



## FINANCIAL MANAGEMENT COMMITTEE A G E N D A

Wednesday, September 9, 2020, 5:00 p.m.

Council Chamber, City Hall

4949 Canada Way, Burnaby, BC

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	Pages
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
2.1 Minutes of the Financial Management Committee Open meeting held on 2020 July 07	3
3. <u>DELEGATION</u>	
3.1 Burnaby Board of Trade - Re: Update on Economic Development Activities <u>Speaker:</u> Paul Holden, President & CEO	12
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Re: Deer Lake Precinct Wayfinding Project

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 the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

8. ADJOURNMENT



## FINANCIAL MANAGEMENT COMMITTEE M I N U T E S

**Tuesday, July 7, 2020, 1:30 p.m.  
Council Chamber, City Hall  
4949 Canada Way, Burnaby, BC**

- PRESENT:** His Worship, Mayor Mike Hurley, Chair  
Councillor Sav Dhaliwal, Vice Chair  
Councillor Pietro Calendino, Member  
Councillor Joe Keithley, Member
- ABSENT:** Councillor Paul McDonell, Member *(due to illness)*
- STAFF:** Mr. Lambert Chu, City Manager  
Mr. Dipak Dattani, Director Corporate Services  
Mr. Leon Gous, Director Engineering  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Ed Kozak, Director Planning & Building  
Mr. Dave Critchley, Director Public Safety & Community Services  
Mr. Tim Van Driel, Manager Civic Building Projects  
Ms. Elaine Wong, Executive Assistant to the Mayor  
Ms. Monica Macdonald, Administrative Officer  
Ms. Lauren Cichon, Council Support Assistant

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

His Worship, Mayor Mike Hurley, called the Open meeting to order at 1:35 p.m.

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

## 2. **MINUTES**

### 2.1 **Minutes of the Financial Management Committee Open meeting held on 2020 June 10**

MOVED BY COUNCILLOR DHALIWAL  
 SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2020 June 10 be now adopted.

CARRIED UNANIMOUSLY

## 3. **CORRESPONDENCE**

### 3.1 **Correspondence from the Canadian Federation of Independent Business - Re: Support for Small Business Recovery**

Correspondence was received from Ms. Laura Jones, Executive Vice President, and Ms. Samantha Howard, Senior Director of BC, Canadian Federation of Independent Business (CFIB), asking for support for small businesses as they look to recover from COVID-19 closures and adapt to new social distancing requirements.

The writers are requesting assistance from politicians to promote their *Small Business Every Day* campaign which encourages shopping local, as well as highlights recovery initiatives undertaken by other businesses and movements.

Arising from discussion, the Committee directed staff write to the CFIB outlining City initiatives and action being taken in support of local business recovery, such as working with the Burnaby Board of Trade.

### 3.2 **Memorandum from the Director Finance - Re: Financial Report as at 2020 Period 05**

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 5, and a comparison of that activity with the 2020 - 2024 Financial Plan adopted at the Open Council meeting on 2020 May 11.

The City is currently in an Operating Budget deficit position of \$3.1 million primarily due to the impact of the COVID-19 pandemic which has resulted from reduced revenues and higher than usual expenditures. The projected deficit at year end is approximately \$13.7 million.

The 2020 capital expenditures to the end of Period 5 are \$39 million. This represents a spending of 15.4% of the planned capital expenditures compared with 8.5% capital spending in the same period in 2019.

### **3.3 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, Willingdon Heights Community Centre, Brentwood Community Benefit Bonus, Confederation Park Community Centre, Cameron Community Centre, South Burnaby Arena, Laurel Street Works Yard (Phase 2), Metrotown Events Centre, Highway 1/Burnaby Lake Overpass, and Fire Hall #8 - SFU.

Staff provided project highlights, as follows:

- Confederation Park Community Centre - Schematic Design is substantially complete;
- Cameron Community Centre - public consultation closes 2020 July 12;
- South Burnaby Arena - under construction;
- Laurel Street Works Yard (Phase 2) - construction to start 2020 July 17.

### **3.4 Memorandum from the Deputy City Clerk - Re: Laurel Street Works Yard Phase 2 - Main Building Construction - ENX.0014**

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2020 June 08, adopted a report authorizing the use of the Gaming Reserve to finance the Laurel Street Works Yard Phase 2 Main Building Construction project, as well as a contract award for construction.

## **4. REPORTS**

### **4.1 Report from the Director Engineering - Re: 2020 Off-Site Servicing Non-Market Housing Initiative Sites Funding Request**

The Director Engineering submitted a report seeking authorization for the use of the Community Benefit Bonus Affordable Housing Reserve to finance off-site servicing for Non-Market Housing sites design.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of the Community Benefit Bonus Affordable Housing Reserve in the amount of \$275,000 to finance servicing works, as outlined below.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**4.2 Report from the Director Engineering - Re: 2020 July Engineering Capital Transportation Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital transportation 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 \$800,000 to finance Engineering capital transportation infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**4.3 Report from the Director Engineering - Re: FortisBC Pattullo Bridge Gas Line Replacement Project**

The Director Engineering submitted a report providing a recommendation on the proposed routing for the FortisBC Pattullo Bridge Gas Line Replacement.

The Director Engineering recommended:

1. THAT the Finance Management Committee forward a recommendation to Council to oppose the proposed Fortis Pattullo Bridge Gas Line Replacement Project pipeline route through Burnaby and to notify FortisBC and the British Columbia Ministry of Transportation and Infrastructure that the City of Burnaby require that FortisBC be allowed to replace its existing gas line on the Pattullo Bridge with a new gas line on the new bridge to prevent avoidable impacts to City of Burnaby residents.

2. THAT a copy of this report be forwarded to the Honorable Claire Trevena, Minister of Transportation and Infrastructure and all Burnaby MLA's.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

#### **4.4 Report from the Director Finance - Re: Deferral of 2020 Tax Sale - Pandemic Reopening Measures**

The Director Finance submitted a report seeking authorization to defer the 2020 annual tax sale to 2021 September 27.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the deferral of the 2020 annual tax sale to 2021 September 27.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward Burnaby Tax Sale Deferral Bylaw 2020 to implement the deferral of the 2020 annual tax sale.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

#### **4.5 Report from the Director Finance - Re: Contract Award Property Management Services - Deer Lake Centre**

The Director Finance submitted a report seeking authorization to award a contract to Colliers Macaulay Nicholls Inc. for Property Management Services for Deer Lake Centre.

The Director Finance recommended:

1. THAT the Financial Management Committee approve the award of a three year contract with Colliers Macaulay Nicholls Inc. for an estimated cost of \$385,000 including GST in the amount of \$18,333.33, as outlined in this report. Final payment will be based on actual services delivered and prices as negotiated.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

AMENDED

MOVED BY COUNCILLOR DHALIWAL  
 SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation be **AMENDED** to read, as follows: "THAT the Financial Management Committee recommend Council approve the award of a three year contract with Colliers Macaulay Nicholls Inc. for an estimated cost of \$385,000 including GST in the amount of \$18,333.33, as outlined in this report. Final payment will be based on actual services delivered and prices as negotiated."

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO  
 SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Finance be adopted, **AS AMENDED**.

CARRIED UNANIMOUSLY

#### **4.6 Report from the Director Finance - Re: Land Assembly and Development Bylaw Funding**

The Director Finance submitted a report seeking authorization for a Capital Reserve Fund Bylaw to finance the Land Assembly and Development Program.

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 \$40,000,000 to finance the Land Assembly and Development Program, as outlined in this report.

MOVED BY COUNCILLOR KEITHLEY  
 SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

#### **4.7 Report from the Director Finance and the Director Public Safety and Community Services - Re: 2021 Supplementary Utility Fees and House Rental Licence Fee Program**

The Director Finance and the Director Public Safety and Community Services submitted a report providing information on the Supplementary Utility Fee and House Rental Licence Fee program for 2021.



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

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the amendments to:

- a. Waterworks Regulation Bylaw 1953;
- b. Sewer Charge Bylaw 1961; and
- c. Burnaby Business Licence Bylaw 2017,

as outlined in the report.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

#### **4.8 Report from the Director Planning and Building - Re: Child Care Facilities on School Sites - Funding Approval**

The Director Planning and Building submitted a report seeking authorization for a one-time capital grant to the Burnaby School District from the Community Benefit Bonus Reserve for the construction of child care facilities on various School District/City sites.

The Director Planning and Building recommended:

1. THAT Council approve a one-time capital funding grant in the amount of \$5,574,808 to the Burnaby School District from the Community Benefit Bonus Reserve for the construction of new child care spaces for children age 5 and under at the Marlborough, Cascade Heights and Westridge Elementary school sites and the Marian Learning Resource Centre.
2. THAT Council authorize staff to execute the necessary lease and related agreements with the Burnaby School District for the placement of child care facilities on the Marlborough, Westridge and Suncrest Elementary school sites.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

**4.9 Report from the Director Public Safety and Community Services and the Director Finance - Re: RCMP Settlement Payments**

The Director Finance and the Director Public Safety and Community Services submitted a report seeking Council authorization for the payment of funds withheld for Green Timbers, and providing an update on the Integrated Homicide Investigation Team and Earned Retirement Benefits costs.

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

1. THAT the Financial Management Committee recommend Council authorize the payment of funds withheld for RCMP BC Headquarters, as outlined in this report.
2. THAT the Financial Management Committee receive the update on the Integrated Homicide Investigation Team and Earned Retirement Benefits costs, for information.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Director Finance and 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 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 the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY

Without objection, the Open Committee meeting recessed at 2:25 p.m. and reconvened at 2:28 p.m.

The Committee introduced the following motion in order to add an item to the Closed meeting agenda:

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR DHALIWAL

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning 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

Without objection, the Open Committee meeting recessed at 2:29 p.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 2:49 p.m.

## 8. **ADJOURNMENT**

Without objection, the Financial Management Committee Open meeting adjourned at 2:49 p.m.

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CHAIR

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ADMINISTRATIVE OFFICER

**From:** Cory Redekop <[cory@bbot.ca](mailto:cory@bbot.ca)>  
**Sent:** Thursday, August 20, 2020 8:54 AM  
**To:** Clerks <[Clerks@burnaby.ca](mailto:Clerks@burnaby.ca)>  
**Subject:** Financial Management Committee Delegation

Good morning,

I would like to request to appear as a delegation at the September 9<sup>th</sup> Financial Management Committee meeting.

The delegation will be from the Burnaby Board of Trade and will reporting back on our economic development activities over the past 12 months and requesting the Financial Management Committee recommend approving an annual economic development grant to the Burnaby Board of Trade.

The delegation will consist of:

*Paul Holden  
 President & CEO  
 Burnaby Board of Trade*

*Mike Kaerne  
 Chair  
 Burnaby Board of Trade*

Take care,

**Cory Redekop**  
 Director, Policy and Stakeholder Relations  
 Burnaby Board of Trade  
[cory@bbot.ca](mailto:cory@bbot.ca)  
 604-412-0100  
 #201 – 4555 Kingsway  
 Burnaby, BC V5H 4T8  
[Join our Mailing List](#)

### ***Burnaby Business Excellence Awards***

The call for nominations is now open for the 21st annual Burnaby Business Excellence Awards! [Click here to submit a nomination of a Burnaby business today!](#)

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Meeting 2020 Sep 09

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 September 01

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

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

**PURPOSE:** To request the use of Waterworks Utility Capital 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 \$13,900,000, and the use of Waterworks Utility Capital Reserve in the amount of \$950,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

**REPORT****INTRODUCTION**

The 2020 – 2024 Financial Plan provides funding for various multi-year capital improvement projects. In order to proceed with design, contract administration and 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.
- A Dynamic Community
  - City Facilities and infrastructure –

To: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE  
 From: DIRECTOR ENGINEERING  
 Re: 2020 SEPTEMBER ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST

2020 September 01.....Page 2

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 Lougheed Highway Upgrade Boundary to Gilmore Avenue

**Estimated \$7,200,000**

This project includes coordination of road upgrades and twinned watermain along Lougheed Highway from Boundary Road to Gilmore Avenue and related road rehabilitation on Boundary Road from Lougheed Highway to Myrtle Street.

Lougheed Highway will be upgraded to include the Town Centre Standards and Boundary Road will undergo pavement rehabilitation. The watermain replacement includes a new railway crossing, north of Myrtle Street. A high level drainage review is also performed as part of the conceptual design to identify drainage upgrades that are required. Portions of this project is eligible for MRN reimbursement.

The existing 4 lanes are actually functioning as 3 lanes plus 1 dedicated right turn lane. A re-design to incorporate a proper separated cycle track and eliminate the dedicated right turn lane would be more optimal. As well, this re-design for 3 lanes is aligned with our new Town Centre Standards. No tree cutting is expected at this time. Forestry will verify during construction if any trees are inadvertently damaged as a result. The “Welcome to Burnaby” sign on the South side of Lougheed will remain as-is.

Scope of work in this project include:

- Installation of a new multiuse path on south side of Lougheed Highway (Boundary Road to Gilmore Avenue), including pedestrian lighting and also upgraded roadway lighting.
- Installation of sidewalk and pedestrian lighting on north side of Lougheed Highway (Boundary Road to Gilmore Avenue) to tie into the existing sidewalk and boulevard features in order to fill in the gaps and finish the connectivity on the north side.
- Road narrowing from 4 lanes to 3 lanes of traffic for eastbound Lougheed Highway, including new curb and gutters.
- New asphalt for the entire project area; Boundary Road (Central Valley Greenway to Lougheed Highway, Burnaby Side), Lougheed Highway (Boundary Road to Gilmore Avenue), on both sides of the road.

Funding is being requested to facilitate tender that will begin in October 2020 to start construction in January 2021, and completion of this project is expected by the end of 2022 and will be coordinated with other construction works on Gilmore Avenue to minimize disruptions.

To: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE  
 From: DIRECTOR ENGINEERING  
 Re: 2020 SEPTEMBER ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST

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<b>Project Mask(s)</b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>Total</u></b>
EMC.3038 – Roads	\$500,000	\$3,500,000	\$4,000,000
EJA.3038 – Water	\$200,000	-	\$200,000
EMA.3038 – MRN	\$2,000,000	\$1,000,000	\$3,000,000
<b>Total</b>	<b>\$2,700,000</b>	<b>\$4,500,000</b>	<b>\$7,200,000</b>

## **1.2 Metro Vancouver Douglas Road Main Coordinated Works**

**Estimated \$4,800,000**

This project consists of utility upgrades and road rehabilitation in conjunction with a Metro Vancouver capital works program associated with their Douglas Road Main (DRM2) replacement project. The project will include provisions for sustainable initiatives, minimal environmental impacts (including noise, odour control and surrounding environmentally sensitive areas), an architecturally aesthetic control building and landscaping features relevant to an urban environment.

The first phase of the project which involved the installation of 2.4 kilometers of water main with Metro Vancouver is nearing completion, and the second phase of the project is underway. This phase includes construction of roadways, curb & gutter and sidewalks for the following neighbourhoods: Eton Street (North Madison Avenue to Willingdon Avenue), Rosser Avenue (Albert Street to Eton Street), and McGill Avenue (Gilmore Avenue to North Madison Avenue).

Funding is being requested to facilitate tender starting in November 2020 to begin construction at the beginning of 2021. This coordinated project began in 2018 and is expected to reach completion by the end of 2021. A portion of the sidewalk expansion program has been reallocated from the 2020 – 2024 Capital Plan to facilitate this funding request. Additionally, the City reached a cost sharing agreement with Metro Vancouver for \$2.8 million for both phases of the project.

<b>Project Mask(s)</b>	<b><u>2021</u></b>
EMC.3137 – Roads	\$4,800,000

## **1.3 Storm Extensions 2020 B Winter Package**

**Estimated \$2,100,000**

This project involves development coordinated works related to storm sewer extensions (see *Storm Sewer Extension Contribution and Fee Bylaw*), and associated road repair and upgrades if applicable.

<b>Construction is currently being planned for the following addresses:</b>	
4990 Lorraine Avenue	4130 Irmin Street
4152 Parker Street	3676 Kalyk Avenue
6107 Dickens Street	6779 Bryant Street
5680 Ewart Street	

To: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE  
 From: DIRECTOR ENGINEERING  
 Re: 2020 SEPTEMBER ENGINEERING CAPITAL INFRASTRUCTURE  
 BYLAW FUNDING REQUEST

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\$500,000 of funding for this project has been previously approved by Council to facilitate contract administration and design award. Additional funding is being requested to begin the tender process expected to be awarded in March 2021 for construction. Construction activities will be managed to align to the cash flow presented in the table below in order to install services in a timely manner while maintaining even year-to-year capital spending. Work will be prioritized based on customer requirements.

<b>Project Mask(s)</b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>Total</u></b>
EMC.3180 – Roads	\$500,000	-	\$500,000
ELA.3180 – Drainage	-	\$1,600,000	\$1,600,000
<b>Total</b>	<b>\$500,000</b>	<b>\$1,600,000</b>	<b>\$2,100,000</b>

#### **1.4 North Burnaby Watermains and Road Rehabilitation Estimated \$750,000**

This is a watermain replacement and roads rehabilitation package which involves replacement of existing watermain and services, complete with pavement rehabilitation on local/collector streets in north Burnaby in the Aubrey and Buchanan neighbourhoods. \$3,970,000 of funding has been previously approved by Council for this project.

The water works portion of this project constructed by City Forces is nearing completion. However, remaining costs to complete the project were higher than anticipated partially due to poorer road base conditions and more retaining walls for slope stability than originally anticipated. Capital plan from other water projects that have been deferred to future years has been reallocated to this project. Additional funding is being requested to complete this project.

<b>Project Mask(s)</b>	<b><u>2020</u></b>
EJA.3147 - Water	\$750,000

These expenditures are included in the 2020 – 2024 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 SEPTEMBER ENGINEERING CAPITAL INFRASTRUCTURE  
BYLAW FUNDING REQUEST

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## 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 \$13,900,000, and the use of Waterworks Utility Capital Reserve in the amount of \$950,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.



(For)

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

JM/RS:nh

Copied to: Director Finance  
City Solicitor  
Deputy Director Engineering  
Manager, Engineering Projects



Meeting 2020 September 09

## COMMITTEE REPORT

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

**DATE:** 2020 September 02

**FROM:** DIRECTOR FINANCE

**FILE:** 8900-01

**SUBJECT:** **PROPOSED AMENDMENT TO ROUTINE TRANSACTION BYLAW TO TEMPORARILY EXTEND THE INCREASE TO CITY MANAGER'S SPENDING LIMIT**

**PURPOSE:** To obtain authorization to bring forward an amendment to the Routine Transaction Authority Bylaw to temporarily extend the increase to the City's Manager's spending limit.

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**RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee recommend Council authorize an increase to the City Manager's authority to approve an award of contract and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$1,000,000, for an additional six months.
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement the proposed temporary spending limit increase.

**REPORT****1.0 INTRODUCTION**

The Burnaby Routine Transaction Authority Bylaw 1999 delegates the power to authorize certain routine transactions to certain officers and employees of the City to support administrative efficiency and effectiveness.

On 2020 March 27, Council authorized a temporary increase to the City Manager's authority to approve an award of contract and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$1,000,000 (previously \$500,000), for a period of six months, through a bylaw amendment. The bylaw amendment expires on 2020 September 27.

During the period 2020 March 27 to September 1, the City Manager has approved a total of 12 transactions including contract increases, contract extensions and new contracts with values approved ranging between \$247,161.60 and \$858,291.00. These contracts are all routine contracts for goods and services utilized by the City. The list of contract approvals are reflected in Attachment 1.

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Proposed Amendment to Routine Transaction Bylaw to Temporarily  
 Extend the Increase to City Manager's Spending Limit  
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Given the requirement for the City to be responsive to the changing needs for goods, services and supplies at this time, it is proposed that the approval authorization limit to \$1,000,000 for the City Manager be extended for another six month period from the date of the approval of the new Bylaw amendment. The temporary update to the bylaw is needed to provide the City Manager appropriate approval authority to address needs for goods, services and supplies necessary for the City's operations.

## 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 BYLAW AMENDMENTS

It is recommended that the City Solicitor be authorized to prepare a bylaw amendment to extend the following revision in Section 2 of the Burnaby Routine Transaction Bylaw 1999, to be effective for a period of 6 months starting from the date of adoption, to continue the spending limit increase to \$1,000,000 for the City Manager. If the Financial Management Committee agrees with this recommendation, the report will be brought forward to the 2020 September 14 Council meeting, together with the amendment bylaw for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings and then final adoption at the 2020 September 28 meeting. Upon final adoption, the temporary spending limit increase for the City Manager will be extended to 2021 March 28.

It is proposed that Section 2(a1) continue to read as follows for a further 6 months:

2. The following powers, duties and functions are hereby delegated to the following officers and employees of the City:
  - (a1) to each of the positions listed below, the authority to approve for award of contract by the City's Purchasing Manager and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed the amount shown in the table below:

Authority	Limit Thresholds (\$)
Council	> 1,000,000
City Manager	250,001 – 1,000,000
Purchasing Manager	50,001 – 250,000
Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Proposed Amendment to Routine Transaction Bylaw to Temporarily  
 Extend the Increase to City Manager's Spending Limit  
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#### 4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the temporary increase to the approval authorization limit of the City Manager to \$1,000,000, for another six months and authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement this proposed temporary spending limit increase.



for Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:BK / md

Copied to: City Manager  
 City Clerk  
 City Solicitor  
 Director Corporate Services

**Attachment 1**

## Contract Increases, Extensions and New Contract Awards Approved by the City Manager: March 27 – September 1, 2020

Purchase Order Name	Supplier Name	Contract/PO Total (after tax)	Value Approved by City Manager	Approval Date
Burnaby Mountain Booster Pump	PCL Constructors Westcoast Inc.	858,291.00	858,291.00	June 22, 2020
RCMP HPDP Facility	Halse-Martin Construction Co. Ltd.	690,831.75	690,831.75	August 17, 2020
2020 Road Improvement Program at Brantford Ave. and Southridge Dr.	Mainland Construction Materials ULC	661,054.12	661,054.12	June 10, 2020
Sanitary, Storm, Sewer Main Reline	Mar-Tech Underground Services Ltd.	590,313.69	590,313.69	April 6, 2020
<b>Contract Extension</b> – Supply and Delivery of Asphalt	B.A. Blacktop Ltd.	2,569,184.99	569,184.99	July 2, 2020
RCMP Building HVAC Upgrades	Just Mechanical Ltd.	554,400.00	554,400.00	August 5, 2020
<b>Contract Extension</b> - Tires and Related Services	Son Tirecraft Burnaby Inc.	2,185,000.00	550,000.00	May 19, 2020
Royal Oakland Staircase Renovation	GPM Civil Contracting Inc.	548,301.75	548,301.75	August 18, 2020
<b>Contract Increase</b> – Laurel Street Works Yard Redevelopment Project	Omicron Architecture Engineering & Construction Ltd.	4,113,536.70	541,800.00	July 7, 2020
Burnaby Mountain PRV at Horizons Restaurant	Hyland Excavating Ltd.	502,993.05	502,993.05	August 5, 2020
<b>Contract Extension</b> - Concrete Cement ( <b>See Note 1</b> )	Coquitlam Concrete (1993) Ltd.	758,400.00	386,400.00	July 13, 2020
<b>Contract Increase</b> - Wheelchair Ramps and Bus Stop Program ( <b>See Note 1</b> )	Grandview Blacktop Ltd.	681,733.50	247,161.60	June 29, 2020

**Note 1:** These contract awards were originally approved by the City Manager. The extension and increase takes the total contract values over \$500,000 which would normally require authorization by Council. With the interim limit increase, the City Manager has the authority to approve these increases on behalf of Council.



Meeting 2020 September 09

## COMMITTEE REPORT

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

**DATE:** 2020 September 02

**FROM:** DIRECTOR FINANCE

**FILE:** 7800-02

**SUBJECT: PERMISSIVE TAX EXEMPTIONS: 2021-2023**

**PURPOSE:** To obtain approval for the granting of permissive exemptions from Property Tax for certain properties for the year 2021 only and for certain other properties for the years 2021, 2022 and 2023, all as outlined in this report.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Property Tax Exemption Bylaw to exempt the properties listed in Attachment 1 from property taxation for the years 2021, 2022 and 2023, and to exempt the properties listed in Attachment 2 from property taxation for the year 2021 only.

**REPORT****1.0 INTRODUCTION**

The exemptions outlined in this report are recommended in accordance with Section 224 of the *Community Charter* and City Policy. Starting in 2020, organizations seeking a permissive exemption from property taxation can apply to the City for a three year exemption term. In doing so, organizations must provide supporting information and documentation to substantiate their application. Those wanting less than a three year exemption term must indicate as such through their submission. Application forms and supporting documentation are due back to the City by 2020 June 30, in order to be included in the bylaw. Each application may be subject to a site visit by City staff and could also include the requirement for a site survey plan if the property is eligible for only a partial property tax exemption.

The City's current Permissive Tax Exemption Policy was created in November 2019. The policy provides the framework through which applications are assessed for eligibility. It outlines the administrative workings of the City's permissive tax exemption process, in line with Section 224 of the *Community Charter*. Under the provisions of the *Community Charter*, the bylaw to permissively exempt properties from property taxation must be adopted by Council on or before October 31 of the preceding year. Public notification listing each property receiving an exemption must be undertaken for two consecutive weeks in a local newspaper prior to adoption of the bylaw.

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 2

This report outlines details for all new and rejected applications, plus any changes to existing recipients of a permissive exemption from taxation. A complete listing of all properties to be included in the Burnaby Taxation Exemption Bylaw for a period of three years is provided in Attachment 1. Where staff have identified potential future changes or factors limiting the term of an application, exemptions have been limited to a period of one year, and are listed in Attachment 2. The properties included in Attachment 2 will be subject to a follow on review later this year, and will be required to apply again in 2021 to receive a continuation of their exemption status.

In total, there are 167 properties that are recommended to be included under the proposed Burnaby Taxation Exemption Bylaw. The total estimated value of the proposed permissive exemptions from taxation for 2021 is \$3.1M (\$1.1M in City of Burnaby taxes and \$2M in School taxes and taxes charged on behalf of Other Bodies). These figures are based on the assumption that Provincial School Tax rates for classes 4, 5, 6 and 8 will return to pre-COVID levels in 2021 and beyond.

## 2.0 POLICY SECTION

### Goal

- A Connected Community
  - Social connection –  
Enhance social connections throughout Burnaby
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Healthy Community
  - Healthy life –  
Encourages opportunities for healthy living and well-being
  - Lifelong learning –  
Improve upon and develop programs and services that enable ongoing learning
  - Community involvement –  
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 3

### **3.0 NEW APPLICATIONS - RECOMMENDED FOR PROPERTY TAX EXEMPTION**

The City has received 16 new applications for the 2021 Property Tax year. It is the recommendation of staff that only the following application be approved.

Pursuant to Sections 224(1) and (2)(f) of the *Community Charter*:

<b>7895 Canada Way</b>	<b>1770-7895-0000</b>
<b><u>- New Westminster Evangelical Free Church</u></b>	
100% exemption	

No concerns were raised with regard to this application. This church had previously received an exemption from taxation up to 2019, but unfortunately had missed the submission deadline for the 2020 taxation year. A completed application was received prior to the submission deadline for this year's bylaw submission for 2021.

### **4.0 NEW APPLICATIONS - NOT RECOMMENDED FOR PROPERTY TAX EXEMPTION**

Notices are sent to all rejected applicants, and where there is scope for the applicant to submit additional information in support of their application, they are encouraged to do so. Of the 16 new applications received, it is the recommendation of staff that the following 15 new applications be rejected. The reason behind each rejection is provided for each applicant:

<b>3912 Georgia Street</b>	<b>0780-3912-0000</b>
<b>3986 Norland Ave</b>	<b>1560-3986-5000</b>
<b>7492 Holly Street</b>	<b>3204-7492-0000</b>
<b>5482 Rumble Street</b>	<b>3420-5482-0000</b>
<b><u>- Progressive Housing Society</u></b>	

Applications were received from Progressive Housing Society for the four properties listed above. These properties are classified as Supporting Housing (Class 3), and consequently the assessment value for each of these properties is only \$2.00. Staff have confirmed with BC Assessment that these properties will remain classified as Supporting Housing until the provincial government deems them to no longer meet this classification. Therefore, there is no requirement for a Permissive Tax Exemption and for that reason the recommendation is to reject these applications.



To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 4

<b>3326 Ganymede Drive</b>	<b>1641-3326-0000</b>
<b>8916 Orion Place</b>	<b>1642-8916-0000</b>
<b>8931 Orion Place</b>	<b>1642-8931-0000</b>
<b>8946 Ganymede Place</b>	<b>1643-8946-0000</b>
<b><u>- Dixon Transition Society</u></b>	

Applications were received from Dixon Transition Society for the four properties listed above. Per the applications, these properties offer supportive housing, counselling outreach, children's programs, education, and emergency and transitional housing for families fleeing domestic violence. The recommendation is to reject these applications, on the grounds that they fall within the type of facility listed under Section 5.02 - Ineligibility Criteria, of the City's Permissive Tax Exemption Policy: "*Private Social Housing/Health Care Facilities*".

<b>5526 Gilpin Street</b>	<b>2320-5526-0000</b>
<b><u>- Seventh-Day Adventist Church BC Conference</u></b>	

An application was received from Deer Lake Seventh Day Adventist School for the property located at the above address. The property is already 100% statutorily exempt, under the category Private Schools. City staff spoke to administrators at the school and clarified their exemption status. For that reason the recommendation is to reject this applications as it is not required.

<b>4648 Imperial Street</b>	<b>3100-4648-0000</b>
<b>4648 Imperial Street Inc.</b>	
<b><u>- IMC Imperial Medical Clinic</u></b>	

Applications were received from IMC Imperial Medical Clinic. This business provides core medical services and does not hold a charitable status. The recommendation is to reject these applications as the organization does not meet the criteria listed under Section 5.01 - Eligibility Criteria, of the City of Burnaby Permissive Tax Exemption Policy: "*charitable status*". In addition this service is not a complementary extension to municipal services and programs.

<b>4341 Rumble Street</b>	<b>3420-4341-1000</b>
<b>4351 Rumble Street</b>	<b>3420-4351-0000</b>
<b><u>- Fair Haven Homes Society</u></b>	

Applications were received from The Fair Haven Homes McKay Apartment Society (3420-4341-0000) and The Fair Haven Homes Society (3420-4351-0000). These properties provide multi level care facilities to disabled/handicapped people, plus affordable housing for low income seniors. The recommendation is to reject these applications, in line with Section 5.02 - Ineligibility Criteria, of the City of Burnaby Permissive Tax Exemption Policy: "*Private Social Housing/Health Care Facilities*".

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 5

**7772 Graham Avenue**  
**- True Jesus Church in Vancouver**

**4434-7772-0000**

An application was received from the True Jesus Church in Vancouver for the property located on the address above. This is a new owner, since January 2020. The church has not operated at this location to date, and is due to undergo renovations in the near future. As confirmed over the phone with the applicant, there are still pending building permits to be issued for the construction phase. As such there is no indication as to when the church will be open to the public. The recommendation is to reject this application in line with Section 5.02 – Ineligibility Criteria of the City of Burnaby Permissive Tax Exemption Policy: "*Properties under construction*".

**7450 12<sup>th</sup> Ave**  
**- St. Thomas More Collegiate LTD**

**4540-7450-5000**

An application was received from St. Thomas More Collegiate LTD for the property located on the address above. The property is already statutorily exempt under the category Private Schools. Staff have spoken with administrators at the school, and clarified the situation that a permissive exemption from taxation is not required. The recommendation is therefore to reject this application.

**411-6888 Royal Oak Ave**  
**- Miao Fa Buddhist Society**

**6035-6888-0061**

An application was received from Miao Fa Buddhist Society. As per consultation with the Licence department this facility is located in a residential area, and as per the application, the main purpose of the property is for use as an office space, which is not permitted under City Zoning. The recommendation is therefore to reject this application as the organization does not meet the eligibility criteria, as listed under Section 5.01 of the City of Burnaby Permissive Tax Exemption Policy: "*Compliance with municipal policies, bylaws, codes and regulations*".

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 6

## **5.0 DELETIONS OR CHANGES TO EXISTING EXEMPTION RECIPIENTS**

### **5.1 Deletions**

**7772 Graham Avenue**

**4434-7772-0000**

**- Parish of Saints Peter and Paul Anglican**

The property changed ownership in January 2020, and this organization is no longer occupying the space.

### **5.2 Changes**

**7557 Sussex Avenue**

**5795-7557-0000**

**- The Fair Haven Homes Society**

In 2019, Council decided that this property would receive a reduction of 50% in the permissive tax exemption to be granted for 2021, with the permissive tax exemption completely phased out in 2022, as usage of the property does not comply with the City of Burnaby Permissive Tax Exemption Policy. This property is listed in Attachment 2 as a one year exemption only.

**7451 Sussex Avenue**

**5795-7451-0000**

**- St. Michael Centre Hospital Society**

In 2019, Council decided that this property would receive a reduction of 50% in the permissive tax exemption to be granted for 2021, with the permissive tax exemption completely phased out in 2022, as usage of the property does not comply with the City of Burnaby Permissive Tax Exemption policy. This property is listed in Attachment 2 as a one year exemption only.

## **6.0 APPLICATIONS LIMITED TO ONE YEAR PERMISSIVE TAX EXEMPTION**

The following properties are re-occurrence applications, where we recommend only one year permissive tax exemption due to non-compliance with some of the eligibility criteria. These properties will be notified if they cannot meet these criteria in future years, the future applications will be denied. The following properties are grouped based upon Section 5.01 - Eligibility Criteria, and Section 5.02 – Ineligibility Criteria, of the City's Permissive Tax Exemption Policy.

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 7

## 6.1 Eligibility Criteria

Properties are grouped based upon the eligibility criteria that they do not meet.

**Nature of the Service:** Burnaby residents must be the primary beneficiaries of the service.

1. 9048 Stormont Avenue 3242-9048-0000  
 Pacific Assistance Dogs Society (PADS) - 15-20% are Burnaby residents.
2. 2101 Holdom Avenue (Legacy project) 6245-2101-0105  
 Holdom Community Resource Centre 6245-2101-0106  
 a. Community Living Society - 25% are Burnaby residents. 6245-2101-0107  
 6245-2101-0108  
 6245-2101-0201
3. 8094 11<sup>th</sup> Ave (partial exemption) 4560-8094-0000  
 Church of the Nazarene (Canada Pacific District)  
 Royal View Church of the Nazarene - 40% are Burnaby residents.
4. 7271 Gilley Ave (partial exemption) 6495-7271-0000  
 Shri Guru Ravidass Sabha (Vancouver) - 6% are Burnaby residents.
5. 5050 Hastings Street 0700-5050-0000  
 Church of Christian Community in Canada, Vancouver Centre - 10% are Burnaby residents.
6. 6900 Halifax Street 1210-6900-0000  
 Arbab Rustam Guiv Darbe Mehr-Zoroastrian House of BC - 40% are Burnaby residents.
7. 6010 Kincaid Street 2002-6010-0000  
 The Danish Evangelical Lutheran Church of Vancouver - 30% are Burnaby residents.
8. 3821 Lister Street 2200-3821-0000  
 4484 Smith Avenue 5205-4484-0000  
 Trustees of the Congregation of the Korean United Church  
 Korean United Church of Vancouver - 32% are Burnaby residents.
9. 6344 Sperling Avenue 6695-6344-0000  
 Emmaus Lutheran Church – Unknown.
10. 6688 Southoaks Crescent 3261-6688-0000  
 Nikkei National Museum & Cultural Centre - 33% are Burnaby residents.

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 8

**Area in Use:** Only that part of the property used for not-for-profit activities will be considered; and **Principal Use:** Eligibility for exemption shall be based on ownership and principal use of the property by the organization rather than just the charitable service of the organization.

1. 3981 Albert Street 0630-3981-0000  
 Trustees of the Congregation of Vancouver Heights Baptist Church  
 Burnaby North Baptist Church – Future day care.
2. 8765 Government Street 1940-8765-0000  
 New Life Community Church – Applicant is considering entering into a rental agreement with a third party for part of this site at a future point in time. Discussions are ongoing.
3. 3410 Boundary Road 5105-3410-0000  
 Pentecostal Assemblies of Canada  
 CityLights Church – Day care on site.

## 6.2 *Ineligibility Criteria*

**Properties Under Construction:** Property under construction until construction is complete and an occupancy permit is issued.

1. 9887 Cameron Street (partial exemption) 1800-9887-0000  
 Synod of the Diocese of New Westminster  
 - Parish of St. Stephen the Martyr – Will redevelop the property in near future.
2. 8585 Armstrong Avenue 4502-8585-0000  
 Christian & Missionary Alliance – Canadian Pacific District  
 - Burnaby Alliance Church – Will redevelop the church in 2021.

**Private Social Housing/Health Care Facilities:** With the exception of *Community Charter* Section 220 (1) (i), a permissive tax exemption shall not be considered for:

- Residential facilities such as seniors' housing; and
- Assisted family housing.

1. 7557 Sussex Avenue 5795-7557-0000  
 The Fair Haven Homes Society
2. 7451 Sussex Avenue 5795-7451-0000  
 St. Michaels Centre Hospital Society

To: Chair and Members Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2021 – 2023  
 2020 September 09..... Page 9

## 7.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Property Tax Exemption Bylaw to exempt the properties listed in Attachment 1 from property taxation for the years 2021, 2022 and 2023, and to exempt the properties listed in Attachment 2 from property taxation for the year 2021 only.



for Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

BK:rr:ej / md

Attachments: 1-Permissive Exemptions from Property Taxation for 2021, 2022, 2023  
 2-Permissive Exemptions from Property Taxation for 2021

Copied to: City Manager  
 Director Planning and Building  
 Director Parks, Recreation & Cultural Services  
 City Solicitor  
 City Clerk  
 Area Assessor, BC Assessment

### **Permissive Exemptions from Property Taxation for 2021 to 2023**

Section 224 of the Community Charter empowers Council to exempt from taxation, by bylaw, the following properties under the applicable subsection of Section 224 of the Community Charter:

**Part 1:** *Community Charter* Sections 224(1) and (2)(d)

City owned lands or improvements that are used or occupied by a non-profit organization as a licensee or tenant of the City:

- |    |  |                |
|----|--|----------------|
| 1. | 4600 Parker Street<br>- Alpha Secondary School Site                    | 0900-4600-0000 |
| 2. | 6990 Aubrey Street<br>- Lochdale Elementary School Site                | 0990-6990-0000 |
| 3. | 7355 Canada Way<br>- Edmonds North Wing Community Resource Centre      |                |
|    | a. St. Matthew's Day Care Society                                      | 1770-7355-0001 |
|    | b. Deaf Children's Society of B.C.                                     | 1770-7355-0002 |
|    | c. School District No. 41 - Burnaby Adult Learning Centre              | 1770-7355-0003 |
|    | d. Canadian Mental Health Association                                  | 1770-7355-0004 |
|    | e. Burnaby Family Life Institute                                       | 1770-7355-0006 |
|    | f. Canadian Red Cross, Fraser Region-Burnaby Branch                    | 1770-7355-0007 |
|    | g. Immigrant Services Society of B.C.                                  | 1770-7355-0010 |
|    | h. Afghan Women's Support Society                                      | 1770-7355-0011 |
| 4. | 6650 Southoaks Crescent<br>- Community-Centred College for the Retired | 3261-6650-0000 |
| 5. | 7858 Hilda Street  | 7185-7858-0000 |
|    | 7866 Hilda Street  | 7185-7866-0000 |
|    | 7872 Hilda Street  | 7185-7872-0000 |
|    | 7615 Hedge Avenue  | 4582-7615-0000 |
|    | 7625 Hedge Avenue  | 4582-7625-0000 |
|    | 7635 Hedge Avenue  | 4582-7635-0000 |
|    | 7645 Hedge Avenue  | 4582-7645-0000 |
|    | 7655 Hedge Avenue  | 4582-7655-0000 |
|    | 7665 Hedge Avenue  | 4582-7665-0000 |
|    | 7675 Hedge Avenue  | 4582-7675-0000 |
|    | - Twelfth Avenue Elementary School fields                              |                |
| 6. | 6140 McKercher Avenue<br>- Burnaby Family Life Institute               | 5793-6140-0000 |

7. 2101 Holdom Avenue (Legacy project)  
- Holdom Community Resource Centre
  - a. Burnaby Family Life Institute
 

6245-2101-0101  
6245-2101-0102  
6245-2101-0103  
6245-2101-0104
  - b. Dixon Transition Society
 

6245-2101-0204  
6245-2101-0205  
6245-2101-0206  
6245-2101-0202  
6245-2101-0203
  - c. Volunteer Burnaby
8. 2055 Rosser Avenue (Vantage project)  
- Brentwood Community Resource Centre
  - a. Burnaby Community Services Society
 

5585-2055-5001
  - b. Meals on Wheels
 

5585-2055-5002
  - c. MOSAIC Multilingual Service for Immigrant Communities
 

5585-2055-5004
  - d. Burnaby Seniors Outreach Services
 

5585-2055-5005
9. 4460 Beresford Street (Metroplace project)  
- Metrotown Community Resource Centre
  - a. South Burnaby Neighbourhood House
 

2810-4460-0001
  - b. BC Centre for Ability
 

2810-4460-0002
  - c. YMCA Childcare Resource & Referral Program
 

2810-4460-0003
  - d. National Council for Black Women Foundation
 

2810-4460-0004
10. 4535 Kingsway (Sovereign project)  
- Pioneer Community Resource Centre
  - a. Burnaby Hospice Society
 

2690-4535-0001
  - b. Burnaby Family Life Institute
 

2690-4535-0002

**Part 2: Community Charter Sections 224(1) and (2)(i)**

Land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes:

1. 8059 Texaco Drive
 

0294-8059-0002

 - The Lotus Sailing Club
2. 7564 Barnet Road
 

0690-7564-0000

 - BC Volleyball Association
3. 4990 Canada Way
 

1770-4990-0000

 - Burnaby Winter Club (partial exemption)



- |    |  |                |
|----|--|----------------|
| 4. | 9080 Avalon Avenue<br>- Burnaby Horsemen's Association | 3128-9080-0000 |
| 5. | 3890 Kensington Avenue<br>- Burnaby Tennis Club        | 6545-3890-0000 |

**Part 3: Community Charter Sections 224(1) and (2)(c)**

Land or improvements that the council considers would otherwise qualify for an exemption under section 220 of the said Act were it not for a secondary use:

- |     |  |                |
|-----|--|----------------|
| 1.  | 3883 Triumph Street (partial exemption)<br>BC Conference of the Mennonite of Bretheren Churches<br>- Burnaby Pacific Grace Church  | 0560-3883-0000 |
| 2.  | 3885 Albert Street (partial exemption)<br>- Grace New Covenant Pentecostal Church  | 0630-3885-0000 |
| 3.  | 4304 Parker Street (partial exemption)<br>United Church of Canada<br>- Willingdon Heights United Church  | 0900-4304-0000 |
| 4.  | 4550 Kitchener Street (partial exemption)<br>- Parish of Saint Timothy Burnaby   | 1050-4550-5000 |
| 5.  | 3905 Norland Avenue (partial exemption)<br>- Vancouver Korean Full Gospel Church   | 1560-3905-0000 |
| 6.  | 7837 Canada Way (partial exemption)<br>- Trustees of St Archangel Michael Serbian Orthodox Church  | 1770-7837-0000 |
| 7.  | 5975 Sunset Street (partial exemption)<br>- Trustees of Capitol Hill Congregation of Jehovah's Witnesses   | 1970-5975-0000 |
| 8.  | 9387 Holmes Street (partial exemption)<br>The Roman Catholic Archbishop of Vancouver<br>Catholic Independent Schools of Vancouver<br>- St. Michael's Catholic Church & Elementary School | 2550-9387-0000 |
| 9.  | 6907 Elwell Street<br>- South Burnaby Gospel Hall Society  | 3140-6907-0000 |
| 10. | 5060 Marine Drive (partial exemption)<br>- Iglesia Ni Cristo Church of Christ  | 3700-5060-0000 |
| 11. | 5420 Marine Drive (partial exemption)<br>- Hindu Cultural Society & Community Centre of BC   | 3700-5420-0000 |

- |     |  |                                  |
|-----|--|----------------------------------|
| 12. | 7455 – 10th Avenue (partial exemption)<br>The Roman Catholic Archbishop of Vancouver<br>- Our Lady of Mercy Catholic Church        | 4600-7455-0000                   |
| 13. | 7551 Gray Avenue<br>7591 Gray Avenue (partial exemption)<br>Trustee of the Congregation of Jubilee Unit<br>- Jubilee United Church | 5755-7551-0000<br>5755-7591-0000 |
| 14. | 7283 Nelson Avenue (partial exemption)<br>- Grace Lutheran Church of South Burnaby   | 5895-7283-0000                   |
| 15. | 1640 Delta Avenue (partial exemption)<br>- Trustees of Brentwood Park Presbyterian Church  | 5945-1640-0000                   |
| 16. | 380 Hythe Avenue (partial exemption)<br>BC Conference of the Mennonite Brethren Churches<br>- Pacific Grace Mandarin Church        | 5995-0380-0000                   |
| 17. | 5135 Sperling Avenue (partial exemption)<br>- Trustee of the Congregation of Deer Lake United Church                               | 6695-5135-0000                   |
| 18. | 1600 Cliff Avenue (partial exemption)<br>- Trustees of Cliff Avenue United Church  | 6835-1600-0000                   |
| 19. | 7135 Walker Avenue (partial exemption)<br>- Southside Community Church   | 7015-7135-0000                   |

**Part 4: Community Charter Sections 224(1) and (2)(f)(i-iii)**

A portion of the parcel of land surrounding an exempt building, a hall that council considers is necessary to the exempt building and the land on which the hall stands, or an area of land surrounding a hall that is exempt under subparagraph (ii):

- |    |   |  |
|----|---|--|
| 1. | 6641 Halifax Street (partial exemption)<br>- Parkcrest Gospel Chapel  | 1210-6641-0000   |
| 2. | 5146 Laurel Street (partial exemption)<br>The Roman Catholic Archbishop of Vancouver<br>- St. Theresa's Catholic Church   | 1790-5146-0000   |
| 3. | 5600 Dorset Street (partial exemption)<br>- Sanatan Dharm Cultural Society  | 3150-5600-0000   |
| 4. | 6597 Balmoral Street<br>6656 Balmoral Street (partial exemption)<br>6627 Arcola Street<br>6681 Arcola Street<br>The Roman Catholic Archbishop of Vancouver<br>- St. Francis de Sales Catholic Church and St. Francis de Sales Preschool | 3170-6597-0000<br>3170-6656-0000<br>3220-6627-0000<br>3220-6681-0000 |

5.	1450 Delta Avenue (partial exemption) The Roman Catholic Archbishop of Vancouver - Holy Cross Catholic Church & Elementary School	5945-1450-0000
6.	7716 Cumberland Avenue (partial exemption) Trustees of N.W. Branch Pentecostal Holiness Church - Pentecostal Holiness Church of Canada	7665-7716-0000
7.	3871 Pandora Street The Roman Catholic Archbishop of Vancouver - St. Helen's Catholic Church	0600-3871-0000
8.	5209 Hastings Street Pentecostal Assemblies of Canada - Burnaby Christian Pentecostal Church	0700-5209-0000
9.	5170 Norfolk Street - The Church in Burnaby	1750-5170-0000
10.	5060 Canada Way - BC Muslim Association	1770-5060-0000
11.	7895 Canada Way - New Westminster Evangelical Free Church	1770-7895-0000
12.	5136 Laurel Street The Roman Catholic Archbishop of Vancouver - St. Theresa's Catholic Church	1790-5136-0000
13.	8760 Lougheed Highway - New Life Community Church	1310-8760-0000
14.	6556 Sprott Street 4040 Canada Way 3466 Curle Avenue - Aga Khan Foundation Canada	1960-6556-0000 1770-4040-0000 5325-3466-0000
15.	5280 Kincaid Street - Church of Jesus Christ of Latter-Day Saints in Canada	2002-5280-0000
16.	5584 Kincaid Street - First United Spiritualist Church of Vancouver	2002-5584-0000
17.	6580 Thomas Street - Christ Church of China	2030-6580-0000
18.	4045 Kingsway - Foursquare Gospel Church of Canada	2690-4045-0000

- |     |   |                                  |
|-----|---|----------------------------------|
| 19. | 5855 Imperial Street<br>Trustees of the Congregation of the Central Christian<br>- Assembly for the Central Tabernacle      | 3100-5855-0000                   |
| 20. | 5535 Short Street<br>Trustees of the Deer Lake Congregation of Jehovah's Witnesses<br>- Burnaby Unit of Jehovah's Witnesses | 3190-5535-0000                   |
| 21. | 6112 Rumble Street<br>6138 Rumble Street<br>- Burnaby Chinese Evangelical Free Church                                       | 3420-6112-0000<br>3420-6138-0000 |
| 22. | 5110 Marine Drive<br>5122 Marine Drive<br>- Evangelical Chinese Bible Church  | 3700-5110-0000<br>3700-5122-0000 |
| 23. | 5462 Marine Drive<br>- International Society for Krishna Consciousness for Western Canada                                   | 3700-5462-0000                   |
| 24. | 7457 Edmonds Street<br>- Trustees of Gordon Congregation of Presbyterian Church of Canada                                   | 4310-7457-0000                   |
| 25. | 7717 19th Avenue<br>Synod of the Diocese of New Westminster<br>- St. Alban the Martyr Anglican Church                       | 4330-7717-0000                   |
| 26. | 8255 – 13th Avenue<br>- First Christian Reformed Church of New Westminster BC   | 4500-8255-0000                   |
| 27. | 8611 Armstrong Avenue<br>Christian & Missionary Alliance – Canadian Pacific District<br>- Burnaby Alliance Church           | 4502-8611-0000                   |
| 28. | 7103 – 10th Avenue<br>- Tenth Avenue Bible Chapel   | 4600-7103-0000                   |
| 29. | 7925 – 10th Avenue<br>7926 – 11th Avenue<br>- BC Association of Seventh-day Adventists                                      | 4600-7925-0000<br>4560-7926-0000 |
| 30. | 4830 Boundary Road<br>Pentecostal Assemblies of Canada<br>- Iglesia Evangelica Pentecostal Emanuel                          | 5105-4830-0000                   |
| 31. | 140 Esmond Avenue<br>- Maktab Tarighat Oveyssi Shahmaghsoudi (School of Islamic Sufism)                                     | 5175-0140-0000                   |
| 32. | 3426 Smith Avenue<br>- Chinese Taoism Kuan-Kung Association in Canada   | 5205-3426-0000                   |

- |     |   |                |
|-----|---|----------------|
| 33. | 271 Ingleton Avenue<br>- Grace Christian Chapel   | 5245-0271-0000 |
| 34. | 4950 Barker Crescent<br>Apostolic Church of Pentecost Vancouver<br>- Garden Village Apostolic Church                        | 5595-4950-0000 |
| 35. | 4812 Willingdon Avenue<br>Willingdon Charitable Holdings Society<br>- Willingdon Church                                     | 5655-4812-0000 |
| 36. | 5825 Nelson Avenue<br>- Nelson Avenue Community Church  | 5895-5825-0000 |
| 37. | 6125 Nelson Avenue<br>- Governing Council of the Salvation Army in Canada   | 5895-6125-0000 |
| 38. | 1410 Delta Avenue<br>Christian & Missionary Alliance – Canadian Pacific District<br>- Brentwood Park Alliance Church        | 5945-1410-0000 |
| 39. | 7175 Royal Oak Avenue<br>Canadian Baptists of Western Canada<br>- Royal Oak Ministry Centre                                 | 6035-7175-0000 |
| 40. | 7405 Royal Oak Avenue<br>- The Parish of All Saints South Burnaby   | 6035-7405-0000 |
| 41. | 7485 Salisbury Avenue<br>Trustees of the Congregation of South Burnaby Church of Christ<br>- South Burnaby Church of Christ | 6895-7485-0000 |
| 42. | 7540 - 6th Street<br>- Westminster Bible Chapel   | 7305-7540-0000 |
| 43. | 7195 Cariboo Road<br>Governing Council of the Salvation Army in Canada<br>- Salvation Army Cariboo Hill Temple              | 8045-7195-0000 |
| 44. | 7200 Cariboo Road<br>- Cariboo Road Christian Fellowship Society  | 8045-7200-0000 |

**Part 5: Community Charter Sections 224(1) and (2)(g)**

The lands or improvements used or occupied by a religious organization as a tenant or licensee for the purpose of public worship or for the purposes of a hall:

- |    |  |                |
|----|--|----------------|
| 1. | 3891 Kingsway (partial exemption)<br>0920332 BC Ltd.<br>- International Full Gospel Fellowship | 2690-3891-0000 |
|----|--|----------------|

**Part 6: Community Charter Sections 224(1) and (2)(b)**

Land or improvements owned or held by a municipality, regional district or other local authority, and used for a purpose of the local authority:

1. 4502 CPR R/W 0210-4502-0000  
- Owned by Chevron Canada - used for Confederation Park Trail
2. 3877 Eton Street 0400-3877-0000  
- Owned by Greater Vancouver Water District - used for Burnaby Heights Park
3. 104-4191 Hastings Street 0700-4191-0000  
- Owned by No. 289 Cathedral Ventures LTD, leased to City of Burnaby – operating agreement with the CPO (Community Policy Office)
4. 178-9855 Austin Road 1990-9855-0000  
- Owned by Lougheed Mall Holdings Corp, leased to City of Burnaby – operating agreement with the CPO (Community Policy Office)
5. 8301 Forest Grove Drive 1276-8301-0000  
- Owned by Greater Vancouver Water District - used by Forest Grove Park
6. 7085 Burford Street 3020-7085-0000  
7086 Burford Street 3020-7086-0000  
7051 Halligan Street 3060-7051-0000  
7061 Halligan Street 3060-7061-0000  
6617 Salisbury Avenue 6895-6617-0000  
6637 Salisbury Avenue 6895-6637-0000  
6647 Salisbury Avenue 6895-6647-0000  
6667 Salisbury Avenue 6895-6667-0000  
6687 Salisbury Avenue 6895-6687-0000  
- Owned by BC Hydro - used for Burnaby Parks, Recreation & Culture Commission for landscaping beautification
7. 2294 Douglas Road 5107-2294-0000  
- Owned by Kebet Holdings LTD, leased to City of Burnaby – operating agreement with Progressive Housing Society
8. 9181 University Crescent 8182-9181-5000  
- Owned by Simon Fraser University - used for Richard Bolton Park
9. Highland Park Line 9901-0163-0002  
- Owned by BC Hydro - used for Cycle and Pedestrian Corridor from New Westminster to Vancouver

**Part 7: Community Charter Sections 224(1) and (2)(a)**

Land or improvements that are owned or held by a charitable, philanthropic or other not for profit organization, and used for a purpose that is directly related to the purposes of the corporation:


- |    |   |                |
|----|---|----------------|
| 1. | 204 – 3993 Henning Drive<br>- St. Leonard's Youth & Family Services Society   | 1330-3993-0024 |
| 2. | 2702 Norland Avenue<br>- Burnaby Association for Community Inclusion  | 1560-2702-0000 |
| 3. | 4543 Canada Way<br>- United Way of the Lower Mainland   | 1770-4543-0000 |
| 4. | 5289 Grimmer St<br>- Royal Canadian Legion South Burnaby Branch No. 83<br>(100% site, less portion for residential parking) | 3050-5289-0001 |
| 5. | 7181 Arcola Way<br>- St. Leonard's Youth & Family Services Society  | 3208-7181-0003 |
| 6. | 5024 Rumble Street<br>- Burnaby Neighbourhood House   | 3420-5024-0000 |
| 7. | 518 S. Howard Avenue<br>- Boys' and Girls' Clubs of South Coast BC  | 6185-0518-0000 |
| 8. | 1409 Sperling Avenue<br>- DSRF - Down Syndrome Research Foundation  | 6695-1409-0000 |
| 9. | 3400 Lake City Way<br>- The Canadian Red Cross Society (partial exemption)  | 7405-3400-0000 |

## **Permissive Exemptions from Property Taxation for 2021**

Section 224 of the Community Charter and the subsections therein empowers Council to exempt from taxation, by bylaw, the following properties:

### **Part 1: Community Charter Sections 224(1) and (2)(d)**

City owned lands or improvements that are used or occupied by a non-profit organization as a licensee or tenant of the City:

- |    |   |  |
|----|---|--|
| 1. | 9048 Stormont Avenue (partial exemption)<br>- Pacific Assistance Dogs Society (PADS)                  | 3242-9048-0000   |
| 2. | 2101 Holdom Avenue (Legacy project)<br>Holdom Community Resource Centre<br>- Community Living Society |  6245-2101-0105<br>6245-2101-0106<br>6245-2101-0107<br>6245-2101-0108<br>6245-2101-0201 |

### **Part 3: Community Charter Sections 224(1) and (2)(c)**

Land or improvements that the council considers would otherwise qualify for an exemption under section 220 of the said Act were it not for a secondary use:

- |    |  |                |
|----|--|----------------|
| 1. | 9887 Cameron Street (partial exemption)<br>Synod of the Diocese of New Westminster<br>- Parish of St. Stephen the Martyr | 1800-9887-0000 |
|----|--|----------------|

### **Part 4: Community Charter Sections 224(1) and (2)(f)(i-iii)**

A portion of the parcel of land surrounding an exempt building, a hall that council considers is necessary to the exempt building and the land on which the hall stands, or an area of land surrounding a hall that is exempt under subparagraph (ii).

- |    |  |                |
|----|--|----------------|
| 1. | 8094 11 <sup>th</sup> Ave (partial exemption)<br>Church of the Nazarene (Canada Pacific District)<br>- Royal View Church of the Nazarene | 4560-8094-0000 |
| 2. | 7271 Gilley Ave (partial exemption)<br>- Shri Guru Ravidass Sabha (Vancouver)  | 6495-7271-0000 |
| 3. | 3981 Albert Street<br>Trustees of the Congregation of Vancouver Heights Baptist Church<br>- Burnaby North Baptist Church                 | 0630-3981-0000 |



- |     |  |                                  |
|-----|--|----------------------------------|
| 4.  | 5050 Hastings Street<br>- Church of Christian Community in Canada, Vancouver Centre  | 0700-5050-0000                   |
| 5.  | 6900 Halifax Street<br>- Arbab Rustam Guiv Darbe Mehr-Zoroastrian House of BC  | 1210-6900-0000                   |
| 6.  | 8765 Government Street<br>- New Life Community Church  | 1940-8765-0000                   |
| 7.  | 6010 Kincaid Street<br>- The Danish Evangelical Lutheran Church of Vancouver   | 2002-6010-0000                   |
| 8.  | 3821 Lister Street<br>4484 Smith Avenue<br>Trustees of the Congregation of the Korean United Church<br>- Korean United Church of Vancouver | 2200-3821-0000<br>5205-4484-0000 |
| 9.  | 8585 Armstrong Avenue<br>Christian & Missionary Alliance – Canadian Pacific District<br>- Burnaby Alliance Church                          | 4502-8585-0000                   |
| 10. | 3410 Boundary Road<br>Pentecostal Assemblies of Canada<br>- CityLights Church  | 5105-3410-0000                   |
| 11. | 6344 Sperling Avenue<br>- Emmaus Lutheran Church   | 6695-6344-0000                   |

**Part 7: Community Charter Sections 224(1) and (2)(a)**

Land or improvements that are owned or held by a charitable, philanthropic or other not for profit organization, and used for a purpose that is directly related to the purposes of the corporation.

- |    |   |                |
|----|---|----------------|
| 1. | 6688 Southoaks Crescent<br>- Nikkei National Museum & Cultural Centre (partial exemption) | 3261-6688-0000 |
|----|---|----------------|

**Part 8:** *Community Charter* Sections 224(1) and (2)(j)

Land or improvements owned or held by a person or organization and operated as a private hospital licensed under the Hospital Act or as a licensed community care facility, or registered assisted living residence under the Community Care and Assisted Living Act.

- |    |  |                |
|----|--|----------------|
| 1. | 7557 Sussex Avenue (partial exemption)<br>The Fair Haven Homes Society         | 5795-7557-0000 |
| 2. | 7451 Sussex Avenue (partial exemption)<br>St. Michaels Centre Hospital Society | 5795-7451-0000 |



Meeting 2020 Sept 09  
COMMITTEE REPORT

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 September 02

**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE **FILE:** 4230 01

**SUBJECT:** MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

#### **RECOMMENDATION:**

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

### **R E P O R T**

#### **1.0 INTRODUCTION**

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

#### **2.0 POLICY FRAMEWORK**

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

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

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

### 3.0 BACKGROUND

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

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

It is noted that where projects have been identified as a priority project, the **Preliminary Project Development** and **Feasibility Study** phases of the project have been streamlined into a single project phase (Phase I): **Preliminary Design**. Upon completion of the project, the new facility is handed over to the recipient department to operate and administer the program and/or services.

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#### 4.0 MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

Project	Status/Phase
Burnaby Lake Aquatic and Arena Facility	Detailed Design
Willingdon Community Centre Redevelopment	Preliminary Design Complete
Confederation Park Community Centre	Preliminary Design Complete
Cameron Community Centre and Library	Preliminary Design
South Burnaby Arena	Construction
Laurel Street Works Yard (Main Building)	Construction
Highway One Pedestrian Overpass	Preliminary Design Complete
Metrotown Events Centre	Feasibility Study

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

#### 4.1 Burnaby Lake Aquatic and Arena Facility

##### 4.1.1 Project Description

The redevelopment of CG Brown Memorial Pool and Burnaby Lake Ice Rink has been identified as a priority community amenity project. The new aquatic and arena facilities are proposed to be developed on the existing site at 3676 Kensington Avenue, within the Burnaby Lake Sports Complex. The building program for these facilities is proposed to include an NHL sized pad that can accommodate both ice and dry surfaces, and a significantly larger pool facility with supporting amenities.

The following working facility program has been established:

- a NHL sized arena pad with five change rooms, support offices, a 40-person multi-purpose room, storage, ice resurfacing, mechanical, electrical and refrigeration rooms, and 200 spectator seats;
- an aquatics facility that includes a leisure pool, hot tubs, sauna and steam rooms, a 50 m (10 lane) tank with two bulkheads and a moveable floor, a secondary 25 m (6 lane) tank, four multi-purpose rooms, support offices, change rooms, recreational diving, and 750 spectator seats; and,
- supporting amenities including reception and office administration areas, a café in the main lobby, food concession in the new rink lobby, sports hall of fame display area, a community fitness centre/weight room, childminding, and a licensed childcare facility.

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The facility program was presented at a public open house 2019 November 06.

#### **4.1.2 Project Status**

The results of the Schematic Design phase of the project, including a high level Class C project cost estimate were presented to Council at their meeting on 2020 February 12, and the project received approval to proceed to Phase 2.

#### **Phase 2**

The design development for the project is currently at 50%. A detailed Class C project cost estimate has been received and is currently under review. A Public Hearing for the associated rezoning application will be scheduled once review of the Class C estimate is complete and a suitable plan of development is achieved.

#### **Overall Schedule**

HCMA is working towards a compressed project schedule, which targets rezoning in late 2020 – early 2021, followed by tendering of the project for construction in fall 2021, with an estimated construction period of 36 months, and a project completion date of late 2024/early 2025. It is noted that these dates are estimates and may change as the building program is further developed.

### **4.2 Willingdon Community Centre Redevelopment**

#### **4.2.1 Project Description**

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

#### **4.2.2 Project Status**

##### **Preliminary Project Development**

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

##### **Feasibility Studies (Needs Assessment)**

In March 2020, a second public engagement process was undertaken to share the results of the Needs Assessment that was completed in October 2019 for the City's Northwest Quadrant; the results of

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which have been analyzed and used to develop a working facility program for both the Willingdon Heights Park site and the Confederation Park site.

### ***Preliminary Building Facility Program and Site Options***

The preliminary design has been completed. Additional geotechnical and groundwater investigations have been completed and the information included in the schematic design report. A high level Class C project cost estimate and the schematic design study will be presented to Council in fall 2020.

## **4.3 Confederation Park Community Centre**

### ***4.3.1 Project Description***

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

### ***4.3.2 Project Status***

#### ***Preliminary Project Development***

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

#### ***Feasibility Studies (Needs Assessment)***

As noted above, the initial public consultation and Needs Assessment was completed in October 2019; the results of which have been analyzed and used to develop a working facility program for both the Willingdon Heights Park site and the Confederation Park site.

### ***Preliminary Building Facility Program and Site Options***

A working facility program has now been developed for the Confederation Park Site. Revery and the working group are in the process of finalising the cost estimates and schematic design report. In regards to Public Art, five artists have been shortlisted and will be submitting artist concept proposals in late September 2020 for evaluation by the artist selection panel.

### ***Overall Schedule***

Revery is working towards a compressed project schedule, which targets tendering of the project for construction in spring 2021, with an estimated construction period of 36 months, and project

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completion date of winter 2023. It is noted that these dates are estimates and may change as the building program is further developed.

#### **4.4 Cameron Community Centre and Library**

##### **4.4.1 Project Description**

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

Diamond Schmitt Architects Inc. have been retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study scopes of work.

##### **4.4.2 Project Status**

###### ***Preliminary Project Development***

The initial geotechnical site investigation has been completed by EXP Consulting. Ross Templeton Associate has been engaged to prepare the Class C project cost estimate for the project.

###### ***Feasibility Study (Needs Assessment)***

Public consultation was completed on July 12, 2020 and 2,369 responses were received. The Needs Assessment for the Northeast Quadrant of Burnaby, which will inform the plans for facility programming and design of the community centre and library, has been updated with the responses received from consultation and will be finalized in September 2020.

###### ***Preliminary Building Facility Program and Site Options***

A working facility program has now been developed for the community centre and library. A Class C cost estimate and schematic design will be presented to Council in winter 2020.

###### ***Overall Schedule***

The preliminary project development, feasibility, and design work is estimated to take approximately 18 months, followed by a planned construction period of 36 months, with an estimated project completion date of summer 2025. A more detailed schedule estimate will be provided once the COVID-19 pandemic restrictions have been lifted.



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## **4.5 South Burnaby Arena**

### **4.5.1 Project Description**

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

### **4.5.2 Project Status**

#### ***Contract***

A CCDC2 lump sum contract between Pomerleau Inc. and the City of Burnaby for the South Burnaby Ice Arena Project was issued, finalized, and signed on 2019 September 26.

In regards to Public Art, the Request for Expression of Interest (RFEOI) was closed on August 24, 2020 and a shortlist of artists will be requested to submit public art concept proposals in September 2020.

#### ***Construction***

Formwork, reinforcing steel and concrete works are currently underway. The next milestone in the construction phase will be getting the mass timber and reinforced steel to be on site which is anticipated to be in late 2020/early 2021. The construction period is expected to last for approximately 24 months, with an estimated project completion in the fall of 2021. There is anticipated to be some delay due to Provincial Health Office orders guiding safe physical distancing for construction sites in response to the COVID-19 pandemic.

## **4.6 Laurel Street Works Yard**

### **4.6.1 Project Description**

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

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#### **4.6.2 Phase 2 Status**

##### ***Tendering***

The tender for the Laurel Street Works Yard is complete. The City's standard Construction Tender Document was reviewed and revised to further reduce the City's risks during the procurement process. The construction project was tendered as a lump-sum contract to prequalified general contractors on BC Bid. Due to uncertain market conditions and COVID-19 restrictions, the tender closing date was extended. Two tenders were received and the low compliant bid was received from Canadian Turner Construction Company.

##### ***Construction***

Phase 2 construction has commenced in summer 2020 and is expected to be complete by mid 2023.

#### **4.7 Highway One Pedestrian Overpass**

##### ***4.7.1 Project Description***

A new crossing over the Trans-Canada Highway is being explored to improve connectivity between Burnaby Lake, Deer Lake Park, and Robert Burnaby Park.

##### ***4.7.2 Project Status***

##### ***Feasibility Study***

The feasibility study of developing an overpass over the Trans-Canada Highway is currently underway. The working group is currently investigating preferred site selection and finalizing the preliminary schematic designs. Clearing of invasive species, geotechnical investigation and site surveying have been initiated.

The general feasibility, impacts and estimated costs and will be provided to Council in a final report by fall 2020.

#### **4.8 Metrotown Events Centre**

##### ***4.8.1 Project Description***

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

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#### **4.8.2 Project Status**

##### ***Preliminary Project Development***

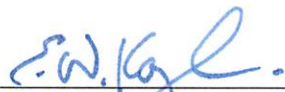
Hunden Strategic Partners (HSP), along with a team of sub-consultants, have been retained to complete the first phase of work. The first phase of work explores the value of developing a performance/events and conference centre within Downtown Metrotown; facility programming to meet the needs of the community; building configuration, massing study and preliminary schematic design options to determine the minimum site area and preliminary site access, circulation and adjacencies; and, preliminary capital and operating cost estimates of such a project.

##### ***Overall Project Schedule***

HSP visited potential sites and met with stakeholders in a series of meetings in early March 2020. They are continuing the first phase of work and the results of the study is anticipated to be presented to Council in late fall of 2020.

#### **5.0 CONCLUSION AND NEXT STEPS**

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



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



Leon Gous, Director Engineering

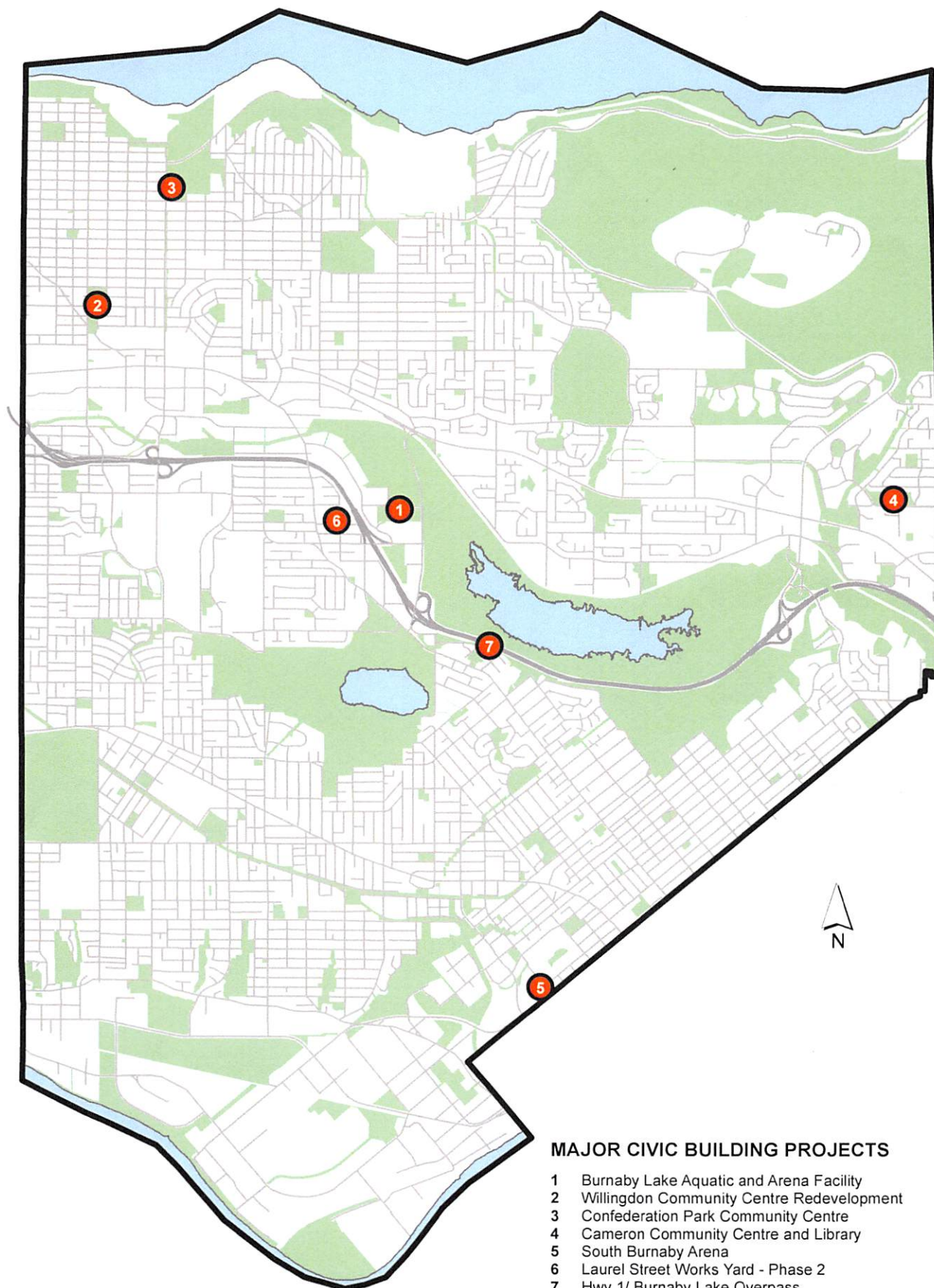


Dave Ellenwood  
Director Parks, Recreation and Cultural Services

TVD/CL:sla

**Attachment**

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



#### MAJOR CIVIC BUILDING PROJECTS

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



Meeting 2020 Sep 09

## COMMITTEE REPORT

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

**DATE:** 2020 September 2

**FROM:** MAJOR CIVIC BUILDING PROJECT  
COORDINATION COMMITTEE

**FILE:** 4230 12  
*Reference: Wayfinding – Deer Lake  
Precinct*

**SUBJECT: DEER LAKE PRECINCT WAYFINDING PROJECT**

**PURPOSE:** To obtain Council approval in principle of the preliminary wayfinding concept design for the Deer Lake Precinct.

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**RECOMMENDATIONS:**

1. **THAT** Council approve-in-principle work completed to date on the Deer Lake Precinct Wayfinding Project, as outlined in Section 4.0 of this report, as the basis for the preparation of a Comprehensive Sign Plan (CSP) for the precinct and a text amendment to the Burnaby Sign Bylaw.
2. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

**REPORT****1.0 INTRODUCTION**

In March 2020, City staff re-engaged Public: Architecture + Communication to complete a wayfinding signage program, concept and implementation strategy for the Deer Lake Precinct, as well as the preparation of related drawings and specifications for permit approvals and construction tender. This work is intended to form part of a Comprehensive Sign Plan (CSP) that will guide the installation of current and future wayfinding signage needs in the precinct. Work on the project has advanced to a stage that a proposed signage program, preliminary concept, and implementation strategy has been developed. As such, the purpose of this report is to seek Council approval-in-principle on the preliminary concept and implementation strategy. This work will form the basis for initiating next steps, including the preparation of a future bylaw text amendment report to amend the Burnaby Sign Bylaw so as to enable the installation of a wayfinding signage program that exceeds the limitations of the current Bylaw; preparation of detailed design drawings and specifications for tendering purposes; and, fabrication and installation.

It is noted that the scope of this project is limited to wayfinding signage for civic, Burnaby RCMP and public park facilities and destinations within the Deer Lake Precinct (see *attached* Sketch #1). All other signs are subject to the provisions of the Burnaby Sign Bylaw and/or approved Comprehensive Sign Plans (CSP).



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## 2.0 POLICY SECTION

The advancement of this project aligns with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Safe Community**
  - Community Amenity Safety – Maintain a high level of safety in City buildings and facilities for the public and City staff
- **A Connected Community**
  - Geographic Connection - Ensure that people can move easily through all areas of Burnaby, using any form of transportation
- **A Dynamic Community**
  - Economic Opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
  - City Facilities and Infrastructure – Build and maintain infrastructure that meets the needs of our growing community

## 3.0 BACKGROUND

The Deer Lake Precinct, which is centrally located in Burnaby, is a major destination within Burnaby and is of City-wide significance. It encompasses the City's Central Administrative Area (City Hall Main Building, West Building, RCMP Burnaby Detachment), Deer Lake Business Centre (Deer Lake Buildings 1 and 2), Burnaby Arts and Culture Complex (Burnaby Cultural Services, Shadbolt Centre for the Arts, Burnaby Village Museum, Burnaby Art Gallery), and Deer Lake Park. The precinct receives numerous visitors on a daily basis, and with the increased profile of Deer Lake Park as a concert venue, it has also brought many new visitors to the precinct from throughout the region.

To the north and northwest are a range of business, institutional and residential uses, including Discovery Place Community Plan Area, BCIT, Greentree Village multiple-family residential development and Forest Lawn Cemetery. To the northeast is the Trans-Canada Highway and Kensington Interchange, beyond which are the Burnaby Lake Regional Nature Park and the Burnaby Lake Sports Complex Area. To the west is Burnaby Central Secondary School and single- and two-family neighbourhoods. Further west still, across Willingdon Avenue, is Moscrop Secondary School. To the east, across Sperling Avenue is the Rayside Community Plan Area, which has undergone recent multiple family residential development, and single- and two-family neighbourhoods. To the south are single- and two-family neighbourhoods, Oaklands multiple-family residential development, and Downtown Metrotown Plan Area.

Over the years, improvements to signage for the various land uses within the precinct has been advanced on an individual site basis. As a result, signage is not consistent between destinations, nor is there a cohesive relationship between the signage of each facility/destination, posing a challenge for wayfinding through the precinct. As a number of wayfinding/directional signage

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types throughout the precinct are aging and in need of replacement, it presents an opportunity to undertake a comprehensive review of the existing signage within the precinct for the purposes of developing a cohesive and consistent approach to wayfinding signage improvements. This approach would enable the approvals of future wayfinding signage within the precinct based on a set of guidelines that appropriately responds to the land use context of the precinct, the public realm and its relationship to other signage within the precinct. This approach would also enable the development of a contemporary wayfinding signage program that enhances civic presence and identity within the precinct.

In 2015, Council approved the initiation of a wayfinding study for the precinct, and for which the consultant, Public: Architecture + Communication, was engaged to work with City staff to develop a comprehensive wayfinding program so as to enhance the visitors' arrival experience and navigation through the precinct, as well as establish a cohesive civic presence within it. Work on the Deer Lake Precinct Wayfinding project was advanced to an extent as work priorities and resources permitted, but was not completed.

On 2020 February 24, Council authorized funding to re-initiate and complete the project. City staff have since formed a work group and re-engaged Public: Architecture + Communications to complete the project, but with the expanded scope of developing a CSP for the precinct. The CSP is intended to provide a framework that will enable future signage within the precinct to meet the needs of the various business, civic, institutional, cultural and park uses within it as described in Section 4.0 of this report.

## **4.0 PROPOSED DEER LAKE PRECINCT WAYFINDING CONCEPT AND STRATEGY**

### ***4.1 Proposed Wayfinding Signage Program***

As noted in this report, City staff have formed a work group and re-engaged the consultant, Public: Architecture + Communications, to develop a CSP for the Deer Lake Precinct. The CSP will encompass:

- completion of an inventory and audit of existing signage within the precinct, as well as identification of existing wayfinding signage to be retained as part of the proposed CSP;
- preparation of wayfinding signage concept design and typology, including a standardized graphic/iconography and typography consistent with the City's approved branding and visual identity standards;
- completion of site studies and analysis for location, orientation and messaging of wayfinding signage;
- preparation of drawings and specifications for each sign type for tendering purposes; and,
- development of an implementation phasing plan, as well as guidelines for the siting of future wayfinding signage.

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It is noted that while the signage inventory will encompass all awning, business, canopy, fascia or freestanding signs within the precinct, the proposed CSP is intended to be a regulatory framework for wayfinding signage only. Business and primary building identification signs will need to comply with the provisions of the Burnaby Sign Bylaw and/or approved Comprehensive Sign Plans for the site.

#### **4.2 Wayfinding Goals**

It is intended that the project develop a wayfinding concept and strategy that achieves the following goals:

- facilitates ease of wayfinding for visitors arriving on-foot, cycling, transit, and passenger and commercial vehicle;
- is a cohesive and contemporary signage system that is easy to update; and,
- is welcoming, visible, clear and integrated with the surrounding facilities, public realm, and park.

It is also intended to enhance the visitors' arrival experience to the precinct, support their ability to self "orient-in-place", determine route, and navigate easily to their destination.

#### **4.3 Design Principles**

Wayfinding signage design is premised on the over-arching principles of visibility ("I Can See It"); functionality ("It Works Great"); and aesthetics ("It Looks Great"):

- Visible – signage is accessible, legible and sized/oriented at a scale that is appropriate to the intended user;
- Functional – signage "chain" or system is predictable, progressively discloses information and is accurate. The signage system is also designed to be flexible to adapt to a variety of conditions, locations and messaging needs, while remaining visually unified. Components are update-able, materials are durable and easy to maintain; and,
- Aesthetic – signage design is contemporary, integrated and consistent with the City of Burnaby's visual identity and corporate branding. Signage design is also respectful of the different architecture, land use, and precinct characteristics.

Given that the precinct, and particularly Deer Lake Park, is a major destination of City-wide significance, there is a desire to also express a civic presence and specialness of place in the proposed wayfinding signage concept design.



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#### 4.4 Proposed Wayfinding Signage Concept Design

Development of the preliminary concept design has been a joint-collaboration and effort across several departments and agencies including Planning, Parks, Recreation and Cultural Services, Engineering, Communications, Colliers (property manager for Deer Lake 1 and 2) and Burnaby Detachment RCMP. The following is a summary of the design work completed to date:

The proposed wayfinding signage concept consists of a suite or family of sign typology that are unified by colour, composition, and materiality. In general, the signage is constructed of metal panels or blades atop a concrete board-form base. The colour composition of the panels are primarily blue tones with an accent colour of bright green, all of which are consistent with the City's approved colour palette. The concrete base is detailed with a wood-grain pattern and aluminum inlay "City of Burnaby logo". Figure 1 below illustrates the proposed colour composition and materiality of the wayfinding signage.

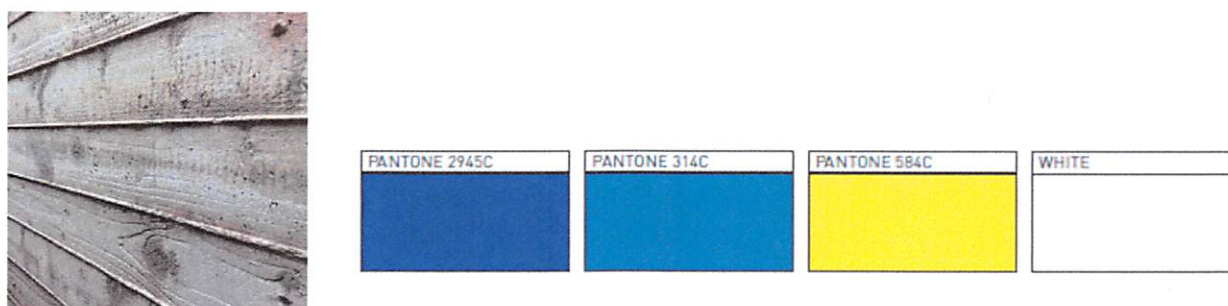


Figure 1. Drawing on the natural beauty of Deer Lake, the colour composition of the panels are primarily blue tones, representing water. A green accent is also used to both express a contemporary visual appearance and reference to the natural park setting. The concrete board-form base is detailed with a wood-grain finish as a reference to the boardwalk around Deer Lake and natural wood fibre materials.

Figure 2 *attached* illustrates the proposed sign typology. It comprises a hierarchy of seven sign types that enable a wayfinding "chain" or system that progressively discloses information to the user/visitor as they arrive and/or navigate through the precinct to their destination on foot, cycling, transit, or vehicle. The signage types are summarized as follows:

- **Gateway Signs** – Vehicular-oriented signage that is intended to be used at the periphery of the precinct, at most prominent vehicle access points;
- **Directional Pylons** – Signage that would typically be placed along a major route within the precinct. It is intended to assist visitors using all modes of transportation to navigate through the precinct to their destination once they have arrived;
- **Destination Pylons** – Signage that would typically be placed close to the main entrance/frontage of a facility. It is intended to let visitors know they have arrived at their destination;
- **Orientation Pylons** – Pedestrian-oriented signage that is approachable and accessible, inviting visitors to step-up close and examine a map of the precinct. A legend and key map would help

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visitors orient themselves in relation to their destination, and may include information such as walking distance from a “You Are Here” marker;

- **Directional Post** – Pedestrian-oriented signage that is intended to support the signage “chain” or system, directing visitors from one area of the precinct to other destinations within the precinct or park attractions;
- **Orientation Post** – Pedestrian-oriented signage that is a hybrid between an orientation pylon and directional post. It is a flexible option for providing more information and supporting progressive disclosure design; and,
- **Parking Post** – Vehicular-oriented signage that would be used to identify parking lots and/or areas within the precinct, as well as detailed regulatory information about parking and parking restrictions.

Within Deer Lake Park, there are a number of trails that traverse through a more natural park setting. In these areas, the proposed wayfinding signage is a park-like adaptation of the Directional Post sign type. Figure 3 *attached* illustrates trail directional signs and trail marker signs that are constructed of a wood material and are sized to a more appropriate scale so as to integrate with the more natural park setting.

Visibility, legibility and accessibility are key tenets of the proposed wayfinding concept design. The typography of the signage uses variations of Proxima Nova, as well as high contrast lettering to ensure that different levels and types of visual impairments can easily read the letters and icons. Concept design work also reviewed options for internal lighting, aluminum reflective coatings and other supporting infrastructure to facilitate visibility, legibility and accessible use of wayfinding signage.

#### **4.5 Wayfinding Strategy and Implementation Phasing**

In alignment with the wayfinding goals and design principles indicated in this report, the proposed strategy is premised on a progressive disclosure approach to wayfinding, whereby visitors arriving and navigating through the precinct receive and process information in manageable segments at key decision making points in the selected direction of travel. This strategy focuses on enhancing the visitor’s experience to move confidently through the precinct from point “A” to “B”, even if they have never visited the precinct before. This strategy supports all modes of transportation using wayfinding tools that encompass visual cues, signage, orientation maps and regulatory information. Moreover, a progressive disclosure approach to wayfinding will enable reduction of signage clutter in the precinct.

Implementation of the wayfinding program was initially planned to be advanced over two or three phases, with the first phase consisting of Gateway and Directional pylon sign types. Other wayfinding sign types were to be implemented in subsequent phases, subject to funding approval. Upon further review, it would seem more appropriate to advance the project under a single phase to better meet visitors’ needs and consistent with the premise of the wayfinding strategy and approach to wayfinding. A number of implementation phasing options are being considered to

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better meet the needs of visitors' and a recommended implementation phasing plan, including cost estimates will be presented in a future report to Council.

#### **4.6 Development Approvals Process**

City staff will continue to work with the consultant to refine the concept design that will form part of an eventual CSP for the precinct. An amendment to the Burnaby Sign Bylaw is required to enable the implementation of the proposed CSP for the Deer Lake Precinct. With Council's approval-in-principle of the preliminary concept design and strategy for wayfinding in the precinct, City staff will commence the preparation of a future bylaw text amendment report to amend the Burnaby Sign Bylaw so as to enable the implementation of a wayfinding signage program that exceeds the limitations of the current Bylaw. Given that the proposed CSP for the precinct encompasses Deer Lake Park and the cultural complex within it, the proposed Bylaw amendment report will be advanced through the Parks, Recreation and Culture Commission for Council approval.

Wayfinding is an important design element of public realm planning and design. In addition to its functional characteristics, wayfinding can be a unifying element between different land uses, characteristics, and building architecture; express a cohesive civic presence, contribute to place-making; and, enhance the visitor's experience within a place. In view of the above, the wayfinding concept design and resulting CSP for the Deer Lake Precinct could potentially set a precedent for developing wayfinding programs in other major destinations within Burnaby.

#### **4.7 Timeline**

Subject to Council approval of the work completed to date, project scope and future funding requests, the following is an estimated timeline for the project:

<b>Project Milestone</b>	<b>Estimated Date</b>
Sign Bylaw Text Amendment	November 2020
Detailed Design	Spring 2021
Project Tender	Summer 2021
Installation of Phase 1 Signs	Fall/Winter 2021

### **5.0 CONCLUSION**

Work on the Deer Lake Precinct Wayfinding Project has advanced to a point in which Council approval-in-principle is required to advance to next steps, including the preparation of a future text amendment to the Burnaby Sign Bylaw. With Council's approval, City staff will continue to further develop the CSP, and determine signage location, orientation and messaging.

It is recommended that Council approve-in-principle work completed to date on the Deer Lake Precinct Wayfinding Project, as outlined in Section 4.0 of this report, as the basis for the preparation of a Comprehensive Sign Plan (CSP) for the precinct and a text amendment to the Burnaby Sign Bylaw.

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It is also recommended that a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

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

for Leon Gous, Director Engineering

Dave Ellenwood  
 Director Parks, Recreation and Cultural Services

ZT/sla

**Attachments**

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

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# Deer Lake Precinct



PLANNING & BUILDING DEPARTMENT



Date:  
AUG 28 2020

scale:  
1:18,000

Drawn By:  
JS



Subject Area

- 1 City Hall
- 2 West Building
- 3 Deer Lake Centre 1 and 2
- 4 RCMP-Burnaby Detachment
- 5 Burnaby Art Gallery

Deer Lake Park

- 6 Shadbolt Centre  
(James Cowan Theatre & Studio Theatre)
- 7 Burnaby Village Museum
- 8 Festival Lawn
- 9 Hart House Restaurant
- 10 Beach/Boat Rental

Sketch #1

## SIGN TYPE REFERENCE DIAGRAM

This diagram illustrates the complete sign family, with associated colour and number tags. It can be used to better understand the proposed location plan.

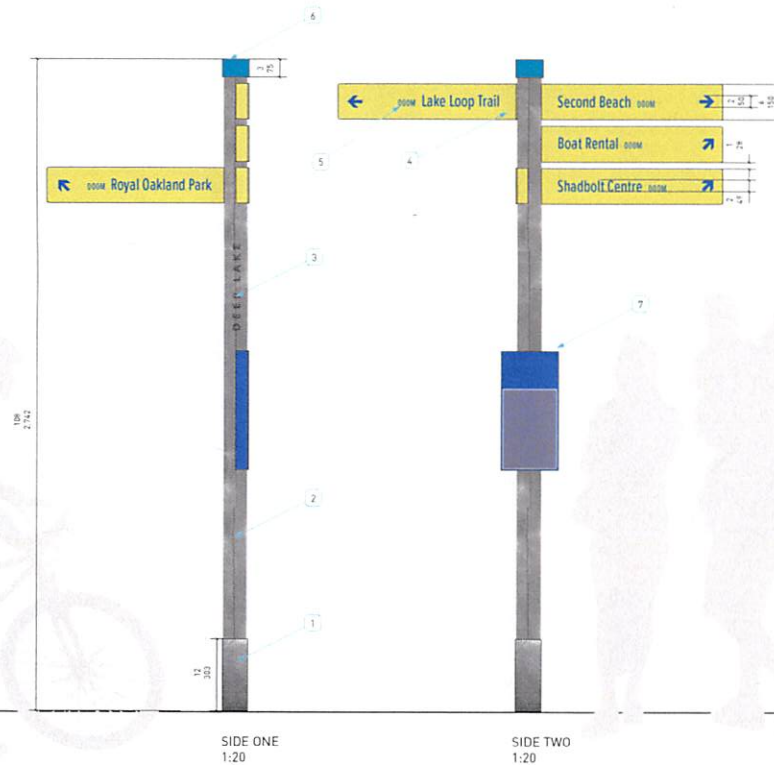
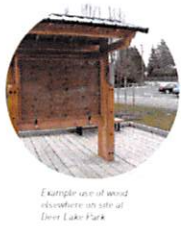
**Figure 2.** The proposed sign typology is comprised of a hierarchy of seven sign types that enable a wayfinding "chain" or system that progressively discloses information to the user/visitor as they arrive and/or navigate through the precinct to their destination on foot, cycling, transit or vehicle





## SIGN TYPE 8.0 – TRAIL DIRECTIONAL SIGN

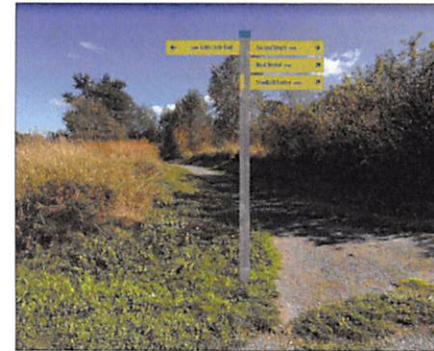
This sign is a more park-like adaptation of the more urban variety directional sign type 4.0. The post is anticipated as kiln-dried, tight-grain cedar, in a nod to classic park signage and the materiality of other infrastructure within the park. The sign conveys directional information, distances and can be read from a distance. It can also offer space for a park map with specific trail information. It can be used in areas that are determined to be a more park-like setting, such as the Heritage Meadow or lake-side areas.



## SIGN TYPE 9.0 – TRAIL MARKER SIGN

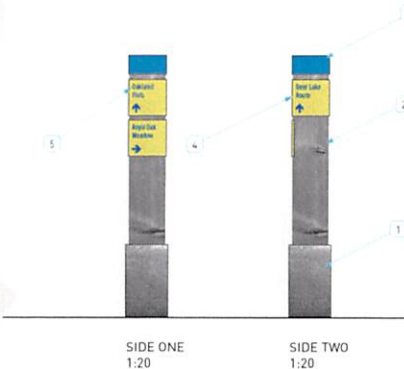
Similar in nature to sign type 8.0 this small marker can be used at minor decision points to confirm trail routes and directions. A flexible number of aluminum sign plates can be added to 1 or 4 sides, as required. The metal base is optional depending on soil conditions and may be recommended in areas where drainage is a challenge.

### SAMPLE VISUALIZATIONS



### DETAIL NOTES

1. Metal post sleeve, cast in concrete base.
2. Kiln-dried tight grain natural cedar sign post.
3. Engraved and in-filled park name.
4. Painted sign panel mounted on post.
5. Wayfinding information, Blue high-viz (reflective) vinyl.
6. Painted aluminum sign-cap.
7. Optional map or information panel add-on.



*Figure 3. Proposed Trail Directional Sign and Trail Marker Signs within the more naturalized park areas of the precinct.*