



## **FINANCIAL MANAGEMENT COMMITTEE**

### *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2018 MARCH 14  
**TIME:** 5:30 PM  
**PLACE:** Council Committee Room, Burnaby City Hall

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

<b>1. <u>CALL TO ORDER</u></b>	<b><u>PAGE</u></b>
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## 5. **NEW APPLICATIONS**

- |    |  |    |
|----|--|----|
| a) | <b>#18.11. - Scouts Canada</b><br><i>Scouting Programs</i> | 73 |
|----|--|----|

An application was received from Scouts Canada Pacific Coast Council requesting a grant to support Burnaby based scouting programs for Beavers, Cubs, Scouts, Venturers and Rovers for 2018.

Request: \$6,000	CPA: 2017 - \$5,000
	2016 - \$5,000
	2015 - \$5,000

- |    |  |    |
|----|--|----|
| b) | <b>#18.12. - The Maple Leaf Singers</b><br><i>Annual Spring Show</i> | 74 |
|----|--|----|

An application was received from the Maple Leaf Singers requesting a grant to assist with the cost of funding the Maple Leaf Singers Annual Spring Show 'Solid Gold' to be held at the Massey Theatre, New Westminster on 2018 May 26 and 27.

Request: \$200

CPA: 2017 - \$200  
2016 - \$200  
2015 - \$200

c) **#18.13. - Cumberland Place Community**  
*Block Party*

75

An application was received from Cumberland Place Community requesting a grant in support of a block party in the neighbourhood to be held on Saturday, 2018 July 14. Festivities will include a bouncy castle for the kids, barbeque hot dogs and burgers, as well as a petting zoo.

Request: \$300+

CPA: 2017 - \$300  
2016 - No Application  
2015 - No Application

d) **#18.14. - Carl Mortensen Manor Tenants Committee**  
*Social Activities for Seniors*

76

An application was received from the Carl Mortensen Manor Tenants Committee requesting a grant to assist with the cost of social activities and information sessions provided to nearly 100 senior disabled and/or lower income residents in 2018. Information sessions are free to members and include: Alzheimer Disease, Depression and Anxiety, Preventative Health Care, Better Balance for Seniors, and Home and Fire Safety.

Request: Unspecified

CPA: 2017 - No Application  
2016 - No Application  
2015 - No Application

6. **NEW BUSINESS**

7. **INQUIRIES**

8. **CLOSED**

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

9. **ADJOURNMENT**



## **FINANCIAL MANAGEMENT COMMITTEE**

### **MINUTES**

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2018 February 15** at 5:00 p.m.

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

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

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

The Chair called the Open meeting to order at 5:00 p.m.

#### **2. MINUTES**

- a) **Minutes of the Financial Management Committee  
Open meeting held on 2018 January 16**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 January 16 be adopted.

CARRIED UNANIMOUSLY

**3. CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the correspondence be received.

CARRIED UNANIMOUSLY

**a) Correspondence from Anthony Juo (Team Canada Dance)**  
**Re: Letter of Appreciation (#17.54.)**

Correspondence was received from Anthony Juo (Team Canada Dance) expressing appreciation for a contribution towards his travel expenses to represent Canada at the official Show Dance Championships in Riesa, Germany in 2017 November.

**b) Correspondence from the Union of BC Municipalities**  
**Re: 2017 Emergency Social Services - Approval and Terms & Conditions**

Correspondence was received from the Union of BC Municipalities noting that the Evaluation Committee approved funding for the Burnaby's Emergency Social Services Group Lodging Equipment and Supplies project in the amount of \$25,000.

**c) Memorandum from the City Clerk**  
**Re: Tabled Matter - Grant Application #18.03.**  
**Moscrop Secondary School**

A memorandum was received from the City Clerk advising that Council, under the New Business portion of the 2018 January 29 Council meeting, LIFTED the above noted Tabled Matter and REFERRED the grant application back to the Financial Management Committee.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$600 be awarded to Moscrop Secondary School to sponsor volunteer appreciation events during the 2018 BC Provincial High School Gymnastics Championships to be held on 2018 March 7-10.

CARRIED UNANIMOUSLY

#### **4. REPORTS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the 2018 – 2022 Provisional Financial Plan report from the Director Finance be added to the agenda as Item 4(m).

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT Item 4(l) – Contract Award, South Burnaby Ice Arena – be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

#### **I) Report from the Major Civic Building Project Coordination Committee** **Re: Contract Award - South Burnaby Ice Arena**

The Major Civic Building Project Coordination Committee submitted a report seeking approval to enter into a consulting agreement with HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council award a contract in the amount of \$2,930,873 including GST of \$139,565 to the consulting firm of HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena project.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Major Civic Building Project Coordination Committee be adopted.

CARRIED UNANIMOUSLY

Normal order of the agenda resumed.

**a) Report from the Chief Information Officer**  
**Re: Property Tax System Replacement Project**

The Chief Information Officer submitted a report requesting a Capital Reserve Fund Bylaw to finance the Property Tax System Replacement Project.

The Chief Information Officer recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,568,000 to finance the Property Tax System Replacement Project, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

**b) Report from the Director Engineering**  
**Re: Asset Management Plan - Roads & Transportation**

The Director Engineering submitted a report seeking approval to finalize a comprehensive Roads & Transportation Asset Management Plan.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to finalize a comprehensive Asset Management Plan for Roads & Transportation and approve funding of \$20,000 from the Stabilization Fund for the project.
2. THAT the Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$10,000 from the Ministry of Community, Sport and Cultural Development for the project.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**c) Report from the Director Engineering**  
**Re: 2018 February Engineering Capital Infrastructure**  
**Bylaw Funding Request – Transportation**

The Director Engineering submitted a report requesting funding to finance the 2018 Engineering capital infrastructure transportation projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,502,300 to finance Engineering capital infrastructure transportation projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion of item 1.15 – Traffic Signal Uninterrupted Power Supply – in the report, the Committee requested an additional report providing updates on the action items noted in the 'Post August 29, 2015 Wind Storm Event Report'.

Staff undertook to report back.

**d) Report from the Director Engineering**  
**Re: 2018 February Engineering Capital Infrastructure**  
**Bylaw Funding Request – Facilities Management**

The Director Engineering submitted a report requesting a Capital Reserve Fund Bylaw to finance the 2018 Engineering Facility Management capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,739,600 to finance Engineering Facilities Management capital infrastructure projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**e) Report from the Director Engineering**  
**Re: 2018 February Engineering Capital Infrastructure**  
**Bylaw Funding Request – Infrastructure**

The Director Engineering submitted a report seeking funding to finance the 2018 Engineering capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance Engineering capital infrastructure projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**f) Report from the Director Finance**  
**Re: Amendment to the Burnaby Business**  
**Improvement Area (Burnaby North Road) Bylaw 2013**

The Director Finance submitted a report requesting approval for amendments to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw 2013.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Business Improvement Area (Burnaby North Road) Bylaw 2013, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Parks, Recreation and Cultural Services  
Re: 2018 January - Parks, Recreation and Cultural Services  
Gaming Fund Projects**

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The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserves to finance two parks projects included in the Capital Plan.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$125,000 to finance the projects included in the Capital Plan, as outlined in the report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Burnaby Festival of Learning Steering Committee  
Re: Burnaby Festival of Learning**

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The Burnaby Festival of Learning Steering Committee submitted a report requesting the use of the Operating Gaming Reserve to support the 2018 Burnaby Festival of Learning.

The Burnaby Festival of Learning Steering Committee recommended:

1. THAT the Financial Management Committee authorize the use of \$50,000 from the Operating Gaming Reserve to support marketing and programming costs for the 2018 Burnaby Festival of Learning from May 05 to 12.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Burnaby Festival of Learning Steering Committee be adopted.

CARRIED UNANIMOUSLY

**i) Report from the Director Public Safety and Community Services  
Re: Security System Projects Capital Funding Request**

The Director Public Safety and Community Services submitted a report requesting the use of Gaming Reserves to finance the capital projects identified in this report.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$280,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**j) Report from the Director Public Safety and Community Services  
Re: RCMP 2018 Capital Projects January Funding Request**

The Director Public Safety and Community Services submitted a report requesting a Capital Reserve Fund Bylaw to finalize the capital projects identified in this report.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,200,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**k) Report from the Director Public Safety and Community Services  
Re: Deer Lake Renovation Projects Capital Funding Request**

The Director Public Safety and Community Services submitted a report requesting a Capital Reserve Fund Bylaw to finance the capital projects identified in this report.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$210,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**l) Report from the Major Civic Building Project Coordination Committee**  
**Re: South Burnaby Ice Arena**

This item was dealt with previously at the meeting.

**m) Report from the Director Finance**  
**Re: 2018–2022 Provisional Financial Plan**

The Director Finance submitted a report providing the 2018–2022 Provisional Financial Plan.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council receive the 2018–2022 Provisional Financial Plan.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**5. NEW APPLICATIONS - FESTIVALS BURNABY**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

**Neighbourhood Events**

**a) #18-N-001 - Scandinavian Cultural Society**  
*Leif Erikson Day Festival*

An application was received from the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2018 September 29 at the Scandinavian Community Centre. This annual festival highlights a Nordic country by showcasing its history and current endeavours, and the contributions to Canadian society made by its people. This year the Festival will showcase Iceland. There will be presentations by experts, concerts, workshops, ethnic foods, videos, arts and crafts for children, and something on Leif Erikson himself.

Request: \$2,000

CPA: 2017 - \$2,000 (Neighbourhood Grant)  
2016 - \$3,500 (Neighbourhood Grant)  
2015 - \$3,000 (Neighbourhood Grant)

**MOVED BY COUNCILLOR JORDAN**  
**SECONDED BY COUNCILLOR CALENDINO**

THAT a grant in the amount of \$2,000 be awarded to the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2018 September 29 at the Scandinavian Community Centre.

CARRIED UNANIMOUSLY

**b) #18-N-002 - Culture Chats BC Association**  
*Intercultural Community Arts Festival*

An application was received from the Culture Chats BC Association for the Intercultural Community Arts Festival to be held on 2018 June 30 at Burnaby Neighbourhood House. This one day community arts festival will celebrate and showcase multicultural arts and talents. Event activities will include an immigrant art exhibition, language based word games, a multicultural dialogue story creation and more.

Request: \$2,000

CPA: 2017 - \$1,000 (Neighbourhood Grant)  
2016 - No Application  
2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$1,000 be awarded to the Culture Chats BC Association for the Intercultural Community Arts Festival to be held on 2018 June 30 at Burnaby Neighbourhood House.

CARRIED UNANIMOUSLY

The Chair inquired if this is an ongoing (annual) event.

Staff undertook to investigate.

**Small Scale Events**

**c) #18-S-001 - Vancouver Tagore Society**  
*West Coast Tagore Festival 2018*

An application was received from the Vancouver Tagore Society for the West Coast Tagore Festival 2018 to be held on 2018 September 15-16 at the James Cowan Theatre, Shadbolt Centre for the Arts. The Festival will celebrate life and work of Nobel-laureate poet and world cultural icon Rabindranath Tagore, and showcase talented performing artists. Reputed scholars and multicultural poets will present work of Tagore through music, dance, lectures and exhibits.

Request: \$10,000

CPA: 2017 - No Application  
2016 - No Application  
2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this Festivals Burnaby grant request be **DENIED**, as it does not fall within Council guidelines for awarding grants.

CARRIED UNANIMOUSLY

**6. NEW APPLICATIONS**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

**a) #18.06.p - Volunteer Grandparents  
Anniversary Campaign**

An application was received from the Volunteer Grandparents requesting an in-kind printing grant in support of their 45th anniversary in 2018 of delivering programs in Burnaby. The Family Match Program and the School Grandparent Program create true extended families, providing positive benefits for senior volunteers and children.

Request: \$1,000  
in-kind printing

CPA: 2017 - No Application  
2016 - No Application  
2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant up to the amount of \$1,000 be awarded to Volunteer Grandparents for their printing costs in 2018.

CARRIED UNANIMOUSLY

**b) #18.07.p - Burnaby Arts Council  
2018 Arts BC Conference**

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing costs for the 2018 Arts BC Conference (co-hosted by Arts BC and the Burnaby Arts Council) to be held on 2018 May 10-12 at the Nikkei National Museum and Cultural Centre. The annual conference brings together hundreds of arts and cultural leaders from across the Province for a weekend of learning, networking, and skill development.

Request: \$2,000  
in-kind printing

CPA: 2017 - \$1,000 in-kind printing  
(Summer Arts Festival)  
2016 - \$1,000 in-kind printing  
(Deer Lake Craft Festival)  
2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind grant up to the amount of \$1,000 be awarded to the Burnaby Arts Council for printing costs for the 2018 Arts BC Conference to be held on 2018 May 10-12 at the Nikkei National Museum and Cultural Centre.

CARRIED UNANIMOUSLY

**c) #18.08. - Community Centred College for the Retired  
Courses and Programs**

An application was received from the Community Centred College for the Retired requesting a grant to assist with the cost of courses and programs provided by the College.

Request: Unspecified                      CPA: 2017 - \$1,500  
2016 - \$1,500  
2015 - \$2,500

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,500 be awarded to the Community Centred College for the Retired to assist with the cost of courses and programs in 2018.

CARRIED UNANIMOUSLY

**d) #18.09. - Consulate General of the Republic of Korea  
"Ayla: The Daughter of War" Movie Screening**

An application was received from the Consulate General of the Republic of Korea, in cooperation with the Consulate General of the Republic of Turkey, requesting a grant to assist with screening of the Turkish film "Ayla: The Daughter of War" to be held at the Michael J. Fox Theatre on 2018 March 28. This film showcases the true story of the relationship between a young Korean girl saved by a Turkish sergeant during the Korean War.

Request: \$2,500                      CPA: 2017 - No Application  
2016 - No Application  
2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,000 be awarded to the Consulate General of the Republic of Korea to assist with a movie screening on 2018 March 28 at the Michael J. Fox Theatre.

LOST – tie vote  
(Councillors Calendino & Johnston opposed)

**e) #18.10. - Burnaby Mountain Secondary School**  
*Oxford Cup Finals International Debating Championship*

An application was received from the Burnaby Mountain Secondary School requesting a grant to assist with travel expenses for two (2) students, Miranda Collett and Carolyn Chen, to participate at the Oxford Cup Finals International Debating Championship to be held on 2018 March 10 in Oxford, England.

Request: Unspecified      CPA: 2017 - No Application  
2016 - \$1,000 (Improv Games)  
2015 - No Application

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$400 (\$200 per student) be awarded to the Burnaby Mountain Secondary School to assist with travel expenses for two (2) students to participate at the Oxford Cup Finals International Debating Championship to be held on 2018 March 10 in Oxford, England.

CARRIED UNANIMOUSLY

**7. NEW BUSINESS**

**Business Licence for Home-Based Businesses – Councillor Jordan**

Councillor Jordan noted that the City of Burnaby does not have a category of business licence for home-based businesses.

Staff undertook to investigate.

**Software Licences – Councillor Johnston**

Councillor Johnston requested information on licenced software throughout the City, such as the number of licences, types, the number of users, etc.

Staff undertook to investigate.

**Terms of Reference Update**

The Committee discussed possible changes to its Terms of Reference specifically related to the creation of the Sub-Committee to review award nominations and to make recommendations to Council on the Kushiro Cup, Environmental Awards and Stars Program, and Burnaby Local Heroes recipients. To streamline this process and provide for more transparency, the Committee recommended the change to the

Terms of Reference that “the Financial Management Committee review awards and nominations and make final recipient recommendations to Council”.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee recommend Council approve changes to the Financial Management Committee’s Terms of Reference.

CARRIED UNANIMOUSLY

**8. INQUIRIES**

**Budget Documents – Councillor Jordan**

Councillor Jordan requested in the future the supporting budget documents be provided to Council in more compact form, and without colour photographs.

Staff noted this change.

**9. ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:18 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair



LEGISLATIVE SERVICES  
750 17th Street West Vancouver BC V7V 3T3  
T: 604-925-7004 F: 604-925-7006

February 23, 2018

File: 0055-20-LMLGA

LMLGA Member Municipalities:

**Re: District of West Vancouver Resolution - New Municipal Tax Classes  
– Submitted for consideration at LMLGA 2018 Convention**

The District of West Vancouver Council at its February 19, 2018 regular meeting passed the following motion:

*WHEREAS many municipalities in BC are facing a very significant and well-documented housing affordability issue with property prices significantly higher than local residents' ability to pay and in many cases the highest average housing prices in the country;*

*AND WHEREAS currently, municipalities have only nine tax classes that can be used to set property taxes to achieve municipal goals:*

*Class 1 - Residential;*

*Class 2 - Utilities;*

*Class 3 - Supportive Housing;*

*Class 4 - Major Industry;*

*Class 5 - Light Industry;*

*Class 6 - Business Other;*

*Class 7 - Managed Forest Land;*

*Class 8 - Recreational Property, Non-Profit Organization; and*

*Class 9 – Farm;*

*and while there have been minor amendments, the basic structure of this property tax class system has not been substantially amended since the 1980s;*

*AND WHEREAS with the creation of new tax classes each municipality could set different tax rates for each class based on their individual needs and circumstances. As an example, different residential classes could be created to address vacant houses, non-resident ownership, etc;*

*THEREFORE BE IT RESOLVED THAT the provincial government amend the Community Charter to allow municipalities to create additional tax classes so they can each accomplish their own community goals.*

The District of West Vancouver Council respectfully requests your support of the resolution. This serious housing affordability issue continues to affect many in our Lower Mainland communities. Thank you for your consideration.

Sincerely,

  
Michael Smith, Mayor

**Attachment**

Copied to:

City Manager, Director Finance

Referred to:

Financial Management Committee (2018.03.14)

WV

## MEMORANDUM

8.2.

Date: February 2, 2018  
 To: Council  
 From: Mayor Smith and Councillor Gambioli  
 Re: Notice of Motion regarding New Municipal Tax Classes

File: 0120-06

Notice of the following motion regarding "New Municipal Tax Classes" will be given at the February 5, 2018 regular Council meeting. At the February 19, 2018 regular Council meeting, after the proposed motion is moved and seconded, discussion on the proposed motion will be held.

Take notice that at the February 19, 2018 regular Council meeting, Councillor Gambioli, with a seconder, will Move:

WHEREAS many municipalities in BC are facing a very significant and well-documented housing affordability issue with property prices significantly higher than local residents' ability to pay and in many cases the highest average housing prices in the country.

AND WHEREAS currently, municipalities have only nine tax classes that can be used to set property taxes to achieve municipal goals:

Class 1 - Residential;  
 Class 2 - Utilities;  
 Class 3 - Supportive Housing;  
 Class 4 - Major Industry;  
 Class 5 - Light Industry;  
 Class 6 - Business Other;  
 Class 7 - Managed Forest Land;  
 Class 8 - Recreational Property, Non-Profit Organization; and  
 Class 9 - Farm;

and while there have been minor amendments, the basic structure of this property tax class system has not been substantially amended since the 1980s;

AND WHEREAS with the creation of new tax classes each municipality could set different tax rates for each class based on their individual needs and circumstances. As an example, different residential classes could be created to address vacant houses, non-resident ownership, etc.

THEREFORE BE IT RESOLVED THAT the provincial government amend the *Community Charter* to allow municipalities to create additional tax classes so they can each accomplish their own community goals.

  
 MOVER: Councillor Nora Gambioli

  
 SECONDER: Mayor Michael Smith

1344220

**Information Supporting the Notice of Motion**

District staff would like to enter into discussions with Provincial Government staff about the possibility of creating additional tax classes that would allow municipalities to charge additional tax, or possibly even charge lower tax to discourage/incentivize certain behaviours to achieve municipal goals. Through the creation of new tax classes, each municipality could set different tax rates for these classes to achieve each municipalities' own particular goals. Funds raised through these new tax classes could be designated so they are only to be spent on each municipality's pre-established goals.



Office of the City Clerk

K. O'Connell, City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 MARCH 06

FROM: CITY CLERK

FILE: 43000-01

**SUBJECT: IMPLEMENTATION OF A BIKE PATROL UNIT TO OPERATE IN CITY PARKS AND PUBLIC SPACES**  
(ITEM NO. 6(1), MANAGER'S REPORTS, COUNCIL 2018 MARCH 05)

Burnaby City Council, at the Open Council meeting held on 2018 March 05, received the above noted report and adopted the following recommendations contained therein:

1. **THAT** Council authorize the Director of Public Safety and Community Services to implement a Bike Patrol Unit for a one year trial period as described in this report.
2. **THAT** a copy of this report be provided to the Public Safety Committee for information.
3. **THAT** a copy of this report be provided to the Financial Management Committee for information.
4. **THAT** a copy of this report be provided to the Parks, Recreation and Culture Commission for information.

In accordance with recommendation #3, please find attached a copy of the report.

Kate O'Connell  
City Clerk

KO:rj

Copy to: Director Public Safety and Community Services



Item .....
Meeting ..... 2018 Mar 5

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2018 Feb 26

**FROM:** DIRECTOR PUBLIC SAFETY AND  
COMMUNITY SERVICES

**SUBJECT: IMPLEMENTATION OF A BIKE PATROL UNIT TO OPERATE IN  
CITY PARKS AND PUBLIC SPACES**

**PURPOSE:** To request Council authorize a Bike Patrol Unit pilot program that will patrol  
Parks and Public Spaces.

**RECOMMENDATIONS:**

1. **THAT** Council authorize the Director of Public Safety and Community Services to implement a Bike Patrol Unit for a one year trial period as described in this report.
2. **THAT** a copy of this report be provided to the Public Safety Committee for information.
3. **THAT** a copy of this report be provided to the Financial Management Committee for information.
4. **THAT** a copy of this report be provided to the Parks, Recreation and Culture Commission for information.

**REPORT****1.0 BACKGROUND**

Mayor and Council requested staff undertake a review of City parks and public spaces in order to identify possible initiatives to enhance public safety and security in these areas. A report was subsequently submitted to the Public Safety Committee on 2017 October 03 co-signed by the Director of Parks, Recreation & Cultural Services and the Director of Public Safety & Community Services. The report was accepted and endorsed by the Public Safety Committee, which in turn submitted the report to Council.

The report detailed several possible safety enhancements, including the creation of a Bike Patrol Unit which would operate in the parks and public areas. The Bike Patrol Unit would be an expansion of the existing bylaw enforcement group and consist of 4 bylaw officers and be implemented as a one year pilot program. Upon completion of the pilot, analysis would be

To: City Manager  
 From: Director Public Safety and Community Services  
 Re: Bike Patrol of City Parks  
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undertaken to determine whether the bike patrol initiative should be implemented on a full time basis.

On 2017 October 16, Council received and approved in principle the additional safety measures in parks and public places, which included the Bike Patrol Unit. Council requested staff provide a further detailed report and present to Council. This work has now been completed for the Bike Patrol Unit and is presented for Council in this report. The remaining additional safety measures will be brought before Council in a separate report in the near future.

## **2.0 PROGRAM STAFFING, IMPLEMENTATION AND DUTIES**

### **2.1 Bike Patrol Unit Staffing**

The proposed Bike Patrol Unit will consist of four newly hired temporary city staff members employed as bylaw officers. These new bylaw officers will receive training on the safe operation of bicycles suitable for park trails and pathways. These bylaw officers will be placed in the Public Safety & Community Services Department and will report directly to the supervisor of the traffic bylaw section. Staff engaged in the Bike Patrol Unit will wear uniforms consistent with the existing bylaw uniforms which will easily identify them to the public and park patrons as City of Burnaby bylaw enforcement officers.

The proposed Bike Patrol Unit will consist of four members working in teams of two, deployed on staggered shifts and will operate seven days a week including statutory holidays, subject to staff availability. Daily operational hours will be from 8 am to 9 pm on Friday, Saturday and Sunday and 1 pm to 9 pm Monday to Thursday. The daily schedule takes into account peak park use-age (evenings and weekends) and will be adjusted to reflect seasonal requirements. During periods of inclement weather and/or seasonal down times these staff can be temporarily reassigned to augment other bylaw enforcement staff teams.

### **2.2 Implementation Date**

The target implementation date for this new program is 2018 May 19, which coincides with the start of the *May Long Weekend*, the traditional unofficial public commencement of summer activities. A communication plan (social media, press release, etc.) announcing the deployment of the Bike Patrol Unit will be developed with the assistance of Corporate Services Communications. The public will be informed of the Bike Patrol Unit in the weeks leading up to the deployment, to ensure park users are aware of the Bike Patrol Unit and the role they will be playing to enhance public safety in our parks and public spaces.

### **2.3 Scope of Duties**

The Bike Patrol Bylaw Officers will be responsible for bike mounted patrols within parks and public spaces in order to provide a heightened visual presence and deter nuisance and/or illegal activities in these locations.

To: City Manager  
 From: Director Public Safety and Community Services  
 Re: Bike Patrol of City Parks  
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The pilot program will place an emphasis on patrols in the larger parks spaces such as Central Park, Deer Lake Park and Robert Burnaby Park, however additional public spaces including Civic Square, and seasonally used parks space like Barnet Beach, will also be covered. While patrolling these areas, the bike patrols will also focus on trails and forested spaces that are not typically accessible by motor vehicle and are somewhat secluded.

The unit will be equipped with cellphones in order to maintain close communication with the RCMP to ensure a prompt response should illegal activity be encountered. The team will be authorized to issue Bylaw Violation Notices for bylaw offences ranging from Animal Control, Parks, and Street and Traffic bylaws.

The Bike Patrol Unit will be located at the Still Creek Works Yard, where they will commence and end each shift. The unit will be provided a suitable vehicle from the existing City fleet which will be equipped with a bike rack, providing the unit transportation from the Still Creek Works Yard to the park or area to be patrolled. When required, the vehicle will also be used throughout the shift to transport the unit to various patrol locations throughout the City.

### 3.0 BUDGET

The total anticipated cost for a one year Bike Patrol Unit pilot program is \$334,000.00 (funded from Gaming Reserve) and is included in the 2018 Operating Budget.

Salary and Benefits (4 Patrollers)	305,000
Communication (cellphones)	2,000
Training	5,000
Purchase of Equipment (bikes/gear/etc.)	13,000
Maintenance of Equipment	4,000
Uniforms	5,000
<b>Total Program Cost</b>	<b>334,000</b>

### 4.0 POLICY SECTION

The Bike Patrol Unit initiative is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

#### A Safe Community

- Transportation

#### A Connected Community

- Social connection
- Geographic connection

#### An Inclusive Community

- Create a sense of community

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From: Director Public Safety and Community Services  
Re: Bike Patrol of City Parks  
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**A Healthy Community**

- Healthy life
- Healthy environment

**A Dynamic Community**

- City facilities and infrastructure

To learn more about the City of Burnaby's Corporate Strategic Plan, please visit [www.burnaby.ca/CSP](http://www.burnaby.ca/CSP).

**5.0 RECOMMENDATIONS**

This report presents information regarding the implementation of a Bike Patrol Unit that will enhance public safety in City parks and public spaces. It is recommended that Council authorize the Director of Public Safety and Community Services to implement a Bike Patrol Unit for a one year trial period as described in this report.

It is further recommended that a copy of this report be provided to the Public Safety Committee, the Financial Management Committee, and the Parks, Recreation & Culture Commission, for information.



Dave Critchley

DIRECTOR PUBLIC SAFETY AND COMMUNITY SERVICES

DC:dl

Copies to: Director Finance  
Director Parks, Recreation & Cultural Services  
Director Corporate Services  
OIC Burnaby Detachment



Meeting 2018 March 14  
COMMITTEE REPORT

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

**DATE:** 2018 March 05

**FROM:** CHIEF INFORMATION OFFICER  
DIRECTOR PLANNING AND BUILDING

**FILE:** 1910-01

**SUBJECT:** LICENCE, INSPECTION AND PERMIT SYSTEM REPLACEMENT  
(PHASE 1) – CLOSE-OUT REPORT

**PURPOSE:** To provide an update to the Committee and Council on the successful completion of the project to replace the City's legacy Permit\*Plan system with the new Tyler EnerGov system.

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#### RECOMMENDATION:

1. **THAT** the Financial Management Committee receive and forward this report to Council for information.

### REPORT

#### 1.0 BACKGROUND

In April 2016, the City commenced the Licence, Inspection and Permit System Replacement (LIPS) project with the goal of replacing its previous Permit\*Plan system with a new software application that would enhance service delivery to Burnaby residents and businesses, and reduce the business and technical risk associated with the aging legacy system. The issuance of permits and licences at the City represents the processing of around 23,000 cases, 40,000 referrals and 50,000 inspections each year.

Staff conducted an extensive market search before selecting the Tyler EnerGov solution. Council awarded a contract to Tyler Inc. in July 2015 for \$3.4M covering software licences and professional services for the software implementation. Phase 1 of the project was estimated to cost a total of \$8.9M and included costs related to software licences, hardware, contingency and additional City staff hired to assist with the implementation and integration of the selected solution. The duration of Phase 1 was estimated to be 18 – 24 months.

To: Financial Management Committee  
 From: Chief Information Officer and Director Planning and Building  
 Re: Licences, Inspections and Permits System Replacement (Phase 1) - Project Close-out Report  
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Phase 1 of the project focused on replacing core Permit\*Plan functionality for the Planning, Building and Licence departments, as well as some Engineering case types that support core Planning and Building processes. Additional functionality included integration with other City systems required to ensure effective operation of the purchased solution (e.g., Point of Sale, SAP and GIS), as well as development of EnerGov as a platform for future functionality such as online services.

## 2.0 RESULTS OF PHASE 1

Phase 1 began in April 2016 and the EnerGov software went live on October 2, 2017. The go-live was well planned and executed, with minimal disruption experienced for front counter staff and those who do business with the City. The project delivered the following:

- Licence, inspection and permit processes are up and running in the new EnerGov system, including automated work flows and documents
- A new mobile inspections application was launched which allows inspectors to schedule inspections, complete reports in the field and file results without returning to the office
- Automated integration of related Engineering functions into the land development processes
- Conversion of the annual business licence printing and payment process to EnerGov; the 2018 business licence renewal process was completed successfully in the new system
- Implementation of the new 2018 fees schedule
- Ability to display land parcels and property information via GIS
- Integration between EnerGov, the Point of Sale system and SAP financials.

LIPS Phase 1 has delivered the following business benefits:

- The permits and licensing functionality contained in the legacy Permit\*Plan system has been transferred to the new EnerGov system and Permit\*Plan has been restricted to read-only use for the majority of users
- Enhanced co-ordination of work and transparency of information between departments as a result of shared information within the system
- Staff has the ability to provide information to permit applicants on application review and approval status more efficiently
- Enhanced customer satisfaction with online receipt of an inspection report
- Reduction of paper processes and manual re-keying (e.g., fees and bonds in Engineering)
- Improved financial visibility and control as a result of enhanced integration between EnerGov, SAP and the new Point of Sale system implemented 3Q2017.

To: *Financial Management Committee*  
 From: *Chief Information Officer and Director Planning and Building*  
 Re: *Licences, Inspections and Permits System Replacement (Phase 1) - Project Close-out Report*  
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The total approved budget for the project was \$8,900,000, and the final project cost (including warranty, early stabilization period and final project close out) is expected to be \$8,850,000. Details of project budget to actual expenditures are provided in Appendix 1. The annual support and maintenance cost for the EnerGov software is \$300,000 (by year 5). Interim operating funding of \$435,000 is provided in the 2018 budget to conduct project post go-live stabilization and sustainment work. During this post go-live stabilization period in 2018, the LIPS team will assess the long term sustainment costs of the EnerGov platform and will include the annual operating funding requirement in the future operating budget.

The EnerGov system has now been in production for five months. Staff is increasingly familiar with the new system and processes, and business is continuing as usual with minimal disruption for customers. The EnerGov product itself is robust and sustainable, and the vendor is investing in future functionality to ensure the long term viability and vitality of the product. Staff has also recommended other business processes where EnerGov could add value to their daily work and these are being explored for future phases of LIPS, subject to cost justification.

### **3.0 FUTURE PHASES**

The original program plan for LIPS outlined three project phases, with future phases building on the EnerGov platform to deliver additional case types, online services, and electronic documentation and plan checking. In 2015, Council approved Phase 1 of the program, with the understanding that subsequent phases would be cost justified based on overall value to the City.

Following the successful launch of EnerGov in 2017, the work plan for 2018 will focus on optimizing the value of the initial investment. The LIPS team will continue to familiarize itself with the new system with a view to long-term sustainment of the platform by City staff. The team will also conduct an upgrade to the latest version, convert the remaining manual Engineering case types and complete any enhancement requests with a high business value. In 2018, the LIPS team will evaluate a pilot version of the new Customer Self-Service platform and develop the business case for new permits and licensing online services. A further report will be submitted to the Committee for consideration when the evaluation is complete.

The legacy RS/6000 hardware on which the Permit\*Plan permits and licensing module was housed, is also used to manage and maintain property, address and ownership data and to feed the Burnaby Property Database (BPD). This data repository supplies essential property information to the City's Geographical Information System, BurnabyMap and Energov, as well as to the BC Assessment and Land Title and Survey Authorities. The legacy hardware cannot be fully retired until all data and associated processing can be migrated to an alternative platform. It is anticipated that the software purchased for the new Property Tax System (PTS) will meet this need for property data by other departments and users. A project that addresses the storage, management and integration of property information for land development, permitting and licensing and other City processes will be brought forward to the Financial Management Committee for consideration as soon as the PTS scoping exercise is complete.

To: Financial Management Committee  
From: Chief Information Officer and Director Planning and Building  
Re: Licences, Inspections and Permits System Replacement (Phase 1) - Project Close-out Report  
2018 March 05 ..... Page 4

#### 4.0 RECOMMENDATION

It is recommended that the Financial Management Committee receive and forward this report to Council for information.



Shari Wallace  
CHIEF INFORMATION OFFICER



Kou Pelletier, Director  
PLANNING AND BUILDING

SJW:sjw

cc: City Manager  
Director Corporate Services  
Director Public Safety and Community Services  
Director Engineering  
Director Finance  
City Solicitor  
Chief Licence Inspector

To: Financial Management Committee  
 From: Chief Information Officer  
 Re: Licences, Inspections and Permits System Replacement (Phase 1) - Project Close-out Report  
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## APPENDIX 1 LIPS Phase 1 – Budget to Actuals Details

Category	Resource / Service	Project Budget	Project Actuals	Comments
1. Project Resources	City Staff	2,120,324	2,772,829	Additional City staff were deployed for testing and implementation; this ensured a smooth go-live and minimized disruption to citizens and businesses.
2. Implementation Services	Professional Services - Non-Tyler	1,830,767	1,179,653	Under budget - ended up using more staff than consultants on the project
	Professional Services - Tyler	2,036,593	1,901,054	Under budget - built internal staff expertise in favour of external consultants.
3. Software & Licences	Software and Maintenance - Tyler	1,634,662	1,689,201	Actual number of licences were slightly higher than the original project estimate.
	Software & Licences - Non-Tyler	1,030,854	663,199	Includes database licences and server operating systems; actuals were less than original project estimate.
4. Infrastructure/Hardware	Hardware & Peripherals and Supplies	324,800	504,043	Additional servers and storage were required to ensure efficient operation of EnerGov; iPads were also needed to run the iG-Inspect mobile application.
5. Miscellaneous	Final project close-out		138,750	Clearance of final commitments and etc.; final costs could be less than current estimate.
<b>Grand Total</b>		<b>8,978,000</b>	<b>8,848,728</b>	Under budget by 1.44 - 2.98% depending on clearance of final commitments.



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## COMMITTEE REPORT

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

**DATE:** 2018 February 15

**FROM:** DIRECTOR ENGINEERING

**FILE:** 37500 01

**SUBJECT:** INTERIM STREET UPGRADE STRATEGY

**PURPOSE:** To provide background on interim street upgrades and approve the proposed Interim Street Upgrade Strategy.

### RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the proposed Interim Street Upgrade Strategy, implemented via Option 3 as outlined in this report.

## REPORT

### BACKGROUND

Approximately 25% percent or 150km of Burnaby's urban collector and local street network streets are currently built to an interim design, which includes a narrower pavement and gravel edge without any concrete curb & gutter or sidewalk (see Appendix A for city-wide sidewalk map). A standard City street includes concrete curb & gutter, separated sidewalks, boulevard trees & grass, and street lights. The benefits of a standard City street include improved pedestrian safety, improved aesthetics, improved drainage, and reduced operating and maintenance costs.



*Figure 1. Standard vs. Interim Street (Before & After)*

*See Appendix B for more photos showing Standard vs. Interim Streets.*

To: Chair and Members  
Financial Management Committee  
From: Director Engineering  
Re: Interim Street Upgrade Strategy  
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The City currently utilizes the following three methods to upgrade interim streets:

**1) Development**

- a) Developers construct street improvements as a condition of rezoning and subdivision development applications.
- b) Developers of R12-zoned residential properties provide cash funding for future street upgrades by the City as a condition of subdivision.

**2) City Capital Program** - The City upgrades interim arterial and collector streets to a finished standard through the City Capital Plan (recent and upcoming upgrades include Rumble, Gilpin, Moscrop, Gamma, etc.). Locations are typically selected through coordination with planned water, sewer, and drainage construction.

**3) Local Area Service Program** - The Local Area Service (LAS) program provides an opportunity for cost-sharing between abutting property owners and the City. Since 1960, approximately 40% of all local streets have been upgraded through the LAS program. The majority of successful LAS projects were completed in the 1970's and 80's, and petition interest and petition success rates have been steadily dropping.

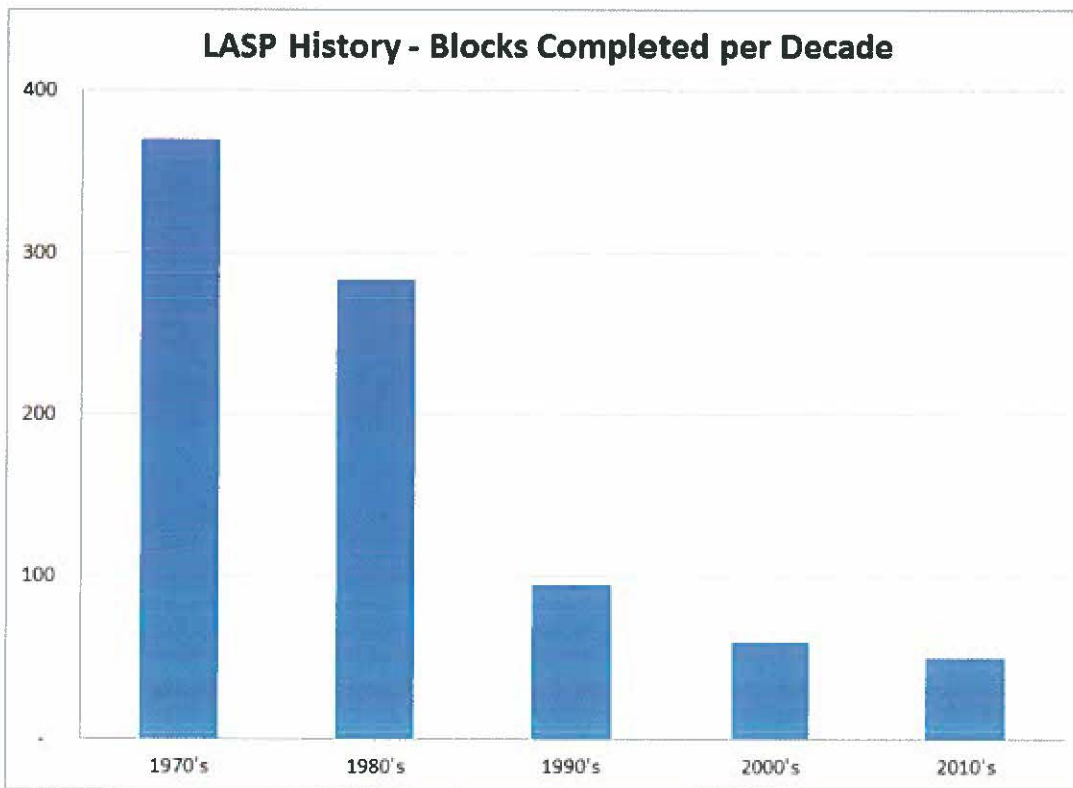


Figure 2. LAS Program History

For interim street upgrades, property owners are responsible for 50% of the road costs, and the City is responsible for 50% of the road costs and 100% of any associated drainage costs. Based on past projects, the average overall cost sharing is 30% property owner and 70% City.

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At current LAS rates, this works out to \$286/m for owners and \$1,335/m for the City. Depending on lot frontage, this results in owners providing a lump sum payment of approximately \$3,000-6,000 or \$350-700 annually over 15 years.

There are three Local Area Service (LAS) initiation options:

- a) **Owner-Initiated** – Property owners initiate a petition for LAS upgrades, which proceed upon approval from more than 50% of adjacent properties, representing at least 50% of the assessed values.

Year	Petitions		
	Defeated	Approved	Percent Successful
2012	5	6	55%
2013	0	1	100%
2014	5	6	55%
2015	1	1	50%
2016	3	0	0%
2017	2	0	0%

Table 1. Owner-initiated LAS Road Projects

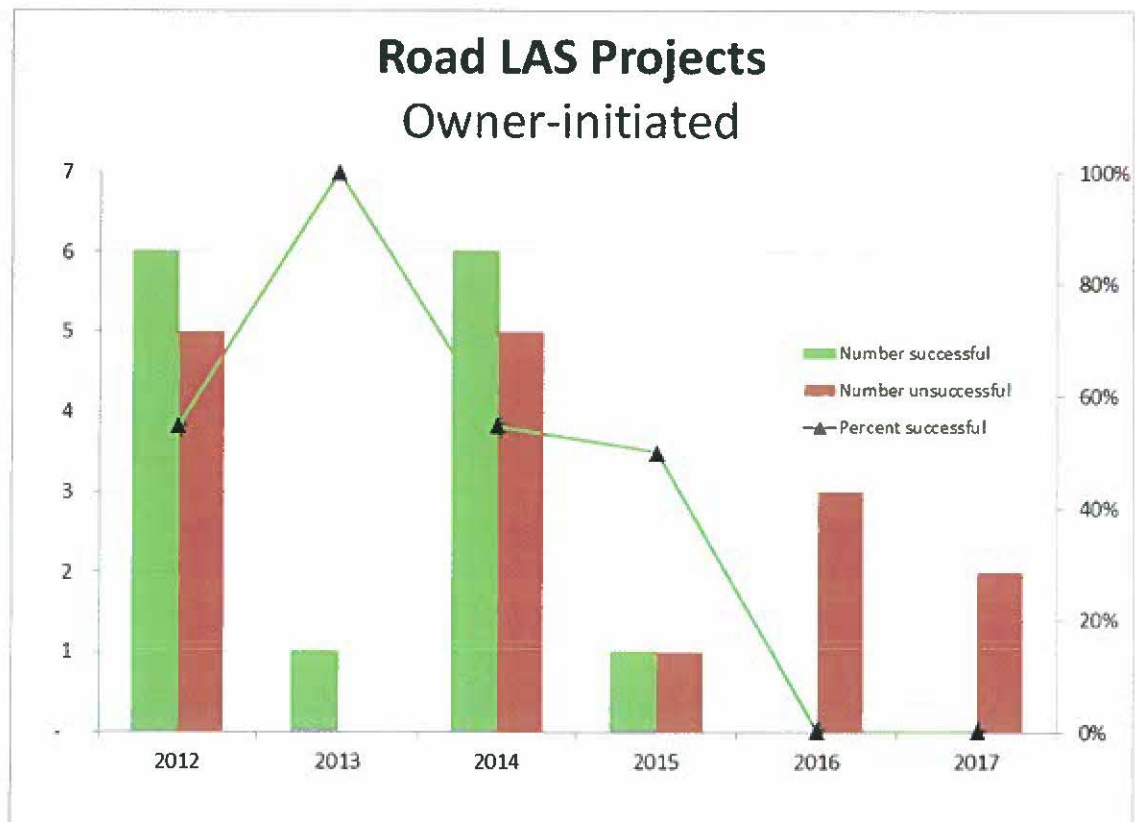


Figure 3. Owner-initiated LAS Road Projects

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- b) **City-Coordinated** - For capital works planned on local streets, the City solicits the local street for LAS champions (petitioners), and proceeds with incorporating the street upgrades into the capital program if the petition is successful. If no owner initiates a petition or the petition fails, the City repaves the street according to the interim standard.

Year	Petitions			
	No interest	Defeated	Approved	Percent Successful
2012	12	19	3	9%
2013	6	3	1	10%
2014	9	5	3	18%
2015	0	2	2	50%
2016	0	5	1	17%
2017	0	12	0	0%

Table 2. City-coordinated LAS Road Projects

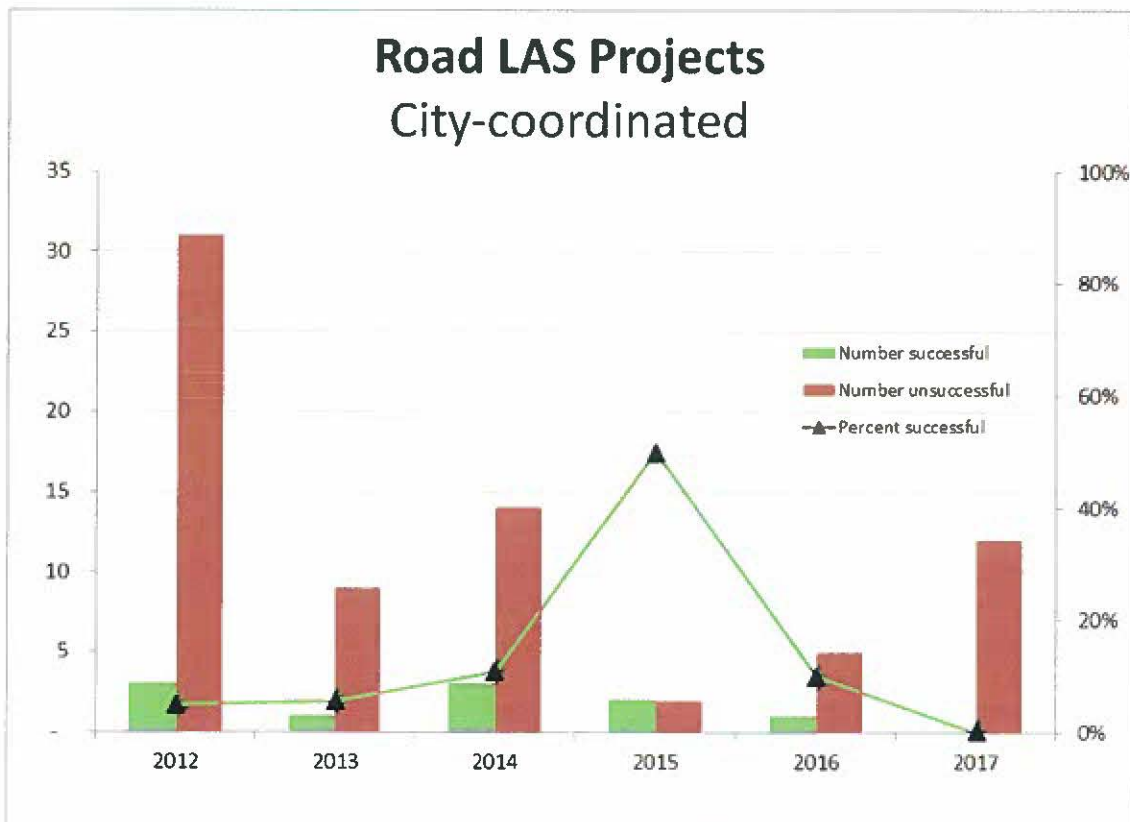


Figure 4. City-Coordinated LAS Road Projects

- c) **City-Initiated** - The City initiates an LAS project, which proceeds unless more than 50% of adjacent properties representing at least 50% of the assessed value vote to reject the upgrades and associated cost. The City has not initiated an LAS road upgrade project in at least ten years.

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## CURRENT CHALLENGES

The current methodology to upgrade interim streets is working well in some areas (Town Centres, development areas, arterial/collector streets), and has opportunity for improvement in other areas (local streets in single family residential neighbourhoods). Three challenges with the current interim street upgrade process are identified below.

### 1. Local Area Service program coordination with the Capital Plan on interim local streets

If no owner initiates a petition, or the petition fails, the City currently repaves the street according to the interim design. Repaving a street to the interim design typically costs approximately 20% of the cost to upgrade a street to the finished standard, including curb & gutter, sidewalk, and street trees. If an LAS petition is successful on this same street in the future, the earlier effort to pave to an interim design is sacrificial, and does not reduce the future cost of a full street upgrade. Therefore, under this scenario, the overall street upgrade ends up costing 120% of a one-time upgrade, which includes 90% of City spending (20% now, and 70% in the future) and 30% of owner spending (future).

### 2. Developer R12 Funding contribution

When the City collects money from residential developments in R12 zoned areas for future street frontage improvements (ie. curb & gutter, sidewalk, and street trees), in the majority of circumstances, implementation of those improvements is deferred until an LAS project petition is successful. This practice has resulted in owners/developers paying for upgrades but not receiving any near-term benefit.



Figure 5. Sample R12 Funding Collected  
(With no benefit provided yet to residents or the neighbourhood)

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### 3. Delayed Community Benefits

While most owners are supportive of a finished standard street with curb & gutter, sidewalk, and street trees, and might only vote against approving an LAS project due to personal cost, some owners with significant personal encroachments such as fences, hedges or retaining walls might not want an LAS project to proceed, regardless of personal versus City cost. In this scenario, the owner is prioritizing the personal benefit provided by their illegal encroachment over the community benefit of sidewalk and trees.

An improved neighbourhood sidewalk network and general beautification with street trees are strategic priorities identified in the Social Sustainability Strategy and Environmental Sustainability Strategy (Social Sustainability Strategy – Items 100 and 101, Environmental Sustainability Strategy Quick Start 11/Goal 5.1).

Relying solely on abutting property owners to approve and pay for street upgrades can prevent all users from benefitting from the improvements, and rejected property owner interest on one block can prevent the implementation of safe walking routes to parks, schools, transit, community centres, and other neighbourhood amenities. A specific recent example includes Humphries, 19<sup>th</sup> to Edmonds, and pedestrian connectivity to the Edmonds Community Centre.

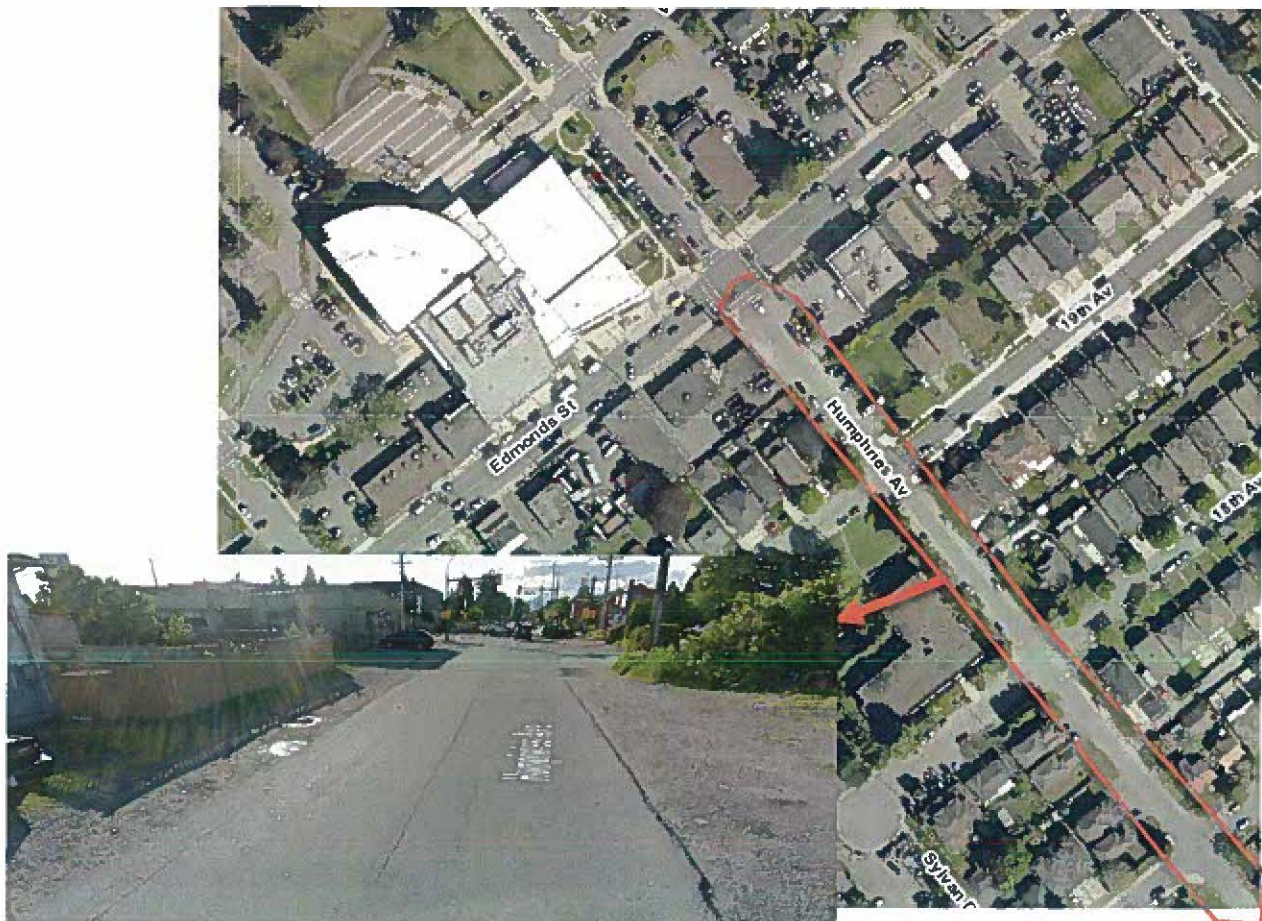


Figure 6. Humphries Pedestrian Connectivity

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## OPTIONS

There are four main options to address the current challenges associated with interim local street upgrades, with three of the options including City Capital Plan coordination, where interim local streets are upgraded when coordinated with the Capital Plan.

City Capital Plan coordination means that where the City Capital Plan involves interim local streets, the City would upgrade from interim design to finished standard. This would reduce the overall long term cost for a street upgrade by 20%, provide a coordinated neighbourhood improvement, expand the sidewalk network, reduce long-term operating costs, and improve overall City beautification. This approach would also enable the City to prioritize interim local streets with wide-spread R12 contributions, in order to provide the neighbourhood benefit historically paid by owners/developers.

In all scenarios, the owner-initiated LAS program could still continue, in the event a group of owners would like their interim street upgraded in advance of a larger, coordinated City project.

### **Option 1 → Status quo**

Accept the challenges associated with interim local street upgrades.

### **Option 2 → City Capital Plan Coordination, Full City Funding**

Upgrade an interim local street when coordinated with the Capital Plan, with the City paying the entire street upgrade cost.

### **Option 3 → City Capital Plan Coordination & Critical Links RECOMMENDED OPTION**

Upgrade 'critical link' interim local streets when coordinated with the Capital Plan, with the City paying the entire upgrade cost for critical links or priority streets closer to schools, parks, community centres, Skytrain stations, and other high pedestrian areas. Critical links or priority streets could include locations such as the following and will be defined and updated by staff as necessary:

Humphries, 16<sup>th</sup> – Edmonds  
Lozells, Winston – Government  
Beta, Pender – Union  
Macdonald, Parker – Williams

Piper, Winston – Government  
Warwick, Sumas – Halifax  
Rosser, Albert – Eton  
Irmin, Gray – Jubilee

The remaining interim local streets would be upgraded through the LAS program.

### **Option 4 → City Capital Plan Coordination, City and Property Owner Funding**

Upgrade an interim local street when coordinated with the Capital Plan, with property owner and City funding.

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Under Option 4, the property owner funding recovery rate can be set anywhere from 1-100%. The current average recovery rates for interim local street upgrades are as follows:

- **LAS street upgrades** – 30% from property owners, 70% from City
- **R12 street upgrades** – 100% from property owners, 0% from City

Property owner funding can be recovered as follows:

#### 1. Before Completing Street Upgrades

Under *Section 507 of the Local Government Act*, the City is authorized to require property owners to provide works and services immediately adjacent to their property as a condition of subdivision approval or building permit issuance. For the R12 Zoning District, the City requires property owners to pay money in lieu of providing these works and services. The cash-in-lieu program can be expanded to all properties on interim streets in order to collect money to be used toward street upgrades in the broader area over time. The *Subdivision Control Bylaw* would need to be amended to expand the program, and would involve replacing the R12 program with this new cost recovery program across all remaining interim local streets.

#### 2. After Completing Street Upgrades

Funds collected from the cash-in-lieu program, together with money from the City's capital plan, would be used to upgrade interim streets to City standards. Once streets are upgraded, cost recovery can be by way of a fee imposed on all benefitting properties. The fees would be collected as a condition of subdivision approval or building permit issuance based on parameters established by bylaw.



Figure 7. Typical Finished Street

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For option 4, the property owner contribution could be based on the following:

- **Trigger**
  - ☒ building permit received within 15 years of street upgrade.  
This matches typical 'latecomer' expiration periods, ensures that a property owner is not paying for 'old' infrastructure, and reduces the administrative effort of fee collection.
  - ☒ building permit valued greater than \$250K.  
Over the last three years, Burnaby has received approximately 500-600 residential building permit applications per year, and more than 70% of the permits are valued greater than \$250K.

Value Range	Percent
< \$50K	16%
\$50K - \$100K	7%
> \$100K and <= \$250K	4%
> \$250K	72%

Table 3. Building Permit Value

Building Permit Type	Percent of Applications	Average Value
Other	2%	90,000
Addition	6%	45,000
Alteration	18%	140,000
New construction*	75%	530,000

Table 4. Building Permit Type and Value

\*excludes outliers

- **Value**
  - ☒ calculated based on lot frontage.
  - ☒ mirroring LASP frontage rates.  
2018 LASP rates
    - Road = \$258.85/m
    - Street lights = \$79.61/m
  - ☒ maximum contribution of \$8,500 per property.  
This reduces the amount that corner, double-fronting, or irregularly shaped lots would otherwise be required to pay, and represents a lot frontage of 25.11m based on 2018 LASP rates for road and street lights.  
  
Approximately 95% of residential lots in Burnaby have a typical frontage less than 25.11m.

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- **Exemption** ☒ if a rezoning application is received for an applicable parcel, the applicant could be required to build the street to finished standard, and then would not be required to also pay the fee.

## IMPLICATIONS AND ADDITIONAL CONSIDERATIONS

### Practical Considerations

#### 1. Modified Designs

Some interim streets have challenging existing conditions, such as a steeper grade or a narrower right-of-way which might require a modified street cross section with narrower pavement and abutting rather than separated sidewalks. These adjustments would be incorporated into the design and consultation process.

#### 2. Personal vs. Community Benefit

Some property owners have significant illegal personal encroachments such as fences, hedges, retaining walls, and parking areas, which essentially function to use public property for personal benefit. A finished standard street with curb & gutter, sidewalk, and street trees might require removal of illegal encroachments in order to provide the neighbourhood benefits of a safe, continuous sidewalk network and consistent tree canopy. These property owners who are prioritizing the personal benefit provided by their illegal encroachment over the community benefit of sidewalk and trees might be opposed to completion of the finished street network.



Figure 8. Encroachments

To: Chair and Members  
 Financial Management Committee  
 From: Director Engineering  
 Re: Interim Street Upgrade Strategy  
 2018 February 15.....Page 11

## Strategy Considerations

### 1. Existing LAS Program

The existing LAS program can continue, allowing owners the opportunity to choose to upgrade their street in advance of the prioritized and coordinated City Capital Program.

### 2. Funding

Depending on the preferred funding methodology, long term cost recovery similar to the LAS program cost sharing percentages can be achieved.

Nevertheless, ongoing pavement rehabilitation is a priority, as a reduction in rehabilitation spending now could result in significantly higher future costs (ie. costly road replacement instead of minor rehabilitation). Therefore, to fund these critical and coordinated road upgrades, the capital program related to Roads would need to be temporarily increased by approximately \$1.5M - \$4.0 per year, depending on the number of coordinated interim local street upgrades. The funding amount required would decrease over time as more interim streets are completed to the finished standard, and would also lead to an earlier completion of the LAS program.

### 3. Boulevard Maintenance & Ongoing Beautification

It is common practice for property owners or occupiers to provide horticultural and other maintenance for the grass boulevard adjacent their property. However, despite provisions of the *Local Government Act* and unlike most local municipalities, Burnaby does not currently have a bylaw formalizing this common practice. Formalizing the practice would help to clarify responsibilities, avoid confusion, and similar to unsightly premises, provide staff authority to follow up as necessary. Therefore, given the proposed additional City investment in street upgrades and beautification, it would also be a good opportunity to consider introducing a bylaw amendment to the *Unsightly Premises Bylaw* to formalize current boulevard maintenance practices. Staff will report back to Council later in 2018 upon further research, including boulevard standards (ie. permitted materials, heights, placement, etc.).

To: Chair and Members  
Financial Management Committee  
From: Director Engineering  
Re: Interim Street Upgrade Strategy  
2018 February 15.....Page 12

**RECOMMENDATION:**

It is recommended that the Financial Management Committee recommend Council approve the proposed Interim Street Upgrade Strategy which includes Capital Plan coordination and Critical Links (Option 3).

The Interim Street Upgrade Strategy meets the goals of the Social Sustainability Strategy and Environmental Sustainability Strategy, and if approved, the approach and commitment would be included in the next progress reports.

The Interim Street Upgrade Strategy aligns with the City's Strategic Plan, supporting the key goals of a safe, connected, inclusive, healthy, and dynamic community, and can be achieved through the efforts of a thriving organization.



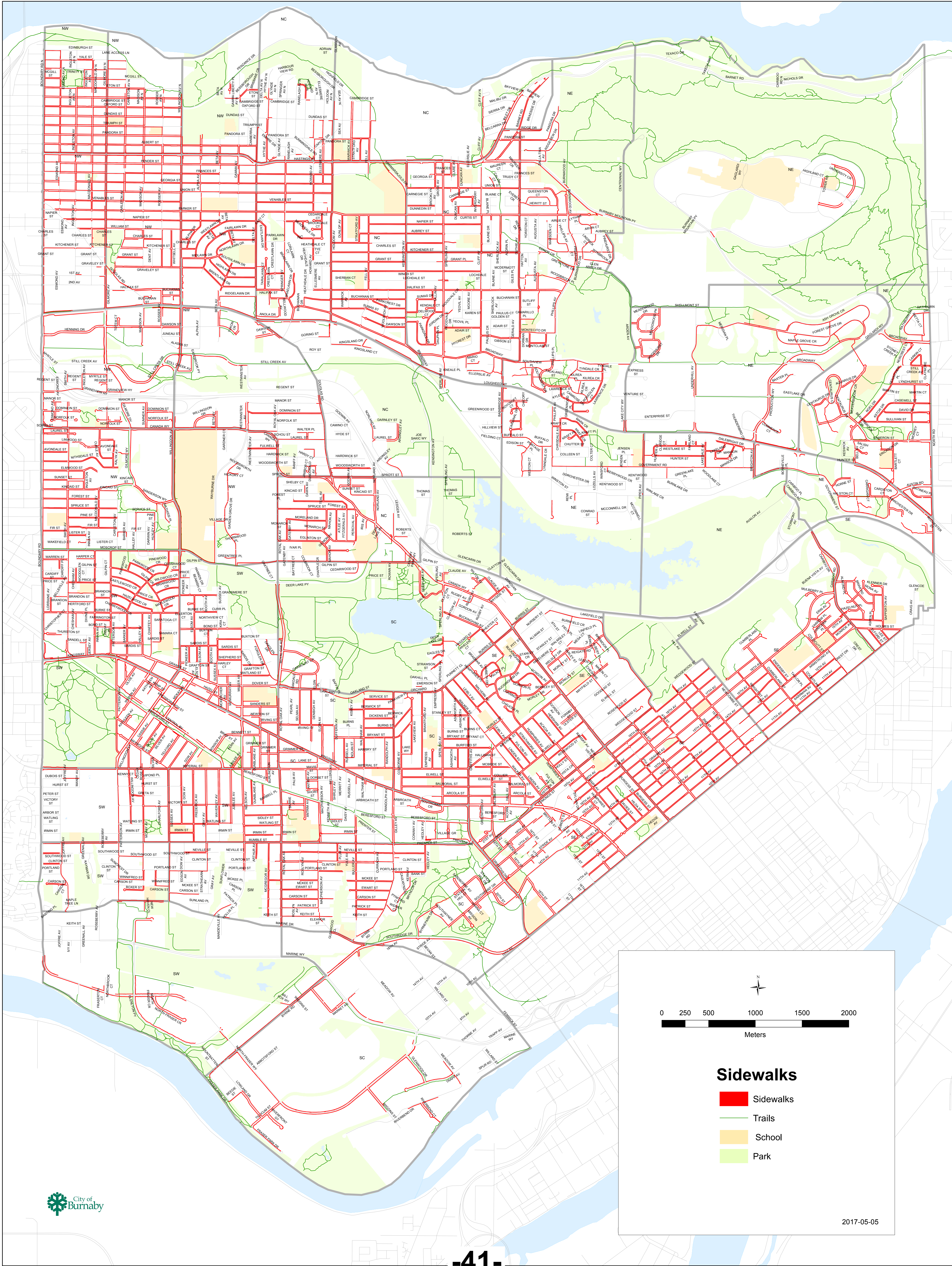
Leon A. Gous, P.Eng., MBA  
DIRECTOR ENGINEERING

JWH/ac

Attachments

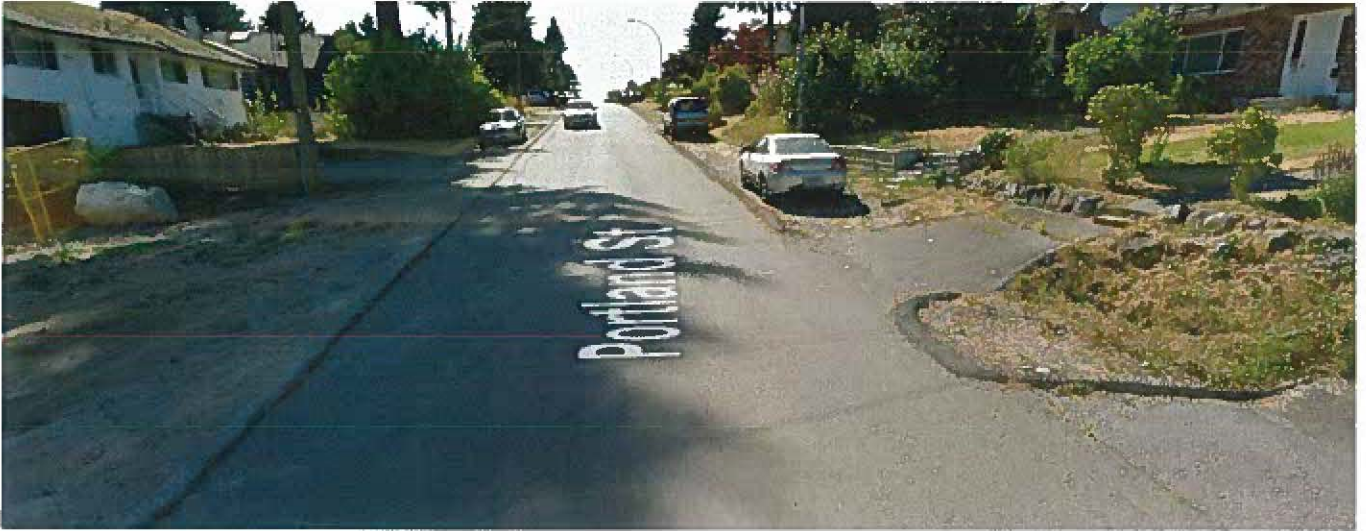
Copied to: City Manager  
Director Planning & Building  
City Solicitor  
Chief License Inspector

Appendix A



**Appendix B – Pictures of Standard vs. Interim Streets****Standard City Streets**

Interim City Streets





Meeting 2018 March 14

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE      **DATE:** 2018 March 06

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

**SUBJECT:** 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST – VEHICLES & EQUIPMENT

**PURPOSE:** To request a Capital Reserve Fund Bylaw to finance 2018 Engineering vehicles and equipment procurement projects.

---

**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,990,800 to finance the procurement of Engineering vehicles and equipment as outlined in this report.

**REPORT****INTRODUCTION**

In order to proceed with the award of contracts for the procurement of vehicles and equipment, funding approval is requested for the projects listed below.

**1.0 VEHICLES & EQUIPMENT****POLICY SECTION**

Procurement of the vehicles and equipment outlined below is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- A Safe Community – Make City streets, pathways, trails and sidewalks safer.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

**1.1 *Front Loader Refuse Packer, Container Truck*    ENZ.0056      *estimated \$400,000***

New Front Load Refuse Truck to fit the new 4 day work week and delivery schedule. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST – VEHICLES & EQUIPMENT  
 2018 March 06.....Page 2

### 1.2 3- Recycle Trucks

*estimated \$22,000*

Recycle Trucks purchased to accommodate changes to the delivery model within Solid Waste. The vehicles were ordered in 2017, and are being delivered in 2018. Funding for this purchase was raised in 2017 (\$616,000 on ENZ.0046; and \$280,000 on ENZ.0048) and this additional request to fully fund the actual cost of purchase is due to the contracted cost of the vehicle (\$604,000 for the two on ENZ.0046; and \$287,000 for the one on ENZ.0048) and the fluctuating exchange rate of USD to CAD. Planned expenditures are as follows:

Project Mask	2018
ENZ.0046 (2)	12,000
ENZ.0048 (1)	10,000
<b>Total</b>	<b>\$22,000</b>

### 1.3 2- Jitneys

*estimated \$101,000*

New Jitneys to be added to the fleet to work with the new Front Loaders to fit the new pick-up schedule. Funding for ENZ.0046 was raised in 2017 (\$90,000) and the vehicle was then ordered and delivered also in 2017. Additional funding on ENZ.0046 is to fully fund the actual cost of purchase including work by City Forces to custom build the Jitney. Project mask ENZ.0056 is a new request in 2018 for the purchase of the base vehicle and required customization for a city Jitney. Planned expenditures are as follows:

Project Mask	2018
ENZ.0046	11,000
ENZ.0056	90,000
<b>Total</b>	<b>\$101,000</b>

### 1.4 Appliance Truck ENZ.0056

*estimated \$75,000*

A new Appliance Truck is needed to manage the growth in service calls and will also be fitted with a plow and sander to plow lanes in the winter. Planned expenditures are anticipated to be in 2018.

### 1.5 High Reach Forklift ENZ.0052

*estimated \$60,000*

A new high-reach narrow isle fork lift is required for indoor use to reach high warehouse racks in Central Stores. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST – VEHICLES & EQUIPMENT  
 2018 March 06.....Page 3

**1.6 SCADA High Roof Van ENZ.0052**

*estimated \$60,000*

The utility Supervisory Control and Data Acquisition (SCADA) system is in the midst of a maintenance cycle with the upgrade of the communications, controls and electrical systems. The change from mechanical components to an electrically controlled network of devices changes some of the maintenance requirements. The van would stock the critical components for emergency repair calls and will be utilized for instrumentation and controls upgrade projects. Planned expenditures are anticipated to be in 2018.

**1.7 2019 New Vehicles – Long lead times**

*estimated \$1,450,000*

The following vehicles have been identified for purchase in 2019 in support of operations. Due to the long lead times for delivery, funding is being raised now to be able to order them on a timely basis for delivery in 2019. Planned expenditures are anticipated to be in 2019.

<b>Project Mask</b>	<b>2019</b>
2 Tandem Axle Dump Trucks	850,000
Mini Split Body Automated Refuse	300,000
Articulating Front End Loader (roads)	300,000
<b>Total</b>	<b>\$1,450,000</b>

**1.8 Waste Management Technology ENY.0016**

*estimated \$75,000*

Through installation of on-board technology and implementation of supporting back-office software for Automated Vehicle Location, the Sanitation department aims to improve their operations through:

- Actively managing routes throughout the day to ensure high service levels to residents and customers;
- Monitor the contamination of waste, providing feedback to residents/customers and avoiding penalties at transfer/dump stations; and
- Ensure residents have the appropriate bins; capturing revenue leakage from unauthorized bins and reducing unnecessary duplicate pick-ups.

The project was initiated in 2017 and \$750,000 of funding was previously approved by Council, the total project estimate is \$825,000. Planned expenditures are anticipated to be in 2018.

**1.9 Tools and Equipment – Electrical ENY.0016**

*estimated \$100,000*

Purchase of tools and equipment required by two new vehicles and staff in the Electrical Division (division was new in 2017). This will fund the initial up-fitting of the new vehicles to be fully geared for electrical work. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST – VEHICLES & EQUIPMENT  
 2018 March 06.....Page 4

**1.10 Fleet Optimization & Work Order Management System Improvements**

**ENY.0018**

**estimated \$100,000**

Complete high priority improvement initiatives in the Fleet & Equipment Services Section of Public Works including: Garage Operations Management; Parts & Inventory Optimization; Financial Analysis and Lifecycle Planning; Asset Management/Work Order Management System Functionality. The Work Order Management System Improvements includes moving from Hansen 7 to Infor Public Sector for business process and business intelligence improvements as part of technical upgrade and improved functionality for garage management. The funding supports AVL & Telematics implementation and system integration with the fleet work order management system for scheduling vehicle maintenance and inspections in the garage. Planned expenditures are anticipated to be in 2018.

**1.11 2 Automated Arms – Sanitation Vehicles ENY.0018**

**estimated \$100,000**

Spare arms for Automated Refuse Trucks. This will ensure that repairs can be done efficiently to get the vehicle back in service quickly. Planned expenditures are anticipated to be in 2018.

**1.12 4 Slide Brine Tanks ENY.0018**

**estimated \$100,000**

As part of the Snow Response Plan, the City will purchase four (4) slide-in truck tanks for the application of brine solution for anti-icing of roads during winter operations. Planned expenditures are anticipated to be in 2018.

**1.13 Still Creek Signage System ENY.0018**

**estimated \$50,000**

The Still Creek Works Yard requires new digital signage to meet operational needs. It will replace the single use manual board that is currently being used to display vehicle routing and service programs. This includes visual fire and security alarms, status updates and regular communications. The signage will also meet the requirements of enhanced vehicle routing and service programs currently underway. Planned expenditures are anticipated to be in 2018.

**1.14 2 - Snow Plough & Sanders on Solid Waste Vehicles ENY.0016 estimated \$65,000**

As part of the Snow Response Plan, new snow equipment is required to allow Solid Waste vehicles to independently clear lanes in order to facilitate garbage pick-up, thereby increasing the utility of these vehicles. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST – VEHICLES & EQUIPMENT  
 2018 March 06.....Page 5

**1.15 2 - Sanders on Tandem Axle Dump Trucks ENY.0016 estimated \$64,700**

When tandem axle dump trucks #1253 and #1270 were purchased, the accompanying sanders were not purchased at the same time. New sanders are required for the upcoming winter season. Planned expenditures are anticipated to be in 2018.

**1.16 4 - Mobile Vehicle Lifts/ Hoists ENY.0018 estimated \$90,000**

4 mobile truck hoist stands for extra capacity repairs in the fleet shop. These units can be moved around the shop as needed. They will also be moved to the new Laurel Street Fleet Garage when it is completed. Planned expenditures are anticipated to be in 2018.

**1.17 Enclosed Cargo Trailer (sewers) ENY.0018 estimated \$15,000**

The trailer will transport all necessary materials to various sites within the City to perform trenchless maintenance and rehabilitation on the City's sanitary and storm systems. It will carry various sized bladders, rods, power auger, compressors, pipe patch kits, power reel, CCTV equipment, confined space equipment, a lateral launcher for cleaning laterals, pressure washer, and all other materials needed in completing the work. Planned expenditures are anticipated to be in 2018.

**1.18 9 - New Security Cameras - Still Creek Works Yard ENY.0016 estimated \$3,100**

To replace existing cameras because of poor quality images which are too grainy for verification. This is the finalization of this project started in 2017 and all planned expenditures are anticipated to be in 2018. This project received funding in 2017 in the amount of \$26,900 and with this funding will be completed in 2018.

**1.19 Survey Equipment ENY.0018 estimated \$60,000**

This is the capital replacement program for small survey equipment that has reached end of life. 2018 capital replacement will consist of 1 conventional surveying field station and 1 GPS surveying system. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee  
From: Director Engineering  
Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
BYLAW FUNDING REQUEST – VEHICLES & EQUIPMENT  
2018 March 06.....Page 6

These expenditures are included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

### RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,990,800 to finance the procurement of Engineering vehicles and equipment as outlined in this report.



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

FV/ac

Copied to: City Manager  
Director Finance  
City Solicitor  
Deputy Director, Engineering  
Manager, Public Works



Meeting 2018 March 14

## COMMITTEE REPORT

---

**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 March 06

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

**SUBJECT:** 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST - INFRASTRUCTURE

**PURPOSE:** To request funding to finance 2018 and 2019 Engineering capital infrastructure projects.

---

**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,074,300, the use of Sanitary Sewer Reserves in the amount of \$895,000 and Water Reserves in the amount of \$457,600 to finance the Engineering capital infrastructure projects as outlined in this report.

**REPORT****INTRODUCTION**

In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

**1.0 INFRASTRUCTURE****POLICY SECTION**

The following infrastructure projects are aligned with the City of Burnaby's Corporate Strategic Plan, typically by supporting the following goals and sub-goals of the Plan.

- A Connected Community – these projects provide a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

The following projects also support a component of A Safe Community – Make City streets, pathways, trails and sidewalks safer:

- Beaverbrook Pedestrian Overpass
- Sperling Stairs
- Minor Bridge Rehabilitation Program

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST - INFRASTRUCTURE  
 2018 March 06..... Page 2

### 1.1 Developer Coordinated Works

*estimated \$2,200,000*

This project involves development coordinated works related to drainage, sewers, water and roads. Through development services review, the Engineering Department may identify offsite improvements adjacent to development that are more effective and/or cost efficient to be delivered by or together with development projects. Anticipated expenditures are as follows:

Project Mask	2018
ELA.3074 Storm	1,250,000
EMC.3074 Road	650,000
EJA.3074 Water	150,000
EKA.3074 Sewer	150,000
<b>Total</b>	<b>\$2,200,000</b>

### 1.2 Phase 1 of 3 Water & Pump Station Controls Upgrade

*estimated \$305,000*

The upgrading or replacement of existing water and sewer pump station Remote Terminal Units and Programmable Logic Controllers is part of the City's ongoing infrastructure renewal program. Planned expenditures are as follows:

Project Mask	2018
EJA.3010 Water	80,000
EKA.3010 Sewer	225,000
<b>Total</b>	<b>\$305,000</b>

### 1.3 Water Meter Reading Project

*EJA.3028*

*estimated \$136,000*

The upgrading of existing water meters to include automated metering reading technology is part of the City's ongoing infrastructure renewal program. New meter reading technology improves meter reading accuracy and billing, and is anticipated to lead to significant cost savings compared to manual reading and data collection methods. Planned expenditures are anticipated to be in 2018.

### 1.4 Road & Sidewalk Rehabilitation

*estimated \$994,800*

This is a 2019 construction package to rehabilitate roads and sidewalks throughout the City. This project is part of the City's ongoing infrastructure renewal strategy to sustainably maintain roads, sidewalks, multi-use paths and street lighting. This funding will be used to award a contract for design and contract administration, with planned expenditures as follows:

Project Mask	2018	2019	Total
EMC.3151 Road	469,900	469,900	\$939,800
EMA.3151 Road MRN	27,500	27,500	\$55,000
<b>Total</b>	<b>\$497,400</b>	<b>\$497,400</b>	<b>\$994,800</b>

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST - INFRASTRUCTURE  
 2018 March 06.....Page 3

### 1.5 Trenchless Rehabilitation

*estimated \$480,000*

Rehabilitation or replacement of sanitary and storm sewer mains using Trenchless Technology (including Relining/Bursting, etc.). Planned expenditures are as follows:

Project Mask	2018
EKA.3083 Sewer	240,000
ELA.3083 Storm	240,000
<b>Total</b>	<b>\$480,000</b>

### 1.6 Pump Stations, Reservoirs, PRVs & SCADA

*estimated \$90,000*

This project involves pump station, reservoir, Pressure Reducing Valves (PRV), and Supervisory Control and Data Acquisition System (SCADA) rehabilitation and replacement design. The funding is to award design contract to determine scope. Planned expenditures are as follows:

Project Mask	2018
EJA.3150 Water	60,000
EKA.3150 Sewer	30,000
<b>Total</b>	<b>\$90,000</b>

### 1.7 Goring Pump Station Replacement

*estimated \$250,000*

Replacement of the existing Goring Pump Station facility is required as the existing facility has reached the end of its useful life. The new facility will be sized to accommodate anticipated increase in peak sanitary flows resulting from growth and re-development within the local service area. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EKA.3087 Sewer	75,000	175,000	\$250,000

### 1.8 Sperling Stairs

*estimated \$720,000*

This project will replace the stairs along the Sperling Avenue right of way between Haszard Street and Deer Lake Drive, as recommended by the City Hall Occupational Health & Safety Committee. Landscaping, irrigation, bike channel, and drainage improvements have been incorporated into the design. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EMC.3081	50,000	670,000	\$720,000

### 1.9 Right of Way Acquisitions

**EMC.3029**

*estimated \$50,000*

This is budget allocation for right of way acquisition as required by road related projects. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST - INFRASTRUCTURE  
 2018 March 06.....Page 4

**1.10 Edmonds Street – South of Kingsway ERA.0038 estimated \$44,500**

Funding is required to complete this capital roads project including the completion of street light installation, complete project closeout and delivery of as-built drawings. Planned expenditures are anticipated to be in 2018.

**1.11 Gilmore North EJA.0013 estimated \$31,600**

Engineering has engaged in the Master Municipal Construction Documents Association's contract dispute resolution process for this project to settle claims due to unforeseen conditions during construction. Planned expenditures are anticipated to be in 2018.

**1.12 Minor Bridge Rehabilitation Program estimated \$50,000**

The City is committed to ongoing maintenance and rehabilitation of our roadway structures, which include road bridges and pedestrian bridges. A structures rehabilitation program is in place to address recommendations provided from the bridge inspections program and input from Operations.

The 2019 program involves minor rehabilitation works on the four road bridges and one pedestrian bridge: Willingdon Overpass (over the BNSF Railway), Gagliardi Way Overpass (Eastlake Drive), Gagliardi Way Overpass (Government Street), Royal Oak Avenue Bridge (Deer Lake Park) and Griffiths Drive Pedestrian Overpass (Griffiths Drive). The scope of work generally includes small scale rehabilitation of concrete surfaces, bearings, railings, and expansion joints.

This funding will be used to award a contract for design and contract administration. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EMC.3082	25,000	25,000	\$50,000

**1.13 Meadow Drainage Pump Station estimated \$75,000**

Preliminary investigation (Feasibility Review) and identification of options are required to define the extent of pump station and forebay area upgrades required to bring the station operation up to peak performance.

To complete an assessment of the existing station, include recommendations to address replacement or repair of station components as identified in the 2016 Condition Assessment report provided by KWL Associates Ltd.

This Feasibility Review report will be used as the basis of a **future** design and construction assignment. Planned expenditure of these funds is anticipated to be as follows:

Project Mask	2018	2019	Total
ELA.3079	25,000	50,000	\$75,000

To: Chair and Members Financial Management Committee  
From: Director Engineering  
Re: 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE  
BYLAW FUNDING REQUEST - INFRASTRUCTURE  
2018 March 06.....Page 5

These expenditures are included in the 2018 – 2022 Provisional Financial Plan and sufficient Reserves are available to finance the capital projects outlined in this report.

## RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,074,300, the use of Sanitary Sewer Reserves in the amount of \$895,000, and the use of Water Works Reserves in the amount of \$457,600 to finance the Engineering capital infrastructure as outlined in this report.



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FV/ac

Copied to: City Manager  
Director Finance  
City Solicitor  
Deputy Director, Engineering  
Manager, Public Works  
Assistant Director, Infrastructure and Development



Meeting 2018 Mar 14

## COMMITTEE REPORT

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

**DATE:** 2018 March 06

**FROM:** DIRECTOR ENGINEERING

**FILE:** 35000 40  
*Project #3037*

**SUBJECT:** 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE BYLAW  
FUNDING REQUEST DOUGLAS – SPROTT TO TRANS CANADA  
HIGHWAY

**PURPOSE:** To request funding to finance the 2018 component of this project.

---

**RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,300,000 to finance the Engineering capital infrastructure project as outlined in this report.

**REPORT****INTRODUCTION:**

Douglas Road, from Sprott Street to the Trans-Canada Highway bridge, is a significant north-south connection, and currently does not have any curb and gutter or a sidewalk on the east side. Laurel Street east of Douglas Road is the primary connection for the Laurel Works Yard and is also an interim standard road, without sidewalk or curb and gutter.

**POLICY SECTION:**

The subject project is aligned with the City of Burnaby's Corporate Strategic Plan, typically by supporting the following goals and sub-goals of the Plan.

- A Connected Community – this project provides a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: Road Upgrade Report  
 Douglas Road, Sprott Street to Trans-Canada Highway  
 (3037)  
 2018 March 06.....Page 2



Figure 1 – Douglas Road, south of Laurel (existing)

Similar to recent works on Rumble Street, this project will complete Douglas Road to the urban street standard with curb and gutter, sidewalk on the west side, urban trail on the east side, new bus stops, intersection upgrades, new streetlights, grass boulevard, and street trees.

Laurel Street, east of Douglas Road, will also be completed to an urban standard with a new signal added at Laurel and Douglas to improve access and safety in and out of the Works Yard. Woodsworth Street, east of Douglas Road, is proposed to be closed with a cul-de-sac to improve safety and traffic flow. Utility replacement or upgrades will be completed as necessary.

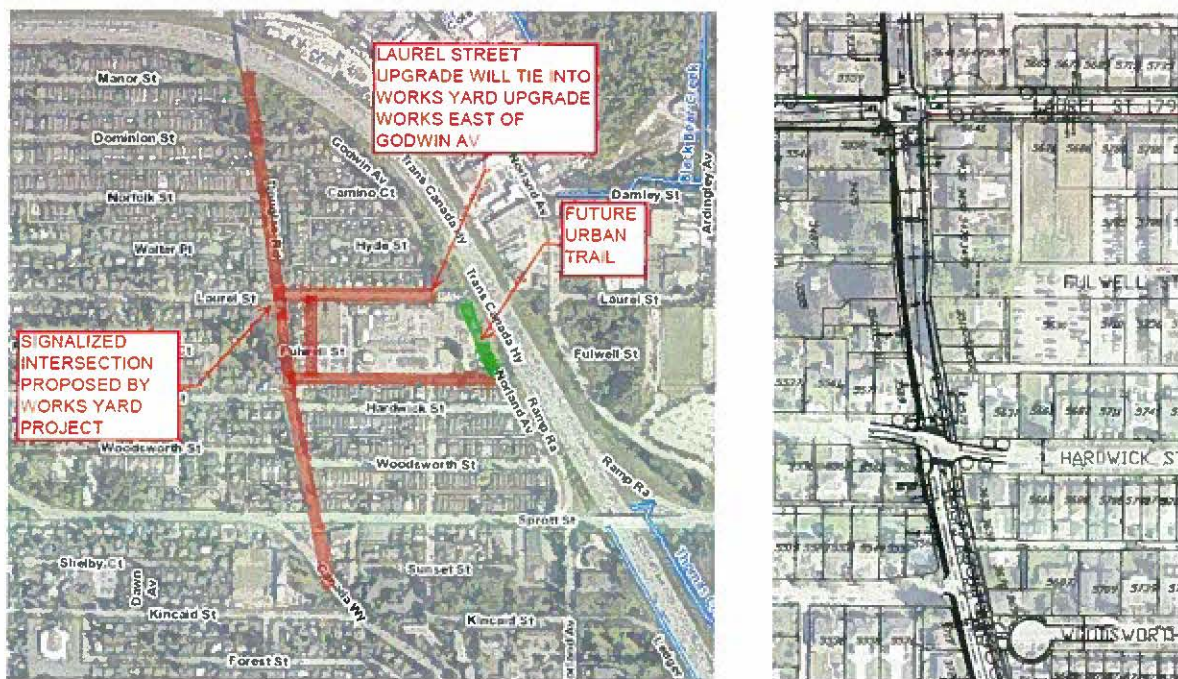


Figure 2 – Overall Project Location and Draft Geometric

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: Road Upgrade Report  
 Douglas Road, Sprott Street to Trans-Canada Highway  
 (3037)

2018 March 06 ..... Page 3

Phase 1 of the project (estimated at \$1.3M) will take place in 2018 and includes conceptual design and some preliminary construction works on Laurel Street and surrounding lanes to support integration to the new Laurel Works Yard. These early works may include construction of a new storm sewer on Laurel Street and the surrounding lanes. Some road and temporary paving works may also be undertaken, again to facilitate construction of the works yard.

Phase 2 (estimated at \$3.5m) is scheduled for 2019 and will include the remainder of construction on Douglas Road to bring it to full urban standard and replacement of the aging watermain on Laurel Street. The Douglas Road construction timeline may be adjusted depending on progress of the Laurel Works Yard and to coordinate with potential Metro Vancouver watermain construction, which could reduce Burnaby project cost and reduce the overall neighbourhood impact.

The estimated total project budget of \$4.8M in 2018 and is included in the 2018-2022 Capital Plan will be updated upon completion of preliminary design, and confirmed with Council upon construction contract award. 2018-2022 Capital Plan for this project is as follows:

Project Mask	2018	2019	Total
EMC.3037 - Roads LRN	800,000	2,200,000	3,000,000
ELA.3037 - Storm	500,000	-	500,000
EJA.3037 - Water	-	1,300,000	1,300,000
<b>Total</b>	<b>1,300,000</b>	<b>3,500,000</b>	<b>4,800,000</b>

This project will rehabilitate aging infrastructure, improve traffic flow and pedestrian safety on this significant bus and truck route, and provide upgraded connections to and from the Central Valley Greenway, aligning with the Strategic Plan goals of a safe, connected, healthy, and dynamic community.

#### RECOMMENDATION:

It is recommended the Financial Management Committee receive this report for information and that Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,300,000 to finance the Engineering capital infrastructure project as outlined in this report



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

JL:ac

Copied to: City Manager  
 Director Finance  
 City Solicitor  
 Deputy Director Engineering  
 Assistant Director, Infrastructure & Development



Meeting 2018 March 14

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 March 06

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

**SUBJECT:** 2018 MARCH ENGINEERING CAPITAL INFRASTRUCTURE GAMING RESERVE REQUEST

**PURPOSE:** To request the use of Gaming Reserves to finance the 2018 Engineering capital infrastructure projects as outlined in this report.

---

**RECOMMENDATION:**

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$1,315,000 to finance Engineering capital infrastructure projects as outlined in this report.

**REPORT****INTRODUCTION**

In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

**POLICY SECTION**

The projects relating to City Buildings – Heritage & Cultural are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- A Safe Community – Maintain a high level of safety in City buildings and facilities for the public and City staff.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

The two infrastructure projects - City Buildings - Works Yards and Deer Lake Paving and Urban Trail are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- A Connected Community – these projects provide a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2018 March Engineering Capital Infrastructure Gaming Reserve Request  
 2018 March 06.....Page 2

### 1.1 City Buildings - Works Yards

*estimated \$575,000*

Expansion and modernization of the Norland Works Yard (ENX.3123) to ensure it complies with current environmental best practices, has an efficiently operating de-cant facility for material recycling, and provides enough space for safe operation of the materials handling facility.

The existing asphalt paving at the Still Creek Works Yard (ENX.0093) is settling relative to the structures. Some areas at the building and parking lot interface have become a trip hazard due to predicted long term settlement of the ground. A phased project has been developed to design and complete remedial construction over a three year period focusing on restoring and mitigating settlement of the asphaltic pavement around the site. Planned expenditures are as follows:

Project Mask	2018	Total
ENX.3123 Facilities	500,000	\$500,000
ENX.0093 Facilities	75,000	\$75,000
<b>Total</b>	<b>\$575,000</b>	<b>\$575,000</b>

### 1.2 City Buildings - Heritage & Cultural

*estimated \$740,000*

Ongoing preventative maintenance programs and building condition surveys conducted in 2015 have identified the building systems listed below as requiring replacement due to its assessed physical condition.

- Baldwin House Exterior Deck and Patio Rehab (ENX.0087)
- Burnaby Art Gallery (Ceperley House) HVAC Replacement, Exterior Element Rehab (ENX.0087)
- Mather House Deck & Tower Reconstruction, HVAC and Fire Alarm system replacement (ENX.0076)

Planned expenditures are as follows:

Project Mask	2018	2019	Total
ENX.0087 Facilities	90,000	-	\$90,000
ENX.0076 Facilities	150,000	500,000	\$650,000
<b>Total</b>	<b>\$240,000</b>	<b>\$500,000</b>	<b>\$740,000</b>

To: Chair and Members Financial Management Committee  
From: Director Engineering  
Re: 2018 March Engineering Capital Infrastructure Gaming Reserve  
Request  
2018 March 06.....Page 3

These expenditures are included in the 2018 – 2022 Provisional Financial Plan and sufficient Gaming Reserves are available to finance the capital projects outlined in this report.

## RECOMMENDATION

It is recommended that the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$1,315,000 to finance Engineering capital infrastructure projects as outlined in this report.



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

FV/ac

Copied to: City Manager  
Director Finance  
Deputy Director, Engineering  
Assistant Director, Facilities Management



Meeting 2018 Mar 14

## COMMITTEE REPORT

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

**DATE:** 2018 March 07

**FROM:** DIRECTOR FINANCE

**FILE:** 7300-01

**SUBJECT: BRENTWOOD PEDESTRIAN AND CYCLING LINKAGES CAPITAL RESERVE**

**PURPOSE:** To establish a Capital Reserve that will be used to fund the future construction of Brentwood pedestrian and cycling linkages.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council create a Brentwood Pedestrian and Cycling Linkages Capital Reserve.

**REPORT**

The Brentwood Town Centre Development Plan adopted by Council 1996 June 10, identified the need for the future construction of pedestrian and cycling linkages within the Brentwood area. Through the rezoning process, developers within the Brentwood area have been required to contribute towards funding these amenities. As at 2017 December 31, the City has received approximately \$2.9 million in developer contributions for this purpose.

It is proposed that the City establish an interest bearing Capital Reserve that will be used to fund the future construction of Brentwood pedestrian and cycling linkages within the Brentwood Town Centre. Developer contributions of approximately \$2.9 million will be transferred to this proposed Capital Reserve.

**RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council create a Brentwood Pedestrian and Cycling Linkages Capital Reserve.

A handwritten signature in black ink, appearing to read "Noreen Kassam".

Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:DS /mlm

Copied to: City Manager  
Director Planning & Building



Meeting 2018 Mar 14

## COMMITTEE REPORT

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

**DATE:** 2018 March 07

**FROM:** DIRECTOR FINANCE

**FILE:** 7300-20

**SUBJECT: ONE-COLOUR OFFSET PRESS REPLACEMENT  
PRINTSHOP EQUIPMENT**

**PURPOSE:** To request a Capital Reserve Fund Bylaw to finance the One-Colour Offset Press Replacement Project.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$90,000 to finance a One-Colour Offset Press Replacement Project as outlined in this report.

**REPORT****1.0 INTRODUCTION**

The Printshop requires replacement of a One-Colour Offset Press as part of its equipment fleet. The One-Colour Offset Press equipment is generally used for much of the forms and stationary printing, along with smaller runs that are deviated from the larger press equipment. The current press equipment is nearing 5 years beyond its useful life, and requires more frequent repairs and maintenance to ensure its continued operations. Replacing the current equipment with today's press technology would enable us to run multi-colour work in one pass, and would also provide larger sheet sizes to be printed with this equipment.

**2.0 POLICY SECTION**

The One-Colour Offset Press Replacement Project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

## A Thriving Organization

- Reliable services, technology, and information
- Technology and innovation

To: Financial Management Committee  
From: Director Finance  
Re: One-Colour Offset Press Replacement – Printshop Equipment  
2018 Mar 14 ..... Page 2

### **3.0 ONE-COLOUR OFFSET PRESS REPLACEMENT PROJECT**

The One-Colour Offset Press Replacement Project is estimated to cost \$90,000. Along with the purchase of the equipment, additional electrical upgrades are required to allow the equipment to be fully operational. Electrical upgrades include a new circuit panel and breakers. The purchase of the equipment and additional electrical upgrade works is expected to be completed in 2018.

These expenditures are included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

### **4.0 RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$90,000 to finance the One-Colour Offset Press Replacement Project as outlined in this report.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:GC:RG /do

Copied to: City Manager



Meeting 2018 Mar 14

## COMMITTEE REPORT

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

**DATE:** 2018 March 07

**FROM:** DIRECTOR FINANCE

**FILE:** 7800-01

**SUBJECT: PROPERTY TAX COLLECTION SATELLITE OFFICE AND MAILBOX INITIATIVE**

**PURPOSE:** To provide the Financial Management Committee with information regarding a planned pilot exercise for the provision of alternative locations for the payment of property taxes.

---

**RECOMMENDATION:**

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

**REPORT****1.0 BACKGROUND**

A larger number of customers usually come to City Hall between mid-June and mid-July. This increase is driven by property tax notices billed out in May for which the due date is the 2<sup>nd</sup> business day in July. In order to mitigate congestion at City Hall during this time and service taxpayers in the community better, the Finance Department has looked into providing citizens with alternative payment locations. After reviewing what other municipalities have done in the provision of alternative property tax payment sites, a 2018 pilot program comprising of three new initiatives has been developed. The program is comprised of:

1. Remote Property Tax Collection Office – Bonsor South Metro Club
2. City Hall Car Park Drop Box
3. Recreation Centre Drop Boxes

**2.0 REMOTE PROPERTY TAX COLLECTION OFFICE - BONSOR SOUTH METRO CLUB**

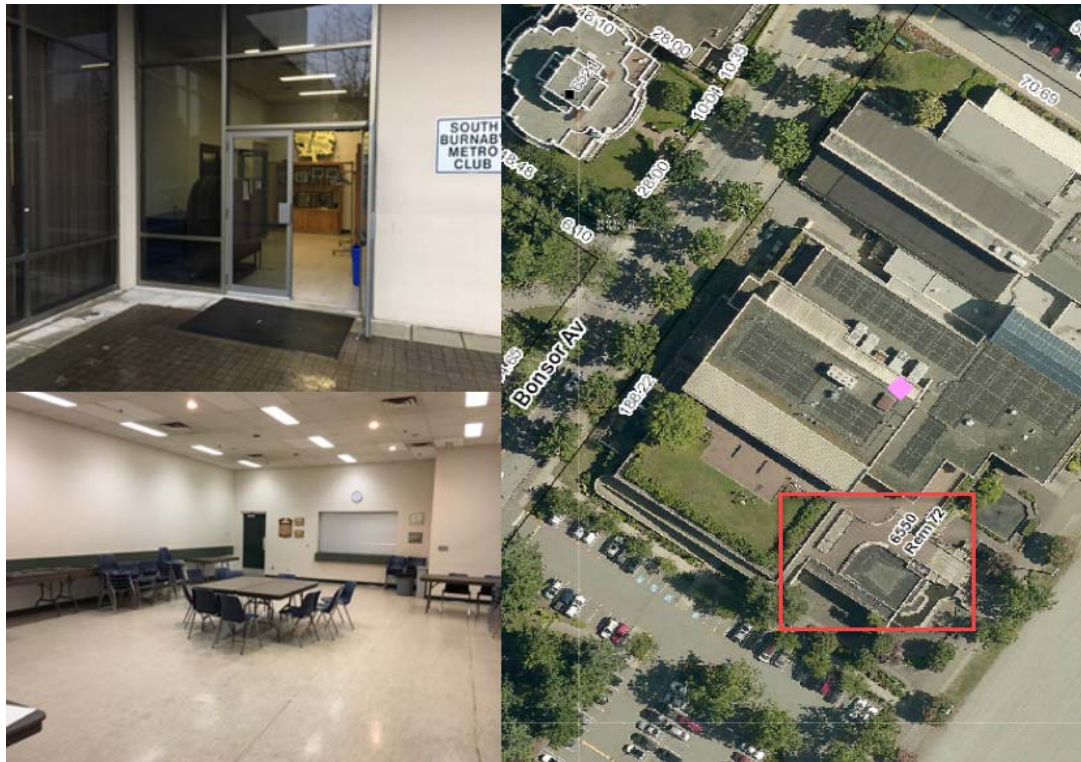
Situated on the 1<sup>st</sup> floor, with a private external entrance, this location offers a self-contained area for the collection of tax payments in close proximity to the Bonsor Recreation Centre. The site is used after 5:00 PM on a daily basis for community events; therefore the hours of operation for property tax payment collection will be from 8:30 AM to 4:00 PM on weekdays. The site will operate from June 04 to July 04.

To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Collection Satellite Office and Mailbox Initiative  
 2018 March 14 ..... Page 2

A number of remedial measures are required to bring the site up to an acceptable standard for security purposes. This includes a dedicated security presence during each weekday, the implementation of security cameras and special pickup arrangements for payments. Given the lack of permanent workspace, cash payments will not be taken at this location. Only cheque and debit payments will be accepted.

Work has been undertaken by the Information Technology Department to enable the use of the tax system and printing at this location. The next step is to install a series of new data points at the site and commence on site testing. Other work includes remedial painting and carpentry work, signage, advertising, staff scheduling, additional merchant devices and daily procedural changes for the Finance Department and Parks, Recreation and Cultural Services Department staff. Parks, Recreation and Cultural Services staff has been advised to redirect all queries on property taxation to Finance Department staff that will be located at the Bonsor South Metro Club.

***Bonsor South Metro Club:***



To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Collection Satellite Office and Mailbox Initiative  
 2018 March 14 ..... Page 3

### 3.0 CITY HALL CAR PARK DROP BOX

A drop box will be installed in the City Hall car park allowing taxpayers to quickly drop off payments (cheque and stub) without the need to enter City Hall. This should alleviate issues around parking during the tax season. Utility payments tend to be by mail or online, therefore there is less demand for parking or cashier services however; if the pilot is successful, utility payments will also be permitted through the drop box in Q1 2019.

Customers will be able to drop off payments in the City Hall car park 24/7 during tax season, from mid-May through to July 04. After this time the drop box will be locked to prevent further payments.

Slight alterations to the traffic flow into the parking lot are required. Security arrangements for day time security, daily emptying of the unit and security cameras are required to mitigate risk. The reassignment of parking spaces adjacent to the unit is under consideration, but should not pose a delay or additional costs for the project. Improved signage will be provided to guide customers.

On-site security will be used to stand watch each day when Finance staff empty the mailbox. In order to mitigate theft or damage, additional barriers will be installed with the dropbox unit.

#### *Burnaby City Hall:*



*Proposed Unit*

*Proposed Location*

To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Collection Satellite Office and Mailbox Initiative  
 2018 March 14 ..... Page 4

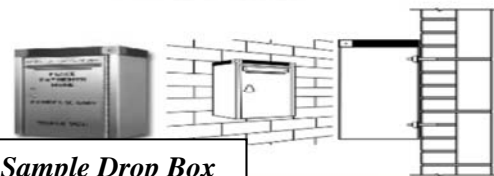
#### 4.0 RECREATION CENTRE DROP BOXES

Situated in Eileen Daily, Cameron and Edmonds Recreation Centres, these drop boxes will allow customers to drop off tax payments (cheque and stub) without the need to come to City Hall. Customers will be able to drop off payments during normal operating hours for the respective recreation centres during the tax season, from mid-May through to 5:00 PM July 04.

For security purposes each unit will be located in an area that is not visible to the exterior doors. While each location has cameras, improvements are required in order to provide sufficient views of each drop box location and to satisfy security requirements. In addition, increased security camera data storage capacity is being implemented at these sites and City Hall to allow staff to review the usage of the boxes in addressing customer payment queries. Improved camera security also mitigates the risks associated with theft and/or vandalism of the drop boxes.

Finance Department staff will not be present at each location; therefore all customer enquiries will be redirected to City Hall. Parks, Recreation and Cultural Services staff cannot assist in the completion of tax applications or in the receipting of payments, and will not have access to print off a customer's tax statement. The City will leverage its current collection vendor and schedules for emptying and transporting payments from these units. Additional signage will be placed at each location to promote drop box usage.

##### *Location of Proposed Drop Boxes at Respective Centres:*



To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Collection Satellite Office and Mailbox Initiative  
 2018 March 14 ..... Page 5

## 5.0 SUMMARY

The total cost of all three initiatives will be approximately \$47,000, plus the cost of Finance staff at the Bonsor site. Staffing has already been accommodated through stabilization funding in the 2018 budget. The remaining costs can be accommodated within the Finance Department 2018 Operating Budget. Finance Department staff are working with the Corporate Communications staff on advertising these new initiatives to Burnaby citizens through the City's website, local newspapers, and property tax notices.

## 6.0 RECOMMENDATION

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



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:RR /mlm

Copied to: City Manager  
 Director Corporate Services  
 Director Public Safety & Community Services  
 Director Engineering  
 Director Parks Recreation & Cultural Services  
 Chief Information Officer  
 Director Human Resources



Meeting 2018 March 14

COMMITTEE REPORT

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

**DATE:** 2018 February 27

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 12000 10  
*Reference: Lease Grants*

**SUBJECT:** COMMUNITY RESOURCE CENTRES – 2019 LEASE RATES AND GRANTS

**PURPOSE:** To present proposed lease rates and anticipated lease grants for 2019 for non-profit tenants at all City-owned Community Resource Centres.

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### RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2019 lease rates for Resource Centre tenants, as presented in Section 3.0 of this report.
2. **THAT** information on the approved 2019 lease rates and the anticipated lease grants be distributed to Resource Centre tenants.
3. **THAT** Resource Centre tenants which meet the grant eligibility criteria established by Council be invited to make an application for 2019 lease grants.

## REPORT

### 1.0 INTRODUCTION

In 1992 April, Council approved guidelines for the establishment of lease rates and the issuance of lease grants to non-profit community groups occupying space at designated City-owned Resource Centres. The guidelines consist of two key components: a) annual adjustments for inflation to establish lease rates, and b) establishment of a mechanism for the provision of offsetting grants, representing 25% to 50% of lease costs, for qualifying tenant organizations<sup>1</sup>.

The purpose of this report is to present the proposed lease rates and anticipated lease grants for 2019 for tenants of the City's six Community Resource Centres:

1. Brentwood Community Resource Centre, 2055 Rosser Avenue
2. Edmonds Community Resource Centre, 7355 Canada Way
3. Holdom Community Resource Centre, 2120 Holdom Avenue
4. McKercher Community Resource, 6140 McKercher Avenue
5. Metrotown Community Resource Centre, 4460 Beresford Street
6. Pioneer Community Resource Centre, 4535 Kingsway

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<sup>1</sup> The 25 percent offset is available to agencies for which between 25 and 75 percent of their constituency consists of Burnaby residents. The 50 percent offset is available to agencies for which over 75 percent of their constituency consists of Burnaby residents.

To: Chair and Members Financial Management Committee  
 From: Director Planning and Building  
 Re: Community Resource Centres –2019 Lease Rates and Grants  
 2018 February 27.....Page 2

## 2.0 PROPOSED 2019 LEASE RATES AND ANTICIPATED 2019 LEASE GRANTS

For 2018, the lease rate was set at \$13.34/square foot per annum for program/office space at the Resource Centres. It is proposed that the lease rate for the coming year be increased by 2.2 percent, consistent with the 2018 Q4 core consumer price index inflation rate<sup>2</sup>. This change would result in a proposed lease rate of \$13.63/square foot per annum (rounded) for program/office space in 2019 (see table in Appendix 1, *attached*).

Anticipated 2019 lease grant amounts and resulting 2019 lease costs to tenants are also outlined in Appendix 1. The lease grant amounts are based on the Council adopted lease grant guidelines. The estimate of anticipated lease grants is provided to assist tenants in making application for 2019 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2019.

## 3.0 ANTICIPATED LEASE REVENUE AND GRANTS - SUMMARY

Funds for the anticipated 2019 lease grants will be included for consideration in the upcoming 2019 Provisional Operating Budget. For budgeting and comparison purposes, Table 1 below summarizes the total change arising from the proposed 2019 lease rates and anticipated lease grants for tenants of the Edmonds, Holdom, Brentwood, Metrotown, Pioneer, and McKercher Community Resource Centres, based on current 2018 space allocations and the proposed 2.2 percent lease rate increase.

**Table 1**  
**SUMMARY OF TOTAL CHANGE OF LEASE REVENUE AND GRANTS (2018-2019)**

Resource Centre	2018	2019	Resulting Change 2018- 2019
<b>Edmonds Neighbourhood Resource Centre</b>			
Lease Revenue (before grants)	\$232,596.24	\$237,652.68	\$5,056.44
Allocated/Anticipated Lease Grants	\$93,660.14	\$95,696.23	\$2,036.09
Lease Revenues (after grants)	\$138,936.10	\$141,956.45	\$3,020.35
<b>Holdom Community Resource Centre</b>			
Lease Revenue (before grants)	\$67,300.30	\$68,763.35	\$1,463.05
Allocated/Anticipated Lease Grants	\$33,650.15	\$34,381.68	\$731.53
Lease Revenues (after grants)	\$33,650.15	\$34,381.68	\$731.53
<b>Brentwood Community Resource Centre</b>			
Lease Revenue (before grants)	\$81,454.04	\$83,224.78	\$1,770.74
Allocated/Anticipated Lease Grants	\$40,727.02	\$41,612.39	\$885.37
Lease Revenues (after grants)	\$40,727.02	\$41,612.39	\$885.37
<b>Metrotown Community Resource Centre</b>			
Lease Revenue (before grants)	\$146,966.78	\$150,161.71	\$3,194.93
Allocated/Anticipated Lease Grants	\$71,415.69	\$72,968.21	\$1,552.52
Lease Revenues (after grants)	\$75,551.09	\$77,193.51	\$1,642.41
<b>Pioneer Community Resource Centre</b>			
Lease Revenue (before grants)	\$62,751.36	\$64,115.52	\$1,364.16
Allocated/Anticipated Lease Grants	\$31,375.68	\$32,057.76	\$682.08
Lease Revenues (after grants)	\$31,375.68	\$32,057.76	\$682.08

<sup>2</sup> As provided by the Finance Department, based on information released by the Royal Bank of Canada.

## 4.0 RECOMMENDATIONS AND NEXT STEPS

- Proof of non-profit status;
- Statement of program/service activities conducted in Burnaby;
- Estimate of hours-per-month allocated space was used for community agency purposes;
- Recognition of current City support in program materials and publications and on their websites;
- Percentage of agency recipients that were Burnaby residents; and
- Any changes in programs/services/client usage that the community service/agency might anticipate between 2018 and 2019.

*Lou Pelletier*  
Lou Pelletier, Director  
PLANNING AND BUILDING

cc: City Manager  
Director Corporate Services  
Director Engineering  
Director Finance

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## PROPOSED 2019 LEASE RATES

RESOURCE CENTRES	Leased Area (sq.ft.)	2019 Proposed Rate Increase	2019 Proposed Lease Rate	2019 Proposed Lease Rates (before grant) \$/Year	2019 Anticipated Lease Grant \$/Year	2019 Anticipated Lease Revenues (after grant) \$/Year	2019 Anticipated Lease Support Offset (%)
<b>Edmonds Neighbourhood Resource Centre</b>							
Burnaby Family Life	3,000	2.20%	\$13.63	\$40,890.00	\$20,445.00	\$20,445.00	50%
Afghan Women's Sewing and Craft Cooperative/Afghan Women's Support Society	864	2.20%	\$13.63	\$11,776.32	\$5,888.16	\$5,888.16	50%
Burnaby School District	1,499	2.20%	\$13.63	\$20,431.37	\$0.00	\$20,431.37	0%
Canadian Mental Health Association	1,506	2.20%	\$13.63	\$20,526.78	\$10,263.39	\$10,263.39	50%
Canadian Red Cross Society - Burnaby Branch	1,500	2.20%	\$13.63	\$20,445.00	\$5,111.25	\$15,333.75	25%
Deaf Children's Society of BC	2,290	2.20%	\$13.63	\$31,212.70	\$7,803.18	\$23,409.53	25%
Immigrant Services Society of BC	1,167	2.20%	\$13.63	\$15,906.21	\$7,953.11	\$7,953.11	50%
St. Matthew's Day Care Society	5,610	2.20%	\$13.63	\$76,464.30	\$38,232.15	\$38,232.15	50%
<b>TOTAL (Edmonds)</b>	<b>17,436</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$237,652.68</b>	<b>\$95,696.23</b>	<b>\$141,956.45</b>	<b>40.3%</b>
<b>Holdom Community Resource Centre</b>							
Burnaby Family Life	1,300	2.20%	\$13.63	\$17,719.00	\$8,859.50	\$8,859.50	50%
Dixon Transition Society	1,469	2.20%	\$13.63	\$20,022.47	\$10,011.24	\$10,011.24	50%
Community Living Society	570	2.20%	\$13.63	\$7,769.10	\$3,884.55	\$3,884.55	50%
Volunteer Burnaby	1,000	2.20%	\$13.63	\$13,630.00	\$6,815.00	\$6,815.00	50%
Community Living Society	706	2.20%	\$13.63	\$9,622.78	\$4,811.39	\$4,811.39	50%
<b>TOTAL (Holdom)</b>	<b>5,045</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$68,763.35</b>	<b>\$34,381.68</b>	<b>\$34,381.68</b>	<b>50.0%</b>
<b>Brentwood Community Resource Centre</b>							
Burnaby Community Services	1,808	2.20%	\$13.63	\$24,643.04	\$12,321.52	\$12,321.52	50%
Burnaby Meals on Wheels	797	2.20%	\$13.63	\$10,863.11	\$5,431.56	\$5,431.56	50%
Burnaby Seniors Outreach Services Society	189	2.00%	\$13.63	\$2,576.07	\$1,288.04	\$1,288.04	50%
YMCA of Greater Vancouver	2,018	2.20%	\$13.63	\$27,505.34	\$13,752.67	\$13,752.67	50%
MOSAIC	1,294	2.20%	\$13.63	\$17,637.22	\$8,818.61	\$8,818.61	50%
<b>TOTAL (Brentwood)</b>	<b>6,106</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$83,224.78</b>	<b>\$41,612.39</b>	<b>\$41,612.39</b>	<b>50.0%</b>
<b>Metrotown Community Resource Centre</b>							
Burnaby Neighbourhood House	7,838	2.20%	\$13.63	\$106,831.94	\$53,415.97	\$53,415.97	50%
National Congress of Black Women Foundation	620	2.20%	\$13.63	\$8,450.60	\$2,112.65	\$6,337.95	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.20%	\$13.63	\$21,412.73	\$10,706.37	\$10,706.37	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.20%	\$13.63	\$13,466.44	\$6,733.22	\$6,733.22	50%
<b>TOTAL (Metrotown)</b>	<b>11,017</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$150,161.71</b>	<b>\$72,968.21</b>	<b>\$77,193.51</b>	<b>48.6%</b>
<b>Pioneer Community Resource Centre</b>							
Burnaby Family Life	3,057	2.20%	\$13.63	\$41,666.91	\$20,833.46	\$20,833.46	50%
Burnaby Hospice Society	1,647	2.20%	\$13.63	\$22,448.61	\$11,224.31	\$11,224.31	50%
<b>TOTAL (Pioneer)</b>	<b>4,704</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$64,115.52</b>	<b>\$32,057.76</b>	<b>\$32,057.76</b>	<b>50.0%</b>
<b>McKercher Community Resource Centre</b>							
Burnaby Family Life	2,500	2.20%	\$13.63	\$34,075.00	\$17,037.50	\$17,037.50	50%
<b>TOTAL (McKercher)</b>	<b>2,500</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$34,075.00</b>	<b>\$17,037.50</b>	<b>\$17,037.50</b>	<b>50.0%</b>
<b>TOTAL RESOURCE CENTRES</b>	<b>46,808</b>	<b>2.20%</b>	<b>\$13.63</b>	<b>\$637,993.04</b>	<b>\$293,753.76</b>	<b>\$344,239.28</b>	<b>46.0%</b>

**Scouts Canada  
Pacific Coast  
Council**

664 West Broadway  
Vancouver BC  
V5Z 1G1

T 604.879.5721  
T 1.888.726.8876  
F 604.879.5725  
www.scouts.ca



It starts with Scouts.

January 21, 2018

Sid Cleave, Clerk's Department  
Executive Committee  
City of Burnaby  
4949 Canada Way  
Burnaby, BC V5G 1M2

**#18.11.**

Dear Mr. Cleave:

Please accept this letter and accompanying application to the Executive Committee of the City of Burnaby, for grant funding, on behalf of Scouts Canada - Burnaby Area.

**Scouts Canada** is the country's leading youth organization. For more than 100 years, we have brought a world of adventure, outdoor experience and friendship to 17 million Canadian youth.

Scouts have a lot of fun discovering new things and experiences they wouldn't have elsewhere. Along the way they develop into capable, confident and well-rounded individuals, better prepared for success in the world.

Burnaby's Scout Groups are in an area of the Pacific Coast Council of Scouts Canada, a registered non-profit community based organization.

Over the past 40 years, the City of Burnaby has assisted in supporting our Scouting programs for Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts by awarding a Community grant. The City's continuing support to our programs has greatly benefited Scouting. For 2018, Burnaby Area is asking for your support in the form of a **\$6,000 grant**. The request would be used to provide much needed financial assistance to youth who otherwise would not be able to experience the adventure of Scouting. The attached proposal and supporting documents will describe how we would use these funds upon being successful.

Once again please assure the Executive Committee members that the Grant Funds awarded to Burnaby Area will be used solely for Scouting in Burnaby.

Should you or any member of the Committee require further information on this application, please feel free to call me at 604-220-8381.

Thank you for your consideration, I look forward to your reply.

Yours sincerely,

**SCOUTS CANADA**

Viki Fanous  
Acting Executive Director

**ENCLOSURES** \* *provided under separate cover*

- Area Budget 2017-2018
- Scouts Canada's Annual Report 2016-2017



**Zeinabova, Blanka**

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**Subject:** Grant application - Maple Leaf Singers 2018  
**Attachments:** Burnaby City 2016\_MLS.pdf; ATT00001.htm; 2018 MLS e-Rackcard\_WebRGB\_150.jpg; ATT00002.htm; 2018 MLS e-Rackcard\_WebRGB\_150 2.jpg; ATT00003.htm

**#18.12.**

Attached is our eRackCard, with show dates and location. **We would like to offer two comp tickets to our Saturday, May 26 - 7:30pm show.** Let me know if interested.

To the Executive Committee of Council,  
The Maple Leaf Singers would like to request support of the city of Burnaby with a grant. We would like our request to appear on the March agenda. We are looking for the same support you generously provided last year, and previous years - by purchasing advertisement in our show programme. Thank you in advance! Keith

Payment method - A cheque made out to: **Maple Leaf Singers**

c/o Keith Parker  
6166 Clinton Street  
Burnaby V5J2M7

Jonathan Chan  
 Cumberland Place Community  
 14 – 8533 Cumberland Place  
 Burnaby, BC V3N 5C1  
 February 19, 2018

#18.13.

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

RE: Neighbourhood Grant Application for Cumberland Place Community Block Party, Saturday July 14<sup>th</sup>, 2018

Dear The Office of the City Clerk and Financial Management Committee:

Thank you so much for supporting our block party last year on July 15<sup>th</sup>, 2017. Our block party at our Cumberland Place neighbourhood saw 400+ people from various backgrounds enjoyed the festivities. We had a bouncy castle and hungry hippos for the kids, petting zoo from Aldor Acres, BBQ'd hot dogs and burgers, popcorn, performances by the Burnaby North Jazz Band and musicians who live in our neighbourhood and visits from our local fire and police departments. Many newcomers, who recently moved into our neighbourhood, felt connected, engaged and most importantly, they developed trust with their new neighbours.

We are writing to you in hopes that the Financial Management Committee can support us again in making our community block party that will be happening on Saturday, July 14<sup>th</sup>, 2018 another memorable and exciting event for our diverse community. Last year, we received a grant of \$300 and we hope we can receive your generous support again with a similar amount or possibly more to alleviate some of the expenses we've listed below.

Our goal for this event is to connect our diverse neighbourhood of five townhouse complexes and three neighbouring schools within a 3 block distance. Our criteria to evaluate the success of this block party is through a survey we conduct during and at the end of the block party. The questions will focus primarily on 3 categories: "Quality of Connection," "Knowledge of Neighbours," and "Safety and Support."

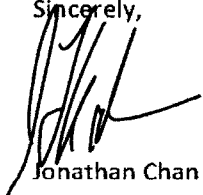
Below is the financial statement of the proposed Saturday, July 14<sup>th</sup>, 2018 block party

Total Expenses: \$2,850  
 Bouncy Castle and Inflatables: \$1,500  
 Petting Zoo: \$1,050  
 Hot Dogs and Burgers: \$300

Revenue from Sponsorships and Grants: \$2,850

Thank you so much for your time and consideration, we hope to hear from you soon!

Sincerely,



Jonathan Chan | p: (778) 773-2552 | e: JONATHANLKCHAN@ICLOUD.COM

## Bringing People Together C.C.M. Tenants' Committee

February 22, 2018

Clerks@Burnaby.ca

Location : Burnaby City Hall , Execute Council

Bringing People Together

### **C.C.M. Tenants' Committee**

On behalf of the Carl Mortensen Manor Tenants' Social Committee. I am writing to enquire about any funding available to help with our social activities we provide to our seniors community.

We are a non-profit organization with nearly 100 senior residents most of which are disabled and /or lower income.

We are planning to hold info sessions on some key senior topics such as Alzheimer, Depression & Anxiety, Preventative Health Care, Better Balance for Seniors, plus a few other community activities, all free to our residents and guests.

Early this year we will also bring in the Burnaby Fire Dept. to speak on Home and Fire Safety .

**We hope that you will be able to help us keep our events by supporting us with a financial donation, grant and or gift cards to one or more of our many exciting events. Our events are well attended and enjoyed by all.**

Your generosity will make a difference in our community by allowing us to continue to enrich the lives of all our seniors.

I therefore formally request funding to plan, prepare and present our events, and many upcoming events for 2018 .

I send a sincere thank-you on behalf of all the residents of the Carl Mortensen Manor Tenants' Social Committee for your generosity and kindness.

Walt Sikora      **waltsikora@hotmail.com**

Carl Mortensen Manor Tenants Committee

4035 Norland Ave . Burnaby , B.C. V5G 4T7

604-430-1507