



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 MARCH 19

TIME: 5:00 p.m.

PLACE: Clerk's Committee Room, Burnaby City Hall

A G E N D A

1. <u>CALL TO ORDER</u>	<u>PAGE</u>
2. <u>MINUTES</u>	
a) Minutes of the Financial Management Committee Open meeting held on 2019 February 19	1
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| f) | Report from the Director Finance
Re: Credit Card Payment Acceptance, Fee Recovery and
Expansion of Services | 29 |
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4. NEW BUSINESS

5. INQUIRIES

6. CLOSED

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

7. 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 February 19** at 4:00 pm.

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
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
Mr. Tim Van Driel, Manager – Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer

The Chair called the Open meeting to order at 4:00 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiŋəm 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 2019 January 22**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALI WAL

THAT the minutes of the Financial Management Committee Open meeting held on 2019 January 22 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) **Burnaby Board of Trade**
Re: Impact of Property Taxes on Local Businesses
Speakers: Paul Holden, President and CEO
Cory Redekop, Manager - Policy and Stakeholder Relations

Mr. Paul Holden, President and CEO, and Mr. Cory Redekop, Manager - Policy and Stakeholder Relations, Burnaby Board of Trade (BBOT), appeared before the Committee to provide information on the impact of rising assessed property values on property taxes for local businesses.

The delegation advised that it is pursuing amendment of the Provincial property value assessment process, implementation of split assessments, and exemption and deferral programs by the Province. BBOT is concurrently pursuing potential interim and policy solutions at the municipal level.

Mr. Redekop presented the land assessment averaging as a potential solution that could be implemented locally. Land assessment averaging would require the City to average a property's value for small businesses over a period of 3 or 5 years resulting in a phased increase in property taxes and providing a temporary relief to business owners. The approach has been implemented by the City of Vancouver. According to Mr. Redekop, the benefits of the approach include relief to businesses facing significant tax increases and an ability to plan long-term for tax increases while the City continues to receive steady revenue.

The Committee advised that any potential changes could be implemented for the 2020 tax year at the earliest, and noted some drawbacks of the land assessment averaging (e.g., current business owners would not immediately receive the benefits of reduced assessment value and new business owners would be impacted by assessment activity that took place in prior years).

In conclusion, the Committee advised the delegation that it will consider additional investigation on the matter following receipt of a staff report on property taxes later in the meeting.

4. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Director Finance
Re: Property Taxes

The Director Finance submitted a report providing information on potential solutions to the problem of rising property valuations driving significant property tax bills for local businesses.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion and without objection from any member, the Committee requested that staff organize a workshop regarding the land assessment averaging and following the workshop, prepare a report outlining options available to the City, as well as administration, benefits, and impact of the land assessment averaging.

b) Report from the Director Finance
Re: 2019 – 2023 Provisional Financial Plan

The Director Finance submitted a report providing the 2019-2023 Provisional Financial Plan.

The Director Finance recommended:

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

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Elimination of Non-Accountable Allowance

The Director Finance submitted a report to amend the Mayor and Council's remuneration for the income tax impact of the elimination of the one-third non-accountable allowance.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion and without objection from any member, the Committee requested that staff provide a memorandum outlining the indemnity adjustments made by the peer municipalities (e.g., Vancouver, Richmond, Coquitlam, Surrey and Delta).

d) Report from the Director Parks, Recreation and Cultural Services
Re: 2019 January - Parks, Recreation and Cultural Services Gaming Fund Projects

The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserve to finance three Parks projects.

The Director Parks, Recreation and Cultural Services recommended:

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.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

e) Report from the Director Planning and Building
Re: Burnaby Access Advisory Committee - Capital Bylaw Funding Request and Overview of Activities

The Director Planning and Building submitted a report requesting a Capital Reserve Fund Bylaw to finance the 2019 Access Improvements Program and providing a summary of recent Burnaby Access Advisory Committee activities.

The Director Planning and Building recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

f) Report from the Director Engineering
Re: 2019 February Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report requesting the use of Waterworks Utility and Sanitary Sewer Reserves and to request a Capital Reserve Fund Bylaw to finance 2019 Engineering capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital 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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting 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 \$383,200 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting a Capital Reserve Fund Bylaw to finance 2019 Engineering capital transportation 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 \$1,375,000 to finance Engineering capital transportation 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

i) Report from the Director Engineering
Re: 2019 February Engineering Capital Facilities Management Gaming Reserve Request

The Director Engineering submitted a report requesting the use of Gaming Reserves to finance the Mather House – Deck & Turret Design & Restoration.

The Director Engineering recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting 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 \$6,830,000, 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

The Committee inquired regarding the frequency of the concrete slab and apparatus floor replacements at Fire Halls, and requested that the number of public electrical vehicle charging stations be doubled.

Staff undertook to provide the information regarding Fire Hall replacements, and advised that additional charging stations will be accommodated through the capital contingency funding.

k) Report from the Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update

The Major Civic Building Project Coordination Committee submitted a report providing an update on the current status of major civic building projects administered by the Civic Building Projects Division.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council receive this report for information purposes.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

The Committee expressed concerns regarding the general length of project development and design stages, and requested monthly updates to Council on the status of major civic building projects.

Staff advised they will work with contractors to expedite the project development and design process without impacting project quality. Further, changes already made to the tendering process allow for a single contractor to complete the required work from beginning to end stages (e.g., feasibility and schematic design study, the detailed design, tendering and construction administration services).

5. NEW BUSINESS

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

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 DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:05 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 5:20 p.m.

8. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 5:20 p.m.

Nikolina Vracar
Administrative Officer

Mayor Mike Hurley
CHAIR



PARCEL TAX ROLL REVIEW PANEL

MINUTES

A meeting of the Parcel Tax Roll Review Panel was held in the Council Chamber, City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, **2019 March 13** at 6:00 p.m.

1. CALL TO ORDER

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

ABSENT: Councillor Sav Dhaliwal, Vice Chair

STAFF: Ms. Noreen Kassam, Director Finance
Mr. Richard Rowley, Assistant Director Finance
Mr. Jonathan Helmus, Assistant Director Engineering
Ms. Monica Macdonald, Administrative Officer

The Chair called the Parcel Tax Roll Review Panel to order at 6:00 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́n̓qə́m̓iḥə́m̓ and sk̓w̓x̓w̓ú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

2. REPORTS

A) Report from the Director Finance **Re: 2019 Parcel Taxes**

The Director of Finance submitted a report providing an overview of the parcel tax process.

The Director of Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

B) Report from the Director Finance
Re: Local Area Service Foot Frontage Rules

The Director Finance submitted a report providing an overview of the foot frontage rules used to charge the Local Area Service Taxes that form part of the Parcel Tax Roll.

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

C) Report from the Director Finance
Re: Appeal - 5268 Eglinton Street - LASP Trees

The Director Finance submitted a report responding to an appeal for Local Area Service Project No. 18-701, for the property at 5268 Eglinton Street.

The Director Finance recommended:

1. THAT the foot frontage 60.99ft be affirmed in respect of the Local Area Service Project No. 18-701.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

D) Report from the Director Finance
Re: Confirmation and Authentication of the 2019 Parcel Tax Rolls

The Director Finance submitted a report seeking confirmation and authentication of the 2019 Sewer Parcel Tax Roll and the 2019 Local Area Service Tax Roll.

The Director Finance recommended:

1. THAT the 2019 Sewer Parcel Tax Roll, as received by the Parcel Tax Roll Review Panel, be confirmed and authenticated.
2. THAT the 2019 Local Area Service Tax Roll, as received by the Parcel Tax Roll Review Panel, be confirmed and authenticated.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

3. **ADJOURNMENT**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Parcel Tax Roll Review Panel meeting do now adjourn.

CARRIED UNANIMOUSLY

The Parcel Tax Roll Review Panel meeting adjourned at 6:03 p.m.

Mayor Mike Hurley
CHAIR

Monica Macdonald
ADMINISTRATIVE OFFICER



Meeting 2019 Mar 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 March 06

FROM: CITY CLERK

FILE: 4220-07
Reference: Archives Reno

SUBJECT: CITY ARCHIVES OFFICE RENOVATION

PURPOSE: To request a Capital Reserve Fund Bylaw to finance renovations at the City Archives office.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$100,000 to finance the renovations at the City Archives office, as outlined in this report.

REPORT**1.0 INTRODUCTION**

The City Archives (the Archives) is comprised of a 435 sq. ft. open-plan office and 1,297 sq. ft. of climate-controlled storage. In 2016, the capacity for storage space was reached and a variety of processes were implemented to ensure the continuity of service in spite of space limitations. Increasing online digital access to archival records decreases the need for onsite storage and the proposed renovation will optimize the existing space to continue the digitization of records, facilitate off-site storage transfers, increase public access and better accommodate existing staff and equipment.

The report below outlines current and future capacity challenges and requests additional resources to address them.

2.0 POLICY SECTION

The Archives Office Renovation 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 Connected Community
 - Partnership –

To: Financial Management Committee
 From: City Clerk
 Re: City Archives Office Renovation
 2019 Mar 19.....Page 2

Work collaboratively with businesses, educational institutions, associations, other communities and governments

- 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
 - Lifelong learning –
Improve upon and develop programs and services that enable ongoing learning
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery
 - Human resources –
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values
 - Communication –
Practice open and transparent communication among staff, Council and the community
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets

3.0 BACKGROUND

The Archives functions as a business unit within the Office of the City Clerk and operates as the official repository of Burnaby's municipal records, containing records dating back to Burnaby's incorporation in 1892. It is the responsibility of the City Archives to ensure the preservation and accessibility of vital records by providing proper facilities, environmental controls, and professional management resources to maintain the archival materials in perpetuity.

The current City record description and digitization program has produced an index of all Council minutes and reports dating back to 1894 and can be searched online with full-text versions of the documents, now available from 1894 to present. All City Bylaws dating back to 1892 are also available as full-text PDF documents online as are descriptions and finding aids for all files and records in our holdings.

To: Financial Management Committee
 From: City Clerk
 Re: City Archives Office Renovation
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The Archives has supported the protection and preservations of the City's documentary heritage by way of its expanded collections mandate and the incorporation of the Burnaby Historical Society Community Archives collection into the City's holdings. This transfer saw over 100 meters of textual records and over 10,000 photographs moved to the Archives facilities in 2017. To facilitate the digitization of records, scanning equipment has been purchased and new processes have been put in place to facilitate ongoing digitization and the storage of original records off-site.

The Archives was not originally set up to facilitate record digitization and offsite storage transfers at the current and anticipated magnitude and is in need of internal renovations to improve the efficiency of the space, provide dedicated scanning areas, provide appropriate staff work space and a private space to receive donations from community members and to review Freedom of Information requests. The proposed renovation replaces a previous capital request for a new archives location, and represents an age-in-place option.

Facility Management Department has been engaged to reconfigure the Archives office space (PS Project Number AAB.0006). These expenditures are included in the 2019-2023 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project, as outlined in this report.

4.0 RECOMMENDATION

It is requested that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$100,000 to finance renovations at City Archives office, as outlined in this report.

Kate O'Connell
 CITY CLERK

KO:rp

Copied to: Director of Corporate Services
 Director of Finance



Item.....
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COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Mar 01

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

SUBJECT: 2019 MARCH ENGINEERING CAPITAL FACILITIES MANAGEMENT GAMING RESERVE REQUEST

PURPOSE: To request the use of Gaming Reserve to finance the Component Life Cycle Renewal - Heritage & Cultural & Electric Vehicle Charging Civic Facilities Pilot.

RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserve funds in the amount of \$330,000 to finance the Facility Management projects as outlined in this report.

REPORT

INTRODUCTION

In order to proceed with the award of contracts for design, contract administration and construction, gaming funding approval is requested for the projects listed below. On the February Facilities Management Bylaw funding request, these two projects were incorrectly included in that report. They will be excluded from the bylaw and are included here to be appropriately funded from Gaming Reserve.

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.

- 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 March 01Page 2

- 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.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 areas of wood rot which could pose safety concerns. The 2019 funding will be targeted to replace the exterior deck.

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.

2.0 Electric Vehicle Charging ENX.0109 estimated \$280,000
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.

The Provisional Plan contains a budget amount of \$140,000; however Council has directed staff to accelerate this program and has authorized a total of \$280,000. This will be reflected in the Annual Capital Financial Plan.

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

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2019 February Engineering Capital Facilities Management
Gaming Reserve Request
2019 March 01 ...Page 3

RECOMMENDATION

It is recommended that the Financial Management Committee authorize the use of Gaming Reserve funds in the amount of \$330,000 to finance the Facility Management projects as outlined in this report.



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

FV/ac

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



Item
Meeting2019 Mar 19

COMMITTEE REPORT

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

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

SUBJECT: 2019 MARCH 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 \$5,777,300, the use of Sanitary Sewer Capital Fund in the amount of \$650,000, and the use of Waterworks Utility Capital Fund in the amount of \$999,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

REPORT

INTRODUCTION

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

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
- 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 MARCH ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 2019 March 11 Page 2

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

1.0 Infrastructure

1.1 Environmental Rehabilitation - ELA.3093 Estimated \$1,517,500 Creeks & Culverts

These are environmental rehabilitation projects related to culverts, creeks and slopes at various locations throughout the City. Projects include rehabilitation of culverts, improvement of a storm sewer outfall, erosion control, installation of a detention pond, slope remediation, and replacement of a safety fence. The following locations are included in the scope of the work:

- Guichon Creek Culvert at Deer Lake Parkway – Culvert is in poor condition and must be rehabilitated.
- Hedley Outfall and Downstream Erosion – Installation of a new storm sewer outfall and remediation of downstream erosion.
- McKee Street Slope Remediation – there was a slope failure at this location which required immediate remediation.
- Kaymar Creek Erosion Control – Identification of erosion occurring in Kaymar Creek south of Portland Street. Scope is to analyze how to remediate the erosion and mitigate future negative impacts from upstream.
- Detention Pond north of Sapperton Ave/Klenner Drive – There currently exists an informal pond at this location that provides stormwater storage. The scope is to formalize the pond and improve site conditions.

Construction is anticipated to be completed in 2019.

1.2 Local Area Service Program (Water) EJA.3141 Estimated \$848,700

This project is for design and construction of Local Area Service Program (LASP) works approved by Council. LASP projects are initiated by property owners through a petition process and are constructed through cost-sharing between property owners and the City. Terms of the cost-sharing were established through the Local Improvement Charges Bylaw. LASP projects range from full street upgrades, sidewalk installations, streetlight installations, traffic calming measures (such as speed humps), and street tree planting or replacements.

Local Area Service upgrades will also include utility upgrades for water that the City will be coordinating with the LASP project to optimize the construction project. Construction is anticipated to be completed in 2019.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 MARCH ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 2019 March 11 Page 3

1.3 Storm Extensions

Estimated \$2,220,000

Project Mask(s)	2019
EKA.3162 Sewer	150,000
ELA.3162 Storm	1,570,000
EMC.3162 Roads	500,000
Total	2,220,000

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

Summer Storm Sewer Extensions Package (May Tender):

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

Funding was also raised in January for the design component (\$400,000). This funding will be for the construction of the Summer Storm Sewer Extensions Package. Construction is anticipated to be completed in 2019.

1.4 Willingdon Pump Station Diversion EKA.3166 Estimated \$500,000

Ongoing development within the current Copley sewer catchment area north of Alaska Street is increasing the demand on the small existing Willingdon Pump Station. Construction of an Alaska Street diversion sewer will allow shifting sewer flow from the Willingdon Pump Station to the new Beta Pump Station (nearing completion).

The sewer has already been designed by CH2M and is targeted for construction by City forces. Construction is anticipated to be completed in 2019.

1.5 Ridge Shellmont BMP North Road Improvement Estimated \$2,340,100

Project Mask	2019	2020	Total
EJA.3173 Water	\$0	\$150,300	\$150,300
EMC.3173 Roads	1,000,000	1,189,800	2,189,800
Total	\$1,000,000	\$1,340,100	\$2,340,100

This project includes rehabilitating and upgrading roads such as Ridge Drive, Burnaby Mountain Parkway, and North Road.

The scope will include tendering out various road upgrades to be constructed over the course of several years. Some road upgrades will require coordination with other municipalities.

To: *Chair and Members Financial Management Committee*
From: *Director Engineering*
Re: *2019 MARCH ENGINEERING CAPITAL*
INFRASTRUCTURE BYLAW FUNDING REQUEST
2019 March 11 Page 4

As well, contract administration and inspection services will also be provided. This is the first tender package to be issued. Construction is expected to be completed in 2020 on this package.

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$5,777,300, the use of Sanitary Sewer Capital Reserve in the amount of \$650,000, and the use of Waterworks Utility Capital Reserve in the amount of \$999,000 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 Mar 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Feb 22

FROM: DIRECTOR ENGINEERING

FILE: 36600-00

**SUBJECT: MAJOR APPLIANCE RECYCLING ROUNDTABLE (MARR)
AGREEMENT**

PURPOSE: To inform the Committee of participation in the MARR program.

RECOMMENDATION:

1. **THAT** the Financial Management Committee receive this report for information only relating to the City of Burnaby registration as a collector in the Major Appliance Recycling Roundtable (MARR) program.

REPORT

1.0 INTRODUCTION

The City of Burnaby Eco-Centre has been collecting major appliances curbside through bulky item service and accepting drop-off from residents and local small businesses for many years. Registration as a collector with the MARR program will allow access to funding and incentives with no changes to our current appliance collection program or Eco-Centre operations.

2.0 POLICY SECTION

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

Goal

- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
 - Healthy environment –
Enhance our environmental health, resilience and sustainability
- A Thriving Organization
 - Financial Viability –
Maintain a financially sustainable City for the provision, renewal, and enhancement of City services, facilities and assets

To: Chair and Members Financial Management
Committee
From: Director Engineering
Re: Major Appliance Recycling Roundtable (MARR)
Agreement
2019 February 22 Page 2

3.0 BACKGROUND

The City of Burnaby Eco-Centre has been collecting major appliances curbside and accepting drop-off from residents and local small businesses for many years. These appliances are processed on-site to remove ozone depleting substances (ODS) as required prior to recycling as scrap metal. The costs for removal of ODS have historically been expensed through Operating funding and the revenues from scrap metal recycling have been returned to the department. Recent updates to the reporting requirements and incentive rates have now highlighted the benefits of joining the MARR program.

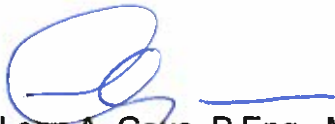
Registration as a collector in the MARR program provides incentive to the City of Burnaby for each appliance processed at the Eco-Centre. MARR pays a collection fee of \$3.00 for each qualifying appliance and an additional \$7.00 per appliance for removal of ODS (refrigerators, freezers, etc.).

The projected fees could reach \$45,000 per year based on current quantities of appliance recycled. The City of Burnaby will also continue to receive the revenues from the salvaged scrap metal.

The infrastructure, systems, and procedures required to collect appliances are well established at the Eco-Centre. No changes to our current appliance collection program or Eco-Centre operations are anticipated.

4.0 RECOMMENDATION

That the Financial Management Committee receive this report for information only relating to the City of Burnaby registration as a collector in the Major Appliance Recycling Roundtable (MARR) program



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

ES:ac

Copied to: City Manager
Director Finance
Manager, Solid Waste & Recycling



Item
Meeting 2019 Mar 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Mar 12

FROM: DIRECTOR, ENGINEERING

FILE: 36500-02
Ref: Biomedical Waste

SUBJECT: PROVISIONS OF ADDITIONAL NO-FEE WASTE RECEPTACLES FOR MEDICAL CONDITIONS

PURPOSE: To seek Council approval to provide an additional waste receptacle at no additional fee to accommodate the increased waste generated by the in-home treatment of serious medical conditions.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve the provision of an additional 240L waste receptacle at no additional fee to accommodate the increased waste generated by the in-home treatment of serious medical conditions subject to the conditions described in the report below.

REPORT

INTRODUCTION

From time to time the City receives requests for additional waste receptacles at no additional fee to accommodate the increased waste generated by the in-home treatment of serious medical conditions. An example of such an in-home treatment would be kidney dialysis. In the absence of a City policy, these requests have been dealt with inconsistently.

POLICY SECTION

The proposed policy 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
 - 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

To: *Chair and Members Financial Management Committee*
 From: *Director Engineering*
 Re: *PROVISIONS OF ADDITIONAL NO-FEE WASTE RECEPTACLES FOR MEDICAL CONDITIONS*
 2019 March 12 Page 2

- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
 - Healthy environment –
Enhance our environmental health, resilience and sustainability

DISCUSSION

Staff acknowledge that some in-home treatments of serious medical conditions generate a higher volume of waste than would be expected from a typical residential home. In these cases, additional waste receptacles are required to help ensure safe and sanitary living conditions. Staff propose that an additional 240L waste receptacle be provided to residents at no additional fee subject to the following policy conditions:

1. Shall only apply to single-family and multi-family residents which are currently serviced by toter receptacles;
2. Shall not apply to registered care homes;
3. Requesting individuals must provide a medical note from a registered physician indicating that excessive medical waste will be generated by the in-home treatment of the prescribed condition;
4. Annual renewal of the medical note is required to maintain provision;
5. Addresses with multiple residents generating additional medical waste will require a separate medical note for each individual if more than one additional receptacle is requested;
6. The medical condition which generates the excessive additional waste must not be elective or cosmetic in nature;
7. Requesting individuals must provide proof of residency in Burnaby;
8. Field inspection by staff to confirm that the resident is actively diverting recyclable materials and yard waste from the waste stream;
9. The additional receptacle can only be used for waste related to medical treatment;
10. The resident contacts the City in timely fashion to request removal of the receptacle when no longer required;

To: *Chair and Members Financial Management
Committee*
From: *Director Engineering*
Re: *PROVISIONS OF ADDITIONAL NO-FEE WASTE
RECEPTACLES FOR MEDICAL CONDITIONS*
2019 March 12 Page 3

11. No materials that create a health or safety risk such as sharps, pathogenic, toxic, or any other materials included in the definition of hazardous waste in the Hazardous Waste Regulation to the Environmental Management Act shall be placed in any City receptacles. These materials have special handling and disposal procedures and are controlled by the appropriate health authority.

RECOMMENDATION

Staff recommends that the Financial Management Committee recommend Council approve the provision of an additional 240L waste receptacle at no additional fee to accommodate the increased waste generated by the in-home treatment of serious medical conditions subject to the conditions described in this report.



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

JL/ac

Copied to: City Manager
Director Finance



Meeting 2019 Mar 19

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 March 13

FROM: DIRECTOR FINANCE

FILE: 6900-20

SUBJECT: CREDIT CARD PAYMENT ACCEPTANCE, FEE RECOVERY AND EXPANSION OF SERVICES

PURPOSE: To update City Bylaw No. 13640 – Burnaby Credit Card Fee Recovery Bylaw 2016.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the proposed changes to the Burnaby Credit Card Fee Recovery Bylaw 2016 as outlined in this report.

REPORT**1.0 BACKGROUND**

Council at the 2016 August 29 Regular Council Meeting enacted Bylaw No. 13640 cited as Burnaby Credit Card Fee Recovery Bylaw 2016. This bylaw provided for the expansion of credit card services as a form of payment for citizens that wanted the flexibility to choose an alternative payment method. Furthermore, the bylaw set the guidelines, limits and fees applicable for the use of credit card for payments up to a maximum of \$50,000 per payable item.

This report is to advise Council of the proposed changes to the Credit Card Merchant Fee Recovery Bylaw. The following information summarizes the status of credit card merchant services at the City of Burnaby and the further proposed expansion of acceptable fee types.

2.0 POLICY SECTION

The recommendation provided in this report aligns with the following goals and sub-goals of the Corporate Strategic Plan:

- A Connected Community
 - Digital connection –
Provide online access to core City services and information

To: Financial Management Committee
 From: Director Finance
 Re: Credit Card Payment Acceptance, Fee Recovery and Expansion of Services
 2019 March 19 Page 2

- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets
 - Communication –
Practice open and transparent communication among staff, Council and the community
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets

3.0 UTILIZATION

Through the expansion of credit card acceptance, the City of Burnaby has seen a steady increase in payment utilization and has recaptured all card transactional related fees. For 2018, total payments received by credit cards were 379,102 transactions, totaling just over \$26.4 million. Transaction fees were over \$440,000 and are based on various percentages charged by the credit card brands for the type of credit cards used. An average credit card fee of 1.75% is charged to citizens who use credit cards as a preferred form of payment allowing the City to recover transactional fees.

4.0 EXPANSION OF SERVICES

Currently, credit card payments are accepted by the City for water meter utility charges; credit card payments are not accepted for all other utility charges, property taxes or account receivable invoices at this time. By expanding online services for other utility charges, property tax payments and account receivable invoices, citizens will be provided with the convenience of an alternative payment method, while ensuring transactional fees charged are kept to a minimum, regardless the card type used. This will allow the City to continue to charge a reasonable average fee of 1.75% and recover transactional costs.

With the implementation of the new tax system, the City will be able to provide an online payment option for Utility Notices and Property Tax payments in the near future – targeted for Q2 2019. Citizens and business owners have requested the ability to pay for Utility and Property Tax charges by credit card and through the convenience of online services. An amendment to the existing bylaw will ensure this method is available once the online service is operational. The City will not accept credit card payments in person for utilities and property taxes. The reason is that credit card merchant fees, for these payment types, are set at a preferred rate for online services only. Depending on the card type used in person, some fees can be substantially higher than the average transaction fee of 1.75% due to the opportunity for card holders to earn a variety of rewards. The average 1.75% transaction fee is contained only through online transactions for these payment types. The City of Richmond is the only other City in Metro Vancouver accepting credit card payments for property taxes through online services only.

To: Financial Management Committee
 From: Director Finance
 Re: Credit Card Payment Acceptance, Fee Recovery and Expansion of Services
 2019 March 19 Page 3

Business vendors have also requested added flexibility in payment methods related to Accounts Receivable invoices for items such as standing orders, purchase orders and other billable items issued by invoice through Financial Services, Accounting Department. Adding these receivables to the bylaw will provide added convenience for vendors that make payments at City Hall and in the future online once these types of payment can be accepted online.

5.0 BYLAW REVISIONS

The Burnaby Credit Card Fee Recovery Bylaw 2016 would be amended as follows:

1. The Tax Office category would be removed.
2. A new category would be added titled “Finance Department” for which the exclusion would be *In Person Utility and Property Tax Payments*.

Section 2 of the bylaw will remain the same; however Schedule A will be amended to the following:

Schedule A

Column 1 – City Departments	Column 2 – Excluded Items
Building Department	Security and Damage Deposits
Engineering Department	Bonding, Security and Damage Deposits
Finance Department	In Person Utility & Property Tax Payments
Fire Department	None
Legal Department	None
Licence Office	Property Rental Payments
Office of the City Clerk	None
Planning Department	Community Benefit Bonus, Bonding and Deposits
Printshop	None
RCMP	None

To: Financial Management Committee
From: Director Finance
Re: Credit Card Payment Acceptance, Fee Recovery and Expansion of Services
2019 March 19 Page 4

6.0 RECOMMENDATION

Growth in credit card usage has increased in Canada as a simple and convenient way to complete business and personal transactions. Expanding the existing credit card fee recovery bylaw to include Utility Notices, Property Tax Notices and Accounting Invoices will further provide City residents, businesses and vendors with an alternative payment method.

It is recommended that City Bylaw No. 13640 – Burnaby Credit Card Fee Recovery Bylaw 2016 be updated to include Utility Notices, Property Tax Notices and Accounting Invoices as a matter of providing additional convenience and in preparation for future online services.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:DS /ml

Copied to: City Manager
City Clerk