



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 OCTOBER 22

TIME: 5:00 p.m.

PLACE: Council 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 September 19 | 1 |
| 3. <u>PRESENTATION</u> | |
| a) Major Civic Building Projects Status Update
<u>Presenter:</u> John Cusano, Assistant Director - Civic Building Projects | |
| 4. <u>DELEGATION</u> | |
| a) Burnaby Board of Trade
Re: Economic Development Activities
<u>Speakers:</u> Paul Holden, President & CEO
Andrew Scott, Chair | 15 |
| 5. <u>CORRESPONDENCE</u> | |
| a) Memorandum from the Director Finance
Re: Financial Report as at 2019 Period 09 | 16 |
| b) Memorandum from the Administrative Officer 2
Re: Burnaby Hospital Foundation Grant | 31 |

6. REPORTS

- | | | |
|----|---|----|
| a) | Report from the Director Finance
Re: Burnaby North Road Business Improvement Area (BIA)
Renewal 2020-2026 | 36 |
| b) | Report from the Director Finance
Re: Gaming Reserve and Operating Gaming Reserve | 42 |
| c) | Report from the Director Finance and the Director Engineering
Re: Burnaby Local Improvement Charges Bylaw Update | 45 |
| d) | Report from the Director Engineering
Re: 2019 October Engineering Capital Transportation Bylaw
Funding Request | 53 |
| e) | Report from the Director Engineering
Re: 2019 October Engineering Capital Infrastructure Funding
Request | 55 |
| f) | Report from the Director Engineering
Re: 2019 October Engineering Capital Facilities Management
Bylaw Funding Request | 59 |
| g) | Report from the Director Engineering
Re: 2020 Solid Waste and Recycling Bylaw Amendments -
Charges for Row Housing | 61 |

7. NEW BUSINESS

8. INQUIRIES

9. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

10. ADJOURNMENT



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Thursday, 2019 September 19** at 3:00 p.m. followed by a Closed meeting from which the public was excluded.

1. CALL TO ORDER

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

ABSENT: Councillor Pietro Calendino

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Mr. Bob Klimek, Acting Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Ed Kozak, Director Planning and Building
Mr. John Cusano, Assistant Director - Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 3:04 p.m.

The Chair acknowledged the ancestral and unceded homelands of the Skwxwú7mesh and traditional hə́nqəmiŋəm speaking people, and extended appreciation for the opportunity to hold a meeting on this shared territory.

2. MINUTES

a) Minutes of the Financial Management Committee Open meeting held on 2019 June 18

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the minutes of the Open Financial Management Committee meeting held on 2019 June 18 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

a) Keltic Canada Development
Re: Proposal for Long-Term Lease of 3990 Marine Way
Speaker: Jake McEwan, Chief Executive Officer

Mr. Jake McEwan, Chief Executive Officer, Keltic Canada Development (Keltic), appeared before the Committee outlining a proposal to build a world class film studio on City-owned land located at 3990 Marine Way.

The delegation advised that Keltic's vision is to: develop a large-scale film studio in Burnaby, respond to an increasing international demand for film production in BC, and attract a tier one production firm through a Public Private Partnership project.

Mr. McEwan stated that one of Keltic's goals is to make Burnaby the hub for AAA film production, and added that the development would include the following features:

- 17-acre studio campus;
- approximately 300,000 square feet of film production space;
- several studios ranging in size from 50,000 to 120,000 square feet;
- offices and support buildings; and,
- 50-70 feet high

The delegation presented two options:

Option 1 – Land Lease Model

- Keltic pays for servicing of the land and will lease the land from the City for a minimum of 65 years with an annual payment;
- the project targets major streaming services and studios;
- Keltic secures an anchor tenant for a minimum 10-year term; and,
- Keltic develops and constructs purpose-built studios.

Option 2 – Public-Private Partnership between Keltic and the City

- Keltic and the City create a joint venture company;
- the City provides the land and Keltic provides the design, equity financing, and construction services;
- a joint management company is established to manage the studios;
- company shares are proportionate to the land value and equity provided by the partners; and,
- income is split on the ownership level and any fees are negotiated.

In conclusion, Mr. McEwan advised that Keltic's preferred option would be to lease the land.

The Committee inquired regarding the minimum amount of land required for the development project.

Mr. McEwan advised that a large-scale film studio requires a lot of open space and noted that Keltic would need a minimum of 12 acres.

The Committee expressed concern regarding the long term viability of the film studio.

Mr. McEwan noted that the industry has been growing for many years and expects the trend to continue. Further, Keltic would only go forward on the development if they are able to secure a 10-20 year partnership with a company that provides streaming services such as Netflix, Apple or Amazon. Keltic aims to build the best facility of its kind in the region to outlast any competitor, in the event of a slowdown in the industry.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the delegation's proposal for use of City-owned land located at 3990 Marine Way be **REFERRED** to staff for a report.

CARRIED UNANIMOUSLY

Arising from further discussion, the Committee requested staff provide information on the advisability of pursuing the proposal, including options for development.

4. CORRESPONDENCE

a) **Correspondence from the UBCM**
Re: 2018 Asset Management Planning Program
(Roads and Transportation Asset Management Plan)

Correspondence was received from Mr. Peter Ronald, Programs Officer, Local Government Program Services, UBCM, regarding the 2018 Asset Management Planning Program (Roads and Transportation Asset Management Plan). Mr. Ronald congratulated the City for undertaking the noted project, and advised that the full payment of the grant will be transferred to the City.

b) **Memorandum from the Deputy City Clerk**
Re: Suggestion to Honour Christine Sinclair

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2019 June 24, received and adopted the above noted report referring correspondence from Mr. Bernie James (regarding a suggestion to honour Ms. Christine Sinclair) to the Financial Management Committee.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT this correspondence be added to the 2019 September 19 Financial Management Committee Closed Committee meeting agenda.

CARRIED UNANIMOUSLY

As the Committee sought to discuss this matter (including personal information about Ms. Sinclair) without any delay, it was added to the Closed agenda as item 3A.

c) Memorandum from the Deputy City Clerk
Re: Period Promise Campaign

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2019 September 09, referred to Item M of the Council Correspondence Package received up to 2019 July 25 from United Way of the Lower Mainland regarding the Period Promise Campaign. Arising from discussion, Council referred the item, which had been originally referred to the Environment and Social Planning Committee, to the Financial Management Committee.

The Committee advised that other cities in the region, including the City of Victoria, have implemented the Period Promise Campaign, and recommended that Burnaby do the same.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT this request be **REFERRED** to staff for a report on the feasibility and funding implications of implementing the Period Promise Campaign.

CARRIED UNANIMOUSLY

5. REPORTS

a) Report from the Director Parks, Recreation and Cultural Services
Re: 2019 September - Burnaby Lake Rowing Pavilion Gaming Reserve
Request

The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserves for the renewal and rehabilitation of the Burnaby Lake Rowing Pavilion.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee approve the use of Gaming Reserves in the amount of \$2,150,000 to finance the project outlined in this report.

M MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of Water and Sanitary Reserves, and a Capital Reserve Fund Bylaw to finance 2019 - 2021 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 Reserve Fund Bylaw in the amount of \$6,300,000, the use of Sanitary Sewer Capital Reserves in the amount of \$150,000, and the use of Waterworks Utility Capital Reserves in the amount of \$3,700,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2019 Engineering Capital Facilities Management Improvement projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$150,000 to finance Engineering Capital Facilities Management Improvement projects.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Engineering
Re: Combined Sewer Separation Grant

The Director Engineering submitted a report seeking authorization to implement a new grant program to support private-side sewer separation.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to implement a new grant program to support private-side sewer separation, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Engineering
Re: Parking Meter Rate Increase

The Director Engineering submitted a report seeking authorization to increase the parking meter rates in response to increasing demands.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend to Council the approval of parking meter rate charges up to \$3.00 per hour, as detailed in this report.
2. THAT the City Solicitor prepare the necessary Parking Meter Bylaw amendments to increase the maximum parking meter rate charge to \$3.00 per hour.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee inquired regarding the amount of revenue the City and the PayByPhone company each collects from use of the Pay-By-Phone app.

Staff undertook to provide the information.

f) Report from the Director Engineering and the Director Finance
Re: Processing of Green Waste Compostable Materials

The Director Engineering and the Director Finance submitted a report seeking authorization to enter into a contract with Green For Life Environmental Inc. (GFL) for the processing of green waste compostable materials.

The Director Engineering and the Director Finance recommended:

1. THAT the Finance Management Committee recommend that Council approve a contract award to GFL Environmental Inc. for an estimated total cost of \$16,071,562.50, including GST in the amount of \$765,312.50, as outlined in this report. Final payment will be based on actual quantities of green waste compostable materials transported, processed and marketed for the five-year term of the contract and subject to verification of compliance with all environmental standards.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering and the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Planning and Building
Re: 4878 Brentwood Drive - New Lease Agreement

The Director Planning and Building submitted a report seeking authorization to enter into a new lease agreement with Metro Vancouver Housing Corporation for the operation of six affordable housing units at 4878 Brentwood Drive.

The Director Planning and Building recommended:

1. THAT the Committee request that Council authorize the City to enter into a new lease agreement with Metro Vancouver Housing Corporation to operate six affordable housing units at 4878 Brentwood Drive for a five-year term, with an option to renew for an additional five years.
2. THAT a copy of this report be sent to the Metro Vancouver Housing Corporation, 4730 Kingsway, Burnaby, B.C. V5H 0C6, for information.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

h) Report from the Director Planning and Building
Re: City-Owned Child Care Centres License and Operating
Agreements Renewals

The Director Planning and Building submitted a report seeking Council authorization to renew the license and operating agreements for City-owned child care centres.

The Director Planning and Building recommended:

1. THAT Council authorize the renewal of the license and operating agreements with the Burnaby Children's Centres Society for the Hanna Court and Taylor Park Children's Centres for a five-year term ending 2024 December 31.
2. THAT Council authorize the renewal of the license and operating agreements with the Lower Mainland Purpose Society for Madison, Yukon Crescent and Cameron Children's Centres for a five-year term ending on 2024 December 31.
3. THAT a copy of this report be forwarded to the Boards of Directors of the Burnaby Children's Centres Society and the Lower Mainland Purpose Society.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

i) **Report from the Major Civic Building Project Coordination Committee**
Re: Laurel Street Works Yard Project Update
5780 Laurel Street, M2 General Industrial District

The Major Civic Building Project Coordination Committee submitted a report providing an update on the construction progress for the Laurel Street Works Yard Project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

j) **Report from the Major Civic Building Project Coordination Committee**
Re: 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.

The Major Civic Building Project Coordination Committee recommended:

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

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

k) **Report from the Major Civic Building Project Coordination Committee**
Re: Full Emergency Power at Civic Facilities

The Major Civic Building Project Coordination Committee submitted a report seeking authorization for a Capital Reserve Fund Bylaw to finance detailed design and construction of full emergency backup power at Edmonds Community Centre and Bonsor Recreation Complex.

The Major Civic Building Project Coordination Committee 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 \$5,150,000 to finance the detailed design and construction of the full emergency power at the Edmonds Community Centre and Bonsor Recreation Complex, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

I) Report from the Director Finance and the Director Public Safety and Community Services
Re: Traffic Fine Revenue Sharing Program

The Director Finance and the Director Public Safety and Community Services submitted a report providing information on the 2018 and 2019 Traffic Fine Revenue Sharing Grant received and utilized for City policing programs and services.

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

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

m) Report from the Director Finance
Re: Temporary Financing Bylaw

The Director Finance submitted a report seeking borrowing authority to temporarily finance expenditures.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2020 January 01 to December 31, repayable 2020 December 31.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

n) **Report from the Director Finance**
Re: Bylaw to Appropriate Funds for Land Assembly and Development Expenditures

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 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 MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

o) **Report from the Director Finance**
Re: Burnaby Tax and Utilities Prepayment Bylaw 2019

The Director Finance submitted a report requesting Council repeal the Burnaby Tax Prepayment Bylaw and replace it with the Burnaby Tax and Utilities Prepayment Bylaw 2019.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to repeal the Burnaby Tax Prepayment Bylaw in its entirety, and replace it with a new Burnaby Tax and Utilities Prepayment Bylaw 2019, substantially in the form of the draft bylaw attached to this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

p) Report from the Director Finance
Re: 2020 Permissive Tax Exemptions

The Director Finance submitted a report seeking approval for Permissive Property Tax Exemptions for 2020.

The Director Finance recommended:

1. THAT The Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Permissive Property Tax Bylaw to exempt the properties listed in Attachment 1 from property taxation in 2020.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

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

7. INQUIRIES

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

8. CLOSED

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning litigation or potential litigation affecting the municipality; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

- amended

THAT the criteria to resolve into a Closed meeting be **AMENDED** to add "and personal information about an identifiable individual who is being considered for a municipal award or honour", as discussed under item 4b).

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning litigation or potential litigation affecting the municipality; negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and personal information about an identifiable individual who is being considered for a municipal award or honour", **AS AMENDED**.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open meeting recessed at 4:06 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 4:21 p.m.

9. ADJOURNMENT

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 4:22 p.m.

Monica Macdonald
Administrative Officer

Mayor Mike Hurley
Chair

From: [Cory Redekop](#)
To: [Clerks](#)
Cc: [Vracar, Nikolina](#)
Subject: Request to Appear as Delegation
Date: September-16-19 4:29:43 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I would like to formally request the Burnaby Board of Trade appear as a delegation at the Financial Management Committee meeting on October 22.

The delegation will be presenting on economic development activities in relation to the City's annual grant to the Burnaby Board of Trade.

The delegation will be:

Paul Holden
President & CEO, Burnaby Board of Trade

Andrew Scott
Chair, Burnaby Board of Trade

Take care,

Cory Redekop

Director, Policy and Stakeholder Relations
Burnaby Board of Trade

cory@bbot.ca

604-412-0100

#201 – 4555 Kingsway

Burnaby, BC V5H 4T8

[**Join our Mailing List**](#)

[**Unsubscribe from BBOT emails**](#)

This email and any accompanying attachments are intended solely for the individuals and/or entities to which it is addressed. Dissemination, distribution, copying or action taken in reliance on the contents of this email by anyone other than the intended recipient is strictly prohibited. If you are not one of the named recipients, please notify the sender and delete this message immediately from your device/messaging account.



Finance Department

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Oct 15

FROM: DIRECTOR FINANCE

FILE: 7600-20

SUBJECT: FINANCIAL REPORT AS AT 2019 PERIOD 09

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 09 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 09 (2019 January 01 to 2019 September 01).

The City has accrued known expenditures for Period 09 reporting; therefore, expenditures reflect costs incurred to date for goods and services that have been delivered but not billed.

In Tables 1 to 3, the Period 09 Variance is the difference between Period 09 Actual and Period 09 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.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 2

The following is a list of some achievements to the end of 2019 Period 09:

- Burnaby Public Library's teen librarians regularly visited the Burnaby Youth Hub to deliver technology and reading programs and also connected with the Young Parents Program at Burnaby South Secondary to share resources and offer babytime story programs. At the Burnaby Youth Custody Centre, the librarians developed a collection of books for the exclusive use of students at the centre. Many students are from outside the lower mainland and are delighted to have the ability to take their favourite book with them on their return home and to return it back at any library in B.C.
- The Citizen Support Services Division of the Corporate Services Department has been collaborating with the City's Marketing Division, community volunteers and local businesses to develop a new Burnaby Seniors Resource Guide. This guide is produced once every two years and provides telephone numbers and information about programs, benefits, agencies and services that are available to seniors who live in the Burnaby area. The 2019 edition of this guide is expected to be available by November and will be distributed to recreation centres, libraries, City Hall, Fraser Health and Community Service Providers.
- The Traffic Section of the RCMP Burnaby Detachment conducted a number of commercial vehicle safety enforcement initiatives during the summer months in conjunction with other agencies such as Integrated Road Safety Unit, Commercial Vehicle Safety Enforcement, New Westminster Police Department, Burlington Northern and Santa Fe Police. Nearly 180 vehicles were inspected and 58 vehicles were removed from the road due to various defects that deemed them unsafe to continue. Furthermore, numerous violation tickets were issued to drivers as well.
- The RCMP Youth Investigative Team (YIT) had several members attend the Hillside Gardens Family Day Event on 2019 July 25. This was a 4-hour annual event for residents, mainly tailored to children. Alongside the YIT members, both uniformed members and civilian employees from the Crime Prevention Unit were present at the event providing information to the public related to crime prevention. Furthermore, there were marked police cars on display for children to view as well as a professional DJ providing entertainment throughout the event. Overall, there was a great deal of positive interaction between YIT and the families at the event. Towards the end of the event, numerous toys were handed out to many of the children in attendance which was a highlight for many of them.
- The Solid Waste & Recycling Division of the Engineering Department deployed an additional 150 "Silverbox" multi-stream receptacles throughout the City, increasing the total number deployed to 350 units. These receptacles provide opportunities for pedestrians to recycle paper and containers by diverting from the waste stream.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 3

- The Signs & Markings Division of the Engineering Department installed a total of five “Rainbow Pride Crosswalks” at various locations in the City. Furthermore, city staff used a new road marking product called Methyl Methacrylate (MMA) during the installation wherever it was feasible. MMA is a new product that provides excellent brilliance of colour, good traction and a long life expectancy. During the summer months, 3 of the 5 crosswalks were installed in early August, in time for the annual Pride celebrations.
- The Parks, Recreation, and Cultural Services Department launched the “Sounds Like Summer” program this year in an effort to increase the number of musical events around the City by providing free musical entertainment at City operated community centres, recreation centres and senior centres. Integration of music at City facilities for patrons to casually attend proved to be a huge success with 52 concerts in 11 different venues from 2019 July 17 to August 25. Overall response from individuals involved, including musicians, City staff, volunteers and the public, was overwhelmingly positive. Patrons enjoyed music from all genres making it “sound like summer” all over Burnaby.
- The Parks, Recreation, and Cultural Services Department launched the new summer “Pop-up Playmobile” which delivered fun and free activities including the City’s adventure playground program and mobile park services to Burnaby neighbourhoods, parks and special events. The adventure playground provided a unique opportunity allowing children to focus on unstructured, child-led play using building & recycled materials, tools, cardboard and polyvinyl chloride (PVC) piping. The mobile park service brought families together to enjoy the Imagination Playground blocks, sports, games, crafts and exciting activities. This new summer initiative had over 1,800 participants enjoy the new Playmobile.

Overall, the City is in a net favourable position of \$16.7M at the end of Period 09. This is due to higher than anticipated revenues of \$7.4M, consisting of permit & fee revenues in the Planning & Building Department; food sales, user fees and program registrations in the Parks, Recreation and Cultural Services Department and private funds in Fiscal for maintenance related to private crossing and other third party service connections. Furthermore, there is \$9.3M in expenditure savings primarily due to RCMP contract savings and compensation, consulting and contractor services savings across many departments.

It is anticipated at this time that operating results will remain in a net favourable position of approximately \$8.4M at year end after respective transfers to reserve funds and reserves. The forecasted favourable position is mainly attributable to higher than anticipated permit revenues driven by continued construction activity throughout the City, strong revenues in food sales and user fees, as well as, savings in the RCMP contract and staff vacancies in various departments.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 4

Table 1 below summarizes Period 09 General Revenue Operating results.

Table 1 – Revenue and Expenditure by Department to Period 09

Department - Revenue	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	6,304,424	6,304,294	130	0.0%	355,500*	-
Human Resources	6,294	26,649	(20,355)	(76.4%)	623,578*	(30,000)
Burnaby Public Library	950,441	897,226	53,215	5.9%	1,406,172*	(25,400)
Information Technology	2,534	-	2,534	0.0%	1,151,793*	(279,200)
Corporate Services Administration	51,075	47,500	3,575	7.5%	447,500*	-
City Clerk	1,009	500	509	101.8%	500	-
Legal Services	229,177	242,419	(13,242)	(5.5%)	425,275	(100,000)
Citizen Support Services	386,566	480,110	(93,544)	(19.5%)	623,350*	(94,100)
Public Safety & Community Services Administration	31,130	31,154	(24)	(0.1%)	170,000*	(10,000)
Business Licence & Property Management	11,325,534	11,457,419	(131,885)	(1.2%)	15,189,106	325,000
Burnaby Fire	302,553	99,690	202,863	203.5%	782,000*	280,000
RCMP Burnaby Detachment	2,923,100	2,935,007	(11,907)	(0.4%)	3,320,505*	(30,500)
Engineering	9,644,106	10,178,052	(533,946)	(5.2%)	22,857,920*	(600,000)
Finance	692,632	669,154	23,478	3.5%	982,785*	22,000
Planning & Building	16,515,003	12,477,417	4,037,586	32.4%	18,660,532*	5,195,000
Parks, Recreation and Cultural Services	25,706,641	23,921,560	1,785,081	7.5%	34,525,700*	1,813,400
Fiscal Items	18,742,892	17,256,987	1,485,905	8.6%	35,959,782*	1,560,000
Tax Levy for City Services	273,663,390	273,077,700	585,690	0.0%	273,077,700	585,700
Total Revenue	\$367,478,501	\$360,102,838	\$7,375,663	2.0%	\$410,559,697	\$8,611,900

Department - Expenditures	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	8,126,685	8,126,996	311	0.0%	3,073,010*	-
City Manager's Office	400,741	414,251	13,510	3.3%	626,857	-
Human Resources	3,212,341	3,386,593	174,252	5.1%	5,045,224*	(95,000)
Burnaby Public Library	10,336,838	10,395,247	58,409	0.6%	15,190,642*	18,400
Information Technology	17,921,919	18,313,125	391,206	2.1%	25,935,269*	135,100
Corporate Services Administration	1,564,976	1,768,827	203,851	11.5%	2,913,039*	-
City Clerk	1,193,994	1,303,397	109,403	8.4%	1,956,852	(15,000)
Legal Services	974,821	1,005,622	30,801	3.1%	1,799,946	(173,000)
Citizen Support Services	716,313	718,841	2,528	0.4%	1,177,385*	94,100
Public Safety & Community Services Administration	1,091,262	1,206,590	115,328	9.6%	1,864,008*	118,000
Business Licence & Property Management	6,976,033	7,736,775	760,742	9.8%	10,955,077	332,000
Burnaby Fire	29,515,767	29,558,329	42,562	0.1%	44,363,012*	(479,400)
RCMP Burnaby Detachment	29,285,283	32,008,109	2,722,826	8.5%	63,471,414*	2,190,000
Engineering	54,125,649	57,222,993	3,097,344	5.4%	83,007,772*	1,645,600
Finance	7,873,098	9,158,392	1,285,294	14.0%	13,676,710*	1,693,000
Planning & Building	9,737,115	10,881,790	1,144,675	10.5%	16,392,624*	1,517,000
Parks, Recreation and Cultural Services	63,808,894	63,692,133	(116,761)	(0.2%)	95,249,003*	(405,700)
Fiscal Items	10,950,414	10,201,886	(748,528)	(7.3%)	23,861,851*	(6,809,200)
Total Expenditures	\$257,812,143	\$267,099,896	\$9,287,753	3.5%	\$410,559,697	(\$234,100)
Net Result	\$109,666,358	\$93,002,942	\$16,663,416		-	\$8,377,800

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

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 5

The major revenue and expenditure variances for Period 09 in General Revenue Operations are as follows:

Revenues are favourable by \$7.4M or 2.0%:

Burnaby Fire: A favourable variance of \$0.2M is mainly attributed to the higher than anticipated external recoveries and fees related to sprinkler and standpipe systems. It is anticipated that the favourable variance will increase to \$0.3M by year end as a result of continued higher than expected fees collected for sprinkler and standpipe systems.

Engineering: An unfavourable variance of \$0.5M is primarily due to lower than anticipated 4% inspection fees as a result of changes in the market. It is expected that this unfavourable variance will increase to \$0.6M by the end of the year, primarily as a result of inspection fees continuing to be lower than expected.

Planning & Building: A favourable variance of \$4.0M 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 \$5.2M as development activity within the City is projected to continue to increase as the year progresses.

Parks, Recreation and Cultural Services: A favourable variance of \$1.8M is primarily due to higher than anticipated revenues in the following areas: \$0.9M in food services, \$0.5M from green fees and rentals in golf services, \$0.3M from program registration at recreational facilities, and \$0.1M related to tree removal fees, recoveries and donations. It is anticipated that the favourable variance will remain 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 \$1.5M is mainly due to \$0.9M in higher than budgeted private funds received for private crossings and other third party service connections. These private funds are offset by increased costs within the expenditures section. In addition, higher than anticipated WCB rebates and external recoveries contribute another \$0.6M favourable variance. By year end, this favourable variance is anticipated to increase to \$1.6M due to the continued increase in private funds related to third party connections.

Tax Levy for City Services: A favourable variance of \$0.6M is predominately due to higher than anticipated property tax revenues received. The final revised tax roll from BC Assessment, received after the budget process was complete, had a higher assessed value for Class 1 Residential properties resulting in higher property taxation revenue. This favourable variance will remain by year end.

Expenditures are favourable by \$9.3M or 3.5%:

Information Technology: A favourable variance of \$0.4M currently exists due to vacancies in staff positions. It is estimated that this favourable variance will reduce to \$0.1M by year end as positions are continually filled.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 6

Corporate Services: A favourable variance of \$0.2M is mainly due to vacancies. It is estimated that this variance will no longer exist by year end as positions get filled by the end of the year.

Business Licence & Property Management: A favourable variance of \$0.8M is primarily due to savings in building services expenditures of \$0.5M as a result of lower than anticipated maintenance required at City buildings such as Deer Lake. Furthermore, there are additional savings of \$0.3M as a result of staffing levels and lower than expected costs in various operating expenditures. This favourable variance is expected to decrease to \$0.3M due to higher than anticipated operating expenditures to prepare City owned facilities/shelters for the winter season and also higher than anticipated expenditures related to the SPCA contract.

Burnaby Fire: A minimal favourable variance currently exists; however, by year end it is forecasted that there will be an unfavourable variance of \$0.5M. This is primarily due to higher than anticipated compensation due to staffing costs as well as higher than expected vehicle maintenance expenditures.

RCMP Burnaby Detachment: A favourable variance of \$2.7M is primarily attributable to RCMP contract savings of \$2.5M from continued RCMP vacancies and \$0.2M due to civilian staffing vacancies. This variance is expected to remain favourable at \$2.2M by year end due to continued vacancies in both the RCMP contract and civilian staffing.

Engineering: A favourable variance of \$3.0M is largely due to lower than anticipated expenditures within various operating accounts such as contracted services, consulting services and building services which accounts for \$2.0M. In addition, there is \$1.0M in savings as a result of redirecting materials collected at the city transfer site to be reused for the Norland modernization and in hydro costs due to the conversion to LED lighting. By year end, it is forecasted that this favourable variance will decrease to \$1.6M as a result of operations in the final quarter of the year and the anticipated increased level of service requirements for snow and winter operations.

Finance: A favourable variance of \$1.3M is primarily due to \$0.9M from compensation savings and lower activity of \$0.4M in consulting, contracted services, and materials and supplies. This variance is expected to increase to \$1.7M favourable by year end primarily due to the timing in filling vacancies.

Planning & Building: A favourable variance of \$1.1M is mainly due to savings attributed to vacancies. This variance is expected to increase to \$1.5M favourable by year end primarily due to the timing in filling vacancies.

Parks, Recreation and Cultural Services: A small unfavourable variance of \$0.1M currently exist as a result of higher than anticipated expenditures in various operating accounts. By year end, it is forecasted that this unfavourable variance will increase to \$0.4M primarily due to the continued operations of the warming centres, higher food & bar supplies due to the increased activity in food services and increase service levels for snow & winter operations.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 7

Fiscal: An unfavourable variance of \$0.7M is largely due to higher than anticipated maintenance for private crossings and other third party service connections; however, there is a corresponding increase in private funds to cover these expenditures. It is anticipated that this variance will become unfavourable by \$6.8M by year end. This is primarily due to additional transfers to reserves to achieve optimum reserve levels as per the City's Reserve Policy.

1.2. Sanitary Sewer Operations

Table 2 summarizes Period 09 Sanitary Sewer operating results which show a favourable net variance of \$0.9M.

Table 2 – Sanitary Sewer - Revenue and Expenditure to Period 09

	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	42,339,100	42,458,189	(119,089)	(0.3%)	44,523,449	(100,000)
Expenditures	35,987,625	37,009,663	1,022,038	2.8%	44,523,449	737,000
Net Result	\$6,351,475	\$5,448,526	\$902,949	16.6%	-	\$637,000

Sanitary Sewer's current favourable variance of \$0.9M is due to an unfavourable variance of \$0.1M in revenues and a favourable variance of \$1.0M in expenditures. Expenditures are favourable due to compensation savings of \$0.3M and lower than anticipated contracted services of \$0.7M.

It is estimated that by year end that Sanitary Sewers will have a favourable net variance of \$0.6M mainly due to continued savings in staffing levels and lower than anticipated maintenance activity.

1.3. Waterworks Utility Operations

Table 3 summarizes Period 09 Waterworks Utility operating results which show a favourable net variance of \$0.6M.

Table 3 – Waterworks Utility - Revenue and Expenditure to Period 09

	Period 09 Actual	Period 09 Budget	Period 09 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	50,637,167	50,810,857	(173,690)	(0.3%)	56,429,490	(249,000)
Expenditures	28,642,850	29,466,103	823,253	2.8%	56,429,490	608,000
Net Result	\$21,994,317	\$21,344,754	\$649,563	3.0%	-	\$359,000

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 8

Waterworks Utility's current favourable variance of \$0.6M is a result of an unfavourable variance of \$0.2M in revenues and a favourable variance of \$0.8M in expenditures. Revenues in Waterworks Utility are unfavourable as a result of lower than anticipated metered water revenues due to changes and fluctuations in consumer demands. This is offset by the favourable variance in expenditures which is predominately attributed to compensation savings from staffing levels.

It is estimated that by year end that Waterworks Utility will have a favourable net variance of \$0.4M primarily due to continued savings in staffing.

2.0 CAPITAL PLAN

The Capital Plan for 2019 is \$254.6M. The 2019 capital expenditures to the end of Period 09 are \$57.9M. To date, 22.8% of the planned capital expenditures have been spent compared to 26.4% in the same period for 2018.

2.1 Capital Expenditure Summary

	Period 09 Actual	2019 Annual Plan	Remaining Plan	Period 09 Actual to Plan %
Total	\$57,941,808	\$254,620,700	\$ 196,678,892	22.8%

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	268,363	944,637
LIBRARY VEHICLES	68,900	-	68,900	-	68,900
LIBRARY MATERIALS	1,682,700	-	1,682,700	931,587	751,113
LIBRARY EQUIPMENT	-	-	-	-	-
TOTAL BURNABY PUBLIC LIBRARY	2,806,600	158,000	2,964,600	1,199,950	1,764,650
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	5,684,000	2,329,900	8,013,900	3,230,841	4,783,059
BUSINESS SOLUTIONS PROGRAM	6,548,600	(2,329,900)	4,218,700	1,639,128	2,579,572
TOTAL INFORMATION TECHNOLOGY	12,232,600	-	12,232,600	4,869,969	7,362,631
CORPORATE CAPITAL CONTINGENCY	6,000,000	(2,375,616)	3,624,384	-	3,624,384
OFFICE OF THE CITY MANAGER SUBTOTAL	21,039,200	(2,217,616)	18,821,584	6,069,919	12,751,665

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 9

Department	2019 Annual Plan	2019 Reallocations/ Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
CORPORATE SERVICES					
CORPORATE SERVICES					
CITY ARCHIVES & BUILDINGS	100,000	35,000	135,000	70,491	64,509
TOTAL CORPORATE SERVICES	100,000	35,000	135,000	70,491	64,509
CORPORATE SERVICES SUBTOTAL	100,000	35,000	135,000	70,491	64,509
PUBLIC SAFETY & COMMUNITY SERVICES					
ADMINISTRATIVE SERVICES					
EQUIPMENT	348,400	33,000	381,400	37,388	344,012
TOTAL ADMINISTRATIVE SERVICES	348,400	33,000	381,400	37,388	344,012
BUSINESS LICENCE & PROPERTY MANAGEMENT					
DEER LAKE CENTRE	1,240,500	256,575	1,497,075	440,010	1,057,065
IRMIN COMPLEX	154,200	-	154,200	-	154,200
VEHICLES	-	54,000	54,000	-	54,000
TOTAL BUSINESS LICENCE & PROPERTY MANAGEMENT	1,394,700	310,575	1,705,275	440,010	1,265,265
BURNABY FIRE					
FIRE BUILDINGS	720,000	120,000	840,000	-	840,000
FIRE VEHICLES	1,740,000	-	1,740,000	79,717	1,660,283
FIRE EQUIPMENT	970,000	-	970,000	294,597	675,403
TOTAL BURNABY FIRE	3,430,000	120,000	3,550,000	374,314	3,175,686
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	587,000	-	587,000	105,904	481,096
RCMP VEHICLES	30,000	-	30,000	-	30,000
TOTAL RCMP BURNABY DETACHMENT	617,000	-	617,000	105,904	511,096
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	5,790,100	463,575	6,253,675	957,616	5,296,059
ENGINEERING					
FACILITIES MANAGEMENT	16,144,700	18,373	16,163,073	2,638,049	13,525,023
INFRASTRUCTURE	60,990,500	865,668	61,856,168	19,677,200	42,178,968
TRANSPORTATION	9,435,000	285,000	9,720,000	1,799,233	7,920,767
VEHICLES & EQUIPMENT	13,392,400	234,000	13,626,400	5,248,625	8,377,775
ENGINEERING SUBTOTAL	99,962,600	1,403,041	101,365,641	29,363,107	72,002,534
FINANCE					
VEHICLES & EQUIPMENT	180,000	20,000	200,000	50,411	149,589
FINANCE SUBTOTAL	180,000	20,000	200,000	50,411	149,589

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 10

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	6,311,290	2,180,510
MAJOR CIVIC PROJECTS	84,443,900	375,000	84,818,900	8,511,374	76,307,526
PLANNING & BUILDING SUBTOTAL	93,213,900	275,000	93,488,900	14,825,314	78,663,586
PARKS, RECREATION, AND CULTURAL SERVICES					
CULTURAL FACILITIES	1,621,800	-	1,621,800	385,976	1,235,824
GOLF FACILITIES	3,780,700	-	3,780,700	444,511	3,336,189
PARK FACILITIES	18,743,300	-	18,743,300	4,672,377	14,070,923
VEHICLES & EQUIPMENT	2,010,000	-	2,010,000	447,251	1,562,749
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	40,000	2,960,000
RECREATION FACILITIES	5,179,100	21,000	5,200,100	614,834	4,585,266
PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL	34,334,900	21,000	34,355,900	6,604,950	27,750,950
GRAND TOTAL	254,620,700	-	254,620,700	57,941,808	196,678,892

**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.

2.3 Capital Progress Report

The following departmental sections highlight the progress of selected capital projects at the end of Period 09. Capital projects are often multi-year projects with various milestones or stages of completion.

2.3.1 Burnaby Public Library

- The new Home Library Service vehicle entered into service in September 2019. The BPL's Home Library & Accessible Services Department offers library services to patrons who are unable to visit the library due to health restrictions or limited mobility.

2.3.2 Information Technology

- The 2nd phase of the Licence, Inspection, and Permit System (LIPS) implementation includes functionality to perform online payments. Development is currently underway with a scheduled launch date of mid-November 2019.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 11

2.3.3 Corporate Services

- The City Archives renovation was substantially completed in August 2019, with some minor carpentry work outstanding.

2.3.4 Public Safety & Community Services

RCMP Burnaby Detachment:

- The new equipment room required to house a variety of police equipment was completed in August 2019.

Burnaby Fire - Fire Equipment:

- Consistent with the City Asset Management Plan, the replacement of Self-Contained Breathing Apparatus equipment has been completed for the 2019 year.

2.3.5 Engineering

Facilities Management:

- Projects completed up to Period 09 include the majority of the recreation centre roof replacements, Fire Hall No. 3 apparatus bay floor replacement, and the Fire Hall No. 3 roof replacement.

Infrastructure:

- The Fraser Foreshore Dyke Reach 8 project is currently in construction stage. The objective of this project is to improve flood protection along Reach 8. The design must demonstrate the capability of meeting the future elevation requirements with future construction and retrofits. Construction will continue into 2020 for final paving of urban trails on top of the dyke.

Transportation:

- Completed installation of rectangular rapid flashing beacons have been completed at several locations including; Bennett/Bonsor, Cumberland/13th, Rumble/Roslyn, 4300 Still Creek, Gilmore at Kitchener Elementary School, Holdom/Francis, Deer Lake/Century Parkway, Marine/Greenall, Winston/Greenwood, and Oakland/Dufferin. The installation enhances the safety of pedestrians crossing at these locations.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 09
 2019 Oct 15..... Page 12

2.3.6 Planning and Building

Land Assembly & Development:

- Annually, the City purchases properties for a variety of civic uses. At the end of Period 09, three parcels have been purchased in the Edmonds and Royal Oak area to support and complete the City's adopted community plans.

Major Civic Projects:

- Phase 1 of the Laurel Streets Work Yard development is now complete, with most of Burnaby Operations using the new yard building. Central Stores has been temporarily relocated into the new building to allow for construction of the main building during phase 2. The new yard building has a green roof to support butterflies and pollinators.

2.3.7 Parks, Recreation and Cultural Services

Cultural Facilities:

- The heritage renovation of the Burnaby Art Gallery's Fireside Room was completed in August 2019. The project included retrofitting gallery storage space to protect inventory on site and to accommodate traveling exhibitions.

Park Facilities:

- The Cariboo Hill School Lacrosse Box has been rebuilt and is now completed. Work included new asphalt surfacing, lines, and walls.
- The Outdoor Pool Chlorine System Conversion was completed in early June. The chlorine system used at Burnaby's four outdoor pools has been converted from chlorine gas to the safer WorkSafeBC compliant dry puck system.
- Family shade structure installations were completed at the following parks: McGill Park, David Gray Park, Edmonds Park, and George Green Park.

To: Financial Management Committee
From: Director Finance
Re: Financial Report as at 2019 Period 09
2019 Oct 15..... Page 13

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 09.

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



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RG:WK / md

Attachment: 1 – Purchase Orders Between \$250,000 - \$500,000 as at 2019 Period 09

Copied to: City Manager
Members of Management Committee
City Clerk

Purchase Orders between \$250,000 - \$500,000 as at 2019 Period 09

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100168779	Gordon Food Services Food Products 2020	GFS British Columbia	500,000.00	CAD
4100172007	Cisco Hardware Lifecycle 2019	Acrodex Inc	498,593.96	CAD
4100168416	2 Ton Walk-In Step Vans	First Truck Centre Vancouver Inc	490,322.56	CAD
4100173580	SAP Success Factor	SAP Canada Inc	489,369.48	CAD
4100167436	Bill Copeland Refrigeration Plant Ammonia Chiller Replacement	Cimco Refrigeration	461,831.41	CAD
4100168454	NetApp StorageGRID WebScale Expansion	Scalar Decisions Inc	455,606.36	CAD
4100169927	Douglas Road Building - Interior Fitout	Alfred Horie Construction Co Ltd	450,810.20	CAD
4100175085	Metrotown Library Condensing Unit Replacement	Just Mechanical Ltd	448,350.00	CAD
4100172576	Towing and Storage Services 2019-2024	Mundie's Towing, Storage & Service	425,000.00	CAD
4100170694	Dell IT Equipment – Hardware Refresh	Microserve	418,010.33	CAD
4100167331	Dell IT Equipment – Hardware Refresh	Microserve	408,983.23	CAD
4100168655	Centennial Food Products 2020	Centennial Foods - Vancouver	400,000.00	CAD
4100166059	Flagging and Traffic Control 2019	GOtraffic Management Inc	400,000.00	CAD
4100166055	Flagging and Traffic Control 2019	Ansan Traffic Group Inc	400,000.00	CAD
4100175089	Tandem Axle Dump Truck - Snow and Ice Removal Equipment	Commercial Truck Equipment Co	394,144.80	CAD
4100138795	Paint and Related Supplies 2021	Kensington Paint & Decorating Ltd.	380,800.00	CAD
4100174875	2 Ton 4x4 Crew Cab Dump Trucks	Dams Ford Lincoln Sales Ltd	371,408.75	CAD
4100175119	Windows 10 Bulk Order	Microserve	369,670.01	CAD
4100086186	Central Park Multi-Use Trail - Consulting Service	RF Binnie & Associates Ltd	363,671.92	CAD
4100172626	2019 Storm Sewer Extensions	Aplin & Martin Consultants Ltd	336,451.50	CAD
4100174192	Portland Cement Concrete 2020	Coquitlam Concrete (1993) Ltd	332,100.00	CAD

Purchase Orders between \$250,000 - \$500,000 as at 2019 Period 09

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100165404	Tyler Software Annual Maintenance 2019	Tyler Technologies Inc	324,646.95	CAD
4100167033	Security Services - Library Only	Guardteck Security Corp	320,000.00	CAD
4100171843	Boundary Lanes Combined Sewer Separation & Water - Phase II	RF Binnie & Associates Ltd	313,766.25	CAD
4100170769	Polycrete - Apparatus Bay Slab Replacement	Polycrete Restorations Ltd	310,998.45	CAD
4100175092	Cisco Network Hardware	Compugen Inc	303,656.26	CAD
4100173810	Hazardous Material Removal 2018-2021 Waste	Nucor Environmental Solutions Ltd	300,000.00	CAD
4100170953	Fire Hall #3 - Re-Roofing	Bollman Roofing & Sheet Metal Ltd	290,220.00	CAD
4100171947	Extended Cab 4x4 Pick Up Trucks	Openroad Auto Group Ltd	288,207.36	CAD
4100167451	Metrotown Library Washroom Renovations	Holaco Construction (1997) Ltd	260,400.00	CAD
4100170007	Engineering Capital Project Management Services 2019	Colliers Project Leaders Inc	260,035.65	CAD
4100173563	Gilmore Urban Trail - Manor Street	RF Binnie & Associates Ltd	255,780.00	CAD
4100168567	2 Ton Walk-In Van for Signs and Markings	First Truck Centre Vancouver Inc	252,519.68	CAD
4100172544	Fire Service & Maintenance 2019-2021 FM Only	AW Fireguard Supplies Ltd	250,000.00	CAD



Executive Committee of Council
c/o Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2019 OCTOBER 09
FINANCIAL MANAGEMENT COMMITTEE

FROM: ADMINISTRATIVE OFFICER 2 FILE: 2410-20

SUBJECT: BURNABY HOSPITAL FOUNDATION GRANT
(ITEM 6(C), REPORTS, COUNCIL MEETING 2019 OCTOBER 07)

Burnaby City Council, at the Open Council meeting held on 2019 October 07, recieved the above noted report and adopted the following recommendations contained therein, **AS AMENDED**:

1. THAT Council approve a grant from the Gaming Reserve to the Burnaby Hospital Foundation for \$1 million for a new CT scanner, as outlined in the report.
2. THAT a copy of the report be sent to the Financial Management Committee for information.

A copy of the report is attached for your information.

Nikolina Vracar
Administrative Officer 2



Meeting 2019 October 07

COUNCIL REPORT

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: BURNABY HOSPITAL FOUNDATION GRANT

RECOMMENDATIONS:

1. THAT Council approve a grant from the Gaming Interest Reserve to the Burnaby Hospital Foundation for \$1 million for a new CT scanner, as outlined in this report.
2. THAT a copy of this report be sent to the Financial Management Committee for information.

REPORT

The Executive Committee of Council, at its meeting held on 2019 October 01, received and adopted the attached report seeking Council authorization to provide a grant from the Gaming Interest Reserve to the Burnaby Hospital Foundation for a new CT scanner.

Respectfully submitted,

Councillor S. Dhaliwal
Chair

Mayor M. Hurley
Vice Chair

Copied to:	City Manager Director Corporate Services Director Finance
------------	---



Meeting 2019 Oct 1

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE

DATE: 2019 Sep 25

FROM: MAYOR HURLEY

SUBJECT: BURNABY HOSPITAL FOUNDATION GRANT

PURPOSE: To provide a grant from the Gaming Interest Reserve to the Burnaby Hospital Foundation for a new CT Scanner.

RECOMMENDATION:

1. **THAT** the Executive Committee recommend Council approve a grant from the Gaming Interest Reserve to the Burnaby Hospital Foundation for \$1.0 million for a new CT scanner as outlined in this Report.
2. **THAT** A copy of this report be sent to the Financial Management Committee for information.

REPORT

1.0 INTRODUCTION

The Burnaby Hospital is one of the largest hospitals located outside the City of Vancouver and serves the citizens of Burnaby. The Burnaby Hospital provides a full range of primary and secondary acute care services as well as a number of specialized services such as 24/7 emergency care, general and internal medicine, general surgery, orthopedics, gynecology, urology, level one and two obstetrics, neonatal intensive care and tertiary palliative care, adult psychiatry, ambulatory care and other outpatient clinics.

Hospitals in British Columbia are not fully funded by the Provincial Government. As a result, donations pay for approximately half of the cost of Burnaby Hospital's new or upgraded equipment. The Burnaby Hospital Foundation, as the fundraising arm of the hospital, bridges the gap between what the Provincial Government provides and what our community needs to be dynamic and healthy. The Burnaby Hospital Foundation needs to continuously raise financial resources required for life saving diagnostic, surgical, and medical equipment, innovative tools for patient care, and other community healthcare needs.

To: Executive Committee
 From: Mayor Hurley
 Re: Burnaby Hospital Foundation Grant
 2019 Oct 1.....Page 2

2.0 POLICY SECTION

Goal

- A Connected Community
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive 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 –
Encourages 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
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

3.0 CT SCANNER GRANT REQUEST

The Burnaby Hospital has one CT scanner that has been operating since 2008 and is in need of a new reliable scanner. The current scanner has broken down numerous times over the past year. Patients have been taxed to the Royal Columbian Hospital in order to receive CT scanning results to determine the requirement for patients care.

The Burnaby Hospital Foundation requires \$1.5 million to purchase a new CT scanner and have raised \$0.5 million through donations to date. A second CT scanner will support the first CT scanner during breakdowns and maintenance and enable an additional 10,000 exams annually, with overall capacity expected to double to 40,000 exams each year by 2026.

To: *Executive Committee*
From: *Mayor Hurley*
Re: *Burnaby Hospital Foundation Grant*
2019 Oct 1.....Page 3

In order to avoid delays in patient care response and meet the growing needs of citizens requiring CT scans, a \$1 million grant from the City to the Burnaby Hospital Foundation for the remaining funds required for the purchase of a new CT scanner is proposed.

4.0 RECOMMENDATION

It is recommended that the Executive Committee recommend Council approve a grant from the Gaming Interest Reserve to the Burnaby Hospital Foundation for \$1.0 million for a new CT scanner as outlined in this Report.

A handwritten signature in black ink, appearing to read "M Hurley", is positioned above the printed name and title.

MIKE HURLEY
MAYOR



Meeting 2019 Oct 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Oct 15

FROM: DIRECTOR FINANCE

FILE: 76000-07

**SUBJECT: BURNABY NORTH ROAD BUSINESS IMPROVEMENT AREA (BIA)
RENEWAL 2020-2026**

PURPOSE: To seek Council authority to proceed with the Burnaby North Road Business Improvement Association's renewal of their business improvement area local service from April 2020 to March 2026.

RECOMMENDATION:

1. **THAT** Council endorse the Burnaby North Road Business Improvement Association's request to renew the Burnaby North Road Business Improvement Area for the period 2020 April 01 to 2026 March 31;
2. **THAT** Council authorize the City Solicitor to bring forward a new bylaw to define the terms and conditions for the Burnaby North Road Business Improvement Area local service for the period 2020 April 01 to 2026 March 31; and
3. **THAT** a copy of this report be sent to the Burnaby North Road Business Improvement Association, c/o Hajera Baqi, President, 303-9940 Lougheed Highway, Burnaby, BC V3J 1N3.

REPORT**1.0 INTRODUCTION**

The Burnaby North Road Business Improvement Association (BNRBIA) comprises of approximately 120 properties, stretching from Highway #1 to just north of Cameron Street, excluding Lougheed Mall. The current Burnaby North Road Business Improvement Area Bylaw 2013 term runs from 2014 April 01 to 2020 March 31. The BNRBIA is seeking to renew the BNRBIA for the second time since inception, for a period of six years, from 2020 April 01 to 2026 March 31. A formal request to Mayor and Council is included as Attachment 1. The BNRBIA Strategic Plan 2020-2026 is included as Attachment 2*. This also includes a large version map of the proposed Business Improvement Area.

*Attachment 2 is available for viewing with the electronic copy of the agenda available on burnaby.ca.

To: Financial Management Committee
 From: Director Finance
 Re: Burnaby North Road Business Improvement Area (BIA) Renewal 2020-2026
 2019 Oct 15.....Page 2

2.0 POLICY SECTION

Goal

- An Inclusive Community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Dynamic Community
 - Economic opportunity –
Foster an environment that attracts new and supports existing jobs, businesses and industries

3.0 BNRBIA ACHIEVEMENTS AND FUTURE INITIATIVE

Over the past six years, the BNRBIA's objective has been to upgrade and promote the North Road corridor. Key activities are highlighted below:

- Korean Community Days;
- Enhanced security for high priority areas;
- Closer cooperation between the BNRBIA, Burnaby and Coquitlam municipalities; and,
- Various outreach and engagement events, including the annual Easter Event, Halloween Parade and "Party with your Mama" events.

Going forward, the BNRBIA's proposed future initiatives for the 2020-2026 term include:

- Continued outreach through expanded cultural celebrations in conjunction with Coquitlam North Road Businesses;
- Continued focus on homelessness issues;
- Continued focus on reducing community crime and open drug use;
- Maintaining and building upon the relationships with strategic partners through effective communication;
- Continuing to work closely with local and regional government, to ensure members concerns are heard and early information is available as the North Road area continues to develop; and,
- Continued work to strengthen integration between businesses at either end of the BNRBIA, and develop arrangements that are mutually beneficial to both the BNRBIA and Lougheed Mall.

In addition to services on the Burnaby side of North Road, the long term aim of the BNRBIA has been to create a Coquitlam North Road BIA (CNRBIA), which will work with the BNRBIA to provide coordinated services to businesses on both sides of North Road. Discussions with the City of Coquitlam will continue following adoption of the new BRNBIA

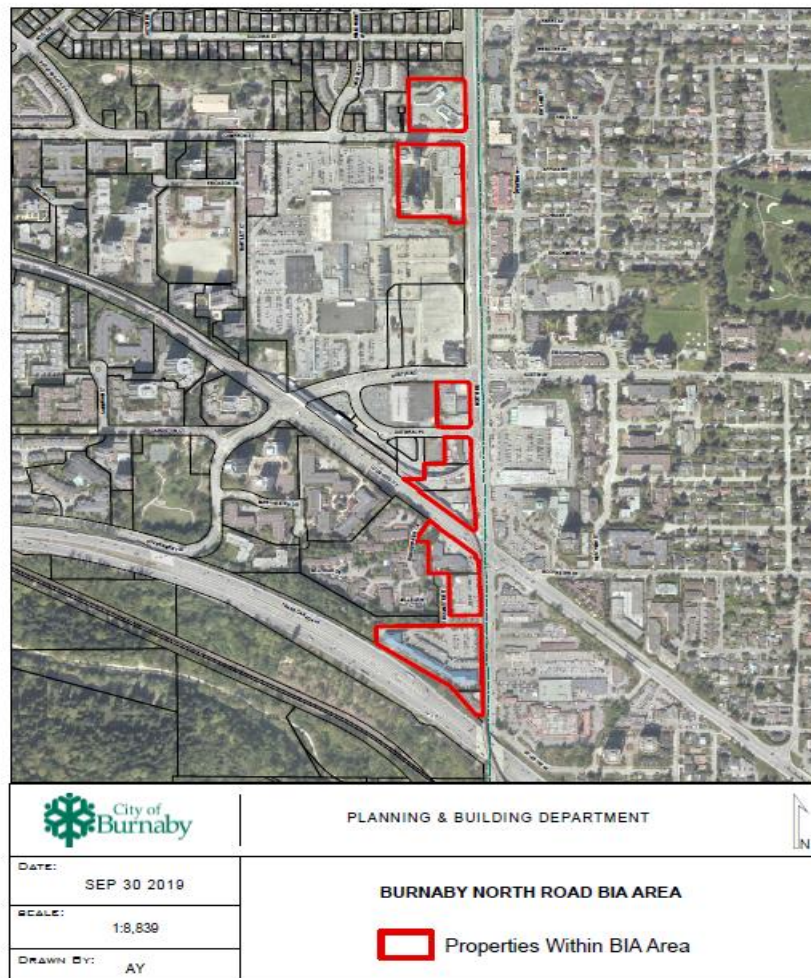
To: Financial Management Committee
 From: Director Finance
 Re: Burnaby North Road Business Improvement Area (BIA) Renewal 2020-2026
 2019 Oct 15.....Page 3

bylaw. It is hoped both sides of North Road will see added benefits through a cross jurisdictional focus. A CNRBIA would be funded from Coquitlam businesses included in the designated Coquitlam Business Improvement Area, for which the City of Coquitlam would need to undertake the same bylaw and petition exercise as that of Burnaby. Should this endeavour transpire, the BNRBIA would approach Council with additional information.

4.0 PROPOSED BNRBIA BYLAW

The proposed BNRBIA bylaw will encompass the same area as per the current Business Improvement Area (Burnaby North Road) Bylaw 2013, as detailed in figure 1 below:

Figure 1 – Business Improvement Area Boundaries



To: Financial Management Committee
 From: Director Finance
 Re: Burnaby North Road Business Improvement Area (BIA) Renewal 2020-2026
 2019 Oct 15.....Page 4

The new bylaw will also identify the BNRBIA's objectives, set out the terms and conditions for the receipt and expenditure of money, and specify the total levy that will be charged to properties within the business improvement area throughout the six year term of the bylaw.

Annual funding for the proposed six year term would increase at a rate of 3.5% per annum in order to cover inflationary cost increases and ensure that the BNRBIA can fund programs throughout the year, without the need to ask the City for any form of advance. Funding is collected through the City by means of a Local Area Service Tax, which is imposed on all Class 5 and 6 businesses within the boundaries of the business improvement area, barring identified exclusions (i.e. Lougheed Mall by joint agreement is not included in the BNRBIA). Total bylaw funding for the new term would be \$1,298,460, as captured in table 1 below. Once set, this bylaw funding cannot be amended for the duration of the bylaw, however, if required the business improvement area can be expanded through means of a new petition to include any currently excluded businesses that wish to be part of the BNRBIA.

Table 1 – Funding through means of a Local Area Service Tax

	\$ April to March*	% Increase
2020-2021	\$198,235.00	3.5%
2021-2022	\$205,170.00	3.5%
2022-2023	\$212,350.00	3.5%
2023-2024	\$219,785.00	3.5%
2024-2025	\$227,480.00	3.5%
2025-2026	\$235,440.00	3.5%
Total Bylaw Funding	1,298,460.00	
<i>*Figures are rounded</i>		

5.0 NEXT STEPS

Upon third reading of the proposed bylaw, the City Clerk will send a Notice of Intention to all property owners and tenants within the proposed boundaries of the business improvement area. The notice sets out the purpose of the BNRBIA, identifies the boundaries of the business improvement area, specifies the cost for the BNRBIA over the six year term, and provides an estimate of the first year's mill rate per \$1,000 of assessed value that will be imposed on the included properties. Property owners will then have 30 days to petition Council not to proceed with the business improvement area.

Unless a petition against the business improvement area is made to Council by a majority of the property owners representing at least 50% of the total assessed property value in the business improvement area, the new Business Improvement Area (Burnaby North Road) Bylaw will proceed for Council consideration and final adoption.

To: Financial Management Committee
From: Director Finance
Re: Burnaby North Road Business Improvement Area (BIA) Renewal 2020-2026
2019 Oct 15.....Page 5

6.0 RECOMMENDATION

The BNRBIA is seeking to renew the Burnaby North Road Business Improvement Area local service, for a period of six years, from 2020 April 01 to 2026 March 31. Staff recommend that Council endorse this request and authorize the City Solicitor to bring forward a bylaw to implement the terms and conditions of the renewal, as outlined in this report.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK/RR:jk/md

Attachments: 1 - BNRBIA Renewal Letter to City
2 - BNRBIA Strategic Plan 2020-2026

Copied to: City Manager
Director Planning and Building
City Clerk
City Solicitor



Attention: Burnaby Mayor and Council
4949 Canada Way, Burnaby, BC V5G 1M2

Re: Burnaby North Road BIA Renewal 2020 – 2026
Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2009

September 30, 2019

Dear Mayor and Council;

The North Road corridor has seen a lot of changes over the past 10 years since our inception. The Evergreen line did not exist, new development in the area had not yet started and we had ongoing issues with homelessness and crime.

Over the years, the BIA has worked steadily to improve the area and have formed great working relationships with the Province, the City of Burnaby, the RCMP, Transit Police and local schools- who have all done their utmost to support us as well. All of the focused efforts and wide variety of programs we have created have produced many improvements which have had a favourable impact on area businesses. The BIA has also seen substantial gains in the level of engagement from the business community as business owners have responded enthusiastically to upgraded conditions and assistance through our wide variety of programs.

The BNRBIA is confident that we have enough support from our membership to proceed with another term. We are therefore requesting a Council Petition to renew the BNRBIA for an additional six-year period from April 1, 2020 to March 31, 2026, with a total six year budget of \$1,298,459.92. The enclosed budget includes an annual increase of 3.5% to reflect expected inflation.

Included in this package is a report which details the Strategic Plan for the next six years, Financial Statements, Programs we have carried out and the results of the recently taken Membership Survey with supplementary graphs. We look forward to the next steps.

Warmest regards,

Hajera Biqi,
BNRBIA President

Carolyn Oraziotti,
Executive Director

cc: Noreen Kassam, Director Finance

Richard Rowley, Assistant Director Finance

Eva Juca, Manager Revenue & Taxation

Grant Taylor, Community Planner

Elaine Wong, Executive Assistant, Office of the Mayor

Burnaby North Road BIA
303-9940 Lougheed Hwy, Burnaby, BC V3J 1N3
604 420 2799 (O) | 604 345 0396 (C) | Carolyn@burnabynorthroadbia.ca





**Burnaby
North
Road BIA

Strategic
Plan:
2020-2026**

TABLE OF CONTENTS

1. Introduction	Page 3
2. Executive Summary	Page 4
3. The Organization – Board of Directors	Page 5
4. Action Plan – Strategic Plan	Pages 6 - 18
5. Financial Plan Financial Statements	Pages 19 – 22
6. Total 6 year Budget & 2020 Budget	Page 23 - 24
7. Survey Results–Supplementary Graphs	Pages 25 – 39
8. Attachment – BIA Area	Page 40

Introduction

This document outlines the many ways the Burnaby North Road BIA has planned to stay competitive in the changing marketplace as we welcome the significant influx of people who will be moving here over the next 20 years, as development continues to boom along the North Road corridor.

Business Improvement Associations are all about making their business areas as welcoming and attractive as possible for customers, with beautification initiatives and shopping incentives. Equally important is making sure that the merchants are educated about crime prevention methods so they can protect themselves against outside threats. We have worked very diligently in this area with merchants and property managers; in many ways acting as a large outdoor mall management group to ensure the area is as robust as possible. We are extremely grateful to have worked closely and collaboratively with our key partners, the City of Burnaby and the RCMP to ensure our area is vibrant and sustainable.

Burnaby North Road BIA members are very grateful for the upgrades along North Road that the Cities of Burnaby and Coquitlam had provided after the installation of the Evergreen Line. The colourful lighting and seasonal rainforest planting underneath the elevated skytrain platform, along with our first piece of public art; the illuminated North Star sculpture in the median of the road, really identifies our public realm and gives a strong impression that one has arrived.

Building on the success of these last 10 years, our strategic plan was prepared by BIA personnel; Business Committee members and the Strategic Action Group. We based our findings on the data collected from a recent membership survey, where we collected information from 65 respondents who answered questions pertaining to our key program areas of Marketing; Safety & Security, Member Relations, Public Realm, BIA Area and Organization Excellence. From their responses we were able to determine the goals and outcomes of our 2020 - 2026 Strategic Plan.

Executive Summary

- The proposed 6 year Burnaby North Road BIA (BNRBIA) renewal would start in April 2020 with a levy at \$198,233.55 and would increase annually by 3.5%.
- Since the Burnaby North Road BIA inception over 10 years ago it has organized a number of successful events and programs which the membership values highly. “Korean Community Day” has become an annual signature event for the area. Seasonal promotions were also valued highly.
- Over 50% of members see great value in partnering with a proposed Coquitlam North Road BIA especially in growing the Korean Community Day event.
- The BIA’s use of social media (Facebook, Twitter and Instagram) has grown both in content and followers. It is becoming one of the most effective ways of promoting the area.
- Security programs remain a high priority with the members, which include private security hired to perform patrols as well as continued participation on policing committees and with outreach initiatives.
- The Burnaby North Road BIA has successfully built numerous relationships with all levels of government; Federal, Provincial and Municipal, with the RCMP and others who have collectively helped to make North Road a safer and cleaner place.
- Membership survey results demonstrate that our businesses would like to see more public art; benches, landscaping, seasonal banners and improved street lighting.
- The Burnaby North Road BIA will continue to be a strong advocate for green spaces, seasonal lighting and public art that will be added as development occurs along the corridor.



The BNRBIA - Board of Directors

1. **Hajera Baqi**, *President*
Shoppers Drug Mart
2. **Michelle Kim**, *Vice-President*
ALS Property Management
3. **Gloria Munro**, *Treasurer*
Munro Accounting & Tax CPA
4. **Paul Choi**, *Secretary*
Juris Notary
5. **Tony Ciulla**, Director
Vancity Branch Manager
6. **Andrew Kim**, Director
Harrop, Phillips, Powell & Gray LLP Barristers & Solicitors
7. **Calvin Lee**, Director
ACE Investment Group
8. **Racheal Wong**, Director
Winson Estates Ltd., Asset Manager

Burnaby North Road BIA Strategic Plan 2020-2026

Introduction

The Burnaby North Road Business Improvement Association (BNRBIA) is a proactive group of property owners and business owners who have worked steadily from inception of the association to create growth and support prosperity of our members by increasing the customer base of the area. We also work with our strategic partners to address concerns and ambitions of our members in a wide range of issues primarily with regard to future directions of our area, including regulations, mobility and safety. Our long term vision, working with our members and strategic partners, is to be a well-integrated part of one of four significant urban centres of Burnaby.



The new Evergreen Line rapid transit service has brought increased commercial and residential growth to the North Road corridor. Our branding and the representation of all businesses in our area is enabling our members to more successfully compete with the major surrounding commercial hubs and big box stores in neighbouring regions. Since we share the regional geography of North Road with Coquitlam, we have worked with several Coquitlam businesses to promote the North Road area. We are encouraging these businesses to create a Coquitlam business association representing North Road businesses in Coquitlam which would further

strengthen our joint efforts to provide even more area branding, stability and socio-economic strength.

Also, there is a significant amount of development in the Lougheed Town Centre area and we anticipate that this will result in a substantial influx of residents and commercial tenants. We have worked with and will continue to work with the City of Burnaby and developers to ensure that BNR-BIA is strengthened by these changes. We continue to encourage redevelopment that supports pedestrian and cycling use and safety as well as add to the overall creation of a holistic community.



Sept 30, 2019

Vision

“Create growth and prosperity for our business and property owners by increasing the customer base and in the long term, which will increase the residential population on North Road.”



Mission (2026)

Our mission is by 2026 to attain the following key results:

- **Marketing** – we will have a comprehensive marketing plan that targets growing audiences, by integrating our branding and outreach strategies which will result in an increased customer base for our members
- **Safety and Security** – we will continue to work with policing groups, like the Community Policing Advisory Committee (CPAC) and our privately contracted security, to have among the highest level of safety and security of Burnaby’s neighbourhoods
- **Member Relations** – our BIA will be known for having highly effective and open communication with all members and strategic partners
- **Public Realm** – our transportation infrastructure will continue to be safe and provide ready access to our members’ businesses; our area attractiveness will continue to be enhanced through beautification, art and design
- **BIA Area** – our success in marketing and area attractiveness will be enhanced through a strengthened connection to the North Road businesses on the Coquitlam side

Sept 30, 2019

- **Organization Excellence** – our efforts with governance and organization systems and practices will continue to improve to support our work for our members

Key Result Areas

The goals for each of the key result areas of our 2026 mission are documented below.

A. Marketing



The City's Social Sustainability report outlines the importance of inclusion and we know that having the premier Korean shopping centre in our area makes us unique and is a definite bonus that we will continue to promote. We also have a "Persian Quarter" that needs further support and believe that marketing these two

assets will bring more shoppers and residents to the area. Our plan includes attracting businesses to our area that will contribute to the perception of our area as one that is a desirable place to eat, work, live and play. Our branding was recently updated and is reflective of the change occurring to the development of North Road.

2020 - 2026 Goals

1. A comprehensive marketing plan that promotes a recognized brand and presents all of our many assets to both local and Lower Mainland residents.

2020 Objectives

- a) Brand expansion and increased awareness via social media.
- b) Elevate coffee and food profile of the area.
- c) Continue to enhance our outreach through expanded cultural celebrations in conjunction with Coquitlam North Road businesses.
- d) Develop an area loyalty program.
- e) Develop a comprehensive marketing plan

B. Safety and Security

Our past efforts to address safety and security have been primarily through the Community Policing Advisory Committee (CPAC). This committee consists of law enforcement members from the RCMP, CN Rail and Transit Police and



other members including Simon Fraser University Security, Lougheed Mall Security, local High Schools and members from surrounding districts within North East Burnaby.

Working with this group in the past has resulted in considerable improvements to safety and security issues in our area. We recognize that safety and security remain top priorities for BNR-BIA members and we will continue to be active and vigilant. Our members place a high value on our working relationship with the RCMP – primarily through the Community Response Team (CRT) and the bike patrol - this is strategically significant because it shows a marked improvement on the perception of RCMP effectiveness and their trustworthiness.

While crime levels have decreased and social issues including homelessness and open drug use is better than in the past, these issues need our ongoing monitoring and action. It is our aim to continue to have among the highest levels of safety and security of Burnaby's neighbourhoods.

2020 - 2026 Goals

1. Continue to maintain a strong and healthy relationship with Community Policing Advisory Committee.

2020 Objectives

- a) Continue to focus on reducing the level and impact of homelessness in our area.
 - b) Continue to work on reducing community crime with a focus on open drug use and shoplifting.
 - c) Continue to work with business managers and property owners on the importance of reporting crimes.
 - d) Develop a crime, nuisance and homelessness data base for our members.
2. Continue to ensure there is a high level of safety and security for both our members and the public in our BIA.

2020 Objectives

- a) See B. Safety and Security, Goal 1.
- b) Maintain private security support at a level that ensures we have the desired safety and security in our area.

C. Member Relations

We have continued to make improvements to our communication efforts to ensure our members are informed of our activities and we are aware of their needs and goals. Our Newsletter and Directory publications are published in Korean and English which has helped in our efforts to communicate with all members and let them

Sept 30, 2019

know that they feel that they are important, included and relevant. However, we cannot stand still in our efforts to be more effective and must continue to strive toward highly effective and open communication with all members and strategic partners which will only help further BNR-BIA's interests.

2020 - 2026 Goals

1. Maintain and build upon involvement and awareness through effective communication with all of our members.

2020 Objectives

- a) Review our current communication (methods and focus) to determine where we can be more effective.
 - b) Enhance our communication into a more singular platform.
 - c) Educate our members with regard to mode of communication.
 - d) Develop a “new-comers” program (e.g. welcoming, net-working, etc.).
2. Maintain and build upon strong and mutually beneficial relationships with our strategic partners through effective communication.

2020 Objectives

- a) Renew our commitment with our community partners.

D. Public Realm

Our plan addresses the issue of creating movement into and within our area which is integrated, safe, inviting and accessible via walking, cycling, transit and automobile. We will continue to work with the City, Translink and developers as our area undergoes changes to ensure that transportation and access considerations in keeping with our vision of the Lougheed Town Centre area as well as the City's Social Sustainability Strategy are an integral component to future plans.

In addition, we recognize that the aesthetics of our area is an important element in attracting customers and is an important part of our overall branding efforts. Our contributions in this area have focused on banners and other street improvements. While we are not in a financial position nor do we have the authority to make major investments in this area, we will continue to encourage the City of Burnaby, other levels of government and developers to enhancement of our public realm through beautification, art and design.



2020 - 2026 Goals

1. Our area roads, including intersections, access and egress will be operating at the highest safety levels.

2020 Objectives

- a) Work with Metro Vancouver to reduce the access and egress impacts of their work on local roads.
 - b) Work with Burnaby's Planning and Engineering Departments to ensure we have early awareness of impending developments in our area.
2. Our area will have a strong focus on easy access to businesses and safety for all mobility modes.

2020 Objectives

- a) See D. Public Realm Goal 1.
3. We will promote alternative forms of transportation within our BIA area.

2020 Objectives

- a) Develop a clear understanding of City of Burnaby's future plans for alternative transportation in our area
4. The aesthetics of area will be improved through beautification, art and design.

2020 Objectives

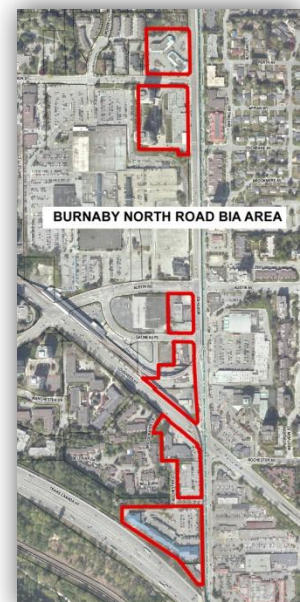
- a) Work with the City to encourage the development of a working committee (with strategic partners) to address beautification, art and design for this area.

E. BIA Area

In order to develop a strong brand that clearly identifies our area as one of the key four Burnaby town centres, it is imperative that our BIA area is relevant enough in size and representation of all the businesses in our area to take on major area competitors and be identifiable as a major location in which to shop, live, work and have fun. A strategic partnership with a yet unformed Coquitlam North Road BIA would make the entire area even more economically and socially healthy.

2020 - 2026 Goals

1. Work with the City towards integrating businesses between either ends of our BIA as part of a contiguous



Sept 30, 2019

North Road strip.

Note – *this goal is subject to decisions that have not yet been made with regards to the North Road facing commercial developments underway in Lougheed Mall.*

2020 Objectives

a) TBD – see note above.

2. Work with the City of Coquitlam to encourage/facilitate the development of a Coquitlam North Road business association as a strategic partner for joint efforts that will benefit businesses from both municipalities.

2020 Objectives

- a) Continue to support local Coquitlam businesses as they work with the City of Coquitlam towards the formation of a Coquitlam North Road BIA.

F. Organization Excellence

Organizations are challenged with optimizing desired results with available resources. This requires a great deal of planning to ensure that the results being planned for are the results required by those who “own” the organization – in this case, the members of the Burnaby North Road BIA. This also requires BNR-BIA to be extremely efficient and well governed.

We have been cited as being a very good example of what a BIA should be like. However, we cannot afford to rest on past successes and need to continuously be looking at best practices, both in operations and in governance. The staff resources that we currently have are very limited. In addition, the Board of Directors have not reviewed their own governance practices and the relationship to their oversight and support role. It is critical that we continue to ensure that we are striving for being the best that we can be.

2020 - 2026 Goals

1. Our governance model and practices will ensure that the BNR-BIA is highly representative of our membership and that the responsibilities of the Board are being fully met.

2020 Objectives

- a) Increase the size and representation of our Board.
- b) Review Board effectiveness and develop a plan for Board improvement.

2. In all areas of our operations, we will be utilizing a best practices approach.

2020 Objectives

- a) Review BIA best practices and determine where we can make improvements.

BNRBIA HIGHLIGHTS (2009 - 2019)

SPECIAL EVENTS & PROMOTIONS

1. Korean Community Days

Partnered with ALS Property Management and Korea Town Centre Mall for 6 years with Plaza I, Winson Estates joining in the last two years.



2. Easter Event

Started off as a roving egg delivery event, going store to store throughout the area. Now an event with two malls at the north end of the road, North Gate Village and North Road Centre Mall, which sends participants on a Treasure hunt. 9 years running.



Sept 30, 2019

3. Party for your Mama

Mother's Day event at North Gate and North Road Square malls. 9 years running.



4. Halloween Costume Parade

Trick or Treating with family members on the Saturday before Halloween throughout stores in the North gate and North Road Square malls. 10 years running.



Sept 30, 2019

5. Christmas Caroling

Barge and Sing - spread that Holiday Cheer! 10 years running, on Saturdays throughout December throughout various businesses in the area.



6. Korean Heritage Festival

6 years running- We promote our own Korean Community day festival at this event.



Sept 30, 2019

PROMOTIONS

1. Dine around the World on North Road

Dining Shout Out: Japolo Sushi & Pho



#218, 3355 North Road, Bly T: 604.420.8978 www.japolo.ca

Tucked away on North Road at the back of a mall near Cameron St, Japolo Sushi is worth the time to locate. Chef Jacky Japolo uses only the finest and freshest ingredients to create a variety of delicious and mouth watering sushi experiences.

Dine Around the World on North Road!

NORTH ROAD BURNABY
BURNABY NORTH ROAD BIA

Easily accessible by bike, car, foot, bus or Skytrain.

www.burnabynorthroadbia.ca

Dining Shout Out: DonairVille & Café



Delivery Take out
Dine in Catering
Order Online

#205 3355 North Road, Bly
T: 604.444.4545
www.DonairVille.com

f t i p y

DINE AROUND the WORLD on NORTH ROAD!

Discover the authentic Turkish Donair and Turkish Coffee. Our Chef Masoud uses only the finest and freshest ingredients (no processed meats). Appetizers, Lamb, Chicken, Beef Donair, kebabs and platters, soups, salads, desserts and Turkish coffee!

Experience International flavours of award winning Restaurants!

NORTH ROAD BURNABY
BURNABY NORTH ROAD BIA

Easily accessible by car, foot, bus or Skytrain.

www.burnabynorthroadbia.ca

2. Social Media Promotions/Contests – Party for your Mama, Father's Day, Canada Day, Holiday Season, Restaurants, New Businesses

Burnaby North Road BIA
September 18 at 1:42 PM

One of our favourite places!



Tourism Burnaby
September 17 at 11:48 AM

Juillet Cafe offers a variety of drinks from espresso-based coffees to teas, hot or iced. There is ample seating for both the solo sippers and group goers, plus...

See More

Like Page

Burnaby North Road BIA
September 4 at 12:49 PM




Tourism Burnaby
August 26 at 7:37 PM

Located on North Road in Burnaby, Standing Egg Coffee is a hidden gem with ample sitting space, exceptional decor, and an eclectic atmosphere. #Burnaby365


Great...
See More

Like Page

ENTER TO WIN!



ENTER TO WIN



VANCOUVER WHITECAPS FC VS. SEATTLE SOUNDERS FC
MARCH 30

Sept 30, 2019

3. XMAS Shopping Sprees — Holiday shopping made less stressful with an extra \$1000 to spend, in our BIA area of course. 8 years running.



ADVOCACY

1. Homelessness – The BIA has participated with the Homeless Task force 6 years running and worked with Transit Police (Sgt. Wendy Hawthorne) and Progressive Housing this year to place a mobile outreach van at Lougheed Skytrain Station.



Sept 30, 2019

2. Public Art — The BIA coordinated efforts with the City of Burnaby Anti-Graffiti Department and Burnaby Mountain Secondary Students to cover an unsightly retaining wall on Gatineau & North Road.



YOUTH PROJECTS

'Graffiti Busters' was a partnership with the City Anti-Graffiti Department; the RCMP, Burnaby Mountain Secondary School and the BIA. The program ran for 2 years, with students taking training about the negative impacts of graffiti lifestyle. The students then formed their own group called the 'CSI Club' and went to feeder schools in the catchment to share their wisdom about the negative impact of a graffiti lifestyle. They participated in graffiti removal, meeting with the BIA and City Anti- Graffiti coordinator Kathy Wipf to paint over graffiti. The property managers in the BIA appreciated this.

BUSINESS RELATIONS

A member of the Burnaby Board of Trade (BBOT), the North Road BIA regularly attends their trade shows and functions to promote the North Road area. We have also hosted the Korean Consul General and visiting representatives from Hwa Song, our sister City in Korea.

SECURITY

The BIA has served on the District #2 Community Policing Advisory Committee (CPAC) for 10 years and also on the Public Safety Committee for 2 years, advocating for our business area. Many programs were launched with the RCMP and Transit Police including Coffee with a Cop, RCMP Forums and going door to door to meet business owners.

We have also had our own security company working for 10 years, 10-4 Security which started originally as a joint initiative with ICBC. **Heads UP!** Was a program to notify business owners electronically of suspects working in the area.

Sept 30, 2019

**Chartered Professional Accountant**

639 Cottonwood Avenue, Coquitlam, BC V3J 2S5
Cell: 778 229-7839 Tel 604 936-7838 Fax 604 449-3771
Email: lise@liebichcga.com
www.liebichcga.com

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of Burnaby North Road Business Improvement Association as at March 31, 2019 and the statement of operations and changes in fund balance for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

A handwritten signature in black ink, consisting of a stylized 'L' followed by a series of loops and a horizontal stroke.

L Liebich Inc
Chartered Professional Accountant

Coquitlam, BC

August 19, 2019

Sept 30, 2019

BURNABY NORTH ROAD BUSINESS IMPROVEMENT ASSOCIATION

STATEMENT OF FINANCIAL POSITION
(Unaudited - see Notice to Reader)
AS AT MARCH 31, 2019

STATEMENT 1

ASSETS

	<u>2019</u>	<u>2018</u>
Current assets		
Cash	\$ 30,522	\$ 41,306
Accounts receivable	6,300	974
Due from government agencies	603	698
Prepaid expenses	<u>5,505</u>	<u>5,093</u>
	<u><u>\$ 42,930</u></u>	<u><u>\$ 48,071</u></u>

LIABILITIES AND FUND BALANCE

Current liabilities		
Accounts payable and accrued liabilities	\$ 5,180	\$ 7,953
Unrestricted fund balance	<u>37,750</u>	<u>40,118</u>
	<u><u>\$ 42,930</u></u>	<u><u>\$ 48,071</u></u>

ON BEHALF OF THE BOARD:

 Director

 Director

Sept 30, 2019

BURNABY NORTH ROAD BUSINESS IMPROVEMENT ASSOCIATION

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE

STATEMENT 2

(Unaudited - see Notice to Reader)
FOR THE YEAR ENDED MARCH 31, 2019

	<u>2019</u>	<u>2018</u>
Revenue		
City of Burnaby member contributions	\$ 189,450	\$ 180,533
Other income	8	227
Interest income	820	862
Sponsorship	<u>6,481</u>	<u>7,359</u>
	<u>196,759</u>	<u>188,981</u>
Operating Expenses		
Administration	73,024	73,215
Advertising and promotion	14,405	14,316
Bad debts	145	-
Bank charges and interest	250	142
Beautification	10,785	4,477
BIA-BC conference	4,255	2,671
Insurance	2,992	2,967
Membership	689	679
Office and miscellaneous	31,231	29,373
Professional fees	1,700	1,808
Security	32,391	34,883
Special events	<u>27,260</u>	<u>31,803</u>
	<u>199,127</u>	<u>196,334</u>
Deficit of revenue over expenses	(2,368)	(7,353)
Unrestricted fund balance, beginning of year	<u>40,118</u>	<u>47,471</u>
Unrestricted fund balance, end of year	<u>\$ 37,750</u>	<u>\$ 40,118</u>

Sept 30, 2019

BURNABY NORTH ROAD BUSINESS IMPROVEMENT ASSOCIATION

STATEMENT OF OPERATIONS, ACTUAL vs. BUDGET
FOR THE YEAR ENDED MARCH 31, 2019
(Unaudited - see Notice to Reader)

STATEMENT 3

	<u>2019</u>	<u>Budget</u>	<u>Variance</u>
Revenue			
City of Burnaby member contributions	\$ 189,450	\$ 185,950	\$ 3,500
Other income	8	-	8
Interest income	820	900	(80)
Sponsorship	<u>6,481</u>	<u>-</u>	<u>6,481</u>
	<u>196,759</u>	<u>186,850</u>	<u>9,909</u>
Operating Expenses			
Administration	73,024	73,300	(276)
Advertising and promotion	14,405	15,885	(1,480)
Bad debts	145	-	145
Bank charges and interest	250	200	50
Beautification	10,785	9,184	1,601
BIA-BC conference	4,255	2,700	1,555
Insurance	2,992	2,700	292
Membership	689	950	(261)
Office and miscellaneous	31,231	30,080	1,151
Professional fees	1,700	1,850	(150)
Security	32,391	33,000	(609)
Special events	<u>27,260</u>	<u>17,000</u>	<u>10,260</u>
	<u>199,127</u>	<u>186,849</u>	<u>12,278</u>
Deficit of revenue over expenses	<u>(2,368)</u>	<u>1</u>	<u>(2,369)</u>

Sept 30, 2019

6 Year Budget

The proposed renewal term of the Burnaby North Road BIA is April 1, 2020 to March 31, 2026. The total budget for this six year period is **1,298,459.92**, which reflects a 3.5% annual increase for anticipated inflation in goods and services.

Council's continued support is sought in authorizing staff to undertake the necessary bylaw changes and commencement of petition proceedings for renewal of the BIA. This will facilitate continued recovery of annual funds granted by the City through means of a Local Service Tax.

April to March		% Increase
2020-2021	\$198,233.55	3.5%
2021-2022	\$205,171.72	3.5%
2022-2023	\$212,352.73	3.5%
2023-2024	\$219,785.08	3.5%
2024-2025	\$227,477.56	3.5%
2025-2026	\$235,439.27	3.5%
Total Bylaw Funding	\$1,298,459.92	

Burnaby North Road Business Improvement Association Budget

April 2019 through March 2020

	Apr '19 - Mar 20
Ordinary Income/Expense	
Income	
4010 · City Grant	191,525.00
4060 · Interest Income	500.00
Total Income	192,025.00
Expense	
6005 · Bank service charges	240.00
6010 · Net Beautification	1,500.00
6030 · Net Administration	73,260.00
6040 · BIA-BC Conference	1,050.00
6045 · Insurance	2,700.00
6060 · Membership	800.00
6070 · Net Office	24,585.00
6080 · Professional Fees	1,750.00
6090 · Net Promotion	11,940.00
6098 · Meetings	21,200.00
6100 · Safety & Security	27,000.00
6110 · Special Events	22,000.00
Total Expense	188,025.00
Net Ordinary Income	4,000.00
Net Income	4,000.00

The Burnaby North Road BIA commenced operations prior to the receipt of their initial funding in July 2009. The previous Merchant's Association funded the early start, however, every year; the funds run short in early June. In the past, this shortfall has been funded by a loan from one of the merchants. Therefore, the NR BIA proposes three years of \$4,000 surpluses to fund this shortfall to avoid borrowing operating funds in future.

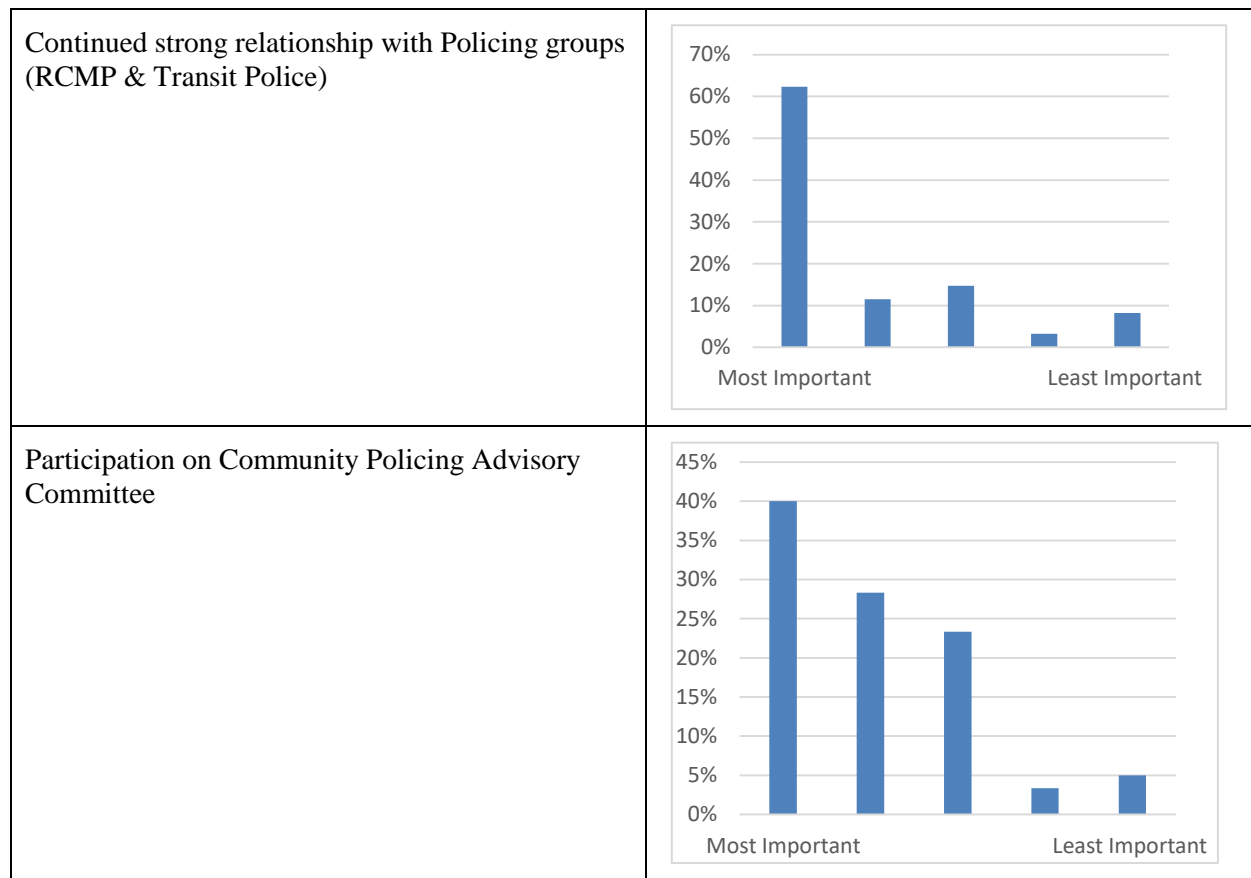
Sept 30, 2019

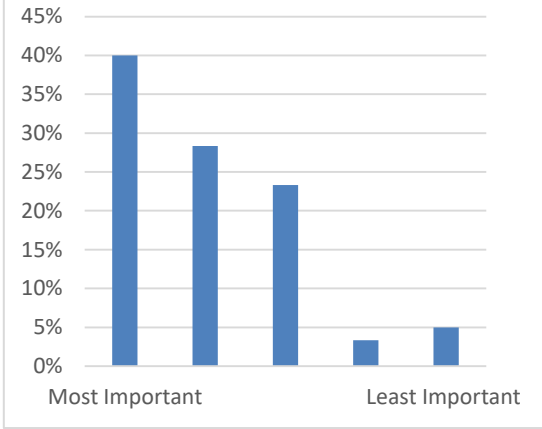
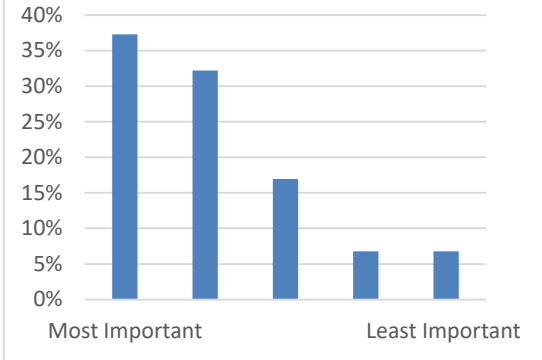
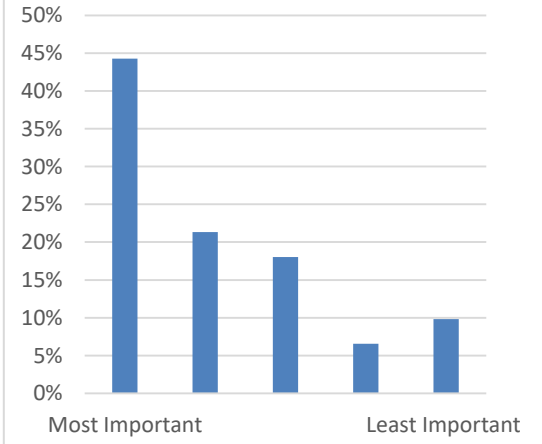
Burnaby North Road BIA Strategic Planning Survey Results – Supplementary Graphs

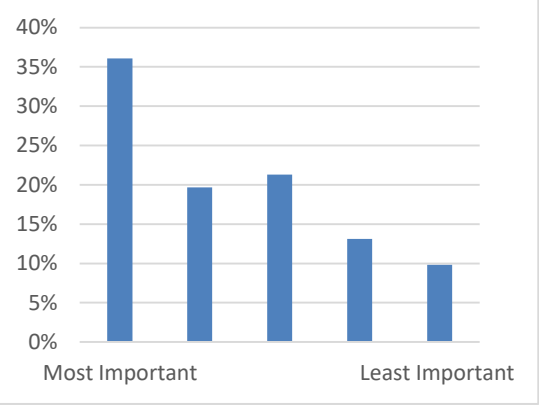
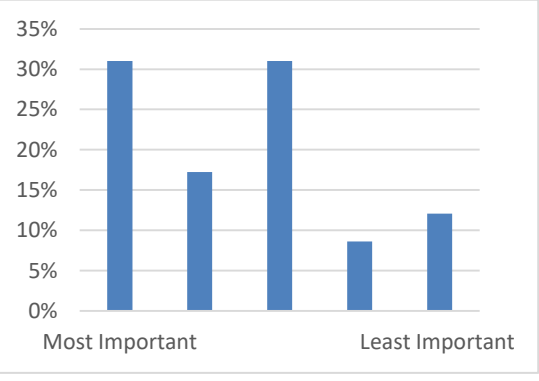
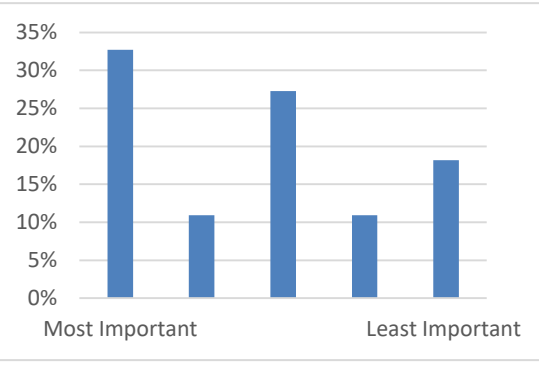
This document is a supplement to the initial document reporting on the Burnaby North Road strategic planning survey results (“BNR-BIA Strategic Planning Survey Results 2019” *July 24, 2019*). The intent of this document is to graphically present those survey items where a numerical rating was provided.

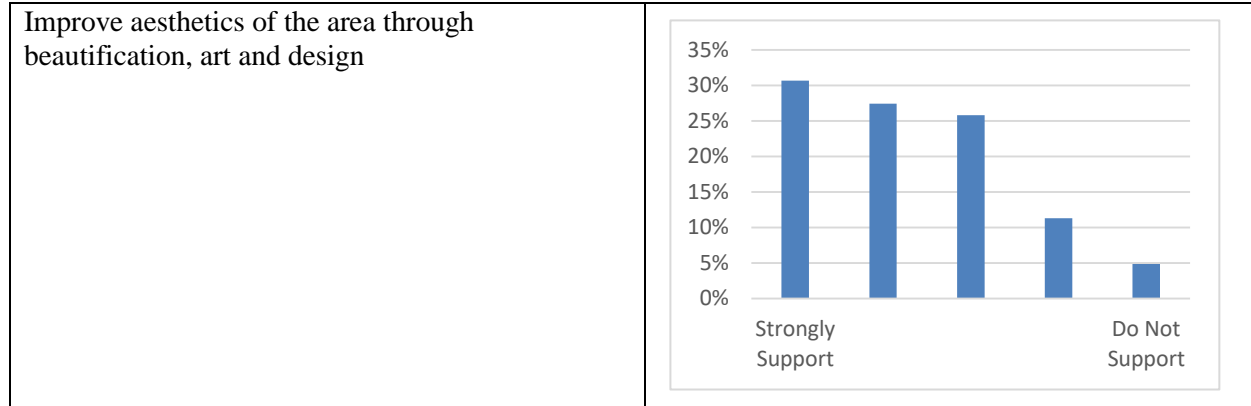
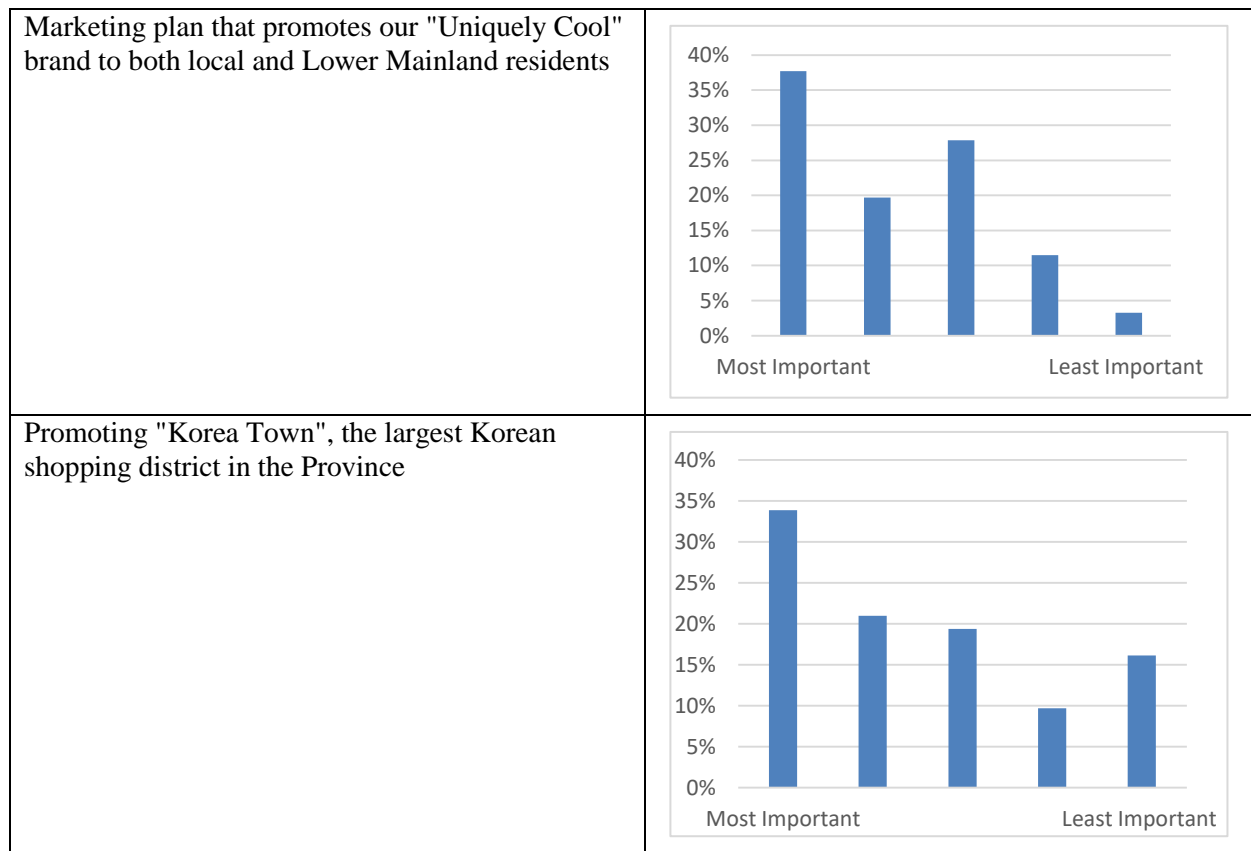
It is important to note that each graph represents 100% of the responses for that item but the left hand scale is calibrated based on the highest number of responses to any of that items options (e.g. in the first item, over 60% said this was most important). Each graph therefore provides a quick visual comparison for that particular item of how the responses vary across the scale for that item only as well as an indication of the percentage of responses for each option.

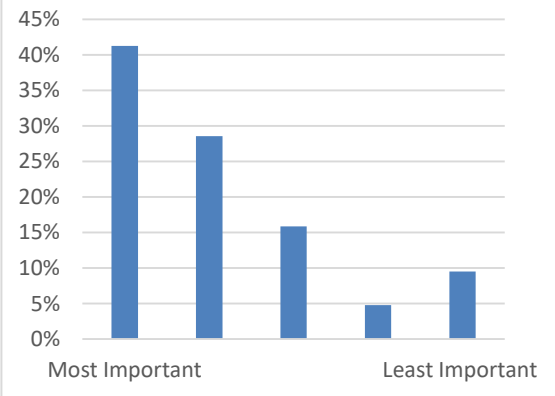
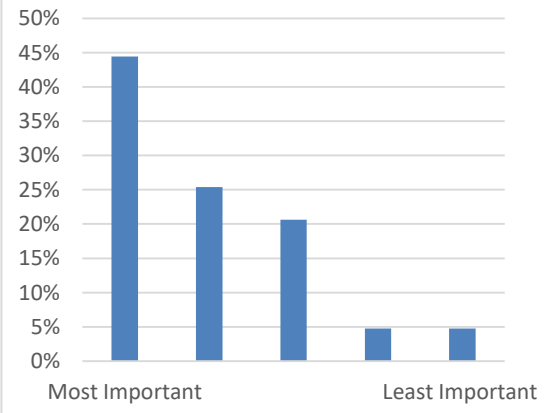
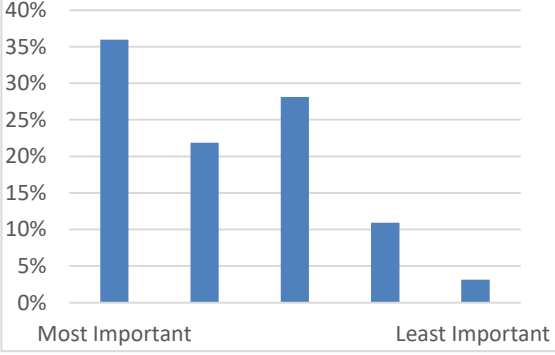
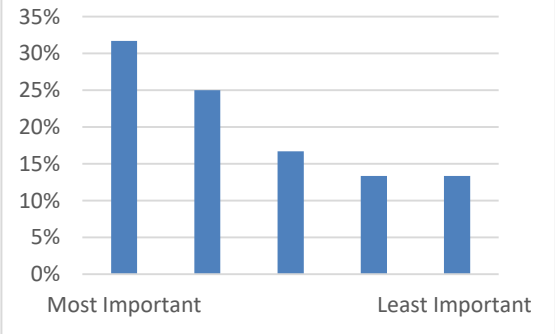
SAFETY/SECURITY

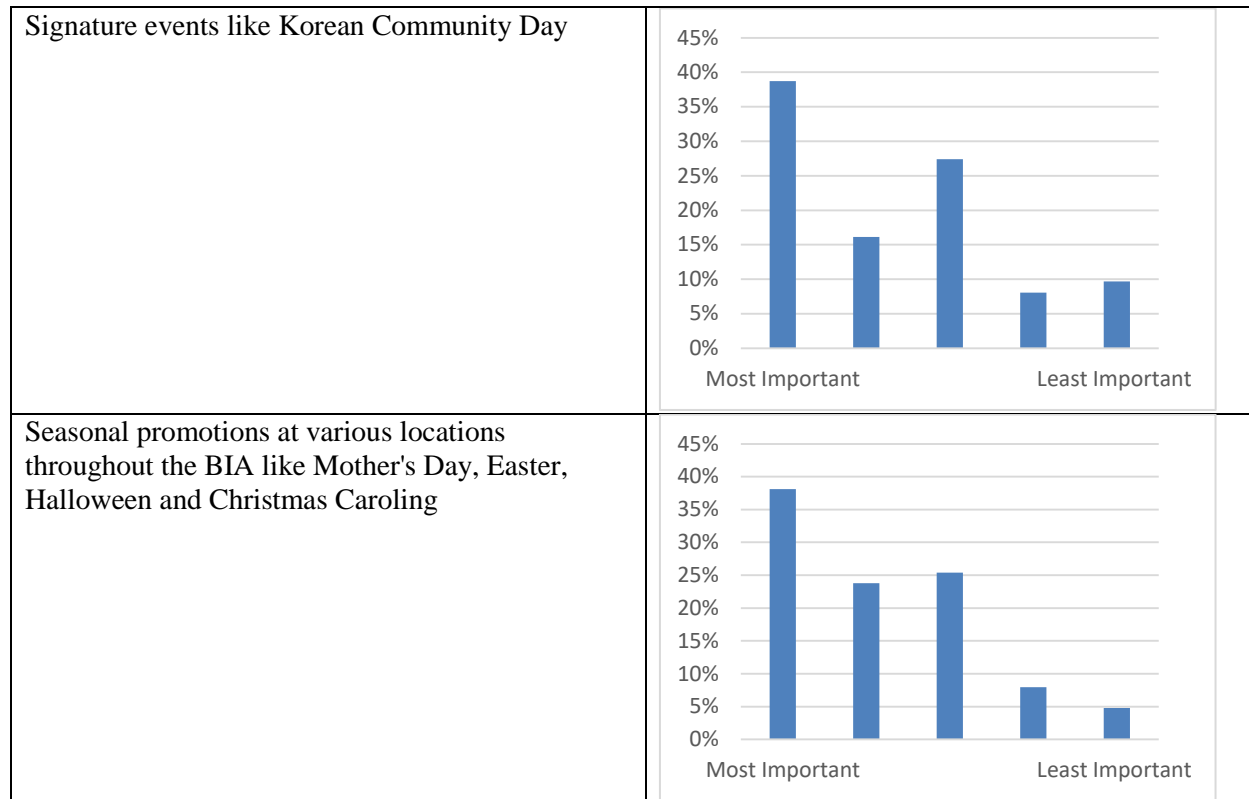
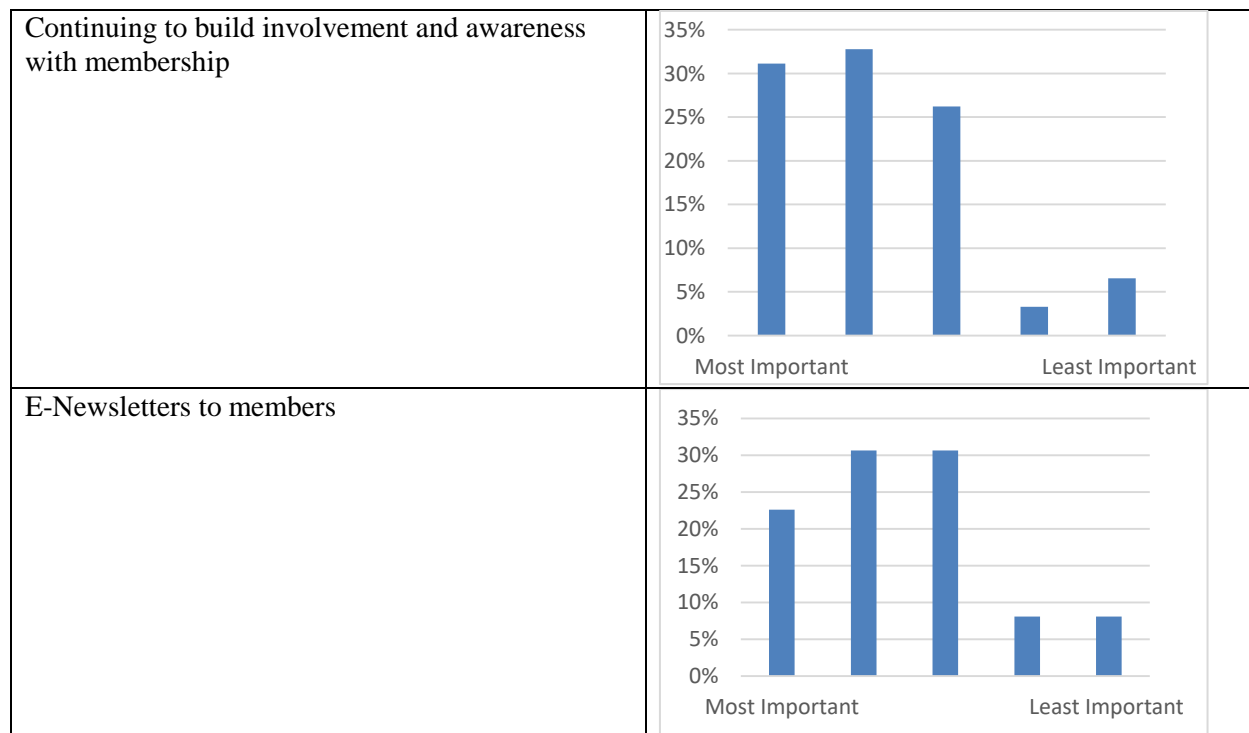


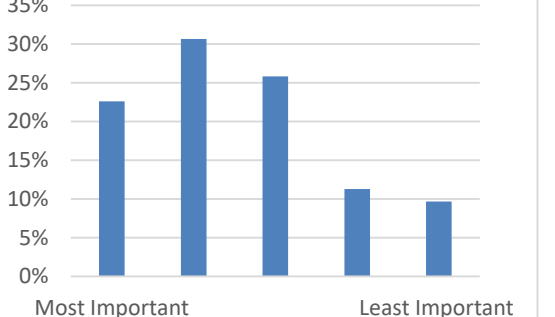
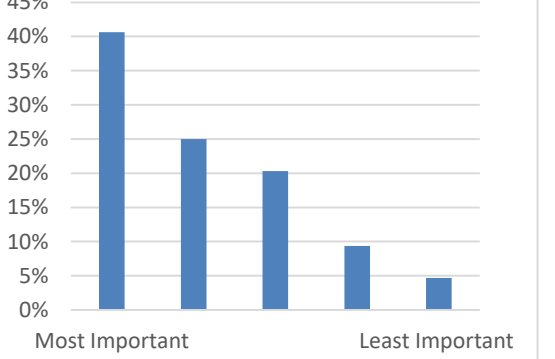
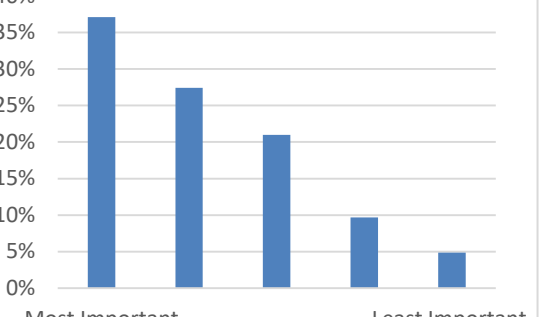
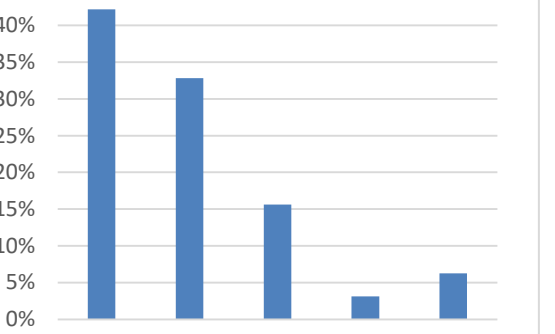
<p>Participation on the City-wide Public Safety Committee</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>40%</td> </tr> <tr> <td>Important</td> <td>28%</td> </tr> <tr> <td>Not Important</td> <td>23%</td> </tr> <tr> <td>Least Important</td> <td>3%</td> </tr> <tr> <td>Very Least Important</td> <td>5%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	40%	Important	28%	Not Important	23%	Least Important	3%	Very Least Important	5%
Importance Level	Percentage												
Most Important	40%												
Important	28%												
Not Important	23%												
Least Important	3%												
Very Least Important	5%												
<p>Privately contracted Mobile Security Patrol</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>37%</td> </tr> <tr> <td>Important</td> <td>32%</td> </tr> <tr> <td>Not Important</td> <td>17%</td> </tr> <tr> <td>Least Important</td> <td>7%</td> </tr> <tr> <td>Very Least Important</td> <td>7%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	37%	Important	32%	Not Important	17%	Least Important	7%	Very Least Important	7%
Importance Level	Percentage												
Most Important	37%												
Important	32%												
Not Important	17%												
Least Important	7%												
Very Least Important	7%												
<p>Membership on Task Force to prevent homelessness in Burnaby</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>44%</td> </tr> <tr> <td>Important</td> <td>21%</td> </tr> <tr> <td>Not Important</td> <td>18%</td> </tr> <tr> <td>Least Important</td> <td>7%</td> </tr> <tr> <td>Very Least Important</td> <td>10%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	44%	Important	21%	Not Important	18%	Least Important	7%	Very Least Important	10%
Importance Level	Percentage												
Most Important	44%												
Important	21%												
Not Important	18%												
Least Important	7%												
Very Least Important	10%												

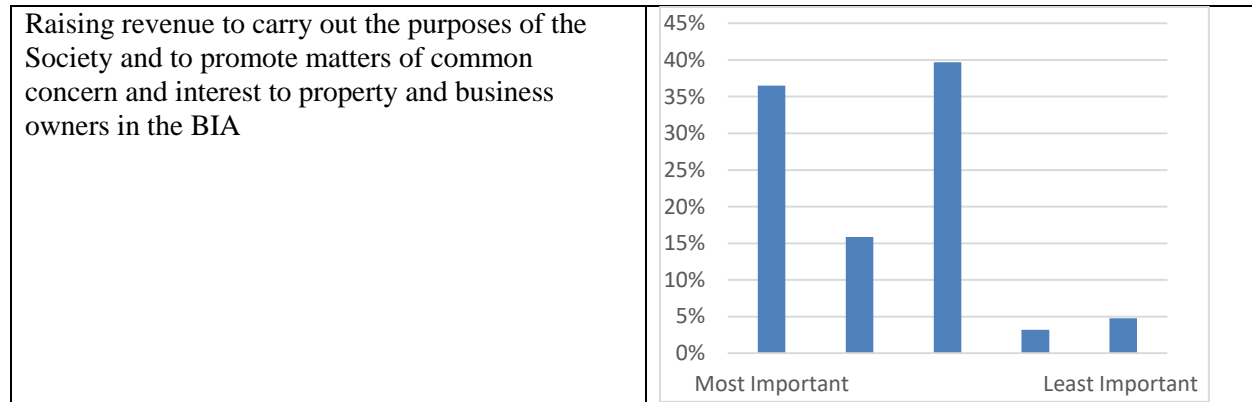
Anti-graffiti initiatives	 <table border="1"> <thead> <tr> <th>Importance Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>36%</td> </tr> <tr> <td>Most Important</td> <td>20%</td> </tr> <tr> <td>Most Important</td> <td>21%</td> </tr> <tr> <td>Least Important</td> <td>13%</td> </tr> <tr> <td>Least Important</td> <td>10%</td> </tr> </tbody> </table>	Importance Category	Percentage	Most Important	36%	Most Important	20%	Most Important	21%	Least Important	13%	Least Important	10%
Importance Category	Percentage												
Most Important	36%												
Most Important	20%												
Most Important	21%												
Least Important	13%												
Least Important	10%												
Regular meetings with Translink	 <table border="1"> <thead> <tr> <th>Importance Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>31%</td> </tr> <tr> <td>Most Important</td> <td>17%</td> </tr> <tr> <td>Most Important</td> <td>31%</td> </tr> <tr> <td>Least Important</td> <td>8%</td> </tr> <tr> <td>Least Important</td> <td>12%</td> </tr> </tbody> </table>	Importance Category	Percentage	Most Important	31%	Most Important	17%	Most Important	31%	Least Important	8%	Least Important	12%
Importance Category	Percentage												
Most Important	31%												
Most Important	17%												
Most Important	31%												
Least Important	8%												
Least Important	12%												
The BIA should move to a reduced security patrol paid for by the BIA	 <table border="1"> <thead> <tr> <th>Importance Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>33%</td> </tr> <tr> <td>Most Important</td> <td>11%</td> </tr> <tr> <td>Most Important</td> <td>27%</td> </tr> <tr> <td>Least Important</td> <td>11%</td> </tr> <tr> <td>Least Important</td> <td>18%</td> </tr> </tbody> </table>	Importance Category	Percentage	Most Important	33%	Most Important	11%	Most Important	27%	Least Important	11%	Least Important	18%
Importance Category	Percentage												
Most Important	33%												
Most Important	11%												
Most Important	27%												
Least Important	11%												
Least Important	18%												

ATTRACTION*MARKETING*

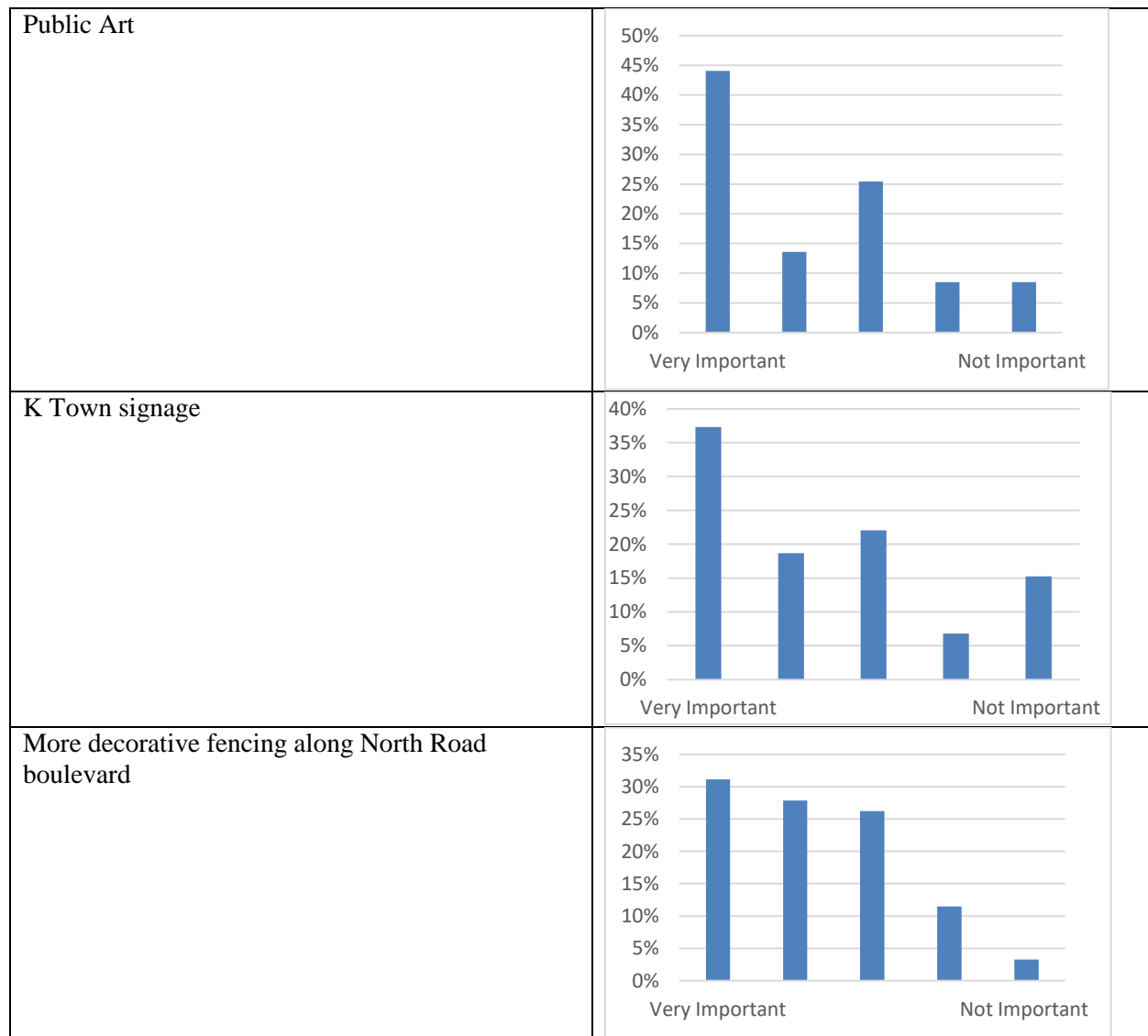
Attracting business to our area to support making the area a complete community	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>42%</td> </tr> <tr> <td></td> <td>28%</td> </tr> <tr> <td></td> <td>16%</td> </tr> <tr> <td></td> <td>5%</td> </tr> <tr> <td>Least Important</td> <td>10%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	42%		28%		16%		5%	Least Important	10%
Importance Level	Percentage												
Most Important	42%												
	28%												
	16%												
	5%												
Least Important	10%												
Social media promotion and contests	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>45%</td> </tr> <tr> <td></td> <td>25%</td> </tr> <tr> <td></td> <td>20%</td> </tr> <tr> <td></td> <td>5%</td> </tr> <tr> <td>Least Important</td> <td>5%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	45%		25%		20%		5%	Least Important	5%
Importance Level	Percentage												
Most Important	45%												
	25%												
	20%												
	5%												
Least Important	5%												
Shop Local Shopping Sprees	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>36%</td> </tr> <tr> <td></td> <td>22%</td> </tr> <tr> <td></td> <td>28%</td> </tr> <tr> <td></td> <td>11%</td> </tr> <tr> <td>Least Important</td> <td>3%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	36%		22%		28%		11%	Least Important	3%
Importance Level	Percentage												
Most Important	36%												
	22%												
	28%												
	11%												
Least Important	3%												
Print advertising in English, Chinese and Korean newspapers	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>32%</td> </tr> <tr> <td></td> <td>25%</td> </tr> <tr> <td></td> <td>17%</td> </tr> <tr> <td></td> <td>13%</td> </tr> <tr> <td>Least Important</td> <td>13%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	32%		25%		17%		13%	Least Important	13%
Importance Level	Percentage												
Most Important	32%												
	25%												
	17%												
	13%												
Least Important	13%												

SPECIAL EVENTS & PROMOTIONS*COMMUNICATION*

<p>Print Business Directory (in Korean and English) that is distributed to 15,000 homes and businesses locally</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>23%</td> </tr> <tr> <td></td> <td>31%</td> </tr> <tr> <td></td> <td>26%</td> </tr> <tr> <td></td> <td>11%</td> </tr> <tr> <td>Least Important</td> <td>10%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	23%		31%		26%		11%	Least Important	10%
Importance Level	Percentage												
Most Important	23%												
	31%												
	26%												
	11%												
Least Important	10%												
<p>Business Directory on website</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>41%</td> </tr> <tr> <td></td> <td>25%</td> </tr> <tr> <td></td> <td>20%</td> </tr> <tr> <td></td> <td>9%</td> </tr> <tr> <td>Least Important</td> <td>4%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	41%		25%		20%		9%	Least Important	4%
Importance Level	Percentage												
Most Important	41%												
	25%												
	20%												
	9%												
Least Important	4%												
<p>Maintaining and building on strong and beneficial relationships with strategic partners</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>37%</td> </tr> <tr> <td></td> <td>27%</td> </tr> <tr> <td></td> <td>21%</td> </tr> <tr> <td></td> <td>9%</td> </tr> <tr> <td>Least Important</td> <td>4%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	37%		27%		21%		9%	Least Important	4%
Importance Level	Percentage												
Most Important	37%												
	27%												
	21%												
	9%												
Least Important	4%												
<p>Cooperating with and aiding others in projects, plans or improvements designed to benefit the BIA area</p>	 <table border="1"> <thead> <tr> <th>Importance Level</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Most Important</td> <td>42%</td> </tr> <tr> <td></td> <td>33%</td> </tr> <tr> <td></td> <td>15%</td> </tr> <tr> <td></td> <td>2%</td> </tr> <tr> <td>Least Important</td> <td>5%</td> </tr> </tbody> </table>	Importance Level	Percentage	Most Important	42%		33%		15%		2%	Least Important	5%
Importance Level	Percentage												
Most Important	42%												
	33%												
	15%												
	2%												
Least Important	5%												



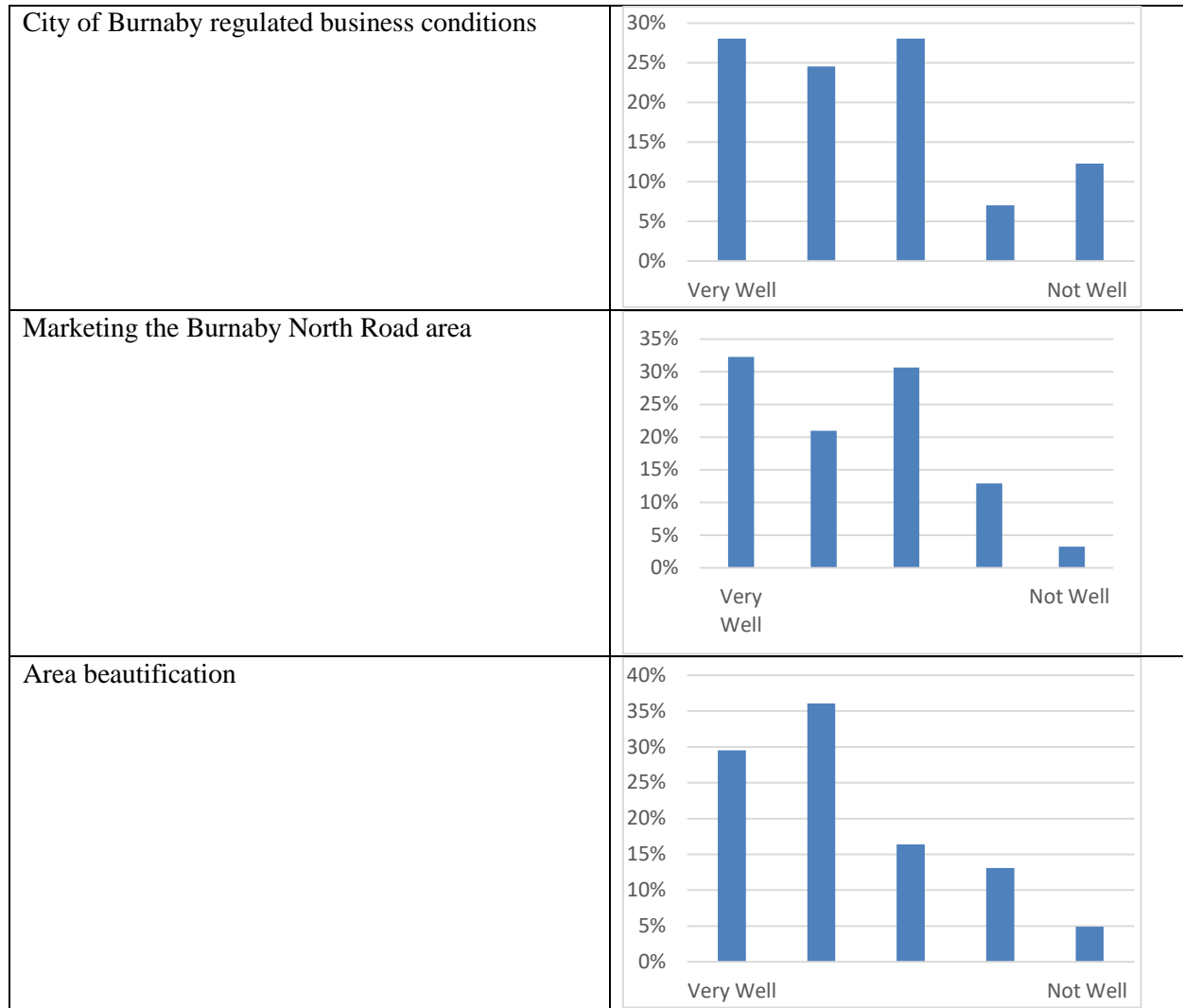
POTENTIAL CAPITAL IMPROVEMENT PROJECTS



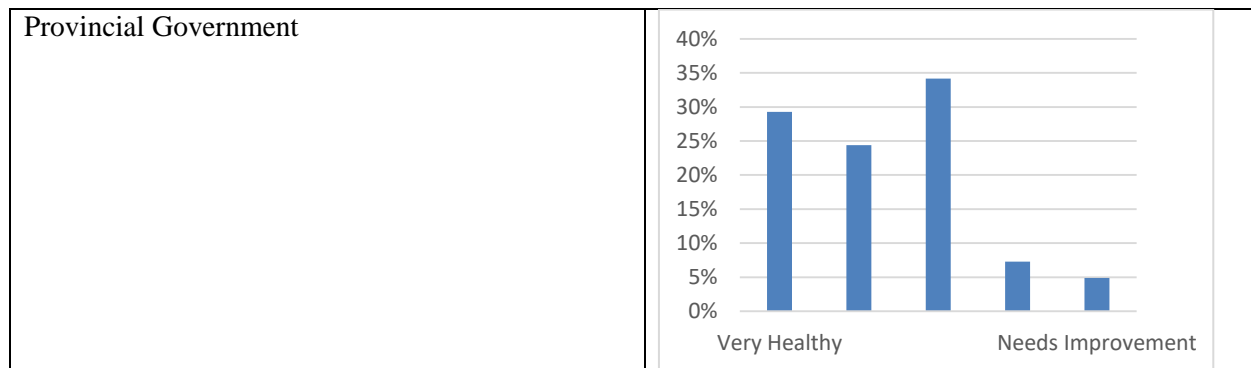
More public landscaping	<table border="1"> <thead> <tr> <th>Importance</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Important</td> <td>37%</td> </tr> <tr> <td>Not Important</td> <td>1%</td> </tr> </tbody> </table>	Importance	Percentage	Very Important	37%	Not Important	1%
Importance	Percentage						
Very Important	37%						
Not Important	1%						
Additional street lighting for pedestrians	<table border="1"> <thead> <tr> <th>Importance</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Important</td> <td>38%</td> </tr> <tr> <td>Not Important</td> <td>9%</td> </tr> </tbody> </table>	Importance	Percentage	Very Important	38%	Not Important	9%
Importance	Percentage						
Very Important	38%						
Not Important	9%						
Benches with parklets	<table border="1"> <thead> <tr> <th>Importance</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Important</td> <td>32%</td> </tr> <tr> <td>Not Important</td> <td>9%</td> </tr> </tbody> </table>	Importance	Percentage	Very Important	32%	Not Important	9%
Importance	Percentage						
Very Important	32%						
Not Important	9%						
Seasonal lighting and banners	<table border="1"> <thead> <tr> <th>Importance</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Important</td> <td>42%</td> </tr> <tr> <td>Not Important</td> <td>3%</td> </tr> </tbody> </table>	Importance	Percentage	Very Important	42%	Not Important	3%
Importance	Percentage						
Very Important	42%						
Not Important	3%						

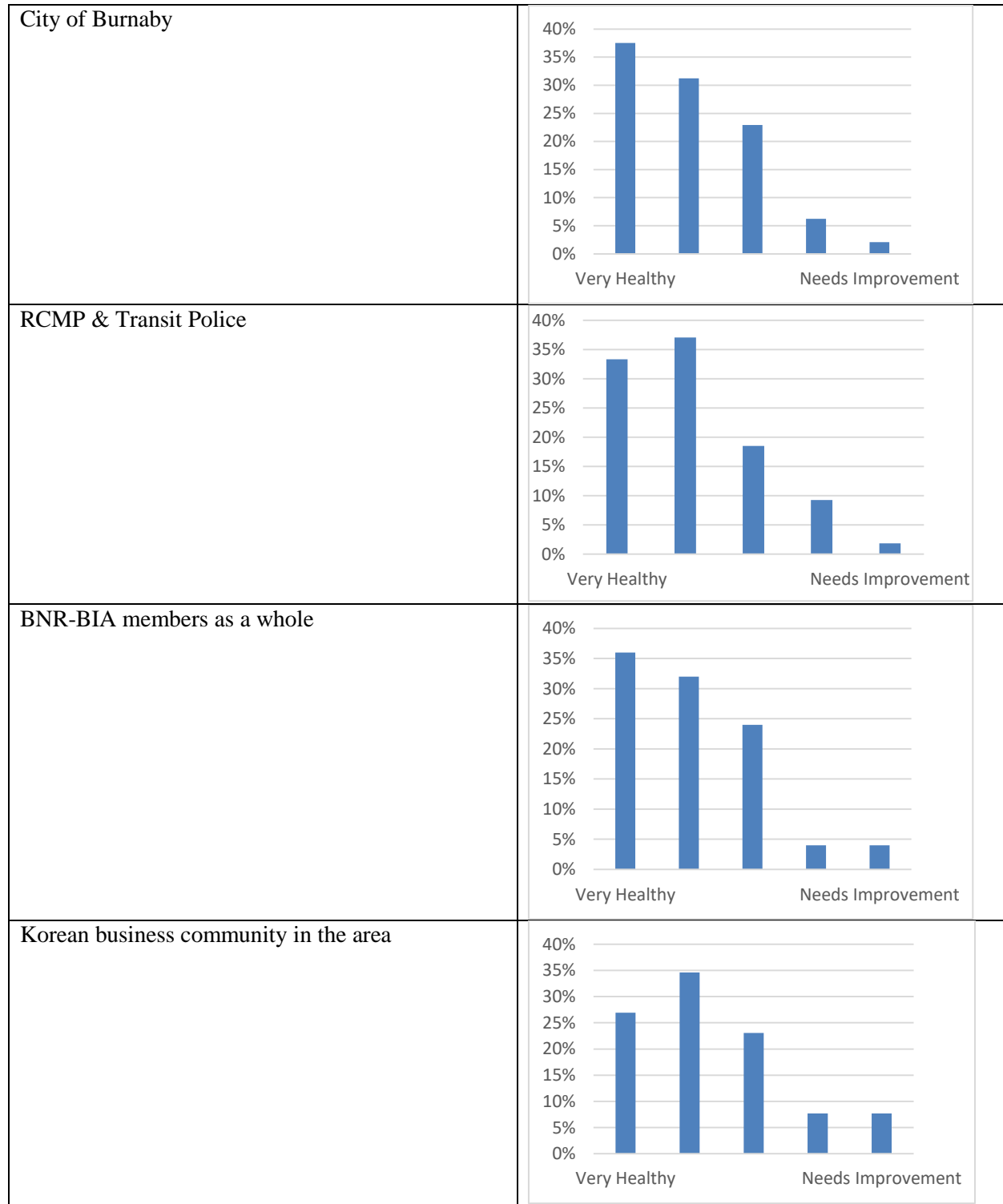
REPRESENTING MEMBERS' INTERESTS

Policing/safety	<table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Well</td> <td>50%</td> </tr> <tr> <td></td> <td>15%</td> </tr> <tr> <td></td> <td>25%</td> </tr> <tr> <td></td> <td>5%</td> </tr> <tr> <td>Not Well</td> <td>5%</td> </tr> </tbody> </table>	Category	Percentage	Very Well	50%		15%		25%		5%	Not Well	5%
Category	Percentage												
Very Well	50%												
	15%												
	25%												
	5%												
Not Well	5%												
Pedestrian access and safety	<table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Well</td> <td>42%</td> </tr> <tr> <td></td> <td>30%</td> </tr> <tr> <td></td> <td>22%</td> </tr> <tr> <td>Not Well</td> <td>7%</td> </tr> </tbody> </table>	Category	Percentage	Very Well	42%		30%		22%	Not Well	7%		
Category	Percentage												
Very Well	42%												
	30%												
	22%												
Not Well	7%												
Traffic access and safety	<table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Well</td> <td>38%</td> </tr> <tr> <td></td> <td>20%</td> </tr> <tr> <td></td> <td>30%</td> </tr> <tr> <td></td> <td>8%</td> </tr> <tr> <td>Not Well</td> <td>3%</td> </tr> </tbody> </table>	Category	Percentage	Very Well	38%		20%		30%		8%	Not Well	3%
Category	Percentage												
Very Well	38%												
	20%												
	30%												
	8%												
Not Well	3%												
Area development	<table border="1"> <thead> <tr> <th>Category</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Very Well</td> <td>38%</td> </tr> <tr> <td></td> <td>22%</td> </tr> <tr> <td></td> <td>30%</td> </tr> <tr> <td></td> <td>3%</td> </tr> <tr> <td>Not Well</td> <td>5%</td> </tr> </tbody> </table>	Category	Percentage	Very Well	38%		22%		30%		3%	Not Well	5%
Category	Percentage												
Very Well	38%												
	22%												
	30%												
	3%												
Not Well	5%												



"HEALTH" OF BNR-BIA RELATIONSHIPS



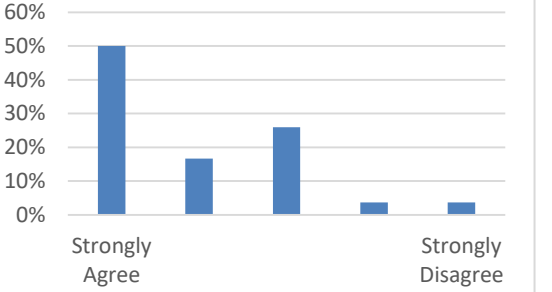
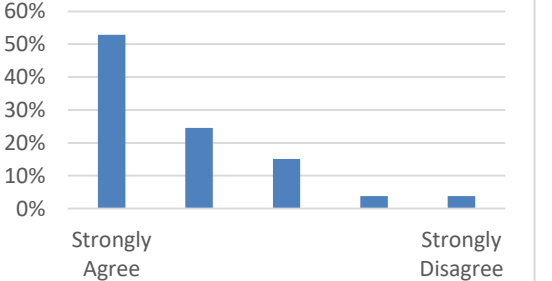


Other landlords	<p>Very Healthy Needs Improvement</p>
General public	<p>Very Healthy Needs Improvement</p>

BNR-BIA FOCUSING FOR THE NEXT SIX YEARS

Participate with developers and the City in the growth process of the area	<p>Strongly Agree Strongly Disagree</p>
Attracting businesses to the area	<p>Strongly Agree Strongly Disagree</p>

Continuing to work on safety and security with the RCMP, Transit Police and hired Mobile security	<table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Strongly Agree</td> <td>50%</td> </tr> <tr> <td>Strongly Disagree</td> <td>10%</td> </tr> </tbody> </table>	Response	Percentage	Strongly Agree	50%	Strongly Disagree	10%
Response	Percentage						
Strongly Agree	50%						
Strongly Disagree	10%						
Relationship with Lougheed Mall	<table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Strongly Agree</td> <td>35%</td> </tr> <tr> <td>Strongly Disagree</td> <td>5%</td> </tr> </tbody> </table>	Response	Percentage	Strongly Agree	35%	Strongly Disagree	5%
Response	Percentage						
Strongly Agree	35%						
Strongly Disagree	5%						
Marketing our range of Korean businesses	<table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Strongly Agree</td> <td>33%</td> </tr> <tr> <td>Strongly Disagree</td> <td>5%</td> </tr> </tbody> </table>	Response	Percentage	Strongly Agree	33%	Strongly Disagree	5%
Response	Percentage						
Strongly Agree	33%						
Strongly Disagree	5%						
Developing a strong marketing brand	<table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Strongly Agree</td> <td>45%</td> </tr> <tr> <td>Strongly Disagree</td> <td>3%</td> </tr> </tbody> </table>	Response	Percentage	Strongly Agree	45%	Strongly Disagree	3%
Response	Percentage						
Strongly Agree	45%						
Strongly Disagree	3%						

<p>Marketing the North Road area to get more people living and shopping here</p>	 <table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Strongly Agree</td> <td>50%</td> </tr> <tr> <td>Agree</td> <td>18%</td> </tr> <tr> <td>Neutral</td> <td>25%</td> </tr> <tr> <td>Disagree</td> <td>4%</td> </tr> <tr> <td>Strongly Disagree</td> <td>4%</td> </tr> </tbody> </table>	Response	Percentage	Strongly Agree	50%	Agree	18%	Neutral	25%	Disagree	4%	Strongly Disagree	4%
Response	Percentage												
Strongly Agree	50%												
Agree	18%												
Neutral	25%												
Disagree	4%												
Strongly Disagree	4%												
<p>Establishment of a Coquitlam North Road BIA that would share priorities and initiatives that would build out our area as one large destination - with shared events like K DAY</p>	 <table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Strongly Agree</td> <td>52%</td> </tr> <tr> <td>Agree</td> <td>24%</td> </tr> <tr> <td>Neutral</td> <td>15%</td> </tr> <tr> <td>Disagree</td> <td>4%</td> </tr> <tr> <td>Strongly Disagree</td> <td>4%</td> </tr> </tbody> </table>	Response	Percentage	Strongly Agree	52%	Agree	24%	Neutral	15%	Disagree	4%	Strongly Disagree	4%
Response	Percentage												
Strongly Agree	52%												
Agree	24%												
Neutral	15%												
Disagree	4%												
Strongly Disagree	4%												



PLANNING & BUILDING DEPARTMENT



DATE:	SEP 30 2019
SCALE:	1:8,839
DRAWN BY:	AY

BURNABY NORTH ROAD BIA AREA

 Properties Within BIA Area

Attachment #1

Sept 30, 2019



Meeting 2019 Oct 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Oct 16

FROM: DIRECTOR FINANCE

FILE: 7300-20

SUBJECT: GAMING RESERVE & OPERATING GAMING RESERVE

PURPOSE: To provide information on the status of the City's Gaming Reserve and Operating Gaming Reserve.

RECOMMENDATION:

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

REPORT**1.0 INTRODUCTION**

Through the Host Financial Assistance Agreement with the Province of BC, the City receives 10% of the net Provincial proceeds from the Grand Villa (Gateway Casino).

2.0 POLICY SECTION**Goal**

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

3.0 GAMING RESERVE

The agreement with the Province does not specify how funds are to be used by a local government; just that they are to be used for public benefit within the host community. As a result, City Council has developed a Gaming Reserve Policy that guides the use of these funds. The eligibility criteria for use of casino gaming grants include operating expenditures and/or capital projects that serve to protect or improve Burnaby's environment, including beautification, heritage, public safety, international relations, or arts and culture.

To: Financial Management Committee
 From: Director Finance
 Re: Gaming Reserve & Operating Gaming Reserve
 2019 Oct 16.....Page 2

In addition, operating expenditures and/or capital project initiatives should satisfy the following criteria:

- a) Ad hoc pilot projects which extend over a specific period of time.
- b) Discrete capital projects that do not require ongoing capital funding requirements.
- c) Gaming funds on hand shall be sufficient to complete the proposed project.
- d) The activity and/or project shall have little or no ongoing impact on the operating budget or result in a reliance on the property tax levy.

Should the Financial Management Committee wish to review and/or revise the established criteria, a recommendation on the revised criteria would need to be made and approved by Council.

Council reviews and approves all operating expenditures and capital project initiatives funded by the Gaming Reserve annually prior to inclusion in the Financial Plan.

Under the Host Financial Assistance Agreement with the Province of BC, the City is obligated to record and report the use of Gaming Funds annually by March 15th to the Province of BC.

The 2018 gaming grant from the Province totaled \$12,558,049. At the end of 2018, the City's Gaming Reserve was \$90,282,232. Annually for the next five years, the City has budgeted to receive approximately \$11,500,000 for the gaming grant from the Province, bringing the reserve revenues to approximately \$147,782,000 at the end of 2023.

Within the 2019 – 2023 Financial Plan, \$111,404,500 has been earmarked from the Gaming Reserve to fund initiatives. Table 1 below provides an annual breakdown of budgeted expenditures to be funded from the Gaming Reserve.

Table 1 – 2019 – 2023 Gaming Reserve Budgeted Expenditures by Year

Gaming Reserve	2019	2020	2021	2022	2023	Total
Operating	2,474,500	1,481,000	1,510,600	1,540,800	1,571,600	8,578,500
Capital	44,826,000	35,450,000	7,125,000	8,640,000	6,785,000	102,826,000
Total	\$47,300,500	\$36,931,000	\$8,635,600	\$10,180,800	\$8,356,600	\$111,404,500

4.0 OPERATING GAMING RESERVE

In 2013, Council adopted a recommendation to amend the Gaming Reserve Policy and to establish a separate Operating Gaming Reserve. As there is no legal requirement specified within the Host Financial Assistance Agreement with the Province of BC to return the interest earned to the Gaming Reserve, Council directed staff to set up an Operating Gaming Reserve. At the end of a given year the total annual interest income earned on the balance of the Gaming Reserve is transferred to the Operating Gaming Reserve with the intent to use the proceeds to fund priority one-time operating initiatives as determined by Council.

To: Financial Management Committee
 From: Director Finance
 Re: Gaming Reserve & Operating Gaming Reserve
 2019 Oct 16.....Page 3

Council reviews and approves operating initiatives funded by the Operating Gaming Reserve annually prior to inclusion in the Financial Plan.

In 2018, interest earned on the Gaming Reserve totaled \$2,954,246 and was transferred to the Operating Gaming Reserve at the end of the year. The balance of the Operating Gaming Reserve is \$5,907,333 at the end of 2018. The interest transferred to the Operating Gaming Reserve will be dependent on the balance within the Gaming Reserve.

Within the 2019 – 2023 Financial Plan, \$10,026,600 has been earmarked from the Operating Gaming Reserve to fund initiatives. Table 2 below provides an annual breakdown of budgeted expenditures which will be funded from the Operating Gaming Reserve. Based on projected annual Gaming Reserve balances, it is projected that sufficient interest will be earned to accommodate this projected expenditure.

Table 2 – 2019 – 2023 Operating Gaming Reserve Budgeted Expenditures by Year

Gaming Reserve	2019	2020	2021	2022	2023	Total
Operating	\$2,606,500	\$1,800,300	\$1,836,300	\$1,873,000	\$1,910,500	\$10,026,600

5.0 RECOMMENDATION

The Gaming Reserve and Operating Gaming Reserve continue to be viable funding sources for capital, operating and one-time requests as per the criteria outlined and approved by Council through the annual budget process.

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



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RG:WK / md

Copied to: City Manager



Meeting 2019 Oct 22

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Oct 15

FROM: DIRECTOR FINANCE
DIRECTOR ENGINEERING

FILE: 42000-20

SUBJECT: BURNABY LOCAL IMPROVEMENT CHARGES BYLAW UPDATE

PURPOSE: To seek Council approval of proposed updates to the Burnaby Local Improvement Charges Bylaw 1985.

RECOMMENDATION:

1. **THAT** The Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Local Improvement Charges Bylaw 1985, as set out in this report.

REPORT

1.0 INTRODUCTION

The City's Local Area Service Program allows Burnaby residents the opportunity to initiate improvements on a residential street or lane. Projects are initiated through a petition process and costs are shared between the City and benefiting property owners. The Burnaby Local Improvement Charges Bylaw 1985 establishes the foot frontage rates used in the creation of Local Area Service projects, related petitions, and billing.

This report outlines proposed changes to the bylaw that will further support projects initiated through the City's Local Area Service Program.

2.0 POLICY SECTION

The Local Area Service Program aligns with the following goals and sub-goals of the Corporate Strategic Plan:

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

To: Financial Management Committee
 From: Director Finance
 Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 - 2019 Update
 2019 October 15Page 2

3.0 PROPOSED COST SHARE AND RATE CHANGES

3.1 Proposed Cost Sharing Arrangements

Increasing the City's share of project costs will reduce the foot / metre frontage rates paid by property owners. The existing City share of project costs currently varies between 0% and 70%, based on the type of project. It is proposed that the City's percentage cost share is standardized at 70% for all project categories, thus reducing the owner's share in all cases to a maximum of 30%. The actual percentage of costs borne by owners may in some cases be lower than 30% once an assessment of each parcel against the City's frontage rules as set out in Section 4.0 below has been undertaken.

Table 1 – Summary of Proposed Cost Share Changes:

Type of Work	Current Bylaw Owner's Cost Share	Proposed Bylaw Owner's Cost Share
Street Upgrade	30%	30%
Sidewalk	50%	30%
Street Lighting	50%	30%
Lane Paving	30%	30%
Speed humps	100%	30%
New Boulevard Trees	50%	30%
Replacement Boulevard Trees	50%	30%

3.2 Interest Rates

Another significant factor in the frontage rates applied to a project is the interest rate used in calculation of owner annual repayments. Project repayments are structured along the lines of a loan, over a 5, 10 or 15 year term based on the nature of the works. Annual repayment amounts are fixed, with a greater portion of principle being paid off towards the latter years of the repayment schedule. Property owners have the option to pay off the balance of their loan in any year of the repayment schedule, therefore saving on interest from that year forward. Depending on timing, property owners will pay no interest if they pay before the due date for taxes in the first year of the repayment schedule. Currently, Schedule "B" sets out specific rates of 4.2%, 5.2% and 6.2% for 5, 10 and 15 year projects repayment periods, with these interest rates used for 2018 and 2019 projects to date.

To: Financial Management Committee
 From: Director Finance
 Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 - 2019 Update
 2019 October 15Page 3

It is proposed that in place of using the existing methodology of the RBC Prime Rate + 1% for 5 years, +2% for 10 years, or +3% for 15 years, one new standard rate be applied to all repayment terms, which is linked to the most recently reported average annual yield for the City's investment portfolio. The average annual yield rate is published each year in the City's Annual Municipal Report.

It is felt that the average annual yield approach best represents the opportunity cost of the City using the funds on the project rather than investing the funds as part of its investment portfolio. Use of the investment portfolio yield rate mirrors that approach used most recently in other fee areas. The most recently reported rate of return for the portfolio was 3.16%, as at the end of 2018. Table 2 below summarizes this proposed change.

Table 2 – Proposed Interest Rate Changes:

LAS Category Example	Term	Current Rate	Proposed Rate
Street Upgrade, Sidewalk	15	6.20	3.16
Street Lighting	10	5.20	3.16
Lane Paving, Speed Humps, Boulevard trees	5	4.20	3.16

In order to implement the above proposed interest rate change, staff are proposing to replace Schedule "B" of the Bylaw with the schedule included in Attachment 1 of this report. This rate would be effective until the City publishes its next Annual Municipal Report, typically in May of each year, following which staff will bring forward a report to propose another bylaw amendment to replace amended Schedule "B" with new rates based on the average annual yield in 2019 for the City's investment portfolio.

3.3 Proposed Frontage Rate Changes

Updated actual total cost information from the most recent set of completed works and Construction Cost Index data has been used to create the proposed revised rates as set out in Table 3 below. With this updated information and proposed revised city / owner percentage cost share and interest rate outlined above, there are a number of significant proposed frontage rate reductions.

To: Financial Management Committee
 From: Director Finance
 Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 - 2019 Update
 2019 October 15Page 4

Table 3 – Proposed Frontage Rate Changes

Type of Work	Term (years)	Existing Rate per Foot	Proposed Rate per Foot*	\$ Change Per foot
Street Upgrade	15	\$8.23	\$6.41	-\$1.82
Sidewalk	15	\$2.53	\$1.67	-\$0.86
Street Lighting	10	\$3.17	\$0.97	-\$2.20
Lane Paving	5	\$7.68	\$3.24	-\$4.44
Speed humps	5	\$0.77	\$0.25	-\$0.52
New Boulevard Trees	5	\$1.29	\$1.00	-\$0.29
Replacement Boulevard Trees	5	\$7.32	\$4.39	-\$2.93

**Rate per metre is also shown in the bylaw. This table displays just the rate per foot.*

In order to implement the above proposed frontage rate changes and the cost-sharing percentages proposed in Section 3.1 of this report, staff are proposing to replace Schedule "A" of the Bylaw with the schedule included in Attachment 2 of this report.

4.0 TAXABLE FRONTAGE CALCULATIONS – SECTION 4 OF THE BYLAW

The amount paid by each property for local improvement works is determined by the project type, frontage rate, and individual property frontage. The rules for calculating taxable frontage are set out in Section 4 of the Bylaw. Below are proposed amendments to those rules.

4.1 Subsections 4(a) and 4(b) Rules for Calculations of Taxable Frontage

The rules currently applied to properties with a corner lot, or at intersections of a highway, for which work is carried out on one or more sides of the parcel, are complex and can lead to the calculation of foot frontages that differ significantly from the actual frontage of works being constructed. Following discussion between Finance and Engineering, it is proposed that rules 4(a) and 4(b) be replaced with a single simplified rule as follows:

"The taxable frontage for a parcel will be calculated on the basis of the length of the lot line or lot lines abutting the local improvement works, to a maximum of 25 metres or 82 feet".

This change will mean that for corner lots, or properties at an intersection of a highway, the actual side or sides of the lot abutting the improvement will be measured. A maximum taxable frontage of 25 metres or 82 feet is proposed because the actual frontage for the vast majority of properties included in the local improvement programs do not exceed this length of frontage.

To: Financial Management Committee
 From: Director Finance
 Director Engineering
 Re: Burnaby Local Improvement Charges Bylaw 1985 - 2019 Update
 2019 October 15Page 5

4.2 Subsection 4(c) Provision of Similar Work

Subsection 4(c) sets out the following provision: *“where a similar work or service payable by special charges has previously been provided on or along one side of a parcel, the taxable foot-frontage shall be 25% of the actual frontage of the longer of the two frontages”*. It is proposed that this provision be replaced with the following:

“Where a similar work or service payable by special charges has previously been provided on or along one side of a parcel, the taxable foot-frontage shall be 25% of the actual frontage of the longer of the two frontages, subject to the maximum and minimum taxable frontages set out in this Section 4.”

4.3 Subsection 4(d) Minimum Taxable Frontage

The frontage calculation as outlined in subsection 4(d) of the Bylaw provides for the following: *“where the frontage of a parcel of land abutting the works is less than five feet, the taxable frontage shall be established at five feet”*. For strata units / multi story developments, dividing the taxable foot frontage of the building across each unit can result in a foot frontage per unit that is less than five feet. Applying the minimum frontage of five feet to each unit can therefore result in a surplus in revenue over what was required for the actual taxable frontage abutting the local improvement. As such, it is proposed that Section 4(d) of the bylaw be replaced as follows:

“Where the frontage of a parcel of land abutting the works is less than five feet, the taxable frontage shall be established at five feet. For a parcel divided into multiple units, the Collector shall apportion the taxable frontage for the parcel amongst each unit within said parcel of land so as not to exceed the total taxable frontage of such parcel.”

4.4 Triangular / Irregular Lots

The long standing practice for triangular or irregular shaped parcels of land is to use the following formula:

Irregular Formula:
 $(2 \times \text{front} + \text{rear})/3$

Triangular Formula:
 use $2/3$ of frontage

The bylaw is currently silent with regard to the use of this frontage calculation for triangular or irregular lots. It is therefore proposed that a new provision under Section 4 of the bylaw be added to include the following wording:

“Subject to the maximum and minimum taxable frontages set out in this Section 4, for a triangular or irregularly shaped parcel of land, the taxable frontage shall be the number of feet as calculated by the Collector, based on the following:

Irregular Formula:
 $(2 \times \text{front} + \text{rear})/3$

Triangular Formula:
 $2/3$ of frontage

To: Financial Management Committee
From: Director Finance
Director Engineering
Re: Burnaby Local Improvement Charges Bylaw 1985 - 2019 Update
2019 October 15Page 6

5.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Local Improvement Charges Bylaw 1985 to implement the changes to Section 4 and Schedules "A" and "B" of the Bylaw, as set out in this report.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE



Leon Gous
DIRECTOR ENGINEERING

NK/RR:jh/md

Attachments: 1 – Schedule B: Local Improvement Commutation Table
2 – Schedule A: Local Area Service Frontage Rates

Copied to: City Manager
City Solicitor

ATTACHMENT 1

Schedule B: Local Improvement Commutation Table

Year	Payment Period		
	5 Years	10 Years	15 Years
At Interest Rate %	0.0316	0.0316	0.0316
15			11.801
14			11.174
13			10.527
12			9.860
11			9.171
10		8.461	8.461
9		7.728	7.728
8		6.973	6.973
7		6.193	6.193
6		5.389	5.389
5	4.559	4.559	4.559
4	3.703	3.703	3.703
3	2.820	2.820	2.820
2	1.909	1.909	1.909
1	0.969	0.969	0.969
Based on Reported Municipal Portfolio Return for 2018 Cumulative Present Value Factors			

ATTACHMENT 2

Schedule A: Local Area Service Frontage Rates

Type of Work	Term (years)	Owner's Cost Share	Rate (\$/m)	Rate (\$/foot)
Street Upgrade (New pavement with curb and gutter, sidewalks, storm sewers and street trees as required)	15	30%	\$21.03	\$6.41
Sidewalk (only eligible for roads with existing curb and gutter)	15	30%	\$5.47	\$1.67
Street Lighting	10	30%	\$3.18	\$0.97
Lane Paving	5	30%	\$10.62	\$3.24
Speed humps	5	30%	\$0.82	\$0.25
New Boulevard Trees	5	30%	\$3.30	\$1.00
Replacement Boulevard Trees	5	30%	\$14.41	\$4.39



Meeting October 22

COMMITTEE REPORT

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

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

SUBJECT: 2019 OCTOBER ENGINEERING CAPITAL TRANSPORTATION BYLAW FUNDING REQUEST

PURPOSE: To request the use of a Capital Reserve Fund Bylaw to finance 2020 Engineering capital Transportation projects.

RECOMMENDATION:

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

REPORT**INTRODUCTION**

In order to proceed with the construction activities, funding approval is requested for the project listed below. Sufficient Capital Reserve Funds are available to fund the capital project outlined in this report.

POLICY SECTION

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

Goal

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

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 OCTOBER ENGINEERING CAPITAL
 TRANSPORTATION BYLAW FUNDING REQUEST
 2019 October 10.....Page 2

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

1.0 Major Traffic Management Projects - EMF.0080 Estimated \$1,000,000

This program funds a variety of traffic management projects to address traffic safety concerns. Projects in 2020 include: intersection modifications at Beaverbrook Dr and Beaverbrook Cr to enhance pedestrian safety, a new traffic signal at the intersection of Imperial/Gilley, a new pedestrian signal at the intersection of Moscrop/Barker, traffic calming initiatives along Elwell Street adjacent to Edmonds Park, and traffic circles along Victory at Waverley and at Frederick.

Early funding is being requested to award the design contract in late 2019, with the intention to start and complete construction in 2020.

These expenditures are included in the 2019 – 2023 Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project 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 \$1,000,000 to finance the Engineering capital Transportation project.


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

RS/ac

Copied to: City Manager
 Director Finance
 City Solicitor
 Deputy Director Engineering
 Assistant Director Transportation



Meeting October 22

COMMITTEE REPORT

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

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

SUBJECT: 2019 OCTOBER 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 \$3,800,000, the use of Sanitary Sewer Capital Reserves in the amount of \$950,000 and the use of Waterworks Utility Capital Reserves in the amount of \$1,090,000 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 Reserve Funds and 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 Commit
 From: Director Engineering
 Re: 2019 OCTOBER ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 October 08..... Page 2

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

1.0 Infrastructure

1.1 Burnaby Mountain Booster – EJA.3167

Estimated \$250,000

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

Early funding is being requested for the 2020 scope of work to enable the award of the construction contract later this year.

1.2 Eastbrook Pump Station Upgrade – EKA.3165

Estimated \$950,000

Project Mask(s)	2019	2020
EKA.3165	\$550,000	\$400,000

This project consists of upgrades to the existing Eastbrook pump station to accommodate changes in (dynamic head) 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 (betterments) to the existing lift station are anticipated to include pump impellers, motors, check valves, variable frequency drives (VFD's) and a control kiosk so that the existing Eastbrook station can continue to meet anticipated total dynamic head conditions in the common forcemain.

Funding was incorrectly raised previously using Waterworks Utility Capital Reserves. This funding is being returned and the correct funding source, Sanitary Sewer Capital Reserves is being requested for both the 2019 and 2020 portion of the capital plan. This includes funding for the design phase which is close to completion and to pre-fund the construction contract which will be awarded later this year.

To: Chair and Members Financial Management Commit
 From: Director Engineering
 Re: 2019 OCTOBER ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 October 08..... Page 3

1.3 Sidewalk and Full Road Upgrade – EMC.3191

Estimated \$800,000

Project Mask(s)	2020	2021
EMC.3191	\$300,000	\$500,000

This project was not part of the approved 2019-2023 Annual Capital Plan but has been deemed a priority by Council who instructed staff to accelerate a new sidewalk capital program at a value of \$10 million per year. Accordingly, the 2020/2021 capital plan associated with Metro Vancouver Douglas Road Main has been reallocated to this new project.

Staff has selected sidewalk construction locations based on the prioritization outlined within the report; for example near schools/community centres/parks/transit, most cost-effective first, network gaps, and neighbourhoods without sidewalks. Boulevard trees would also be replaced and added as necessary, in order to complete the public realm. This planned 2021 program would include new sidewalks and full road upgrades with curb & gutter, and construction is expected to start in 2021.

Early funding is being requested for the 2020 scope of work to enable the award of the design contract.

1.4 Commercial Water Meter Reading – EJA.3028

Estimated \$840,000

This project was not part of the approved 2019-2023 Annual Capital Plan but due to risks maintaining the current manual meter reading technology, and benefits associated with an automated meter reading system, this project is being prioritized. The capital plan associated with the delayed Sunset PRV Station project is being reallocated to this project.

The City has approximately 2,400 commercial meters which are read on a monthly or quarterly cycle, depending on the water consumption rate of the customer. Meters are currently read via a combination of direct (manual) read, touch read, and walk-by radio read. The City intends to implement a new automated meter reading system for these existing customers in 2020. Automated meter reading would provide enhanced leak detection and improved data to support water conservation.

This project will include the supply and installation of approximately 2,400 meter reading end-points on existing water meters throughout the City, including any re-wiring, pit lid modifications, and any other works required to facilitate a complete operational installation.

Early funding is being requested to enable the contract award later this year.

To: Chair and Members Financial Management Commit
 From: Director Engineering
 Re: 2019 OCTOBER ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 October 08..... Page 4

1.5 Storm Extensions – Winter Package

Estimated \$3,000,000

Project Mask(s)	2020
ELA.3179- Storm	2,150,000
EMC.3179- Roads	850,000
Total	\$3,000,000

This project involves development coordinated works related to storm sewer extensions (see *Storm Sewer Extension Contribution and Fee Bylaw*) and associated road repair and upgrades (if applicable). Long term, the storm extension costs are fully recovered by initiating and benefitting property owners.

Winter Storm Sewer Extensions Package (November Tender):

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

Funding for the design phase of the project and a portion of 2020 capital plan for the construction phase was raised previously. However, there are approximately 20 locations to construct as part of this package and additional construction funding for 2020 is being requested.

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$3,800,000, the use of Sanitary Sewer Capital Reserves in the amount of \$950,000 and the use of Waterworks Utility Capital Reserves in the amount of \$1,090,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report



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 October 22

COMMITTEE REPORT

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

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

SUBJECT: 2019 OCTOBER ENGINEERING CAPITAL FACILITIES MANAGEMENT BYLAW FUNDING REQUEST

PURPOSE: To request the use of a Capital Reserve Fund Bylaw to finance 2019 Engineering capital Facilities Management improvement projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,200,000 to finance the Engineering capital Facilities Management improvement project outlined below.

REPORT**INTRODUCTION**

In order to proceed with the construction activities, funding approval is requested for the project listed below. Sufficient Capital Reserve Funds are available to fund the capital project outlined in this report.

POLICY SECTION

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

Goal

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

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 OCTOBER ENGINEERING CAPITAL
 FACILITIES MANAGEMENT BYLAW FUNDING
 REQUEST
 2019 October 08.....Page 2

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

1.0 Kensington Park Arena – ENX.0100

\$1,200,000

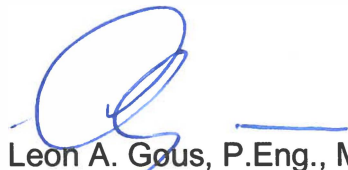
Early construction funding approval is requested for the Kensington Park Arena ice plant and electrical equipment replacement projects. The construction funding for these projects are contained within year 2020 of the 2019 - 2023 Financial Plan. The 2019 design funds were previously approved through bylaw funding in 2019 February. The designs have progressed to tendering stage. Construction funding approval is required at this time to accommodate the long lead time requirements for the specialty equipment and to match the summer construction schedule.

This early approval will allow the ice plant and electrical replacements to be completed in time for the 2020 ice season. The existing ice plant and electrical equipment are at the end of service life and require replacement to maintain reliable and safe operations without disruption to the facility users.

These expenditures are included in the 2019 – 2023 Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project 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 \$1,200,000 to finance the Engineering capital Facilities Management improvement project.



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

RS/ac

Copied to: City Manager
 Director Finance
 City Solicitor
 Deputy Director Engineering
 Assistant Director Facilities Management



Meeting 2019 Oct 22
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 October 07

FROM: DIRECTOR ENGINEERING

FILE: 36500-03

SUBJECT: 2020 SOLID WASTE AND RECYCLING BYLAW AMENDMENTS -
CHARGES FOR ROW HOUSING

PURPOSE: To seek Council authorization for the City Solicitor to bring forward amendments to the *Burnaby Solid Waste and Recycling Bylaw 2010*.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward amendments to the *Burnaby Solid Waste and Recycling Bylaw 2010*, as outlined in section 5 of this report, effective 2020 January 01.

REPORT

1.0 INTRODUCTION

The Solid Waste & Recycling Division of Engineering offers three programs for the collection of residential solid waste and recycling. The type of service provided is primarily determined by the BC Assessment Actual Use classification of the property. At present, the City's *Solid Waste and Recycling Bylaw* does not impose fees on Row Housing properties that receive curbside collection, although the services provided are similar to those provided to Single and Two Family Dwellings for which an annual fee is charged.

Row Housing properties are multi-family housing complexes where each unit has its own street presence. Most Row Housing properties are stratified and form part of a multi-family complex for property taxation purposes, however, a number of non-stratified Row Housing properties are found in various communities across the Lower Mainland. In Burnaby, Row Housing properties may be provided with Residential Curbside, Multi-Family, or Light Commercial service, depending on the requirements.

The purpose of this report is to propose bylaw amendments to implement an annual fee for Row Housing dwellings that receive curbside collection service as well as establish that proration of annual garbage disposal fees is not available where a garbage receptacle is replaced with a smaller or larger receptacle prior to the end of a calendar year.

To: Financial Management Committee
 From: Director Engineering
 Re: 2020 Solid Waste and Recycling Bylaw
 Amendments - Charges for Row Housing
 2019 October 07..... Page 2

2.0 POLICY SECTION

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

Goal

- An Inclusive Community
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community
- 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

In Burnaby, the three solid waste and collection programs offered by the City across a variety of property types are as follows:

1. Residential Curbside Collection. This service is provided to Single Family Dwellings, Two Family Dwellings (duplexes), some Row Housing and small Strata Townhouse complexes. The service includes toters for garbage (collected every two weeks – fortnightly) and green waste (collected weekly) and a blue box, grey box, and yellow bag for recyclable materials (collected weekly). Residents place the receptacles at the curb for automated garbage and green waste collection, and manual recycling collection. An annual flat fee for the service is set out in the *Solid Waste and Recycling Bylaw*.
2. Container Collection. This service is provided to multi-family complexes, schools, civic buildings, and businesses. The service includes steel containers for garbage and corrugated cardboard, toters for green waste, and blue, grey, and yellow toters for recyclable materials. Collection schedules are developed with clients. Placement of receptacles for collection is determined by the City and property managers to facilitate efficient and safe collection. The service may include a jitney to move the steel containers. Monthly rental fees are charged for receptacles and pick-up fees are charged for garbage collection.

To: Financial Management Committee
 From: Director Engineering
 Re: 2020 Solid Waste and Recycling Bylaw
 Amendments - Charges for Row Housing
 2019 October 07..... Page 3

3. Light Commercial Collection. This service is provided to small and midsize multi-family complexes, home based businesses, residential community services, and small businesses. The service includes toters for garbage and green waste, and blue, grey, and yellow toters for recyclable materials or blue boxes, grey boxes and yellow bags as required. Collection schedules are developed with clients. Placement of receptacles for collection is determined by the City and property managers to facilitate efficient and safe collection. Monthly rental fees are charged for receptacles and pick-up fees are charged for garbage collection.

4.0 FINDINGS

Implementation of the new tax system in 2019 has provided improved reporting and billing functionality, which in turn has supported a review of Residential Curbside services and related fees. This review identified that some Row Housing in receipt of Residential Curbside collection are not being charged for the service - be it in the form of an annual or quarterly fee. Staff have now completed a review of both stand-alone properties (those whereby the property has its own Tax and Utility Account) and those that receive individual curbside services, but are billed collectively as part of a Strata complex or co-op.

This review has identified approximately 1,000 Row Housing properties that are currently not charged for Residential Curbside collection services by the City. In order to impose a fee on these Row Housing properties, amendments to the City's *Solid Waste and Recycling Bylaw* are proposed below. Based on the various sizes of garbage containers, the fees that will be collected from these Row Housing properties represent approximately \$60,000 in revenue, which will be included in the Provisional Budget for 2020.

Further, there is a need to establish in the *Solid Waste and Recycling Bylaw 2010* that there is no proration of flat rate disposal fees where a smaller or larger garbage receptacle is requested prior to the end of a calendar year. The new flat rate would be applied in the utility billing in the next calendar year.

5.0 PROPOSED BYLAW AMENDMENTS

In order to impose fees on the Row Housing properties that receive Residential curbside collection and eliminate proration for replacing a garbage receptacle with a different size receptacle, the following amendments to the *Burnaby Solid Waste and Recycling Bylaw 2010* are proposed:

To: Financial Management Committee
 From: Director Engineering
 Re: 2020 Solid Waste and Recycling Bylaw
 Amendments - Charges for Row Housing
 2019 October 07..... Page 4

Section 2: DEFINITIONS

Amend: "dwelling" means a single family dwelling, each dwelling unit in a two family dwelling, and a row housing dwelling, as those terms are defined in the Zoning Bylaw.

Add: "row housing property" means a property on which there is a row housing dwelling or dwellings.

Section 5: RESIDENTIAL GARBAGE, YARD WASTE, FOOD SCRAPS AND RECYCLABLE MATERIALS COLLECTION

Amend: Opening paragraph of Section 5 to read as follows: "The following provisions apply to single family and two family properties and row housing properties that receive curbside collection service:"

Amend: Section 5.(2) to read as follows: "A single family property shall have one garbage receptacle only. A two family property and a row housing property that receives curbside collection service shall have one garbage receptacle for each dwelling unit."

Amend: Section 5.(2A) to read as follows: "Notwithstanding subsection (2), the Engineer may approve an additional garbage receptacle for a single family property, two family property or row housing property that receives curbside collection where an owner or occupant has a medical condition that results in a quantity of non-hazardous solid waste which exceeds the capacity of the garbage receptacle supplied by the City."

Amend: Opening paragraph of Section 8A.(3) to read as follows: "Where a single family property, two family property or row housing property that receive curbside collection service is located in a bear area, the owner or occupant of the dwelling shall ..."

Amend: Section 9.(1) to read as follows: "Every owner of a single family property and each dwelling on a two family property and row housing property that receives curbside collection service shall be charged an annual charge for the municipal collection service as set out in Part E of Schedule A to this Bylaw. An owner of a single family property or two family property that does not use the municipal collection service, or a row housing property that receives curbside collection service but does not use such service, shall be charged the lowest of the charges set out in Part E of Schedule A."

To: Financial Management Committee
 From: Director Engineering
 Re: 2020 Solid Waste and Recycling Bylaw
 Amendments - Charges for Row Housing
 2019 October 07..... Page 5

Amend: Section 9(7) to read as follows: "The owner of an unimproved single family property, two family property or row housing property shall not be subject to the charge set out in subsection (1)."

Add: Section 9.(11) to read as follows:

"With the exception of new accounts and first time fees, the charges set out in Part E of Schedule A shall not be subject to proration. Where an owner or occupant replaces a garbage receptacle with a smaller or larger garbage receptacle, the charge for the new garbage receptacle set out in Part E of Schedule A will take effect in the next calendar year."

Amend: Opening paragraph in Part E of Schedule A to read as follows: "Single family properties, two family properties, and row housing properties that receive curbside collection service. Per dwelling based on garbage receptacle volume. Taxes not applicable."

6.0 RECOMMENDATION

It is proposed that the *Solid Waste and Recycling Bylaw 2010* be amended to impose an annual flat rate disposal charge on Row Housing dwellings that receive residential curbside collection, in line with existing rates for Single Family and Two Family Dwellings, and to establish that there is no proration of flat rate disposal charges where a smaller or larger garbage receptacle is requested prior to the end of a calendar and the new flat rate will not be applied until the next calendar year. Staff are recommending that Council authorize the City Solicitor to bring forward the bylaw amendments as outlined in this report, effective 2020 January 01, so that the annual charges for Row Housing properties can be invoiced with the 2020 annual utility billing process.



for

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

LAG/NK/RR/AS/ac

Copied to: City Manager
 City Solicitor
 Director Finance