



FINANCIAL MANAGEMENT COMMITTEE A G E N D A

Wednesday, November 18, 2020, 5:00 p.m.

Council Chamber, City Hall

4949 Canada Way, Burnaby, BC

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1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
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2020 November - Parks, Recreation and Cultural Services Gaming
Reserve Projects

- 4.5. Report from the Director Planning and Building - Re: Lougheed Highway
- Brentwood Streetscape Beautification 52

5. **NEW BUSINESS** 54

6. **INQUIRIES**

7. **CLOSED**

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

8. **ADJOURNMENT**



FINANCIAL MANAGEMENT COMMITTEE M I N U T E S

**Wednesday, October 14, 2020, 5:00 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
Councillor James Wang, Member (*participated electronically*)
- 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. Bachar Khawajah, Chief Information Officer
Mr. Dan Layng, Chief Licence Inspector
Mr. Johannes Schumann, Assistant Director, Planning and Building
Mr. Tim Van Driel, Manager Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Monica Macdonald, Administrative Officer
Ms. Samantha Thompson, Council Support Assistant

1. CALL TO ORDER

His Worship, Mayor Mike Hurley, called the Open meeting to order at 5:01 p.m. and conducted the roll call. Due to the COVID-19 pandemic, Councillor James Wang participated electronically.

For the benefit of Councillor Wang, the Administrative Officer reviewed the staff present.

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

2. **MINUTES**

2.1 **Minutes of the Financial Management Committee Open meeting held on 2020 September 09**

MOVED BY COUNCILLOR DHALIWAL
 SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2020 September 09 be now adopted.

CARRIED UNANIMOUSLY

Arising from discussion, His Worship, Mayor Mike Hurley, introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
 SECONDED BY COUNCILLOR CALENDINO

THAT Item 4.2 Reports be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

4.2 **Report from the Director Engineering - Re: Storm Sewer Extension Contribution and Fee Bylaw - Funding Options**

The Director Engineering submitted a report seeking authorization for an amendment to the Storm Sewer Extension Contribution and Fee Bylaw 2017, and provision of proportionate refunds to those who previously paid as a condition of the current bylaw.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw amendment to the Storm Sewer Extension Contribution and Fee Bylaw 2017, approving a 50% cost-share, fixed interest, and beneficiary options, as outlined in Sections 4.1, 4.2 (Option ii) and 4.3 of this report.

2. THAT the Financial Management Committee recommend Council authorize partial refunds for properties that have already paid contributions and fees under the Storm Sewer Extension Contribution and Fee Bylaw 2017, as outlined in Section 4.4 of this report.

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Engineering be adopted.

REFERRED

His Worship, Mayor Mike Hurley, advised that new information has recently become available necessitating further review of the matter, and introduced the following motion:

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY COUNCILLOR KEITHLEY

THAT the Storm Sewer Extension Contribution and Fee Bylaw – Funding Options Report, be **REFERRED** to staff for further review.

CARRIED UNANIMOUSLY

The normal order of the agenda resumed.

3. **CORRESPONDENCE**

3.1 **Memorandum from the Director Finance - Re: Financial Report as at 2020 Period 08**

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 8, 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 net favorable position of \$6.0 million because of lower than anticipated expenditures primarily due to vacancies; as well as overall lower materials, supplies, consulting and contracted services resulting from the temporary closures and reduced service levels due to the COVID-19 pandemic. This is offset with lower than anticipated revenues of \$2.7 million. The projected deficit at year end is approximately \$6.2 million from the following: continued loss in parking and recreation programs revenues; higher than anticipated prior year assessment appeals for property taxes; and an unbudgeted RCMP earned retirement benefit expenditure, resulting from a recent settlement between the Federal and Provincial Government.

The 2020 capital expenditures to the end of Period 8 are \$66.2 million. This represents a spending of 26% of the planned capital expenditures in 2020. It is anticipated that capital spending in 2020 will be similar to that of 2019.

3.2 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 advised that Council workshops are planned for the following projects: Willingdon Heights Community Centre; Highway 1/Burnaby Lake Overpass; Metrotown Events Centre; and Confederation Park Community Centre.

3.3 Memorandum from the Administrative Officer - Re: Adaptive Re-Use for Fairacres Garage and Stables Building

A memorandum was received from the Administrative Officer advising that, at the Open Council meeting held on 2020 September 28, Council adopted a motion to approve the use of Gaming Reserves to finance design work to support the adaptive re-use of the Fairacres Garage and Stables building at 6344 Deer Lake Avenue.

4. REPORTS

4.1 Report from the Chief Information Officer - Re: 2020 and 2021 Information Technology Capital Program

The Chief Information Officer submitted a report seeking authorization for a Capital Reserve Fund Bylaw to finance the 2020 and 2021 Information Technology Capital Program.

The Chief Information Officer 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 \$2,982,000 to finance the Information Technology Capital Program, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

4.2 Report from the Director Engineering - Re: Storm Sewer Extension Contribution and Fee Bylaw - Funding Options

This item was dealt with earlier at the meeting.

4.3 Report from the Director Engineering - Re: Amendments to Solid Waste and Recycling Bylaw 2010

The Director Engineering submitted a report seeking authorization for amendments to the fee schedules relating to waste receptacles and multi-family garbage disposal services in the Solid Waste and Recycling Bylaw 2010.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the fee schedules in the Solid Waste and Recycling Bylaw 2010, as set out in Sections 4.1 and 4.2 of this report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

4.4 Report from the Director Finance - Re: Temporary Financing Bylaw

The Director Finance submitted a report seeking authorization for borrowing authority to temporarily finance expenditures.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2021 January 01 to December 31, repayable 2021 December 31.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4.5 Report from the Director Finance - Re: Environmental, Social and Governance (ESG) and Socially Responsible Investment (SRI) Strategy

The Director Finance submitted a report providing information about the City's investment portfolio related to Environmental, Social and Governance and Socially Responsible Investment strategy.

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR WANG

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4.6 Report from the Director Parks, Recreation and Cultural Services - Re: 2020 October - Parks, Recreation and Cultural Services Gaming Reserve Projects

The Director Parks, Recreation and Cultural Services submitted a report seeking authorization for the use of the Gaming Reserve to finance the following projects: Accessibility Improvements, Water Conservation Devices, Trail System Development, and the Burnaby Mountain Conservation Area.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee recommend that Council authorize the use of the Gaming Reserve in the amount of \$575,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR WANG

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

CARRIED UNANIMOUSLY

4.7 Report from the Director Public Safety and Community Services - Re: Repeal of Taxicab Bylaw Regulations and Reduction of the Business Licence Fees Charged for Taxicabs

The Director Public Safety and Community Services submitted a report recommending repeal of the Burnaby Cab Regulations Bylaw 2009 and related

penalties in the Burnaby Bylaw Notice Enforcement Bylaw 2009, and amendment of the Burnaby Business Licence Fees Bylaw 2017 to reduce licence fees for taxicabs. Further, the report is seeking authorization for a partial refund to Bonny's Taxi Ltd.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council to authorize the City Solicitor to bring forward a bylaw to repeal the Burnaby Cab Regulations Bylaw 2009, in response to Provincial legislative changes related to Passenger Directed Vehicles.
2. THAT the Financial Management Committee recommend Council to authorize the City Solicitor to bring forward an amendment to the Burnaby Bylaw Notice Enforcement Bylaw 2009 to repeal the portion of the bylaw relating to the Burnaby Cab Regulations Bylaw 2009.
3. THAT the Financial Management Committee recommend Council to authorize the City Solicitor to bring forward an amendment to the Burnaby Business Licence Fees Bylaw 2017 to align business licence fees for taxicabs with the fees for Transportation Network Services vehicles (TNS or ride-sharing vehicles) under Burnaby Inter-Municipal TNS Business Licence Bylaw 2020.
4. THAT the Financial Management Committee recommend Council to authorize a partial refund to Bonny's Taxi Ltd. for its 2020 business licence fees based on the reduced fees set out in this report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

4.8 Report from the Major Civic Building Project Coordination Committee - Re: 2020 Capital Gaming Reserve Request - Fire Dispatch Centre Relocation (ABX.0017)

The Major Civic Building Project Coordination Committee submitted a report seeking authorization for use of the Gaming Reserve to finance the Fire Dispatch Centre Relocation project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee authorize the use of the Gaming Reserve in the amount of \$300,000 to finance the Fire Dispatch Centre Relocation project, as outlined in this report.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

5. **NEW BUSINESS**

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

6. **INQUIRIES**

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

7. **ADJOURNMENT**

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR CALENDINO

THAT the Financial Management Committee meeting adjourn at 5:57 p.m.

CARRIED UNANIMOUSLY

CHAIR

ADMINISTRATIVE OFFICER

INTER-OFFICE MEMORANDUM

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

FROM: DIRECTOR PLANNING AND BUILDING FILE: 4230 01

SUBJECT: MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

Project	Current Project Phase	Est. Completion of Current Project Phase	Est. Project Completion Date	Additional Comments
Burnaby Lake Aquatic and Arena	Detailed Design	Summer 2021	Summer 2024	Rezoning Winter 2020
Willingdon Heights Community Centre	Schematic Design	Complete	TBD	Council workshop Nov 2020
Brentwood – Comm Benefit Bonus	MOU	July 2020	TBD	Draft MOU
Confederation Park Community Centre	Schematic Design	Complete	Winter 2023	Value Engineering
Cameron Community Centre	Schematic Design	January 2021	Summer 2025	Public consultation complete
South Burnaby Arena	Construction	Winter 2021	Spring 2022	Some construction delay
Laurel Street Works Yard (Phase 2)	Construction	Summer 2023	Summer 2023	Construction ongoing
Metrotown Events Centre	Feasibility Study	Complete	TBD	Council Workshop Nov. 2
Hwy 1/Burnaby Lake Overpass	Design Development (Option 4)	January 2021	TBD	Revised location
Fire Hall #8 – SFU	Feasibility Study		2023	Initiate Feasibility Study

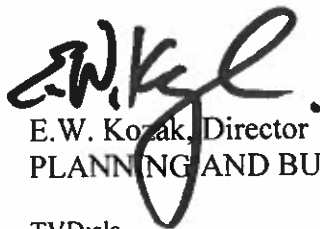
* Indicates date revised from previous FMC update

Chair and Members FMC

Subject: Major Civic Building Projects Status Update

2020 November 09..... Page 2

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



E.W. Kozak, Director
PLANNING AND BUILDING

TVD:sla

cc: Members of Council
 City Manager
 Director Engineering
 Director Parks, Recreation and Cultural Services
 Director Public Safety and Community Services
 Chief Librarian
 Acting City Clerk

\\Filesrv4\Civic_Bldg_Projects\General\Projects Status Update Reports\FMC Monthly Updates\2020.11.09 FMC Monthly Update Memo.Docx

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2020 OCTOBER 27
FINANCIAL MANAGEMENT COMMITTEE

FROM: ACTING CITY CLERK FILE: 2410-20

**SUBJECT: BURNABY LAKE - HIGHWAY 1 PEDESTRIAN OVERPASS FUNDING
AND GRANT APPLICATION REQUEST**
ITEM NO. 7.5., MANAGER'S REPORTS, COUNCIL 2020 OCTOBER 26

Burnaby City Council, at the Open Council meeting held on 2020 October 26, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council authorize the use of Community Benefit Bonus Reserves in the amount of \$20,450,000 for the Burnaby Lake – Highway 1 Pedestrian Overpass project.
2. THAT Council authorize the grant application to the Investing in Canada Infrastructure Program - Community, Culture and Recreation to assist with the construction of the Burnaby Lake – Highway 1 Pedestrian Overpass Project.
3. THAT a copy of this report be sent to the Financial Management Committee for information purposes.
4. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

Please find attached a copy of the report for your information.



Blanka Zeinabova
Acting City Clerk



Item
Meeting.....2020 October 26

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2020 October 21

FROM: MAJOR CIVIC BUILDING PROJECT COORDINATION COMMITTEE **FILE:** 4230 12
Reference: Hwy 1 Overpass

SUBJECT: BURNABY LAKE – HIGHWAY 1 PEDESTRIAN OVERPASS FUNDING AND GRANT APPLICATION REQUEST

PURPOSE: To request funding and obtain a Council resolution for a grant application to the *Investing in Canada Infrastructure Program - Community, Culture and Recreation* to assist with the construction of the Burnaby Lake – Highway 1 Pedestrian Overpass Project.

RECOMMENDATIONS:

1. **THAT** Council authorize the use of Community Benefit Bonus Reserves in the amount of \$20,450,000 for the Burnaby Lake – Highway 1 Pedestrian Overpass project.
2. **THAT** Council authorize the grant application to the *Investing in Canada Infrastructure Program - Community, Culture and Recreation* to assist with the construction of the Burnaby Lake – Highway 1 Pedestrian Overpass Project.
3. **THAT** a copy of this report be sent to the Financial Management Committee for information purposes.
4. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

REPORT**1.0 INTRODUCTION**

This report is to seek funding for the Burnaby Lake – Highway 1 Pedestrian Overpass project in advance of the Council adoption of the 2021 – 2025 Provisional Financial Plan and obtain Council authorization for a grant application.

On 2020 June 25, the Federal and Provincial governments committed up to \$100.6 million towards the second intake of the Community, Culture, and Recreation Grant Program to support cost-sharing of infrastructure projects in communities across the Province. This intake is designed to target projects starting in 2021 or 2022.

To: City Manager
 From: Major Civic Building Project Coordination Committee
 Re: Burnaby Lake – Highway 1 Pedestrian Overpass Funding
 and Grant Application Request
 2020 October 21 Page 2

The *Investing in Canada Infrastructure Program - Community, Culture and Recreation* funding stream aims to cost-share infrastructure investments between Federal and Provincial governments for projects that meet the following outcome:

“Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including indigenous peoples and vulnerable populations”.

Funding is available up to 73.33% of the eligible project costs (40% Federal, 33.33% Provincial). Potential grant funding for this project can be up to approximately \$15M if approved.

A resolution or bylaw endorsing the project must be approved by Council and must be submitted within one month of the grant program closing date. The resolution will:

- commit the proponent to contribute its share of the eligible costs, ineligible costs and potential overruns related to the project;
- identify the source of the proponent’s share of the project costs; and
- show support for the project from a municipality’s Council.

2.0 POLICY SECTION

The advancement of the proposed Burnaby Lake – Highway 1 Pedestrian Overpass Project align with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Connected Community**
 - Geographic connection – Ensure that people can move easily through all areas of Burnaby, using any form of transportation
- **A Healthy Community**
 - Healthy life – Encourages opportunities for healthy living and well-being
- **A Dynamic Community**
 - City facilities and infrastructure – Build and maintain infrastructure that meets the needs of our growing community

3.0 BURNABY LAKE – HIGHWAY 1 PEDESTRIAN OVERPASS

The objective of the Burnaby Lake – Highway 1 Pedestrian Overpass project is to construct a pedestrian-cyclist overpass across Highway 1 to provide a safe north-south cycling and pedestrian link, supporting healthy living and providing alternatives to driving. The overpass will connect Burnaby Lake and Deer Lake areas, and integrate into the existing Urban Trail System of the City and the new Central Valley Greenway as part of the Regional Greenway Strategy 2050. The overpass will be across the section of Highway 1 (Trans-Canada Highway), within the Rayside Community Plan Area, and adjacent to the Burnaby Lake Regional Nature Park.

To: City Manager
 From: Major Civic Building Project Coordination Committee
 Re: Burnaby Lake – Highway 1 Pedestrian Overpass Funding
 and Grant Application Request
 2020 October 21 Page 3

In 2019, the City engaged McElhanney to undertake the first phase of work which included Multiple Account Evaluation analysis to select a bridge location, as well as undertake environmental, geotechnical, and archaeological analysis and complete a schematic design. Council approval of the schematic design and authorization to advance the preferred option to detailed design will be the subject of a future report.

The estimated project cost is \$20,450,000, and any approved government grant funding will be applied to offset project costs.

These expenditures will be included in the 2021 – 2025 Provisional Financial Plan and sufficient Community Benefit Bonus Reserves are available to finance the project.

4.0 RECOMMENDATIONS

It is recommended that Council authorize the use of Community Benefit Bonus Reserves in the amount of \$20,450,000 to finance the project outlined in this report.

It is also requested that Council authorize a grant application to the *Investing in Canada Infrastructure Program - Community, Culture and Recreation* to assist with the construction of the Burnaby Lake - Highway 1 Pedestrian Overpass Project.

Upon approval, a copy of this report will be sent to the Financial Management Committee and the Parks, Recreation and Culture Commission for information purposes.



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



Leon Gous, Director Engineering



Dave Ellenwood
 Director Parks, Recreation and Cultural Services

TVD:JN/sla

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



B. Zeinabova, Acting City Clerk
E. Prior, Acting Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 OCTOBER 27

FROM: ACTING CITY CLERK

FILE: 7100-01

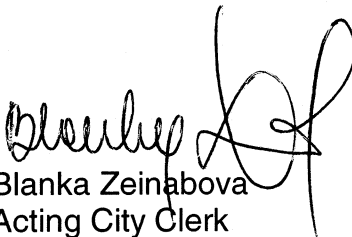
SUBJECT: **ASSESSMENT APPEALS – 2020 COST IMPLICATIONS**
ITEM NO. 7.9., MANAGER'S REPORTS, COUNCIL 2020 OCTOBER 26

Burnaby City Council, at the Open Council meeting held on 2020 October 26, received the above noted report and adopted the following recommendation contained therein:

1. THAT Council receive this report for information.

Arising from discussion, Council introduced and adopted the following motion:

THAT this report be **REFERRED** to the Financial Management Committee for further review.



Blanka Zeinabova
Acting City Clerk

Copied to: Director Finance



Item
Meeting 2020 Oct 26

Council REPORT

TO: CITY MANAGER **DATE:** 2020 October 21

FROM: DIRECTOR FINANCE **FILE:** 7800-01

SUBJECT: ASSESSMENT APPEALS - 2020 COST IMPLICATIONS

PURPOSE: The purpose of this report is to provide information regarding the significant charges incurred by the City and other taxing authorities from recent assessment appeal decisions.

RECOMMENDATION:

1. **THAT** Council receive this report for information.

REPORT

1.0 INTRODUCTION

Notices of Assessment are issued by BC Assessment (BCA) for all properties in BC in early January. When a property owner disagrees with the assessment value assigned by BCA, their first point of call is to raise their concerns with BCA to discuss the assessment value provided. If the property owner still feels that an appeal of their assessment is justified, they have until January 31 to file a complaint (appeal), to what is known as the Property Assessment Review Panel (PARP).

The PARP will conduct a 30 minute hearing with the complainant to hear their arguments. Those filing an assessment appeal must provide the panel with information that compares their property type with similar properties in the same area. Maps, photos and sales information may also be provided in support of an appeal hearing. All hearings are open to the public. Where the complainant receives an unfavourable decision from the panel, their next course of redress is to submit an appeal to the Property Assessment Appeal Board (PAAB). The deadline for submission is normally April 30, however this was extended in 2020 to June 1 due to the pandemic. The PAAB hear appeals throughout the year. In extreme cases, appeals involving application of the law may be escalated to the BC Supreme Court.

The decisions of the appeal process will in most cases result in an amendment of the roll by BCA. This can take the form of a change in assessment classification, or an increase or decrease in assessed value. In most cases, appeals involve a decrease in assessment value thereby reducing property taxes.

To: City Manager
 From: Director Finance
 Re: Assessment Appeals - 2020 Cost Implications
 2020 October 26Page 2

2.0 POLICY SECTION

Goal

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

There can on occasion be a significant period of time between the filing of an appeal application and a final decision being reached, possibly over multiple years. It can therefore be difficult to predict when updated assessment information and the resulting possible property tax adjustments will materialize. BCA provides taxing authorities with updated assessment information as a result of the appeal process on a monthly basis. This information comes in the form of a "Supplementary Roll" adjustment. For significant appeal decisions, BCA provides ad hoc updates to taxing authorities when a decision is known.

In November 2019, the Appeal Board reached a decision regarding appeals for Social Housing properties. This decision covered appeals from 2017 to 2019, and has resulted in significant reductions in class 01 assessment values for the subject properties. Assessment figures for 2020 onwards reflect this decision, with applicable adjustments reducing taxation for these respective properties by \$116,834, thereby spreading this tax burden to other properties within the same class.

4.0 APPEALS

Table 1 provides a summary of assessment appeal charges incurred by the City of Burnaby during the past five years.

Table 1 - Appeal Expenses

Expenses	2016	2017	2018	2019	2020*
Current Year Appeal Board Decisions	\$94,938	\$1,330,747	\$372,203	-\$166,514	\$391,581
Prior Year Appeal Board Decisions	\$172,080	\$712,513	\$782,669	\$472,359	\$2,767,829
Prior Year - Interest on Refunds	\$1,180	\$10,132	\$13,511	\$12,429	\$78,505
Grand Total	\$268,198	\$2,053,392	\$1,168,383	\$318,274	\$3,237,915

*Note: 2020 information is as at end of Period 9.

To: City Manager
 From: Director Finance
 Re: Assessment Appeals - 2020 Cost Implications
 2020 October 26Page 3

As demonstrated in Table 1, Supplementary Roll adjustments can present a challenge to the City and other taxing authorities, with varying budget implications from year to year. On rare occasions, appeals may involve an increase in assessment value, or change in classification that results in an increase in property taxes. However for the most part, assessment appeals usually result in a decrease in property taxes, which will involve a refund of any tax overpayment plus interest to the property owner.

4.1 Outstanding Appeals

As of 2019, BCA provides a mid year listing to the City of Burnaby for active outstanding appeals, plus regular updates on new appeals, or soon to be released appeal outcomes. The exact timing for realization of such risks between receipt of information from BCA and provision of an update to the assessment records for the property will vary, and is unpredictable. Currently there are over 500 ongoing appeals for properties in the City of Burnaby, some of which date back to 2015. As outlined in Table 2 below, outstanding appeals currently pose a risk to general taxes of over \$4.6 million, the majority of which relates to 2019 and older appeals. This figure is constantly changing as appeals become finalised.

Table 2 - Outstanding Active Appeals

Appeal Year	Risk to General Taxes	Risk to Other Taxing Authorities	Total
2015	\$2,372	\$1,942	\$4,314
2016	\$4,065	\$3,324	\$7,389
2017	\$24,377	\$22,951	\$47,328
2018	\$681,570	\$586,013	\$1,267,583
2019	\$2,454,431	\$2,180,820	\$4,635,251
2020	\$1,443,668	\$774,657	\$2,218,326
Grand Total	\$4,610,484	\$3,569,707	\$8,180,191

To: City Manager
 From: Director Finance
 Re: Assessment Appeals - 2020 Cost Implications
 2020 October 26Page 4

4.2 2020 Appeal Costs

There has been a significant spike in negative appeal outcomes in 2020, not only for the City of Burnaby, but also in many neighbouring municipalities. For Burnaby, these significant increases stem mainly from prior year appeals and amount to \$2,767,829 as at the end of Period 9. A list of the top 10 prior year appeals paid out to date and reasons provided by BCA for the respective appeal decisions are outlined in Attachment 1 to this report.

A number of the adjustments relate to a major decision for properties under appeal for multiple years dealing with affordable housing, restricted use and mortgage buyout terms. BCA has applied the appeal board decision on a number of properties throughout various municipalities as they are all dealing with the same issues.

The reasoning for the decreases on a number of the affordable housing appeals, is that initially BCA took the position that they could not consider restrictive terms in mortgages as part of the assessment value which were referenced in the Land Title Act, Section 219 covenants, because they believed that the mortgages could be paid off and the covenants discharged. However, for example, in the New Chelsea Society decision, the Board determined that the appellant had no right to pay out the financing and therefore the assessor was required to follow the direction of Section 19(7) of the Assessment Act and give consideration to terms of the Section 219 covenants.

As a result, the board concluded: *"We find that the section 219 Covenant and related documents restrict the use of the property. The restriction runs with the land and it constitutes a valid exercise of police power. As required by section 19(7), the Assessor must consider and factor in all the terms and conditions of the Covenant restricting use of the land and improvements as well as the ancillary documents including the mortgage referenced in the Covenant when determining the actual value."*

In addition to the loss of taxation revenue, the City also incurs interest charges, (as prescribed by the Province and updated every quarter), for any refund of a tax overpayment as a result of a negative appeal. While the City passes along interest to the Province for expenses incurred for the overpayment of school taxes (over \$44,000 to date in 2020), interest incurred for the refund of tax overpayments for other taxing authorities (i.e. Metro Vancouver, BCA, Municipal Finance Authority, etc.) is borne by the City. Of the \$78,505 interest expense borne by the City as of Period 9, approximately \$13,000 is for property tax refunds for other taxing authorities.

To: City Manager
 From: Director Finance
 Re: Assessment Appeals - 2020 Cost Implications
 2020 October 26Page 5

4.3 Upcoming Appeal Decisions that will Impact the City

Metro Vancouver Housing Corporation Appeals

A recent major decision of the Appeal Board (July 2020) found that the Metro Vancouver Housing Corporation is an extension of the Metro Vancouver Regional District. As such, the assessment value for these properties has now been set to zero down from \$211 million. Table 4 outlines the properties impacted and the cost to the City for the reduction in City property taxes. These appeal costs have not yet been paid and are included in Table 2 – Outstanding Active Appeals. These appeal costs will need to be paid out once BCA provides the information through a supplementary roll. It is anticipated that the payout will occur by the end of the year.

Table 3 - Metro Vancouver Housing Corporation

Year	Property Address	Owner	Original Assessment	Proposed Assessment	Reduction in City Taxes
2018	8700 MAPLE GROVE CRES	MVHC	\$31,492,000.00	\$0.00	\$47,436.40
2019	8700 MAPLE GROVE CRES	MVHC	\$33,919,000.00	\$0.00	\$51,282.14
2020	8700 MAPLE GROVE CRES	MVHC	\$31,492,000.00	\$0.00	\$53,659.22
2018	7405 WOODBROOK PL	MVHC	\$27,029,000.00	\$0.00	\$40,713.78
2019	7405 WOODBROOK PL	MVHC	\$29,112,000.00	\$0.00	\$44,014.43
2020	7405 WOODBROOK PL	MVHC	\$27,029,800.00	\$0.00	\$46,056.08
2018	7730 6TH ST	MVHC	\$8,769,000.00	\$0.00	\$13,208.74
2019	7730 6TH ST	MVHC	\$9,522,000.00	\$0.00	\$14,396.31
2020	7730 6TH ST	MVHC	\$9,522,000.00	\$0.00	\$16,224.54
2019	4878 BRENTWOOD DR	City of Burnaby/MVHC	\$1,936,000.00	\$0.00	\$2,927.04
2020	4878 BRENTWOOD DR	City of Burnaby/MVHC	\$1,797,000.00	\$0.00	\$3,061.91
Grand Total			\$211,619,800.00		\$332,980.59

To: City Manager
 From: Director Finance
 Re: Assessment Appeals - 2020 Cost Implications
 2020 October 26Page 6

5.0 RECOMMENDATION

Recent BCA appeal decisions have had a significant impact on the City's finances for 2020. Total appeal expenses, including interest, paid out in 2020 to date equates to \$3.3 million (equivalent to 1.1% of 2020 property taxes). Outstanding appeals still to be finalised pose a risk to municipal taxes in the amount of \$4.6 million. City reserves will need to be utilized in 2020 to cover respective unbudgeted shortfalls. As well, discussion will need to take place during the budget process for further possible assessment appeal payouts in 2021 and onwards.

It is recommended that Council receive this report for information.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RR / md

Attachment: 1-Top 10 Prior Year Appeal Outcomes – City of Burnaby

Attachment 1

Top 10 Prior Year Appeal Outcomes – City of Burnaby

Address	Owner	Class	Assessment Change	Reduction in City Taxes	Reduction in OTA Taxes	Reason for Reduction
9855 Austin Rd	LOUGHEED MALL HOLDING CORP	1 and 6	\$247,163,800	\$1,310,674	\$1,105,859	Reduced value to reflect a late sale at 3965 North Road. Change in classification split based on section 219 covenant registered on title.
4501 Lougheed Hwy	0862223 BC LTD	6	\$81,915,000	\$516,957	\$439,589	The subject property is the retail parcel of a phased development outlined in the Master Plan and Development Guidelines for Brentwood Town Centre . This Master Plan provides a maximum commercial use on Page 28 of <u>3,851,184 square feet</u> , aligning with the maximum areas outlined in section 10.11 in the Brentwood Site Conceptual Master Plan (part of the restrictive covenant registered on title CA3361388). Upon further review of the Brentwood Site conceptual master plan, it clearly sets a projected commercial density of <u>2,600,000 square feet</u> . Taking consideration of how we have assessed other development sites, we have reduced the value to consider the lower projected commercial density in the valuation.
4501 Lougheed Hwy	0862223 BC LTD	6	\$8,345,000	\$44,667	\$39,607	The subject property is the retail parcel of a phased development outlined in the Master Plan and Development Guidelines for Brentwood Town Centre . This Master Plan provides a maximum commercial use on Page 28 of <u>3,851,184 square feet</u> , aligning with the maximum areas outlined in section 10.11 in the Brentwood Site Conceptual Master Plan (part of the restrictive covenant registered on title CA3361388). Upon further review of the Brentwood Site conceptual master plan, it clearly sets a projected commercial density of <u>2,600,000 square feet</u> . Taking consideration of how we have assessed other development sites, we have reduced the value to consider the lower projected commercial density in the valuation.
9850 Austin Rd	GATINEAU NOMINEE CORP	1 and 6	\$67,633,200	\$287,696	-\$29,672	Reduced value to reflect a late sale at 3965 North Road. Change in classification split based on section 219 covenant registered on title.
4750 Kingsway	CONCORD KINGSWAY PROJECT GP LTD	6	\$48,191,000	\$257,942	\$228,724	Reduced value to reflect comparable sales around Metrotown.
9898 Gatineau Pl	GATINEAU NOMINEE CORP	1 and 6	\$10,767,000	\$45,830	\$7,043	Reduced value to reflect a late sale at 3965 North Road. Change in classification split based on section 219 covenant registered on title.
9858 Gatineau Pl	GATINEAU NOMINEE CORP	1 and 6	\$7,423,000	\$31,597	\$9,204	Reduced value to reflect a late sale at 3965 North Road. Change in classification split based on section 219 covenant registered on title.
3700 Gilmore Way	3700 GILMORE HOLDINGS LTD	6	\$4,928,000	\$26,377	\$23,389	Land value adjustment required due to recent market transitions and equity with neighboring properties.
2152 Douglas Rd	1134633 BC LTD	6	\$4,577,000	\$24,498	\$21,723	Reduced value to reflect an adjustment after considering the shape and easements for the subject property.
9861 Austin Rd	LOUGHEED MALL HOLDING CORP	1 and 6	\$7,646,000	\$18,037	\$15,906	Reduced value to reflect a late sale at 3965 North Road. Change in classification split based on section 219 covenant registered on title.



Item
Meeting..... 2020 Nov 18

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 November 10

FROM: DIRECTOR ENGINEERING **FILE:** 52000-01
DIRECTOR PARKS, RECREATION, AND CULTURAL SERVICES

SUBJECT: NEW BOULEVARD TREE PLANTING - #TREE4FREE

PURPOSE: To seek Council authority to approve a new boulevard tree planting program

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve a new boulevard tree planting program as outlined in this report.
2. **THAT** a copy of this report is provided to the Environment Committee.
3. **THAT** a copy of this report is provided to the Parks, Recreation, and Culture Commission.

REPORT

INTRODUCTION

Boulevard trees are a strong part of a Climate Action Strategy and Climate Adaptation Strategy, contributing toward lower carbon emissions, improved air quality, reduced stormwater impact, and improved health and resilience.

Burnaby plants new boulevard trees as a part of development approvals, with capital projects such as the sidewalk expansion program, and through the Local Area Service program. However, there is another opportunity to plant even more boulevard trees – free tree planting by the City upon request by adjacent property owners.

Similar free boulevard tree planting programs exist in municipalities across Canada.



To: Chair and Members Financial Management Committee
 From: Director Engineering
 Director Parks, Recreation and Cultural Services
 Re: New Boulevard Tree Program - #tree4free
 2020 November 10 Page 2

POLICY SECTION

The #Tree4Free program 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 Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
- An Inclusive Community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
 - Healthy environment –
Enhance our environmental health, resilience and sustainability
- A Dynamic Community
 - Community development –
Manage change by balancing economic development with environmental protection and maintaining a sense of belonging



To: Chair and Members Financial Management Committee
 From: Director Engineering
 Director Parks, Recreation and Cultural Services
 Re: New Boulevard Tree Program - #tree4free
 2020 November 10 Page 3

DISCUSSION

The Climate Action Framework has identified increased boulevard tree planting as a key quick start to support the Climate Emergency Declaration. Some of the benefits related to additional boulevard trees include:

- Improved health and resilience of City greenspace
- Reduced storm water impact
- Shaded public spaces for respite during summer heat events
- Reduced energy use for cooling in summers
- Improved public health and equity
- Additional biodiversity (food and habitat for wildlife)
- Improved air quality
- Beautify and enhance neighbourhoods
- Lower carbon emissions

A 'Tree 4 Free' program (#tree4free) has been proposed to quickly increase the boulevard tree canopy adjacent interested properties. This program would enhance the ongoing boulevard tree planting associated with capital projects like the sidewalk expansion program, the Local Area Service Program, and development projects.

The 'Tree 4 Free' program would allow property owners to request free boulevard trees to be planted by the City adjacent their property, and the City would include these new trees in the regular City tree maintenance program. The program will start with an annual \$200,000 budget, which would allow for approximately 300 new trees per year. The budget would be adjusted in future years depending on the level of interest in the program.

The City would receive calls or emails from interested property owners (residential, commercial, and industrial), and assess for feasibility, suitable tree species, and number of potential trees. The following general timeline that would continue annually:

- **Program promotion** - Nov 2020 to March 2021
- **Receive applications** – Jan 2021 to March 2021
- **Confirm 2021 tree locations** – April 2021
- **Plant 300 new trees** – Oct 2021 to Feb 2022



To: *Chair and Members Financial Management
Committee*
 From: *Director Engineering
Director Parks, Recreation and Cultural
Services*
 Re: *New Boulevard Tree Program - #tree4free*
 2020 November 10 Page 4

RECOMMENDATIONS

Additional boulevard tree planting is a quick action to support Burnaby's Climate Action Strategy. Planting through property owner request also ensures direct and local support.

It is recommended that the Financial Management Committee recommend Council approve this new #tree4free program with an annual budget of \$200,000 and that a copy of this report be forwarded to the Environment Committee and the Parks, Recreation and Culture Commission.



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



Dave Ellenwood
DIRECTOR PARKS, RECREATION, AND
CULTURAL SERVICES

JWH/ac

Copied to: City Manager
Director Corporate Services
Director Finance
Director Planning and Building



Meeting 2020 Nov 18

Committee REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 November 10

FROM: DIRECTOR FINANCE

FILE: 36000-07
Reference: Sewer Rates

SUBJECT: 2021 SANITARY SEWER FUND RATES

PURPOSE: To request Council approval for the 2021 Sanitary Sewer Fund Rates.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2021 rates in Schedule C of this report, effective 2021 January 01.

REPORT

1.0 INTRODUCTION

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

The due date for Sanitary Sewer Fund charges is March 15 (or the next business day if the due date falls on a weekend). To promote payment by the due date, Burnaby offers discounted rates for payments received on or before the due date. Metered Sanitary Sewer customers are offered the same incentive for payments made within 30 days of the billing date. Metered customers are assigned either a monthly or a quarterly account, based on volume.

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Sanitary Sewer Fund Rates
 2020 November 18.....Page 2

2.0 POLICY SECTION

Goal:

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

3.0 BACKGROUND

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

All rates within each of the three bylaws are changed each year by the same percentage amount. Rate changes are communicated to customers in the form of the Annual Utility Brochure, and Metered Water and Sewer Customer Information Bulletins, which are sent out in the New Year with the Utility Notice. Table 1 provides rate change information over the past five years and the proposed rate change for 2021.

Table 1 – City of Burnaby Sanitary Sewer Fund Rate Changes

2016	2017	2018	2019	2020	Proposed 2021
1.5%	1.5%	0.0%	2.0%	2.0%	0.0%

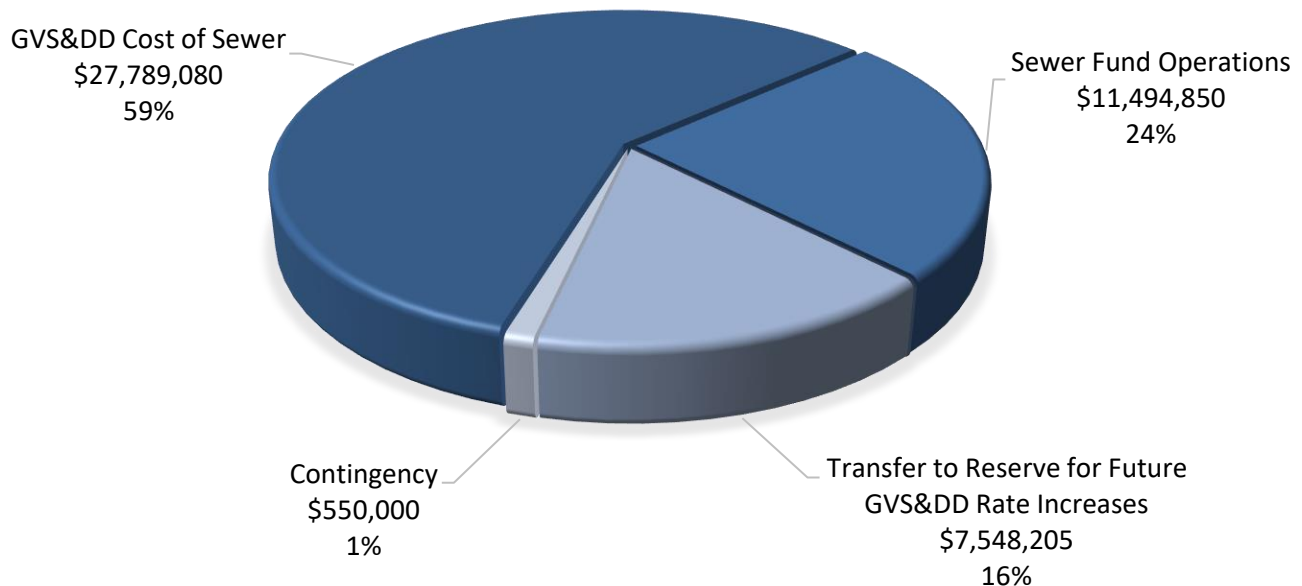
To: Financial Management Committee
 From: Director Finance
 Re: 2021 Sanitary Sewer Fund Rates
 2020 November 18.....Page 3

4.0 SANITARY SEWER FUND EXPENDITURES

Sanitary Sewer Fund expenditures for 2021 are projected at \$47.4M, an overall change of \$1.08M over 2020. The increase in overall expenditure is mainly the result of an increase in GVS&DD costs, offset by a reduction in the amount transferred to reserve for future GVS&DD rate increase. Schedule A outlines the City's Sanitary Sewer Fund 5 Year Operating Plan. Chart 1 summarises the 2021 Sanitary Sewer Fund operating expenditure budget.

Chart 1 – 2021 Sanitary Sewer Fund Operating Expenditure Budget

\$47.4M Expenditure Budget



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

The GVS&DD costs form the largest percentage of the overall expenditure for 2021, at 59% of total expenditure, up from 57.5% in 2020. The Burnaby GVS&DD cost is \$27.8M, an increase of 4.35% over 2020. This is a reduction on prior 2021 estimates, which put the 2021 rate increase at 13.90%, and reflects efforts underway by GVS&DD to provide short-term relief to households during the COVID-19 pandemic.

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Sanitary Sewer Fund Rates
 2020 November 18.....Page 4

Significant GVS&DD rate increases previously forecast have been pushed out to 2022 and beyond, with 2025 seeing a high of 18.5% as shown in Table 2.

Table 2 – GVS&DD Rate Projections

GVS&DD Rates	2021	2022	2023	2024	2025
Previous (as noted in 2019)	13.90%	15.60%	13.40%	8.10%	7.86%
Current	4.35%	9.40%	12.80%	12.30%	18.50%

MVRD have reported that the overall annual Liquid Waste Services Budget is expected to rise by over \$42M annually, with increases in capital spend of \$37M per year forming the bulk of increased expenditure.¹

GVS&DD 2021 Major Capital Projects include:

- Annacis Island Wastewater Treatment Plant Stage 5 Expansion & Outfall System
- Northwest Langley Wastewater Treatment Projects
- Burnaby Lake North Interceptor
- South Surrey Interceptor Twinning

Planned capital spend increases significantly over the next five years, from \$270M in 2021 to \$469M in 2025, with the Northwest Langley Wastewater Treatment Project making up the bulk of the expenditure.

In addition to the charge for liquid waste, MVRD imposes non-utility charges for Engineering Roads and Drainage, which for 2021 are set at \$953,000, an increase of 5.3% over 2020.

Schedule B summarizes the projected 2021 – 2025 GVS&DD increases for liquid waste services provided to Burnaby, with historical data going back to 2016. Data for 2022-2025 is based on MVRD rate predictions. The City of Burnaby's budget includes projected rate increases for liquid waste services from 2026 to 2030 based on average GVS&DD rate increases from 2021 – 2025.

4.2 Sanitary Sewer Fund Operations

The City's sanitary sewer operating program has two main components: sanitary liquid waste and storm water programs. The sanitary liquid waste program collects waste water from homes and businesses, while the storm water program handles surface run off from private and public property. The 2021 Sanitary Sewer Fund Operations expenditure budget is set at \$11.5M, an increase of 11.9% over 2020. The main drivers for the change are increases in compensation, materials and third party service connection works. Third party service connection works of \$855,000 is offset by matching revenue.

¹ MVRD 2021 - 2025 Financial Plan – Liquid Waste Services, Meeting Date: October 15, 2020

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Sanitary Sewer Fund Rates
 2020 November 18.....Page 5

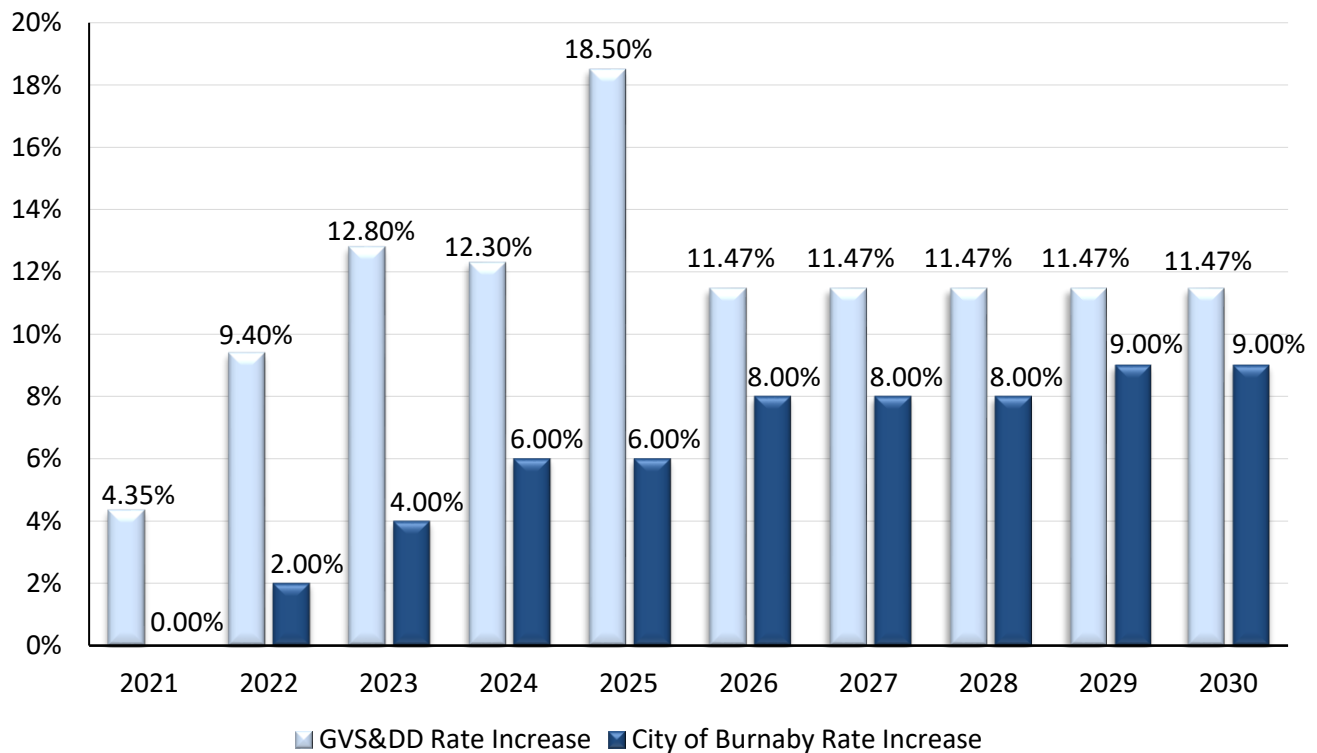
4.3 Contribution to Capital

The City's pay-as-you-go financing policy of funding ongoing replacement work and the development of new capital infrastructure annually has provided assurance that funding is available to sustain the capital program without the need for external debt financing. Funding is reviewed annually to determine changes to requirements. As it currently stands, the capital reserve has sufficient funding, exceeding the city's target level of five years capital works funding. Based on average annual spend and the current balance of the reserve, no transfer to capital has been budgeted in 2021.

4.4 Transfer to Reserve for Future GVS&DD Increases

To mitigate any fluctuations in GVS&DD rate changes, a provision of \$7.5M is budgeted for 2021 for future rate increases. Through use of reserve funds held by the City, Burnaby has the ability to offset the immediate impact of GVS&DD rate increases. Going into the longer term view, planned future City of Burnaby rate increases are consistent when compared to those from GVS&DD. GVS&DD rate increases from 2026 - 2030 are based on the average increase for the current five year budget cycle. Chart 2 illustrates how Burnaby's rate will remain lower than changes imposed by GVS&DD.

Chart 2 – Planned GVS&DD Increases vs City of Burnaby Increases



To: Financial Management Committee
 From: Director Finance
 Re: 2021 Sanitary Sewer Fund Rates
 2020 November 18.....Page 6

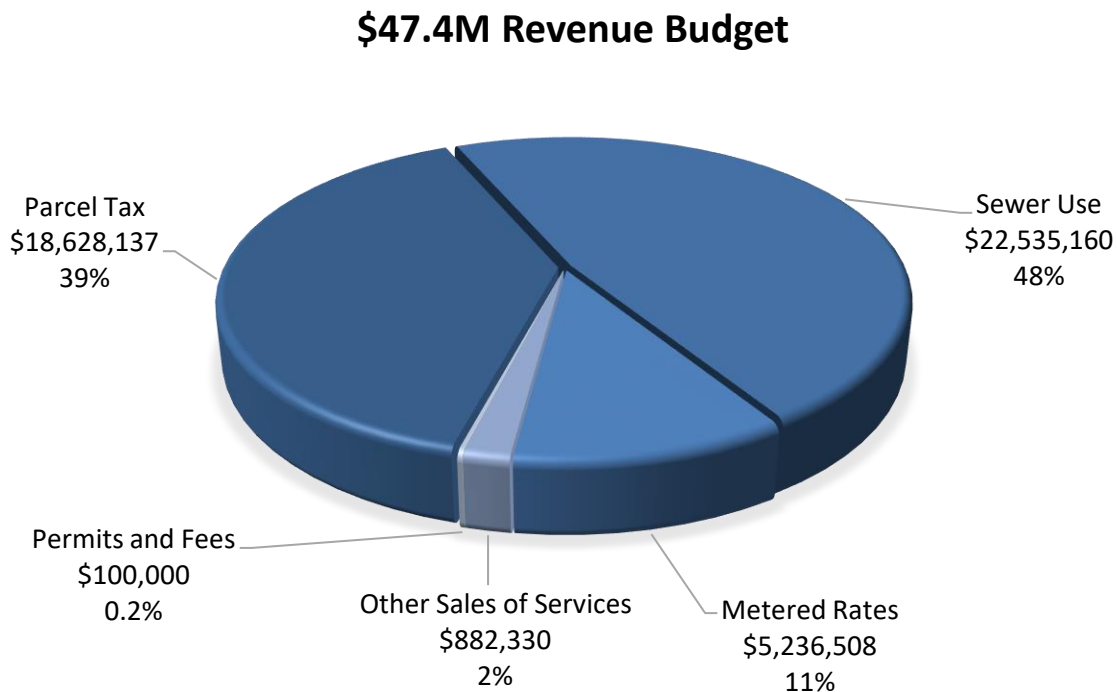
4.5 Contingency

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

5.0 SANITARY SEWER FUND REVENUES

The primary sources of revenues for 2021 are Sewer Parcel Taxes, Sewer Use and Metered Sewer revenues. A smaller percentage of revenue comes from other permits and fees, which includes third party works for service connections. Chart 3 provides a breakdown of revenues net of discounts. Aligning revenues with expenditures, there is a \$1.08M overall increase in funds being raised. The largest source of Sewer Fund revenues are those from Sewer Use, which is charged to all non-metered properties that are not a Single Family Dwelling. Increases in Sewer Use revenue offset anticipated declines in Sewer Parcel Taxes and Metered Sewer revenues.

Chart 3 – 2021 Sanitary Sewer Fund Operating Revenue Budget



5.1 Sewer Parcel Tax

Owners of every parcel of land with access to the City's sewer network pay an annual flat Sewer Parcel Tax. Two or more units on a parcel, such as a strata apartment or Two Family Dwelling, share the Sewer Parcel Tax and also pay a Sewer Use Fee. Sewer Parcel Tax revenue estimates are based on prior-year actuals multiplied by the recommended rate increase for 2021. As a result, revenues for Sewer Parcel Tax have been adjusted based on 2020 figures.

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Sanitary Sewer Fund Rates
 2020 November 18.....Page 7

5.2 Sewer Use

Sewer Use revenue continues to grow each year as new properties come online. Projections for 2021 have been increased by \$2.3M to \$22.5M to reflect 2020 actuals, whereby the City levied around an additional 3000 sewer use charges, plus anticipated growth in new charges, set at 1% per year. Sewer Use Fees are paid by all owners of multi-family, commercial, and industrial properties, including duplex, townhouse, apartment, strata and non-stratified units.

5.3 Metered Rates

Rates for metered sewer customers increase at the same percentage as flat rates. The City has seen a sharp decline in metered consumption during 2020 with revenues falling by over 22%. A reduced annual figure of \$5.2M (after discounts) has therefore been allocated for 2021 metered sewer revenue, as future consumption remains uncertain during the COVID-19 pandemic. 2022 and later figures are based on a resumption of prior year consumption using 2017-2019 actuals adjusted for annual future rate increases.

5.4 Permits and Fees and Other Sales of Services

Minor adjustments have been made to permits, fees and other sales of services, to reflect projected 2020 year end actuals.

6.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2021 rates and due date contained in Schedule C of this report, effective 2021 January 01.



Noreen Kassam, CPA CGA
 DIRECTOR FINANCE

NK:RR / md

Attachments: Schedule A – Sanitary Sewer Fund - 5 Year Operating Budget
 Schedule B – Sanitary Sewer Fund Rates Charged by GVS&DD
 Schedule C – Sanitary Sewer Fund Rates

Copied to: City Manager
 Director Engineering
 City Solicitor
 Acting City Clerk

2021 SANITARY SEWER FUND - 5 YEAR OPERATING BUDGET**Schedule A**

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Plan	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
	\$	\$		\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
GVS&DD Cost of Sewer	19,730,775	21,245,845	22,476,527	23,814,530	26,629,571	27,789,080	30,401,250	34,292,620	38,510,610	45,635,070
Sanitary Sewer Fund Operations	6,728,040	6,642,219	7,215,520	8,510,180	10,270,337	11,494,850	11,724,750	11,724,750	11,959,250	11,959,250
Contribution to Capital	12,000,000	13,898,105	11,895,810	2,950,730	-	-	1,000,000	1,000,000	1,000,000	1,000,000
Transfer to Reserve for Future GVS&DD Rate Increases	-	-	-	8,475,530	8,844,050	7,548,205	5,913,740	4,231,053	3,120,709	-
Contingency	-	-	-	-	550,000	550,000	550,000	550,000	550,000	550,000
Surplus	3,030,495	1,791,334	2,827,933	1,244,390	-	-	-	-	-	-
TOTAL	41,489,310	43,577,500	44,415,790	44,995,360	46,293,960	47,382,140	49,589,740	51,798,420	55,140,570	59,144,320
REVENUES/TRANSFERS										
Parcel Tax	18,436,673	18,644,486	18,689,728	18,964,375	19,332,370	18,628,137	19,000,700	19,760,730	20,946,370	22,203,150
Sewer Use	16,805,319	18,673,081	19,155,487	19,575,451	20,192,027	22,535,160	23,205,390	24,359,730	26,058,740	27,876,300
Metered Rates	6,008,397	6,140,269	6,438,868	6,362,771	6,076,764	5,236,508	6,380,670	6,635,893	7,034,049	7,456,093
Other Sales of Services	38,157	5,201	13,717	18,363	37,330	882,330	899,980	935,980	992,140	1,051,670
Permits and Fees	200,760	114,466	117,986	74,396	75,000	100,000	103,000	106,090	109,270	112,550
Transfer From Reserve	-	-	-	-	580,470	-	-	-	-	444,557
TOTAL	41,489,310	43,577,500	44,415,790	44,995,360	46,293,960	47,382,140	49,589,740	51,798,420	55,140,570	59,144,320
Tax Payer Rate Increase	1.50%	1.50%	0.00%	2.00%	2.00%	0.00%	2.00%	4.00%	6.00%	6.00%

SCHEDULE B

SANITARY SEWER FUND RATES CHARGED BY GREATER VANCOUVER SEWAGE AND DRAINAGE DISTRICT (GVS&DD)

YEAR	GVS&DD SEWERAGE LEVY	INCREASE FROM PREVIOUS YEAR	
	\$	\$	%
2016	19,730,821	742,052	3.91%
2017	21,245,845	1,515,024	7.68%
2018	22,476,803	1,230,958	5.79%
2019	23,814,534	1,337,731	5.95%
2020	26,629,571	2,815,037	11.82%
2021	27,789,081	1,159,510	4.35%
2022	30,401,255	2,612,174	9.40%
2023	34,292,615	3,891,361	12.80%
2024	38,510,607	4,217,992	12.30%
2025	45,635,069	7,124,462	18.50%
<hr/>			
2016 - 2021 Change	8,058,260	40.84%	
2022 - 2025 Change	15,233,815	50.11%	

Note:

2022-2025 charges are based on GVS&DD estimates.

Sewer Parcel Taxes not paid in full by the due date for Property Taxes will be subject to a 5% penalty in line with other Property Taxes.

SEWER PARCEL TAX (SEWER PARCEL TAX BYLAW 1994)

Every owner of every real parcel capable of being drained

- Municipal installed
- subdivider installed (for installations prior to January 1 2016)

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

SEWER USE (BURNABY SEWER CHARGE BYLAW 1961)

- a) Strata lot (not part of a duplex)
- b) Two Family dwelling unit including strata, forming part of a duplex, each unit.
- c) Multiple family dwelling, including strata, (not part of a duplex) each unit. (includes tri-plex and four-plex).
- d) Rental Suite in a Single Family Dwelling - Supplementary Utility Fee.
- e) Rental Suite in a Two Family Dwelling - Supplementary Utility Fee.
- f) Sewer Use - Exempt Properties (in lieu of Parcel Tax)

>SEWER USE, CONTAMINATED GROUNDWATER DISCHARGES

(Rate applies to all consumption levels.)

Vancouver Sewerage Area - per cubic metre

Fraser Sewerage Area - per cubic metre

>SEWER USE, METERED RATES - REGULAR CUSTOMERSMonthly:

Per Cubic Metre

Quarterly:

Per Cubic Metre

>SEWER USE, METERED RATES - PERMITTED BOD/TSS CUSTOMERSMonthly:

Per Cubic Metre

Quarterly:

Per Cubic Metre

>Metered Customer Credit:

Customers receive a credit reduction based on the "Discounted" Parcel tax charge applied to the property, based on 1/12 or 1/4 for monthly and quarterly accounts respectively, as set out in Schedule A of the Bylaw. The exemption is not to exceed monthly or quarterly calculated meter charges.

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

SEWER CONNECTION FEES (SEWER CONNECTION BYLAW 1961)**Schedule A- 1**

- a) Sewer Connection Adjustment Application
- b) Service Connection

Schedule A- 2

- a) For each sanitary sewer connection inspection
- b) For each storm sewer connection inspection
- c) For each combined sewer connection inspection
- d) For the third & each subsequent inspection (section 15(2))

New Schedule

- Sanitary Inspection Chamber Box - purchase
- Storm Inspection Chamber Box - purchase
- Sewer Video Inspection - Sanitary
- Sewer Video Inspection - Storm

RATE INCREASE

Effective January 1 2020		Effective January 1 2021	
\$	\$	\$	\$
Payable by Property Tax Due Date		Payable by Property Tax Due Date	
563.29		563.29	
281.65		281.65	
\$	\$	\$	\$
Paid by	Paid after	Paid by	Paid after
Mar. 16	Mar. 16	Mar. 15	Mar. 15
305.11	321.17	305.11	321.17
140.83	148.24	140.83	148.24
305.11	321.17	305.11	321.17
281.65	296.47	281.65	296.47
211.24	221.80	210.71	221.80
563.29	591.46	561.89	591.46
0.9231	N/A	0.9231	N/A
0.9231	N/A	0.9231	N/A
Paid within 30 days of billing date	Paid 31 or more after billing date	Paid within 30 days of billing date	Paid 31 or more after billing date
0.9416	0.9886	0.9392	0.9886
0.9416	0.9886	0.9392	0.9886
Paid within 30 days of billing date	Paid 31 or more after billing date	Paid within 30 days of billing date	Paid 31 or more after billing date
0.4708	0.4943	0.4696	0.4943
0.4708	0.4943	0.4696	0.4943
\$	\$	\$	\$
Paid by	Paid after	Paid by	Paid after
Mar. 16	Mar. 16	Mar. 15	Mar. 15
No discount	387.60	No discount	387.60
No discount	Actual cost	No discount	Actual cost
No discount	92.82	No discount	92.82
No discount	92.82	No discount	92.82
No discount	92.82	No discount	92.82
No discount	63.24	No discount	63.24
As per agreed cost of purchase		As per agreed cost of purchase	
As per agreed cost of purchase		As per agreed cost of purchase	
510.00	Plus GST	510.00	Plus GST
510.00	Plus GST	510.00	Plus GST
2.00%	2.00%	0.00%	0.00%



Meeting 2020 Nov 18
Committee REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 November 10

FROM: DIRECTOR FINANCE **FILE:** 39500-07
Reference: Water Rates

SUBJECT: 2021 WATERWORKS UTILITY RATES

PURPOSE: To request Council approval for the 2021 Waterworks Utility rates.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 to reflect the 2021 rates in Schedule C of this report, effective 2021 January 01.

REPORT

1.0 INTRODUCTION

The Waterworks Utility is financially self-sustaining and debt free. Rate changes for the utility do not impact what is collected through general property taxes. Rates are reviewed annually to ensure there is sufficient funding available for the respective annual operating and capital programs. Upon Council approval of the subsequent year's annual rate, the Burnaby Waterworks Regulation Bylaw 1953 is amended and adopted by Council prior to the end of the current year.

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

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Waterworks Utility Rates
 2020 November 18Page 2

2.0 POLICY SECTION

Goal:

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

3.0 BACKGROUND

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

All rates within the bylaw are adjusted each year by the Council approved rate change. Rate changes are communicated to customers in the form of the Annual Utility Brochure, and Metered Water and Sewer Customer Information Bulletin, which are sent out early in the New Year with the Utility Notice. Table 1 provides rate change information over the past five years and the proposed rate change for 2021.

Table 1 – City of Burnaby Waterworks Utility Rate Changes

2016	2017	2018	2019	2020	Proposed 2021
2.0%	1.0%	1.0%	2.0%	1.0%	0.0%

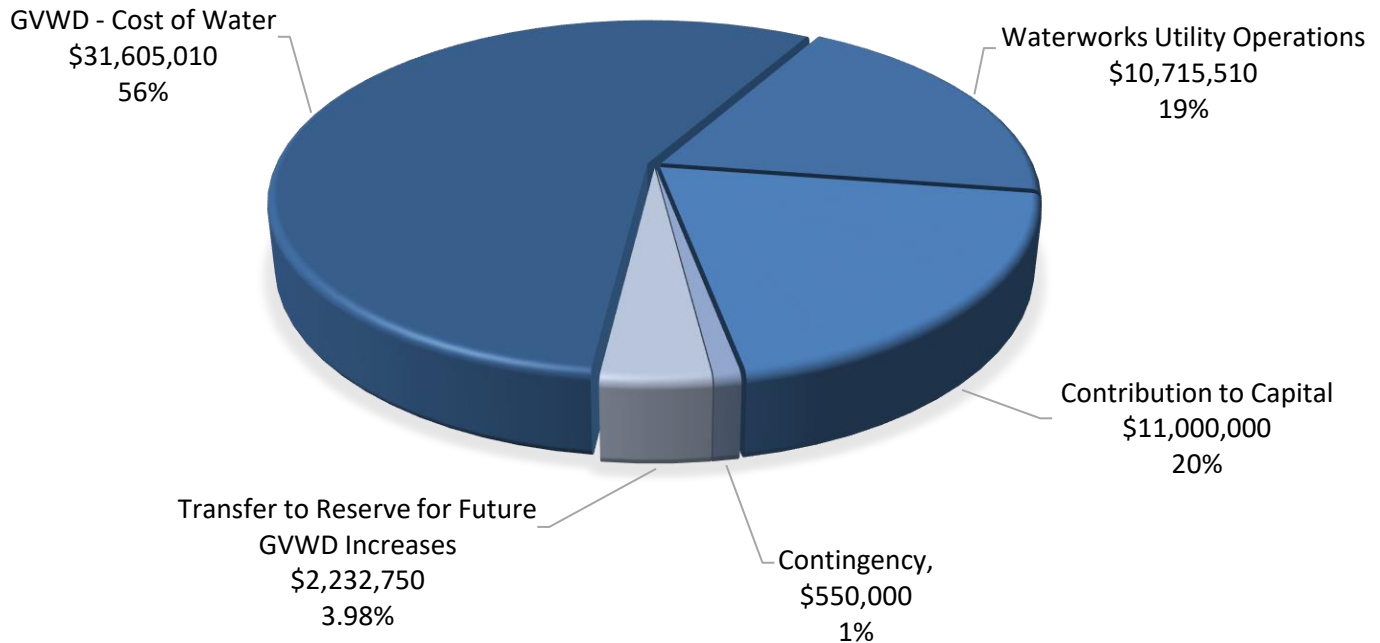
4.0 WATERWORKS UTILITY EXPENDITURES

Waterworks Utility expenditures for 2021 are projected at \$56.1M, an overall reduction of approximately \$1.3M from 2020. The decrease in overall expenditure is mainly the result of a reduced provision for future GVWD cost increases. Schedule A outlines the City's Waterworks Utility 5 Year Operating Plan. Chart 1 summarises the 2021 Waterworks Utility operating expenditure budget.

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Waterworks Utility Rates
 2020 November 18Page 3

Chart 1 – 2021 Waterworks Utility Operating Expenditure Budget

\$56.1M Expenditure Budget



4.1 Metro Vancouver Greater Vancouver Water District (GVWD) Costs

The GVWD cost of water continues to form the largest percentage of the overall expenditure for 2021, at 56% of total expenditure, up from 54% in 2020. The GVWD is responsible for acquiring and maintaining the water supply by treating it to ensure its quality and delivering it to the City. The GVWD also provides ongoing capital work for the treatment of water, including upgrading facilities to meet safety and environmental standards.

GVWD Major Capital Projects:

- Annacis Main No. 5
- Kennedy Newton Main
- Fleetwood Reservoir
- Hellings Tank No. 2
- Coquitlam Main No. 4
- Capilano Main No. 5

For 2021, the City has budgeted water consumption of 39.1 million cubic metres (2020 – 39.4 million cubic meters), amounting to costs of \$31.6M (2020 - \$30.9M). This is based on prior year consumption and 2020 actual billing data to September 2020, which shows a reduction in metered water usage as well as taking into account an increase in costs by GVWD for Off Peak rates.

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Waterworks Utility Rates
 2020 November 18Page 4

Schedule B summarizes the projected 2021-2025 GVWD increases in the cost of water services provided to Burnaby, with historical data going back to 2016. Consumption estimates for the same period are based on GVWD projected volume figures. The City of Burnaby's budget includes projected rate increases for the cost of water from 2026 to 2030 based on average GVWD rate increases from 2021-2025. The 2021 GVWD rates are as follows:

- Peak (June to September) - \$0.9546 per cubic metre @ 15.4 million cubic metres.
- Off Peak– \$0.7119 per cubic metre @ 23.7 million cubic metres.

It is noted that the GVWD increased Peak rates by 7.27%, while leaving Off Peak rates at 2020 levels. Through targeting just Peak rates, the GVWD states that a sustained reduction in peak summer water use across the region will allow for the deferral of a number of growth-related projects as current assessments indicate that the new infrastructure will only be needed if summertime demand for water continues to increase.¹ The blended average 2021 rate increase for the GVWD is 3.50%.

As a result, the GVWD has reduced water costs for 2021-2025 from previously projected rate increases in order to provide some financial relief during the pandemic. GVWD is also looking to extend debt servicing requirements through the deferral of capital projects and implement other cost saving measures in order to lower previously projected rate increases. Table 2 shows the current five year rates compared to the projected rates provided in 2019.

Table 2 – GVWD Rate Projections

GVWD Rates	2021	2022	2023	2024	2025
Previous (as noted in 2019)	6.10%	8.80%	9.90%	10.10%	8.17%
Current	3.50%	5.20%	6.40%	8.90%	10.80%

4.2 Waterworks Utility Operations

The City's Engineering Department, Water Services Division, provides high quality drinking water to homes and businesses, as well as water supply for fire suppression. This division manages the installation and maintenance of over 700km of watermain and connections throughout the City. Planned 2021 operational expenditures are \$10.0M, which represents an increase of 9.23% over 2020. The main drivers for the change are increases in compensation and third party service connection works. Third party service connection works of \$450,000 is offset by matching revenue.

¹ GVWD 2021 Budget and 2021 - 2025 Financial Plan

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Waterworks Utility Rates
 2020 November 18Page 5

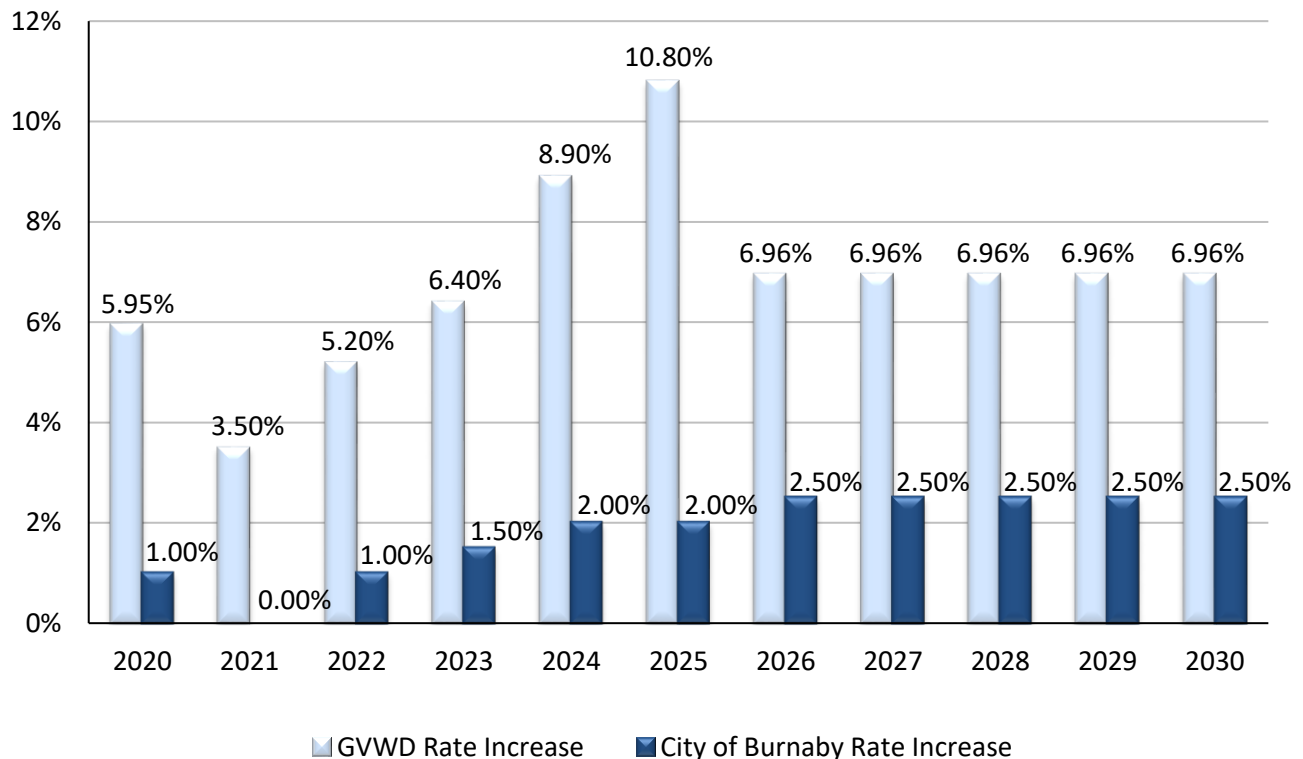
4.3 Contribution to Capital

The City's pay-as-you-go financing policy of funding ongoing replacement and the development of new capital infrastructure annually has provided assurance that funding is available to sustain the capital program without the need for external debt financing. Funding is reviewed annually to determine changes to requirements. Currently, the capital reserve has sufficient funding to meet the city's target level of five year capital expenditure requirements. Staff are recommending that the contribution to capital for 2021 be set at \$11.0M. This is less than the proposed capital plan, at \$12.5M, but is more aligned with prior year actual average spend.

4.4 Transfer to Reserve for Future GVWD Increases

The provision of \$2.2M for future rate increases (down from \$7.7M in 2020) helps to mitigate fluctuations in rates. Through the use of reserves held by the City, Burnaby has the ability to offset the immediate impact of rate increases by the GVWD. Hence, planned future City of Burnaby increases will be lower than those imposed upon the City by GVWD, as illustrated in Chart 2.

Chart 2 – Planned GVWD Increases vs City of Burnaby Increases



To: Financial Management Committee
 From: Director Finance
 Re: 2021 Waterworks Utility Rates
 2020 November 18Page 6

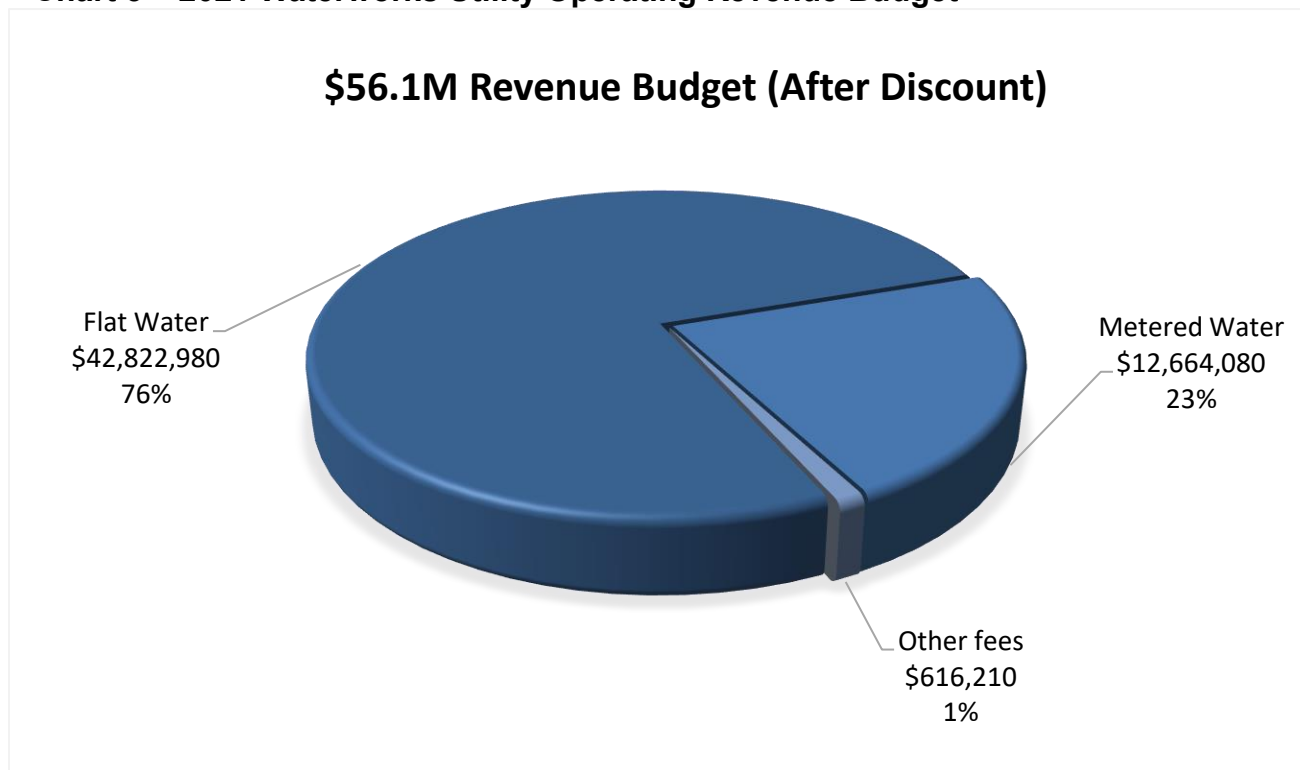
4.5 Contingency

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

5.0 WATERWORKS UTILITY REVENUES

The primary revenue source for 2021 is Flat Water charges, at \$42.8M (2020 - \$41.4M), with Metered Water contributing over \$12.6M (2020 - \$15.4M). A small percentage of revenue comes in the form of other permits and fees, which has been increased in 2021 to reflect the reallocation of third party order revenue for service connections, previously allocated to general operating. Chart 3 provides a breakdown of revenues after discounts. Aligning revenues with expenditures, there is a \$1.3M reduction in funds being raised.

Chart 3 – 2021 Waterworks Utility Operating Revenue Budget



5.1 Flat Water

The \$42.8M budget for Flat Water in 2021, which makes up approximately 76% of all revenues, is based on higher than anticipated 2020 actual revenues received to date and estimated growth.

To: Financial Management Committee
 From: Director Finance
 Re: 2021 Waterworks Utility Rates
 2020 November 18Page 7

5.2 Metered Water

Approximately 2,800 customers are metered, which accounts for 22% of total revenues after discounts. With significant reductions in both metered water and sewer consumption in 2020, the budget for metered water revenue reflects what is expected to be a continued slump in consumption in 2021 due to the COVID-19 pandemic. At \$12.6M after discounts, the 2021 budget is 18.23% lower than in 2020. Metered water revenues for 2022 and beyond are expected to return to normal levels on the assumption that the pandemic will be less of an impact. Therefore, metered water revenues for 2022 are based on 2019 actuals, adjusted for proposed annual rate changes.

5.3 Other Fees

Other revenues in 2021 include construction charges, permits, special meter readings and testing fees. These fees have been adjusted to align with those from other neighboring municipalities.

6.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 to reflect the 2021 rates contained in Schedule C of this report, effective 2021 January 01.



Noreen Kassam, CPA CGA
 DIRECTOR FINANCE

NK:RR / md

*Attachments: Schedule A – 2021 Waterworks Utility - Five Year Operating Budget
 Schedule B – Cost of Water Supplied to Burnaby by GVWD
 Schedule C – 2021 Waterworks Utility Rates*

Copied to: City Manager
 Director Engineering
 City Solicitor
 Acting City Clerk

2021 WATERWORKS UTILITY - FIVE YEAR OPERATING BUDGET**SCHEDULE A**

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Plan	2021 Budget	2022 Projected	2023 Projected	2024 Projected	2025 Projected
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXPENDITURE										
GVWD - Cost of Water	25,865,340	26,983,020	27,842,870	28,680,347	30,928,380	31,605,010	33,230,000	35,580,000	39,067,260	43,389,940
Waterworks Utility Operations	6,203,020	6,822,740	6,933,230	7,472,900	9,810,470	10,715,510	10,929,820	11,148,420	11,371,390	11,598,820
Contribution to Capital	16,002,500	21,131,130	18,809,700	14,895,813	8,478,860	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000
Transfer to Reserve for Future GVWD	-	-	-	3,415,800	7,727,930	2,232,750	4,650,620	3,430,500	1,410,660	-
Special Project - One Time Request	-	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	500,000	550,000	500,000	500,000	500,000	500,000
Surplus	4,122,980	-	1,834,040	1,686,930	-	-	-	-	-	-
TOTAL	52,193,840	54,936,890	55,419,840	56,151,790	57,445,640	56,103,270	60,310,440	61,658,920	63,349,310	66,488,760
GROSS REVENUES/TRANSFERS										
Flat rates (Net of Discounts)	36,965,274	39,153,707	39,729,876	40,586,050	41,452,630	42,822,980	44,105,630	45,211,040	46,572,470	47,974,950
Metered Rates (Net of Discounts)	15,172,485	15,552,029	15,257,777	15,488,440	15,486,790	12,664,080	15,582,440	15,816,180	16,132,500	16,455,150
Construction - Metered Charges	15,280	3,412	-	55,949	31,440	64,820	65,470	66,450	67,780	69,140
Construction - Flat Rate Charges	200	32,800	109,300	33,252	43,230	26,390	26,650	27,050	27,590	28,140
Permits and Fees	11,131	22,714	22,140	33,737	30,540	35,000	35,350	35,880	36,600	37,330
Other Sales of Services	29473.39	22,732	300,748	-45,642	30,000	490,000	494,900	502,320	512,370	522,620
Previous Year's Surplus Brought Forward	-	149,500	-	-	371,010	-	-	-	-	1,401,430
TOTAL	52,193,840	54,936,890	55,419,840	56,151,790	57,445,640	56,103,270	60,310,440	61,658,920	63,349,310	66,488,760
Rate Increase	2.00%	1.00%	1.00%	2.00%	1.00%	0.00%	1.00%	1.50%	2.00%	2.00%

COST OF WATER SUPPLIED TO BURNABY BY THE GREATER VANCOUVER WATER DISTRICT**SCHEDULE B**

Year	Cost/m ³		Increase over the previous year				Volumes m ³			Change In volume	Annual cost to Burnaby	Increase in the Total Cost of Water to Burnaby	
	Off-Peak	Peak	\$		%		Off-Peak	Peak	Total m ³	%	000 \$	000 \$	%
			Off-Peak	Peak	Off-Peak	Peak							
2016 Actual	0.5926	0.7407	0.0110	0.0137	1.89	1.88	24,028	15,696	39,724	-2.53	25,865	-294	-1.12
2017 Actual	0.6113	0.7641	0.0187	0.0234	3.16	3.16	23,270	16,700	39,970	0.62	26,983	1,397	5.40
2018 Actual	0.6350	0.7938	0.0237	0.0297	3.88	3.89	23,528	16,330	39,858	-0.28	27,843	681	2.52
2019 Actual	0.6719	0.8399	0.0369	0.0461	5.81	5.81	23,380	15,433	38,814	-2.62	28,680	1,249	4.49
2020 Plan	0.7119	0.8899	0.0400	0.0500	5.95	5.95	23,186	16,207	39,393	1.49	30,928	2,248	7.84
2021 Budget	0.7119	0.9546	0.0000	0.0647	0.00	7.27	22,885	15,806	38,691	-1.78	31,605	677	2.19
2022 Estimate	0.7489	1.0042	0.0370	0.0496	5.20	5.20	23,038	15,912	38,950	0.67	33,230	1,625	5.14
2023 Estimate	0.7968	1.0685	0.0479	0.0643	6.40	6.40	23,179	16,009	39,188	0.61	35,580	2,350	7.07
2024 Estimate	0.8678	1.1636	0.0709	0.0951	8.90	8.90	23,373	16,143	39,517	0.84	39,067	3,487	9.80
2025 Estimate	0.9615	1.2893	0.0937	0.1257	10.80	10.80	23,429	16,182	39,611	0.24	43,390	4,323	11.06
Increase 2016 - 2020			0.1303	0.1629	20.13	20.14							19.57
Projected increase 2021 - 2025			0.2496	0.3994	35.06	35.06							37.29

Notes:

2016-2019 volumes are based on actuals up to December 31 2019.

2020 volumes and costs are as per the budget for 2020.

2021 volumes are based on the City of Burnaby average volume for the prior three years, using 2020 actual consumption to date. Rates are as per GVWD.

2022 - 2025 rates are based on GVWD projected rate increases, and volumes are based on GVWD projected increases.

SCHEDULE C

2021 WATERWORKS UTILITY RATES

	Effective Jan 1 2020 Paid by Mar. 16	Effective Jan 1 2020 Paid after Mar. 16	Effective Jan 1 2021 Paid by Mar. 15	Effective Jan 1 2021 Paid after Mar. 15
Note - full payment of the amount specified is required by the due date in order to receive the lower rate, where applicable.				
<u>FLAT RATES</u>	\$	\$	\$	\$
Detached Single Family Dwelling	595.63	626.98	595.65	627.00
Twin Family Dwelling (non stratified - entire property)	893.45	940.47	893.48	940.50
Two Family Dwelling, including strata, forming part of a duplex- Per Unit	446.73	470.24	446.69	470.20
Multiple Family Dwelling, including strata, not part of a duplex - Per Unit: (includes Tri-Plex and Four-Plex)	342.01	360.01	342.00	360.00
Rented Suite in a Single Family Dwelling - Supplementary Utility Fee.	297.83	313.49	297.83	313.50
Rented Suite in a Two Family Dwelling - Supplementary Utility Fee.	223.37	235.12	223.35	235.10
Commercial - not more than 3 stores / offices:				
Commercial and living quarters, 1 family	1191.27	1,253.96	1191.30	1,254.00
Commercial and no living quarters	595.63	626.98	595.65	627.00
<u>Miscellaneous Structure - Rate per unit</u>	59.55	62.53	59.38	62.50
<u>City Facility – Unit Charge</u>	59.55	62.53	59.38	62.50
<u>Cross Connection Controls</u>				
Per Device	53.54	56.35	53.58	56.40
Minimum Per Unit	6.74	7.08	6.75	7.10
<u>METERED RATES</u>	Paid within 30	Paid 31 or	Paid within 30	Paid 31 or
Monthly				
Per cubic metres	1.590	1.6700	1.587	1.670
Minimum monthly	49.65	52.26	49.647	52.260
Quarterly				
Per cubic metres	1.590	1.6700	1.587	1.670
Minimum quarterly	148.94	156.75	148.913	156.750
<u>Water connection</u>	As per agreed cost of connection		As per agreed cost of connection	
<u>Water tie in</u>	As per agreed cost of connection		As per agreed cost of connection	
<u>Water transfers</u>	As per agreed cost of connection		As per agreed cost of connection	
<u>Meter Purchase and Installation</u>				
Water Meter 5/8" to 10"	Actual cost		Actual cost	
Water Meter 5/8" installation	No discount	353.50	No discount	353.50
Water Meter 3/4" installation	No discount	454.50	No discount	454.50
Water Meter 1" installation	No discount	656.50	No discount	656.50
Water Meter 1.5" installation	No discount	1,111.00	No discount	1,111.00
Water Meter 2" installation	No discount	1,262.50	No discount	1,262.50
Water Meter 3" installation	No discount	2,121.00	No discount	2,121.00
Water Meter 4" installation	No discount	2,626.00	No discount	2,626.00
Water Meter 6" installation	No discount	5,050.00	No discount	5,050.00
Water Meter 8" installation	No discount	6,565.00	No discount	6,565.00
Water Meter 10" installation	No discount	7,575.00	No discount	7,575.00

OTHER INSTALLATION / DEVICE FEES

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

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

No discount 180.00
 Actual cost
 No discount 5,050.00
 No discount 6,570.00
 No discount 7,580.00

CONSTRUCTION FLAT WATER ANNUAL CHARGE

19 mm Connection
 25 mm Connection
 50 mm Connection

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

No discount 1,440.00
 No discount 3,710.00
 No discount 11,230.00

CONSTRUCTION OTHER

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

No discount 5,151.00
 As per Metered rates

No discount 5,150.00
 As per Metered rates

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

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

No discount 55.63
 No discount 164.83

No discount 60.00
 No discount 160.00

II. Fire Hydrant

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

No discount 164.83
 No discount 27.82
 No discount 547.04

No discount 160.00
 No discount 30.00
 No discount 550.00

III. Meter Test or retest

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

No discount 126.71
 No discount 246.22

No discount 130.00
 No discount 250.00

IV. Service Disconnection

At Property Line
 At Main

No discount 360.57
 No discount 3,605.70

No discount 365.00
 No discount 3,610.00

V. Special Meter Reading

No discount 82.42
 No discount 50.50

No discount 90.00
 No discount 60.00

VI. Watering Permit

General Rate Increase

1.00% 1.00%

0.00% 0.00%



Meeting 2020 Nov 18
Committee REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2020 Nov 4

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2020 NOVEMBER - PARKS, RECREATION AND CULTURAL
SERVICES GAMING RESERVE PROJECTS

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

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend that Council authorize the use of the Gaming Reserve in the amount of \$730,000 to finance the projects outlined in this report.

REPORT

1.0 INTRODUCTION

Funding approval is being requested to allow staff to proceed with the projects identified in this report. Expenditure for all projects is planned for 2021, subject to operating conditions.

2.0 POLICY SECTION

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

Goal

- A Connected Community – Partnership
- An Inclusive Community – Create a sense of community
- A Healthy Community – Healthy environment
- A Safe Community – Community amenity safety
- A Dynamic Community – City facilities and infrastructure

To: Financial Management Committee
 From: Director - Parks, Recreation & Cultural Services
 Re: 2020 November - Parks, Recreation and Cultural
 Services Gaming Fund Projects
 2020 Nov 4 Page 2

3.0 BACKGROUND

This report requests that financing from the Gaming Reserve be approved for the following projects:

**1. Burnaby Village Museum Heritage Building Upgrades \$30,000 (estimated)
 (DPX.0264)**

Work will include building structure upgrades to the Love Farmhouse Building and Bell's Dry Goods Store, as well as interior fit-out improvements for utilization and access of storage space.

**1. Kushiyo Garden Restoration \$700,000 (estimated)
 (DPW.0451)**

Through a series of site visits, assessments and archival research staff have identified key elements of the project that will be addressed to restore the function of the garden. These elements include the provision of an accessible central trail and auxiliary seating areas, a new Japanese-themed entrance gate and artistic focal points, a re-construction of the central pond and waterfall, additional seating opportunities, and the selection of plants that provide year-round interest within the understory of the woodland.

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

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend that Council authorize the use of the Gaming Reserve in the amount of \$730,000, to finance the projects outlined in this report.



Dave Ellenwood
 DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

JQ:km

Copied to: Director of Finance



Meeting 2020 November 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS **DATE:** 2020 Nov 10
FINANCIAL MANAGEMENT COMMITTEE

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 90300 20

SUBJECT: **LOUGHEED HIGHWAY –
BRENTWOOD STREETScape BEAUTIFICATION**

PURPOSE: To request the use of the Gaming Reserve to finance the Lougheed Highway - Brentwood Streetscape Beautification project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of the Gaming Reserve in the amount of \$175,000 to finance the beautification project within the Brentwood Town Centre as outlined in this report.

REPORT**1.0 INTRODUCTION**

On 2007 November 05, Council approved a streetscape beautification strategy and the implementation of streetscape beautification projects, including the Lougheed Highway median in the Brentwood Town Centre, through capital improvement projects and subdivision servicing requirements.

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 Brentwood Town Centre Beautification project.

2.0 POLICY SECTION

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

Goal

- A Connected Community
 - Partnership - Work collaboratively with businesses, educational institutions, associations, other communities, and governments.
- A Health Community
 - Enhance our environmental health, resilience and sustainability.
- A Dynamic Community
 - City Facilities and infrastructure – Build and maintain infrastructure that meets the needs of our growing community.

To: Chair and Members Finance and Civic Development Committee
 From: Director Planning and Building
 Re: Lougheed Hwy - Brentwood Streetscape Beautification– BAD.0004
 2020 November 10.....Page 2

3.0 LOUGHEED HWY – BRENTWOOD STREETScape BEAUTIFICATION BAD.0004 - Estimated \$175,000

This project completes landscaping of the centre median of Lougheed Highway from Willingdon Avenue to Rosser Avenue.

Through Rezoning Reference #97-49, the Lougheed Highway centre median hardscape (curb and gutter, concrete apron, electrical and irrigation connections) from Rosser Avenue to the future Carlton Avenue intersection were constructed by Appia Developments Ltd. in 2002. In 2005, through a Council approved beautification pilot project, the City funded growing medium, plant material and irrigation in the centre median utilizing the Gaming Reserve.

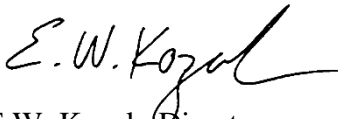
Using a similar arrangement under Rezoning Reference #15-15, Appia Developments Ltd. completed construction of the curb and gutter, concrete apron, electrical and irrigation connections for the Lougheed Highway centre median from Rosser Avenue to Willingdon Avenue. Funding is being requested for the completion of irrigation, ornamental lighting, growing medium and plant material for this portion of the centre median. The works will be completed through a cost-share agreement with Appia Developments Ltd. Completion of this project is expected by April 2021.

Continued development within the town centres provides an opportunity to advance streetscape beautification projects previously outlined in reports to Council. With the development of the Solo project at the southwest corner of Lougheed Hwy and Willingdon Avenue, the beautification of Lougheed Highway between Willingdon and Rosser Avenue is being advanced given the opportunity presented.

These expenditures are included in the 2020 – 2024 Financial Plan and sufficient Gaming Reserves are available to finance the capital projects outlined in this report. The Director Finance concurs with this request.

4.0 RECOMMENDATION

It is recommended that the Financial Management Committee authorize the use of the Gaming Reserve in the amount of \$175,000 to finance the Lougheed Highway - Brentwood Streetscape Beautification project as outlined in this report.



E.W. Kozak, Director
 PLANNING AND BUILDING

IW/tn

cc: Director Finance

New Business