



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2019 NOVEMBER 20

TIME: 5:00 p.m.

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

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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 **Tuesday, 2019 October 22** at 5:00 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. Dipak Dattani, Director Corporate Services
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Ed Kozak, Director Planning and Building
Mr. Dave Critchley, Director Public Safety and Community Services
Mr. James Lota, Acting Director Engineering
Mr. John Cusano, Assistant Director - Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer 2
Ms. Kimberly Bui, Acting Administrative Officer 1

The Chair called the Open meeting to order at 5:01 p.m.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hə́n̓qəmi̓n̓əm and Skwxwú7mesh speaking peoples, 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 September 19**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

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

4. **DELEGATION**

a) **Burnaby Board of Trade**

Re: Economic Development Activities

Speakers: Paul Holden, President & CEO

Andrew Scott, Chair

Cory Redekop, Director, Policy and Stakeholder Relations

Mr. Paul Holden, President and CEO, **Mr. Andrew Scott**, Chair, and **Mr. Cory Redekop**, Director, Policy and Stakeholder Relations, Burnaby Board of Trade (BBOT), appeared before the Committee providing information on the 20-year economic development partnership with the City; updates on the past year's economic development activities; and highlighting initiatives in support of the City's Economic Development, Social and Environmental Sustainability Strategies.

In line with the Strategies, the BBOT supports the following goals: connecting businesses and the City, attracting new businesses, business retention and expansion, more inclusive workforce, social purpose and corporate social responsibility, showcasing local businesses, and encouraging environmental sustainability and climate action.

In 2019, the BBOT has undertaken the following initiatives:

- meeting with the City staff to provide feedback from businesses and discuss policy issues;
- participating on the Mayor's Task Force on Community Housing and various Council Committees;
- hosting trade, international and consulate representatives;
- updating the Business Resource Guidebook;
- Bridging the Workforce Gap Program to bridge the gap between labour shortages and individuals seeking work;
- working with the United Way to engage businesses in imbedding social purpose;
- Burnaby Business Magazine; and,
- Sustainable Purchasing Guide which provides best practices in sustainable purchasing.

In closing, the delegation requested that the City consider increasing the BBOT's annual funding from \$100,000 to \$145,000. The request for additional funding reflects an increase in the BBOT's operating costs and supports its greater role in the following:

- participating in the Economic Development Strategy updates;
- increasing business attraction and retention strategies;
- promoting social purpose in the business community; and,
- workforce development efforts.

The Committee inquired regarding the nature of queries that the BBOT receives from businesses; as well as whether the BBOT and Tourism Burnaby collaborate to attract businesses.

Mr. Holden advised that the BBOT's website includes an Economic Development Portal containing the City's resources to guide prospective businesses. Further, queries are primarily regarding incentives provided by the City, available space, costs, and required permits. Mr. Redekop noted that the BBOT promotes Burnaby as a favourable community to operate a business, from a business' prospective.

Mr. Holden confirmed that the BBOT has a representative on the Tourism Burnaby's Board of Directors, and the two organizations meet regularly.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee **REFER** the delegation's request to staff for a report.

CARRIED UNANIMOUSLY

Without objection by any member, the Committee requested that staff provide information regarding services currently provided by the BBOT, proposed activities, and how those activities will support and compliment staff's efforts in economic development over the next 10-15 years.

Staff undertook to follow-up.

The normal order of the agenda resumed.

3. PRESENTATION

a) **Major Civic Building Projects Status Update** **Presenter: John Cusano, Assistant Director - Civic Building Projects**

Mr. John Cusano, Assistant Director – Civic Building Projects, provided the following updates:

- Burnaby Lake Aquatic and Arena Facility/C.G. Brown Memorial Pool (architect is working on the schematic building design, an Open House regarding public consultation survey results will be held on 2019 November 06 in the City Hall foyer);
- Willingdon Heights Community Centre (public consultation, needs assessment, and building program are completed, work is commencing on the schematic design);

- Confederation Community Centre/Eileen Dailly Pool (staff have met with architects, targeted completion date for the current phase is 2020 April);
- Cameron Community Centre (request for proposal (RFP) closes on 2019 November 07, staff will recommend contract award);
- South Burnaby Ice Arena (contractor is signing-up sub-trades and has cleaned the site);
- child care – Montecito Elementary School (first modular units are expected in 2019 November, civil work and foundation are ready to receive expected units);
- child care – Capitol Hill Elementary School (modular units are expected to arrive after 2019 November);
- child care – Stride Avenue Community School (design is near completion for a conventional building that is expected to house up to 37 children);
- child care – Cascade Heights Elementary School (project on hold until an alternative location is selected);
- emergency generators at civic facilities (staff are drafting the RFP for the detailed design);
- Laurel Street Works Yard Phase I – Yard Building (completed);
- Laurel Street Works Yard Phase II – Main Building (expected to be tendered in 2019 November);
- RCMP Interior Renovation (staff have moved into the space and minor touch-up work is being completed);
- RCMP Drug Lab (in the detailed design phase and tendered documents are expected to be completed by 2020 February);
- Metrotown Events Centre (one-week extension has been granted for consultants due to high interest in the project);
- Burnaby Village Museum Pavilion (staff have located and removed a steel pipe during the excavation); and
- Deer Lake Precinct Way-Finding Signage (staff are scheduled to meet with designer regarding the detailed design for gateway and trail directional signage).

The Committee inquired regarding steps taken by the City to ensure that the South Burnaby Ice Arena is environment-friendly, and whether the facility may have net-zero emissions. Further, the Committee inquired if modular units for child-care projects constitute a major civic project.

Staff advised that the South Burnaby Ice Arena energy modeling exceeds the BC Building Code requirements, and while the building will not have zero-net emissions, the heat from the ice plant will be captured to heat rooms within the facility. Further, staff noted that off-site servicing works and installation of electrical vehicle charging stations are part of the project's sustainability initiatives.

Regarding the child-care projects, staff noted that their size and monetary value is smaller compared to the other civic projects, and they can be removed from the major civic building projects updates list.

Without objection by any member, the Committee requested that the child-care projects be removed from the updates list.

Arising from further discussion and without objection by any member, the Committee requested that staff provide a one-page summary of the major civic building projects with future meeting agendas.

Staff undertook to follow-up.

4. **DELEGATION**

- a) **Burnaby Board of Trade**
Re: Economic Development Activities
Speakers: Paul Holden, President & CEO
Andrew Scott, Chair
Cory Redekop, Director, Policy and Stakeholder Relations

This agenda item was dealt with previously in the meeting.

5. **CORRESPONDENCE**

- a) **Memorandum from the Director Finance**
Re: Financial Report as at 2019 Period 09

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 09, and comparing that activity with the 2019-2023 Financial Plan.

- b) **Memorandum from the Administrative Officer 2**
Re: Burnaby Hospital Foundation Grant

A memorandum was received from the Administrative Officer 2 advising that Council, at the Open Council meeting held on 2019 October 07, received and adopted the above noted report providing a grant from the Gaming Reserve to the Burnaby Hospital Foundation for \$1 million for a new CT scanner.

6. **REPORTS**

- a) **Report from the Director Finance**
Re: Burnaby North Road Business Improvement Area Renewal
2020-2026

The Director Finance submitted a report seeking authorization 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.

The Director Finance recommended:

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.
3. THAT a copy of the report be sent to the Burnaby North Road Business Improvement Association, c/o Hajera Baqi, President, 303-9940 Lougheed Highway, Burnaby, B.C. V3J 1N3.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: Gaming Reserve and Operating Gaming Reserve

The Director Finance submitted a report providing information on the status of the City's Gaming Reserve and Operating Gaming Reserve.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

The Committee inquired regarding an update to the Gaming Reserve Policy eligibility criteria to allow for provision of operating or capital grant funding from the Gaming Reserve at the discretion of Council for special requests received outside of the budget planning process.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee recommend Council update the eligibility criteria for the Gaming Reserve Policy to include “or other projects or programs at the discretion of Council”.

CARRIED UNANIMOUSLY

Having been moved and seconded, the Committee considered the recommendation of the Director Finance, and the main motion was then put:

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

CARRIED UNANIMOUSLY

c) Report from the Director Finance and the Director Engineering
Re: Burnaby Local Improvement Charges Bylaw Update

The Director Finance and the Director Engineering submitted a report seeking approval of proposed updates to the Burnaby Local Improvement Charges Bylaw 1985.

The Director Finance and the Director Engineering recommended:

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 the report.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2020 Engineering capital Transportation projects.

The Director Engineering recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

The Committee took further action on this matter under the Inquiries portion of the meeting.

e) Report from the Director Engineering
Re: 2019 October 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 \$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 the report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Engineering
Re: 2019 October 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 \$1,200,000 to finance the Engineering capital Facilities Management improvement project, as outlined in the report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Engineering
Re: 2020 Solid Waste and Recycling Bylaw Amendments - Charges for Row Housing

The Director Engineering submitted a report seeking Council authorization for the City Solicitor to bring forward amendments to the Burnaby Solid Waste and Recycling Bylaw 2010.

The Director Engineering recommended:

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 the report, effective 2020 January 01.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

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

8. INQUIRIES

The Committee inquired if the installation of a pedestrian crosswalk signal at the intersection of Joffre Avenue and Marine Drive will be added to the list of projects outlined in the Report 6(d). Further, the Committee queried whether all projects need to be listed in the funding request report.

Staff advised that the funding request is for initial design work, and they keep track of planned projects.

Arising from discussion and without objection by any member, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the installation of a pedestrian crosswalk signal at the Joffre Avenue and Marine Drive intersection be added to the list of projects listed under Section 1.0 on page 2 of Report 6(d) "2019 October Engineering Capital Transportation Bylaw Funding Request".

CARRIED UNANIMOUSLY

9. 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 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.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open meeting recessed at 6:38 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 6:40 p.m.

10. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:41 p.m.

Nikolina Vracar
Administrative Officer 2

Mayor Mike Hurley
Chair

From: Marc Josephson <Marc.Josephson@grosvenor.com>

Sent: November-08-19 11:52 AM

To: Clerks <Clerks@burnaby.ca>

Subject: Delegation Appearance Request - November 20 Financial Management Committee Meeting

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. If you feel this email is malicious or a scam, please forward it to phishing@burnaby.ca

Hello,

Further to our discussion yesterday, at Ian Wasson's suggestion, I would like to request the opportunity to make a presentation at the November 20th Financial Management Committee meeting.

Topic: Proposal to include a new Brentwood Community Centre as part of Grosvenor's development in Brentwood (site bounded by Alpha, Lougheed, Beta and Dawson)

Attendees:

1. Marc Josephson, Grosvenor, 604.640.3510
2. Michael Ward, Grosvenor, 604.640.3544
3. Ryan Bragg, Perkins & Will Architects, 604.484.1579

Grosvenor's address: Suite 2000-1040 West Georgia Street, Vancouver BC

Perkins & Will's address: 1220 Homer Street, Vancouver BC

Please let me know if you require any further information.

Thanks very much.

Marc Josephson

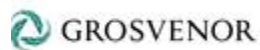
Vice President, Development

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OCT 18, 2019.

DEAR MR. MAIR & CITY COUNCILORS

MY NAME IS DENNIS ADAMS AND I
RESIDE AT [REDACTED] MY HOME
CONTAINS A BASEMENT BACHELOR SUITE.

MY CONCERN IS A SURCHARGE BEING LEVIED
BECAUSE OF THE SUITE. I HAD NO INTENTION
OF RENTING THE SUITE DUE TO A BAD EXPER-
IENCE WITH A PREVIOUS TENANT. A FRIEND
ASKED TO MOVE IN AS HE IS GOING THROUGH
A DIVORCE. THE SUITE HAS A CONNECTING
DOOR TO MY LIVING AREA.

IT'S TOLD THE LEVY WILL BE \$570. I
FIND THIS TO BE UNFAIR AS THERE IS ONLY
MYSELF AND FRIEND OCCUPYING THE HOUSE
AND WE USE CONSIDERABLY LESS SERVICES
THAN THE AVERAGE FAMILY HOME. HE PAYS
\$500/MO. FAR UNDER MARKET VALUE. IF
HE CHOOSES (IN THE FUTURE) TO MOVE OUT, IT
IS HIGHLY UNLIKELY I'LL RENT THE SUITE
OUT AGAIN.

PLEASE CONSIDER EXEMPTING ME FROM
THIS LEVY.

THANK YOU
DENNIS ADAMS

CITY OF BURNABY

OCT 23 2019

CLERK'S OFFICE

Copied to:
City Manager
Dir. Corporate Services
Dir. Finance
Dir. Planning and Building

Referred to:
Financial Management Committee
(2019.11.20)

From: [REDACTED]
Sent: Wednesday, October 23, 2019 11:27 AM
To: Mayor <Mayor@burnaby.ca>; Clerks <Clerks@burnaby.ca>
Cc: editorial@burnabynow.com; [REDACTED]
Subject: Re: Open Letter to Burnaby Mayor Hurley and Council Re: Yearly Rental House Licence and Supplementary Utilities Fees

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.

Dear Burnaby Mayor Hurley and Council,

I am writing to you to reconsider your positions on imposing the yearly rental house licence to landlords and supplementary utilities fees to homeowners. I did not hear about this until I attended the meeting with Voices of Burnaby Seniors. Shortly thereafter, I received the notice in the mail. The letter is a shock to me because it does not give landlords and homeowners the time to plan. There should have been an open forum and more information sessions organized by the city. This event should have been well advertised to reach as many concerned citizens as possible. There was nothing in the local newspapers until after Council has passed the motion at the October 07, 2019 meeting. I wanted to read the minutes of the council meeting regarding this matter thru the city's website. I was informed by city clerk that, it could not be accessed until the minutes are approved at the November 28, 2019 council meeting.

Canada is not a dictatorial country by any means and not the Canada that I have come to know. The notice does not give landlords and homeowners reasonable time to respond by deadline of November 30, 2019. To make matters worst, there is a threat of \$ 1,000.00 penalty, if the demand by the city to submit the declaration is not adhered to. Again, this is not democratic.

The required yearly licence to rental house has not been transparent. Landlords need to be informed why the yearly house rental licencing is imposed by January 2020 and what is required before and after the said licence is applied for. I have contacted the City clerk and licensing departments as soon as I got the notice. I was told that they could not help me but to send back the declaration by deadline of November 30, 2019 or face the \$1,000.00 penalty. This left a bad taste in my mouth. This has also caused a lot of anxiety and concern to me. I want to make an informed decision as to what to do with my rental house.

I have also contacted the Residential Tenancy office. I was planning to evict my tenants with the two months notice effective December 31, 2019. I was advised to make sure a family member can move in or a new buyer is established as per Residential Tenancy Act. I am in a standstill. I am sure, I am not alone.

Owning a rental house in Burnaby did not come easy for me as an immigrant. The property was acquired not by inheritance but through hard work. I worked three jobs, one full time and two casual jobs as a Registered Nurse, to pay the mortgage, property taxes, utilities, pay CRA the rental income, house insurance and have funds for roof, gutters, hot water, furnace, appliances, be it for repair costs and / or replacements.

Copied to:
 City Manager
 Dir. Corporate Services
 Dir. Planning and Building
 Dir. Public Safety and Community Services
 Dir. Finance

Referred to:
 Financial Management Committee
 (2019.11.20)

The profit margin for a rental house is almost nil. The only consolation is to have something to sell down the road to supplement my fixed income and to pay for my expenses be it medical, all my therapies, high costs of living, transportation and hopefully to maintain quality of life until the end. I don't want to be a burden to the Canadian government and society as a whole. Many seniors are living below poverty lines, surviving on macaroni and cheese, canned beans, day old bread and digging through discounted grocery bins. This is Canada, a first world country !!!

Some homeowners, especially seniors or with medical challenges need tenants for companionships and to help out around the house. Many students need affordable housing. In fact, the city should give incentive to these homeowners who can directly and indirectly play a role in helping solve homelessness.

The population in Burnaby has exploded. It is advertised as a desirable city to live. The city is trying to build affordable housing but it takes time because of negotiations with different levels of government who is passing the buck, back and forth, as to who is responsible to solve homelessness. Many of the people I knew have passed, some have become more ill, waiting for BC Housing Registry to offer them a place to live.

I have supported your party, the campaign and all programs on homelessness. I feel with this new rental house licence the rental stock in Burnaby will be depleted. Many landlords will no longer rent. This would also mean getting a " business insurance " for the rental house. The reported 1,900 homeowners who got reimbursed for the stove tax used to rent their houses. Some of them were my neighbours, family, friends and acquaintances. Renting is not for the faint of heart with so many regulations between the Residential Tenancy and city government. This has contributed to homelessness. I try to support and understand my tenants who have financial and medical challenges.

Burnaby has more than enough revenue in city coffer. This is well known and in fact, this has been reported in the news. There is always an increase in yearly property taxes and utilities even with these positive revenue. Many of us seniors for decades have come to asked the city to give us a break not to raise taxes but it fell on deaf ears.

Please, reach out to the provincial and federal government for the necessary funding on homelessness. All levels of government have committed themselves to assist. It is a nationwide concern and a hot topic during our recent election.

Please do not impose on the Burnaby landlords and homeowners the yearly rental licence fee and supplemental utilities fees. We are paying enough through taxes and fees to help Burnaby achieve their projects to tackle homelessness. At the same token, landlords have been paying the necessary taxes with the rental income to Canadian Revenue Agency.

According to one researcher on homelessness and I quote, " We need to use " lateral thinking " to solve city's housing problems."

All your efforts are much appreciated. Thank you !

Sincerely,

Jesusita Barrios



Note:

Staff will prepare a report to Council to address the concern raised by the writer.

From: [REDACTED]**Sent:** October-24-19 10:39 PM**To:** justintrudeau@parl.gc.ca; Jean-YvesDuclos@parl.gc.ca; jagmeet@ndp.ca; Premier@gov.bc.ca; sselena.robinson.mla@leg.bc.ca**Cc:** Mayor <Mayor@burnaby.ca>; Clerks <Clerks@burnaby.ca>; davidh@landlordbc.ca**Subject:** Fwd: Open Letter to Burnaby Mayor Hurley and Council Re: Yearly Rental House Licence and Supplementary Utilities Fees

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.

Dear Prime Minister Trudeau, Premier Horgan, Federal Housing Minister Duclos, South Burnaby M.P.Singh, and Provincial Housing Minister Robinson,

I am forwarding to all of you my Open Letter to the Mayor of Burnaby and Council, with the utmost hope that both federal and provincial governments will take very seriously the most talked about issue on homelessness, more so now that the election is over. We need substantial funding from both levels of government to carry on the housing projects here in Burnaby, without putting landlords and homeowners as sacrificial lambs.

The Burnaby Mayor and Council have voted at the last Council meeting of October 7, 2019 to impose a yearly rental house licence and supplementary utilities fees to landlords and homeowners. The " declaration " form must be returned by November 30, 2019, giving us barely 6 weeks to plan and decide what to do with the rental house. To add insult to injury, we are being threatened to face a fine of \$ 1,000.00, if the so called " declaration " form is not received by deadline. This is so unfair and undemocratic. Canada is not a dictatorial country !

Please help the landlords and homeowners of Burnaby, B.C. Please contact our Mayor and Council to drop altogether this so called rental house licence and supplementary utilities fees.

In the Burnaby Now October 24, 2019 issue under Opinion Now, there is another landlord who wrote, " Fee for landlords is class warfare that will backfire. " Please refer to this article.

Sincerely,

Jesusita Barrios

[REDACTED], Burnaby, B.C. [REDACTED]

Contact # : [REDACTED]

Copied to:

City Manager
Dir. Corporate Services
Dir. Planning and Building
Dir. Public Safety and Community Services
Dir. Finance

Referred to:

Financial Management Committee
(2019.11.20)

From: [REDACTED]
To: "mayor" <mayor@burnaby.ca>, "clerks" <clerks@burnaby.ca>
Cc: "editorial" <editorial@burnabynow.com>, "davidh" <davidh@landlordbc.ca>
Sent: Wednesday, October 23, 2019 2:26:55 PM
Subject: Re: Open Letter to Burnaby Mayor Hurley and Council Re: Yearly Rental House Licence and Supplementary Utilities Fees

Dear Burnaby Mayor Hurley and Council,

I am writing to you to reconsider your positions on imposing the yearly rental house licence to landlords and supplementary utilities fees to homeowners. I did not hear about this until I attended the meeting with Voices of Burnaby Seniors. Shortly thereafter, I received the notice in the mail. The letter is a shock to me because it does not give landlords and homeowners the time to plan. There should have been an open forum and more information sessions organized by the city. This event should have been well advertised to reach as many concerned citizens as possible. There was nothing in the local newspapers until after Council has passed the motion at the October 07, 2019 meeting. I wanted to read the minutes of the council meeting regarding this matter thru the city's website. I was informed by city clerk that, it could not be accessed until the minutes are approved at the November 28, 2019 council meeting.

Canada is not a dictatorial country by any means and not the Canada that I have come to know. The notice does not give landlords and homeowners reasonable time to respond by deadline of November 30, 2019. To make matters worst, there is a threat of \$ 1,000.00 penalty, if the demand by the city to submit the declaration is not adhered to. Again, this is not democratic.

The required yearly licence to rental house has not been transparent. Landlords need to be informed why the yearly house rental licencing is imposed by January 2020 and what is required before and after the said licence is applied for. I have contacted the City clerk and licensing departments as soon as I got the notice. I was told that they could not help me but to send back the declaration by deadline of November 30, 2019 or face the \$1,000.00 penalty. This left a bad taste in my mouth. This has also caused a lot of anxiety and concern to me. I want to make an informed decision as to what to do with my rental house.

I have also contacted the Residential Tenancy office. I was planning to evict my tenants with the two months notice effective December 31, 2019. I was advised to make sure a family member can move in or a new buyer is established as per Residential Tenancy Act. I am in a standstill. I am sure, I am not alone.

Owning a rental house in Burnaby did not come easy for me as an immigrant. The property was acquired not by inheritance but through hard work. I worked three jobs, one full time and two casual jobs as a Registered Nurse, to pay the mortgage, property

taxes, utilities, pay CRA the rental income, house insurance and have funds for roof, gutters, hot water, furnace, appliances, be it for repair costs and / or replacements.

The profit margin for a rental house is almost nil. The only consolation is to have something to sell down the road to supplement my fixed income and to pay for my expenses be it medical, all my therapies, high costs of living, transportation and hopefully to maintain quality of life until the end. I don't want to be a burden to the Canadian government and society as a whole. Many seniors are living below poverty lines, surviving on macaroni and cheese, canned beans, day old bread and digging through discounted grocery bins. This is Canada, a first world country !!!

Some homeowners, especially seniors or with medical challenges need tenants for companionships and to help out around the house. Many students need affordable housing. In fact, the city should give incentive to these homeowners who can directly and indirectly play a role in helping solve homelessness.

The population in Burnaby has exploded. It is advertised as a desirable city to live. The city is trying to build affordable housing but it takes time because of negotiations with different levels of government who is passing the buck, back and forth, as to who is responsible to solve homelessness. Many of the people I knew have passed, some have become more ill, waiting for BC Housing Registry to offer them a place to live.

I have supported your party, the campaign and all programs on homelessness. I feel with this new rental house licence the rental stock in Burnaby will be depleted. Many landlords will no longer rent. This would also mean getting a " business insurance " for the rental house. The reported 1,900 homeowners who got reimbursed for the stove tax used to rent their houses. Some of them were my neighbours, family, friends and acquaintances. Renting is not for the faint of heart with so many regulations between the Residential Tenancy and city government. This has contributed to homelessness. I try to support and understand my tenants who have financial and medical challenges.

Burnaby has more than enough revenue in city coffer. This is well known and in fact, this has been reported in the news. There is always an increase in yearly property taxes and utilities even with these positive revenue. Many of us seniors for decades have come to asked the city to give us a break not to raise taxes but it fell on deaf ears.

Please, reach out to the provincial and federal government for the necessary funding on homelessness. All levels of government have committed themselves to assist. It is a nationwide concern and a hot topic during our recent election.

Please do not impose on the Burnaby landlords and homeowners the yearly rental licence fee and supplemental utilities fees. We are paying enough through taxes and fees to help Burnaby achieve their projects to tackle homelessness. At the same token, landlords have been paying the necessary taxes with the rental income to Canadian Revenue Agency.

According to one researcher on homelessness and I quote, " We need to use " lateral thinking" to solve city's housing problems."

All your efforts are much appreciated. Thank you !

Sincerely,

Jesusita Barrios

[REDACTED], Burnaby, B.C. [REDACTED]

CP # [REDACTED]

From: Claudio Canosa [REDACTED]
Sent: October-27-19 8:07 PM
To: Clerks <Clerks@burnaby.ca>
Subject: City of Burnaby's new Housing License fee.

Note:

Staff will prepare a report to Council to address the concern raised by the writer.

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.

Attention Mayor and City Councillors,

As a hard working, tax paying, life long resident of Burnaby I have concerns about this new tax. The Cities new bylaw which asks all rental households to pay a [REDACTED] license fee of \$575 plus \$50 for paperwork is concerning. I have a house I own [REDACTED] and live in and a house I own and rent out in Burnaby. I pay full property taxes for both properties which should cover my family and my renters use of all city [REDACTED] facilities. Why now am I paying another fee? What does this fee cover? I would like a phone call so this can be explained to me.

Thank you,
Claudio Canosa
[REDACTED]

Referred to:
Financial Management Committee (2019.11.20)
Copied to:
City Manager
Dir. Corporate Services
Dir. Planning and Building
Dir. Public Safety and Community Services
Dir. Finance

October 22, 2019

Parvin Chami

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

To Mayor and Councillors:

We have received a letter that the City is planning to charge the residents of Burnaby \$570.00 to obtain a business licence to rent out a secondary suite on their property.

This came to Burnaby residents as a surprise. From what we understand, there was little consultation or discussion that came before the decision.

Many of us feel that \$570.00 amount is unfair and unjust. We feel that it will greatly impact the finances of individuals and families renting out these secondary suites, and result in increased costs being passed on to renters.

The City of Vancouver only charges \$35.00-72.00 annually for a similar license.

On behalf of the residents of Burnaby, I am opposed to the dollar amount of fees and would ask the Mayor to reconsider the following:

- 1. The amount of the licensing fee for rental property, we ask the city to consider decreasing the amount to be more in line with other jurisdictions such as City of Vancouver.**
- 2. With respect to Secondary suite, many families are using the income from a secondary suite as a mortgage helper to afford to live in the city. They are using it as an income supplement to help pay for food, medication, and basic living expenses. Others are elderly or disabled and are using the suite to house family member or someone to take care of them or simply someone to be there as a companion. We ask the city to remove the charges or decrease the charges to be more affordable and in line with other jurisdiction for residents' secondary suite.**

Copied to:

City Manager

Dir. Corporate Services

Dir. Finance

Dir. Planning and Building

Dir. Public Safety and Community Services

Referred to:

Financial Management
Committee
(2019.11.20)

3. In the future, we ask that the city to consult with Burnaby residents prior to making decisions that will significantly impact the way rental housing is carried out the City.

Thank you for your kind consideration in this matter.

Kind regards,

A solid black rectangular box used to redact the signature of Parvin Chami.

Parvin Chami

From: Mike Etheridge [REDACTED]
Sent: Tuesday, October 22, 2019 9:31 AM
To: Clerks <Clerks@burnaby.ca>
Subject: Rental Home Business Licence Fee

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.

Attention: Mayor and Councillors

Hi. I own a house in Burnaby that I rent out and have done so for the last five years. Recently, I received a letter in the mail indicating that I now have to pay a fee for a "Rental Home Business Licence." Obviously I (as will other rental home owners) am perplexed by this new fee. I already pay property taxes and utility fees as does any other home owner so why would I have to pay a licence fee. If my rental house was causing the city of Burnaby extra work regarding a business, I understand the need for a fee. However, unless I am missing something, I can see no extra work needed on the City of Burnaby's part. Please provide me with an explanation/justification for this Business Licence Fee. Thank you in advance for your prompt reply.

Mike Etheridge
[REDACTED]
[REDACTED]
[REDACTED]

Referred to:
Financial Management Committee
(2019.11.20)

Copied to:
City Manager
Dir. Corporate Services
Dir. Planning and Building
Dir. Public Safety and Community
Services Dir. Finance

From: [REDACTED]
Sent: October-15-19 8:17 AM
To: Mayor; Calendino, Attilio Pietro; Dhaliwal, Satvinder; Johnston, Dan; Jordan, Colleen; Keithley, Joe; McDonell, Paul; Volkow, Nick; Wang, James
Subject: New House Rental Business License - Urgent Action Required

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.

His Worship Mike Hurley, Mayor of Burnaby, and to all Council Members,

I am addressing this email to complain about the NEW annual business Licence introduced to owners of a "rental house." A fee of \$575 plus \$50 registration is outrageous. Especially considering it's on top of the utilities and property taxes already being paid. I am not running a business, I am giving the opportunity for someone to rent an affordable place to live in Burnaby, the third most expensive city to rent in Canada.

These new fees/surcharge/tax whatever you call them, will mean \$52 more an owner will have to pay monthly. The allowable rent increase for 2020 is 2.6%, which will add another \$50 monthly. The landlord will have to pass that increase to the renter (which I hate to do). A renter will face an increase of \$102 a month to his rent. Please keep in mind that this hardworking renter also has to pay as you and I for his Hydro, Gas Bill, and cable; never ending yearly increases.

Furthermore, the City of Vancouver charges \$74 permit for a rental house permit, not \$625. How is it that Burnaby charges **EIGHT** times more for the same thing?

Burnaby has 1.6 billion in net financial assets, DOUBLE that of any other city in British Columbia and holds a quarter of all the assets in the whole province. One of only 2 BC cities to operate debt free; not to mention a \$367 million surplus in 2018 and the 2.95% property tax increase council approved. With all of this in mind, does the city really need another senseless cash grab?

An owner who is fortunate or unfortunate to have a second house to rent must pay: taxes, utility, insurance, repairs, furnace, hot water tank, stove, fridge, plumbing, roofing etc. and also claim rental on his tax return. Far from being rich. Selina Robinson, Minister of Municipal Affairs and Housing, praised the City of Burnaby in the Burnaby Now newspaper this week in their approach to making more affordable rentals. I am so disappointed to find again that all politicians say something to the public and change their word behind closed doors by

Copied to:
 City Manager
 Dir. Corporate Services
 Dir. Public Safety and Community Services
 Dir. Engineering
 Dir. Finance
 Dir. Planning and Building

Referred to:
 Financial Management Committee
 (2019.11.19)

introducing laws and bylaws that the public are not aware of; hurting the people that are supposedly trying to help. Please rescind this outrageous new house rental business license.

What happened to the words *integrity* and *honesty* to serve the people you were elected to serve.

Sincerely,

Roger Moussalli [REDACTED]

[REDACTED]

Burnaby, BC

[REDACTED]

From: Peter Pacholko [REDACTED]
Sent: Friday, November 08, 2019 12:19 PM
To: Clerks <Clerks@burnaby.ca>
Subject: RENTAL HOUSING BUSINESS LICENSE - [REDACTED]

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. If you feel this email is malicious or a scam, please forward it to phishing@burnaby.ca

8 November 2019

To the Mayor and Council of the City of Burnaby,

I recently received a communication from the City of Burnaby, where I have resided for approximately thirty-five years of my livelihood, regarding the necessity for a business license to be applied for my rental property and could not be more disgusted with the announcement by your dictatorship.

The crux of my concern, and I'm sure there are others, is what precisely am I getting value for this business license fee?

I took the time to call the City of Burnaby to ask what the license would be to which \$570 (seems excessive don't you think?) was quoted and what value I could expect for this fee. I was told there are two reasons for the fee:

1. Balances the inequity that exists for those renters that are consuming additional utility services and
2. The presumption is the owner is profiting and can afford the fee.

Ok, so let us get to the answers of the above:

1. I pay taxes for utility services to the tune of \$4500 annually for my renters to consume utility services, and
2. I'm taking 100% of the risk in my investment which in turn should produce a profit – have you read the Income Tax Act of the expectation of profit?

So let me understand exactly what value I get for the \$570 business license fee because the recipient of my call was unable to convey said value.....drawing a blank here Mike...can you help me with understanding what value there will be?

To be frank, this business license fee will not afford me ANY VALUE. Well, maybe a fancy paper certificate? Possible in colour print?

What next, you will slap a tax on my property investments in Starbucks? TD Bank?

Please provide the real reason why you are gouging property owners for this TAX. I pay my taxes, I report my income above the table, I should at least get a fair response. Lord knows your garbage

Referred to:
 Financial Management Committee (2019.11.20)

Copied to:
 City Manager
 Dir. Corporate Services
 Dir. Public Safety and Community Services
 Dir. Finance
 Dir. Planning and Building

collectors can't even keep my back ally clean when they pick up the recycling, can you keep your office clean and transparent?

This TAX will place a significant burden on both my perspective of investment risk and worse, subject valuable tenants to increase rental costs or face potential eviction as I seek to review my investment portfolio options. I have an excellent family legally renting my property that contribute to the City of Burnaby and we all pay your salary through our taxes. This family will likely face looking for another home as I decide to invest in other municipalities that have a transparent and fair mayoral office.

Poorly communicated Mike. Very poorly done. Is this how you, the Mayor of Burnaby, views dealing with housing issues by ramming a tax at property owners?

<https://www.cbc.ca/news/canada/british-columbia/burnaby-mike-hurley-1.4873756>

I need an answer and it better be a good one.

One ticked off tax-paying resident and investor in the City of Burnaby,

Peter R Pacholko



From: John Vis [REDACTED]
Sent: November-13-19 11:40 AM
To: Clerks <Clerks@burnaby.ca>
Subject: mayor and council

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. If you feel this email is malicious or a scam, please forward it to phishing@burnaby.ca

Dear mayor and council

Thank you for the great job you do of running the City of Burnaby

I do wish however to express my disgust at the new tax / business licence imposed on rental properties. The lower mainland has become a non affordable place to live for a large part of the population. This is adding burden to those who can least afford it. Ultimately it is not those you choose to invest in real estate but will be passed on to the tenants.

Please reconsider this.

Best regards, John Vis

Referred to:
Financial Management Committee (2019.11.20)
Copied to:
City Manager
Dir. Corporate Services
Dir. Finance
Dir. Planning and Building
Dir. Public Safety and Community Services

From: Alex de Figueiredo [REDACTED]
Sent: October-28-19 1:06 PM
To: Clerks <Clerks@burnaby.ca>
Subject: Staff Appreciation

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.

To: The city Clerk and Mayor and Council

I would like to express my appreciation for the help I received from the tax department when I had problems filling out the forms for the new registration of rental properties because I am in Spain.

Shelly, Eva and Lora went out of their way to be helpful. That is not something one usually sees from City staff, especially in Vancouver. It was a pleasure to deal with them.

Sincerely,
Alex de Figueiredo

Referred to:
Financial Management Committee (2019.11.20)
Copied to:
City Manager
Dir. Corporate Services
Dir. Planning and Building
Dir. Public Safety and Community Services
Dir. Finance



Planning and Building Department

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE DATE: 2019 November 14

FROM: DIRECTOR PLANNING AND BUILDING FILE: 4230 01

SUBJECT: MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

The following table summarizes the current status of eight major civic building projects, and provides an estimated project completion date:

Project	Current Project Phase	Est. Completion of Current Project Phase	Est. Project Completion Date
Burnaby Lake Aquatic & Arena	Schematic Design	January 2020	Winter 2023
Willingdon Heights Community Centre	Program Development	December 2019	Fall 2023
Confederation Park Community Centre	Program Development	December 2019	Fall 2023
Cameron Community Centre	Program Development	February 2020	Summer 2024
South Burnaby Arena	Construction	NA	Fall 2021
Laurel Street Works Yard (Phase 2)	Construction	NA	Spring 2023
Metrotown Events Centre	Feasibility Study and Program Development	Summer 2020	TBC
Hwy 1/ Burnaby Lake Overpass	Feasibility Study	February 2020	TBC

A more detailed project update summary will be provided in the December quarterly update report to members of the Financial Management Committee and Council.

E.W. Kozak, Director
PLANNING AND BUILDING

MN:

cc: City Manager
Members of Council

Director Engineering
City Clerk

Director Parks, Recreation and
Cultural Services

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Meeting November 20

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 November 13

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 16000 20

SUBJECT: OFF-SITE SERVICING FOR NON-MARKET HOUSING INITIATIVE SITES
FUNDING REQUEST

PURPOSE: To request the use of Community Benefit Reserves to finance the design for the off-site servicing of Sites #1-6 of the Non-Market Housing initiative project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the use of Housing Funds from the Community Benefit Reserves in the amount of \$700,000 to finance the works as outlined below.

REPORT**1.0 INTRODUCTION**

On 2019 July 29, Council unanimously adopted the Mayor's Task Force on Community Housing Final Report, which recommends 18 actions grouped under four themes as a basis for further direction and specific initiatives to increase the supply, diversity, and affordability of housing in Burnaby. The Final Report also lists ten "Quick Starts" — priority actions that the City can initiate within six months. In line with specific actions recommended in the Final Report, staff subsequently prepared a report recommending development of a Memorandum of Understanding (MOU) with BC Housing to establish terms for a housing partnership. The report also recommended that seven sites in the City be brought forward for the development of non-market housing, in partnership with senior levels of government.

As part of advancing these sites for non-market housing, this report seeks funding approval for the award of contracts for the development of the off-site servicing design as part of the servicing requirements.

2.0 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.

To: Chair and Members Financial Management Committee
 From: Director Planning and Building
 Re: Off-Site Servicing Non-Market Housing Initiative Sites
 Funding Request
 2019 November 13.....Page 2

A Connected Community

- Partnership - Work collaboratively with businesses, educational institutions, associations, other communities, and governments.
- Social Connection - Enhance social connections throughout Burnaby.

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 - Encourage opportunities for healthy living and well-being.
- Community involvement - Encourage residents and businesses to give back to and invest in the community.

A Dynamic Community

- Community development - Manage change by balancing economic development with environmental protection and maintaining a sense of belonging.

3.0 OFF-SITE SERVICING: NON-MARKET HOUSING SITES #1-6 - BAX.0026

At its meeting of 2019 October 07, Council considered a staff report and adopted recommendations including the development of a Memorandum of Understanding with BC Housing, for Council approval, to document a partnership approach to develop non-market housing in Burnaby, and the identification and advancement of seven sites (Sites #1 to #7), for the development of non-market housing in partnership with senior levels of government.

The approved approach for this initiative includes an expedited approvals process with the pre-zoning of Sites #1 to #6. As part of the rezoning process, preliminary servicing requirements (e.g. road dedications, public realm improvements, infrastructure upgrades) are to be identified through approved civil designs, and construction undertaken and completed.

To facilitate this requirement, consultants will be engaged to develop the off-site servicing detail design for the construction of City infrastructure and Hydro/Telus undergrounding. Other engineering site work reviews may include: geotechnical analysis, environmental analysis, and groundwater analysis, as necessary.

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

These expenditures will be included in the 2020 – 2024 Provisional Financial Plan and sufficient Community Amenity Reserves are available to finance the capital project outlined in this report. Council approval is being sought for the use of Housing Funds from the Community Benefit Reserves, as outlined in the earlier Council Report.

To: Chair and Members Financial Management Committee
From: Director Planning and Building
Re: Off-Site Servicing Non-Market Housing Initiative Sites
Funding Request
2019 November 13 Page 3

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the use of Housing Funds from the Community Benefit Reserves in the amount of \$700,000 to the off-site servicing design as outlined in this report.



E.W. Kozak, Director
PLANNING AND BUILDING

LL/tn

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

P:\Housing\Affordable Housing\Non-Market Housing Funding Request Sites 1 to 6 2019.11.20.docx



Meeting November 12, 2019

COMMITTEE REPORT

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

FROM: CHIEF INFORMATION OFFICER **FILE:** 1900-20

SUBJECT: 2020 INFORMATION TECHNOLOGY CAPITAL PROGRAM

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

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$4,337,400 to finance the Information Technology Capital Program.

REPORT**1.0 INTRODUCTION**

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

2.0 POLICY SECTION:

The 2020 Information Technology Capital Program is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

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

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2020 Information Technology Capital Program
 2019 November 12 Page 2

3.0 IT INFRASTRUCTURE PROGRAM

The 2020 IT Infrastructure Capital Program includes initiatives to replace aging computer equipment, upgrade or expand infrastructure to support technical applications throughout City departments, and to enhance service to the public and internal stakeholders. This funding report subject to approval by council, would allow staff to proceed with the IT Capital Program implementation in 2020.

3.1 INFRASTRUCTURE REPLACEMENT

Estimated \$445,900

The City maintains an annual replacement program for its computer equipment such as servers, workstations, monitors, tablets and associated peripheral devices. For 2020, funding is required to replace a number of older servers, workstations, networking devices, cabling and equipment that have reached the end of their useful life.

Specific replacement works consist of:

- Workstations (AEC.0021) - **\$76,200**
- Server hardware & Storage disk systems (AEC.0022) - **\$263,400**
- Network communications and data centre equipment (AEC.0024) - **\$106,300**

3.2 INFRASTRUCTURE REQUIRED FOR GROWTH

Estimated \$844,600

This program includes purchases of new computer equipment, peripherals, supporting software and services and software application upgrades. These purchases will support planned 2020 City initiatives designed to address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- Net new computer equipment, peripherals & desktop software (AEY.2020) - **\$400,000**
- City-wide Conduit & Fibre Build (AEC.0029) - **\$290,600**
- Cloud Infrastructure Build (AEC.0031) - **\$154,000**

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

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2020 Information Technology Capital Program
 2019 November 12 Page 3

4.0 BUSINESS SOLUTIONS PROGRAM

Estimated \$3,046,900

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

The projects which comprise the proposed 2020 program have been selected by City departments and prioritized based on criteria established by the City's Executive Steering Committee which consists of senior staff from all departments.

The following are the key initiatives included in the 2020 Business Solutions Program:

- Burnaby.ca Transformation (AEA.0094) - **\$642,000**
- Accounts Payable Automation Project (AEA.0109) - **\$456,300**
- Departmental Applications Upgrade (AEA.0084) - **\$358,000**
- Council eAgendas Upgrade (AEA.0044) - **\$342,000**
- Licence, Inspection, and Permits System Online Services (AEA.0098) - **\$304,300**
- Property Record Unification Project (AEA.0099) - **\$267,500**
- Data Archiving System (AEA.0100) - **\$267,500**
- Learning Management System (AEA.0078) - **\$160,500**
- E-Bidding Portal (AEA.0108) - **\$153,300**
- Electronic Document Management System - Assessment (AEA.0039) - **\$95,500**

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

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

*To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2020 Information Technology Capital Program
2019 November 12 Page 4*

5.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,337,400 to finance the information technology capital program.

A handwritten signature in cursive script, appearing to read "Shari Wallace", followed by a period.

Shari Wallace
CHIEF INFORMATION OFFICER

SW: BK/cj

Copied to: City Manager
Director Finance
City Solicitor

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2020 Information Technology Capital Program
 2019 November 12 Page 5

Appendix 1

IT Infrastructure Capital Program for 2020 – Supplementary Information

1.0 INFRASTRUCTURE REPLACEMENT 2020

\$445,900

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

Specific works include:

Workstations (AEC.0021) - **\$76,200**

- Standard hardware lifecycle replacement based on a risk analysis of the expected life of the units and disk combined with the business criticality of the applications (Note: Given the greater reliability of equipment, IT has moved to a 5 year replacement schedule for standard workstations, 3 years for laptops, and 6 years for monitors)

Server hardware & Storage disk systems (AEC.0022) - **\$263,400**

- Replacement of existing physical servers with faster, larger format servers that will better support our server virtualization initiatives
- Standard hardware lifecycle replacement based on a risk analysis of the expected life of the units and disk combined with the business criticality of the applications

Network communications and data centre equipment (AEC.0024) - **\$106,300**

- Replacement/upgrade of existing cabling to maintain continuity and quality of service
- Upgrading facility switches with current models

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2020 Information Technology Capital Program
 2019 November 12 Page 6

2.0 INFRASTRUCTURE REQUIRED FOR GROWTH 2020 \$844,600

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

Specific works include:

Net new computer equipment, peripherals & software licences (AEY.2020) - *\$400,000*

- Additional demand for desktop equipment for City departments.

City-wide Conduit & Fibre Build (AEC.0029) - *\$290,600*

- This project is a continuation to create City-wide civic communications conduit and fibre-optic network connecting all City facilities.

Cloud Infrastructure Build (AEC.0031) - *\$154,000*

- In 2020, IT is planning to secure a landing zone in the cloud with one of the major vendors in lower mainland which will help the City to start provisioning some of the City services in the cloud. This will be the first step for the City to expand its services to the cloud and to develop a robust disaster recovery strategy. IT Security is looking at technical, policy, vendor evaluation, and contractual methods to ensure City's use of Cloud solutions are delivered in a secure and robust fashion that aligns with the City's values and strategy.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2020 Information Technology Capital Program
 2019 November 12 Page 7

Appendix 2

IT Business Solutions 2020 – Supplementary Information \$3,046,900

Burnaby.ca Transformation (AEA.0094) - **\$642,000**

Replace the current content management system (CMS) system with a modern CMS that will provide enhanced functionality and user experience for citizens and visitors to Burnaby.ca. It will also enhance existing online services functionality, users' experience and will be compatible with mobile devices.

Accounts Payable Automation (AEA.0109) - **\$456,300**

Improve the efficiency of invoice data entry, workflow approval, payment processes and online electronic storage and retention of accounts payable invoices. Funding is spread across 2020, 2021, and 2022 in the 2019-2023 Financial Plan. These expenditures will be revised in the 2020 – 2024 Financial Plan to be consumed fully in 2020.

Departmental Applications Upgrade (AEA.0084) - **\$358,000**

Upgrade several departmental software applications that must be migrated to new versions in 2020, such as the Business Intelligence Dashboard, Fire Inspection Tablet application and the Fire Dispatch Management application. Funding is spread across 2020 and 2021 in the 2019-2023 Financial Plan. These expenditures will be revised in the 2020 – 2024 Financial Plan to be consumed fully in 2020.

Council e-Agendas Upgrade (AEA.0044) - **\$342,000**

Replace the current e-Agenda system to maintain existing and expected service levels that are essential for the processes and procedures of the Office of the City Clerk. The project will improve workflow, security and access control permission and management. It will also address requirements for web streaming and video archiving in an integrated solution.

License, Inspection, and Permits System Online Services (AEA.0098) - **\$304,300**

Leverage the existing EnerGov platform to deliver online capability through its Citizen Self-Serve (CSS) portal and ensure Burnaby citizens continue to receive improved online services.

Property Record Unification Project (AEA.0099) - **\$267,500**

Implement a centralized property record database and eliminate manual worksheets to provide an integrated and streamlined approach to managing property information.

Data Archiving System (AEA.0100) - **\$267,500**

Address the requirement to migrate data from obsolete systems to a new, supported platform with enhanced query capability, security and access controls, and reporting tools that provide similar or improved access to legacy data.

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2020 Information Technology Capital Program
2019 November 12 Page 8

Learning Management System Replacement (AEA.0078) - \$160,500

Implement an enterprise learning management system to provide the City with an online learning catalogue, registration & approval, course completion certificate and comprehensive reporting with mobile compatibility.

E-Bidding Portal (AEA.0108) - \$153,300

Implement an e-bidding platform that will improve the efficiency of the bidding process, enhance vendor access to procurement opportunities with the City, and improve the delivery of capital infrastructure, services and programs to the community.

Electronic Document Management System - Assessment (AEA.0039) - \$95,500

Conduct an initial review into a new records and document management system for the City. When implemented the system will improve staff efficiency by implementing a highly usable, enhanced search and retrieval document management system. The new system will also enhance compliance with applicable legislation and regulatory requirements, improve privacy protection and access control, and improve information integrity and compliance.



TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 November 14

FROM: DIRECTOR FINANCE

FILE: 7400-01

SUBJECT: BURNABY BOARD OF TRADE

PURPOSE: To provide information on the growth in services provided by the Burnaby Board of Trade and a recommendation to increase annual grant funding.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council increase the annual grant to the Burnaby Board of Trade from \$100,000 to \$125,000, which is to be paid in quarterly instalments of \$31,250, commencing 2019 December 01 and continuing on 2020 January 01, 2020 April 01 and 2020 July 01.

REPORT

1.0 INTRODUCTION

At the Financial Management Committee meeting held on 2019 October 22, the Burnaby Board of Trade (BBOT) appeared before the Committee to provide information on the 20-year economic development partnership with the City, provide an update on their past year's economic development activities, and to highlight initiatives in support of the City's Economic Development, Social and Environmental Sustainability Strategies. At this meeting, the BBOT requested that the City consider increasing the agency's funding from \$100,000 to \$145,000 per annum to provide financial assistance to cover increased operating and service delivery costs including funding to undertake a greater role in the economic development initiatives outlined in their presentation.

Staff were requested to provide information on the services currently provided by the BBOT, proposed activities, and how these activities will support and compliment staff's efforts in economic development. This report provides the information requested and a recommendation to increase the BBOT's annual funding.

2.0 POLICY SECTION

The City's partnership with the BBOT supports a number of the goals within the Official Community Plan, Economic Development Strategy, Social Sustainability Strategy, and Environmental Sustainability Strategy. The partnership also supports the City's Corporate Strategic Plan as follows:

To: Financial Management Committee
 From: Director Finance
 Re: Burnaby Board of Trade
 2019 November 20.....Page 2

Goal

- A Safe Community
 - Crime prevention and reduction –
Ensure citizens and businesses feel safe in our community
- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Dynamic Community
 - Economic opportunity –
Foster an environment that attracts new and supports existing jobs, businesses and industries

3.0 BACKGROUND

As the economic development agency for the City of Burnaby, the BBOT is a not-for-profit, member-driven, independent business association whose primary purpose is to attract and retain new businesses and create a favourable business environment to stimulate economic growth throughout the municipality. Working closely with the City, the BBOT supports the growth of business both locally and internationally and fosters a sustainable business environment through networking, education, advocacy and development. The City currently provides the BBOT an annual grant of \$100,000 to support a portion of BBOT's operating budget. This annual grant has not been increased since its initial award over twenty years ago.

4.0 ECONOMIC DEVELOPMENT ACTIVITIES

Over the past twenty years, the business activities and initiatives undertaken by the BBOT have significantly contributed to the economic success of Burnaby. The number of business licences issued annually by the City grew from 12,423 in 1999, to 13,453 in 2019 (7% increase). Additionally, employment grew from 106,200 jobs in 1996 (Census year) to 148,000 jobs in 2016 (Census year), which equates to a 39% increase.

Economic growth is attributable to many factors, however, a robust and active local Board of Trade such as the BBOT has helped to achieve this economic growth in the City. Through effective marketing and development of programs, the BBOT's membership has more than doubled from approximately 550 members in 2006, to approximately 1,200 members today. Membership in the BBOT is inclusive, consisting of small, medium and

To: Financial Management Committee
 From: Director Finance
 Re: Burnaby Board of Trade
 2019 November 20.....Page 3

large size employers, and represents members in both non-profit and government sectors.

At its 2019 October 22 presentation, the BBOT summarized key actions it undertakes on behalf of the City. These actions are presented below:

4.1 Business Attraction, Retention and Expansion

In the past twenty years, there has been an increase in attraction, retention and expansion efforts by the BBOT. As the City's business development partner, the BBOT undertakes a number of initiatives to support the growth of Burnaby's economy. These activities include attracting new companies to Burnaby by engaging with new businesses and promoting the benefits of locating in the City; working with new businesses to navigate city licencing and permitting processes; hosting visiting delegations, trade representatives, consulates and international representatives; and supporting visits abroad to Burnaby's Sister Cities and other locales to stimulate economic investment in the City. The BBOT puts on numerous events attended by the business community of which a few are sponsored by the City of Burnaby, such as the Burnaby Business Excellence Awards Luncheon and Gala and the State of the City Address.

Through positive collaboration with the City, the BBOT has been able to successfully provide a two-way conduit for information to and from the City and the business community thereby enabling the business community to be directly involved in significant planning initiatives at the municipality. This positive relationship has allowed both parties to coordinate efforts on various economic development and business community activities all of which aim to support and grow the business community. The BBOT proposes to continue and expand upon its activities in this regard.

The BBOT indicates that business attraction, retention and expansion remains a core priority and intends to continue its efforts in promoting Burnaby through face-to-face activities as described above, and by continuing to provide up-to-date information, resources, and data through guidebooks and online platforms to assist businesses in getting the information they need to make strategic business decisions.

4.2 Diversified Work Force

The BBOT supports employers by hosting programs that diversify the workforce. Key activities for the BBOT in this regard are: Creating mentorship activities for youth; supporting and advocating for newcomers in the workplace; and supporting women in the workplace. The BBOT hosts specific programs for youth (Access Program) and Women (Women's Business Success Network), created events tailored to meet the needs of under-represented groups in the workforce, as well as adopted policy and advocacy to support the same. This is demonstrated by their advocacy on child care in the workplace, calling for representation of women on corporate boards, and the inclusion of more women on its own Board of Directors.

To: Financial Management Committee
 From: Director Finance
 Re: Burnaby Board of Trade
 2019 November 20.....Page 4

The BBOT indicates it will be continuing these efforts, and in 2020 will be launching a “Bridging the Workforce Gap” initiative to connect employers with employees, and to support business’ HR capacities to create more diversified workforces. In addition to being important economic goals, these BBOT efforts also work towards achieving many of the City’s social objectives.

4.3 Integrating Social, Environmental and Economic Initiatives

Since the City’s adoption of the Economic, Social and Environmental Sustainability Strategy, the BBOT has activated a number of programs to support the achievement of the goals within the plan. Recent activities of the BBOT have included work to promote environmentally sustainable business practices, promote social enterprises and corporate social responsibility, and promote a diversified workforce. Most recently, the BBOT has supported the Mayor’s Task Force on Community Housing, and represents a business perspective on a number of City Committees of Council. The BBOT indicates that it will continue in this realm of work. Additionally, it’s current participation and support of the City’s policy initiatives positions it to contribute to the key policy development areas in the future.

5.0 RECOMMENDATION

The BBOT performs an important economic development function for the City, and its activities to support the growth in the City’s economy have increased in the past twenty years. The BBOT aligns many of its programs and initiatives to support the economic, social and environmental goals of the City. The BBOT has indicated it will continue its current initiatives, and expand upon its programming in future years. To provide financial assistance for the activities outlined in this report, it is recommended that the Financial Management Committee recommend Council increase the BBOT’s annual funding by 25% from \$100,000 to \$125,000, which is to be paid in quarterly instalments of \$31,250, commencing 2019 December 01 and continuing on 2020 January 01, 2020 April 01 and 2020 July 01.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK/DS/LG:md

Copied to: City Manager
 Director Planning and Building



Meeting 2019 Nov 20
Committee REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 November 14

FROM: DIRECTOR FINANCE

FILE: 36000-07
Reference: Sewer Rates

SUBJECT: 2020 SANITARY SEWER RATES

PURPOSE: To request Council approval for a 2% increase to the 2020 Sanitary Sewer Fund Rates and bylaw revisions contained herein.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2020 rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 6 of this report, effective 2020 January 01.

REPORT

1.0 INTRODUCTION

The Sanitary Sewer Fund is financially self-sustaining and debt free. Rate changes do not impact what is collected for general property taxes; however, Sewer Parcel Tax is billed with Property Taxes in May. As such, any increase in Sanitary Sewer Fund rates would therefore influence the total amount billed on the Tax Notice. Sanitary Sewer Fund rates are reviewed annually and adjustments are made to provide funding for required sewer operating and capital works through the adoption of amendments to the Burnaby Sewer System Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the the Burnaby Sewer Connection Bylaw 1961.

Payment for annual Sanitary Sewer Fund charges are due by March 15th (or next business day if the due date falls on a weekend). To promote payment by the due date, Burnaby offers discounted rates for payments received on or before the due date. Metered Sanitary Sewer customers are offered the same incentive for payments made within 30 days of the billing date.

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 From: Director Finance
 Re: 2020 Sanitary Sewer Rates
 2019 November 20.....Page 2

2.0 POLICY SECTION

Goal:

- A Dynamic Community:
 - Economic opportunity -
Foster an environment that attracts new and supports existing jobs, businesses and industries
 - City facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community
- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

The annual budget process for the Sanitary Sewer Fund takes into account projected revenues and expenditures, plus sustainability of the operating and capital reserves over a 5 year period. As per prior years, the single biggest driver for budget and rate increases are the costs imposed on the City by Metro Vancouver for distribution and processing, in the form of the Greater Vancouver Sewage and Drainage District (GVS&DD) Levy. Other key components include the city's planned capital program and annual operating requirements.

All rates within each of the three bylaws are increased each year by the same percentage amount. Rate increases are communicated to customers in the form of the Annual Utility Brochure, and Metered Water and Sewer Customer Information Bulletins, which are sent out in the new-year with Utility Notices. Table 1 provides rate increase information over the past 5 years and the proposed rate for 2020:

Table 1 - Rate Increases

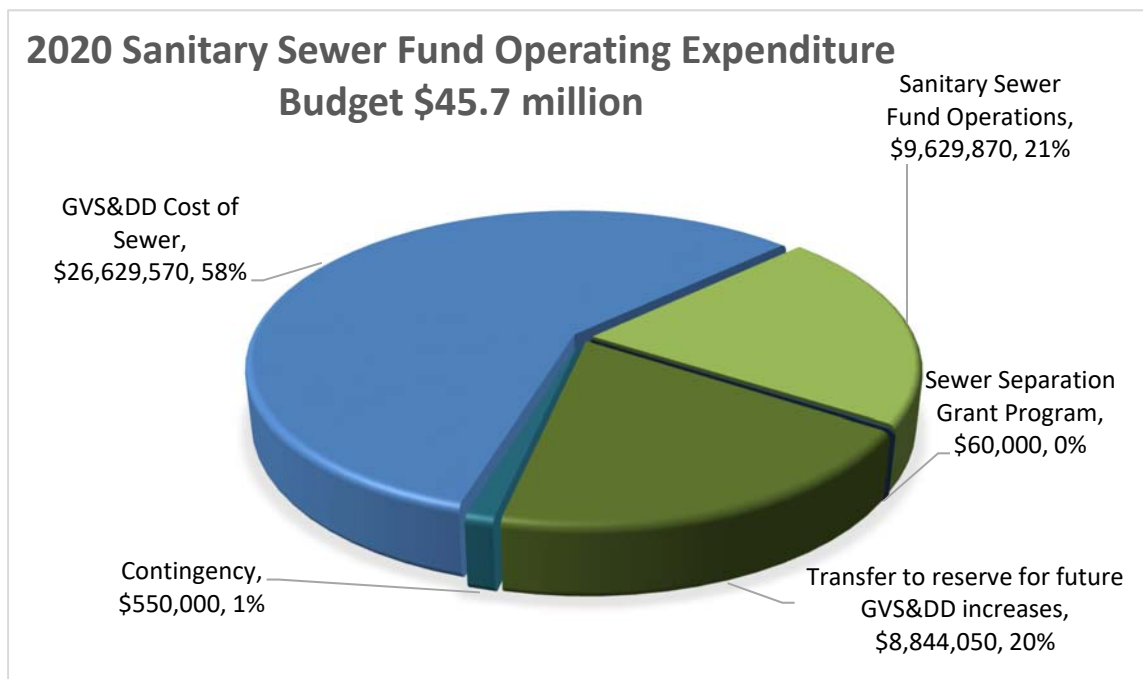
2015	2016	2017	2018	2019	Proposed 2020
3.0%	1.5%	1.5%	0.0%	2.0%	2.0%

To: Financial Management Committee
 From: Director Finance
 Re: 2020 Sanitary Sewer Rates
 2019 November 20.....Page 3

4.0 SANITARY SEWER FUND EXPENDITURES

Sanitary Sewer Fund expenditures for 2020 are projected at \$45.7m, an overall change of \$620k from 2019. The increase in overall expenditure is mainly the result of an increase in GVS&DD costs. There is no contribution to capital budgeted for 2020. Schedule A outlines the City's Sanitary Sewer Fund 5 year Operating Plan. Chart 1 below summarises the 2020 Sanitary Sewer Fund operating expenditure budget:

Chart 1 – 2020 Sanitary Sewer Fund Operating Expenditure Budget



4.1 Metro Vancouver - Greater Vancouver Sewerage and Drainage District (GVS&DD) Costs

The GVS&DD 2020 levy for liquid waste in Burnaby is \$26.6m. In addition to the charge for liquid waste, the MVRD imposes non-utility charges for Engineering Roads and Drainage, which for 2020 are set at \$905k, a reduction of 7% from 2019. The net increase for the Sanitary Sewer Fund GVS&DD cost is 11.8% (see Schedule B). MVRD uses BC Statistics population data over a five year period to calculate annual growth and the impact this has on the levy. The GVS&DD levy makes up over 58% of total City of Burnaby Sanitary Sewer Fund operating costs.

To: Financial Management Committee
From: Director Finance
Re: 2020 Sanitary Sewer Rates
2019 November 20.....Page 4

The following are examples of current and planned major GVS&DD initiatives supported by 2020 rate increases:

2020 Major Capital Projects

- North Shore Waste Water Treatment Plant (WWTP) Upgrade
- Annacis WWTP Stage 5 Expansion
- Northwest Langley WWTP
- Iona WWTP Upgrade
- Burnaby Lake Interceptor
- Gilbert/Brighthouse Trunk Sewer Twinning
- Annacis WWTP Secondary Clarifier Corrosion Repair

4.2 Sanitary Sewer Fund Operations

It is proposed that the 2020 Sewer Maintenance and Operations Expenditure budget remains similar to the prior year at \$9.6 million which is optimal for supporting the City's two main sewer components: sanitary liquid waste and storm water systems.

4.3 Sewer Separation Grant Program

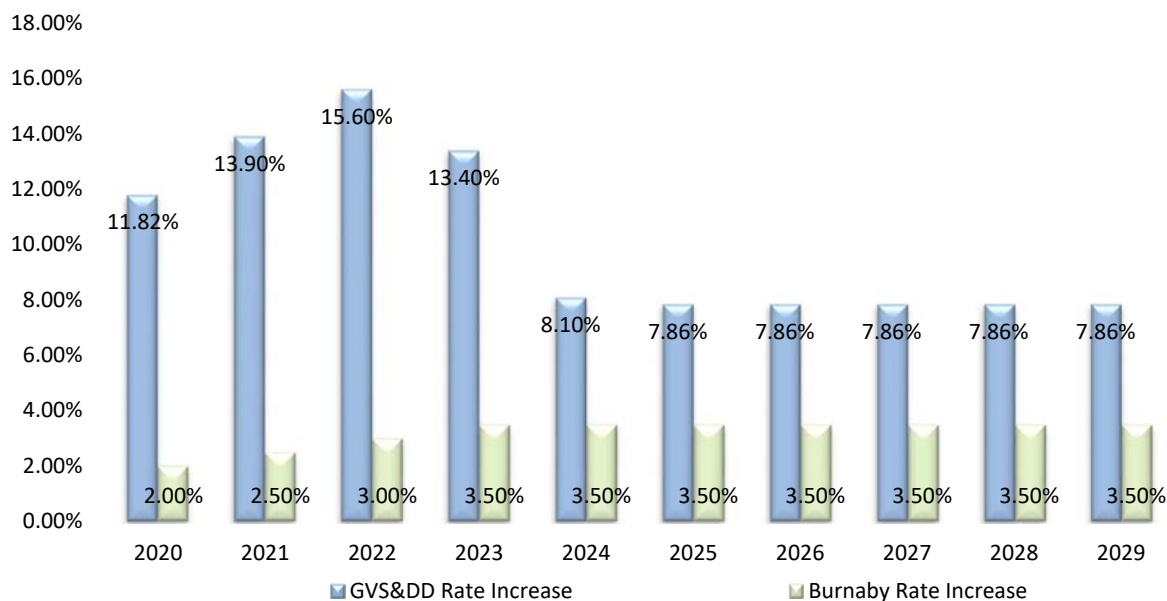
A provision of \$60,000 has been made to implement the new grant program to support private-side sewer separation as approved by Council earlier this year.

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 From: Director Finance
 Re: 2020 Sanitary Sewer Rates
 2019 November 20.....Page 5

4.4 Transfer to Reserve for Future GVS&DD Increases

A provision of \$8.8m for future rate increases is budgeted for 2020 in order to mitigate fluctuations in rates. Through the use of reserves held by the City, Burnaby has the ability to offset the immediate impact of GVS&DD rate increases. Hence planned future City of Burnaby increases will be lower than those imposed on the City by GVS&DD, as illustrated in Chart 2.

Chart 2 - Planned GVS&DD Increases vs Burnaby Increases



4.5 Contingency

A contingency amount of \$550,000 has been built into the budget to accommodate for any unforeseen costs that may arise during the year.

4.6 Contribution to Capital

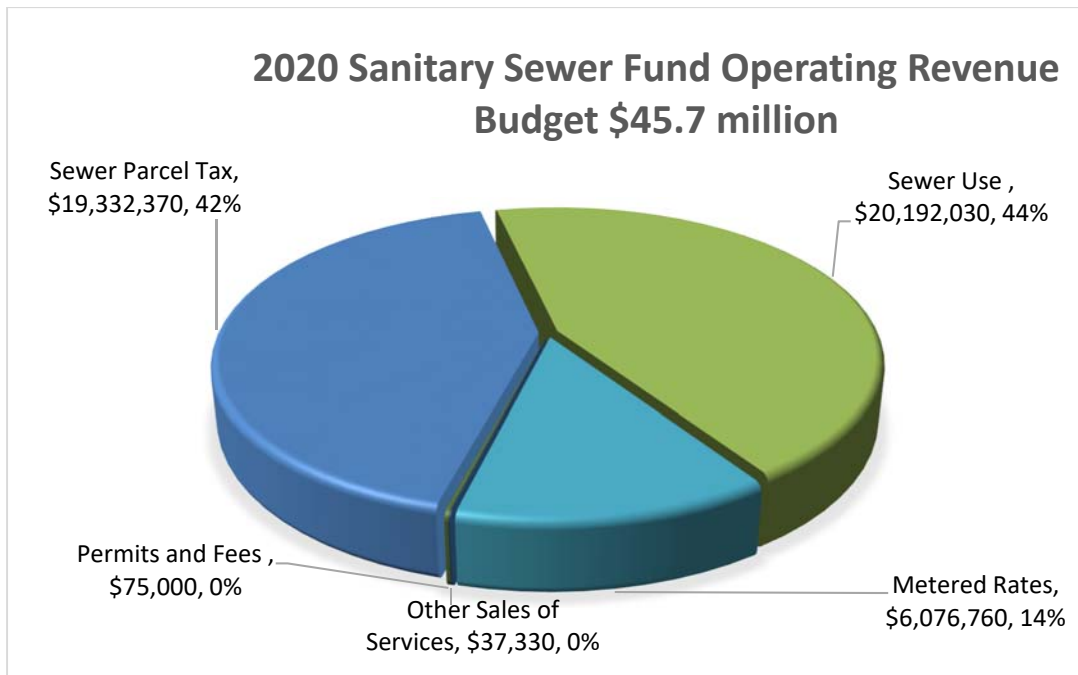
The City's policy of funding ongoing replacement and the development of new capital infrastructure annually has provided assurance that funding is available to sustain the capital program without the need for external debt financing. Funding is reviewed annually to determine changes to requirements. As it currently stands, the capital reserve has sufficient funding, exceeding the city's target level of five years capital works funding. While the capital plan for 2020 is \$5.7m, staff are recommending a contribution to capital of zero for 2020 through to 2024, thus enabling utilization of existing reserves and allowing for stable rate increases.

To: Financial Management Committee
 From: Director Finance
 Re: 2020 Sanitary Sewer Rates
 2019 November 20.....Page 6

5.0 SANITARY SEWER FUND REVENUES

The primary sources of revenues for 2020 are Sewer Parcel Tax, Sewer Use and Metered Sewer revenue. A small percentage of revenue comes from permits, fees, and other sales of service. Chart 3 provides a breakdown of revenues net of discounts. Aligning revenues with expenditures, there is a \$620k overall increase in funds being raised. The primary source being Sewer Use, which is charged to all non metered properties that are not a Single Family Dwelling.

Chart 3 – 2020 Sanitary Sewer Fund Operating Revenue Budget



5.1 Sewer Parcel Tax

Owners of every parcel of land with access to the City's sewer network pay an annual flat Sewer Parcel Tax. Two or more units on a parcel (such as a strata apartment or Two Family Dwelling) share the Sewer Parcel Tax and also pay a Sewer Use Fee. Sewer Parcel Tax revenue estimates are based on prior-year actuals multiplied by the recommended rate increase for 2020. Revenues for Sewer Parcel Tax remain fairly stable year over year, typically increasing by the annual rate.

To: Financial Management Committee
 From: Director Finance
 Re: 2020 Sanitary Sewer Rates
 2019 November 20.....Page 7

5.2 Sewer Use

Sewer Use Fees are paid by all owners of multi-family, commercial, and industrial properties, including duplex, strata and non-stratified units. Sewer Use revenue continues to grow each year as new properties come online. For 2020 there is an estimated \$641k increase over 2019, based on prior year actuals and 1% growth estimate for 2020.

5.3 Metered Rates

Rates for metered sewer customers increase at the same percentage as flat rates. The City has seen a recent decline in metered consumption, and as such revenues for 2020 are predicted to decline slightly. A reduction of \$131k has been budgeted for 2020.

5.4 Permits and Fees and Other Sales of Services

There is an estimated reduction in revenue from permits, fees, and other sales of approximately \$163k. This income stream includes fees from sanitary sewer video inspections, permits and adjustment applications.

6.0 BYLAW AMENDMENTS

6.1 Sewer Charge Bylaw 1961 - Sections 4A (3 and 4) – April 2019 declaration

These sections of the bylaw can now be repealed as they are no longer applicable in 2020.

6.2 Sewer Charge Bylaw 1961 - Sections 4A – Schedule “C”

Under Section 291 of the Community Charter many exempt properties, including Provincial and Crown corporations are required to pay the city a Grant in Lieu of taxation. With transition of Sewer Parcel Tax charges to the Tax Notice, several such bodies are now hesitant in paying a separate Sewer Parcel Tax charge to the city.

It is proposed that Sewer Parcel Tax charges are removed from the accounts of such exempt / crown / provincial bodies, and that a new fee be established at a rate equal to the Sewer Parcel Tax that will be levied as a Sewer Use fee with Utilities in February. The new fee would be included in Schedule C of the bylaw as follows:

- Sewer Use - Exempt Properties (in lieu of Parcel Tax)

A provision will be added to Section 4A that require these types of properties to pay the new "Sewer Use - Exempt Properties" fee as set out in Schedule C of the bylaw.

To: Financial Management Committee
From: Director Finance
Re: 2020 Sanitary Sewer Rates
2019 November 20.....Page 8

7.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2020 rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 6 of this report, effective 2020 January 01.



Noreen Kassam, CPA CGA
DIRECTOR FINANCE

NK/RR:md

*Attachments: Schedule A – 2020 Sanitary Sewer - 5 Year Operating Budget
Schedule B – Sanitary Sewer Rates Charged by Metro Vancouver
Schedule C – Sanitary Sewer Rates*

Copied to: City Manager
Director Engineering
City Solicitor
City Clerk

2020 SANITARY SEWER - 5 YEAR OPERATING BUDGET

Schedule A

Finance Department	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
November 2019	Actual	Actual	Actual	Actual	Annual	Budget	Projected	Projected	Projected	Projected
	\$	\$	\$		\$	\$	\$	\$	\$	\$
EXPENDITURE										
GVS&DD Cost of Sewer	18,988,769	19,730,775	21,245,845	22,476,527	23,814,534	26,629,570	30,331,080	35,062,730	39,761,140	42,981,790
Sewer Fund Operations	6,045,780	6,728,040	6,642,219	7,215,520	9,845,680	9,629,870	9,918,770	10,216,330	10,522,820	10,838,500
Infrastructure Investment	11,556,700	12,000,000	13,898,105	11,895,810	9,230,790	-	-	-	-	-
Sewer Seperation Grant Program						60,000	60,000	60,000	60,000	60,000
Transfer to reserve for future GVS&DD increases					1,652,000	8,844,050	6,687,940	3,584,550	829,770	-
Contingency	0			-	550,000	550,000	550,000	550,000	550,000	550,000
Surplus	3,734,559	3,030,495	1,791,334	2,827,933	-	0	0	0	0	0
TOTAL	40,325,808	41,489,310	43,577,500	44,415,790	45,093,000	45,713,490	47,547,790	49,473,610	51,723,730	54,430,290
REVENUES/TRANSFERS										
Parcel Tax	19,041,277	18,436,673	18,644,486	18,689,728	19,059,073	19,332,370	19,815,680	20,410,160	21,124,510	21,863,860
Sewer Use	16,967,940	16,805,319	18,673,081	19,155,487	19,550,293	20,192,030	20,926,330	21,795,740	22,813,710	23,882,180
Metered Rates	6,208,340	6,008,397	6,140,269	6,438,868	6,208,438	6,076,760	6,233,830	6,427,300	6,660,040	6,902,220
Other Sales of Services	36,824	38,157	5,201	13,717	-	37,330	38,450	39,600	40,790	42,010
Fees and Fees	34,380	200,760	114,466	117,986	275,200	75,000	77,250	79,570	81,960	84,420
Five year's surplus brought forward	-	-	-	-	-	0	456,250	721,240	1,002,720	1,655,600
TOTAL	40,325,808	41,489,310	43,577,500	44,415,790	45,093,000	45,713,490	47,547,790	49,473,610	51,723,730	54,430,290
Tax Payer Rate Increase	3.00%	1.50%	1.50%	0.00%	2.00%	2.00%	2.50%	3.00%	3.50%	3.50%

SCHEDULE B

SANITARY SEWER RATES CHARGED BY METRO VANCOUVER

<u>YEAR</u>	<u>GVS&DD SEWERAGE LEVY</u>	<u>INCREASE FROM PREVIOUS YEAR</u>	
	\$	\$	%
2015	18,988,769	682,329	3.73%
2016	19,730,821	742,052	3.91%
2017	21,245,845	1,515,024	7.68%
2018	22,476,803	1,230,958	5.79%
2019	23,814,534	1,337,731	5.95%
2020	26,629,571	2,815,037	11.82%
2021	30,331,081	3,701,510	13.90%
2022	35,062,730	4,731,649	15.60%
2023	39,761,136	4,698,406	13.40%
2024	42,981,788	3,220,652	8.10%
<hr/>			
2015 - 2020 Change	7,640,802	40.24%	
2021 - 2024 Change	12,650,707	41.71%	

Notes:

2021-2024 charges are based on Metro Vancouver estimates.

Finance Department
November 2019

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Meeting 2019 Nov 20
Committee REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 November 14

FROM: DIRECTOR FINANCE

FILE: 39500-07
Reference: Water Rates

SUBJECT: 2020 WATERWORKS UTILITY RATES

PURPOSE: To request Council approval for a 1% increase to the 2020 Waterworks Utility Rates and bylaw revisions contained herein.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 to reflect the 2020 rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 6 of this report, effective 2020 January 01.

REPORT

1.0 INTRODUCTION

The Waterworks Utility is financially self-sustaining and debt free. Rate changes do not impact what is collected through general property taxes. Rates are reviewed annually and adjustments are made to provide funding for required operating and capital works through the adoption of amendments to the Burnaby Waterworks Regulation Bylaw 1953.

Waterworks charges are payable on or before March 15th (or next business day if the due date falls on a weekend). To promote payment by the due date, Burnaby offers discounted rates for payments received on or before the due date. Metered Water customers are offered the same incentive for payments made within 30 days of the billing date, both quarterly and monthly.

2.0 POLICY SECTION

Goal:

- A Dynamic Community:
 - Economic opportunity - Foster an environment that attracts new and supports existing jobs, businesses and industries

To: Financial Management Committee
 From: Director Finance
 Re: 2020 Waterworks Utility Rates
 2019 November 20.....Page 2

- City facilities and infrastructure –
 Build and maintain infrastructure that meets the needs of our growing community
- A Thriving Organization
 - Financial viability –
 Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

The annual budget process for the Waterworks Utility takes into account projected revenues and expenditures, plus sustainability of the operating and capital reserves over a 5 year period. As per prior years, the single biggest driver for budget and rate increases are the costs imposed on the City by Metro Vancouver for delivery of water to Burnaby in the form of the Greater Vancouver Water District (GVWD). Other key components include the city's planned capital program and annual operating requirements.

All rates within the bylaw are increased each year by the approved percentage amount. Rate increases are communicated to customers in the form of the Annual Utility Brochure, and Metered Water and Sewer Customer Information Bulletins, which are sent out in the new-year with Utility Notices. Table 1 provides rate increase information over the past 5 years and the proposed rate for 2020:

Table 1 - Rate Increases

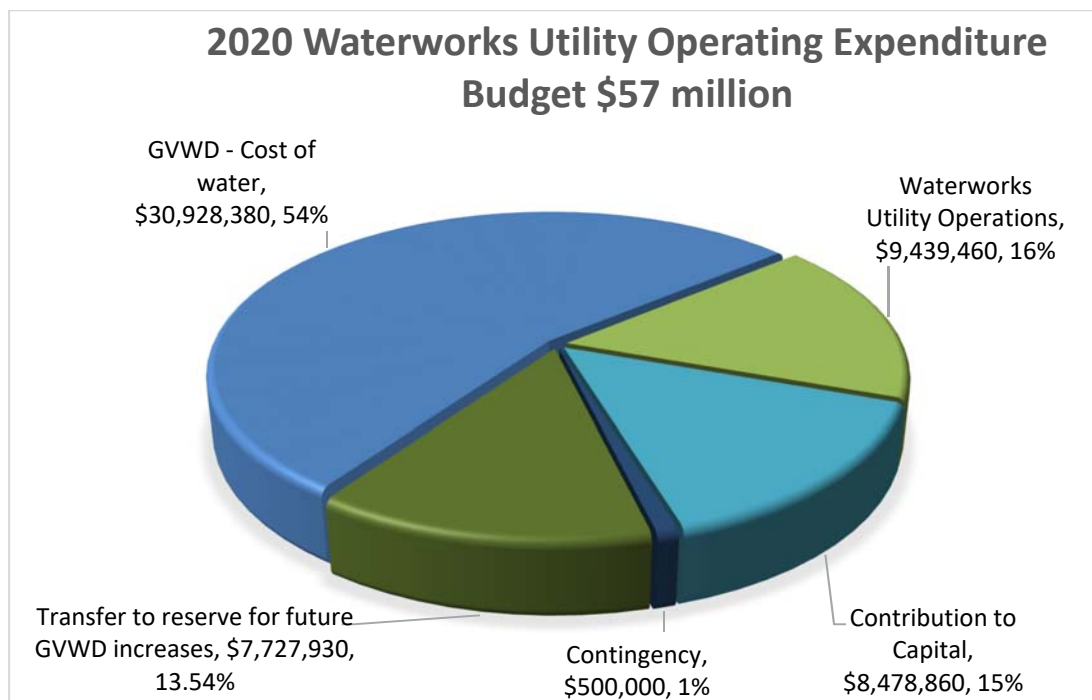
2015	2016	2017	2018	2019	Proposed 2020
3.0%	2.0%	1.0%	1.0%	2.0%	1.0%

To: Financial Management Committee
 From: Director Finance
 Re: 2020 Waterworks Utility Rates
 2019 November 20.....Page 3

4.0 WATERWORKS UTILITY EXPENDITURES

Waterworks Utility expenditures for 2020 are projected at \$57m, an overall change of \$308k over 2019. The increase in overall expenditure is mainly the result of an increase in GVWD costs. Schedule A (attached) outlines the City's Waterworks Utility 5 year Operating Plan. Chart 1 below summarises the 2020 Waterworks Utility operating expenditure budget:

Chart 1 – 2020 Waterworks Utility Operating Expenditure Budget



4.1 Metro Vancouver Greater Vancouver Water District (GVWD) Costs

For 2020, the City has budgeted water consumption of 39.4m cubic metres, amounting to costs of \$30.9m. This is based on prior year consumption and 2019 actuals as of November 12. City estimates are in line with GVWD consumption projections for 2020.

The GVWD cost of water continues to form the largest percentage of overall expenditure for 2020, at 54% of total expenditure. The GVWD is responsible for acquiring and maintaining the water supply, treating it to ensure its quality and delivering it to the City. The GVWD also provides ongoing capital work for the treatment of water, including the upgrading of facilities to meet safety and environmental standards. Consumption estimates for 2021-2024 are based on GVWD projected volume fluctuations.

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Schedule B (attached) summarizes the projected 2020 – 2024 GVWD increases in the cost of water services provided to Burnaby, with historical data going back to 2015. The City of Burnaby's budget includes projected rate increases for the cost of water from 2025 to 2029 based on average rate increase from 2020 – 2024. The blended 2020 rate increase for the GVWD is 5.95%. The 2020 GVWD rates are as follows:

- Peak (June to September) - \$0.8899 per cubic metre @ 16.2m cubic metres.
- Off Peak– \$0.7119 per cubic metre @ 23.2m cubic metres.

The following are examples of current and planned major GVWD initiatives supported by 2020 rate increases:

2020 Major Capital Projects

- 2nd Narrows Marine Crossing
- Annacis Marine Crossing
- Kennedy Newton Main
- Coquitlam Main No. 4 (Central)
- Coquitlam Intake No. 2
- Coquitlam Main No. 4 (South)
- Capilano Main No. 5

4.2 Waterworks Utility Operations

The City's Engineering Department, Water Services Division, provides high quality drinking water to homes and businesses, as well as water supply for fire suppression. This division manages the installation and maintenance of over 700 kilometres of water mains and connections throughout the City. Planned 2020 operations expenditure is similar to the prior year at \$9.4m.

4.3 Contribution to Capital

The City's policy of funding ongoing replacement and the development of new capital infrastructure annually has provided assurance that funding is available to sustain the capital program without the need for external debt financing. Funding is reviewed annually to determine changes to requirements. As it currently stands, the capital reserve has sufficient funding to meet the city's target level of five years capital works costs. Staff are recommending that the contribution to capital for 2020 to 2024 is aligned with the proposed average annual capital spend for that period, at \$8.5m.

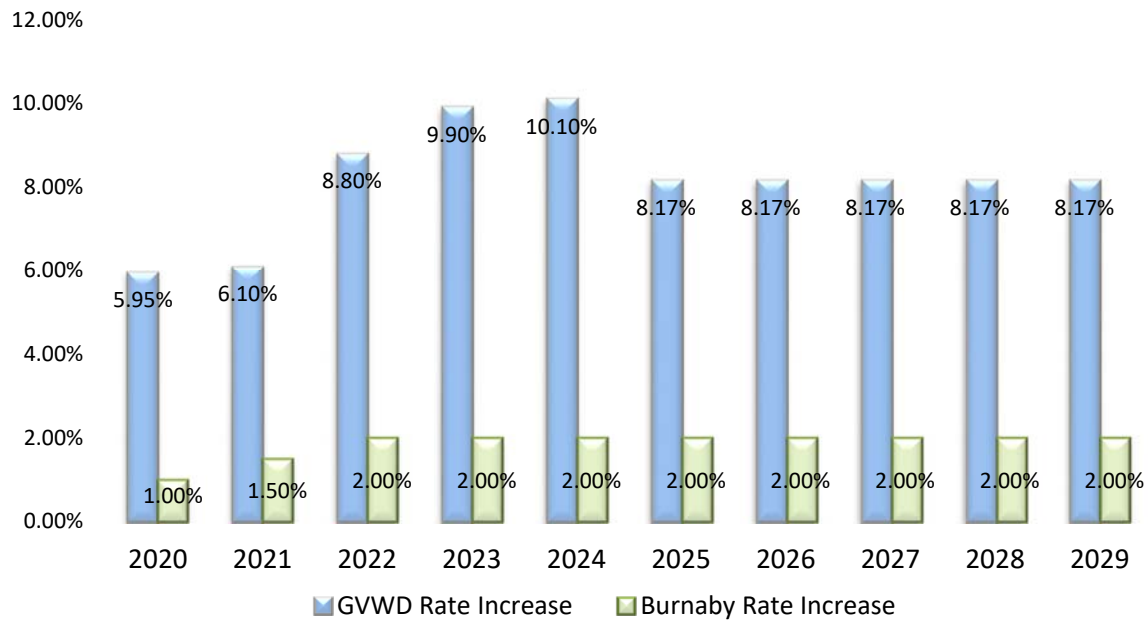
4.4 Transfer to Reserve for Future GVWD Increases

The provision of \$7.7m for future rate increases (up from \$3.4m in 2019) helps to mitigate fluctuations in rates. Through the use of reserves held by the City, Burnaby has the ability to offset the immediate impact of rate increases by the GVWD. Hence, planned future

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City of Burnaby increases will be lower than those imposed upon the City by GVWD, as illustrated in Chart 2.

Chart 2 – Planned GVWD Increases vs Burnaby Increases



4.5 Contingency

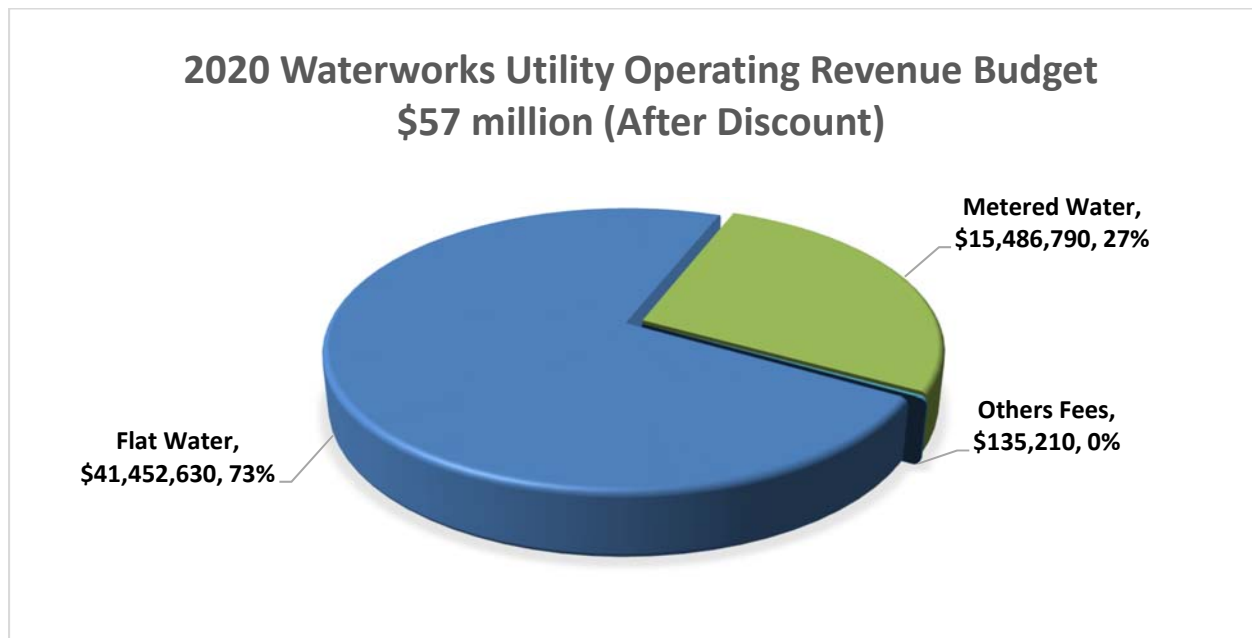
A contingency amount, consistent with prior years, of \$500,000 has been built into the budget to accommodate for any unforeseen costs that may arise during the year.

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5.0 WATERWORKS UTILITY REVENUES

The primary revenue item for 2020 is Flat Water, at \$41.4m, with Metered Water contributing over \$15.4m. A small percentage of revenue comes in the form of other permits and fees. Chart 3 provides a breakdown of revenues net of discounts. Aligning revenues with expenditures, there is a \$308k overall increase in funds being raised.

Chart 3 – 2020 Waterworks Utility Operating Revenue Budget



5.1 Flat Water

The \$41.4m budget for Flat Water in 2020, which makes up approximately 73% of all revenues, is based on an estimated 1% growth factor and the general rate increase for the utility.

5.2 Metered Water

Approximately 2,800 customers are metered, which accounts for 27% of total revenues (net of discounts). The 2020 budget is based on past actual consumption levels, which continue to decrease. It should be noted that given the small metering footprint in the city, consumption for metered customers does not correlate with consumption estimates for the city as a whole.

5.3 Other Fees

Other revenues in 2020 include construction charges, permits, special meter readings and testing fees.

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6.0 BYLAW AMENDMENTS

6.1 Section 26 - Provision for rebate on disconnection less 7 days.

Currently Section 26 of the Waterworks Bylaw is interpreted such that if a building permit is not taken out within seven days of service disconnection, that charges are stop dated and a refund is given to the customer for annual charges already paid, less the unused portion of the year, less seven days. In reality, building permits usually come within 14-21 days after the tax office is informed of the initial demolition permit/disconnection. As such, considerable administration is incurred in turning off services to only turn them back on a week or so later, with the customer only benefitting by a few dollars.

It is proposed Section 26 be repealed, and that a new provision be added to afford a longer period before system service charges are stop dated. The proposed provision could allow 28 days after receipt of a disconnection request/demolition permit before charges are stopped. The proposed Section 26 is to include wording the same or similar to the following:

'Utility service charges will not be adjusted for a period of 28 days following receipt of a request for the disconnection of water services, or on notification that a Demolition Permit has been taken out for a property in Burnaby. If a building permit is taken out during this time, then no adjustments are necessary. If a building permit is taken out after the 28 day period, account adjustments will be back dated to the original disconnection / demolition permit date. Account adjustments will be required during the 28 day period if there is a change in dwelling type or service provision. A credit will be allocated to the customer's utility account for any time period during which service charges are stopped in the system or following a change in service charge that results in an overcharge having occurred'.

6.2 New Rates – Schedule A of the bylaw

The following rates are levied upon various properties, including municipal sites, but are not currently included in Schedule A of the bylaw. These rates apply a per unit allocation of water to certain institutional and commercial buildings that are not metered and fall outside of the standard Single Family, Twin, Multi Family, and Small Business rates. It is proposed that the schedule is updated to include these rates:

- Miscellaneous Structure - Unit Charge \$59.55 (\$62.53 non discounted)
- City Facility – Unit Charge \$59.55 (\$62.53 non discounted)

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7.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 to reflect the 2020 rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 6 of this report, effective 2020 January 01.



Noreen Kassam, CPA CGA
DIRECTOR FINANCE

NK/RR:md

*Attachments: Schedule A – 2020 Waterworks - 5 Year Operating Budget
Schedule B – Cost of Water Supplied to Burnaby by GVWD
Schedule C – 2020 Waterworks Rates*

Copied to: City Manager
Director Engineering
City Solicitor
City Clerk

2020 WATERWORKS - FIVE YEAR OPERATING BUDGET

SCHEDULE A

Finance Department November 2019	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Annual	2020 Budget	2021 Projected	2022 Projected	2023 Projected	2024 Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
GVWD - Cost of water	26,159,327	25,865,340	26,983,020	27,842,870	29,461,790	30,928,380	32,990,000	36,130,000	39,940,000	44,333,700
Waterworks Utility Operations	6,385,702	6,203,020	6,822,740	6,933,230	9,388,770	9,439,460	9,722,640	10,014,320	10,314,750	10,624,190
Contribution to Capital	15,682,345	16,002,500	21,131,130	18,809,700	14,000,000	8,478,860	8,478,860	8,478,860	8,478,860	8,478,860
Transfer to reserve for future GVWD increases					3,415,800	7,727,930	6,670,500	4,887,650	2,485,730	0
Special project - one time request	0	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	500,000	500,000	500,000	500,000	500,000	500,000
Surplus	2,156,657	4,122,980	0	1,834,040	0	0	0	0	0	0
TOTAL	50,384,032	52,193,840	54,936,890	55,419,840	56,766,360	57,074,630	58,362,000	60,010,830	61,719,340	63,936,750
GROSS REVENUES/TRANSFERS										
Flat rates (Net of Discounts)	37,555,074	36,965,274	39,153,707	39,729,876	40,675,650	41,452,630	42,507,690	43,830,650	45,202,950	46,616,420
Metered Rates (Net of Discounts)	15,161,706	15,172,485	15,552,029	15,257,777	15,913,250	15,486,790	15,719,100	16,044,970	16,381,180	16,724,120
Construction - Metered Charges	23,460	15,280	3,412	0	23,800	31,440	31,440	31,440	31,440	31,440
Construction - Flat Rate Charges	39,520	200	32,800	109,300	47,430	43,230	43,230	43,230	43,230	43,230
Fees and Fees	12,017	11,131	22,714	22,140	16,970	30,540	30,540	30,540	30,540	30,540
Sur Sales of Services	43,141	29473.39	22,732	300,748	89,260	30,000	30,000	30,000	30,000	30,000
Previous year's surplus brought forward	0	0	149,500	0	0	0	0	0	0	461,000
TOTAL	47,933,146	52,193,840	54,936,890	55,419,840	56,766,360	57,074,630	58,362,000	60,010,830	61,719,340	63,936,750
Rate increase	3.00%	2.00%	1.00%	1.00%	2.00%	1.00%	1.50%	2.00%	2.00%	2.00%

COST OF WATER SUPPLIED TO BURNABY BY THE G.V.W.D.

SCHEDULE B

Year	Cost/m ³		Increase over the previous year				Volumes m ³			Change In volume	Annual cost to Burnaby	Increase in the total cost of water to Burnaby	
	Off-Peak	Peak	\$		%		Off-Peak	Peak	Total m ³	%	000 \$	000 \$	%
			Off-Peak	Peak	Off-Peak	Peak							
2015 Actual	0.5816	0.7270	0.0092	0.0115	1.61	1.61	23,871	16,886	40,757	2.70	26,159	960	3.81
2016 Actual	0.5926	0.7407	0.0110	0.0137	1.89	1.88	24,028	15,696	39,724	-2.53	25,865	-294	-1.12
2017 Actual	0.6113	0.7641	0.0187	0.0234	3.16	3.16	23,270	16,700	39,970	1.98	26,983	1,397	5.40
2018 Actual	0.6350	0.7938	0.0237	0.0297	3.88	3.89	23,778	16,181	39,959	-1.36	27,943	681	2.50
2019 Budget	0.6719	0.8399	0.0369	0.0461	5.81	5.81	23,509	15,950	39,459	-1.25	29,192	1,249	4.47
2020 Budget	0.7119	0.8899	0.0400	0.0500	5.95	5.95	23,186	16,207	39,393	-0.17	30,930	1,738	5.95
2021 Budget	0.7553	0.9442	0.0434	0.0543	6.10	6.10	23,430	16,201	39,631	0.60	32,990	2,060	6.66
2022 Budget	0.8218	1.0273	0.0665	0.0831	8.80	8.80	23,583	16,307	39,891	0.66	36,130	3,140	9.52
2023 Budget	0.9032	1.1290	0.0814	0.1017	9.90	9.90	23,723	16,404	40,127	0.59	39,940	3,810	10.55
2024 Budget	0.9944	1.2430	0.0912	0.1140	10.10	10.10	23,914	16,536	40,450	0.81	44,334	4,394	11.00
Increase 2015 - 2019			0.0995	0.1244	15.53	15.53						3,994	11.60
Projected increase 2020 - 2024			0.3225	0.4031	39.68	39.68						15,141	43.34

NOTES:

- 2015-2018 volumes are based on actuals up to December 31 2018.
- 2019 volumes and costs are based on expenditure as of 2019 November 12. An estimate is used for the remainder of the year based on prior year averages.
- 2020 volumes are based on the City of Burnaby average volume for the prior three years. Rates are as per GVWD.
- 2021 - 2024 rates are based on GVWD projected rate increases, and volumes are based on GVWD projected increases.

Finance Department
November 2019

SCHEDULE C

2020 WATERWORKS RATES

Note - full payment of the amount specified is required by the due date in order to receive the lower rate, where applicable.

FLAT RATES

Detached Single Family Dwelling

Twin Family Dwelling (non stratified - entire property)

Two Family Dwelling, including strata, forming part of a duplex-
Per Unit

Multiple Family Dwelling, including strata, not part of a duplex -
Per Unit: (includes Tri-Plex and Four-Plex)

Rented Suite in a Single Family Dwelling - Supplementary Utility
Fee.

Rented Suite in a Two Family Dwelling - Supplementary Utility
Fee.

Commercial - not more than 3 stores / offices:

Commercial and living quarters, 1 family

Commercial and no living quarters

Miscellaneous Structure - Rate per unit**City Facility – Unit Charge****Cross Connection Controls**

Per Device

Minimum Per Unit

METERED RATES**Monthly**

Per cubic metres

Minimum monthly

Quarterly

Per cubic metres

Minimum quarterly

Water connection**Water tie in****Water transfers****Meter Purchase and Installation**

Water Meter 5/8" to 10"

Water Meter 5/8" installation

Water Meter 3/4" installation

Water Meter 1" installation

Water Meter 1.5" installation

Water Meter 2" installation

Water Meter 3" installation

Water Meter 4" installation

Water Meter 6" installation

Water Meter 8" installation

Water Meter 10" installation

Effective Jan 1 2019 Paid by Mar. 15	Effective Jan 1 2019 Paid after Mar. 15	Effective Jan 1 2020 Paid by Mar. 16	Effective Jan 1 2020 Paid after Mar. 16
\$	\$	\$	\$
589.73	620.77	595.63	626.98
884.60	931.16	893.45	940.47
442.30	465.58	446.73	470.24
338.63	356.45	342.01	360.01
294.88	310.39	297.83	313.49
221.16	232.79	223.37	235.12
1179.47	1,241.54	1191.27	1,253.96
589.74	620.77	595.63	626.98
New for 2020		59.55	62.53
New for 2020		59.55	62.53
53.01	55.79	53.54	56.35
6.67	7.01	6.74	7.08
Paid within 30 days of billing date	Paid 31 or more days after billing date	Paid within 30 days of billing date	Paid 31 or more days after billing date
1.570	1.6500	1.590	1.6700
49.15	51.74	49.65	52.26
1.570	1.6500	1.590	1.6700
147.44	155.20	148.94	156.75
As per agreed cost of connection		As per agreed cost of connection	
As per agreed cost of connection		As per agreed cost of connection	
As per agreed cost of connection		As per agreed cost of connection	
Actual cost		Actual cost	
No discount	350.00	No discount	353.50
No discount	450.00	No discount	454.50
No discount	650.00	No discount	656.50
No discount	1,100.00	No discount	1,111.00
No discount	1,250.00	No discount	1,262.50
No discount	2,100.00	No discount	2,121.00
No discount	2,600.00	No discount	2,626.00
No discount	5,000.00	No discount	5,050.00
No discount	6,500.00	No discount	6,565.00
No discount	7,500.00	No discount	7,575.00

OTHER INSTALLATION / DEVICE FEES

Nelson box purchase and installation for driveway MR6
 Fireline meter purchase - 6" to 10"
 6" Fireline Installation
 8" Fireline Installation
 10" Fireline Installation

No discount 175.00
 Actual cost
 No discount 7,500.00
 No discount 5,000.00
 No discount 6,500.00

No discount 176.75
 Actual cost
 No discount 7,575.00
 No discount 5,050.00
 No discount 6,565.00

CONSTRUCTION FLAT WATER ANNUAL CHARGE

19 mm Connection
 25 mm Connection
 50 mm Connection

No discount 1,428.00
 No discount 3,672.00
 No discount 11,118.00

No discount 1,442.28
 No discount 3,708.72
 No discount 11,229.18

CONSTRUCTION OTHER

Construction Meter Deposit 2019 (Previously connection charge)
 Construction meter Usage Charge

No discount 5,100.00
 As per Metered rates

No discount 5,151.00
 As per Metered rates

MISCELLANEOUS CHARGES**I. Water Turn-on / Turn-off request (per occurrence)**

Regular hours: 7am to 11 pm Monday to Friday except
 statutory holidays
 After hours: 11pm to 7am Mon - to Fri, weekends and statutory
 holidays

No discount 55.08
 No discount 163.20

No discount 55.63
 No discount 164.83

II. Fire Hydrant

Permit (Inspection fee)
 Water use per day
 Damage deposit (refundable)

No discount 163.20
 No discount 27.54
 No discount 541.62

No discount 164.83
 No discount 27.82
 No discount 547.04

III. Meter Test or retest

16 mm, 19 mm, 25 mm, 32 mm, 38 mm or 50 mm meters
 76 mm, 102 mm, 152 mm or meters over 152 mm

No discount 125.46
 No discount 243.78

No discount 126.71
 No discount 246.22

IV. Service Disconnection

At Property Line
 At Main

No discount 357.00
 No discount 3,570.00
 No discount 81.60
 No discount 50.00

No discount 360.57
 No discount 3,605.70
 No discount 82.42
 No discount 50.50

General Rate increase

2.00% 2.00%

1.00% 1.00%

Finance Department
 November 2019