

FINANCIAL MANAGEMENT COMMITTEE*NOTICE OF OPEN MEETING*

DATE: WEDNESDAY, 2020 JANUARY 15
TIME: 4:00 p.m.
PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

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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 December 11** 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

ABSENT: 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. Dave Critchley, Director Public Safety and Community Services
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Director - Civic Building Projects
Mr. Tim Van Driel, Manager – Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer 2
Ms. Kimberly Bui, Acting Administrative Officer

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 hə́ŋqəmiŋə́m 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 November 20

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the minutes of the Financial Management Committee Open meeting held on 2019 November 20 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE**a) Correspondence from Bonny's and Burnaby Select Taxi Ltd.
Re: Request for Business Licence Fee Reduction for Taxis**

Correspondence was received from Mr. Emon Bari, General Manager, Bonny's and Burnaby Select Taxi Ltd., requesting the City reduce the business licence fees for taxis if it will not be requiring ride hailing vehicles to obtain individual vehicle licences and pay the business licence fee.

Staff undertook to follow-up with the writer once information is available on the potential implementation of Inter-Municipal Business Licence (IMBL) rates for ride hailing businesses.

**b) Correspondence from Ian Ballam
Re: House Rental Business Licence Fee**

Correspondence was received from Mr. Ian Ballam expressing concern regarding the City's house rental business licence fee, and its impact on property owners and renters.

Staff undertook to follow-up with the writer, and informed the Committee that approximately 1,000 house rental business licence applications have been received.

The Committee noted that some residents who are renting their home may not be aware that they need to purchase a House Rental Business Licence in addition to completing the Supplementary Utility Fees Declaration Form. Further, the Committee inquired regarding the number of declarations received.

Staff undertook to provide the information.

**c) Correspondence from Win Chiu
Re: Supplementary Utility Fees**

Correspondence was received from Win Chiu expressing concern regarding the City's supplementary utility fees, and inquiring regarding the reason for charging the fees to single and two family dwellings and not strata complexes.

Staff undertook to follow-up with the writer.

d) Memorandum from the Director Finance
Re: Financial Report as at 2019 Period 11

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 11, and comparing that activity with the 2019-2023 Financial Plan.

The Committee inquired regarding actual expenditures being lower than planned expenditures in the capital budget, and use of the operating surplus.

Staff advised that lower capital expenditures are partially attributable to cash-flow and multi-year capital projects. Further, operating surplus will be used for one-time projects.

4. REPORTS

a) Report from the Director Parks, Recreation and Cultural Services
Re: 2019 December Parks, Recreation and Cultural Services Gaming Reserve Projects

The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserve to finance 2020 projects outlined in the report.

The Director Parks, Recreation and Cultural Services recommended:

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

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

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

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

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the Storm Sewer Extension

Contribution and Fee Bylaw 2017, as per Attachment #1 of the report, effective as of 2020 February 01.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: 2019 December Engineering Capital Infrastructure Funding Request

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2020 - 2021 Engineering capital infrastructure projects.

The Director Engineering recommended:

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the approach for advancing sidewalk projects.

Staff advised they are prioritizing sidewalk upgrades based on their proximity to schools, community centres, parks, and transit; cost-effectiveness; network gaps; and neighbourhoods without sidewalks. Further, projects will be completed using one of two approaches: (1) consultant/contractor teams design and build simultaneously; or (2) consultant completes a design prior to a contractor building a new sidewalk.

Arising from further discussion and without objection by any member, the Committee requested that staff investigate the feasibility of adding a City crew to support completion of sidewalk projects.

Staff undertook to follow-up.

d) Report from the Director Finance
Re: Property Tax System Replacement Project

The Director Finance submitted a report providing an overview of the Property Tax System Replacement Project.

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: Permissive Tax Exemption Policy

The Director Finance submitted a report seeking approval of the proposed Permissive Tax Exemption Policy.

The Director Finance recommended:

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 the report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

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

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

The Major Civic Building Project Coordination Committee recommended:

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

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

The Committee inquired regarding status of the Capitol Hill Elementary School child care project and Willingdon Heights Community Centre.

Staff advised that modular units at the school will be installed in a few weeks.

Further, staff advised they are reviewing Grosvenor's proposal presented at the 2019 November 20 Committee meeting in regard to the Willingdon Heights Community Centre. Phase I (i.e. feasibility study) of the project is proceeding, and staff will provide information regarding the next steps to the Committee and Council in the near future.

5. **NEW BUSINESS**

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

6. **INQUIRIES**

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

7. **CLOSED**

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:00 p.m.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open meeting reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:17 p.m.

8. ADJOURNMENT

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:18 p.m.

Nikolina Vracar
Administrative Officer 2

Mayor Mike Hurley
CHAIR

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE DATE: 2020 January 09

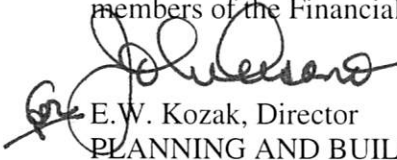
FROM: DIRECTOR PLANNING AND BUILDING FILE: 4230 01

SUBJECT: MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

Project	Current Project Phase	Est. Completion of Current Project Phase	Est. Project Completion Date	Additional Comments
Burnaby Lake Aquatic & Arena	Schematic Design	January 2020	Winter 2023	SD report due end of January 2020
Willingdon Heights Community Centre	Reviewing Site/Building Layout Options	January 2019	Fall 2023	SD report due Spring 2020
Confederation Park Community Centre	Reviewing Site/Building Layout Options	January 2019	Fall 2023	SD report due Spring 2020
Cameron Community Centre	Program Development	February 2020	Summer 2024	Consultant engaged in December 2019
South Burnaby Arena	Construction	NA	Fall 2021	Foundations and civil work underway
Laurel Street Works Yard (Phase 2)	Construction	NA	Spring 2023	Tendering project in mid-January 2020
Metrotown Events Centre*	Feasibility Study/Program Development	Summer 2020	TBC	Consultant interviews held Jan 13-14 2020
Hwy 1/ Burnaby Lake Overpass	Feasibility Study	February 2020	TBC	Options workshop in Spring 2020

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



E.W. Kozak, Director
PLANNING AND BUILDING

MN:

cc: City Manager
Members of Council

Director Engineering
City Clerk

Director Parks, Recreation and
Cultural Services

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Meeting 2020 January 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 December 30

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

SUBJECT: 2020 JANUARY ENGINEERING CAPITAL VEHICLE & EQUIPMENT PURCHASE BYLAW FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance 2020-2024 Engineering capital vehicle and equipment purchases.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,925,000 and the use of Sanitary Sewer Capital Funds in the amount of \$230,000 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.

REPORT**INTRODUCTION**

The 2020 – 2024 Provisional Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2020 – 2024 Financial Plan (Engineering Section). In order to proceed with the award of contracts for procurement, funding approval is requested for the vehicle and equipment purchases listed below. This report is to seek Council approval of fund allocation for Engineering vehicle and equipment purchases in advance of Council adoption of the 2020 - 2024 financial plan.

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: 2020 JANUARY ENGINEERING CAPITAL VEHICLE
 AND EQUIPMENT PURCHASE BYLAW FUNDING
 REQUEST
 2019 December 30Page 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 Vehicles

Early funding approval is requested for the procurement of new vehicles identified as necessary to meet operational needs. This approval will allow for the timely tendering of the purchase of various vehicles to facilitate the lead times required on ordering and receiving these items.

Mask	Description	Estimated 2020 Amount
ENZ.0057	2 Tandem Axle Dump Trucks - to enable city crews to perform snow removal on MRN roads.	\$ 800,000
ENZ.0068	1 Mini Pickup- with special seat requirements for the Parking Management division.	\$40,000
ENZ.0068	1 Mini Van- for the Bike Patrol team which was previously using an old vehicle which is slated for auction.	\$45,000
ENZ.0068	2 High Roof Vans- for the Carpentry Shop as staffing levels have increased and they are currently leasing 2 vehicles while waiting for this purchase.	\$120,000
ENZ.0068	3 Mini Pickups 4x4 Extended Cab - for SW & Recycling staff.	\$120,000
	Total Vehicles	\$1,125,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL VEHICLE
 AND EQUIPMENT PURCHASE BYLAW FUNDING
 REQUEST
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2.0 Equipment

Early funding is also being requested for equipment items that either have longer lead times, or to meet operational needs that occur earlier in the year.

Mask	Description	Estimated 2020 Amount
ENY.0018	Still Creek Signage System	\$100,000
ENY.0021	Solid Waste & Recycling Truck Receptacle Load Weight Cells	\$100,000
ENY.0021	1 - 75 Ton Shop Press	\$55,000
ENY.0021	1 - Tandem Axle Low Deck Trailer	\$10,000
ENY.0021	2 - Automated Arms	\$90,000
ENY.0022	Steel Solid Waste Containers	\$150,000
ENY.0022	Edge FX Film Printer & GS 15" Plotter	\$40,000
ENY.0022	Thermoplastic Line Marking Applicator (Hopper)	\$50,000
ENY.0022	Mobile Security Camera	\$100,000
ENY.0022	Methyl-Methacrylate Line Painter	\$105,000
ENY.0023	Sewer Lateral Lining System	\$230,000
	Total Equipment	\$1,030,000

These expenditures will be included in the 2020 – 2024 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital vehicle and equipment purchases outlined in this report.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2020 JANUARY ENGINEERING CAPITAL VEHICLE
AND EQUIPMENT PURCHASE BYLAW FUNDING
REQUEST
2019 December 30Page 4

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,925,000 and the use of Sanitary Sewer Capital Funds in the amount of \$230,000 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.



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

RS/ac

Copied to: City Manager
Director Finance
City Solicitor
Assistant Director, Transportation



Meeting 2020 Jan 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 December 30

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

SUBJECT: 2020 JANUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST

PURPOSE: To request the use of Water and Sanitary Reserves and to request a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital infrastructure projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$25,589,400, the use of Sanitary Sewer Capital Funds in the amount of \$3,974,200 and the use of Waterworks Utility Capital Funds in the amount of \$2,428,600 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

REPORT**INTRODUCTION**

The 2020 – 2024 Provisional Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2020 – 2024 Financial Plan (Engineering Section). In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for Engineering projects in advance of council adoption of the 2020 - 2024 financial plan.

POLICY SECTION

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

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 2019 December 30Page 2

Goal

- A Safe Community
 - Transportation safety –
Make City streets, pathways, trails and sidewalks safer.
- A Dynamic Community
 - City Facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization
 - Reliable services, technology and information –
Protect the integrity and security of City information, services and assets.

1.0 Infrastructure

1.1 Broadway Improvements Bainbridge to Underhill Estimated \$11,333,200

This multi-year project consists of upgrades on Broadway (Bainbridge Ave to Underhill Ave) and the road will be upgraded with widened pavement, urban trail, sidewalks, and treed boulevards to improve the street for all users. Storm sewers and watermain requiring condition or capacity upgrades in this section will also be addressed in this project.

This project will receive a funding contribution from Fortis for approximately \$4 million.

Early funding is being requested to enable the construction contract award in February 2020. The Annual Capital Plan will be updated to reflect the funding request below.

Project Mask(s)	2020	2021	Total
EJA.3031- Water	\$840,000		\$840,000
EKA.3031- Sewer	\$180,000		\$180,000
EMC.3031- Roads	\$201,000	\$7,952,200	\$8,153,200
ELA.3031- Drainage	\$220,000	\$1,940,000	\$2,160,000
Total	\$1,441,000	\$9,892,200	\$11,333,200

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 2019 December 30Page 3

1.2 Combined Sewer Separation Boundary Package

Estimated \$7,665,500

This combined sewer separation project is part of the City's ongoing infrastructure renewal program involving separation of combined sewer as required under the Liquid Waste Management Plan (ILWRMP).

Sewer separation minimizes volumes of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use and reduced environmental impact

The streets impacted by the project include:

Item	Street	From
1	Boundary Rd	Oxford St to Hastings St
2	Lane north of Dundas St	Boundary Rd to Esmond Av
3	Lane north of Triumph St	Boundary Rd. to Ingleton Av
4	Lane north of Pandora St	Boundary Rd. to Esmond Av
5	Esmond Ave	Pandora St to Lane north of Oxford St

Early funding is being requested to enable the construction contract award in February 2020.

Project Mask(s)	2020	2021	Total
EKA.3144- Sewer	\$1,294,200	\$2,500,000	\$3,794,200
AEC.3144- IT Conduit	\$318,400		\$318,400
EJA.3144- Water	\$1,378,600		\$1,378,600
EMC.3144- Roads	\$674,300	\$1,500,000	\$2,174,300
Total	\$3,665,500	\$4,000,000	\$7,665,500

1.3 Loughheed Highway Upgrade

Estimated \$10,775,900

Infrastructure Planning, Transportation Services (Engineering) and the Planning Department have identified road improvements on Loughheed Highway, between Austin to Underhill, to provide street beautification, improve the flow of vehicle traffic, improve both bicycle & pedestrian accessibility and safety.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 2019 December 30Page 4

The scope of work involves:

- Streetscape beautification on Lougheed Highway, from Austin to Bell to the Town Centre Standard (north and south sides),
- Beautification of all centre median under the SkyTrain guideway,
- Installation of urban trails from Bell Av to Gagliardi Way;
- Upgrade road cross sections, intersections, medians, bus stops, etc.,
- Possible change in posted speeds along Lougheed Highway

Early funding is being requested to enable the construction contract award in February 2020. There is Translink funding available for this work which will be applied at project completion and the bylaw funding will be returned.

The Annual Capital Plan will be updated to reflect the funding request below.

Project Mask(s)	2020	2021	Total
AEC.3006- IT Conduit	\$161,400	\$251,000	\$412,400
EJA.3006- Water	\$210,000		\$210,000
EMA.3006- MRN Roads	\$1,350,900	\$1,769,000	\$3,119,900
EMC.3006- Roads	\$803,600	\$6,230,000	\$7,033,600
Total	\$2,525,900	\$8,250,000	\$10,775,900

1.4 Thorne Avenue Upgrade

Estimated \$2,167,600

To complete works and services required for a defaulted land development project at 6000 Thorne Avenue. Funding for this project comes from a draw of \$1.805M of development bonds from the developer. Total project construction value is estimated at \$4M. The City will attempt to seek recovery of the shortfall from the developer who defaulted on the land development project.

Full construction will begin in 2020 for offsite improvements for the development at 6000 Thorne Avenue. This includes improvements to roads, street lighting, sanitary sewer, storm sewer, watermain and to provide site services to this development.

Early funding is being requested to enable the construction contract award in February 2020.

Project Mask	2020	2021	Total
ERA.0047	\$700,000	\$1,467,600	\$2,167,600

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 2019 December 30Page 5

1.5 Sprott & Kensington Upgrades

Estimated \$50,000

In coordination with the Burnaby Lake Arena and Pool replacement project, the City will upgrade Kensington (Sprott - Joe Sakic Way) and Sprott (Kensington - Norland) to include sidewalks and/or urban trails to improve pedestrian and cyclist safety, and increase the access to the new City facility. Road rehabilitation and watermain replacement will also be completed in this coordinated project.

Early funding is being requested to start the conceptual design. There is Translink funding available for this work which will be applied at project completion and the bylaw funding will be returned.

Project Mask	2020
EMC.8009	\$50,000

These expenditures will be included in the 2020 – 2024 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$25,589,400, the use of Sanitary Sewer Capital Funds in the amount of \$3,974,200 and the use of Waterworks Utility Capital Funds in the amount of \$2,428,600 to finance Engineering capital infrastructure improvement projects, as outlined in this report



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

RS/ac

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



Meeting 2020 January 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 December 30

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

SUBJECT: 2020 JANUARY ENGINEERING CAPITAL TRANSPORTATION BYLAW FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital transportation projects.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,650,000 to finance Engineering capital transportation improvement projects, as outlined in this report.

REPORT**INTRODUCTION**

The 2020 – 2024 Provisional Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2020 – 2024 Financial Plan (Engineering Section). In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for Engineering projects in advance of Council adoption of the 2020 - 2024 financial plan.

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: 2020 JANUARY ENGINEERING CAPITAL
 TRANSPORTATION BYLAW FUNDING REQUEST
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- 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. Transportation

1.0 Streetlight Service Panels **EMH.0021** **estimated \$100,000**

This program replaces aging streetlight service panels to maintain safe and reliable streetlight services. Locations will be determined and prioritized through field surveys. Many will likely need to be refurbished since this asset has not been regularly maintained in the past.

1.1 Traffic Management Centre **EMF.0077** **estimated \$125,000**

This project creates a Traffic Management Centre including field monitoring equipment to collect and assess traffic data, monitor traffic conditions in real time, improve response time to incidents, allow remote adjustment of signal timings, and provide traffic information to the public. Tools, equipment, components, and resources for the Traffic Management Centre will be assessed and implemented over time.

1.2 Streetlight Pole Replacement **estimated \$300,000**

This program replaces streetlight poles along the Major Road Network (MRN) and Local Road Network (LRN) that are beyond their useful life or damaged. This program ensures the poles are structurally sound and may include the replacement of pole bases if required. Streetlight poles in need of replacement have been identified through field surveys. The worst poles will be replaced first by a Contractor.

Project Mask	2020
EMB.0010- MRN	\$150,000
EMH.0026- LRN	\$150,000
TOTAL	\$300,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 TRANSPORTATION BYLAW FUNDING REQUEST
 2019 December 30Page 3

1.3 Parking Meter Equipment EMG.0011 estimated \$175,000

This program funds new or replacement parking meter equipment as required. New installation would generally occur in high demand locations. Replacements would occur where meters are damaged or stolen. Equipment is purchased and installed by City staff.

1.4 Traffic Signal Communications EMF.0088 Estimated \$300,000

This program funds the ongoing replacement of aging communication equipment (e.g. radios) that provides information from all signalized intersections in Burnaby back to City Hall. Reliable communications enable staff to monitor traffic signal operations. Locations are determined based on the age of the equipment or where they have malfunctioned.

1.5 Audible Signals EMF.0089 Estimated \$100,000

This program funds the ongoing replacement of aging audible signals that provide crossing guidance at signalized intersection for people with visual impairments. Locations are determined based on the age of the equipment or where they have malfunctioned.

1.6 Minor Traffic Management Projects EMF.0090 Estimated \$250,000

This program funds a variety of minor traffic management projects to enhance safety or traffic operations. Projects include minor geometric changes at the intersection of Imperial and Royal Oak, curb extensions at Winston and Bainbridge, painted left turn bays at 10th Ave/Canada Way and at 10th Ave/Cumberland, and flashing beacons at several crosswalks.

1.7 Traffic Camera Replacement EMF.0086 estimated \$150,000

This program funds the ongoing replacement of aging traffic signal cameras that become less reliable. They are used to detect vehicles stopped at signalized intersections and to trigger the appropriate traffic signal control changes. Locations are determined primarily on the age of the equipment.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 TRANSPORTATION BYLAW FUNDING REQUEST
 2019 December 30Page 4

1.8 Traffic Cabinet Replacement

EMF.0087

Estimated \$150,000

This program funds the ongoing replacement of old traffic signal control equipment and cabinets to maintain reliable traffic signal operations at all times. Locations are determined based on the age of the equipment, where problems were identified during regular maintenance, or when damaged by an errant vehicle. These are now being installed by in-house electricians.

These expenditures will be included in the 2020 – 2024 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital transportation improvement projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,650,000 to finance Engineering capital transportation improvement projects, as outlined in this report.



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

RS/ac

Copied to: City Manager
 Director Finance
 City Solicitor
 Assistant Director, Transportation



Meeting 2020 Jan 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 December 23

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

SUBJECT: 2020 JANUARY ENGINEERING CAPITAL FACILITIES MANAGEMENT BYLAW FUNDING REQUEST

PURPOSE: To request the use of a Capital Reserve Fund Bylaw to finance 2020 - 2021 Engineering capital Facilities Management improvement 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 \$4,457,000 to finance the Engineering capital Facilities Management improvement project, as outlined in this report.

REPORT**INTRODUCTION**

The 2020 – 2024 Provisional Financial Plan will provide funding for various multi-year capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2020 – 2024 Financial Plan (Engineering Section). In order to proceed with the award of contracts for design, contract administration and construction, funding approval is requested for the projects listed below. This report is to seek Council approval of fund allocation for Engineering projects in advance of council adoption of the 2020 - 2024 financial plan.

POLICY SECTION

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

Goal

- A Safe Community
 - Maintain a high level of safety in City buildings and facilities for the public and City staff.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 FACILITIES MANAGEMENT BYLAW FUNDING
 REQUEST
 2019 December 23Page 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 Facilities Management- Life Cycle Renewal & Minor Renovations

The Facilities Management – Life Cycle Renewal Program focuses on the protection of the building asset. The capital projects are identified through the building condition audits and Preventative Maintenance program to proactively replace end of service life equipment in order to avoid costly service calls and disruption to the facility users.

The 2020 replacement projects include: Air Handling Units (AHU); Heating, Ventilation, and Air Conditioning (HVAC) components; storm water sump pumps; hot water tanks, fire alarm equipment; and emergency generator renewals. In addition, the projects also include the replacement of end of service life roofs and exterior door systems to maintain the building envelope integrity.

As part of the renewal program, staff review opportunities to incorporate more energy efficient equipment, water conservation ideas, and low carbon solutions as an ongoing effort to support the City's environmental sustainability objectives and to reduce operating costs.

Facility	Mask	Estimated 2020 Amount	Estimated 2021 Amount
City Buildings - City Hall	ENX.0110	\$ 160,000	
City Buildings - Commercial Properties	ENX.0118	\$ 20,000	
City Buildings - Fire Halls	ENX.0116	\$ 295,000	
City Buildings - Library	ENX.0115	\$ 72,000	
City Buildings - Other Buildings	ENX.0119	\$ 450,000	
City Buildings - Parks & Recreation	ENX.0114	\$ 1,425,000	
City Buildings - RCMP	ENX.0111	\$ 650,000	
City Buildings - Resource & Daycare Centres	ENX.0103/ENX.0117	\$ 340,000	

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2020 JANUARY ENGINEERING CAPITAL
 FACILITIES MANAGEMENT BYLAW FUNDING
 REQUEST

2019 December 23Page 3

Facility	Mask	Estimated 2020 Amount	Estimated 2021 Amount
City Buildings - West Building	ENX.0112	\$ 445,000	
Still Creek Works Yard Muster Reconfiguration	ENX.0120	\$ 500,000	\$ 100,000
TOTAL		\$ 4,357,000	\$ 100,000

These expenditures will be included in the 2020 – 2024 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the Facilities Management projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,457,000, to finance the Engineering capital Facilities Management 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 Facilities Management



Meeting 2020 Jan 15
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 January 07

FROM: DIRECTOR ENGINEERING **FILE:** 36600-03

SUBJECT: **SOLID WASTE AND RECYCLING BYLAW AMENDMENTS – GREEN WASTE TIPPING FEES**

PURPOSE: To seek Council authorization to amend the *Burnaby Solid Waste and Recycling Bylaw 2010* to amend the green waste tipping fees.

RECOMMENDATION:

1. **THAT** Council authorize the City Solicitor to bring forward amendments to the *Burnaby Solid Waste and Recycling Bylaw 2010*, as outlined in this report.

REPORT

1.0 INTRODUCTION

The City of Burnaby accepts residential and commercial Green Waste (called “yard waste” in the *Burnaby Solid Waste and Recycling Bylaw 2010*) drop-off at the Burnaby Eco-Centre. This program supports residents and local business by providing a convenient location for recycling of Green Waste materials.

The purpose of this report is to propose amendments to the Solid Waste and Recycling Bylaw to:

- increase the Green Waste tipping fee charges to align with Metro Vancouver transfer stations;
- facilitate future rate adjustments to maintain alignment with Metro Vancouver transfer stations, and:

2.0 POLICY SECTION

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

To: Financial Management Committee
 From: Director Engineering
 Re: Solid Waste and Recycling Bylaw Amendments
 – Green Waste Tipping Fees
 2020 January 07..... Page 2

Goal

- An Inclusive Community
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community
- A Healthy Community
 - Enhance our environmental health, resilience, and sustainability
- A Dynamic Community
 - City facilities and infrastructure –
Build and maintain infrastructure that meets the needs of our growing community
- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

Green Waste drop-off material is composed mainly of grass trimmings, leaf debris, small branches and limbs, and clean wood. The Burnaby Eco-Centre is centrally located in the region and accepts material from residents and landscape businesses. In 2018, approximately 5,000 tonnes of material was dropped-off for recycling.

Customers are currently charged a tipping fee based on the weight of the load. The current charge is \$95/tonne, which is in alignment with Metro Vancouver transfer stations. On 2020 January 01, Metro Vancouver transfer stations increased the tipping fee to \$100/tonne. Additional further increases have been proposed in subsequent years to accommodate changes in Green Waste processing costs.

4.0 RECOMMENDATION

It is recommended that the *Solid Waste and Recycling Bylaw 2010* be amended with respect to tipping fee charges for drop-off recycling at the Eco-Centre. The amended bylaw will revise the tipping fee rate to match the tipping fee rate at Metro Vancouver transfer stations (currently \$100/tonne).

To: Financial Management Committee
 From: Director Engineering
 Re: Solid Waste and Recycling Bylaw Amendments
 – Green Waste Tipping Fees
 2020 January 07..... Page 3

5.0 PROPOSED BYLAW AMENDMENTS

The following amendments are proposed for Schedule A, Part C of the *Burnaby Solid Waste and Recycling Bylaw 2010*:

SCHEDULE A

C. Burnaby Yard Waste Drop-off Charges:

	Previous	New Proposed
(1)	\$95 per tonne, inclusive of applicable taxes	yard waste charges to align with Metro Vancouver transfer stations tipping fees for Green Waste, inclusive of applicable taxes (per Metro Vancouver <i>Tipping Fee and Solid Waste Regulation Bylaw</i>)



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

ES/ac

Copied to: City Manager
 City Solicitor
 Director Finance



Meeting 2020 Jan 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 January 08

FROM: DIRECTOR FINANCE

FILE: 5820-20
Reference: RFP #202-11/18

**SUBJECT: CONTRACT AWARD
CITY WEBSITE REDESIGN AND CONTENT MANAGEMENT SYSTEM
REPLACEMENT PROJECT**

PURPOSE: To request approval to award contracts to Domain7 Solutions Inc. and to Acquia Inc. for the website redesign and replacement of the current content management system (CMS).

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the Director Finance, upon final contract negotiation, to enter into separate contracts with Domain7 Solutions Inc. for an estimated cost of \$539,700 including GST in the amount of \$25,700, and Acquia Inc. for an estimated cost of \$634,000 including GST and PST in the amount of \$67,929, for a total cost of \$1,173,700, as outlined in this report. Final payment will be based on actual services delivered and unit prices as negotiated.

REPORT

The City's website, burnaby.ca, is so much more than the digital face of the City of Burnaby – it is the first touchpoint for many citizens, where they seek out interaction, information, and engagement with their community. The new burnaby.ca content management system (CMS) will embrace this reality, being the modern era's town hall, notice board, and centre for dialogue at the fingertips of every citizen. This project will not only involve the replacement of the content management system, but also a transformation in the way the City communicates with its citizens – moving from an organizational-centric to a citizen-centric website that sets the foundation for citizen engagement.

Six submissions to a Request for Proposals (RFP) were received by the closing time on 2019 March 18. Based on the RFP's evaluation criteria, Domain7 Solutions Inc. received the highest overall scoring. Total estimated capital costs for consulting services and implementation of the development of the website will be \$539,700 including GST in the amount of \$25,700. Domain7 Solutions Inc. is a digital transformation agency who will facilitate stakeholder sessions, develop the content structure, functionality and navigation

To: Financial Management Committee
 From: Director Finance
 Re: Contract Award
 City Website Redesign and Content Management System Replacement Project
 2020 January 15 Page 2

of the website, and have overall responsibility for the project implementation. Acquia Inc. is a software-as-a-service company who will provide the software and ongoing enterprise technical support services for the content management system. Total estimated operating costs over a five year term with Acquia Inc. are an estimated \$634,000 including GST and PST in the amount of \$67,929. The total cost of the two contracts will be \$1,173,700.

The project team will start working with the contractors on the pre-planning and discovery phases pending finalization of the contract terms in order to meet an estimated March 2021 implementation date.

The recommended companies, Domain7 Solutions Inc. and Acquia Inc., have not previously undertaken contracts with the City; however, reference checks and interviews by City staff indicate that they have the necessary resources to successfully complete the work required under these contracts. The Director Corporate Services and the Chief Information Officer concur with the above recommendation.

The majority of the funding has been previously approved by Council. Temporary capital contingency of approximately \$291,000 has been obtained to bridge finance the project until the remaining funding has been requested through a bylaw funding report to Council in February. Sufficient budget for this project work and ongoing operating expenditures will be included in the 2020-2024 Financial Plan under WBS element AEA.0094 (\$514,000) and cost centre 408700000 (\$605,700).



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:GC:SD / ew:md

Copied to: City Manager
 Director Corporate Services
 Chief Information Officer



Meeting 2020 Jan 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 January 08

FROM: DIRECTOR FINANCE

FILE: 7300-01

SUBJECT: OPERATING HOUSING RESERVE

PURPOSE: To establish an Operating Housing Reserve to fund operating costs associated with housing initiatives.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council create an Operating Housing Reserve to fund operating costs associated with housing initiatives.

REPORT**1.0 INTRODUCTION**

The various housing initiatives pursued by the City requires ongoing operating expenditures. The City's current Community Benefit – Affordable Housing Reserve is restricted to providing grants to external parties that are developing special needs or affordable housing projects and funding new City housing initiatives that are capital in nature. As a result, an alternate funding source is required to fund the operating costs of City housing initiatives.

2.0 POLICY SECTION**Goal**

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

3.0 BACKGROUND

A new non-statutory Operating Housing Reserve would fund ongoing operating expenditures related to housing initiatives such as the lease and operating agreement of the Homeless Shelter, operations of the City's Warming Centres and staffing costs for positions related to affordable housing initiatives.

To: Financial Management Committee
 From: Director Finance
 Re: Operating Housing Reserve
 2020 January 15Page 2

The Operating Housing Reserve would be established through a transfer of the interest earned on the Community Benefit – Affordable Housing Reserve. As at the close of Period 12 (2019 December 02), total interest earned on this reserve equates to \$14.0 million. The final transfer will be based on the December 31, 2019 total interest earned. Going forward, at the end of each year, any interest earned on the Community Benefit – Affordable Housing Reserve would be transferred to the non-interest bearing Operating Housing Reserve. These funding sources would fund ongoing expenditures related to housing initiatives and eliminate any additional property tax burden. Any new housing initiatives must be approved through the budget process.

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council approve the establishment of an Operating Housing Reserve to fund operating costs associated with housing initiatives.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RG / md

Copied to: City Manager
 Director Planning and Building



Meeting 2020 Jan 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 January 08

FROM: DIRECTOR FINANCE

FILE: 7500-01

**SUBJECT: MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA
(MFABC) – FOSSIL FUEL FREE SHORT TERM BOND FUND**

PURPOSE: To provide support for the MFABC Fossil Fuel Free Short Term Bond Fund.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council support a new MFABC Fossil Fuel Free Short Term Bond Fund.
2. **THAT** a copy of this report be sent to the City of New Westminster and MFABC.

REPORT**1.0 INTRODUCTION**

On 2019 December 12, the City of Burnaby received a letter from Mayor Jonathan Côté, City of New Westminster, requesting support for a new MFABC short term pooled investment fund that would utilize industry screening for the purpose of excluding securities of companies that are directly involved in the extraction, processing and transportation of fossil fuel commodities such as oil, natural gas or coal.

The request explicitly seeks support through 1) a resolution of Council outlining the intention to invest funds in the new MFABC Fossil Fuel Free Short Term Bond Fund; and 2) communication to the MFABC on the amount to be invested.

2.0 POLICY SECTION**Goal**

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

To: Financial Management Committee
 From: Director Finance
 Re: Municipal Finance Authority of British Columbia
 (MFABC) – Fossil Fuel Free Short Term Bond Fund
 2020 January 15Page 2

- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

Over the last several years, various municipalities have sought the creation of a new MFABC Pooled Fund focused on a Socially Responsible Investment (SRI) strategy through requests to the MFABC. In 2017, City of Burnaby Council supported investing up to \$20 million in a new MFABC SRI fund. At that time however, there was insufficient support from BC municipalities to enable the MFABC to create the new fund. In order to demonstrate the City's commitment to socially responsible investments, the City of Burnaby invested in a Bank of Montreal Fossil Fuel Free principal protected note, moving forward with alternative investment strategies that support the environment through carbon emissions reduction. Where beneficial, staff continue to seek out viable socially responsible investments.

Discussions with the MFABC have continued over the years and have culminated into the most recent request from the City of New Westminster for support of a new MFABC SRI fund based on fossil fuel screening. The number of municipalities seeking to participate in SRI strategies has grown, with many municipalities declaring climate emergencies and carbon reductions, thus seeking to reduce environmental impacts. Due to the interest in an SRI investment opportunity based on fossil fuel screening, the MFA has been able to negotiate an improved portfolio approach with Phillips Hager and North to keep fund costs to a minimum.

While there are various SRI goals such as a cleaner environment (fossil fuel free), promoting peace, promoting health, and social justice for example, there are also many ways to be a socially responsible investor such as negative screening, positive screening, community investing, and shareholder actions. Identifying a fund to be fossil fuel free is only one approach to socially responsible investing. However, it is a start and an important first step for many municipalities.

As a result, at this time the City is able to commit \$10 million to \$20 million in such an investment opportunity. Staff will assess this investment opportunity amongst others at the time of execution to ensure a balance between risk and return.

To: Financial Management Committee
 From: Director Finance
 Re: Municipal Finance Authority of British Columbia
 (MFABC) – Fossil Fuel Free Short Term Bond Fund
 2020 January 15Page 3

Over time, it is anticipated that other ways to invest socially - such as Impact Investing or through the United Nations Foundation support for Principles of Responsible Investing - can be explored and included as a basis for this or another MFA SRI Fund. These other methods may be considered a more advantageous approach to making long term impactful social and environmental changes that socially responsible investors seek. City of Burnaby staff will continue to engage the MFABC and other municipalities on SRI strategies and opportunities as a means of providing positive input and influence.

4.0 RECOMMENDATION

In conjunction with the City of Burnaby's corporate strategic goals and its commitment to environmental protection through the City's declaration of a climate emergency, it is requested that the Financial Management Committee recommend Council approve the proposed request for a new MFABC Fossil Fuel Free Short Term Bond Fund.

Upon approval, staff will communicate to the City of New Westminster and the MFABC, Burnaby City Council's support for a new MFABC Fossil Fuel Free Short Term Bond Fund.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:DS / md

Copied to: City Manager



Meeting 2020 Jan 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2019 Dec 06

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES **FILE:** 01600-05

SUBJECT: PERIOD PROMISE CAMPAIGN

PURPOSE: To implement a pilot project for supporting United Way's Period Promise Campaign.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council support the United Way Period Promise Campaign by providing free menstrual products over a 6-month pilot project as outlined in this report.

REPORT**1.0 INTRODUCTION**

At the Financial Management Committee held on 2019 September 19, the Committee reviewed correspondence from the United Way of the Lower Mainland and their request that the City commit to the Period Promise Campaign and support efforts to expand access to menstrual products in City facilities. Arising from discussion, the Committee adopted the motion that the request made by the United Way be referred to City staff to report on the feasibility and funding implications of supporting the Period Promise Campaign.

This report provides information and proposes a pilot program that would support the United Way's Period Promise Campaign to provide free menstrual products in civic facilities.

2.0 STRATEGIC GOALS

Providing adequate and appropriate access to menstrual products within City facilities supports the City's strategic goals and objectives of:

Goal

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

To: Financial Management Committee
 From: Director Parks, Recreation and Cultural Services
 Re: Period Promise Campaign
 2019 Dec 06 Page 2

- A Healthy Community
 - Healthy life –
 Encourages opportunities for healthy living and well-being

3.0 BACKGROUND

Period poverty, which affects girls, women, and transgender individuals, refers to having a lack of access to sanitary products due to financial constraints. The inability to afford these products is considered by some to be a health equity issue that disproportionately affects persons who menstruate. Having access to menstrual products is essential for the health, well-being, and full participation of persons who menstruate in society, however, if an individual is living in poverty, access to these essential products can be challenging. The cost and availability of these products is of particular concern to those who are poor and often face the choice of purchasing needed menstrual products or buying other essentials, like food.

3.1 United Way's Period Poverty Campaign

The United Way's Period Promise Campaign aims to remove the financial barriers that some people face in accessing menstrual products and increase access of these products to vulnerable populations, including addressing period poverty in communities. The campaign has been successful in increasing the awareness around the need for universal access to such products and has led to a number of organizations that have recently committed to providing these products for free. For instance, in February 2019, the New Westminster School Board was the first school district in B.C. to vote in favour of providing free menstrual products in washrooms in the school district, which include the installation of dispensers in all girl's and universal/transgender washrooms. Moreover, on 2019 April 05, the B.C. government announced that all public schools in the province would be required to provide free menstrual products for students in school washrooms by the end of 2019. This new policy aims to provide students with convenient access to these products to help support their full participation in school activities, reduce stigma, and promote gender equality.

In June 2019, the City of Victoria became the first municipality in B.C. to commit to the United Way's Period Promise Campaign and is currently providing free menstrual products in select civic facility public washrooms. A full roll-out of the service will be implemented in 2020.

3.2 Growing Support for Free Menstrual Products in Public Spaces

According to a Plan International Canada survey, the majority of Canadian women (81%) and men (75%) support making menstrual hygiene products available for free in public spaces, including park facilities, libraries, and community centres. Plan International conducted the survey amongst 2,000 women and girls (age 14-55) and a total of 1,000

To: Financial Management Committee
 From: Director Parks, Recreation and Cultural Services
 Re: Period Promise Campaign
 2019 Dec 06 Page 3

men and boys (ages 14-55) to better understand women's and male's views of menstruation in Canada.

Support for free and accessible menstrual products has been growing in Canada over the past year. Many public sector organizations, including school boards, libraries and municipalities currently provide free menstrual products in their public washrooms and/or are currently studying this initiative through implementing pilot projects. For instance, in April 2019, the City of London, Ontario, was the first municipality in Canada to provide free menstrual products in women's, men's and universal civic public washrooms.

The Government of Canada who is also studying this initiative, published a Notice of Intent on 2019 May 04 to seek feedback on the possibility of the government providing free menstrual products in federally regulated workplaces. The Government is of the opinion that providing workers with access to these products will support better health outcomes and workplace productivity, while helping to reduce the stigma associated with menstruation. Current regulations under Part II of the Canada Labour Code require employers to provide supplies, such as toilet paper, soap, warm water, and a means to dry one's hands. The Government of Canada is considering adding menstrual products to that list. **Attachment # 1** provides an overview of the implementation approaches some public sector organizations across Canada have used to address this societal issue.

4.0 CITY OF BURNABY WASHROOM FACILITIES

There are approximately 38 civic facilities within Burnaby that currently provide washroom facilities to the general public that are potentially viable locations for providing free menstrual products. Within these facilities, there are approximately 168 public washrooms of which 57 are designated for women, 57 for men and 54 are designated as universal/disabled.

There are approximately 65 outdoor public washrooms located throughout Burnaby, however staff do not recommend menstrual products be provided in these washrooms as they are not serviced by janitorial personnel throughout the day. Experience indicates that outdoor public washrooms are subject to higher incidents of vandalism due to the lack of on-site staffing. For instance, the City has been forced to remove paper towel dispensers and have replaced them with hand dryers to minimize vandalism and the potential clogging of toilets. As such, staff determined that the City should focus its efforts in locations where public washroom facilities are continuously monitored and serviced by staff.

There are approximately 12 facilities that currently have coin-operated menstrual product dispensers that are installed in women's and/or universal/disabled public washrooms. While not advertised, there are approximately 12 facilities that keep a supply of product which are provided to individuals in emergency situations, free of charge. These products are typically located at the front counter of the facility or in a central location.

To: Financial Management Committee
 From: Director Parks, Recreation and Cultural Services
 Re: Period Promise Campaign
 2019 Dec 06 Page 4

5.0 PROPOSED PILOT PROJECT

As there is no precedent in place to assess the full financial impact of this initiative, it is proposed that the City consider proceeding with this initiative as a pilot project in order for staff to assess the uptake and the total cost of rolling-out this potentially new service on a city-wide basis at a future date. This approach would be similar to other public sector organizations across Canada who have chosen to proceed with this initiative as a pilot project.

To ensure that staff can properly monitor and manage the pilot project, it is determined that the City should focus its efforts in locations where facilities are continuously serviced by staff and in facilities that service the most amount of people on a year-round basis. Based on this criterion, it was determined that the following 6 facilities would be recommended candidates for the pilot project as they would provide a broad demographic and cross-section of customers throughout the City.

City Facility	# Women's Public Washrooms	# Men's Public Washrooms	# Universal/ Disabled Public Washrooms	Total
Beresford Warming Centre	0	0	3	3
Cameron Community Centre	3	3	1	7
Edmonds Community Centre	4	4	6	14
Eileen Dailly Pool	2	2	1	5
Metrotown Public Library	1	1	3	5
Shadbolt Centre for the Arts	4	4	3	11
	14	14	17	45

The pilot project would run for 6 months between 2020 March 01 to 2020 August 31. The objective of the pilot would be to obtain data and feedback of the service. The results of this pilot project would be presented to Financial Management Committee and Council for information and feedback.

Under the pilot program, the City would rollout menstrual products through the installation of 12 coin-free, dual-dispensers (tampons and sanitary pads) in women's and universal public washrooms at the 6 identified Civic Facilities. In addition, the City would convert the dispensers in the 12 facilities that currently have coin-operated menstrual product dispensers in women's and/or universal/disabled public washrooms to coin free dispensers.

To: Financial Management Committee
 From: Director Parks, Recreation and Cultural Services
 Re: Period Promise Campaign
 2019 Dec 06 Page 5

Engineering Facilities Management would be responsible for the installation of dispensers and janitorial staff would be responsible for replenishing supply. The installation of dispensers would address the broad demographics and needs of civic facility clients.

The estimated capital costs to acquire 24 coin-free, dual dispensers, estimated at \$500 per unit would amount to a one-time capital outlay of approximately \$12,000. The cost of acquiring these dispensers will be funded through the contingency funds. The annual cost to maintain and repair menstrual product dispensers is difficult to estimate at this time without historical data from which to draw from. The cost could be absorbed within the operating budget, at least for the pilot period.

Through the pilot project, data would be collected on the number of menstrual products used so that ongoing operating costs to replenish products and budget implications can be determined.

6.0 RECOMMENDATION

Staff have reviewed the feasibility and financial implications of supporting the United Way's Period Promise Campaign and recommend providing free menstrual products through dispensers in women's and universal public washrooms of those civic facilities chosen to participate in a 6-month pilot project as well as convert all current coin operated dispensers to coin free dispensers. The 6-month pilot project would run from 2020 March 01 to 2020 August 31.

The pilot project would provide an opportunity for availability of free menstrual products, while allowing staff to assess and monitor product usage, quality and costs. The information obtained from the pilot would allow the City to make an informed decision on the future roll-out of this potentially new service to the community. Information from the pilot project would be presented to the Financial Management Committee and Council in the fall of 2020.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

CC:dc

Attachment: 1 – Survey of Canadian Public Sector Implementation Approaches to Providing Free Menstrual Products

Copied to: City Manager
 Director Engineering
 Chief Librarian

City of Burnaby

Survey of Canadian Public Sector Implementation Approaches to Providing Free Menstrual Products

Organization	Implementation Approach	Estimated Cost of Pilot Project	Civic Facility	Product Dispenser	Menstrual Offering	Location of Product
City of Coquitlam	4-month pilot project Oct 2019 to Jan 2020	\$20,000	Multiple washrooms in 5 select civic facilities	Coin-free, dual-dispenser	Tampons and pads	Women's and universal public washrooms
City of Victoria	Soft roll-out of 4 high traffic washrooms in 2019; remainder of 30 washrooms in 2020.			City Hall – Open-trays; All others – dual dispensers	Tampons and pads	Women's and universal public washrooms
City of Toronto	Immediate roll-out at City-funded shelters, drop-ins, respite centres, and some neighbourhood community centres.			Coin-free, dual dispensers	Tampons and pads	Women's / universal washrooms
City of Cambridge	12-month pilot project Dec 1 2019 to Nov 30 2020	\$4,000 - \$4,600	1 washroom in 6 select civic facilities	Coin-free, dispenser	Sanitary pads	Universal & women's washrooms
City of London	Immediate roll-out in all city-owned facilities			Combination of coin-free, dual dispensers and stainless-steel metal trays mounted to wall	Tampons and pads	Women's, men's and universal washrooms
St. Catharines	6-month pilot project January 2020 to June 2020	N/A	10 select civic facilities	Coin-free, dual-dispenser	Tampons and pads	Women's and universal public washrooms
Halifax Public Libraries	Immediate roll-out to all 14 branches			Combination of clear plastic containers on counters or mounted on the wall	Tampons and pads	Women's, men's and universal washrooms



2020 January 15

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 January 13

FROM: DIRECTOR ENGINEERING
DIRECTOR PLANNING AND BUILDING
DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 1750-20
Reference: LGBTQIA2S+

SUBJECT: COMPREHENSIVE AND INCLUSIVE CIVIC SIGNAGE PROGRAM

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the comprehensive and inclusive civic signage program.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$150,000 to finance the comprehensive and inclusive signage program, as outlined in *Section 3.1* of this report.
2. **THAT** a copy of this report be forwarded to the Parks, Recreation and Culture Commission and to the Social Planning Committee for information.

REPORT**1.0 INTRODUCTION**

The Canadian Human Rights Act and Criminal Code were updated by the Federal Government in 2017 (Bill C-16), clarifying the right of individuals to use a washroom or change room that corresponds to their gender identity. Inclusive public building signage clearly communicates that all community members are welcome in such spaces, including persons who are transgender or transitioning, non-binary individuals, persons with disabilities, and patrons of all ages who require assistance with toileting or changing by persons of another gender.

This report outlines an approach to developing an inclusive interior and wayfinding civic signage program which also aligns with the City's recently developed visual identity.

2.0 POLICY SECTION

The suggested approach is supported by the following policy context:

- Multi-Cultural Policy, approved by Council in 1986 (updated 1990), which articulates the "equality and the rights of all citizens to access Municipal services";

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 Director Parks, Recreation and Cultural Services
 Re: Comprehensive and Inclusive Civic Signage Program
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- Equity Policy, approved by Council in 1994, which commits the City to provide “equitable access to City services for all members of the community”;
- Burnaby Social Sustainability Strategy, approved by Council in 2011, includes a primary goal of ‘Community Inclusion’. This goal is particularly concerned with ensuring the City is “welcoming of all cultures, identities and abilities”, and focuses on “principles of economic and social security and justice”; and the
- Goals and sub-goals of the Corporate Strategic Plan through:
 - An Inclusive Community
 - Celebrate diversity –
Create more opportunities for the community to celebrate diversity
 - 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
 - A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

3.0 COMPREHENSIVE AND INCLUSIVE CIVIC SIGNAGE PROGRAM

A wide variety of inclusive signage approaches are undertaken by other local governments in Canada with no one ‘standard’ present. However, emerging signage options increasingly focus on functional symbols (e.g. toilet, change-table, urinal), rather than on defining user groups (e.g. men’s washroom, women’s washroom). English phrases are generally avoided in order to remain understandable to persons who have English as an additional language or who have low literacy.

With the exception of McGill Library where functional directional signage has recently been installed in the library foyer, interior and wayfinding signage currently present at civic facilities defines user groups. Given this context, it is recommended that a City-wide inclusive and wayfinding signage replacement program be undertaken, with the intent to provide maximum information and to convey a sense of inclusion for patrons of civic facilities. This project would replace all civic signage with a particular focus on replacing washroom and change room signage with ‘functional’ signage, while at the same time maintaining user specific signage where required. The developed signage would also conform to the colours and style of the City’s visual identity.

3.1 Inclusive Signage and Wayfinding Initiative Funding – BAX.0027 (\$150,000)

To facilitate the creation of an inclusive civic signage program, design consultants will be engaged, who in partnership with City Staff will create a comprehensive interior and wayfinding signage package for use across civic facilities. The allocated funding will also support the printing and

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 From: *Director Planning and Building; Director Engineering; and,
 Director Parks, Recreation and Cultural Services*
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manufacturing of updated signage for two City facilities, and an initial implementation of the work. Further implementation of the updated signage will be installed across all civic facilities over a number of years, with associated costs included in the particular facility's annual budget.

This report seeks Council approval of fund allocation for this project in advance of Council adoption of the 2020-2024 Provisional Financial Plan. Early funding is being requested to facilitate a Request for Proposals, and award of a design contract early in 2020, in order for the development of this signage package to align with the construction schedule of upcoming civic facilities (i.e. South Burnaby Arena).

These expenditures will be included in the 2020 – 2024 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

4.0 INCLUSIVE DESIGN AND BUILDING RENOVATION

In addition to the signage work discussion above, staff have completed research and scoping regarding improving the inclusive design of new buildings and renovation of existing buildings.

The construction of new civic and community buildings in North America have begun to shift towards a greater allocation of space given to Universal Single-User Washrooms, Universal Multi-Stall Washrooms, and Universal Change-Rooms while maintaining a certain proportion of designated 'male' and 'female' washrooms/change-rooms. For example, the University of Victoria is working towards a ratio of 60% universal washroom and change-room spaces and 40% gender-designated washrooms.

Universal Multi-Stall Washrooms are non-gendered and available for all users with full height enclosures for each stall and shared sink areas. Universal Change-Rooms are shared spaces for all users with single-and/or multi-user change and shower stalls provided. Clothing or swimsuits are required in all areas outside of these stalls. Universal options are prioritized in the building design to be in the most prominent areas of the structure. The new South Burnaby Arena is organized around this design perspective. Following this example, new and upcoming civic facilities will place a greater emphasis on universal spaces and design.

In Burnaby, most existing major civic facilities have at least one single-user washroom (as a separate room) available, with the notable exceptions of Bonsor Recreation Complex (excluding the 55+ Centre) and the City Hall Main Building. These are usually primarily designated as the facility's 'accessible' washroom for persons with disabilities, though used by a wide range of patrons. Universal change-rooms are present at Eileen Dailly Leisure Pool and Fitness Centre and Edmonds Community Centre.

Inclusive renovations in existing buildings are complex and unique to each situation. Accordingly, staff will work to develop site specific renovation plans with an initial focus on Bonsor Recreation Complex and the City Hall Main Building. As needed, further reports will be forwarded to Council on the details of these proposed renovations, including financial details as required, once initial scoping work has been completed.

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5.0 RECOMMENDATIONS

In order to enable a more inclusive and welcoming experience for patrons of all genders and identifications at civic facilities, it is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$150,000 to finance the comprehensive and inclusive signage program, as outlined in *Section 3.1* of this report. As well, it is recommended that a copy of this report be forwarded to the Parks, Recreation and Culture Commission and to the Social Planning Committee for information.



E.W. Kozak, Director
 PLANNING AND BUILDING



Leon Gous, DIRECTOR ENGINEERING



Dave Ellenwood, Director
 PARKS, RECREATION AND CULTURAL SERVICES

RM/sa

cc: City Manager
 Director Corporate Services
 Chief Librarian
 City Clerk

Director Public Safety and Community Services
 Director Finance
 City Solicitor

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