



## **FINANCIAL MANAGEMENT COMMITTEE A G E N D A**

**Wednesday, April 22, 2020, 11:00 a.m.**

**Council Chamber, City Hall**

**4949 Canada Way, Burnaby, BC**

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	<b>Pages</b>
<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>MINUTES</u></b>	
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5.	<b><u>NEW BUSINESS</u></b>	43
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6.	<b><u>INQUIRIES</u></b>	
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7.	<b><u>CLOSED</u></b>	
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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.	<b><u>ADJOURNMENT</u></b>	
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## FINANCIAL MANAGEMENT COMMITTEE M I N U T E S

**Wednesday, March 11, 2020, 5:00 p.m.  
Council Committee Room, City Hall  
4949 Canada Way, Burnaby, BC**

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

**ABSENT:** Councillor Joe Keithley, Member

**STAFF:** Mr. Lambert Chu, City Manager  
Mr. Dave Critchley, Director Public Safety & Community Services  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Ms. Noreen Kassam, Director Finance  
Mr. Ed Kozak, Director Planning & Building  
Mr. James Lota, Deputy Director Engineering  
Mr. Tim Van Driel, Manager Civic Building Projects  
Ms. Monica Macdonald, Administrative Officer

### **1. CALL TO ORDER**

His Worship, Mayor Mike Hurley, called the Open meeting to order at 6:00 p.m.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hən̓q̓əmi̓ñəm̓ and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this shared territory.

## 2. **MINUTES**

### a) **Financial Management Committee Open meeting held on 2020 February 12**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR DHALIWAL

THAT the minutes of the Financial Management Committee meeting held on 2020 February 12 be now adopted.

CARRIED UNANIMOUSLY

## 3. **CORRESPONDENCE**

### a) **Correspondence from the Municipal Finance Authority of BC - Re: Request for Acknowledgement - Municipal Finance Authority of BC (MFA) 50th Anniversary in 2020**

Correspondence was received from Ms. Shelley Hahn, Chief Services Officer, MFA, requesting a letter of acknowledgement and congratulations to recognize the organization's 50<sup>th</sup> anniversary in 2020.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR DHALIWAL

THAT the Committee recommend His Worship, Mayor Mike Hurley, on behalf of Council, send a letter of acknowledgement and congratulations to the MFA in recognition of the organization's 50<sup>th</sup> anniversary in 2020.

CARRIED UNANIMOUSLY

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

A memorandum was received from the Director Planning and Building with a status update on the following civic building projects: Burnaby Lake Aquatic and Arena Facility, Willingdon Heights Community Centre, Confederation Park Community Centre, Cameron Community Centre, South Burnaby Arena, Laurel Street Works Yard (Phase 2), Metrotown Events Centre, and Highway 1 Pedestrian Overpass.

Without objection, the Committee requested staff to identify any changes in the *Est. Completion of Current Project Phase* and *Est. Project Completion Date* columns in future status updates.

Staff undertook to follow up.

#### 4. **REPORTS**

a) **Report from the Executive Assistant to the Mayor - Re: 2020 International Relations and Friendship Cities Committee (IRFCC) Hosting International Delegations**

The Executive Assistant to the Mayor submitted a report seeking authorization to use Gaming Reserves for hosting international delegations and delegation related activities in 2020.

The Executive Assistant to the Mayor recommended:

1. THAT the Financial Management Committee approve the use of Gaming Reserves in the amount of \$30,000 for hosting international delegations in 2020, as outlined in the report.

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Executive Assistant to the Mayor be adopted.

CARRIED UNANIMOUSLY

b) **Report from the Director Engineering - Re: 2020 March Engineering Capital Facilities Management Gaming Reserve Request - City Buildings Heritage and Cultural**

The Director Engineering submitted a report seeking authorization to use the Gaming Reserve to finance the Component Life Cycle Renewal for Heritage and Cultural Buildings projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of the Gaming Reserve in the amount of \$350,000 to finance the Component Life Cycle Renewal for Heritage and Cultural Buildings projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) **Report from the Director Engineering - Re: 2020 March Engineering Capital Facilities Management Gaming Reserve Request - BurnabyGROW Facility**

The Director Engineering submitted a report seeking authorization to use the Gaming Reserve to finance the Burnaby Green Recycling Organic Waste Facility project.

The Director Engineering recommended:

1. THAT the Finance Management Committee recommend that Council approve completion of the feasibility study for the Burnaby Green Recycling Organic Waste Facility.
2. THAT the Financial Management Committee authorize the use of the Gaming Reserve in the amount of \$150,000 to finance the Burnaby Green Recycling Organic Waste Facility project, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) **Report from the Director Engineering - Re: 2020 March Engineering Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of Water Reserves and to request a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$3,368,700, and the use of Waterworks Utility Capital Reserve in the amount of \$500,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) **Report from the Director Engineering - Re: 2020 March Engineering Capital Infrastructure Bylaw Funding Request - Environmental Rehabilitation Creeks and Culverts**

The Director Engineering submitted a report requesting a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital infrastructure projects.

The Director Engineering recommended:

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

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) **Report from the Director Finance - Re: Printshop Equipment Replacement - Numbering, Perforation, and Scoring Machine**

The Director Finance submitted a report requesting a Capital Reserve Fund Bylaw to finance the Numbering, Perforation and Scoring Machine Replacement Project for the Printshop.

The Director Finance 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 \$35,000 to finance the Numbering, Perforation and Scoring Machine Replacement Project, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) **Report from the Director Finance - Re: Contract Extension - Microsoft Software Licensing Agreement**

The Director Finance submitted a report seeking approval for a three year contract extension with Microsoft Corporation for desktop, server and database software licences.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve a three year contract extension with Microsoft Corporation in the amount of \$2,547,066.30 including GST in the amount of \$114,913.67, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Director Finance - Re: Expanding Investment Opportunities**

The Director Finance submitted a report with information on the response from the Ministry of Municipal Affairs and Housing to the City's 2019 Union of British Columbia Municipality resolution - *B128 Expanded Asset Class Investments under Prudent Investor Rules*.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**i) Report from the Director Finance - Re: Gaming Reserve and Gaming Interest Reserve**

The Director Finance submitted a report with information on the status of the Gaming Reserve and Gaming Interest Reserve.

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY



j) **Report from the Director Public Safety and Community Services - Re: 2020 Public Safety and Community Services Department Capital Projects Bylaw Funding Request**

The Director Public Safety and Community Services submitted a report requesting a Capital Reserve Fund Bylaw to finance 2020 Public Safety and Community Services Department capital projects.

The Director Public Safety and Community Services 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 \$848,000 to finance Public Safety and Community Services Department capital projects, as outlined in this report.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

5. **NEW BUSINESS**

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

6. **INQUIRIES**

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

7. **ADJOURNMENT**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the Financial Management Committee do now adjourn at 5:29 p.m.

CARRIED UNANIMOUSLY

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CHAIR

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ADMINISTRATIVE OFFICER



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

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

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 MARCH 10

FROM: ADMINISTRATIVE OFFICER 2

FILE: 2410-20

**SUBJECT: CITY INVOLVEMENT IN BURNABY PRIDE**  
(ITEM 5(D), REPORTS, COUNCIL MEETING 2020 MARCH 09)

Burnaby City Council, at the Open Council meeting held on 2020 March 09, received the above noted report and adopted the following recommendations contained therein:

1. **THAT** Council approve the City involvement in Burnaby Pride, as outlined in Section 4.0 of the report.
2. **THAT** Council authorize the use of one time Gaming Interest funds in the amount of \$70,000 in support of Burnaby Pride, as outlined in Section 4.2 of the report.
3. **THAT** a copy of the report be forwarded to the Financial Management Committee, the Social Planning Committee and the Parks, Recreation and Culture Commission for information.

A copy of the report is attached for your information.

*Nikolina Vracar*

Nikolina Vracar  
Administrative Officer 2

### **EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: CITY INVOLVEMENT IN BURNABY PRIDE**

### **RECOMMENDATIONS:**

1. THAT Council approve the City involvement in Burnaby Pride, as outlined in Section 4.0 of the report.
2. THAT Council authorize the use of one time Gaming Interest funds in the amount of \$70,000 in support of Burnaby Pride, as outlined in Section 4.2 of the report.
3. THAT a copy of this report be forwarded to the Financial Management Committee, the Social Planning Committee, and the Parks, Recreation and Culture Commission for information.

### **REPORT**

The Executive Committee of Council, at its meeting held on 2020 March 04, received and adopted the attached report proposing expanded City involvement and support of Burnaby Pride.

Respectfully submitted,

Councillor S. Dhaliwal  
Chair

Mayor M. Hurley  
Vice Chair

Copied to: City Manager Director Parks, Recreation and Cultural Services Director Planning and Building Director Corporate Services Director Engineering Director Finance	Director Public Safety and Community Services City Solicitor Fire Chief Chief Building Inspector Chief Librarian OIC-RCMP
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Meeting 2020 March 4

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL

**DATE:** 2020 February 21

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

**FILE:** 1750-20  
*Reference:* LGBTQIA2S+

**SUBJECT:** CITY INVOLVEMENT IN BURNABY PRIDE

**PURPOSE:** To propose expanded City involvement and support of Burnaby Pride.

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**RECOMMENDATIONS:**

1. **THAT** the Committee request Council to approve the City involvement in Burnaby Pride as outlined in *Section 4.0* of this report.
2. **THAT** the Committee request Council authorize use of one time Gaming Interest funds in the amount of \$70,000 in support of Burnaby Pride, as outlined in *Section 4.2* of this report.
3. **THAT** a copy of this report be forwarded to the Financial Management Committee, the Social Planning Committee and the Parks, Recreation and Culture Commission for information.

**REPORT****1.0 BACKGROUND**

At its meeting of 2020 February 5, the Executive Committee passed a motion requesting staff to bring forward a report outlining avenues for the City to support the financial and operational sustainability of the annual Burnaby Pride community celebration. This report responds to that request.

On 2018 August 11, the first-ever Pride celebration was hosted in Burnaby on Jubilee Avenue in the Metrotown area. This important inaugural event attracted approximately 800 people and featured local performances, booths showcasing community resources, and unveiled Burnaby's first rainbow crosswalk<sup>1</sup>. Based upon requests from the public, the event was organized by an ad-hoc group of representatives from local non-profit organizations (e.g. Burnaby Neighbourhood House, Burnaby Family Life), with the informal support of Burnaby Public Library, City of

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<sup>1</sup> Since 2018, five more rainbow crosswalks have been installed, one in each quadrant of the City and one in front of City Hall across Deer Lake Parkway.

To: *Executive Committee of Council*  
 From: *Director Planning and Building*  
       *Director Parks, Recreation and Cultural Services*  
 Re: *City Involvement in Burnaby Pride*  
 2020 February 21.....Page 2

Burnaby Youth Services, and Social Planning. The event received a Festivals Burnaby grant of \$3,500 in 2018.

The 2019 event took place over two days at Civic Square (August 9) and again on Jubilee Avenue (August 10). These celebrations attracted approximately 1,500 people and featured a wide range of performers, participatory art experiences, and community resources and programs. The event was again organized by the working group noted above, and with the input of a Pride Community Advisory Network (composed of a wide range of Burnaby community members). Burnaby Public Library, City of Burnaby Youth Services and Social Planning again informally supported the event, with the added participation of Bonsor Recreation Complex and Community Arts staff. As well, Burnaby RCMP provided security for the event. The event received a Festivals Burnaby grant of \$12,500 in 2019.

This report outlines a suggested scope of City involvement in Burnaby Pride 2020, in order to support the financial and operational sustainability

## **2.0 POLICY CONTEXT**

The suggested scope of City involvement in Burnaby Pride is supported by the following policy context:

- Equity Policy, approved by Council in 1994, which states that “The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect”; and the
- 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”.

In addition to the policies noted above, the *Plan* supports a number of goals and sub-goals of the *Corporate Strategic Plan*:

- ***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 Thriving Organization***
  - Organizational culture – Ensure that our core values are reflected in our policies, programs and services delivery

To: Executive Committee of Council  
 From: Director Planning and Building  
 Director Parks, Recreation and Cultural Services  
 Re: City Involvement in Burnaby Pride  
 2020 February 21.....Page 3

### 3.0 LGBTQIA2S+ COMMUNITY MEMBERS IN BURNABY

As a result of the long-standing discrimination that LGBTQIA2S+<sup>2</sup> community members have, and continue to, experience, a dearth of longitudinal statistics exist. However, it is generally estimated that approximately 2-5% of the Canadian population identify as LGBTQIA2S+. These numbers have increased over time, and are higher among younger people. Approximately 10% of those aged 18 to 34 years self-report as LGBTQIA2S+.

Limited services for LGBTQIA2S+ community members currently exist in Burnaby. Those that are in place are largely for youth via the Burnaby School District, SFU and BCIT. In the absence of such programs individuals have to travel outside of Burnaby, primarily to Vancouver and Surrey, in order to access appropriate programming and services. This reality demonstrates how LGBTQIA2S+ individuals still experience marginalization in terms of access to supports and services.

Within this local context, the hosting of an annual Pride event is of particular importance as a symbol of visible community inclusion and celebration. The following quote, received by staff from a Burnaby community member after the 2019 event, underscores this importance:

*“Thank you, heartfelt from my soul – know that all your effort and passion have had an incredible positive impact on so many people and for so many people. I grew up in Burnaby and never thought I’d get to participate in an intergenerational event like Burnaby Pride in my own city.”*

Pride also has provided as an opportunity for community members to connect and learn about resources, particularly for Burnaby young people and their families. As well, the event has proved important for the formation of partnership between non-profit organizations, and has led to the expansion of several targeted programs into Burnaby (e.g. Chronically Queer at Burnaby Neighbourhood House / ‘I Belong’ at MOSAIC).

For the larger Burnaby community, the event promotes understanding and fosters a sense of community while symbolizing the City’s (and the wider community’s) commitment to celebrating diversity and creating inclusion.

### 4.0 BURNABY PRIDE

In 2020, Burnaby Pride will be hosted on Saturday, July 25<sup>th</sup> from 2:00pm – 9:00pm at Civic Square (next to Bob Prittie Metrotown Library). Collected feedback from 2019 Pride indicated that attendees loved the centrality and beauty of the Civic Square location. As well, it was suggested to keep the event to one day to focus community energy and attention. From 2:00pm – 5:00pm, a range of all-ages activities will occur including performances by local artists, participatory arts projects, children’s games, informational booths about local/regional services and programs for the LGBTQIA2S+ community, a ‘pop-up’ library, and a range of food options. From 5:00pm – 9:00pm

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<sup>2</sup> LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer, Intersexual, Asexual, Two-Spirited and ‘other’.

To: *Executive Committee of Council*  
 From: *Director Planning and Building*  
*Director Parks, Recreation and Cultural Services*  
 Re: *City Involvement in Burnaby Pride*  
 2020 February 21..... Page 4

the focus will shift to the main stage, which will feature local drag artists and a two-set performance by the locally famous, self-proclaimed “LGBTQ Event Band” Queer as Funk. A range of food and drink options (non-alcoholic) will also be available.

#### **4.1 Proposed City Support for Burnaby Pride**

As this important community event has increased in size and complexity, the organization of it has become increasingly large-scale, and the existing ad hoc working group require capacity and financial support to ensure the event’s continued sustainability. The community members and supportive non-profit organizations involved in the event working group have communicated to staff that they wish to retain ‘ownership’ of the event in terms of its content and direction. However, there is a crucial logistical supportive role for the City.

More specifically, it is proposed that an Arts Services events staff member (within Cultural Services – Parks, Recreation and Culture Department) join the event planning working group to contribute their logistical expertise in planning and hosting large-scale events. Burnaby Public Library and Social Planning staff will also continue to provide organizational support to the Pride Community Advisory Network noted above. Burnaby RCMP will also again be approached to provide event security.

In addition to this logistical event support, it is proposed that the City assist Burnaby Pride with marketing and promotion, more specifically:

- Posting the event on the City website, in the calendar section and as a time-limited feature on the home page;
- Promotion of the event through City Connect and civic social media channels;
- Inclusion of event poster in City allotted bus stop panels; and,
- Other promotion avenues as determined by staff.

These efforts will continue to ‘spread the word’ about Pride and further underscores the City’s efforts to implement the *Corporate Strategic Plan* in order to be inclusive and welcoming for all community members.

#### **4.2 Proposed Funding**

In order to enable the support outlined above, it is proposed that \$70,000 in one-time Gaming Interest funds be allocated to Burnaby Pride 2020. If approved, these monies will be managed by Arts Services and includes the staffing capacity described above, infrastructure costs (e.g. fencing, portable toilets, staging and sound equipment), artist’s fees to support local talent, and promotional activities. Beyond 2020, associated costs will be included in the annual Arts Services budgeting cycle. If approved, these monies would support Burnaby Pride in lieu of receiving further Festival Burnaby grant applications.

To: *Executive Committee of Council*  
 From: *Director Planning and Building*  
*Director Parks, Recreation and Cultural Services*  
 Re: *City Involvement in Burnaby Pride*  
 2020 February 21..... Page 5

## 5.0 RECOMMENDATIONS

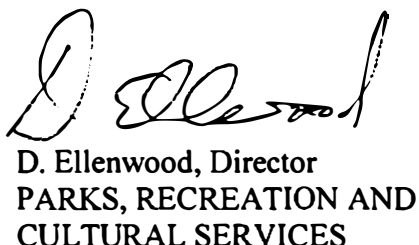
Pride events are of particular importance to create a sense of belonging for LGBTQIA2S+ community members, many of whom continue to experience stigma, bias, and limited access to services and safe spaces. The sense of inclusion generated by such an event also benefits all community members and encourages community cohesion.

As such, it is recommended that the Committee request Council to approve the City involvement in Burnaby Pride as outlined in *Section 4.0* of this report. As well, it is recommended that the Committee request Council authorize use of one time Gaming Interest funds in the amount of \$70,000 in support of Burnaby Pride, as outlined in *Section 4.2* of this report. Finally, it is recommended that a copy of this report be forwarded to the Financial Management Committee, the Social Planning Committee, and the Parks, Recreation and Culture Commission for information.



E.W. Kozak, Director  
 PLANNING AND BUILDING

RM/sa



D. Ellenwood, Director  
 PARKS, RECREATION AND  
 CULTURAL SERVICES

cc: Director Corporate Services  
 Director Engineering  
 Director Finance  
 City Solicitor  
 Director Public Safety and Community Services  
 City Clerk

Fire Chief  
 Chief Building Inspector  
 Chief Librarian  
 OIC – RCMP





Meeting 2020 April 20

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2020 April 9

**FROM:** CHIEF INFORMATION OFFICER

**FILE:** 1900-00

**SUBJECT:** **APRIL 2020 INFORMATION TECHNOLOGY CAPITAL PROGRAM**

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

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**RECOMMENDATIONS:**

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$400,000 to finance the information technology capital program as outlined in this report.

**REPORT****1.0 INTRODUCTION**

The 2020 – 2024 Annual Financial Plan will provide funding for the annual Information Technology capital program. This program facilitates the replacement, expansion and upgrading of enterprise and departmental hardware and software in order to enhance the City's services to the public and improve the efficiency of internal processes. The purpose of this request is to seek approval of the Committee and Council to finance the 2020 Information Technology capital program.

**2.0 POLICY SECTION:**

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

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

To: Chair and Members Financial Management Committee  
 From: Chief Information Officer  
 Re: 2020 Information Technology Capital Program  
 2020 April 20.....Page 2

### 3.0 IT INFRASTRUCTURE PROGRAM

The 2020 IT Infrastructure Program includes initiatives to replace aging computer equipment, upgrade or expand infrastructure to support technical applications throughout City departments, and enhance service to the public and internal stakeholders. This funding report, subject to approval by Council, will allow staff to continue with the 2020 IT Capital Program projects listed below.

#### 3.1 INFRASTRUCTURE REPLACEMENT & UPGRADE

**Estimated \$400,000**

The City maintains an annual replacement program for its networking equipment such as routers, switches, wireless controllers, and power supplies. For 2020, funding is required to replace several older networking devices, cabling and supporting equipment that have reached the end of its useful life.

Hardware Lifecycle Replacement & Upgrade - Networking (AEC.0024)

- Upgrading Data Centre switches
- Upgrading Wireless Controllers
- Cabling Replacement
- Power Supply Replacement

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

### 4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$400,000 to finance the Information Technology Infrastructure Capital Program.



Shari Wallace  
 CHIEF INFORMATION OFFICER

*To: Chair and Members Financial Management Committee*  
*From: Chief Information Officer*  
*Re: 2020 Information Technology Capital Program*  
*2020 April 20 .....Page 3*

SW: BK/cj

Copied to: City Manager  
Director Finance  
City Solicitor  
Manager IT PMO & Administration



## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 April 08

**FROM:** DIRECTOR CORPORATE SERVICES **FILE:** 38100-09  
*Reference: Charging Stations*

**SUBJECT: 2020 APRIL CORPORATE SERVICES CAPITAL GAMING RESERVE REQUEST – EV INFRASTRUCTURE**

**PURPOSE:** To request the use of the Gaming Reserve funds to finance EV Charging Infrastructure capital projects.

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### RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$900,000 to finance the EV Charging Infrastructure capital projects as outlined in this report.

## REPORT

### INTRODUCTION

The 2020 – 2024 Provisional Financial Plan provides funding for EV Charging Infrastructure capital projects. In order to proceed with the installation, funding approval is requested for the projects listed below.

### POLICY SECTION

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

- A Connected Community - Geographic connection
  - Geographic connection –  
Ensure that people can move easily through all areas of Burnaby, using any form of transportation
- An Inclusive Community - Serve a diverse community
  - Serve a diverse community –  
Ensure City services fully meet the needs of our dynamic community
- A Dynamic Community - City facilities and infrastructure
  - City facilities and infrastructure –  
Build and maintain infrastructure that meets the needs of our growing community

To: Chair and Members Financial Management Committee  
 From: Director Corporate Services  
 Re: 2020 April Corporate Services Capital Gaming Reserve  
 Request  
 2020 April 08.....Page 2

## **1.0 Public Electric Vehicle Charging Stations (AAB.0010) Estimated \$400,000**

In 2019, as part of the 2019-2023 Financial Plan, Council approved an EV Charging Facilities Pilot project in the amount of \$280,000 to support the community's much needed EV charging infrastructure and to encourage transition from fossil fueled to green energy vehicles. The completion of the pilot project introduced public Level 2 EV charging stations throughout the City and provided a total of 18 Level 2 EV charging stations at the following 7 locations:

- McGill Library/ Confederation Park
- Edmonds Community Centre
- Riverway Golf Course
- Central Park (Tennis Courts)
- Bill Copeland Sports Centre
- City Hall (Main lot)
- City Hall (North lot)

The newly introduced EV charging stations are well used by the public and have proven the pilot project to be a success in helping meet the community's needs.

To further support the rapidly growing demand for public EV charging stations, it is recommended for 2020 that funding of \$400,000 be used for the installation of additional Level 2 EV charging stations. These EV stations will be strategically placed throughout the City to further encourage public EV adoption.

In a joint application with BC Hydro to Natural Resources Canada's (NRCan) Zero Emissions Vehicle Infrastructure Program (ZEVIP), the City has been conditionally approved for \$5,000 of grant funding for each level 2 public EV charging port. Under this program, the City could receive up to \$100,000 for the installation of up to a maximum of 20 EV charge ports. Staff will also be looking into other opportunities to apply for any additional incentive funding from other levels of government.

## **2.0 Fleet Vehicle Charging Infrastructure (CBY.0011) Estimated \$500,000**

In 2019 September, Council declared a Climate Emergency and adopted aggressive carbon reduction targets to achieve carbon neutrality by 2050. Staff will be bringing forward the framework and details to achieve this target for Council's approval in the near future. One element of this framework which will be a strong consideration in order to achieve significant carbon reduction is the transition of the City fleet vehicles from fossil fueled to electric vehicles.

The support the transition of the City fleet vehicles to electric, fleet vehicle charging stations will be required at the vehicle compounds. Funding of \$500,000 is recommended for the construction of EV charging infrastructure. One initial location being considered at this time is the City Hall fleet compound.

To: Chair and Members Financial Management Committee  
 From: Director Corporate Services  
 Re: 2020 April Corporate Services Capital Gaming Reserve  
 Request  
 2020 April 08.....Page 3

Staff are also looking for external funding opportunities for this initiative. One such grant opportunity, which staff plan to apply for, is the NRCan ZEVIP (Zero Emission Vehicle Infrastructure Program) for the introduction of new fleet EV charging infrastructure. If successful, this grant could offer up to \$100,000 toward the construction of the fleet EV stations.

Expenditures for the projects are outlined as follows:

Project Mask	Description	2020 Plan	2021-2024	Total
AAB.0010	Public Electric Vehicle Charging Stations	\$400,000		\$400,000
CBY.0011	Fleet Charging Infrastructure	\$200,000	\$300,000	\$500,000
<b>Total</b>		<b>\$600,000</b>	<b>\$300,000</b>	<b>\$900,000</b>

These expenditures are included in the 2020 - 2024 Provisional Financial Plan and sufficient Gaming Reserves are available to finance the capital projects as outlined in this report.

## RECOMMENDATION

It is requested that the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$900,000 to finance the projects outlined in this report.



Dipak Dattani  
 DIRECTOR CORPORATE SERVICES

JM/RS/ac

Copied to: City Manager  
 Director Finance  
 Director Engineering  
 Assistant Director Engineering, Facilities Management



## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 April 08

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

**SUBJECT:** **2020 APRIL ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST**

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

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**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 \$827,800, the use of Sanitary Sewer Capital Reserves in the amount of \$475,700 and the use of Waterworks Utility Capital Reserves in the amount of \$421,500 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

**REPORT****INTRODUCTION**

The 2020 – 2024 Provisional Financial Plan provides funding for various multi-year capital improvement projects. In order to proceed with construction, funding approval is requested for the projects listed below.

**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 APRIL ENGINEERING CAPITAL  
 INFRASTRUCTURE BYLAW FUNDING REQUEST  
 2020 April 08..... Page 2

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

## **1.0 Infrastructure**

### **1.1 Developer Coordinated Works**

***Estimated \$827,800***

The Burnaby School District is planning to replace Burnaby North Secondary School. To improve pedestrian & cyclist safety and connectivity, the School District and the City are planning to collaborate to upgrade the roads in front of the school on Kensington Avenue, Curtis Street, and Hammarskjold Drive.

This road upgrade project is initiated by the school upgrade, which has created a cost-effective opportunity for the City with an engaged partner to ensure the road upgrades are coordinated and the neighbourhood receives significant benefit with reduced overall disruption.

The anticipated changes and upgrades to the City's road network on Kensington Avenue and Hammarskjold Drive aligns with the interim street upgrade strategy, sidewalk expansion program, and the new Transportation Plan. Specific project improvements include:

- New urban multi-use trail on Kensington Avenue, Hammarskjold Drive, and Curtis Street
- New sidewalk on east side of Kensington Avenue & north side of Hammarskjold Drive
- Boulevards with new trees on Kensington Avenue & Hammarskjold Drive, separating vehicles from pedestrians and cyclists
- Additional street and pedestrian lighting
- On-street parking changes on Kensington Avenue & Hammarskjold Drive to improve safety
- New Kensington Avenue/ Union Street / Hammarskjold Drive intersection, including closure of right turn (Kensington Avenue to Union Street) to improve cyclist and pedestrian safety and connectivity



To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2020 APRIL ENGINEERING CAPITAL  
 INFRASTRUCTURE BYLAW FUNDING REQUEST  
 2020 April 08..... Page 3

- Improved connectivity of Union Street / Frances Street bike route
- Kensington Avenue / Curtis Street intersection upgrades

\$325,000 of funding was previously approved in the 2020 February Engineering Capital Infrastructure Bylaw Funding Request to enable staff to review design and servicing requirements for development. Additional funding is being requested to facilitate the award for construction scheduled to begin in summer 2020.

<b>Project Mask(s)</b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>Total</u></b>
EMC.8003	\$502,800	\$325,000	<b>\$827,800</b>

## **1.2 Water and Sewer Pump Station Upgrades**

***Estimated \$897,200***

This project is to upgrade and standardize the City's SCADA system for water, sanitary, and drainage assets that require SCADA. This project also includes a licensed radio channel which requires coordination between the Engineering and IT Departments. Included in the project scope are upgrades or replacements for all water and sewer station remote terminal units (RTU's) and programmable logic controllers (PLC's), to ensure that this critical infrastructure continues operating reliably. RTU's and PLC's allow the City to automate station controls and to monitor and operate the stations remotely.

The water and pump station control upgrade project started in 2017, and this funding will enable completion of all of the upgrades for stations in north Burnaby in 2020. Stations in south Burnaby are anticipated to be completed in 2021, and additional funding will be requested later for this future and final phase.

<b>Project Mask(s)</b>	<b><u>2020</u></b>
EJA.3010 – Water	\$421,500
EKA.3010 – Sewer	\$475,700
<b>Total</b>	<b>\$897,200</b>

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

To: Chair and Members Financial Management Committee  
From: Director Engineering  
Re: 2020 APRIL ENGINEERING CAPITAL  
INFRASTRUCTURE BYLAW FUNDING REQUEST  
2020 April 08..... Page 4

## 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 \$827,800, the use of Sanitary Sewer Capital Reserves in the amount of \$475,700 and the use of Waterworks Utility Capital Reserves in the amount of \$421,500 to finance Engineering capital infrastructure improvement projects, as outlined in this report.



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

JM/RS/ac

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



Meeting 2020 April 22  
COMMITTEE REPORT

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<b>TO:</b>	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	<b>DATE:</b>	2020 April 16
<b>FROM:</b>	DIRECTOR FINANCE  DIRECTOR PUBLIC SAFETY & COMMUNITY SERVICES	<b>FILE:</b>	5820-01
		<i>Reference:</i>	<i>Marsh Canada Limited, previously Jardine Lloyd Thompson</i>
<b>SUBJECT:</b>	<b>INSURANCE CONTRACT RENEWALS – NINE PROGRAMS</b>		
<b>PURPOSE:</b>	To request approval to award insurance contracts for the annual property and liability insurance programs.		

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council approve the award of nine contracts of insurance as outlined in this report. The total amount payable to Marsh Canada Limited is \$1,111,919 to fund the insurance premiums for all nine contracts.

**REPORT**

**1.0 INTRODUCTION**

The City is currently in the third year of a three year contract that was awarded to the international brokerage firm, Jardine Lloyd Thompson Canada through a Request for Proposal for insurance brokerage services in 2018. Recently, Jardine Lloyd Thompson Canada was acquired by Marsh Canada Limited (Marsh). Working closely with Marsh, the Risk Management Division of the Public Safety and Community Services Department manages the process of marketing, selecting, and arranging insurance coverage for the City. In consideration of an annual fee, Marsh is providing a wide range of professional services that include: advice and negotiation of coverage and policy wording; marketing of the City's risk in the global insurance market; binding coverage and paying premium on behalf of the City; and, as necessary, acting as a claims advocate with insurers.

All City insurance programs renew annually on May 01 with the exception of the ICBC fleet program which renews on January 01. Insurance premium is determined by multiplying the total insured value by the insuring rate. Marsh was instructed to research and approach markets for the City's insurance programs.

The cost of maintaining insurance programs is a necessary operating expense that will be included in the City's 2020 – 2024 Financial Plan. Insurance charges are exempted from PST and GST.

To: Financial Management Committee  
 From: Director Finance and Director Public Safety & Community Services  
 Re: Insurance Contract Renewals – Nine Programs  
 2020 April 22 .....Page 2

## **2.0 POLICY SECTION**

### **Goal**

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

## **3.0 INSURANCE PROGRAMS**

### **3.1 Property Insurance**

The City's property assets are appraised annually by Universal Appraisal Services. The total insured value is currently reported at \$819 million. Changes in the total insured value from year to year are attributable to new facilities that have been constructed during the past year; the ever-rising cost of replacement construction due to inflation; and, the accumulating building code and bylaw update requirements for replacement construction. The Royal & Sun Alliance Insurance Company (RSA) was selected as their rates were the most competitive. RSA remains a very strong insurer with an "A" credit rating and has sufficient capacity to underwrite this program. The final renewal terms include a rate increase which is attributed to the increase in the total insured value as well as a rate increase of 15%. The premium for the Major Property Program (Contract #1) is \$714,373.

Major Equipment Breakdown insurance coverage for the major property assets is purchased separately from RSA. As the cost of this program is tied directly to the total insured value and the rate, the cost did rise approximately 7.5%. Premium for the Major Equipment Breakdown (Contract #2) is \$36,180.

### **3.2 Commercial General and Excess Liability**

The past year was the third of a three year program offered by the incumbent liability insurer, QBE London. This insurer currently provides \$5 million Primary General Liability (Contract #3) and \$65 million Excess/Umbrella Liability (Contract #4) coverage to the City. The renewal terms for both are identical to the previous year. The total annual premium to renew the \$5 million General Liability and the \$65 million Excess/Umbrella Liability program is \$220,000.

To: Financial Management Committee  
 From: Director Finance and Director Public Safety & Community Services  
 Re: Insurance Contract Renewals – Nine Programs  
 2020 April 22 .....Page 3

### **3.3 Other Programs**

Marsh also marketed several other smaller insurance programs, including the Crime and Fidelity policy (Contract #5) with travelers; two minor Property programs (All Risk Property and Equipment Breakdown), currently placed with RSA, that apply to commercial properties at Deer Lake I & II, the Hart House Restaurant, and Brentwood Community Resource Centre (Contract #6 and #7); a Primary General Liability (commercial) policy specific to the Deer Lake I and II operations placed with Aviva Canada (Contract #8); and, a corporate Non-Owned Auto policy (commercial) provided by ICBC (Contract #9). Total premium for these programs is \$141,366.

### **3.4 Program Summary**

1. Major Property Program – Assets valued at \$819 million
2. Major Equipment Breakdown – Assets valued at \$819 million
3. Primary General Liability (major liability program) – Limit of \$5 million/Occurrence
4. Excess/Umbrella Liability – (applies to all liability programs) Current Limit of \$65
5. Crime & Fidelity – Limit of \$10 million
6. Minor Property Program – Assets valued at \$122 million
7. Minor Equipment Breakdown – Assets valued at \$122 million
8. Primary General Liability (minor liability program) – Limit of \$5 million/Occurrence
9. Commercial Non-Owned Auto Liability – Limit of \$10 million/Occurrence

## **4.0 RECOMMENDATION**

It is requested that the Financial Management Committee recommend Council approve the award of nine contracts of insurance as outlined in this report. The total amount payable to Marsh Canada Limited is \$1,111,919 to fund the insurance premiums for all nine contracts.



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE



Dave Critchley  
 DIRECTOR PUBLIC SAFETY & COMMUNITY SERVICES

NK:SH / md

Copied to: City Manager  
 Risk Manager



Meeting 2020 April 22

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2020 April 17

**FROM:** DIRECTOR FINANCE

**FILE:** 76000-07  
*Reference: BIA Heights*

**SUBJECT: HEIGHTS MERCHANTS ASSOCIATION BUSINESS IMPROVEMENT  
AREA - 2020 ADVANCE**

**PURPOSE:** To obtain approval for an advance of funds to the Heights Merchants Association.

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**RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee recommend Council approve an advance of \$60,000 to the Heights Merchants Association for 2020 to bridge the gap between expenditures and receipt of the tax levy as outlined in this report.
2. **THAT** a copy of this report be provided to the Heights Merchants Association.

**REPORT****1.0 BACKGROUND**

The Heights Merchants Association administers a Business Improvement Area (BIA) under Burnaby BIA (Hastings) Bylaw 2014, No. 13296 and amendment Bylaw No.1, 2017, Bylaw No.13733. The BIA bylaw term runs from 2014 April 01 to 2024 March 31. The total bylaw funding over the 10 year term is \$2,692,570.

The annual funding for 2020 amounts to \$275,913.86, and is to be collected by the City, on behalf of the BIA, from Light Industrial and Business classified properties situated within the BIA.

**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: Heights Merchants Association Business Improvement Area - 2020 Advance  
 2020 April 22 ..... Page 2

### 3.0 ADVANCE OF FUNDS

The City has received correspondence from the Heights Merchants Association dated 2020 April 16 in which the association has provided details of their 2020-2021 budget. Finance staff have reviewed this budget and it is in accordance with the respective bylaws. Included in the correspondence is a request for an advance on the 2020 levy of \$60,000 for payment at the end of May, to assist with cash flows until the remaining funding is received through the City's levy process.

The remaining funds of \$215,913.86 will be remitted in early July in line with the regular due date for property taxes. Should the due date for property taxes change, it is recommended that the City continues to remit the balance of funds in early July, in order to assist with the ongoing program of activities.

### 4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council approve an advance of \$60,000 to the Heights Merchants Association for 2020 to bridge the gap between expenditures and receipt of the tax levy as outlined in this report, and that a copy of this report be provided to the Heights Merchants Association.



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:RR / md

Copied to: City Manager




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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2020 April 17

**FROM:** DIRECTOR FINANCE

**FILE:** 7815-01

**SUBJECT:** **PROPERTY TAX DUE DATE AND PENALTY APPLICATION OPTIONS**

**PURPOSE:** To seek approval on a property tax due date and applicable penalties for 2020.

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### RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve Option 4.2, delaying penalty charges only, as outlined in this report.
2. **THAT** the Financial Management Committee recommend Council authorize staff to bring forward the necessary bylaw amendments for the approved option to the Open Council Meeting on 2020 April 27.

## REPORT

### 1.0 INTRODUCTION

During this period of uncertainty caused by the COVID-19 pandemic, all levels of government are reviewing ways in which support can be provided to citizens. Local governments in British Columbia have been continuously addressing concerns with the Provincial government on the property tax deadline.

Staff have been working with the Metro Vancouver Intergovernmental Working Group and Union of BC Municipalities since early March to identify the following priority actions from the Province that would provide the most impactful support for municipalities, as well as residents, businesses and non-profit agencies that are experiencing financial hardship:

- Expand the existing Property Tax Deferment Program on a time-limited basis to support residents, businesses and non-profit agencies who need help, thereby lowering the tax delinquency rate for municipalities;
- Delay the tax remittance date for other taxing authorities, such that municipalities are not forced to use their working capital and/or borrow in order to pay the Province and regional governments/agencies before tax collection should they decide to delay the municipal tax remittance date from July to later in the year;



To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Due Date and Penalty Application Options  
 2020 April 22 ..... Page 2

- Provide financial backstop to regional governments/agencies to address potentially significant property tax delinquency, as municipalities do not have the financial capacity to keep them whole should delinquency rate goes up; and
- Provide direct operating grants to cover significant revenue losses, such that the City can continue to provide public safety and other essential services while being prepared for the recovery of the economy.

The Province responded on 2020 April 16 with a news release (Attachment 1). Additional information from the Province on this news release will be provided to local governments on 2020 April 21. Many local governments are looking at either delaying the property tax due date and applicable penalties or delaying penalty charges in order to provide support for property owners during this pandemic. Because the timeline for recovery is unknown, local governments are in agreement that some sort of support on property tax deferral is required. Unfortunately, not all local governments are on the same page with regards to delaying the property tax due date or delaying penalty charges.

Staff have been researching the following available options for the City of Burnaby in order to support citizens who are struggling financially during this time: 1) Maintain the status quo property tax due date and associated penalty schedule; 2) Delay penalty charges only on property taxes; or 3) Delay the property tax due date and applicable penalties. The Province has recommended that local governments not change the property tax due date as the Province will not be adjusting some of the Other Taxing Authority property tax payment deadlines (i.e. Metro Vancouver Regional District, Greater Vancouver Sewage and Drainage District, BC Assessment, Municipal Finance Authority, and TransLink). This report will outline options for consideration by Council.

## **2.0 POLICY SECTION**

### **Goal**

- A Connected Community
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
  - Create a sense of community –  
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Dynamic Community
  - Economic Opportunity -  
Foster an environment that attracts new and supports existing jobs, businesses and industries

To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Due Date and Penalty Application Options  
 2020 April 22 ..... Page 3

- 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 GENERAL CONSIDERATIONS**

#### **3.1 Tax Collection Schemes**

##### ***General Tax Collection Scheme***

*Community Charter* Section 234(1) *General Tax Collection Scheme* states that property taxes for a year are due on July 2 of the year. However, this differs slightly from the City of Burnaby's property tax due date of the second business day in July. While the General Tax Collection Scheme due date is prescribed by the *Community Charter*, the City's tax due date is derived from the Burnaby Property Tax Payment Date Bylaw 1999, prescribed from the *Municipal Act* Section 394.

The City has not updated the bylaw to coincide with the *Community Charter* so the transitional laws continue to apply whereby the City is able to retain the original bylaw under the *Municipal Act*. This means, that should the City amend the property tax due date or applicable penalties at any time as suggested in Options 4.2 and 4.3 below, the Burnaby Property Tax Payment Date Bylaw 1999 must be repealed and a new Alternative Municipal Tax Collection Scheme Bylaw brought forward.

##### ***Alternative Municipal Tax Collection Scheme***

*Community Charter* Section 235 *Alternative Municipal Tax Collection Scheme* states that a council may, by bylaw, establish one or more dates on which all or part of the property taxes are due. Under this bylaw, the City would need to specify the tax due date(s) and the manner by which penalties will be applied. Should Council wish to change the property tax due date or the applicable penalties, an Alternative Municipal Tax Collection Scheme will need to be approved by Council.

To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Due Date and Penalty Application Options  
 2020 April 22 ..... Page 4

### ***Coordinating Tax Collection Schemes with Legislative Requirements***

Section 235(2) of the *Community Charter* requires that owners be given a period to decide which scheme to use: the General Tax Collection Scheme (property taxes due by July 2) or the Alternative Municipal Tax Collection Scheme (alternative property tax due date or penalty application chosen by the City). Any owner indicating that they wish to pay under the General Tax Collection Scheme would request to receive a Tax Notice with a due date of July 2, and would pay their property taxes accordingly by this date. Any owner who does not make a selection would default to the Alternative Municipal Tax Collection Scheme.

If the decision is made to adopt the Alternative Municipal Tax Collection Scheme, notification of the new scheme would need to be posted on the City's website and in the local press to provide property owners with the option to remit property taxes under the General Tax Collection Scheme (by July 2 with penalty if late) or the Alternative Municipal Tax Collection Scheme (see Options 4.2 and 4.3 below). This notification would be issued in May 2020.

Any property owners electing to pay property tax under the General Tax Collection Scheme would be required to provide written notice to the City by June 1 and would face a single ten percent (10%) penalty for amounts outstanding after July 2, in accordance with the *Municipal Tax Regulation*, Section 3. Staff anticipate receiving very few, if any, property owners to voluntarily choose the General Tax Collection Scheme.

### **3.2 Other Taxing Authorities**

Altering property tax due dates has implications on some remittances of taxes collected for Other Taxing Authorities (OTAs). The city collects taxes for five OTAs: Metro Vancouver, TransLink, BC Assessment, the Municipal Finance Authority, and Schools (Province). The remittance amount for the OTAs is approximately \$240 million. There are various due dates for taxes collected on behalf of these other authorities; some follow the property tax due date established by the City of Burnaby and others have their own due dates. Applicable penalties for late tax payments for OTAs fall to the city that administers collection and remittance. Bylaws established for each OTA stipulate how and when a city is to remit property taxes collected to each of the five OTAs.

The remittance date for Metro Vancouver is due 2020 August 1. The Metro Vancouver Regional District (MVRD) tax requisition amounts to approximately \$6 million for the City of Burnaby and is due 2020 August 1. The Greater Vancouver Sewage and Drainage District (GVS&DD) levy amounts to approximately \$27 million for the City of Burnaby and is due 2020 August 15. The latest news release from the Province has indicated that Metro Vancouver is unable to change the due date for the levy payment.

To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Due Date and Penalty Application Options  
 2020 April 22 ..... Page 5

TransLink (\$42 million), BC Assessment (\$6 million), and the Municipal Finance Authority (\$30 thousand) levy due dates are also on or before August 1, depending on applicable legislation. These dates cannot be changed without amendment of the underlying bylaws stipulated by the Province. Based on 2019 taxes, the estimated value of remittance payments due on or before August 1 for these three bodies is approximately \$48 million.

In consideration of the remittance date for School Taxes, The Province has communicated in their recent news release that there will be a reduction in School Tax collected charged to commercial properties. Local governments will have until 2020 December 31 to remit School Tax to the Province.

### **3.3 Tax Sale**

The *Local Government Act* Section 645 *Annual Tax Sale* legislates a limitation on the extent to which the City can extend the due date for property taxes. Under this legislation, the City is required to conduct the annual tax sale at 10:00AM on the last Monday in September, which for 2020 is September 28. Any extension of property tax due dates would not be able to exceed this date unless the Province agrees to move the annual tax sale to later in the year. The Province has not yet responded on this matter.

For properties to be auctioned at the annual tax sale, they must have three years of overdue taxes, identified as Current, Arrears and Delinquent Taxes. Given the public notice requirement to advertise the properties for tax sale for a two week period prior to the annual tax sale, property taxes must be collected for respective properties by early September.

### **3.4 Penalties**

At present, under the current Burnaby Property Tax Payment Date Bylaw 1999, one, five percent (5%) penalty is applied to overdue accounts after the July due date and a second five percent (5%) penalty is applied to amounts outstanding after September 2. Penalties, while often contentious, do play a key role in promoting timely and complete payment of taxes. However, given the current circumstances, it may be prudent to provide some alternatives to the existing process. Options 4.2 and 4.3 below, take into account altering penalty dates.

## **4.0 OPTIONS**

The following three options are being put forth to Council for consideration:

- Status Quo
- Delaying Penalty Charges Only
- Delaying the Property Tax Due Date and Applicable Penalties

To: *Financial Management Committee*  
 From: *Director Finance*  
 Re: *Property Tax Due Date and Penalty Application Options*  
 2020 April 22 ..... Page 6

The second and third options would require communication and change management to ensure that property owners understand the changes and thus confusion is minimized.

The Alternative Municipal Tax Collection Scheme Bylaw would apply for both the second and third options and would be applicable for 2020 only. The Alternative Municipal Tax Collection Scheme Bylaw would replace the current Burnaby Property Tax Payment Date Bylaw 1999 permanently. For 2021, staff will prepare a report with options for Council on the property tax due date and applicable penalties. Another bylaw will need to be brought forward in 2021 or the General Tax Collection Scheme will apply as a default.

#### **4.1 Status Quo**

The City could continue with the Burnaby Property Tax Payment Date Bylaw 1999 whereby property taxes are due on the second business day in July, which for 2020 is July 3. The first 5% penalty is applied after July 3, and the second 5% penalty is applied after September 2 for residential properties (classes 1, 2, 3).

With the recent Provincial news release, a penalty would not be applicable for commercial properties (classes 4,5,6,7 and 8) until 2020 October 1. The City's systems cannot accommodate charging penalties for different classes at different times and hence penalties for all classes would apply on 2020 October 1. As a result, the Status Quo option is not viable.

#### **4.2 Delaying Penalty Charges Only**

For several years, property owners in Burnaby have known the due date for property taxes as the second business day in July, which in most year's (including 2020) falls on July 3. An option, for 2020 only, is for the City to formally establish July 3 as the due date for property taxes but not apply any penalty (0%) after July 3 for outstanding taxes for all classes. However, staff is recommending a final penalty of 10% for all classes, for consistency, for payments outstanding after 2020 September 30 in order to ensure collection of all outstanding property taxes. The benefits of this proposal are as follows:

- Burnaby property owners are aware of July 3 as the property tax due date, and as such there would likely be less confusion than if the City altered the date entirely;
- The Province is recommending strongly against local governments changing the property tax due date, therefore this recommendation keeps the original property tax deadline and would be in line with what other Metro Vancouver local governments are doing;
- Even if some taxpayers make property tax payments (i.e. mortgages, pre-authorized withdrawals, Provincial deferment program) by the due date, the City would earn some interest on the funds collected; and,
- Administrative changes would be limited for the City to allow for regular collection cycles to occur.

To: *Financial Management Committee*  
 From: *Director Finance*  
 Re: *Property Tax Due Date and Penalty Application Options*  
 2020 April 22 ..... Page 7

Considerations that must be deliberated for this option are as follows:

- By not charging a penalty on the property tax due date, it is likely that property owners will not pay their outstanding property taxes until later in the year, just before the penalty is charged; and,
- The City will still be required by legislation to remit significant sums to OTA's in July, even though in reality all property tax funds will not be collected by then. The City would need to utilize reserve funds and reserves to carry these costs until property taxes would be collected, thus forgoing interest that would have been earned on these funds.

#### **4.3 Delaying the Property Tax Due Date and Applicable Penalties**

For 2020 only, the property tax due date for the City can be moved to September 30. With this change, staff is recommending the city impose just one 10% penalty for the amounts outstanding after September 30. The benefits of this proposal are as follows:

- Moving the due date for property taxes will hopefully give property owners some reprieve during the current crises and recovery phase and ease any misconception of consequences that normally comes with due dates, thus avoiding confusion.

Considerations that must be deliberated for this option are as follows:

- The City would still be required to remit a large amount of money to OTAs, other than School Tax, in late July without the necessary property tax revenue to cover such payments;
- If property taxes were not paid until 2020 September 30, the City would lose out on investment income of over \$800,000 from investments that could have been made if the property taxes were collected in early July; and,
- Staff would have limited time to contact property owners with three years of outstanding taxes and request payment by early September prior to tax sale. The City could therefore experience a higher than normal number of properties going to tax sale in 2020. However, due to the current crises, this scenario might be unavoidable under both Options 4.2 and 4.3.

To: Financial Management Committee  
 From: Director Finance  
 Re: Property Tax Due Date and Penalty Application Options  
 2020 April 22 ..... Page 8

## 5.0 RECOMMENDATION

Unless otherwise directed by Council, it is the recommendation of staff that Option 4.2, Delaying Penalty Charges Only, is selected as a means of helping all property owners through this difficult time. This option provides the maximum support to property owners while encouraging timely payment by the current due date. In order to bring such changes forward, Council would need to authorize the City Solicitor to repeal the Burnaby Property Tax Payment Date Bylaw 1999 and establish a new Alternative Municipal Tax Collection Scheme Bylaw. A concerted communication effort coupled with updated Tax Notices and brochures supporting this change will be required for successful delivery of this service.

Should Council approve this option, staff will bring forward a separate report with the requisite bylaw amendments to the Open Council Meeting on 2020 April 27.



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:RR / md

Attachment 1-New COVID-19 Supports for Businesses, Local Governments; Ministry of Finance

Copied to: City Manager  
 Director Corporate Services  
 City Solicitor



## NEWS RELEASE

For Immediate Release  
2020FIN0020-000703  
April 16, 2020

Ministry of Finance  
Ministry of Municipal Affairs and Housing

### **New COVID-19 supports for businesses, local governments**

VICTORIA – The Province is providing enhanced relief for businesses by reducing most commercial property tax bills by an average of 25%, along with new measures to support local governments facing temporary revenue shortfalls as a result of COVID-19.

“We know that B.C. communities and businesses are suffering from the economic impacts of COVID-19,” said Carole James, Minister of Finance. “That is why our B.C. COVID-19 Action Plan is focused on the health and safety of British Columbians, direct support for people and businesses and economic recovery for our province. We are providing further support by making additional temporary property tax changes to provide provincewide relief for business and local governments to help weather the pandemic, continue to deliver the services people count on and be part of our province’s economic recovery.”

The Province is taking significant new steps to support B.C. businesses, non-profits and other organizations through the COVID-19 pandemic by:

- further reducing the school property tax rate for commercial properties to achieve an average 25% reduction in the total property tax bill for most businesses, providing up to \$700 million in relief. This enhances the 50% reduction to the provincial school property tax rate that was originally announced for classes 4, 5, and 6 as part of B.C.’s COVID-19 Action Plan.
- Postponing the date that late payment penalties apply for commercial properties in classes 4,5,6,7 and 8 to Oct. 1, 2020, to give businesses and landlords more time to pay their reduced property tax, without penalty.

Responding to key concerns from local governments, the Province is addressing cash flow and revenue shortfalls with new measures that provide additional support:

- authorizing local governments to borrow, interest-free, from their existing capital reserves to help pay for operating expenses, such as employee salaries.
- delaying provincial school tax remittances until the end of the year. This will provide significant relief to local governments facing cash flow issues.
- providing local governments greater flexibility to carry debt for an additional year.
- These measures will provide local governments with the resources to meet their operational costs and required remittances to regional districts, regional hospital districts, TransLink and transit authorities, BC Assessment, the Municipal Finance Authority and other taxing authorities. This will ensure that other minor taxing authorities can count on receiving the full amount they bill to municipalities and the Province’s surveyor of taxes before Aug. 1, 2020.



“The COVID-19 pandemic is having significant financial impacts on all levels of government. It’s going to take hard work from both municipalities and the provincial government, but working together we will get through this,” said Selina Robinson, Minister of Municipal Affairs and Housing. “Many local governments have already shown leadership by taking steps to help people and businesses and maintain services, while addressing their finances. With these new measures, we are giving local governments new tools as a first step to ease their financial burdens and that of businesses in their communities now, and as we look to recovery in the months to come.”

Maja Tait, Union of B.C. Municipalities president, said: “Local governments across B.C. are working hard to support the implementation of COVID-19 orders, while ensuring residents have access to the services they need in these challenging times. The measures announced today provide additional relief to small business and will free up funds for local government. UBCM will monitor the impact of these measures on the state of local governments finances, and work with the Province to ensure that local governments have the resources to sustain their communities.”

Changes to British Columbia’s property tax framework complement federal measures and build on the \$5 billion B.C. COVID-19 Action Plan that provides income supports, tax relief and direct funding for people, businesses and services.

#### **Learn More:**

For more information on B.C.’s COVID-19 Action Plan, visit:

<http://news.gov.bc.ca/factsheets/bc-takes-steps-to-support-people-businesses-during-covid-19-pandemic>

For information about federal supports for businesses, visit:

<https://www.canada.ca/en/departement-finance/economic-response-plan.html>

For the latest medical updates, including case counts, prevention, risks and testing, visit:

<http://www.bccdc.ca/>

Or follow @CDCofBC on Twitter

For provincial health officer orders, notices and guidance, visit: [www.gov.bc.ca/phoguidance](http://www.gov.bc.ca/phoguidance)

For non-health related information, including financial, child care and education supports, travel, transportation and essential service information, visit: [www.gov.bc.ca/covid19](http://www.gov.bc.ca/covid19)

Or call 1 888 COVID19 (1 888 268-4319) between 7:30 a.m. and 8 p.m., seven days a week.

A backgrounder follows.

**Contacts:**

For non-health related information, visit:  
[www.gov.bc.ca/covid19](http://www.gov.bc.ca/covid19)  
Or call 1 888 COVID19 (1 888 268-4319)  
between 7:30 a.m. and 8 p.m., seven days a  
week.

For media only:  
Ministry of Finance  
Media Relations  
250 213-7724

Ministry of Municipal Affairs and Housing  
Media Relations  
778 584-2433

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**NEW BUSINESS**

(Members can introduce new items of business)