



REVISED

FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2019 DECEMBER 11
TIME: 5:00 p.m.
PLACE: Council Committee Room, Burnaby City Hall

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5. NEW BUSINESS

6. INQUIRIES

7. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning 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.

8. ADJOURNMENT



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Wednesday, 2019 November 20** at 5:00 p.m.

1. CALL TO ORDER

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

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Ed Kozak, Director Planning and Building
Mr. Johannes Schumann, Assistant Director Planning and Building
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Director - Civic Building Projects
Ms. Zeralynne Te, Planner - Community Planning
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 həŋqəmiŋəm 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 October 22

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

3. DELEGATION**a) Grosvenor**

Re: Proposal to Include a New Brentwood Community Centre as part of Grosvenor's Development in Brentwood

Speakers: Marc Josephson, Vice President – Development

Michael Ward, Senior Vice President - Development and General Manager

Ryan Bragg, Principal, Perkins & Will

Mr. Marc Josephson, Vice President – Development, **Mr. Michael Ward**, Senior Vice President - Development and General Manager, Grosvenor, and **Mr. Ryan Bragg**, Principal, Perkins & Will, appeared before the Committee to propose a Brentwood Community Centre development on Grosvenor-owned land between Alpha and Beta Avenues, and Dawson Street and Lougheed Highway.

Citing more than 65 years of history in the Lower Mainland, Mr. Josephson advised that Grosvenor has built other civic facilities, and is dedicated to “placemaking” and creating long-term community impact. The proposal for eight acres of land includes primarily rental housing (115% versus 20% requirement), commercial space, and potentially a school. City’s benefits include an appealing central location, free land provided at no cost, and realization of its strategic goals for the neighbourhood.

In conclusion, the delegation noted that the following need to be considered:

- development options (i.e. 50,000 to 70,000 square feet dry space, and whether alongside two other proposed facilities);
- timing (i.e. target delivery date and its impact on site/building design); and,
- cost (i.e. target budget, cost transparency and protection from overages).

The Committee inquired regarding “placemaking”, free land to be provided to the City, and the project’s timeline.

The delegation defined placemaking as designing a building and space that residents identify with and can build a community around. Mr. Josephson confirmed that Grosvenor would provide the City with an air space parcel, and the earliest anticipated completion date is 12 months after the completion of two other facilities on the site.

Arising from further discussion, the Committee inquired regarding use of bonus density funds, cost transparency, and inclusion of green space.

The delegation confirmed it wishes to use density bonus funds. Further, the delegation advised that a third party quantity survey could be completed, and a maximum cost would be agreed to by the parties. Lastly, a public space will be created within the development. Additionally, a park is planned within the Concord’s Brentwood development.

The Committee advised that the proposal would need to be further discussed.

4. **CORRESPONDENCE**

a) **Correspondence from Dennis Adams**
Re: Secondary Suite Utility Fees

Correspondence was received from Mr. Dennis Adams expressing concern regarding the City's supplementary utility fees, and requesting an exemption from the levy.

The Committee advised that Council, at its Open meeting held on 2019 November 04, adopted the "Amendments to Supplementary Utility Fees and House Rental Licence Fee" report as a result of concerns expressed by residents, including writers of Items 4(a) to 4(i).

Staff undertook to inform writers of items 4(a) to 4(i) of action taken by Council.

b) **Correspondence from Jesusita Barrios**
Re: Supplementary Utility and House Rental Business Licence Fees

Correspondence was received from Ms. Jesusita Barrios expressing concern regarding the City's supplementary utility and house rental business licence fees, public consultation on this matter, and the \$1,000 penalty for inaccurate supplementary utility fees declaration. The writer requested that Council reconsider its decision on implementing the fees.

c) **Correspondence from Jesusita Barrios**
Re: Letters to Provincial and Federal Governments regarding Supplementary Utility and House Rental Business Licence Fees

Correspondence was received from Ms. Jesusita Barrios requesting funding from Provincial and Federal Governments for housing projects in Burnaby, and seeking support from Provincial and Federal Governments regarding elimination of supplementary utility and house rental business licence fees implemented by the City.

d) **Correspondence from Claudio Canosa**
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Claudio Canosa expressing concern regarding the City's house rental business licence fee. Mr. Canosa requested a telephone call and an explanation on the matter.

e) **Correspondence from Parvin Chami**
Re: Supplementary Utility and House Rental Business Licence Fees

Correspondence was received from Mr. Parvin Chami expressing concern regarding the City's supplementary utility and house rental business licence fees, as well as

public consultation on the matter. The writer requested that the City:

- consider reducing the house rental business licence fee amount to levels charged by other municipalities such as the City of Vancouver;
- eliminate or reduce the supplementary utility fees to levels charged by other municipalities; and
- consult with residents in the future prior to implementing decisions which impact rental housing.

f) Correspondence from Mike Etheridge
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Mike Etheridge expressing concern regarding the City's house rental business licence fee, and seeking an explanation for the fee.

g) Correspondence from Roger Moussalli
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Roger Moussalli expressing concern regarding the City's house rental business licence fee, and requesting that the fee be rescinded.

h) Correspondence from Peter Pacholko
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Peter Pacholko expressing concern regarding the City's house rental business licence fee, as well as public consultation on the matter. The writer requested an explanation for the fee.

i) Correspondence from John Vis
Re: House Rental Business Licence Fee

Correspondence was received from Mr. John Vis expressing concern regarding the City's house rental business licence fee, and seeking a reconsideration on this matter.

j) Correspondence from Alex de Figueiredo
Re: Appreciation to Staff for Assistance with Completing the House Rental Business Licence Form

Correspondence was received from Mr. Alex de Figueiredo expressing appreciation to staff for assistance with completing the House Rental Business Licence Application.

**k) Memorandum from the Director Planning and Building
Re: Major Civic Building Projects Status Update**

A memorandum was received from the Director Planning and Building summarizing the status of eight major civic building projects, and providing an estimated project completion date. Staff will provide a more detailed update in a quarterly report in 2019 December.

Arising from discussion, the Committee advised that staff may prioritize Cameron Community Centre over Willingdon Heights Community Centre to ensure that residents across the City have access to a community centre.

Staff advised that delays with one project would not necessarily advance the other projects due to the need to follow a due process. Further, Council's input will be sought in determining the projects' priority.

5. REPORTS

**a) Report from the Director Planning and Building
Re: Off-Site Servicing for Non-Market Housing Initiative Sites
Funding Request**

The Director Planning and Building submitted a report requesting 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.

The Director Planning and Building recommended:

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 in the report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

**b) Report from the Chief Information Officer
Re: 2020 Information Technology Capital Program**

The Chief Information Officer submitted a report requesting a Capital Reserve Fund Bylaw to finance the 2020 Information Technology Capital Program, as outlined in the report.

The Chief Information Officer recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Burnaby Board of Trade

The Director Finance submitted a report providing information on the growth in services provided by the Burnaby Board of Trade (BBOT) and a recommendation to increase annual grant funding.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee advised that the extent of the BBOT's involvement in the upcoming Economic Development Strategy (EDS) needs to be reviewed. Arising from discussion and without objection by any member, the Committee requested that targets be established in order to evaluate progress made on economic development deliverables.

Staff advised they have informed the BBOT that they are expected to have a larger involvement in the City-led update of the EDS. Further, staff undertook to follow-up on the targets.

d) Report from the Director Finance
Re: 2020 Sanitary Sewer Rates

The Director Finance submitted a report requesting Council approval for a 2% increase to the 2020 Sanitary Sewer Fund Rates and bylaw revisions contained in the report.

The Director Finance recommended:

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 the report, and the bylaw amendments, as outlined in Section 6 of the report, effective 2020 January 01.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: 2020 Waterworks Utility Rates

The Director Finance submitted a report seeking Council approval for a 1% increase to the 2020 Waterworks Utility Rates and bylaw revisions contained in the report.

The Director Finance recommended:

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 the report, and the bylaw amendments, as outlined in Section 6 of the report, effective 2020 January 01.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

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

7. INQUIRIES

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

8. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

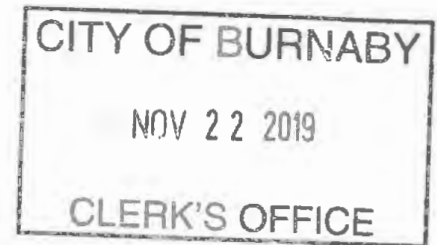
The Open Committee meeting adjourned at 6:09 p.m.

Nikolina Vracar
Administrative Officer 2

Mayor Mike Hurley
Chair



22- November 2019



**His Worship, Mayor Mike Hurley
And the Council.**

City of Burnaby / City Hall- 1st Floor
4949 Canada Way
Burnaby, BC
V5G 1M2

Referred to:
Financial Management Committee (2019.12.11)
Copied to:
City Manager, Dir. Corporate Services, OIC-RCMP,
Dir. Public Safety and Community Services,
Dir. Finance

Re: Request for Business licence fee reduction for Taxi in light of TNS Arrival.

Dear Mayor and Council,

I write to you as General Manager of Bonny's & Burnaby Select Taxi Ltd. on behalf of Bonny's and its taxi owner-operators. We would like to request that Council review the licence fees that are currently charged to taxi companies for individual taxi vehicles. The current fee is \$280 for each vehicle per year, which amounts to a total of about \$47,000 each year. In the interests of a fair and level playing field, we are hoping to have this amount reduced.

It is our understanding that the City will not be requiring ride hailing (TNS) vehicles to obtain licences for operating in the City, and that the City will also not be charging a licence fee to the ride hailing (TNS) companies. Since these vehicles and companies will be competing directly with our taxis, we do not view this as a fair situation.

Our shareholders are proud to work and live in the City of Burnaby, and are willing to contribute their fair share of toward City services. Our company has property in Burnaby where we operate our dispatch and other support services, for which we have a separate business licence, and our course we pay our property taxes.

We would suggest either a lower per-vehicle fee of \$50 or a larger flat fee that could be paid by the company. We anticipate that the introduction of ride hailing will be very disruptive for our

industry, and we may even have to park many of our vehicles. Any opportunity to reduce our costs will help us to compete.

Thank you for considering this request. If you require any further information, I would be pleased to meet with Council or with City staff to discuss this issue.

Yours Very Truly,



Emon Bari
General Manager
Bonny's & Burnaby select Taxi Ltd

Ian Ballam

Burnaby, BC |

November 28, 2019

To the attention of The Mayor and Counsellors of Burnaby,
Subject: House Rental Business License

Dear Sirs and Madame,

I am writing this letter in regards to the House Rental Business License.

I do not understand what the purpose of the House Rental Business License is, other than to generate new income for City Hall. However, I believe that you have not considered an unexpected consequence of this license and its sizable fee, which is the probable REDUCTION of rental stock in Burnaby. One of the cornerstones of Mayor Hurley's campaign was to protect and enhance rental options in our city. Further, a great deal of time and effort was recently spent on the Mayor's Task Force on Community Housing, chaired by Councilman Calendino. Therefore, I cannot believe Council will find this consequence desirable.

Please let me explain my concern.

My wife and I own a duplex and we will be subject to the License Fee. This large unexpected cost may contribute to a decision to sell the duplex. This duplex houses two families with children and they are paying very affordable rents. Our duplex is 50 years old and when it is sold it will certainly be torn down and a new duplex or monster house will be built. Our tenants will not be able to afford the rent in the new duplex. At the rent that our tenants are currently paying it is doubtful that they will be able to afford anything in Burnaby other than a two-bedroom apartment. I think they would much prefer to stay in a duplex with a yard for their children and pets. Does Council want to be partly responsible for forcing two families to move from a duplex to an apartment, or worse, to have to move out of Burnaby?

I believe there are many "Mom and Pop" landlords in Burnaby who are in exactly the same position as we are and therefore their tenants are in the same perilous position as ours.

I will give you a short summary of the finances of our property to justify my claim that we may want to sell it.

In 2018 our taxable revenue from the property was \$27,773.96. (Yes, we declare this as income and pay federal and provincial income tax on this revenue). If we have to purchase the Rental License this will cost us \$260.00 (\$130.00/side). This is equal to 1% of our before tax revenue. This would be the same as the Federal or Provincial government suddenly raising income tax 1%. This is not something any government would or should do lightly.

Note that the revenue I sighted above is arrived at by adding up the rent and then deducting our expenses. These expenses include city tax, insurance, mortgage interest and minor

Copied to:

City Manager
Dir. Corporate Services
Dir. Planning and Building

Dir. Public Safety & Community Services
Dir. Finance

Referred to:
Financial Management
Committee (2019.12.11)

maintenance. These expenses do not include major (capital) costs, such as buying a new appliance (and we have to buy one new appliance nearly every year) or doing big repairs/renovations (two years ago we spent \$9,036.00 to renovate a rotting bathroom). These capital expenses are deferred and we will only realize a benefit from these expenses when we sell the duplex and use them to reduce our capital gain. So for now all they do is reduce our net after tax income which means that your License fee is much more than 1% of our actual revenue.

Maybe \$27,800.00 less \$260.00 still sounds like a good investment and we should keep the duplex. Well, if we sell the duplex, after we have paid realty fees and capital gains tax, we will net a minimum of \$1,450,000.00. Right now there are several credit unions that would pay us at least 2.1% on this which is \$30,450.00/year. This is \$3,000.00 more than our rental income and comes with the added bonus of never getting a phone call like: "Ian, the roof's leaking." or "Helen, the fridge won't stay cold."

So why wouldn't we sell? Why don't we sell? Because we are responsible citizens and landlords who recognize that our tenants are good people who need a home and we don't want to disrupt their lives.

Does The Mayor and Council of Burnaby also regard them as good people who need a home? Would you prefer to not disrupt their lives?

In the most recent edition of CityConnect, it says the Mayor's Task Force on Community Housing talked to, among others, "housing providers". If this means landlords then I assume you heard that there are many things that discourage people from being landlords. The House Rental Business License is just one more impediment.

And if landlords are discouraged who is negatively affected? Tenants!

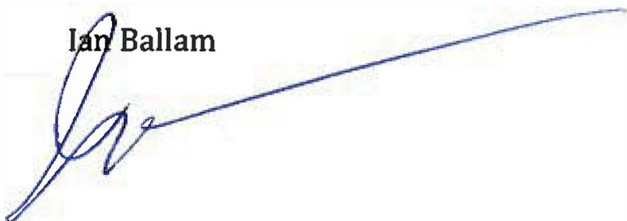
The income being generated from this tax will be used for what purpose? Will it benefit the average City Taxpayer? Probably not.

We urge you to eliminate the House Rental Business License. It is doubtful that this fee will benefit City Taxpayers. It is almost certain that this fee will have negative consequences for landlords and tenants and for the rental market in Burnaby.

Quoting from CityConnect's article about the Task Force: "Residents have made it clear that they want Burnaby to be a city where everyone has a place to live." Does this include the tenants of "Mom and Pop" landlords like us?

Thank you for your time in considering this matter, yours truly,

Ian Ballam



From: secondariesuites <secondariesuites@burnaby.ca>
Sent: Wednesday, December 04, 2019 3:01 PM
To: Clerks <Clerks@burnaby.ca>
Subject: FW: Supplementary Utilities - Inequitable charges to a specific type of owners

From: Spark W [REDACTED]
Sent: November-15-19 10:40 AM
To: Mayor <Mayor@burnaby.ca>
Cc: secondariesuites <secondariesuites@burnaby.ca>
Subject: Supplementary Utilities - Inequitable charges to a specific type of owners

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 Mr. Mayor Hurley:

With regards to the recent Supplementary Utilities Declaration, I have a few questions but I have not been able to receive any respond from the municipal staff. I hope Mr. Mayor or the Council can address my concern (as this is also the concern of many Burnaby residents).

It is known that there is a shortage of affordable housing in Burnaby. The suite rental would help both the renter and homeowner, as well it can alleviate the affordable housing crisis. While I agree that the rental suite should be paying a Supplementary Utilities but why is this Supplementary Utilities fee only apply to single and two family dwellings? The strata duplex and strata townhouse also consist of unauthorized or authorized suite (it is known to everyone). Shouldn't these strata property owners also pay their fair share of Supplementary Utilities? As well, there are Strata Condo (such as 9288 University Crescent) which is built to have two kitchens within one strata condo unit. Will this Supplementary Utilities Fee also apply to these strata property owners?

Our property tax is based on an equitable system. The existing supplementary utilities impose an inequitable charges which is only applied to a specific type of property owners (single/two family dwellings). I hope the elected Council can review my concern and the Burnaby residents' concern. I look forward to hearing from you. Greatly appreciated.

Yours truly,

Win Chiu,
Burnaby Resident

Referred to:
Financial Management Committee (2019.12.11)
Copied to:
City Manager
Dir. Corporate Services
Dir. Finance
Dir. Planning and Building
Dir. Public Safety and Community Services



Finance Department

INTER-OFFICE MEMORANDUM

TO:	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	DATE:	2019 December 04
FROM:	DIRECTOR FINANCE	FILE:	7600-20
SUBJECT: FINANCIAL REPORT AS AT 2019 PERIOD 11			

The purpose of this memorandum is to provide the Financial Management Committee with an overview of the City's financial activity as of the end of Period 11 and to compare that activity with the 2019-2023 Financial Plan adopted by Council on 2019 May 13.

The City of Burnaby uses four week accounting periods to capture budget and posted accounting data. Therefore, this report is based on revenue and expenditure figures for closed 2019 Periods 01 to 11 (2019 January 01 to 2019 October 27).

The City has accrued known expenditures for Period 11 reporting; therefore, the expenditures reported reflect costs incurred to date for goods and services that have been delivered but not billed.

In Tables 1 to 3, the Period 11 Variance is the difference between Period 11 Actual and Period 11 Budget. A positive amount is a favourable variance which could result from either lower expenditures or higher revenue compared to budget. A negative amount is an unfavourable variance which could result from either higher costs or lower revenue compared to budget. Variances identify any pressures or opportunities on the operating budget. Departments are continuing to proactively monitor their actual results compared to the approved budget on a monthly basis.

1.0 OPERATING BUDGETS

1.1. *General Revenue Fund – Operations*

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

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 11
 2019 December 04..... Page 2

The following is a list of some achievements to the end of 2019 Period 11:

- The Human Resources Department has worked to establish awareness and opportunities for staff to learn more about the history and legacy of Indigenous People in Burnaby and across Canada. This includes tailoring education options to include new offerings such as the Indigenous Education and Awareness Program. These programs foster a culture of respect in the workplace and provide appropriate tools for dealing with concerns effectively when they arise.
- The Burnaby Public Library (BPL) has maintained an internal language bank for many years which identifies the languages other than English that are spoken by staff. These language skills, though accessible to staff, have until now been invisible to patrons. This year, BPL have updated staff badges for staff who wish to indicate to the public that they can speak another language. Staff have already reported the success of this initiative through having more conversations in languages other than English, with patrons in the libraries and out in the community.
- The Communications Division of the Corporate Services Department has been providing support and collaborating with Departments on various communication and marketing initiatives such as the distribution of the re-branded City Connect direct mail newsletter to all Burnaby homes. This newsletter has highlighted the City's key priorities: the creation of a communications plan for the new Living Wage initiative, the City's Warming Centres, support for the City's capital projects, and media relations around trees as well as a new brochure outlining the City's forest management processes.
- The Burnaby Fire Department participated as a component of the unified command team at the Parkland Refinery's annual Emergency Management and Emergency Response Drill. This drill engaged the Parkland Refiner, the Burnaby Fire Department, the Province of BC, and the Federal Government in a cooperative response model.
- The RCMP Burnaby Detachment has completed its 2019-2022 Strategic Plan which is in the process of being rolled out externally to the public. The following four pillars were identified through external and internal consultation and planning sessions: Improve Public Safety, Enhance Community Engagement, Ensure Good Governance & Accountability, and lastly, Support our People.
- The Engineering Department has made improvements to existing lighting systems at over 15 civic buildings that has resulted in more than 1.0 gigawatt hours (GWh) of electricity savings. This includes upgrading the existing lighting systems to use LED technology.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 11
 2019 December 04..... Page 3

- The Facilities Management Division of Engineering led a multi-disciplinary team to design and construct the City of Burnaby's very first temporary homeless shelter. The shelter was designed through a fast track delivery model to complete the interior fit out in 6 months from design through to completion in 2019 August. The shelter has now officially been opened with operations turned over to the homeless society operator, Progressive Housing Society.
- The Financial Planning Division of the Finance Department was awarded the Distinguished Budget Presentation Award for excellence in governmental budgeting. Along with receiving the Canadian Award for Financial Reporting and the Popular Annual Financial Reporting Award, the City of Burnaby has now achieved all three distinguished awards from the Government Finance Officers Association (GFOA). The achievement of these three awards exemplifies the City's commitment in following industry best practices in financial reporting and budgeting.
- The Burnaby Art Gallery of Parks, Recreation, and Cultural Services Department continued to add to its permanent collection with works of art by women artists. This year's summer exhibition "Women's Work: New Acquisitions" featured contemporary and historical art that demonstrates the Burnaby Art Gallery's direction towards significantly enhancing its collection of works created by women artists. With more than half of the professional artists in Canada identifying as women, parity in art collections is a prime goal. With this goal in mind, the Burnaby Art Gallery has steadily increased its collection of artwork by women since 2013.

Overall, the City is in a net favourable position of \$20.6M at the end of Period 11. This is due to higher than anticipated revenues of \$11.0M, consisting of permit & fee revenues in the Planning & Building Department as well as food sales, user fees and program registrations in the Parks, Recreation and Cultural Services Department. Furthermore, there is \$9.6M in expenditure savings, primarily due to RCMP contract savings as well as compensation, consulting, and contractor services savings across many departments.

It is anticipated at this time that operating results will remain in a net favourable position of approximately \$8.4M at year end after respective transfers to reserve funds and reserves to achieve the required minimum balances. The forecasted favourable position is mainly attributable to the higher than anticipated revenue generators and expenditure savings across City departments.

To: Financial Management Committee
 From: Director Finance
 Re: Financial Report as at 2019 Period 11
 2019 December 04..... Page 4

Table 1 below summarizes Period 11 General Revenue Operating results.

Table 1 – Revenue and Expenditure by Department to Period 11

Department – Revenue	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council**	7,559,072	6,563,217	995,855	15.2%	355,500*	1,000,000
Human Resources	5,590	32,571	(26,981)	(82.8%)	623,578*	(30,000)
Burnaby Public Library	1,033,235	970,012	63,224	6.5%	1,406,172*	(69,000)
Information Technology	2,534	-	2,534	0.0%	1,151,793*	(272,700)
Corporate Services Administration	51,075	47,500	3,575	7.5%	447,500*	-
City Clerk	2,066	500	1,566	313.3%	500	-
Legal Services	321,587	333,847	(12,260)	(3.7%)	425,275	-
Citizen Support Services	497,450	585,244	(87,795)	(15.0%)	623,350*	(67,000)
Public Safety & Community Services Administration	31,130	38,077	(6,947)	(18.2%)	170,000*	(12,000)
Business Licence & Property Management	12,910,735	12,516,622	394,113	3.1%	15,189,106	390,000
Burnaby Fire	376,465	146,738	229,727	156.6%	782,000*	310,000
RCMP Burnaby Detachment	3,083,166	3,053,928	29,238	1.0%	3,320,505*	(20,000)
Engineering	11,236,624	11,972,243	(735,620)	(6.1%)	22,857,920*	(943,400)
Finance	788,139	759,077	29,062	3.8%	982,785*	(129,800)
Planning & Building	19,663,643	15,099,707	4,563,935	30.2%	18,660,532*	5,010,000
Parks, Recreation and Cultural Services	30,716,513	27,960,478	2,756,036	9.9%	34,525,700*	2,427,800
Fiscal Items	20,806,465	18,563,404	2,243,061	12.1%	35,959,782*	2,346,500
Tax Levy for City Services	273,684,827	273,077,700	607,127	0.0%	273,077,700	585,700
Total Revenue	\$382,770,314	\$371,720,864	\$11,049,450	3.0%	\$410,559,697	\$10,526,100

Department – Expenditures	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council**	9,804,878	8,806,735	(998,143)	(11.3%)	3,073,010*	(1,000,000)
City Manager's Office	488,668	506,027	17,358	3.4%	626,857	-
Human Resources	3,974,633	4,189,878	215,244	5.1%	5,045,224*	(85,000)
Burnaby Public Library	12,489,818	12,686,924	197,106	1.6%	15,190,642*	79,800
Information Technology	21,573,240	21,917,045	343,804	1.6%	25,935,269*	334,500
Corporate Services Administration	2,014,653	2,269,325	254,672	11.2%	2,913,039*	284,700
City Clerk	1,440,927	1,619,308	178,380	11.0%	1,956,852	76,000
Legal Services	1,216,243	1,244,448	28,205	2.3%	1,799,946	(160,600)
Citizen Support Services	894,122	895,874	1,752	0.2%	1,177,385*	67,000
Public Safety & Community Services Administration	1,351,873	1,553,259	201,385	13.0%	1,864,008*	198,000
Business Licence & Property Management	8,668,684	9,087,527	418,843	4.6%	10,955,077	360,000
Burnaby Fire	36,165,479	36,267,306	101,827	0.3%	44,363,012*	(310,000)
RCMP Burnaby Detachment	43,179,095	46,330,993	3,151,898	6.8%	63,471,414*	2,345,000
Engineering	67,127,601	69,408,574	2,280,973	3.3%	83,007,772*	1,680,400
Finance	9,618,744	11,304,735	1,685,991	14.9%	13,676,710*	2,043,000
Planning & Building	11,351,752	13,494,116	2,142,364	15.9%	16,392,624*	2,700,500
Parks, Recreation and Cultural Services	78,655,890	77,878,761	(777,129)	(1.0%)	95,249,003*	(525,300)
Fiscal Items	10,922,310	11,082,404	160,095	1.4%	23,861,851*	(10,183,800)
Total Expenditures	\$320,938,609	\$330,543,235	\$9,604,626	2.9%	\$410,559,697	(\$2,095,800)
Net Result	\$61,831,705	\$41,177,629	\$20,654,076		-	\$8,430,300

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

**Mayor and Council budget has been updated to reflect \$6.5M in grants issued to support social housing projects for which funding has been provided from the Affordable Housing Reserve.

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The major revenue and expenditure variances for Period 11 in General Revenue Operations are as follows:

Revenues are favourable by \$11.0M or 3.0%:

Mayor & Council: A favourable variance of \$1.0M is mainly due to unanticipated transfer from gaming reserves to fund a grant issued to the Burnaby Hospital for a CT scanner.

Business License & Property Management: A favourable variance of \$0.4M is primarily due to higher than anticipated business license revenue as a result of growth. It is expected that this favourable variance will remain at \$0.4M due to business license revenues.

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

Engineering: An unfavourable variance of \$0.7M is primarily due to lower than anticipated 4% inspection fees as a result of changes in the market and lower parking revenue. It is expected that this unfavourable variance will increase to \$0.9M by the end of the year, primarily as a result of inspection fees continuing to be lower than expected.

Planning & Building: A favourable variance of \$4.6M is primarily due to higher than anticipated permits & fee revenues from strong development activity within the City. It is estimated at year end that the favourable variance will be \$5.0M as development activity within the City is projected to continue as the year progresses.

Parks, Recreation and Cultural Services: A favourable variance of \$2.8M is primarily due to higher than anticipated revenues in the following areas: \$1.1M in food services, \$0.4M from green fees and rentals in golf services, \$0.3M from program registration at recreational facilities, \$0.2M in facility rentals, and \$0.8M related to tree removal fees, union and other recoveries and donations. It is anticipated that the favourable variance will stabilize at \$2.4M by year end primarily due to revenues in the Food Services Division as well as higher user fee revenues from the Recreation and Golf Divisions.

Fiscal: A favourable variance of \$2.2M is mainly due to \$1.1M in higher than budgeted private funds recognized for completed private crossings and other third party service connections. These private funds are offset by increased costs within the expenditures section. In addition, higher than anticipated WCB rebates, investment income, and grants in lieu of taxes contribute another \$1.1M favourable variance. By year end, this favourable variance is anticipated to increase to \$2.3M due to the continued increase in private funds related to third party connections.

Tax Levy for City Services: A favourable variance of \$0.6M is predominately due to higher than budgeted property tax revenues. This is a result of the final revised tax roll received from BC Assessment that had a higher assessed value for Class 1 Residential properties. This favourable variance will remain by year end.

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Expenditures are favourable by \$9.6M or 2.9%:

Mayor & Council: An unfavourable variance of \$1.0M is mainly due to unanticipated grant issued to the Burnaby Hospital for a CT scanner, this is offset by funding from the gaming reserve.

Information Technology: A favourable variance of \$0.3M currently exists due to vacancies in staff positions. It is estimated that this favourable variance will remain by year end due to staff vacancies.

Corporate Services: A favourable variance of \$0.3M is mainly due to vacancies. It is estimated that this favourable variance will remain by year end due to staff vacancies.

Business Licence & Property Management: A favourable variance of \$0.4M is primarily due to savings in building services expenditures of \$0.3M as a result of lower than anticipated maintenance required at City buildings such as Deer Lake. Furthermore, there are additional savings of \$0.1M as a result of staff vacancies and lower than expected costs in various other operating expenditures. This favourable variance is expected to remain by year end.

Burnaby Fire: A minimal favourable variance currently exists; however, by year end it is forecasted that there will be an unfavourable variance of \$0.3M. This is primarily due to higher than anticipated compensation due to staffing costs as well as higher than expected vehicle maintenance expenditures.

RCMP Burnaby Detachment: A favourable variance of \$3.2M is primarily attributable to RCMP contract savings of \$3.0M from continued RCMP vacancies and \$0.2M due to civilian staffing vacancies. This variance is expected to remain favourable at \$2.3M by year end due to continued vacancies in both the RCMP contract and civilian staffing.

Engineering: A favourable variance of \$2.3M is largely due to lower than anticipated expenditures within various operating accounts, such as contracted services, consulting services, and building services which accounts for \$1.1M. In addition, there is \$1.2M in savings as a result of redirecting materials collected at the city transfer site to be reused for the Norland modernization as well as in hydro costs due to the conversion to LED lighting. By year end, it is forecasted that this favourable variance will decrease to \$1.7M as a result of operations in the final months of the year and the anticipated increased level of service requirements for snow and winter operations.

Finance: A favourable variance of \$1.7M is primarily due to \$1.2M from compensation savings related to vacancies and lower activity of \$0.5M in consulting, contracted services, and materials and supplies. This variance is expected to increase to \$2.0M favourable by year end primarily due to compensation savings.

Planning & Building: A favourable variance of \$2.1M is mainly due to savings attributed to vacancies. This variance is expected to increase to \$2.7M favourable by year end primarily due to the timing in filling vacancies.

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Parks, Recreation and Cultural Services: An unfavourable variance of \$0.8M is mainly due to warming center activity and food services expenditures which is offset by additional revenues. By year end, it is forecasted that this unfavourable variance will decrease to \$0.5M primarily due additional compensation savings.

Fiscal: A small favourable variance of \$0.2M is largely due to \$1.1M in costs associated with higher than anticipated maintenance for private crossings and other third party service connections (the corresponding higher than anticipated revenues are explained in the Revenues section above) and an offset of savings of \$1.3M due to timing in the assessment appeal process and other operating expenditures. It is anticipated that this variance will become unfavourable by \$10.2M by year end. This is primarily due to additional transfers to reserves to achieve minimum to optimum reserve levels as per the City's Reserve Policy.

1.2. Sanitary Sewer Fund - Operations

Table 2 summarizes Period 11 Sanitary Sewer Fund operating results which show a favourable net variance of \$1.0M.

Table 2 – Sanitary Sewer Fund - Revenue and Expenditure to Period 11

	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	42,970,284	42,965,580	4,704	0.0%	44,523,449	(268,600)
Expenditures	37,763,819	38,725,595	961,775	2.5%	44,523,449	667,000
Net Result	\$5,206,464	\$4,239,985	\$966,479	22.8%	-	\$398,400

The Sanitary Sewer Fund's current favourable variance of \$1.0M is mainly due to compensation savings of \$0.5M and lower than anticipated contracted services of \$0.5M.

It is estimated that by year end that Sanitary Sewer Fund will have a favourable net variance of \$0.4M mainly due to continued savings in staffing levels and lower than anticipated maintenance activity.

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1.3. Waterworks Utility Fund - Operations

Table 3 summarizes Period 11 Waterworks Utility Fund operating results which show a favourable net variance of \$1.0M.

Table 3 – Waterworks Utility Fund - Revenue and Expenditure to Period 11

	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2019 Annual Budget	2019 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	52,297,759	52,707,672	(409,912)	(0.8%)	56,429,490	(173,000)
Expenditures	37,219,196	38,639,035	1,419,840	3.7%	56,429,490	1,300,000
Net Result	\$15,078,563	\$14,068,636	\$1,009,927	7.2%	-	\$1,127,000

Waterworks Utility Funds current favourable variance of \$1.0M is a result of an unfavourable variance of \$0.4M in revenues and a favourable variance of \$1.4M in expenditures. Revenues in Waterworks Utility Fund are slightly unfavourable as a result of lower than anticipated metered water revenues due to changes and fluctuations in consumer demands. This is offset by the favourable variance in expenditures which is predominately attributed to compensation savings from staffing levels.

It is estimated that by year end that Waterworks Utility Fund will have a favourable net variance of \$1.1M primarily due to continued savings in compensation.

2.0 CAPITAL PLAN

The capital plan for 2019 is \$254.6M. The 2019 capital expenditures to the end of Period 11 are \$81.7M. To date 32.1% of the planned capital expenditures have been spent compared to 35.5% in the same period in 2018.

2.1 Capital Expenditure Summary

	Period 11 Actual	2019 Annual Plan	Remaining Plan	Period 11 Actual to Plan %
Total	\$81,681,798	\$254,620,700	\$172,938,902	32.1%

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2.2 2019 Capital Expenditures by Departmental Program

Department	2019 Annual Plan	2019 Reallocations /Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
OFFICE OF THE CITY MANAGER					
BURNABY PUBLIC LIBRARY					
LIBRARY BUILDINGS	1,055,000	158,000	1,213,000	290,321	922,679
LIBRARY VEHICLES	68,900	-	68,900	58,734	10,166
LIBRARY MATERIALS	1,682,700	-	1,682,700	1,140,999	541,701
LIBRARY EQUIPMENT	-	-	-	-	-
TOTAL LIBRARY	2,806,600	158,000	2,964,600	1,490,055	1,474,545
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	5,684,000	2,329,900	8,013,900	4,145,962	3,867,938
BUSINESS SOLUTIONS PROGRAM	6,548,600	(2,329,900)	4,218,700	1,777,500	2,441,200
TOTAL INFORMATION TECHNOLOGY	12,232,600	-	12,232,600	5,923,461	6,309,139
CORPORATE CAPITAL CONTINGENCY	6,000,000	(3,515,616)	2,484,384	-	2,484,384
OFFICE OF THE CITY MANAGER SUBTOTAL	21,039,200	(3,357,616)	17,681,584	7,413,516	10,268,068
CORPORATE SERVICES					
CORPORATE SERVICES					
CITY ARCHIVES & BUILDINGS	100,000	35,000	135,000	88,349	46,651
TOTAL CORPORATE SERVICES	100,000	35,000	135,000	88,349	46,651
CORPORATE SERVICES SUBTOTAL	100,000	35,000	135,000	88,349	46,651
PUBLIC SAFETY & COMMUNITY SERVICES					
ADMINISTRATIVE SERVICES					
EQUIPMENT	348,400	33,000	381,400	65,236	316,164
TOTAL ADMINISTRATIVE SERVICES	348,400	33,000	381,400	65,236	316,164
BUSINESS LICENCE & PROPERTY MANAGEMENT					
DEER LAKE CENTRE	1,240,500	256,575	1,497,075	542,608	954,467
IRMIN COMPLEX	154,200	-	154,200	-	154,200
VEHICLES	-	54,000	54,000	22,752	31,248
TOTAL BUSINESS LICENCE & PROPERTY MANAGEMENT	1,394,700	310,575	1,705,275	565,360	1,139,915
BURNABY FIRE DEPARTMENT					
FIRE BUILDINGS	720,000	120,000	840,000	-	840,000
FIRE VEHICLES	1,740,000	440,000	2,180,000	79,717	2,100,283
FIRE EQUIPMENT	970,000	-	970,000	550,466	419,534
TOTAL BURNABY FIRE	3,430,000	560,000	3,990,000	630,183	3,359,817
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	587,000	-	587,000	102,676	484,324
RCMP VEHICLES	30,000	-	30,000	-	30,000
TOTAL RCMP BURNABY DETACHMENT	617,000	-	617,000	102,676	514,324
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	5,790,100	903,575	6,693,675	1,363,456	5,330,219

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Department	2019 Annual Plan	2019 Reallocations /Contingency*	2019 Current Plan	2019 Actual	2019 Remaining Plan
ENGINEERING					
FACILITIES MANAGEMENT	16,144,700	18,373	16,163,073	3,573,183	12,589,890
INFRASTRUCTURE	60,990,500	685,668	61,676,168	33,033,118	28,643,051
TRANSPORTATION	9,435,000	325,000	9,760,000	3,037,873	6,722,127
VEHICLES & EQUIPMENT	13,392,400	1,074,000	14,466,400	5,825,440	8,640,960
ENGINEERING SUBTOTAL	99,962,600	2,103,041	102,065,641	45,469,614	56,596,027
FINANCE					
VEHICLES & EQUIPMENT	180,000	20,000	200,000	187,381	12,619
FINANCE SUBTOTAL	180,000	20,000	200,000	187,381	12,619
PLANNING & BUILDING					
CITY HALL BUILDINGS	131,200	-	131,200	190	131,010
COMMUNITY PLAN IMPLEMENTATION	47,000	-	47,000	-	47,000
LAND ASSEMBLY AND DEVELOPMENT	8,591,800	(100,000)	8,491,800	8,276,103	215,697
MAJOR CIVIC PROJECTS	84,443,900	375,000	84,818,900	10,057,260	74,761,640
PLANNING & BUILDING SUBTOTAL	93,213,900	275,000	93,488,900	18,333,553	75,155,347
PARKS, RECREATION, AND CULTURAL SERVICES					
CULTURAL FACILITIES	1,621,800	-	1,621,800	443,190	1,178,610
GOLF FACILITIES	3,780,700	-	3,780,700	506,839	3,273,861
PARK FACILITIES	18,743,300	-	18,743,300	6,545,588	12,197,712
VEHICLES & EQUIPMENT	2,010,000	-	2,010,000	575,137	1,434,863
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	40,000	2,960,000
RECREATION FACILITIES	5,179,100	21,000	5,200,100	715,174	4,484,926
PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL	34,334,900	21,000	34,355,900	8,825,928	25,529,972
GRAND TOTAL	254,620,700	-	254,620,700	81,681,798	172,938,902

**Reallocations & Contingency:*

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

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2.3 Capital Progress Report

The following departmental sections highlight the progress of selected capital projects at the end of Period 11. Capital projects are often multi-year projects with various milestones or stages of completion.

2.3.1 Burnaby Public Library (BPL)

- Renovations of the two family washrooms and the creation of a universal, accessible washroom at the Bob Prittie Metrotown library was completed in the fall of 2019. The new family spaces are bright and airy, with kid and adult-sized fixtures. The project also included the conversion of a small nursing room to a universal, accessible washroom.

2.3.2 Information Technology

- Online Time Entry & Approval rollout began in April 2019 to applicable inside staff. The completion of the rollout is estimated for the summer of 2020. Phase 2 of the project will then focus on applying the online time entry system to outside staff.

2.3.3 Public Safety & Community Services

Fire Department:

- Thermal Imaging Cameras provide an infrared display of heat signatures and movement of heat to interior fire attack teams. The project has been completed and equipment has been deployed for service.

RCMP Burnaby Detachment:

- Equipment room renovations have been completed to house a variety of police equipment resulting in improved workflows.

2.3.4 Engineering

Facilities Management:

- The Electric Vehicle (EV) Charging Station Pilot program included a feasibility study to review the potential inclusion of electric vehicle chargers in various facility parking lots throughout the City. Following the completion of the study, five to six locations have been chosen for EV charging with installations expected to be completed by year-end.

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Infrastructure:

- The Sperling Stairway corridor upgrade was completed in October 2019 to improve safety and accessibility from the Deer Lake neighbourhood to Deer Lake. The new stair case includes safety guard rails and concrete casted tire wells to allow cyclists to dismount and move their bicycles easily along the stairway.

Transportation:

- The Still Creek and Eastbrook Roundabout project are almost complete. This project involved the construction of a roundabout at Eastbrook Parkway and Still Creek Avenue in order to provide continuous traffic flow and reduce the risk of vehicular collisions at this heavily used intersection.

Vehicles & Equipment:

- The Signs and Markings Division placed their new state-of-the-art line painting truck into production in the fall of 2019. The new truck provides operators additional ergonomic features and the ability to continue to install high quality road markings to meet today's standards.

2.3.5 Planning and Building

Land Assembly & Development:

- Annually, the City funds the purchase of properties for a variety of civic uses. At the end of Period 11, four parcels have been purchased to support and complete the City's adopted community plans.

Major Civic Projects:

- Construction of the \$61 Million South Burnaby Ice Arena facility is underway now with the off-site and on site civil work. The 92,000 square foot arena will accommodate ice sports, lacrosse, ball hockey, community events, and city-run programs. Completion has been scheduled in fall 2021.
- In 2019, the City retained a firm to undertake a comprehensive needs assessment and schematic design study for a new aquatic and arena facility within the Burnaby Lake Sports Complex. This needs assessment, which included an extensive initial round of public consultation, is now complete, and a working facility program has been established for the project.

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2.3.6 Parks, Recreation & Cultural Services

Parks Facilities:

- As part of the Sports Field Renovation program, all soccer goals in Burnaby have now been converted to Scoremaster aluminum goals which are superior in design for lower maintenance and longer life expectancy.
- As part of the Sports Courts Upgrade program, the pickle ball court located at Robert Burnaby Park upgrade was completed in the fall of 2019.

Parks Facilities – Docks and Piers:

- As part of the Docks and Piers Upgrade program, the canoe ramp installation at Deer Lake was completed in October of 2019.

3.0 CONTRACT AWARDS

Attachment 1 provides a listing of all contract awards between \$250,000 and \$500,000 signed by the City Manager to the end of 2019 Period 11.

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



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RG:WK / md

Attachment: 1 – Purchase Orders Between \$250,000 - \$500,000 as at 2019 Period 11

Copied to: Members of Council
 City Manager
 Members of Management Committee
 City Clerk

Purchase Orders between \$250,000 - \$500,000 (2019 Period 01 to 11)

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100168779	Gordon Food Services Food Products 2020	GFS British Columbia	500,000.00	CAD
4100172007	Cisco Hardware Lifecycle 2019	Acrodex Inc	498,596.20	CAD
4100168416	2 Ton Walk-In Step Vans	First Truck Centre Vancouver Inc	490,322.56	CAD
4100173580	SAP Success Factor	SAP Canada Inc	489,369.48	CAD
4100169927	Douglas Road Building - Interior Fitout	Alfred Horie Construction Co Ltd	477,900.09	CAD
4100167436	Bill Copeland Refrigeration Plant Ammonia Chiller Replacement	Cimco Refrigeration	461,831.41	CAD
4100168454	NetApp StorageGRID WebScale Expansion	Scalar Decisions Inc	455,606.36	CAD
4100175085	Metrotown Library Condensing Unit Replacement	Just Mechanical Ltd	448,350.00	CAD
4100172576	Towing and Storage Services 2019-2024	Mundie's Towing, Storage & Service	425,000.00	CAD
4100177282	Alta Vista Reservoir Decommissioning	Wilco Civil Inc	419,914.95	CAD
4100170694	Dell IT Equipment - Hardware Refresh	Microserve	418,010.33	CAD
4100167331	Windows 10 Pilot Devices	Microserve	408,983.23	CAD
4100166055	Flagging and Traffic Control 2019	Ansan Traffic Group Inc	400,000.00	CAD
4100168655	Centennial Food Products 2020	Centennial Foods - Vancouver	400,000.00	CAD
4100175089	Tandem Axle Dump Truck - Snow and Ice Removal Equipment	Commercial Truck Equipment Co	394,144.80	CAD
4100138795	Paint and Related Supplies 2021	Kensington Paint & Decorating Ltd	380,800.00	CAD
4100174875	2 Ton 4x4 Crew Cab Dump Trucks	Dams Ford Lincoln Sales Ltd	371,408.75	CAD
4100175119	Windows 10 Bulk Order #3	Microserve	369,670.01	CAD
4100086186	Central Park Multi-Use Trail - Consulting Service	RF Binnie & Associates Ltd	363,671.92	CAD
4100169706	Beta Pump Station Replacement	WSP Canada Group Limited	351,769.95	CAD
4100177146	Information Technology Application Server Hardware	Microserve	342,327.24	CAD
4100176886	2019 Retaining Wall and Stairs Inventory and Condition Assessment	McElhanney Consulting Services Ltd	337,690.50	CAD

Purchase Orders between \$250,000 - \$500,000 (2019 Period 01 to 11)

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100172626	2019 Storm Sewer Extensions	Aplin & Martin Consultants Ltd	336,451.50	CAD
4100176027	Windows 10 Bulk Order #4	Microserve	334,824.00	CAD
4100174192	Portland Cement Concrete 2020	Coquitlam Concrete (1993) Ltd	332,100.00	CAD
4100165404	Tyler Software Annual Maintenance 2019	Tyler Technologies Inc	324,646.95	CAD
4100167033	Security Services - Library Only	Guardteck Security Corp	320,000.00	CAD
4100171843	Boundary Lanes Combined Sewer Separation and Water - Phase II	RF Binnie & Associates Ltd	313,766.25	CAD
4100170769	Fire Hall #3 - Concrete Topping Repair	Polycrete Restorations Ltd	310,998.45	CAD
4100175092	Cisco Network Hardware	Compugen Inc	303,656.26	CAD
4100173810	Hazard Material Removal 2018-2021 Waste	Nucor Environmental Solutions Ltd	300,000.00	CAD
4100170953	Fire Hall #3 - Re-Roofing	Bollman Roofing & Sheet Metal Ltd	294,441.00	CAD
4100171947	Extended Cab 4x4 Pick Up Trucks	Openroad Auto Group Ltd	288,207.36	CAD
4100172110	2019 Sewer Mainline Trenchless Point Repair and Lateral Reline	Superior City Services Ltd	284,426.63	CAD
4100167451	Metrotown Library Washroom Renovations	Holaco Construction (1997) Ltd	260,400.00	CAD
4100170007	Engineering Capital Project Management Services 2019	Colliers Project Leaders Inc	260,035.65	CAD
4100173563	Gilmore Urban Trail - Manor Street	RF Binnie & Associates Ltd	255,780.00	CAD
4100168567	2 Ton Walk-In Van for Signs and Markings	First Truck Centre Vancouver Inc	252,519.68	CAD
4100172544	Fire Service & Maintenance 2019-2021 FM Only	AW Fireguard Supplies Ltd	250,000.00	CAD



Meeting 2019 Dec 11

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 Nov 20

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2019 DECEMBER - PARKS, RECREATION AND CULTURAL
SERVICES GAMING RESERVE PROJECTS

PURPOSE: To request the use of Gaming Reserve to finance 2020 projects outlined
in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$275,000 to finance the projects outlined in this report.

REPORT**1.0 INTRODUCTION**

In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. Early funding is being requested for the 2020 scope of work to enable the award of contracts in a timely manner.

Gaming Reserve expenditure approval is being requested to allow staff to proceed with the projects identified in this report. The project cost is estimated and the funds are planned to be expended in 2020 subject to operating conditions.

2.0 POLICY SECTION

The projects identified in this report are aligned with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan.

- A Safe Community – Community Amenity Safety
- An Inclusive Community – Serve a Diverse Community
- A Dynamic Community – City Facilities and Infrastructure

To: Financial Management Committee
 From: Director Parks, Recreation and Cultural Services
 Re: 2019 DECEMBER - PARKS, RECREATION AND
 CULTURAL SERVICES GAMING RESERVE
 PROJECTS

..... Page 2

This report requests that Gaming Reserves be approved to finance the following two projects:

1. **Accessibility Improvements** **\$100,000 (estimated)**
(DPW.0434)
 Improvements to connections between activity sites and parking to allow wheelchair and stroller mobility. The work includes curb cuts, path hardening, width of entry gates, accessible pads under benches, picnic tables and washroom access routes.
2. **Water Conservation Devices** **\$175,000 (estimated)**
(DPW.0469)
 This project is for the installation and improvements to irrigation systems on sports fields, drinking fountains and water features to reduce water consumption.

These expenditures are included in the 2020 portion of the 2019-2023 Financial Plan and sufficient Gaming Reserves are available to finance the capital projects outlined in this report.

3.0 RECOMMENDATION

It is requested that the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$275,000, to finance the projects outlined in this report.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

JQ:tc
 2019 December – Gaming Funds Request (2020 Projects)

Copied to Director of Finance



Item
Meeting 2019 Dec 11

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 November 29

FROM: DIRECTOR ENGINEERING

FILE: 31000 15

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

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

RECOMMENDATION:

1. **THAT** The Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the *Storm Sewer Extension Contribution and Fee Bylaw 2017*, as per *Attachment #1* of this report, effective as of 2020 February 01.

REPORT

INTRODUCTION

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

POLICY SECTION

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

Goal

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

To: Chair and Members
Financial Management Committee
From: Director Engineering
Re: BURNABY STORM SEWER EXTENSION CONTRIBUTION
AND FEE BYLAW 2017 – FEE SCHEDULE UPDATE
2019 November 29Page 2

BACKGROUND

The fee schedule for the Storm Sewer Extension Contribution and Fee Bylaw 2017 was most recently updated on 2019 June 24. Since then, fourteen additional storm sewer extension projects have been completed which now need to be included in the bylaw. Storm sewer extension projects completed to date have provided storm sewer service through the storm main to over 225 properties. The City has estimated that there are approximately 6000 residential properties that require this type of service. Inclusion of the additional 14 completed projects will add approximately 100 more properties to the bylaw.

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

Attachment #1 of this report outlines the 14 additional storm sewer extension projects completed since the last bylaw amendment as well as the rates for previously completed projects effective 2020 February 01, to include additional accrued interest. Fees per property range from approximately \$8,000 to \$48,000 due to variations in site conditions and property size that affect overall project and individual property costs.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw amendment to update Schedule A of the *Storm Sewer Extension Contribution and Fee Bylaw*, in accordance with *Attachment #1* of this report, effective 2020 February 01.



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

JWH/ac

Attachment

Copied to: City Manager
City Solicitor
Director Finance
City Clerk

Schedule A

Storm Extension – 2015 D-04 – 01 Holdom / Capitol**Actual Cost: \$65,324.00****Completion Date: Dec 08, 2015**

Benefitting Parcels	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 92, District Lot 218 Group 1 Plan NWP40062 (28 Holdom Ave)	\$15,260.66	\$2,085.51	\$17,346.17	\$0.00	\$17,346.17
Lot 4, Block 73 District Lot 218 Group 1 Plan NWP4953 (26 Holdom Ave)	\$12,515.84	\$1,710.41	\$14,226.25	\$0.00	\$14,226.25
Lot 5, Block 73 District Lot 218 Group 1 Plan NWP4953 (18 Holdom Ave)	\$12,515.84	\$1,710.41	\$14,226.25	\$0.00	\$14,226.25
Lot 6, Block 73 District Lot 218 Group 1 Plan NWP4953 (16 Holdom Ave)	\$12,515.84	\$1,710.41	\$14,226.25	\$0.00	\$14,226.25

Storm Extension – 2015 D-04 – 02b Portland St**Actual Cost: \$88,900.00****Completion Date: Dec 15, 2015**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot "B" District Lot 159 Group 1 Plan NWP12811 (6212 Portland St)	\$42,248.16	\$5,741.93	\$47,990.09	\$0.00	\$47,990.09

Storm Extension – 2015 D-04 – 03 Ellesmere Ave N**Actual Cost: \$114,590.00****Completion Date: May 05, 2016**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 134, District Lot 189 Group 1 Plan NWP50854 (200 Ellesmere Ave N.)	\$13,886.73	\$1,690.00	\$15,576.73	\$0.00	\$15,576.73
Lot 133, District Lot 189 Group 1 Plan NWP50854 (204 Ellesmere Ave N.)	\$15,057.47	\$1,832.48	\$16,889.95	\$0.00	\$16,889.95
Lot 3, Block 45 District Lot 189 Group 1 Plan NWP4953 (216 Ellesmere Ave N.)	\$21,179.40	\$2,577.52	\$23,756.92	\$0.00	\$23,756.92
Lot 4, Block 45 District Lot 189 Group 1 Plan NWP4953 (220 Ellesmere Ave N.)	\$21,740.54	\$2,645.81	\$24,386.35	\$0.00	\$24,386.35
Lot 5, Block 45 District Lots 189 AND 218 Group 1 Plan NWP4953 (5620 Bessborough Dr.)	\$21,546.46	\$2,622.19	\$24,168.65	\$0.00	\$24,168.65

Storm Extension – 2015 D-04 – 04 Irmin St**Actual Cost: \$146,238.00****Completion Date: December 23, 2015**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
East 66 Feet Lot "A" District Lot 97 Group 1 Plan NWP4317 (5970 Irmin St)	\$36,576.33	\$4,939.73	\$41,516.06	\$0.00	\$41,516.06
Lot B Block 31 District Lot 97 Group 1 Plan EPP45092 (6010 Irmin St)	\$33,256.09	\$4,491.32	\$37,747.41	\$0.00	\$37,747.41
Lot 6 Block 31 District Lot 97 Group 1 Plan NWP1312 (6030 Irmin St)	\$36,576.33	\$4,939.73	\$41,516.06	\$0.00	\$41,516.06

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

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot A, District Lot 218 Plan NWP9837 (184 Sea Ave N)	\$13,485.03	\$0.00	\$0.00
Lot B, District Lot 218 Plan NWP9837 (178 Sea Ave N)	\$26,970.05	\$2,931.83	\$29,901.88
Lot 12, District Lot 218 Plan NWP4953 (140 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 11, District Lot 218 Plan NWP4953 (138 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 10, District Lot 218 Plan NWP4953 (120 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 9, District Lot 218 Plan NWP4953 (110 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 8, District Lot 218 Plan NWP4953 (98 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 7, District Lot 218 Plan NWP4953 (96 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 6, District Lot 218 Plan NWP4953 (94 Sea Ave N)	\$10,754.04	\$1,169.04	\$11,923.08
Lot 5, District Lot 218 Plan NWP4953 (84 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 4, District Lot 189 Plan NWP4953 (64 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Lot 3, District Lot 189 Plan NWP4953 (50 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82
Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)

Payments to Date	Outstanding Balance
\$13,485.03	\$0.00
\$0.00	\$29,901.88
\$0.00	\$11,960.82
\$0.00	\$11,960.82
\$0.00	\$11,960.82
\$0.00	\$11,960.82
\$0.00	\$11,960.82
\$0.00	\$11,960.82
\$0.00	\$11,923.08
\$0.00	\$11,960.82
\$0.00	\$11,960.82
\$0.00	\$11,960.82
Payments to Date	Outstanding Balance

Lot 2, District Lot 218 Plan NWP4953 (18 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82	\$0.00	\$11,960.82
Lot 1, District Lot 218 Plan NWP4953 (12 Sea Ave N)	\$10,788.08	\$1,172.74	\$11,960.82	\$0.00	\$11,960.82

Storm Extension: 82972 - Warwick Ave N

Actual Cost: \$58,430.00

Completion Date: September 13, 2016

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 42, District Lot 218 Plan NWP4953 (51 Warwick Ave N)	\$11,688.50	\$1,270.62	\$12,959.12	\$0.00	\$12,959.12
Lot 44, District Lot 218 Plan NWP4953 (25 Warwick Ave N)	\$11,685.38	\$1,270.28	\$12,955.66	\$0.00	\$12,955.66
Lot 45, District Lot 218 Plan NWP4953 (15 Warwick Ave N)	\$11,685.38	\$1,270.28	\$12,955.66	\$0.00	\$12,955.66
Lot 46, District Lot 218 Plan NWP4953 (5 Warwick Ave N)	\$11,685.38	\$1,270.28	\$12,955.66	\$0.00	\$12,955.66

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

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 9, District Lot 156 Plan NWP21220 (4192 Boxer St)	\$8,368.34	\$741.81	\$9,110.15	\$0.00	\$9,110.15
Lot 17, District Lot 156 Plan NWP20310 (4204 Boxer St)	\$9,399.58	\$833.22	\$10,232.80	\$0.00	\$10,232.80

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

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 80, District Lot 25 Plan NWP27683 (8255 18th Ave)	\$30,565.01	\$2,323.83	\$32,888.84	\$0.00	\$32,888.84
Lot 80, District Lot 25 Plan NWP27683 (8263 18th Ave)	\$30,591.42	\$2,325.84	\$32,917.25	\$0.00	\$32,917.25
Lot B, District Lot 25 Plan NWP13564 (8269 18th Ave)	\$30,624.54	\$2,328.35	\$32,952.89	\$0.00	\$32,952.89
Lot B, District Lot 25 Plan NWP13564 (8275 18th Ave)	\$30,401.33	\$2,311.38	\$32,712.72	\$0.00	\$32,712.72

Storm Extension: 83051-9035 Holmes St

Actual Cost: \$164,267.87

Completion Date: September 6, 2017

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 38, District Lot 13 Plan NWP15469 (9015 Holmes St)	\$43,484.79	\$3,306.11	\$46,790.90	\$0.00	\$46,790.90
Lot 23, District Lot 13 Plan NWP3046 (9055 Holmes St)	\$42,262.41	\$3,213.17	\$45,475.58	\$0.00	\$45,475.58
Lot 22, District Lot 13 Plan NWP3046 (9079 Holmes St)	\$42,726.61	\$3,248.46	\$45,975.07	\$0.00	\$45,975.07

Storm Extension: 83135 - 4321 Hurst St

Actual Cost: \$257,514.00

Completion Date: November 21, 2017

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 79, District Lot 149 Plan NWP41112 (4383 Hurst St)	\$31,759.02	\$2,201.67	\$33,960.69	\$0.00	\$33,960.69
Lot 8, District Lot 149 Plan NWP3159 (4373 Hurst St)	\$30,022.74	\$2,081.31	\$32,104.05	\$0.00	\$32,104.05
Lot 1, District Lot 149 Plan BCS2365 (4353 Hurst St)	\$33,485.38	\$2,321.35	\$35,806.73	\$0.00	\$35,806.73
Lot 102, District Lot 149 Plan NWP67188 (4347 Hurst St)	\$17,960.45	\$1,245.10	\$19,205.54	\$0.00	\$19,205.54
Lot 101, District Lot 149 Plan NWP67188 (4343 Hurst St)	\$17,950.52	\$1,244.41	\$19,194.93	\$0.00	\$19,194.93

Lot 39, District Lot 149 Plan NWP34554 (4333 Hurst St)	\$33,024.73	\$2,289.42	\$35,314.15
Lot 38, District Lot 149 Plan NWP34554 (4329 Hurst St)	\$27,020.28	\$1,873.16	\$28,893.44

\$0.00	\$35,314.15
\$0.00	\$28,893.44

Storm Extension: 83145 - 3754 Imperial St

Actual Cost: \$170,193.00

Completion Date: December 18, 2017

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot C, District Lot 150 Plan NWP15320 (3730 Imperial St)	\$20,140.81	\$1,348.28	\$21,489.08
Lot 33, District Lot 150 Plan NWP17175 (3744 Imperial St)	\$25,809.43	\$1,727.75	\$27,537.18
Lot 32, District Lot 150 Plan NWP17175 (3750 Imperial St)	\$20,162.86	\$1,349.75	\$21,512.61
Lot A, District Lot 150 Plan NWP5034 (3762 Imperial St)	\$19,944.93	\$1,335.16	\$21,280.10
Lot A, District Lot 150 Plan NWP5034 (3770 Imperial St)	\$19,944.93	\$1,335.16	\$21,280.10
Lot 34, District Lot 150 Plan NWP21121 (3776 Imperial St)	\$20,140.81	\$1,348.28	\$21,489.08
Lot 35, District Lot 150 Plan NWP21121 (3786 Imperial St)	\$23,886.38	\$1,599.01	\$25,485.39

Payments to Date	Outstanding Balance
\$0.00	\$21,489.08
\$0.00	\$27,537.18
\$0.00	\$21,512.61
\$0.00	\$21,280.10
\$0.00	\$21,280.10
\$0.00	\$21,489.08
\$0.00	\$25,485.39

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

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 129, District Lot 86 Plan NWP1203 (7650 Haszard St)	\$43,566.91	\$2,285.72	\$45,852.63	\$0.00	\$45,852.63
Lot A, District Lot 86 Plan NWP7907 (7666 Haszard St)	\$21,392.97	\$1,122.37	\$22,515.34	\$0.00	\$22,515.34
Lot F, District Lot 85 Plan NWP17541 (7675 Haszard St)	\$21,003.82	\$1,101.96	\$22,105.78	\$0.00	\$22,105.78
Lot G, District Lot 85 Plan NWP17541 (7665 Haszard St)	\$21,937.34	\$1,150.93	\$23,088.27	\$0.00	\$23,088.27

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

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 10, District Lot 158 Plan NWP2077 (4917 Portland)	\$11,091.13	\$580.93	\$11,672.06	\$0.00	\$11,672.06
Lot 9, District Lot 158 Plan NWP2077 (4925 Portland St)	\$10,619.15	\$556.21	\$11,175.36	\$0.00	\$11,175.36
Lot 9, District Lot 158 Plan NWP2077 (4935 Portland St)	\$10,619.15	\$556.21	\$11,175.36	\$0.00	\$11,175.36
Lot 69, District Lot 158 Plan NWP37845 (4945 Portland St)	\$14,148.07	\$741.05	\$14,889.12	\$0.00	\$14,889.12
Lot 70, District Lot 158	\$14,148.07	\$741.05	\$14,889.12	\$0.00	\$14,889.12

Plan NWP37845 (4957 Portland St)			
Lot 1, District Lot 158 Plan BCS3712 (4989 Portland St)	\$21,239.94	\$1,112.51	\$22,352.44
Lot E, District Lot 158 Plan NWP24035 (4930 Portland St)	\$28,055.53	\$1,469.49	\$29,525.02

\$0.00	\$22,352.44
\$0.00	\$29,525.02

Storm Extension: 83146 - 4550 Carson St

Actual Cost: \$131,383.00

Completion Date: June 12, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot 15, District Lot 157 Plan NWP13355 (4492 Carson St)	\$20,567.18	\$1,064.81	\$21,631.98
Lot 14, District Lot 157 Plan NWP13355 (4506 Carson St)	\$19,211.08	\$994.60	\$20,205.68
Lot 13, District Lot 157 Plan NWP13355 (4516 Carson St)	\$20,175.80	\$1,044.54	\$21,220.34
Lot 12, District Lot 157 Plan NWP13355 (4528 Carson St)	\$20,175.80	\$1,044.54	\$21,220.34
Lot B, District Lot 157 Plan NWP13653 (4538 Carson St)	\$19,036.92	\$985.58	\$20,022.50
Lot D, District Lot 157 Plan NWP13653 (4560 Carson St)	\$15,457.31	\$800.26	\$16,257.57

Payments to Date	Outstanding Balance
\$0.00	\$21,631.98
\$0.00	\$20,205.68
\$0.00	\$21,220.34
\$0.00	\$21,220.34
\$0.00	\$20,022.50
\$0.00	\$16,257.57

Storm Extension: 83190 - Venables St

Actual Cost: \$151,133.00

Completion Date: August 7, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 1, District Lot 116 Plan NWP2223 (938 Ingleton Ave)	\$32,847.87	\$1,541.35	\$34,389.22	\$0.00	\$34,389.22
Lot 1, District Lot 116 Plan NWP2223 (3918 Venables St)	\$32,847.87	\$1,541.35	\$34,389.22	\$0.00	\$34,389.22
Lot 2, District Lot 116 Plan NWP2223 (3920 Venables St)	\$21,359.31	\$1,002.26	\$22,361.57	\$0.00	\$22,361.57
Lot 2, District Lot 116 Plan NWP2223 (3924 Venables St)	\$21,359.31	\$1,002.26	\$22,361.57	\$0.00	\$22,361.57
Lot 3, District Lot 116 Plan NWP2223 (3944 Venables St)	\$21,359.31	\$1,002.26	\$22,361.57	\$0.00	\$22,361.57

Storm Extension: 83147 - 6192 Elgin St

Actual Cost: \$155,434.00

Completion Date: October 19, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 39, District Lot 94 Plan NWP15393 (6050 Elgin Ave)	\$13,585.92	\$551.64	\$14,137.56	\$0.00	\$14,137.56
Lot 40, District Lot 94 Plan NWP 15393 (6070 Elgin Ave)	\$13,601.04	\$552.25	\$14,153.30	\$0.00	\$14,153.30
Lot 10, District Lot 94 Plan NWP14348 (6090 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.363	\$0.00	\$11,864.36
Lot 9, District Lot 94	\$11,401.42	\$462.94	\$11,864.36	\$0.00	\$11,864.36

Plan NWP14348 (6108 Elgin Ave)			
Lot 8, District Lot 94 Plan NWP14348 (6126 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.36
Lot 7, District Lot 94 Plan NWP14348 (6142 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.36
Lot 6, District Lot 94 Plan NWP14348 (6158 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.36
Lot 5, District Lot 94 Plan NWP 14348 (6176 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.36
Lot 3, District Lot 94 Plan NWP14348 (6210 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.36
Lot 2, District Lot 94 Plan NWP14348 (6230 Elgin Ave)	\$11,401.42	\$462.94	\$11,864.36
Lot 13, District Lot 94 Plan NWP1117 (6270 Elgin Ave)	\$14,232.87	\$577.91	\$14,810.77

\$0.00	\$11,864.36
\$0.00	\$11,864.36
\$0.00	\$11,864.36
\$0.00	\$11,864.36
\$0.00	\$11,864.36
\$0.00	\$11,864.36
\$0.00	\$14,810.77

Storm Extension: 83191 - Clinton St

Actual Cost: \$106,414.00

Completion Date: October 23, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot A, District Lot 158 Plan NWP6023 (5116 Clinton St)	\$18,602.10	\$748.87	\$19,350.98
Lot 2, District Lot 158 Plan NWP2094 (5128 Clinton St)	\$12,336.17	\$496.62	\$12,832.79

Payments to Date	Outstanding Balance
\$0.00	\$19,350.98
\$0.00	\$12,832.79

Lot 1, District Lot 158 Plan LMP4883 (5150 Clinton St)	\$12,349.30	\$497.15	\$12,846.45
Lot 2, District Lot 158 Plan LMP4883 (5166 Clinton St)	\$12,376.77	\$498.26	\$12,875.03
Lot 4, District Lot 158 Plan NWP2094 (5172 Clinton St)	\$12,472.64	\$502.12	\$12,974.76
Lot 90, District Lot 158 Plan NWP63359 (5182 Clinton St)	\$13,345.79	\$537.27	\$13,883.06
Lot 91, District Lot 158 Plan NWP63359 (5188 Clinton St)	\$12,560.56	\$505.66	\$13,066.22

\$0.00	\$12,846.45
\$0.00	\$12,875.03
\$0.00	\$12,974.76
\$0.00	\$13,883.06
\$0.00	\$13,066.22

Storm Extension: 83256 - 6478 Clinton St

Actual Cost: \$148,839.52

Completion Date: November 6, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot 19, District Lot 160 Plan NWP15439 (6468 Clinton St)	\$17,296.03	\$675.33	\$17,971.36
Lot 2, District Lot 160 Plan NWP11554 (6492 Clinton St)	\$16,442.94	\$642.02	\$17,084.96
Lot 3, District Lot 160 Plan NWP11554 (6508 Clinton St)	\$16,442.94	\$642.02	\$17,084.96
Lot 4, District Lot 160 Plan NWP11554 (6522 Clinton St)	\$16,442.94	\$642.02	\$17,084.96
Lot 5, District Lot 160 Plan NWP11554 (6536 Clinton St)	\$16,442.94	\$642.02	\$17,084.96
Lot 6, District Lot 160 Plan NWP11554	\$16,442.94	\$642.02	\$17,084.96

Payments to Date	Outstanding Balance
\$0.00	\$17,971.36
\$0.00	\$17,084.96
\$0.00	\$17,084.96
\$0.00	\$17,084.96
\$0.00	\$17,084.96
\$0.00	\$17,084.96

(6550 Clinton St)			
Lot 7, District Lot 160 Plan NWP11554 (6564 Clinton St)	\$16,442.94	\$642.02	\$17,084.96
Lot 8, District Lot 160 Plan NWP11554 (6578 Clinton St)	\$16,442.94	\$642.02	\$17,084.96

\$0.00	\$17,084.96
\$0.00	\$17,084.96

Storm Extension: 83238 - 5040 Pioneer St**Actual Cost: \$113,333.02****Completion Date: November 6, 2018**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot E, District Lot 33 Plan NWP18813 (4550 Harken Dr)	\$28,333.25	\$1,106.29	\$29,439.54
Lot G, District Lot 33 Plan NWP18813 (5060 Pioneer Ave)	\$28,333.25	\$1,106.29	\$29,439.54
Lot H, District Lot 33 Plan NWP18813 (4559 Grassmere St)	\$28,333.25	\$1,106.29	\$29,439.54

Payments to Date	Outstanding Balance
\$0.00	\$29,439.54
\$0.00	\$29,439.54
\$0.00	\$29,439.54

Storm Extension: 83240 - 6408 Neville St**Actual Cost: \$326,306.12****Completion Date: November 6, 2018**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot D, District Lot 160 Plan NWP13174 (6364 Neville)	\$20,568.11	\$803.09	\$21,371.21
Lot A, District Lot 160 Plan NWP11280 (6392 Neville St)	\$31,056.74	\$1,212.63	\$32,269.37

Payments to Date	Outstanding Balance
\$0.00	\$21,371.21
\$0.00	\$32,269.37

Lot 5, District Lot 160 Plan NWP11224 (6426 Neville St)	\$20,909.49	\$816.42	\$21,725.91	\$0.00	\$21,725.91
Lot 6, District Lot 160 Plan NWP11224 (6442 Neville St)	\$20,975.83	\$819.01	\$21,794.84	\$0.00	\$21,794.84
Lot 7, District Lot 160 Plan NWP11224 (6458 Neville St)	\$21,044.32	\$821.69	\$21,866.00	\$0.00	\$21,866.00
Lot 1, District Lot 160 Plan NWP11041 (6476 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 2, District Lot 160 Plan NWP11041 (6492 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 3, District Lot 160 Plan NWP11041 (6508 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 4, District Lot 160 Plan NWP11041 (6522 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 5, District Lot 160 Plan NWP11041 (6536 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 6, District Lot 160 Plan NWP11041 (6550 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 7, District Lot 160 Plan NWP11041 (6564 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73
Lot 8, District Lot 160 Plan NWP11041 (6578 Neville St)	\$19,988.28	\$780.45	\$20,768.73	\$0.00	\$20,768.73

Storm Extension: 83243 - 6508 Rumble St

Actual Cost: \$202,293.39

Completion Date: November 6, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 2, District Lot 160 Plan NWP14509 (6436 Rumble St)	\$18,401.40	\$718.49	\$19,119.90	\$0.00	\$19,119.90
Lot 3, District Lot 160 Plan NWP14509 (6450 Rumble St)	\$18,398.11	\$718.36	\$19,116.47	\$0.00	\$19,116.47
Lot 4, District Lot 160 Plan NWP14509 (6464 Rumble St)	\$18,393.49	\$718.18	\$19,111.67	\$0.00	\$19,111.67
Lot 1, District Lot 160 Plan NWP11040 (6478 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50
Lot 2, District Lot 160 Plan NWP11040 (6492 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50
Lot 4, District Lot 160 Plan NWP11040 (6522 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50
Lot 5, District Lot 160 Plan NWP11040 (6536 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50
Lot 6, District Lot 160 Plan NWP11040 (6550 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50
Lot 7, District Lot 160 Plan NWP11040 (6564 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50
Lot 8, District Lot 160 Plan NWP11040 (6578 Rumble St)	\$18,387.55	\$717.95	\$19,105.50	\$0.00	\$19,105.50

Storm Extension: 83245 - 6175 Berwick St
Actual Cost: \$173,672.56
Completion Date: November 6, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 37, District Lot 93 Plan NWP14586 (6157 Berwick St)	\$25,287.53	\$987.36	\$26,274.89	\$0.00	\$26,274.89
Lot 39, District Lot 93 Plan NWP14586 (6191 Berwick St)	\$25,287.53	\$987.36	\$26,274.89	\$0.00	\$26,274.89
Lot 40, District Lot 93 Plan NWP14586 (6207 Berwick St)	\$24,333.26	\$950.10	\$25,283.36	\$0.00	\$25,283.36
Lot 42, District Lot 93 Plan NWP14586 (6241 Berwick St)	\$23,855.92	\$931.47	\$24,787.39	\$0.00	\$24,787.39
Lot 43, District Lot 93 Plan NWP14586 (6257 Berwick St)	\$25,287.53	\$987.36	\$26,274.89	\$0.00	\$26,274.89
Lot 44, District Lot 93 Plan NWP14586 (6275 Berwick St)	\$24,333.26	\$950.10	\$25,283.36	\$0.00	\$25,283.36

Storm Extension: 83239 - 4205 Castlewood Cres
Actual Cost: \$289,177.53
Completion Date: November 26, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 31, District Lot 34 Plan NWP14146 (4213 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77	\$0.00	\$33,329.77
Lot 29, District Lot 34 Plan NWP14146 (4223 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77	\$0.00	\$33,329.77
Lot 28, District Lot 34 Plan NWP14146 (4229 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77	\$0.00	\$33,329.77
Lot 27, District Lot 34 Plan NWP14146 (4237 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77	\$0.00	\$33,329.77
Lot 26, District Lot 34 Plan NWP14146	\$32,130.84	\$1,198.93	\$33,329.77	\$0.00	\$33,329.77

(4245 Castlewood Cr)			
Lot 25, District Lot 34 Plan NWP14146 (4253 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77
Lot 24, District Lot 34 Plan NWP14146 (4263 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77
Lot 23, District Lot 34 Plan NWP14146 (4269 Castlewood Cr)	\$32,130.84	\$1,198.93	\$33,329.77

\$0.00	\$33,329.77
\$0.00	\$33,329.77
\$0.00	\$33,329.77

Storm Extension: 83241 - 4069 Clinton St**Actual Cost: \$226,335.48****Completion Date: November 26, 2018**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot G, District Lot 175 Plan NWP17313 (4015 Clinton)	\$33,142.51	\$1,236.68	\$34,379.19
Lot 1, District Lot 175 Plan NWP21675 (4025 Clinton)	\$30,338.49	\$1,132.05	\$31,470.54
Lot 2, District Lot 175 Plan NWP21675 (4035 Clinton)	\$30,444.26	\$1,136.00	\$31,580.26
Lot 10, District Lot 175 Plan NWP12176 (4045 Clinton)	\$33,104.03	\$1,235.24	\$34,339.28
Lot 9, District Lot 175 Plan NWP12176 (4053 Clinton)	\$24,792.40	\$925.10	\$25,717.51
Lot 8, District Lot 175 Plan NWP12176 (4061 Clinton)	\$24,814.51	\$925.93	\$25,740.43
Lot 6, District Lot 175 Plan NWP12176 (4077 Clinton)	\$24,860.29	\$927.64	\$25,787.93

Payments to Date	Outstanding Balance
\$0.00	\$34,379.19
\$0.00	\$31,470.54
\$0.00	\$31,580.26
\$0.00	\$34,339.28
\$0.00	\$25,717.51
\$0.00	\$25,740.43
\$0.00	\$25,787.93

Storm Extension: 83257 - 5150 Carson St**Actual Cost: \$ 98,470.21****Completion Date: November 26, 2018**

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 4, District Lot 158 Plan NWP2044 (5164 Carson St)	\$24,617.55	\$918.58	\$25,536.13	\$0.00	\$25,536.13
Lot 2, District Lot 158 Plan NWP2044 (5136 Carson St)	\$12,308.78	\$459.29	\$12,768.07	\$0.00	\$12,768.07
Lot 2, District Lot 158 Plan NWP2044 (5122 Carson St)	\$12,308.78	\$459.29	\$12,768.07	\$0.00	\$12,768.07
Lot 1, District Lot 158 Plan NWP2044 (5108 Carson St)	\$24,617.55	\$918.58	\$25,536.13	\$0.00	\$25,536.13

Storm Extension: 83283 - 6459 Bryant St

Actual Cost: \$169,927.18

Completion Date: November 26, 2018

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 21, District Lot 92 Plan NWP13792 (6449 Bryant St)	\$31,658.02	\$1,181.29	\$32,839.31	\$0.00	\$32,839.31
Lot 19, District Lot 92 Plan NWP13792 (6471 Bryant St)	\$31,658.02	\$1,181.29	\$32,839.31	\$0.00	\$32,839.31
Lot 18, District Lot 92 Plan NWP13792 (6481 Bryant St)	\$38,306.31	\$1,429.36	\$39,735.67	\$0.00	\$39,735.67
Lot 17, District Lot 92 Plan NWP13792 (6311 Lakeview Av)	\$36,646.79	\$1,367.44	\$38,014.23	\$0.00	\$38,014.23

Storm Extension: 83237 - 7629 Stanley Cres

Actual Cost: \$128,189.25

Completion Date: February 22, 2019

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 150, District Lot 86 Plan NWP24948 (6200 Buckingham Dr)	\$20,769.90	\$618.57	\$21,388.47	\$0.00	\$21,388.47
Lot 149, District Lot 86/91 Plan NWP24948 (6210 Buckingham Dr)	\$22,512.51	\$670.47	\$23,182.98	\$0.00	\$23,182.98
Lot 148, District Lot 86 Plan NWP24947 (6210 Buckingham Dr)	\$24,830.57	\$739.50	\$25,570.07	\$0.00	\$25,570.07
Lot 3, District Lot 86 Plan NWP18636 (7639 Stanley Cr)	\$20,106.93	\$598.82	\$20,705.75	\$0.00	\$20,705.75
Lot 4, District Lot 86 Plan NWP18636 (7649 Stanley Cr)	\$20,106.93	\$598.82	\$20,705.75	\$0.00	\$20,705.75

Storm Extension: 83242 - 7775 Goodlad St

Actual Cost: \$375,847.52

Completion Date: February 22, 2019

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot A, District Lot 90 Plan NWP68357 (7761 Goodlad St)	\$26,674.21	\$794.41	\$27,468.62	\$0.00	\$27,468.62
Lot B, District Lot 90 Plan NWP68357 (7763 Goodlad St)	\$26,753.10	\$796.76	\$27,549.86	\$0.00	\$27,549.86
Lot 98, District Lot 90 Plan NWP29724 (7767 Goodlad St)	\$26,780.23	\$797.57	\$27,577.80	\$0.00	\$27,577.80
Lot 100, District Lot 90 Plan NWP29724 (7783 Goodlad St)	\$26,794.63	\$798.00	\$27,592.62	\$0.00	\$27,592.62
Lot 101, District Lot 90 Plan NWP29724 (7797 Goodlad St)	\$27,020.78	\$804.73	\$27,825.51	\$0.00	\$27,825.51

Lot J, District Lot 90 Plan NWP17672 (7805 Goodlad St)	\$26,734.28	\$796.20	\$27,530.48
Lot K, District Lot 90 Plan NWP17672 (7813 Goodlad St)	\$26,734.28	\$796.20	\$27,530.48
Lot 147, District Lot 90 Plan NWP39323 (7823 Goodlad St)	\$26,761.13	\$797.00	\$27,558.13
Lot 148, District Lot 90 Plan NWP39323 (7835 Goodlad St)	\$26,761.13	\$797.00	\$27,558.13
District Lot 90 Plan NWP21440 (7845 Goodlad St)	\$25,583.02	\$761.91	\$26,344.93
Lot 4, District Lot 90 Plan NWP21440 (7853 Goodlad St)	\$27,715.03	\$825.41	\$28,540.43
Lot 5, District Lot 90 Plan NWP21440 (7863 Goodlad St)	\$26,840.85	\$799.37	\$27,640.23
Lot 6, District Lot 90 Plan NWP21440 (7873 Goodlad St)	\$27,878.62	\$830.28	\$28,708.90

\$0.00	\$27,530.48
\$0.00	\$27,530.48
\$0.00	\$27,558.13
\$0.00	\$27,558.13
\$0.00	\$26,344.93
\$0.00	\$28,540.43
\$0.00	\$27,640.23
\$0.00	\$28,708.90

Storm Extension: 83244 - 3940 Napier

Actual Cost: \$188,170.38

Completion Date: February 22, 2019

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)
Lot 2, District Lot 117 Plan NWP1222 (3906 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 3, District Lot 117 Plan NWP1222 (3912 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 4, District Lot 117 Plan NWP1222 (3920 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 5, District Lot 117 Plan NWP1222 (3930 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 7, District Lot 117 Plan NWP1222 (3950 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 8, District Lot 117 Plan NWP1222 (3960 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 9, District Lot 117 Plan NWP1222 (3970 Napier St)	\$20,907.82	\$622.67	\$21,530.50
Lot 10, District Lot 117 Plan NWP1222 (1109 Macdonald Ave)	\$20,907.82	\$622.67	\$21,530.50

Payments to Date	Outstanding Balance
\$0.00	\$21,530.50
\$0.00	\$21,530.50
\$0.00	\$21,530.50
\$0.00	\$21,530.50
\$0.00	\$21,530.50
\$0.00	\$21,530.50
\$0.00	\$21,530.50
\$0.00	\$21,530.50

Storm Extension: 83248 - 5661 Bessborough
Actual Cost: \$110,879.69
Completion Date: February 22, 2019

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 97, District Lot 218 Plan NWP48145 (5691 Bessborough)	\$19,814.98	\$590.13	\$20,405.11	\$0.00	\$20,405.11
Lot 96, District Lot 218 Plan NWP48145 (5681 Bessborough)	\$15,920.33	\$474.14	\$16,394.46	\$0.00	\$16,394.46
Lot 11, District Lot 189 Plan NWP4953 (5655 Bessborough)	\$13,117.01	\$390.65	\$13,507.66	\$0.00	\$13,507.66
Lot 10, District Lot 189/218 Plan NWP4953 (5649 Bessborough)	\$26,224.37	\$781.01	\$27,005.38	\$0.00	\$27,005.38
Lot 9, District Lot 189 Plan NWP4953 (5641 Bessborough)	\$24,243.09	\$722.01	\$24,965.09	\$0.00	\$24,965.09

Storm Extension: 83250 - 4532 Victory St
Actual Cost: \$266,633.15
Completion Date: February 22, 2019

Benefitting Parcel	Fee on Completion Date	Interest Accrued (Effective Feb 1, 2020)	2020 Rate (Bylaw)	Payments to Date	Outstanding Balance
Lot 13, District Lot 149 Plan NWP16262 (7220 Charlford Ave)	\$45,196.56	\$1,346.04	\$46,542.61	\$0.00	\$46,542.61
Lot 12, District Lot 149 Plan NWP14268 (7262 Charlford Ave)	\$37,294.53	\$1,110.70	\$38,405.23	\$0.00	\$38,405.23

Lot 11, District Lot 149 Plan NWP14268 (7288 Charlford Ave)	\$37,294.53	\$1,110.70	\$38,405.23
Lot 10, District Lot 149 Plan NWP14268 (7316 Charlford Ave)	\$37,294.53	\$1,110.70	\$38,405.23
Lot 9, District Lot 149 Plan NWP14268 (7350 Charlford Ave)	\$37,294.53	\$1,110.70	\$38,405.23
Lot 8, District Lot 149 Plan NWP14268 (7384 Charlford Ave)	\$37,294.53	\$1,110.70	\$38,405.23

\$0.00	\$38,405.23
\$0.00	\$38,405.23
\$0.00	\$38,405.23
\$0.00	\$38,405.23



Meeting 2019 December 11

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 November 25

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

SUBJECT: 2019 DECEMBER ENGINEERING CAPITAL INFRASTRUCTURE FUNDING REQUEST

PURPOSE: To request the use of a Capital Reserve Fund Bylaw to finance 2020 - 2021 Engineering capital infrastructure projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$6,050,000 to finance a Engineering capital infrastructure improvement project, as outlined in this report.

REPORT**INTRODUCTION**

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

POLICY SECTION

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

Goal

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

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2019 DECEMBER ENGINEERING CAPITAL
 INFRASTRUCTURE FUNDING REQUEST
 2019 November 25Page 2

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

1.0 Infrastructure

1.1 Sidewalk Project - Package 2 EMC.3190 Estimated \$6,050,000

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

Staff has selected sidewalk construction locations based on the prioritization outlined within the report; for example near schools/community centres/parks/transit, most cost-effective first, network gaps, and neighbourhoods without sidewalks. Boulevard trees would also be replaced and added as necessary, in order to complete the public realm. This planned 2020 program would add over 16 km of new sidewalks.

Early funding is being requested for the 2020 and 2021 scope of work to enable the award of the design and construction contract.

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

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2019 DECEMBER ENGINEERING CAPITAL
INFRASTRUCTURE FUNDING REQUEST
2019 November 25Page 3

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 \$6,050,000, to finance the Engineering capital infrastructure improvement project, as outlined in this report



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

RS/ac

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



Meeting 2019 Dec 11

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 December 04

FROM: DIRECTOR FINANCE

FILE: 1910-01

SUBJECT: PROPERTY TAX SYSTEM REPLACEMENT PROJECT

PURPOSE: To provide an overview of the Property Tax System Replacement Project.

RECOMMENDATION

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

REPORT**1.0 INTRODUCTION**

In the summer of 2018, the City embarked on a project to replace the aging legacy Property Tax System, which had served the City for nearly 40 years. The project involved the replacement of all related billing and payment processes, plus introduction of online services which were previously unavailable to Burnaby residents. The new system, Tempest, was provided by Central Square and is used by over 50 municipalities in British Columbia. The project had a very tight timeline of going live in early January 2019 in order to accommodate a new data format for property assessment and owner information provided by BC Assessment. The project also had to accommodate new reporting criteria required by the Province for School Taxes and Home Owner Grants.

2.0 POLICY SECTION**Goal**

- A Connected Community
 - Digital connection –
Provide online access to core City services and information
- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

To: Financial Management Committee
 From: Director Finance
 Re: Property Tax System Replacement Project
 2019 December 11.....Page 2

- Human resources –
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values
- Communication –
Practice open and transparent communication among staff, Council and the community
- Reliable services, technology and information –
Protect the integrity and security of City information, services and assets
- Technology and innovation –
Support technology development and innovation to empower staff and to advance community objectives

3.0 BACKGROUND

Key system modules required for billing and other functions were the primary focus, with a prioritized approach on module delivery. In early January, the City was successful in going live with an initial set of 12 out of 20 modules, releasing the remaining required modules from April onwards. The new system includes the following primary functions:

- Property Taxation;
- Utility Billing (Annual and Metered);
- Ticketing - (RCMP False Alarm);
- Local Improvement (Local Area Service plus Business Improvement Area Projects);
- E-Billing (replacing Canada Post e-post service);
- MyProperty Online Portal;
- Home Owner Grant Online Applications; and,
- Related payment processing functions

4.0 KEY ACHIEVEMENTS

The new system has allowed the City to provide enhanced services in a number of areas:

4.1 ONLINE SERVICES – MY PROPERTY PORTAL

Through the MyProperty Portal, customers can now link tax and utility accounts to a profile and email address of their choosing. The MyProperty Portal has provided the following capabilities to citizens:

- Ability to view pdf copies of bills;
- See detailed line items for all transactions;
- Access consumption data in the case of metered accounts;
- Set themselves up to receive bills via email;
- View legal and assessment information; and,
- Claim a Home Owner Grant.

To: Financial Management Committee
 From: Director Finance
 Re: Property Tax System Replacement Project
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In addition, a key new feature is the ability for customers to make payments online via credit card. For a 1.75% convenience fee added to the purchase, customers are able to make a payment and see it reflected on their account in real time. This added service has proved extremely popular, with \$5.2 million in payments since June 2019, comprising of just under four thousand individual transactions. The bulk of online card payments has been for property taxes, which reflects the time of the year in which the new service was made available. The plan is now to further promote this service for the Annual Utility Billing due date of 2020 March 16.

A key challenge in deploying new online services was achieving a reasonable level of customer buy-in. Under the previous system, the City only had around four thousand (4,000) customers set up to receive bills by email using the Canada Post e-post system. There was a separate webpage through which property owners could claim their Home Owner Grant and no means of customers being able to see their payments reflected in real time. As such, the number of phone calls and email enquiries Finance staff would receive on a daily bases around key billing times was substantial. The push to direct customers to use online services was beneficial as it provided customers with improved access to information and thus, gave them the tools to avoid the issues that can arise from traditional bill presentment and payment routes – namely, lost mail, late payments and the challenge of city hall parking, customer line ups and missing applications.

Throughout the project, considerable effort was placed on directing people online. Additional advertising, including an in-house kiosk, the hiring of additional staff during the peak period, and a dedicated phone line and support team were all put in place to ease customers through the transition. Also, the direct link for claiming a Home Owner Grant was removed off the City's website, therefore requiring customers to use the MyProperty Portal in order to claim their grant. The initial target for use of the new portal by citizens was to have around thirty-one thousand (31,000) customer profiles created. To date, the City has over thirty-seven thousand (37,000) customers who have created a MyProperty profile and linked one or more accounts. Of those, over seventeen thousand (17,000) people have selected e-billing as their preferred bill delivery option. This will mean that the next time the City generates the Tax Levy, these people will receive their bills at least two weeks earlier than everyone else. This also eliminates the need for mailing seventeen thousand (17,000) bills. The emphasis is now on increasing participation in e-billing for utility customers.

4.2 NEW PRE-PAYMENT OPTIONS

The legacy system restricted customer pre-authorized payment plans to ten fixed monthly payments. In many cases this meant that customers would end up owing an outstanding amount after their tenth payment had been received. For some, they would not understand that an extra payment was required, resulting in penalties for late payment. Now under the new system the City can offer a pre-payment plan that is based on ten monthly payments plus an eleventh final payment after generation of the Tax Levy. Staff have seen a positive uptake by customers willing to move to this new payment option.

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4.3 LOCKBOX CHEQUE PROCESSING

For several years, the City has relied upon an external payment processor to manage the processing of cheque payments. Given the volume of cheque payments received each year, the City simply did not have a viable means of processing all cheque payments within required timelines without external assistance. Under the new system, the City has the ability to process such payments in-house and at the front counter. It was therefore decided to cancel the lockbox service and process all cheques in-house for the 2019 tax season. This proved very successful, as not only did the City avoid any issues with Home Owner Grants and other correspondence received by the lockbox provider having to be returned to the City, but the City also managed to complete all payment processing two weeks ahead of schedule.

4.4 REPORTING FUNCTIONALITY

The legacy system operated on an outdated programming platform. With limited access to resources capable of working with such obsolete technology, any new reporting requirements, be they internal or for provincial or other bodies was very problematic to achieve without considerable effort, resources and time. The new system provides the provincial standard in reporting and is used by the vast majority of towns and cities in British Columbia. As such, the product is designed for current statutory and business reporting requirements. While there will always be certain reporting requirements unique to an individual municipality, the City now has the tools and collective resources available to create what is required. Where there are reporting shortcomings with the software, Finance staff are working with IT and peers from other municipalities to seek input or collectively communicate requirements to the vendor. With regular software updates provided by the vendor, we have already seen a number of such reporting requirements fulfilled.

4.5 ABILITY TO ACCOMMODATE PROVINCIAL CHANGES

Introduction of a new file format for BC Assessment, coupled with introduction of the Additional School Tax levy for high value homes in 2019 posed two major challenges for Burnaby, which the legacy system was unable to meet. Both of these issues have now been addressed with the new system. The vendor continues to work with the Province on updates to the system to meet the latest reporting and billing requirements. The City in turn benefits from not having to customize our own system, and in many cases can work with the vendor and other municipalities on the rollout of such changes. This ensures that changes not only work for the Province, but they are implemented in a way that lends itself to efficient and effective service delivery.

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4.6 BILL GENERATION

Bill generation, from initial system calculation through to generation of hard and softcopy bills, has been significantly simplified. The City has been able to utilize internal print shop resources in addition to going out to the market for external mailing and delivery. Previously we were limited to one vendor who could process the type of data produced by the legacy system. Now with this restriction removed, the City is able to use what provides for the most economic and efficient means of delivery. By utilizing new technology, the City is also able to use the application fully at alternative locations, such as the Bonsor satellite site.

4.7 GIS

Local Improvement project creation, utility billing and many other tasks undertaken by Finance rely heavily on information held spatially in GIS. Until 2019, Finance staff would refer to the City map for key property information, including assessment data, which was only available in the legacy system for the current year plus two years previous. There was no means of retrieving map data and pulling this data into the legacy system and it was difficult to report on items such as Home Owner Grant applications in a map view. With the introduction of the new system and a tie into GIS, staff can now retrieve records from Tempest and display them at the click of a button in GIS. Staff can also do this in the opposite direction, pulling data from the map directly into Tempest. This makes for considerable improvements in the administration of a number of processes, improving our ability to deal with customer inquiries and confirming billing information.

4.8 LAND DATA

A major achievement for the project was establishing a shared land database, between the Finance Department and the Planning and Building Department, for the management of legal, assessment, owner, new and pending land data. The Finance Department manages all BC Assessment legal, assessment, owner and mass imports of new property data, while the Planning and Building Department manage subdivision, new land records, stratifications and address changes, plus a vast amount of additional data attributes and historical records. These two departments will work together to share the land dataset for their respective purposes.

Over the next year, a new project will be planned to fully decommission the Permit Plan system from the old platform and improve integration and operability between the Tempest, GIS and Energov platforms.

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5.0 PROJECT EXPENDITURE

The project is now complete and total spending on the project amounted to \$2.5 million. This is in comparison to the budgeted capital plan of \$3.1 million for replacement of the system. Project work is now complete, and all project resources have returned to a sustainment and operational nature. As well, the surplus funds of \$0.6 million from the project will be returned to the respective reserve fund by year end.

6.0 FUTURE INITIATIVES

The approach at the outset of the project was to use the system out-of-the-box, avoiding customizations and using best practices around property taxation billing, which the City achieved. Given the capacity of the system to accommodate multiple lines of business outside of taxation and utilities, City staff will review how the City can further leverage its investment in the product.

7.0 RECOMMENDATION

That the Financial Management Committee receive this report for information purposes.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:RR / md



Meeting 2019 Dec 11

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 December 04

FROM: DIRECTOR FINANCE

FILE: 7810-03

SUBJECT: **PERMISSIVE TAX EXEMPTION POLICY**

PURPOSE: To seek approval of the proposed Permissive Tax Exemption policy.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the proposed Permissive Tax Exemption Policy commencing for the 2021 property taxation year as outlined in this report.

REPORT**1.0 INTRODUCTION**

Section 224 of the Community Charter authorizes Council to provide Permissive Tax Exemptions (PTEs) for land and improvements owned or held by charitable, philanthropic and not-for-profit organizations providing services within the community that further the objectives of Council. This section of the Charter provides for permissive exemptions for land and improvements, at the discretion of Council which are in addition to the Statutory Exemptions provided under Section 220, such as church halls and/or land surrounding places of public worship, and privately run schools.

On an annual basis, the City's Finance Department is responsible for assessing, evaluating and processing applications for PTEs. In carrying out this responsibility, and as a point of reference, the department relies on Council approved Guidelines for Permissive Exemptions from Taxation that were developed in the mid 1980's. This report proposes a consolidated policy document encompassing the established guidelines, as well as outlines administrative updates to improve the overall governance of the process.

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2.0 POLICY SECTION

Goal

- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

3.0 BACKGROUND

The Finance Department is responsible for making recommendations to Council on the acceptance and/or denial of permissive exemption applications through the Financial Management Committee. In doing so, staff rely on the City's guidelines (Part 1 and 2).

Part 1 - Detailed Guidelines for Permissive Exemptions from Taxation, dated July 19, 1986 stipulate that before being considered for an exemption, properties must comply with current legislation, and their use must be:

- a) Consistent with municipal policies, plans, bylaws, codes and regulations;
- b) Not-for-profit and not for commercial gain;
- c) Complementary extensions to municipal services;
- d) Accessible to the public; and,
- e) Used primarily by Burnaby residents.

In 1974, Council phased out tax exemptions on seniors housing; in 1988, Council further extended these guidelines to exclude community care and similar facilities due to the considerable number of these facilities located in Burnaby, which gave rise to Part 2 of the guidelines. Part 2 - The Policy on Seniors Housing and Community Care Facilities dated July 11, 1988 stipulate that exemptions are not provided to:

- a) Seniors housing;
- b) Community care facilities;
- c) Licensed group homes;
- d) Private hospitals; and,
- e) Assisted family housing.

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4.0 PROPOSED PERMISSIVE TAX EXEMPTION POLICY

The proposed Permissive Tax Exemption Policy combines Part 1 and Part 2 of previous guidelines established by Council. Staff have also completed a review of municipal policies and guidelines used across a number of neighbouring municipalities to identify areas of best practice for incorporation into the City of Burnaby Permissive Tax Exemption Policy document. In addition, staff have identified a number of areas for clarification that have arisen out of years of managing the application and award process. This report sets out the key areas proposed for inclusion in the policy document. The proposed Permissive Tax Exemption Policy is included as Attachment 1 to this report. The key provisions for inclusion in the policy document are outlined below:

4.1 ELIGIBILITY CRITERIA

In addition to the criteria established in Part 1 and Part 2 of the previous established guidelines, the following clarifications have been added:

- Principle Use - Eligibility for exemption shall be based on ownership and principal use of the property by the organization rather than just the charitable service of the organization.
- Area in Use - Only that part of the property used for not-for-profit activities will be considered. Properties under construction are not considered in use.
- For-profit organizations engaged in retail/commercial activities will not be eligible.
- Not-for-profit organizations or the proportionate area where the organization is conducting retail and/or commercial business activity and charging rates or fees at market value will be considered as competing with for-profit businesses and will not be eligible for an exemption.

4.2 DURATION OF PERMISSIVE TAX EXEMPTIONS:

Several municipalities have permissive exemption cycles greater than the typical one year term; the objective being to streamline the application process for applicants where there is no change in status. Those Cities using exemption cycles of greater than one year limit the number of years given to a new application to those outstanding in the current bylaw cycle. In such instances, an amended Permissive Tax Exemption Bylaw is submitted to Council for approval prior to October 31st for the newly added organization. Of those municipalities who provide terms greater than one year, the practice varies. Some provide terms greater than one (1) year to specific groups such as Places of Worship, Private Schools and Hospitals, whereas others provide the extended term to all eligible applicants; and some will further require the submission of an annual statutory declaration to certify that no changes have occurred, whereas others do not.

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While many of the organizations that are asked to renew their application in Burnaby have had long standing PTEs, the City has traditionally awarded PTEs on a one year term. Any consideration of extending the current term for PTEs must take into account the potential impact upon the tax base from inclusion of each organization. In Burnaby's case, the value of PTEs granted annually is in the region of approximately \$1.1 million.

The proposed policy recommends a simple declaration be sent to all existing PTE recipients on an annual basis to identify if there have been any material changes in either property ownership or usage. Only new applications or cancelled exemptions (due to change of use or ownership) will be incorporated into an annual bylaw amendment. New applications will be limited to the number of years remaining in the existing bylaw. For the 2021 taxation year, applications in 2020 will indicate to applicants that they are applying for a three (3) year term. The City will retain the option of shortening the term given to any one organization when the need arises.

4.3 APPLICATION DUE DATE

An application due date of June 30th is being proposed in the policy document. A due date allows for timely completion of the application review process.

4.4 APPLICATION REVIEW

In order to provide structure and transparency to the application review process, it is proposed that a formal notification process be established, whereby Finance staff are required to write to all ineligible applicants within thirty (30) days following receipt of their application. In cases whereby applications are deemed ineligible based on the established criteria, a further fourteen (14) days may be granted in order for applicants to submit additional information in support of their application for additional consideration. These timelines will provide for an opportunity to communicate with the applicant well in advance of the statutory deadlines and allow applicants to plan accordingly.

4.5 SUMMARY OF POLICY

The proposed policy outlines the following:

- Clear policy statement on the goals and objectives of Council;
- Clear definitions for determination of applicant eligibility;
- Eligibility and ineligibility Criteria; and,
- Application process and term.

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5.0 ROLLOUT OF PROPOSED POLICY

Following endorsement of the proposed Permissive Tax Exemption Policy as provided in Attachment 1, the policy will come into force for the 2021 renewal season (January to June 30 2020). Exemptions recommended for the 2020 taxation year will be unaffected by the new policy. Application forms for the 2021 property taxation year will be updated to reflect the proposed policy once approved by Council and will be issued to existing PTE recipients in 2020 January, with updated information published on the City's website. The PTEs will apply for a 3 year period (2021 – 2023) through a bylaw adopted by Council in late October 2020.

6.0 RECOMMENDATION

It is requested that the Committee recommend Council approve the proposed Permissive Tax Exemption Policy, as a replacement to the existing guidelines contained in Part 1 - Detailed Guidelines for Permissive Exemptions from Taxation, dated July 19, 1986 and Part 2 - The Policy on Seniors Housing and Community Care Facilities dated July 11, 1988, commencing for the 2021 property taxation year as outlined in this report.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RR / md

Attachment: 1 - Permissive Tax Exemption Policy

Cc: City Manager
 Director Parks Recreation and Cultural Services
 City Clerk
 City Solicitor



Statement of Policy

Department:	Finance Department	Division:	Revenue Services Division
Policy area:	Revenue Management		
Subject:	Permissive Tax Exemptions		
Issued date:	2019 November 28		
Effective date:	2020 January 01		
Approved by:			

1 POLICY

- 1.01 Permissive Tax Exemptions as permitted under Section 220 [*General Statutory Exemptions*] provide a means of supporting Charitable Organizations, Philanthropic Organizations and Not-for-Profit Organizations that provide spiritual, educational, social, cultural and physical well-being within the community.

Council shall consider requests for Permissive Tax Exemptions for certain categories of land and/or improvements that are permitted under Section 224 [*General Authority for Permissive Tax Exemptions*] of the Community Charter, subject to the provisions as outlined in this Policy.

2 PURPOSE

- 2.01 The purpose of this Policy is to set the parameters under which Council shall consider applications for permissive tax exemptions from organizations which qualify under the Community Charter. The purpose of these parameters are to ensure that charitable and not-for-profit community organizations providing services for the benefit of Burnaby residents who may apply for permissive tax exemption are dealt with consistently and receive equal and fair treatment and consideration.

3 SCOPE

3.01 Statutory Permissive Tax Exemptions

Statutory property tax exemptions are provided under Community Charter Section 220 for a range of properties including those being held or used by the Province, municipalities, regional districts, libraries, schools, public hospitals, cemeteries and buildings set apart for public worship. Statutory exemptions are administered through BC Assessment.

3.02 Council Provisions for Permissive Tax Exemptions

Council Provisions for Permissive Tax Exemptions are provided under Community Charter Section 224 for not-for-profit and charitable organizations. This section provides Council the discretionary authority to provide permissive exemptions for some properties which are additional to statutory exemptions under Section 220, such as church halls or land surrounding places for public worship and privately run schools used for parking lots, playgrounds etc.

4 DEFINITIONS

4.01 Charitable Organizations - are those defined in the Income Tax Act as for:

- Relief of poverty;
- Advancement of religion;
- Advancement of education; and,
- Other purposes of a charitable nature beneficial to the community as a whole.

4.02 Philanthropic Organizations - are those defined in the Collins English Dictionary as those showing concern for humanity, especially by performing charitable actions, donating money, etc.

4.03 Not-for-Profit Organizations - are those defined by the Institute of Chartered Accountants as: Entities, normally without transferable ownership interests, organized and operated exclusively for social, educational, professional, religious, health, charitable or other not-for-profit purpose. A not-for-profit organization's members, contributors and other resource providers do not, in such capacity, receive any financial return directly from the organization. Not-for-profit organizations can be registered charities or societies who fall under the Society Act which have similar "charitable" criteria as that defined by the Institute of Charter Accountants.

5 CRITERIA

5.01 Eligibility Criteria

To be eligible for a permissive tax exemption, the organization must meet all of the following criteria:

- Compliance with the Community Charter – The organization must qualify for an exemption under the provisions of the Community Charter (Part 7, Division 7, Section 224);
- Charitable Status – The organization must be a registered charity, philanthropic, or not-for-profit organization;
- Compliance with municipal policies, plans, bylaws, codes and regulations;
- Nature of the service:
 - Complementary extension to municipal services and programs;
 - Services and activities must be equally available to the public at large; and,
 - Burnaby residents must be the primary beneficiaries of the service.
- Principle Use - Eligibility for exemption shall be based on ownership and principal use of the property by the organization rather than just the charitable service of the organization; and,
- Area in Use - Only that part of the property used for not-for-profit activities will be considered.

5.02 Ineligibility Criteria

Applications will not be considered for the following:

- For-profit organizations engaged in retail/commercial activities;
- Not-for-profit organizations or the proportionate area where the organization is conducting retail and/or commercial business activity and charging rates or fees at market value will be considered as competing with for-profit businesses and will not be eligible for an exemption.
- Private Social Housing/Health Care Facilities - With the exception of Community Charter Section 220 (1) (i), a permissive tax exemption shall not be considered for:
 - Residential facilities such as seniors' housing;
 - Community care facilities;
 - Licensed group homes;
 - Private hospitals; and,
 - Assisted family housing.
- Properties Under Construction - Property under construction until construction is complete and an occupancy permit is issued. Occupancy must be issued by the City prior to April 30th to be considered for an exemption in the next calendar year.
- Tax Account Standing - Applicants in arrears on property taxes payable to the City.

6 APPLICATION PROCESS

- a) **Application Deadline** - The deadline for applications and supporting documents in any year shall be on or before June 30th of the year preceding the year of the tax exemption request. Organizations failing to submit a completed application by June 30th will be deemed to have not renewed, and will be sent a denied notification. Such organizations will be subject to the Appeal process as set out below. In cases where the City has determined the application on the grounds that it does not adhere to the policy criteria, the applicant will be informed within thirty (30) days of receipt of the application, or the application due date in the case of the failure to submit an application.
- b) **Appeals** - Any applicant wishing to appeal against the initial decision must submit a written request to the Director Finance, setting out their objections to the denial within fourteen (14) days of the notice date sent from the City. Director Finance will review the information provided and only if sufficient, will include the organization in the annual report to the Financial Management Committee. Organizations will be notified in writing on the outcome of their appeal.
- c) **Exemption Term** - Council will consider new applications for permissive tax exemptions annually. Permissive tax exemptions are for the lessor of three years and the expiration date of the current bylaw. As such, when a new permissive exemption is granted, while the normal term will be for a three year period, if only two years remain on the current bylaw, then a bylaw amendment will be recommended for inclusion of the new property for just a two year period.

- d) **Annual Declaration Process** - In place of requiring renewal applications on an annual basis, existing recipients of a permissive tax exemption will be sent an annual declaration, on which they must confirm that there are no material changes to ownership or operation of the property that would require a change in exemption status. Every three years existing recipients will be sent a full application, requiring provision of all supporting information that would otherwise be required on a net new application. Exemptions are not automatically renewed, therefore failure to return an annual declaration may result in cancellation of the permissive tax exemption.
- e) **Notice of Permissive Tax Exemptions and Adoption of Bylaw** - Pursuant to Section 227 of the Community Charter, prior to adoption of a proposed Permissive Tax Exemption Bylaw, by no later than October 31, Council is required to give notice of the bylaw. The notice must:
- Identify the property that would be subject to the bylaw
 - Describe the proposed exemption
 - State the number of years that the exemption may be provided, and
 - Provide an estimate of the amount of taxes that would be imposed on the property if it were not exempt, for the year in which the proposed bylaw is to take effect and the following two (2) years.

Pursuant to Section 94 of the Community Charter, the notice must be published in the local newspaper once each week for two (2) consecutive weeks.



Meeting 2019 December 11

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2019 December 04

FROM: MAJOR CIVIC BUILDING PROJECT
COORDINATION COMMITTEE

FILE: 4230 01

SUBJECT: MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

PURPOSE: To provide an update on the current status of major civic building projects.

RECOMMENDATION:

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

R E P O R T**1.0 INTRODUCTION**

The purpose of this report is to update Committee and Council on the current status of major civic building projects administered by the Civic Building Projects Division, and to provide a look ahead at the upcoming work plan and schedule for these projects.

2.0 POLICY FRAMEWORK

The advancement of the major civic building projects described in this report align with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Safe Community**
 - Community Amenity Safety – Maintain a high level of safety in City buildings and facilities for the public and City staff
 - Emergency preparedness – Enhance plans, procedures and services so that we are better prepared to respond to emergencies and are able to maintain City services
- **A Connected Community**
 - Social Connection – Enhance social connections throughout Burnaby
- **A Dynamic Community**
 - Economic Opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
 - City Facilities and Infrastructure – Build and maintain infrastructure that meets the needs of our growing community

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 From: Major Civic Building Project Coordination Committee
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- **An Inclusive Community**
 - Serve a Diverse Community – Ensure City services fully meet the needs of our dynamic community
 - Create a Sense of Community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- **A Healthy Community**
 - Healthy Life – Encourage opportunities for healthy living and well being
 - Healthy Environment – Enhance our environmental health, resilience and sustainability
 - Lifelong Learning – Improve upon and develop programs and services that enable ongoing learning
- **A Thriving Organization**
 - Financial Viability – Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

Major civic building projects typically progress through the following five development phases:

- **Preliminary Project Development** - this phase includes work such as project identification, site selection, preliminary program development, issuance of Request for Proposals (RFP) for consulting services, and service reviews, as well as needs assessment, geotechnical, environmental, and transportation studies;
- **Feasibility Study** - in this phase, the building program, as informed through the service review and needs assessment studies, is established, and a site planning and building massing study is undertaken to determine if the proposed development site can facilitate the full building program. This phase also includes determination of a preferred development strategy option and a schematic design study;
- **Detailed Design** - in this phase, the schematic design is developed further to a level of detail suitable for tendering of the project for construction. City development approvals such as Rezoning, Subdivision, Preliminary Plan Approval (PPA), and Building Permit (BP) are obtained during this phase;
- **Tendering** - in this phase, the project is tendered through a competitive bid process with the intent of selecting a general contractor to construct the project; and,
- **Construction** - in this phase, contract documents are agreed with the successful general contractor, and the project is developed through to occupancy.

Upon completion of the project, the new facility is handed over to the recipient department to operate and administer the program and/or services.

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4.0 MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

Project	Status/Phase
Burnaby Lake Aquatic and Arena Facility	Feasibility Study
Willingdon Community Centre Redevelopment	Feasibility Study
Confederation Park Community Centre	Feasibility Study
Cameron Community Centre, Pool and Library	Preliminary project development
South Burnaby Arena	Construction
Laurel Street Works Yard	Phase II – Tendering
Metrotown Events Centre	Preliminary project development
Highway One Pedestrian Overpass	Feasibility Study

Further details on the current status of these projects are provided below. *Attached* for reference is Sketch #1, which shows the location of the above noted projects.

4.1 Burnaby Lake Aquatic and Arena Facility

4.1.1 Project Description

The replacement of CG Brown Memorial Pool and Burnaby Lake Ice Rink has been identified as a priority community amenity project. The new aquatic and arena facilities are proposed to be developed on the existing site at 3676 Kensington Avenue, within the Burnaby Lake Sports Complex. The building program for these facilities is proposed to include an NHL sized pad that can accommodate both ice and dry surfaces, and a significantly larger pool facility with supporting amenities. HCMA Architecture + Design (HCMA) have been retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study scopes of work.

4.1.2 Project Status

Public Open House

On 2019 November 06, staff hosted a public open house at City Hall to present the findings of the needs assessment study, as well as an overview of the working facility program for the project. The following working facility program has been established:

- a NHL sized arena pad with five change rooms, support offices, a 40 person multi-purpose room, storage, ice resurfacing, mechanical, electrical and refrigeration rooms, and 200 spectator seats;

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- an aquatics facility that includes a leisure pool, hot tubs, sauna and steam rooms, a 50 m (10 lane) tank with two bulkheads and a moveable floor, a secondary 25 m (6 lane) tank with a moveable floor, four multi-purpose rooms, support offices, change rooms, recreational diving, and 750 spectator seats; and
- supporting amenities including a commercial retail unit, sports hall of fame display area, a community fitness centre, and both childminding and childcare services.

These facilities would be in addition to Bill Copeland Sports Centre, which will be retained on the site. The working facility program was generally well received by those who attended the open house. All feedback and comments received at the event have been compiled and reviewed by staff, and will help inform subsequent revisions to the facility program and site plans.

Development Strategy Options and Schematic Design Study

HCMA and the staff working group have identified a preferred development strategy option for the site, and are currently working to develop the preferred development strategy option to a schematic design level. Upon completion of the schematic design study, HCMA will issue a final phase 1 report, which will summarize all of the phase 1 work, including the proposed facility program, the development strategies explored, and the schematic design study. The report will also include a Class C project costing.

In early 2020, the final report, schematic design and project cost estimate will be presented to Council, and a formal report will subsequently be advanced seeking approval to advance the project to detailed design (phase 2).

Overall Schedule

HCMA is working towards a compressed project schedule, which targets tendering of the project for construction in early 2021, with an estimated construction period of 36 months, and a project completion date of winter 2023. It is noted that these dates are estimates and may change as the building program is further developed.

4.2 Willingdon Community Centre Redevelopment

4.2.1 Project Description

The redevelopment of the Willingdon Community Centre within Willingdon Heights Park has been identified as a priority community amenity project. The building program for this facility is currently being developed, and is anticipated to include two gymnasiums, a fitness center, and multi-purpose space that can be programmed for a variety of health and wellness, recreation, arts and community uses. Taylor Kurtz Architecture and Design (TKAD) have been retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study scopes of work.

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4.2.2 Project Status

Preliminary Project Development

The initial geotechnical site report produced by Thurber is complete, and the City has retained the services of Altus to provide quantity surveying services throughout the phase one work program.

Feasibility Studies (Needs Assessment)

The northwest Burnaby public consultation and needs assessment encompassing the proposed community centre projects at Willingdon Heights Park and Confederation Park completed in 2019 October, and the results of the needs assessment are being analyzed. This information will help inform plans for facility programming and design of the two proposed community centre facilities.

Preliminary Building Facility Program and Site Options

As noted above, the initial round of public consultation and the needs assessment is now complete and for which a final report on the results is anticipated this month (2019 December). A subsequent public engagement process is anticipated in January 2020 to share the results of the needs assessment, which included a public survey and a series of focus group sessions. A working facility program is being developed both for the Willingdon Heights Park site and the Confederation Park Site. TKAD and the working group are reviewing site strategy options, with a view to recommending a preferred development strategy option to Council in spring 2020.

Overall Schedule

TKAD is working towards a compressed project schedule, which targets tendering of the project for construction in spring 2021, with an estimated construction period of 30 months, and a project completion date of fall 2023. It is noted that these dates are estimates and may change as the building program is further developed.

4.3 Confederation Park Community Centre

4.3.1 Project Description

A need has been identified for additional community dryspace at Confederation Park to help serve the needs of a growing population in the City's Northwest Quadrant. The building program for this facility is currently being developed, and is anticipated to include a gymnasium, an expanded fitness centre, youth and seniors focused program rooms, and multi-purpose space. Revery Architecture (Revery) have been retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study scopes of work.

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4.3.2 Project Status

Preliminary Project Development

The initial geotechnical site report produced by SNC Lavalin is complete, and the City has retained the services of Hanscombe to provide quantity surveying services throughout the phase one work program.

Feasibility Studies (Needs Assessment)

As noted above, the northwest Burnaby public consultation and needs assessment completed in October 2019, and the results of the needs assessment are being analyzed. This information will help inform plans for facility programming and design of the community centre.

Preliminary Building Facility Program and Site Options

A working facility program is currently being developed for Confederation Park Site. Revery and the working group are also reviewing site strategy options, with a view to recommending a preferred development strategy option to Council in early 2020, prior to preceding with a schematic design study. Once a working facility program and preferred development strategy option for the site have been determined, a subsequent public engagement process would be undertaken (likely in early spring 2020) to receive feedback and comments on the proposals.

Overall Schedule

Revery is working towards a compressed project schedule, which targets tendering of the project for construction in spring 2021, with an estimated construction period of 36 months, and project completion date of winter 2023. It is noted that these dates are estimates and may change as the building program is further developed.

4.4 Cameron Community Centre, Pool and Library

4.4.1 Project Description

The redevelopment of the Cameron Recreation Complex has been identified as a priority community amenity project. The new community centre and library are proposed to be developed on the existing site within Cameron Park in the Lougheed Town Centre. The building program for the new community centre and library will be developed further as part of the feasibility study, but is expected to include a new recreation pool, gymnasium space, exercise rooms, multi-purpose meeting rooms, and an expanded library.

4.4.2 Project Status

Preliminary Project Development

A RFP for consulting services closed on 2019 November 7, and the City's Purchasing Manager received submissions from nine consulting firms interested in providing services to the City. The submissions are currently being comprehensively reviewed and evaluated, with a view to selecting a successful firm to begin the phase 1 scope of work in January 2020.

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Overall Schedule

The preliminary project development, feasibility, and design work is estimated to take approximately 18 months, followed by a planned construction period of 36 months, with an estimated project completion date of spring 2024. A more detailed schedule estimate will be provided once a consulting firm is retained for the project.

4.5 South Burnaby Arena

4.5.1 Project Description

The South Burnaby Arena will be located in the Edmonds Town Centre at the northwest corner of 10th Avenue and 18th Street. The facility will feature two NHL sized pads that can accommodate both ice and dry surfaces, and 411 spectator seats. In addition, the facility will include a skate shop, concessions, instructors' office, two multi-purpose rooms, a patio roof deck, and public lobby and reception.

4.5.2 Project Status

Development Approvals

All development approvals are now complete. Erosion and Sediment Control System installation was completed and inspected prior to the issue of Building Permit Drawings. Building Permit Drawings were issued on 2019 October 29.

Tendering

A CCDC 2 contract between Pomerleau Inc. and the City of Burnaby for the South Burnaby Ice Arena Project was issued, finalized, and signed on 2019 September 26.

Construction

The project ground breaking event occurred on 2019 September 19. Excavation and offsite civil works are currently in progress. The construction period is expected to last for approximately 24 months, with an estimated project completion in the fall of 2021.

4.6 Laurel Street Works Yard

4.6.1 Project Description

The Laurel Street Works Yard redevelopment project is the phased replacement of the City's main engineering and public works facility at 5780 Laurel Street, which has reached the end of their useful life. Phase 1 included the construction of the yard building, which is used for storage of tools, materials and salters/sanders. Phase 1 also included civil site servicing and the demolition of select structures. Phase 2 will include the construction of the main building, which will house the City's fleet repair garage, facilities management shops, engineering operations, data center and emergency operations center.

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4.6.2 Phase 2 Status

Tendering

The detailed design of Phase 2 (Main Building) is complete. The City's standard Construction Tender Document has been reviewed and revised to further reduce the City's risks during the procurement process. The construction project will be tendered as a lump-sum contract to prequalified general contractors on BC Bid.

Construction

Phase 2 construction is anticipated to commence spring 2020 and is expected to be complete in mid 2023.

4.7 Metrotown Events Centre

4.7.1 Project Description

The development of a performance/events and conference centre within Downtown Metrotown is being explored. This new centre is intended to be a civic venue that will enhance the cultural and entertainment facilities in Burnaby, providing a venue for large assemblies in purpose-designed spaces for events and presentations.

4.7.2 Project Status

Preliminary Project Development

A RFP for consulting services closed on 2019 October 31, and the City's Purchasing Manager received submissions from eight consulting firms interested in providing services to the City. The submissions are currently being comprehensively reviewed and evaluated, with a view to selecting a successful firm to begin the phase 1 scope of work in January 2020. The first phase of work explores the value of developing a performance/events and conference centre within Downtown Metrotown; facility programming to meet the needs of the community; building configuration, massing study and preliminary schematic design options to determine the minimum site area and preliminary site access, circulation and adjacencies; and, preliminary capital and operating cost estimates of such a project.

Overall Project Schedule

The first phase of work is anticipated to complete in summer 2020.

4.8 Highway One Pedestrian Overpass

4.8.1 Project Description

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

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4.8.2 Project Status

Feasibility Study

The feasibility of developing an overpass over the Trans-Canada Highway is currently underway. Conceptually two overpasses are being considered; one to accommodate pedestrian and cyclists only and a second that would include emergency vehicles. Locations for the structures are being evaluated based on community benefits (connections to parks and neighborhoods and trail systems), environmental impacts, land ownership and contemplated land use at the base of the structures. The site selection is anticipated early 2020 with the general feasibility, impacts and estimated costs provided in the final report by June 2020. Upon completion of the study, the findings would be brought forward for Council's consideration before advancing the project further.

5.0 CONCLUSION AND NEXT STEPS


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



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



Leon Gous, Director Engineering



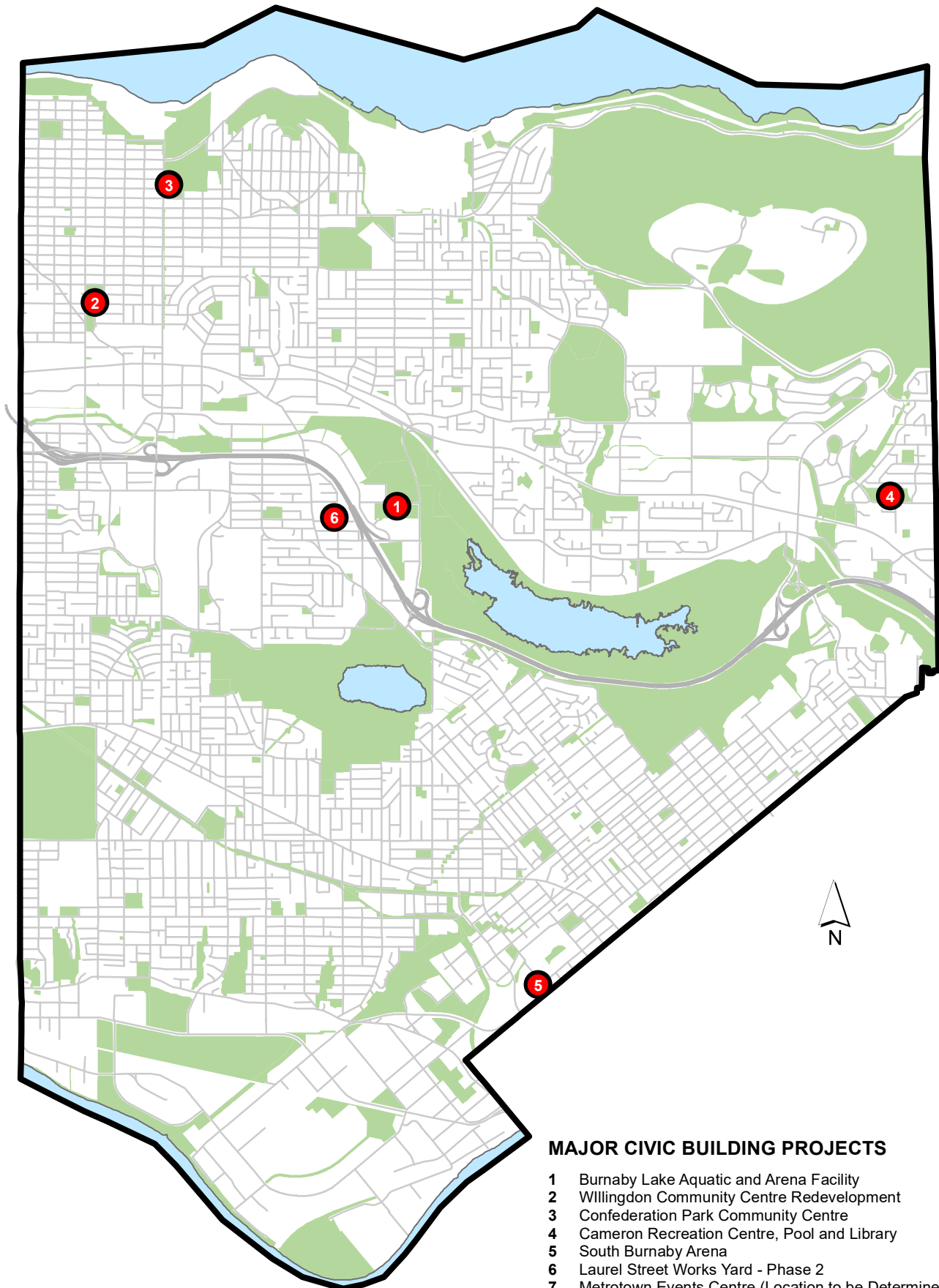
Dave Ellenwood
Director Parks, Recreation and Cultural Services

MN:sla

Attachment

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

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MAJOR CIVIC BUILDING PROJECTS

- 1 Burnaby Lake Aquatic and Arena Facility
- 2 Willingdon Community Centre Redevelopment
- 3 Confederation Park Community Centre
- 4 Cameron Recreation Centre, Pool and Library
- 5 South Burnaby Arena
- 6 Laurel Street Works Yard - Phase 2
- 7 Metrotown Events Centre (Location to be Determined)
- 8 Hwy 1/ Burnaby Lake Overpass (Location to be Determined)