



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 JUNE 18

TIME: 5:00 p.m.

PLACE: Clerk's Committee Room, Burnaby City Hall

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
a)	Minutes of the Financial Management Committee Open meeting held on 2019 May 21	1
3.	<u>PRESENTATION</u>	
a)	Major Civic Building Projects Status Update <u>Presenter:</u> John Cusano, Assistant Director - Civic Building Projects	
4.	<u>CORRESPONDENCE</u>	
a)	Memorandum from the Director Finance Re: Financial Report as at 2019 Period 05	7
5.	<u>REPORTS</u>	
a)	Report from the Chief Information Officer Re: June 2019 Information Technology Capital Program	20
b)	Report from the Director Engineering Re: 2019 June Engineering Capital Infrastructure Funding Request	28
c)	Report from the Director Engineering Re: Sidewalk Construction Program Update	33
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6. **NEW BUSINESS**

7. **INQUIRIES**

8. **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 **Tuesday, 2019 May 21** at 5:00 p.m.

1. CALL TO ORDER

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

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Mr. Bob Klimek, Deputy Director Finance
Mr. Denis Nokony, Assistant Director, Cultural Services
Mr. Ed Kozak, Director Planning and Building
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Director - 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 5:06 p.m.

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

2. MINUTES

- a) **Minutes of the Financial Management Committee Open meeting held on 2019 April 24**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Open Financial Management Committee meeting held on 2019 April 24 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) Correspondence from the Heights Merchants Association
Re: 2019-2020 Budget and Levy Advance

Correspondence was received from Ms. Darby Honeyman, President, Board of Directors, Heights Merchants Association, requesting a \$100,000 advance on the association's 2019-2020 levy to assist with the 2019 Hats Off Day bill payments and summer staff payroll expenses.

This matter was addressed under Item 4(a) of the agenda.

4. REPORTS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Director Finance
Re: Heights Business Improvement Area Advance

The Director Finance submitted a report seeking approval for an advance of funds to the Heights Merchants Association.

The Director of Finance recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: City Investments - Municipal Finance Authority - New Mortgage Fund

The Director Finance submitted a report providing an update on the new Municipal Finance Authority Mortgage Fund.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Gas Tax Update

The Director Finance submitted a report providing an update on the Federal Gas Tax Program and recent federal budget announcement for additional gas tax funding to municipalities.

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: Regional Transportation (TransLink) DCC

The Director Finance submitted a report providing an overview of the new Regional Transportation (TransLink) Development Cost Charge (DCC) and how it applies to Burnaby.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion and without objection by any member, the Committee requested that staff calculate the expected amount of DCCs payable by the City for City projects to TransLink for the construction or expansion of regional transportation projects.

Staff undertook to provide the information for the upcoming major civic building projects.

During additional discussion, the Committee expressed concerns regarding TransLink's DCC fees, their impact on housing affordability, cost implications for the City, and omission of seniors' housing from the list of fee waivers or reductions. The Committee recommended that His Worship, Mayor Hurley, raise the concerns with other Mayors on TransLink's Mayors' Council.

His Worship, Mayor Hurley, undertook to follow-up.

e) Report from the Director Engineering
Re: Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017 - Fee Schedule Update

The Director Engineering submitted a report seeking authority to update the fee schedule in the Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017.

The Director Engineering recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of Sanitary Sewer Reserve and 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 \$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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

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

Staff advised of the following planned public engagement workshops for the Burnaby Lake Aquatic Centre and Arena Facility:

- Focus group workshops: May 22 at Burnaby Village Museum; and May 23 at Shadbolt Centre for the Arts;
- Pop-up events: June 01 at Hats Off Day; June 15 at the City's kiosk at Metropolis, Metrotown; June 22 at the Lougheed Mall; and July 01 at Edmonds Community Centre; and
- Open House: June 19, 5:00-8:00 p.m. at CG Brown Pool.

The Major Civic Building Project Coordination Committee recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

5. NEW BUSINESS

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

6. INQUIRIES

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

7. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:22 p.m.

Nikolina Vracar
Administrative Officer

Mayor Mike Hurley
CHAIR



Finance Department

INTER-OFFICE MEMORANDUM

TO:	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	DATE:	2019 June 18
FROM:	DIRECTOR FINANCE	FILE:	7600-20
SUBJECT:	FINANCIAL REPORT AS AT 2019 PERIOD 05		

The purpose of this memorandum is to provide the Financial Management Committee with an overview of the City's financial activity as of the end of Period 05 and to compare that activity with the 2019-2023 Financial Plan adopted by Council on 2019 May 13.

The City of Burnaby uses four week accounting periods to capture budget and posted accounting data. Therefore, this report is based on revenue and expenditure figures for closed 2019 Periods 01 to 05 (2019 January 01 to 2019 May 12).

The City has accrued significant known expenditures for Period 05 reporting, therefore expenditures reflect costs incurred to date for goods and services that have been delivered but not billed.

In Tables 1 and 2, the Period 05 Variance is the difference between Period 05 Actual and Period 05 Budget. A positive amount is a favourable variance which could result from either lower expenditure or higher revenue compared to budget. A negative amount is an unfavourable variance which could result from either higher costs or lower revenue compared to budget. Variances identify any pressures or opportunities on the operating budget. Departments are continuing to proactively monitor their actual results compared to the approved budget on a monthly basis.

1.0 OPERATING BUDGETS

1.1. *General Revenue Fund – Operations*

The Corporate Strategic Plan continues to guide the departments in the delivery of services through the goals of A Safe Community, A Connected Community, An Inclusive Community, A Healthy Community, A Dynamic Community and A Thriving Organization. As a result, the City has continued to make positive progress with operating initiatives and have completed numerous activities thus far.

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The following is a list of some achievements to the end of 2019 Period 05:

- Burnaby Public Library continues to enhance its partnerships with local organizations. Connections built so far in 2019 have included an Arabic Women group that meets monthly at the Edmonds Community Resource Centre, clients in the MOSAIC's Refugee Training and Employment program, and a group of job seekers who learned how the library's online resources that can support their job search and skills building.
- In 2019 May, the Business Licence Office with the cooperation of the RCMP has launched the Burnaby Mobilization and Resiliency Table (BMART). BMART is a group of multi-sector service providers that target resources to assist individuals or families that are experiencing immediate risk of harm. Funding for this initiative was provided through a provincial grant by the Ministry of Public Safety and Solicitor General (Office of Crime Reduction and Gang Outreach).
- The Burnaby Fire Department has initiated a new internal program for the development and proactive support of its personnel with regard to positively managing and caring for the mental health impacts on firefighters. The program utilizes a highly acclaimed and successful format developed by a cooperative of mental health professionals and fire service representatives.
- The Solid Waste & Recycling Division of the Engineering Department commenced a resident drop-off collection at the Eco-Centre for poly-laminated plastic packaging (Cat 9) which includes: crinkly wrappers and bags, non-food protective packaging, and stand-up and zipper lock pouches. The collection of this type of packaging is significant as it represents a trend in the packaging content used today by manufacturers to facilitate transport and increase shelf life.
- The Revenue Services Division of the Finance Department successfully went live with the City's new property tax and utility system, Tempest. The system now offers considerable functionality improvements for the City as well as providing customers with a new online platform which customers can now view their accounts, enroll in e-billing, make payments and claim their annual home owner grants.
- The City continued the operations of four warming centres that were initially opened in 2018 December at Swangard Stadium, Kensington Pitch and Putt, Beresford Civic Operations Centre, and South Central Youth Centre. With the return of warmer weather, three of the four centres closed at the end of 2019 March. The City will continue operations at the Beresford centre until further notice to provide continuity of services until other homelessness initiatives are operational. There were a total of 2,575 visits to the centres over 109 nights between 2018 December 12 and 2019 March 31. Since the closures of the three other centres, the Beresford Centre has seen a peak attendance of 29 people in one night and accommodates an average of 21 persons per night.

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- The Burnaby Art Gallery kicked off the year with a traveling exhibition from the Canadian Museum of History, Picturing Arctic Modernity: North Baffin Drawings from 1964. The exhibition and related programs drew many visitors and scholars.

Overall, the City is in a favourable position of \$6.0M at the end of Period 05. Table 1 summarizes Period 05 General Revenue Operating results.

It is anticipated at this time that operating results will remain in a favourable position of approximately \$7.2M at year end. The forecasted favourable position is mainly attributable to higher than anticipated permit revenues driven by continued construction activity throughout the City, as well as, savings in the RCMP contract and staff vacancies in various departments.

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Table 1 – Revenue and Expenditure by Department to Period 05

Department - Revenue	P05 Actual	P05 Budget	P05 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	8,075	9,808	(1,733)	(17.7%)	355,500*	-
Human Resources	4,290	14,805	(10,515)	(71.0%)	623,578*	-
Burnaby Public Library	657,726	627,249	30,477	4.9%	1,406,172*	20,100
Information Technology	2,534	-	2,534	0.0%	1,151,793*	(339,500)
Corporate Services Administration	26,430	23,750	2,680	11.3%	447,500*	-
City Clerk	56	-	56	0.0%	500	-
Legal Services	113,272	98,842	14,430	14.6%	425,275	126,000
Citizen Support Services	263,375	355,288	(91,913)	(25.9%)	623,350*	(84,100)
Public Safety & Community Services Administration	28,629	17,308	11,321	65.4%	170,000*	-
Business Licence & Property Management	7,793,228	7,660,263	132,965	1.7%	15,189,106	92,000
Burnaby Fire	161,543	54,203	107,340	198.0%	782,000*	105,000
RCMP Burnaby Detachment	343,034	283,765	59,269	20.9%	3,320,505*	40,500
Engineering	6,320,580	6,096,663	223,917	3.7%	22,857,920*	200,000
Finance	167,261	222,308	(55,047)	(24.8%)	982,785*	(236,800)
Planning & Building	9,048,035	7,225,710	1,822,325	25.2%	18,660,532*	4,323,000
Parks, Recreation & Cultural Services	12,593,467	12,035,104	558,363	4.6%	34,525,700*	1,550,700
Fiscal Items	9,905,052	9,614,871	290,181	3.0%	35,959,782*	(632,300)
Tax Levy for City Services	-	-	-	0.0%	273,077,700	607,100
Total Revenue	\$47,436,586	\$44,339,937	\$3,096,649	7.0%	\$410,559,697	\$5,771,700

Department - Expenditures	P05 Actual	P05 Budget	P05 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	1,125,972	1,010,231	(115,741)	(11.5%)	3,073,010*	-
City Manager's Office	218,052	228,201	10,149	4.4%	626,857	-
Human Resources	1,654,161	1,860,997	206,836	11.1%	5,045,224*	(285,000)
Burnaby Public Library	5,846,662	5,890,665	44,003	0.7%	15,190,642*	(18,100)
Information Technology	9,736,927	9,951,800	214,873	2.2%	25,935,269*	419,700
Corporate Services Administration	860,894	945,978	85,084	9.0%	2,913,039*	14,000
City Clerk	646,225	703,009	56,784	8.1%	1,956,852	50,000
Legal Services	534,981	554,119	19,138	3.5%	1,799,946	(103,600)
Citizen Support Services	373,944	368,589	(5,355)	(1.5%)	1,177,385*	84,100
Public Safety & Community Services Administration	560,287	636,744	76,457	12.0%	1,864,008*	60,000
Business Licence & Property Management	3,424,148	3,648,590	224,442	6.2%	10,955,077	17,000
Burnaby Fire	15,992,000	16,007,012	15,012	0.1%	44,363,012*	(201,200)
RCMP Burnaby Detachment	15,390,861	16,126,953	736,092	4.6%	63,471,414*	700,000
Engineering	28,683,479	29,754,203	1,070,724	3.6%	83,007,772*	(950,000)
Finance	4,326,773	4,978,195	651,422	13.1%	13,676,710*	1,272,500
Planning & Building	5,238,267	5,667,438	429,171	7.6%	16,392,624*	704,000
Parks, Recreation & Cultural Services	33,130,974	32,479,885	(651,089)	(2.0%)	95,249,003*	(1,415,800)
Fiscal Items	10,040,902	9,842,045	(198,857)	(2.0%)	23,861,851*	1,096,500
Total Expenditures	\$137,785,508	\$140,654,657	\$2,869,149	2.0%	\$410,559,697	\$1,444,100
Net Result	(\$90,348,921)	(\$96,314,720)	\$5,965,799		-	\$7,215,800

*2019 Annual Budget includes budgeted funding and expenditures for operating initiatives approved from one-time funding including Stabilization, Surplus, Gaming and Gaming Interest.

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The major revenue and expenditure variances for Period 05 in the General Revenue Operations are as follows:

Revenues are favourable by \$3.1M or 7.0%:

Planning & Building: A favourable variance of \$1.8M is primarily due to higher than anticipated permits & fee revenues from strong development activity within the City. It is estimated at year end that the favourable variance will be \$4.3M as development activity within the City is projected to continue throughout the year.

Parks, Recreation and Cultural Services: A favourable variance of \$0.6M is primarily due to higher than anticipated revenues of: \$0.4M in food services, \$0.1M from program registration at recreational facilities, and \$0.1M from the Parks Division related to tree removal fees, recoveries and donations. It is anticipated that the favourable variance will increase to \$1.5M by year end primarily due to continued strong revenues in the Food Services Division as well as higher user fee revenues from the Recreation and Golf Divisions.

Fiscal: A favourable variance of \$0.3M is mainly due to higher than anticipated WCB rebates and external recoveries. It is expected that this favourable variance will reduce to \$0.6M unfavourable by the end of the year. This is primarily due to a forecast of a higher allocation of investment income to capital reserves rather than operating reserves, thus contributing to the overall reduction in fiscal revenue in the General Operating Fund.

Expenditures are favourable by \$2.9M or 2.0%:

Human Resources: A favourable variance of \$0.2M is primarily due staffing levels. It is anticipated that expenditures will become unfavourable by \$0.3M due to higher than anticipated external legal expenses.

Information Technology: A favourable variance of \$0.2M currently exists due to staffing levels. This variance is expected to increase to \$0.4M from continued savings due to staffing levels.

RCMP Burnaby Detachment: A favourable variance of \$0.7M is primarily attributable to RCMP contract savings of \$0.6M from continued RCMP vacancies and \$0.1M due to civilian staffing vacancies. This variance is expected to remain the same by year end due to continued vacancies in both the RCMP contract and civilian staffing.

Engineering: A favourable variance of \$1.0M is largely due to the timing of expenditures in various operating accounts such as contracted services, consulting services and building services. It is projected that by year end this variance will become unfavourable by \$1.0M primarily due to operations ramping up for the summer/fall months and the projected costs for the level of service related to snow and winter activities.

Finance: A favourable variance of \$0.6M is primarily due to \$0.5M from compensation savings related to current staffing levels and lower activity of \$0.1M in consulting, contracted services, and materials and supplies. This variance is expected to increase to \$1.3M favourable by year end primarily due to the timing in filling vacancies.

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Planning & Building: A favourable variance of \$0.4M is mainly due to savings attributed to current staff levels. This variance is expected to be \$0.7M favourable by year end primarily due to the timing in filling vacancies.

Parks, Recreation and Cultural Services: An unfavourable variance of \$0.7M is primarily due to higher than anticipated materials and supplies related to snow removal and the City's four warming shelters. It is anticipated that by year end, this variance will increase to \$1.4M mainly due to the continued operations of the warming centres as well as higher food & bar supplies for food services due to increased activity.

Fiscal: An unfavourable variance of \$0.2M currently exists and is largely due higher than anticipated maintenance related to private crossings and other third party service connections; however, there is a corresponding increase in external recoveries to cover these expenditures. It is anticipated that this variance will be favourable by \$1.1M primarily due to savings in employee benefits as a result of lower than anticipated staffing levels due to vacancies as well as lower than anticipated property tax assessment appeals.

1.2. Waterworks Utility and Sanitary Sewer Operations

Table 2 summarizes Period 05 Waterworks Utility and Sanitary Sewer operating results which show a favourable net variance of \$0.7M. Of this favourable net variance, \$0.1M is related to Waterworks Utility and \$0.6M is related to Sanitary Sewer.

Revenues are unfavourable by \$0.4M due to secondary suites program credits; however, expenditures are favourable by \$1.1M as a result of compensation savings and lower contracted services and consulting in relation to maintenance activity.

It is estimated at this time that by year end, both the Waterworks Utility and Sanitary Sewer will each show a favourable net variance of \$0.5M for a combined favourable net variance of \$1.0M due to continued savings from staffing levels and lower than anticipated maintenance activity in both Utilities.

Table 2 – Waterworks Utility and Sanitary Sewer - Revenue and Expenditure to Period 05

	P05 Actual	P05 Budget	P05 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	66,423,152	66,799,898	(376,746)	(0.6%)	100,952,939	-
Expenditures	10,366,270	11,490,029	1,123,759	9.8%	100,952,939	1,000,000
Net Result	\$56,056,882	\$55,309,869	\$747,013	1.4%	-	\$1,000,000

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2.0 CAPITAL PLAN

The Capital Plan for 2019 is \$254.6M. The 2019 capital expenditures to the end of Period 05 are \$21.5M. To date, 8.5% of the planned capital expenditures have been spent compared to 9.0% in the same period for 2018.

2.1 Capital Expenditure Summary

	Period 05 Actual	2019 Annual Plan	Remaining Plan	Period 05 Actual to Plan %
Total	\$21,548,551	\$254,620,700	\$233,072,149	8.5%

2.2 2019 Capital Expenditures by Departmental Program

Department	2019 Annual Plan	2019 Reallocations/ Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
OFFICE OF THE CITY MANAGER					
BURNABY PUBLIC LIBRARY					
LIBRARY BUILDINGS	1,055,000	158,000	1,213,000	81,461	1,131,539
LIBRARY VEHICLES	68,900	-	68,900	-	68,900
LIBRARY MATERIALS	1,682,700	-	1,682,700	531,453	1,151,247
LIBRARY EQUIPMENT	-	-	-	-	-
TOTAL BURNABY PUBLIC LIBRARY	2,806,600	158,000	2,964,600	612,914	2,351,686
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	5,684,000	-	5,684,000	1,624,253	4,059,747
BUSINESS SOLUTIONS PROGRAM	6,548,600	-	6,548,600	985,839	5,562,761
TOTAL INFORMATION TECHNOLOGY	12,232,600	-	12,232,600	2,610,092	9,622,508
CORPORATE CAPITAL CONTINGENCY	6,000,000	(1,901,600)	4,098,400	-	4,098,400
OFFICE OF THE CITY MANAGER SUBTOTAL	21,039,200	(1,743,600)	19,295,600	3,223,006	16,072,594
CORPORATE SERVICES					
CORPORATE SERVICES					
CITY ARCHIVES & BUILDINGS	100,000	35,000	135,000	30,270	104,730
TOTAL CORPORATE SERVICES	100,000	35,000	135,000	30,270	104,730
CORPORATE SERVICES SUBTOTAL	100,000	35,000	35,000	30,270	104,730

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Department	2019 Annual Plan	2019 Reallocations/ Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
PUBLIC SAFETY & COMMUNITY SERVICES					
ADMINISTRATIVE SERVICES					
EQUIPMENT	348,400	-	348,400	17,724	30,676
TOTAL ADMINISTRATIVE SERVICES	348,400	-	348,400	17,724	330,676
BUSINESS LICENCE & PROPERTY MANAGEMENT					
DEER LAKE CENTRE	1,240,500	180,600	1,421,100	281,665	1,139,435
IRMIN COMPLEX	154,200	-	154,200	-	154,200
TOTAL BUSINESS LICENCE & PROPERTY MANAGEMENT	1,394,700	180,600	1,575,300	281,665	1,293,635
BURNABY FIRE					
FIRE BUILDINGS	720,000	50,000	770,000	-	770,000
FIRE VEHICLES	1,740,000	-	1,740,000	-	1,740,000
FIRE EQUIPMENT	970,000	-	970,000	103,785	866,215
TOTAL BURNABY FIRE	3,430,000	50,000	3,480,000	103,785	3,376,215
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	587,000	-	587,000	33,120	553,880
RCMP VEHICLES	30,000	-	30,000	-	30,000
TOTAL RCMP BURNABY DETACHMENT	617,000	-	617,000	33,120	583,880
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	5,790,100	230,600	6,020,700	436,294	5,584,406
ENGINEERING					
FACILITIES MANAGEMENT	16,144,700	18,000	16,162,700	886,704	15,275,996
INFRASTRUCTURE	60,990,500	835,000	61,825,500	6,144,974	55,680,526
TRANSPORTATION	9,435,000	285,000	9,720,000	1,031,813	8,688,187
VEHICLES & EQUIPMENT	13,392,400	174,000	13,566,400	1,419,587	12,146,813
ENGINEERING SUBTOTAL	99,962,600	1,312,000	101,274,600	9,483,078	91,791,522
FINANCE					
VEHICLES & EQUIPMENT	180,000	20,000	200,000	-	200,000
FINANCE SUBTOTAL	180,000	20,000	200,000	-	200,000

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Department	2019 Annual Plan	2019 Reallocations/ Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
PLANNING & BUILDING					
CITY HALL BUILDINGS	131,200	-	131,200	2,650	128,550
COMMUNITY PLAN IMPLEMENTATION	47,000	-	47,000	-	47,000
LAND ASSEMBLY AND DEVELOPMENT	8,591,800	(100,000)	8,491,800	1,592,456	6,899,344
MAJOR CIVIC PROJECTS	84,443,900	225,000	84,668,900	4,668,365	80,000,535
PLANNING & BUILDING SUBTOTAL	93,213,900	125,000	93,338,900	6,263,471	87,075,429
PARKS, RECREATION, AND CULTURAL SERVICES					
CULTURAL FACILITIES	1,621,800	-	1,621,800	301,826	1,319,974
GOLF FACILITIES	3,780,700	-	3,780,700	230,675	3,550,025
PARK FACILITIES	18,743,300	-	18,743,300	1,132,253	17,611,047
VEHICLES & EQUIPMENT	2,010,000	-	2,010,000	70,058	1,939,942
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	40,000	2,960,000
RECREATION FACILITIES	5,179,100	21,000	5,200,100	337,620	4,862,480
PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL	34,334,900	21,000	34,355,900	2,112,433	32,243,467
GRAND TOTAL	254,620,700	-	254,620,700	21,548,551	233,072,149

**Reallocations & Contingency:*

Transfers of an amount from an approved Capital Plan Project to another Capital Project are primarily to address accelerated project delivery, escalating bid prices, or an unplanned priority project. For approved Capital Projects, Plan is transferred from projects which are under budget, or have fallen behind schedule. For unplanned priority projects, transfers must be approved by the City Manager and transferred from Capital Contingency.

To: Financial Management Committee
 From: Director Finance
 Re: FINANCIAL REPORT AS AT 2019 PERIOD 05
 2019 June 18..... Page 10

2.3 Capital Progress Report

The following departmental sections highlight the progress of selected capital projects at the end of Period 05. Capital projects are often multi-year projects with various milestones or stages of completion.

2.3.1 Information Technology

Business Solutions Program:

- The Property Tax System Replacement project was successfully implemented in early 2019 improving and streamlining business processes around tax and utility billing and collection and improved online customer services. It enhanced reporting and analytics capabilities, and improved bill delivery to property owners in the City.

2.3.2 Public Safety & Community Services

Burnaby Fire - Fire Equipment:

- Two of the three phases of the turn out gear replacement program are underway. Phase 1 is the replacement of the fire protection jacket, pants and boots as per a programmed scheduled life, to ensure operating costs are maintained low via a time appropriate replacement. Phase 2 includes a hygiene sensitive replacement of gloves and helmet components. These phases are expected to be complete by 2019 September.

2.3.3 Engineering

Facilities Management:

- The RCMP building administration area air handling unit has been replaced and converted from water cooled to an air cooled unit resulting in a significant reduction in water usage.

Combined Sewer Separation Program – Willingdon Outfall:

- Valued at \$8.7M, this project started its construction phase in April involving the combined sewer separation that is part of the City's ongoing infrastructure renewal program required under the Integrated Liquid Waste and Resource Management Plan (ILWRMP). This project consists of building 2.0km of new watermain and 400m of new storm and sanitary sewer, along with road and sidewalk upgrades.

To: Financial Management Committee
 From: Director Finance
 Re: FINANCIAL REPORT AS AT 2019 PERIOD 05
 2019 June 18..... Page 11

Transportation:

- Phase 4 of the LED streetlight conversions has been completed. All City owned streetlights are now using LED. Phase 5, the design and implementation to convert pedestrian and pathway lights, will begin later this year.

2.3.4 Planning and Building

Land Assembly & Development:

- Annually, the City funds the purchase of properties for a variety of civic uses. At the end of Period 05, 1 parcel has been purchased in the Stride Hill area to support and complete the City's adopted plans.

Major Civic Projects - South Burnaby Arena:

- Detailed design of a new twin rink arena in the Edmonds Town Centre is now complete, with a public tender for the construction of the project expected to close late 2019 May. Construction is expected to commence in 2019 July, with an estimated construction period of 24 months.

2.3.5 Parks, Recreation & Cultural Services

Cultural Facilities – Mather House Upgrade:

- The glaze lab which is an add-on to the Mather House kiln shed is used for creating ceramic art and is now completed. There was a grand opening to showcase the new lab on March 21, which opened to a warm reception and maintains Burnaby's Ceramics facilities to be leading edge in Canada.

Golf Facilities – Riverway Golf Course:

- Improvements including levelling and expansion have begun to the tee boxes at Riverway. Continuous drainage and irrigation upgrades will be continued in September.

Park Facilities – Central Park Perimeter Trail:

- The Patterson leg of the Central Park perimeter trail is wrapping up with the completion date estimated to be in late June. The Patterson trail which is 0.825 km in length stretches from Imperial Street to the Patterson Skytrain Station.

To: Financial Management Committee
From: Director Finance
Re: FINANCIAL REPORT AS AT 2019 PERIOD 05
2019 June 18..... Page 12

3.0 CONTRACT AWARDS

Attachment 1 provides a listing of all contract awards between \$250,000 and \$500,000 signed by the City Manager to the end of 2019 Period 05.

This financial update is provided for the information of the Financial Management Committee.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RG:WK /ml

Copied to: City Manager
Members of Management Committee
City Clerk

Attachment: 1 – Purchases Orders Between \$250,000 - \$500,000 as at 2019 Period 05

Purchase Orders between \$250,000 - \$500,000 (2019 Period 01 to 05)

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)*	Currency
4100168779	Gordon Food Services Food Products	Gordon Food Services British Columbia	500,000.00	CAD
4100168416	2 Ton Walk-In Vans - Water	First Truck Centre Vancouver Inc.	490,322.56	CAD
4100168454	Netapp Storage Grid Webscale Expansion	Scalar Decisions Inc.	455,606.36	CAD
4100167436	Bill Copeland: Ammonia Chiller	Cimco Refrigeration	454,125.00	CAD
4100170694	Dell Optiplex 7060 Sff Desktop Computers—Hardware Refresh	Microserve	418,010.33	CAD
4100169927	Douglas Road Shelter Renovation	Alfred Horie Construction Co. Ltd.	411,820.50	CAD
4100167331	Dell XPS 13 Laptops – Hardware Refresh	Microserve	408,983.23	CAD
4100168655	Centennial Food Products	Centennial Foods - Vancouver	400,000.00	CAD
4100166055	Flagging & Traffic Control	Ansan Traffic Group Inc.	400,000.00	CAD
4100138795	Paint And Painting Supplies	Kensington Paint & Decorating Ltd.	380,800.00	CAD
4100086186	Consulting Service – Central Park Multi-Use Trail	R.F.Binnie & Associates Ltd.	356,049.97	CAD
4100167033	Security Services Library Location	Guardteck Security Corp.	320,000.00	CAD
4100170953	Fire Hall # 3 - Re-Roofing	Bollman Roofing & Sheet Metal Ltd.	290,220.00	CAD
4100167451	Metrotown Library: Washroom Renovations	Holaco Construction (1997) Ltd.	260,400.00	CAD
4100170007	Project Management Engineering Services	Colliers Project Leaders Inc.	260,035.65	CAD
4100168567	2 Ton Walk-In Van for Signs And Markings	First Truck Centre Vancouver Inc.	252,519.68	CAD

*Total Value is inclusive of all applicable sales taxes



Meeting 2019 June 18

COMMITTEE REPORT

TO: CHAIR AND MEMBERS **DATE:** 2019 June 10
 FINANCIAL MANAGEMENT COMMITTEE

FROM: CHIEF INFORMATION OFFICER **FILE:** 1900-00

SUBJECT: JUNE 2019 INFORMATION TECHNOLOGY CAPITAL PROGRAM

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the 2019-2020 Information Technology capital program as outlined in this report.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$3,243,900 to finance the Information Technology capital program as outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2019 – 2023 Annual Financial Plan will provide funding for the annual Information Technology capital program. This program facilitates the replacement, expansion and upgrading of enterprise and departmental hardware and software in order to enhance the City's services to the public and improve the efficiency of internal processes. The purpose of this request is to seek approval of the Committee and Council to finance the 2019 and 2020 Information Technology capital program.

2.0 POLICY SECTION:

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

- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Information, Services, and Assets.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
 2019 June 18.....Page 2

3.0 IT INFRASTRUCTURE PROGRAM

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

3.1 INFRASTRUCTURE REPLACEMENT (AEC.0019) Estimated \$2,328,900

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

Specific replacement work consists of:

- Computers, laptops, and related workstation equipment
- Server hardware
- Cabling, wiring and fibre-optics
- Network communications equipment
- Replacement of ruggedized computers (Data911 terminals) onboard fire trucks.

3.2 INFRASTRUCTURE REQUIRED FOR GROWTH (AEC.0018) Estimated \$250,000

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

Specific works include:

- City network uplink upgrades
- Security improvements

In order to expedite the IT infrastructure program in 2019, the capital plan amounts associated with projects listed in appendix 3 have been reallocated to the IT Infrastructure program and will be deferred to 2020. This expenditure is included in the 2019 – 2023 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2019 Information Technology Capital Program
 2019 June 18.....Page 3

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

4.0 BUSINESS SOLUTIONS PROGRAM (AEA.0084)

Estimated \$665,000

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

Early funding is being requested for the 2020 scope of work as the Information Technology department is preparing to start working on a key initiative to enhance the resiliency and redundancy of critical Fire systems and to upgrade the Fire Department's Computer Aided Dispatch (CAD) system to the latest version. This project is included in the 2020 Business Solutions Program under Departmental Applications.

This expenditure is included in the 2019 – 2023 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

Additional information on the specific projects included in the IT Business Solutions Program is provided in Appendix 2.

5.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,243,900 to finance the Information Technology Capital Program.

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2019 Information Technology Capital Program
2019 June 18.....Page 4

A handwritten signature in black ink, appearing to read "Shari Wallace", with a horizontal line underneath the name.

Shari Wallace
CHIEF INFORMATION OFFICER

BK/cj

Copied to: City Manager
Director Finance
City Solicitor

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
 2019 June 18.....Page 5

Appendix 1

IT Infrastructure Capital Program for 2019 – Supplementary Information

1.0 INFRASTRUCTURE REPLACEMENT 2019

\$2,328,900

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

Specific replacement works consist of:

- Workstations (AEC.0019) - \$1,363,300
 - PCs, laptops, tablets and related workstation equipment
 - Deployment of Windows 10 operating system software and updated application packages to City computers, laptops and workstations.
 - Standard lifecycle replacement (Note: Given the greater reliability of equipment, IT has moved to a 5-year replacement schedule for standard workstations, 3 years for laptops, and a 6-year replacement cycle for monitors)
 - This program will replace 1,400 laptops and PCs and 15 tablets.
- Server hardware (AEC.0019) - \$250,000
 - Replacement of existing physical servers with faster, larger format servers that will better support server virtualization initiatives. (Server virtualization allows multiple applications to run on a single server reducing overall data centre costs.)
 - Standard hardware lifecycle replacement based on a risk analysis of the expected life of the units and disk combined with the business criticality of the applications.
- Network communications and PCI equipment replacement (AEC.0019) - \$400,000
 - Replacement/upgrade of existing cabling to maintain continuity and quality of service
 - Uninterrupted power supply and core firewall equipment
 - Upgrading facility switches with current models
 - Upgrading network uplink connection speeds from 1GB to 10GB
 - Replacement of PCI equipment.
- Fire Resiliency Program (AEC.0019) - \$315,600
 - Replacement of rugged mobile computing devices onboard fire trucks (new Data911 terminals or equivalent). These devices run CAD and other Fire applications and are end of life.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
 2019 June 18.....Page 6

2.0 INFRASTRUCTURE REQUIRED FOR GROWTH 2019 \$250,000

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

Specific works include:

- City network uplink upgrades (AEC.0018) - \$100,000
 - Upgrade network speed to 10GB links for large City facilities
 - Inclusion of City conduit in existing Engineering capital works projects, building long-term network capacity for civic communications
 - Migration of City facilities from 3rd party links to City-owned fibre and radio links.
- Security posture improvements (AEC.0018) - \$150,000
 - Continued improvement of the City's infrastructure hardening and security posture improvements; this project includes the implementation of enhanced network monitoring tools, e-mail threat detection and security upgrades
 - Firewall upgrades (perimeter and edge equipment)

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2019 Information Technology Capital Program
2019 June 18.....Page 7

Appendix 2

IT Business Solutions 2020 – Supplementary Information

Departmental Applications:

Computer Aided Dispatch System Upgrade (AEA.0084) - \$560,000

Departmental applications upgrades and enhancements to improve departmental systems functionality and enhance the overall stability of the CAD system. The scope of this project includes upgrading the Fire CAD software application and its database to ensure continuous and appropriate level of service to the public.

Critical Fire System move from Fire Hall 1 to City Hall Main Data Centre (AEA.0084) - \$105,000

This project will relocate most critical Fire application systems currently hosted at the auxiliary data centre in Fire Hall #1 to the primary data centre at City Hall. This will help reduce the potential of unscheduled outages and ensure a higher level of system availability for dispatch staff and first responders when responding to public calls for emergency assistance.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2019 Information Technology Capital Program
 2019 June 18.....Page 8

Appendix 3

The capital plan associated with the following projects has been reallocated to the IT Infrastructure program in order to facilitate work in 2019.

Deliverable	PS Mask	Deferred to 2020
Recreations Activity Management System Replacement	AEA.0080	1,700,000
Information Technology Service Management System	AEA.0068	300,000
Systems Applications and Products Upgrade	AEA.0087	66,400
Learning Management System	AEA.0078	100,000
Bill Presentation and Payment	AEA.0092	45,500
Fleet Management	AEA.0090	118,000
Data Centre - Telephony Upgrade	AEC.0012	249,000
TOTAL:		2,578,900



Meeting 2019 June 18

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 June 12

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

SUBJECT: 2019 JUNE ENGINEERING CAPITAL INFRASTRUCTURE FUNDING REQUEST

PURPOSE: To request the use of Water and Sanitary Reserves and to request a Capital Reserve Fund Bylaw to finance 2019 - 2021 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 \$9,097,100 and the use of Waterworks Utility Capital Reserves in the amount of \$400,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report..

REPORT**INTRODUCTION**

In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. Sufficient Capital Reserves are available to fund the capital projects outlined in this report.

POLICY SECTION

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

Goal

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

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 JUNE ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 June 12Page 2

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

1.0 Infrastructure

1.1 Culvert Rehabilitation Program- ELA.3183 Estimated \$425,000

This project was not part of the approved 2019-2023 Annual Capital Plan but has been deemed a priority due to the condition of the culverts. Accordingly, the capital plan associated with the Metrotown Station Passarelle (\$350,000) and Meadow Drainage Pump Station (\$75,000) has been reallocated to this new project.

The City has completed an inventory review and general visual inspections of culverts throughout the City. Sixteen culverts were prioritized for rehabilitation or replacement within the one to five year horizon due to the results from the general visual inspections.

This project will provide design and construction services of these culverts. Funding is being requested to start the design component of this project.

1.2 Wiggins Street Environmental Capping-ELA.3186 Estimated \$1,000,000

This project was not part of the approved 2019-2023 Annual Capital Plan but has been deemed a priority due to an order by the Ministry of Environment to cap the contaminated area along Wiggins Street by 2019 November 30. Accordingly, the capital plan associated with the delayed Broadway Improvement project has been reallocated to this new project.

During development coordinated construction (with Oxford Properties) of the dyke at the end of Wiggins Street, contamination was found on an approximate 10,000 sq.m. section of Wiggins Street road right of way. Contamination consisted mainly of waste asphalt shingles and some steel drums filled with tar. Environmental Services conducted a study and informed the Ministry of Environment. At the conclusion of the study, the Ministry ordered the City to cap the contaminated area with at least 1 meter of appropriate fill. The City must complete the capping and provide the Ministry of Environment with documentation of the completed cap by 2019 November 30.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 JUNE ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 June 12Page 3

The project includes deployment of heavy rip-rap along an area of approximately 100 sq.m. of the shoreline to help prevent erosion of the contaminated materials into the river. This deployment of rip-rap was not required by the Ministry, but is deemed professionally prudent given circumstances.

The City Solicitor and external legal counsel are engaged in a plan to recover project costs from the previous owner of the adjacent lands who is the likely source of the contaminated materials.

1.3 Local Area Services Program – Roads ECA.3141 Estimated \$1,247,100

This project was created following the successful LASP petitions for two streets. They are Thunderbird Crescent from Production Way to Production Way; and MacPherson Avenue from Rumble Street to Neville Street. The works included were road paving, curb and gutter, sidewalks, boulevards and street trees.

During the detailed design phase, the scope of the project was expanded to include rehabilitation of the road pavement for both MacPherson Street and Thunderbird Crescent and is being funded as a City project.

Interim funding was secured through Contingency to allow award of the contract. This request is for the 2019 portion of the project to refund the interim financing. Construction on this project overall is anticipated to be completed in 2019.

1.4 Marine Drive- EMC.3040 Estimated \$500,000

This project is for Marine Drive from Boundary Road to Patterson Avenue to bring the street to the urban street standard. This will include curb and gutter, sidewalk on both sides of the road, bus route pavement, new bus stops, intersection upgrades, new streetlights, boulevard and street trees as required.

Early funding is being requested for the 2020 scope of work which involves conceptual design including identifying and confirming project requirements from topographic survey, development of geometrics (by consultant) and cost estimates for construction.

1.5 Deer Lake Paving- EMC.3094 Estimated \$2,125,000

This project involves paving and street improvements on Deer Lake Avenue from Deer Lake Parkway to the east end close to Kensington Avenue (near Shadbolt). This project involves paving, and general street corridor improvements including conversion to parallel parking, a multi-use path on along the south side of the street, a sidewalk along the north side of the street, raised crosswalks, and new bus bays. The goal of this project is to improve traffic operations, accessibility and safety for all users.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 JUNE ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 June 12Page 4

Early funding is being requested for the 2020 portion of the capital plan for the construction phase of the project.

1.6 Gilmore Diversion Trail - EMB.3164

Estimated \$3,800,000

Project Mask	2020	2021	Total
EMB.3164 MRN	3,600,000	200,000	\$3,800,000
Other			

Completion of the pedestrian and cycle connection between the existing urban trail on the west side of Gilmore Avenue at Still Creek Drive to the urban trail on the west side of Gilmore Diversion at Dominion Street. It is proposed that a 580m long section of urban trail be constructed across the Gilmore Overpass, including necessary upgrades to the pedestrian and cycling facilities and transit stops. Related urban trail upgrades north of Still Creek Avenue included in the original 2015 design will be reviewed and included in the proposed project. Civic communication conduits will be installed as part of this project.

The project will be re-introduced to the Ministry of Transportation, Translink, CMBC, ICBC and other key players in order to obtain the necessary permits, approvals and possible funding. Land and ROW acquisition will be required in two locations along the project to facilitate a relocated bus shelter and new sidewalk.

Funding for the design phase of the project was raised previously; early funding is being requested for the 2020 and 2021 portion of the capital plan for the construction phase of the project.

1.7 Eastbrook Pump Station - EJA.3165

Estimated \$400,000

This project consists of upgrades to the existing Eastbrook pump station to accommodate changes in the existing common forcemain (shared by Eastbrook, Beta, Delta and Douglas pump stations) resulting from increased system demands from growth and re-development in the Central Valley area. Upgrades to the existing lift station are anticipated to include pump impellers, motors, check valves, variable frequency drives and a control kiosk so that the existing Eastbrook station can continue to meet anticipated total dynamic head conditions in the common forcemain.

Funding for the design phase of the project was raised previously; early funding is being requested for the 2020 portion of the capital plan for the construction phase of the project.

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.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2019 JUNE ENGINEERING CAPITAL
INFRASTRUCTURE FUNDING REQUEST
2019 June 12Page 5

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$9,097,100, and the use of Waterworks Utility Capital Reserve in the amount of \$400,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report



for

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

RS/ac

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



Meeting 2019 June 18

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 June 11

FROM: DIRECTOR ENGINEERING

FILE: 37500-14

SUBJECT: SIDEWALK CONSTRUCTION PROGRAM UPDATE

PURPOSE: To provide information on the current sidewalk construction program and to accelerate construction of new sidewalks and Urban Trails.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council instruct staff to accelerate the construction of sidewalks and Urban Trails at an average value of approximately \$5,500,000 per year with the detailed program to be developed and approved through the Capital Plan process;
2. **THAT** the Financial Management Committee recommend Council instruct staff to prioritize new sidewalk and Urban Trail construction using criteria outlined in this report; and

REPORT**INTRODUCTION**

Sidewalks are an important part of a transportation network, providing a critical service for vulnerable road users including wheelchair users, families with strollers, and seniors. Sidewalks also support a healthy community, contribute to a reduction of greenhouse gases, and support equity (as walking is the lowest cost transportation mode).

Burnaby currently has approximately 725 km of concrete sidewalk, 36 km of asphalt sidewalk, and 38 km of asphalt Urban Trail. However, approximately 40% of Burnaby roads (275 km) are missing a sidewalk or Urban Trail on one or both sides of the street.

This report provides additional background and discusses options to accelerate sidewalk construction beyond the current policies and strategies.

To: Chair and Members
Financial Management Committee
From: Director Engineering
Re: SIDEWALK CONSTRUCTION PROGRAM
UPDATE

2019 June 11..... Page 2

POLICY SECTION

Provision of sidewalks is strongly aligned with the adopted vision, themes, and goals of the new Transportation Plan, and the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Corporate Strategic Plan.

Goal

- A Connected Community –
 - Geographic connection –
Ensure that people can move easily through all areas of Burnaby, using any form of transportation.
- An Inclusive Community
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community.
- A Healthy Community
 - Healthy Environment –
Enhance our environmental health, resilience and sustainability.
- 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 meeting the needs of our growing community.

Completion of the sidewalk network has also been referenced as a goal within the Social Sustainability Strategy and the Environmental Sustainability Strategy, supporting pedestrian safety and mobility.



Figure 1 – Typical Street: With and Without a Sidewalk

To: Chair and Members
Financial Management Committee
From: Director Engineering
Re: SIDEWALK CONSTRUCTION PROGRAM
UPDATE

2019 June 11..... Page 3

BACKGROUND

New sidewalks in Burnaby are currently installed through development, the Local Area Service (LAS) Program, Capital Construction on Arterial & Collector Streets, and through the recently implemented Interim Local Street Upgrade Strategy. Since 2014, over 20 km of new sidewalks have been installed in Burnaby.

The volume of new sidewalks being installed has been steadily increasing over the last several years, and is projected to continue increasing over the next three years (from 2.5km in 2014, to over 5 km in 2017, and extending up to 9 km in 2021, for a near-term average of 7km per year).

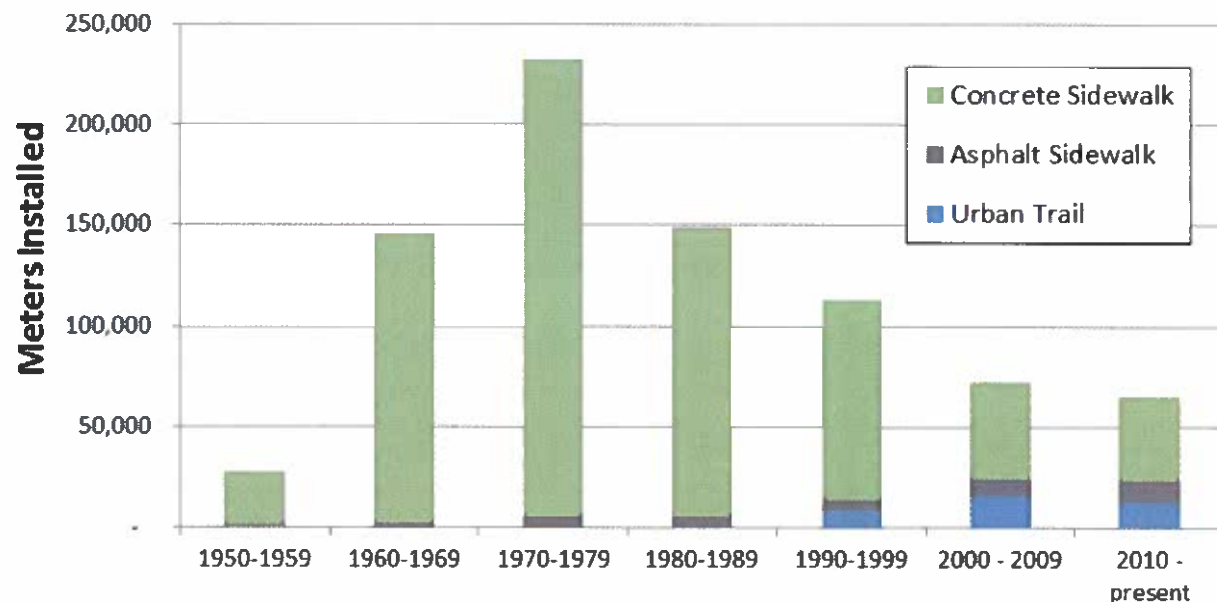


Figure 2 – Sidewalk Inventory Age

The following table provides more context on the current sidewalk network.

Sidewalk and Urban Trail Status	Existing Sidewalks and Trails (km)	Missing Sidewalks and Trails (km)	Percent of Road Network
Sidewalks or trails on both sides of the street	640	23	58%
Sidewalks or trails not beside streets	22	N/A	N/A
Sidewalks or trails on one side of the street	137	137	20%
No sidewalks or trails on either side of the street	0	278	20%
Streets where sidewalks are not intended to be built	0	0	2%
Subtotal	799	438	100%

Table 1- Sidewalk Status

To: Chair and Members
 Financial Management Committee
 From: Director Engineering
 Re: SIDEWALK CONSTRUCTION PROGRAM
 UPDATE

2019 June 11..... Page 4

At the current average construction rate of 7km of new sidewalk per year, it would take over 30 years to reduce the sidewalk gap by 50%, with 220km of sidewalk still missing by 2050. As the current program is largely opportunistic, the rate of sidewalk network completion will drop over time and some critical gaps may persist longer than desirable due to a lack of other capital project drivers. Therefore, completion of the sidewalk network would take over 60 years through current policies, practices, and funding levels.

FINANCIAL IMPLICATIONS

The Five-Year Capital Plan currently shows \$50 - 80M of annual spending on civil infrastructure rehabilitation and expansion (water, sewer, drainage, communications conduit, and roads).

Category	2019	2020	2021
Water & Sewer	21.6	18.4	21.4
Drainage	11.9	9.7	6.4
Conduit	0.9	1.6	1.0
Roads	18.1	34.8	52.0
Subtotal	52.6	64.5	80.9

Table 2- Current Infrastructure Capital Spending

*NOTE: Excludes Metrotown Passarelle and Fortis-related Broadway upgrades
 (not typical Capital works)*

An accelerated sidewalk construction program would require additional capital investment. Sidewalk construction costs are highly variable due to site conditions, with the following cost range:

- **Sidewalk only → \$150 – 450 per metre**(where curb & gutter already exists)
Assume \$300 per metre for planning purposes
- **Sidewalks with interim street upgrade → \$1,250 – 2,250 per metre**
 (where curb & gutter doesn't exist)
Assume \$1,750 per metre for planning purposes

This cost for sidewalks with interim street upgrades includes the associated road upgrades such as curb & gutter, pavement widening, new boulevard trees, etc.. However, it doesn't include potential coordinated water or sewer replacement costs, and is variable due to site conditions such as topography, available right-of-way, existing encroachments, etc..

At a high level, the cost to complete the sidewalk network is estimated at approximately \$460M. However, approximately 200km of missing sidewalk (or 45% of total missing sidewalks) is adjacent streets with curbs, and can be built at a much lower unit rate, for a total estimated cost of approximately \$60M

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The following table displays the approximate additional annual spending necessary to complete the sidewalk network. This assumes that an average of 7km per year of new sidewalks is being added through capital construction and redevelopment. Additional analysis and conceptual design development would be required to refine the estimates and provide more certainty.

Time to Complete the Sidewalk Network	Estimated Additional Annual Spending	Percent Increase to Current Infrastructure Capital Plan*
20 years	\$15M	24%
30 years	\$8M	12%
35 years	\$5.5M	9%
40 years	\$4M	6%
50 years	\$2M	3%

Table 3- Accelerated Sidewalk Program Costs

*Assumes average Infrastructure Annual spending of approximately \$65M per year

The primary funding source for the additional funding required would be from Statutory Capital reserve funds, specifically the Capital Works Financing Fund (CAWFF). Any significant increases to the sidewalk program will likely require further contributions from taxes to CAWFF.

An accelerated sidewalk and Urban Trail construction program could enable earlier completion of critical sidewalk network gaps, as well as complete high-priority locations faster than the current methodologies would enable.

OPTIONS & CONSIDERATIONS

An accelerated sidewalk and Urban Trail construction program focused on critical links¹ could be prioritized using the following criteria:

- 1. Near schools, community centres, and transit facilities** – schools, community centres, and transit facilities have high demand for continued pedestrian access, as well as a higher percentage of access by vulnerable road users.
- 2. Most Cost-Effective First.** Key factors that affect the cost of sidewalk construction include existing curb & gutter and site topography. If a street already has curb & gutter and is only missing a sidewalk, the cost to install sidewalks is significantly cheaper than if the street would also need to have curb & gutter installed. Steep streets can have higher costs due to requirements for retaining walls, re-grading existing driveway connections, etc.

¹ Per the Interim Local Street Upgrade Strategy, critical **-37-** defined as streets near schools, community centres, parks, and transit facilities.

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3. **Gaps in network.** Completing gaps in a sidewalk network will ensure that pedestrians have safe and convenient access throughout their entire neighbourhood.
4. **Streets without any sidewalks.** Streets without sidewalks on either side of the street would be prioritized over streets with sidewalks already on one side of the street.

However, the following locations would have a much lower priority for accelerated sidewalk construction:

1. **Areas imminent for development** (within the next 5 to 10 years) – Areas with development activity will receive new sidewalks through the redevelopment process as a condition of development approval, at no cost to the taxpayers. Further, any sidewalks installed in advance of development would likely need to be replaced due to utility upgrades and road right-of-way (ROW) changes to accommodate the new development. Areas with significant active development activity include the Town Centres (Metrotown, Brentwood, Lougheed, and Edmonds).
2. **Rural areas and non-critical links** – Rural areas have lower pedestrian volumes, lower traffic volumes, and higher costs of sidewalk installation. Therefore, these areas would not be prioritized in an accelerated sidewalk construction program. Similarly, streets not located near schools, parks, transit, and community centres also would have lower pedestrian volumes and would not be prioritized in an accelerated sidewalk construction program.

Additional sidewalk installation program considerations include:

1. **Coordination with IT conduit installation** – The City of Burnaby has a 'one-dig' fibre installation strategy that looks to coordinate City-owned fibre installation with other capital projects. This strategy significantly reduces the cost of fibre installation and reduces the likelihood of new sidewalks and pavements being damaged by future fibre construction. Therefore, an accelerated sidewalk installation program would also accelerate the completion of Burnaby's city-wide fibre network.
2. **Coordination with utilities** (if necessary) – if existing water, sewer, or drainage mains are in poor condition and need to be replaced within the next 15 years, it would be prudent to install the utilities concurrent with the new sidewalks to avoid digging up or damaging the newly built sidewalks (and roads, if applicable) shortly thereafter.

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Figure 8 – New Sidewalks (Carleton Av, beside Willingdon Heights Community Centre)

SUMMARY

The City of Burnaby does not have sidewalks on both sides of the street for 40% of the network, for a total of 438km of missing sidewalks. Through current policies, strategies, and funding levels, the sidewalk network is currently being expanded by approximately 7km per year. At a high level, the cost to complete the sidewalk network is estimated at \$460M and currently estimated to be completed in over 60 years.

RECOMMENDATIONS

Staff recommend that the Financial Management Committee recommend Council instruct staff to increase the rate of dedicated new sidewalk and urban trail construction by an average rate of approximately \$5,500,000 per year, with a goal to complete the sidewalk and Urban Trail network in 35 years (2055). The program would be prioritized based on the methodology outlined in this report, with an engineering consultant retained to help develop a detailed near-term program (ie. 5 years) with more cost certainty. These near-term projects would be added to the Five Year Capital Plan, which is submitted annually to Council for approval.

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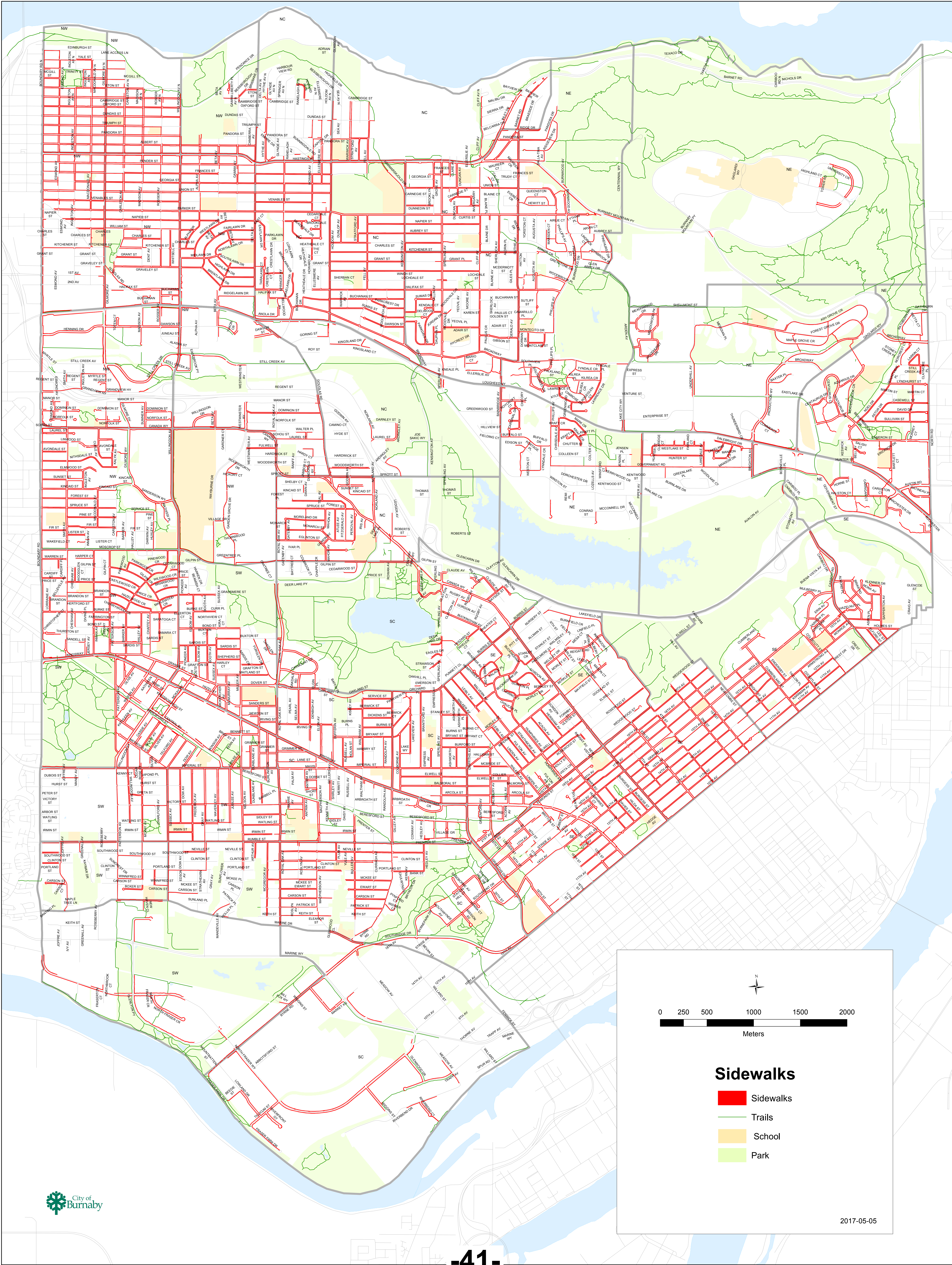
Completion of the sidewalk network supports the adopted vision, themes, and goals of the new Transportation Plan, the Corporate Strategic Plan goals of a Connected, Inclusive, Healthy, Safe, and Dynamic Community, and the goals identified in the earlier Social Sustainability Strategy and the Environmental Sustainability Strategy.


for

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

JWH/ac

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





Rumble, Boundary – Gilley

Appendix B
Before & After Photos



Gamma, Cambridge - Alberta



Meeting 2019 Jun 18

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 June 12

FROM: DIRECTOR FINANCE

FILE: 5820-20
Reference: RFP#42-02/19

**SUBJECT: CONTRACT AWARD
TOWING AND STORAGE SERVICES**

PURPOSE: To request approval to award a contract to Mundie's Towing, Storage & Service (1976) Ltd. for the towing and storage services in the City.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the award of a five year contract to Mundie's Towing, Storage & Service (1976) Ltd. for towing and storage services as outlined in this report.

REPORT

One submission following a Request for Proposal (RFP) was received by the closing time of 3:00pm 2019 May 28. The work of this contract is for towing services, operation and administration of a vehicle and equipment storage facility. Based on the RFP's evaluation criteria, Mundie's Towing, Storage & Services (1976) Ltd. overall scoring meets the City's requirements.

These services are required for parking bylaw enforcement, City fleet towing services, and use by the RCMP for incidents which require vehicles to be towed or impounded. The rates for the towing services are based on the ICBC Towing and Storage Rate Payment Schedule annually.

The recommended proponent Mundie's Towing, Storage & Services (1976) Ltd. has provided services in the past with a proven track record to the satisfaction of City staff. The Director Public Safety and Community Services concur with the recommendation.

The guaranteed total revenue to the City will be \$1,110,000 and the estimated total expenditures is \$425,000 including GST of \$21,250 over five years.

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It is recommended that the Financial Management Committee recommend Council approve the award of a five year contract to Mundie's Towing, Storage & Services (1976) Ltd. for towing and storage services.

Funding for this contract is provided in various operating accounts in the 2019 – 2023 Financial Plan.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:SL

Copied to: City Manager
Director Public Safety and Community Services