



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2018 NOVEMBER 28

TIME: 5:30 p.m.

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1. <u>CALL TO ORDER</u>	<u>PAGE</u>
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FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Wednesday, 2018 September 26** at 5:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair
 Councillor Colleen Jordan, Vice Chair
 Councillor Pietro Calendino, Member (*arrived at 5:42 p.m.*)
 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. Craig Collis, Acting Director Parks, Recreation & Cultural Services
 Mr. Lou Pelletier, Director Planning & Building
 Mr. Dave Critchley, Director Public Safety & Community Services
 Mr. John Cusano, Assistant Director Civic Building Projects
 Ms. Shari Wallace, Chief Information Officer
 Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:40 p.m.

2. MINUTES

a) Minutes of the Financial Management Committee Open meeting held on 2018 July 11

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Financial Management Committee Open meeting held on 2018 July 11 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) **Burnaby Board of Trade**
Re: Update on Economic Development Activities
Speakers: Paul Holden, President & CEO
Andrew Scott, Chair, Board of Directors
Cory Redekop, Manager, Policy & Stakeholder Relations

Mr. Paul Holden, President & CEO, **Mr. Andrew Scott**, Chair, Board of Directors, and **Mr. Cory Redekop**, Manager, Policy & Stakeholder Relations, Burnaby Board of Trade (BBOT), appeared before the Committee providing an update on the past year's economic development activities and highlighting initiatives which support the City's Economic Development, Social and Environmental Sustainability Strategies.

Councillor Calendino arrived at 5:42 p.m.

Mr. Holden stated that the BBOT was integral in the implementation of the City's Economic Development Strategy, and noted the "unparalleled" positive working relationship it has with Burnaby. In line with the Strategy, the BBOT has continued to focus on business attraction and retention, and has undertaken the following activities:

- meetings with City Directors to identify areas of collaboration or needing attention
- engagement with new and prospective relocating businesses, and liaising with City staff to facilitate the business application process
- funding City applications for new businesses to encourage location in Burnaby
- creation of the "Business Resource Guidebook" to assist small business start-ups
- business promotion, such as: presenting the "Burnaby Business Excellence Awards", profiling businesses across BBOT communication channels, publishing a cover story in "Burnaby Business Magazine" on businesses moving to Burnaby
- "Business Walks" with City staff and Mayor/Council in specific districts
- international business promotion, such as welcoming international delegations and tours to Burnaby, and participating on a trade mission to Korea
- provision of data and statistics to assist in business location decisions

Mr. Redekop provided an overview of a new BBOT economic development initiative, the "Business Intelligence Engine", an app which uses the City's Open Data to make information available to Burnaby businesses.

The speaker noted the following benefits of the Business Intelligence Engine:

- allow Burnaby to promote its strengths, share market intelligence and support local business growth
- entrepreneurs able to access key economic data, view demographic information, map where development is occurring, and uncover opportunities in Burnaby
- provide tools to bring together location and market data, GIS technology, and analytics

Mr. Holden further advised that the BBOT also supports the City's Social and Environmental Sustainability Strategies through initiatives implemented by its Social Development and Environmental Sustainability Committees.

In conclusion, Mr. Scott commented on the unique relationship between the BBOT and the City, and thanked the Committee for the opportunity to appear as a delegation.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT Council provide a grant in the amount of \$100,000 to the Burnaby Board of Trade for the yearly operation of the City of Burnaby Economic Development Program which is to be paid in quarterly instalments of \$25,000, commencing 2018 October 01 and continuing on 2019 January 01, 2019 April 01 and 2019 July 01.

CARRIED UNANIMOUSLY

4. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) Correspondence from Amanda Boggan
Re: Burnaby Seniors Outreach Services Society

Correspondence was received from Ms. Amanda Boggan, expressing concern regarding City funding to the Burnaby Seniors Outreach Services Society and services provided by the Society.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT staff respond to Ms. Boggan.

CARRIED UNANIMOUSLY

b) Correspondence from Pets and Friends
Re: Letter of Appreciation (#18.32.)

Correspondence was received from Ms. Lauren Salmon, Program Manager, B.C. Pets and Friends, expressing appreciation to the City for funding support of their "Supporting Seniors' Mental Health through Pet Therapy" program in Burnaby.

c) Memorandum from the City Clerk
Re: Contract Extension - Bicycle Rack Program

A memorandum was received from the City Clerk advising that at the Open Council meeting held on 2018 July 23, Council approved a five year extension to the existing revenue contract for the bicycle rack program with Mall Street Media Inc.

5. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Director Engineering
Re: 2018 Engineering Capital Infrastructure Gaming Reserve Request - Ledger Temporary Works Yard

The Director Engineering submitted a report seeking Committee approval to use Gaming Reserves to finance the temporary relocation of Engineering Operations office staff and muster stations from Laurel Works Yard to properties on Ledger and Norland.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$750,000 to finance the Engineering capital infrastructure project, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: Contract Extension - Supply and Deployment of the Desktop Replacement Program

The Director Finance submitted a report requesting approval to extend a contract for the computer workstation desktop refresh program.

The Director Finance recommended:

1. THAT the Finance Management Committee recommend Council approve a contract extension to 341234 BC Ltd. Doing business as Microserve Business Computer Services ("Microserve"), for a total estimated cost of \$2,911,235 including GST and PST in the amount of \$303,756, for work to be completed in the period 2018 April 01 to 2020 March 31, as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Investment Policy Certificate of Excellence

The Director Finance submitted a report presenting an Investment Policy Certificate of Excellence Award to the City of Burnaby.

The Director Finance recommended:

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: Temporary Financing Bylaw

The Director Finance submitted a report requesting borrowing authority to temporarily finance expenditures.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2019 January 01 to December 31, repayable 2019 December 31.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: Tourism Burnaby - Municipal and Regional District Hotel Room Tax Levy Renewal

The Director Finance submitted a report seeking approval to renew the Hotel Room Tax Levy.

The Director Finance recommended:

1. THAT the Finance Management Committee recommend Council authorize the City Solicitor to bring forward a Municipal and Regional District Hotel Room Tax Levy Bylaw for the renewal of the 2% Municipal and Regional District Hotel Room Tax Levy within Burnaby.
2. THAT the application be made to the Provincial Government requesting renewal of the Hotel Room Tax Levy on behalf of the City of Burnaby and Tourism Burnaby.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: Property Tax Collection Satellite Office and Mailbox Initiative Update

The Director Finance submitted a report providing an update on the planned pilot exercise for the provision of alternative locations for the payment of property taxes that took place in 2018.

The Director Finance recommended:

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Finance
Re: 2019 Permissive Tax Exemptions

The Director Finance submitted a report requesting approval for Permissive Property Tax Exemptions for 2019.

The Director Finance recommended:

1. THAT the Finance Management Committee recommend Council authorize the City Solicitor to bring forward a Permissive Property Tax bylaw to exempt properties from property taxation in 2019, in accordance with Attachment 1 of this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Royal Canadian Legion – South Burnaby Branch be provided 100% property tax exemption for “5289 Grimmer Street”.

CARRIED UNANIMOUSLY

The Committee inquired regarding the qualification of application “1049 Sperling Avenue”.

Staff undertook to provide details on the Permissive Tax qualification of the Down Syndrome Research Society.

h) Report from the Director Parks, Recreation and Cultural Services
Re: Burnaby Art Gallery Legacy Reserves

The Director Parks, Recreation and Cultural Services submitted a report seeking approval to establish two operating reserves, one for funding the operating program for the Burnaby Art Gallery and one for the acquisition of art.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Financial Management Committee recommends Council create Burnaby Art Gallery (BAG) Legacy Programming and BAG Art Acquisition Operating Reserves.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR JORDON
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

i) Report from the Director Planning and Building
Re: 2019 Lease Grants - Community Resource Centres

The Director Planning and Building submitted a report seeking approval of the proposed 2019 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres.

The Director Planning and Building recommended:

1. THAT Council be requested to approve the proposed 2019 lease grants for Community resource centre tenants, as outlined in Table 1, attached, of this report.
2. THAT Council be requested to authorize staff to make the appropriate 2019 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centre tenants.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

6. NEW APPLICATION - FESTIVALS BURNABY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Application - Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Neighbourhood Event

a) #18-N-012 - Living Room Art in the Heights
Living Room Art in the Heights

An application was received from Living Room in the Heights requesting funding for the Living Room in the Heights 2018 event to be held on 2018 October 13 at 4830 Albert Street. This event aims to promote art within the Burnaby Height community by transforming a local residence into a performance space and art installation for one evening. This volunteer-run celebration brings community members together with artists and performers of all backgrounds and levels.

Request: \$1,150

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a Festivals Burnaby Neighbourhood grant in the amount of \$750 be awarded to Living Room Art in the Heights for the Living Room in the Heights 2018 event to be held on 2018 October 13 at 4830 Albert Street.

CARRIED UNANIMOUSLY

7. NEW APPLICATIONS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) #18.33. - BC Lacrosse Association
2018 Canadian Lacrosse National Championships

An application was received from the BC Lacrosse Association requesting a grant to assist with travel expenses for seven (7) Burnaby residents to compete in the 2018 Canadian Lacrosse National Championships (Box and Field Lacrosse) in various locations across Canada. One player, Emily Kuhn, is playing on two teams in two different cities and dates. The 2018 Team BC Lacrosse teams and players are as follows:

- **Female Midget Box Team** - Nationals in Halifax, July 21-25
Emily Kuhn (also competing on Women's Field U15 Team)
- **Female Bantam Box Team** - Nationals in Halifax, July 21-25
Katie Liu
- **Midget Box Team** - Nationals in Calgary, Aug. 12-18
Marcus Klarich & Thomas Vela
- **Bantam Box Team** - Nationals in Saskatoon, Aug. 9-14
Phillip Marin
- **U15 Women's Field Team** - Nationals in Calgary, Aug. 17-19
Emily Kuhn (also competing on Female Midget Box Team) & Ava Regan
- **U15 Men's Field Team** - Nationals in Saskatoon, Aug. 31-Sept. 2
Joshua Gabriele

Request: Unspecified CPA: 2017 - \$1,400 (8 x \$175)
2016 - No Application
2015 - \$875 (5 x \$175)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,400 (8 x \$175) be awarded to the BC Lacrosse Association to assist with travel expenses for seven (7) Burnaby residents to compete in the 2018 Canadian Lacrosse National Championships (one player is on two different teams and playing in different cities) in various locations across Canada.

CARRIED UNANIMOUSLY

b) #18.34. - Burnaby Neighbourhood House - North House
Escape to India!

An application was received from the Burnaby Neighbourhood House (North House) requesting a grant in support of their fundraising event "Escape to India!" held at 4908 Hastings Street (North House) on 2018 September 22. The event planned to bring together various aspects of South Asian culture for people of all ages and ethnicities, and included an Indian market with handicrafts, food/drinks and clothing "shops"; as well as, music and dance performances. Money is being raised for North House, Cameray Child and Family Services on Imperial Street, and the Surrey Food Bank.

Request: Unspecified CPA: 2017 – No Application
2016 – No Application
2015 – No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this grant application be denied, as it does not fall within Council guidelines for awarding grants.

CARRIED UNANIMOUSLY

The Committee noted that Council does not provide monetary support for fundraising events.

c) #18.35.(a) - Christmas Lunch/Dinner Grants
Seniors

An application was received from the New Vista Society requesting a grant to assist with the cost of providing a Christmas Dinner grant for 260 Burnaby

seniors to be held at the New Vista Care Home at 7550 Rosewood Street. The dinner for 130 senior tenants of the Winch Tower, Douglas Manor and JS Woodward Courts will be held on Tuesday, 2018 November 27; while the dinner for 130 senior tenants of the Vista Tower, Margaret Bacchus Manor and Grace MacInnis Manor will be held on Wednesday, 2018 November 28.

Request: Unspecified CPA: 2017 - \$8.00 per person
2016 - \$8.00 per person
2015 - \$7.00 per person

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$8.00 per person be awarded to seniors groups applying for their 2018 Christmas Lunch / Dinner grants.

CARRIED UNANIMOUSLY

d) #18.36.p - Burnaby Arts Council
Annual Deer Lake Craft Festival

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing signage for the Annual Deer Lake Craft Festival to be held on 2018 November 16–18 at the Shadbolt Centre for the Arts. The event includes a free hands-on kid's art workshop, face painting, live entertainment and an artisan market.

Request: \$1,500 - in-kind printing CPA: 2018 - \$1,000 in-kind printing (2018 Arts BC Conference)
2018 - \$1,500 in-kind printing (Summer Arts Festival)
2017 - \$1,000 in-kind printing (Deer Lake Craft Festival - Fall)
2017 - \$1,000 in-kind printing (Summer Arts Festival)
2016 - \$1,000 in-kind printing (Deer Lake Craft Festival - Fall)
2015 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind grant up to the amount of \$1,000 be awarded to the Burnaby Arts Council to assist with the cost of printing signage for the Annual Deer Lake Craft Festival to be held on 2018 November 16–18 at the Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

e) **#18.37. - Burnaby Seniors Outreach Society**
Peer Counselling

An application was received from the Burnaby Seniors Outreach Services Society requesting a grant to fund a Seniors Peer Counselling Training course starting in October. The Society is dedicated to promoting the emotional health and well-being of seniors through a number of programs including Peer Counselling, Caregiver Support, and Memory Café.

Request: \$3,000	CPA: 2017 - \$3,000
	2016 - \$3,000
	2015 - \$3,000

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$3,000 be awarded to the Burnaby Seniors Outreach Services Society to assist in funding their Seniors Peer Counselling Training course starting in October 2018.

CARRIED UNANIMOUSLY

f) **#18.38. - Burnaby Senior Outreach Society**
Burnaby Memory Café

An application was received from the Burnaby Seniors Outreach Services Society requesting a one-time grant to assist with the start-up of a Memory Café in Burnaby. The proposed Café will implement activities which support the City of Burnaby's Dementia-Friendly Community Action Plan and aims to help those with dementia feel included, connected, and supported. The Burnaby Memory Café will be held in the morning for one and a half to two hours at Brentwood Community Services Centre.

Request: \$6,150 -	CPA: 2017 - No application
one-time	2016 - No application
	2015 - No application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a one-time only grant in the amount of \$5,000 be awarded to the Burnaby Seniors Outreach Services Society to assist with the start-up of a Memory Café in Burnaby.

CARRIED UNANIMOUSLY

g) #18.39. - Mountain United Football Club - U15 Girls Soccer
2018 Toyota Canadian National Soccer Championships

An application was received from the Mountain United Football Club requesting a grant to assist with travel expenses for four (4) Burnaby residents on the U15 Girls Soccer Team to compete in the 2018 Toyota Canadian National Soccer Championships to be held on 2018 October 3-8 in Laval, Quebec.

Request: \$700

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$700 (4 x \$175) be awarded to the Mountain United Football Club to assist with travel expenses for four (4) Burnaby residents on the U15 Girls Soccer Team to compete in the 2018 Toyota Canadian National Soccer Championships to be held on 2018 October 3-8 in Laval, Quebec.

CARRIED UNANIMOUSLY

8. NEW BUSINESS

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

9. INQUIRIES

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

10. CLOSED

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 7:08 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 7:09 p.m.

11. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:09 p.m.

Monica Macdonald
Administrative Officer

Councillor Dan Johnston
Chair



Meeting 2018 November 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 November 05

FROM: CHIEF INFORMATION OFFICER

FILE: 1920-01

SUBJECT: 2019 INFORMATION TECHNOLOGY CAPITAL PROGRAM

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the 2019 Information Technology Capital Program as outlined in this report.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$4,654,200 to finance the Information Technology capital program.

REPORT**1.0 INTRODUCTION**

The purpose of this report is to seek Council approval of funding allocation for 2019 Information Technology projects in advance of Council adoption of the 2019 Financial Plan to allow staff to continue with the implementation of IT projects early in 2019. The IT Capital Program facilitates the replacement, expansion and upgrading of enterprise and departmental hardware and software in order to enhance the City's services to the public and improve the efficiency of internal processes.

2.0 POLICY SECTION:

The 2019 Information Technology capital program is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- 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 Information, Services, and Assets.

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2019 Information Technology Capital Program
2018 November 28..... Page 2

3.0 IT INFRASTRUCTURE PROGRAM

The 2019 IT Infrastructure Program includes initiatives to replace aging computer equipment, upgrade or expand infrastructure to support technical applications throughout City departments, and to enhance service to the public and internal stakeholders. This funding report, subject to approval by Council, would allow staff to proceed with IT Infrastructure initiatives in early 2019.

3.1 INFRASTRUCTURE REPLACEMENT

Estimated \$2,620,900

The City maintains an annual replacement program for its computer equipment such as servers, workstations, monitors, tablets and associated peripheral devices. For 2019, funding is required to replace a number of older servers, workstations, networking devices, cabling and equipment that have reached the end of their useful life.

Specific replacement works consist of:

- Computers, laptops, and related workstation equipment
- Server hardware
- Cabling, wiring and fibre-optics
- Network communications equipment
- Storage disk systems.

3.2 INFRASTRUCTURE REQUIRED FOR GROWTH

Estimated \$1,573,200

This program includes purchases of new computer equipment, peripherals, supporting software and services and software application upgrades. These purchases will support planned 2019 City initiatives designed to address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- City network uplink upgrades
- Enterprise infrastructure application upgrades
- Security improvements
- Cloud disaster recovery / business continuity (initial pilot)
- New desktop requirements for departments.

Additional information on the specific projects included in the IT Infrastructure Program is provided in Appendix 1.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
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4.0 BUSINESS SOLUTIONS PROGRAM

Estimated \$460,100

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

The projects which comprise the proposed 2019 program have been selected by City departments and prioritized based on criteria established by the City's Executive Steering Committee which consists of senior staff from all departments.

The following are some of the key initiatives included in the 2019 Business Solutions Program:

- Completion of the Time Entry and Approvals application pilot (AEA.0088) - \$321,000
- Departmental systems enhancements and upgrades (AEA.0073) - \$32,100
- Corporate Property Database (AEA.0099) - \$107,000

These expenditures will be included in the 2019 – 2023 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

Additional information on the specific projects included in the IT Business Solutions Program is provided in Appendix 1.

5.0 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 \$4,654,200 to finance the information technology capital program.



Shari Wallace
 CHIEF INFORMATION OFFICER

SW/CIO

Copied to: City Manager
 Director Finance
 City Solicitor

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
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Appendix 1

IT Infrastructure Capital Program for 2019 – Supplementary Information

1.0 INFRASTRUCTURE REPLACEMENT 2019 – (AEC.0019) \$2,620,900

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

Specific replacement works consist of:

- PC's, laptops, tablets and related workstation equipment - *\$1,505,500*
 - Deployment of Windows 10 operating system software and updated application packages to City computers, laptops and workstations
 - Standard lifecycle replacement (Note: Given the greater reliability of equipment, IT has moved to a 5-year replacement schedule for standard workstations, 3 years for laptops, and 6 years for monitors)
 - This program will replace 1400 laptops and PCs and 15 tablets.
- Server hardware & Storage disk systems - *\$486,900*
 - Replacement of existing physical servers with faster, larger format servers that will better support our server virtualization initiatives
 - Standard hardware lifecycle replacement based on a risk analysis of the expected life of the units and disk combined with the business criticality of the applications.
- Network communications and data centre equipment- *\$628,500*
 - Replacement/upgrade of existing cabling to maintain continuity and quality of service
 - Uninterrupted power supply and core firewall equipment
 - Upgrading facility switches with current models
 - Upgrading network uplink connection speeds from 1GB to 10GB.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
 2018 November 28..... Page 5

2.0 INFRASTRUCTURE REQUIRED FOR GROWTH 2019 \$1,573,200

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

Specific works include:

- City network uplink upgrades (AEC.0018) - \$187,300
 - Upgrade network speed to 10GB links for large City facilities
 - Inclusion of City conduit in existing Engineering capital works projects, building long-term network capacity for civic communications
 - Migration of City facilities from 3rd party links to City-owned fibre and radio links.
- Enterprise infrastructure application upgrades (AEC.0020) - \$465,500
 - Three discrete projects to upgrade the City's print systems, server virtualization and mobile device management systems will be initiated to improve capability in these areas.
- Security posture improvements (AEC.0018) - \$251,500
 - Continuing improvement of the City's infrastructure hardening and security posture improvements, this project includes the implementation of enhanced network monitoring tools, e-mail threat detection and security upgrades
 - Upgrades to network perimeter and edge firewalls.
- Cloud disaster recovery / business continuity pilot (AEC.0018) - \$85,600
 - Continuation of the City's cloud infrastructure pilot project to provide geographically dispersed systems for the purposes of business continuity
 - Migration of existing City websites and other methods of communication onto the new platform will be initiated where possible.
- Network and Wireless Wi-Fi Infrastructure upgrades (AEC.0020) - \$133,300
 - Wireless Wi-Fi facilities upgrade for 10-15 sites
 - Core networking equipment upgrade.
- New desktop requirements for departments (AEY.2019) - \$450,000
 - Additional desktop equipment for City departments.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
 2018 November 28..... Page 6

IT Business Solutions 2019 – Supplementary Information

Online Time Entry and Approvals application pilot (AEA.0088) - \$321,000

This project will enable City staff, supervisors and managers to submit, approve or reject timecards online. The pilot phase of the project will include Finance, Human Resources and Information Technology employees. The pilot phase will complete in early 2019 and will include an assessment of the effort and cost required to roll out this functionality to all City staff.

Corporate Property Database (AEA.0099) - \$107,000

This project will support the migration of the Burnaby Property Database to the new Property Tax system (Tempest) from the legacy Permit Plan system. The permitting and licensing functionality in Permit Plan was replaced in 2016 and this project will enable the final decommissioning of the legacy environment.



Item
Meeting 2018 Nov 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Nov 07

FROM: DIRECTOR ENGINEERING

FILE: 36000-03
REF: Solid Waste & Recycling Bylaw

SUBJECT: 2019 RESIDENTIAL GARBAGE FEES

PURPOSE: To seek Committee and Council's approval to adopt the 2019 Garbage Receptacle Fee structure and amend the yard waste disposal fee and delivery fee for rain barrels and composters.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the amendment of 2019 solid waste fees as described in the report below.

REPORT

INTRODUCTION

Residential property owners pay an annual fee to offset some of the cost of providing solid waste, green bin, and recycling services. The fees are structured to offset the cost of tipping fees, encourage residents to select the correct size receptacle to avoid overfilling or illegal dumping, and encourage solid waste diversion to recycling and organics disposal programs.

The Solid Waste and Recycling Bylaw (Bylaw 12875) details the fees as described above, as well as yard waste disposal fees and rain barrel/composter delivery fees. These fees have not been adjusted since 2013, and staff are now recommending changes to account for inflation and to align fees with current policy.

POLICY SECTION

The proposed changes are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

To: CHAIR AND MEMBERS FINANCIAL
MANAGEMENT COMMITTEE
From: DIRECTOR ENGINEERING
Re: 2019 RESIDENTIAL GARBAGE FEES
2018 November 07 Page 2

Goals

- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
 - Healthy environment –
Enhance our environmental health, resilience and sustainability
- A Dynamic Community
 - Community development –
Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets
 - Communication –
Practice open and transparent communication among staff, Council and the community
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets

DISCUSSION

Curbside Residential Solid Waste Fees

The curbside residential solid waste fee is based on the size of the garbage receptacle provided to the resident on January 01. Residents are able to change the size of the garbage receptacle at any time, provided the \$50 service fee is prepaid. The table below shows the receptacles in service at the end of 2017.

Receptacle Size	Annual Fee	Quantity	%	Revenue
120L Garbage (32G)	\$25	6,156	18.7%	\$153,900
180L Garbage (48G)	\$75	21,913	66.4%	\$1,643,475
240L Garbage (64G)	\$205	3,872	11.7%	\$793,760
360L Garbage (96G)	\$385	1,064	3.2%	\$409,640
Total		33,005	100.0%	\$3,000,775

To: CHAIR AND MEMBERS FINANCIAL
MANAGEMENT COMMITTEE
From: DIRECTOR ENGINEERING
Re: 2019 RESIDENTIAL GARBAGE FEES
2018 November 07 Page 3

Receptacle Fees for 2019

The differences amongst the fees in the current fee structure have induced some residents to select a smaller receptacle than they require. This has contributed to overfilling of receptacles and increased waste collected from public receptacles in Burnaby parks and public spaces.

The 2019 proposed fee structure reduces the difference between the 180L and 240L receptacles. This will discourage residents from reducing the size of their receptacle for financial reasons. It will also allow residents to increase to the 240L receptacle to avoid overfilling the smaller sized receptacles. Converging the fees for the 180L and 240L receptacles over a number of years will facilitate a reduction of receptacle stock and streamline operations by eventually offering only 3 sizes. It is recommended that a disincentive be maintained for the largest receptacle (360L).

The proposed 2019 Receptacle Fee structure is shown in the table below.

Receptacle Size	2018 Annual Fee	2019 Annual Fee	Fee Change	Quantity	2019 Revenue
120L Garbage (32G)	\$25.00	\$30.00	\$5.00	6,156	\$184,680
180L Garbage (48G)	\$75.00	\$85.00	\$10.00	21,913	\$1,862,605
240L Garbage (64G)	\$205.00	\$150.00	-\$55.00	3,872	\$580,800
360L Garbage (96G)	\$385.00	\$385.00	\$0.00	1,064	\$409,640
Total				33,005	\$3,037,725

Other Fee Changes


It is recommended that the per tonne yard waste disposal fee at the Burnaby Eco-Centre be the same fee as that collected at Metro Vancouver disposal facilities (currently \$95 per tonne).

It is further recommended that the delivery fee for rain barrels and composters be increased from \$5 to \$50 to more closely reflect actual cost of service.

To: CHAIR AND MEMBERS FINANCIAL
MANAGEMENT COMMITTEE
From: DIRECTOR ENGINEERING
Re: 2019 RESIDENTIAL GARBAGE FEES
2018 November 07..... Page 4

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council approve the amendment of 2019 curbside residential solid waste fees, yard waste disposal fees and rain barrel/composter delivery fees as described in this report.



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

AS/JL/ac

Copied to: City Manager
City Solicitor
Director Finance



Meeting 2018 Nov 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 November 19

FROM: DIRECTOR FINANCE

FILE: 39500-07
Reference: Water Rates

SUBJECT: 2019 WATERWORKS UTILITY RATES

PURPOSE: To request Council approval for a 2% increase to the 2019 Waterworks Utility Rates and bylaw revisions contained herein.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 for the 2019 Water Rates contained in Schedule C of this report, and amend the bylaw as outlined in Section 4 of this report, effective 2019 January 01.

REPORT**1.0 BACKGROUND**

The Waterworks Utility is financially self-sustaining; funding for operations comes from utility rates and/or reserves. There is no impact on property taxes from any increased demand for water services. Water rates are reviewed annually and revised to account for changes in costs associated with the delivery of water to Burnaby. Water rates are changed by way of an amendment to the Burnaby Waterworks Regulation Bylaw 1953 and adoption by Council.

The due date for payment of annual waterworks utility fees is March 15th each year. To promote payment by the due date, Burnaby offers discounted rates for payments received on or before the March 15th due date. Metered Water customers are offered the same incentive for payments made within 30 days of the billing date. The intent of the bylaw is not to grant a discounted rate for partial payments.

Table 1 provides rate increase information over the past five years and the proposed rate for 2019.

Table 1 – Rate Increases

2014	2015	2016	2017	2018	Proposed 2019
5.5%	3.0%	2.0%	1.0%	0.0%	2.0%

To: Financial Management Committee

From: Director Finance

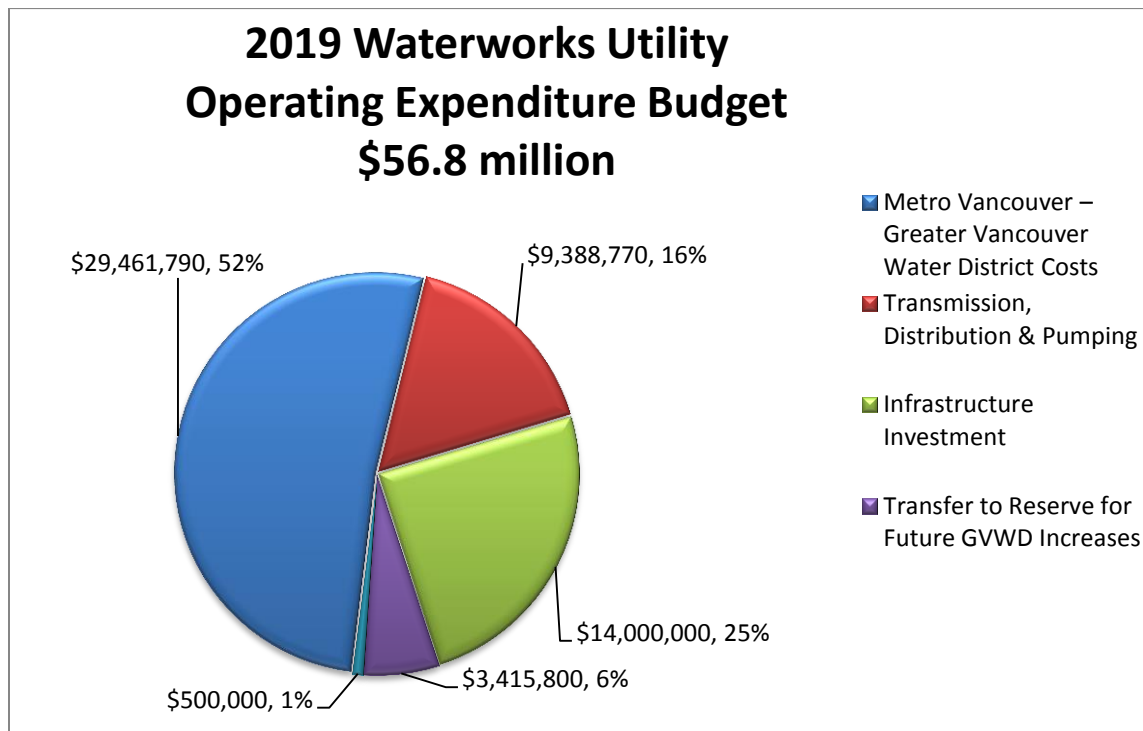
Re: 2019 Waterworks Utility Rates

2018 November 28..... Page 2

2.0 WATERWORKS UTILITY EXPENDITURES

The 2019 Waterworks Utility Operating Expenditure Budget totals \$56.8 million, an increase of \$1.6 million compared to 2018. The 2019 Waterworks Utility Operating Expenditure Budget is summarized in Chart 1 below. Schedule A (attached), provides further details of the City's Waterworks Utility Five Year Operating Plan.

Chart 1 – 2019 Waterworks Utility Operating Expenditure Budget



2.1 Metro Vancouver – Greater Vancouver Water District Costs

The cost of water from the Greater Vancouver Water District (GVWD) continues to form the largest percentage of overall expenditure for 2019, at just under 52% of total expenditure. The GVWD is responsible for acquiring and maintaining the water supply, treating it to ensure its quality and delivering it to the City. The GVWD also provides ongoing capital work for the treatment of water, including the upgrading of facilities to meet safety and environmental standards.

2019 volumes are based on the City of Burnaby's average volume for the prior three years. Rates are as per GVWD. 2020 – 2023 rates are based on GVWD projected rate increases. Volumes for this period are also based on GVWD projected increases. For 2019, the City has budgeted for consumption of 39.7m cubic metres, which is in line with GVWD estimates. The estimated cost of

To: Financial Management Committee
 From: Director Finance
 Re: 2019 Waterworks Utility Rates
 2018 November 28..... Page 3

the 2019 GVWD water delivery service for Burnaby is \$29.4 million, an increase of \$1.5 million over the 2018 budget.

Schedule B (attached) summarizes the projected 2019 – 2023 GVWD increases in the cost of water services provided to Burnaby, with historical data going back to 2014. The City of Burnaby's longer range forecast rate increases for the GVWD cost of water services from 2024 to 2028 are based on average rate increase from 2017 – 2020. The blended 2019 rate increase for the GVWD is 5.8%. The 2019 GVWD rates for peak and off peak rates are as follows:

- Peak (June to September) - \$0.8399 per cubic metre @ 16,233 cubic metres.
- Off Peak (January to May / October to December) –
 \$0.6719 per cubic metre @ 23,556 cubic metres.

The following are examples of current and planned major GVWD initiatives supported by 2019 rate increases:

2019 Major Capital Projects

- Coquitlam Intake No. 2 project definition
- Coquitlam Main No. 4 design
- Capilano Raw Water Pump Station Back-up Power
- Capilano Main No. 5 (Stanley Park Section) design
- Annacis Marine Crossing design
- Second Narrows Marine Crossing construction
- Port Mann Main No. 2 (South) construction
- Jericho Reservoir construction
- Fleetwood Reservoir construction

The City's approach to maintaining a stable level of operating reserves allows for rate increases that are well below the GVWD increases. Proposed rate increases for future years are set out in Table 2 below:

Table 2 – Planned GVWD and City Increases

GVWD 2019 – 2023 Plan ¹	2019	2020	2021	2022	2023
GVWD Blended Rate Increase	5.8%	10.9%	11.0%	11.7%	11.6%
Total GVWD Operating Budget	\$289.1m	\$323.2m	\$359.5m	\$403.7m	\$453.0m
Total GVWD Capital Budget	\$231.4m	\$395.7m	\$440.9m	\$486.0m	\$477.2m
Household Impact	\$172	\$189	\$207	\$229	\$253
% Change on Household	4.5%	10.0%	9.5%	10.5%	10.5%
Planned City of Burnaby % change	2.0%	3.0%	3.0%	3.0%	3.0%

¹ Metro Vancouver Corporate Planning Committee Budget Workshop – October 17, 2018

To: Financial Management Committee

From: Director Finance

Re: 2019 Waterworks Utility Rates

2018 November 28..... Page 4

2.2 Transmission, Distribution & Pumping

The City's Engineering Department, Water Services Division, provides high quality drinking water to homes and businesses, as well as water supply for fire suppression. This division manages the installation and maintenance of over 700 kilometers of watermain and connections throughout the City. Planned 2019 transmission, distribution, and pumping expenditure is proposed to increase by \$1.3 million to \$9.4 million.

Key changes include:

- \$600,000 related to water service connections activity. A provision for connections with performance issues in the past was included in the capital plan; however, after further review it was deemed that majority of this type of ongoing work is more of an operating activity. Since this is no longer classified as a capital activity the capital plan will have an offsetting reduction.
- \$300,000 is required due to the increase in costs associated with transporting construction materials for disposal at off site locations. These costs are incurred by the City and allocated evenly between both the Waterworks Utility and Sanitary Sewer Fund.
- \$210,000 in various operating expenditures related to Water Conservation and Enforcement initiatives and other operating initiatives.
- \$190,000 due to additional compensation costs such as collective agreement increases and staff pay-step increments.

2.3 Infrastructure Investment

The City's policy of funding ongoing replacement and development of required infrastructure continues to ensure a stable and sustainable capital program. The 2019 infrastructure investment is budgeted at \$14 million. This figure ensures that capital funds held in reserves are sufficient to fund capital expenditures for the future.

2.4 Transfer to Reserve for Future GVWD Increases

The City is setting aside funding to the Waterworks Utility Operating Reserve from 2019 to 2021, which will help to reduce the upward pressure of GVWD rate increases in future years, keeping future rate increases to citizens stable.

2.5 Contingency

A contingency amount, consistent with prior years, of \$500,000 has been built into the budget to accommodate for any unforeseen costs that may arise during the year.

To: Financial Management Committee
 From: Director Finance
 Re: 2019 Waterworks Utility Rates
 2018 November 28.....

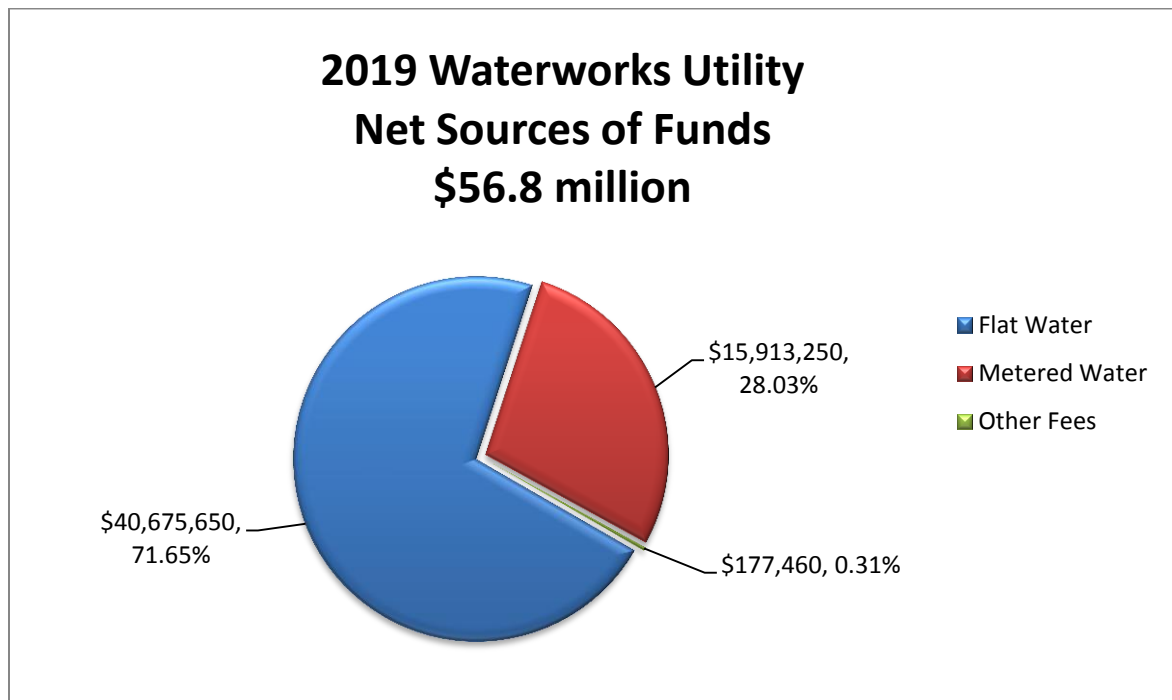
Page 5

3.0 SOURCES OF FUNDS

The Waterworks Utility is self-funding. Rates are based on a user pay principle and structured to fund the cost of Burnaby's water services. The rate structure includes the funding of the City's capital infrastructure renewal programs and water services, the supply cost of water provided by the GVWD, and the funding of operations including maintenance programs. The rate structure is divided into three categories: Flat Water, Metered Water and Other fees. A transfer from reserve is used to stabilize rates.

Chart 2 below provides a breakdown of 2019 funding sources net of early payment discounts.

Chart 2 – 2019 Waterworks Utility Net Sources of Funds



3.1 Flat Water

Flat water charges make up 71.7% of all revenues, at \$40.6 million (net of discounts). The projected revenue increase for 2019 is \$1.3 million. This is based on an estimated 1% annual growth factor for 2019 and the general rate increase.

3.2 Metered Water

Approximately 2,800 customers are metered, which accounts for 28% of total revenues (net of discounts). Despite an overall average decline in consumption of 0.96% over the past ten years, 2017 full year actuals were higher than forecast. The 2019 budget is based on past actual consumption levels, with 2019 revenues estimated at \$15.9 million after applicable discounts.

To: Financial Management Committee

From: Director Finance

Re: 2019 Waterworks Utility Rates

2018 November 28..... Page 6

3.3 Other Fees (Sales of Services, Permits and Construction Charges)

Other revenues in 2019 include Construction Water (Flat and Metered), Permits, Special Meter Readings and Testing. Rates for construction water charges increase in line with all other water rates. Revenue from these sources is estimated at \$177,460 for 2019.

3.4 Transfer from Reserve

For 2019, there is no transfer from reserve. In future years the water operating reserve fund will be used to offset GVWD rate increases, meaning that the City can set rate increases that are significantly lower than those of the GVWD.

4.0 BYLAW AMENDMENTS

The following revisions to Schedule C of this report (Schedule A of the Waterworks Regulation Bylaw 1953) are proposed:

4.1 Metered Rates

In line with Metered Sewer Rates, a single tier rate per cubic metre of water consumption is applied to all monthly and quarterly accounts. As such, multiple tiers are no-longer shown on Schedule C to this report, and will be updated within Schedule A of the bylaw.

4.2 Cost of connection – Tie In

This fee is being added to the Waterworks Regulation Bylaw 1953.

4.3 Water Transfers

This fee is being added to the Waterworks Regulation Bylaw 1953.

4.4 Water Meter Purchase and Installation

These rates have been added to Schedule C of this report and will be added to the bylaw to capture meter purchase and installation charges.

4.5 Other Installation / Device Fees

The fees for the Nelson box purchase and installation, and Fireline Meter purchase and installation have been included in Schedule C of this report and will be added to the bylaw.

To: Financial Management Committee

From: Director Finance

Re: 2019 Waterworks Utility Rates

2018 November 28..... Page 7

4.6 Watering Permit

This fee is being added to the Waterworks Regulation Bylaw 1953.

With inclusion of the fees listed above in Schedule C attached, going forward rate increases for these fees will adhere to the general annual rate increase for the Waterworks Utility.

5.0 SUMMARY

The Waterworks Utility is self-funding and debt free. Rates are based on a user pay principle and structured to fund the cost of Burnaby's water services. For 2019, it is recommended that rates increase by 2%, to help offset future rate increases by GVWD.

A number of fee additions have been made to Schedule C to this report (Schedule A of the Burnaby Waterworks Regulation Bylaw 1953).

The Director Engineering concurs with the recommendations contained in this report.

6.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 for the 2019 Water Rates contained in Schedule C and the bylaw amendments as outlined in Section 4 of this report effective 2019 January 01.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RR:WK /ml

Attachments: *Schedule A – City's Waterworks 5 Year Operating Plan*
 Schedule B – Cost of Water Supplied to Burnaby by Metro Vancouver (GVWD)
 Schedule C – Water Rates

Copied to: City Manager
 Director Engineering
 City Solicitor
 City Clerk

2019 WATERWORKS - FIVE YEAR OPERATING BUDGET

SCHEDULE A

	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Annual	2019 Budget	2020 Projected	2021 Projected	2022 Projected	2023 Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
Metro Vancouver – Greater Vancouver Water District Costs	25,199,090	26,159,327	25,865,340	26,983,019	27,943,500	29,461,790	32,832,700	36,597,400	41,167,700	46,341,600
Transmission, Distribution & Pumping	6,083,121	6,385,702	6,203,023	6,822,740	8,110,600	9,388,770	9,670,430	9,960,540	10,259,360	10,567,140
Infrastructure Investment	15,001,520	15,682,345	16,002,500	21,131,130	18,500,000	14,000,000	11,500,000	11,500,000	11,500,000	11,500,000
Transfer to Reserve for Future GVWD Increases	-	-	-	-	-	3,415,800	4,185,550	2,108,080	-	-
Special Project - One Time Request	-	-	-	-	125,000	-	-	-	-	-
Contingency	-	-	-	-	500,000	500,000	500,000	500,000	500,000	500,000
Surplus	2,347,641	2,156,657	4,122,981	-	-	-	-	-	-	-
TOTAL	48,631,372	50,384,032	52,193,844	54,936,900	55,179,100	56,766,360	58,688,680	60,666,020	63,427,060	68,908,740
GROSS REVENUES/TRANSFERS										
Flat Rates (Net of Discounts, including Secondary Suites)	34,175,090	35,808,730	36,965,274	39,153,697	39,472,490	40,675,650	41,991,610	43,340,900	44,730,950	46,162,860
Metered Rates (Net of Discounts)	14,309,728	14,457,163	15,172,485	15,552,029	15,388,710	15,913,250	16,519,620	17,147,670	17,800,850	18,480,150
Construction - Metered Charges	41,143	23,460	15,280	3,412	23,600	23,800	23,800	23,800	23,800	23,800
Construction - Flat Rate Charges	58,892	39,520	200	32,800	32,900	47,430	47,430	47,430	47,430	47,430
Permits and Fees	13,351	12,017	11,131	22,714	17,200	16,970	16,970	16,970	16,970	16,970
Other Sales of Services	33,168	43,141	29,473	22,732	35,300	89,260	89,250	89,250	89,250	89,250
Transfer from Reserve	-	-	-	149,500	208,900	-	-	-	717,810	4,088,280
TOTAL	48,631,372	50,384,032	52,193,844	54,936,900	55,179,100	56,766,360	58,688,680	60,666,020	63,427,060	68,908,740
Rate Increase	5.50%	3.00%	2.00%	1.00%	0.00%	2.00%	3.00%	3.00%	3.00%	3.00%

COST OF WATER SUPPLIED TO BURNABY BY METRO VANCOUVER (GVWD)

SCHEDULE B

Year	Cost/m³		Increase over the previous year				Volumes m³			Change In volume	Annual cost to Burnaby	Increase in the total cost of water to Burnaby	
			\$		%								
	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak	Off-Peak	Peak	Total m³	%	000 \$	000 \$	%
2014 Actual	0.5724	0.7155	0.0220	0.0275	4.00	4.00	22,338	17,348	39,687	-6.60	25,199	-622	-2.41
2015 Actual	0.5816	0.7270	0.0092	0.0115	1.61	1.61	23,871	16,886	40,757	2.70	26,159	960	3.81
2016 Actual	0.5926	0.7407	0.0110	0.0137	1.89	1.88	24,028	15,696	39,724	-2.53	25,865	-294	-1.12
2017 Actual	0.6113	0.7641	0.0187	0.0234	3.16	3.16	23,270	16,700	39,970	1.98	26,983	1,397	5.40
2018 Budget	0.6350	0.7938	0.0237	0.0297	3.88	3.89	23,778	16,181	39,959	-1.36	27,943	681	2.50
2019 Budget	0.6719	0.8399	0.0369	0.0461	5.81	5.81	23,556	16,233	39,790	-0.42	29,462	1,519	5.44
2020 Budget	0.7451	0.9314	0.0732	0.0915	10.90	10.90	23,789	16,219	40,007	0.55	32,833	3,371	11.44
2021 Budget	0.8271	1.0339	0.0820	0.1025	11.00	11.00	23,888	16,287	40,175	0.42	36,597	3,765	11.47
2022 Budget	0.9239	1.1549	0.0968	0.1210	11.70	11.70	24,057	16,402	40,459	0.71	41,168	4,570	12.49
2023 Budget	1.0310	1.2888	0.1072	0.1340	11.60	11.60	24,266	16,544	40,810	0.87	46,342	5,174	12.57
Increase 2014 - 2018			0.0846	0.1058	10.94	10.94						2,122	10.89
Projected increase 2019 - 2023			0.3960	0.4950	53.45	53.45						18,399	57.29

NOTES:

2014-2017 volumes are based on actuals up to December 31 2017.

2018 volumes and costs are based on expenditure as of October 2018. An estimate is used for the remainder of the year based on prior year averages.

2019 volumes are based on the City of Burnaby average volume for the prior three years. Rates are as per GVWD.

2020-2023 rates are based on GVWD projected rate increases. Volumes for this period are based on GVWD projected increases.

2019 WATERWORKS RATES

SCHEDULE C

Note - full payment of the amount specified is required by the due date in order to receive the lower rate, where applicable.

FLAT RATES

Detached Single Family Dwelling	
Two Family Dwelling, including strata, forming part of a duplex- Per Unit	
Multiple Family Dwelling, including strata, not part of a duplex - Per Unit:	
Secondary suite, or in-law suite in a Single Family Dwelling	
In-Law Suite in a Two Family Dwelling	
Commercial - not more than 3 stores / offices:	
Commercial and living quarters, 1 family	
Commercial and no living quarters	

CROSS CONNECTION CONTROLS

Per Device	
Minimum Per Unit	

METERED RATES

Monthly

Per cubic metres	
Minimum monthly	

Quarterly

Per cubic metres	
Minimum quarterly	

WATER CONNECTION

WATER TIE IN

WATER TRANSFERS

Meter Purchase and Installation

Water Meter 5/8" to 10"	
Water Meter 5/8" installation	
Water Meter 3/4" installation	
Water Meter 1" installation	
Water Meter 1.5" installation	
Water Meter 2" installation	
Water Meter 3" installation	
Water Meter 4" installation	
Water Meter 6" installation	
Water Meter 8" installation	
Water Meter 10" installation	

OTHER INSTALLATION / DEVICE FEES

Nelson box purchase and installation for driveway MR6	
Fireline meter purchase - 6" to 10"	
6" Fireline Installation	
8" Fireline Installation	
10" Fireline Installation	

CONSTRUCTION FLAT WATER ANNUAL CHARGE

19 mm Connection	
25 mm Connection	
50 mm Connection	

CONSTRUCTION OTHER

Construction Meter Deposit 2019 (Previously connection charge)	
Construction meter Usage Charge	

Effective 2018 Jan 01 Paid by Mar. 15	Effective 2018 Jan 01 Paid after Mar. 15	Effective 2019 Jan 01 Paid by Mar. 15	Effective 2019 Jan 01 Paid after Mar. 15
\$	\$	\$	\$
578.17	608.60	589.73	620.77
433.63	456.45	442.30	465.58
331.99	349.46	338.63	356.45
289.09	304.30	294.88	310.39
216.82	228.23	221.16	232.79
1156.34	1,217.20	1179.47	1,241.54
578.17	608.60	589.74	620.77
51.96	54.69	53.01	55.79
6.53	6.87	6.67	7.01
Paid within 30 days of billing date	Paid 31 or more days after billing date	Paid within 30 days of billing date	Paid 31 or more days after billing
1.536	1.616	1.570	1.6500
48.18	50.72	49.15	51.74
1.536	1.616	1.570	1.6500
144.54	152.16	147.44	155.20
As per agreed cost of connection		As per agreed cost of connection	
Added to bylaw for 2019		As per agreed cost of connection	
Added to bylaw for 2019		As per agreed cost of connection	
Added to bylaw for 2019		Actual cost	
Added to bylaw for 2019		No discount	350.00
Added to bylaw for 2019		No discount	450.00
Added to bylaw for 2019		No discount	650.00
Added to bylaw for 2019		No discount	1,100.00
Added to bylaw for 2019		No discount	1,250.00
Added to bylaw for 2019		No discount	2,100.00
Added to bylaw for 2019		No discount	2,600.00
Added to bylaw for 2019		No discount	5,000.00
Added to bylaw for 2019		No discount	6,500.00
Added to bylaw for 2019		No discount	7,500.00
Added to bylaw for 2019		No discount	175.00
Added to bylaw for 2019		Actual cost	
Added to bylaw for 2019		No discount	7,500.00
Added to bylaw for 2019		No discount	5,000.00
Added to bylaw for 2019		No discount	6,500.00
No discount	1,400.00	No discount	1,428.00
No discount	3,600.00	No discount	3,672.00
No discount	10,900.00	No discount	11,118.00
No discount	5,000.00	No discount	5,100.00
As per Metered rates		As per Metered rates	

2019 WATERWORKS RATES

SCHEDULE C

Note - full payment of the amount specified is required by the due date in order to receive the lower rate, where applicable.

MISCELLANEOUS CHARGES

I. Water Turn-on / Turn-off request (per occurrence)

Regular hours: 7am to 11 pm Monday to Friday except statutory holidays

After hours: 11pm to 7am Mon - to Fri, weekends and statutory holidays

II. Fire Hydrant

Permit (Inspection fee)

Water use per day

Damage deposit (refundable)

III. Meter Test or retest

16 mm, 19 mm, 25 mm, 32 mm, 38 mm or 50 mm meters

76 mm, 102 mm, 152 mm or meters over 152 mm

IV. Service Disconnection

At Property Line

At Main

V. Special Meter Reading

VI. Watering Permit

RATE INCREASE

Effective 2018 Jan 01 Paid by Mar. 15	Effective 2018 Jan 01 Paid after Mar. 15
\$	\$
No discount	54.00
No discount	160.00
No discount	160.00
No discount	27.00
No discount	531.00
No discount	123.00
No discount	239.00
No discount	350.00
No discount	3,500.00
No discount	80.00
Added to bylaw for 2019	
0.00%	0.00%

Effective 2019 Jan 01 Paid by Mar. 15	Effective 2019 Jan 01 Paid after Mar. 15
\$	\$
No discount	55.08
No discount	163.20
No discount	163.20
No discount	27.54
No discount	541.62
No discount	125.46
No discount	243.78
No discount	357.00
No discount	3,570.00
No discount	81.60
No discount	50.00
2.00%	2.00%

Finance Department

November 2018



Meeting 2018 December 03

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: 2019 SANITARY SEWER FUND RATES

RECOMMENDATION:

1. THAT Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2019 rates contained in Schedule C of this report, and the bylaw amendments outlined in section 4 of this report, effective 2019 January 01.

REPORT

The Financial Management Committee, at its meeting held on 2018 November 28, received and adopted the attached report seeking Council approval of a 2% increase to the 2019 Sanitary Sewer Fund Rates and the bylaw revisions, as outlined in the report. The Bylaw appears elsewhere on this Council agenda.

Respectfully submitted,

Mayor M. Hurley
Chair

Councillor S. Dhaliwal
Vice Chair

Copied to:	City Manager Director Finance Director Engineering City Solicitor
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Meeting 2018 Nov 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 November 19

FROM: DIRECTOR FINANCE

FILE: 36000-07
Reference: Sewer Rates

SUBJECT: 2019 SANITARY SEWER FUND RATES

PURPOSE: To request Council approval for a 2% increase to the 2019 Sanitary Sewer Fund Rates and bylaw revisions contained herein.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2019 rates contained in Schedule C of this report, and the bylaw amendments outlined in section 4 of this report, effective 2019 January 01.

REPORT**1.0 BACKGROUND**

The Sanitary Sewer Fund is financially self-sustaining and debt free. Rate changes do not impact property taxes. Sanitary Sewer rates are reviewed annually and adjustments are made to provide funding for required operating and capital works through the adoption of amendments to the Burnaby Sewer System Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the the Burnaby Sewer Connection Bylaw 1961.

Annual Sanitary Sewer charges within the the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961 are due by March 15th each year. To promote payment by the due date, Burnaby offers discounted rates for payments received on or before the March 15th due date. Metered Sanitary Sewer customers are offered the same incentive for payments made within 30 days of the billing date. The intent of the bylaw is not to grant a discounted rate for partial payments.

For 2019, it is proposed that the due date for rates contained within the Burnaby Sewer System Parcel Tax Bylaw 1994 is aligned with the property tax due date. Further information on this proposal is set out within Section 4 to this report.

To: Financial Management Committee

From: Director Finance

Re: 2019 Sanitary Sewer Fund Rates

2018 November 28 Page 2

Table 1 provides rate increase information over the past five years and the proposed rate for 2019.

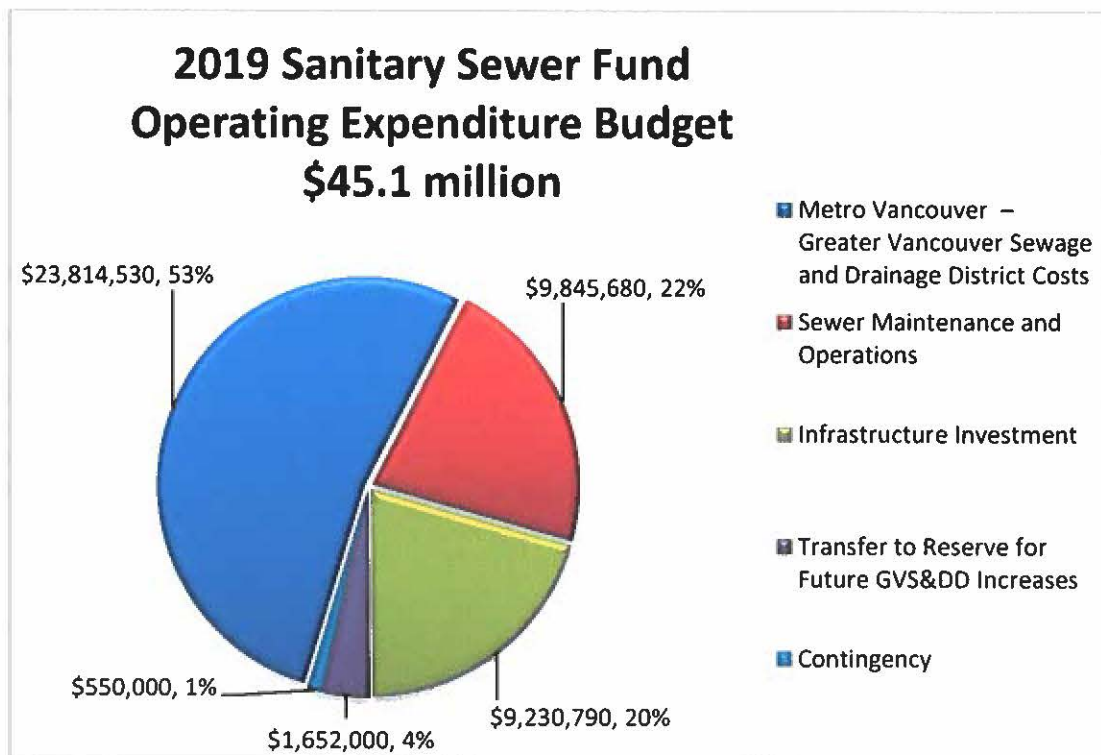
Table 1 – Rate Increases

2014	2015	2016	2017	2018	Proposed 2019
5.5%	3.0%	1.5%	1.0%	0.0%	2.0%

2.0 SANITARY SEWER FUND EXPENDITURES

The Sanitary Sewer Fund Operating Expenditure Budget for 2019 is projected at \$45.1 million, an increase of \$0.9 million over 2018. The cost of the sewer system includes funding of infrastructure replacement and enhancement, sanitary treatment provided by Metro Vancouver and ongoing operating costs associated with maintaining the system. Schedule A (attached) outlines the City's Sanitary Sewer Fund Five Year Operating Plan. The 2019 Sanitary Sewer Fund Operating Expenditures Budget is summarized in Chart 1 below.

Chart 1 – 2019 Sanitary Sewer Fund Operating Expenditure Budget



To: Financial Management Committee

From: Director Finance

Re: 2019 Sanitary Sewer Fund Rates

2018 November 28 Page 3

2.1 Metro Vancouver – Greater Vancouver Sewage and Drainage District Costs

The Greater Vancouver Sewerage and Drainage District (GVS&DD) 2019 levy for liquid waste in Burnaby is \$23.8 million, up \$1.3 million. In addition to the charge for liquid waste, the GVS&DD imposes non-utility charges for Engineering Roads and Drainage, which for 2019 are set at \$973,000, a reduction of 36% over the prior year. While the reported cost increase imposed by GVS&DD for municipalities within the Fraser Sewerage Area is 13.6%, the net increase (net of roads and drainage costs) for the Sanitary Sewer budget is 5.95%.

The GVS&DD levy makes up over 53% of the total City of Burnaby Sanitary Sewer operating costs. The GVS&DD levy includes debt servicing costs as well as contributions to new initiatives and continued operations. Listed below are some of the main GVS&DD projects for 2019:

Budget Highlights/Key Actions:

- Decommissioning of the Iona Island Waste Water Treatment Plan (WWTP) biosolids stockpile
- Project definition for Iona Island WWTP secondary upgrade
- Prepare for commissioning of North Shore WWTP
- Update Biosolids Management Strategy
- Development of updated hydraulic model for VSA
- Increase monitoring of Burrard inlet with respect to Tsleil-Waututh Nation Burrard Inlet Action Plan
- Increase enforcement, compliance support and outreach for new regulations

Table 2 – Planned GVS&DD and City Increases

GVS&DD 2019 – 2023 Plan ¹	2019	2020	2021	2022	2023
Total GVS&DD FSA Operating Expenditure	\$165.9m	\$185.4m	\$216.7m	\$252.7m	\$281.7m
GVS&DD Increase for Burnaby	5.95%*	9.30%	12.80%	13.00%	8.70%
GVS&DD Capital Expenditure	\$279.2m	\$413.9m	\$436.8m	\$349.9m	\$395.1m
Household Impact	\$226	\$243	\$268	\$296	\$315
% Change on household	10.5%	7.1%	10.4%	10.6%	6.5%
Planned City of Burnaby change	2.0%	3.0%	3.0%	3.0%	3.0%

*Adjusted for lower Roads and Drainage portion.

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From: Director Finance

Re: 2019 Sanitary Sewer Fund Rates

2018 November 28..... Page 4

2.2 Sewer Maintenance and Operations

The City's Sanitary Sewer system has two main components: sanitary liquid waste and storm water systems. The sanitary liquid waste system collects waste water from homes and businesses, while the storm water system handles surface run off from private and public property. The 2019 Sewer Maintenance and Operations Expenditure Budget has increased by \$2 million to \$9.8 million.

Key changes include:

- \$750,000 is related to sanitary sewer service connections activity. A provision for connections with performance issues in the past was included in the capital plan; however, after further review it was deemed that majority of this type of ongoing work is more of an operating activity. Since this is no longer classified as a capital activity the capital plan will have an offsetting reduction. Also included in this increase is a provision for four new temporary TFT positions which will be hired in order to reduce the backlog related to sanitary sewer connections work.
- \$550,000 in various operating expenditures (hired equipment, vehicle expenditures, contracted services and materials & supplies) to assist in the increase in operations and maintenance activities resulting from development throughout the City.
- \$300,000 is required to improve the City's inflow and infiltration management component of the regional Integrated Liquid Waste and Resource Management Plan (ILWRMP). These funds will be spent on continued monitoring, investigation, inspection and rehabilitation initiatives.
- \$300,000 is required due to the increase in costs associated with transporting construction materials for disposal at off site locations. These costs are incurred by the City and allocated evenly between both the Waterworks Utility and Sanitary Sewer.
- \$100,000 is due to additional compensation costs such as collective agreement increases and staff pay-step increments.

2.3 Infrastructure Investment

The City's policy of funding ongoing replacement and the development of new capital infrastructure annually continues to ensure a stable and sustainable capital program without the need for external debt financing. Funding is reviewed annually to determine changes to requirements. The total allocated to infrastructure investment for 2019 is \$9.23 million. This figure aligns with planned capital spend for 2019 and ensures that capital funds held in reserve are sufficient to fund planned expenditures for the future.

2.4 Transfer to Reserve for Future GVS&DD Increases

The City is setting aside funding to the Sanitary Sewer Fund Operating Reserve from 2019 to 2023, which will help to reduce the upward pressure on GVS&DD rate increases in future years, keeping the Sanitary Sewer Fund rate increases stable.

To: Financial Management Committee

From: Director Finance

Re: 2019 Sanitary Sewer Fund Rates

2018 November 28 Page 5

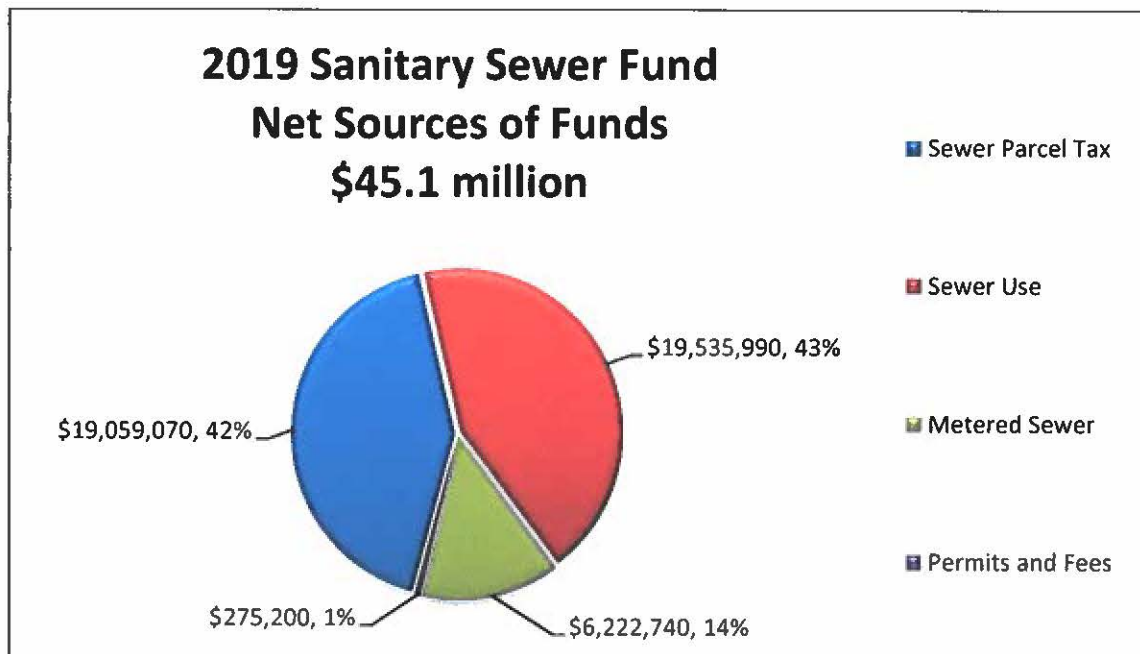
2.5 Contingency

A contingency amount of \$550,000 has been built into the budget to accommodate for any unforeseen costs that may arise during the year.

3.0 SOURCES OF FUNDS

The primary sources of funds for 2019 are Sewer Parcel Tax, Sewer Use and Metered Sewer revenue. A small percentage of revenue comes in the form of other permits and fees. Chart 2 provides a breakdown of funding sources net of discounts.

Chart 2 – 2019 Sanitary Sewer Net Sources of Funds



3.1 Sewer Parcel Tax

Owners of every parcel and of all property types with access to the City's sewer network pay an annual flat Sewer Parcel Tax. Two or more units on a parcel (such as strata apartment or complex dwelling units) share the Sewer Parcel Tax and also pay a Sewer Use Fee. Sewer Parcel Tax revenue estimates are based on prior-year actuals multiplied by the recommended rate increase for 2019.

Section 4 below sets out how the City will start to collect Sewer Parcel Tax with Property Taxes in 2019. The budget has been adjusted to capture that the City will be billing Sewer Parcel Tax with Property Taxes based on the net amount for the tax. As a tax, it is therefore to be treated like

To: Financial Management Committee

From: Director Finance

Re: 2019 Sanitary Sewer Fund Rates

2018 November 28 Page 6

other taxes, with penalties for late payment replacing the current discount model. The change in billing methodology is structured so as not to impact the overall amounts due by a customer.

3.2 Sewer Use

Sewer Use Fees are paid by all owners of multi-family, commercial, and industrial properties, including duplex, strata and non-stratified units. Budget estimates are based on prior year actuals, a 1% growth factor and the proposed rate increase for 2019.

3.3 Metered Sewer

2019 rates for Metered Sewer customers increase at the same percentage as flat rates. Introduced in 2018, a single tier rate per cubic metre of sewer consumption is applied to all monthly and quarterly accounts. As such multiple tiers are no-longer shown on Schedule C to this report.

3.4 Permits and other Fees

Income from permits and other fees for 2019 is projected at \$275,200. This includes fees from sanitary sewer video inspections, permits and adjustment applications.

4.0 BYLAW AMENDMENTS

4.1 Burnaby Sewer Charge Bylaw 1961" – Section 2(3)(a) b)

New wording has is proposed for Subsections (a and b) to clarify how credits are awarded to monthly and quarterly customers. Revised *italicized* wording reads as follows:

The owner or occupier of every parcel of real property who is required to pay a charge calculated pursuant to this section shall be entitled to a deduction *based on the discounted annual charge*, determined as follows:

- (a) in the case of a monthly charge, the lesser of:
 - (i) an amount *based on* one twelfth (1/12) of the current years' *annual* sewer parcel tax levied or charged against that parcel of real property, *as set out in Schedule A of the Bylaw*; and
 - (ii) the amount of that monthly charge; or
- (b) in the case of a quarterly charge, the lesser of:
 - (i) an amount *based on* one quarter (1/4) of the current years' *annual* sewer parcel tax levied or charged against that parcel of real property, *as set out in Schedule A of the Bylaw*; and
 - (ii) the amount of that quarterly charge.

It is therefore proposed that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Charge Bylaw 1961 for the revisions as outlined above.

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Re: 2019 Sanitary Sewer Fund Rates

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4.2 Burnaby Sewer Charge Bylaw 1961" – Section 3(a) and (b), and Section 2(1)

Section 3(a) contains reference to the calculation of water charges for properties not measured through a water meter. This information does not reflect the current flat rate structure and methodology contained in the Burnaby Waterworks Regulation Bylaw 1953. It is therefore proposed that this section is struck out of the bylaw.

Section 3(b) reads: *"it is deemed that each user of the sewerage system discharges into the sewerage system 80 percent of the water delivered by the municipal water utility to his parcel of real property"*.

It is suggested that this wording is removed, and that Section 2(1) of the bylaw is updated to state that *"for metered sewer customers only, for which a separate sewerage meter has not be installed, that calculation of the sewerage system charge is based on 100% of water consumption"*.

It is therefore proposed that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Charge Bylaw 1961, through removal of Section 3(a), removal of section 3(b), and amendment of Section 2(1).

4.3 Burnaby Sewer Parcel Tax Bylaw 1994

Sewer Parcel Tax is currently billed in February each year. While forming a key component of the Sanitary Sewer Utility, Sewer Parcel Tax can be deferred and contributes towards the total Home Owner Grant claimable on a residential property. Following a review of current legislation, business practice and vendor recommendations for the most efficient and lowest impact means of collecting this tax in the City's planned new tax system, (due to come online in 2019), it is recommended that Sewer Parcel Tax should be billed on the Tax Statement with other property taxes in May.

Schedule C to this report and Schedule A to the Burnaby Sewer Parcel Tax Bylaw 1994 have been amended to reflect that the due date for Sewer Parcel Tax now falls in line with the due date for Property Tax. This change will significantly streamline collection processes and remove the need for any custom development of new software. It will also bring City practices in line with other municipalities. Property Owners will be informed of this change as part of the Utility Notice mail out in late January / early February, with further information being made available on the City's website and also additional information will accompany the Tax Statement in May.

It is therefore proposed that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994 to reflect the change in due date and billing process change.

5.0 RATE SCHEDULE CHANGES

The rates in Schedule C to this report for Metered - Regular and BOD/TSS customers have been reduced to one line for both monthly and quarterly consumption. This reflects the 2018 change to collapse the rate structure to one rate across all consumption levels.

To: Financial Management Committee

From: Director Finance

Re: 2019 Sanitary Sewer Fund Rates

2018 November 28 Page 8

For convenience, Schedule C to this report now includes changes for the Burnaby Sewer Connection Bylaw 1961, which contains a number of fees which contribute towards the Sanitary Sewer Utility.

In addition of these fees within Schedule C, it is recommended that the following existing fees are consolidated within a new schedule of said bylaw:

New Schedule - Burnaby Sewer Connection Bylaw 1961

- Sanitary Inspection Chamber Box - purchase
- Storm Inspection Chamber Box - purchase
- Sewer Video Inspection - Sanitary
- Sewer Video Inspection – Storm

6.0 SUMMARY

Sanitary sewer rates are based on a user pay principle and structured to fund delivery and management of the sanitary sewer system. For 2019 it is recommended that rates increase by 2% in order to offset cost increases from GVS&DD. The Director Engineering concurs with the recommendations contained in this report.

7.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2019 rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2019 January 01.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RR:WK /ml

Attachments: Schedule A – City's Sanitary Sewer 5 Year Operating Plan
Schedule B – Metro Vancouver (GVS&DD) Sanitary Sewer Charges
Schedule C – Sanitary Sewer Rates

Copied to: City Manager
Director Engineering
City Solicitor
City Clerk

2019 SANITARY SEWER - FIVE YEAR OPERATING BUDGET
SCHEDULE A

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Actual	Annual	Projected	Projected	Projected	Projected	Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
Metro Vancouver – GVS&DD Costs	18,321,782	18,988,769	19,730,775	21,245,845	22,476,530	23,814,530	26,029,290	29,361,030	33,177,970	36,064,450
Sewer Maintenance and Operations	6,028,890	6,045,780	6,728,040	6,642,219	7,826,230	9,845,680	10,141,050	10,445,280	10,758,640	11,081,400
Infrastructure Investment	12,708,960	11,556,700	12,000,000	13,898,105	11,500,000	9,230,790	-	-	-	-
Transfer to Reserve for Future GVS&DD Increases	-	-	-	-	-	1,652,000	9,017,990	6,957,270	4,419,570	2,897,260
Contingency	-	-	-	-	2,350,000	550,000	550,000	550,000	550,000	550,000
Surplus	1,545,483	3,734,559	3,030,495	1,791,334	-	-	-	-	-	-
TOTAL	38,603,115	40,325,808	41,489,310	43,577,503	44,152,760	45,093,000	45,738,330	47,313,580	48,906,180	50,593,110
GROSS REVENUES/TRANSFERS										
Parcel Tax (Net of Discounts)	17,617,644	18,155,841	18,436,673	18,644,486	18,660,190	19,059,070	18,727,950	19,289,760	19,829,220	20,425,220
Sewer Use (Net of Discounts, including Secondary Suites)	15,151,743	16,178,916	16,805,319	18,673,081	18,793,290	19,535,990	20,317,490	21,130,160	21,976,210	22,854,390
Metered Rates (Net of Discounts)	5,768,208	5,919,847	6,008,397	6,140,269	6,064,620	6,222,740	6,409,430	6,601,700	6,800,030	7,003,760
Other Sales of Services	11,674	36,824	38,157	5,201	28,900	-	-	-	-	-
Permits and Fees	53,845	34,380	200,760	114,466	171,300	275,200	283,460	291,960	300,720	309,740
Transfer from Reserves	-	-	-	-	434,460	-	-	-	-	-
TOTAL	38,603,115	40,325,808	41,489,310	43,577,503	44,152,760	45,093,000	45,738,330	47,313,580	48,906,180	50,593,110
Rate Increase	5.50%	3.00%	1.50%	1.50%	0.00%	2.00%	3.00%	3.00%	3.00%	3.00%

Finance Department
November 2018

SANITARY SEWER RATES CHARGED BY METRO VANCOUVER**SCHEDULE B**

<u>YEAR</u>	<u>GVS&DD SEWERAGE LEVY</u>	<u>INCREASE FROM PREVIOUS YEAR</u>	
	\$	\$	%
2014	18,306,440	628,839	3.56%
2015	18,988,769	682,329	3.73%
2016	19,730,821	742,052	3.91%
2017	21,245,845	1,515,024	7.68%
2018	22,476,803	1,230,958	5.79%
2019	23,814,534	1,337,731	5.95%
2020	26,029,286	2,214,752	9.30%
2021	29,361,034	3,331,749	12.80%
2022	33,177,969	3,816,934	13.00%
2023	36,064,452	2,886,483	8.70%
<hr/>			
2014 - 2018 Change	4,170,363		22.78%
2019 - 2023 Change	12,249,918		51.44%

Note: 2019 - 2023 charges are based on Metro Vancouver estimates.

Finance Department
November 2018

SANITARY SEWER RATES**SCHEDULE C**

From 2019, Sewer Parcel Taxes not paid in full by the due date for Property Taxes will be subject to a 5% penalty in line with other Property Taxes.

SEWER PARCEL TAX (SEWER PARCEL TAX BYLAW 1994)

Every owner of every real parcel capable of being drained

- Municipal installed
- subdivider installed (for installations prior to January 1 2016)

Full payment of the amount specified is required by the due date in order to receive the lower rate, where applicable.

SEWER USE (BURNABY SEWER CHARGE BYLAW 1961)

- a) Strata lot (not part of a duplex)
- b) Two Family dwelling unit including strata, forming part of a duplex, each unit.
- c) Multiple family dwelling, including strata, (not part of a duplex) each unit.
- d) Secondary suite, or In-law suite, in a Single Family Dwelling
- e) In-Law Suite in a two family Dwelling

SEWER USE, CONTAMINATED GROUNDWATER DISCHARGES

(Rate applies to all consumption levels.)

Vancouver Sewerage Area - per cubic metre

Fraser Sewerage Area - per cubic metre

SEWER USE, METERED RATES - REGULAR CUSTOMERS**Monthly:**

Per Cubic Metre

Quarterly:

Per Cubic Metre

SEWER USE, METERED RATES - PERMITTED BOD/TSS CUSTOMERS**Monthly:**

Per Cubic Metre

Quarterly:

Per Cubic Metre

Metered Customer Credit:

Customers receive a credit reduction based on the "Discounted" Parcel tax charge applied to the property, based on 1/12 or 1/4 for monthly and quarterly accounts respectively, as set out in Schedule A of the Bylaw. The exemption is not to exceed monthly or quarterly calculated meter charges.

SEWER CONNECTION FEES (SEWER CONNECTION BYLAW 1961)**Schedule A- 1**

- a) Sewer Connection Adjustment Application
- b) Service Connection

Schedule A- 2

- a) For each sanitary sewer connection inspection
- b) For each storm sewer connection inspection
- c) For each combined sewer connection inspection
- d) For the third & each subsequent inspection (section 15(2))

New Schedule

- Sanitary Inspection Chamber Box - purchase
- Storm Inspection Chamber Box - purchase
- Sewer Video Inspection - Sanitary
- Sewer Video Inspection - Storm

Effective 2018 January 01		Effective 2019 January 1	
\$ Paid by Mar. 15	\$ Paid after Mar. 15	\$ Payable by Property Tax Due Date	\$ Paid after Mar. 15
541.42	569.91	552.25	
270.71	284.96	276.12	
\$ Paid by Mar. 15	\$ Paid after Mar. 15	\$ Paid by Mar. 15	\$ Paid after Mar. 15
293.27	308.70	299.13	314.87
135.36	142.48	138.06	145.33
293.27	308.70	299.13	314.87
270.71	284.96	276.13	290.66
270.71	284.96	276.13	290.66
0.9050	N/A	0.9050	N/A
0.9050	N/A	0.9050	N/A
Paid within 30 days of billing date	Paid 31 or more after billing date	Paid within 30 days of billing date	Paid 31 or more after billing date
0.9050	0.9503	0.9231	0.9693
0.9050	0.9503	0.9231	0.9693
Paid within 30 days of billing date	Paid 31 or more after billing date	Paid within 30 days of billing date	Paid 31 or more after billing date
0.4525	0.4751	0.4616	0.4846
0.4525	0.4751	0.4616	0.4846
No discount	380.00	No discount	380.00
No discount	Actual cost	No discount	Actual cost
No discount	91.00	No discount	91.00
No discount	155.00	No discount	91.00
No discount	155.00	No discount	91.00
No discount	62.00	No discount	62.00
Added to bylaw for 2019		As per agreed cost of purchase	
Added to bylaw for 2019		As per agreed cost of purchase	
Added to bylaw for 2019		500 plus GST	
Added to bylaw for 2019		500 plus GST	
RATE INCREASE	0.00%	2.00%	2.00%



Meeting 2018 Nov 28

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 November 21

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

FILE: 4230 01

SUBJECT: PROPOSED PRIORITY COMMUNITY AMENITY PROJECTS

PURPOSE: To seek Council's approval to advance four community amenities as priority projects, and to obtain funding approval to undertake the first stage of work for these projects including program development, feasibility studies, and preliminary design development.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed community amenities as priority projects, as outlined in Section 3.0 of this report.
2. **THAT** Council be requested to authorize the use of Community Benefit Bonus funds to undertake the necessary program development work, feasibility studies, and preliminary design development for the proposed priority projects, as outlined in Section 3.0 of this report.
3. **THAT** Council be requested to authorize the issuance of Request for Proposals (RFP) in order to retain the necessary services to undertake program development, feasibility studies, and preliminary design development for the proposed priority projects.
4. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

REPORT

1.0 INTRODUCTION

As the City grows, both the demand for public services and the opportunities to provide them increase. In order to adequately serve the growing population and promote social wellbeing and environmental sustainability, the City has developed plans for the renewal of aging civic facilities and the development of new community amenities. Replacement and new civic facilities are identified through a combination of facility condition and community needs assessments, and are typically included in the City's Capital Plan for future advancement. The Priority Amenity Program list as administered through the Community Benefit Bonus Policy also identifies a number of community amenities to be advanced as and when adequate funding is achieved through the

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: Proposed Priority Community Amenity Projects
 2018 November 21.....Page 2

Community Benefit Bonus program. These plans and programs work together to ensure that community needs are met as civic buildings age and the City's population grows and evolves. Through this work, Council have identified the following four community amenity projects to be advanced as priorities:

- replacement of CG Brown Memorial Pool and Burnaby Lake Ice Rink;
- replacement of the Willingdon Heights Community Centre;
- additional recreation space at Confederation Park/Eileen Dailly Leisure Pool; and,
- replacement of Cameron Recreation Centre and Library.

The purpose of this report is to seek Council approval to advance these community amenities as priority projects and to obtain funding approval for the first stage of work, which includes program development, feasibility studies, and preliminary design development. This report also provides an overview of the proposed community amenity priority projects and funding required to undertake this work.

2.0 THE CORPORATE STRATEGIC PLAN

The advancement of the proposed community amenity priority projects align with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Safe Community**
 - Community Amenity Safety – Maintain a high level of safety in City buildings and facilities for the public and City staff.
- **A Connected Community**
 - Social Connection – Enhance social connections throughout Burnaby
- **A Dynamic Community**
 - Economic Opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
 - City Facilities and Infrastructure – Build and maintain infrastructure that meets the needs of our growing community
- **An Inclusive Community**
 - Serve a Diverse Community – Ensure City services fully meet the needs of our dynamic community
 - Create a Sense of Community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- **A Healthy Community**
 - Healthy Life – Encourage opportunities for healthy living and well being
 - Healthy Environment – Enhance our environmental health, resilience and sustainability
 - Lifelong Learning – Improve upon and develop programs and services that enable ongoing learning

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: Proposed Priority Community Amenity Projects
 2018 November 21 Page 3

- **A Thriving Organization**
 - Financial Viability – Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 OVERVIEW OF PRIORITY PROJECTS AND FUNDING

3.1 CG Brown Memorial Pool and Burnaby Lake Ice Rink Replacement

CG Brown Memorial Pool and Burnaby Lake Ice Rink are located within the Burnaby Lake Sports Complex, on the northeast corner of Kensington Avenue and Sprott Street at 3676 Kensington Avenue (see *attached* Sketch #1). The pool facility opened in 1962 and has undergone several renovations during its lifespan. It contains a 25 metre lap/leisure pool, whirlpool and sauna, a small weight room and supporting facilities. The Burnaby Lake Ice Rink located to the north of CG Brown Memorial pool opened several years later in 1965.

As noted in the City's 2016 Facilities Asset Management Plan, CG Brown Memorial pool is classified as being at the end of its useful life, requiring replacement of major systems and unable to meet the volume of demand. Burnaby Lake Ice Rink is also considered to have reached the end of its useful life, and contains a substandard sized ice sheet that is unable to accommodate the full variety of programs offered at surrounding ice rinks. Both facilities are thus recommended for replacement.

The replacement pool facility could include a significantly larger pool and supporting amenities. A larger pool is supported by the 2002 study conducted by Roger Hughes + Partners Architects, which recommended increasing the swimming pool area in Burnaby over the next 20 years. The replacement ice rink facility would also likely increase in size to accommodate NHL standards, ensuring it can offer a full range of activities, similar to the planned South Burnaby Ice Rinks, which are under development in Edmonds Town Centre. The program development work and feasibility assessment for these new facilities would also explore ways of capturing operational efficiencies by combining the two facilities, such as using waste heat generated by the ice sheet for heating the pool water. Ideally, the new facilities would be accommodated on the same site. However, given the size and soil limitations of the existing site, alternative sites may need to be assessed during the feasibility review to accommodate one of these replacement facilities.

In order to undertake the program development work, feasibility assessment, and preliminary design development for the replacement of CG Brown Memorial Pool and Burnaby Lake Ice Rink, it is requested that Council authorize the use of Community Benefit Bonus funds in the amount of \$2,000,000 for this first stage of work. Funds would be drawn from each of the four town centre Community Benefit Bonus accounts, in accordance with adopted Council policy for amenity projects in the City's Civic Centre.

3.2 Willingdon Heights Recreation Centre Replacement

Willingdon Heights Recreation Centre is located within the Willingdon Heights Park, to the northwest of Brentwood Town Centre at 1491 Carleton Avenue (see *attached* Sketch #2). The recreation centre, which contains a weight room, sports hall, and multi-purpose space, was opened in

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1964 and was subsequently renovated in 1981 to significantly enlarge the facility to its current size of 10,050 sq. ft.

As the Brentwood Town Centre and Hastings corridor continue to grow, the need for additional recreation capacity in the area has become more apparent. Given the relatively limited size of the Willingdon Heights facility, it is unable to deliver the range of services necessary to satisfy the growing population in the area, and thus is recommended for replacement.

As recommended in the 2009 Facilities and Recreational Services Review conducted by Walter Francel Architecture Inc., a new, larger recreation facility at the Willingdon Heights site would likely consist of gymnasium space, exercise facilities, meeting and programming space, and general purpose rooms to meet community needs. Given the proximity of and strong connections to Confederation Park and its amenities, a pool is not proposed within this new facility. It is anticipated that the new facility would be accommodated on the same site, within the Willingdon Heights Park.

In order to undertake the program development work, feasibility assessment, and preliminary design development for the replacement of the Willingdon Heights Community Centre, it is requested that Council authorize the use of Community Benefit Bonus funds in the amount of \$1,500,000 for this first stage of work. Specifically, these funds would be drawn from the Brentwood Community Benefit Bonus Fund.

3.3 Additional Recreation Space at Confederation Park/Eileen Dailly Leisure Pool

Eileen Dailly Leisure Pool and Fitness Centre is located at the southwest corner of Confederation Park at 250 Willingdon Avenue (see *attached* Sketch #3). The facility opened in 1993, and contains a leisure pool, a childminding area, and fitness and weight rooms. Additional recreation space is also desirable at the Eileen Daily Centre in addition to Willingdon Heights, to help meet the demands of a growing population in the area.

A new or enlarged recreation facility at Confederation Park would likely consist of gymnasium space, exercise facilities, meeting and programming space, and general purpose rooms to meet community needs, and would be designed to complement the variety of programs offered at Eileen Dailly Centre and the surrounding facilities, both within the park and at the Willingdon Heights Centre.

Ideally, the new recreational space would be built at the northeast corner of Willingdon Avenue and Albert Street with a connection to the existing Eileen Daily Centre, as proposed in the 2008 Recreation Needs Assessment conducted by Bruce Carscadden Architect Inc. However, further work is required to determine the exact location of the additional recreation facilities, and their interface with the Eileen Daily Centre.

In order to undertake the program development work, feasibility assessment, and preliminary design development for the replacement of the Willingdon Heights Community Centre, it is requested that Council authorize the use of Community Benefit Bonus funds in the amount of \$1,000,000 for this first stage of work. These funds would also be drawn from the Brentwood Community Benefit Bonus Fund.

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3.4 Cameron Recreation Centre, Pool and Library

Cameron Recreation Centre and Library are located within Lougheed Town Centre Community Plan area at 9523 Cameron Street (see *attached* Sketch #4). The Cameron Centre was completed in 1980, with minor renovations undertaken in 1986 and 2000. The Centre is approximately 56,000 sq.ft. in size, providing space for senior services, a variety of recreation uses including racquet sports, gymnastics, fitness facilities and multi-purpose rooms, and a branch library.

A number of concerns were identified in the 2008 Cameron Recreation Centre Review also conducted by Walter Francel Architecture Inc., including accessibility issues, a lack of centralized administrative area, and a general lack of recreational space necessary to meet the demands of the growing neighbourhood. One important programming element to a new recreation facility would be the addition of a pool, which is not currently accommodated at the existing recreation centre. The new recreation facility is intended to house significant recreation and community space, as well as pool facilities, helping to meet the current and future needs of the Lougheed community. The new library would allow for an expansion of space to accommodate more users as well as more meeting rooms, computer labs, and books/items. The new facilities would be located on the existing Cameron Park site.

In order to undertake the program development work, feasibility assessment, and preliminary design development for the replacement of the Cameron Recreation Centre and Library, it is requested that Council authorize the use of Community Benefit Bonus funds in the amount of \$2,500,000 for this first stage of work. Specifically, these funds would be drawn from the Lougheed Community Benefit Bonus Fund.

4.0 FUNDING

The Community Benefit Bonus Policy, through which developers contribute funds to the City in return for achieving additional density within Town Centre Community Plan areas, has significantly enhanced the City's ability to provide exceptional community amenities since its adoption in 1997, and subsequent policy expansion in 2010. Funding for the first stage of work will be derived exclusively through Community Benefit Bonus funds. Community Benefit Bonus funds are intended to be used for the provision of extra-ordinary community benefits, including community amenities and affordable and/or special needs housing.

It is recommended that the first stage of work for the above four civic projects will be taken from Community Benefit Bonus funds. As work progresses on these projects to the detailed design and construction stages, future reports to Council will provide more detail on the project schedule and required funding for these projects.

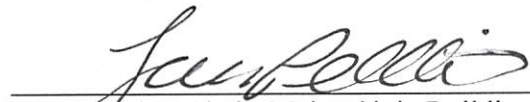
5.0 CONCLUSION

It is recommended that Council approve the proposed community amenities as priority projects, and authorize the use of Community Benefit Bonus funds to undertake the first stage of work for these projects, as outlined in this report.


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It is further recommended that Council authorize staff to proceed with program development work for these projects, and authorize the issuance of Request for Proposals in order to retain the necessary consulting services to undertake the necessary program development work, feasibility studies, and preliminary design development for the proposed priority projects.

If approved, the funding for the first stage of work will be included within the upcoming 2019-2023 Annual Capital Plan. Following the conclusion of the feasibility study for each project, staff will report back to Council on the outcomes of the studies for confirmation of the program and feasibility findings, and preliminary budget and schedule for the next stages of design and construction services work.



Lou Pelletier, Chair, Major Civic Building Project
 Coordination Committee



Leon Gous, Director Engineering



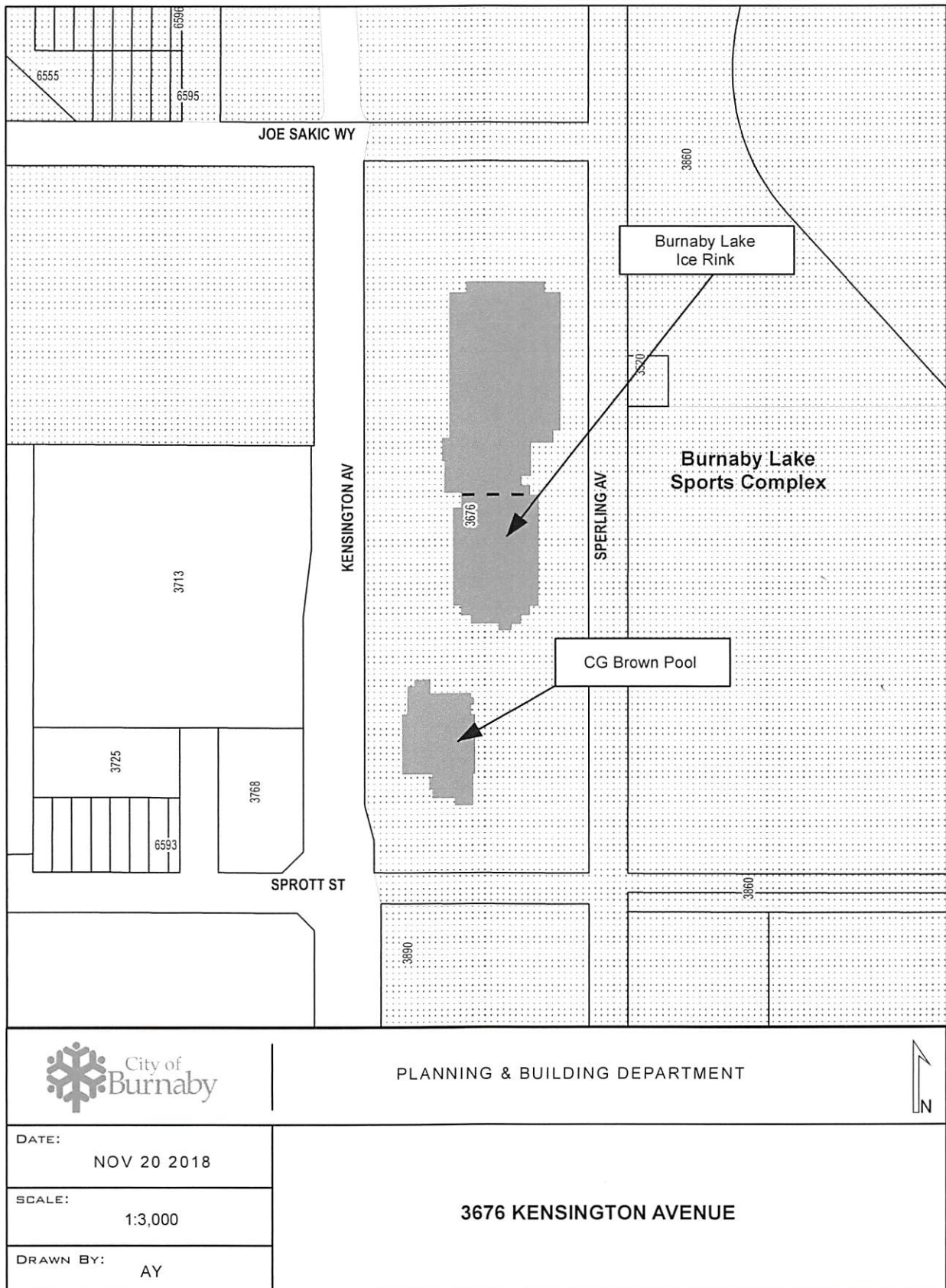
Dave Ellenwood
 Director Parks, Recreation and Cultural Services

MN:tn

Attachments

cc: City Manager
 Director Corporate Services
 Director Finance
 Assistant Director – Civic Building Projects
 Purchasing Manager
 City Solicitor
 City Clerk

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Sketch #1



Sketch #2



Sketch #3

