



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 FEBRUARY 19
TIME: 4:00 p.m.
PLACE: Clerk's Committee Room, Burnaby City Hall

A G E N D A

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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 Clerk's Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Tuesday, 2019 January 22** at 5:00 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. Dipak Dattani, Director Corporate Services
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Mr. James Lota, Deputy Director Engineering
Ms. Heidi Schiller, Asst. Director Public Service, Burnaby Public Library
Mr. John Cusano, Assistant Chief Building Inspector
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Monica Macdonald, Administrative Officer

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

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiḥə́m and skwxwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

2. MINUTES

- a) **Minutes of the Financial Management Committee
Open meeting held on 2018 November 28**

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 November 28 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Correspondence from the Union of BC Municipalities**
Re: 2017 Emergency Social Services - Group Lodging Equipment and
Supplies Project Final Report

Correspondence was received from Ms. Rebecca Bishop, Program Officer, UBCM advising that a payment in the amount of \$24,454 will be made to the City as the final report regarding the above noted project has been received.

4. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the Burnaby Festival of Learning Steering Committee**
Re: Burnaby Festival of Learning Funding - 2019-2021

The Burnaby Festival of Learning Steering Committee submitted a report requesting three-year funding for the annual weeklong Burnaby Festival of Learning celebration.

The Burnaby Festival of Learning Steering Committee recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

b) **Report from the Director Engineering**
Re: 2019 Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report seeking approval to use Water and Sanitary Reserves and for a Capital Reserve Fund Bylaw to finance 2019 Engineering capital infrastructure design and early tender projects.

The Director Engineering recommended:

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 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) **Report from the Director Engineering**
Re: 2019 Engineering Capital Transportation Bylaw Funding Request

The Director Engineering submitted a report seeking approval for a Capital Reserve Fund Bylaw to finance 2019 Engineering capital Transportation design and early tender projects.

The Director Engineering recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee inquired regarding the following two minor traffic management projects: 1) 10th Avenue/Cariboo Road east bound left turn lane, and 2) curb bulges at Lougheed/Rosser.

Staff undertook to provide information.

d) Report from the Director Engineering
Re: 2019 Engineering Capital Facilities Management Bylaw Funding Request

The Director Engineering submitted a report seeking approval and funding for 2019 Engineering capital Facilities Management improvement projects.

The Director Engineering recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Engineering
Re: 2019 Engineering Capital Vehicle & Equipment Purchase Bylaw Funding Request

The Director Engineering submitted a report seeking approval and funding for 2019 Engineering capital vehicle and equipment purchases.

The Director Engineering recommended:

- 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.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance and the Chief Information Officer
Re: "My Property" Portal

The Director Finance and the Chief Information Officer submitted a report providing an overview of the new "My Property" portal being available to citizens on 2019 February 01.

The Director Finance and the Chief Information Officer recommended:

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance and the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Finance
Re: City Investments - 2018 Year End Report

The Director Finance submitted a report providing an update on the 2018 Investment Portfolio and presenting a forecast for 2019.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion and without objection by any member, the Committee requested that future City Investments year-end reports be provided in a memo format.

h) Report from the Director Finance
Re: Contract Award - Vending Machine Services

The Director Finance submitted a report seeking 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.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

i) Report from the Major Civic Building Project Coordination Committee
Re: 2019 Capital Gaming Reserve Request - RCMP High Potency Drug Processing Facility

The Major Civic Building Project Coordination Committee submitted a report seeking approval to use Gaming Reserves to finance the RCMP High Potency Drug Processing Facility project.

The Major Civic Building Project Coordination Committee recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

**j) Report from the Major Civic Building Project Coordination Committee
Re: South Burnaby Ice Arena Project
7789 and 7799 Eighteenth Street
Rezoning Reference #18-19, CD (P3) District
Edmonds Town Centre Plan**

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval for the necessary servicing works identified under Rezoning Reference #18-19, and providing an update on the South Burnaby Ice Arena project.

The Major Civic Building Project Coordination Committee recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**k) Report from the Director Public Safety and Community Services
Re: 2019 Public Safety and Community Services (PSCS) Capital Projects
Bylaw Funding Request**

The Director Public Safety and Community Services submitted a report seeking a Capital Reserve Fund Bylaw to finance 2019 PSCS capital projects.

The Director Public Safety and Community Services recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

5. **NEW BUSINESS**

His Worship Mayor Mike Hurley - Fair Wage Policy

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT staff provide a report on the Fair Wage Policy to the February Financial Management Committee meeting.

CARRIED UNANIMOUSLY

Councillor McDonell – Elimination of Non-Accountable Allowance

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT staff provide a report on the impact of the elimination of non-accountable allowance.

CARRIED UNANIMOUSLY

6. **INQUIRIES**

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

7. **CLOSED**

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:58 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:58 p.m.

11. **ADJOURNMENT**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:58 p.m.

Monica Macdonald
ADMINISTRATIVE OFFICER

Mayor Mike Hurley
CHAIR

From: Cory Redekop [<mailto:cory@bbot.ca>]
Sent: February-08-19 3:26 PM
To: Clerks
Subject: Delegation Request

Good afternoon,

I would like to request to appear as a delegation to the Financial Management Committee meeting on February 19th.

The delegation will consist of Paul Holden and Cory Redekop from the Burnaby Board of Trade and the topic will be further discussion on property taxes and their impact on local businesses.

Take care,

Cory Redekop

Manager, Policy and Stakeholder Relations

Burnaby Board of Trade

cory@bbot.ca

604-412-0100

#201 – 4555 Kingsway

Burnaby, BC V5H 4T8

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Meeting 2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 February 13

FROM: DIRECTOR FINANCE

FILE: 7815-01

SUBJECT: PROPERTY TAXES

PURPOSE: To provide information on potential solutions to the problem of rising property valuations driving significant property tax bills for local businesses.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council receive this report as information.
2. **THAT** A copy of this report is sent to the Burnaby Board of Trade.

REPORT**1.0 INTRODUCTION**

On 2019 February 11, Council received a delegation by the Burnaby Board of Trade (BBOT) regarding property taxes in Burnaby and potential solutions to the problem of rising property valuations driving significant property tax bills for local businesses. This report will provide information on the proposed solutions outlined by the delegation.

Assessment notices for 2018 were sent to property owners by the British Columbia Assessment Authority (BCAA) in 2018 December. The property tax rate for 2019 has not been approved by Council however landlords of commercial buildings are estimating potential property tax increases based on assessment increases year over year. Once the property tax rate is approved by Council, property tax increases will only apply to those properties whose assessments are higher than the average assessment value in their respective area.

The City collects property taxes for municipal services as well as other taxing authorities, including Metro Vancouver, Translink, School, Municipal Finance Authority, Business Improvement Districts, Tourism Burnaby and BC Assessment Authority. The amount of property taxation revenue required by a municipality for the delivery of municipal services to citizens is determined through the budgeting process. Expenses are estimated based on contract increases and service level requirements. Revenues from fees and charges and transfers from reserves are also estimated and then deducted from expenses leaving the residual amount of revenue required through property taxation. As a result, a municipality will only collect enough

To: Financial Management Committee
From: Director Finance
Re: Property Taxes
2019 February 19..... Page 2

property taxation revenue to meet operational needs and nothing more. Higher assessment values do not equate to more property taxation revenue, however, higher than average assessed valued properties pay a higher amount of property tax than the average.

It is important to note that Single Family Dwellings encountered similar assessment value increases in the past and are now seeing reductions in assessment values and property taxation. Of the residential property class, it is now the Strata / Multi-Family properties that are seeing higher increases in assessments, while Single Family Dwellings are in most cases seeing a decline.

2.0 POLICY

Goal

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

3.0 PROVINCIAL OPTIONS

An inter-municipal group has been struck consisting of Metro Vancouver municipalities advocating the Province to look at options to alleviate the impact of assessment increases on small businesses. The Province has been requested to review split classification assessments such that the residential portion of a commercially zoned property be taxed at Class 1 while the commercial portion continues to be taxed at Class 6 versus the entire property being taxed as per the mill rate for Class 6 while actually having two different uses. The current BCAA approach is based on ‘Highest and Best Use’ (HBU). Split classification assessments would enable split billing, allowing for transparency on which part of the property would be classed and valued at residential versus commercial rates.

Residential property owners (Class 1) can, if eligible, apply to defer their taxes for which they are charged a low interest rate by the Province. This option is currently not afforded to any other classification of property. Exploration of this as an option for certain types / sizes of business to address the impact of assessment fluctuations, however, this could only be an option for business owners who are the registered owner of the property, and not a tenant on title. Hence, business operators may not benefit from a deferral program as the benefit would be realized by registered property owners who may or may not pass on the deferral benefit to the operators.

The Assessment Amendment Act 2018 was recently passed in the Legislature to support the ongoing operation of Class 4 major industry properties subject to significant property assessment and taxation increases as a result of changes to an Official Community Plan. The Act provides for the actual value of eligible major industry property to be based on actual use in described circumstances. Only one property in the Province was affected by this change in legislation. The Province can also look at a similar legislation change for Class 6 business properties.

To: Financial Management Committee
 From: Director Finance
 Re: Property Taxes
 2019 February 19..... Page 3

4.0 MUNICIPAL OPTIONS

There are tools available to a municipality in order to adjust property taxation for a Class however it is important to understand that a municipality only collects enough property taxation required to deliver services to citizens and hence any option exercised results in a shift of the property tax burden among the available classes.

Many small businesses hold triple net leases, meaning that landlords will pass down taxation increases to their tenants. The City does not have any tools to dictate how and when such increases are passed down, as this falls within the legal agreement between tenant and landlord. It is unclear if any changes in assessment methodology, mill rates or taxation legislation would have any direct impact on such agreements; however, staff have attempted to set out within this report various options available to the City for assisting Class 6 properties in general.

4.1 Adjust Mill Rates/Tax Rates

Table 1 outlines the relationship of all property tax classes to Class 1 – Residential.

Table 1: Relationship of All Property Tax Classes to Class 1 – Residential

Property Class	2018 Tax Rates	Tax Burden	Relationship to Residential Tax Rate Res. = 1.0
1. Residential	1.5063	49.27%	1.00
2. Utilities	25.1773	2.16%	16.71
3. Supportive Housing	1.5063	0.00%	1.00
4. Major Industry	31.9027	2.86%	21.18
5. Light Industry	6.3109	5.62%	4.19
6. Business/Other	6.3109	40.05%	4.19
7. Managed Forest Land	0.0000	0.00%	0.00
8. Recreation/Non-Profit Organization	0.7489	0.04%	0.50
9. Farm	6.3109	0.00%	4.19

To: Financial Management Committee
From: Director Finance
Re: Property Taxes
2019 February 19..... Page 4

Currently when the mill rate for Class 6 increases, it does so by the same % as residential (i.e. a 1% increase to the mill rate for Class 1 results in a 1% increase in the mill rate for Class 6). As such, when the prior year mill rate is restated as part of the annual levy setting process, the effective mill rate increase for Class 6 can be greater than that stated for Class 1.

In order to reduce the taxes payable by commercial properties, the mill rate can be decreased for Class 6 however the ratio for another Class would have to change to compensate. As a result, the consequence of altering ratios results in the shifting of the tax burden from one Class to another.

4.2 Assessment Averaging

The concept of Assessment Averaging smooths assessment fluctuations. This tactic entails targeted or across the board averaging. The targeted model is currently used in the City of Vancouver, and involves identification of significant increases for a limited number of property classes. The major benefit of this approach is a reduction to the peaks and troughs of assessment changes and the resulting impact upon taxation. There are however a number of down sides to this approach; property owners do not experience savings immediately when their assessed value falls, new owners will be impacted by assessment activity that took place in prior years, the administration around this process would require additional resources, bylaw changes and set up of an appeal review panel would be required, and the collection of taxes for other taxing authorities is also further complicated. Although property taxes may increase gradually through an averaging process, the same amount of taxation will be paid in the end by the property owner. As well, each year, the tax burden will shift among other classes until the averaging catches up. In some years the average may be higher than the actual assessment providing relief to other property classes.

Clear policies for the treatment of averaging appeals would be required, as would the criteria around which classes and property value increases would be subject to averaging.

4.3 Revitalization Tax Exemptions

A tax exemption can be given to business(s) within a set area. A revitalization tax exemption program must be established by a bylaw clearly outlining the reasons for and the objectives of the program; how the program is intended to accomplish the objectives; the kinds of property, or related activities or circumstances, that will be eligible for tax exemptions under the program; extent of the tax exemptions available; the amounts of tax exemptions, and the maximum term of a tax exemption that may be provided (maximum of 10 years). Note – a business owner must be the actual property owner and not a tenant in order to be in receipt of such an exemption, therefore those tenants with triple net leases would not be eligible.

To: Financial Management Committee
From: Director Finance
Re: Property Taxes
2019 February 19..... Page 5

The revitalization program bylaw itself can contain special provisions applicable to the program. As such, the program can differ based on geographic area, property class, activity, use and zoning. There are a number of provisions contained within the Community Charter that govern administration of such a program. Such a program would require considerable consideration and analysis to determine the targeted classes, areas and overall program objectives. The City of Richmond provided a partial revitalization tax exemption program for businesses that were affected around where the Richmond Oval was developed. The City of Chilliwack currently has a revitalization tax exemption program in place for businesses located in its downtown area. Again, it is important to note that the taxation that would have been payable by the exempted properties now gets spread amongst the remaining taxed properties.

This report has been provided as information for Council.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RR /ml

Copied to: City Manager



Meeting 2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 February 13

FROM: DIRECTOR FINANCE

FILE: 6500-40
Reference: Provisional Budget

SUBJECT: 2019 – 2023 PROVISIONAL FINANCIAL PLAN

PURPOSE: To provide the 2019 – 2023 Provisional Financial Plan.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council receive the 2019 – 2023 Provisional Financial Plan.

REPORT

The purpose of the 2019 – 2023 Provisional Financial Plan is to present Council’s direction for the City over the next five years and to provide a basis for public consultation under Section 166 of the Community Charter. An advertisement will be placed in the local paper at the beginning of March 2019 for two consecutive weeks requesting Burnaby citizens to provide comments regarding the 2019 – 2023 Provisional Financial Plan. The 2019 – 2023 Provisional Financial Plan is an *interim document* provided in advance of the City’s 2019 – 2023 Annual Financial Plan. The 2019 – 2023 Annual Financial Plan requires adoption by 2019 May 15 and is used to set City tax levies in open Council as required under Sections 165 and 197 of the Community Charter.

The 2019 – 2023 Provisional Financial Plan reflects the vision, values and goals of the City’s Corporate Strategic Plan which is built upon the objectives of the trilogy of sustainability strategies (social, environmental and economic), the Official Community Plan and other City policies thus establishing the planning and resource context of our work. Community safety and security, as well as maintaining and improving existing community facilities and City infrastructure remain a focus. The 2019 – 2023 Provisional Financial Plan incorporates a proposed 2.50% property tax increase for 2019. This increase is required to fund operational and inflationary increases. The proposed capital program for 2019 is \$239.0 million and includes the redevelopment of the Laurel Street Works Yard, building childcare facilities on school grounds, construction of South Burnaby Arena and the commencement of a feasibility study and the preliminary design of CG Brown Pool and Burnaby Lake Arena.

To: Financial Management Committee
From: Director Finance
Re: 2019 - 2023 Provisional Financial Plan
2019 February 19..... Page 2

Estimates for the current year are based on available information at the time this Plan was prepared. Subsequent years' estimates may be increasingly less accurate but are an indication of priorities and will be updated annually in future financial plan documents.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RG /ml

Attachment: 2019 – 2023 Provisional Financial Plan

Copied to: City Manager
Members of Management Committee



Meeting 2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS DATE: 2019 February 12
FINANCIAL MANAGEMENT COMMITTEE

FROM: DIRECTOR FINANCE FILE: 2410-20

SUBJECT: ELIMINATION OF NON-ACCOUNTABLE ALLOWANCE

PURPOSE: To amend the Mayor and Council's remuneration for the income tax impact of the elimination of the one-third non-accountable allowance.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council approve an adjustment to the remuneration for the Mayor and Councillors effective 2019 January 01 to offset the additional income tax impact on the elimination of the one-third non-accountable allowance.

REPORT

1.0 INTRODUCTION

The Federal Government has introduced changes to income tax legislation resulting in the elimination of the non-accountable allowance for elected officials in 2019. The impact of this elimination results in a reduction in net pay for the Mayor and each Councillor as well as an increase in the City's employer paid source deductions.

2.0 POLICY SECTION

Goal

- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

To: Financial Management Committee
From: Director Finance
Subject: Elimination of Non-Accountable Allowance
2019 February 19..... Page 2

3.0 BACKGROUND

On 2017 March 22, the Federal Government, as part of the 2017 Federal Budget, proposed to eliminate the current income tax exemption for the non-accountable expense allowances which will affect elected officials remuneration starting in 2019. Prior to 2019 January 01, elected officials were allowed to receive one-third of their remuneration as a non-accountable expense allowance, which was excluded from taxable income and was not subject to source deductions. The non-accountable allowance was intended to allow elected officials to cover expenses incurred in the course of fulfilling their duties without the submission of receipts. The elimination of the allowance in 2019 will result in a decrease in the net pay received by the Mayor and Councillors as income tax and source deductions will apply to the full remuneration.

The majority of municipalities across the country have approved adjustments to their 2019 Mayor and Council remuneration to maintain the level of net income at the 2018 level. Many neighboring municipalities including Richmond, Coquitlam, District of North Vancouver, Port Coquitlam, Port Moody, Langley Township, Langley City, Maple Ridge and Mission have adjusted their Council remuneration for the elimination of the non-accountable expense allowance.

4.0 IMPACT

Increasing the annual remuneration levels effective 2019 January 01 for all of Council (\$37,075 for the Mayor and \$8,900 for each Councillor), would compensate for the additional income tax payable due to the elimination of the one-third non-accountable allowance. The increase would result in approximately the same net pay for all members of Council as though the tax exemption for the non-accountable allowance was still applicable. The increase was calculated using 2018 income tax rates and Canada Pension Plan contribution rates assuming that members of Council had no other sources of income.

The approximate increase to the 2019 budget is estimated to be \$110,000 which takes into account the increases to Council remuneration and employer Canada Pension Plan contributions.

To: Financial Management Committee
From: Director Finance
Subject: Elimination of Non-Accountable Allowance
2019 February 19..... Page 3

5.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council approve an adjustment to the remuneration for the Mayor and Councillors’ effective 2019 January 01 to offset the additional income tax impact resulting from the elimination of the one-third non-accountable allowance.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:BK /ml

Copied to: City Manager
Director Human Resources



TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Jan 24

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2019 JANUARY - PARKS, RECREATION AND CULTURAL SERVICES
GAMING FUND PROJECTS

PURPOSE: To request the use of Gaming Reserve to finance three Parks projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$325,000 to finance the projects outlined in this report.

REPORT

At its Open meeting of 2019 January 23, the Parks, Recreation and Culture Commission received the attached report and adopted the recommendation contained therein.

Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:tc:km
Attachment

cc: Director of Finance



Item	4
Director's Report No.....	1
Meeting	2019 Jan 23

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION **DATE:** 2019 Jan 16

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES **FILE:** 62500-01

SUBJECT: 2019 JANUARY - PARKS, RECREATION AND CULTURAL SERVICES
GAMING FUND PROJECTS

PURPOSE: To request the use of Gaming Reserve to finance three Parks projects
outlined in this report.

RECOMMENDATION:

1. **THAT** the Parks, Recreation and Culture Commission recommend the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$325,000 to finance the projects outlined in this report.

REPORT

INTRODUCTION

The 2019–2023 Provisional Financial Plan will provide funding for various Parks capital projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Parks Section). Gaming funding expenditure approval is being requested to allow staff to proceed with the projects identified in this report. The project cost is estimated and the funds are planned to be expended in 2019 subject to operating conditions.

POLICY SECTION

The projects identified in this report are aligned with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan.

- A Safe Community – Community Amenity Safety
- A Healthy Community – Healthy Environment
- A Dynamic Community – City Facilities and Infrastructure

To: Parks, Recreation and Culture Commission
From: Director Parks, Recreation and Cultural Services
Re: 2019 January – PRCS Gaming Fund Request
..... Page 2

This report requests that Gaming Reserves be approved to finance the following three projects:

- 1. **Accessibility Improvements** **\$100,000 (estimated)**
(DPW.0391)
Improvement to connections between activity sites and parking to allow wheelchair and stroller mobility. The work includes curb cuts, path hardening, width of entry gates, accessible pads under benches, picnic tables and washroom access routes.

- 2. **Water Conservation Devices** **\$175,000 (estimated)**
(DPW.0383)
This project is for the installation and improvements to irrigation systems on sports fields, drinking fountains and water features to reduce water consumption.

- 3. **Safety and Security** **\$50,000 (estimated)**
(DPY.0104)
This project is for new and updated safety and security equipment, installations and building/property features at recreation facilities. Examples include replacing emergency doors and improving video quality to assist with investigating crime such as theft and assault.

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

RECOMMENDATION

It is requested that the Parks, Recreation and Culture Commission recommend the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$325,000, to finance the three projects outlined in this report.



Dave Ellenwood
DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

DP:jq:tc

Copied to Director of Finance



Meeting 2019 February 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 February 13

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 1750 20
Reference: BAAC

**SUBJECT: BURNABY ACCESS ADVISORY COMMITTEE – CAPITAL BYLAW
FUNDING REQUEST AND OVERVIEW OF ACTIVITIES**

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the 2019 Access Improvements Program and to provide a summary of recent Burnaby Access Advisory Committee activities.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend that Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$81,200 to finance the access improvement projects at City facilities as outlined in Section 3.0 of this report.
2. **THAT** the Committee recommend Council to authorize the allocation of \$500 from the 2019 Boards, Committees and Commissions budget to the City of Burnaby Access Advisory Committee, as a sub-committee of the Environment and Social Planning Committee, in order to provide access supports as needed for Committee members, as detailed in Section 5.0 of this report.
3. **THAT** a copy of this report be forwarded to the Environment and Social Planning Committee for information.

REPORT**1.0 INTRODUCTION**

The Burnaby Access Advisory Committee (BAAC) was established in 1988 to provide advice and direction to the Planning and Building Department on access and inclusion issues. The group is comprised of Burnaby residents, as well as staff from a number of City Departments (Parks, Recreation and Cultural Services; Human Resources; Engineering), Burnaby Public Library, and the Fraser Health Authority. Some citizen members of BAAC are also members of organizations representing persons with disabilities, but they do not formally represent these organizations on the Committee. Planning staff coordinate the Committee's regular meetings and facilitate members' participation in, and input on, City initiatives.

To: Financial Management Committee
From: Director Planning and Building
Re: Burnaby Access Advisory Committee – Capital
Bylaw Funding Request and Overview of Activities
2019 February 13..... Page 2

This report requests that a Capital Reserves Bylaw be brought forward to finance the 2019 Access Improvements Program at City facilities, as outlined in Section 3.0 of this report, and provides a description of BAAC’s recent activities.

2.0 POLICY SECTION

The 2019 Access Improvement Program is aligned with the City of Burnaby’s Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan:

- An ‘Inclusive Community’,
 - ‘Ensure City services fully meet the needs of our dynamic community’.
- A ‘Healthy Community’,
 - ‘Encourage opportunities for healthy living and well-being’.
- A ‘Dynamic Community’,
 - ‘Build and maintain City facilities and infrastructure that meets the needs of our growing community’.

3.0 2019 ACCESS IMPROVEMENT PROGRAM

On an annual basis, funds are included in the Planning and Building Department’s Capital Budget to finance access and inclusion improvements in City facilities. The following items have been identified by staff as priorities for 2019. BAAC members were consulted and provided input on the proposed improvements. The total proposed capital budget for improvements in 2019 is \$81,200.

Bonsor Recreation Complex

Minor renovations to washrooms, showers and change-rooms will be undertaken to improve accessibility. This work includes lowering portions of sink counters, installing hand-held showers, and most notably, constructing an accessible changing stall in the main-floor men’s change room, where no such option is currently present.

Edmonds Community Resource Centre

This City-owned facility provides low-cost operating space to non-profit organizations active in the Burnaby community. Many of the patrons have enhanced access requirements. As such, minor renovations to the washrooms will be completed, as well as the fitting of push buttons for automatic doors, and the installation of a visual fire alarm on the upper level (where the Deaf Children’s Society of BC has offices).

Burnaby Lake Clubhouse

Minor renovations to the public change rooms will be completed to improve accessibility. This includes creating an accessible washroom stall, and reconfiguring the showers (e.g. installation of shower seat) to enhance access for all users.

To: *Financial Management Committee*
 From: *Director Planning and Building*
 Re: *Burnaby Access Advisory Committee – Capital
 Bylaw Funding Request and Overview of Activities*
 2019 February 13..... Page 3

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

4.0 OVERVIEW OF RECENT ACTIVITIES

In 2018, BAAC members participated in, or provided input on, a number of City initiatives.

4.1 2018 Access Improvements in City Facilities

The following items were completed under an \$82,000 Capital allocation provided in 2018.

Shadbolt Centre for the Arts

An automatic door opener was installed on the universal/accessible washroom door in the west end second level of the Shadbolt Centre, beside studio 207.

Tommy Douglas Library

An automatic door opener was installed on the branch's universal washroom door.

Bonsor Recreation Complex

An automatic door opener was installed on the main floor men's and women's washrooms.

Swangard Stadium

An automatic door opener was installed on the men's and women's washrooms.

Kensington Complex Arena

An improved entrance ramp was installed, improving access to the main lobby and ice-level viewing area.

Bill Copeland Arena

Improvements to the accessible viewing area were installed, as well as push buttons for automatic door openers on the accessible washrooms.

Burnaby Lake Sports Centre West

Provision of accessible sinks levers in the change rooms and washrooms at Burnaby Lake Sports Centre West.

Willingdon Community Centre

Replacement of main accessible entrance doorway, as the previous had outlasted its functional lifespan.

Edmonds Community Centre

Replacement of adaptive equipment – a lift for the pool area, and an adaptive strength-training and weight machine for the gym.

To: *Financial Management Committee*
 From: *Director Planning and Building*
 Re: *Burnaby Access Advisory Committee – Capital
 Bylaw Funding Request and Overview of Activities*
 2019 February 13..... Page 4

4.2 Community Education Event

In recognition of Access Awareness Day, a Provincially recognized day that raises awareness of access and inclusion issues, the Committee worked with BC Blind Sports to host an inclusive sports training opportunity for grade 4/5/6 students at Lochdale and Windsor elementary schools. Staff from BC Blind Sports led interactive goalball (a version of soccer) lessons with the students so they could experientially learn about the experiences of those who are blind or who have low vision. The lessons were well received by both students and teachers.

4.3 Input into 2018 Election Accessibility Planning

Committee members worked with Burnaby Election Office staff to ensure accessibility provisions were fully considered as part of the 2018 election. This included additional access improvements at City-owned voting locations (e.g. replacement of sliding door at Willingdon Community Centre), and input on other provisions such as ‘curb side voting’ which allows voters to vote in their cars or outside the venue if accessibility reasons prevent them from entering the polling station.

4.4 Pedestrian Realm Improvements

BAAC members have continued to identify, as appropriate, needed curb cuts, audible pedestrian traffic signals, sidewalk improvements, and other access related public realm improvements.

5.0 ACCESS SUPPORTS

The Burnaby Access Advisory Committee typically meets 3-4 times a year. From time-to-time citizen members of the BAAC require additional access supports in order to attend and participate in meetings. For example, this includes the provision of sign language interpreters for committee members who are Deaf, and the arranging of accessible taxis for individuals who are unable to drive or utilize public transit options such as HandyDART, due to the nature of the disability they live with. As such, in order to ensure BAAC members are able to fully participate in meetings, it is recommended that \$500 from the Boards, Committees and Commissions budget be allocated to the Committee.

6.0 RECOMMENDATIONS

Since its establishment 30 years ago, BAAC has played an important role providing valuable advice and recommendations to the City regarding accessibility and inclusion issues. With this support, the City continues to enhance accessibility of its facilities and inclusion in services for all Burnaby residents.

For 2019, a list of prioritized access improvements is proposed at a broad cross-section of City facilities. As such, it is recommended that the Financial Management Committee recommend

To: Financial Management Committee
From: Director Planning and Building
Re: Burnaby Access Advisory Committee – Capital
Bylaw Funding Request and Overview of Activities
2019 February 13..... Page 5

that Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$81,200 to finance the accessibility improvement projects at City facilities, as outlined in Section 3.0 of this report. As well, it is requested that the Committee recommend Council to authorize the allocation of \$500 from the 2019 Boards, Committees and Commissions budget to the City of Burnaby Access Advisory Committee, as a sub-committee of the Environment and Social Planning Committee in order to provide access supports as needed for Committee members, as detailed in Section 5.0 of this report. Finally, it is recommended that a copy of this report be forwarded to the Environment and Social Planning Committee for information.


Lou Pelletier, Director
PLANNING AND BUILDING

RM:sa

- | | | |
|-----|---|---|
| cc: | City Manager | Director, Parks, Recreation and Cultural Services |
| | Director Corporate Services | Chief Librarian |
| | Director Engineering | City Solicitor |
| | Director Finance | City Clerk |
| | Director Public Safety and Community Services | |

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Item
Meeting.....2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Feb 08
FROM: DIRECTOR ENGINEERING **FILE:** 32000-05
SUBJECT: 2019 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST
PURPOSE: To request the use of Waterworks Utility and Sanitary Sewer Reserves and to request a Capital Reserve Fund Bylaw to finance 2019 Engineering capital infrastructure 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 \$8,225,700, the use of Sanitary Sewer Capital Fund in the amount of \$2,803,000, and the use of Waterworks Utility Capital Fund in the amount of \$1,032,300 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

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.

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 February 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 Fraser Foreshore Dyke Reach 8 Estimated 2,976,600

Project Mask(s)	2019
ELA.3056 Storm	2,776,600
EMC.3056 Local Roads	200,000
Total	2,976,600

This project is intended to improve flood protection at the Reach 8 dike section and public access along the unpaved sections of previously constructed Fraser River foreshore dikes.

The Reach 8 Fraser River foreshore dike is located between Patterson Avenue (or Glenlyon Creek) and Byrne Road. Currently, the road allowance along Glenlyon Parkway is the current dike section between Glenlyon Creek and the Byrne Creek floodbox. A conventional setback earth dike was constructed between the Byrne Creek floodbox and Byrne Road.

1.2 Combined Sewer Separation & Water Program Estimated \$2,944,700

Project Mask(s)	2019	2020	Total
EKA.3071 Sewer	1,278,500	474,500	1,753,000
EMC.3071 Local Roads	464,600	727,100	1,191,700
Total	1,743,100	1,201,600	2,944,700

This sewer separation project is part of the City’s ongoing infrastructure renewal program involving separation of combined sewer as required under the Liquid Waste Management Plan (ILWRMP). Sewer separation minimizes volumes of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use and reduced environmental impact.

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

This project includes separation of combined sewers, including general arrangement and sizing of sanitary and storm sewers, replacement of aged watermains, where applicable, and related road rehabilitation. The work program will be completed by both contracted as well as City Forces.

**1.3 Boundary Lanes EKA.3144 Estimated \$500,000
 Combined Sewer Separation**

Project Mask(s)	2019	2020	Total
EKA.3144 Sewer	200,000	300,000	500,000

This combined sewer separation project is part of the City's ongoing infrastructure renewal program involving separation of combined sewer as required under the Liquid Waste Management Plan (ILWRMP). Sewer separation minimizes volumes of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use, and reduced environmental impact.

This is a new project in 2019 and the funding will be used to award the design and contract administration for the construction to be completed in 2020.

1.4 Kensington & Barnet Road Rehab Estimated \$4,196,900

Project Mask(s)	2019	2020	Total
AEC.3145 Conduit	102,400	-	102,400
EJA.3145 Water	289,500	-	289,500
EMA.3145 MRN	2,305,000	1,500,000	3,805,000
Total	2,696,900	1,500,000	4,196,900

This project involves roadworks on Kensington Avenue, north of Sprott, and Barnet Road, east of North Cariboo Road to improve both vehicular and pedestrian/cyclist access at these locations while also strengthening traffic safety.

The work on Kensington includes pavement rehabilitation, watermain replacement, installation of a mid-block crossing with stairs to Bill Copland Sports Centre, and construction of a multi-use path to complete the network. The work on Barnet Road is mainly focused on pavement rehabilitation.

Design and contract administration were awarded in 2018. Construction is anticipated to be completed in 2019.

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

1.5 Price Pressure Release Valve Station Replacement EJA.3149 Estimated \$642,800

Investigate, design and construct a replacement for the existing Price PRV, as part of the City’s ongoing infrastructure renewal program. Manage Capital expenditures for City forces based upgrades to other PRV’s, as required. Consult with Pumps & Controls Div. for detail.

Design for this project was completed in 2018. Work in 2019 consists of construction of a replacement of the existing Price PRV, including electrical kiosk and Scada, 300mm diameter replacement feeder main along Price St, Inman to Patterson, suited to the existing site conditions and general requirements. Construction is anticipated to be completed in 2019.

1.6 Trenchless Rehabilitation EKA.3161 Estimated \$450,000

Rehab/Replacement of sanitary and storm sewer mains using Trenchless Technology (including Relining/Bursting, etc.).

Work is identified through condition assessments and/or the need to use alternative methods of construction is identified during preliminary design. Project will be managed by City Forces.

1.7 Development Coordinated Works Estimated \$350,000

Project Mask	2019
EJA.3169 Water	100,000
EKA.3169 Sewer	100,000
EMC.3169 Local Road	150,000
TOTAL	350,000

Through development services review, the Engineering Department may identify offsite improvements adjacent to development that are more effective and/or cost efficient to be delivered by or together with development projects.

The works are finalized upon final approval of the development by Council, and then a PO is set up. The works can take 1-5 years to complete, depending on the respective development timelines.

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.

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$8,225,700, the use of Sanitary Sewer Capital Fund in the amount of \$2,803,000, and the use of Waterworks Utility Capital Fund in the amount of \$1,032,300 to finance Engineering capital infrastructure 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
Deputy Director Engineering
Assistant Director Infrastructure & Development
Manager, Engineering Projects



Item
Meeting.....2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Feb 08
FROM: DIRECTOR ENGINEERING **FILE:** 32000-05
SUBJECT: 2019 FEBRUARY 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 \$383,200 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.

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.

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 FEBRUARY ENGINEERING CAPITAL
 VEHICLE AND EQUIPMENT PURCHASE BYLAW
 FUNDING REQUEST
 2019 February 08..... Page 2

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

1.0 Equipment

Funding is being requested for equipment items that have been identified to meet operational needs in 2019.

Mask	Description	2019
ENY.0020	1 Pan & Tilt Steerable Push Camera - Sewer	30,000
ENY.0020	1 Utility Trailer (Skid Steer)	25,000
ENY.0020	Survey Ground Penetrating Radar Device	30,000
ENY.0020	Unmanned Aerial Vehicle (Drone) with software The drone will be used to assist the City with gathering situational data in non-accessible areas during an emergency response. The drone will also be used for capturing images of construction projects so that we can verify restoration of city properties and ensure work is being performed to city standards. The drone could also be used for bulk material surveys and conducting tree counts over large areas. Both first responders and survey staff will be trained as pilots.	36,200
ENY.0016	1 Utility Trailer – Water	30,000
ENY.0020	1 Plough/ Sander for Appliance Truck Sanitation	32,000
ENY.0018	Still Creek Information System - design completed in 2018; funding for contracted installation. Implement new information system at Still Creek Works Yard to meet operational needs. This includes visual fire and security alarms, status updates, and regular communications. The information screens will also meet the requirements of enhanced vehicle routing and service programs currently underway.	100,000
ENY.0016	Tools/ Equipment – outfitting for new bucket trucks for the Electrical Division.	100,000
Total		\$383,200

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2019 FEBRUARY ENGINEERING CAPITAL
VEHICLE AND EQUIPMENT PURCHASE BYLAW
FUNDING REQUEST
2019 February 08..... Page 3

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 \$383,200 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.



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



Item
Meeting2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Feb 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 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 \$1,375,000 to finance Engineering capital Transportation improvement projects, as outlined in this report.

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.

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 February 8.....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 Bus Shelter Program EMF.0081 estimated \$200,000

This program continues the installation of new or replacement of older bus shelters throughout Burnaby. Installations improve amenities for transit users, increase revenues through their advertising panels, and increase operating/maintenance costs. This project is anticipated to be completed in 2019 with 6 new bus shelter installations.

1.2 Parking Meter Equipment EMG.0010 estimated \$175,000

This program funds new or replacement parking meter equipment as required. New installations would generally occur in high demand locations within the Council approved parking meter areas. In 2019 the use of multi-space pay stations and/or new single space parking meters will explored. Replacements would occur where meters are damaged or stolen. This project is anticipated to be completed in 2019 with about 150 parking meter spaces impacted.

1.3 Traffic Management Centre EMF.0077 estimated \$300,000

This project will initiate the creation of a Traffic Management Centre for Burnaby. This would allow staff to comprehensively collect and assess traffic data, monitor traffic conditions in real-time, improve response time to incidents, proactively adjust signal timings where required, and provide traffic information to the public. The initial steps would be to undertake a review of best practices and implement a centralized traffic monitoring centre. This project is anticipated to be completed in 2019.

1.4 Traffic Camera Replacement EMF.0082 estimated \$150,000

This program funds the ongoing replacement of aging traffic signal cameras that become less reliable. They are used to detect vehicles stopped at signalized intersections and to trigger the appropriate traffic signal control changes. Locations are determined primarily on the age of the equipment. This project is anticipated to be completed in 2019 with 12 new camera installation at 3 intersections.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2019 ENGINEERING CAPITAL TRANSPORTATION BYLAW
FUNDING REQUEST
2019 February 8.....Page 3

1.5 Streetlight Pole Replacement/ Local Road Network EMH.0024 estimated \$150,000

This program replaces streetlight poles along the Local Road Network (LRN) that are beyond their useful life or damaged. This program ensures the poles are structurally sound and may include the replacement of pole bases if required. This project is anticipated to be completed in 2019 with 20 new streetlight pole installations.

1.6 Streetlight Pole Replacement/ Major Road Network EMB.0009 estimated \$100,000

This program replaces streetlight poles along the Major Road Network (MRN) that are beyond their useful life or damaged. This program ensures the poles are structurally sound and may include the replacement of pole bases if required. This project is anticipated to be completed in 2019 with 12 new streetlight pole installations.

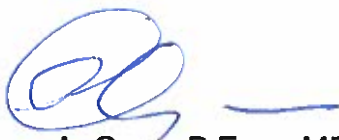
1.7 Streetlight Service Panels EMH.0021 estimated \$300,000

Many streetlight service panels require replacement due to age and exposure to maintain a safe and reliable streetlight system. None had been replaced for many years until work began in 2018 to replace service panels. This work will continue into 2019 for the replacement program for this asset. This project is anticipated to be completed in 2019 with 40 new service panel installations.

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 \$1,375,000 to finance the 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, Traffic



Item.....	
Meeting.....	2019 Feb 19

COMMITTEE REPORT

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

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

SUBJECT: 2019 FEBRUARY ENGINEERING CAPITAL FACILITIES MANAGEMENT GAMING RESERVE REQUEST

PURPOSE: To request the use of Gaming Reserves to finance the Mather House – Deck & Turret Design & Restoration.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the use of Gaming Reserves in the amount of \$310,000 to finance the Mather House – Deck & Turret Design & Restoration, as outlined in this report.

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 . 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 a 2019 Engineering project in advance of Council adoption of the 2019 financial plan.

POLICY SECTION

The following project is 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
 - 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 February Engineering Capital Facilities Management
Gaming Reserve Request
2019 February 08.....Page 2

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

**1.0 Mather House – ENX.0076 estimated \$310,000
Deck & Turret Design & Restoration**

This project is both a maintenance life cycle renewal as well as a building heritage restoration initiative. The project design phase of the project was completed in 2018 and the reconstruction, re-roofing, and restoration work is planned around the programming, and is scheduled for construction from summer to winter 2019.

The main entry covered deck will be restored and re-roofed. The porte cochere will be reconstructed to the original building configuration. The existing conical turret will be restored to the original castle turret. To compliment this significant heritage restoration, the end of life main building roof will be replaced at the same time. The Mather House is a heritage building in the Burnaby Heritage Registry.

These expenditures will be included in the 2019-2023 Financial Plan and sufficient Gaming Reserves are available to finance the capital project as outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the use of Gaming Reserves in the amount of \$310,000 to finance the Mather House – Deck & Turret Design & Restoration, as outlined in this report.



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

FV/ac

Copied to: City Manager
Director Finance
Director Planning and Building
Director Parks, Recreation & Cultural Services
Deputy Director, Facilities Management



Item	
Meeting	2019 Feb 19

COMMITTEE REPORT

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

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

SUBJECT: 2019 FEBRUARY 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 \$6,830,000, to finance Engineering capital Facilities Management improvement projects.

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.

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.

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From: Director Engineering
Re: 2019 FEBRUARY ENGINEERING CAPITAL
FACILITIES MANAGEMENT BYLAW FUNDING
REQUEST

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- 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 Component Life Cycle Renewal ENX.0096 estimated \$510,000
City Hall

The 2019 Capital projects at City Hall are a continuation of the Air Handling Unit retrofits and the replacement of the AC Chiller unit that services the north block. The designs were prepared in 2018 with the intention of tendering and constructing the units in 2019. The equipment has been identified as end of service life cycle through the maintenance program.

The scope of work will include the replacement of the air-conditioning chiller and air handling units on the 2nd and 3rd floors.

2.0 Component Life Cycle Renewal ENX.0102 estimated \$255,000
Fire Hall

The projects considered are brought forward from equipment and building component end of service life replacements. The uneven pavement and potential trip hazard concerns are being addressed through the Capital projects along with the standard building equipment replacements.

The 2019 projects included here are: the concrete slab replacements and back-up generator design at Fire Hall #1, apparatus floor replacement design at Fire Hall #2, and an apparatus apron and slab rehabilitation at Fire Hall #4. These projects are anticipated to be completed in 2019.

3.0 Component Life Cycle Renewal ENX.0099 estimated \$50,000
Heritage & Cultural

Ongoing preventative maintenance programs and building surveys are conducted to identify the building conditions. Previous assessments have identified the Burnaby Arts Council building deck with significant deficiencies and have area of wood rot which could pose safety concerns. The 2019 funding will be targeted to replace the exterior deck.

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 From: Director Engineering
 Re: 2019 FEBRUARY ENGINEERING CAPITAL
 FACILITIES MANAGEMENT BYLAW FUNDING
 REQUEST

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The project will involve the replacement of the rear deck surface and the reconstruction of the railings at the Burnaby Arts Council building. This project is anticipated to be completed in 2019.

**4.0 Component Life Cycle Renewal ENX.0101 estimated \$480,000
 Library**

Capital Projects are identified through the building site assessments and the preventative maintenance program. The projects are brought forward for equipment and building component end of service life replacements. Mechanical and Electrical components are scheduled for replacement in 2019.

With the design completed in 2018, the construction phase of the Bob Prittie Metrotown Library heating, ventilation and air conditioner chiller replacement complete with minor re-roofing is scheduled for 2019. In addition, the fire panel at the McGill library is scheduled for replacement. These projects are anticipated to be completed in 2019.

**5.0 Electric Vehicle Charging ENX.0109 estimated \$140,000
 Civic Facilities Pilot**

The electric vehicle (EV) market is continuing to grow rapidly and as previously reported, there is a desire to introduce public Level 2 EV charging stations into the community. With this pilot project, the City will gain more insight on the benefits and costs with introducing EV charging locations to the public.

This pilot project would include a review of potential sites and the installation of 3 to 4 Level 2 charging stations in either City owned public parking lots or at existing City facilities.

**6.0 Hanna Court Children’s Centre ENX.0108 estimated \$1,300,000
 Exterior Envelope Restoration**

Project Mask	2019	2020	Total
ENX.0108	340,000	960,000	1,300,000

Observation indicated that the existing stucco system was showing signs of distressed and the potential for waster ingress. In 2017/18 a Building Envelope Specialist was retained to review and investigate the condition of the exterior of the building. The findings showed that the exterior envelope was compromised in many locations due to weather and the poor construction details at the time of design. In 2019/2020, funding is proposed for the re-construct of the building exterior.

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FACILITIES MANAGEMENT BYLAW FUNDING
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Design drawings are being assembled for the envelope reconstruction in 2019/ 2020. The exterior windows, door systems, and exterior stucco of the building will be removed and reconstructed complete with a code compliant rain screen system.

**7.0 Component Life Cycle Renewal ENX.0105 estimated \$350,000
Other Buildings**

Minor Structure Rehabilitation – Components within many of the existing washrooms and fieldhouses are nearing or have reached the end of their service life. This project will rehabilitate the exterior and interior elements of the building and improve the aesthetics and functionality of the facilities.

Component Replacement for Unexpected Failure - While the preventative maintenance and service life replacement programs are both in place to proactively minimize equipment failures, equipment and component failures do occur unexpectedly and require urgent response to re-establish service for patrons. This funding allows for immediate response to handle these issues.

For 2019, the minor structures which will be up for rehabilitation are Robert Burnaby Park washroom, Central Park North Washroom, Burnaby Heights Park Fieldhouse, and Deer Lake Park Fieldhouse.

**8.0 Component Life Cycle Renewal ENX.0100 estimated \$2,715,000
Parks & Recreation**

For 2019, Capital Projects are identified through the building site assessments and the preventative maintenance program. The projects brought forward are from equipment and building component end of service life replacements. Many of the projects are mechanical and roofing replacements. Establishing reliable operation through building component renewal will avoid costly service calls and disruption to the facility users.

For 2019, the Capital projects identified through the building condition audits and Preventative Maintenance program in the Parks and Recreation facilities are:

Mechanical & Electrical System Replacements and Retrofits at: Bill Copeland, Bonsor Recreation Complex & Pool, Central Park Outdoor Pool, CW Parker Carousel, Eileen Dailly Pool, Kensington Arena, P&P Fieldhouse, and Outdoor Pool, Robert Burnaby Outdoor Pool, Swangard Stadium, Rugby Club, Riverway Driving Range;

Exterior Envelope, Skylights and Structural Replacements at: Eileen Dailly Pool, Central Park Outdoor Pool, James Cowan Theatre, Confederation – Senior Centre;

Interior Fit-out Replacements at: Riverway Sports Complex North, Robert Burnaby Outdoor Pool, Swangard Stadium.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 FEBRUARY ENGINEERING CAPITAL
 FACILITIES MANAGEMENT BYLAW FUNDING
 REQUEST
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**9.0 Component Life Cycle Renewal ENX.0097 estimated \$540,000
 RCMP**

The 2019 Capital Projects at the RCMP Building include the rehabilitation of the major HVAC systems. Space heating and cooling has been an issue due to the changes in office occupancy and in space usage within the building and due to the aging infrastructure. In 2018, a mechanical review was conducted to determine the upgrade and replacement requirements for the system. The projects would address the major HVAC component replacements to meet building requirements and to renew the end of service life equipment.

The projects include the replacement of the Air Handling Units which services the office area and include the rehabilitation of Air Handling Units which service the cell block and 3rd floor areas respectively.

**10.0 Component Life Cycle Renewal ENX.0103 estimated \$90,000
 Resource & Daycare Centres**

The Capital projects identified through the building condition audits and Preventative Maintenance program include two roof top units that have reached the end of their service life cycle and a significant renovation to two resource centre washrooms. Proactive equipment replacement at the end of its service life will avoid costly service calls and reduce disruption to the facility users.

The Capital projects planned for 2019 include two HVAC – Roof Top Units (RTUs) at Taylor Park Children's Centre and the re-design for the Edmonds Community Resource Centre washroom with major renovation construction planned for 2020.

**11.0 Component Life Cycle Renewal ENX.0098 estimated \$150,000
 West Building**

At the West Building, the Capital project for 2019 involves the continuation of the domestic water line replacement. The existing domestic copper water pipes are thinning and pin holing due to wear and scouring. This proactive approach to replacing aging waterline will avoid unplanned service call repairs and potential water damage to the building.

The project will involve the replacement of the domestic water piping in the office ceiling spaces and in the mechanical room.

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**12.0 Component Life Cycle Renewal ENX.0104 estimated \$250,000
Works Yard**

Capital projects are identified through Preventative Maintenance programs and periodic site condition assessments. This is performed with a focus to proactively manage end of service life issues and safety concerns in order to avoid unexpected costly service calls and potential claims. The existing Still Creek Works Yard was constructed in soft soil conditions. As expected, the site is experiencing long term ground settlement. Site remediation and re-construction is required to address water ponding in the pavement and pipe utility continuity.

The Capital project planned at the Still Creek Works Yard is the repaving and the drainage piping replacements in selected areas of the parking lot.

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 \$\$6,830,000 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
- Director Public Safety and Community Services
- Director Planning and Building
- Director Parks, Recreation & Cultural Services
- Fire Chief
- Chief Librarian
- Assistant Director, Facilities Management



Meeting 2019 Feb 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 February 13

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

FILE: 4230 01

SUBJECT: MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

PURPOSE: To provide an update on the current status of major civic building projects administered by the Civic Building Projects Division.

RECOMMENDATION:

1. **THAT** Council receive this report for information purposes.

R E P O R T**1.0 INTRODUCTION**

The purpose of this report is to update Committee and Council on the current status of major civic building projects administered by the Civic Building Projects Division. This report also provides a look ahead at the upcoming work plan and schedule for these projects.

2.0 THE CORPORATE STRATEGIC PLAN

The advancement of the major civic building projects described in this report align with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Safe Community**
 - Community Amenity Safety – Maintain a high level of safety in City buildings and facilities for the public and City staff.
 - Emergency preparedness – Enhance plans, procedures and services so that we are better prepared to respond to emergencies and are able to maintain City services.
 - Community amenity safety – Maintain a high level of safety in City buildings and facilities for the public and City staff.
- **A Connected Community**
 - Social Connection – Enhance social connections throughout Burnaby
- **A Dynamic Community**
 - Economic Opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
 - City Facilities and Infrastructure – Build and maintain infrastructure that meets the needs of our growing community

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 From: *Major Civic Building Project Coordination Committee*
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- **An Inclusive Community**
 - Serve a Diverse Community – Ensure City services fully meet the needs of our dynamic community
 - Create a Sense of Community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- **A Healthy Community**
 - Healthy Life – Encourage opportunities for healthy living and well being
 - Healthy Environment – Enhance our environmental health, resilience and sustainability
 - Lifelong Learning – Improve upon and develop programs and services that enable ongoing learning
- **A Thriving Organization**
 - Financial Viability – Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

Major civic building projects typically progress through the following five development phases:

- ***Preliminary Project Development*** - this phase includes work such as project identification, site selection, preliminary program development, issuance of Request for Proposals (RFP) for consulting services, and service reviews, as well as needs assessment, geotechnical, environmental, and transportation studies;
- ***Feasibility Study*** - in this phase, the building program, as informed through the service review and needs assessment studies is developed, and a site planning and building massing study is undertaken to determine if the proposed development site can facilitate the full building program. This phase also includes determination of a preferred development strategy option;
- ***Detailed Design*** - in this phase, the preferred development option is developed further to a standard suitable for tendering of the project for construction. City development approvals such as Rezoning, Subdivision, Preliminary Plan Approval (PPA), and Building Permit (BP) are obtained during this phase;
- ***Tendering*** - in the phase, the project is tendered through a competitive bid process with the intent of selecting a general contractor to construct the project; and,
- ***Construction*** - in this phase, contract documents are agreed with the successful general contractor, and the project is developed through to occupancy.

Upon completion of the project, the new facility/building is handed over to the recipient department to operate the building and administer the program and/or services.

4.0 MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

The following table summarizes the status of fourteen major civic building projects in relation to the development phases outlined in Section 3.0:

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Project	Status/Phase
Burnaby Lake Aquatic and Arena Facility	Preliminary project development
Replacement of Willingdon Community Centre	Preliminary project development
Eileen Dailly Expansion	Preliminary project development
Cameron Community Centre, Pool and Library	Preliminary project development
South Burnaby Arena	Detailed design
Montecito Childcare Centre	Construction
Capitol Hill Childcare Centre	Construction
Stride Childcare Centre	Detailed design
Cascade Heights Childcare Centre	Feasibility study
Emergency Generators at Civic Facilities	Feasibility study
Laurel Street Works Yard	Phase I – construction Phase II – tendering
Central Administrative Complex Space Needs Assessment	Preliminary project development
Fire Services Review	Preliminary project development
Metrotown Events Centre	Preliminary project development

Further details on the current status of these projects are provided below. *Attached* for reference is Sketch #1, which shows the location of the above noted civic projects.

4.1 Burnaby Lake Aquatic and Arena Facility

4.1.1 Project Description

The replacement aquatic and arena facilities are proposed to be developed on the existing site of the CG Brown Memorial Pool and Burnaby Lake Ice Rink at 3676 Kensington Avenue, within the Burnaby Lake Sports Complex. The building program for these facilities will be developed further as part of the feasibility study, but is anticipated to include an NHL sized pad that can accommodate both ice and dry surfaces, and a significantly larger pool facility with supporting amenities.

4.1.2 Project Status

Preliminary Project Development

On 2019 January 18, an RFP was issued by staff with the intent of obtaining proposals from qualified consulting firms to conduct a feasibility and schematic design study for the proposed replacement facilities. As noted in the RFP, subject to Council approval of the consultants work, the consultant may be retained to undertake the second phase of work which includes detailed design, tendering and contract administration services for the development project. Structuring the RFP in this way provides for potential time savings associated with forgoing a second RFP for the design, tendering and contract administration services, while also providing Council with the flexibility to select another consultant for the phase-two work, should Council determine it is in the best interests of the City to do so.

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The RFP is scheduled to close on 2019 February 20, after which a two to three week evaluation process of the project proposals will immediately follow to determine the successful consulting firm. A subsequent report will be advanced to Committee and Council with a recommendation to award a contract to the recommended consulting firm. An award of contract to the successful consulting firm is anticipated in 2019 April.

In terms of an overall schedule for this project, the preliminary project development, feasibility, and design work will take approximately 18 months to complete, followed by a construction period of approximately 36 months, with an estimated project completion date of early 2024.

4.2 Replacement of Willingdon Community Centre

4.2.1 Project Description

The replacement community centre is proposed to be located within the Willingdon Heights Park, and is intended to serve the growing needs of the Brentwood Town Centre and surrounding neighbourhoods. The building program for this facility will be developed further as part of the feasibility study, but is anticipated to include gymnasium space, exercise room, and meeting and programming space. Services offered at the new facility will be co-ordinated with the nearby Eileen Dailly Leisure Pool and Fitness Centre so as to ensure an appropriate mix of services between the two facilities.

4.2.2 Project Status

Preliminary Project Development

Staff are in the process of issuing an RFP for consulting firms to conduct a feasibility and schematic design study for the replacement of Willingdon Community Centre. The RFP will also be structured in two-phases to provide Council with the option of retaining the same consulting firm to undertake the detailed design, tendering, and construction administration services for the project. The RFP will close approximately four weeks after its issuance later this month, with a two to three week evaluation process commencing immediately thereafter to determine a recommended consulting firm. A subsequent report will be advanced to Committee and Council with a recommendation to award a contract. An award of contract to the successful consulting firm is anticipated in 2019 May.

In terms of an overall schedule for this project, the preliminary project development, feasibility, and design work is estimated to take approximately 16 months, followed by a planned construction period of 30 months, with an estimated project completion date of mid-2023.

4.3 Eileen Dailly Leisure Pool and Fitness Centre Expansion

4.3.1 Project Description

The additional dryspace services at Confederation Park are expected to supplement the services currently available at Eileen Dailly. The intent is to tie in the new construction with the existing Eileen Dailly building, so as to maximize operational efficiencies and provide a seamless user experience. The building program for this dryspace addition will be developed further as part of the

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feasibility study, but is expected to include gymnasium space, expanded exercise rooms and meeting space. Services offered at the new facility will be co-ordinated with the nearby Willingdon Community Centre replacement facility so as to ensure an appropriate mix of services between the two facilities.

4.3.2 Project Status

Preliminary Project Development

Staff are currently in the process of developing an RFP for consulting firms to conduct a feasibility and schematic design study for the project. Staff anticipate issuing an RFP for consulting services by the end of 2019 March.

In terms of an overall schedule for this project, the preliminary project development, feasibility, and design work is estimated to take approximately 16 months, followed by a planned construction period of 32 months, with an estimated project completion date of early 2023.

4.4 Cameron Community Centre, Pool and Library

4.4.1 Project Description

The new community centre and library are proposed to be developed within Cameron Park in the Lougheed Town Centre. The building program for the new community centre and library will be developed further as part of the feasibility study, but is expected to include a new recreation pool, gymnasium space, exercise rooms, meeting rooms, and an expanded library.

4.4.2 Project Status

Preliminary Project Development

Issuance of an RFP for consulting services for the new recreation centre, pool and library at Cameron Park is anticipated by the end of 2019 June.

In terms of an overall schedule for this project, the preliminary project development, feasibility, and design work is estimated to take approximately 18 months, followed by a planned construction period of 36 months, with an estimated project completion date of mid-2024.

4.5 South Burnaby Arena

4.5.1 Project Description

The South Burnaby Arena will be located in the Edmonds Town Centre at the northwest corner of 10th Avenue and 18th Street. The facility will feature two NHL sized pads that can accommodate both ice and dry surfaces, and 411 spectator seats. In addition, the facility will include a skate shop, concessions, instructors’ office, two multi-purpose rooms, a patio roof deck, and public lobby and reception.

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4.5.2 Project Status

Development Approvals

On 2019 January 28, rezoning application (Rezoning Reference #18-19) for the twin NHL-sized rinks received Final Adoption. The associated Subdivision (Subdivision Reference #18-57) of the subject properties at 7789 and 7799 Eighteenth Street was also completed as part of the subject rezoning. A PPA (PPA Reference #18-143) and BP application (BP Reference #18-1272) have been submitted and are currently under review.

Tendering

Finalized contract documents are expected from the project architects (HCMA Architecture + Design) in early March, which would allow for tendering of the project to begin mid-March. The tendering process will last for a period of approximately five weeks, with a one to two week review process of the project bids to follow. To help expedite the award of a contract, staff are currently in the process of pre-qualifying general contractors and sub-trades.

Construction

Construction is expected to commence in 2019 June, with an estimated construction period of 24 months. The project is expected to complete in late summer of 2021.

4.6 Montecito Childcare Centre

4.6.1 Project Description

The proposed Montecito childcare centre will be located within the Montecito Elementary School lands, and provide up to 25 spaces for preschool-aged children within a modular childcare building.

4.6.2 Project Status

Development Approvals

Preliminary Plan Approval was issued on 2018 December 19 for the Montecito modular childcare building for up to 25 preschool-aged children. An application for Building Permit (BP Reference #18-970) has been submitted and is pending issuance subject to the installation and inspection of the approved sediment control plan.

Tendering

Tendering of the project is complete. Alfred Horie and Britco have been retained by the City to undertake the site works and supply and install the modular buildings for the Montecito and Capitol Hill childcare centres.

Construction

Construction is beginning on the erosion and sedimentation control system (ESC), and construction of the modular building is anticipated to be completed by 2019 summer. A more detailed construction schedule will be provided once the ESC system has been inspected.

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4.7 Capitol Hill Childcare Centre

4.7.1 Project Description

The proposed Capitol Hill childcare centre will be located within the Capitol Hill Elementary School lands, and provide up to 25 spaces for preschool-aged children within a modular childcare building.

4.7.2 Project Status

Development Approvals

Preliminary Plan Approval was issued on 2018 November 22 for the Capitol Hill modular childcare building. An application for Building Permit (BP Reference #18-971) has been submitted and is in review.

Tendering

Tendering of this project is complete. As noted above, Alfred Horie and Britco have been retained by the City to undertake the site preparation and construction works for this project.

Construction

Construction is beginning on the erosion and sedimentation control system (ESC), and construction of the modular building is anticipated to be completed by 2019 summer. A more detailed construction schedule will be provided once the ESC system has been inspected.

4.8 Stride Childcare Centre

4.8.1 Project Description

The Stride childcare centre is proposed within the Stride Avenue School Park, adjacent to the Stride Community School lands. The facility will provide childcare for up to 25 preschool-aged children as well as infant care for up to 12 additional children.

4.8.2 Project Status

Development Approvals

Staff are awaiting finalized civil engineering drawings for the project, and anticipate making a PPA application by 2019 April.

Tendering

Tendering of the project will proceed in 2019 June, and is expected to last for approximately four weeks.

Construction

Construction is anticipated to start in 2019 August, with an estimated completion of 2020 June.

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4.9 Cascade Heights Childcare Centre

4.9.1 Project Description

The Cascade Heights childcare centre is proposed within the Cascade Heights Elementary School lands, and is intended to provide up to 25 childcare spaces for preschool-aged children.

4.9.2 Project Status

City staff are actively working with the Burnaby School Board to determine the siting and programming of the proposed Cascade Heights childcare centre within the Cascade Heights Elementary School lands. The Burnaby School Board has indicated a desire to provide a before- and afterschool childcare program for the school community. Discussions are ongoing.

4.10 Emergency Generators at Civic Facilities

4.10.1 Project Description

This project seeks to determine the feasibility of adding full emergency backup power to the Edmonds Community Centre, Bonsor Recreation Complex, and the Shadbolt Centre for the Arts, in order to increase the emergency-preparedness of the City.

4.10.2 Project Status

Feasibility Study

The feasibility studies for the Edmonds Community Centre, Bonsor Recreation Complex, and the Shadbolt Centre for the Arts are complete. A presentation has been scheduled for 2019 February 14 to present the findings of the feasibility studies to the Major Civic Building Project Coordination Committee (MCBPCC). Following the presentation, a report will be advanced to Council in 2019 March with recommendations for Council's consideration. Subject to Committee and Council approval, the consultant will be instructed to proceed with the detailed design work for the approved emergency generator. A more detailed design and construction schedule will be provided once it is determined which emergency generators are to be advanced to detailed design and construction.

4.11 Laurel Street Works Yard

4.11.1 Project Description

The Laurel Street Works Yard redevelopment project is the phased replacement of the City's main engineering and public works facility at 5780 Laurel Street, which have reached the end of their useful life. Phase 1 includes the construction of the yard building, which will be used for storage of tools, materials and salters/sanders. Phase 1 also includes civil site servicing and the demolition of select structures. Phase 2 will include the construction of the main building, which will house the City's fleet repair garage, facilities management shops, engineering operations, data center and emergency operations center.

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4.11.2 Phase I Status

Construction

Phase 1 of the Laurel Street Works Yard redevelopment project is currently under construction. The general contractor (Chandos Construction Ltd.) has completed all civil work, concrete work and structural steel work. Roofing, cladding, masonry, mechanical and electrical work are all in progress. The general contractor has a replacement concrete formwork subcontractor on site to attend to deficiencies related to the concrete work. The project will be completed by 2019 April, within the project's original budget.

4.11.3 Phase 2 Status

Tendering

Detailed design of Phase II is complete. Once final tender documents are received, the project will be tendered as a lump-sum contract to prequalified general contractors on BC Bid in 2019 March-April, as construction of Phase I nears completion.

Construction

Phase II construction is anticipated to commence summer 2019 and is expected to be complete in mid-2022.

4.12 Central Administrative Complex Space Needs Assessment

4.12.1 Project Description

This space needs assessment will advise on the current and future space, parking, and signage needs of the central administrative complex located at 4949 Canada Way.

4.12.2 Project Status

Preliminary Project Development

Staff from the Public Safety and Community Services Department are currently in the process of establishing a project working group, and are preparing an RFP for issuance in spring 2019. Through the RFP, the City will retain a qualified consulting firm to undertake the space needs assessment, with completion of the needs assessment targeted for the end of 2019.

4.13 Fire Services Review

4.13.1 Project Description

This services review will advise on the current service level and future space needs of the City's fire services, including a locational review of fire halls #4 and #6 in the City's northeast quadrant, as well as the desirability of a future fire hall within the Big Bend Community Plan area. This review will assist staff in ensuring that the Burnaby Fire Department will continue to efficiently and effectively deliver fire protection and related emergency services to the community.

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4.13.2 Project Status

Preliminary Project Development

Staff from the Public Safety and Community Services Department are currently in the process of evaluating RFP submissions and working towards awarding a contract for a consulting firm to undertake a review of City fire services. Once the contract has been awarded to a consulting firm, the review is anticipated to take between four and six months to complete (summer 2019 – fall 2019).

4.14 Metrotown Events Centre

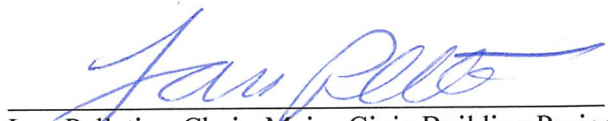
4.14.1 Project Description and Status

Preliminary Project Development

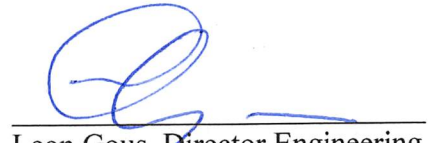
Planning staff will be advancing a report to Committee and Council in the coming months regarding the advisability and desirability of developing an events centre in Metrotown.

5.0 CONCLUSION AND NEXT STEPS

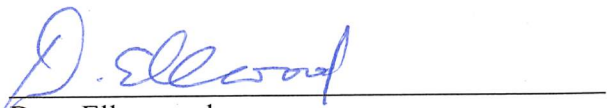
With regards to next steps, further updates on major civic building projects will be provided in a regular bi-monthly report to Financial Management Committee and Council.



Lou Pelletier, Chair, Major Civic Building Project
Coordination Committee



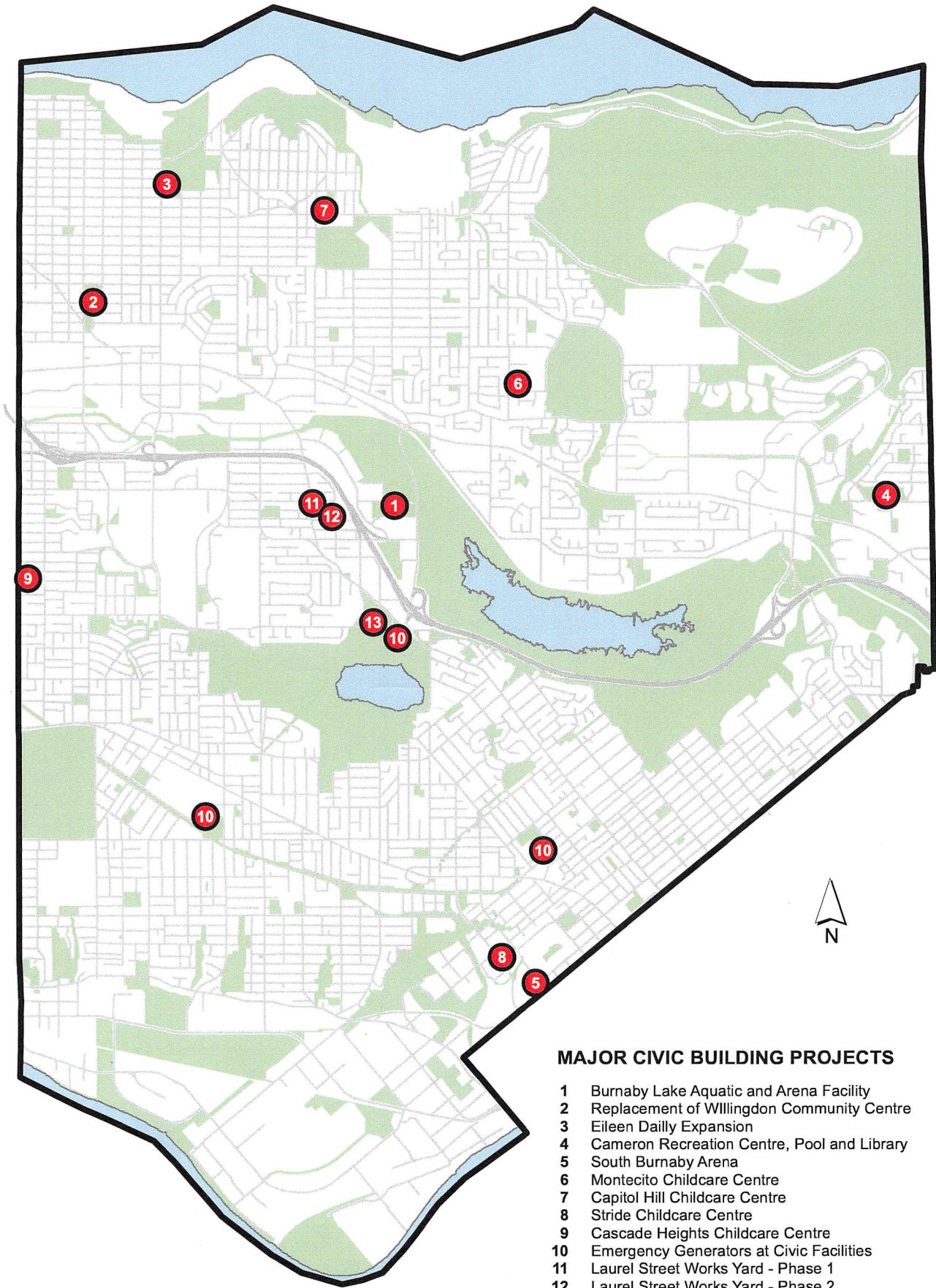
Leon Gous, Director Engineering



Dave Ellenwood
Director Parks, Recreation and Cultural Services

MN:tn

- cc: City Manager
- Director Corporate Services
- Director Finance
- Purchasing Manager
- City Clerk



MAJOR CIVIC BUILDING PROJECTS

- 1 Burnaby Lake Aquatic and Arena Facility
- 2 Replacement of Willingdon Community Centre
- 3 Eileen Dailly Expansion
- 4 Cameron Recreation Centre, Pool and Library
- 5 South Burnaby Arena
- 6 Montecito Childcare Centre
- 7 Capitol Hill Childcare Centre
- 8 Stride Childcare Centre
- 9 Cascade Heights Childcare Centre
- 10 Emergency Generators at Civic Facilities
- 11 Laurel Street Works Yard - Phase 1
- 12 Laurel Street Works Yard - Phase 2
- 13 Central Administrative Complex Space Needs Assessment