



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 MAY 21

TIME: 5:00 p.m.

PLACE: Clerk's Committee Room, Burnaby City Hall

A G E N D A

	<u>PAGE</u>
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
a) Minutes of the Financial Management Committee Open meeting held on 2019 April 24	1
3. <u>CORRESPONDENCE</u>	
a) Correspondence from the Heights Merchants Association Re: 2019-2020 Budget and Levy Advance	13
4. <u>REPORTS</u>	
a) Report from the Director Finance Re: Heights Business Improvement Area Advance	15
b) Report from the Director Finance Re: City Investments - Municipal Finance Authority - New Mortgage Fund	17
c) Report from the Director Finance Re: Gas Tax Update	22
d) Report from the Director Finance Re: Regional Transportation (Translink) DCC	27
e) Report from the Director Engineering Re: Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017 - Fee Schedule Update	32

- f) Report from the Director Engineering 42
Re: 2019 May Engineering Capital Infrastructure Funding Request
 - g) Report from the Major Civic Building Project Coordination 45
Committee
Re: Major Civic Building Projects Status Update
5. **NEW BUSINESS**
6. **INQUIRIES**
7. **ADJOURNMENT**



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Clerk's Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on **Wednesday, 2019 April 24** at 5:00 p.m.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Mike Hurley
 Councillor Sav Dhaliwal (*arrived at 5:03 p.m.*)
 Councillor Paul McDonell
 Councillor Pietro Calendino

STAFF: Mr. Lambert Chu, City Manager
 Mr. Leon Gous, Director Engineering
 Ms. Noreen Kassam, Director Finance
 Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
 Mr. Ed Kozak, Director Planning and Building
 Mr. Dave Critchley, Director Public Safety and Community Services
 Ms. Shari Wallace, Chief Information Officer
 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 5:02 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiñə́m and sk̓w̓x̓wú7mesh 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 March 19**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Open Financial Management Committee meeting held on 2019 March 19 be adopted.

CARRIED UNANIMOUSLY

b) Minutes of the Financial Management Committee Open meeting held on 2019 April 09

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Open Financial Management Committee meeting held on 2019 April 09 be adopted.

CARRIED UNANIMOUSLY

Without objection by any member, agenda Item 4(a) was brought forward at this time.

4. DELEGATION

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) Heights Merchants Association BIA**
Re: Property Tax Fairness and Pressure on Local Small Businesses
Speakers: Isabel Kolic, Executive Director
Christophe Bonzon, Board Director

Ms. Isabel Kolic, Executive Director, and **Mr. Christophe Bonzon**, Board Director, Heights Merchants Association BIA, appeared before the Committee regarding the impact of property taxes on local small businesses.

*****Councillor Dhaliwal arrived at the meeting at 5:03 p.m.*****

Ms. Kolic provided a brief overview of the Heights Merchants Association BIA, which was established in 1994 and has a membership of 330 merchants. The BIA monitors the business climate in the Heights and factors that may make merchants' work untenable over a long term, and advocates on policies for businesses to be competitive. The speaker advised that the Heights businesses have created 2,000 local jobs with a wide-range of pay, contribute to the neighbourhood's character, and attract individuals to shop and live in the area. In addition, the majority of merchants reside in the neighbourhood or within five kilometers.

Ms. Kolic advised that increasingly the BIA has been hearing from the merchants regarding the impact of the property taxes. Property taxes and high rents are one of the most commonly cited reasons for businesses leaving the Heights. Some

businesses have ceased operations and other businesses have transferred operations from brick and mortar stores to online.

Ms. Kolic informed the Committee that at the provincial level the BIA is advocating for split assessments, or for assessments to be based on current and actual use as opposed to highest and best use.

At the municipal level, the BIA is advocating for a change in the ratio of property tax paid by commercial properties versus residential properties. Ms. Kolic advised that in 2018, the commercial property tax rate was 4.21 times higher than the residential property tax rate. The speaker suggested that with development of new condominiums, an introduction of small increments in residential property tax rate over a period of 10 years would make the taxation for small and independent businesses more sustainable.

In closing, the delegation encouraged the Committee to support walkable neighbourhoods, local economy, and diversity in the community, through the City's tax policy.

The Committee advised that the City is aware of the pressures faced by small businesses throughout the community, and the City continues to work with the Province to achieve results and relief on the matter.

Staff advised that the Provincial Government has a representative on the inter-municipal Small Business Property Tax Working Group that is examining changes to the Provincial property value assessment legislation, and BC municipalities are advocating to the Province regarding the needed changes.

The normal order of the agenda resumed.

3. **PRESENTATION**

a) **Major Civic Building Projects Status Update** **Presenter: Tim Van Driel, Manager - Civic Building Projects**

Mr. Tim Van Driel, Manager - Civic Building Projects, provided the following updates regarding the major civic building projects:

- Burnaby Lake Aquatic and Arena Facility/C.G. Brown Memorial Pool (awarded contract to HCMA for Phase I with an option to proceed to Phase II, and hired a geotechnical engineer);
- Willingdon Heights Community Centre (report coming to Council to recommend the contract award, hired a geotechnical engineer, and completed the environmental site assessment);
- Confederation Community Centre/Eileen Dailly Pool (hiring a geotechnical engineer, completed the environmental site assessment, and architect request for proposal (RFP) closes in May 2019);

- Cameron Community Centre (completed the environmental site assessment, geotechnical RFP will be issued in May 2019, and architect RFP will be issued in summer 2019);
- South Burnaby Ice Arena (tender to prequalified general contractors closes in May 2019, recommendation to Council is forthcoming in May 2019, and building permit and preliminary plan approval drawings updated with rezoning changes);
- Child Care – Montecito and Capitol Hill Elementary Schools (working with modular building manufacturer regarding the materials, and general contractor is proceeding with civic construction);
- Child Care – Stride Avenue Community School (the design method changed to stick-frame construction, see Item 5 (j) on the agenda);
- Child Care – Cascade Heights Elementary (project on hold until an alternative location is selected);
- Emergency Generators at Civic Facilities (proceeding at Bonsor Recreation Complex and Edmonds Community Centre, and a report to the Committee is forthcoming);
- Laurel Street Works Yard Phase I – Yard Building (the building will be completed in May 2019);
- Laurel Street Works Yard Phase II – Main Building (consultant team is finalizing tender documents, second public Open House was held in April 2019, and additional environmental investigations are ongoing);
- Edmonds Community Centre Pool Gutter Replacement (completed);
- RCMP Interior Renovation (Phase I (records room) is complete, Phase II (watch commander) will be completed in April 2019, and Phase III (former operational communications centre) will be completed in May and June 2019);
- RCMP Drug Lab (detailed design RFP closed and architect will be hired in April 2019);
- Metrotown Events Centre (in preliminary stages of RFP for conceptual design);
- Burnaby Lake/Deer Lake Pedestrian Overpass (Parks, Recreation and Culture Commission approved funding for a feasibility study); and
- Covered sports boxes.

The Committee inquired regarding the completion of the covered sports boxes project.

Staff advised that soil testing at the Central Valley Greenway identified contamination and logistic problems, and they are evaluating covering two existing sports boxes at Confederation Park and Riverway Sports Complex.

Arising from discussion and without objection by any member, the Committee requested that staff note the target completion date for the current phase of the major civic building projects in future project status updates.

Staff undertook to follow-up.

The Committee inquired regarding delays in creation of child care spaces at Stride Avenue Community School and Cascade Heights Elementary.

Staff advised that delays are due to unanticipated, additional funding provided by the Provincial Government to the School District for modular units and pre-school and after-school care, which has resulted in changes to locations for the child care facilities.

4. **DELEGATION**

- a) **Heights Merchants Association BIA**
Re: Property Tax Fairness and Pressure on Local Small Businesses
Speakers: Isabel Kolic, Executive Director
Christophe Bonzon, Board Director

This agenda item was dealt with previously in the meeting.

5. **REPORTS**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the reports be received.

CARRIED UNANIMOUSLY

- a) **Report from the Director Finance and**
Director Public Safety and Community Services
Re: Insurance Contract Renewals - Nine Programs

The Director Finance and the Director Public Safety and Community Services submitted a report seeking approval to award insurance contracts for the annual property and liability insurance programs maintained by the City.

The Director Finance and the Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council approve the award of nine contracts of insurance, as outlined in this report. The total amount payable to Jardine Lloyd Thompson is \$965,175 to fund the insurance premiums for all nine contracts.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: 2019 Local Service Tax Bylaw

The Director Finance submitted a report seeking Council approval to bring forward a Local Service Tax Bylaw to impose parcel taxes for new local improvement works completed at 2018 December 31.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor bring forward a Local Service Tax Bylaw to impose parcel taxes for completed local improvement works on benefiting properties included in Attachment 1, as outlined in the report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee expressed concern regarding the cost borne by property owners for replacement of problematic trees.

Staff advised that the Local Service Area Program provides property owners with an opportunity to advance replacement of the trees that are not suitable to their property and that may not be due for replacement. Similarly, staff noted that property owners have an opportunity to advance replacement of ditch enclosures which are not dangerous and therefore are not due for replacement.

Arising from discussion and without objection by any member, the Committee requested that staff provide existing policies on ditch enclosures in front of the properties and tree replacement for the Committee's review.

Staff undertook to follow-up.

c) Report from the Director Finance
Re: Latex Large Format Printer Replacement Project

The Director Finance submitted a report requesting a Capital Reserve Fund Bylaw to finance the Latex Large Format Printer Replacement Project.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$55,000 to finance a Latex Large Format Printer Replacement Project, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: Centralized Online Donation Acceptance

The Director Finance submitted a report providing the Committee with information regarding the acceptance and processing of donations through a third party processor.

The Director Finance recommended:

1. THAT the Committee receive this report for information.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the approximate amount of donations received by the City, acknowledgement of receipt of donations, and the cost to the City to absorb the credit card fee for donations.

Staff advised that donations range between a few thousand dollars to \$250,000. A third-party company would collect the full donation amount for donations made by a credit card, issue the donation receipt to donor, subtract the credit card fee, and

provide the net amount to the City. Donations are tracked and included in the City's financial statements. Cost of absorbing the credit card fees varies based on the donation amount.

Arising from discussion and without objection by any member, the Committee requested that staff track the amount of donations collected for a year.

Staff undertook to follow-up.

e) Report from the Director Finance
Re: Land Assembly and Development Capital Program

The Director Finance submitted a report requesting a Capital Reserve Fund Bylaw to finance the Land Assembly and Development Program.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$7,000,000 to finance the Land Assembly and Development Program, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: Expanding Investment Opportunities

The Director Finance submitted a report requesting Council to support changes to the Community Charter to allow for prudent investor rules, thus expanding investment parameters and opportunities.

The Director Finance recommended:

1. THAT the Committee recommend Council provide support for changes to the Community Charter to allow for expanded asset class investments under prudent investor rules.
2. THAT the Committee recommend Council request support from other municipalities for the requested changes to the Community Charter.

3. THAT the Committee recommend Council submit a resolution, as outlined in Section 4.1 of this report, to the Union of British Columbia Municipalities, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Public Safety and Community Services
Re: City of Burnaby and the Burnaby Firefighters Association
(Local 323) Health and Wellness Initiative**

The Director Public Safety and Community Services submitted a report seeking to obtain Council approval to extend the Health and Wellness agreement with the Burnaby Firefighters Association (Local 323) and Fortius Institute Inc.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to extend the Health and Wellness agreement with the Burnaby Firefighters Association (Local 323) and Fortius Institute Inc. for another five year term, 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

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

The Director Engineering submitted a report requesting the use of Waterworks Utility and Sanitary Sewer Reserves and requesting 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 \$3,530,000, the use of Sanitary Sewer Capital Fund in the amount of \$142,000 and the use of Waterworks Utility Capital Fund in the amount of \$807,000 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

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

The Director Engineering submitted a report requesting the use of Gaming Reserve funds to finance the Norland Materials Handling Works Yard.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of Gaming Reserve funds in the amount of \$2,000,000 to finance the Facilities Management project, 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 Major Civic Building Project Coordination Committee
Re: Child Care Facilities - Funding Request

The Major Civic Building Project Coordination Committee submitted a report seeking to obtain funding approval to undertake the detailed design and construction of the Stride Child Care Facility in partnership with the Burnaby School District 41.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council be requested to authorize the use of Community Benefit Bonus funds in the amount of \$4,000,000, inclusive of GST, to fund the design and construction of child care facilities, as further outlined in Section 3.0 of this report.
2. THAT Council authorize staff to explore the desirability and feasibility of including child care facilities in the building program for future community centres, as outlined in Section 4.0 of this report.

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 Planning and Building
Re: Infant/Toddler Childcare Facility - Burnaby North Secondary
Redevelopment (ON TABLE)

The Director Planning and Building submitted a report providing information on a proposal for the creation of infant/toddler childcare spaces in a childcare facility planned for the new Burnaby North Secondary School.

The Director Planning and Building recommended:

1. THAT Council approve in principle an expenditure of up to \$664,000 from Community Benefit Bonus Policy funds to support the development of a 24-space infant/toddler childcare centre within the new childcare facility being developed on the Burnaby North Secondary School site.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

6. **NEW BUSINESS**

Mayor Hurley – Sign Bylaw

His Worship, Mayor Hurley requested, without objection by any member, that staff conduct a full review of the Sign Bylaw.

Staff undertook to follow-up.

7. **INQUIRIES**

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

8. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Financial Management Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Meeting of the Financial Management Committee adjourned at 6:28 p.m.

Nikolina Vracar
Administrative Officer

Mayor Mike Hurley
CHAIR



Section 2 Council Correspondence 2019.05.09

April 29, 2019

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

Dear Mayor Hurley and City Councillors of Burnaby,

On behalf of the Heights Merchants BIA and its Board of Directors, I would like to thank our Mayor, Council, and our City's extraordinary staff team, for your steadfast support and help on so many of our initiatives. The HMA works very hard to create forward movement for the Burnaby Heights district, and create a sustainable economic climate in our part of the City – but our work would be not be possible or nearly as effective without the City of Burnaby.

As it is our Fiscal Year End on April 30, I am hereby submitting our 2019-2020 Budget for Council's review and approval, in accordance with Bylaw Number 13296 (Amendment Bylaw No. 1, 2017, Bylaw No. 13733).

The BIA Levy being requested of our membership in 2019 is \$270,503.79 – an increase of 2% from last year's Levy, roughly in line with the rate of inflation. This amount was pre-determined in 2014. You may also note that total expenditures in the 2019-2020 budget exceeds the actual amount of the BIA Levy itself. This is because we have taken into account conservatively estimated grants for 2019-2020, and we have also reflected the accounting of the Heights Business Directory, which is a cooperatively financed publication, together with our Heights businesses that advertise in the book.

The Association also respectfully requests that a \$100,000 advance on the 2019-2020 levy to be provided in May; the remainder to be transferred to the HMA by the City by the end of July 2019. The reason for this request is that the Advance assists with cash flow during our most expensive period of the year: Hats Off Day bill-paying, and our summer staff payroll.

We also hope you will be joining us at Hats Off Day on Saturday, June 1. We invite you to take your rightful place in Burnaby's biggest parade and enjoy the celebration in our community.

As we approach the fiscal year ahead of us, we are ever grateful for our relationship with our City Council and staff. It is a privilege and honour to do the work we do in making Burnaby Heights – and thus, our City – more attractive, pedestrian-friendly, and successful. It is even more of a pleasure when working with all of you.

Thank you again for all of your valued support.

Sincerely,


Darby Honeyman
President, HMA Board of Directors

c: Noreen Kassam, Director of Finance, City of Burnaby
c: Eva Juca, Manager of Revenue and Taxation
Encl: HMA 2019-2020 Budget

Referred to:
Financial Mangement Committee (2019.05.21)

Copied to:
City Manager, Dir. Corporate Services, Dir. Finance

Heights Merchants Association BIA
2019-2020 Budget

	Totals
Events & Community Relations	
Hats Off Day	\$ 71,000.00
Seasonal & Auxiliary Events (Light up Heights, Giro di Burnaby, etc.), Community Relations	\$ 32,950.00
Neighbourhood Physical Improvements	
Street Cleaning, Tree-wells, Murals, Clean-ups, Banners, etc.	\$ 24,900.00
Member Services, Marketing & Communications	
Member Rel & Cmns, Security, Mixers/Socials, Advocacy, etc.	\$ 36,800.00
General Advertising & Promo, Biz Directory, Web Site, etc.	\$ 56,500.00
Strategic Initiatives, Special Projects	
Special Projects, Reserve Funding (e.g. Gateway Project, Hanging Baskets)	\$ 4,600.00
Office Maintenance and Administration	
General Administration and Contingency Fund	\$ 12,290.00
Office Rent, Utilities, Phone, Internet	\$ 28,140.00
Office Supplies, Equipment/Maintenance, Postage & Software	\$ 11,560.00
Insurance, Accounting, Mileage, Board and Other Admin Expenses	\$ 15,515.00

GRAND TOTAL **\$294,255.00**

Totals include allocation of staff time, including summer support partially funded by an external grant. Business Directory (Marketing) is being produced in this fiscal year, so Marketing expenses are higher. Grand Total is higher than our levy because we anticipate that we will receive some grants and/or sponsorship to help offset the costs to the Association.

BIA Levy contributed by the BIA Membership (2019-2020): **\$270,503.79**



Meeting 2019 May 21

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 May 15

FROM: DIRECTOR FINANCE

FILE: 76000-07
Reference: BIA Heights

SUBJECT: HEIGHTS BUSINESS IMPROVEMENT AREA ADVANCE

PURPOSE: To obtain approval for an advance of funds to the Heights Merchants Association.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve an advance of \$100,000 to the Heights Merchants Association to bridge the gap between expenditures and receipt of levy as outlined in this report and a copy of this report be provided to the Heights Merchants Association.

REPORT**1.0 BACKGROUND**

The Heights Merchants Association administers a Business Improvement Area (BIA) under Burnaby BIA (Hastings) Bylaw 2014, No. 13296 and amendment Bylaw No.1, 2017, Bylaw No.13733. The BIA bylaw term runs from 2014 April 01 to 2024 March 31. Total bylaw funding over the 10 year term is \$2,692,570, with funding in 2019 of \$273,503.79 to be collected by the City, on behalf of the BIA, from Light Industrial and Business classified properties situated within the BIA.

2.0 POLICY SECTION**Goal**

- A Connected Community
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments

To: Financial Management Committee
From: Director Finance
Re: Heights Business Improvement Area Advance
2019 May 21 Page 2

3.0 ADVANCE OF FUNDS

The City has received correspondence from the Heights Merchants Association dated 2019 April 29 in which the association has provided details of their 2019-2020 budget. Finance staff have reviewed the budget submitted and it is in accordance with the respective bylaws. Included in the correspondence is a request for an advance on the 2019 levy of \$100,000 for payment in May, to assist with cash flows until the remaining funding is received in July through the City’s levy process.

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council approve an advance of \$100,000 to the Heights Merchants Association to bridge the gap between expenditures and receipt of levy as outlined in this report and a copy of this report be provided to the Heights Merchants Association.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RR /ml

Copied to: City Manager



TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 May 15

FROM: DIRECTOR FINANCE

FILE: 7500-01

SUBJECT: CITY INVESTMENTS - MUNICIPAL FINANCE AUTHORITY - NEW MORTGAGE FUND

PURPOSE: To provide an update on the new Municipal Finance Authority Mortgage Fund.

RECOMMENDATION:

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

REPORT

1.0 INTRODUCTION

The Director Finance provided a memorandum dated 2019 March 15 to the Chair and Members of the Financial Management Committee to advise of the development of a new Municipal Finance Authority of British Columbia (MFABC) Mortgage Fund. The MFABC also currently has 3 pooled funds for BC municipalities to invest; the Money Market, Intermediary and Bond funds all managed by Phillips, Hager & North (PH&N). This report will provide an update and the next steps for the City of Burnaby to invest in the new MFABC Mortgage Fund.

Part 6 Division 3, Section 183 of the Community Charter states that the City may invest or reinvest money that is not immediately required for expenditure; and subsection (a) allows for investments in “securities of the Municipal Finance Authority”. Council has assigned the responsibility for the management of the investment portfolio to the Director Finance (Bylaw No. 11553).

2.0 POLICY SECTION

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

- A Connected Community
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments

To: Financial Management Committee
 From: Director Finance
 Re: City Investments - Municipal Finance Authority - New Mortgage Fund
 2019 May 21 Page 2

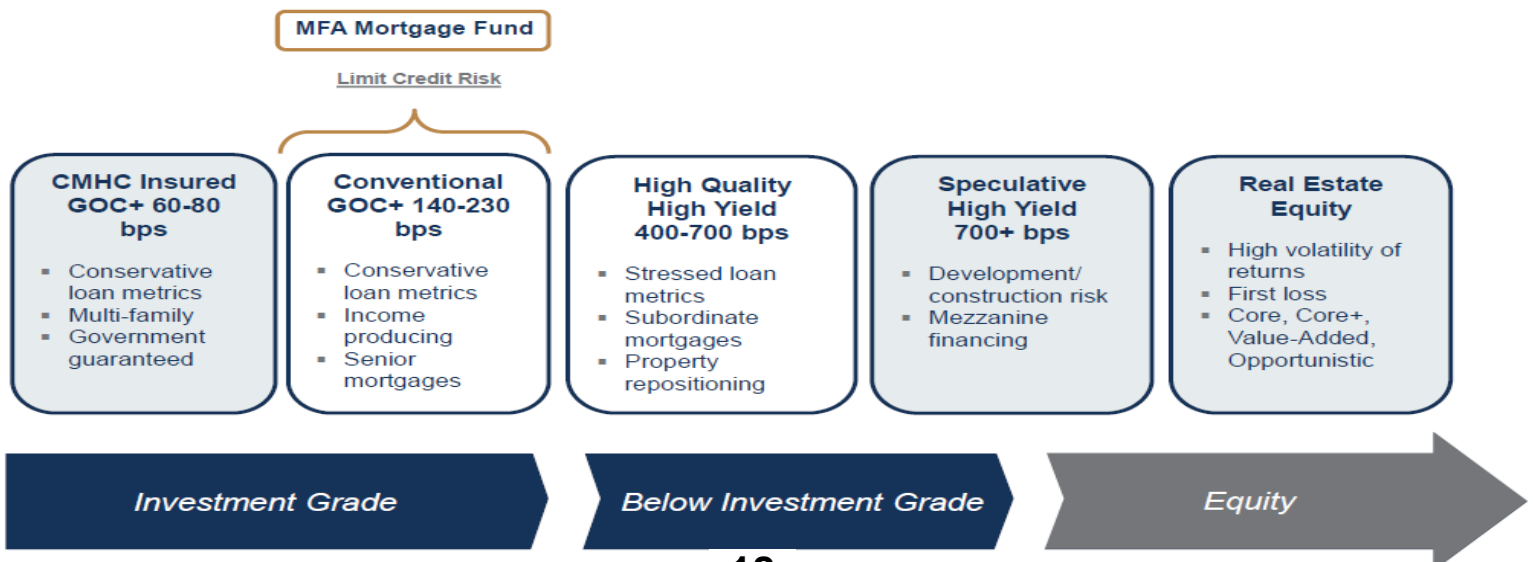
- A Dynamic Community
 - Economic opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
- A Thriving Organization
 - Organizational culture – Ensure that our core values are reflected in our policies, programs and service delivery
 - Financial viability – Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

The new MFABC Mortgage Fund will participate in the PH&N Mortgage Pension Trust which is an existing \$4 billion closed fund created in November 2001; however, PH&N has been providing clients with mortgage investment funds since 1974. Client mortgage investments were amalgamated into the Trust in 2001 to simplify operations, provide purchasing power and lower costs.

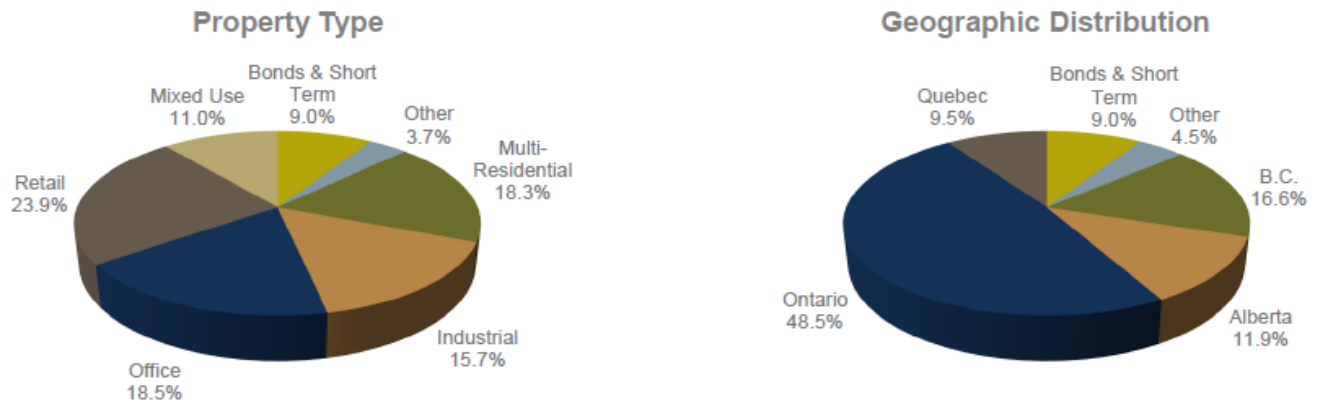
A consortium of lower mainland municipalities recently met to discuss and plan the finer details of the new MFABC Pooled Fund. There is much interest in this fund as this represents asset class diversification with higher yield potential than most municipalities can currently obtain in the markets or the other pooled funds. The PH&N Mortgage Pension Trust (MPT) focuses on conventional mortgages at a spread of 140-230 basis points above Government of Canada five year bonds. As shown in table 1 below, even within an asset class such as mortgages, there are varying degrees of investment products and associated risks. The MFABC Mortgage Fund will hold investment grade first mortgages only.

Table 1: MFA Mortgage Fund investment focus (Source: MFABC/PH&N (April 2019))



To: Financial Management Committee
 From: Director Finance
 Re: City Investments - Municipal Finance Authority - New Mortgage Fund
 2019 May 21 Page 3

The MPT currently maintains a 59% loan to value ratio on Canadian first mortgages on revenue producing properties; both commercial and residential. The mortgages are carefully selected to ensure stable net operating income with a high degree of debt servicing coverage. There has never been a default in the MPT. The graphs below provide details about the current asset distribution by property type and geographic distribution across Canada.



¹ Over equivalent term Canada issues
 Yield is reported on a gross-of-fee basis, Series O, standard performance available in the appendix
 * Excludes interest only mortgages which represent 11.6% of the total mortgages

(Source: MFABC/PH&N (April 2019))

Furthermore, as a way of providing added liquidity to the portfolio, the investments into the fund will be invested 85% into the MPT and 15% into liquid short term bonds similar to the MFABC Bond Fund. Even though liquidity is being added to the fund for redemptions, municipalities will sign an authorization of deposit letter, confirming their understanding of the long term investment time frame. Funds required for cash flow or other liquidity needs should not be invested in this new fund.

Current legislation within the Community Charter restricts municipalities from investing in mortgage funds directly however allows MFABC to do so. Therefore municipalities can currently only capitalize on such an investment through MFABC. With all MFA Pooled funds, the investments are not guaranteed by the MFA or PH&N, who manages the investment funds. The pooled funds are investments in allowable products as stipulated under Section 16 of the Municipal Finance Authority of BC Act. The Act provides for a wider range of investment product types and guarantors than the Community Charter does for direct investing by a municipality.

To: Financial Management Committee
From: Director Finance
Re: City Investments - Municipal Finance Authority - New Mortgage Fund
2019 May 21 Page 4

4.0 INVESTMENT OPPORTUNITY

Treasury Services within the Finance Department is currently reviewing the operational requirements (account entry, reconciliation, investment and income recognition) to prepare for an initial investment of \$25 million. Finance will set a cap of \$50 million which represents 2.94% of the City’s \$1.7 billion portfolio. This allows the City the flexibility to slowly increase holdings as economic and market conditions continually change. Furthermore, Finance will update investment limits to reflect the holdings in the MFA pooled funds in both dollar amount and as a percentage of the total portfolio. It is expected the fund will launch in June/July 2019. However, new deposits are staged and deposited only when the new mortgages are funded. So transfer of money into the fund may not occur until October/November.

Investing in the new MFABC Mortgage Fund provides for asset class diversification for the City of Burnaby. Further diversification is prudent within our investment strategy and risk management of a municipal portfolio. The nature of the fund also provides the City with an increased yield opportunity for long term sustainability. Treasury’s approach is to consider these funds a longer term commitment of 5-10 years and possibly longer. Several investors have been in the PH&N MPT since inception and holding real estate investment assets for even much longer for asset class diversification. The rate of return on this new fund in conjunction with economic cycles and interest rate movements will determine the time horizon on the investment in the funds for the City of Burnaby.

The current annualized yield on the PH&N MPT is 2.88% with a 5 year and 10 year historical return of 3.46% and 4.40% respectively. The fund has a target range yield between +140 to +230 basis points over the Canada 5 year bond which is currently yielding 1.54%; hence a targeted annual return between 2.94% and 3.84%. In 2018 the City’s portfolio return was a respectable 3.16%; however, the City’s yield and income will continue to be impacted since our longer term investments with yields earning between 4.00% - 7.00% are slowly maturing and interest rates are still near historical lows.

To: Financial Management Committee
From: Director Finance
Re: City Investments - Municipal Finance Authority - New Mortgage Fund
2019 May 21 Page 5

5.0 CONCLUSION

The City will invest an initial \$25 million into the new MFABC Mortgage Fund to a maximum of \$50 million. While representing less than 3% of the City’s current portfolio, the initial investment will allow the City the flexibility to increase our holdings when we are ready as this is a new fund and asset class and the City has no prior investments in MFABC pooled funds. These are funds that are not required for short term cash flow needs and can be invested for the longer term. When investing in such a product, a longer time horizon provides for a smoothing effect of the daily price and short term fluctuations of the fund as interest rates change and other variables impact the fund. Some of the existing funds and investors in the MPT have been invested since 2001 which attests to the steady and longer term growth intention of the fund.

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



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:DS/ml

Copied to: City Manager



Meeting 2019 May 21

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 May 15

FROM: DIRECTOR FINANCE

FILE: 7300-20

SUBJECT: GAS TAX UPDATE

PURPOSE: To provide an update on the Federal Gas Tax Program and recent federal budget announcement for additional gas tax funding available to municipalities.

RECOMMENDATION:

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

REPORT**1.0 INTRODUCTION**

A new administrative agreement on the Federal Gas Tax Fund in British Columbia, or Gas Tax Agreement (GTA), took effect on 2014 April 1. This agreement was created due to the announcement of a renewed Gas Tax Fund (GTF) under the Government of Canada's 2013 Economic Action Plan. The agreement is between Canada, British Columbia and the Union of BC Municipalities (UBCM) and replaced the old 2005 – 2014 Agreement. The purpose of new agreement is to provide the administrative framework for the delivery of GTF to local governments and other recipients in British Columbia over a ten year period (2014 – 2024).

2.0 POLICY SECTION**Goal**

- A Connected Community
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments

To: Financial Management Committee
 From: Director Finance
 Re: Gas Tax Update
 2019 May 21 Page 2

- A Dynamic Community
 - City facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community
- 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

The GTF provides a source of infrastructure funding to all municipalities across the country. The funding that is available to local governments and other recipients within British Columbia is administered by the UBCM. The UBCM is responsible for providing a funding allocation schedule to eligible recipients every five years.

3.1 Purpose of the Gas Tax Fund (GTF)

The purpose of this fund is to provide a predictable and sustainable funding source to local governments in British Columbia for projects related to infrastructure and capacity building. In addition, through the GTF, the agreement hopes to support national objectives, which include productivity & economic growth, a clean environment, and strong cities & communities.

3.2 Program Streams

In British Columbia, the GTF is delivered through three programs:

a) Community Works Fund (CWF)

This program is available to all local governments and the funding is based on per capita formula and delivered bi-annually to the local government directly. Local governments have the ability to elect which eligible projects to fund.

The City of Burnaby receives gas tax funding through this program. Attachment 1 provides a summary of the Gas Tax funding received to date, the expenditures made for each year of this agreement to 2018 December 31 and projected funding and expenditures for 2019.

All Gas Tax funding received by the City is set aside in a Gas Tax Reserve to ensure its use as specified by the agreement. Council reviews and approves all project initiatives funded by the Gas Tax Reserve annually through the budget process.

To: Financial Management Committee
From: Director Finance
Re: Gas Tax Update
2019 May 21 Page 3

b) *Strategic Priorities Fund (SPF)*

This program is available to all local governments outside the Greater Vancouver Regional District. Funding is provided on an application based program and the purpose of this fund is to support infrastructure and capacity building projects that are large in scale, regional in impact or innovative, and align with the GTA’s national program objectives.

c) *Greater Vancouver Regional Fund (GVRF)*

Projects associated with the Greater Vancouver Regional Fund are proposed by TransLink which gets approved by the Greater Vancouver Regional District Board. The funding provided under this program is utilized for regional transportation investments within the Greater Vancouver Regional District and its member municipalities.

3.3 Annual Reporting of Projects to UBCM

As a requirement of the renewed agreement, eligible recipients of the Gas Tax funding are required to provide an annual report to UBCM, due June 1, which reports on all eligible expenditures funded by the GTF for the previous calendar year.

As per the agreement, it is expected that Burnaby will receive a grant of \$751,611 in 2019. Gas Tax funding for 2019 is allocated to the Trans Canada Urban Trail Paving capital project.

4.0 ADDITIONAL FUNDING FOR THE CITY OF BURNABY

At the 2019 Federal Budget announcement, tabled on 2019 March 19, the Government of Canada announced an additional one-time gas tax funding transfer which will result in an additional \$2.2 billion (\$278.6 million for British Columbia) to support local government infrastructure and capacity building priorities. Based on the UBCM’s recent update on the additional funding and the 2019-2024 CWF allocation schedule, British Columbia will be receiving approximately \$109 million in additional funding allocated specifically to the CWF, of which the City of Burnaby will be receiving an amount of \$756,065. This additional funding will be on top of the scheduled \$751,611 payment for Year 6 (2019/2020) as shown in the 2019-2024 funding allocation table below. This additional funding will be applied to the Central Park Perimeter Urban Trail capital project, which was originally to be funded from the City’s reserve funds in the 2019 Capital Program.

To: Financial Management Committee
From: Director Finance
Re: Gas Tax Update
2019 May 21 Page 4

As a result, the City of Burnaby is projected to receive \$1,507,676 in 2019 and a total of \$4.7 million (inclusive of the one-time bonus payment) over the course of the next five years.

Federal Gas Tax Allocations to City of Burnaby (Projected) from 2019 – 2024

Union of B.C. Municipalities
Federal Gas Tax Agreement - Community Works Fund Allocations
Year 6 - Year 10

Recipient Name	Bonus Payment 2019/2020	Year 6 2019/2020	Projected Year 7 2020/2021	Projected Year 8 2021/2022	Projected Year 9 2022/2023	Projected Year 10 2023/2024	Total
Burnaby	\$ 756,065	\$ 751,611	\$ 751,611	\$ 785,999	\$ 785,999	\$ 820,601	\$ 4,651,886

5.0 RECOMMENDATION

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

Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RG:WK /ml

Copied to: City Manager
Members of Management Committee

Attachment: 1 – Gas Tax Reserve Summary 2014 - 2019

**Gas Tax Reserve Summary - As Reported to UBCM
YEAR 2014 - 2019**

	2014 Actual (\$)	2015 Actual (\$)	2016 Actual (\$)	2017 Actual (\$)	2018 Actual (\$)	Total Actual (\$)	2019 Proposed (\$)
Additions:							
Beginning Balance:	\$ -	\$ 526,399	\$ 270,766	\$ 41,979	\$ 194,577	\$ -	\$ 428,851
Additions to the Fund							
Actual revenue	698,088	698,088	721,593	730,317	756,065	3,604,152	751,611
Investment income	3,310	10,198	6,233	1,944	2,441	24,125	2,500
Bonus Payment	-	-	-	-	-	-	756,065
Total Additions	\$ 701,399	\$ 708,286	\$ 727,826	\$ 732,261	\$ 758,506	\$ 3,628,277	\$ 1,510,176
Actual Eligible Project Expenditures:							
Local Roads Network Paving	(175,000)	-	(721,600)	-	-	(896,600)	-
Riverside Area Improvements	-	(687,000)	-	-	-	(687,000)	-
LED Streetlight Conversion	-	(200,000)	-	-	-	(200,000)	-
Lane Condition Analysis and Prioritization	-	-	(127,000)	-	-	(127,000)	-
Barnet Pedestrian Bridge Upgrade	-	(16,988)	(108,012)	-	-	(125,000)	-
Storm Water Monitoring and Modeling	-	(59,931)	-	-	-	(59,931)	-
Central Park Perimeter Urban Trail	-	-	-	(80,000)	-	(80,000)	(756,065)
Fibre Network Installation	-	-	-	(239,993)	(188,809)	(428,802)	(87,700)
Shadbolt Centre Exterior Walkway	-	-	-	-	(278,647)	(278,647)	(78,200)
Swangard Running Track Replacement	-	-	-	(259,669)	(56,777)	(316,446)	-
Trans Canada Urban Trail Paving	-	-	-	-	-	-	(751,611)
Total Actual Eligible Project Expenditures	\$ (175,000)	\$ (963,918)	\$ (956,612)	\$ (579,663)	\$ (524,233)	\$ (3,199,426)	\$ (1,673,576)
Ending balance	\$ 526,399	\$ 270,766	\$ 41,979	\$ 194,577	\$ 428,851	\$ 428,851	\$ 265,451

-26-



Meeting 2019 May 21

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 May 15

FROM: DIRECTOR FINANCE

FILE: 71000-01

SUBJECT: REGIONAL TRANSPORTATION (TRANSLINK) DCC

PURPOSE: To provide an overview of the new Regional Transportation (TransLink) DCC and how it applies to Burnaby.

RECOMMENDATION:

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

REPORT**1.0 BACKGROUND**

The City of Burnaby has four municipal Development Cost Charges (DCCs) to fund the provision of public open space and pedestrian overpasses. In addition to Municipal DCCs, the City collects DCCs on behalf of Metro Vancouver for the Greater Vancouver Sewerage and Drainage District (GVS&DD). The GVS&DD DCC is used by Metro Vancouver to fund capital works within the GVS&DD area. Charges apply to residential developments (excluding affordable housing) and to every person who obtains approval of a Subdivision or Building Permit for works valued at over \$50,000.

While exemptions from the GVS&DD DCCs apply to places set apart for public worship, used by a religious organisation, the City receives no such exemption for work on City properties. Customer installment agreements are permitted on Municipal and GVS&DD DCCs for works where the DCC charge is valued at \$50,000 or more. A one-time \$3,000 administration fee is levied for an installment agreement. A letter of credit is required as security for the second and third installment payments.

In 2018 the City incurred GVS&DD DCC costs of \$69,000, after applicable credits for existing units, for four projects:

1. Works yard – 5780 Laurel Street
2. Storage Yard – 4049 Ledger
3. Modular Childcare Facility - 5750 Pandora Street / 350 Holdom Avenue
4. Modular Childcare Facility - 7230 Camarillo Place / 2176 Duthie Street

To: Financial Management Committee
 From: Director Finance
 Re: Regional Transportation (TransLink) DCC
 2019 May 21Page 2

2.0 POLICY SECTION

Goal

- A Connected Community
 - Partnership –
 Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Dynamic Community
 - City facilities and infrastructure –
 Build and maintain infrastructure that meets the needs of our growing community

3.0 NEW REGIONAL TRANSPORTATION (TRANSLINK) DCC

The South Coast British Columbia Transportation Authority DCC Bylaw, Number 124-2018, was adopted on 2018 December 06 and applies to all subdivision or building permit applications valued at over \$50,000. The purpose of the new DCC is to help fund the construction or expansion of regional transportation projects by TransLink. Authority to establish a DCC is provided to TransLink through the provisions contained within the South Coast British Columbia Transportation Authority Act, SBC 1998.

3.1 Rate Structure

DCC’s charged under the new bylaw must be paid to the City before, or upon approval of a subdivision, or on issuance of a building permit.

Table 1 – Rate Schedule

Type of Development	Rates effective 2019 January 15	Rates effective 2020 January 15	Rates effective 2021 January 1
Single Family Dwelling	\$0 per Dwelling Unit	\$2,100 per Dwelling Unit	\$2,975 per Dwelling Unit
Duplex	\$0 per Dwelling Unit	\$1,900 per Dwelling Unit	\$2,470 per Dwelling Unit
Townhouse Dwelling Unit	\$0 per Dwelling Unit	\$1,900 per Dwelling Unit	\$2,470 per Dwelling Unit
Apartment Dwelling Unit	\$0 per Dwelling Unit	\$1,200 per Dwelling Unit	\$1,545 per Dwelling Unit
Retail/Service	\$0 per sq. ft. of Floor Area	\$1.25 per sq. ft. of Floor Area	\$1.25 per sq. ft. of Floor Area
Office	\$0 per sq. ft. of Floor Area	\$1.00 per sq. ft. of Floor Area	\$1.00 per sq. ft. of Floor Area
Institutional	\$0 per sq. ft. of Floor Area	\$0.50 per sq. ft. of Floor Area	\$0.50 per sq. ft. of Floor Area
Industrial	\$0 per sq. ft. of Floor Area	\$0.30 per sq. ft. of Floor Area	\$0.30 per sq. ft. of Floor Area

To: Financial Management Committee
From: Director Finance
Re: Regional Transportation (TransLink) DCC
2019 May 21Page 3

3.2 Timing

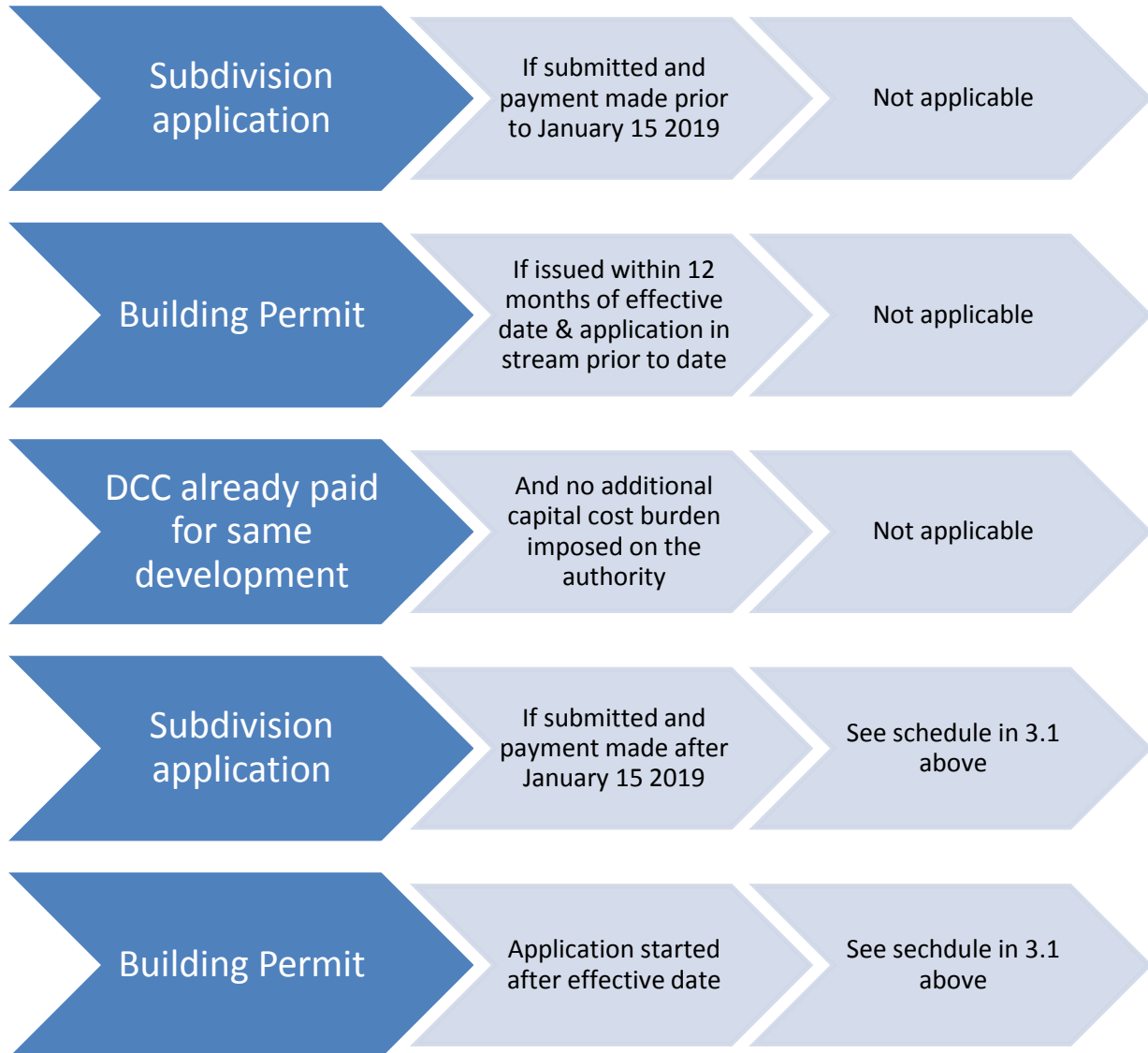
DCCs are payable to the City when municipal fees are collected, or

- If no municipal fees are being charged, then prior to Rezoning¹ and Sub Division approval or Building Permit issuance.
- If both Sub Division and Building Permit sought, then prior to Building Permit issuance.

¹City of Burnaby Requirement

3.3 Effective Date and Transition

The new DCC are being introduced under a phased approach. For 2019 the following provisions apply:



To: Financial Management Committee
From: Director Finance
Re: Regional Transportation (TransLink) DCC
2019 May 21Page 4

3.4 Exclusions, waivers and reductions

Works related to secondary suites are excluded from the scope of this bylaw, as are any units under 29 square metres in size, which are used exclusively for residential use. Fee waivers or reductions are permitted in two main areas:

- Not for profit affordable housing
- Not for profit student rental housing

3.5 Instalment Provision

While Section 3.(8) of the bylaw prohibits the payment of the DCC through instalments, it refers to Section 34.21 (5) of the South Coast British Columbia Transportation Authority Act, whereby under BC Regulation 166 / 84 - Development Cost Charge (Instalments) Regulation, the minister has outlined the specific details for the timing of DCC payments by a developer.

Under this regulation, a developer can make payment by means of three equal instalments, only if the charge is equal to or greater than \$50,000, unless the City has an overriding bylaw allowing lower amounts to be paid under an instalment program. This is consistent with the treatment for existing Municipal and GVS&DD DCCs, whereby the instalment threshold is set at fees payable of \$50,000 or greater. Under the regulation, the maximum time period for payment of all three instalments is two years from subdivision approval or building permit issuance.

As noted, the City will take an irrevocable letter of credit with the first instalment payment as security for the remaining instalments. The City imposes a processing fee of \$3,000 to cover all three instalment payments under the Planning & Building Fees Bylaw 2017.

4.0 COST IMPLICATIONS FOR THE CITY

Exemptions do not apply to subdivision applications or building permits taken out by the City, and therefore the City is required to pay the new Translink DCCs for City projects. Expenses related to DCCs incurred by the City will in most cases be allocated to a capital project.

The City has a number of large scale, in progress, capital projects at various stages of development, that fall within the scope of the new DCC, including:

- Burnaby Lake Aquatic and Arena Facility (CG Brown Pool)
- Replacement of Willingdon Community Centre
- Cameron Community Centre

At this time a firm indication for the financial impact of the new DCCs on city projects that are in progress is not available, pending final project design and approval. However, it is prudent for projects to contain a provision in future capital plans for potential TransLink DCCs once the estimated floor area for each is established.

To: Financial Management Committee
From: Director Finance
Re: Regional Transportation (TransLink) DCC
2019 May 21Page 5

5.0 ACCOUNTING AND REMITTANCE

Remittance and reporting to TransLink is not required in 2019 in cases where the fee is \$0 or not applicable. The City will report on a twice yearly basis, starting in July 2020 for the period 2020 January 1 to June 30. Dedicated liability accounts have been setup to records funds held on account for TransLink. Staff are in the process of updating the city’s permitting system to accommodate these new DCCs.

6.0 RECOMMENDATION

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



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RR /ml

Copied to: City Manager
Director Planning and Building



Item
Meeting2019 May 21

COMMITTEE REPORT

TO: CHAIR AND MEMBERS **DATE:** 2019 May 02
 FINANCIAL MANAGEMENT COMMITTEE

FROM: DIRECTOR ENGINEERING **FILE:** 31000 15

SUBJECT: BURNABY STORM SEWER EXTENSION CONTRIBUTION AND FEE
 BYLAW 2017 – FEE SCHEDULE UPDATE

PURPOSE: To seek Council authority to update the fee schedule in the Burnaby Storm Sewer
 Extension Contribution and Fee Bylaw 2017

RECOMMENDATIONS:

1. **THAT** The Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the Storm Sewer Extension Contribution and Fee Bylaw 2017, as per the updated Schedule A, effective as of 2019 July 01, and amendments as set out in this report.

REPORT

INTRODUCTION

On 2017 March 06, City Council adopted the Storm Sewer Extension Contribution and Fee Bylaw, implementing a cost recovery mechanism for the City’s costs of extending storm sewer mains to residential lots without this service. Schedule A of this bylaw needs to be regularly amended to add all newly completed storm extension projects and impose fees on the corresponding benefitting parcels. The fees for previous projects also need to be updated to reflect 2019 rates.

POLICY SECTION

The Storm Sewer Extension Contribution and Fee Bylaw 2017 is aligned with the City of Burnaby’s Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal

- A Dynamic Community
 - City facilities and infrastructure –
 Build and maintain infrastructure that meeting the needs of our growing community.

To: Chair and Members
 Financial Management Committee
 From: Director Engineering
 Re: BURNABY STORM SEWER EXTENSION CONTRIBUTION
 AND FEE BYLAW 2017 – FEE SCHEDULE UPDATE
 2019 May 02..... Page 2

BACKGROUND

The fee schedule for the Storm Sewer Extension Contribution and Fee Bylaw 2017 was most recently updated on 2017 December 11. Since then, ten additional storm sewer extension projects have been completed which now need to be included in the bylaw. Storm sewer extension projects completed to date have provided storm sewer service through the storm main to over 110 properties. The City has estimated that there are approximately 6000 residential properties that require this type of service.

There are over thirty other storm sewer extension projects at various stages (conceptual, design, and construction). Schedule A of the Storm Sewer Extension Contribution and Fee Bylaw 2017 will be updated once or twice per year to include these projects upon their completion.

To ensure full cost recovery of the initial City storm extension investment, the fees for previous projects already included in Schedule A also need to be updated to 2019 rates. *Attachment #1* of this report outlines the ten additional storm sewer extension projects completed since the last bylaw amendment and the 2019 rates for these and previous projects. Fees per property range from \$8,000 to \$45,000 due to variations in site conditions and property size that affect overall project and individual property costs.

FEE METHODOLOGY

For the 2019 update, staff recommend a revision to the methodology used for interest rates and fee adjustments. The rate of interest currently being used is the Royal Bank of Canada Prime Rate plus 1%. Staff recommend that the interest rate be changed to a rate equal to the City's average annual yield on the City's investment portfolio for the year prior to the interest calculation. The average annual yield is published each year in the City's Annual Municipal Report. This change would be a more meaningful measure of the interest forgone by the City in having expensed money to fund the storm sewer extension works, and for the most part would reduce the interest charged on outstanding fees. For example, the City's average annual yield for 2016, 2017 and 2018 were 3.62%, 3.22% and 3.16%, respectively, as compared to averages of 3.70%, 3.70 – 4.20% and 4.20% – 4.95% for the same years using rate of the Prime Rate plus 1%.

To accommodate this proposed interest rate change, the fees and fee adjustments for 2019 would be revised to reflect interest on the basis of the City's average annual yields starting from the completion date for the projects (both for projects previously included in the Storm Sewer Extension Contribution and Fee Bylaw and new projects being added as part of this report). The fees schedule included in *Attachment #1* are based on these calculations, effective 2019 July 01.

To: Chair and Members
Financial Management Committee
From: Director Engineering
Re: BURNABY STORM SEWER EXTENSION CONTRIBUTION
AND FEE BYLAW 2017 – FEE SCHEDULE UPDATE
2019 May 02..... Page 3

INSTALLMENTS

It is recommended that for initiating and benefitting parcels whose fees exceed \$25,000, the City will accommodate an installment provision if requested by the property owner. This provision will require that fees are paid in a maximum of three equal payments, with the first payment due prior to permit issuance, and subsequent installment payments due at six-month intervals. A one-time fee of \$250 will be applied to cover the processing costs associated with the installment agreement. This one time charge will be collected along with the first installment.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw amendment to update Schedule A of the Storm Sewer Extension Contribution and Fee Bylaw, in accordance with *Attachment #1* and the aforementioned amendments as set out in this report.



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

JWH/ac

Attachment

Copied to: City Manager
City Solicitor
Director Finance
City Clerk

Storm Extension – 2015 D-04 – 01 Holdom / Capitol

Actual Cost: \$65,324

Completion Date: Dec 08, 2015

Schedule A

Part I - Existing Projects

Benefitting Parcels	Fee on Completion Date	Interest Accrued (Effective July 1, 2019)	2019 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 92, District Lot 218 Group 1 Plan NWP40062 (28 Holdom Avenue)	\$15,260.66	\$1,800.13	\$17,060.79	\$0.00	\$17,060.79
Lot 4, Block 73 District Lot 218 Group 1 Plan NWP4953 (26 Holdom Avenue)	\$12,515.84	\$1,476.36	\$13,992.20	\$0.00	\$13,992.20
Lot 5, Block 73 District Lot 218 Group 1 Plan NWP4953 (18 Holdom Avenue)	\$12,515.84	\$1,476.36	\$13,992.20	\$0.00	\$13,992.20
Lot 6, Block 73 District Lot 218 Group 1 Plan NWP4953 (16 Holdom Avenue)	\$12,515.84	\$1,476.36	\$13,992.20	\$0.00	\$13,992.20

Storm Extension – 2015 D-04 – 02b Portland

Actual Cost: \$88,900

Completion Date: Dec 15, 2015

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot "B" District Lot 159 Group 1 Plan NWP12811 (6212 Portland Street)	\$42,248.16	\$4,951.88	\$47,200.04	\$0.00	\$47,200.04

Storm Extension – 2015 D-04 – 03 Ellesmere

Actual Cost: \$114,590

Completion Date: May 05, 2016

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 134, District Lot 189 Group 1 Plan NWP50854 (200 Ellesmere Ave N.)	\$13,886.73	\$1,430.32	\$15,317.05	\$0.00	\$15,317.05
Lot 133, District Lot 189 Group 1 Plan NWP50854 (204 Ellesmere Ave N.)	\$15,057.47	\$1,550.90	\$16,608.37	\$0.00	\$16,608.37
Lot 3, Block 45 District Lot 189 Group 1 Plan NWP4953 (216 Ellesmere Avenue N.)	\$21,179.40	\$2,181.45	\$23,360.85	\$0.00	\$23,360.85
Lot 4, Block 45 District Lot 189 Group 1 Plan NWP4953 (220 Ellesmere Ave N.)	\$21,740.54	\$2,239.25	\$23,979.79	\$0.00	\$23,979.79
Lot 5, Block 45 District Lots 189 AND 218 Group 1 Plan NWP4953 (5620 Bessborough Dr.)	\$21,546.46	\$2,219.26	\$23,765.72	\$0.00	\$23,765.72

Storm Extension – 2015 D-04 – 04 Irmin
 Actual Cost: \$146,238
 Completion Date: Dec 23, 2015

Benefiting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
East 66 Feet Lot "A" District Lot 97 Group 1 Plan NWP4317 (5970 Irmin Street)	\$36,576.33	\$4,255.74	\$40,832.07	\$0.00	\$40,832.07
Lot B Block 31 District Lot 97 Group 1 Plan EPP45092 (6010 Irmin Street)	\$33,256.09	\$3,869.42	\$37,125.51	\$0.00	\$37,125.51
Lot 6 Block 31 District Lot 97 Group 1 Plan NWP1312 (6030 Irmin Street)	\$36,576.33	\$4,255.74	\$40,832.07	\$0.00	\$40,832.07

Storm Extension: 82854 - Sea Ave N
 Actual Cost: \$169,878.00
 Completion Date: Sept 13, 2016

Benefiting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot A, District Lot 218 NWD Plan 9837 (184 Sea Av N)	\$13,485.03	\$0.00	\$13,485.03	\$13,485.03	\$0.00
Lot B, District Lot 218 Plan NWP9837 (178 Sea Av N)	\$26,970.05	\$2,427.48	\$29,397.53	\$0.00	\$29,397.53
Lot 12, District Lot 218 Plan NWP4953 (140 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 11, District Lot 218 Plan NWP4953 (138 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 10, District Lot 218 Plan NWP4953 (120 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 9, District Lot 218 Plan NWP4953 (110 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 8, District Lot 218 Plan NWP4953 (98 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 7, District Lot 218 Plan NWP4953 (96 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 6, District Lot 218 Plan NWP4953 (94 Sea Av N)	\$10,754.04	\$967.93	\$11,721.97	\$0.00	\$11,721.97
Lot 5, District Lot 218 Plan NWP4953 (84 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 4, District Lot 189 Plan NWP4953 (64 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 3, District Lot 189 Plan NWP4953 (50 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 2, District Lot 218 Plan NWP4953 (18 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08
Lot 1, District Lot 218 Plan NWP4953 (12 Sea Av N)	\$10,788.08	\$971.00	\$11,759.08	\$0.00	\$11,759.08

Storm Extension: 82972 - Warwick Av N
 Actual Cost: \$58,430.00
 Completion Date: Sept 13, 2016

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 42, District Lot 218 Plan NWP4953 (51 Warwick Av N)	\$11,688.50	\$1,052.04	\$12,740.54	\$0.00	\$12,740.54
Lot 44, District Lot 218 Plan NWP4953 (25 Warwick Av N)	\$11,685.38	\$1,051.76	\$12,737.14	\$0.00	\$12,737.14
Lot 45, District Lot 218 Plan NWP4953 (15 Warwick Av N)	\$11,685.38	\$1,051.76	\$12,737.14	\$0.00	\$12,737.14
Lot 46, District Lot 218 Plan NWP4953 (5 Warwick Av N)	\$11,685.38	\$1,051.76	\$12,737.14	\$0.00	\$12,737.14

Storm Extension: 83129 - Boxer St
 Actual Cost: \$26,201.00
 Completion Date: April 16, 2017

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 9, District Lot 156 Plan NWP21220 (4192 Boxer St)	\$8,368.34	\$585.32	\$8,953.66	\$0.00	\$8,953.66
Lot 17, District Lot 156 Plan NWP20310 (4204 Boxer St)	\$9,399.58	\$657.45	\$10,057.03	\$0.00	\$10,057.03

Schedule A

Part 2 - New Additions

Storm Extension: 83059 - 8249 18th Ave
 Actual Cost: \$162,887.49
 Completion Date: September 6, 2017

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot A, District Lot 25 Plan NWP27683 (8255 18th Ave)	\$30,565.01	\$1,752.25	\$32,317.27	\$0.00	\$32,317.27
Lot 80, District Lot 25 Plan NWP27683 (8263 18th Ave)	\$30,591.42	\$1,753.77	\$32,345.18	\$0.00	\$32,345.18
Lot B, District Lot 25 Plan NWP13564 (8269 18th Ave)	\$30,624.54	\$1,755.67	\$32,380.20	\$0.00	\$32,380.20
Lot B, District Lot 25 Plan NWP13564 (8275 18th Ave)	\$30,401.33	\$1,742.87	\$32,144.20	\$0.00	\$32,144.20

Storm Extension: 83051-9035 Holmes
 Actual Cost: \$164,267.87
 Completion Date: September 6, 2017

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 38, District Lot 13 Plan NWP15469 (9015 Holmes St)	\$43,484.79	\$2,492.93	\$45,977.72	\$0.00	\$45,977.72
Lot 23, District Lot 13 Plan NWP3046 (9055 Holmes St)	\$42,262.41	\$2,422.85	\$44,685.27	\$0.00	\$44,685.27
Lot 22, District Lot 13 Plan NWP3046 (9079 Holmes St)	\$42,726.61	\$2,449.46	\$45,176.07	\$0.00	\$45,176.07

Storm Extension: 83135 - 4321 Hurst
 Actual Cost: \$257,514.00
 Completion Date: November 21, 2017

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 79, District Lot 149 Plan NWP41112 (4383 Hurst St)	\$31,759.02	\$1,607.77	\$33,366.79	\$0.00	\$33,366.79
Lot 8, District Lot 149 Plan NWP3159 (4373 Hurst St)	\$30,022.74	\$1,519.87	\$31,542.61	\$0.00	\$31,542.61
Lot 1, District Lot 149 Plan BCS2365 (4353 Hurst St)	\$33,485.38	\$1,695.17	\$35,180.54	\$0.00	\$35,180.54
Lot 102, District Lot 149 Plan NWP67188 (4347 Hurst)	\$17,960.45	\$909.23	\$18,869.68	\$0.00	\$18,869.68
Lot 101, District Lot 149 Plan NWP67188 (4343 Hurst St)	\$17,950.52	\$908.73	\$18,859.25	\$0.00	\$18,859.25
Lot 39, District Lot 149 Plan NWP34554 (4333 Hurst St)	\$33,024.73	\$1,671.85	\$34,696.58	\$0.00	\$34,696.58
Lot 38, District Lot 149 Plan NWP34554 (4329 Hurst St)	\$27,020.28	\$1,367.88	\$28,388.15	\$0.00	\$28,388.15

Storm Extension: 83145 - 3754 Imperial St
 Actual Cost: \$170,193.00
 Completion Date: Dec 18, 2017

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot C, District Lot 150 Plan NWP15320 (3730 Imperial St)	\$20,140.81	\$971.64	\$21,112.44	\$0.00	\$21,112.44
Lot 33, District Lot 150 Plan NWP17175 (3744 Imperial St)	\$25,809.43	\$1,245.10	\$27,054.53	\$0.00	\$27,054.53
Lot 32, District Lot 150 Plan NWP17175 (3750 Imperial St)	\$20,162.86	\$972.70	\$21,135.56	\$0.00	\$21,135.56
Lot A, District Lot 150 Plan NWP5034 (3762 Imperial St)	\$19,944.93	\$962.19	\$20,907.12	\$0.00	\$20,907.12

Lot A, District Lot 150 Plan NWP5034 (3770 Imperial St)	\$19,944.93	\$962.19	\$20,907.12	\$0.00	\$20,907.12
Lot 34, District Lot 150 Plan NWP21121 (3776 Imperial St)	\$20,140.81	\$971.64	\$21,112.44	\$0.00	\$21,112.44
Lot 35, District Lot 150 Plan NWP21121 (3786 Imperial St)	\$23,886.38	\$1,152.33	\$25,038.71	\$0.00	\$25,038.71

Storm Extension: 83143- 7657 Haszard St
Actual Cost: \$127,188.37
Completion Date: June 4, 2018

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 129, District Lot 86 Plan NWP1203 (7650 Haszard)	\$43,566.91	\$1,471.01	\$45,037.92	\$0.00	\$45,037.92
Lot A, District Lot 86 Plan NWP7907 (7666 Haszard)	\$21,392.97	\$722.32	\$22,115.29	\$0.00	\$22,115.29
Lot F, District Lot 85 Plan NWP17541 (7675 Haszard)	\$21,003.82	\$709.18	\$21,713.00	\$0.00	\$21,713.00
Lot G, District Lot 85 Plan NWP17541 (7665 Haszard)	\$21,937.34	\$740.70	\$22,678.04	\$0.00	\$22,678.04

Storm Extension: 83189 - Portland St
Actual Cost: \$152,126.00
Completion Date: June 5, 2018

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 10, District Lot 158 Plan NWP2077 (4917 Portland)	\$11,091.13	\$373.52	\$11,464.65	\$0.00	\$11,464.65
Lot 9, District Lot 158 Plan NWP2077 (4925 Portland St)	\$10,619.15	\$357.63	\$10,976.78	\$0.00	\$10,976.78
Lot 9, District Lot 158 Plan NWP2077 (4935 Portland St)	\$10,619.15	\$357.63	\$10,976.78	\$0.00	\$10,976.78
Lot 69, District Lot 158 Plan NWP37845 (4945 Portland St)	\$14,148.07	\$476.48	\$14,624.55	\$0.00	\$14,624.55
Lot 70, District Lot 158 Plan NWP37845 (4957 Portland St)	\$14,148.07	\$476.48	\$14,624.55	\$0.00	\$14,624.55
Lot 1, District Lot 158 Plan BCS3712 (4989 Portland St)	\$21,239.94	\$715.31	\$21,955.25	\$0.00	\$21,955.25
Lot E, District Lot 158 Plan NWP24035 (4930 Portland St)	\$28,055.53	\$944.85	\$29,000.38	\$0.00	\$29,000.38

Storm Extension: 83146 - 4550 Carson St
 Actual Cost: \$131,383.00
 Completion Date: June 12, 2018

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 15, District Lot 157 Plan NWP13355 (4492 Carson St)	\$20,567.18	\$680.19	\$21,247.37	\$0.00	\$21,247.37
Lot 14, District Lot 157 Plan NWP13355 (4506 Carson St)	\$19,211.08	\$635.34	\$19,846.43	\$0.00	\$19,846.43
Lot 13, District Lot 157 Plan NWP13355 (4516 Carson St)	\$20,175.80	\$667.25	\$20,843.05	\$0.00	\$20,843.05
Lot 12, District Lot 157 Plan NWP13355 (4528 Carson St)	\$20,175.80	\$667.25	\$20,843.05	\$0.00	\$20,843.05
Lot B, District Lot 157 Plan NWP13653 (4538 Carson St)	\$19,036.92	\$629.58	\$19,666.50	\$0.00	\$19,666.50
Lot D, District Lot 157 Plan NWP13653 (4560 Carson St)	\$15,457.31	\$511.20	\$15,968.51	\$0.00	\$15,968.51

Storm Extension: 83190 - Venables St
 Actual Cost: \$151,133.00
 Completion Date: Aug 7, 2018

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 1, District Lot 116 Plan NWP2223 (938 Ingleton Ave)	\$32,847.87	\$927.08	\$33,774.96	\$0.00	\$33,774.96
Lot 1, District Lot 116 Plan NWP2223 (3918 Venables St)	\$32,847.87	\$927.08	\$33,774.96	\$0.00	\$33,774.96
Lot 2, District Lot 116 Plan NWP2223 (3920 Venables St)	\$21,359.31	\$602.84	\$21,962.15	\$0.00	\$21,962.15
Lot 2, District Lot 116 Plan NWP2223 (3924 Venables St)	\$21,359.31	\$602.84	\$21,962.15	\$0.00	\$21,962.15
Lot 3, District Lot 116 Plan NWP2223 (3944 Venables St)	\$21,359.31	\$602.84	\$21,962.15	\$0.00	\$21,962.15

Storm Extension: 83147 - 6192 Elgin St
 Actual Cost: \$155,434.00
 Completion Date: Oct 19, 2018

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 39, District Lot 94 Plan NWP15393 (6050 Elgin Ave)	\$13,585.92	\$297.58	\$13,883.50	\$0.00	\$13,883.50
Lot 40, District Lot 94 Plan NWP 15393 (6070 Elgin Ave)	\$13,601.04	\$297.91	\$13,898.95	\$0.00	\$13,898.95
Lot 10, District Lot 94 Plan NWP14348 (6090 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 9, District Lot 94 Plan NWP14348 (6108 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 8, District Lot 94 Plan NWP14348 (6126 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 7, District Lot 94 Plan NWP14348 (6142 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 6, District Lot 94 Plan NWP14348 (6158 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 5, District Lot 94 Plan NWP 14348 (6176 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 3, District Lot 94 Plan NWP14348 (6210 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 2, District Lot 94 Plan NWP14348 (6230 Elgin Ave)	\$11,401.42	\$249.73	\$11,651.15	\$0.00	\$11,651.15
Lot 13, District Lot 94 Plan NWP1117 (6270 Elgin Ave)	\$14,232.87	\$311.75	\$14,544.62	\$0.00	\$14,544.62

Storm Extension: 83191 - Clinton St
 Actual Cost: \$106,414.00
 Completion Date: Oct 23, 2018

Benefitting Parcel	Fee on Completion Date	Accrued interest Effective July 1 2019	2019 rate (Bylaw)	Payments to Date	Outstanding Balance
Lot A, District Lot 158 Plan NWP6023 (5116 Clinton St)	\$18,602.10	\$401.01	\$19,003.11	\$0.00	\$19,003.11
Lot 2, District Lot 158 Plan NWP2094 (5128 Clinton St)	\$12,336.17	\$265.93	\$12,602.10	\$0.00	\$12,602.10
Lot 1, District Lot 158 Plan LMP4883 (5150 Clinton St)	\$12,349.30	\$266.22	\$12,615.51	\$0.00	\$12,615.51
Lot 2, District Lot 158 Plan LMP4883 (5166 Clinton St)	\$12,376.77	\$266.81	\$12,643.58	\$0.00	\$12,643.58
Lot 4, District Lot 158 Plan NWP2094 (5172 Clinton St)	\$12,472.64	\$268.88	\$12,741.51	\$0.00	\$12,741.51
Lot 90, District Lot 158 Plan NWP63359 (5182 Clinton St)	\$13,345.79	\$287.70	\$13,633.49	\$0.00	\$13,633.49
Lot 91, District Lot 158 Plan NWP63359 (5188 Clinton)	\$12,560.56	\$270.77	\$12,831.33	\$0.00	\$12,831.33



Item
Meeting..... 2019 May 21

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 May 08
FROM: DIRECTOR ENGINEERING **FILE:** 32000-05
SUBJECT: 2019 MAY ENGINEERING CAPITAL INFRASTRUCTURE FUNDING REQUEST
PURPOSE: To request the use of Sanitary Sewer Reserve 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 \$2,180,600 and the use of Sanitary Sewer Capital Reserve in the amount of \$172,800 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. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

- A Safe Community
 - Transportation safety –
Make City streets, pathways, trails and sidewalks safer.
- 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 MAY ENGINEERING CAPITAL
INFRASTRUCTURE FUNDING REQUEST
2019 May 08..... Page 3

These expenditures are included in the 2019 – 2023 Financial Plan and sufficient Capital Reserve and 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 Reserves Fund Bylaw in the amount of \$2,180,600 and the use of Sanitary Sewer Capital Reserve in the amount of \$172,800 to finance Engineering capital infrastructure improvement projects, as outlined in this report.



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

RS/FV/ac

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



TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 May 15

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.

RECOMMENDATION:

1. **THAT** the Committee forward this report to Council for information.

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, and to provide a look ahead at the upcoming work plan and schedule for these projects. This report also provides an update on four civic building projects currently administered by the Public Safety and Community Services Department, and the Parks, Recreation and Cultural Services Department.

2.0 POLICY FRAMEWORK

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
- **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

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15.....Page 2

- **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 established, 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 level of detail 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 this 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 is handed over to the recipient department to operate and administer the program and/or services.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: Major Civic Building Projects Status Update
 2019 May 15..... Page 3

4.0 MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

Project	Status/Phase
Burnaby Lake Aquatic and Arena Facility	Preliminary project development
Willingdon Community Centre Redevelopment	Preliminary project development
Confederation Park Community Centre	Preliminary project development
Cameron Community Centre, Pool and Library	Preliminary project development
South Burnaby Arena	Tendering
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
Metrotown Events Centre	Preliminary project development
Central Administrative Complex Space Needs Assessment	Preliminary project development
Fire Services Review	Preliminary project development
Burnaby Lake/ Deer Lake Pedestrian Overpass	Preliminary project development
Covered Sports Boxes	Feasibility Study

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 of CG Brown Memorial Pool and Burnaby Lake Ice Rink has been identified as a priority community amenity project. The new aquatic and arena facilities are proposed to be developed on the existing site 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.

To: *Financial Management Committee*
 From: *Major Civic Building Project Coordination Committee*
 Re: *Major Civic Building Projects Status Update*
 2019 May 15..... Page 4

4.1.2 Project Status

Preliminary Project Development

The RFP for consulting services closed on 2019 February 26, and following a comprehensive evaluation and interview process, a report was subsequently advanced to Council on 2019 March 25 recommending that HCMA Architecture + Design (HCMA) be retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study scopes of work.

A Client/Architect Agreement has been executed with HCMA, which includes an option to proceed to phase 2 of the project (which includes detailed design, tendering, and construction), subject to Council approval.

HCMA, in co-ordination with City staff, are now actively developing the public engagement strategy, and undertaking a transportation study. The results of this work will inform the development of a preliminary building program and development strategy options, which are scheduled to be presented to Council in mid-summer 2019.

As noted in the previous update report, the City is independently retaining geotechnical, environmental, and quantity surveying (cost consultant) services for this project. An Environmental Site Assessment has been completed, which recommended no further investigation of the site. The geotechnical site report is expected by the end of 2019 May, and an RFP for quantity surveying services is anticipated to be issued within the next two to three weeks.

In terms of an overall schedule for this project, HCMA is working towards a compressed project schedule, which targets tendering of the project for construction in early 2021, with an estimated project completion date of mid-2022. It is noted that these dates are estimates and may change as the building program is further developed.

4.2 Willingdon Community Centre Redevelopment

4.2.1 Project Description

The redevelopment of the Willingdon Community Centre within Willingdon Heights Park has been identified as a priority community amenity project. The replacement community centre is proposed to be located within 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 facilities at Confederation Park, so as to ensure an appropriate mix of services between the two facilities.

To: Financial Management Committee
 From: Major Civic Building Project Coordination Committee
 Re: Major Civic Building Projects Status Update
 2019 May 15.....Page 5

4.2.2 Project Status

Preliminary Project Development

The RFP for consulting services closed on 2019 March 19, and following a comprehensive evaluation and interview process, a report was subsequently advanced to Council on 2019 May 13 recommending that Taylor Kurtz Architecture and Design (TKAD) be retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study scopes of work.

Staff are currently preparing the Client/Architect Agreement for execution with TKAD. The agreement, which is anticipated to be agreed and signed within the next 3 weeks, will include an option to proceed to phase 2 of the project (which includes detailed design, tendering, and construction), subject to Council approval.

The City is independently retaining geotechnical, environmental, and quantity surveying services for this project. An Environmental Site Assessment has been completed, which recommended no further investigation of the park site. A geotechnical consultant (Thurber) has been retained, and is currently conducting the site investigation. An RFP for quantity surveying services is anticipated to be issued in 2019 June.

In terms of an overall schedule for this project, TKAD has proposed a compressed project schedule, which targets tendering of the project for construction in spring 2021, with an estimated project completion date of winter 2022. It is noted that these dates are estimates and may change as the building program is further developed.

4.3 Confederation Park Community Centre

4.3.1 Project Description

A need has been identified for additional community dryspace at Confederation Park, to help serve the needs of a growing population in the City's Northwest Quadrant. The intent is to integrate the new construction with the existing Eileen Dailly Leisure Pool and Fitness Centre, so as to maximize operational efficiencies and provide a seamless user experience. The building program for this facility will be developed further as part of the feasibility study, but is expected to include gymnasium space, expanded exercise rooms, and multi-purpose meeting space.

4.3.2 Project Status

Preliminary Project Development

An RFP for consulting services was issued on 2019 April 11, and is scheduled to close on 2019 May 16, after which a two to three week evaluation process of the 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

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15.....Page 6

consulting firm. An award of contract to the successful consulting firm is anticipated in 2019 June.

The City is independently retaining geotechnical, environmental, and quantity surveying services for this project. An Environmental Site Assessment has been completed, which recommended no further investigation of the park site. An RFP for geotechnical services has now closed and proposals are currently being evaluated, with a view to the successful proponent mobilizing onsite within the next three to four weeks. An RFP for quantity surveying services is anticipated to be issued in 2019 June.

In terms of an overall schedule for this project, a more detailed schedule estimate will be provided once a consulting firm is retained; however, the design and construction of the new centre is anticipated to closely follow the proposed community centre at Willingdon Heights, resulting in an estimated project completion date of early 2023.

4.4 Cameron Community Centre, Pool and Library

4.4.1 Project Description

The redevelopment of the Cameron Recreation Complex has been identified as a priority community amenity project. The new community centre and library are proposed to be developed on the existing site 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, multi-purpose meeting rooms, and an expanded library.

4.4.2 Project Status

Preliminary Project Development

Issuance of an RFP for consulting services for the new community centre, pool and library at Cameron Park is anticipated to be issued in summer 2019.

The City is independently retaining geotechnical, environmental, and quantity surveying services for this project. An Environmental Site Assessment has been completed, which recommended no further investigation of the park site. An RFP for geotechnical services is being prepared by staff for issuance in 2019 June. An RFP for quantity surveying services is anticipated to be issued in late summer 2019.

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. A more detailed schedule estimate will be provided once a consulting firm is retained for the project.

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15.....Page 7

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.

4.5.2 Project Status

Development Approvals

A PPA (PPA Reference #18-143) and BP application (BP Reference #18-1272) have been submitted and are currently under review. Reviews of both the PPA and BP are anticipated to be completed by the end of 2019 May.

Tendering

Final tender documents were completed mid-March and a class A costing was undertaken to ensure alignment with the estimated budget. The pre-qualification process of 6 general contractors and various key sub-trades has been completed. The project is currently out for tender, and is scheduled to close on 2019 May 22. After the tender has closed, the bids will be evaluated and qualified for completeness. Two reports will be advanced to the 2019 May 27 Council meeting for funding approval and award of contract. Staff anticipate a Letter of Intent to be forwarded shortly thereafter to the successful general contractor, and the conditions of the CCDC 2 contract including Fair Wages Schedules are anticipated to be completed and signed before the end of 2019 June.

Construction

Construction is expected to commence in 2019 July, with an estimated construction period of 24 months. The project is expected to be completed in the 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.

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15..... Page 8

4.6.2 Project Status

Development Approvals

The Building Permit (BP Reference #18-970) for the modular childcare building was issued in 2019 March.

Construction

Bulk excavation works have commenced onsite, and the relocation of existing site services is underway. Construction of the modular building is anticipated to be completed by fall 2019.

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

The Building Permit (BP Reference #18-971) for the modular childcare building was issued in 2019 March.

Construction

Site preparations have commenced. Topsoil has been removed, readying the site for bulk excavation and civil works to begin. Construction of the modular building is anticipated to be completed by fall 2019.

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 June.

To: *Financial Management Committee*
 From: *Major Civic Building Project Coordination Committee*
 Re: *Major Civic Building Projects Status Update*
 2019 May 15..... Page 9

Tendering

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

Construction

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

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

Feasibility Study

City staff are actively working with the Burnaby School District to determine the siting and programming of the proposed Cascade Heights childcare centre within the Cascade Heights Elementary School lands. The Burnaby School District 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

The feasibility of adding full emergency backup power to the Edmonds Community Centre, Bonsor Recreation Complex, and the Shadbolt Centre for the Arts, is being explored in order to increase the emergency-preparedness of the City.

4.10.2 Project Status

Feasibility Study

Feasibility studies for the Edmonds Community Centre, Bonsor Recreation Complex, and the Shadbolt Centre for the Arts are complete. The findings of the feasibility studies were presented to the Major Civic Building Project Coordination Committee (MCBPCC) on 2019 February 14. Based on the findings presented, it was determined that installation of emergency generators would be recommended at both Bonsor and Edmonds Community Centres, but not at the Shadbolt Centre for the Arts. Further site investigation and costing analysis is required to determine the optimal locations at both Bonsor and Edmonds Community Centres. This work is anticipated to be complete by 2019 June.

To: *Financial Management Committee*
 From: *Major Civic Building Project Coordination Committee*
 Re: *Major Civic Building Projects Status Update*
 2019 May 15..... Page 10

Once the additional site investigation and cost analysis is complete, a report will be advanced to Council with recommendations for advancing design work on the selected locations.

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 has 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.

4.11.2 Phase I Status

Construction

The construction of Phase 1 of the Laurel Street Works Yard redevelopment project (Yard Building) is nearing completion. The general contractor (Chandos Construction Ltd.) has completed all civil work, concrete work and structural steel work. Roofing, cladding, masonry and asphalt paving work have all been recently completed. Mechanical and electrical work are nearing completion. The yard building will be completed by 2019 June, within the project's original budget.

4.11.3 Phase 2 Status

Tendering

On 2019 April 10, the City conducted a second Public Open House and created a project-specific webpage to keep the neighbourhood informed. The detailed design of Phase II (Main Building) is complete. Additional environmental testing was completed in early May. Once the test results and final tender documents are received, the construction project will be tendered as a lump-sum contract to prequalified general contractors on BC Bid.

Construction

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

4.12 Metrotown Events Centre

4.12.1 Project Description

The development of a performance/events and conference centre within Downtown Metrotown is being explored. This new centre is intended to be a civic venue that will enhance the cultural

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15..... Page 11

and entertainment facilities in Burnaby, providing a venue for large assemblies in purpose-designed spaces for events and presentations.

4.12.2 Project Status

Preliminary Project Development

Staff are currently preparing an RFP for consulting services to undertake a needs assessment and develop a comprehensive program and business case for the successful development and operations of a new events centre in Metrotown. Through this work, several sites within the Metrotown Downtown Plan area will be assessed for their desirability and feasibility of accommodating the events centre. The RFP is anticipated to be issued during summer 2019. A more detailed project schedule will be provided once a consultant is retained for this project.

4.13 Central Administrative Complex Space Needs Assessment

4.13.1 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. This project is currently administered by the Public Safety and Community Services Department.

4.13.2 Project Status

Preliminary Project Development

Public Safety and Community Services Department staff are currently in the process of preparing an RFP for issuance in the next four to six weeks. 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.

4.14 Fire Services Review

4.14.1 Project Description

This service 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. This project is currently administered by the Public Safety and Community Services Department.

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15..... Page 12

4.14.2 Project Status

Preliminary Project Development

Public Safety and Community Services Department staff are currently in the process of developing an updated RFP for issuance in 2019 June. An updated RFP is required due to inadequate proposals received in response to the first RFP issued earlier this year. The service review is anticipated to be completed by the end of 2019.

4.15 Burnaby Lake/ Deer Lake Pedestrian Overpass

4.15.1 Project Description

A new crossing(s) over the Trans-Canada Highway are being explored to improve connectivity between Burnaby Lake, Deer Lake Park, and Robert Burnaby Park. This project is currently administered by the Parks, Recreation and Cultural Services Department.

4.15.2 Project Status

Preliminary Project Development

On 2019 April 04, the Parks, Recreation and Culture Commission approved funding to undertake a feasibility study for the siting and high level costing of a pedestrian and cycling bridge across the Trans-Canada Highway. A report will be advanced to the 2019 May 27 Council meeting for final funding approval. Once funding is in place, Parks staff will issue an RFP for consulting services to undertake the feasibility study. Staff anticipate selecting the prime consultant in mid-July, and estimate completion of the feasibility study by 2019 December. Upon completion of the study, the findings would be brought forward for Council’s consideration before advancing the project further.

4.16 Covered Sports Box

4.16.1 Project Description

The suitability and feasibility of covering existing sports boxes in North and South Burnaby is being explored, with the intent of extending the use of these facilities in all weather conditions. This project is currently administered by the Parks, Recreation and Cultural Services Department.

4.16.2 Project Status

Preliminary Project Development


Parks staff had been engaged in site analysis to determine the feasibility of accommodating a covered sports box within the Central Valley Precinct. No suitable sites were identified due to poor soil conditions and potential land requirements for other major projects within the precinct.

To: Financial Management Committee
From: Major Civic Building Project Coordination Committee
Re: Major Civic Building Projects Status Update
2019 May 15..... Page 13

Parks staff are now evaluating the suitability and feasibility of covering existing sport boxes in South Burnaby (Jack Crosby outdoor lacrosse box) and Confederation Park in North Burnaby. Through this work, preliminary costing parameters and delivery timelines will be explored. Once this work is complete, staff will bring forward a report to Commission and Council with the findings of the work and a project plan.

5.0 CONCLUSION AND NEXT STEPS


Further updates on major civic building projects will be provided in a regular quarterly report to Committee and Council, in addition to a verbal project status update at each Financial Management Committee meeting.



E.W. Kozak, Chair, Major Civic Building Project
Coordination Committee



Leon Gous, Director Engineering

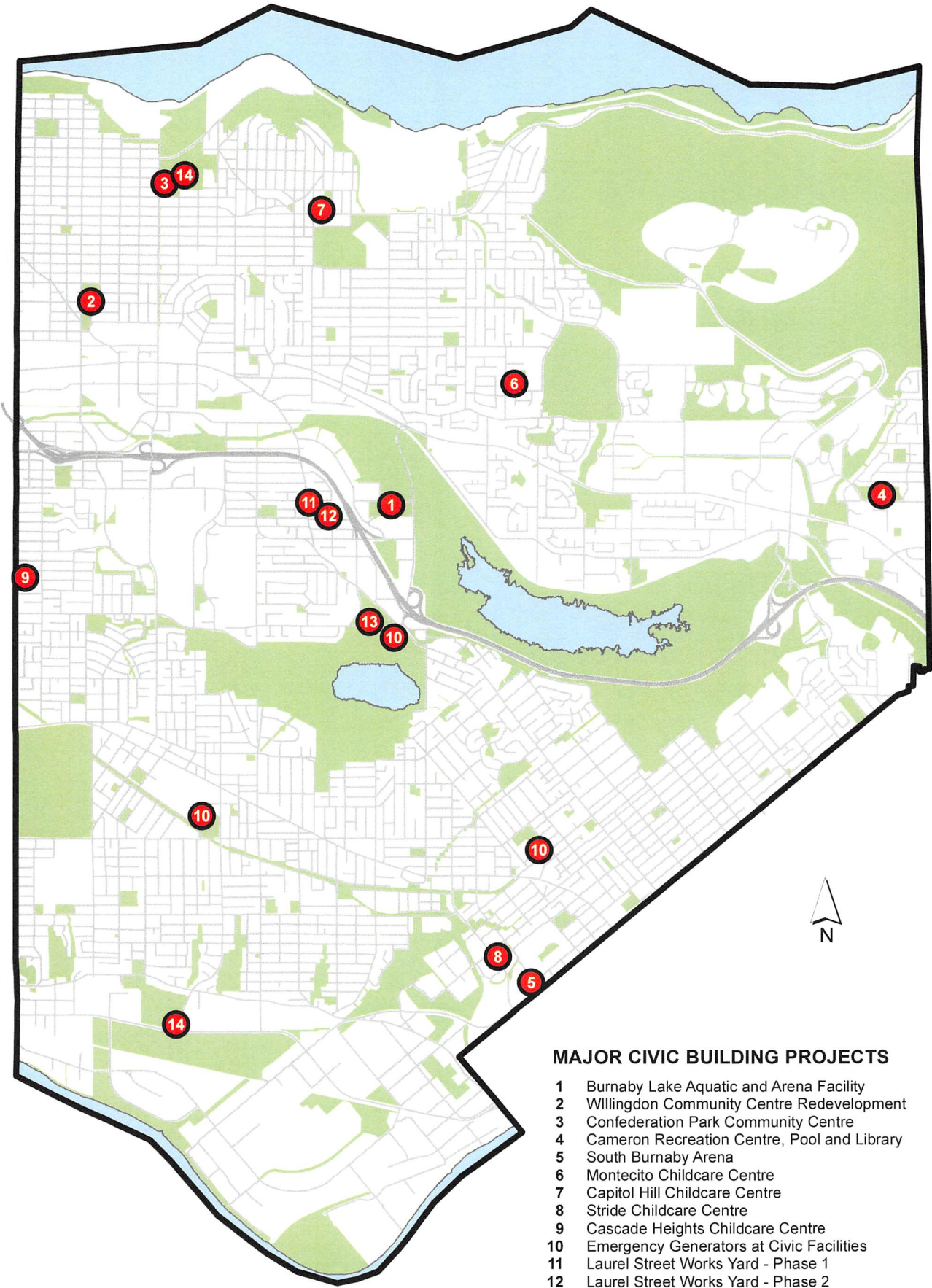


Dave Ellenwood
Director Parks, Recreation and Cultural Services

MN:sla
Attachment

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

\\Filesrv\4\Civic_Bldg_Projects\General\Quarterly Status Update Reports\Major Civic Building Projects Status Update (2019.05.21).Docx



MAJOR CIVIC BUILDING PROJECTS

- 1 Burnaby Lake Aquatic and Arena Facility
- 2 Willingdon Community Centre Redevelopment
- 3 Confederation Park Community Centre
- 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
- 14 Covered Sports Boxes