



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 JANUARY 22

TIME: 5:00 p.m.

PLACE: Clerk's Committee Room, Burnaby City Hall

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
a)	Minutes of the Financial Management Committee Open meeting held on 2018 November 28	1
3.	<u>CORRESPONDENCE</u>	
a)	Correspondence from the Union of BC Municipalities Re: 2017 Emergency Social Services - Group Lodging Equipment & Supplies Project Final Report	7
4.	<u>REPORTS</u>	
a)	Report from the Burnaby Festival of Learning Steering Committee Re: Burnaby Festival of Learning Funding - 2019-2021	8
b)	Report from the Director Engineering Re: 2019 Engineering Capital Infrastructure Bylaw Funding Request	12
c)	Report from the Director Engineering Re: 2019 Engineering Capital Transportation Bylaw Funding Request	20
d)	Report from the Director Engineering Re: 2019 Engineering Capital Facilities Management Bylaw Funding Request	25

- | | | |
|----|--|----|
| e) | Report from the Director Engineering
Re: 2019 Engineering Capital Vehicle & Equipment Purchase
Bylaw Funding Request | 28 |
| f) | Report from the Director Finance and Chief Information Officer
Re: My Property Portal Report | 31 |
| g) | Report from the Director Finance
Re: City Investments - 2018 Year End Report | 41 |
| h) | Report from the Director Finance
Re: Contract Award - Vending Machine Services | 46 |
| i) | Report from the Major Civic Building Project Coordination Committee
Re: 2019 Capital Gaming Reserve Request - RCMP High Potency
Drug Processing Facility | 47 |
| j) | Report from the Major Civic Building Project Coordination Committee
Re: South Burnaby Arena Project
7789 and 7799 Eighteenth Street
Rezoning Reference #18-19, CD (P3) District
Edmonds Town Centre Plan | 49 |
| k) | Report from the Director Public Safety and Community Services
Re: 2019 Public Safety and Community Services (PSCS) Capital
Projects Bylaw Funding Request | 54 |

5. NEW BUSINESS

6. INQUIRIES

7. CLOSED

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

8. ADJOURNMENT



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Wednesday, 2018 November 28** at 5:30 p.m.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Mike Hurley, Chair
Councillor Sav Dhaliwal, Vice Chair
Councillor Pietro Calendino, Member
Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Chief Building Inspector
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:32 p.m.

2. MINUTES

- a) **Minutes of the Financial Management Committee
Open meeting held on 2018 September 26**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 September 26 be adopted.

CARRIED UNANIMOUSLY

3. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Chief Information Officer
Re: 2019 Information Technology Capital Program

The Chief Information Officer submitted a report seeking approval for a Capital Reserve Fund Bylaw to finance the 2019 Information Technology Capital Program.

The Chief Information Officer recommended:

1. THAT the 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Engineering
Re: 2019 Residential Garbage Fees

The Director Engineering submitted a report seeking approval to adopt the 2019 Garbage Receptacle Fee structure, and amend the yard waste disposal fee and delivery fee for rain barrels and composters.

Staff advised that the proposed fee structure reduces the difference between the 180L and 240L receptacles to discourage residents from reducing the size of their receptacle for financial reasons, and allow them to increase to the 240L to avoid overfilling the smaller size. Further, the proposed fees will facilitate convergence of the 180L and 240L fees over a number of years to reduce receptacle stock to three sizes. The recommended delivery fee increase to \$50 for rain barrels and composters is intended to reflect the actual cost of the service.

The Director Engineering recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the report be **AMENDED** to increase the delivery fee for rain barrels and composters from \$5 to \$25.

CARRIED UNANIMOUSLY

Arising from further discussion, a second motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the report be further **AMENDED** to maintain the 2018 annual fees in 2019 for receptacle sizes 120L, 180L and 360L, and reduce the 2019 annual fee from the 2018 rate to \$140 for the 360L size.

CARRIED UNANIMOUSLY

The question was called on the previous motion, THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) **Report from the Director Finance**
Re: 2019 Waterworks Utility Rates

The Director Finance submitted a report seeking approval for a 2% increase to the 2019 Waterworks Utility Rates and bylaw revisions, as outlined in the report.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: 2019 Sanitary Sewer Fund Rates

The Director Finance submitted a report seeking approval for a 2% increase to the 2019 Sanitary Sewer Fund Rates and bylaw revisions, as outlined in the report.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) Report from the Major Civic Building Project Coordination Committee
Re: Proposed Priority Community Amenity Projects

The Major Civic Building Project Coordination Committee submitted a report seeking approval to advance four community amenities as priority projects, and funding to undertake program development, feasibility studies, and preliminary design development.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

4. NEW BUSINESS

Councillor Calendino – Hats Off Day Traffic Control Expenses

Councillor Calendino inquired regarding the expenses incurred by the Heights Merchants Association for traffic control services provided by the Burnaby RCMP at the 2018 Hats Off Day event.

Staff advised the City will provide for the cost of traffic control services delivered by the RCMP at the 2018 Hats Off Day event. Further, staff noted that the responsibility for providing traffic control services at civic festivals is under review.

Staff undertook to follow up.

Councillor McDonell – Closure of Fred Randall Pool for Maintenance

Councillor McDonell inquired regarding the length of the Fred Randall Pool closure at the Edmond's Community Centre.

Staff advised that the projected three month closure includes curing time and start up time to fill the pool which can be lengthy, and noted that this construction project is labour intensive.

Financial Reports as at 2018 Period 09 and Period 11

The Director Finance submitted the Financial Reports as at 2018 Period 09 and Period 11.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the Financial Reports be received for information.

CARRIED UNANIMOUSLY

Arising from consideration of the reports, the Committee requested additional information on the City's reserves, including the breakdown of Community Amenity Reserves by town centre.

Staff undertook to follow up.

5. INQUIRIES

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

6. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:43 p.m.

Monica Macdonald
ADMINISTRATIVE OFFICER

Mayor Mike Hurley
CHAIR



December 7, 2018

Mayor Hurley and Council
City of Burnaby
4949 Canada Way
Burnaby, BC, V5G 1M2

**RE: 2017 Emergency Social Services – Group Lodging Equipment
& Supplies**

Dear Mayor and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$24,454.30. Based on this, a payment in the amount of **\$24,454.30** will be made by electronic funds transfer. Payment may take from six to eight weeks. This transfer represents full payment of the grant and is based on 100% of the total reported expenditure (to a maximum of the approved grant of \$25,000.00).

I would like to congratulate the City of Burnaby for undertaking this project and responding to the opportunity to develop ESS capacity to increase the resiliency of BC communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Bishop", is written over a horizontal line.

Rebecca Bishop
Program Officer

Referred to:

Financial Management Committee (2019.01.22)

Public Safety Committee (2019.01.16)

Copied to:

City Manager

Dir. Corporate Services

Dir. Public Safety and Community Services

Dir. Finance

cc: **Charmaine Pflugrath. Emergency Management Coordinator**

The Community Emergency Preparedness Fund is funded by the Province of BC



Meeting 2019 January 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 JAN 11

FROM: BURNABY FESTIVAL OF LEARNING
STEERING COMMITTEE **FILE:** 66000-20

SUBJECT: BURNABY FESTIVAL OF LEARNING FUNDING - 2019-2021

PURPOSE: To request 3-year funding for the Burnaby Festival of Learning

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee authorize the use of \$50,000 *each year* from the Operating Gaming Reserve to support marketing and programming costs for the Burnaby Festival of Learning for 2019, 2020 and 2021.
2. **THAT** the Financial Management Committee recommend Council receive this report for information.
3. **THAT** a copy of this report be forwarded to Matthew Grant, Director, Office of Community Engagement, Simon Fraser University, and the Burnaby School District for information.
4. **THAT** a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

REPORT**1.0 INTRODUCTION**

The Burnaby Festival of Learning is a weeklong celebration of learning with events entering its fourth year and designed to inform, engage and spark creative conversations between diverse audiences. It is unique to Burnaby among BC municipalities. All events are free.

2.0 POLICY SECTION**Goals**

- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby

- Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
 - Celebrate diversity –
Create more opportunities for the community to celebrate diversity
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- Lifelong learning –
 - Improve upon and develop programs and services that enable ongoing learning

3.0 BACKGROUND

The 2016, 2017, and 2018 Festivals offered strong programs celebrating learning and community engagement in Burnaby and strengthened the partnership between SFU and the City of Burnaby. The Festival has completed three successful years of steady growth by presenting a diverse and interesting program of learning opportunities for Burnaby residents of all ages. Over 17,000 people attended 46 programs between May 6 and 12 in 2018, a 69% increase in attendance and a 32% increase in the number of events offered over the 2017 Festival.

Exploration Day at SFU is held during the Festival week and offers Burnaby secondary school students a full day of lectures and demonstrations to engage their interest in higher learning. 48 classes were offered to the 270 students who attended.

Shadbolt Centre for the Arts, the Burnaby Art Gallery, Burnaby Public Library and the Burnaby Village Museum offered their own programs and hosted SFU programs. In total, City of Burnaby facilities hosted roughly half of the main program events. Topics included visual arts, science, literature, history, and technology.

Four new partners joined the Steering Committee in 2018: Burnaby Neighbourhood House, Burnaby Family Life, Burnaby Intercultural Planning Table, and the BC Institute of Technology. Two more partners are joining the team in 2019: MOSAIC and Burnaby Community Services. These partners are helping to expand and diversify not only the events offered and audiences that will attend, but also the pool of available venues for the events. Council's generous funding of marketing and program support in 2018 allowed the Festival to assist community groups in offering events that explored topics of interest to the community such as racism and parenting.

A separate detailed request for free venues has been sent to the Parks, Recreation and Cultural Services Commission and presentations about the 2018 Festival have been made to the Simon Fraser University-City of Burnaby Liaison committee, the Library Board, and City Council.

4.0 BUDGET

Simon Fraser University has committed \$100,000 for each of the next three years that would support a full-time Project Manager, a part-time seasonal Project Assistant, and steering committee and administrative expenses.

The City of Burnaby's \$50,000 from the Operating Gaming Reserve would be allocated roughly as follows (based on 2018 actual expenses):

- \$20,000 for marketing and promotion
- \$23,000 for programming and logistical costs (with the intent of continuing to keep events free to participants)
- \$7,000 to host a standalone opening reception

See Appendix A attached for revenues and expenditures for the 2018 Festival.

5.0 CONCLUSION

We are requesting that the City of Burnaby continue to support this valuable partnership with Simon Fraser University, the Burnaby School District and a growing number of community partners to celebrate learning and to spark conversations between diverse audiences at the Burnaby Festival of Learning. We would also request that the funding be approved for 3 years to offer stability in planning year to year.

The \$50,000 from the Operating Gaming Reserve each year for the next three years will allow the Festival to support our community partners in continuing to expand and diversify Festival offerings to reach more Burnaby residents.



Heidi Schiller
 Assistant Director, Public Service
 Burnaby Public Library
 Co-Chair, Burnaby Festival of Learning Steering Committee

:dt

Copied to: City Manager
 Director Finance
 Director Parks, Recreation & Cultural Services

APPENDIX A – Burnaby Festival of Learning Budget 2018

REVENUES		
	SFU Office of Community Engagement	100,000
	City of Burnaby	50,000
TOTAL		\$150,000
EXPENSES		
MARKETING		\$20,263.13
Advertising	<i>Ads in newspapers, Google, bus shelters, etc</i>	13,636.99
Collateral	<i>Program Guides, signage, posters, etc</i>	6,626.14
PROGRAM & LOGISTICS		\$32,078.46
	PechaKucha (Vol. 1, Vol. 2, Vol. 3, Vol.4) <i>(Shadbolt and Burnaby Neighbourhood House)</i>	6,500.00
	SFU Exploration Day <i>(SFU)</i>	6,410.13
	All other program supports	19,168.33
SUPPORT		\$97,383.67
	Project Manager	86,000.00
	Community Ambassador Program	6,734.92
	Assistant Designer	2,500.00
	Event & Marketing Assistant II	2,148.75
TOTAL		\$149,725.26



Item.....	
Meeting.....	2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Jan 08

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

SUBJECT: 2019 ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST

PURPOSE: To request the use of Water and Sanitary Reserves and to request a Capital Reserve Fund Bylaw to finance 2019 Engineering capital infrastructure design and early tender projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$4,383,200, the use of Sanitary Sewer Capital Fund the amount of \$2,440,300 and the use of Waterworks Utility Capital Fund the amount of \$4,156,300 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

INTRODUCTION

The 2019 – 2023 Provisional Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Engineering Section). In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for 2019 Engineering projects in advance of council adoption of the 2019 financial plan. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

- A Safe Community
 - Transportation safety –
Make City streets, pathways, trails and sidewalks safer

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 2

- A Dynamic Community
 - City Facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets.

1.0 Infrastructure

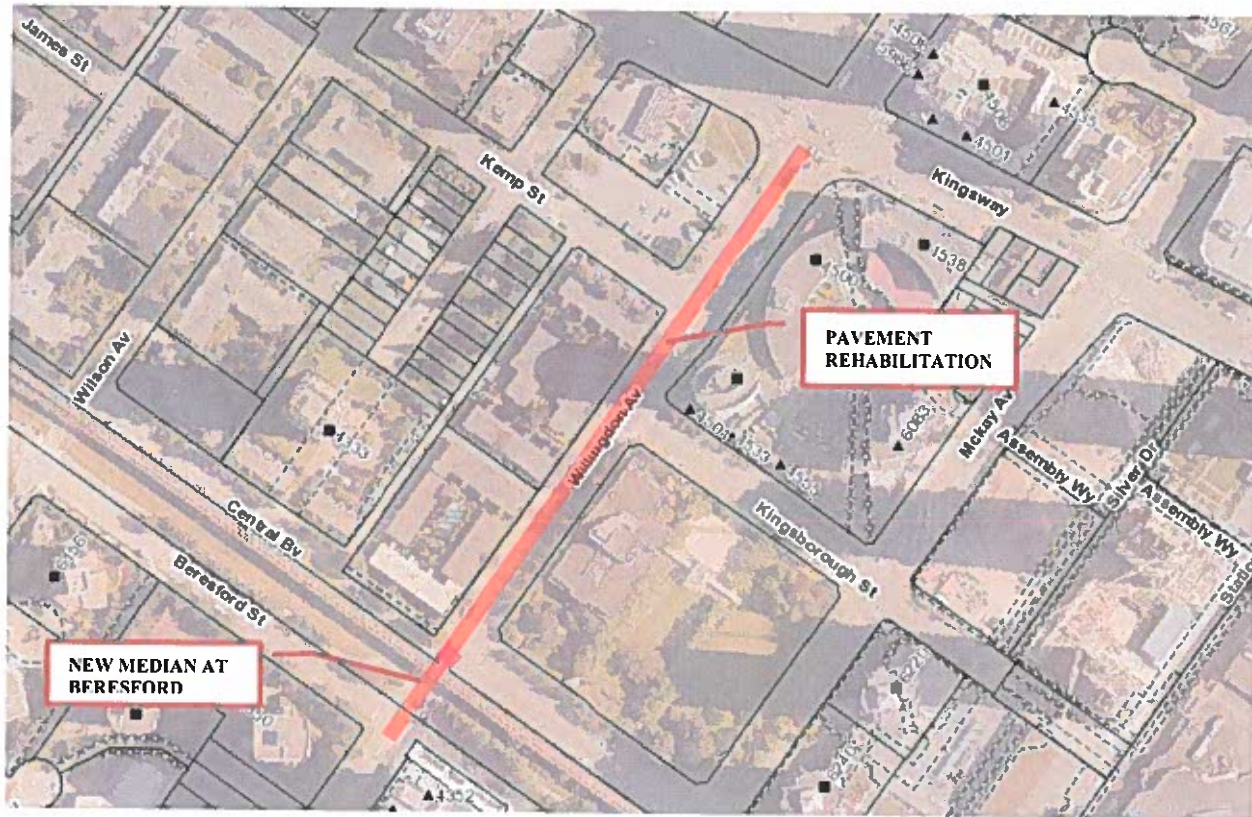
1.1 Royal Oak, Willingdon and Penzance Paving and Trails Estimated 3,387,000

Project Mask(s)	2019
AEC.3091 Communication Conduit	272,800
ELA.3091 Storm	20,000
EMC.3091 Local Roads	2,332,900
EJA.3091 Water	761,300
Total	3,387,000

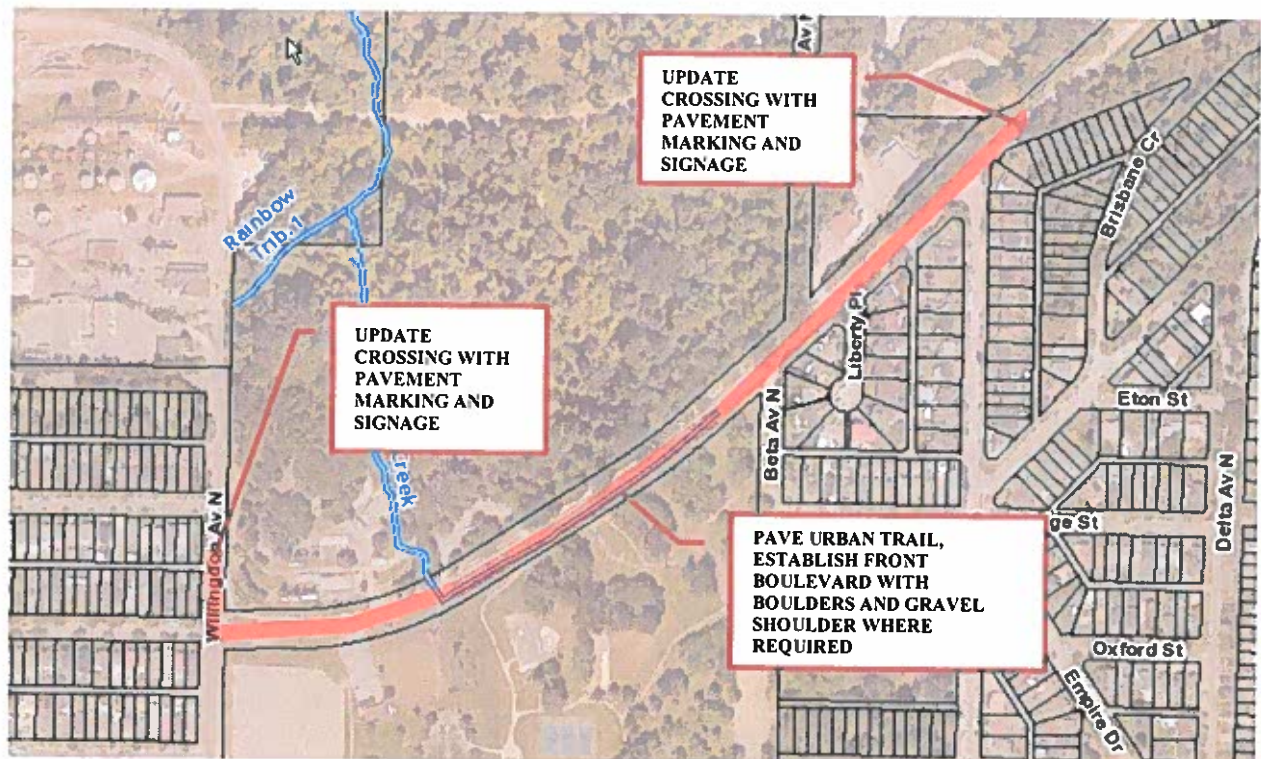
This is a roads package that involves pavement rehabilitation on collector streets, some coordinated watermain replacement, and paving of the Trans Canada Urban Trail. This project is fully designed and will be tendered in January for contract award in February.

Project	Name	Description
Project 1	Willingdon Av	Road Rehabilitation
Project 2	Trans Canada Trail	Paved Urban Trail
Project 3	Royal Oak A	Road Rehab, Watermain and Storm
Project 4	Royal Oak B	Road Rehab

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 3

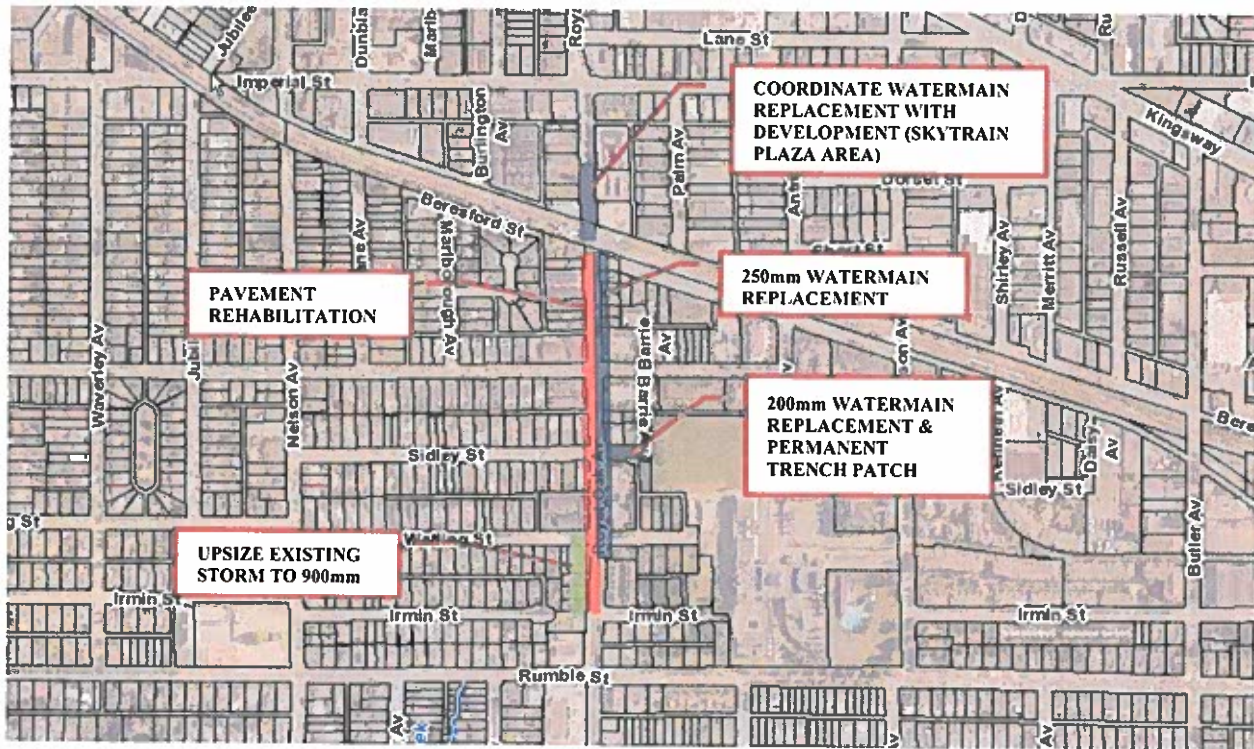


Project 1

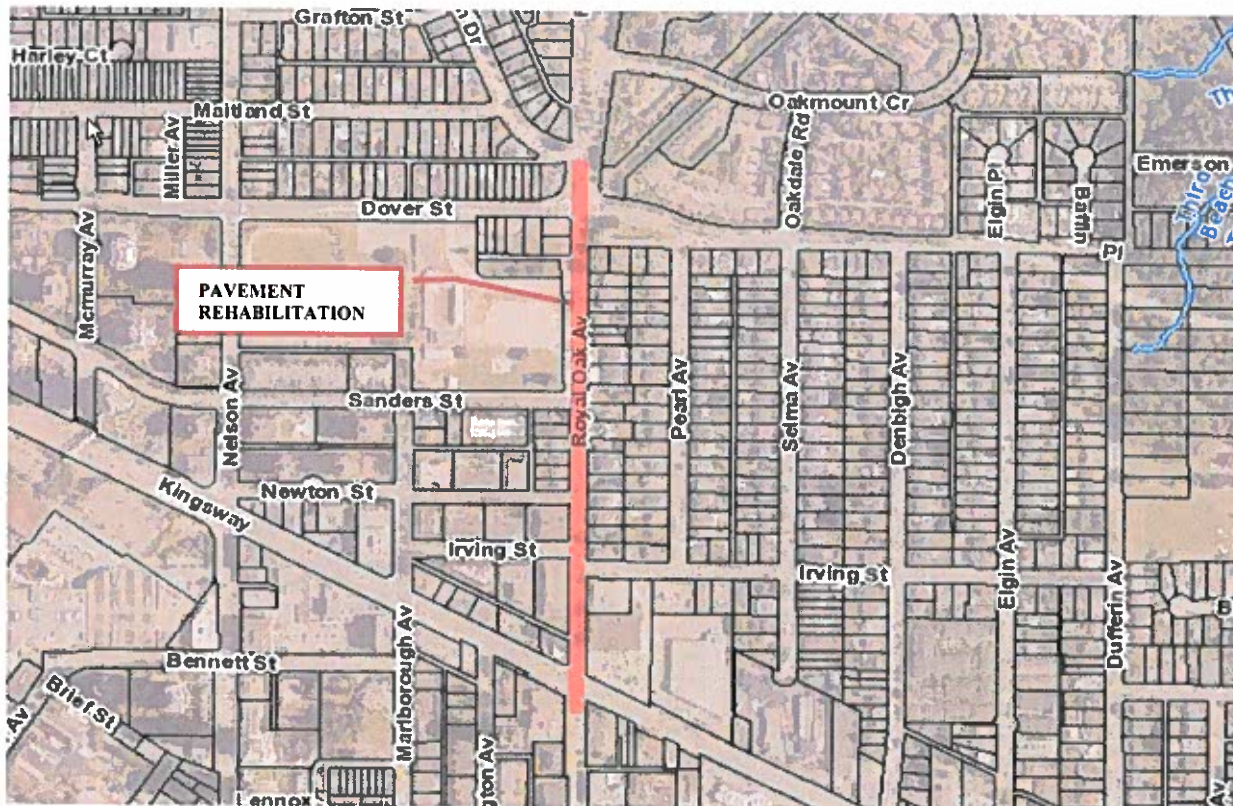


Project 2

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 4



Project 3



Project 4

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 5

1.2 Storm Extensions 2019-2020 Package A ELA.3162 Estimated \$400,000

This project involves development coordinated works related to storm sewer extensions and associated road repair and upgrades (if applicable). Long term, costs are fully recovered by initiating and benefitting property owners.

Summer Storm Sewer Extensions Package (May Tender):

- May.01 to Oct.31 – Collect Applications and cut-off point
- Nov.01 to Apr.30 – RFP award/design completion
- May.01 – Tender close/award/construction

This funding will be for the design component of the Summer Storm Sewer Extensions Package. The design is anticipated to be completed in 2019.

1.3 Sperling Stairs EMC.3081 Estimated \$394,500

This project will replace the stairs along the Sperling Avenue right of way between Haszard Street and Deer Lake Drive. Landscaping, irrigation, bike channel, and drainage improvements will be incorporated in the design.

Funding of \$720,000 was raised in order to do design and award the Engineering Contracts for this project. Of that amount \$670,000 was for estimated construction amounts to be spent in 2019. Final design has firmed up the cost estimate to \$1,094,500, necessitating additional funding of \$394,500. Construction will be tendered in January and awarded in February. This project is anticipated to be completed in 2019.

1.4 Beaverbrook Pedestrian Overpass EMC.3143 Estimated 300,000

This project will replace Beaverbrook Pedestrian overpass that was damaged in a motor vehicle incident in 2017. Funding is required for design contracts to be awarded in December in order to be in compliance with the 2 year window for I.C.B.C claims. This project is anticipated to be completed in 2019. The City is working to ensure cost recovery from ICBC, and is still waiting to receive a proposed settlement amount.

1.5 Eastbrook Pump Station EJA.3165 Estimated \$550,000

This project consists of upgrades to the existing Eastbrook pump station to accommodate changes in the existing common forcemain (shared by Eastbrook, Beta, Delta and Douglas pump stations) resulting from increased system demands from growth and re-development in the Central Valley area.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 6

Upgrades to the existing lift station are anticipated to include pump impellers, motors, check valves, variable frequency drives and a control kiosk so that the existing Eastbrook station can continue to meet anticipated total dynamic head conditions in the common forcemain. The funding being requested is for design contracts to be awarded in January for the new pump station. Design is anticipated to be completed in 2019. This project is anticipated to be constructed in 2020.

1.6 Burnaby Mountain Booster

Estimated \$300,000

This project consists of upgrades to the existing Burnaby Mountain Booster to accommodate increased demand from growth and development on Burnaby Mountain. Upgrades to the existing station are anticipated to include design and installation of a new pump, motor, associated piping, controls, communications and re-programming, to accommodate the anticipated demand.

Project Mask	2019
AEC.3167 Communication Conduit	75,000
EJA.3167 Water	225,000
TOTAL	300,000

The funding being requested is for design contracts to be awarded in January for the Burnaby Mountain Booster Station. Design is anticipated to be completed in 2019. This project is anticipated to be completed in 2020.

1.7 Sunset Pressure Release Valve

Estimated \$300,000

This project scope includes the design and construction (replace or upgrade) of the existing Sunset PRV, located at Sunset and Boundary Road, as part of the City's ongoing infrastructure renewal program.

The design consultant will develop options for the design and construction of a replacement for the existing Sunset Pressure Release Valve (PRV) suited to the existing site conditions and general requirements. The project will include replacement of the existing feeder main, services and road rehabilitation along Sunset St, adjacent to the new PRV. The funding being requested is for design contracts to be awarded in January for the Sunset PRV. Design is anticipated to be completed in 2019, with construction completed in 2020.

Project Mask	2019	2020	Total
EJA.3168	100,000	200,000	300,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 7

1.8 Douglas Sanitary Pump Station Replacement EKA.3017 Estimated \$2,000,000

Replacement of the existing Douglas Sanitary Pump Station facility is required to accommodate anticipated increases in peak sanitary flows resulting from growth and re-development within the local service area, and to reduce risk of flooding of Still Creek. The project is initiated so that construction can be coordinated with development activity at this location (2590 Douglas Road).

This project consists of the construction and commission of a new sanitary pump station while keeping the existing facility in service. Project site will be contained within a Statutory Right of Way (SROW), in favour of the City, at 2590 Douglas Road. The project also includes the installation of a (twin) 250mm forcemain across Douglas Road and the tie-in to an existing 400mm common forcemain at Still Creek Av & Royal Oak.

1.9 Beta Pump Station Upgrade EKA.3057 Estimated \$415,300

Upgrades to the existing Beta Pump Station facility are required to accommodate anticipated increases in peak sanitary flows resulting from growth and re-development within the (southern) Brentwood Town Centre area.

In 2017 & 2018 there was \$6,650,776 in funding raised for this project. Funding in 2019 required to cover off remaining change orders as a result of unknowns during the 2018 construction. These include: BC Hydro Design for pad mounted transformer and ducting; utility conflicts when installing force main; correction of a tilting overbuild manhole; and retaining structure to deal with higher than anticipation flood elevation.

1.10 North Burnaby Water Mains and Road Rehab Estimated \$2,208,000

Project Mask	2019
AEC.3147 Communication Conduit	208,000
EJA.3147 Water	2,000,000
TOTAL	2,208,000

This is a watermain replacement and roads rehabilitation package that involves replacement of existing watermain and services, complete with pavement rehabilitation on local/collector streets in various locations of north Burnaby. This project will be designed by an engineering consultant(s) and the water constructed via City Forces and the conduit through a tendered contract. Roads are scheduled to be tendered and constructed in 2020.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 8

1.11 Ledger Avenue Upgrades

Estimated \$725,000

Project Mask	2019
ELA.3159 Storm	30,000
EMC.3159 Roads	350,000
EKA.3159 Sewer	25,000
EJA.3159 Water	320,000
TOTAL	725,000

This project will complete the offsite works for the City's temporary Works Yard development at 4244 Norland Avenue and a social housing development at 3986 Norland Avenue.

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,383,200, the use of Sanitary Sewer Capital Fund in the amount of \$2,440,300 and the use of Waterworks Utility Capital Fund in the amount of \$4,156,300 to finance Engineering capital infrastructure improvement projects, as outlined in this report.



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

FV/ac

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



Item.....
Meeting..... 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Jan 08

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

SUBJECT: 2019 ENGINEERING CAPITAL TRANSPORTATION BYLAW FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance 2019 Engineering capital Transportation design and early tender projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$5,100,900 to finance Engineering capital Transportation improvement projects, as outlined in this report.

INTRODUCTION

The 2019 – 2023 Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Engineering Section). In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for 2019 Engineering projects in advance of council adoption of the 2019 financial plan. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

- A Safe Community
 - Transportation safety –
Make City streets, pathways, trails and sidewalks safer

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL TRANSPORTATION
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 2

- A Dynamic Community
 - City Facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community
- A Thriving Organization
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets

1.0 Transportation

1.1 Still Creek and Eastbrook Parkway Roundabout EMF.0072 Estimated \$700,900



This project will construct a roundabout at the intersection of Still Creek and Eastbrook Parkway to replace the existing 3-way stop to improve traffic operations and safety. These expenditures will be included in the Financial Plan and this project is anticipated to be completed in 2019. There is funding available from ICBC. The project will be tendered in January and will be awarded in February.

This request is for 2019 funding in addition to \$600,000 already raised in 2018 to reflect the most recent cost estimate that was developed since the finalization of the design.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL TRANSPORTATION
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 3

1.2 Minor Traffic Management Projects EMF.0079 Estimated \$600,000

This program funds a variety of traffic management projects to enhance traffic safety and/or operations in response to requests, staff initiatives or opportunities that arise during the year. Projects in 2019 include: 10th Ave/Cariboo Rd east bound left turn lane, curb bulges at Loughheed/Rosser, Rectangular Rapid Flashing Beacon crosswalks at 6 various locations, and Beresford/Antrim pedestrian crosswalk upgrades. The design is in progress and the construction contract will be awarded in January. There is funding available from ICBC. This project is anticipated to be completed in 2019.

1.3 Major Traffic Management Projects EMF.0080 Estimated \$2,200,000

This program funds a variety of traffic management projects to enhance traffic safety and/or operations in response to requests, staff initiatives or opportunities that arise during the year. Major projects in 2019 include: pedestrian improvements along the BC Parkway, dual eastbound left turn lanes at Marine/Byrne, a new traffic signal at Market Crossing and Byrne, a new pedestrian signal and civil works at Enterprise/Lake City Way, a pedestrian signal at Canada Way/Elwell, a traffic signal at Winston/Lozells and a new pedestrian signal at Beresford/Gilley. There is funding available from Translink for the pedestrian improvements (\$495,000). This will be received once the project work is complete. The tender will go out in January and the award for construction will be in February. There is also funding available from ICBC. This project is anticipated to be completed in 2019.

1.4 Traffic Cabinet Replacement EMF.0084 Estimated \$300,000

This program funds the ongoing replacement of old traffic signal control equipment and cabinets to maintain reliable traffic signal operations at all times. Locations are determined based on the age of the equipment, where problems were identified during regular maintenance, or when damaged by an errant vehicle. These are now being installed by in-house electricians. Funding is required to enable award of a contract for supply of material in January or early February. Installation will progress immediately following the receipt of material.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL TRANSPORTATION
 BYLAW FUNDING REQUEST
 2019 January 08.....Page 4

Locations will include:

- Kingsway/Patterson;
- Kingsway/Royal Oak;
- Kingsway/Waltham;
- Willingdon/Parker;
- 16th/Cumberland;
- Hastings/Carleton;
- Gilmore/Manor;
- Gagliardi/Burnaby Mountain Parkway;
- Canada Way/Edmonds;
- Canada Way/Sperling;
- Kingsway/Sperling and
- Lougheed/Bainbridge.

1.5 Traffic Signal Communications EMF.0085 Estimated \$200,000

This program funds the ongoing replacement of aging communication equipment (e.g. radios) that provides information from all signalized intersections in Burnaby back to City Hall. Reliable communications enables staff to monitor traffic signal operations. Locations are determined based on the age of the equipment or where they have malfunctioned. Funding is required to enable award of a contract for supply of material in January or early February.

1.6 Audible Signals EMF.0083 Estimated \$100,000

This program funds the ongoing replacement of aging audible signals that provide crossing guidance at signalized intersection for people with visual impairments. Locations are determined based on the age of the equipment or where they have malfunctioned. Funding is required to enable award of a contract for supply of material in January or early February.

1.7 Light Emitting Diode (LED) Streetlight Conversion Estimated \$1,000,000
EMH.0023 - Phase 5 of 5

This project is Phase 5 of a multiphase program to replace HPS streetlights with more energy efficient LED streetlights. Phase 5 completes the conversion of all standard streetlights throughout the City to LED.

The intent of the LED conversion program is to reduce maintenance costs over the longer term (5+ years) due to the longer lifespan of LED lights compared to High Pressure Sodium.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2019 ENGINEERING CAPITAL TRANSPORTATION
BYLAW FUNDING REQUEST
2019 January 08.....Page 5

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 \$5,100,900 to finance Engineering Capital Transportation improvement projects, as outlined in this report.



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

FV/ac

Copied to: City Manager
Director Finance
City Solicitor
Assistant Director, Transportation



Item
Meeting 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Jan 11

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

SUBJECT: 2019 ENGINEERING CAPITAL FACILITIES MANAGEMENT BYLAW FUNDING REQUEST

PURPOSE: To request approval and funding for 2019 Engineering capital Facilities Management improvement projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,105,000, to finance Engineering capital Facilities Management improvement projects.

INTRODUCTION

The 2019 – 2023 Provisional Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Engineering Section). In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for 2019 Engineering projects in advance of council adoption of the 2019 financial plan. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

- A Safe Community
 - Maintain a high level of safety in City buildings and facilities for the public and City staff.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL FACILITY
 MANAGEMENT BYLAW FUNDING REQUEST
 2019 January 11..... Page 2

- A Dynamic Community
 - City Facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets.

1.0 Roofing

Early funding approval is requested for the areas of facility re-roofing that have reached the end of their service life. The projects chosen are based on site reviews and inspections along with direct reporting from our preventative maintenance programs. This approval will allow for the advancement of the designs to facilitate early tendering of the re-roofing program to take advantage of early pricing and the summer construction window.

Mask	Description	2019	Location
ENX.0100	Component Lifecycle Renewal – Parks & Recreation	\$580,000	Bonsor Rec Complex; Cameron Rec Centre (to maintain programming by applying spray on roofing membrane to bridge gap until new construction of facility); Central Park Outdoor Pool; Kensington Arena
ENX.0102	Component Lifecycle Renewal – Fire Halls	\$200,000	Fire Hall #3
Total		\$780,000	

The roof replacements are typically flat gravel roofs that have exceeded their service life and will be replaced with more conventional 2 ply Styrene Butadiene Styrene (SBS) roofing.

2.0 Other Facilities Projects

There are two additional amounts required in order to be able to award contracts for work to be completed on a timely basis. The brick face on the Cameron Recreational Centre has been identified as a safety issue and remediation needs to be completed as soon as possible. The apparatus bay floor at Fire Hall #3 needs to be completed during late spring/ early summer; so funding is required now in order to award the contract for construction in time for this window.


To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL FACILITY
 MANAGEMENT BYLAW FUNDING REQUEST
 2019 January 11..... Page 3

Mask	Description	2019	Location
ENX.0100	Component Lifecycle Renewal – Parks & Recreation	\$75,000	Exterior Brick Face Cameron Rec Centre - to fix safety issue only
ENX.0102	Component Lifecycle Renewal – Fire Halls	\$250,000	Apparatus Bay Slab Fire Hall #3
Total		\$325,000	

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,105,000 to finance Engineering capital Facilities Management improvement projects, as outlined in this report.



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

FV/ac

Copied to: City Manager
 Director Finance
 City Solicitor
 Assistant Director, Facilities Management



Item
Meeting..... 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Jan 11

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

SUBJECT: 2019 ENGINEERING CAPITAL VEHICLE & EQUIPMENT PURCHASE BYLAW FUNDING REQUEST

PURPOSE: To request approval and funding for 2019 Engineering capital vehicle and equipment purchases.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$818,000 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.

INTRODUCTION

The 2019 – 2023 Provisional Financial Plan will provide funding for various vehicle and equipment purchases. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Engineering Section). In order to proceed with the award of contracts for procurement, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for 2019 Engineering projects in advance of council adoption of the 2019 financial plan. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

- A Safe Community
 - Make City streets, pathways, trails and sidewalks safer.
- A Dynamic Community
 - City Facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL VEHICLE AND
 EQUIPMENT PURCHASE BYLAW FUNDING
 REQUEST
 2019 January 11..... Page 2

- A Thriving Organization
 - Reliable services, technology and information –
 Protect the integrity and security of City information, services and assets.

1.0 Vehicles

Early funding approval is requested for the procurement of new vehicles identified as necessary to meet operational needs. This approval will allow for the timely tendering of the purchase of various vehicles to facilitate the lead times required on ordering and receiving these items.

Mask	Description	2019
ENZ.0057	½ Ton Cargo Van – Paint Shop; new vehicles to accommodate all painters through new positions and Aux.	30,000
ENZ.0057	Mini 4x4 Crew Cab Pickup – Sanitation; multi- purpose vehicle identified to support operational needs in solid waste and Still Creek Works Yard.	45,000
ENZ.0057	Mini 4x4 Extended Cab Pickup – Facilities; staff already exist and have been using spares from the Works Yard, however the position requires more independent mobility.	40,000
ENZ.0057	Mini Cargo Van – Inspections; vehicle for new additional inspector.	40,000
ENZ.0057	Mini Cargo Van – Environmental Services; group currently pools vehicles and requires additional vehicle to support increase field work.	40,000
ENZ.0057	Sport Utility Vehicle – Traffic; outfitted with a License Plate recognition system to allow us to perform parking and traffic studies. This is estimated to cost about \$70,000. Staff for this funded in 2018/2019.	105,000
ENZ.0057	Skid Steer Loader; identified as required for Winter Operations according to plan.	100,000
ENZ.0052	Bucket Trucks – Electrical; staff positions added in 2018.	100,000
Total		\$500,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 ENGINEERING CAPITAL VEHICLE AND
 EQUIPMENT PURCHASE BYLAW FUNDING
 REQUEST
 2019 January 11..... Page 3

2.0 Equipment

Early funding is also being requested for equipment items that either have longer lead times, or to meet operational needs that occur earlier in the year.

Mask	Description	2019
ENY.0018	20" Swing Inch-Metric Lathe; replacement.	40,000
ENY.0020	2 Automated Arms; Standby spares for quick maintenance turnaround	100,000
ENY.0016	2 New Compactors for Mixed Containers	32,000
ENY.0018	Goring Pump Station Emergency Generator	10,000
ENY.0016	Steel Solid Waste Containers; Replacement of existing containers at end of life.	136,000
Total		\$318,000

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$818,000 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.



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

FV/ac

Copied to: City Manager
 Director Finance
 City Solicitor
 Manager, Public Works
 Superintendent, Shops and Equipment



Meeting 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 January 16

FROM: DIRECTOR FINANCE
CHIEF INFORMATION OFFICER

FILE: 7810-01

SUBJECT: MY PROPERTY PORTAL

PURPOSE: This report is provided as an overview of the new My Property portal being available to citizens on 2019 February 01.

RECOMMENDATION:

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

REPORT**1.0 BACKGROUND**

The City has now gone live with the new Tempest Property Tax System. The initial deployment includes 12 of the system's 20 modules, with the remaining modules scheduled to be made fully available to users between now and the end of the year, as required to meet scheduled Tax Office functions. One such module is the new *My Property* portal, which is to be made available to the public on 2019 February 01.

A standard option available with the Tempest product, the *My City* portal (branded for Burnaby as the *My Property* portal) provides customers with out of the box, user friendly functionality that requires minimal configuration by the City. The City is deploying the latest version of the portal software, with branding and colour schemes edited to align with other existing external facing applications. The portal offers the following key services to customers:

- Access to account information, anytime, anywhere
- The ability to view utility and property tax balances including recent payments
- Access to property legal description, assessment history, and property tax levy data
- Provides users with the ability to sign up for e-billing services, to receive bills via email
- Allows users to download and print bills
- Allows users to claim their Home Owner Grant
- Once the module is live, will show commercial customers details consumption information for Metered Water and Sewer Accounts

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL

2019 January 22Page 2

2.0 POLICY SECTION

Goal

- A Connected Community
 - Digital Connection –
Provide online access to core City services and information
- A Thriving Organization
 - Financial Viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets
 - Human Resources –
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values
 - 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
 - Technology and Innovation –
Support technology development and innovation to empower staff and to advance community objectives

3.0 MY PROPERTY PORTAL

The following is an overview of the new portal and key customer related changes:

Profile Registration – First-time users are required to create a profile before they can access their account information. The profile creation step simply requires the user to enter a valid email address and create a password. The system will then send the user an email to confirm validity of the email address, through which their profile is then activated.

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 3

Figure 1: Portal Registration

The screenshot shows the 'My Property Portal' login and registration interface for the City of Burnaby. The header features the City of Burnaby logo and the text 'Welcome to My Property Portal'. Below the header, there are links for 'Home / Login' and 'Logout'. The main heading is 'My Property Portal', followed by a welcome message: 'Welcome to the City of Burnaby's property tax and utility account portal.' The 'Login' section contains two input fields: 'Email Address' (with a placeholder '@burnaby.ca') and 'Password' (with masked characters). A green 'Login' button is positioned below these fields. Below the login fields, there is a link for 'Forgot your password?' and a link to 'Read the Terms of Use'. A horizontal line separates the login section from the registration section. The registration section starts with the heading 'Don't have an account? Register first.' followed by the instruction 'Please create an online account with a valid email address.' and a green 'Register Now' button.

Linking Accounts and Account Numbers – Once a profile has been activated, the next step is for customers to link a Utility or Tax Account. In February, customers will receive their Annual Utility Notice, the first bill to be generated from the new system. Under the new system the City is moving away from a combined Tax and Utility Account, to a two account concept. As such Utility Accounts are to be treated separately to Taxes. While the Roll Number will remain as the account number for taxes, but now referred to as the Folio Number, a new seven (7) digit account number will be used for utilities. When linking a Utility Account, the new 7 digit Account Number and Access Code is required. This information appears at the top of each notice.

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 4

Figure 2: Account Registration

This concept is the same when linking a tax account, however the system will suggest accounts to link based on the contact / owner and address information being the same. Below the system is suggesting a tax account to link.

Figure 3: Linking Accounts

Ability to Link Multiple Accounts – For people with multiple properties, or responsibility for managing the accounts for others, the system offers the ability to link more than one account. To do this, customers require the Account Number / Folio Number and Access Codes for each account.

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 5

Figure 4: Account Listing

Account Information – Once an account has been linked, customers can access a variety of information, including transactional details, civic legal address and owner data, account balances, assessments, and levy details. Planned for future deployment is the ability for customers to sign up to the Pre Authorised Withdrawal Plan via the portal, and the ability to make payments via credit card for Utility Accounts.

Figure 5: Example, Utility Data

Account Balance Summary	
Balance Forward:	0.00
Charges on last bill--due :	0.00
Payments and Adjustments:	0.00
Credit Balance as of Jan 11, 2019:	0.00

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 6

Figure 6: Example, Tax Data

Levy Details				
2018 Levies				
Year	Class	Levy Amount		
2018	1 - Res	2,300.00		
Total REGULAR Levy (Due Jul 04, 2018):				2,300.00
Levy	Class	Taxable Amt	Rate	Levy Amt
BCA	1 - Res	810,000.00	0.04030	32.64
GENERAL	1 - Res	810,000.00	1.50630	1,220.10
MFA	1 - Res	810,000.00	0.00020	0.16
REGIONAL DISTRICT	1 - Res	810,000.00	0.04170	33.78
SCHOOL	1 - Res	810,000.00	1.03950	842.00
TRANSIT	1 - Res	810,000.00	0.21150	171.32

Assessment Details			
2018 General Assessment			
Assessment Class	Land	Improvements	Total
Residential (GROSS)	671,000	139,000	810,000
Residential (EXEMPT)	0	0	0
Residential (NET)	671,000	139,000	810,000

Access to eBills – The current service provided through Canada Post for the delivery of electronic bills from the City of Burnaby has now ended. All subscribers to the e-post service are due to receive a notification in late January informing them of the new *My Property* portal. Historic bills are available via e-post until customers unsubscribe their accounts, and will be retained by the City on an ongoing basis. From the time of first billing in Tempest, users will have access to 2019 and all future bills for as long as they have a relationship to the property for which the account is registered. ebills appear as a PDF link on their account, as demonstrated below.


To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 7

Figure 7: eBill Link

2018 Transactions

Date	Type	Amount	Balance	Note
May 01, 2018	TRANSFER INSTALMENTS	-814.93	-814.93	
May 16, 2018	LEVY	2,300.00	1,485.07	
	TOTAL	1,485.07		
	TOTAL OWING	1,485.07		

eBills

 Notice dated May 16, 2018

Statement Notification Method

Select how you would like to receive account statements:

Paper Only (CURRENT) ✓

Email Only


Save

Each time a new bill is generated by the City, customers who have signed up to the email delivery process will also receive a PDF copy of their bill via email once billing has been completed.

Home Owner Grants – The *My Property* portal also serves as the means by which customers will claim their Home Owner Grant online. The existing City web interface for this service has now been discontinued. The new system allows the City to capture information in the required format for the Province, without the need for the customer to go to a separate website. Once complete, the customer's account is updated in real time, with staff also able to see transactions as soon as they occur. This real time entry and update greatly reduces customer uncertainty around claiming online; and it is hoped will reduce the volume of enquires on Home Owner Grant payment confirmations made to the City.

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 8

Figure 8: Home Owner Grant Screen


Welcome to My Property Portal

[Home](#) / [Home Owner Grant](#)
Logout

Home Owner Grant

Property Information

Folio Number:	
Civic Address:	CUMBERLAND ST BURNABY BC V3N 4Y6

Grant Amount Available

Basic:	\$570.00
Additional:	\$845.00

Information

Only one Home Owner Grant can be claimed by you or your spouse each year.

You may be required to submit additional documentation to establish your eligibility and Home Owner Grants are audited for up to seven years to ensure applicants are eligible for the grants they receive.

Shared Information

The information provided on this form may be shared for the purposes of administering the *Land Tax Deferment Act*, *Property Transfer Tax Act* and *Taxation (Rural Area) Act*.

1. I,

First Name*	
Last Name*	
Initial	

Certify that:

☐ (a) I am the registered owner of the residence;

I am a Canadian citizen or permanent resident, I ordinarily reside in British Columbia and I occupy as my principal residence the whole or part of the building(s) located on this Property;

Neither I nor my spouse nor the deceased owner have applied for or received a home owner grant on this Property or any other property in the Province during this calendar year and, to the best of my knowledge, no other person has received a home owner grant on this Property during this calendar year.

☐ (b) I am the spouse or relative of the deceased owner and at the date the owner passed away we both occupied this residence as our principal residence;

I am a Canadian citizen or permanent resident, I ordinarily reside in British Columbia and I occupy as my principal residence the whole or part of the building(s) located on this Property;

Neither I nor my spouse nor the deceased owner have applied for or received a home owner grant on this Property or any other property in the Province during this calendar year and, to the best of my knowledge, no other person has received a home owner grant on this Property during this calendar year.

2. I also qualify for the additional grant amount as:

☐ I am a senior aged 65 or older this year, date of birth being:

Day*	dd
Month*	mm
Year*	yyyy

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL
 2019 January 22Page 9

Guidance – Information regarding the *My Property* portal will be included in the 2019 Utility Brochure, available on the City's external website and through various other means, including video and social media. Procedures are in place to manage the transition to the new platform, with the majority of enquiries anticipated around the time customers will be completing their Home Owner Grant Application. It is hoped that through driving traffic to the *My Property* portal in February for Utility billing and payment, customers will feel comfortable with the system by the time they receive their Tax Notices in early June.

Figure 9: 2019 Utility Charges Brochure

NEW! SIGN UP TODAY
UTILITY AND PROPERTY TAX
ONLINE SERVICES

You can now access the following services all in one place. Visit burnaby.ca/myproperty and create your "My Property" account to:

- » access your account information, anytime, anywhere
- » view utility and property tax balances including recent payments
- » access your property's legal description, assessment history and tax levies
- » sign up for e-billing to receive notices and bills via email
- » download and print your bills
- » claim your Home Owner Grant (coming May 2019!)
- » view water meter consumption for commercial properties (coming soon!)

CHANGES TO ONLINE PAYMENT PROCESS
DON'T STAND IN LINE PAY ONLINE

New Payee Set-up is Required for Utilities
 The online payment process through your financial institution has changed slightly this year. The City now has two payees, one for Utilities and one for Property Taxes. You will be required to set up a new payee to pay your Utility Notice. You can no longer use last year's payee for Utilities.

In the bill payment section of your online banking, add the City of Burnaby (Utilities) as the new payee and use the 7-digit Account Number on your Utility Notice.

2019
CITY OF BURNABY
UTILITY CHARGES

For further information, contact the Tax Office:
 phone: 604-294-7350
 email: tax@burnaby.ca

Or go to
burnaby.ca/propertytaxes

NEW!
 Sign up for your online account.

PAYMENT DUE DATE:
FRIDAY, MARCH 15, 2019

TAX OFFICE
 4949 Canada Way
 Burnaby BC, V5C 1M2

Alternative provisions have been made to assist those customers who wish to claim their Home Owner Grant online but may have difficulty setting up a profile.

To: Financial Management Committee
 From: Director Finance and Chief Information Officer
 Re: MY PROPERTY PORTAL

2019 Janaury 22Page 10

Increasing Online Uptake – Currently the City receives over 31,200 Home Owner Grant applications online, out of 46,500. At around 67%, it is hoped that that this percentage can be increased. At the same time, only a relatively small number of customers receive their bills electronically through e-post, around 3,000 out of 80,000 accounts. By driving traffic to *My Property*, it is anticipated that this number will increase, which in turn will reduce printing and postage costs, provide customers with more timely information, and avoid dependancies on other service delivery methods.

4.0 SUMMARY

Roll out of the *My Property* portal is a significant step forward in providing improved customer service. The current customer uncertainties about items such as payments, grant claims and missing bills, that result in customer queries by email or phone should reduce significantly with time. It is however anticipated that there will be an initial learning curve for both customers and staff as we become accustomed to the new system. With additional items such as Metered Water billing information due to come online through the portal in the next two months, staff also believe the new application will provide the opportunity to better assist customers with items such as leak detection and billing enquiries.

5.0 RECOMMENDATION

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

Shari Wallace
 CHIEF INFORMATION OFFICER

Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RR:SW /ml

Copied to: City Manager



Meeting 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 January 14

FROM: DIRECTOR FINANCE

FILE: 7500-01

SUBJECT: CITY INVESTMENTS – 2018 YEAR END REPORT

PURPOSE: To provide an update on the 2018 Investment Portfolio and present a forecast for 2019.

RECOMMENDATION:

1. **THAT** this report be received for information purposes.

REPORT

Part 6, Division 3, Section 183 of the Community Charter states that the City may invest or reinvest money that is not immediately required for expenditures. Council has assigned the responsibility for the management of the investment portfolio to the Director Finance (Bylaw No. 11553). This report provides an update on the 2018 investment portfolio and presents a forecast for 2019.

The City of Burnaby Investment Portfolio on 2018 December 31, totaled \$1,696,166,744.72 (2017 – \$1,324,184,026.12). The portfolio holds all of the City's reserve funds and reserves including restricted funds such as Development Cost Charges and allocated funds such as Community Benefit Bonus funds.

1.0 CORPORATE STRATEGIC PLAN

The investment activities have a positive impact on the community through alignment with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals:

A Connected Community

- Partnership

A Dynamic Community

- Economic opportunity
- Community development

A Thriving Organization

- Financial Viability

To: Financial Management Committee
 From: Director Finance
 Re: CITY INVESTMENTS – 2018 YEAR END REPORT
 2019 January 22 Page 2

2.0 2018 SIGNIFICANT EVENTS

2.1 *Investment Portfolio*

Despite continued low market yields, in 2018 the City generated \$53.8 million (3.16%) return on investments (2017 – \$45.1 million, 3.22%).

Internal management of the investment portfolio, guided by the legislative requirements of the *Community Charter* and internal policies, provides flexibility required to meet operational and capital requirements, while meeting corporate strategic goals. In 2018, the Association of Public Treasurers of the United States & Canada presented the City of Burnaby with the Associations Investment Policy Certificate of Excellence Award. Policy certification is assurance that the City of Burnaby is abiding by a professional set of standards for the management of public funds and confirmation that the City is maintaining a policy framework that includes prudence, diversification, strong internal controls, delegation of authority, annual review and adoption, and reporting transparency.

The City invests in both short and long-term products to ensure adequate cash flow liquidity and long-term sustainable growth. A portion of the portfolio's investments is held in money market instruments until cash is required for expenditures. The City of Burnaby Investment Portfolio is therefore directly impacted by changes in both short and long-term interest rates.

The Bank of Canada conducts monetary policy through adjustments to the Target for the Overnight Rate which affects deposit, loan and other interest rates. This rate opened the year at 1.00% and closed on 2018 December 31 at 1.75%. Longer term investments have continued to provide income and yield stabilization for the portfolio year-over-year. However, the percentage of the portfolio in these longer term investments has decreased as maturities have occurred and re-investment is made into shorter term investments which are providing better value than longer term investments.

The City of Burnaby's investment portfolio consists of debt issued by the Federal Government of Canada, approved Provinces of Canada, Canadian Banks and Credit Unions across Canada as identified in Attachment 1. The City may also invest in one of three investment pooled funds offered by the Municipal Finance Authority of British Columbia (MFA-BC). All three funds offered by the MFA-BC include corporate debt which typically provides for increased yields. The Community Charter restricts the City from investing in corporate debt unless we invest directly into the MFA-BC's funds. The City currently does not hold any investments in MFA pooled funds as higher yields have been obtained outside of these options.

Table 1 provides 2018 average interest rates and comparable returns.

To: Financial Management Committee
 From: Director Finance
 Re: CITY INVESTMENTS – 2018 YEAR END REPORT
 2019 January 22 Page 3

Table 1: Market Interest Rates

	2018 Low %	2018 High %	2018 Average %
90 Day Banker's Acceptance	1.51	2.24	1.84
3 Month Treasury bill	1.05	1.73	1.37
2 Year Government of Canada Bonds	1.68	2.36	1.99
10 Year Government of Canada Bonds	1.95	2.60	2.28
30 Year Government of Canada Bonds	2.13	2.58	2.36
MFA-BC Money Market Fund (term under 1 year)*			1.58
MFA-BC Intermediate Fund (term 1 – 3 years)*			1.49
MFA-BC Bond Fund (term greater than 3 years)*			0.50
City of Burnaby 2018 Return			3.16

**Source: MFA-BC 2018 year to date return as at 2018 November 30*

In 2018 the City continued discussions with the Municipal Finance Authority of British Columbia around alternative investment pool strategies, including the creation of a Mortgage Fund. Treasury Services is reviewing this opportunity as a possible investment vehicle for a portion of the portfolio.

The City currently invests in a Bank of Montreal Socially Responsible Investment (SRI) product which is fossil fuel free. Investments in SRI funds consider both financial return and social good to bring about a positive social change. The City will continue to review further investment opportunities in SRI products when they are available.

2.2 Investment Limits and Banking Relationships

Treasury Services monitors the financial institutions we invest in as part of our ongoing risk mitigation strategy and investment procedures. The City's investment banking relationships remained consistent during 2018 for long-term investments. RBC Capital Markets, TD Securities, CIBC-Wood Gundy, Scotia Capital, BMO-Nesbitt Burns and Raymond James were the City's lead investment bankers. For short-term money market investments, the City invested with British Columbia, Alberta and Saskatchewan Credit Unions. In 2018 the City began investing in term deposits issued by Ontario Credit Unions which includes Alterna, First Ontario and Meridian and represents the three largest credit unions in the Province. Effective 2018 November 01, Coast Capital Savings Credit Union completed the process of deregistering as a British Columbia credit union and became a federal credit union.

The City's portfolio growth over the last decade means increased investment limits are required to remain well diversified and to ensure the City's continued ability to deploy funds into the market with the flexibility that a large portfolio requires. Diversification is essential for managing investment risk and return. For 2019, Innovation Credit Union, Saskatchewan, the third largest credit union in the Province, has been added to the financial institutions list and will

To: Financial Management Committee
 From: Director Finance
 Re: CITY INVESTMENTS – 2018 YEAR END REPORT
 2019 January 22 Page 4

provide further diversification within that sector. In addition, the City is adding Translink (South Coast British Columbia Transportation Authority). The 2019 limits with corresponding Dominion Bond ratings are identified in Attachment 1.

3.0 OUTLOOK FOR 2019

While interest rates have increased slightly over the past year, the central banks are now pausing to reassess economic growth and momentum. Many geo-political factors are affecting the markets and economic stability in North America and globally. Interest rates remain near historical lows, translating into an overall lower rate of return on both short term and long term investments.

For the City of Burnaby, 2019 investments will continue to be affected by the low interest rate environment. As longer term investments mature, reinvestment at lower interest rates will result in lower annual portfolio yields. The City is projecting an annual yield of 3.04% for 2019, translating to \$51 million in investment interest income.

4.0 CONCLUSION

Diversification and a conservative investment strategy have provided the City with a 2018 return of \$53.8 million at an annual yield of 3.16% on the City's Investment Portfolio. For 2019, Treasury Services will continue to monitor both money and fixed income markets for investment opportunities to provide liquidity, capital preservation and yield management thus allowing the City to meet the corporate strategic goals for a connected community, dynamic community and thriving organization.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:DS /ml

Attachment: 1 – City of Burnaby Investment Limits for 2019

Copied to: City Manager

CITY OF BURNABY

INVESTMENT LIMITS FOR 2019

	<i>Short-term Investments</i> <u>DBRS Rating</u>	<i>Long-term Investments</i> <u>DBRS Rating</u>	<u>Investment Limits</u>	<u>Portfolio % Mix</u>
Federal & Federal Guaranteed	R1 - High	AAA	No Limit	
TOTAL FEDERAL & FEDERAL GUARANTEED			No Limit	No Limit
Gulf & Fraser Credit Union dba G&F Financial (\$35M max)	Not Rated	Not Rated	\$ 160,000,000	
North Shore Credit Union dba BlueShore Financial (\$35M max)	R1 - Low	BBB High		
VanCity Savings CU (\$60M max)	R1 - Low	Not Rated		
Westminster Savings CU (\$35M max)	Not Rated	Not Rated		
TOTAL BRITISH COLUMBIA CREDIT UNIONS			\$ 160,000,000	25% Max
First Calgary Financial (\$75M max)	Not Rated	Not Rated	\$ 150,000,000	
Servus Credit Union (\$75M max)	Not Rated	Not Rated		
TOTAL ALBERTA CREDIT UNIONS			\$ 150,000,000	25% Max
Affinity Credit Union (\$30M max)	R1 - Low	Not Rated	\$ 75,000,000	
Conexus Credit Union (\$30M max)	R1 - Low	Not Rated		
Innovation Credit Union (\$20M max)	R1 - Low	Not Rated		
TOTAL SASKATCHEWAN CREDIT UNIONS			\$ 75,000,000	15% Max
Alterna Credit Union (\$25M max)	Not Rated	Not Rated	\$ 60,000,000	
First Ontario Credit Union (\$25M max)	Not Rated	Not Rated		
Meridian Credit Union (\$25M max)	Not Rated	Not Rated		
TOTAL ONTARIO CREDIT UNIONS			\$ 60,000,000	5% Max
Federation des caisses Desjardins du Quebec	R1 - High	AA	\$ 60,000,000	
TOTAL QUEBEC CREDIT UNIONS			\$ 60,000,000	5% Max
Coast Capital Savings CU (\$60M max)	R1 - Low	BBB High	\$ 60,000,000	
TOTAL FEDERAL CREDIT UNIONS			\$ 60,000,000	5% Max
Municipal Finance Authority	R1 - High	AAA	\$ 120,000,000	
TransLink (South Coast BC Transportation Authority)	R1 - Middle	AA	\$ 60,000,000	
TOTAL REGIONAL DISTRICT / GREATER BOARD			\$ 180,000,000	25% Max
Alberta	R1 - High	AA	\$ 120,000,000	
British Columbia	R1 - High	AA High	\$ 160,000,000	
Manitoba	R1 - Middle	A High	\$ 80,000,000	
New Brunswick	R1 - Middle	A High	\$ 70,000,000	
Nova Scotia	R1 - Middle	A High	\$ 70,000,000	
Ontario	R1 - Middle	AA Low	\$ 100,000,000	
Prince Edward Island	R1 - Low	A Low	\$ 60,000,000	
Quebec	R1 - Middle	A High	\$ 90,000,000	
Saskatchewan	R1 - High	AA	\$ 100,000,000	
TOTAL PROVINCES			\$ 850,000,000	60% Max
Bank of Montreal	R1 - High	AA	\$ 160,000,000	
Bank of Nova Scotia	R1 - High	AA	\$ 160,000,000	
Canadian Imperial Bank of Commerce	R1 - High	AA	\$ 160,000,000	
Canadian Western Bank	R1 - Low	A Low	\$ 60,000,000	
Manulife Bank of Canada	R1 - Middle	A High	\$ 60,000,000	
National Bank of Canada	R1 - Middle	AA Low	\$ 80,000,000	
Royal Bank of Canada	R1 - High	AA	\$ 160,000,000	
Toronto Dominion Bank	R1 - High	AA	\$ 160,000,000	
TOTAL SCHEDULE 'I' BANKS			\$ 1,000,000,000	60% Max
TOTAL SCHEDULE 'II' BANKS			\$ 0	10% Max



Meeting 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 January 15

FROM: DIRECTOR FINANCE

FILE: 5820-20
Reference RFP #030-02/18

**SUBJECT: CONTRACT AWARD
VENDING MACHINE SERVICES**

PURPOSE: To request approval to award a revenue contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services which provide nutritional snacks and beverages.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the award of a five year contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services as outlined in this report. The total revenue amount payable to the City of Burnaby is a minimum guarantee of \$500,000.00 over five years.

REPORT

Three submissions following a Request for Proposals (RFP) were received by the closing time on 2018 September 06. The work of this contract includes turnkey vending machine services which provide nutritional snacks and beverages at various City facilities, including but not limited to all equipment, supplies and personnel necessary to supply, install, stock, operate and maintain the equipment. Based on the RFP's evaluation criteria, Ryan Vending's overall scoring meets the Parks, Recreation, and Cultural Services' requirements.

Sixty-seven new vending machines will be installed by 2019 March 31 to replace the existing vending machines. Any additional vending machine services required in the future will also be serviced by this contract. The recommended bidder, Ryan Vending, has a proven track record in providing a wide range of such services. The Director Parks, Recreation, and Cultural Services concurs with this recommendation.

It is recommended that the Financial Management Committee recommend Council approve the award of a five year contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services. The minimum total revenue to the City is \$500,000 over the five year term.

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GS:JN/ew

Copied to: City Manager
Director Parks, Recreation, & Cultural Services



Meeting 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 January 15

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

FILE: 4220 03
Reference: RCMP Building

SUBJECT: 2019 CAPITAL GAMING RESERVE REQUEST - RCMP HIGH POTENCY
DRUG PROCESSING FACILITY

PURPOSE: To request the use of Gaming Reserves to finance the RCMP High Potency Drug Processing Facility project as outlined in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$700,000 to finance the RCMP High Potency Drug Processing Facility project as outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2019–2023 Annual Provisional Financial Plan will provide funding for the RCMP High Potency Drug Processing Facility project. In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the project.

2.0 POLICY SECTION

The Police Drug Process Facility project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- A Safe Community
 - Crime prevention and reduction – Ensure citizens and businesses feel safe in our community
 - Community amenity safety – Maintain a high level of safety in City buildings and facilities for the public and City staff

3.0 BACKGROUND

The Burnaby RCMP Detachment has identified an urgent requirement for an appropriate facility to process drug exhibits that will ensure the safety of those processing the exhibits, along with all the members and staff of the Detachment. The existing drug processing area lacks the isolated space and specialized contamination containment equipment to safely process high risk and extremely toxic drugs such as fentanyl and carfentanil (100 times more potent than its derivative, fentanyl). A self-contained high potency drug processing facility with appropriate fume hoods, independent HVAC

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: 2019 Capital Gaming Reserve Request – RCMP High Potency
 Drug Processing Facility
 2019 January 15..... Page 2

system, emergency wash stations, etc. would ensure the safety of regular members and civilian staff and the integrity of the detachment building itself. This facility would upgrade the Burnaby RCMP detachment facilities to align with the national RCMP occupational health and safety standards for processing high potency drugs and ensure the safety of personnel within the detachment.

A feasibility study and costing report was undertaken that considered four proposed options varying from exterior addition, interior renovation and a stand-alone modular building addition. The recommended option is an interior renovation to the secured underground parkade. This option was chosen because it is more cost effective and will take less time to construct.

4.0 FUNDING

The RCMP High Potency Drug Processing Facility (ACX.0018) is estimated at \$700,000.00 to construct. Construction of this laboratory space for high potency drug processing will ensure the health and safety of personnel working within the space, as well as those working outside the space in the Detachment.

It is proposed that the facility be funded through the Gaming Reserve Funds. These expenditures are included in the 2019 – 2023 Annual Provisional Financial Plan and sufficient Gaming Reserve Funds are available to finance the capital project outlined in this report.

5.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$700,000, to finance the RCMP High Potency Drug Processing Facility project as outlined in this report.



Lou Pelletier, Chair, Major Civic Building Project
 Coordination Committee



Leon Gous, Director Engineering



Dave Critchley
 Director Public Safety and Community Services

CF/sla

cc: City Manager
 Director Parks, Recreation and Cultural Services
 Director Finance
 OIC, RCMP
 Purchasing Manager
 City Clerk



Meeting 2019 Jan 22
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 January 16

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

FILE: 4230 08
Reference: South Burnaby Ice Arena

SUBJECT: SOUTH BURNABY ICE ARENA PROJECT
7789 AND 7799 EIGHTEENTH STREET (SEE ATTACHED SKETCH #1)
REZONING REFERENCE #18-19, CD (P3) DISTRICT
EDMONDS TOWN CENTRE PLAN

PURPOSE: To obtain funding approval for the necessary servicing works identified under Rezoning Reference #18-19, as well as to provide an update on the South Burnaby Ice Arena project.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommends that Council authorizes the use of Community Benefit Bonus funds in the amount of \$1,400,000 to fund the necessary servicing works identified under Rezoning Reference #18-19.
2. **THAT** a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information purposes.

REPORT

1.0 INTRODUCTION

Under Rezoning Reference #18-19, a number of municipal servicing requirements have identified as necessary to serve the South Burnaby Ice Arena site, including but not limited to:

- construction of 18th Street to a Town Centre Standard with separated sidewalk, cycle track and boulevard trees;
- construction of 10th Avenue to a Town Centre Standard with a 3.0 m urban trail and boulevard trees; and,
- storm, sanitary sewer and water main upgrades as required.

Other third party utilities (BC Hydro and Telus) that are necessary to serve the site have also been identified through the above noted rezoning process.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: South Burnaby Ice Arena Project
 2019 January 16.....Page 2

Funding for the above noted off-site servicing works was not sought under the initial funding approval request report which was approved by Committee and Council on 2017 October 30 as such requirements, as well as their related cost estimates, are typically not known until subsequent to Third Reading of the rezoning process. Since that time, the subject rezoning has received Third Reading. The Engineering Department has also reviewed and accepted the civil design and related cost estimate for the off-site servicing works provided by the civil consultant (Binnie).

The purpose of this report is to seek Committee and Council approval for use of Community Benefit Bonus funds through the Community Benefit Bonus Reserve to fund the above noted servicing works that are necessary to serve the site, payment of which is a condition of Final Adoption. This report also provides a status update on the development approvals process for the Arena project, as well as its projected public tender and construction schedule.

2.0 FUNDING REQUEST THROUGH THE COMMUNITY BENEFIT BONUS RESERVE

The 2019 – 2023 Provisional Financial Plan will provide funding for South Burnaby Arena. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Planning Section). Based on the approved off-site civil design for the Arena project, the related cost-estimate of the works is in the amount of \$1,400,000. In order to advance the rezoning (Rezoning Reference #18-19) for the Arena to Final Adoption, funding will be required to cover these works in advance of Council adoption of the 2019 Financial Plan. Sufficient Community Benefit Funds are available to fund the capital project outlined in this report.

3.0 DEVELOPMENT APPROVALS STATUS UPDATE

City development approvals process for the Arena project includes rezoning, subdivision, Preliminary Plan Approval (PPA) and Building Permit. The status of these approvals processes are summarized as follows:

a) Rezoning Reference #18-19

On 2018 December 10, the subject rezoning application received Third Reading. A virtually complete suitable plan of development has been submitted. A few remaining details will be resolved prior to Final Adoption, including funding approval for the servicing works discussed under Sections 1.0 and 2.0 of this report.

b) Subdivision Reference #18-27

Subdivision of the subject properties at 7789 and 7799 Eighteenth Street will be completed as part of the subject rezoning.

c) Preliminary Plan Approval #18-143

An application for Preliminary Plan Approval has been submitted and is currently under review.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: South Burnaby Ice Arena Project
 2019 January 16.....Page 3

d) Building Permit #18-01272

An application for Building Permit has been submitted and is currently under review.

Concurrent to the above noted City development approvals process is the projected schedule for the public tender and construction phase of the Arena project. The projected schedule for that phase of work is summarized in the subsequent section of this report.

4.0 PUBLIC TENDER AND CONSTRUCTION PHASE - PROJECTED SCHEDULE

Based on the work completed date, the following provides a summary of the projected schedule for the public tender and construction phase of the project:

a) Finalization of contract documents – 2019 March 01

This work includes the receipt of contract documents from HCMA Architects; review of drawings and specifications; and, preparation of cost estimates prior to public tender of the construction phase. It is noted that the Building Permit application has been submitted in advance of this work to expedite the process.

b) Public tender of the construction phase on BC Bid – week of 2019 March 18

The projected timeframe for the tender process from opening to closure is approximately five weeks (closure of the tender week of 2019 April 29). Following the closure of the tender, a one to two week review process of the project bids received is required. On determining the successful bid/proponent, staff will prepare two separate reports to Council; the first report will seek funding approval for the project, and the second report will seek approval to award the contract to the successful proponent (2019 May 13).

c) Award of the construction contract – May 2019

A Letter of Intent will be issued to the successful contractor following the award of the construction contract. As part of the preparation and completion of the contract, the successful contractor will be requested to provide bonding and insurance.

d) On-site Mobilization and construction phase – mid-June 2019

The estimated construction period for the Arena is approximately 24 months.

During the public tender and construction phase of the project, staff will provide the Committee a monthly status update report for the project.

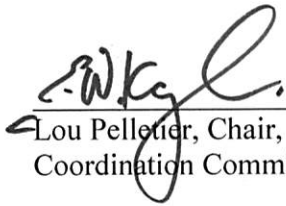
5.0 CONCLUSION AND NEXT STEPS

The South Burnaby Ice Arena project is being funded through the Community Benefit Bonus Reserve. It is recommended that the Committee seek Council approval to fund the servicing requirements for this project as outlined under Section 2.0 of this report.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: South Burnaby Ice Arena Project
 2019 January 16.....Page 4

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

With regards to next steps, further updates on this project will be provided in a quarterly update report to Council on the status of major civic projects.



Lou Pelletier, Chair, Major Civic Building Project
 Coordination Committee



Leon Gous, Director Engineering



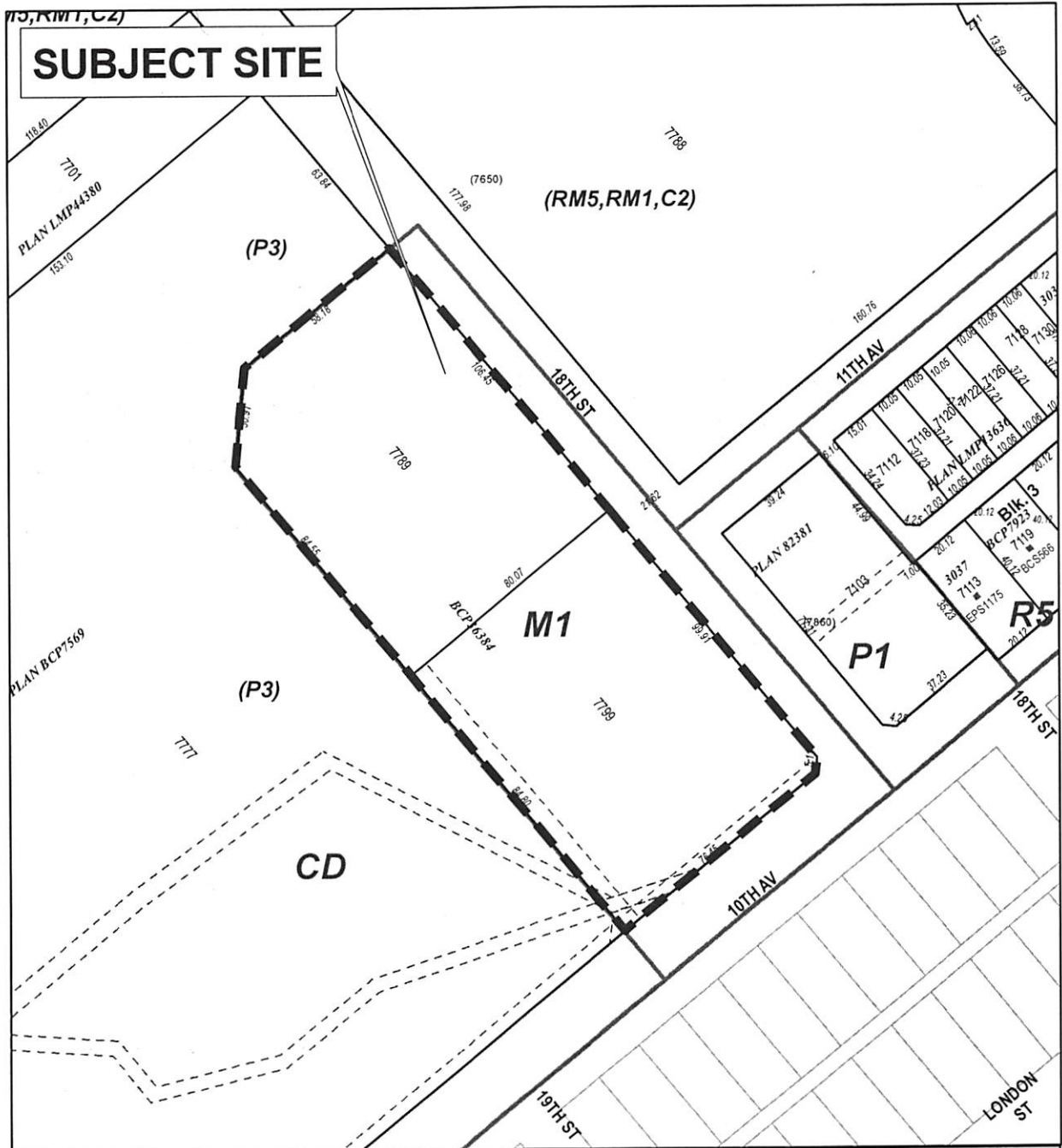
Dave Ellenwood
 Director Parks, Recreation and Cultural Services

ZT:sla

Attachment

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

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PLANNING & BUILDING DEPARTMENT




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REZONING REFERENCE #18-19
7789 AND 7799 18TH STREET

 Subject Site

Sketch #1



Item
Meeting 2019 Jan 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Jan 14

FROM: DIRECTOR PUBLIC SAFETY & COMMUNITY SERVICES **FILE:** 42000-01

SUBJECT: 2019 PUBLIC SAFETY AND COMMUNITY SERVICES (PSCS) CAPITAL PROJECTS BYLAW FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance 2019 PSCS capital projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$2,195,000 to finance PSCS capital projects, as outlined in this report.

INTRODUCTION

The 2019 – 2023 Provisional Financial Plan will provide funding for various PSCS capital projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (PSCS Section). In order to proceed with the award of contracts for procurement, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for 2019 PSCS projects in advance of council adoption of the 2019 financial plan. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

- A Safe Community
 - Maintain a high level of safety in City buildings and facilities for the public and City staff.
- A Dynamic Community
 - Build and maintain infrastructure that meets the needs of our growing community.
- An Inclusive Community

To: Chair and Members Financial Management Committee
 From: Director Public Safety and Community Services
 Re: 2019 PSCS CAPITAL PROJECTS BYLAW FUNDING
 REQUEST
 2019 January 14..... Page 2

- Support a diversified City workforce by identifying barriers and implementing proactive strategies.

Early funding approval is requested for the commencement of capital projects identified as necessary to meet operational needs. This approval will allow for the timely start of these projects and facilitate the lead times required to complete the projects in the current year.

1.0 Business Licence & Property Management

Project Mask	Description	2019 Budget
CAX.0018	Deer Lake Building Access Upgrades 2 nd Phase <ul style="list-style-type: none"> Replace two remaining glass swing doors with automatic glass slide doors, to provide better access to persons with strollers & wheelchairs. 	\$50,000
CAX.0028	Deer Lake Centre Building Envelope Upgrades <ul style="list-style-type: none"> Building condition report revealed failing caulking sealant around windows causing damage to interior wood sills and wall cavities. This project will prevent water damage and preserve the building life. 	\$860,000
CAX.0029	Irmin Complex Driveway Resurfacing (20 Driveways) <ul style="list-style-type: none"> Current driveways have cracks and potholes that posed tripping hazards to tenants, postal delivery, and visitors. Resurfacing the driveways will enhance safety and improve the image of the complex. 	\$150,000
Total		\$1,060,000

2.0 Fire

Project Mask	Description	2019 Budget
ABX.0012	Dorm Suitability Upgrades <ul style="list-style-type: none"> The existing layout/design of the dormitories at Stations 1, 4, and 6 do not provide for adequate security and privacy for members. This renovation project will provide gender neutral fire station dormitories at these facilities. 	\$110,000
ABX.0011	Restroom Suitability Upgrades <ul style="list-style-type: none"> This renovation project will aim at providing gender neutral washrooms at Stations 1 and 4. 	\$200,000
ABX.0016	In Ground Fuel Tank Replacements <ul style="list-style-type: none"> To provide for the replacement of In Ground Fuel Tank and systems at Station 1, 2, 3, and 5. The current tanks and systems have reached the end of their intended life cycles. The replacement tanks will prevent the risk to ground water contamination. 	\$350,000
Total		\$660,000

To: Chair and Members Financial Management Committee
 From: Director Public Safety and Community Services
 Re: 2019 PSCS CAPITAL PROJECTS BYLAW FUNDING
 REQUEST
 2019 January 14..... Page 3

3.0 RCMP

Project Mask	Description	2019 Budget
ACX.0017	Community Police Office Reconfiguration/Security Enhancements <ul style="list-style-type: none"> Installation of anti-vault barriers at each of the Community Police Offices as required by the RCMP. This glass partition will enhance security for staff working at each location. 	\$150,000
ACX.0021	Detachment Third Floor Security Improvements <ul style="list-style-type: none"> Installation of a moveable barrier to ensure the security of various offices on the third floor of the Detachment. 	\$25,000
ACX.0022	Exhibit Storage Space (Offsite) <ul style="list-style-type: none"> Acquisition or construction of an offsite storage facility to serve as a depository of exhibits. 	\$300,000
Total		\$475,000

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,195,000 to finance PSCS capital projects, as outlined in this report.


 Dave Critchley
 DIRECTOR PUBLIC SAFETY &
 COMMUNITY SERVICES

DC/ch

Copied to: City Manager
 Director Finance
 City Solicitor
 Fire Chief
 OIC Burnaby Detachment