed. In 2016, RCMP staff turned over foreign currencies in coin and fractional notes (consisting primarily of Chinese Yuan fractional bank notes) in excess of \$200 CAD which cannot be converted to Canadian dollars by the City's bank or foreign exchange vendors.

To: Financial Management Committee
 From: Director Finance
 Re: Donation of Foreign Currencies to Charity
 2017 November 22..... Page 2

2.0 DONATIONS TO CHARITY

For non-exchangeable currencies in coin and fractional notes collected by the City, which are small in quantity and value, an opportunity has been presented for the City to provide local charitable support that will have a much greater impact than selling the notes at an auction. City staff have engaged in preliminary discussion with the Air Canada Foundation which is an organization that can contribute these funds towards a charitable donation. Air Canada collects small change on its flights, in containers in designated Canadian airports and Maple Leaf Lounges for their *Every Bit Counts* charitable program. The proceeds are distributed to causes and organizations that are supported by the Air Canada Foundation (see Attachment 1).

The currencies are converted for Air Canada by Global Coin Solutions, a Canadian company that sorts and repatriates the monies by sending the funds to its many partners all around the world for exchange. Global Coin Solutions complies with federal regulations and reporting requirements as a currency and financial transactions processor.

The Air Canada Foundation would be very grateful to receive a donation from the City of Burnaby and would make arrangements to pick up the monies for delivery to their facilities. In addition, the Foundation would be interested in featuring the donation by a City representative in the local paper with one of the Foundation's ambassador's, Serge Corbeil, Air Canada's Director, Government Relations, Western Region.

3.0 RECOMMENDATIONS

The disposal of the non-exchangeable currencies by auction or destruction could cost the City in processing expenses more than the value of the foreign currency. The City has an opportunity to donate the current accumulation of non-exchangeable foreign currencies from recovered RCMP goods to charities in the Lower Mainland through the Air Canada Foundation at no expense to the City.

It is recommended that Council approve a one-time donation of approximately \$200 CAD of non-exchangeable foreign currencies to the Air Canada Foundation as outlined in this report and name a City representative for the presentation of the donation to the Air Canada Foundation.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK /mlm

Attachment – Air Canada Foundation Supported Organizations in British Columbia

Attachment 1

Air Canada Foundation Supported Organizations in British Columbia:

BC Cancer Foundation	Vancouver
Big Sisters of BC Lower Mainland	Vancouver
Wilma's Transition House	Chilliwack
Ancient Order of Doers Anonymous	Sidney
Nanaimo Child Development Centre	Nanaimo
Urban Spirit Foundation	West Vancouver
Fraser Region Aboriginal Friendship Centre Association	Surrey
Hope Africa Kabale Society	Fort Nelson
JDRF - Juvenile Diabetes Research Foundation	Victoria
Veterans Memorial Lodge at Broadmead	Victoria
Burns Bog Conservation Society	Delta
BC Cancer Foundation	Victoria
Zajac Ranch for Children	Vancouver
Elkford Women's Task Force Society	Elkford
Peach City Tees Up For Cancer	Okanagan Falls
St. Paul's Foundation of Vancouver	Vancouver
Central Okanagan Community Foodbank Society	Kelowna
The Bruce Denniston Bone Marrow Society	Powell River
Canuck Place Children's Hospice	Vancouver
Blind Beginnings Society	New Westminster
DTF - Dreams Take Flight - YVR	Richmond
Juvenile Diabetes Research Foundation (JDRF)	Burnaby
Reach Child and Youth Development Society	Delta
Pender Island Elementary School PAC	Pender Island
CMN - BC Children's Hospital Foundation	Vancouver
Canadian Cancer Society	Vancouver



Meeting 2017 December 04

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2017 RCMP MUSICAL RIDE – DONATIONS OF PROCEEDS

RECOMMENDATION:

1. THAT Council approve the donation of proceeds in the total amount of \$10,000 from the RCMP Musical Ride event to the two charities, as outlined in this report.

REPORT

The Financial Management Committee, at its meeting held on 2017 November 22, received and adopted the attached report seeking Council approval of donation of proceeds from the RCMP Musical Ride to Honour House Society and Burnaby Neighbourhood House.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to: City Manager Director Parks, Rec. & Cult. Services Director Finance
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Meeting 2017 Nov 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2017 Nov 14

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 2410-20

SUBJECT: 2017 RCMP MUSICAL RIDE – DONATIONS OF PROCEEDS

PURPOSE: To seek approval of donation of proceeds from the RCMP Musical Ride.

RECOMMENDATION:

1. **THAT** Council be requested to approve the donation of proceeds in the total amount of \$10,000 from the RCMP Musical Ride event to the two charities as outlined in this report.

REPORT**1.0 BACKGROUND**

The City of Burnaby and the Burnaby RCMP hosted the 2017 RCMP Musical Ride at Swangard Stadium on 2017 August 18. The sold out event was a great success and over 4,400 people attended. In addition to the RCMP Musical Ride, the event featured performances by the RCMP E Division Pipes & Drums, Grupo Axè Capoeira, the singing of O Canada by Karis Ducharme, as well as numerous public safety and crime prevention displays. Swangard Stadium provided Burnaby residents a tremendous venue to enjoy a unique, entertaining evening featuring the RCMP Musical Ride.

2.0 DISCUSSION

As part of the event plan, the net proceeds (ticket revenue less expenses) from the event are to be donated to two charities - Honour House Society and Burnaby Neighbourhood House. The net proceeds from the event are determined to be \$10,000 which is to be shared by the two aforementioned charities in the amount of \$5,000 each.

This report is to seek Council's approval of the donation as described above.

Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

JP:km:tc
P:\admin\rc\committee\rcmpmusicalride2017.docx

Copied to: City Manager
Director Finance



Meeting 2017 December 04

COUNCIL REPORT

PLANNING AND DEVELOPMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: PROPOSED ZONING BYLAW TEXT AMENDMENTS – 2017 NOVEMBER

RECOMMENDATION:

1. THAT Council authorize the preparation of a bylaw amending the Burnaby Zoning Bylaw, as outlined in Section 2.0 of this report, for advancement to a Public Hearing at a future date.

REPORT

The Planning and Development Committee, at its meeting held on 2017 November 28, received and adopted the attached report proposing a number of text amendments to the Burnaby Zoning Bylaw.

Respectfully submitted,

Councillor C. Jordan
Chair

Councillor D. Johnston
Vice Chair

Copied to: City Manager Director Planning & Building Director Public Safety & Community Services Chief Building Inspector Chief Licence Inspector City Solicitor City Clerk



Meeting 2017 November 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
PLANNING AND DEVELOPMENT
COMMITTEE

DATE: 2017 November 23

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 42000 20

Reference: Bylaw Text Amendment

**SUBJECT: PROPOSED ZONING BYLAW TEXT AMENDMENTS
2017 NOVEMBER**

PURPOSE: To propose a number of text amendments to the Burnaby Zoning Bylaw.

RECOMMENDATION:

1. **THAT** Council be requested to authorize the preparation of a bylaw amending the Burnaby Zoning Bylaw, as outlined in Section 2.0 of this report, for advancement to a Public Hearing at a future date.

REPORT

1.0 BACKGROUND INFORMATION

As part of the ongoing review of the Burnaby Zoning Bylaw, which usually takes place in the context of development enquiries and discussions regarding the intent of the bylaw and the general need to update the bylaw, text amendments are brought forward from time to time. These text amendment reports are submitted in order to provide clarification and improvements to the wording of the bylaw, and to respond to changes in related legislation and changes in forms of development, land uses and social trends.

This report presents six Zoning Bylaw amendments regarding 1) clarifying definitions of certain dwelling types; 2) front yard averaging; 3) side lot lines and yards; 4) corner and through lots; 5) car wash stalls in RM6, C8 and C9 Districts; and, 6) FAR exemption for amenity spaces in housing facilities catering to older adults.

2.0 PROPOSED BYLAW TEXT AMENDMENTS

2.1 *Clarifying Definitions of Certain Dwelling Types*

Issue

Definitions of dwelling types in the Zoning Bylaw are inconsistent in their reference to occupancy by permanent residents despite the intent that all dwelling units in Residential zones are for the purpose of permanent residences rather than transient accommodations.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23..... Page 2

Discussion

In Section 3.0 of the Zoning Bylaw, the definitions of “Apartment Building”, “Dwelling, Multiple Family”, “Dwelling, Single Family” and “Dwelling, Two Family” all contain references to dwelling units within these dwelling types as being “occupied or intended to be occupied as the permanent home or residence by one family only”. This reference is not included in the definitions of other dwelling types (such as “Dwelling, Duplex”, “Dwelling, Row Housing”, “Dwelling, Semi-Detached”, “Dwelling, Townhouse”, “Multi-Family Flex Unit” and “Secondary Suites”), although these dwelling types are likewise intended for occupancy as permanent homes or residences.

In order to ensure consistency, it is recommended that the definition of “Dwelling Unit” be amended to include the permanent residence requirement and that such text be removed from the current definitions of “Apartment Building”, “Dwelling, Multiple Family”, “Dwelling, Single Family” and “Dwelling, Two Family” (in order to avoid duplication of the bylaw requirement for permanent residence).

Since the definitions of all residential dwelling types include a reference to “Dwelling Unit”, the proposed amendment to the definition of “Dwelling Unit” to incorporate the permanent residence requirement would clearly distinguish these dwelling types from more temporary accommodations such as boarding and lodging houses and hotels. A further amendment to the definition of “Motel or Auto Court” to delete the reference to “dwelling unit” is needed, so that the permanent residence requirement is not incorporated into this land use.

It is also recommended that the definition of “Accessory Use” be amended to emphasize that boarders or lodgers, boarding, lodging or rooming houses, childcare facilities, group homes, private hospitals, supportive housing facilities and home occupations are prohibited in a single family dwelling containing a secondary suite, in both the principle dwelling unit as well as the secondary suite, as currently stated in the bylaw regulating these uses in dwellings with secondary suites.

Multi-family flex-units are defined as being a strata-titled apartment or townhouse dwelling unit containing a defined area for a potential second rental accommodation, subject to certain conditions. To clarify that the rental accommodation may be used as the permanent residence of a further family, it is proposed that the definition of multi-family flex units be amended to reflect this option.

Currently, the definitions of “Apartment Building” and “Dwelling, Multiple Family” in the Zoning Bylaw appear to refer to the same type of housing development. To differentiate between the two forms of housing, it is recommended that “Apartment Building” be defined to mean a multiple family dwelling where access to the dwelling units is via a shared corridor. Likewise, it would be helpful to add a definition for “Apartment” to mean a dwelling unit in an apartment building.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23..... Page 3

Recommended Bylaw Amendments

1. **THAT** the definition of “Dwelling Unit” be amended with wording the same or similar to the following:

“DWELLING UNIT” means one or more habitable rooms constituting one self-contained unit with a separate entrance, which is occupied or intended to be occupied as the permanent home or residence of one family only and contains not more than one kitchen or one set of cooking facilities.

2. **THAT** the definitions of “Dwelling, Multiple Family” and “Dwelling, Two Family” be amended by deleting the text “each of which is occupied or intended to be occupied as the permanent home or residence of one family only”.

3. **THAT** the definition of “Dwelling, Single Family” be amended by deleting the text “which is occupied or intended to be occupied as the permanent home or residence of one family only”.

4. **THAT** the definition of “Apartment Building” be amended with wording the same or similar to the following:

“APARTMENT BUILDING” means a multiple family dwelling where dwelling units are primarily accessed via a shared corridor.

5. **THAT** Section 3.0 of the Zoning Bylaw be amended to add a definition of “Apartment” with wording the same or similar to the following:

“APARTMENT” means a dwelling unit within an apartment building.

6. **THAT** the following highlighted text be added to the condition in section (3.0)(f) of the definition of “Accessory Use”:

(f) neither the keeping of boarders or lodgers, the operation of a boarding, lodging or rooming house, the operation of a child care facility or home- based child care facility, the operation of a group home, private hospital or supportive housing facility nor the operation of a home occupation that includes on-site client services shall be permitted in a single family dwelling that contains a secondary suite, including within the secondary suite.

7. **THAT** the following condition be added as subsection (f) in the definition of “Multi-Family Flex-Unit”:

(f) may be occupied as the permanent home or residence of one additional family only.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23..... Page 4

8. THAT the definition of “Motel or Auto Court” be amended with wording the same or similar to the following:

“MOTEL OR AUTO COURT” means a group of two or more detached or semi-detached buildings, providing self-contained accommodation that is primarily for transient motorists and which may have its own cooking facilities and bathroom with a water closet, wash basin and bath or shower.

2.2 Front Yard Averaging

Issue

Section 6.12(2.1) of the Zoning Bylaw provides conditions for determining the average front yard depth applicable to R Residential District properties that are subject to front yard averaging. The conditions address circumstances where it is appropriate to exclude an adjacent lot from the calculation of average front yard depth, or apply a standard front setback, such as where an adjacent lot is vacant, fronts onto a different street, or is separated by a street or a lane. However, the conditions do not address other situations that warrant similar consideration, such as where an adjacent lot is a panhandle lot or is in a zoning district other than an R District.

Discussion

Section 6.12(2.1) of the Zoning Bylaw states:

For lots in R1, R2, R3, R4, R5, R9, R10, R11, and R12 Districts, where front yard averaging of the two adjacent lots on each side of the lot is applicable, the following conditions shall apply in determining the average front yard depth:

- (i) where an adjacent lot is vacant, the front yard shall be deemed to have a depth of a required front yard;*
- (ii) if one or more of the adjacent lots front on a different street or if one or more of the adjacent lots are separated by a street or lane, then such adjacent lots shall not be used in computing the average depth;*
- (iii) where the lot is adjacent to a flanking street or lane, the average depth shall be computed using the remainder of the adjacent lots.*

Front yard averaging, as detailed in Section 6.12(2.1) of the Zoning Bylaw, is a technique used to determine an appropriate front yard setback for new development in areas where existing setbacks significantly exceed Zoning Bylaw requirements. By averaging the existing setbacks of the two adjacent lots on either side, and applying this average to the lot undergoing development, this technique helps to integrate new development into existing streetscapes. However, there are circumstances where an adjacent lot may be vacant or may have little relationship to the frontage of the subject lot. Section 6.12(2.1) addresses the latter by excluding adjacent lots that front onto a different street, or are separated by a street or lane; for vacant lots, it applies the minimum required setback.

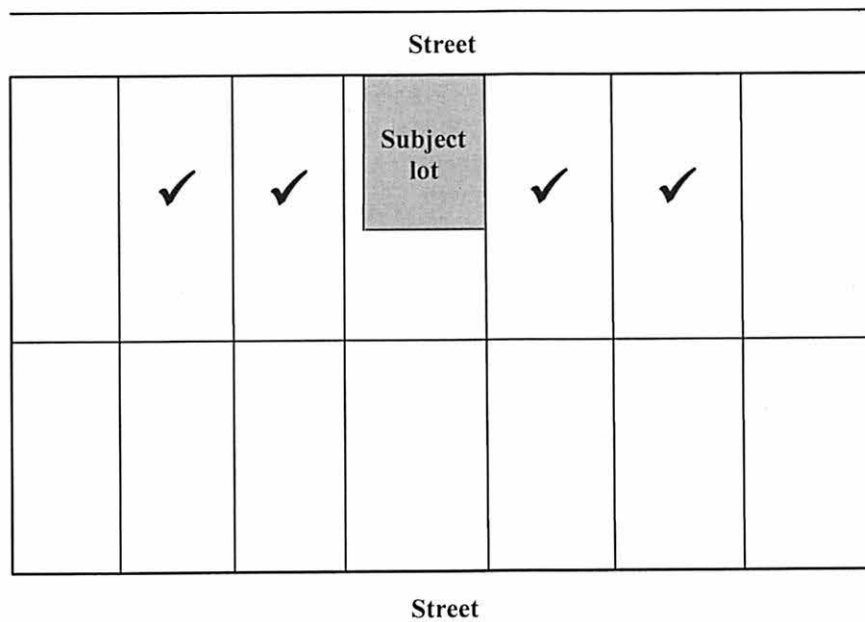
To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
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Panhandle lots

Panhandle lots contain a narrow strip of land, or “panhandle” attached to the main portion of the lot. Generally, the narrow panhandle serves an access function from an abutting street and provides inadequate width for the siting of buildings. As such, the principal building on a panhandle lot is often distant from the front lot line, with a front yard setback that far exceeds those on neighbouring properties. Depending on the depth of the panhandle, which is often the depth of one or more adjacent lots, the residence will have little to no visual relationship to the street or to the properties abutting the panhandle. In such cases, the front yard setback, being both inordinately large and irrelevant to the character of the streetscape, may skew the average for no purpose.

It is therefore recommended that panhandle lots be excluded from front yard averaging calculations. It is further recommended that the average be derived from the two other lots nearest the subject site, as shown in Figure 1 below. In order to have a reference to a “panhandle lot,” it is recommended that the term be defined in Section 3.0 of the bylaw.

Figure 1: Front yard averaging with proposed exclusion of panhandle lots



✓ = included in front yard averaging

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 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23..... Page 6

Lots outside of R Districts

Similarly, it is recommended that Section 6.12(2.1) of the Zoning Bylaw be amended to exclude lots in zoning districts other than R Residential Districts from front yard averaging calculations. This section was adopted in 1991, following a comprehensive review of bulk regulations for single family homes. It was intended to help maintain the character and pattern of established R Residential District neighbourhoods, particularly those with uniform streetscapes and generous front yard setbacks.

The required setbacks on neighbouring non-R District lots may vary significantly from those required in R Districts and, if included, may skew the average and defeat the intent of the bylaw. For instance, the required front yard setback in most C Commercial Districts is 2 m (6.5 ft.); if a C District lot were included in a front yard averaging calculation, the resulting average could be less than the required minimum front yard setback, despite the much greater setbacks of other adjacent lots.

For these reasons, it is recommended that non-R District lots be excluded when calculating the front yard average of an R District lot. It is also recommended that any lots located beyond the non-R District lot also be excluded, as the visual continuity of the streetscape is unlikely to extend that far. The above recommendations are illustrated in Figure 2 below.

Figure 2: Front yard averaging with proposed exclusion of non-R District lot

Street					
R2 ✓	R5 ✓	R5 Subject lot	C1	R5	R5
R2	R5 ✓	R5 ✓	R5 Subject lot	R5 ✓	RM1
Street					

✓ = included in front yard averaging calculation

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 From: Director Planning and Building
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 2017 November 23..... Page 7

Street					
R2	R5	R5	R5	M3	R5 Subject lot
R2	R5	R5	R5	R5	R5

Street

No front yard averaging applies

Recommended Bylaw Amendments

1. **THAT** Section 3.0 of the Zoning Bylaw be amended to add a definition of “Lot, Panhandle” with wording the same or similar to the following:

***“LOT, PANHANDLE”** means a lot created under subdivision that gains street frontage through a narrow strip of land that is an integral part of the lot, but provides inadequate width for the siting of buildings.*

2. **THAT** Section 6.12(2.1) of the Zoning Bylaw be amended to include a condition that
 - excludes panhandle lots from front yard averaging calculations, and,
 - specifies that, in circumstances where an adjacent lot is a panhandle lot, the average be derived from the two other lots nearest the subject site.
3. **THAT** Section 6.12(2.1) of the Zoning Bylaw be amended to include a condition that
 - includes only R Residential District lots in front yard averaging calculations, and,
 - specifies that any lots located beyond the non-R District lot be excluded from front yard averaging calculations.

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 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23..... Page 8

2.3 Side Lot Lines and Yards

Issue

The requirement for side lot lines to intersect a front lot line is impracticable on some irregular lots such as L-shaped lots or panhandle lots, where a side lot line may only intersect with a lot line appropriately considered a rear lot line, or another side lot line. Similarly, the requirement for a side yard to extend from the front yard to the rear yard cannot be achieved on through lots and irregular lots with no rear yard.

Discussion

Section 3.0 of the Zoning Bylaw states:

“LOT LINE, SIDE” means a lot line marking the boundary between two lots, or between a lot and a lane, or between a lot and a public street in the case of a corner lot of which one or both ends intersect a front lot line.

“YARD, SIDE” means that portion of the lot, extending from the front yard to the rear yard, between the side line of the lot and a line drawn parallel thereto. The width of such yard shall mean the perpendicular distance between the side line of the lot and the parallel line.

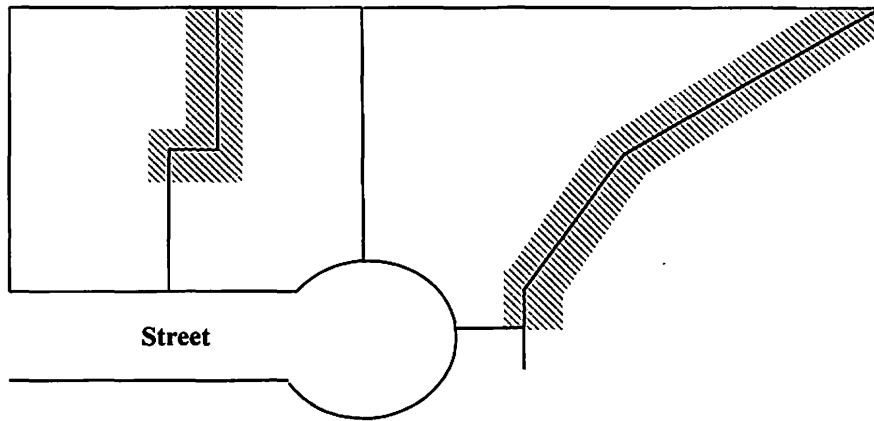
“YARD, FRONT” means that portion of the lot, extending from one side lot line to the other, between the front line of the lot and a line drawn parallel thereto. The depth of such yard shall mean the perpendicular distance between the front line of the lot and the parallel line. In the case of a through lot there shall be two such front yards.

“YARD, REAR” means that portion of the lot, extending from one side lot line to the other, between the rear line of the lot and a line drawn parallel thereto. The depth of such yard shall mean the perpendicular distance between the rear line of the lot and the parallel line.

Based on these definitions, side lot lines must intersect a front lot line; however, on some irregularly shaped lots, such as L-shaped lots or panhandle lots, lot lines that would be appropriately considered a side lot line intersect only a rear lot line, or another side lot line. As shown in Figure 3, these lot lines do not qualify as side lot lines. Although they function as side lot lines (i.e., the boundary between two lots) because they do not intersect a front lot line, they cannot be regulated as such.

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 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
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Figure 3.0: Examples of side lot lines that are inconsistent with current lot line definitions



In order to broaden the definition of a side lot line to encompass those found on irregularly shaped lots, it is recommended that any lot line, other than a front lot line or a rear lot line, to be regulated as a side lot line subject to the required side yard setback.

A companion amendment is recommended to the definition of a side yard, which requires side yards to extend from the front yard to the rear yard. This is impracticable on through lots, which have two front yards instead of a front and a rear, and on irregular shaped lots such as those described above. In order to reflect the range of lot shapes and the varying relationships of side lot lines to front and rear lot lines, it is recommended that the clause “extending from the front yard to the rear yard” be replaced with the clause “extending the length of the side lot line.”

In addition, there may be instances where a rear yard or front yard cannot extend between two side yards; for clarity, it is recommended that these definitions be similarly amended to require the yard to extend the length of the lot line.

Lastly, for clarity, it is recommended that the term “line of the lot,” which is used in the side yard, front yard, and rear yard definitions, be replaced with the defined term, “lot line.”

Recommended Bylaw Amendments

1. **THAT** the definition of “Lot Line, Side” in Section 3.0 of the Zoning Bylaw be amended to clarify that a side lot line need not intersect a front lot line, and instead is any line that is not a front lot line or a rear lot line.
2. **THAT** the definition of “Yard, Side” in Section 3.0 of the Zoning Bylaw be amended to replace the words “extending from the front yard to the rear yard” with the words “extending the length of the side lot line.”

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 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
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3. **THAT** the definition of “Yard, Front” in Section 3.0 of the Zoning Bylaw be amended to replace the words “extending from one side lot line to another” with the words “extending the length of the front lot line.”
4. **THAT** the definition of “Yard, Rear” in Section 3.0 of the Zoning Bylaw be amended to replace the words “extending from one side lot line to another” with the words “extending the length of the rear lot line.”
5. **THAT** the term “line of the lot” be replaced with the term “lot line” wherever it appears.

2.4 Corner Lots and Through Lots

Issue

The regulations that apply to through lots and corner lots vary; however, some lots meet both definitions.

Discussion

Section 3.0 of the Zoning Bylaw states:

“LOT, CORNER” means a lot at the intersection or junction of two or more streets.

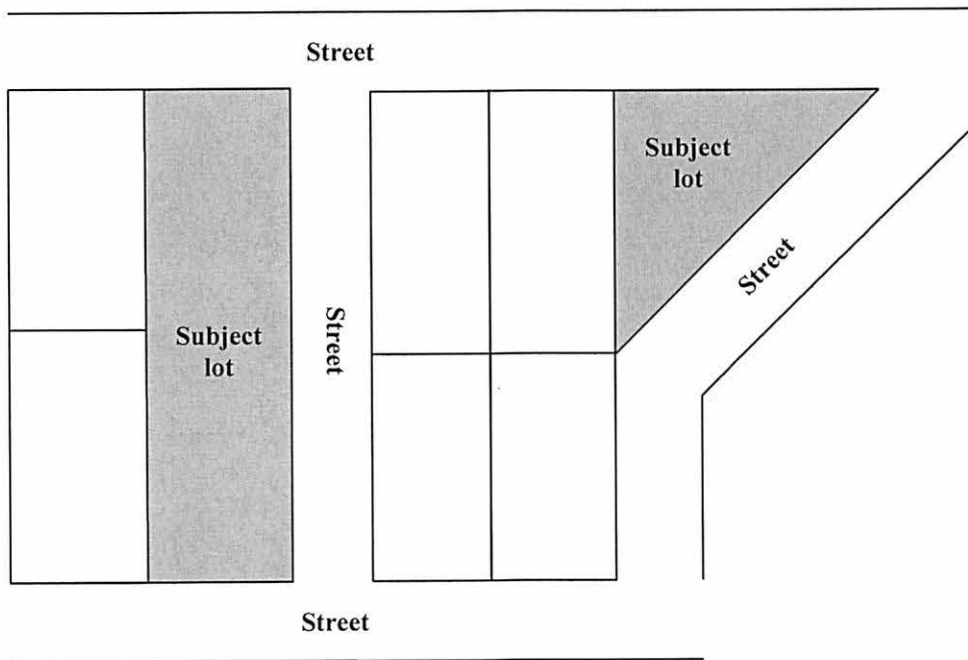
“LOT, THROUGH” means a lot abutting two parallel or approximately parallel streets.

“LOT LINE, FRONT” means the boundary line of the lot and the street on which the lot abuts. In the case of a corner lot, a lot line abutting a street shall be considered a front line if the adjacent lots front on the same street, except that only one front lot line need be provided. In the case of a through lot, the lot lines abutting two parallel or approximately parallel streets shall both be considered as front lot lines.

In most cases, a through lot and a corner lot can be easily distinguished according to the above definitions. However, in some cases, a lot may be located at the intersection of three streets, and thus qualify as both a corner lot and a through lot. Alternatively, a lot may be configured as a triangle, with two sides flanking intersecting streets that may be considered approximately parallel to each other. Both examples are shown below in Figure 4.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23.....Page 11

Figure 4: Examples of lots that qualify as both corner lots and through lots



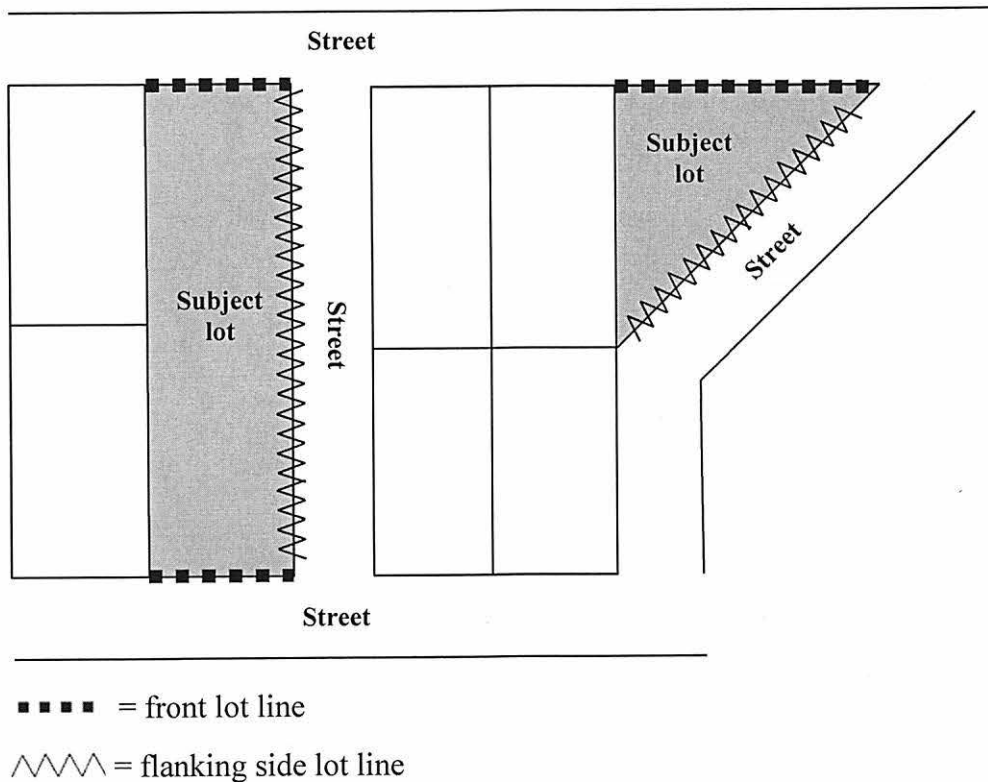
In such cases, it is unclear which lot lines are to be considered front lot lines, and subject to a front yard setback. As noted in the definitions, a corner lot requires only one front lot line, whereas a through lot requires two front lot lines, and two front yard setbacks. For corner lots in many zoning districts, the required setback for the side lot line flanking the street is greater than that required for standard lots.

For regular lots at the intersection of three streets, the requirement for two front yard setbacks and a flanking side yard setback can generally be accommodated, as the front yard setback in many zoning districts is less than the minimum required rear yard setback. However, for triangular shaped lots and other irregular shaped lots, the requirement for a front yard setback along the angled lot line, which is significantly longer than the other two lot lines maybe onerous.

It is therefore recommended that the Bylaw be clarified to require two front lot lines for corner lots that meet both definitions. In order to exclude triangular and other irregularly shaped lots from this requirement, it is further recommended that these lots be subject to one front lot line and one flanking side lot line, with the latter located along the longest line abutting a street. The above recommendations are illustrated in Figure 5 below.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
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Figure 5: Proposed front and flanking side lot lines on lots that qualify as both corner lots and through lots



Recommended Bylaw Amendment

1. **THAT** the definition of "LOT LINE, FRONT" in Section 3.0 of the Zoning Bylaw, be amended to specify that corner lots that are also through lots shall be considered to have two front lot lines; except that triangular or irregular corner lots shall have one front lot line along the shortest line abutting a street and one flanking side lot line along the longest line abutting a street.

2.5 Car Wash Stalls in RM6, C8 and C9 Districts

Issue

Car wash stalls are required in all zoning districts that permit multiple family residential development, with the exception of the RM6 Hastings Village Multiple Family Residential District, the C8 Urban Village Commercial (Hastings) District, and the C9 Urban Village Commercial District. As the need for car wash stalls in multiple family developments is no different in these districts, inclusion of car wash stalls in these districts is recommended.

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 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23.....Page 13

Discussion

Section 3.0 of the Zoning Bylaw states:

“CAR WASH STALL” means a space that

- a) has minimum dimensions 3.0.7m (12.14 ft.) x 5.5 m (18.04 ft.),*
- b) is located in an underground parking area or in a roofed covered area integrated with a building,*
- c) provides a facility for washing vehicles, and*
- d) drains to a sanitary sewer.*

Sections 201.10, 202.10, 203.10, 204.12, 205.12, 207.12, and 511.14 of the Zoning Bylaw state:

One car wash stall with a “No Parking” sign affixed to it shall be provided for each 100 dwelling units.

Car wash stalls provide a designated area for vehicle washing that ensures proper collection and discharge of waste water into the sanitary sewer system. As such, the requirement for at least one car wash stall per 100 dwelling units in the RM1, RM2, RM3, RM4, and RM5 Multiple Family Residential Districts was adopted in 1990. At that time, no other multiple family residential districts existed in Burnaby.

In 1993, the RM6 Hastings Village Multiple Family Residential District and the C8 Urban Village Commercial (Hastings) District were established, followed by the C9 Urban Village Commercial District in 2000. These Districts permit multiple family residential development of a scale and design similar to that permitted in the RM3 Multiple Family District.

At the time these Districts were established, car wash stalls were not specifically established as a requirement. It is noted that multiple family residential buildings that have been developed under Comprehensive Development (CD) based on these Districts have included car wash stalls at a similar ratio. However, should a property in one of these Districts redevelop under existing zoning, car wash stalls would not be required.

It is therefore recommended that the requirement for car wash stalls, identical to that found in other multiple-family residential districts, be added to the RM6 Hastings Village Multiple Family Residential District, the C8 Urban Village Commercial (Hastings) District, and the C9 Urban Village Commercial District.

Recommended Bylaw Amendment

1. **THAT** the following be added as a requirement in the RM6 Hastings Village Multiple Family Residential District, the C8 Urban Village Commercial (Hastings) District, and the C9 Urban Village Commercial District:

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23.....Page 14

One car wash stall with a “No Parking” sign affixed to it shall be provided for each 100 dwelling units.

2.6 FAR Exemption for Amenity Spaces in Housing Facilities Catering to Older Adults

Issue

In order to maintain equity in the treatment of various types of facilities that often cater to older adults who require some level of personal or nursing care, it is recommended that category A supportive housing facilities and private hospitals be permitted a FAR exemption for amenity spaces.

Discussion

The Burnaby Zoning Bylaw defines “Private Hospital” and “Supportive Housing Facility” as follows:

“HOSPITAL, PRIVATE” means a house in which two or more patients, other than the spouse, parent or child of the owner or operator thereof, are living at the same time, and including a nursing home or convalescent home, but does not include a hospital as defined in this Bylaw or a hospital licensed under the Mental Hospitals Act.

“SUPPORTIVE HOUSING FACILITY” means a housing facility that

- (a) contains two or more living units, each of which is occupied or intended to be occupied by not more than two persons, at least one of whom is fifty-five years of age or older;*
- (b) contains common amenity spaces and dining facilities for the residents;*
- (c) provides at least one meal a day for the residents; and,*
- (d) provides continuous monitoring of the residents and on-site emergency medical response.*

‘supportive housing facility, Category A’ means a supportive housing facility in which the living units do not contain a kitchen or cooking facilities.

‘supportive housing facility, Category B’ means a supportive housing facility in which the living units contain a kitchen or cooking facilities.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23.....Page 15

The Zoning Bylaw defines amenity space for category B supportive housing facilities as:

“AMENITY SPACE CATEGORY B SUPPORTIVE HOUSING” means communal space in a category B supportive housing facility that is provided primarily for the use of the residents of the facility for dining, recreation, social activity, personal service, meeting or lobby purposes, together with associated circulation areas.

Section 6.20(5)(i) of the Zoning Bylaw permits category B supportive housing facilities located in the RM and P Districts a 13.6% FAR exemption for amenity spaces. This figure was derived based on the typical amount of amenity space provided in supportive housing developments in Burnaby.

Category A supportive housing developments and private hospitals are not currently permitted any FAR exemption for amenity space, even though these types of facilities often also cater to older adults who require some level of personal or nursing care and provide a comparable amount of amenity space for residents. Recognizing the value that on-site amenity spaces have for residents, it is recommended that the Zoning Bylaw be amended to also permit a 13.6% FAR exemption for amenity spaces in category A supportive housing developments and private hospitals in the RM and P Districts. The most effective means of implementing this recommendation is to replace the definition of “Amenity Space Category B Supportive Housing” with a more general definition that applies to amenity spaces in private hospitals and supportive housing generally, and reference this new term in Section 6.20(5)(i) of the Zoning Bylaw (in place of “category B supportive housing”).

Recommended Bylaw Amendments

1. **THAT** the definition of “Amenity Space Category B Supportive Housing” in Section 3.0 of the Zoning Bylaw be repealed and replaced with:

“AMENITY SPACE, PRIVATE HOSPITAL AND SUPPORTIVE HOUSING FACILITY” means communal space in a private hospital or category A or B supportive housing facility that is provided primarily for the use of the residents of the facility for dining, recreation, social activity, personal service, meeting or lobby purposes, together with associated circulation areas.

2. **THAT** reference to category B supportive housing in the definition of “Amenity Space” in Section 3.0 of the Burnaby Zoning Bylaw be deleted.
3. **THAT** Section 6.20(5)(i) of the Burnaby Zoning Bylaw be amended to replace “category B supportive housing amenity space” with “private hospital and supportive housing facility amenity space”.

To: Planning and Development Committee
 From: Director Planning and Building
 Re: Burnaby Zoning Bylaw Text Amendments – November 2017
 2017 November 23.....Page 16

3.0 CONCLUSION

The above Zoning Bylaw text amendments are proposed in order to clarify certain aspects of the Bylaw, make amendments in support of existing practices and Council policies, and achieve other regulatory changes. It is recommended that Council approve the above proposed text amendments, as outlined in Section 2.0 of this report, for advancement to a Public Hearing at a future date.



Lou Pelletier, Director
 PLANNING AND BUILDING

MN:eb

cc: City Manager
 Director Public Safety and Community Services
 Chief Building Inspector
 Chief Licence Inspector
 City Solicitor
 City Clerk

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Meeting 2017 December 04

COUNCIL REPORT

PUBLIC SAFETY COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: REQUEST FOR TRAFFIC SIGNAL AT CARIBOO ROAD AND
CARIBOO DRIVE**

RECOMMENDATIONS:

1. THAT Council approve the implementation of road safety improvements at Cariboo Road and Cariboo Drive, as detailed in this report.
2. THAT Council send a copy of this report to residents concerned about the intersection (Ms. Keri Brummitt – [REDACTED], and Mr. Bill Schulz – [REDACTED], Burnaby, BC V5E 1Z7).

REPORT

The Public Safety Committee, at its meeting held on 2017 November 09, received and adopted the attached report assessing the need for traffic control and safety improvements at the Cariboo Road and Cariboo Drive intersection.

Respectfully submitted,

Councillor P. Calendino
Chair

Councillor S. Dhaliwal
Vice Chair

Copied to:	City Manager Director Engineering
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Meeting 2017 Nov 09

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
PUBLIC SAFETY COMMITTEE

DATE: 2017 November 01

FROM: DIRECTOR ENGINEERING

FILE: 38000 20
Ref: Traffic Safety

SUBJECT: REQUEST FOR TRAFFIC SIGNAL AT CARIBOO ROAD AND CARIBOO DRIVE

PURPOSE: To assess the need for traffic control and safety improvements at the Cariboo Road /Cariboo Drive intersection.

RECOMMENDATION:

1. **THAT** the Committee recommend to Council the implementation of road safety improvements at Cariboo Rd and Cariboo Dr as detailed in this report.
2. **THAT** the Committee recommend that Council send a copy of this report to residents concerned about the intersection (Ms. Keri Brummitt – [REDACTED], and Mr. Bill Schulz – [REDACTED], Burnaby, BC, V5E 1Z7).

REPORT**BACKGROUND**

The City has received a number of requests for a new traffic signal at the intersection of Cariboo Road /Cariboo Drive. Some of the correspondence requested a signalized pedestrian crosswalk, and expressed concerns about traffic speeding on Cariboo Rd and inappropriate use of trucks along the street. In response to such concerns, a traffic engineering review was completed based on the standard warrant analysis procedures from the Transportation Association of Canada (TAC) and the findings are summarized herein.

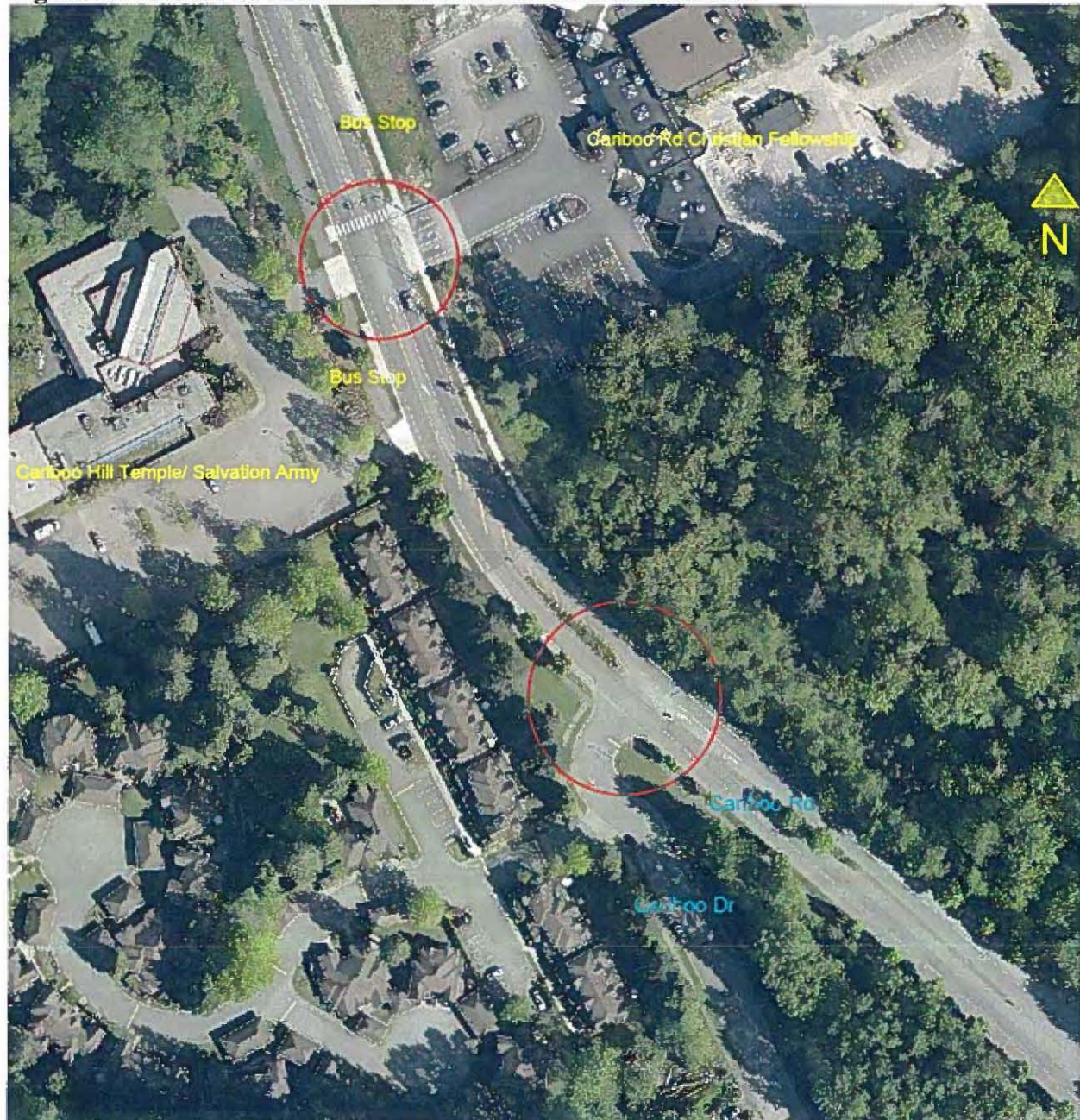
SITE LOCATION

Figure 1 shows the location of the subject unsignalized 'T'-intersection of Cariboo Rd/Cariboo Dr. It is 240 metres south of the Trans-Canada Hwy overpass and 510 metres to the north of the signalized intersection of 16th Ave/Cariboo Rd. Figure 1 also shows two existing church accesses directly opposite to each other and an overhead signed crosswalk on Cariboo Rd 140 metres north of the subject 'T'-intersection. Transit bus stops are located on both sides of Cariboo Rd at the crosswalk.

To: Public Safety Committee
From: Director Engineering
Re: Request for Signalized Crosswalk – Cariboo Rd
2017 November 01 Page 2

Cariboo Dr serves low to medium density residential developments and leads into undeveloped lands and a conservation area. The Cariboo Heights Housing Co-operative with 56 townhouse units and 8 single family homes is on the west side of Cariboo Rd that is accessed via Cariboo Dr. The Cariboo Hill Temple / Salvation Army offices are located just north of the co-op that offers services on Sundays and Tuesday evenings. The Cariboo Road Christian Fellowship Church is directly across Cariboo Rd from Cariboo Hill Temple and offers services primarily on Sundays, and generates very little traffic during the typical weekday peak hours.

Figure 1: Location of Cariboo Road/Cariboo Drive Intersection



To: Public Safety Committee
 From: Director Engineering
 Re: Request for Signalized Crosswalk – Cariboo Rd
 2017 November 01 Page 3

EXISTING TRAFFIC CONDITIONS

Cariboo Rd is a Major Collector Secondary with a single travel lane in each direction north of Cariboo Drive. A second additional southbound travel lane is introduced just south of the intersection. Cariboo Rd carries 1,340 vehicles per direction for a total of up to 2,670 vehicles two-way in the peak hour.

In the northbound direction Cariboo Road has a downhill grade of approximately 8% which contributes to operating speeds higher than the posted speed limit of 50 km/h. Also, due to lack of gaps in the northbound traffic stream during peak periods, traffic exiting Cariboo Dr making a left turn onto Cariboo Rd may experience delays. However, the volume of such left turn movement is extremely low with only 16 vehicles in the peak hour. The ICBC crash data for the most recent five-year period (2011-2015) does not show any crashes at the intersection.

WARRANT ANALYSIS

The City follows the Transportation Association of Canada's (TAC) standard intersection and crosswalk traffic control warrant analysis procedures. The methodology takes into account traffic and pedestrian volumes, roadway geometrics, crash history, nearby traffic control and network connectivity. This ensures consistency across the City, addresses the safety of pedestrians and meets driver expectations.

The analysis completed at the intersection of Cariboo Rd/Cariboo Dr show that a signal is not warranted due primarily to the very low volume of vehicles and pedestrians crossing Cariboo Rd at Cariboo Dr. In particular, there are only 25 vehicles coming from eastbound Cariboo Dr in the peak hour of which 16 turn left northbound. Also, there is only an average of 2 pedestrians/ hour crossing Cariboo Rd. Both are well below the threshold of 200 vehicles /hour and 15 pedestrians/ hour to warrant a signal.

The installation of an unwarranted traffic signal could lead to unnecessary delays to motorists and a higher potential for rear end crashes. A review of historical traffic volume data along Cariboo Dr also does not indicate any significant growth trend.

A similar analysis was completed at the intersection of Cariboo Rd and the access to Cariboo Hill Temple/ Salvation Army. The results were similar in that both traffic (30 vehicles/ hour in the peak hour) and pedestrian volumes (average of 3 pedestrians/ hour) were too low to warrant a signal.

To: Public Safety Committee
 From: Director Engineering
 Re: Request for Signalized Crosswalk – Cariboo Rd
 2017 November 01 Page 4

POTENTIAL IMPROVEMENTS

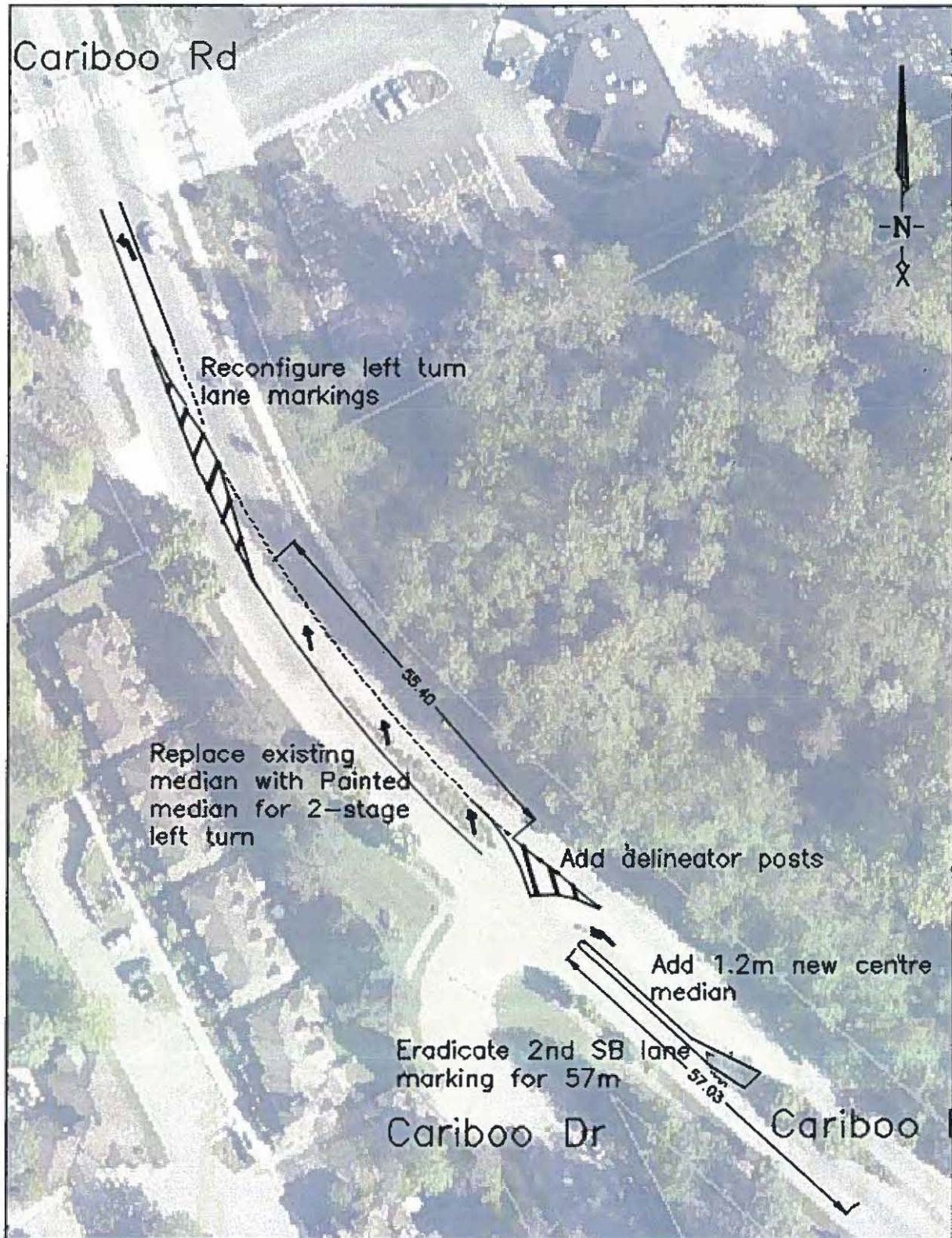
Although new traffic signals are not warranted along Cariboo Rd, a number of alternatives were developed to address some of the concerns raised. These include:

- i. The installation of a Speed Reader Board or speed feedback electronic sign in the northbound downhill direction on Cariboo Rd near Cariboo Dr to influence driver behaviour;
- ii. Speed enforcement by the RCMP as resources and priorities allow to improve speed limit compliance;
- iii. Intersection design modifications to provide a two-stage protected left turn exit from Cariboo Dr by means of a 55 metre long painted centre median / merge lane on Cariboo Rd;

Figure 2 shows the recommended intersection design modifications. The proposed two-stage left turn exit from Cariboo Dr should reduce delays to motorists making a left turn onto Cariboo Rd. The central merge lane allows vehicles to wait for a gap in traffic if necessary, and makes them clearly visible to northbound motorists. Delineation posts are used to guide left turning vehicles and help deter northbound vehicles from speeding. The modifications also shift the introduction of the second southbound lane further south along Cariboo Rd, thus deterring southbound motorists from speeding up the hill until well after the intersection of Cariboo Dr.

To: Public Safety Committee
From: Director Engineering
Re: Request for Signalized Crosswalk – Cariboo Rd
2017 November 01 Page 5

Figure 2: Recommended Intersection Improvements

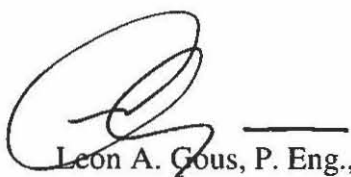


To: Public Safety Committee
 From: Director Engineering
 Re: Request for Signalized Crosswalk – Cariboo Rd
 2017 November 01 Page 6

RECOMMENDATIONS

The existing traffic volumes and pedestrian activity on Cariboo Dr are well below the standard warrant thresholds for a traffic signal to be installed at the Cariboo Dr/Cariboo Rd intersection. Instead, it is recommended that a two-stage protected left turn exit from Cariboo Dr be created. This along with the installation of a Speed Reader Board and speed enforcement by the RCMP as required should help to mitigate the traffic concerns at the intersection. The cost of the physical improvements is estimated to be approximately \$35,000.

Subject to Council approval of the 2018 Capital Budget (Minor Traffic Management Projects), the proposed modifications can be completed in 2018. Funding contributions from the ICBC Road Improvement Program will be sought to help offset some of the City's cost for this proposed road safety improvement.



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

MH/ac

Copied to: City Manager

PUBLIC SAFETY COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: TRAFFIC CONTROL UPGRADE AT PARKER STREET AND GILMORE AVENUE

RECOMMENDATION:

1. THAT Council approve the installation of a new traffic signal at the intersection of Parker Street and Gilmore Avenue, as detailed in this report.

REPORT

The Public Safety Committee, at its meeting held on 2017 November 09, received and adopted the attached report assessing the need for a new traffic signal at the existing stop-controlled intersection at Parker Street and Gilmore Avenue.

Respectfully submitted,

Councillor P. Calendino
Chair

Councillor S. Dhaliwal
Vice Chair

Copied to:	City Manager Director Engineering
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Meeting 2017 Nov 09

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
PUBLIC SAFETY COMMITTEE

DATE: 2017 November 01

FROM: DIRECTOR ENGINEERING

FILE: 38000 20
Ref: Traffic Safety

SUBJECT: TRAFFIC CONTROL UPGRADE AT PARKER STREET & GILMORE AVENUE

PURPOSE: To assess the need for a new traffic signal at the existing stop-controlled intersection at Parker Street and Gilmore Avenue.

RECOMMENDATION:

1. **THAT** the Committee recommend to Council the installation of a new traffic signal at the intersection of Parker St and Gilmore Ave as detailed in this report.

REPORT**BACKGROUND**

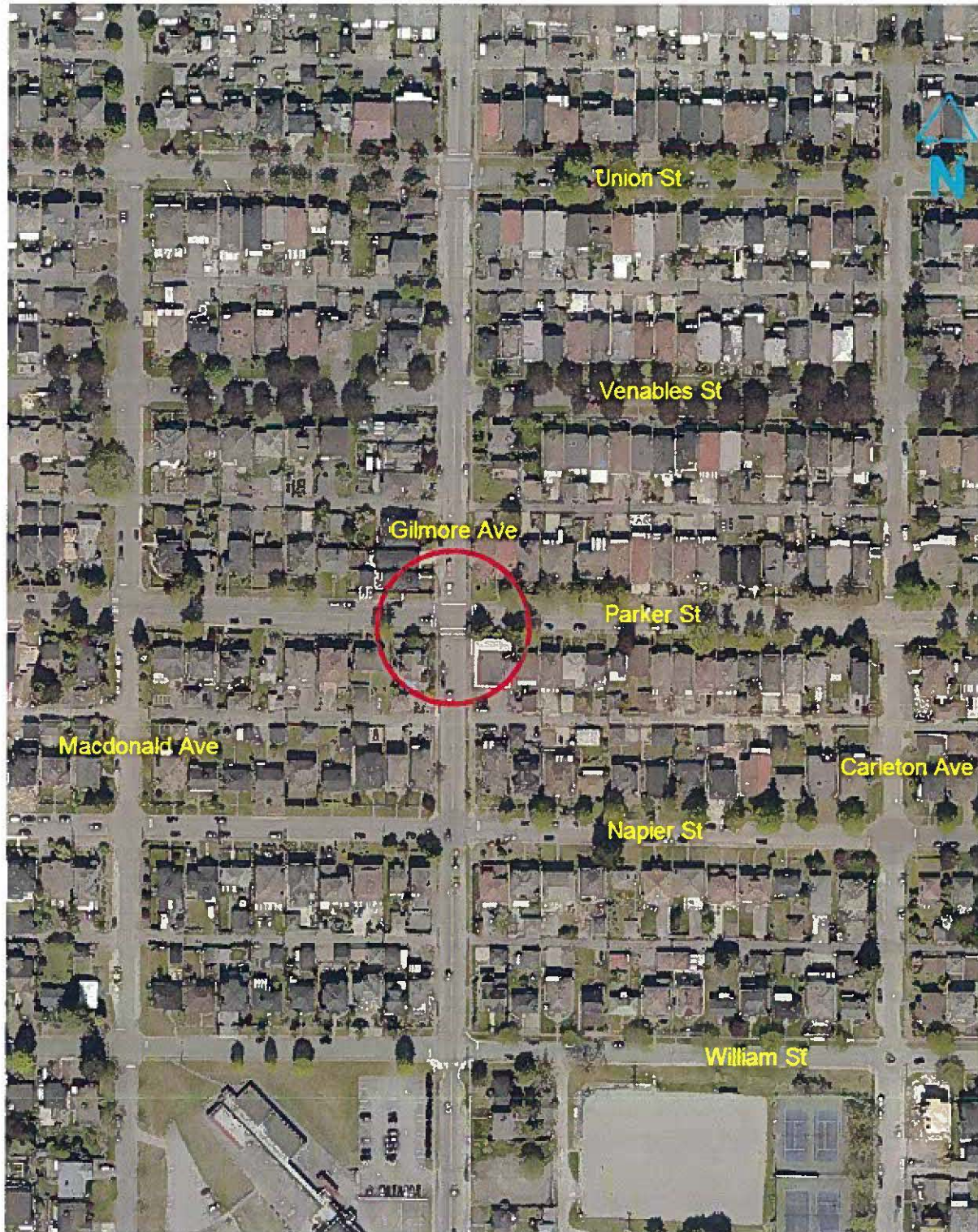
The City has received a number of complaints over the years about recurring congestion at the intersection of Parker Street/Gilmore Avenue. Under the current all-way stop controlled operation, delays are experienced by traffic on both intersecting streets. The situation is likely to deteriorate in the near future due to prolonged pipeline construction works planned by Fortis Gas along Lougheed Highway. In response, a traffic engineering review was completed based on the standard warrant analysis procedure from the Transportation Association of Canada (TAC) and the findings are summarized herein.

SITE LOCATION

Figure 1 shows the location of the existing unsignalized intersection of Parker St/Gilmore Ave. It is 800 metres to the west of the signalized intersection of Parker St /Willingdon Ave. With the exception of the southeast corner of the intersection, where a small neighbourhood commercial development is located, the surrounding area predominantly consists of single family residential developments. Approximately 200 metres to the south on Gilmore Ave is Kitchener Elementary School as well as the Willingdon Heights Park and Community Centre.

To: Public Safety Committee
From: Director Engineering
Re: Traffic control upgrade at Parker and Gilmore
2017 November 01 Page 2

Figure 1: Location of Parker Street/Gilmore Avenue Intersection



To: Public Safety Committee
 From: Director Engineering
 Re: Traffic control upgrade at Parker and Gilmore
 2017 November 01..... Page 3

EXISTING TRAFFIC CONDITIONS

Both Parker St and Gilmore Ave are classified as Major Collector Secondary streets providing access to single family residential areas and major activity centres. Gilmore Ave is also a transit bus route serving Route # 129 that traverses between Edmonds and Patterson SkyTrain stations.

Both Parker St and Gilmore Ave currently have a single travel lane in each direction plus on-street parking on both sides of the street. The posted speed limit is 50 km/h for both streets. Parker St carries up to 920 vehicles two-way in the peak hour compared to Gilmore Ave carrying 750 vehicles two-way in the peak hour. In the north-south direction 17 pedestrians/ hour on average cross Parker St and in the east-west direction 8.0 pedestrians/hour on average cross Gilmore Ave.

The stop-controlled intersection of Parker St/ Gilmore Ave experiences significant delays during the a.m. and p.m. peak periods and results in queuing of over 150 metres.

Based on the ICBC crash database, there is an average of about 8 crashes per year at this intersection in the most recent five-year period (2011-2015).

WARRANT ANALYSIS

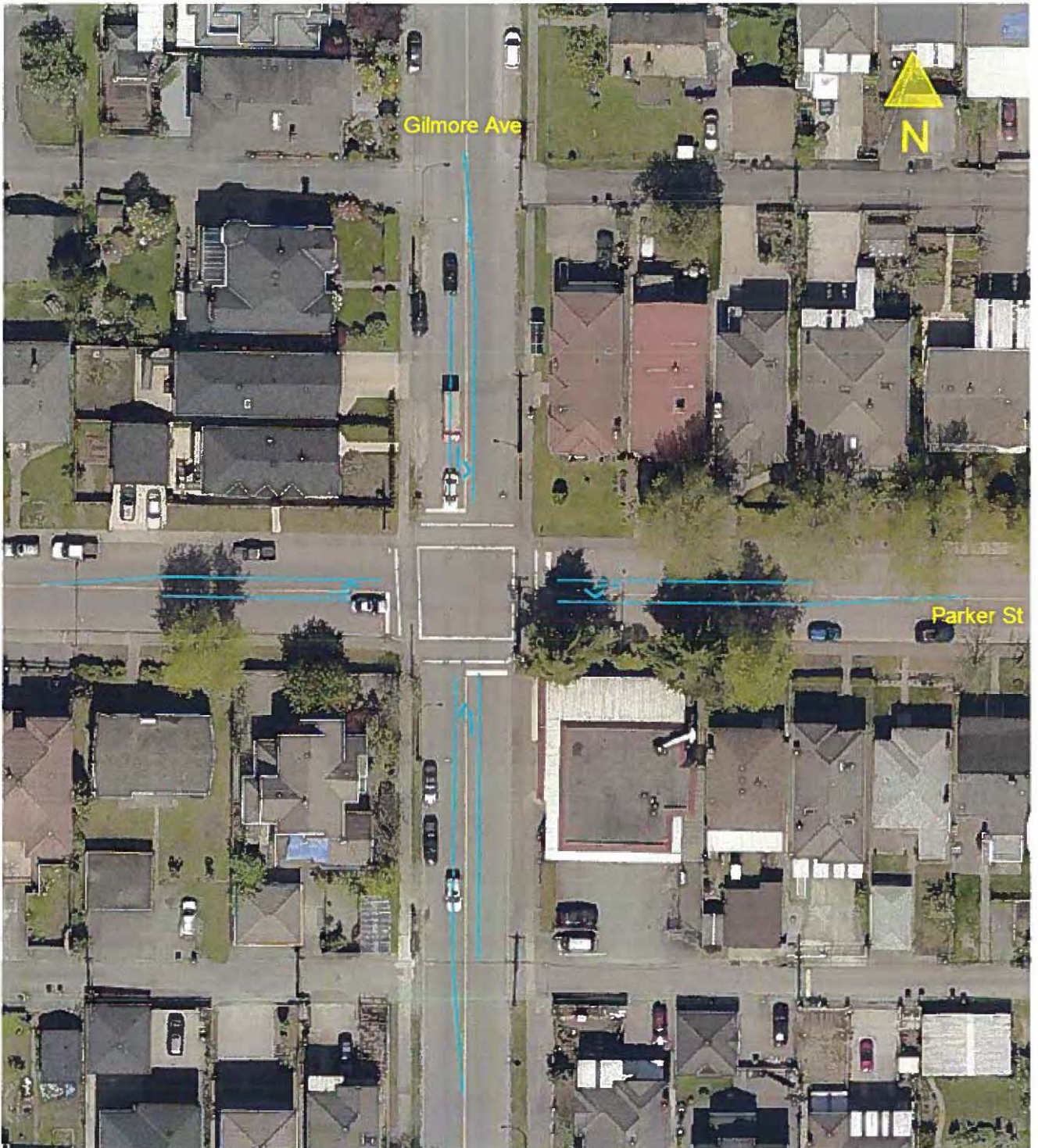
The City follows the Transportation Association of Canada's (TAC) standard intersection traffic control warrant analysis procedure. These methodologies take into account traffic and pedestrian volumes, roadway geometrics, crash history, nearby traffic control, and network connectivity. This ensures consistency across the City, and addresses the safety of all road users and meets driver expectations. Applying the recent traffic count data and roadway configurations, the completed warrant analysis shows that a traffic signal is justifiable primarily because of the relatively high volume of traffic along both intersecting streets.

RECOMMENDED IMPROVEMENTS

A traffic signal is recommended at the intersection of Parker St and Gilmore Ave with separate left turn lanes on all four approaches. This upgrade will improve the level of service and reduce delays and queueing experienced on a regular basis. This will also enhance the safety of pedestrians and transit buses that travel north-south through this intersection. The south and east legs of the intersection experiences higher volumes of traffic and should include slightly longer left turn bays. Therefore, parking will need to be prohibited within 50 metres of the intersection for the east and south legs, and 40 metres for the west and north legs. Figure 2 shows the recommended intersection geometry.

To: Public Safety Committee
From: Director Engineering
Re: Traffic control upgrade at Parker and Gilmore
2017 November 01 Page 4

Figure 2: Recommended Intersection Geometry



To: Public Safety Committee
From: Director Engineering
Re: Traffic control upgrade at Parker and Gilmore
2017 November 01 Page 5

The recommended upgrades are estimated to cost approximately \$300,000 and will be included in the 2018 Capital Budget for installation in 2018. Funding contributions from other sources such as the ICBC Road Improvement Program will be sought to help offset some of the City's cost.



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

MH/ac

Copied to: City Manager



MANAGER'S REPORT December 04, 2017

Unless otherwise noted, the departmental recommendations contained in this Manager's Report are approved and recommended by the City Manager to the Mayor and Council

HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL;

The following report is submitted for your consideration:

Item

**01 COMMUNITY EMERGENCY PREPAREDNESS APPLICATION
EMERGENCY SUPPORT SERVICES**

PURPOSE: To request Council approval to submit an application to the Union of British Columbia Municipalities (UBCM) for the Community Emergency Preparedness Fund (CEPF) for City of Burnaby Emergency Social Services.

02 BURNABY FIRE DEPARTMENT 2016 ANNUAL REPORT

PURPOSE: To provide Council with the Burnaby Fire Department's 2016 Annual Report.

**03 CONTRACT EXTENSION
REPAIR AND MAINTENANCE OF STREET LIGHTS AND TRAFFIC
SIGNALS**

PURPOSE: To obtain Council approval for a one year contract extension for the repair and maintenance of street lights and traffic signals.

**04 CONTRACT EXTENSION – HIRED EQUIPMENT SERVICES –
F.A. BARTLETT TREE EXPERTS CANADA LTD.**

PURPOSE: To obtain Council approval for a one year contract extension for The F.A. Bartlett Tree Experts Canada Ltd. for hired equipment services.

Item**05****CONTRACT AWARD
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE**

PURPOSE: To obtain Council approval to award a contract for the supply and delivery of office supplies and furniture.

Yours respectfully,



Lambert Chu
City Manager



Item.....
Meeting 2017 Dec 04

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2017 Nov 21

FROM: DIRECTOR PUBLIC SAFETY AND COMMUNITY SERVICES **FILE:** 23000-260
Reference: Preparedness: Equipment, Supplies & Resources

SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS APPLICATION
EMERGENCY SUPPORT SERVICES

PURPOSE: To request Council approval to submit an application to the Union of British Columbia Municipalities (UBCM) for the Community Emergency Preparedness Fund (CEPF) for City of Burnaby Emergency Social Services.

RECOMMENDATION:

1. **THAT** Council authorize staff to apply to the UBCM for funding from the CEPF in the amount of \$25,000 to enhance the provision of Emergency Support Services through training, volunteer recruitment, and the purchase of vital equipment.

REPORT

The 2016 Provincial Budget established an \$80 million Community Emergency Preparedness Fund (CEPF) to enhance the resiliency of local governments in response to emergencies. The fund is administered by the UBCM and a Council resolution is required with the submission of an application form.

Funded activities must occur within one year of the approved funding and a final report is due within 30 days of project completion. The \$25,000 grant request is the maximum amount allowable for this type of application. The grant payment is not made until after the approved project is completed.


Dave Critchley
Director Public Safety & Community Services

DC:cp

Copied to: Director Finance
Risk Manager
Emergency Management Program Coordinator



Item.....
Meeting 2017 December 4

COUNCIL REPORT

TO: CITY MANAGER

DATE: 2017 November 29

FROM: FIRE CHIEF

SUBJECT: BURNABY FIRE DEPARTMENT 2016 ANNUAL REPORT

PURPOSE: To provide Council with the Burnaby Fire Department's 2016 Annual Report

RECOMMENDATION:

1. **THAT** this report be received for information purposes.
2. **THAT** a copy of this report be provided to the Public Safety Committee for their information.

REPORT

The Burnaby Fire Department's 2016 Annual Report (attached) has been forwarded to Council under separate cover. It is a summary of the Department's activities and encompasses all aspects of the Department's management and operations.

For Joe Robertson
FIRE CHIEF

JR:se

CC: Director - Public Safety and Communication Services, Dave Critchley



Item.....
Meeting2017 Dec 04

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2017 November 28

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: 19-01/16

**SUBJECT: CONTRACT EXTENSION
REPAIR AND MAINTENANCE OF STREET LIGHTS AND TRAFFIC
SIGNALS**

PURPOSE: To obtain Council approval for a one year contract extension for the repair and maintenance of street lights and traffic signals.

RECOMMENDATION:

1. **THAT** Council approve a contract extension to Crown Contracting Limited in the amount of \$1,075,000 including GST in the amount of \$51,190 for the repair and maintenance of street lights and traffic signals as outlined in this report. Final payment will be based on actual quantity of goods and services purchased.

REPORT

On 2016 April 14, one submission for a Request for Proposal (RFP) was received for work that involved the repair and maintenance of City street lights and traffic signals. No contract award was made as a result of this RFP.

On 2016 July 11, after direct negotiation with Crown Contracting Limited, a contract was awarded for the repair and maintenance of street lights and traffic signals in the amount of \$200,000 including GST in the amount of \$9,524 for the period 2016 July 11 to 2017 December 31. Since the award of this contract, there have been three change orders for \$1,400,000 including GST in the amount of \$66,667 for increased scope and volume of work. Total contract value is \$1,600,000 including GST in the amount of \$76,190.

The City has retained Crown Contracting Limited to provide emergency services for traffic signals, street and traffic light maintenance and specific capital works during the transitional period while the City builds capacity in the Electrical Division.

This recommendation is for a contract extension effective 2018 January 01 to 2018 December 31 for the amount of \$1,075,000 including GST in the amount of \$51,190 for an estimated total contract value of \$2,675,000 including GST in the amount of \$127,381. The scope of work will include various capital projects (eg. installation of new lit crosswalks and street light pole replacements) and on-going maintenance.

To: City Manager
From: Director Finance
Re: Contract Extension – Repair and Maintenance of Street Lights and Traffic Signals
2017 December 04..... Page 2

Work completed to date by Crown Contracting Limited has been satisfactory and staff reference checks and interviews with the contractor indicate that the contractor has the necessary equipment and personnel to successfully complete the work required under this contract.

The Director Engineering concurs with this recommendation.

Funding for this requirement will be included in the 2018 – 2022 Financial Plan under various operating and capital accounts.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:SL /mlm

Copied to: Director Engineering



Item.....
Meeting..... 2017 Dec 04

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2017 November 29

FROM: DIRECTOR FINANCE **FILE:** 5820-20
120-08/14

**SUBJECT: CONTRACT EXTENSION – HIRED EQUIPMENT SERVICES –
F.A. BARTLETT TREE EXPERTS CANADA LTD.**

PURPOSE: To obtain Council approval for a one year contract extension for The F.A. Bartlett Tree Experts Canada Ltd. for hired equipment services.

RECOMMENDATION:

- 1. THAT** Council approve a one year contract extension to The F.A. Bartlett Tree Experts Canada Ltd. for the provision of hired equipment services for an estimated cost of \$747,000 including GST in the amount of \$35,571. Final payment will be based on rates and actual services provided.

REPORT

The work of this contract includes the supply of labour and equipment for hired equipment services on an “as needed” basis for various works including maintenance, capital projects, and emergency call-out. The scope of work includes tree removal and tree chipping services.

The contract was awarded for a two year period from 2015 January 01 to 2016 December 31 with options of up to three individual one year extensions at the discretion of the City. The first one year extension was awarded from 2017 January 01 to 2017 December 31. This recommendation is for the second one year extension, term effective 2018 January 01 to 2018 December 31.

City staff’s review indicates that the contractor has sufficient specialty equipment and resources to carry out the work required under this contract and their rates are competitive. This contractor has provided similar services to the satisfaction of the City and is familiar with the street layout as well as the locations of parks and green space. The Director Engineering, and Director Parks, Recreation & Cultural Services concur with this recommendation.

Funding for the contracted services is provided in various operating and capital accounts included in the 2017 – 2021 Financial Plan.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:JN /mlm

Copied to: Director Engineering
Director Parks, Recreation, & Cultural Services



Item
Meeting 2017 Dec 04

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2017 November 28

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFP#176-09/16

SUBJECT: CONTRACT AWARD
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND FURNITURE

PURPOSE: To obtain Council approval to award a contract for the supply and delivery of office supplies and furniture.

RECOMMENDATION:

1. **THAT** Council approve a contract award to Grand and Toy Ltd. for an estimated total cost of \$900,000 including taxes in the amount of \$42,857 as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered.

REPORT

Three submissions to a Request for Proposal (RFP) were received by the closing time on 2017 July 18. The scope of work includes the supply and delivery of office supplies and furniture via the vendor's online catalog ordering system that integrates with the City's SAP system. Based on the RFP's evaluation criteria including amongst others, total cost of ownership, overall design and functionality of the catalog, environmental offerings, and the range of products offered, Grand and Toy Ltd. received the highest overall scoring. The contract term is for a two year term from 2018 January 01 to 2019 December 31. Fixed contract pricing has been negotiated for the initial two year term.

The work of this contract includes the supply and delivery of office products and furniture to all City locations. The vendor's online ordering system facilitates an electronic end-to-end Procurement to Payment process (P2P). This P2P process allows for a streamlined and efficient method of product selection, ordering, managing spend approvals and utilizing electronic payment methods to reduce the City's administrative costs, and supports the City's Environmental Sustainability Strategy.

The recommended company, Grand and Toy Ltd., has a proven track record in providing office supplies and furniture under contract to the City.

Funding for these expenditures is included in various operating accounts in the 2017 – 2021 Financial Plan.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:SL /mlm

CITY OF BURNABY

BYLAW NO. 13817

A BYLAW to authorize the construction of certain
local area service works

WHEREAS Council proposes to construct the local area service works hereinafter described on its own initiative;

AND WHEREAS notice was provided to the owners of parcels that would be subject to local service taxes for such works;

AND WHEREAS the City Clerk has certified that insufficient petitions have been received against the proposed works;

AND WHEREAS it is expedient to authorize the said works to proceed in the manner hereinafter provided;

AND WHEREAS the lifetime of the said works is twenty years;

AND WHEREAS the estimated cost of the said works is \$506,000;

AND WHEREAS the share or portion of the cost of the said works that should be borne by the parcels of land that abut or are deemed to abut on the said works is \$78,020 (present value);

AND WHEREAS the City's share or proportion of the cost of the said works is \$427,980;

AND WHEREAS the special charges should be made payable as parcel taxes in fifteen annual installments;

AND WHEREAS the total amount proposed to be borrowed under this Bylaw, namely \$506,000, does not exceed the total amount of borrowing approved by the Inspector of Municipalities for local area service purposes less the amount already borrowed under such authorization;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY LOCAL AREA SERVICE CONSTRUCTION (PROJECT NO. 18-901) BYLAW NO. 1, 2017.**

2. The Council of the City of Burnaby is hereby authorized and empowered to construct as a local area service under the provisions of Division 5, Part 7 of the *Community Charter* all necessary works for the purpose of installation of sidewalk on Thunderbird Crescent from Production Way to Production Way.

3. The Clerk is authorized and empowered to cause a contract for the construction of the said works to be made and entered into with some person or persons, firm or corporation, subject to the approval of Council to be declared by resolution.

4. The special charges shall be paid by fifteen annual installments.

5. The Assessor shall forthwith prepare a parcel tax roll in respect of the said works pursuant to section 202 of the *Community Charter* based upon the taxable frontage of each parcel and in accordance with the provisions of Bylaw No. 8417. For the purposes of this Bylaw, the taxable frontage of a parcel shall mean the actual distance that it abuts on the work or highway, subject to the rules set out in section 4 of Bylaw No. 8417.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted this	day of	2017

MAYOR

CLERK

P:\42000 Bylaws\42000-20 Bylaws\Local Area Service Construction Bylaw - expenditure bylaw to follow upon final adoption\13817. No. 1, 2017 project 18-901.doc

CITY OF BURNABY**BYLAW NO. 13818**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$71,063,115.89 as at the 29th day of October 2017, calculated as follows:

Balance in Fund at January 1, 2017		\$79,732,451.98
Add: Additions to the fund including interest earned to date		<u>\$65,276,812.05</u>
		\$145,009,264.03
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-35), less GST	\$72,176,860.00	
Appropriations for 2017 Other Projects less GST	\$1,649,900.00	
Appropriations in previous years booked in current year	\$119,388.14	
		<u>\$ (73,946,148.14)</u>
Uncommitted balance		<u>\$ 71,063,115.89</u>

AND WHEREAS it is deemed desirable to expend \$4,805,620 (inclusive of GST of \$214,536) to finance the 2018 Information Technology Capital Program (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO. 36, 2017.**
2. The sum of \$4,805,620 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$4,805,620 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted by Council this	day of	2017

MAYOR

CLERK

CITY OF BURNABY**BYLAW NO. 13819**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$71,063,115.89 as at the 29th day of October 2017, calculated as follows:

Balance in Fund at January 1, 2017		\$79,732,451.98
Add: Additions to the fund including interest earned to date		<u>\$65,276,812.05</u>
		\$145,009,264.03
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-35), less GST	\$72,176,860.00	
Appropriations for 2017 Other Projects less GST	\$1,649,900.00	
Appropriations in previous years booked in current year	\$119,388.14	
		<u>\$ (73,946,148.14)</u>
Uncommitted balance		<u>\$ 71,063,115.89</u>

AND WHEREAS it is deemed desirable to expend \$125,000 to finance the Deer Lake Centre 1 & 2 Improvements (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO. 37, 2017.**
2. The sum of \$125,000 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$125,000 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted by Council this	day of	2017

MAYOR

CLERK

CITY OF BURNABY**BYLAW NO. 13820**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$71,063,115.89 as at the 29th day of October 2017, calculated as follows:

Balance in Fund at January 1, 2017		\$79,732,451.98
Add: Additions to the fund including interest earned to date		<u>\$65,276,812.05</u>
		\$145,009,264.03
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-35), less GST	\$72,176,860.00	
Appropriations for 2017 Other Projects less GST	\$1,649,900.00	
Appropriations in previous years booked in current year	\$119,388.14	
		<u>\$ (73,946,148.14)</u>
Uncommitted balance		<u>\$ 71,063,115.89</u>

AND WHEREAS it is deemed desirable to expend \$17,492,861.31 (inclusive of GST of \$780,931.31) to finance the 2018 Engineering Capital Infrastructure bylaw funding request (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO. 38, 2017.**
2. The sum of \$17,492,861.31 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$17,492,861.31 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted by Council this	day of	2017

MAYOR

CLERK

CITY OF BURNABY**BYLAW NO. 13821**

A BYLAW authorizing the expenditure of monies in the
Capital Works, Machinery and Equipment
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$71,063,115.89 as at the 29th day of October 2017, calculated as follows:

Balance in Fund at January 1, 2017		\$79,732,451.98
Add: Additions to the fund including interest earned to date		<u>\$65,276,812.05</u>
		\$145,009,264.03
Less: Appropriated by expenditure bylaws for 2017 (Nos 1-35), less GST	\$72,176,860.00	
Appropriations for 2017 Other Projects less GST	\$1,649,900.00	
Appropriations in previous years booked in current year	\$119,388.14	
		<u>\$ (73,946,148.14)</u>
Uncommitted balance		<u>\$ 71,063,115.89</u>

AND WHEREAS it is deemed desirable to expend \$605,100 (inclusive of GST of \$27,012) to finance the Phase 1 of Burnaby Village Museum Carousel Trellis Replacement project (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO. 39, 2017.**
2. The sum of \$605,100 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$605,100 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted by Council this	day of	2017

MAYOR

CLERK

CITY OF BURNABY

BYLAW NO. 13822

A BYLAW to amend Burnaby Waterworks Regulation
Bylaw 1953

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY WATERWORKS REGULATION BYLAW 1953, AMENDMENT BYLAW NO. 1, 2017.**

2. Burnaby Waterworks Regulation Bylaw 1953, as amended, is further amended by:

(a) adding the following after section 3B:

“3C. Any person requesting the disconnection of water service at a property line or the City water main shall pay the applicable fee set out in Schedule “A”.

(b) deleting section 3(2) and substituting the following:

“(2) If a flat rate water service is applied for via a Building Permit, the land owner shall also pay in advance the annual flat rate water service fee prescribed in the said Schedule “A” less a proportionate rebate for that portion of the calendar year expired at the date of such application, except that the flat rate for a secondary suite or in-law suite in a single family dwelling does not apply during the one year period after issuance of a Building Permit for the single family dwelling. The Collector will apply the flat rate water service fee or part thereof paid to be entered in the current year’s tax roll. The land owner shall be responsible for the payment of all rates until the land owner provides written notice to the Collector ordering the discontinuance of such service.”

(c) deleting section 23(c) and substituting it with the following:

“(c) Prior to issuance of a Building Permit for the property, the owner shall pay to the City a construction meter deposit in the amount set out in Schedule “A”.

(d) deleting section 23(e) and substituting it with the following:

“(e) At the completion of construction, the City will remove the construction water meter and deduct the City’s actual costs for the following from the construction meter deposit:

- (i) installing the water meter;
- (ii) repairing or replacing any damaged or missing water meter;
- (iii) relocating a water meter at the request of an owner; and
- (iv) removing the water meter from the property, and return any excess amount to the owner following approval by the Engineer. If the City’s actual costs exceed the construction meter deposit, the owner will pay to the City the additional amount upon invoice by the City.”

(e) deleting section 41 and substituting the following:

“41. Every owner of any parcel of land or premises of which water is supplied by the City under the provision of this BYLAW, and not on metered service, shall pay the flat rate service fee prescribed in Schedule "A" hereof, except that the flat rate for a secondary suite or in-law suite in a single family dwelling does not apply during the one year period after issuance of a

Bylaw 13822

Page 3

Building Permit for the single family dwelling. The Collector shall render accounts for such flat rate service for the period commencing on the 1st day of January and ending on the 31st day of December in each and every year, and the Collector may tabulate and render such accounts on the statement of the Collector of Taxes showing the taxes due on such parcel of land or premises and upon the improvements thereon as required by the Community Charter. Such flat rate service fee shall be due and payable on the 1st day of January in each year, and shall be entered by the Collector on the tax roll of the City for such year against the parcel of land or premises in respect of which water is, on the said date, supplied or ready to be supplied by the City, as aforesaid, for that year, unless such parcel of land or premises is by law exempt from the imposition of such rates against the same.”

- (f) deleting Schedule “A” in its entirety and replacing it with Schedule “A” attached to this bylaw.

3. This Bylaw shall come into force and effect on January 1, 2018.

Read a first time this	day of	, 2017
Read a second time this	day of	, 2017
Read a third time this	day of	, 2017

Reconsidered and adopted this	day of	, 2017
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Mayor

City Clerk

SCHEDULE "A"

2018 WATERWORKS RATES**FLAT RATES**

Detached Single Family Dwelling

Two Family Dwelling, including
strata, forming part of a duplex- Per
UnitMultiple Family Dwelling, including
strata, not part of a duplex - Per Unit:Secondary suite or in-law suite in a
Single Family Dwelling.In-Law Suite in a Two Family
Dwelling.**Commercial Not More Than 3
Stores/Offices**Commercial and living quarters, 1
family

Commercial and no living quarters

**CROSS CONNECTION
CONTROLS**

Per Device

Minimum Per Unit

METERED RATES**Monthly**

First 300 cubic metres

Next 550 cubic metres

Next 1,400 cubic metres

Excess

Minimum monthly

Quarterly

First 900 cubic metres

Next 1,650 cubic metres

Next 4,200 cubic metres

Excess

Minimum quarterly

	Effective Jan 1 2018 Paid by Mar. 15	Effective Jan 1 2018 Paid after Mar. 15
	\$	\$
Detached Single Family Dwelling	578.17	608.60
Two Family Dwelling, including strata, forming part of a duplex- Per Unit	433.63	456.45
Multiple Family Dwelling, including strata, not part of a duplex - Per Unit:	331.99	349.46
Secondary suite or in-law suite in a Single Family Dwelling.	289.09	304.30
In-Law Suite in a Two Family Dwelling.	216.82	228.23
Commercial Not More Than 3 Stores/Offices		
Commercial and living quarters, 1 family	1156.34	1,217.20
Commercial and no living quarters	578.17	608.60
<u>CROSS CONNECTION CONTROLS</u>		
Per Device	51.96	54.69
Minimum Per Unit	6.53	6.87
	Paid within 30 days of billing date	Paid 31 or more days after billing date
Monthly		
First 300 cubic metres	1.536	1.616
Next 550 cubic metres	1.536	1.616
Next 1,400 cubic metres	1.536	1.616
Excess	1.536	1.616
Minimum monthly	48.18	50.72
Quarterly		
First 900 cubic metres	1.536	1.616
Next 1,650 cubic metres	1.536	1.616
Next 4,200 cubic metres	1.536	1.616
Excess	1.536	1.616
Minimum quarterly	144.54	152.16

	Effective Jan 1 2018 Paid by Mar. 15	Effective Jan 1 2018 Paid after Mar. 15
<u>SPECIAL METER READING</u>	No discount	80.00
<u>Connection Fee</u>	Per agreed cost of connection	
<u>CONSTRUCTION FLAT WATER ANNUAL CHARGE</u>		
19 mm Connection	No discount	1,400.00
25 mm Connection	No discount	3,600.00
50 mm Connection	No discount	10,900.00
<u>CONSTRUCTION WATER METER</u>		
Construction Meter Deposit	No discount	5,000.00
Construction Meter Usage Charge	As per Metered Rates	
<u>MISCELLANEOUS CHARGES</u>		
I. Water Turn-on / Turn-off request (per occurrence)		
Regular hours: 7am to 11 pm Monday to Friday except statutory holidays	No discount	54.00
After hours: 11pm to 7am Mon - to Fri, weekends and statutory holidays	No discount	160.00
II. Fire Hydrant		
Permit (Inspection fee)	No discount	160.00
Water use per day	No discount	27.00
Damage deposit (refundable)	No discount	531.00
III. Meter Test or retest		
16 mm, 19 mm, 25 mm, 32 mm, 38 mm or 50 mm meters	No discount	123.00
76 mm, 102 mm, 152 mm or meters over 152 mm	No discount	239.00
IV Service Disconnection		
At property line	No discount	350.00
At main	No discount	3,500.00

CITY OF BURNABY

BYLAW NO. 13823

A BYLAW to amend Burnaby
Sewer Parcel Tax Bylaw 1994

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY SEWER PARCEL TAX BYLAW 1994, AMENDMENT BYLAW NO. 1, 2017.**
2. Burnaby Sewer Parcel Tax Bylaw 1994, as amended, is further amended by:
 - (a) deleting Schedule “A” and substituting the attached Schedule “A”.
3. This Bylaw shall come into force and effect on January 1, 2018.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted this	day of	2017

MAYOR

CLERK

SCHEDULE “A”
SEWER PARCEL TAX

Every owner of every real parcel capable of
being drained
- Municipal installed

- Subdivider installed (for installations prior to
January 1, 2016)

Effective 2018 Jan 01 Paid by Mar. 15	Effective 2018 Jan 01 Paid after Mar. 15
\$541.42	\$569.91
\$270.71	\$284.96

CITY OF BURNABY**BYLAW NO. 13824****A BYLAW to amend Burnaby Sewer
Charge Bylaw 1961**

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY SEWER CHARGE BYLAW 1961, AMENDMENT BYLAW NO. 1, 2017.**
2. Burnaby Sewer Charge Bylaw 1961, as amended, is further amended by:
 - (a) deleting Section 4A (1) and substituting the following:

“4A.(1) The owner of every residential strata lot, multiple-family dwelling, duplex dwelling and detached single family dwelling with an in-law suite or secondary suite shall pay for the use of the sewer system the annual charge set out in Schedule “C” annexed hereto, except that the annual charge for a secondary suite, or in-law suite, in a single family dwelling does not apply during the one year period after issuance of a building permit for the single family dwelling.”
 - (b) deleting Schedules “A”, “B”, “C”, and “D” in their entirety and replacing them with Schedules “A”, “B”, “C”, and “D” attached to this Bylaw.
 - (c) This Bylaw shall come into force and effect on January 1, 2018.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017
Reconsidered and adopted this	day of	2017

MAYOR

CLERK

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SCHEDULE "A"

SEWER CHARGE – METERED RATES

Monthly:

	Paid within 30 days of billing date \$	Paid 31 or more after billing date \$
First 288 cubic metres	0.905	0.950
Next 300 cubic metres	0.905	0.950
Next 850 cubic metres	0.905	0.950
Excess	0.905	0.950

Quarterly:

First 864 cubic metres	0.905	0.950
Next 900 cubic metres	0.905	0.950
Next 2,550 cubic metres	0.905	0.950
Excess	0.905	0.950

Metered Customer Exemption:

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

SCHEDULE “B”**PERMITTED BOD/TSS CUSTOMERS****Monthly:**

First 288 cubic metres

Next 300 cubic metres

Next 850 cubic metres

Excess

Quarterly:

First 864 cubic metres

Next 900 cubic metres

Next 2,550 cubic metres

Excess

Paid within 30 days of billing date	Paid 31 or more after billing date
\$	\$
0.453	0.475
0.453	0.475
0.453	0.475
0.453	0.475
0.453	0.475
0.453	0.475
0.453	0.475
0.453	0.475
0.453	0.475

SCHEDULE “C”**SEWER USE CHARGE**

	Effective 2018 Jan 01 Paid by Mar. 15	Effective 2018 Jan 01 Paid after Mar. 15
	\$	\$
a) Strata lot (not part of a duplex)	293.27	308.70
b) Two Family dwelling unit including strata, forming part of a duplex, each unit.	135.36	142.48
c) Multiple family dwelling, including strata, (not part of a duplex) each unit.	293.27	308.70
d) Secondary suite, or In- law suite, in a Single Family Dwelling.	270.71	284.96
e) In-Law Suite in a Two family Dwelling	270.71	284.96

SCHEDULE “D”**CONTAMINATED GROUNDWATER DISCHARGES**

(Rate applies to all consumption levels)

In the Vancouver Sewerage Area - \$0.905m³

In the Fraser Sewerage Area - \$0.905m³

CITY OF BURNABY

BYLAW NO. 13825

A BYLAW to amend the Storm Sewer
Extension Contribution and Fee Bylaw

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY STORM SEWER EXTENSION CONTRIBUTION AND FEE BYLAW 2017, AMENDMENT BYLAW NO. 1, 2017.**
2. Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017 is amended by deleting Schedule “A” in its entirety and replacing it with the Schedule “A” attached to this Bylaw.
3. This Bylaw shall come into force and effect January 1, 2018.

Read a first time this day of 2017

Read a second time this day of 2017

Read a third time this day of 2017

Reconsidered and adopted by Council this day of 2017

MAYOR

CLERK

Schedule "A"

Storm Extension – 2015 D-04 -01 Holdom/Capitol**Actual Cost: \$65,324****Completion Date: Dec 08, 2015**

Benefitting Parcels	Area in m²	Fee Per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot 92 District Lot 218 Group 1 NWD Plan 40062 (28 Holdom Avenue)	454.18	33.6005	\$15,260.66	\$1,197.31	\$16,457.97
Lot 4 Block 73 District Lot 218 Group 1 NWD Plan 4953 (26 Holdom Avenue)	372.49	33.6005	\$12,515.84	\$981.96	\$13,497.80
Lot 5 Block 73 District Lot 218 Group 1 NWD Plan 4953 (24 Holdom Avenue)	372.49	33.6005	\$12,515.84	\$981.96	\$13,497.80
Lot 6 Block 73 District Lot 218 Group 1 NWD Plan 4953 (16 Holdom Avenue)	372.49	33.6005	\$12,515.84	\$981.96	\$13,497.80

Storm Extension – 2015 D-04 -02b Portland**Actual Cost: \$88,900****Completion Date: Dec 15, 2015**

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot "B" District Lot 159 Group 1 NWD Plan 12811 (6212 Portland Street)	960.15	44.0016	\$42,248.16	\$3,284.70	\$45,532.86

Storm Extension – 2015 D-04-03 Ellesmere**Actual Cost: \$114,590****Completion Date: May 05, 2016**

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot 134 District Lot 189 Group 1 NWD Plan 50854 (200 Ellesmere Ave N.)	664.72	20.8911	\$13,886.73	\$879.77	\$14,766.50
Lot 133 District 189 Group 1 NWD Plan 50854 (204 Ellesmere Ave N.)	720.76	20.8911	\$15,057.47	\$953.94	\$16,011.41
Lot 3 Block 45 District Lot 189 Group 1 NWD Plan 4953 (216 Ellesmere Avenue N.)	1,013.80	20.8911	\$21,179.40	\$1,341.78	\$22,521.18
Lot 4 Block 45 District Lot 189 Group 1 NWD Plan 4953 (220 Ellesmere Ave N.)	1,040.66	20.8911	\$21,740.54	\$1,377.33	\$23,117.87
Lot 5 Block 45 District Lots 189 AND 218 Group 1 NWD Plan 4953 (5620 Bessborough Dr.)	1,031.37	20.8911	\$21,546.46	\$1,365.04	\$22,911.50

Storm Extension – 2015 D-04 – 04 Irmin**Actual Cost: \$146,238****Completion Date: Dec 23, 2015**

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
East 66 Feet Lot "A" District Lot 97 Group 1 NWD Plan 4317 (5970 Irmin Street)	613.16	59.6522	\$36,576.33	\$2,814.06	\$39,390.39
Lot B Block 31 District Lot 97 Group 1 NWD Plan EPP45092 (6010 Irmin Street)	557.50	59.6522	\$33,256.09	\$2,558.62	\$35,814.71
Lot 6 Block 31 District Lot 97 Group 1 NWD Plan 1312 (6030 Irmin Street)	613.16	59.6522	\$36,576.33	\$2,814.06	\$39,390.39

Storm Extension: 82854 - Sea Av N**Actual Cost: \$169,878.00****Completion Date: Sept 13, 2016**

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot B, District Lot 218 NWD Plan 9837 (178 Sea Av N)	935.07	28.8428	\$ 26,970.05	\$1,350.49	\$ 28,320.55
Lot 12, District Lot 218 NWD Plan 4953 (140 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 10, District Lot 218 NWD Plan 4953 (120 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 9, District Lot 218 NWD Plan 4953 (110 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 8, District Lot 218 NWD Plan 4953 (98 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 7, District Lot 218 NWD Plan 4953 (96 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 6, District Lot 218 NWD Plan 4953 (94 Sea Av N)	372.85	28.8428	\$ 10,754.04	\$538.50	\$ 11,292.54
Lot 5, District Lot 218 NWD Plan 4953 (84 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 4, District Lot 189 NWD Plan 4953 (64 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot 3, District Lot 189 NWD Plan 4953 (50 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 2, District Lot 218 NWD Plan 4953 (18 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28
Lot 1, District Lot 218 NWD Plan 4953 (12 Sea Av N)	374.03	28.8428	\$ 10,788.08	\$540.20	\$ 11,328.28

Storm Extension: 82972 - Warwick Av N**Actual Cost: \$58,430.00****Completion Date: Sept 13, 2016**

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot 42, District Lot 218 NWD Plan 4953 (51 Warwick Av N)	374.13	31.2418	\$ 11,688.50	\$585.29	\$ 12,273.79
Lot 44, District Lot 218 NWD Plan 4953 (25 Warwick Av N)	374.03	31.2418	\$ 11,685.38	\$585.13	\$ 12,270.51
Lot 45, District Lot 218 NWD Plan 4953 (15 Warwick Av N)	374.03	31.2418	\$ 11,685.38	\$585.13	\$ 12,270.51
Lot 46, District Lot 218 NWD Plan 4953 (5 Warwick Av N)	374.03	31.2418	\$ 11,685.38	\$585.13	\$ 12,270.51

Storm Extension: 83129 - Boxer St**Actual Cost: \$26,201.00****Completion Date: April 16, 2017****4172 Boxer St**

Benefitting Parcel	Area in m²	Fee per m²	Fee on Completion Date	Accrued interest Effective Jan 1 2018	Total Payable 2018
Lot 9, District Lot 156 NWD Plan 21220 (4192 Boxer St)	575.26	14.5471	\$ 8,368.34	\$236.72	\$ 8,605.06
Lot 17, District Lot 156 NWD Plan 20310 (4204 Boxer St)	646.15	14.5471	\$ 9,399.58	\$265.89	\$ 9,665.47

CITY OF BURNABY

BYLAW NO. 13804

A BYLAW to amend Bylaw No. 4742, being
Burnaby Zoning Bylaw 1965

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 2015;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 36, 2017.**
2. The Map (hereinafter called “Map ‘A’”), attached to and forming an integral part of Bylaw No. 4742, being “Burnaby Zoning Bylaw 1965”, and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called “Map ‘B’”), marginally numbered REZ. 4112 annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map ‘B’; and the various boundaries and districts shown upon said Map ‘B’ respectively are an amendment of and in substitution for the respective districts, designated and marked on said Map ‘A’ insofar as the same are changed, modified or varied thereby, and the said Map ‘A’ shall be deemed to be and is hereby declared to be amended accordingly and the said Map ‘B’ is hereby declared to be and shall form an integral part of said Map ‘A’, as if originally incorporated therein and shall be interpreted accordingly.

3. The Comprehensive Development Plan entitled “INTRAURBAN – BRENTWOOD, 5495 REGENT STREET, BURNABY, BC”, prepared by CHRISTOPHER BOZYK ARCHITECTS LTD. and on file in the office of the Director Planning and Building, is deemed to be attached to and form part of this Bylaw and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plan.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time	day of	2017
Reconsidered and adopted this	day of	2017

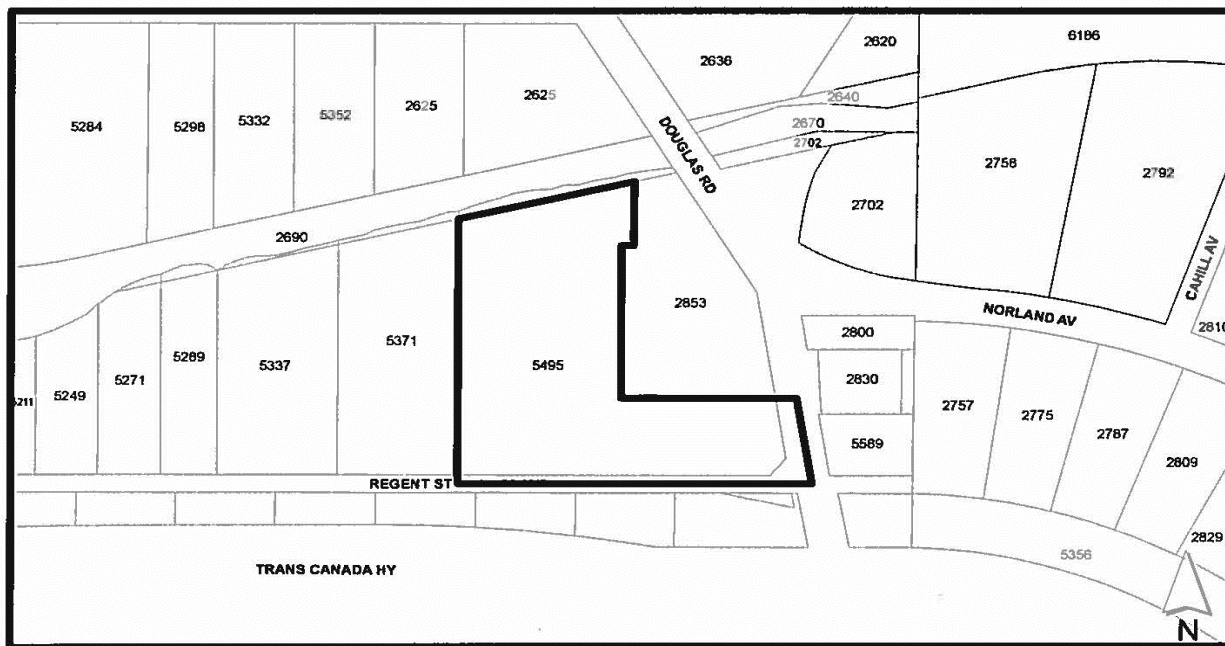
MAYOR

CLERK

**BYLAW NUMBER 13804 BEING A BYLAW TO AMEND BYLAW
NUMBER 4742 BEING BURNABY ZONING BYLAW 1965**

REZ.16-55

LEGAL: Lot 1, DL 74, Group 1, NWD Plan 77777



THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (——) IS (ARE) REZONED

FROM: M2 General Industrial District and M6 Truck Terminal District

TO: CD Comprehensive Development District (based on M2 General Industrial District as guidelines and in accordance with the development plan entitled "Intraurban - Brentwood, 5495 Regent Street, Burnaby, BC" prepared by Christopher Bozyk Architects Ltd.)

 <p>City of Burnaby</p>	PLANNING AND BUILDING DEPARTMENT	
Date: OCT 19 2017	OFFICIAL ZONING MAP	
scale: 1:3,444		
Drawn By: AY		
Map "B" No. REZ.4112		

CITY OF BURNABY**BYLAW NO. 13805**

A BYLAW to amend Bylaw No. 4742, being Burnaby Zoning Bylaw 1965,
as amended by Bylaw Nos. 8342, 8343, and 9093,
being Burnaby Zoning Bylaw 1965, Amendment
Bylaw Nos. 14, 1985, 15, 1985 and 66, 1988

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 2015;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 37, 2017.**

2. Bylaw No. 4742, as amended by Bylaw Nos. 8342, 8343 and 9093, is further amended as follows:

(a) The Map (hereinafter called "Map 'A'"), attached to and forming an integral part of Bylaw No. 4742, being "Burnaby Zoning Bylaw 1965", and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called "Map 'B'"), marginally numbered REZ. 4113, annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map 'B'; and the various boundaries and districts shown upon said Map 'B' respectively are an amendment of and in addition to the respective districts, designated and

marked on said Map 'A' insofar as the same are changed, modified or varied thereby, and the said Map 'A' shall be deemed to be and is hereby declared to be amended accordingly and the said Map 'B' is hereby declared to be and shall form an integral part of said Map 'A', as if originally incorporated therein and shall be interpreted accordingly.

(b) The Comprehensive Development Plans more particularly described in Bylaw Nos. 8342, 8343 and 9093, is amended in accordance with the adopted Development Plan entitled “Metrotown Sears Site Master Plan and Phase I” prepared by IBI Group and on file in the office of the Director Planning and Building; and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plans as amended.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time	day of	2017
Reconsidered and adopted this	day of	2017

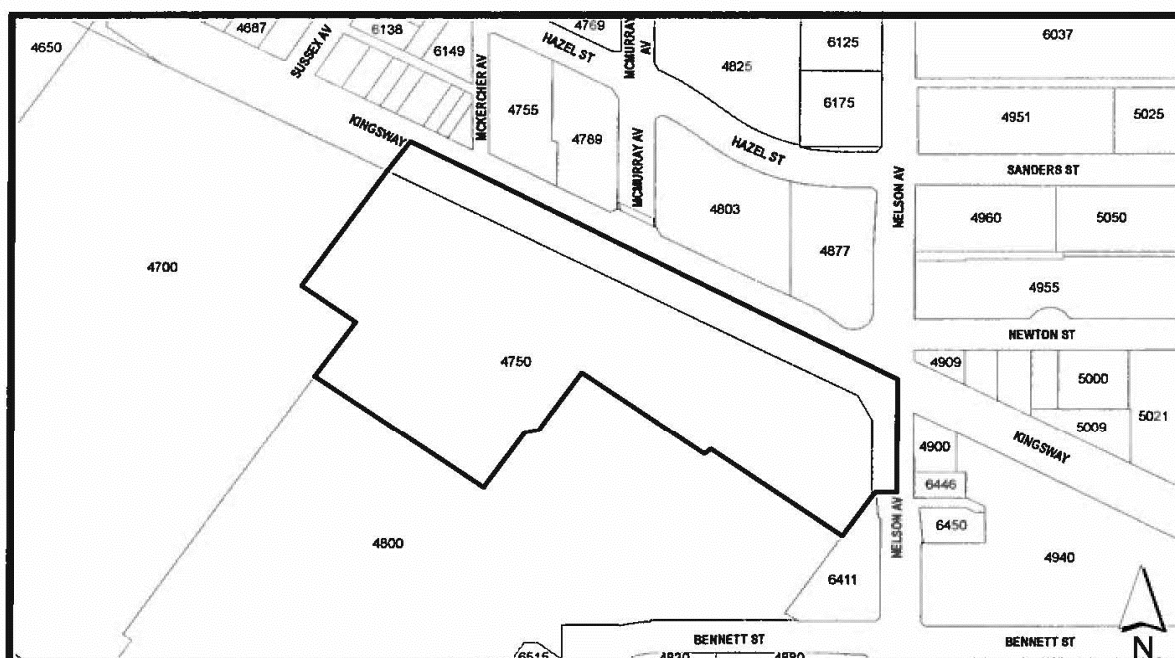
MAYOR

CLERK

BYLAW NUMBER 13805 BEING A BYLAW TO AMEND BYLAW
NUMBER 4742 BEING BURNABY ZONING BYLAW 1965

REZ.13-07


LEGAL: Lot A, District Lot's 32, 152 & 153, Group 1, NWD Plan 80588



THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (——) IS (ARE) REZONED

FROM: CD Comprehensive Development District (based on C3 General Commercial District)

TO: Amended CD Comprehensive Development District (based on RM5s Multiple Family Residential District, C3 General Commercial District and "Metrotown Sears Site Master Plan and Phase I" prepared by IBI Group.)

 City of Burnaby	PLANNING AND BUILDING DEPARTMENT	
DATE: APR 30 2013	OFFICIAL ZONING MAP	
SCALE: 1:4,000		
DRAWN BY: AY		
		Map "B" No. REZ. 4113



INTER-OFFICE COMMUNICATION

TO: CITY CLERK 2017 November 29

FROM: DIRECTOR PLANNING AND BUILDING

SUBJECT: **REZONING REFERENCE #16-25**
AMENDMENT BYLAW NO. 19/17; BYLAW #13753
Two High Rise Apartment Towers
Final Adoption

ADDRESS: 4828, 4874 Lougheed Highway and 2099 Delta Avenue

LEGAL: Lot 124, DL 124, Group 1, NWD Plan 36610; Lot 8, Block 84, DL 124, Group 1, NWD Plan 1543; That Part of DL 124, Group 1, NWD Shown on Plan EPP56449 as Parcel 2

FROM: CD Comprehensive Development District (based on RM4s and RM5s Multiple Family District)

TO: Amended CD Comprehensive Development District (based on RM4s and RM5s Multiple Family Residential District and Brentwood Town Centre Development Plan as guidelines, and in accordance with the development plan entitled "Concord Brentwood Phase 1B" prepared by Franc Architecture)

The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2017 May 15;
- b) Public Hearing held on 2017 May 30; and,
- c) Second Reading given on 2017 June 12.
- d) Third Reading given on 2017 October 16

The prerequisite conditions have been completely satisfied as follows:

- a. The submission of a suitable plan of development.
 - *The applicant has submitted a complete suitable plan of development.*
- b. The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

City Clerk
Rezoning Reference #16-25
Final Adoption
2017 November 29Page 2

- *The applicant has submitted the necessary funds including a 4% inspection fee to cover the costs of all services necessary to serve the site and the servicing agreement has been completed.*
- c. The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
 - *The applicant has agreed to this prerequisite in a letter dated 2017 October 11.*
- d. The utilization of an amenity bonus through the provision of a cash in-lieu contribution in accordance with Section 3.3 of this report.
 - *The necessary deposits have been made to meet this prerequisite.*
- e. The completion of the sale of City property.
 - *The sale has been completed and title transferred to the applicant.*
- f. The dedication of any rights-of-way deemed requisite.
 - *A subdivision plan dedicating the requisite rights-of-way has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- g. The consolidation and re-subdivision of the site into two legal lots.
 - *The requisite subdivision plan of consolidation has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- h. The granting of any necessary covenants, including, but not necessarily limited to, Section 219 Covenants:
 - restricting enclosure of balconies;
 - indicating that project surface driveway access will not be restricted by gates;
 - guaranteeing provision and maintenance of public art;
 - guaranteeing the provision and continued operation of stormwater management facilities;
 - ensuring compliance with the approved acoustical study;
 - for the provision and ongoing maintenance of the Stickleback Creek Streamside Protection and Enhancement Area;

City Clerk
Rezoning Reference #16-25
Final Adoption
2017 November 29Page 3

- ensuring that handicap accessible parking stalls in the underground residential parking areas be held in common property to be administered by the Strata Corporation;
 - ensuring the provision and ongoing maintenance of EV cars and EV plug-in stations;
 - for the provision and ongoing maintenance of on-site car share vehicles and parking stalls;
 - ensuring the protection of suitable trees on-site during construction; and,
 - ensuring that the site can be used safely in accordance with the approved geotechnical report, and that the project does not draw down the water table.
- *The requisite covenants have been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- i. The execution of an indemnity agreement by the developer saving the City harmless from all liability associated with this development in relation to its geotechnical and hydrological (including any potential contaminated groundwater) impacts to surrounding infrastructure and other nearby development.
- *The requisite indemnity agreement has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- j. The design and provision of units adaptable to persons with disabilities with allocated handicap parking spaces protected by a Section 219 Covenant.
- *The applicant has agreed to this prerequisite in a letter dated 2017 October 11, and the necessary provisions are indicated on the development plans.*
- k. Compliance with the Council-adopted sound criteria.
- *The applicant has submitted an acoustic study which has been accepted by Engineering Environmental Services Division, and a Section 219 Covenant to ensure compliance with the submitted study has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- l. The submission of a Site Profile and resolution of any arising requirements.
- *The applicant has submitted the required Site Profile for the development site, and has committed to obtaining the appropriate instrument from the Ministry of Environment prior to release of any Occupancy Permits. The required covenant governing this arrangement has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*

City Clerk
Rezoning Reference #16-25
Final Adoption
2017 November 29Page 4

- m. The provision of covered car wash stalls and adequately sized and appropriately located garbage handling and recycling material holding space and a commitment to implement the recycling provisions.
 - *The necessary provisions are indicated on the development plans and the applicant has submitted a letter of undertaking dated 2017 October 11 committing to implement the recycling provisions.*
- n. The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
 - *The suitable Solid Waste and Recycling Plan has been achieved.*
- o. The review of on-site residential loading facilities by the Director Engineering.
 - *The suitable on-site residential loading plan has been achieved.*
- p. The provision of facilities for cyclists in accordance with this report.
 - *The provision is indicated on the development plans and the applicant has submitted a letter dated 2017 October 11 agreeing to meet this prerequisite.*
- q. The review of a detailed Sediment Control System by the Director Engineering.
 - *A detailed Sediment Control System plan has been approved by the Engineering Department – Environmental Services.*
- r. Compliance with the guidelines for underground parking for visitors.
 - *The necessary provisions are indicated on the development plans and the applicant has submitted a letter dated 2017 October 11 agreeing to meet this prerequisite.*
- s. The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
 - *A suitable on-site stormwater management system has been approved by the Director Engineering, the required covenant has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption, and the required funds to guarantee this provision have been deposited.*
- t. The deposit of the applicable Parkland Acquisition Charge.
 - *The required deposits have been made to meet this prerequisite.*

City Clerk
Rezoning Reference #16-25
Final Adoption
2017 November 29Page 5

- u. The deposit of the applicable GVS & DD Sewerage Charge.
 - *The required deposits have been made to meet this prerequisite.*
- v. The deposit of the applicable School Site Acquisition Charge.
 - *The required deposits have been made to meet this prerequisite.*
- w. The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.
 - *The applicant has agreed to this prerequisite in a letter dated 2017 October 11 and the area plan notification signs are in place.*

As the prerequisite conditions to this rezoning are now complete, could you please arrange to return this amendment bylaw to Council for Reconsideration and Final Adoption on 2017 December 04.


• Lou Pelletier, Director
PLANNING AND BUILDING

IW/:eb

P:\49500 Rezoning\20 Applications\2016\16-25 4828, 4874 Lougheed & 2099 Delta Ph 1B\Council Reports\Rezoning Reference 16-25 Final Adoption 2017\1129.doc

CITY OF BURNABY

BYLAW NO. 13809

A BYLAW respecting business licencing and regulation

The Council of the City of Burnaby ENACTS as follows:

PART 1: CITATION

1.1 This Bylaw may be cited as **BURNABY BUSINESS LICENCE BYLAW 2017**.

PART 2: INTERPRETATION

2.1 In this Bylaw,

“business”	means <ul style="list-style-type: none"> (i) carrying on a commercial or industrial activity or undertaking of any kind, and (ii) providing professional, personal or other services for the purpose of gain or profit, but does not include an activity carried on by the provincial government, by corporations owned by the provincial government, by agencies of the provincial government or by the South Coast British Columbia Transportation Authority or any of its subsidiaries
“business licence”	means an initial business licence , conditional business licence , renewal licence or special event business licence , as applicable;
“business premises”	means a building, portion of a building or an area of land in or from which a person operates or carries on a business
“Bylaw”	means this Bylaw, including all schedules attached hereto
“Chief Licence Inspector”	means the individual employed by the City as the Chief Licence Inspector for the City , or any individual or individuals acting on his or her behalf
“City”	means the City of Burnaby
“City Clerk”	means the corporate officer for the City appointed pursuant to section 148 of the <i>Community Charter</i>

“conditional business licence”	means a licence issued to a business in accordance with section 5.3 of this Bylaw
“Council”	means the Council of the City
“initial business licence”	means a licence issued to a business in accordance with section 5.2 of this Bylaw
“Inspector”	means: <ul style="list-style-type: none"> (a) the Director Public Safety and Community Services; (b) the Chief Licence Inspector; (c) Licence Inspectors; (d) Property Use Coordinators; (e) Bylaw Enforcement Officers; (f) Officers and members of the police; and (g) other City employees or contractors authorized by the Chief Licence Inspector to enforce this Bylaw
“inter-municipal business licence”	means a licence that authorizes an inter- municipal business to be carried on within the jurisdictional boundaries of any or all of the participating municipalities pursuant to the BURNABY INTER-MUNICIPAL BUSINESS LICENCE BYLAW 2015
"person"	includes a corporation, partnership or party, and the legal or personal or other legal representative of a person to whom the context may apply under this Bylaw
“photo identification”	means a valid original of one or more of the following that contains a photograph of the bearer: <ul style="list-style-type: none"> (a) driver’s licence issued by a Canadian province or territory; (b) British Columbia provincial identity card; (c) passport issued by a legitimate government; (d) certificate of Canadian citizenship issued by Canada; (e) certificate of Indian status issued by Canada; or (f) permanent residency card issued by Canada
“police”	means the Burnaby Detachment of the Royal Canadian Mounted Police
“renewal licence”	means a licence issued to a business under this Bylaw for each calendar year after the expiry of the initial business licence for the business

“special event business licence” means licence issued to a **business** in accordance with section 5.4 of this **Bylaw**

“Zoning Bylaw” means Burnaby Zoning Bylaw, 1965

- 2.2 Words and phrases used in this **Bylaw** that are not included in the definitions in section 2.1 of this **Bylaw** have the meanings commonly assigned to them in the context in which they are used in this **Bylaw**, taking into account the specialized use of terms with the various trades and professions to which the terminology applies.
- 2.3 All references to the statutes, regulations, bylaws, orders, policies or guidelines of a federal, provincial, municipal or other governmental authority is a reference to such statute, regulation, bylaw, order, policy or guideline as amended or replaced from time to time.
- 2.4 The schedules to this **Bylaw** are attached to and form an integral part of this **Bylaw**.

PART 3: CHIEF LICENCE INSPECTOR AND INSPECTORS

- 3.1 The **Chief Licence Inspector** shall administer this Bylaw and keep and maintain records connected with the administration of this **Bylaw**.
- 3.2 The **Chief Licence Inspector** may impose terms and conditions with respect to a **business licence** granted under this **Bylaw**, including without limitation, requiring the **business licence** holder to obtain and maintain insurance in an amount and on conditions as required by the **Chief Licence Inspector**.
- 3.3 An **Inspector** may enter on and inspect any **business premises**, in accordance with the *Community Charter*, at any time in order to ascertain whether the requirements of this **Bylaw** are being met.
- 3.4 A **person** must not prevent or hinder an **Inspector**'s entry on or inspection of any **business premises** pursuant to section 3.3 of this **Bylaw**.
- 3.5 Upon request by an **Inspector**, an individual must provide to the **Inspector photo identification** to verify the identity of the individual.
- 3.6 An **Inspector** may order:
- (a) a **person** who contravenes any provision of this **Bylaw** to comply with the provision within the time period ordered;
 - (b) the correction of any unsafe condition in respect to a **business** or **business premises**; and
 - (c) the cessation of any activity that contravenes the terms or conditions of the

business licence for the **business** or this **Bylaw**,

and every **person** served with an order under this section must comply with such order.

3.7 The **Chief Licence Inspector** may categorize **businesses** according to the type of profession, business, trade, occupation, calling, undertaking or thing, and may further categorize each type of **business** according to the factors relevant to the **business**, including without limitation one or more of the following:

- (a) the floor area used for carrying on the **business**;
- (b) the ground area used for carrying on the **business**;
- (c) the number of people regularly engaged in carrying on the **business**;
- (d) the number of rental units maintained in carrying on the **business**;
- (e) the location of the **business premises**.

PART 4: BUSINESS LICENCE APPLICATION

4.1 Every application for a **business licence** shall:

- (a) be made on an application form approved by the **Chief Licence Inspector**;
- (b) be signed by the owner or operator of the **business** or an agent authorized in writing by the owner or operator;
- (c) contain a true and accurate description of the following:
 - (i) the nature of the **business**;
 - (ii) the **business premises**, including civic address or specific location if there is no civic address; and
 - (iii) any other information the **Chief Licence Inspector** may require with respect to the **business** activities, operation, location, **business premises**, owners, key personnel or related matters; and
- (d) include such documentation as may be required by the **Chief Licence Inspector** in support of the **business licence** application,

and the **business licence** application shall not be considered complete until the **Chief Licence Inspector** has received the above to the **Chief Licence Inspector**'s satisfaction.

- 4.2 Every application for a **business licence** shall be accompanied by:
- (a) a non-refundable application fee; and
 - (b) the **initial business licence** fee for the category of **business**,
- both as set-out in the BURNABY BUSINESS LICENCE FEES BYLAW 2017.
- 4.3 Any errors, omissions, inaccuracies or misrepresentations in the information or documentation provided by the applicant in respect to a **business licence** application shall be the sole responsibility of the applicant, notwithstanding any review or acceptance by the **Chief Licence Inspector**.

PART 5: BUSINESS LICENCE ISSUANCE AND REFUSAL

- 5.1 At any time after receipt of a completed **business licence** application, the **Chief Licence Inspector** may:
- (a) issue an **initial business licence** to the applicant in accordance with subsection 5.2(a) of this **Bylaw**;
 - (b) issue a **conditional business licence** to the applicant in accordance with subsection 5.3(a) of this **Bylaw**;
 - (c) issue a **special event business licence** to the applicant in accordance with subsection 5.4(a) of this **Bylaw**; or
 - (d) refuse the application for a **business licence** in accordance with section 5.5 of this **Bylaw**.
- 5.2 The following apply in respect to an **initial business licence**:
- (a) The **Chief Licence Inspector** may issue an **initial business licence** to an applicant if the **Chief Licence Inspector** determines that:
 - (i) the **business** is a permitted use under the **Zoning Bylaw** in respect to the **business premises**;
 - (ii) no further information or documentation is required in respect to the **business licence** application; and
 - (iii) no inspection or further inspection is required in respect to the **business premises**.
 - (b) An **initial business licence** may be issued with or without terms and conditions.

5.3 The following apply in respect to a **conditional business licence**:

- (a) The **Chief Licence Inspector** may issue a **conditional business licence** to an applicant if the **Chief Licence Inspector** determines that:
 - (i) the **business** is a permitted use under the **Zoning Bylaw** in respect to the **business premises**; and
 - (ii) further information, documentation or inspection is required but the applicant has demonstrated that the **business** can be operated safely during the validity of the **conditional business licence** notwithstanding such further requirement or requirements.
- (b) A **conditional business licence** shall specify:
 - (i) the date of expiry of the **conditional business licence**; and
 - (ii) the terms and conditions that apply during the validity of the **conditional business licence**.
- (c) The holder of a **conditional business licence** shall comply with the terms and conditions set-out in the **conditional business licence** and cease operations at the expiry or cancellation of the **conditional business licence**.
- (d) At any time during the validity of a **conditional business licence**, the **Chief Licence Inspector** may:
 - (i) extend the expiry of the **conditional business licence** if the conditions in subsection 5.3(a) are satisfied;
 - (ii) cancel the **conditional business licence** if the **Chief Licence Inspector** determines, after further information, documentation or inspection, that the **business** or **business premises**:
 - (A) should be refused a **business licence** in accordance with section 5.5 of this **Bylaw**; or
 - (B) cannot be operated safely pending the receipt of further information, documentation or inspection;
 - (iii) convert the **conditional business licence** to an **initial business licence** within the first calendar year of issuance if the **Chief Licence Inspector** determines that no further information, documentation or inspection is required in respect to the **business** or **business premises**; or
 - (iv) convert the **conditional business licence** to a **renewal licence** after the

first calendar year of issuance if the **Chief Licence Inspector** determines that no further information, documentation or inspection is required in respect to the **business** or **business premises**.

5.4 The following apply in respect to a **special event business licence**:

- (a) The **Chief Licence Inspector** may issue a **special event business licence** to an applicant if the **Chief Licence Inspector** determines that:
 - (i) the **business** is a permitted use under the **Zoning Bylaw** in respect to the **business premises**;
 - (ii) the **business** is a temporary or short-term operation;
 - (iii) no further information or documentation is required in respect to the **business licence** application; and
 - (iv) no inspection or further inspection is required in respect to the **business premises**.
- (b) A **special event business licence** shall specify:
 - (i) the date of expiry of the **special event business licence**, which date shall be no later than 30 days after the date of issuance of the **special event business licence**; and
 - (ii) any terms and conditions that apply during the validity of the **special event business licence**.
- (c) The holder of a **special event business licence** shall comply with the terms and conditions set-out in the **special event business licence** and cease operations at the expiry of the **special event business licence**.
- (d) The **Chief Licence Inspector** may extend the expiry of a **special event business licence** to a date that is up to 15 days from the date of expiry of a **special event business licence**, upon application by the **business licence** holder.

5.5 The **Chief Licence Inspector** may refuse an application for a **business licence** in any specific case, including without limitation, where the applicant:

- (a) has failed to comply with the requirements of Part 4 of this **Bylaw** or there are errors, omissions, inaccuracies or misrepresentations in the information or documentation provided by the applicant pursuant to this **Bylaw**;
- (b) intends to operate a **business** or occupy or use a **business premises** that does not comply with a **City** bylaw or enactment of the Province or Canada or other

governmental authority;

- (c) has been convicted of an offence under a **City** bylaw or an enactment of the Province or Canada or other governmental authority in respect to the **business** or type of **business** for which the applicant has applied for a **business licence**;
- (d) has failed to make a payment, penalty or fine under a **City** bylaw or Court proceeding in respect to the **business, business premises** or type of **business** for which the applicant has applied for a **business licence**; or
- (e) has engaged in such gross misconduct in respect of the **business, business premises**, or type of **business** for which the applicant has applied for a **business licence** so as to warrant the refusal of the issuance of a **business licence**.

PART 6: LICENCE PERIOD AND RENEWAL

6.1 Except as otherwise provided in this **Bylaw**:

- (a) an **initial business licence** is valid for the remaining portion of the calendar year from issuance of the **initial business licence** to December 31 of the same year;
- (b) a **conditional business licence** is valid for the period established by the **Chief Licence Inspector** at the time of issuance and such further period extended by the **Chief Licence Inspector** pursuant to subsection 5.3(d)(i) of this **Bylaw**;
- (c) a **special event business licence** is valid for the period specified by the **Chief Licence Inspector** at the time of issuance and such further period extended by the **Chief Licence Inspector** pursuant to subsection 5.4(d) of this **Bylaw**; and
- (d) a **renewal licence** is valid for a one year term commencing on January 1 and ending on December 31 of the same calendar year.

6.2 Every holder of an **initial business licence** and **renewal licence** shall obtain a **renewal licence** for the **business** by paying the **renewal licence** fee for the category of **business**, as set-out in in the BURNABY BUSINESS LICENCE FEES BYLAW 2017, by December 31 of the year of expiry of the **initial business licence** or **renewal licence** that is being renewed.

6.3 A late payment fee, as set-out in the BURNABY BUSINESS LICENCE FEES BYLAW 2017, is payable for any **renewal licence** fee paid between January 1 and February 28 (or February 29 in the case of a leap year) of the **renewal licence** period.

6.4 If the holder of an **initial business licence** or **renewal licence** does not pay the **renewal licence** fee and late payment fee for the **business** by February 28 (or February 29 in the case of a leap year) of the **renewal licence** period, the **business licence** is cancelled effective March 1 and thereafter, the holder shall not continue to operate the **business**

without first applying for a **business licence** in accordance with Part 4 of this **Bylaw**, including payment of the application fee and **initial business licence** fee.

- 6.5 The **Chief Licence Inspector** may withhold issuance of a **renewal licence** for a **business** until after payment of all outstanding payments, penalties and fines under a **City** bylaw or Court proceeding in respect to the **business** or **business premises**.

PART 7: SUSPENSION AND CANCELLATION

- 7.1 The **Chief Licence Inspector** may suspend or cancel a **business licence** for reasonable cause, including where a holder of the **business licence**:
- (a) has failed to comply with a term or condition of this **Bylaw** or the **business licence** or there are errors, omissions, inaccuracies or misrepresentations in the information or documentation provided by the **business licence** holder pursuant to this **Bylaw**;
 - (b) has ceased to meet the lawful requirements to carry on the **business** or with respect to the **business premises** named in the **business licence**;
 - (c) carries on **business** or occupies **business premises** that do not, or cease to, comply with a **City** bylaw or enactment of the Province or Canada or other governmental authority;
 - (d) is convicted of an offence under a **City** bylaw or an enactment of the Province or Canada or other governmental authority in respect of the **business** or the **business premises** named in the **business licence**;
 - (e) without limiting paragraph (a), has failed to pay a fee required pursuant to this **Bylaw**;
 - (f) without limiting paragraph (a), has failed to make a payment, penalty or fine under a **City** bylaw or Court proceeding in respect to the **business** or the **business premises** named in the **business licence**; or
 - (g) has engaged in such gross misconduct in respect of the **business** or the **business premises** named in the **business licence** so as to warrant the suspension or cancellation of the **business licence**.

PART 8: RECONSIDERATION BY COUNCIL

- 8.1 If the **Chief Licence Inspector** refuses a **business licence** application or suspends or cancels a **business licence**, the applicant or holder of the **business licence** may request that **Council** reconsider the decision by submitting a request for reconsideration to the **City Clerk** within 30 days of the decision of the **Chief Licence Inspector**.
- 8.2 The **City Clerk** shall refer to **Council** a request made pursuant to section 8.1 and notify

the applicant or holder of the **business licence** the time and place at which **Council** will reconsider the decision of the **Chief Licence Inspector**.

PART 9: FEES AND REFUNDS

9.1 The fees for:

- (a) a **business licence** application;
- (b) an **initial business licence**;
- (c) a **special event business licence**;
- (d) a **renewal licence**;
- (e) a shared location of a **business premises**;
- (f) late payment of a **renewal licence**;
- (g) transfer of a **business licence**,

are as set-out in the BURNABY BUSINESS LICENCE FEES BYLAW 2017.

9.3 Where the BURNABY BUSINESS LICENCE FEES BYLAW 2017 sets out a shared location fee for a category of **business**, the fee for a subsequent **business** in the same or similar **business** category sharing a **business premises** is the shared location fee as set-out in the BURNABY BUSINESS LICENCE FEES BYLAW 2017.

9.4 A charitable or non-profit organization carrying on a **business** shall apply for and hold a **business licence** in accordance with this **Bylaw** and pay the **initial business licence** and **renewal licence** fees as set-out in the BURNABY BUSINESS LICENCE FEES BYLAW 2017.

9.5 All fees paid pursuant to this **Bylaw** are non-refundable, except:

- (a) where the **Chief Licence Inspector** refuses a **business licence** application pursuant to subsection 5.1(d) of this **Bylaw**, the applicant will receive a full refund of the **initial business licence** fee; and
- (b) where the **Chief Licence Inspector** cancels a **conditional business licence** pursuant to subsection 5.3(d)(ii) of this **Bylaw** within the first calendar year of issuance of the **conditional business licence**, the applicant will receive a partial refund of the **initial business licence** fee, prorated from the date of cancellation to December 31 of that calendar year.

PART 10: LICENCE CHANGES AND TRANSFERS

- 10.1 A **business licence** holder who intends to change the category of the **business** or location of the **business premises** shall apply for a new **business licence** in accordance with Part 4 of this **Bylaw**.
- 10.2 A **business licence** holder shall not assign, sell, transfer or in any way dispose of all or a portion of the holder's interest in a **business licence**, except in accordance with the following:
- (a) submitting a written application on the form approved by the **Chief Licence Inspector**;
 - (b) completing any requests for information or documentation made by the **Chief Licence Inspector**; and
 - (c) paying a **business licence** transfer fee, as set out in the BURNABY BUSINESS LICENCE FEES BYLAW 2017.
- 10.3 A **business licence** holder shall promptly provide written notice to the **Chief Licence Inspector** advising of any of the following:
- (a) change in the mailing address of the **business**;
 - (b) change in contact person for the **business**;
 - (c) change in the name of the **business**, except that section 10.2 of this **Bylaw** applies in respect to a name change resulting from an assignment, sale, transfer or disposition of a **business**;
 - (d) termination of **business** operations; and
 - (e) any material changes to the **business** or **business premises**.

PART 11: GENERAL REGULATIONS

- 11.1 No **person**, including a charitable or non-profit organization, may carry on a **business** within the **City** without a valid:
- (a) **business licence**; or
 - (b) **inter-municipal business licence**.
- 11.2 Section 11.1 of this **Bylaw** applies for every **business** carried on in the **City** or with respect to which any work or service is performed in the **City**, whether or not the **business** is carried on in or from premises in the **City**.
- 11.3 If a **business** is carried on by two or more individuals in a partnership, joint venture or

- cooperative, only one **business licence** is required for the **business**.
- 11.4 Every **person** carrying on more than one **business** must obtain and pay for a separate **business licence** for each and every **business**.
- 11.5 Every **person** carrying on a **business** at more than one **business premises** must pay for a separate **business licence** for each and every **business premises**.
- 11.6 Every **person** issued a **business licence** to carry on a **business** must keep the **business licence** posted in a conspicuous place on the **business premises** named in the **business licence**.
- 11.7 Every **person** issued a **business licence** shall only carry on the **business**:
- (a) described in the **business licence**;
 - (b) at the **business premises** described in the **business licence**; and
 - (c) in accordance with any terms and conditions imposed in respect to the **business licence**.
- 11.8 Every holder of a **business licence** shall comply at all times with every **City** bylaw or enactment of the Province or Canada or other governmental authority in respect to the **business** and the **business premises** named in the **business licence**.

PART 12: SPECIFIC REGULATIONS

- 12.1 In addition to the general regulations set-out in Part 11 of this **Bylaw**, a holder of a **business licence** shall comply with all relevant regulations in the Schedules attached to and forming part of this **Bylaw** and any other **City** bylaw that regulates the **business** or **business premises**.
- 12.2 If there is a conflict between the Schedules and the remainder of this Bylaw, the Schedules shall prevail to the extent necessary to resolve the conflict.

PART 13: OFFENCES AND PENALTIES

- 13.1 Every **person** who violates any of the provisions of this **Bylaw**, including a specific regulation set out in the Schedules, or who suffers or permits any act or thing to be done in contravention of any of the provisions of this **Bylaw**, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this **Bylaw**, or who does any act, or who violates any of the provisions of this **Bylaw**, is guilty of an offence and is liable, on summary conviction, to a fine of not less than five thousand dollars (\$5,000.00) and not more than ten thousand dollars (\$10,000.00).
- 13.2 If an offence continues for more than one day, a separate offence occurs on each day or

part of a day, and separate fines may be issued for each day or part of a day in respect of which the offence occurs or continues.

- 13.3 Any **person** who contravenes any provision of this **Bylaw** is liable to the **City** for and must indemnify the **City** from all costs, expenses, damages and injuries resulting from the contravention. This does not in any way limit any other provision or any other remedy the **City** may have under this **Bylaw** or otherwise at law.
- 13.4 A violation of any of the provisions identified in this **Bylaw** shall result in liability for penalties and late payment amounts established in Schedule A of BURNABY BYLAW NOTICE ENFORCEMENT BYLAW, 2009, and be subject to the procedures, restrictions, limits, obligations and rights established in BURNABY BYLAW NOTICE ENFORCEMENT BYLAW, 2009 and the *Local Government Bylaw Notice Enforcement Act*.

PART 14: SEVERABILITY AND REPEAL

- 14.1 If a portion of this **Bylaw** is held invalid by a Court of competent jurisdiction, the invalid portion must be severed and the remainder of this **Bylaw** is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
- 14.2 The following bylaws, and all amendments thereto, are hereby repealed:
- (a) BURNABY BUSINESS LICENCE BYLAW;
 - (b) BURNABY ADULT SERVICE BUSINESS REGULATION BYLAW, 2001;
 - (c) BURNABY FETAL ALCOHOL SYNDROME WARNING SIGN BYLAW;
 - (d) BURNABY HOME RENTAL LICENCE BYLAW, 2014; and
 - (e) BURNABY POST BOX RENTAL AGENCY AND MAIL DROP SERVICE REGULATION BYLAW.

FIRST READING _____ day of _____, 2017

SECOND READING _____ day of _____, 2017

THIRD READING _____ day of _____, 2017

ADOPTION _____ day of _____, 2017

MAYOR

CITY CLERK

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SCHEDULE "A"

ADULT SERVICES AND BODY RUB BUSINESSES

1.0 Definitions

1.1 In this Schedule,

"adult services
business"

means a **business**:

- (i) providing or offering to provide to a customer conversation of a sexual or erotic nature in return for consideration, whether conducted by telephone, over the internet or by other means of communication, or
- (ii) producing or making a film, video or other representation that is or would be classified as an "adult motion picture" under the *Motion Picture Act* (BC)

"body rub"

the manipulating, touching or stimulating by any means, of a person's body, or body part, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licenced or registered under any statute of the Province of British Columbia governing such activities

"body rub premises"

business premises, or part thereof, where a **body rub** is performed, offered or solicited

2.0 Specific Regulations

2.1 Every **person** carrying on or operating an **adult service business** or **body rub premises** or a **business** that performs, offers or solicits **body rubs** shall:

- (a) maintain at its **business premises** a legible written record, in the English language, of the legal name, address, date of birth, and date of hire of each employee and retain such a record of all previous employees for a period of not less than one year after employment ends;
- (b) upon request, immediately provide to an **Inspector** the record referred to in section 2.1(a) of this Schedule;
- (c) not employ any person, or permit any person to be employed at the **business premises**, unless such person is nineteen (19) years of age or older;
- (d) not permit any person to attend at the **business premises** at any time unless such person is nineteen (19) years of age or older;

- (e) not permit any person to enter its **business premises** unless that person produces, or in the case of an employee carries with him or her, **photo identification**;
- (f) post and keep posted at all times at every entrance to its **business premises** a clearly visible and legible sign, not less than 21.51 cm (8 1/2 inches) by 27.83 cm (11 inches) in dimension, containing the following words:

“It is unlawful for any person under the age of 19 years to enter.

Burnaby Business Licence Bylaw”

- (g) keep the entrance or entrances to its **business premises** unlocked at all times that the **business** is open or being carried on;
- (h) not carry on **business**, remain open for **business**, or permit any person to remain at the **business premises**:
 - (A) between the hours of 12:00 midnight and 8:00 a.m. from Monday to Friday; and
 - (B) between the hours of 1:00 a.m. and 8:00 a.m. on Saturdays and Sundays.

2.2 Every room used to conduct an **adult service business** or **body rub**, shall be:

- (a) free of any locking device;
- (b) equipped with lighting which illuminates every part of the room to a level of not less than 550 lux;
- (c) illuminated to the level specified in subsection 2.2(b) whenever the door to that room is closed or the room is occupied or in use;
- (d) equipped with lighting that may be activated or deactivated only by a switch or switches located within the room; and
- (e) equipped with a non-opaque window that:
 1. has an area of not less than 1000 cm² with no side having a dimension of less than 25 cm;
 2. shall remain unobstructed at all times; and
 3. shall be visible from the reception area or common area of the **business premises**.

SCHEDULE “B”**HOUSE RENTAL BUSINESSES****1.0 Definitions**

1.1 In this Schedule,

- “local manager”** means an individual, who may be the **owner**, designated for the purposes of section 2.1(b) of this Schedule
- “owner”** means the **person** shown on title at the Land Title Office as the registered owner of the parcel on which the **rental house** is located
- “rental house”** means a single family dwelling, as defined in the **Zoning Bylaw**, that:
- (a) contains a secondary suite, as defined in the **Zoning Bylaw**;
 - (b) is rented or offered for rent; and
 - (c) is not occupied by the **owner**.

2.0 Specific Regulations

2.1 Every **owner** of a **rental house** must:

- (a) obtain and maintain a separate **business licence** for each **rental house**;
- (b) designate and maintain a **local manager** for the **rental house** who resides in the Greater Vancouver Regional District and is available at all times to respond to complaints received in respect of the **rental house**;
- (c) provide to the **Chief Licence Inspector** the full name, address, telephone number and other available contact information of the **local manager**, and immediately advise the **Chief Licence Inspector** in writing of any change in the **local manager** or contact information for the **local manager**; and
- (d) make arrangements satisfactory to the **Chief Licence Inspector** to ensure compliance with laws, including City bylaws, relating to matters set out in section 64 of the *Community Charter*.

2.2 Every **local manager** shall promptly respond to and address any complaints received by the **City** or the **police** in respect to the **rental house**.

SCHEDULE “C”

LIQUOR SERVICE ESTABLISHMENTS
(FETAL ACOLHOL SYNDROME SIGNS)

1.0 Definitions

1.1 In this Schedule,

“**licensed service establishment**” means a **business premises** licensed or required to be licensed under the *Liquor Control and Licensing Act*, including a restaurant or another **business premises** where liquor is sold or offered for sale

“**liquor**” has the meaning set out in the *Liquor Control and Licensing Act*

“**sign**” means a sign meeting the requirements in section 2.1(c) of this Schedule

2.0 Specific Regulations

2.1 Every holder of a **business licence** for a **licensed service establishment** shall post and at all times keep posted a **sign** or **signs** warning of fetal alcohol syndrome in accordance with the following requirements:

- (a) for any **licensed service establishment** from which **liquor** are sold for off-premises consumption, there shall be at least one **sign** located clearly visible from all locations where the sale or dispensing of liquor takes place;
- (b) for any **licensed service establishment** where liquor are sold for consumption or permitted to be consumed on the premises, there shall be at least one **sign** conspicuously displayed in each public washroom located in that **licensed service establishment**; and
- (c) each **sign** shall:
 - (i) be not less than 21.5 cm (8.5 inches) by 13.9 cm (5.5 inches) in dimension;
 - (ii) have lettering not less than 1.26 cm (0.5 inches) in height; and
 - (iii) contain the following wording: “**Pregnancy & Alcohol DO NOT MIX. Drinking alcoholic beverages, including wine, coolers and beer during pregnancy can cause birth defects.**”

SCHEDULE “D”

POST BOX RENTAL AND MAIL DROP SERVICE BUSINESSES

1.0 Definitions

1.1 In this Schedule,

“**mail drop service**” means a **business** that collects mail at premises owned, occupied or used by it, for or on behalf of a person or persons who are not normally occupants of those premises

"post box" a box or other receptacle used or intended to be used for the collection or storage of mail

"post box rental agency" a **business** that makes available for rent, lease, purchase, possession or use one or more **post boxes** to a person or persons who are not normally occupants of the premises where the **post box** or **post boxes** are located, but does not include Canada Post

2.0 Specific Regulations

2.1 Every **person** carrying on the **business** of or operating a **mail drop service** or a **post box rental agency** shall:

- (a) maintain at the **business premises** a complete and legible written record, in English, of the legal name and current residential address of every **person** who rents, leases, owns, has possession of or has the use of a **post box** or for whom a **mail drop service** collects mail;
- (b) where the **person** referred to in subsection 2.1(a) of this Schedule is a corporation, partnership or other **business** entity, maintain, as part of the record and in addition to the information referred to in subsection 2.1(a) of this Schedule, the name and current residential address of at least one individual authorized to represent that corporation, partnership or **business** entity;
- (c) obtain from the **person** referred to in subsection 2.1(a) of this Schedule a statement of whether or not that **person** intends to use the **post box** or **mail drop service** for the purposes of a **business**, and include that statement as part of the record referred to in subsection 2.1(a) of this Schedule; and
- (d) make the record referred to in subsection 2.1(a) of this Schedule available for immediate inspection upon request by an **Inspector**.

CITY OF BURNABY**BYLAW NO. 13810**

A BYLAW respecting the fees for business licences

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY BUSINESS LICENCE FEES BYLAW 2017**.
2. The City of Burnaby imposes fees for Business Licences and related matters in accordance with Schedule “A” attached to this bylaw.

Read a first time this day of 2017

Read a second time this day of 2017

Read a third time this day of 2017

Reconsidered and adopted this day of 2017

MAYOR

CLERK

Schedule "A"

Business Category	Initial Licence Fee	Prorated Initial Licence Fee (effective July 1)	Renewal Licence Fee	Shared Location Fee
Adult Services - Adult Telephone Service	\$4,200	N/A	\$4,200	N/E
Adult Services - Body Rub Premises	\$4,200	N/A	\$4,200	N/E
Adult Services - Escort Service	\$4,200	N/A	\$4,200	N/E
Adult Services - Pornographic Film Studio	\$4,200	N/A	\$4,200	N/E
Advertising Agent (Office)	\$600	\$450	\$180	\$180
Agent (Mobile)	\$340	N/A	\$120	N/E
Animal Service	\$600	\$450	\$180	\$180
Apartment - Per Dwelling Unit (\$3,000.00 Max.)	\$36	N/A	\$36	N/E
Arcade	\$4,200	\$3,150	\$3,300	N/E
Auction House	\$600	\$450	\$180	\$180
Auto Body Repair & Painting	\$990	\$750	\$540	N/E
Auto Repair Shop	\$600	\$450	\$180	N/E
Auto Towing/Storage	\$600	\$450	\$180	N/E
Auto Tow Service	\$340	N/A	\$120	N/E
Bank	\$600	\$450	\$180	\$180
Beer & Wine Making	\$1,050	\$790	\$550	\$550
Beverage Container Return Centre	\$600	\$450	\$180	\$180
Bowling Alley	\$880	\$660	\$370	N/E
Cabaret - Class C Liquor Outlet	\$4,200	\$3,150	\$4,200	N/E
Car Dealer - New & Used	\$600	\$450	\$180	\$180
Car/Truck Rental	\$600	\$450	\$180	\$180
Car Wash/Detailing	\$600	\$450	\$180	N/E
Cart	\$100	N/A	\$100	N/E
Cemetery	\$600	\$450	\$180	N/E
Club	\$3,700	\$2,780	\$3,300	\$3,300
Coin and/or Note Operated Machines (per machine)	\$35	N/A	\$35	N/E
Computer Services - General	\$600	\$450	\$180	\$180
Construction or Equipment Dealer	\$600	\$450	\$180	\$180
Contractor's Shop and Yard	\$600	\$450	\$180	\$180
Contractor - Building	\$340	N/A	\$120	\$120
Contractor - Electrical	\$340	N/A	\$120	\$120
Contractor - Excavating	\$340	N/A	\$120	\$120
Contractor - Heating	\$340	N/A	\$120	\$120

Business Category	Initial Licence Fee	Prorated Initial Licence Fee (effective July 1)	Renewal Licence Fee	Shared Location Fee
Contractor - Landscaping	\$340	N/A	\$120	\$120
Contractor - Misc.	\$340	N/A	\$120	\$120
Contractor - Moving	\$340	N/A	\$120	\$120
Contractor - Painting	\$340	N/A	\$120	\$120
Contractor - Plumbing	\$340	N/A	\$120	\$120
Contractor - Road Building	\$340	N/A	\$120	\$120
Contractor - Sanitary	\$340	N/A	\$120	\$120
Contractor - Wrecking	\$340	N/A	\$120	\$120
Credit Union	\$600	\$450	\$180	\$180
Curling Rink/Ice Rink	\$880	\$660	\$370	N/E
Customs Broker	\$600	\$450	\$180	\$180
Cyber Centres (6 or more computers)	\$600	\$450	\$180	\$180
Exercise Studio/Gym	\$720	\$540	\$280	\$280
Film Location	\$75	N/A	N/A	N/E
Financial Services - General	\$600	\$450	\$180	\$180
Fuel Dealer	\$770	\$580	\$320	N/E
Funeral Services	\$600	\$450	\$180	\$180
Gas Service Station	\$770	\$580	\$320	N/E
Health Services - Acupuncture	\$600	\$450	\$180	\$180
Health Services - Chiropractor	\$600	\$450	\$180	\$180
Health Services - Dentist/Dental Serv.	\$600	\$450	\$180	\$180
Health Services - General	\$600	\$450	\$180	\$180
Health Services - Laboratory	\$600	\$450	\$180	\$180
Health Services - Optometrist/Optician	\$600	\$450	\$180	\$180
Health Services - Physician & Surgeon	\$600	\$450	\$180	\$180
Health Services - Therapist (Reg'd)	\$600	\$450	\$180	\$180
Home Based Business - Contractor	\$380	\$290	\$130	\$130
Home Based Business - Craft	\$380	\$290	\$80	\$80
Home Based Business - General	\$380	\$290	\$130	\$130
Home Rental Business Licence	\$380	\$290	\$130	N/E
Hotel/Motel/Auto Court - Per Suite or hotel/motel room (\$3,000.00 Max.)	\$36	N/A	\$36	N/E
House Trailer/RV Sales	\$600	\$450	\$180	\$180
IMBL (Inter-Municipal Business Licence)	\$250	N/A	\$250	N/E
Incinerator	\$4,200	\$3,150	\$4,200	N/E
Junk Dealer	\$1,050	\$790	\$370	N/E

Business Category	Initial Licence Fee	Prorated Initial Licence Fee (effective July 1)	Renewal Licence Fee	Shared Location Fee
Kennel	\$600	\$450	\$180	\$180
Laundry &/or Dry Cleaning Office	\$600	\$450	\$180	\$180
Laundry Plant / Laundromat	\$710	\$540	\$270	N/E
Liquor Establishment - Class A Hotel	\$4,200	\$3,150	\$3,700	N/E
Liquor Establishment - Class D Neighbourhood Pub	\$4,200	\$3,150	\$3,700	N/E
Liquor Establishment - Beer & Wine Store	\$780	\$590	\$360	N/E
Lumber Broker - Office	\$600	\$450	\$180	\$180
Lumber Yard	\$600	\$450	\$180	N/E
Manufacturer - General 1 - 50 Persons	\$840	\$630	\$390	N/E
Manufacturer - General 51 - 150 Persons	\$880	\$660	\$430	N/E
Manufacturer - General 151+ Persons	\$1,040	\$780	\$590	N/E
Manufacturer - Processing Chemicals or Flammables 1 - 50 Persons	\$1,200	\$900	\$720	N/E
Manufacturer - Processing Chemicals or Flammables 51 - 150 Persons	\$1,640	\$1,230	\$1,100	N/E
Manufacturer - Processing Chemicals or Flammables 151+ Persons	\$1,660	\$1,250	\$1,250	N/E
Manufacturer - Processing Food 1 - 50 Persons	\$1,050	\$790	\$550	N/E
Manufacturer - Processing Food 51 - 150 Persons	\$1,360	\$1,020	\$850	N/E
Manufacturer - Processing Food 151+ Persons	\$1,730	\$1,300	\$1,200	N/E
Miscellaneous Resident	\$600	\$450	\$180	\$180
Mobile Business	\$340	N/A	\$120	N/E
Not for Profit	\$75	N/A	\$35	\$35
Nursery	\$600	\$450	\$180	\$180
Office - Accountant	\$600	\$450	\$180	\$180
Office - Architect	\$600	\$450	\$180	\$180
Office - Barrister & Solicitor	\$600	\$450	\$180	\$180
Office - Cartage/Express	\$600	\$450	\$180	\$180
Office - Engineer	\$600	\$450	\$180	\$180
Office - General	\$600	\$450	\$180	\$180
Office - Manufacturer's Agent	\$600	\$450	\$180	\$180
Oil Refinery	\$4,200	\$3,150	\$4,200	N/E
Oil Storage Plant & Distribution	\$4,200	\$3,150	\$4,200	N/E

Business Category	Initial Licence Fee	Prorated Initial Licence Fee (effective July 1)	Renewal Licence Fee	Shared Location Fee
Parking Lot	\$600	\$450	\$180	N/E
Pawnbroker	\$600	\$450	\$180	N/E
Peddler - General (Mobile)	\$340	N/A	\$120	N/E
Peddler - Food	\$460	N/A	\$200	N/E
Personal Care Facility (Adult Nursing Home & Supportive Housing Facility)	\$880	\$660	\$390	N/E
Personal Care Facility - (Daycare - Children)	\$410	\$310	\$180	N/E
Personal Service Establishment	\$660	\$500	\$220	\$220
Photographer - Studio & Office	\$830	\$630	\$380	\$380
Photographer - Mobile	\$340	N/A	\$120	N/E
Pool Hall	\$4,200	\$3,150	\$3,300	N/E
Printer	\$600	\$450	\$180	N/E
Private Hospital	\$2,300	\$1,730	\$1,800	N/E
Private Patrol & Guard Service (Mobile)	\$340	N/A	\$120	N/E
Private Patrol Agency Office	\$600	\$450	\$180	\$180
Private School	\$880	\$660	\$430	N/E
Public Hall	\$710	\$540	\$360	N/E
Real Estate or Insurance Office	\$600	\$450	\$180	\$180
Research/Development/Lab	\$600	\$450	\$180	N/E
Restaurant - Take Out	\$830	\$630	\$300	\$300
Restaurant 1 - 10 Seats	\$1,110	\$840	\$520	\$520
Restaurant 11 - 50 Seats	\$1,110	\$840	\$520	\$520
Restaurant 51 - 150 Seats	\$1,110	\$840	\$520	\$520
Restaurant 151 & Over Seats	\$1,170	\$880	\$570	\$570
Retail Sale, Rental & Repair	\$600	\$450	\$180	\$180
Retail Trader - General 1 - 10 Persons	\$600	\$450	\$180	\$180
Retail Trader - General 11 - 50 Persons	\$850	\$640	\$310	\$310
Retail Trader - General 51+ Persons	\$1,380	\$1,040	\$1,270	\$1,270
Retail Trader - Food 1 - 10 Persons	\$830	\$630	\$380	\$380
Retail Trader - Food 11 - 50 Persons	\$1,100	\$830	\$640	\$640
Retail Trader - Food 51+ Persons	\$1,530	\$1,150	\$1,270	\$1,270
Second Hand Dealer	\$600	\$450	\$180	N/E
Shoe Repairer	\$600	\$450	\$180	\$180
Special Event	\$150	N/A	N/A	N/E
Tailor/Seamstress	\$600	\$450	\$180	\$180

Business Category	Initial Licence Fee	Prorated Initial Licence Fee (effective July 1)	Renewal Licence Fee	Shared Location Fee
Taxicab (Class A)	\$510	\$390	\$280	N/E
Taxicab (Class E - Charter Cab/Limo)	\$600	\$450	\$180	N/E
Taxicab (Class H - Wheelchair Access)	\$510	\$390	\$280	N/E
Taxicab (Misc)	\$600	\$450	\$180	N/E
Taxicab (Vehicle Transfer Inspection Fee)	\$0	\$0	\$110	N/E
Taxicab & Driving Instruction Office	\$600	\$450	\$180	\$180
Telephone Communication Facility 1 - 50 Persons	\$710	\$540	\$270	N/E
Telephone Communications Facility 51 - 150 Persons	\$920	\$690	\$440	N/E
Telephone Communications Facility 151+ Persons	\$1,360	\$1,020	\$720	N/E
Theatre - Indoor	\$920	\$690	\$440	N/E
Trailer Camp/Court	\$770	\$580	\$370	N/E
Travel Agent	\$600	\$450	\$180	\$180
Truck Freight Company	\$600	\$450	\$180	\$180
TV, Radio &/or Production Studio 1 - 50 Persons	\$710	\$540	\$270	N/E
TV, Radio &/or Production Studio 51 - 150 Persons	\$920	\$690	\$440	N/E
TV, Radio &/or Production Studio 151+ Persons	\$1,360	\$1,020	\$720	N/E
Upholsterer	\$600	\$450	\$180	\$180
Vending Machine (Amusement or Recreation)	\$100	N/A	\$100	N/E
Vending Machine (Any type) Using a Credit Card	\$100	N/A	\$100	N/E
Veterinarian	\$600	\$450	\$180	\$180
Warehouse - Chemicals, Flammables & Food 1 - 50 Persons	\$980	\$740	\$530	N/E
Warehouse - Chemicals, Flammables & Food 51 - 150 Persons	\$1,150	\$870	\$640	N/E
Warehouse - Chemicals, Flammables & Food 151+ Persons	\$1,410	\$1,060	\$910	N/E
Warehouse - General 1 - 50 Persons	\$710	\$540	\$270	N/E
Warehouse - General 51 - 150 Persons	\$710	\$540	\$310	N/E
Warehouse - General 151+ Persons	\$770	\$580	\$370	N/E
Wholesaler - Chemicals, Flammables & Food 1 - 50 Persons	\$850	\$640	\$440	N/E

Business Category	Initial Licence Fee	Prorated Initial Licence Fee (effective July 1)	Renewal Licence Fee	Shared Location Fee
Wholesaler - Chemicals, Flammables & Food 51 - 150 Persons	\$1,150	\$870	\$640	N/E
Wholesaler - Chemicals, Flammables & Food 151+ Persons	\$1,640	\$1,230	\$960	N/E
Wholesaler - General 1 - 50 Persons	\$710	\$540	\$270	N/E
Wholesaler - General 51 - 150 Persons	\$770	\$580	\$320	N/E
Wholesaler - General 151+ Persons	\$820	\$620	\$370	N/E
Application Fee	\$50	N/A	N/A	N/E
Late Payment Fee	\$50	N/A	N/A	N/E
Transfer Fee	\$75	N/A	N/A	N/E

N/E = Not Eligible

CITY OF BURNABY**BYLAW NO. 13811**

A BYLAW to amend the Bylaw Notice
Enforcement Bylaw

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY BYLAW NOTICE ENFORCEMENT BYLAW, 2009, AMENDMENT BYLAW NO. 1, 2017.**
2. Burnaby Bylaw Notice Enforcement Bylaw, 2009, is amended by:
 - (a) deleting from Schedule “A” the following sections in their entirety:
 - i. Burnaby Adult Service Business Regulation Bylaw, 2001;
 - ii. Burnaby Fetal Alcohol Syndrome Warning Sign Bylaw (Bylaw No. 9777);
 - iii. Burnaby Home Rental Business Licence Bylaw (Bylaw No. 13334); and
 - iv. Burnaby Post Box Rental Agency and Mail Drop Services Regulation Bylaw; and
 - (b) deleting from Schedule “A” the section relating to Burnaby Business Licence Bylaw (Bylaw No. 3089) in its entirety and substituting the table in Schedule “A” attached to this bylaw.

Read a first time this	day of	2017
Read a second time this	day of	2017
Read a third time this	day of	2017

Reconsidered and adopted this	day of	2017
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MAYOR

CLERK

Schedule "A"

Section	Contravention Description	Penalty (\$)	Discount (\$)	CA
	Burnaby Business Licence Bylaw 2017			
3.2	Failure to comply with a condition	500	400	YES
3.4	Prevent or hinder entry	400	320	NO
3.5	Failure to provide photo identification	300	240	NO
3.6	Failure to comply with an order	500	400	YES
10.1	Failure to apply for business licence prior to change in category or location	500	400	NO
10.2(a)	Failure to submit written application prior to assigning, selling, transferring or disposing of business licence	400	320	NO
10.2(b)	Failure to provide requested information or documentation related to the assignment, sale, transfer or disposal of business licence	400	320	NO
10.2(c)	Failure to pay Business Licence Transfer Fee	500	400	NO
10.3(a)	Failure to provide written notice of change in mailing address	200	160	NO
10.3(b)	Failure to provide written notice of change of contact person	200	160	NO
10.3(c)	Failure to provide written notice of change of business name	200	160	NO
10.3(d)	Failure to provide written notice of termination of business	200	160	NO
10.3(e)	Failure to provide written notice of material change in business or business premises	400	320	NO
11.1	Operate without a valid business licence	500	400	NO
11.6	Failure to post business licence	200	160	YES

11.7(a)	Carrying on business other than described in business licence	500	400	NO
11.7(b)	Carrying on business other than in premises described in business licence	500	400	NO
11.7(c)	Failure to comply with terms or conditions	500	400	NO
11.8	Failure to comply with City bylaw or other enactment	500	400	NO
Schedule A	Adult Services and Body Rub Businesses			
2.1(a)	Failure to maintain record	500	400	NO
2.1(b)	Failure to provide record	500	400	NO
2.1(c)	Employ person under (19) years of age	500	400	NO
2.1(d)	Permit person under (19) years of age on business premises	500	400	NO
2.1(e)	Permit person on business premises without identification	500	400	NO
2.1 (f)	Failure to post sign	500	400	NO
2.1(g)	Failure to keep business premises unlocked while business is being carried on	500	400	NO
2.1(h)	Carry on business, remain open, or permit persons on business premises outside of permitted hours	500	400	NO
2.2	Violation of room requirements	500	400	NO
Schedule B	House Rental Businesses			
2.1(a)	Failure to obtain and maintain business licence for each house	500	400	NO
2.1(b)	Failure to designate local manager	300	240	YES
2.1(c)	Failure to provide contact information, or change of contact information, of local manager	300	240	YES
2.1(d)	Failure to make satisfactory arrangements to ensure compliance with section 64 of <i>Community Charter</i>	500	400	YES
2.2	Failure to promptly respond to complaints	500	400	NO

Schedule C	Liquor Service Establishment (Fetal Alcohol Syndrome Sign)			
2.1(a)(b)	Failure to post sign	300	240	YES
2.1(c)	Sign not bylaw compliant	300	240	YES
Schedule D	Post Box Rental and Mail Drop Service Businesses			
2.1(a)	Failure to maintain record	400	320	YES
2.1(b)	Record not bylaw compliant	200	160	YES
2.1(c)	Failure to obtain statement	200	160	YES
2.1(d)	Failure to provide record	400	320	YES

CITY OF BURNABY**BYLAW NO. 13812**

A BYLAW to amend the Burnaby Street and Traffic Bylaw 1961

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY STREET AND TRAFFIC BYLAW 1961, AMENDMENT BYLAW NO. 1, 2017.**
2. Burnaby Street and Traffic Bylaw 1961, as amended, is further amended by:
 - (a) Inserting the following definitions in alphabetical order under Section 2(2):

““Commercial Property” means a property in the City designated as being in a C District under the Zoning Bylaw, or as being in a CD District under the Zoning Bylaw based in whole or in part on a C District.

“Industrial Property” means a property in the City designated as being in a M or B District under the Zoning Bylaw, or as being in a CD District under the Zoning Bylaw based in whole or in part on a M or B District.

“Institutional Property” means a property in the City designated as being in a P District under the Zoning Bylaw, or as being in a CD District under the Zoning Bylaw based in whole or in part on a P District.

“Multi-Family Property” means a property in the City designated as being in a RM District under the Zoning Bylaw, or as being in a CD District under the Zoning Bylaw based in whole on a RM District.

“Single Family, Two Family, or Mobile Home Property” means a property in the City designated as being in a R District under the Zoning Bylaw, or as being in a CD District under the Zoning Bylaw based in whole on a R District.”; and

(b) deleting Section 31 in its entirety and replacing it with:

“31. Any accumulation of snow or ice upon any sidewalk:

- (a) abutting an industrial, commercial or institutional property;
- (b) abutting a multi-family property; or
- (c) abutting a single family, two family, or mobile home property.

shall be removed by the owner or occupier of such property not later than ten o'clock in the morning every day, including holidays.”

Read a first time this	day of	, 2017
Read a second time this	day of	, 2017
Read a third time this	day of	, 2017
Reconsidered and adopted this	day of	, 2017

Mayor

City Clerk

CITY OF BURNABY**BYLAW NO. 13813**

A BYLAW to amend the Bylaw Notice Enforcement Bylaw

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY BYLAW NOTICE ENFORCEMENT BYLAW, 2009, AMENDMENT BYLAW NO. 2, 2017.**
2. Burnaby Bylaw Notice Enforcement Bylaw, 2009, as amended, is further amended by deleting from Schedule “A” the row relating to Burnaby Street and Traffic Bylaw 1961, Section 31(a) and substituting the following:

“

31(a)	Failure to remove snow and ice from sidewalk - Industrial, Commercial or Institutional Property	400	320	NO
31(b)	Failure to remove snow and ice from sidewalk – Multi-Family Property	250	200	NO
31(c)	Failure to remove snow and ice from sidewalk – Single Family, Two Family, or Mobile Home Property	100	80	NO

”

Read a first time this	day of	, 2017
Read a second time this	day of	, 2017
Read a third time this	day of	, 2017
Reconsidered and adopted this	day of	, 2017

MAYOR

CLERK