



## CITY COUNCIL MEETING A G E N D A

Monday, September 20, 2021, 5:00 p.m.  
Council Chamber, City Hall  
4949 Canada Way, Burnaby, BC

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- 7.3. CONTRACT AWARD - REGENERATIVE AIR AND VACUUM STREET SWEEPERS 129

Purpose: To obtain Council approval to award a contract for the supply and delivery of four (4) regenerative air and vacuum street sweepers.

- 7.4. 2022 FEES FOR PLANNING AND BUILDING PERMITS, APPLICATIONS AND OTHER SERVICES 130

Purpose: To provide Council with recommendations for the Planning and Building Department's 2022 fees for various applications for cost recovery purposes.

- 7.5. BUILDING PERMIT TABULATION REPORT NO. 8 - FROM 2021 AUGUST 1 - 2021 AUGUST 31 173

Purpose: To provide Council with information on construction activity as reflected by the building permits that have been issued for the subject periods.

## 8. BYLAWS

- 8.1. FIRST, SECOND AND THIRD READING

- 8.1.1. **#14370 - Burnaby Capital Works, Machinery and Equipment Reserve Fund Expenditure Bylaw No. 27, 2021** 175

\$76,000 to finance the 2021 September Engineering Capital Infrastructure - Relining Project Funding Request

*(Item 6.5., FMC Report, Council 2021 September 20)*

***Subject to approval of Item 6.5.***

- 8.1.2. **#14371 - Burnaby Community Heritage Commission Bylaw, Amendment Bylaw No. 1, 2021** 177

A bylaw to update Community Heritage Commission Bylaw (membership)

*(Item 7.1., Manager's Report, Council 2021 August 30)*

- 8.2. SECOND READING

- 8.2.1. **#14364 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 19, 2021 - Rez. #21-18 ( 9702 and 9788 Glenlyon Parkway)** 179

Purpose: to permit the development of parking facilities at 9702

Glenlyon Parkway to support the proposed use at 9788  
Glenlyon Parkway

*(Item 6.14., Manager's Report, Council 2021 July 26)*

- 8.2.2. #14365 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 20, 2021 - Rez. #20-37 (#2-4615 Lougheed Highway) 182**

Purpose: to permit a government cannabis store within an existing commercial retail unit (CRU)

*(Item 6.13., Manager's Report, Council 2021 July 26)*

### 8.3. RECONSIDERATION AND FINAL ADOPTION

- 8.3.1. #14246 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 46, 2020 - Rez. #19-12 (5151 and 5255 North Fraser Way) 185**

Purpose: to permit the construction of a one-storey, high-volume light industrial building, with two mezzanine levels

*(Item 5.15. Manager's Report, Council 2020 November 23)*

***Memorandum - Director Planning & Building - 2021 September 15***

- 8.3.2. #14360 - Burnaby Smoking Regulation Bylaw 2021 191**

A bylaw to regulate smoking in parks, city-owned or controlled outdoor public spaces and business premises)

*(Item 6.2., Manager's Report, Council 2021 June 28)*

- 8.3.3. #14361 - Burnaby Bylaw Notice Enforcement Bylaw 2009, Amendment Bylaw No. 1, 2021 197**

A bylaw to amend the Bylaw Notice Enforcement Bylaw (smoking restrictions in parks, city-owned or controlled outdoor public spaces and business premises)

*(Item 6.2., Manager's Report, Council 2021 June 28)*

- 8.3.4. #14369 - Burnaby Sign Bylaw 1972, Amendment Bylaw No. 1, 2021 199**

A bylaw to amend Burnaby Sign Bylaw 1972 (handheld election signs)

*(Item 7.4., Manager's Report, Council 2021 August 30)*

9. NEW BUSINESS

10. INQUIRIES

11. ADJOURNMENT

Attachment:

Council Correspondence Package received up to 2021 September 16

*(under separate cover and available on the City's website)*



## COUNCIL MEETING

## MINUTES

**Monday, August 30, 2021, 5:00 p.m.**

**Council Chamber, City Hall**

**4949 Canada Way, Burnaby, BC**

**PRESENT:**

- His Worship, Mayor Mike Hurley
- Councillor Pietro Calendino
- Councillor Sav Dhaliwal
- Councillor Dan Johnston (*participated electronically*)
- Councillor Colleen Jordan
- Councillor Joe Keithley
- Councillor James Wang
- Councillor Alison Gu (*participated electronically*)
- Councillor Mike Hillman

**STAFF:**

- Mr. Chad Turpin, Acting City Manager
- Ms. Marie Ishikawa, Acting Director Corporate Services
- Mr. Leon Gous, Director Engineering
- Ms. Noreen Kassam, Director Finance
- Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
- Mr. Ed Kozak, Director Planning and Building
- Mr. Dave Critchley, Director Public Safety and Community Services
- Ms. May Leung, City Solicitor
- Mr. James Lota, Deputy Director Engineering
- Ms. Blanka Zeinabova, City Clerk
- Ms. Eva Prior, Acting Deputy City Clerk

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

His Worship, Mayor Mike Hurley, called the Open meeting to order at 5:03 p.m. and conducted the roll call. Due to the COVID-19 pandemic, Councillors Gu and Johnston participated electronically.

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR GU

THAT the Open Council meeting reconvene at 5:04 p.m.

CARRIED UNANIMOUSLY

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 territory.

## 2. **MINUTES**

### 2.1 **Open Council Meeting held 2021 July 26**

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the City Council meeting held on 2021 July 26 be now adopted.

CARRIED UNANIMOUSLY

### 2.2 **Public Hearing (Zoning) held 2021 July 27**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Public Hearing (Zoning) held on 2021 July 27 be now adopted.

CARRIED UNANIMOUSLY

### 2.3 **Public Hearing (Zoning) held 2021 August 03**

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR JOHNSTON

THAT the minutes of the Public Hearing (Zoning) held on 2021 August 03 be now adopted.

CARRIED UNANIMOUSLY

### 3. **PROCLAMATIONS**

The following proclamations can be viewed on the City's website:

- 3.1 **Gauri Lankesh Day (2021 September 5)**
- 3.2 **Grandparents' Day (2021 September 12)**
- 3.3 **Literacy Month (2021 September)**
- 3.4 **National Forest Week (2021 September 19 - 25)**

### 4. **PRESENTATION**

- 4.1 **Introducing the City's New Website**  
**Presenter: Marie Ishikawa, Marketing Manager**

**Ms. Marie Ishikawa**, Marketing Manager, appeared before Council and provided an overview of the new City's website. The speaker advised that the website has been updated and reflects a clean, contemporary design, a menu that is intuitive and easy to navigate, and a design that can be utilized on all screen sizes – from desktop monitors to mobile devices.

The homepage is now linked to job openings, daily schedules, a 'My Property Portal' which allows the user to view bill payments, purchase dog licenses, and other popular pages.

In conclusion, the speaker encouraged people to try the new City's website and provide feedback on the new design and features.

*\*Councillor Calendino left at 5:26 p.m.*

### 5. **DELEGATIONS**

- 5.1 **Rick Hansen Foundation - Re: Accessibility Rating System**  
**Speakers: Stanis Smith, Board Member & Amanda Basi, Acting Vice President**

**Mr. Stanis Smith**, Board Member, and **Ms. Amanda Basi**, Acting Vice President, Rick Hansen Foundation, appeared before Council via Zoom providing information regarding the Rick Hansen Foundation Accessibility Certification.

*\*Councillor Calendino returned at 5:28 p.m.*

Ms. Basi spoke to the Foundation's vision, which is to unleash the potential of persons with disabilities by making the built environment more accessible and inclusive.

It was noted that the Rick Hansen Foundation Accessibility Certification (RHFAC) program is the only rating system in the world that objectively measure accessibility, is aspirational, achievable, and is independently audited. The RHFAC program encourages innovation in going beyond the building code and creating buildings and built environments that are more accessible. The program has rated 1,450 buildings across Canada, 79 have reached a Gold Accessibility Certification.

In conclusion, the delegation requested that the City adopt the RHFAC for all civic facilities.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JOHNSTON

THAT the delegation's presentation be **REFERRED** to staff.

CARRIED UNANIMOUSLY

## 5.2 **Parvin Chami - Parking on Kalyk Avenue and Redevelopment of Burnaby Hospital**

**Speakers: Parvin Chami and Jasvinder Grewal**

**Ms. Parvin Chami** appeared before Council and expressed concerns regarding parking in the 3700 block of Kalyk Avenue. The speaker advised that 25 years ago she petitioned and was successful in achieving 'Resident Only' parking for this area.

Ms. Chami has reported vehicles parked on Kalyk Avenue that are in violation of the bylaw and was told that residents from Curle Street have been granted permission to park on Kalyk Avenue. Further, the regulations have not been enforced by the City Bylaw Enforcement Officers or the RCMP.

Ms. Chami requested the Burnaby General Hospital (BGH) expansion be discussed with the residents in the area and that the expansion plan be made available for viewing.

Council advised that the residents in the neighbourhood will be contacted by the City and provided with options regarding parking concerns.

## 6. **REPORTS**

### 6.1 **Planning and Development Committee - Re: Framework for Establishing Temporary Use Permits and Processes**

The Planning and Development Committee submitted a report proposing a framework to establish the use of Temporary Use Permits, and defining a procedure for the review and issuance of Temporary Use Permits.

The Planning and Development Committee recommended:

1. THAT Council authorize staff to bring forward a report to propose amendments to the Burnaby Zoning Bylaw 1965 that permits the use of Temporary Use Permits, and the Burnaby Planning and Building Fees Bylaw 2017 to include a new application fee for the Temporary Use Permit applications, and to establish the Burnaby Development Procedures Bylaw to define a procedure for the review and issuance of the Temporary Use Permits.

MOVED BY COUNCILLOR HILLMAN

SECONDED BY COUNCILLOR GU

THAT the recommendation of the Planning and Development Committee be adopted.

CARRIED UNANIMOUSLY

### 6.2 **Planning and Development Committee - Re: Proposed Amendment to the Montecito Community Plan**

The Planning and Development Committee submitted a report seeking Council endorsement of a proposed amendment to the Montecito Community Plan, in association with a proposed rezoning to develop a four-unit multi-family residential building at 1508 Hatton Avenue (Rezoning Reference #19-51).

The Planning and Development Committee recommended:

1. THAT Council endorse the proposed amendment to the Montecito Community Plan, as described in Section 3.0 of the report, as the basis for public consultation.
2. THAT Council authorize staff to undertake a public consultation process, as described in Section 5.0 of the report.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Planning and Development Committee be adopted.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR JOHNSTON

THAT Recommendation #2 be **AMENDED** to include notification to all properties in the Montecito Community Plan Area.

DEFEATED

*(Opposed: Mayor Hurley, Councillors Calendino, Dhaliwal, Gu, Hillman, Keithley and Wang)*

The original motion was now put:

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Planning and Development Committee be adopted.

CARRIED UNANIMOUSLY

### 6.3 **Acting City Manager's Report, 2021 August 30**

The Acting City Manager submitted a report dated 2021 August 30 on the following matters:

## 7. **MANAGER'S REPORTS**

### 7.1 **CONFEDERATION PARK COMMUNITY CENTRE PROJECT - APPROVAL OF SCHEMATIC DESIGN AND FUNDING REQUEST**

The Acting City Manager submitted a report from the Major Civic Building Project Coordination Committee seeking Council approval of the final schematic design and requesting the use of the Community Benefit Bonus Reserve to finance the second phase of work for the Confederation Park Community Centre project.

The Acting City Manager recommended:

1. THAT Council authorize staff to approve the final schematic design, and advance the Confederation Park Community Centre project into detailed design as outlined in this report.
2. THAT Council authorize the use of the Community Benefit Bonus Reserve in the amount of \$14,750,000 to finance detailed design, City development approvals, tender documents, and preliminary site servicing and offsite costs for Confederation Park Community Centre project, as outlined in this report.
3. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

## **7.2 COMMITTEES' AND COMMISSION'S TERMS OF REFERENCE AND BYLAW UPDATES**

The Acting City Manager submitted a report from the City Clerk seeking Council approval to update the Committees' and Commission's Terms of Reference, and authorize amendment of the Community Heritage Commission Bylaw.

The Acting City Manager recommended:

1. THAT Council approve changes to the Committees and Commission's Terms of Reference, as outlined in Section 3.0 of the report.
2. THAT Council authorize the City Solicitor to bring forward the amendments to the Community Heritage Commission Bylaw to reflect the membership changes, as noted in Section 3.1 of the report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Acting City Manager be adopted.

AMENDED

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR JOHNSTON

THAT Section 3.4 Standing Committees of the report be **REFERRED** to staff for further review and clarification.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Acting City Manager be adopted, **AS AMENDED**.

CARRIED UNANIMOUSLY

### 7.3 **ADMINISTRATIVE OFFICER 2 - SIGNING AUTHORITY**

The Acting City Manager submitted a report from the City Clerk seeking Council grant signing authority to the Administrative Officer 2.

The Acting City Manager recommended:

1. THAT Ms. Kathryn Matts, Administrative Officer 2 for the City of Burnaby, be designated as having signing authority on behalf of the City.

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR GU

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

### 7.4 **SIGN BYLAW AMENDMENT - HANDHELD ELECTION SIGNS**

The Acting City Manager submitted a report from the Director Engineering and Chief Election Officer seeking authorization to amend the Burnaby Sign Bylaw 1972 to permit the safe use of handheld election signs on City sidewalks.

The Acting City Manager recommended:

1. THAT Council authorize the City Solicitor to bring forward the amendments to the Burnaby Sign Bylaw 1972, as outlined in Sections 4.0 and 5.0 of the report.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Acting City Manager be adopted.

AMENDED

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

THAT the following proposed amendments to the Sign Bylaw 1972, Schedule 1, Subsection (9A) be removed, as noted:

- (ii) the outer dimensions of the signs are no more than 0.46 metres (18 inches) x 0.61 metres (24 inches);
- (iii) (A) within 6.10 metres (20 feet) of the edge of the roadway of any intersecting street;
- (iii) (B) within 6.10 metres (20 feet) of any flashing beacon, stop-sign or traffic-control signal located at the side of a roadway;
- (iii) (C) within 6.10 metres (20 feet) of a crosswalk;
- (iii) (E) adjacent to a bus stop; and
- Portion of (iii) (F) crosswalk, intersection corner.

CARRIED UNANIMOUSLY

Without objections, the recommendation of the Acting City Manager was adopted, **AS AMENDED.**

## 7.5 **BC PARKWAY LIGHTING ENHANCEMENTS PROJECT - COMMUNITY BENEFIT BONUS RESERVE REQUEST**

The Acting City Manager submitted a report from the Director Engineering seeking Council authorization for the use of a Community Benefit Bonus Reserve to finance the installation of enhanced lighting features along the BC Parkway walking and cycling corridor.

The Acting City Manager recommended:

1. THAT Council authorize the use of a Community Benefit Bonus Reserve in the amount of \$4,000,000 to finance the installation of enhanced lighting features along BC Parkway from Patterson Station to Imperial Street, as outlined in the report.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT staff extend the proposed lighting the full length of the BC Parkway to the Edmonds SkyTrain Station for completion prior to the end of this year, and that the lighting be such that the colour be changeable to enable recognition of special events.

CARRIED UNANIMOUSLY

Council requested that a copy of this report be sent to Diane Gillis, Kingsway Imperial Neighbourhood Association.

Further, Council requested that this initiative be followed through in all quadrants of the City.

## **7.6 CONSTRUCTION AND DEMOLITION WASTE DIVERSION**

The Acting City Manager submitted a report from the Director Corporate Services and the Director Planning and Building seeking Council approval on the City's Construction and Demolition Waste Diversion Implementation Plan for all demolition permit types issued by the City.

The Acting City Manager recommended:

1. THAT Council approve the Construction and Demolition Waste Diversion Implementation Plan for all demolition types issued by the City, as outlined in Section 4 of the report.
2. THAT Council authorize the City Solicitor to draft a Construction and Demolition (C&D) Waste Diversion Bylaw for Council's consideration.

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

Council requested that staff monitor compliance regarding this initiative and report back to Council.

Staff advised that they will conduct a review in a year's time, and report back to Council with the findings.

## **7.7 CONTRACT AWARD - 2021 STORM SEWER EXTENSIONS**

The Acting City Manager submitted a report from the Director Finance seeking Council approval to award a contract for the 2021 Storm Sewer Extensions project.

The Acting City Manager recommended:

1. THAT Council approve a contract award to Targa Contracting (2013) Ltd. for an estimated total cost of \$1,921,460.84 including GST in the amount of \$91,498.14 as outlined in the report. Final payment will be based on the actual quantity of goods and services delivered and unit prices as tendered.

MOVED BY COUNCILLOR HILLMAN

SECONDED BY COUNCILLOR GU

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

## **7.8 BUILDING PERMIT TABULATION REPORT NO. 7 - FROM 2021 JULY 1 - 2021 JULY 31**

The Acting City Manager submitted a report from the Director Planning and Building providing Council with information on construction activity as reflected by the building permits that have been issued for the subject period.

The Acting City Manager recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

## **7.9 REZONING APPLICATIONS**

The Acting City Manager submitted a report from the Director Planning and Building regarding the current series of new rezoning applications for Council's consideration:

### **7.9.1 Rez. #21-20 (4250 Canada Way)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR ORDAN

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

### **7.9.2 Rez. #21-21 (9522 and 9416 University Crescent)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

### **7.9.3 Rez. #21-22 (2330 Douglas Road and 2230, 2252, 2270 Springer Avenue)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR GU

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

**7.9.4 Rez. #21-23 (4472 Hastings Street)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.
2. THAT a copy of the report be sent to the property owner of 4454 Hastings Street for information purposes.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

**7.9.5 Rez. #21-24 (4049 Hastings Street)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

**7.9.6 Rez. #21-25 (Portion of 4800 Riverbend Drive)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

#### **7.9.7 Rez. #21-26 (6900 Southpoint Drive)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR HILLMAN

SECONDED BY COUNCILLOR GU

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

#### **7.9.8 Rez. #21-27 (7271 Gilley Avenue)**

The Acting City Manager recommended:

1. THAT the Planning and Building Department be authorized to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

**7.10 REZONING REFERENCE #18-00031 - HIGH-RISE RESIDENTIAL BUILDING, COMPRISED OF MARKET STRATA, AND MARKET AND NON-MARKET RENTAL UNITS - METROTOWN DOWNTOWN PLAN**

The Acting City Manager submitted a report from the Director Planning and Building seeking Council authorization to forward this application to a Public Hearing on 2021 September 28. The purpose of the proposed zoning bylaw amendment is to permit the construction of a single 22-storey high-rise residential building, comprised of market strata, market rental, and non-market rental units.

The City Manager recommended:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2021 August 30, and to a Public Hearing on 2021 September 28 at 5:00 p.m.
2. THAT the following be established as prerequisites to the completion of the rezoning:
  - a) The submission of a suitable plan of development.
  - b) The deposit of sufficient monies including a 4% Engineering Inspection Fee to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.
  - c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development (as well as underground switching and transformer/service boxes in town centre locations), and to the point of connection to the existing service where sufficient facilities are available to serve the development.
  - d) The utilization of an amenity bonus through the provision of a cash in-lieu contribution in accordance with Section 4.4 of this report.
  - e) The granting of any necessary statutory rights-of-way, easements and/or covenants in accordance with Section 4.11 of this report.
  - f) The lane dedication of 0.9 m (3.0 ft.) along the eastern property line.
  - g) The registration of a Housing Covenant and Housing Agreement.
  - h) The execution of a Tenant Assistance Plan, to the approval of the Director Planning and Building.

- i) Compliance with the Council-adopted sound criteria.
- j) The submission of a suitable on-site stormwater management plan to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
- k) Compliance with the City's Groundwater Management for Multi-Family Development guidelines.
- l) The review of a detailed Sediment Control System by the Climate Action and Energy Division.
- m) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- n) The review of on-site loading facilities by the Director Engineering.
- o) The provision of covered car wash stalls and an adequately sized and appropriately located garbage handling and recycling material holding space to the approval of the Director Engineering and a commitment to implement the recycling provisions.
- p) The provision of facilities for cyclists in accordance with Section 5.8 of this report.
- q) The design and provision of units adaptable to persons with disabilities, the provision of customized hardware and cabinet work being subject to the sale/lease of the unit to a disabled person and with allocated disabled parking spaces.
- r) The undergrounding of existing overhead wiring abutting the site.
- s) Compliance with the guidelines for underground parking for visitors.
- t) The submission of a Public Art Plan.
- u) The submission of a Green Building Strategy.
- v) The deposit of the applicable Parkland Acquisition Charge.
- w) The deposit of the applicable School Site Acquisition Charge.
- x) The deposit of the applicable GVS & DD Sewerage Charge.
- y) The deposit of the applicable Regional Transportation Development Cost Charge.

- z) The submission of a written undertaking to distribute area plan notification forms, prepared by the City, with disclosure statements; and, to post area plan notification signs, also prepared by the City, on the development site and in the sales office in prominent and visible locations prior to Third Reading, or at the time marketing for the subject development commences, whichever is first, and remain posted for a period of one year, or until such time that all units are sold, whichever is greater.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

**7.11 REQUEST FOR COMMUNITY BENEFIT BONUS - AFFORDABLE HOUSING RESERVE - DEVELOPMENT OF NON-MARKET HOUSING ON CITY-OWNED SITE IN PARTNERSHIP WITH SENIOR GOVERNMENT AND NON-PROFIT OPERATOR**

The Acting City Manager submitted a report from the Director Planning and Building seeking Council approval of funding from the Community Benefit Bonus - Affordable Housing Reserve to support development of non-market housing units on the City-owned site located at 8305 11th Avenue.

The Acting City Manager recommended:

1. THAT Council approve a grant from the Community Benefit Bonus - Affordable Housing Reserve in the amount of \$423,300 towards 8305 11th Avenue, as described in the report.
2. THAT Council authorize the use of the Community Benefit Bonus - Affordable Housing Reserve in the amount of \$350,000 to finance site preparation works outlined in the report.
3. THAT a copy of the report be sent to the preferred non-profit housing partner.

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

## **7.12 LIQUOR LICENCE APPLICATION #21-01 - STUDIO BREWING - 5792 BERESFORD STREET**

The Acting City Manager submitted a report from the Director Planning and Building providing Council with recommendations regarding the subject liquor licence application.

The Acting City Manager recommended:

1. THAT Council authorize staff to gather public input regarding a request to increase person capacity at a brewery lounge within an existing manufacturer's (brewery) licence at 5792 Beresford Street (see attached Sketches #1 and #2), as described in Section 4.1 of the report.
2. THAT a copy of the report be forwarded to the General Manager, Liquor and Cannabis Regulation Branch, P.O. Box 9292, Stn. Provincial Government, Victoria, BC V8W 9J8; and to the applicant, Andrew Somers, 3938 West 35<sup>th</sup> Avenue, Vancouver, BC V6N 2P2.

MOVED BY COUNCILLOR HILLMAN

SECONDED BY COUNCILLOR GU

THAT the recommendations of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

## **7.13 RETIREMENTS**

The Acting City Manager submitted a report from the Acting Director Human Resources informing Council of the following retirements from January to June 2021:

*\*Councillor Calendino left at 7:03 p.m.*

*\*Councillor Keithley left at 7:03 p.m.*

Suzanne Balamatowski, Parks Department (24 years)

Brenda Daniels, Finance Department (29 years)

Don Hutcherson, Parks Department (15 years)

Diane Irwin, Public Safety and Community Services Department (16 years)

David Jones, Engineering Department (33 years)

Tracey Louie, RCMP (41 years)

Stewart Maltman, Fire Department (31 years)

Lambert Chu, City Manager (31 years)

Jeff Heier, Engineering Department (21 years)

Sharon Knapp, Planning Department (25 years)

*\*Councillor Keithley returned at 7:07 p.m.*

Tom Kurucz, Parks Department (29 years)

Rod Nevison, Planning Department (33 years)

Ron Weismiller, Engineering Department (19 years)

Jim Wolf, Planning Department (33 years)

Maria Andrade, Parks Department (20 years)

*\*Councillor Calendino returned at 7:10 p.m.*

Murray Armstrong, Engineering Department (28 years)

Brian Causier, Engineering Department (25 years)

Jim Dorman, Parks Department (34 years)

Wayne Duifhuis, Engineering Department (32 years)

Pierrette Hodnett, Corporate Services Department (15 years)

Mark Beatty, Parks Department (34 years)

Teresa Calocero, Parks Department (28 years)

Jasbir Dhudwal, IT Department (32 years)

Kathleen Doeber, Parks Department (30 years)

Sandra Gerber, Parks Department (21 years)

David Iwata, Engineering Department (40 years)

Bradley Maars, Fire Department (32 years)

Randall Paltzat, Engineering Department (34 years)

Grace Pedro, RCMP (20 years)

Ellen Van Eijnsbergen, Parks Department (10 years)

Gary D'Haese, Parks Department (31 years)

David Harrington, Building Department (23 years)

Don McKeeman, Engineering Department (25 years)

Catharine Van-Martin, Fire Department (26 years)

Jacqueline Bathgate, Fire Department, (28 years)

Alan Scales, Engineering Department (20 years)

Pat Tenant, Human Resources (51 years)

The Acting City Manager recommended:

1. THAT the report be received for informational purposes.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Acting City Manager be adopted.

CARRIED UNANIMOUSLY

## 8. **BYLAWS**

### 8.1 **FIRST READING**

- 8.1.1 #14367 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 21, 2021 - Rez. #18-31 (6540 Marlborough Avenue)

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR JORDAN

THAT the Bylaw No. 14367 be now introduced and read a first time.

CARRIED UNANIMOUSLY

### 8.2 **FIRST, SECOND AND THIRD READING**

- 8.2.1 #14369 - Burnaby Sign Bylaw 1972, Amendment Bylaw No. 1, 2021

Council, under Item 7.4. Sign Bylaw Amendment – Handheld Election Signs, **AMENDED** the report and Bylaw to reflect the following:

Schedule 1, Subsection (9A) – the following wording be removed, as noted:

- **(ii)** the outer dimensions of the signs are no more than 0.46 metres (18 inches) x 0.61 metres (24 inches);
- **(iii) (A)** within 6.10 metres (20 feet) of the edge of the roadway of any intersecting street;
- **(iii) (B)** within 6.10 metres (20 feet) of any flashing beacon, stop-sign or traffic-control signal located at the side of a roadway;

- **(iii) (C)** within 6.10 metres (20 feet) of a crosswalk;
- **(iii) (E)** adjacent to a bus stop; and
- **Portion of (iii) (F)** crosswalk, intersection corner.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR KEITHLEY

THAT the Bylaw No. 14369 be now introduced and read three times **AS AMENDED**.

CARRIED UNANIMOUSLY

### 8.3 **SECOND READING**

8.3.1 #14355 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 18, 2021 - Rez. #19-64 (4653/69/73 Kingsway; 4638/46/54/62/70 Hazel Street and portion of lane right-of-way)

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR GU

THAT the Bylaw No. 14355 be now read a second time.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR KEITHLEY

THAT Bylaw No. 14355 be **TABLED** to the 2021 September 20 Council meeting.

DEFEATED

*(Opposed: Mayor Hurley, Councillors Calendino, Dhaliwal, Gu, Hillman)*

Council requested that staff provide further information regarding Bylaw No. 14355 at the Closed meeting (the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose).

### 8.4 **SECOND AND THIRD READING**

Mayor Hurley advised that Bylaw No. 14360 – Burnaby Smoking Regulation Bylaw 2021 needed to be amended prior to the second reading to add one business operator that was inadvertently omitted on the exception list in the Bylaw.

8.4.1 #14360 - Burnaby Smoking Regulation Bylaw 2021

8.4.2 #14361 - Burnaby Bylaw Notice Enforcement Bylaw 2009, Amendment Bylaw No. 1, 2021

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR CALENDINO

THAT Bylaw No. 14360 and 14361 be now read a second and third time.

DIVIDED

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COUNCILLOR KEITHLEY

THAT Bylaw No. 14360 – Burnaby Smoking Regulation Bylaw 2021 be **AMENDED** by adding Dhalak Restaurant, located at 7868 Edmonds Street, to Section 5.3.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the Bylaw No. 14360 be now read a second and third time, **AS AMENDED**.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR WANG

THAT the Bylaw No. 14361 be now read a second and third time.

CARRIED UNANIMOUSLY

## 8.5 **CONSIDERATION AND THIRD READING**

8.5.1 #14041 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 22, 2019 - Rez. #15-50 (3980 Pender Street)

8.5.2 #14208 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 34, 2020 - Rez. #19-44 (7860 Rosewood Street)

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the Bylaw No. 14041 and 14208 be now considered and read a third time.

DIVIDED

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the Bylaw No. 14041 be now considered and read a third time.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JORDAN

THAT the Bylaw No. 14208 be now considered and read a third time.

CARRIED  
(Opposed: Councillors Johnston and Jordan)

## **8.6 THIRD READING, RECONSIDERATION AND FINAL ADOPTION**

8.6.1 #13994 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 7, 2019 - Rez. #18-47 (4550 Lougheed Hwy)

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR JOHNSTON

THAT the Bylaw No. 13994 be now read a third time, reconsidered and finally adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

## **8.7 RECONSIDERATION AND FINAL ADOPTION**

8.7.1 #14085 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 39, 2019 - Rez. #17-27 (6444 Willingdon Avenue and 4241 Maywood Street)

8.7.2 #14180 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 20, 2020 - Rez. #18-44 (4275 Grange Street)

8.7.3 #14210 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 36, 2020 - Rez. #20-05 (2088 Skyline Court)

8.7.4 #14311 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 6, 2021 - Rez. #21-07 (6521 Telford Avenue)

8.7.5 #14366 - Burnaby Police Services Fees Bylaw 2011, Amendment Bylaw No. 1, 2021

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR GU

THAT the Bylaw No. 14085, 14180, 14210, 14311 and 14366 be now reconsidered and finally adopted, signed by the Mayor and Clerk and the Corporate Seal affixed thereto.

CARRIED UNANIMOUSLY

## 9. **NOTICE OF MOTION**

### 9.1 **Councillor Alison Gu - Re: Climate Action Policy Work**

At the 2021 July 26 Open Council Meeting, Councillor Gu provided a notice of motion regarding climate change. With notice given, the following motion was brought forward for Council's consideration:

MOVED BY COUNCILLOR GU  
SECONDED BY COUNCILLOR KEITHLEY

WHEREAS the effects of climate change, such as heat waves, disproportionately impact those who are already marginalized by society, especially those who are unhoused, racialized, Indigenous, working class or poor, and people with disabilities;

WHEREAS areas at higher risk of severe impacts of climate change and the urban heat island effect tend to also be historically underserved areas and populations that have been harmed by systemic oppression and wealth inequality;

THEREFORE BE IT RESOLVED THAT any policy work related to climate action addresses our goals of reconciliation and equity, and are nature-based wherever possible.

CARRIED UNANIMOUSLY

## 10. **NEW BUSINESS**

### **Speed Limits for EV Bikes**

Councillor Wang referred to Item 1.3. on the Council Correspondence Package received up to 2021 August 26 from Simon Lopez regarding speed limit signs for EV bikes, and requested this correspondence be **REFERRED** to the Traffic Safety Committee.

Further, Council requested that the Committee review speed limits for all other alternate forms of transportation.

## 11. **INQUIRIES**

There were no inquiries brought before Council at this time.

## 12. **ADJOURNMENT**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Council meeting recess at 7:44 p.m.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR KEITHLEY

THAT the Open Council meeting reconvene at 8:46 p.m.

CARRIED UNANIMOUSLY

Without objection, Bylaw No. 14355 was brought forward for consideration at this time.

## 8.3 **SECOND READING**

8.3.1 #14355 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 18, 2021 - Rez. #19-64 (4653/69/73 Kingsway; 4638/46/54/62/70 Hazel Street and portion of lane right-of-way)

Due to technical difficulties that could not be resolved, the Open Council meeting stood adjourned and the Mayor called a Special Council meeting to be held on Wednesday, 2021 September 01 at 4:30 p.m. to address the Second Reading of Bylaw No. 14355.

Without objection, the Open Council meeting adjourned at 8:55 p.m.

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Mike Hurley, MAYOR

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Blanka Zeinabova, CITY CLERK



## PUBLIC HEARING

## MINUTES

**Tuesday, August 31, 2021, 5:00 p.m.**  
**Electronic Meeting**

**PRESENT:** His Worship, Mayor Mike Hurley  
 Councillor Pietro Calendino (*participated electronically*)  
 Councillor Sav Dhaliwal  
 Councillor Alison Gu (*participated electronically*)  
 Councillor Mike Hillman  
 Councillor Dan Johnston (*participated electronically*)  
 Councillor Colleen Jordan  
 Councillor Joe Keithley (*participated electronically*)  
 Councillor James Wang (*participated electronically*)

**STAFF:** Ms. Marie Ishikawa, Acting Director Corporate Services  
 Mr. Ed Kozak, Director Planning & Building  
 Mr. Johannes Schumann, Assistant Director Planning & Building  
 Ms. Blanka Zeinabova, City Clerk  
 Ms. Eva Prior, Acting Deputy City Clerk  
 Ms. Ginger Arriola, Council Support Assistant

### 1. **NOTICE**

Notice of Public Hearing was given under Section 466 of the *Local Government Act*, and in accordance with the Ministerial Order No. M192/2020.

### 2. **CALL TO ORDER**

His Worship, Mayor Mike Hurley, called the Public Hearing to order at 5:03 p.m. and conducted the roll call. Due to the COVID-19 pandemic, Councillors Calendino, Gu, Johnston, Keithley and Wang participated electronically.

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

The City Clerk reviewed the purpose of a public hearing and public participation instructions.

### 3. **ZONING BYLAW AMENDMENTS**

#### 3.1 **Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 19, 2021 - Bylaw No. 14364**

**Rez. #21-18**

##### **9702 and 9788 Glenlyon Parkway**

**From:** CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District and Glenlyon Concept Plan as guidelines)

**To:** 9702 Glenlyon Parkway: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District, P8 Parking District, and Glenlyon Concept Plan guidelines, and in accordance with the development plan entitled "9702 and 9788 Glenlyon Parkway" prepared by AECOM)

9788 Glenlyon Parkway: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District, and Glenlyon Concept Plan as guidelines, and in accordance with the development plan entitled "9702 and 9788 Glenlyon Parkway" prepared by AECOM)

**Purpose:** to permit the development of parking facilities at 9702 Glenlyon Parkway to support the proposed use at 9788 Glenlyon Parkway

**Applicant:** Beedie Development Group

No letters were received in response to the proposed rezoning application.

No speakers connected through the online webinar or teleconference in response to the proposed rezoning application.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR KEITHLEY

THAT this Public Hearing for Rez. #21-18, Bylaw No. 14364 be terminated.

CARRIED UNANIMOUSLY

#### 3.2 **Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 20, 2021 - Bylaw No. 14365**

**Rez. #20-37**

##### **#2-4615 Lougheed Highway**

**From:** CD Comprehensive Development District (based on C3 General Commercial District, RM4s and RM5s Multiple Family Residential Districts and Brentwood Town Centre Development Plan as guidelines)

**To:** Amended CD Comprehensive Development District (based on C3 and C3i General Commercial Districts, Brentwood Town Centre Development Plan guidelines, and in accordance with the development plan entitled "Burnaby Brentwood" prepared by Liquor Distribution Branch)

**Purpose:** to permit a government cannabis store within an existing commercial retail unit (CRU)

**Applicant:** British Columbia Liquor Distribution Branch

23 letters were received in response to the proposed rezoning application:

1. Waii C, 4650 Brentwood Boulevard, Burnaby
2. Philip Nienartowicz, 4650 Brentwood Boulevard, Burnaby
3. Lynda Nguyen, 1955 Alpha Way, Burnaby
4. Michelle Ng, 1955 Alpha Way, Burnaby
5. Angela Yiu, 4510 Halifax Way, Burnaby
6. Xiaoning Xu, 4650 Brentwood Boulevard, Burnaby
7. Chuancong Gao (*no address provided*)
8. Tianxing Li, 4650 Brentwood Boulevard, Burnaby
9. Zheng Li, 4650 Brentwood Boulevard, Burnaby
10. Ellen Tran, 4650 Brentwood Boulevard, Burnaby
11. Simon Yu, 4605 Brentwood Boulevard, Burnaby
12. Jason Lee, 1955 Alpha Way, Burnaby
13. Chiwon Hong, 4650 Brentwood Boulevard, Burnaby
14. Younghoon Kim, 1955 Alpha Way, Burnaby
15. Kaleim Nathani, 1955 Alpha Way, Burnaby
16. Jun Han Poon, 4650 Brentwood Boulevard, Burnaby
17. Jason Tse, 4650 Brentwood Boulevard, Burnaby
18. Michelle Ho, 4650 Brentwood Boulevard, Burnaby
19. Erica Ho (*no address provided*)
20. Kevin Nguyen, 4650 Brentwood Boulevard, Burnaby
21. Alexander Tam, 4650 Brentwood Boulevard, Burnaby
22. Alfred Lee, 4650 Brentwood Boulevard, Burnaby
23. Kiem Bang Diep, 4650 Brentwood Boulevard, Burnaby

The following speakers appeared before Council through the online webinar or teleconference in response to the proposed zoning bylaw amendment:

**Jason Lee**, 1955 Alpha Way, Burnaby, spoke in opposition to the proposed rezoning application. Mr. Lee expressed concern regarding the location a cannabis store in a high density, multi-family residential area. The speaker queried if the City had conducted any studies to determine if the proximity of a cannabis

store to children would affect the development and/or promote cannabis usage in children and youth.

**Louie Lei**, 4650 Brentwood Boulevard, Burnaby, spoke in opposition to the proposed rezoning application. Mr. Lei expressed concern regarding the development of children and youth in the area if exposed to a cannabis store in the community. The speaker also expressed concerns regarding the exposure to second hand cannabis smoke.

**Jason Lee**, 1955 Alpha Way, Burnaby, spoke for a second time in opposition to the proposed rezoning application. The speaker queried if a scientific study had been conducted in regard to the relationship between the proximity of a cannabis store and abnormal development or behavior in children.

**Sharon Lei**, 4650 Brentwood Boulevard, Burnaby, spoke in opposition to the proposed rezoning application. The speaker expressed concern that the cannabis store would attract smokers to the area and expose residents to second hand smoke.

**Jason Lee**, 1955 Alpha Way, Burnaby, spoke for a third time in opposition to the proposed rezoning application. Mr. Lee advised that cannabis stores should only be allowed in commercial zones, not in residential buildings.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR JOHNSTON

THAT this Public Hearing for Rez. #20-37, Bylaw No. 14365 be terminated.

CARRIED UNANIMOUSLY

#### 4. **ADJOURNMENT**

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR KEITHLEY

THAT the Public Hearing meeting adjourn at 5:38 p.m.

CARRIED UNANIMOUSLY

---

Mike Hurley, MAYOR

---

Blanka Zeinabova, CITY CLERK



## SPECIAL COUNCIL MEETING M I N U T E S

**Wednesday, September 1, 2021, 4:30 p.m.  
Council Chamber, City Hall  
4949 Canada Way, Burnaby, BC**

- PRESENT:**
- His Worship, Mayor Mike Hurley
  - Councillor Pietro Calendino
  - Councillor Sav Dhaliwal
  - Councillor Alison Gu
  - Councillor Mike Hillman
  - Councillor Dan Johnston *(arrived at 4:49 p.m. and participated electronically)*
  - Councillor Colleen Jordan *(participated electronically)*
  - Councillor Joe Keithley
  - Councillor James Wang
- STAFF:**
- Mr. Leon Gous, Director Engineering
  - Ms. Marie Ishikawa, Acting Director Corporate Services *(participated electronically)*
  - Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
  - Mr. Ed Kozak, Director Planning & Building
  - Ms. May Leung, City Solicitor
  - Ms. Blanka Zeinabova, City Clerk

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

His Worship, Mayor Mike Hurley, called the Special Open Council meeting to order at 4:35 p.m. and conducted the roll call. Due to the COVID-19 pandemic, Councillors Johnston and Jordan participated electronically.

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

## 2. **BYLAWS**

### 2.1 **SECOND READING**

2.1.1 #14355 - Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 18, 2021 - Rez. #19-64 (4653/69/73 Kingsway; 4638/46/54/62/70 Hazel Street and portion of lane right-of-way)

*\*Councillor Johnston arrived at 4:49 p.m.*

MOVED BY COUNCILLOR HILLMAN  
SECONDED BY COUNCILLOR GU

THAT the Bylaw No. 14355 be now read a second time.

CARRIED

*(Opposed: Councillors Gu, Johnston, Jordan, Wang)*

## 3. **ADJOURNMENT**

Without objection, the Special Open Council meeting adjourned at 5:16 p.m.

---

Mike Hurley, MAYOR

---

Blanka Zeinabova, CITY CLERK

City of Burnaby



# Proclamation

## COPS FOR CANCER DAY

**Whereas** Each fall, during the Canadian Cancer Society Cops for Cancer event, police and emergency services personnel volunteer to cycle hundreds of kilometres on a pre-designated route through B.C. communities over the course of several days and nights to raise money to fund pediatric cancer research and programs that help children and families; and

**WHEREAS** The Canadian Cancer Society's Cops for Cancer "Tour de Coast" will be travelling through Burnaby on Wednesday, September 22, 2021; and

**WHEREAS** The "Tour de Coast" includes 40 riders, their police escorts, sponsor vehicles, Canadian Cancer Society staff, Canadian Border Service, and B.C. Sheriffs; and

**WHEREAS** Burnaby is honoured to have four riders from the Burnaby R.C.M.P. Detachment participating: Inspector Derek Thibodeau, Staff Sergeant Rob Wheeler, Sergeant (retired) Tess Landry, and Constable Tom Graham; and

**WHEREAS** City Council, on behalf of the citizens of Burnaby, welcomes the "Tour de Coast" as they travel through our community and wish them every success in raising much-needed funding for children and families who have been touched by cancer.

NOW THEREFORE I, MIKE HURLEY, MAYOR OF BURNABY,  
DO HEREBY PROCLAIM SEPTEMBER 22 AS

# "COPS FOR CANCER DAY"

IN THE CITY OF BURNABY.

Dated this twentieth day  
of September, 2021 A.D.

MIKE HURLEY  
MAYOR



City of Burnaby



# Proclamation

## WORLD RIVERS DAY

**Whereas** Burnaby World Rivers Day promotes environmental stewardship and celebrates the environmental, socio-economic and cultural values of Burnaby's waterways and highlights Burnaby's ongoing commitment to sustainable environmental initiatives; and

**WHEREAS** Individuals, communities, businesses, educational institutions and other organizations and government agencies are encouraged to work collaboratively to improve the stewardship of Burnaby's waterways and increase public awareness of the important role waterways play in our ecosystem and in our resilience against climate change; and

**WHEREAS** World Rivers Day has special meaning in our community as Burnaby resident and river conservationist Mark Angelo created BC Rivers Day in 1980, and Burnaby was the first municipality in British Columbia to recognize BC River's Day in 1993, teaming with community partners every year since to deliver a community festival; and

**WHEREAS** Burnaby World Rivers Day activities align with the City's Strategic Plan goals by enhancing social connections, celebrating Burnaby's cultural diversity, and improving environmental health, resilience and sustainability.

NOW THEREFORE I, MIKE HURLEY, MAYOR OF BURNABY,  
DO HEREBY PROCLAIM SEPTEMBER 26TH AS

# “WORLD RIVERS DAY”

IN THE CITY OF BURNABY.

Dated this twentieth day  
of September, 2021 A.D.

MIKE HURLEY  
MAYOR



DELEGATION 2021 SEPTEMBER 20
---------------------------------

**From:** Martin Kendell [REDACTED]  
**Sent:** Tuesday, August 10, 2021 9:31 PM  
**To:** Clerks <[Clerks@burnaby.ca](mailto:Clerks@burnaby.ca)>  
**Subject:** Presentation for City Council - #CleanUpBurnaby Campaign

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. **The City will never ask for personal or account information or account password through email.** If you feel this email is malicious or a scam, please forward it to [phishing@burnaby.ca](mailto:phishing@burnaby.ca)

Hi there,

I would like to set up an opportunity to speak to City Council regarding my #CleanUpBurnaby campaign. Please advise if I would be able to speak to Council on either September 20th or 27th.

Thank you,

Martin Kendell  
[REDACTED]

Copy to: Chief Admin. Officer Dir. Corporate Services Dir. Engineering Dir. Parks, Recreation & Cultural Services
---

DELEGATION  
2021 SEPTEMBER 20

**From:** L. Mercier [REDACTED]  
**Sent:** Tuesday, August 17, 2021 4:38 PM  
**To:** Clerks <[Clerks@burnaby.ca](mailto:Clerks@burnaby.ca)>  
**Cc:** Herb Simak [REDACTED]; [REDACTED]  
**Subject:** Request to Appear as a Delegation before Council on September 20, 2021

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. **The City will never ask for personal or account information or account password through email.** If you feel this email is malicious or a scam, please forward it to [phishing@burnaby.ca](mailto:phishing@burnaby.ca)

Hello,

Our delegation would like to request an appearance before Council as above to provide feedback on behalf of Government Road area residents impacted by the Bainbridge Urban Village development. Government Road area residents are opposed to the proposal to include the Bainbridge East Area in the development. Government Road area residents would like City Council's support on containing any development related to the Bainbridge Urban Village within and limited to the Focus Area boundaries, including schools and parks,

We await further direction.

Best regards,

Liliane Mercier

Copy to:  
Chief Administrative Officer  
Dir. Corporate Services  
Dir. Planning & Building

CORRESPONDENCE

2021.09.20

James Koll  
Burnaby Artists Guild  
[REDACTED]  
Burnaby, BC V5J 1T1

September 8th, 2021

Mayor and Council  
c/o Office of the City Clerk  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Mayor and Council,

**Request To Place Temporary Event Signs On Burnaby Public Property**

The Burnaby Artists Guild requests the consent of the Council to place temporary signs on City road rights-of-way and boulevards to publicize our annual Fall Original Art Show at the Shadbolt Centre on the following dates:

· October 22, 23 and 24, 2021

We have a total of six 4ft x 4ft signs for this purpose. We will take care to comply with all City guidelines and locate them as directed by the City's Traffic Engineering Division. The signs would be erected no earlier than two weeks before the event and be removed within three days afterwards.

Thank you for your consideration in this matter.

Respectfully,



James Koll  
Vice President, Burnaby Artists Guild

<b>Copied to:</b>	<b>Chief Administrative Officer</b> <b>Director Corporate Services</b> <b>Director Engineering</b>
-------------------	--



Meeting 2021 September 20

COUNCIL REPORT

### **COMMUNITY HERITAGE COMMISSION**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: HERITAGE POLICY AND PROGRAMS REVIEW**

### **RECOMMENDATIONS:**

1. THAT Council receive the report for information.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission.

### **REPORT**

The Community Heritage Commission, at its meeting held on 2021 September 09, received and adopted the attached report providing an update on work underway to review the City's heritage program and policies to inform the Official Community Plan update.

Respectfully submitted,

Councillor C. Jordan  
Chair

Councillor J. Wang  
Vice Chair

Copied to:	Chief Administrative Officer
	Director Corporate Services
	Director Engineering
	Director Finance
	Director Parks, Recreation and Cultural Services
	Director Planning and Building
	Director Public Safety and Community Services



Meeting 2021 Sept 9

## COMMISSION REPORT

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**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2021 September 1

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

**FILE:** 77000 05

**SUBJECT:** HERITAGE POLICY AND PROGRAMS REVIEW

**PURPOSE:** To provide an update on work underway to review the City's heritage programs and policies to inform the Official Community Plan update.

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**RECOMMENDATIONS:**

1. **THAT** the Community Heritage Commission receive this report for information.
2. **THAT** the Community Heritage Commission advance a copy of this report to Council for information.
3. **THAT** the Community Heritage Commission recommend that Council forward a copy of this report to the Parks, Recreation and Culture Commission for their information.

**REPORT****1.0 BACKGROUND**

On 2019 June 24, Council requested information on the feasibility and advisability of developing a strategic plan to recognize the histories and contributions of diverse settlement communities and Indigenous communities in Burnaby. On 2020 June 18, the Community Heritage Commission (CHC) received a staff report in response to Council's request which was subsequently advanced to Council at its 2020 July 06 meeting.

The report noted that in preparation for the Official Community Plan (OCP) update, a heritage program review will take place that will include recommendations for developing a strategy for research, commemoration, and engagement with Burnaby's history and heritage. The heritage program review and subsequent OCP update were identified in the report as opportunities to advance corporate strategic goals through the City's heritage programs, including goals related to building an inclusive community.

A review of the City's heritage program is also included in the Community Heritage Commission's 2-year work plan. At its 2019 November 28 meeting, the CHC adopted a 2-year work plan, which was received by Council for information on 16 December 2019. The work plan includes a review of the City's heritage program, to include recommendations to inform the update of the OCP.

This report outlines a process and timeline for a Heritage Policy and Programs Review.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Director Parks, Recreation and Cultural Services  
 Re: Heritage Policy and Programs Review  
 2021 September 1 ..... Page 2

## 2.0 POLICY FRAMEWORK

The Heritage Policy and Programs Review outlined in this report aligns with the following Council-adopted plans and strategies: *Official Community Plan* (1998) and *Corporate Strategic Plan* (2017). This policy work also aligns with the *Burnaby Social Sustainability Strategy* (2011), particularly *Strategic Priority 2: Celebrating Diversity and Culture*, and *Strategic Priority 5: Enhancing Neighbourhoods*.

Staff will further ensure that the policy work is developed and implemented in alignment with the Truth and Reconciliation Commission's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples, and the *BC Declaration on the Rights of Indigenous Peoples Act* (DRIPA).

## 3.0 HERITAGE POLICY AND PROGRAMS REVIEW

Burnaby's existing *Official Community Plan* (OCP) was adopted in 1998. It establishes a long term vision for how the City will grow, while integrating and achieving environmental, social, economic, and community development goals.

Municipalities have the authority to produce an OCP under the *BC Local Government Act* (LGA). Under the *LGA*, an OCP must include certain plan statements and map designations for specific types of land uses, infrastructure, public facilities, resources, hazards, and environmentally sensitive areas. It must also have housing policies and greenhouse gas reduction targets. Many OCPs expand upon these requirements with policy statements on other areas of municipal responsibility, such as heritage. The current OCP includes a single heritage goal: "to provide opportunities for increased awareness and the conservation of the City's unique natural, cultural, archaeological and built heritage."

A Heritage Policy and Programs Review is proposed to evaluate our current programs and policies related to the management of heritage resources, and recommend new policy directions. The review will provide a final report and discussion paper that will be used to guide policy development and community consultation for related policy areas of the updated OCP.

### 3.1 Proposed Scope of Heritage Policy and Programs Review

The Heritage Policy and Programs Review will build on the broad definition of heritage expressed in the current OCP, and encompass management of heritage resources for which the City has legislative responsibilities (including archaeological resources as defined by the *Heritage Conservation Act*, and heritage properties defined by the *Local Government Act*), as well as the recognition and interpretation of community history and heritage by the City.

The Heritage Policy and Programs Review will make recommendations for management of real property and objects, and encompass both conservation and interpretation. It will include review and analysis of:

- The City's use of tools available under the *Local Government Act* for conservation of private heritage properties and retention of character homes and landscapes;
- Engagement of Burnaby's diverse community with Burnaby history and heritage, and public awareness of Burnaby's heritage resources and unique historical character;

To: *Community Heritage Commission*  
 From: *Director Planning and Building*  
*Director Parks, Recreation and Cultural Services*  
 Re: *Heritage Policy and Programs Review*  
 2021 September 1 ..... Page 3

- Inclusion of First Nations and Indigenous heritage and cultural resources in the City’s heritage policy framework;
- Management of civic heritage resources, including buildings and landscape features, artifacts, and documentary heritage; and
- Communication and interpretation of community history and heritage resources.

Policy recommendations will align with other key City strategies and plans, including the Corporate Strategic Plan (2017), the Social Sustainability Strategy (2011), HOME: Burnaby’s Housing + Homelessness Strategy (2021), and the Climate Emergency Framework and Archaeological Policy Framework currently under development. The review will also align with the approved framework for implementation of the Truth and Reconciliation Commission’s actions for local government (2019) and with the goals and actions of the BC Government’s forthcoming DRIPA Action Plan, which outlines specific actions to address Indigenous Cultural Heritage.

### **3.2 Thematic Framework**

Development of a “thematic framework” will be pursued as a preliminary step in undertaking the Heritage Policy and Programs Review. A thematic framework is a heritage management tool that identifies historical themes that are significant to the history and character of a community. These frameworks are used to help assess the significance of resources, identify gaps and help prioritize under-represented stories, and to align conservation and interpretation activities.

Developing a thematic framework as the first step in the Heritage Policy and Programs Review process will help guide decisions such as shaping stakeholder involvement and establishing priorities for review and analysis. A draft thematic framework will be created in November and December 2021 with input from the Community Heritage Commission and staff.

The draft framework will be reviewed as part of the Heritage Policy and Programs Review, and will be further reviewed as part of the community consultation process for the development of Burnaby’s new OCP.

### **3.3 Project Team and Consultation**

A consultant with expertise in heritage policy development will be retained to implement the Heritage Policy and Programs Review. Funding support for this work is included in the Planning and Building Department Operating Budget.

The consultant will be guided by a cross-department project team, to include internal stakeholders representing several work units, including Planning (Heritage and Indigenous Relations), Archives, and Cultural Services (Museum), and secondary reviewers from the departments most involved in heritage conservation and interpretation.

The consultant will design and implement a consultation process to engage First Nations stakeholders whose traditional territories include Burnaby, as well as consider approaches to engagement and consultation with urban Indigenous community members.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Director Parks, Recreation and Cultural Services  
 Re: Heritage Policy and Programs Review  
 2021 September 1 ..... Page 4

### 3.4 Timeline

Following authorization from Council, a consultant will be retained and work will begin in fall 2021, and be completed by summer 2022.

Description	Timeline
Part I: Development of a thematic framework	November and December 2021
Part II: Scoping review, assembling staff and consultant team for Heritage Policy and Programs Review, and developing a consultation process for First Nations' participation in the work	November and December 2021
Part III: Research, analysis, and stakeholder consultation	November 2021 to March 2022
Part IV: Preparation of draft content for stakeholder review	April to June 2022
Part V: Preparation of final report and discussion guide	July and August 2022

Reports to the Community Heritage Commission (CHC) will follow parts IV and V, to be advanced to Council upon the CHC's recommendation. Members of the Community Heritage Commission, the Parks, Recreation and Culture Commission, and Council will have opportunities to participate in the consultation process in Part III. A small number of external stakeholders will also be consulted in Part III, to be determined by the project team.


Once completed, the Heritage Policy and Programs Review will provide an analysis of the City's heritage programs and advance recommendations for policy development. The work will produce a discussion guide that will inform community consultation on heritage policies during the OCP review. It is also anticipated that the review will also identify actions that can be implemented through departmental and/or Community Heritage Commission work programs.

### 4.0 CONCLUSION

This report outlines work planned for a Heritage Policy and Programs Review for the information of the Community Heritage Commission. The review will inform policy development and public consultation for development of a new Official Community Plan. It is recommended that the Community Heritage Commission forward the report to Council for its information, and that Council forward the report to the Parks, Recreation and Culture Commission for its information.



Ed Kozak, Director  
 PLANNING AND BUILDING



Dave Ellenwood, Director  
 PARKS, RECREATION AND  
 CULTURAL SERVICES

LC:sa/sla

cc: Chief Administrative Officer      Director Engineering  
 Director Corporate Services      Director Finance  
 City Clerk

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Meeting 2021 September 20

## COUNCIL REPORT

### **ENVIRONMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: BURNABY CLIMATE ACTION PLAN PROGRESS REPORT 2020-2021**

### **RECOMMENDATIONS:**

1. THAT Council receive the Burnaby Climate Action Plan Progress Report 2020-2021 for information.

### **REPORT**

The Environment Committee, at its meeting held on 2021 September 15, received and adopted the attached report providing information on the progress made in the last year to advance the City's Climate Action Framework.

Respectfully submitted,

Councillor J. Keithley  
Chair

Councillor C. Jordan  
Vice Chair

<p>Copied to: Chief Administrative Officer Director Corporate Services Director Engineering Director Finance Director Parks, Recreation and Cultural Services Director Planning and Building City Clerk</p>
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Meeting 2021 SEP 15

## COMMITTEE REPORT

**TO:** CHAIR AND MEMBERS  
ENVIRONMENT COMMITTEE

**DATE:** 2021 Sep 07

**FROM:** DIRECTOR CORPORATE SERVICES

**FILE:** 33000-01  
*Ref: Climate Action Framework  
City Energy Strategy*

**SUBJECT:** BURNABY CLIMATE ACTION PLAN PROGRESS REPORT 2020-2021

**PURPOSE:** To inform Environment Committee of the progress made in the last year to advance the City's Climate Action Framework

## RECOMMENDATION:

1. **THAT** the Committee recommend to Council to receive the Burnaby Climate Action Plan Progress Report 2020-2021 for information.

## REPORT

### 1.0 INTRODUCTION

**Enclosed** (under separate cover) is the City's first Climate Action Plan Progress Report 2020-2021. The report provides an overview of the progress made by the City to advance the big moves and quick starts identified in the community-specific Climate Action Framework and city operation-oriented City Energy Strategy. Through cross-departmental partnerships, the City has advanced action in every one of the Climate Action Framework and City Energy Strategy big moves.

### 2.0 POLICY SECTION

The Climate Action Framework set out to chart a path forward for the City to move towards goals of being carbon neutral in 2050, and a decade earlier, by 2040, for corporate emissions, in line with targets set out in the City's declaration of a Climate Emergency. The Framework and actions contained in the Framework align with and build upon the City of Burnaby's Environmental Sustainability Strategy (2016) and the Community Energy and Emissions Plan (2016).

Burnaby's Climate Action Framework aligns with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan.

To: *Environment Committee*  
 From: *Director Corporate Services*  
 Re: *Burnaby Climate Action Plan Progress Report*  
*2020-2021*  
 2021 Sep 07..... Page 2

## Goal

- A Safe Community
  - Emergency preparedness – Enhance plans, procedures and services so that we are better prepared to respond to emergencies and are able to maintain City services
  - Transportation safety – Make City streets, pathways, trails and sidewalks safer
- A Connected Community
  - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Healthy Community
  - Healthy environment – Enhance our environmental health, resilience and sustainability
- A Dynamic Community
  - Economic opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
  - Community development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
  - 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
  - Reliable services, technology and information – Protect the integrity and security of City information, services and assets
  - Technology and innovation – Support technology development and innovation to empower staff and to advance community objectives

To: Environment Committee  
 From: Director Corporate Services  
 Re: Burnaby Climate Action Plan Progress Report  
 2020-2021  
 2021 Sep 07..... Page 3

### 3.0 DISCUSSION

At the 2019 September 09 Council meeting, Council adopted a resolution declaring a Climate Emergency, which set new carbon reduction targets for the City. The targets, aligned with regional, federal and global targets are:

- 45% reduction by 2030,
- 75% reduction by 2040 and
- to reach carbon neutrality by 2050.

In declaring a Climate Emergency, Council recognized that the dangers posed by the climate crisis warrant strong and urgent action by all levels of government, including local government. Emerging from this declaration was the adoption of the guiding emission reduction strategies, the Climate Action Framework and City Energy Strategy, and a commitment to report annually on progress made to advance these strategies.

The City of Burnaby's Climate Action Framework outlines targeted big moves and quick starts to reduce the City's community carbon emissions, and the City Energy Strategy, to fast-track carbon emission reductions for City operations. These guiding documents were established to tackle the City's biggest sources of emissions, and to initiate plans and policy immediately that will have impacts long into the City's future emission inventory.

The first year of implementation of the City's Climate Action Framework was characterized by swift action. Cross-departmental teams have advanced action in all of the quick starts in the Framework and Strategy and the enclosed report enumerates both progress on the quick starts as well as highlighting particular successes for the City.

### 4.0 RECOMMENDATION

The enclosed report marks the City's first annual report on Climate Action. It is provided for the Committee and Council's information.

for Dipak Dattani  
 DIRECTOR CORPORATE SERVICES

EL:aab

Enclosure (under separate cover)

Copied to: Chief Administrative Officer  
 Director Engineering  
 Director Finance  
 Director Parks, Recreation and Cultural Services  
 Director Planning and Building  
 City Clerk

# BURNABY CLIMATE ACTION PLAN

PROGRESS REPORT  
2020-2021



**THIS IS**   
**CLIMATE**  
**ACTION**





# ACKNOWLEDGEMENT

Burnaby is located on the ancestral and unceded homelands of the hən̓q̓əmi̓ḥən̓ and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this shared territory.



# OVERVIEW

Climate change is a global problem with significant local impacts. In large urban settings where former forests and farmlands have been replaced by buildings and parking lots, the impacts are more extreme. And although the effects of climate change are felt by everyone, they tend to have an even greater impact on those who are marginalized and less equipped to deal with effects such as extreme weather.

Guided by our commitment to equity, reconciliation and resilience, Burnaby is taking action to confront the challenges of climate change in our community. There are many actions the City can take, and is taking, to lower carbon emissions. You'll find them highlighted throughout this report. But we cannot go it alone—we need to work together and each do our part to move us toward the carbon reduction targets we've set. Every action—big or small—will help us achieve our ultimate goal of a carbon-neutral Burnaby and a cleaner future for everyone.

Burnaby's carbon reduction targets:

- » 45% reduction by 2030
- » 75% reduction by 2040
- » Carbon neutral (no longer contributing to the carbon emissions that accelerate climate change) by 2050

Burnaby's City Energy Strategy, developed to complement and support the Climate Action Framework, commits the City to meeting the carbon neutral target in its own corporate operations by 2040, a full 10 years ahead of the community wide target.

This report summarizes the progress we've made in the year since the City adopted the Climate Action Framework. The Framework lays out seven key areas of transition that we call "Big Moves". Taken together, these Big Moves will guide Burnaby's climate actions over the next decade and beyond. Each Big Move has three or four associated "Quick Start" actions—near-term initiatives such as policies, programs and infrastructure projects that will help the City meet its longer-term targets. Quick Starts are intended to be implemented within three years and will ensure the policies and infrastructure necessary for our energy transition are put in place as soon as possible.



# HOW WE GOT HERE

Recognizing the dangers posed by climate change and the need for collaboration to maximize carbon reduction opportunities, Burnaby City Council declared a Climate Emergency in 2019. This emergency declaration set the carbon reduction targets noted on the previous page, which align with the targets set by the Intergovernmental Panel on Climate Change to limit global temperature increases to a maximum of 1.5 degrees Celsius. These targets are also consistent with targets set at the regional, provincial and national levels.

Prior to this declaration, the City was already taking significant action to reduce corporate and citywide carbon emissions. In fact, our recognition of the need for climate action has been demonstrated and documented for decades. Our 1993 State of the Environment report noted the need to take action, as did the 1998 Official Community Plan (OCP). As a result, we added more parks, improved energy efficiency in facilities, added renewable energy sources for City buildings and reduced fleet emissions. We were the first municipality in Metro Vancouver to convert all streetlights to energy-efficient light-emitting diodes (LED). The conversion of 11,600 streetlights reduced energy consumption by 60 percent, saving the City approximately \$750,000 a year in energy costs and significantly lowering related maintenance costs.

We were also one of the earliest communities to divert green waste from the waste stream and to invest in an eco-centre that allows residents to further divert waste, significantly enhancing opportunities for recycling and the associated carbon reduction benefits.

In 2016, we completed an [Environmental Sustainability Strategy](#) and a [Community Energy and Emissions Plan](#) that further advanced our plans to reduce carbon emissions and secure the benefits of taking action to combat climate change. By 2019, the need to reduce carbon emissions had become more urgent and apparent, leading to the climate emergency declared by Council.

In 2020, staff presented two reports to Council outlining recommendations for strategic carbon emission reduction actions to reach the targets committed to in the Climate Emergency Declaration—the Climate Action Framework and the City Energy Strategy. Both build on regional, provincial and federal carbon-reduction strategies and initiatives and recognize the need for cross-departmental work and interdisciplinary thinking.

The City's Big Moves and Quick Starts are examples of that thinking, arising out of cross-departmental working groups for each Big Move. Actions and progress to date are detailed on the following pages.





## BIG MOVE 1

# CLIMATE LEADERSHIP

Through the **Climate Leadership Big Move**, Burnaby is strengthening City leadership, administrative capacity and community engagement on climate and energy.

## ACTIONS

- » **Developed the City Energy Strategy, which uses our own facilities** and fleet to showcase carbon neutral operations.
- » Established the Climate Action and Energy Department, coordinating and resourcing the delivery of the Climate Action Framework and City Energy Strategy at a corporate and city level, and enhancing capacity to engage on regional climate action.
- » Committed to net-zero-emission new facilities, via the City Energy Strategy.
- » Developed, passed and began implementing an internal Carbon Pricing Policy, integrating carbon emission considerations into budget requests.
- » Completed feasibility studies for waste-to-energy biogas and renewable district energy (community heating and cooling) opportunities.





# BIG MOVE 1

## HIGHLIGHT

### City projects and retrofits

The City of Burnaby has been lowering its energy consumption and reducing related carbon emissions for decades—long before the City declared a climate emergency. Through numerous strategic and low-carbon retrofits at City-owned buildings and facilities, we've been able to shrink our infrastructure-related carbon emissions in spite of a growing physical footprint. These changes have resulted in a decline of nearly 20% in emissions from City-owned buildings and other infrastructure over the last five years.

Examples of these energy saving changes include:

- » changed streetlights to more energy efficient and long-lasting LEDs (starting in 2015)
- » replaced all interior T8 (fluorescent) lighting with LEDs (starting in 2018)
- » designed Burnaby's Tommy Douglas Library with geothermal heating, eliminating the need for fossil fuels to heat the building and making it the City's lowest carbon building

QUICK STARTS	COMPLETION DATE	STATUS
1 Develop the City Energy Strategy and create an Energy Transition Team.	2021	COMPLETE
2 Show leadership through City projects, policies, plans, and actions.	ONGOING	AHEAD
3 Advocate for climate action with partners and senior government.	ONGOING	ON TRACK
4 Expand climate engagement and awareness.	ONGOING	IN PROGRESS



# RESILIENT NEIGHBOURHOODS

## BIG MOVE 2

The **Resilient Neighbourhoods Big Move** builds on the City's longstanding commitment to developing sustainable, transit-oriented communities that support people's daily needs.

### ACTIONS

- » **Initiated the review process for the Bainbridge and Lochdale Urban Village Community Plans.**
- » Integrating concepts for resilient neighbourhoods into the City's Housing and Homelessness Strategy, draft Transportation Plan, and draft policy directions for the Bainbridge and Lochdale Urban Village Community Plans.
- » Established a relationship with SFU's School of Resource and Environmental Management to assess and enhance the city's integration of resilience into existing strategies, frameworks and policies including into the Official Community Plan (OCP) update process.





## BIG MOVE 2



### HIGHLIGHT

#### Urban Villages

The City is developing new community plans for the Bainbridge and Lochdale neighbourhoods in northeast Burnaby to become vibrant, complete, mixed-use urban villages. As urban villages, the neighbourhoods will be transformed to offer a range of opportunities including:

- » new public spaces, community services and amenities for residents
- » a mix of market and non-market housing options
- » more local employment opportunities
- » changes and reinvestment as the existing building stock ages
- » a shift to more sustainable forms of transportation (walking, transit, cycling) and creation of a multi-modal transportation hub (Bainbridge)
- » enhancements to the natural environment

Preliminary goals for the community plans are to support housing sustainability and resilience, advance sustainable community design, and strengthen links between local jobs, housing and transit. The ongoing Bainbridge and Lochdale urban village planning processes are exploring ways to advance key features of our Climate Action Framework, as well as other major initiatives such as Burnaby's Transportation Plan and Burnaby's Housing and Homelessness Strategy.

QUICK STARTS	COMPLETION DATE	STATUS
<b>1</b> Plan for two Urban Villages.	<b>2022</b>	 <b>ON TRACK</b>
<b>2</b> Research and plan for future zero-carbon communities, in advance of the OCP update.	<b>2022</b>	 <b>ON TRACK</b>
<b>3</b> Prepare for renewable energy projects: solar and biogas.	<b>2023, ONGOING</b>	 <b>ON TRACK</b>
<b>4</b> Develop a climate adaptation strategy.	<b>2023</b>	 <b>ON TRACK</b>

# HEALTHY ECOSYSTEMS

Complementing the City of Burnaby's Environmental Sustainability Strategy, the **Healthy Ecosystems Big Move** looks to expand parks, green spaces and urban forest, and to improve the health and resilience of Burnaby's green spaces and urban forest, including streamside areas.

## ACTIONS

- » **Enhanced and expanded streamside areas.**
- » Initiated a citywide ravine study.
- » Completed climate change resilience study for Central Park.
- » Put in place new Tree4Free program, planting boulevard trees where requested by residents.
- » Began investigating, at council's direction, options for significantly increasing Burnaby's tree canopy by accelerating the City's own tree planting program, expanding the Tree4Free program, raising the tree replacement ratio and requiring developers to commit to a greater amount of tree planting.



60

**BIG  
MOVE  
3**





## BIG MOVE 3

### HIGHLIGHT

#### Streamside and green infrastructure enhancement

Burnaby's green spaces include conservation areas, boulevard trees, public and private landscaping, passive and active parks and over 90 streamside areas. In 2020, there was streamside area restoration underway on 4.4 hectares of private land as a condition of development—enhancements valued at nearly \$2.2 million. Similar restoration took place at 22 sites across the City's parks system, resulting in nearly 3,800 square metres of ecosystem enhancements, including the addition of 1,715 plants.

In 2022, we will develop an urban forest strategy, that considers:

- » the health of City-owned trees and forested areas
- » best ecosystem maintenance practices
- » planning for the maintenance of the city's urban forest in the face of climate change with recommended tree species for climate projections

QUICK STARTS	COMPLETION DATE	STATUS
<b>1</b> Enhance and expand streamside areas.	ONGOING	<div><div></div>ON TRACK</div>
<b>2</b> Increase green infrastructure policy and implementation (i.e. boulevard trees and standards).	2023, ONGOING	<div><div></div>ON TRACK</div>
<b>3</b> Expand and enhance the urban forest: develop an urban forest strategy.	2023	<div><div></div>ON TRACK</div>



## BIG MOVE 4

# ACCELERATED MODE SHIFT

The **Accelerated Mode Shift Big Move** recognizes that, to make deep reductions on citywide carbon emissions, we have to tackle one of the major sources: transportation.

## ACTIONS

- » **Advancement of the draft Burnaby Transportation Plan** including technical assessments and extensive public consultation.
- » Implemented infrastructure projects strategically to make transportation modes accessible to Burnaby residents.
- » Completed a feasibility study and assessment for emerging technologies and modes of transportation.





## BIG MOVE 4

### HIGHLIGHT

#### Burnaby's Transportation Plan

The City is now in the third and final phase of developing Connecting Burnaby – Burnaby's Transportation Plan, which will guide the City's transportation planning and policy decisions for the next 30 years. The draft plan sets the following targets:

- » **Vision Zero** – no deaths or serious injuries will occur on Burnaby's transportation network.
- » **Mode Split** – by 2050, three-quarters of all trips in Burnaby will be made by public transit or active transportation.
- » **Zero Emissions** – by 2050, emissions from transportation will decline to zero.

The Burnaby Transportation Plan promotes health and connectivity, and one way to do that is to make walking easier. A priority of Burnaby Council is to build more sidewalks throughout the city, connecting neighbourhoods and enabling safe walking and rolling. By the end of 2021, we will have constructed 18 kilometres of new sidewalks and multi-use paths (14 kilometres of sidewalks and 4 kilometres of bike paths).

The Burnaby Transportation Plan is critical to achieving the City's climate action target, as it recognizes the need to tackle transportation-related carbon emissions, which account for 50% of Burnaby's total emissions.

QUICK STARTS	COMPLETION DATE	STATUS
1 Accelerate priority pedestrian improvements.	2030	ON TRACK
2 Design and begin construction on the Phase 1 cycling network.	2023	ON TRACK
3 Expand transit priority measures.	2023	ON TRACK
4 Reduce barriers to multi-modal transportation options.	2023	ON TRACK



## BIG MOVE 5

# ZERO-EMISSION VEHICLES

The **Zero-Emission Vehicles Big Move** complements Burnaby's Transportation Plan which aims to reduce carbon emissions from transportation by supporting the transition of City, commercial and private vehicle travel to zero-emission vehicles (ZEVs).

## ACTIONS

- » Implemented bylaws and policies to support the ZEV transition.
- » Hired Manager of Green Fleet and Equipment to initiate the City's fleet transition process, including strategic right-sizing and renewal of aging fleet vehicles to reduce emissions, and replace gas-powered vehicles with electric vehicles.
- » Initiated the design and installation of 100 charging stations as well as solar panels at City facilities to support the transition to EVs.
- » **Continued installation of public EV charging infrastructure on City properties.**





# BIG MOVE 5

## HIGHLIGHT

### EV charging stations

In 2020 and 2021, the City of Burnaby installed 28 public electric vehicle (EV) charging stations in park and civic facility parking lots—18 with funding support from the federal government’s ZEVIP program. These first public charging stations were situated near parks and rec centres, allowing drivers to recharge their EVs while making use of park and rec centre amenities. The number of unique users of these charging stations increased by 50% in the first six months of 2021. Starting in the fall of 2021, we’ll be installing 100 EV charging stations at Burnaby’s City Hall complex.

Installing charging stations in public locations complements Burnaby’s Electric Vehicle Charging Bylaw which requires all new residential developments to be EV-ready and specifies future non-residential EV requirements.

Burnaby is also adopting EV technology in its own operations as part of the implementation of our City Energy Strategy. The City’s fleet transformation will see us right-size and replace aging fleet vehicles with EVs, as well installing EV charging infrastructure at the City works yards and compounds. In May 2021, the City completed the installation of 26 charging ports at the Still Creek Works Yard.

With fleet emissions accounting for approximately 50% of the City’s corporate emissions, EV technology will help us achieve carbon neutrality in our corporate operations by 2040, a decade earlier than our target of carbon neutrality for the city as a whole.

QUICK STARTS	COMPLETION DATE	STATUS
1 Expand and monitor the City’s public charging network.	ONGOING	<div></div> ON TRACK
2 Adopt non-residential EV charging requirements.	2022	<div></div> ON TRACK
3 Plan and design for EV charging stations at civic facilities.	ONGOING	<div></div> ON TRACK

# ZERO-EMISSION BUILDINGS – NET-ZERO NEW

The **Zero-Emission Buildings – Net-zero New Big Move** lays out a commitment to zero-emission new buildings to prevent the addition of new emission sources during a time when emissions must be decreasing rapidly and to keep community emissions from rising with population growth.

**BIG  
MOVE  
6**

## ACTIONS

- » **Advanced the application of the Green Building Policy**, which lays the foundation for constructing zero-emission buildings in Burnaby.
- » Initiated the development of a construction and demolition policy to increase the percentage of demolition waste diverted from the landfill.





# BIG MOVE 6

## HIGHLIGHT

### Green Building Policy

The City of Burnaby's Green Building Policy sets the foundation for constructing zero-emission buildings in Burnaby. Consistent with this policy, the City is advancing BC Energy Step Code requirements for airtightness with the option of combining airtightness with low-carbon energy systems and carbon emission limits for large (part 3) buildings. The City is also advancing the transition to reach Step 3 in the BC Building Code for small residential (part 9) buildings. This work complements other policies that advance low-carbon communities, such as payment-in-lieu of parking program for commercial development such as Metrotown, Edmonds, Lougheed and Brentwood.

QUICK STARTS	COMPLETION DATE	STATUS
1 Accelerate the roadmap to net-zero emissions from buildings.	2025	<div><div></div>ON TRACK</div>
2 Advance regulations that promote net-zero buildings: thick walls.	2020, ONGOING	<div><div>COMPLETE</div></div>
3 Remove barriers to low-carbon construction methods.	2023	<div><div></div>ON TRACK</div>
4 Advance the City's construction and demolition policy.	2023	<div><div></div>ON TRACK</div>

# ZERO-EMISSION BUILDINGS – RETROFITS

The **Zero-Emission Buildings – Retrofits Big Move** goes hand-in-hand with the Zero-Emission Buildings – Net-zero New Big Move. Many buildings in Burnaby were built before the Net-zero New approach, and to address emissions from these buildings, the City requires a strategic transition to low-carbon energy sources for space heating and hot water.



68

**BIG  
MOVE  
7**

## ACTIONS

- » Became one of the first municipalities to join the pilot Benchmark BC program.
- » Partnered with SFU and Vancity to begin a Building Retrofit Taskforce to inform the development of a Citywide Zero-Emission Building Retrofit Strategy.





# BIG MOVE 7

## HIGHLIGHT

### Benchmark BC

Retrofitting to achieve zero-emission civic buildings represents a significant opportunity and challenge for Burnaby as buildings account for nearly 50% of citywide emissions. To gain a better understanding of the challenge, Burnaby was one of the first municipalities to join Benchmark BC, a pilot program that collects, monitors and publishes building energy consumption and carbon emissions over time. Benchmarking for carbon intensity and energy efficiency means comparing performance of similar properties, particularly energy-intensive building types like civic facilities, and can help guide climate-smart investments in older buildings. So far, 30 of Burnaby’s civic buildings have been shared in the Benchmark BC annual report and database. Also in the first year of the pilot, 19 private building owners joined the initiative.

QUICK STARTS		STATUS
1	Transition to heating and cooling permits.	<div></div> ON TRACK
2	Advance low-carbon programs for existing buildings.	<div></div> ON TRACK
3	Develop a citywide zero-emission building retrofit strategy.	<div></div> ON TRACK

# TAKING ACTION TOGETHER

The City of Burnaby, through our Climate Action Framework and City Energy Strategy, has set the stage for lowering carbon emissions in our community. We're doing our part, but we cannot go it alone. We need you to also do your part if we're going to reach our goals.

Climate change is a global problem. And you may feel like you, on your own, can't do anything about it. But you can. Small, individual actions can add up to big changes. The City is reducing emissions in its own operations and building new infrastructure to help you reduce yours. Here are few things you can do to join our journey and help fight climate change.

- » Be a community climate leader! We learn from the people closest to us—tell your friends and families when you take energy-conscious and low-carbon actions. Every retrofit is a step forward to a lower carbon community.
- » Get involved and give us your ideas. Stay tuned for opportunities to share your views on the draft Transportation Plan.
- » Check out the [Bainbridge](#) and [Lochdale](#) Urban Village concepts and plans and the [Burnaby Transportation Plan](#).
- » Take a walk around your local green spaces. You'll find your closest parks, or parks with the amenities you're looking for, using the City's [Accessible Park Locator](#). Parks can be a great place to visit during hot temperatures because of the shade and cooling provided by the trees and vegetation.



- » Help us avoid the spread of invasive species that can crowd out native plants and kill trees, and threaten the health of ecosystems and urban forest. You can do this by learning about native species, letting the Parks office know if you find invasive species and keeping residential green waste and plants that often spread invasive species out of our parks. Dispose of residential green waste through our City's great green waste program instead!
- » Connected neighbourhoods are great places to walk, bike and live. Notice any new sidewalks, cycle paths or multi-use paths in your neighbourhood? Check them out—and plan to walk, roll or cycle the next time you need groceries and want to visit friends.
- » Time for a new vehicle? Think about getting an Electric Vehicle! In the last two years the City has set up Electric Vehicle (EV) charging infrastructure in 14 different locations. Check out these low-cost charging stations on our [EV charging stations map](#). Also, there are thousands of dollars in [federal](#) and [provincial](#) government incentives available for eligible purchases of EVs.
- » Thinking about building or purchasing a new home or commercial space? Check out [energystepcode.ca](#) to learn about green buildings.
- » If you're doing home renos or retrofits, be sure to incorporate energy-saving ideas. Check out [CleanBC](#) for help in choosing low-carbon improvements and finding rebates.

Thank you for doing your part. Let's continue to work together for a cleaner future!





**ENVIRONMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: OUTDOOR GAS POWERED EQUIPMENT**

**RECOMMENDATION:**

1. THAT Council write a letter to Metro Vancouver advocating for stringent emission reduction measures from non-road small equipment and provision of incentives to switch from gas to electric powered equipment.

**REPORT****1.0 INTRODUCTION**

The Environment Committee, at its meeting held on 2021 September 14, adopted the above noted recommendation arising from discussion on the use of outdoor gas powered equipment.

The City is participating in a pilot project with the Burnaby business *Aether Catalyst Solutions Inc.* to evaluate the effectiveness of its catalyst technology to improve emissions from existing gas powered mowers.

In the interest of emission reductions the City does not have the authority under the *Community Charter* to ban the use of outside gas powered tools; however, Metro Vancouver does have the authority to regulate air quality in the region.

**2.0 POLICY**

The City advocating for stringent emission reduction and provision of incentives to switch from gas to electric powered equipment supports a number of the goals within the City's Climate Action Plan. The partnership also supports the City's Corporate Strategic Plan, as follows:

To: His Worship, the Mayor and Councillors  
 From: Environment Committee  
 Re: OUTDOOR GAS POWERED EQUIPMENT  
 2021 September 16.....Page 2

## Goals

- A Healthy Community
  - Healthy life – encourage opportunities for healthy living and well-being.
  - Healthy environment – enhance our environmental health resilience and sustainability
- A Dynamic Community
  - Economic opportunity – foster an environment that attracts new and supports existing jobs, businesses and industries

## 3.0 RECOMMENDATION

The Environment Committee recommends that Council write a letter to Metro Vancouver advocating for stringent emission reduction measures from non-road small equipment, and provision of incentives to switch from gas to electric powered equipment.

Respectfully submitted,

Councillor J. Keithley  
 Chair

Councillor C. Jordan  
 Vice Chair

Copied to: Chief Administrative Officer Director Engineering Director Parks, Recreation and Cultural Services
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### **EXECUTIVE COMMITTEE OF COUNCIL**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: COMMUNITY GRANT APPLICATIONS**

### **RECOMMENDATION:**

1. THAT Council approve the grant recommendations, as outlined in the report.

### **REPORT**

#### **INTRODUCTION**

The Executive Committee of Council, at its meeting held on 2021 September 01, considered grant applications from community groups supporting Burnaby residents.

#### **POLICY**

The provision of grants to community groups is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan:

- 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 life – Encourage opportunities for healthy living and well-being

#### **RECOMMENDATION**

The Executive Committee of Council recommends the following grants for Council's consideration:

To: His Worship, the Mayor and Councillors  
 From: Executive Committee of Council  
 Re: Community Grant Applications  
 2021 September 20 .....Page 2

**#21.24.P Volunteer Grandparents \$1,500**  
*Burnaby's Letters to Seniors Program*

REQUEST: \$3,000

An application was received from Volunteer Grandparents requesting a cash donation, in support of the Burnaby's Letters to Seniors Program taking place from 2021 January 01 to December 31. The program supports isolated seniors within Burnaby care-facilities with encouraging, meaningful handwritten letters created by volunteers of all ages. Currently there are 17 seniors in care-homes and 12 seniors living in the community that have been matched to pen-pals. In addition, there are 38 volunteer pen-pals and the goal is to accept new youth volunteers into the program.

History: 2020 – \$1,500 (IP) // 2019 – \$1,500 (IP) // 2018 – \$1,000 (IP)

**#21.25.P Down Syndrome Resource Foundation \$10,000**  
*One to One Children Programs*

REQUEST: \$15,000

An application was received from the Down Syndrome Resource Foundation (DSRF) in support of their One to One Children Programs taking place from 2021 September 13 to 2022 June 24. DSRF provides specialized and innovative health and education programs that increase social connectedness and self-esteem, improve the quality of life, and provide a foundation for lifelong learning. Their services are designed to empower individuals with disabilities to be more successful in public activities provided by the City in its efforts to promote inclusion. The request is higher than previous years due to the negative financial impact of the Covid-19 pandemic, which included cancellation of fundraising events.

History: 2020 – \$10,000 // 2019 – \$10,000 // 2018 – No application

Respectfully submitted,

Councillor S. Dhaliwal  
 Chair

Mayor M. Hurley  
 Vice Chair

Copied to: Chief Administrative Officer Director Corporate Services Director Finance Director Parks, Recreation & Cultural Services Director Planning & Building
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## **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: BURNABY BOARD OF TRADE  
ECONOMIC DEVELOPMENT PROGRAM**

### **RECOMMENDATION:**

1. THAT Council provide a grant in the amount of \$125,000 to the Burnaby Board of Trade for the yearly operation of the City of Burnaby Economic Development Program which is to be paid in quarterly instalments of \$31,250, commencing 2021 October 01 and continuing on 2022 January 01, 2022 April 01 and 2022 July 01.

## **REPORT**

### **1.0 INTRODUCTION**

The Financial Management Committee, at its Open meeting held on 2021 September 07, completed its annual review of the Economic Development Program operated by the Burnaby Board of Trade (BBOT).

Mr. Paul Holden, President and CEO, and Mr. Mike Kaerne, Chair, BBOT made a presentation to the Committee and provided an update on their past year's economic development activities. These activities included COVID-19 supports and resources; as well as programming and services to all Burnaby businesses, regardless of BBOT membership status. As the pandemic evolved, the BBOT's efforts shifted to providing guidance on regulatory changes and access to resources, to build a stronger, more resilient business community. One major initiative was the launching of the Centre for Burnaby Business Recovery and Resilience earlier this year, which arose from the work of the 2020 Burnaby Business Recovery Task Force. The Centre, responsible for delivering programs and initiatives to support local businesses rebuilding from the COVID-19 pandemic, focuses on the following seven key action areas: Buy & Shop Local Initiatives; Digital Development Assistance Program; Business Resilience Programming; Access Program Student-Business Development; COVID-19 Resources and Supports; Local Business Support Grant; and Business Resource Guidebook.

To: His Worship, the Mayor and Councillors  
 From: Financial Management Committee  
 Re: Burnaby Board of Trade  
 Economic Development Program

2021 September 08.....Page 2

The delegation provided information on the BBOT's ongoing economic development efforts and goals, including: business attraction and retention; business promotion and highlighting successes; and promotion of sustainable and social business practices.

## 2.0 POLICY

The City's partnership with the BBOT supports a number of the goals within the Official Community Plan, Economic Development Strategy, Social Sustainability Strategy, and Environmental Sustainability Strategy. The partnership also supports the City's Corporate Strategic Plan, as follows:

### Goals

- A Safe Community
  - Crime prevention and reduction - ensure citizens and businesses feel safe in our community
- 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
  - Community involvement – encourage residents and businesses to give back to and invest in the community
- A Dynamic Community
  - Economic opportunity – foster an environment that attracts new and supports existing jobs, businesses and industries

## 3.0 RECOMMENDATION

The Financial Management Committee, in reviewing the information on economic development achievements, programming and services to Burnaby businesses, is in support of the continued operation of the City's Economic Development Program. As such, the Committee recommends Council approve an annual \$125,000 grant, to be paid in quarterly instalments from 2021 October 01 to 2022 July 01.

Respectfully submitted,

Mayor M. Hurley  
 Chair

Councillor S. Dhaliwal  
 Vice Chair

Copied to: Chief Administrative Officer Director Corporate Services Director Finance
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Meeting 2021 September 20

COUNCIL REPORT

## **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: 2021 SEPTEMBER ENGINEERING CAPITAL INFRASTRUCTURE –  
RELINING PROJECT FUNDING REQUEST**

### **RECOMMENDATION:**

1. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$76,000 and the use of the Sanitary Sewer Fund Capital Reserve in the amount of \$490,000 to finance Engineering capital infrastructure improvement projects, as outlined in the report.

## **REPORT**

The Financial Management Committee, at its meeting held on 2021 September 07, received and adopted the attached report seeking Council authorization for the use of Sanitary Sewer Fund Capital Reserves; as well as a Capital Reserve Fund Bylaw to finance 2021 Engineering capital infrastructure relining projects. The Bylaw appears elsewhere on the Council agenda.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	Chief Administrative Officer Director Engineering Director Corporate Services Director Finance City Solicitor Assistant Director Infrastructure & Development Manager, Infrastructure Services
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## COMMITTEE REPORT

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

**DATE:** 2021 August 23

**FROM:** DIRECTOR ENGINEERING

**FILE:** 32000-05

**SUBJECT:** 2021 SEPTEMBER ENGINEERING CAPITAL INFRASTRUCTURE –  
RELINING PROJECT FUNDING REQUEST

**PURPOSE:** To request the use of Sanitary Sewer Fund Capital Reserves and to request a Capital Reserve Fund Bylaw to finance 2021 Engineering capital infrastructure relining 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 \$76,000 and the use of the Sanitary Sewer Fund Capital Reserve in the amount of \$490,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

## REPORT

### INTRODUCTION

The 2021 – 2025 Annual Financial Plan provides funding for various multi-year capital improvement projects. In order to proceed with design and construction, funding approval is requested for the projects listed below.

### POLICY SECTION

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

#### Goal

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

To: Chair and Members Financial Management Committee  
 From: Director Engineering  
 Re: 2021 SEPTEMBER ENGINEERING CAPITAL  
 INFRASTRUCTURE RELINING PROJECT  
 FUNDING REQUEST  
 2021 August 23 .....Page 2

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

## 1.0 Infrastructure

### 1.1 Relining

**Estimated \$566,000**

Pipes eligible for relining are first cleaned and then a new liner is inserted into the pipe to renew the asset and extend its useful life. The City inspects storm and sanitary pipes on a 20 year cycle. Pipes that are discovered to be in poor condition are evaluated for relining, a cost-effective, environmentally sensitive, and less disruptive methodology of rehabilitating a pipe. This work is released through BC Bid for qualified contractors to provide tenders to complete the work, with inspection completed by City staff and specialized consultants.

After the scope of the project was reviewed between City staff and the consultant, it is estimated that the tender bids the City receives will be higher than initially planned. In addition, City staff have discovered a pipe that is deteriorating faster than anticipated and needing to be relined this year which has increased the scope of work required for this project.

The Engineering department has reallocated Capital Plan amounts from the Light Emitting Diode Streetlight Conversion project, which has been deferred, and the Local Area Service Program Design project, which has excess budget, to request funding for this additional scope of work which was originally unplanned. In order to proceed with contract award, the following funding amounts are being requested:

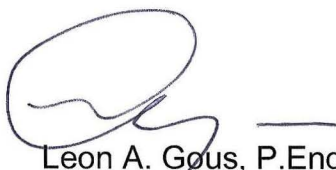
<b>Project Mask</b>	<b>2021</b>
ELA.8021 – Drainage	\$76,000
EKA.8021 – Sewer	\$490,000
<b>Total</b>	<b>\$566,000</b>

*To: Chair and Members Financial Management Committee*  
*From: Director Engineering*  
*Re: 2021 SEPTEMBER ENGINEERING CAPITAL*  
*INFRASTRUCTURE RELINING PROJECT*  
*FUNDING REQUEST*  
 2021 August 23 .....Page 3

These expenditures are included in the 2021 – 2025 Annual Financial Plan and sufficient Capital Reserves and Reserve Funds are available to finance the capital projects outlined in this report.

## **RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$76,000, and the use of the Sanitary Sewer Fund Capital Reserve in the amount of \$490,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.



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

JM/RS/ac

Copied to: Acting City Manager  
 Director Finance  
 City Solicitor  
 Assistant Director Infrastructure & Development  
 Manager, Infrastructure Services



Meeting 2021 September 20

COUNCIL REPORT

## **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: PERMISSIVE TAX EXEMPTIONS: 2022-2023**

### **RECOMMENDATION:**

1. THAT Council authorize the City Solicitor to bring forward amendments to the Burnaby Taxation Exemption Bylaw 2020, as outlined in Section 5.0 of the report, to be effective for the 2022 and 2023 taxation years.

### **REPORT**

The Financial Management Committee, at its meeting held on 2021 September 07, received and adopted the attached report seeking Council approval for the granting of Permissive Exemptions from Property Taxation for the years 2022 and 2023.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	Chief Administrative Officer Director Finance Director Corporate Services Director Parks, Recreation and Cultural Services Director Planning and Building Area Assessor, BC Assessment City Solicitor
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Meeting 2021 Sept 07

## COMMITTEE REPORT

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

**DATE:** 2021 September 01

**FROM:** DIRECTOR FINANCE

**FILE:** 7815-03

**SUBJECT: PERMISSIVE TAX EXEMPTIONS: 2022-2023**

**PURPOSE:** To obtain approval for the granting of Permissive Exemptions from Property Taxation for the years 2022 and 2023.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Taxation Exemption Bylaw 2020 as outlined in Section 5.0 of the report, to be effective for the 2022 and 2023 taxation years.

**REPORT****1.0 INTRODUCTION**

The permissive exemptions outlined in this report are an amendment to the Burnaby Taxation Exemption Bylaw 2020, and are recommended in accordance with Section 224 of the Community Charter and City Policy. Properties included in the Burnaby Taxation Exemption Bylaw 2020 and approved for a three (3) year term, had to submit a confirmation application by 2021 June 30 to continue to receive the Permissive Tax Exemption for the remaining two (2) years of the bylaw. The organizations that were approved for one (1) year in the bylaw, together with any new applications, had to provide supporting information and documentation to substantiate their application by the same deadline in order to continue to receive permissive exemptions for the 2022 and 2023 taxation years. Each application may be subject to a site visit by City staff and may also involve creation of a site survey plan.

The City's current Permissive Tax Exemption Policy was created in 2019 November. 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 year preceding the exemption period. Public notification listing each property receiving an exemption must be undertaken for two (2) consecutive weeks in a local newspaper prior to final adoption of the bylaw. This report provides details for all proposed new and denied applications, plus any proposed changes to existing recipients of a permissive exemption from taxation.

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 2

## 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

## 3.0 AMENDMENTS TO MULTI-YEAR PERMISSIVE EXEMPTIONS

Schedule “A” of the Burnaby Taxation Exemption Bylaw 2020 sets out the properties in the City that were approved for full or partial permissive exemptions for the 2021 to 2023 taxation years. Schedule “B” sets out the properties that were approved for the 2021 taxation year only. This report contains a summary of the properties that are proposed to be removed from Schedule “A” (Section 3.1) and moved from single year exemption to multi-year exemptions (Section 3.2). Also identified are new applications proposed to be approved for permissive exemptions for 2022 and 2023 (Section 3.3) and not approved for any permissive exemption (Section 3.4).

All properties on Schedule “A” of the Burnaby Taxation Exemption Bylaw 2020 will receive permissive exemptions for 2022 and 2023.

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 3

### **3.1 Proposed Removal from Schedule “A”**

#### **Unit 4 - 4460 Beresford St National Congress of Black Women Foundation**

**2810-4460-0004**

Further continuation of an exemption from property taxation is denied. This organization has not kept up with rent payments due to the City of Burnaby in 2021. City staff have also been informed of the resignation of the current board of directors, and that the organization is unable to function as a legal entity. The Planning Department is in the process of cancelling the rental agreement for this unit.

#### **3400 Lake City Way Canadian Red Cross Society**

**7405-3400-0000**

An ownership change for this property in 2021 April renders the 2020 permissive tax exemption application submitted by this organization as no longer compliant. A new application has been submitted, and is covered in Section 3.3 of this report.

### **3.2 Proposed Additions to Schedule “A” – Previously On Schedule “B”**

The following properties were approved under the Burnaby Taxation Exemption Bylaw 2020 for one (1) year only. In order to be considered for the 2022 and 2023 taxation years, each organization had to re-apply, showing why the one (1) year period could now be extended for the following two (2) years. The following properties are recommended for full or partial permissive exemptions, as specified, for 2022 and 2023.

#### **Pursuant to sections 224(1) and (2)(d) of the Community Charter:**

<b>2101 Holdom Ave</b>	<b>6245-2101-0105</b>	<b>6245-2101-0106</b>
<b>Holdom Community Resource Centre</b>	<b>6245-2101-0107</b>	<b>6245-2101-0108</b>
<b>Community Living Society</b>		<b>6245-2101-0201</b>

No concerns were raised with regard to this application. The organization provided information confirming that Burnaby residents are the primary beneficiary of their services. The recommendation is to approve these properties for a full permissive exemption.

#### **Pursuant to sections 224(1) and (2)(c) of the Community Charter:**

**9887 Cameron Street  
 Synod of the Diocese of New Westminster  
 St. Stephen the Martyr Anglican Church**

**1800-9887-0000**

This organization was previously approved for one (1) year on the grounds that there was a pending rezoning application. The City has confirmed that there are no immediate plans to rezone this property, as it falls within the Lougheed Town Center redevelopment area. The recommendation is therefore to approve this property for a full permissive exemption.

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 4

**Pursuant to sections 220(1)(h) and (2)(f) of the Community Charter:**

**8094 11<sup>th</sup> Avenue** **4560-8094-0000**  
**Church of the Nazarene (Canada Pacific District)**  
**Royal View Church of the Nazarene**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. Based on a new application, the organization has confirmed that the majority of members are Burnaby residents. In addition, the organization has provided information supporting wider involvement in the local community. The recommendation is to partially exempt this property, so as to account for a daycare on site. The area used by the daycare will be treated as taxable.

**3410 Boundary Road** **5105-3410-0000**  
**Pentecostal Assemblies of Canada - City Lights Church**

This Church has a daycare on site. Based on limited site information, their original exemption was limited to one (1) year. A new plan has now been presented for this property, identifying the taxable and non taxable portions. The recommendation is to partially exempt this property for the non taxable portion shown on the new plan.

**7271 Gilley Avenue** **6495-7271-0000**  
**Shri Guru Ravidass Sabha (Vancouver)**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. Confirmation has now been provided that the majority of members are Burnaby residents. In addition, information as to wider Burnaby community involvement has also been provided. Due to living quarters on site and extra parking spaces, as shown on the plan for the property, the recommendation is to provide a partial permissive exemption for this property.

**3981 Albert St** **0630-3981-0000**  
**Burnaby North Baptist Church**

This organization was previously approved for one (1) year on the grounds that there were plans to have a future daycare on site. This plan has now been cancelled. The recommendation is to therefore approve a full permissive exemption for this property.

**5050 Hastings Street** **0700-5050-0000**  
**Church of Christian Community in Canada, Vancouver Centre**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. Information has now been provided supporting their involvement in the Burnaby community. The recommendation is to approve a full permissive exemption for this property.

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 5

**6900 Halifax Street 1210-6900-0000**  
**Arbab Rustam Guiv Darbe Mehr – Zoroastrian House of BC**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. This church has now provided information supporting their involvement in the wider Burnaby community. Due to COVID-19, the church has been closed. The recommendation is to approve a full permissive exemption for this property.

**8765 Government Street 1940-8765-0000**  
**New Life Community Church**

This property was previously approved for just one (1) year due to a future agreement with Trans Mountain Pipeline (TMP) for use of their land. While TMP has a right of way on the property, BC Assessment has confirmed that this does not affect the exemption status for this property. The recommendation is to approve a full exemption for this property.

**6010 Kincaid Street 2002-6010-0000**  
**Danish Evangelical Lutheran Church of Vancouver**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. The church has now provided information supporting their involvement in the wider Burnaby community. They also provide additional services in partnership with multiple affordable and seniors homes around the church, and also provide services at Burnaby Hospital. The recommendation is to approve a full exemption for this property.

**3821 Lister Street and 2200-3821-0000**  
**4484 Smith Avenue 5205-4484-0000**  
**Korean United Church of Vancouver**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. The church has now provided information supporting their involvement in the wider Burnaby community, and have confirmed that the whole property is used for the purpose of the organization. The recommendation is to approve a full exemption for the two (2) sites.

**6344 Sperling Avenue 6695-6344-0000**  
**Emmaus Lutheran Church**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. Confirmation has now been provided that their services support the wider Burnaby community through partnerships with the AA-group, pastor visits to senior's homes and Burnaby Hospital, and through multiple family events on their parking lot and facilities. The recommendation is to approve a full exemption for this property.

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 6

**Pursuant to sections 224 (1) and (2)(a) of the Community Charter:**

**6688 Southoaks Crescent**

**3261-6688-0000**

**Nikkei National Museum & Cultural Centre**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. New information has now been provided in support of their involvement in the wider Burnaby community. They host multiple activities for local seniors, and their gardens are heavily used by the residents in the neighbourhood on a daily basis. The recommendation is to approve a partial permissive exemption for this property.

**3.3 Proposed Additions to Schedule “A” – New Applications**

The City has received eleven (11) new applications for the 2022 Property Tax year. It is the recommendation of staff that the following permissive exemption applications be approved for the 2022 and 2023 taxation years, and the properties be added to Schedule “A” of the Burnaby Taxation Exemption Bylaw 2020.

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

**1005 Kensington Ave**

**6545-1005-0000**

**Korean Baptist Church of Vancouver**

No concerns were raised with regard to this application. The recommendation is to grant a partial exemption, given the rented residence on property. A property survey plan has been created in order to determine the taxable area.

**Pursuant to sections 224(1) and 224(2)(d) of the Community Charter:**

**#205 – 3713 Kensington Ave**

**Folio # Pending**

**Burnaby Association for Community Inclusion**

No concerns were raised with regard to this application. A folio number is pending creation for this new tenant of 3713 Kensington Avenue. The recommendation is to grant a full exemption to this organization for their lease area.

**5485 Lane Street**

**3084-5485-0000**

**Old Squad Production Society**

This property is owned by the Provincial Rental Housing Corporation and is currently statutorily exempt from taxation. Per BC Assessment information, the property will be re-assessed in 2022 to include the area that is now held by this organization. A property survey plan was created in order to determine the area occupied by this organization. The recommendation is to grant a partial exemption for this organization, based on the occupied area.

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 7

**#130-4946 Canada Way  
 Burnaby Association for Community Inclusion**

**Folio # Pending**

No concerns were raised with regards to this application. A folio number is pending creation for this new tenant. The recommendation is to grant a full exemption to this organization for their lease area.

**Pursuant to sections 224(1) and 224(2)(a) of the Community Charter:**

**3400 Lake City Way  
 1289245 BC LTD – leased by Canadian Red Cross Society**

**7405-3400-0000**

This organization was previously in receipt of a partial exemption from taxation, given the mixed use of the site. As noted in Section 3.1 of this report, this property was sold by the Canadian Red Cross Society earlier this year. The recommendation is to continue to grant a partial exemption, as the services provided by the lessee have not changed. This is however pending an ongoing review by BC Assessment regarding their interpretation of "held by," per the Community Charter, Section 224(2)(a)(i).

**3.4 Proposed Denied Applications - Previously on Schedule "B"**

**9048 Stormont Avenue  
 Pacific Assistance Dogs Society**

**3242-9048-0000**

This organization was previously approved for just one (1) year, on the grounds that Burnaby residents were not the primary beneficiaries of the service. After multiple correspondence with this Society, it was confirmed that a new application will not be forthcoming.

**8585 Armstrong Avenue  
 Christian & Missionary Alliance (Canadian Pacific District)  
 Burnaby Alliance Church**

**4502-8585-0000**

This organization was only granted a one (1) year exemption for 2021 since the property was pending development. It has now been confirmed that this organization will be building a church on this location, and that both a demolition permit and building permit have already been issued by the City's Building Department. No permissive tax exemptions are provided during the construction of the property.

**4.0 PROPOSED NEW APPLICATIONS  
 NOT RECOMMENDED FOR PERMISSIVE EXEMPTION**

Notices were sent to all applicants not recommended for a permissive exemption. Where there is scope for the applicant to submit additional information in support of their application, they were encouraged to do so. Of the eleven (11) new applications received, it is the recommendation of staff that the following six (6) new applications be denied permissive exemptions. The reason for each denial are as follows:

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 8

**5216 Glencarin Drive**

**2250-5216-0001**

**Wildlife Rescue Association of BC**

The primary purpose of Wildlife Rescue Association of BC (WRA) is rescue and rehabilitation. The main purpose of this association is not an extension of municipal services. Also, only 13% of its members, public, and volunteers are City of Burnaby residents. The recommendation is therefore to deny this application as they do not meet the eligibility criteria *"Nature of Service – Complementary extension to municipal services and programs and Burnaby residents must be the primary beneficiaries of the service."*

**8260 13<sup>th</sup> Ave**

**4500-8260-5000**

**John Knox Christian School Association**

An application was received from John Knox Christian School Association for the property located on the address above. The property is already statutorily exempt under the category of 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 deny this application.

**7451 Sussex Avenue**

**5795-7451-0000**

**St. Michael Centre Hospital Society**

In 2019, City 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. A new application was received this year for 2022. The recommendation is to deny this application 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"*.

**3755 Banff Ave**

**6107-3755-0000**

**Burnaby Association for Community Inclusion**

This property is currently assessed as having a residential and a supportive housing portion. As of 2021 August, this property did not have an occupancy permit. City staff have confirmed with the applicant that they will not have an occupancy permit until at least 2021 December. The recommendation is therefore to deny this application in line with Section 5.02 – Ineligibility Criteria of the City of Burnaby Permissive Tax Exemption Policy: *"Property under construction"*. It should be noted that property use is also a factor in the denial.

**#2001-A 3713 Kensington Ave**

**6545-3713-0002**

**Curl BC**

Curl BC is the provincial sport governing body responsible for the development, promotion and organization of curling in BC. This property is used as an office space. As this is a Provincial association, only 2% of its members are City of Burnaby residents. Therefore, the recommendation is to deny this application as they do not meet the eligibility criteria *"Nature of Service – Burnaby residents must be the primary beneficiaries of the service."*

To: Financial Management Committee  
 From: Director Finance  
 Re: Permissive Tax Exemptions: 2022-2023  
 2021 September 07.....Page 9

**#2001-B 3713 Kensington Ave  
 BC Amateur Athletics**

**6545-3713-0003**

BC Amateur Athletics is the Provincial non-profit amateur sports organization for track & field, road running, marathons/ultras, cross country/trail running and race walking. It is a branch of Athletics Canada. This property is used as an office space. As this is a Provincial association, only 4% of its members are City of Burnaby residents. The recommendation is therefore to deny this application as they do not meet the eligibility criteria *"Nature of Service – Burnaby residents must be the primary beneficiaries of the service."*

## **5.0 BYLAW AMENDMENTS**

In order to implement the permissive exemption changes outlined in this report, the following amendments to the Burnaby Tax Exemption Bylaw 2020 are recommended:

- Section 1 – delete the reference to "2021" so that the permissive exemptions in Schedule "A" only apply to the 2022 and 2023 taxation years.
- Section 2 – delete this section in its entirety as it applied to the 2021 taxation year only.
- Schedule "A" – amend to delete and add the properties in Sections 3.1, 3.2 and 3.3 of this report.
- Schedule "B" – delete this schedule in its entirety as it applied to the 2021 taxation year only.

## **6.0 RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Taxation Exemption Bylaw 2020, to delete and add the properties listed in Sections 3.1, 3.2 and 3.3 of this report, for the 2022 and 2023 taxation years.



Noreen Kassam, CPA, CGA  
 DIRECTOR FINANCE

NK:RR:ML/ej:md:dg

Copied to: Acting City Manager  
 Director Planning and Building  
 City Solicitor  
 Area Assessor, BC Assessment

Chief Administrative Officer  
 Director Parks, Recreation & Cultural Services  
 City Clerk



Meeting 2021 September 20

COUNCIL REPORT

## **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: ASSET MANAGEMENT PLAN – BURNABY FIRE DEPARTMENT**

### **RECOMMENDATIONS:**

1. THAT Council authorize staff to update the Burnaby Fire Department Asset Management Plan and approve funding of \$20,000 from the Stabilization Reserve for the project; and
2. THAT Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$15,000 from the Ministry of Municipal Affairs for the project.

### **REPORT**

The Financial Management Committee, at its meeting held on 2021 September 07, received and adopted the attached report seeking Council approval and grant resolution to update and enhance the Burnaby Fire Department Asset Management Plan.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	Chief Administrative Officer
	Fire Chief
	Director Corporate Services
	Director Finance
	Director Public Safety and Community Services



Meeting 2021 Sep 7

## COMMITTEE REPORT

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

**DATE:** 2021 Aug 31

**FROM:** CHRIS BOWCOCK - FIRE CHIEF

**SUBJECT:** **ASSET MANAGEMENT PLAN - BURNABY FIRE DEPARTMENT**

**PURPOSE:** To obtain Council approval and grant resolution to update and enhance the Burnaby Fire Department Asset Management Plan

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**RECOMMENDATION**

1. **THAT** the Financial Management Committee recommend Council authorize staff to update the Burnaby Fire Department Asset Management Plan and approve funding of \$20,000 from the Stabilization Reserve for the project; and
2. **THAT** the Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$15,000 from the Ministry of Municipal Affairs for the project.

**REPORT****1.0 INTRODUCTION**

The City's Asset Management Policy was adopted by Council in early 2014 and reflects an integrated business approach to asset management. Through this plan the City focuses on providing sustainable quality public services; optimizing asset value while minimizing life cycle cost and establishing and maintaining an integrated collaborative approach for all asset management practices and business processes.

**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

To: Financial Management Committee  
 From: Fire Chief  
 Re: ASSET MANAGEMENT PLAN - BURNABY  
 FIRE DEPARTMENT

2021 Sep 7.....Page 2

### 3.0 BACKGROUND

In 2016, the Burnaby Fire Department published an asset management plan. In it, an improvement plan identified possible areas where the plan could be expanded or otherwise strengthened. Examples of which included obtaining more accurate condition and performance data for assets, further developing level of service measures, and developing a comprehensive asset risk assessment to assist in facilitating the prioritization of asset replacements and interventions.

In support of the City's Asset Management Policy, funding approval of \$20,000 is requested from the Stabilization Reserve to undertake a project that would involve updating and advancing the Asset Management Plan for the Burnaby Fire Department. Specifically, this project will target improvements to the fire department's risk assessment, planning, and decision-making processes for critical assets. These process improvements will involve leveraging the Fire department analytics software being implemented next year to improve the accuracy of data and to better understand total costs of ownership, maintenance requirements, etc. With respect to risk assessments, a consultant will be brought on to help the City establish strong risk-matrices and strategies for managing critical assets. As the current asset management plan was produced nearly five years ago in 2016, this project will also involve updates to the plan in order to reflect the current condition of fire department assets, levels of service to be provided, and other areas as appropriate.

Upon completion, the finished work will be further used as a template for future Asset Management Plans. If Council is in support of this initiative then staff will also apply for an Asset Management Planning Program Grant of up to \$15,000. The Burnaby Fire Department Asset Management Plan will:

- Demonstrate that the levels of service are being met in the most effective and efficient manner.
- Demonstrate that due regard is being given to the long-term stewardship of the asset base.
- Demonstrate the responsible management of the asset portfolio.
- Communicate and justify funding requirements.
- Show how regulatory compliance will be achieved and growth accommodated while maintaining the asset stock.

The Asset Management Planning Program was created in 2014 through a \$1.5 million grant from the Ministry of Municipal Affairs. The program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. The Program is administered through the Union of British Columbia Municipalities (UBCM). Matching grants of up to \$15,000 are available to support activities that advance a local government's asset management planning or

To: Financial Management Committee  
 From: Fire Chief  
 Re: ASSET MANAGEMENT PLAN - BURNABY  
 FIRE DEPARTMENT

2021 Sep 7.....Page 3

practices, and better its integration of asset management planning with long term financial planning.

A Council resolution is required with the application form. Applications are due by 2021 September 24 and applicants will be notified about the status of their application in writing by UBCM. All funded activities are to take place within a year of approved funding and a final report will be due within 30 days of project completion. Grant payments are issued when the approved project is complete and UBCM has received and approved the required final report.

#### **4.0 RECOMMENDATION**

It is recommended that the Financial Management Committee recommend Council to authorize staff to update and enhance the Burnaby Fire Department Asset Management Plan and approve funding of \$20,000 from the Stabilization Reserve for this project. Should Council support this initiative staff will apply for the Asset Management Planning Program Grant of up to \$15,000 from the Ministry of Municipal Affairs for the advancement of a Burnaby Fire Department Asset Management Plan.



Chris Bowcock  
 FIRE CHIEF

Copied to: Chief Administrative Officer  
 Director Finance  
 Director Public Safety and Community Services



Meeting 2021 September 20

COUNCIL REPORT

## **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: AMENDMENTS TO BURNABY FINANCIAL ADMINISTRATION FEES  
AND CHARGES BYLAW**

### **RECOMMENDATION:**

1. THAT Council authorize the City Solicitor bring forward a bylaw to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 to implement proposed fee increases and a new fee for bonding replacement, as outlined in the report, effective 2022 January 01.

### **REPORT**

The Financial Management Committee, at its meeting held on 2021 September 07, received and adopted the attached report seeking Council approval for proposed amendments to the Burnaby Financial Administration Fees and Charges Bylaw.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to:	Chief Administrative Officer Director Finance Director Corporate Services Director Planning and Building City Solicitor
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Meeting 2021 Sept 07

## COMMITTEE REPORT

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

**DATE:** 2021 September 01

**FROM:** DIRECTOR FINANCE

**FILE:** 7000-04

**SUBJECT: AMENDMENTS TO BURNABY FINANCIAL ADMINISTRATION FEES AND CHARGES BYLAW**

**PURPOSE:** To seek Council approval for proposed amendments to the Burnaby Financial Administration Fees and Charges Bylaw.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor bring forward a bylaw to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 to implement proposed fee increases and a new fee for bonding replacement, as outlined in this report, effective 2022 January 01.

**REPORT****1.0 INTRODUCTION**

The Burnaby Financial Administration Fees and Charges Bylaw 2013 was first adopted on 2012 December 03. The bylaw provides a structure for the collection of fees and charges which help offset the costs of certain financial transactions. This report proposes increases to the fees and charges within the current bylaw, as well as a new fee to address the resources required to replace bonding for development projects.

**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

To: Financial Management Committee  
 From: Director Finance  
 Re: Amendments to Burnaby Financial Administration Fees And Charges Bylaw  
 2021 September 07.....Page 2

### 3.0 BACKGROUND

The fees and charges contained within the Burnaby Financial Administration Fees and Charges Bylaw 2013 were last updated for 2018 January 01. Fees and charges contained in the bylaw are intended to provide a contribution towards the financial cost of municipal transactions. Similar fees and charges in neighbouring municipalities are reviewed as part of each bylaw update.

### 4.0 PROPOSED INCREASES AND NEW FEES

#### 4.1 Current Fees and Charges - Schedule A

The proposed update to the fees and charges within Schedule A of the Burnaby Financial Administration Fees and Charges Bylaw 2013 take into account the Consumer Price Index (CPI) adjustments while maintaining alignment with neighbouring municipalities.

The table below outlines the current rate and proposed rates effective 2022 January 01, for existing fees and charges under Schedule A of the Burnaby Financial Administration Fees and Charges Bylaw 2013:

Existing Fees and Charges – Schedule A	Current	Proposed (2022 Jan 01)
Tax Certificates – through BC Online (per parcel)	\$45	\$49
Tax Certificates – prepared manually (per parcel)	\$50	\$54
Mortgage Information Reports (per folio)	\$20	\$22
Tax Refunds (initiated by customer)	\$25	\$27
NSF Fee (Dishonoured payments) (per item)	\$35	\$38
Apportionments (per child parcel)	\$35	\$38
Historical Tax Information (per hour or part thereof)	\$35	\$38
Real Estate Board Tax Information file (per parcel)	\$0.02	\$0.022

To: Financial Management Committee  
 From: Director Finance  
 Re: Amendments to Burnaby Financial Administration Fees And Charges Bylaw  
 2021 September 07.....Page 3

## 4.2 New Bonding Replacement Fee

The City requires bonding for various works that developers agree to provide as part of proposed developments and related projects. Bonding is provided in one (1) of two (2) forms, either a letter of credit or cash. The developer determines what they will provide for the bonding based on their finances, cost of borrowing, etc. The City will hold this bonding to ensure the agreed upon works are completed. Bonding can be released during completion of the works when milestones are reached and supporting documentation such as inspections has been provided.

Developers have, at times, requested a replacement of the required bonding that is currently on file at the City. The replacement or swap out is typically due to one of the following scenarios:

- Replacement of a Letter of Credit from one (1) financial institution with a Letter of Credit for the same amount from another financial institution;
- Replacement of a Letter of Credit with cash for the same amount; and,
- Replacement of cash bonding with a Letter of Credit for the same amount.

The swapping out of active and required bonding creates more workflow steps, increases costs and requires additional staffing resources. For a standard release or reduction during the lifecycle of a project, the City does not charge a fee as we are reducing the bonding requirement when milestones are achieved. Introducing this fee will not be new for developers as the City of Surrey introduced a similar fee in 2021 April.

In order to account for the City's costs and resources to address replacement of bonding, a fee of \$100 is proposed to be added to the table in Schedule A of the Burnaby Financial Administration Fees and Charges Bylaw 2013, as follows:

Fees and Charges - to be included in Schedule A	Current	Proposed
Bonding Replacement Fee	-	\$100

As part of the transition and once the bylaw is approved, the Finance department will communicate these changes by:

- Mailing letters to each development that currently has bonding on file;
- Working with the relevant City departments to update their invoice wording; and,
- Assisting communications team with updates on the City's website.

Introducing a fee for replacement of bonding during the lifecycle of a development will allow the City to recover associated administrative costs.

To: Financial Management Committee  
From: Director Finance  
Re: Amendments to Burnaby Financial Administration Fees And Charges Bylaw  
2021 September 07.....Page 4

## 5.0 RECOMMENDATION

It is proposed that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013, as outlined in this report, effective 2022 January 01.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RR/md

Copied to: Chief Administrative Officer  
Acting City Manager  
Director Planning and Building  
City Solicitor

### **SOCIAL PLANNING COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: UPDATE ON THE BURNABY HEALTHIER COMMUNITY PARTNERSHIP  
FOR 2019-2021**

### **RECOMMENDATIONS:**

1. THAT Council receive the report for information.
2. THAT a copy of the report be forwarded to Ms. Baljinder Narang; Dr. Aamir Bharmal, Medical Health Officer for Burnaby; Ms. Leanne Appleton, Executive Director, Burnaby Hospital and Burnaby Health Services, Fraser Health; Mr. Bill Brassington, School Trustee, Burnaby Board of Education; Ms. Georgia Bekiou, Executive Director, Burnaby Division of Family Practice; and Mr. Danison Buan, Burnaby Inter-Agency Council.

### **REPORT**

The Social Planning Committee, at its meeting held on 2021 September 07, received and adopted the attached report providing an update on the initiatives of the Burnaby Healthier Community Partnership for 2019 to 2021.

Respectfully submitted,

Councillor C. Jordan  
Chair

Councillor J. Keithley  
Vice Chair

<p>Copied to: Chief Administrative Officer Director Planning and Building Director Corporate Services Director Finance Director Parks, Recreation and Cultural Services Director Public Safety and Community Services Chief Librarian</p>
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Meeting 2021 Sep 7

## COMMITTEE REPORT

**TO:** CHAIR AND MEMBERS  
SOCIAL PLANNING COMMITTEE

**DATE:** 2021 September 1

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 1750 20  
*Reference: Healthier Community  
Partnership*

**SUBJECT:** UPDATE ON THE BURNABY HEALTHIER COMMUNITY  
PARTNERSHIP FOR 2019-2021

**PURPOSE:** To provide an update on the initiatives of the Burnaby Healthier Community Partnership for 2019 to 2021.

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**RECOMMENDATIONS:**

1. **THAT** this report be received for the information of the Committee and Council.
2. **THAT** a copy of this report be forwarded to Ms. Baljinder Narang; Dr. Aamir Bharmal, Medical Health Officer for Burnaby; Ms. Leanne Appleton, Executive Director, Burnaby Hospital and Burnaby Health Services, Fraser Health; Mr. Bill Brassington, School Trustee, Burnaby Board of Education; Ms. Georgia Bekiou, Executive Director, Burnaby Division of Family Practice; and Mr. Danison Buan, Burnaby Inter-Agency Council.

**REPORT**

**1.0 INTRODUCTION**

The Burnaby Healthier Community Partnership (HCP) is a partnership of the City of Burnaby, Burnaby School District 41, Fraser Health, the Burnaby Division of Family Practice and Burnaby Inter-Agency Council. It aims to promote a healthier community through collaboration amongst those who shape the places where people live, work, learn and play. In accordance with the Partnership's Terms of Reference (see *Attachment #1*), this report provides an update on the activities of the HCP from 2019 to 2021.

**2.0 POLICY SECTION**

The activities and initiatives of the Burnaby HCP align directly with the vision, goals and strategic priorities of the *Burnaby Social Sustainability Strategy* (2011).

The activities and initiatives also align with the policy objectives of the *City's Equity Policy* (2020) *Mayor's Task Force on Community Housing Final Report* (2019), the *Corporate Strategic Plan*

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Update on the Burnaby Healthier Community Partnership for 2019-2021  
 2021 September 1 ..... Page 2

(2017), the Environmental Sustainability Strategy (2016), the Economic Development Strategy (2007) and the *Official Community Plan* (1998).

### **3.0 HEALTHIER COMMUNITY PARTNERSHIPS**

The HCP initiative is rooted in the global healthy community movement which recognizes that health is “a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity” (World Health Organization, 2010). The movement originates from the Ottawa Charter for Health Promotion created by the World Health Organization in 1986. The Charter recognizes that many non- medical factors influence health outcomes. These factors, often referred to as the social determinants of health<sup>1</sup> can influence health in many positive and negative ways. Local governments and community agencies, through their service provision and community planning and development functions can play an important role in the promotion of population health and community well-being.

Burnaby’s HCP was established in 2014, following the adoption of Burnaby’s Social Sustainability Strategy in 2011. Since its creation member organizations have strengthened formal and informal working relationships and have collaborated on a number of initiatives to promote physical and mental well-being in our community. This report provides an update of the activities of the HCP from late 2018 to present and identifies initiatives planned for the next two years.

### **4.0 BURNABY HCP 2019-2021**

The HCP Steering Committee is responsible for the overall direction and activities of the HCP. The chair of the committee is Ms. Baljinder Narang. Other committee members include Councillor Pietro Calendino, Fraser Health’s Medical Health Officer for Burnaby, Dr. Aamir Bharmal and the Executive Director of Burnaby Hospital and Community Health Services, Ms. Leanne Appleton; Mr. Bill Brassington, School Trustee, Burnaby Board of Education; Doctors Davidicus Wong and Baldev Sanghera from the Burnaby Division of Family Practice; Mr. Danison Buan, representing the Burnaby Inter-Agency Council; and support staff from each organization. The Steering Committee generally meets five times a year while ad hoc committees of the Partnership meet on an as needed basis to plan and implement specific activities.

Over the period of late fall 2018 to present the HCP has focused on the following:

#### **4.1 Strategic Plan Goals**

In January 2018, the Burnaby HCP adopted a five-year strategic plan to guide the work of the HCP. The two core goals and strategies of the plan are to:

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<sup>1</sup> The World Health Organization lists the following as examples of the social determinants of health: income and social protection; education; unemployment and job security; working life conditions; food insecurity; housing, basic amenities and the environment; early childhood development; social inclusion and non-discrimination; structural conflict; and access to affordable health services of decent quality.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Update on the Burnaby Healthier Community Partnership for 2019-2021  
 2021 September 1 ..... Page 3

**Goal One:** *Create and promote a collective vision of health and healthy communities which expands individual mandates of organizations to a shared societal responsibility by 1) defining a clear definition of health and healthy communities and 2) mobilizing internal stakeholder groups to take an active role in actively influencing a healthier community.*

**Goal Two:** *Collectively champion the creation of supportive environments to enable healthy communities by 1) mobilizing broader external stakeholder groups across all levels of the community (the Public, Non-Government Organizations, Business, Partners and Community Leaders) to take an active role in supporting a healthier community and 2) building (leveraging) what already exists at the HCP Table in terms of partnership, relationships and resources.*

### ***Inclusion of the Burnaby Inter-Agency Council***

In line with these goals, the HCP broadened its membership to include representation of the Burnaby Inter-Agency Council. The Inter-Agency is a 40-year old non-partisan network of Burnaby-based community service providers. Its mandate is to enrich the well-being of the Burnaby community and act as a catalyst for coordination, cooperation and collaboration to improve the delivery of services. Given the importance of the social determinants of health in positive health outcomes, the inclusion of the Inter-Agency has increased community collaboration and the capacity of the HCP.

### ***Collaboration and Information-sharing***

The HCP has reviewed the strategic plans and mission statements of member organizations to identify alignment and areas for mutual support of health and well-being related initiatives and activities. This support includes information sharing and updates on responses to the ongoing opioid overdose emergency and the emergence of COVID-19. Collectively, member organizations have collaborated to address the immediate impacts of the pandemic, especially those that have disproportionately affected people in vulnerable situations.

### ***Support for the Establishment of the Burnaby Primary Care Networks***

The Burnaby HCP has actively supported the establishment of the Burnaby Primary Care Network (PCN). The PCN is a network of local primary care providers, Fraser Health and community service providers. Burnaby's PCN, established in the spring 2019, is unique among BC PCNs in its three-way partnership between the Division of Family Practice, Fraser Health and the Burnaby Inter-Agency Council. The three-way partnership creates the capacity to broaden responses for the health and well-being of Burnaby residents by inclusion of initiatives to address the social determinants of health (e.g. housing and food security, isolation and inclusion, and early childhood development, among others).

When the COVID-19 pandemic was declared, the PCN in collaboration with the Burnaby Inter-Agency established eight working groups to address the immediate needs of Burnaby residents including the following: food security, technology and digital access, isolated seniors at home,

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Update on the Burnaby Healthier Community Partnership for 2019-2021  
 2021 September 1 ..... Page 4

social isolation, homelessness, children and families, youth, and persons with disabilities. The working groups continue to meet and work together to address emerging needs<sup>2</sup>.

## 4.2 Burnaby-New West Walk30 Challenge

In May 2017, the Burnaby and New Westminster HCPs successfully submitted a joint application to Fraser Health's Active Communities program to support a 5-week walking challenge in the spring of 2018. Both cities recognize active transportation, including walking, as an affordable, healthy and environmentally-friendly means of getting around. It was also recognized that a walking challenge would be a fun and easy way for the community to engage in an activity that encourages social connections and mental well-being.

Based on the success of the 2018 challenge, the HCP worked with community partners to hold the challenge in 2019 and again in 2021. (The 2020 Walk30 Challenge planned for April-May of that year was cancelled due to the pandemic and concerns regarding compliance with health protocols).

For each year the Challenge has been held, participation has grown. In 2018 and 2019, a separate stream of the Challenge was directed to the Burnaby and New Westminster School Districts with a view to encouraging more children to walk to school and other destinations in their communities.

Each year participants are encouraged to walk for 30 minutes a day, not only for physical and mental well-being but as a means of transportation to activities of daily life (e.g. work, shopping, and school). Participants could participate as individuals or in teams and a friendly competition was set between the two cities. The five-week duration of the challenge was intentionally set to encourage longer-term behaviour change since research indicates that a new behaviour takes over a month to become a habit.

In 2021, Challenge organizers closely followed Provincial health directives to offer a safe challenge during the COVID-19 pandemic. As noted by Dr. Bharmal, Medical Health Officer for Burnaby,

*"The Walk30 Challenge is a great way to keep active and healthy during these difficult times. It's an opportunity to connect to others by joining a team on-line and exploring your neighborhood by walking outside with distancing."*

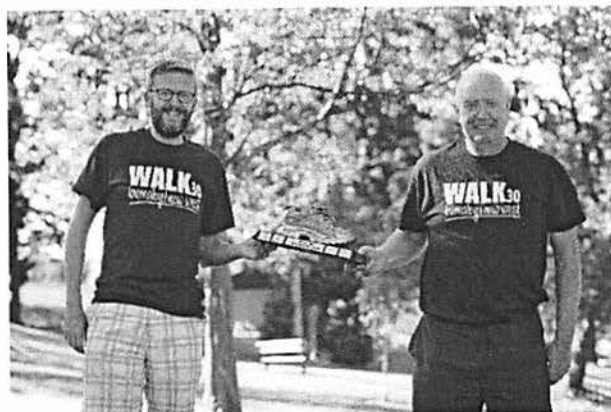
In 2021, rather than a separate stream directed at School Districts, teachers were encouraged to have their classes join the main challenge. Despite this change, there continued to be good participation from both School Districts. As with previous years, the Mayors from both communities initiated a friendly challenge to see which community could log the most active walking minutes per capita. This year, a tie was declared between Burnaby and New Westminster

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<sup>2</sup> For more information on the working groups visit <https://burnabypcn.ca/social-supports/>

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Update on the Burnaby Healthier Community Partnership for 2019-2021  
 2021 September 1 ..... Page 5

with participants in both communities walking an average of 37 minutes per day. As a result, the Golden Shoe Trophy will be shared between both communities (see photo below).



*New Westminster Mayor Jonathan Cote (left) and Burnaby Mayor Mike Hurley (right) celebrate the Walk30 Challenge*

Post challenge survey results revealed that:

- 57% of respondents said they walked more during the Challenge;
- 60% said they would continue to walk more now that the Challenge has ended;
- 64% said that walking made them happier;
- 57% said the dedicated and accessible walking paths made it easier to walk in their neighbourhoods; and
- 93% said they would participate in the Challenge if it is offered next year.

Overall statistics for the challenge from 2018, 2019 and 2021 include the following:

	2018	2019	2021
Total registrations (includes teams and individuals)	761	899	1,891
Total minutes walked	664,806	1,000,000	1,960,000
Average minutes walked per day by participants	27	40	37

#### 4.3 Social Connection and Resilience

The HCP's work is informed by health data. In particular, the Partnership has reviewed the results of the Vancouver Coastal Health/Fraser Health *My Health My Community* survey in 2014. The survey revealed that:

- 49% of Burnaby respondents reported a strong sense of belonging, lower than the regional average of 56%; and
- 40% of Burnaby respondents reported they have 4 or more people to confide in, compared to 45% across the region.

To: *Social Planning Committee*  
 From: *Director Planning and Building*  
 Re: *Update on the Burnaby Healthier Community Partnership for 2019-2021*  
 2021 September 1 ..... Page 6

In response, and given the risks associated with social isolation<sup>3</sup>, an ad hoc committee of the HCP has explored programs and funding sources to promote awareness and develop actions to create stronger social connections in the community. Unfortunately, the work of the ad hoc committee was suspended over the past year due to COVID-19 priorities of committee members. However, in light of the learnings from the pandemic, particularly about the disproportionate negative impacts of the pandemic on people in vulnerable situations, including those who are socially isolated, the HCP hopes to resume this work in the coming year. This work will include a focus on the impacts social isolation as they relate to climate change and initiatives to build community resilience.

## **5.0 THE YEARS AHEAD – 2021-2023**

Over the next two years, the HCP will continue to implement the actions of its strategic plan. The HCP will invite representatives from existing community organizations and coalitions to HCP meetings to learn about community health and wellness initiatives and determine ways to support this work as individual member organizations of the HCP and collectively where appropriate. For example, support from the HCP could involve policy changes within individual organizations, re-allocation of existing resources and information-sharing. In relation to this goal, the HCP will continue to learn about and support the ongoing development of the Primary Care Network in Burnaby.

### ***Walk 30 Walking Challenge***

Given the growing success of the 2018, 2019 and 2021 Burnaby-New Westminster Walking Challenges, the HCP will aim to work with community organizations to host future challenges. The walking challenge supports the HCP's goal to create supportive environments to enable healthier communities. The walking challenge is a practical way to engage the general population in healthy activity while fostering behavioural changes towards people using active transportation. As research indicates, active transportation can benefit the health of the community as a whole by promoting physical health; fostering social connections; reducing environmental impacts (emissions and traffic congestion); and encouraging local economic development as pedestrians visit local shops and services along their travel routes.

### ***Social Connections and Resilience***

As noted above, once the immediate concerns of the pandemic subside, an ad hoc committee of the HCP will resume its work to explore programs and funding sources to promote awareness of the importance of social connections in building community resilience and that support related activities.

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<sup>3</sup> Health research has indicated that loneliness and social isolation can be as damaging to health as smoking 15 cigarettes a day.

To: Social Planning Committee  
 From: Director Planning and Building  
 Re: Update on the Burnaby Healthier Community Partnership for 2019-2021  
 2021 September 1 ..... Page 7

## 6.0 CONCLUSION

Over the last years, representatives from the City, Fraser Health, Burnaby School District, the Burnaby Division of Family Practice and the Burnaby Inter-Agency Council have worked together on initiatives to promote mental and physical well-being in the community through its Healthier Community Partnership. Over the next two years, the Burnaby HCP will continue efforts to create a supportive environment to enable healthier communities.

It is recommended that this report be received for the information of the Committee and Council.

It is further recommended that a copy of this report be forwarded to Ms. Baljinder Narang, Dr. Aamir Bharmal, Medical Health Officer for Burnaby, Ms. Leanne Appleton, Executive Director, Burnaby Health Services, Mr. Bill Brassington, School Trustee, Burnaby Board of Education, Ms. Georgia Bekiou, Executive Director, Burnaby Division of Family Practice, and Mr. Danison Buan, Burnaby Inter-Agency Council.



E.W. Kozak, Director  
 PLANNING AND BUILDING

MM:sa/sla  
*Attachment*

Copied to:	Chief Administrative Officer	Director Finance
	Director Parks, Recreation and Cultural Services	Chief Librarian
	Director Public Safety and Community Services	City Clerk
	City Clerk	

## Burnaby Healthier Community Partnership

### Terms of Reference

#### Our Vision:

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Burnaby: where the healthy choice is the easy choice.

#### Our Mission:

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Through a shared vision and collective action, the Healthier Community Partnership optimizes health and healthy communities for all who live, work, learn, and play in Burnaby.

#### Our Values:

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- Equity
- Collaboration
- Innovative and Transformative Thinking
- Accountability
- Transparency
- Integrity
- Trust

#### Purpose of the Burnaby HCP

1. To understand and identify health issues that impact the well-being of all members of the Burnaby community.
2. To work collaboratively to support community-based initiatives that promote the health and well-being of all members of the Burnaby community.
3. To work collaboratively with existing Burnaby committees and regional organizations on healthy living initiatives consistent with Action #23 in the Burnaby Social Sustainability Strategy.<sup>1</sup>
4. To report annually on the Partnership's progress and activities to Burnaby City Council, Fraser Health, the Burnaby Board of Education and the Burnaby Division of Family Practice.

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<sup>1</sup> See Burnaby Social Sustainability Strategy at [www.burnaby.ca/ssss](http://www.burnaby.ca/ssss)

**Attachment #1****Steering Committee**

A steering committee comprised of representatives from the City of Burnaby, Burnaby Board of Education, Fraser Health, the Burnaby Division of Family Practice and the Burnaby Inter Agency Council will oversee the work of the Burnaby Healthier Community Partnership.

**Structure**

Representatives from each organization will include those with decision-making authority and those with technical expertise within each organization.

Steering Committee members will select a Chair and this position will rotate among the partners every two years.

The Steering Committee will meet five times a year.

Ad hoc committees will be formed as needed to address specific projects or initiatives.

**Role of the Steering Committee**

1. To establish priorities on an annual basis.
2. To work collaboratively, and with existing Burnaby committees and agencies, on activities to advance these priorities.
3. To coordinate ad hoc committees as needed to advance these priorities.
4. To share information on shifting health priorities within Burnaby to inform our priorities.
5. To convey the health needs of the community to relevant stakeholders.
6. To identify funding opportunities to help address established priorities.
7. To identify the knowledge, skills and resources available within our organizations to address priorities.
8. To monitor progress, reassess actions and priorities, and report back to the partner organizations.

**Revised January 2021**



## **CHIEF ADMINISTRATIVE OFFICER'S REPORT**

### **September 20, 2021**

*Unless otherwise noted, the departmental recommendations contained in this Chief Administrative Officer's Report are approved and recommended by the Chief Administrative Officer to the Mayor and Council.*

#### **HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL;**

The following report is submitted for your consideration:

#### **Item**

#### **01 URBAN RESILIENT FUTURES INITIATIVE**

**PURPOSE:** To seek Council approval for staff to engage in the Urban Resilient Futures Initiative partnership.

#### **02 2022 ENGINEERING FEES**

**PURPOSE:** To propose changes to the Engineering Fees Bylaw for 2022 for cost recovery purposes.

#### **03 CONTRACT AWARD REGENERATIVE AIR AND VACUUM STREET SWEEPERS**

**PURPOSE:** To obtain Council approval to award a contract for the supply and delivery of four (4) regenerative air and vacuum street sweepers.

#### **04 2022 FEES FOR PLANNING AND BUILDING PERMITS, APPLICATIONS AND OTHER SERVICES**

**PURPOSE:** To provide Council with recommendations for the Planning and Building Department's 2022 fees for various applications for cost recovery purposes.

**Item**

**05 BUILDING PERMIT TABULATION REPORT NO. 8  
FROM 2021 AUGUST 1 – 2021 AUGUST 31**

**PURPOSE:** To provide Council with information on construction activity as reflected by the building permits that have been issued for the subject periods.

Yours respectfully,

A handwritten signature in black ink, appearing to read 'L. Gous', with a horizontal line extending to the right.

Leon A. Gous, PEng, MBA  
Chief Administrative Officer



Item .....
Meeting ..... 2021 Sept 20

## COUNCIL REPORT

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**TO:** CHIEF ADMINISTRATIVE OFFICER **DATE:** 2021 Aug 30

**FROM:** DIRECTOR CORPORATE SERVICES **FILE:** 33000-01  
*Ref: Urban Resilient Futures Initiative*

**SUBJECT: URBAN RESILIENT FUTURES INITIATIVE**

**PURPOSE:** To seek Council approval for staff to engage in the Urban Resilient Futures Initiative partnership.

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**RECOMMENDATION:**

1. **THAT** Council authorize staff to:
  - a. partner with the Simon Fraser University (SFU) Morris J. Wosk Centre for Dialogue and Vancity on the Urban Resilient Futures Initiative as outlined in section 3 of this report.
  - b. enter into a Memorandum of Understanding with the SFU Morris J. Wosk Centre for Dialogue and Vancity on the delivery of the Urban Resilient Futures Initiative.
2. **THAT** a copy of this report be forwarded to the Environment Committee for information.

**REPORT****1.0 INTRODUCTION**

In 2020, the City of Burnaby adopted a Climate Action Framework that outlines targeted big moves and quick-start actions to reduce the City's community emissions to achieve targets set out in the City's 2019 declaration of a Climate Emergency.

The Urban Resilient Futures (URF) Initiative is a proposed three-year, co-funded partnership between the City of Burnaby, the Simon Fraser University Morris J. Wosk Centre for Dialogue and Vancity to employ dialogue and engagement tools to support Burnaby to overcome barriers to climate action. Aligned with the Climate Action Framework's Big Moves on Climate Leadership, Resilient Neighbourhoods and Zero Emission Buildings-Retrofits, Burnaby is one of just two cities approached to take part in the Initiative. The URF Initiative will advance climate action work in Burnaby by connecting local government with community members and residents on how to apply and prioritize climate action issues on the ground.

This report outlines the components of the Urban Resilient Futures Initiative. The purpose of this report is to seek approval from Council for staff to partner with the aforementioned external partners to deliver the Urban Resilient Futures Initiative in the City of Burnaby.

To: Chief Administrative Officer  
 From: Director Corporate Services  
 Re: Urban Resilient Futures Initiative  
 2021 Sept 20.....Page 2

## 2.0 POLICY SECTION

The Urban Resilient Futures Initiative leverages relationships with post-secondary institutions and private organizations to enhance community engagement on climate action, supporting Burnaby's Climate Action Framework (2020 July 06).

Specifically, the URF Initiative supports Big Move 1: Climate Leadership, Big Move 2: Resilient Neighbourhoods and Big Move 7: Zero Emission Buildings Retrofit (Climate Action Framework, Report to Environment Committee, 2020 July 06).

### Big Move 1: Climate Leadership

Burnaby strengthens City Leadership, administrative capacity and community engagement on climate and energy.

Quick Start 3. Work with partners and advocate for action by others, including senior governments.

Quick Start 4. Expand climate awareness, engagement and dialogue.

### Big Move 2: Resilient Neighbourhoods

Embed zero-carbon policy into land use planning and adapt to impacts.

Quick Start 3. Plan for zero-carbon communities in the Official Community Plan.

Quick Start 4. Develop a Climate Adaptation Strategy with associated 10-year capital plan.

### Big Move 7: Zero Emission (ZE) Buildings – Retrofits

Encourage, assist, and partner to reduce emissions from existing buildings.

Quick Start 2. Advance low-carbon programs for existing commercial and multi-family buildings.

Quick Start 3. Develop a city-wide ZE Building Retrofit Strategy.

The Urban Resilient Futures Initiative also supports the City of Burnaby's Environmental Sustainability Strategy (2016) and the Community Energy and Emissions Plan (2016).

Burnaby's partnership in the Urban Resilient Futures Initiative aligns with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan.

### Goal

- A Safe Community
  - Emergency preparedness – Enhance plans, procedures and services so that we are better prepared to respond to emergencies and are able to maintain City services.

To: Chief Administrative Officer  
 From: Director Corporate Services  
 Re: Urban Resilient Futures Initiative  
 2021 Sept 20.....Page 3

- A Connected Community
  - Social connection – Enhance social connections throughout Burnaby.
  - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments.
- 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 environment – Enhance our environmental health, resilience and sustainability.
  - 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 Dynamic Community
  - Community development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging.
- A Thriving Organization
  - Organizational culture – Ensure that our core values are reflected in our policies, programs and service delivery.
  - Communication – Practice open and transparent communication among staff, Council and the community.

### **3.0 URBAN RESILIENT FUTURES INITIATIVE – KEY COMPONENTS**

#### **3.1 Context**

In September 2019, the City of Burnaby declared a climate emergency, and followed this declaration with the approval of a Climate Action Framework and City Energy Strategy in July 2020, to map out the City's path towards the carbon reduction commitments of the climate emergency. These targets, to meet corporate carbon neutrality by the year 2040, and community-wide carbon neutrality by the year 2050, are ambitious and require coordinated and collaborative work between the City, residents, businesses, civic organizations and institutions, and provincial and federal levels of government.

To: Chief Administrative Officer  
 From: Director Corporate Services  
 Re: Urban Resilient Futures Initiative  
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Urban Resilient Futures, initiated by a contribution by the Aqueduct Foundation and stewarded by Simon Fraser University's Morris J. Wosk Centre for dialogue, will use dialogue and engagement to accelerate climate action in two cities, Burnaby being the first. In Burnaby, the implementation of the URF Initiative will be facilitated as a three-way partnership between the City of Burnaby, the SFU Morris J. Wosk Centre for Dialogue, and Vancity, with the following outcomes for the City of Burnaby:

- Accelerating action on retrofits for commercial and residential buildings
- Increasing resident awareness and capacity for climate action
- Creating a shared vision and direction for land-use planning
- Demonstrating how cities can advance a just transition
- Developing participatory systems for governance, learning and evaluation.

The City of Burnaby is a particularly well-suited local government in which to implement this Initiative, thanks to the City's leadership on climate action, participatory governance, and the upcoming Official Community Plan renewal. To increase equity in public participation and to accelerate climate action, this work will draw on the deep existing relationships between the City, SFU and Vancity, including with the Burnaby Public Library, the Burnaby School District and the Burnaby Board of Trade. Furthermore, Burnaby's rate of development and change exemplifies some of the most pressing climate change related land-use and building retrofit challenges faced by municipalities across the Canada. Developing models for collaboration through the Urban Resilient Futures Initiative can support learning for neighbouring jurisdictions.

### **3.2 Programming**

The Urban Resilient Futures Initiative will work towards the aforementioned outcomes through programming from Q3 2021 to Q2 2024. This programming will focus on the following four approaches:

#### **1. Zero Emission Building Retrofit Taskforce (Q3 2021-Q3 2023)**

Buildings account for approximately 50% of the carbon emissions in Burnaby city limits. Aimed at tackling the most challenging body of buildings in Burnaby to reach carbon neutrality - existing buildings - the Zero Emission Building Retrofit taskforce will provide recommendations to City staff on the Zero-Emissions Building Retrofit Strategy (Climate Action Framework Big Move 7, Quick Start 3). The taskforce will bring together industry, energy utilities, commercial and multi-residential property owners, tenants, representatives of those living in energy poverty, homeowners, technical experts and government representatives.

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 From: Director Corporate Services  
 Re: Urban Resilient Futures Initiative  
 2021 Sept 20.....Page 5

## **2. Neighbourhood Climate Action Projects and Awareness Campaign (Q4 2021-Q2 2024)**

Supporting neighbourhood-driven initiatives is crucial to the achievement of the City of Burnaby's carbon emission reduction targets. Supported through financing and in-kind expertise, the neighbourhood projects stream will aim to increase public awareness and unlock community capacity on climate action. This series of projects will support co-designed, place-based projects that are actionable by local groups, and build on partnerships with existing community-facing organizations, such as schools, religious institutions, libraries, service clubs and other community groups. Community projects will be showcased at annual celebration events.

## **3. Citizens' Assembly on Livable and Resilient Neighbourhoods and Official Community Plan (Q3 2022-Q2 2024)**

The Urban Resilient Futures Initiative includes the development of a Citizens' Assembly on climate initiatives and resilience, including the development of recommendations by the Assembly, and the commitment by Council to take into consideration and respond to recommendations provided by the Assembly.

The engagement planned through the Citizens' Assembly will complement, but not replace the public engagement processes required for the City of Burnaby to update its Official Community Plan (OCP).

## **4. Participatory Governance (Q3 2021-Q2 2024)**

Achieving resilience in cities requires new thinking and deep investment by community members. Building on this knowledge, the URF Initiative will provide a framework for piloting participatory governance structures that will bring longevity to the work facilitated by the URF Initiative on the ground in Burnaby, and can provide other municipal governments with lessons learned on participatory governance. The development of this framework will include:

- Relationship building and co-design processes with partners, City staff, community members, under-heard voices, stakeholders, experts and traditional knowledge holders.
- Mapping community assets for resilience, and how they can inform the OCP, Climate Adaptation Strategy and 10-year capital plan.
- Developing long-term systems to support participatory process beyond the Urban Resilient Futures Initiative, including communicating decision-making back to community.

### **3.3 City of Burnaby Commitment**

Involvement in the Urban Resilient Futures Initiative partnership requires in-kind and financial resourcing by the City of Burnaby, in the following ways:

To: Chief Administrative Officer  
 From: Director Corporate Services  
 Re: Urban Resilient Futures Initiative  
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- **Financial Contribution of \$150,000** over the course of three years (\$50,000 per year), included in the Climate Action and Energy Department's 2022 budget request to support the implementation of this partnership. Burnaby's contribution will be a fraction of the \$700,000-\$825,000 total budget for the delivery of the Urban Futures Initiative in the City, with a more than 1:4 return on every dollar spent by the City.
- **Staff project management** (in-kind) for coordination and implementation of the Urban Resilient Futures Initiative.
- **Staff expertise** (in-kind) for:
  - research and analysis, and information and facilitation (taskforce and Citizens' Assembly);
  - design input into taskforce structure, Neighbourhood Climate Action & Awareness Projects, governance structures, community ambassadors program;
  - integration of Citizens' Assembly considerations with the OCP;
  - evaluation of the impacts of policy options on equity-seeking communities and groups that face heightened vulnerability to climate change (i.e. OCP, Adaptation Strategy and Retrofit Strategy).
- **Collaboration** with City of Burnaby Parks and Cultural Services, Burnaby Public Library, Burnaby School Board and Burnaby Board of Trade.
- **Representation** from Council and Environment Committee on the taskforce (structure to be determined).
- **Input** from the City's Environment Committee and Climate Leadership Group.
- **Response from Council** on the Citizens' Assembly recommendations.

#### 4.0 RECOMMENDATION

In order to support the City's Climate Emergency Declaration carbon reduction targets, and the Climate Action Framework Leadership, Resilient Neighbourhoods and Building Retrofit big moves, staff seek approval from Council to partner with, and enter into a Memorandum of Understanding with the Simon Fraser University Morris J. Wosk Centre for Dialogue and Vancity for the delivery of the Urban Resilient Futures Initiative.



Dipak Dattani  
 DIRECTOR CORPORATE SERVICES

EL:aab

Copied to: Director - Engineering  
 Director - Finance  
 Director - Planning & Building  
 City Solicitor



Item .....
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## COUNCIL REPORT

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**TO:** CHIEF ADMINISTRATIVE OFFICER **DATE:** 2021 September 08

**FROM:** DIRECTOR ENGINEERING **FILE:** 7000-04

**SUBJECT:** 2022 ENGINEERING FEES

**PURPOSE:** To propose changes to the Engineering Fees Bylaw for 2022 for cost recovery purposes.

---

**RECOMMENDATIONS:**

1. **THAT** Council approve the proposed Engineering fee adjustments.
2. **THAT** Council authorize the City Solicitor to bring forward the necessary bylaw amendments to implement the proposed adjustments in the Engineering Fees Bylaw, as set out in Appendix A of this report effective 2022 January 01.

**REPORT****1.0 INTRODUCTION**

The *Community Charter and Local Government Act* provides for the imposition of fees and charges for various types of permits and services and over the years, various fees and charges have been established within various bylaws for a number of processes, works and services, permits, inspections, and other Engineering activities.

In 2018, Council approved a consolidated *Engineering Fee Bylaw* to streamline the fee review process, improve fee accessibility to the public, and reduce administrative overhead. The current list of Engineering fees is included in Appendix A.

**2.0 POLICY SECTION**

The recommendations for the 2022 Engineering Fees are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

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

To: Chief Administrative Officer  
 From: Director Engineering  
 Re: 2022 Engineering Fees  
 2021 September 08.....Page 2

### 3.0 ENGINEERING FEES

#### 3.1 Current Engineering Fees

The intent of the annual fee review is to establish a more systematic fee increase process and to avoid substantial increases at any one point in time. Under this system, fees are adjusted each year to ensure that the costs associated with each type of application, permit, service, or work is recovered.

Staff has completed the annual review of fees for 2022. Similar to Planning and Building fees, the Engineering Department fees are proposed to increase by approximately 3.0% to ensure cost recovery based on the City's projected operating costs and Consumer Price Index (CPI). The exception is the increase for the Traffic Control permit fees which is separately discussed in Section 3.2 of this report. Section 3.3 of this report also identifies fees which will not be increased as they are set by external organizations such as the Land Title and Survey Authority of British Columbia and Metro Vancouver.

Appendix A outlines the recommended adjustments to the Engineering fees including fees which will remain at the current rates. Fee increases will be effective 2022 January 01.

#### 3.2 Engineering Fee increases greater than 3.0%

Staff has recently conducted a review of current level of efforts and cost recovery requirements. It is proposed that the following fees be increased greater than 3.0% to ensure cost recovery:

TRAFFIC CONTROL PERMIT	2021 Fee	2022 Fee
Application Fee- One Week Duration or Less	\$107	\$265
Application Fee- For each Additional Week	\$53	\$265

Traffic Control Permits are issued to authorize lane closures or traffic control on roadways. In 2019, the City started recovering costs for this permit. The initial application fee was set at \$100 for each new request with \$50 for an extension for each subsequent week. The actual level of effort involved with each of these permit plan reviews and field monitoring have now been reviewed , which is higher than the introductory fees.

It was further determined that the initial traffic control permit application processing and review takes a similar amount of effort to review subsequent renewal applications. This is due to the fact that new plans need to be reviewed with field conditions investigated. On average, it takes staff approximately four hours to review and approve a permit, which equates to a cost of \$265 per permit either for a new application or each subsequent renewal.

To: Chief Administrative Officer  
 From: Director Engineering  
 Re: 2022 Engineering Fees  
 2021 September 08.....Page 3

A market survey was also conducted to determine the fee range for Traffic Control Permits within the Lower Mainland. The research included the following municipalities: City of Vancouver, City of North Vancouver, City of Surrey, City of New Westminster, and City of Coquitlam. Permits ranged from \$66.10 for minor traffic controls requiring staff review time of less than one hour to \$314 for an Arterial/ Collector road or significant obstruction.

Overall, the review suggests the Traffic Control Permit fee should be increased to enable the City to issue these permits and undertake the associated tasks on a cost recovery basis. These rates are also within the range of what other municipalities are charging.

### 3.3 Engineering Fees which will not be changed

The following fees will remain unchanged in 2022 as we have not been advised by external organizations that they will be increasing these fees.

<b>FILE RESEARCH, ARCHIVES, AND RECORDS FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Land Title Search Fees</b>		
Land Title Search	\$15.00 / search	No Change
Land Title Document and Plan Image records	\$20.00 / search	No Change
▪ <b>Legal Agreement Amendment Fees</b> ▪ <b>(for existing legal agreements already registered at Land Title Office)</b>		
For first 3 amendment items	\$600.00	No Change
For more than 3 amendment items	\$1,000.00	No Change

<b>REMOVAL OR REPLACEMENT OF SURVEY MONUMENTS</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Integrated Survey Area (ISA) Control Monument	\$1,800.00/ each	No Change
Secondary Benchmark	\$3,300.00/ each	No Change
High Precision Network Monument	\$7,500.00/ each	No Change

To: Chief Administrative Officer  
From: Director Engineering  
Re: 2022 Engineering Fees  
2021 September 08.....Page 4

## RECOMMENDATION

It is recommended that Council Council approve the proposed Engineering fee adjustments and authorize the City Solicitor to bring forward the necessary bylaw amendments to implement the proposed fee adjustments in Appendix A, with an effective date of 2022 January 01.



James Lota, P.Eng., MBA, MPA  
DIRECTOR ENGINEERING

RS/DG/ac

Copied to: Director Planning  
Director Finance  
Director Parks, Recreation and Cultural Services  
Chief Information Officer  
Chief Building Inspector  
City Solicitor  
City Clerk

*Appendix A***Current and Proposed 2022 Engineering Fees****SCHEDULE A - FILE RESEARCH, ARCHIVES, AND RECORDS FEES**

<b>FILE RESEARCH, ARCHIVES, AND RECORDS FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Land Title Search Fees</b>		
Land Title Search	\$15.00 / search	No Change
Land Title Document and Plan Image records	\$20.00 / search	No Change
▪ <b>Legal Agreement Amendment Fees</b> ▪ <b>(for existing legal agreements already registered at Land Title Office)</b>		
For first 3 amendment items	\$600.00	No Change
For more than 3 amendment items	\$1,000.00	No Change
▪ <b>File Research and Image Reproduction Fees</b>		
File Research	\$28.00	\$29.00
Electronic copies	\$2.30 per image	\$2.35 per image
Paper copies (8.5x11 inches or larger)	\$3.80 per page	\$3.90 per page
Paper copies (11x17 inches or larger)	\$8.95 per page	\$9.20 per page

**SCHEDULE B - NOISE OR SOUND ABATEMENT BYLAW 1979**

<b>NOISE VARIANCE PERMIT FEES Section 15(4)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Permit Fee	\$107.00/ each	\$110.00/ each
Renewal Fee	\$53.00 / each	\$55.00 / each

**SCHEDULE C – SOIL DEPOSIT BYLAW 1971**

<b>SOIL DEPOSIT PERMIT FEES Section 4.1</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Application Fee	\$265.50/ each	\$275.00/ each

**SCHEDULE D - SOIL REMOVAL REGULATION BYLAW 1961**

<b>SOIL REMOVAL PERMIT FEES Section 4.1</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Application Fee	\$265.50/ each	\$275.00/ each

**SCHEDULE E – STREET AND TRAFFIC BYLAW 1961**

<b>TRAFFIC CONTROL PERMIT FEES Section 24(2)(a)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Application Fee</b>		
One week duration or less	\$107.00	\$265.00
For each additional week	\$53.00/ week	\$265.00/ week

<b>MINOR WORK PERMIT FEES Section 24(2)(b)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Application Fee</b>		
Valid for one month	\$320.00	\$330.00
<b>▪ Extension Fee</b>		
For each additional month	\$159.50/ month	\$164.00/ month
<b>▪ Annual Renewal Fee</b>		
Up to 5 years	\$320.00/ year	\$330.00/ year
5 years and more	Annual renewal fee plus \$533.00/ year for each monitoring well, test hole, installation, excavation, or work	Annual renewal fee plus \$550.00/ year for each monitoring well, test hole, installation, excavation, or work
<b>▪ Bonding</b>		
Based on value of potentially impacted City infrastructure		

<b>STANDARD STREET WORK PERMIT FEES</b> <b>Section 24(2)(c)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Application Fee</b>	\$639.00, plus \$15.55 /metre greater than 50 metres	\$660.00, plus \$16.00 /metre greater than 50 metres
▪ <b>Pavement Degradation Fee</b>		
Age of Street Pavement (as determined by the Engineer)	Fee per Excavation Size (square or lineal metre, whichever is greater)	
0 – 5 years	\$53.00	\$55.00
6 - 10 years	\$42.60	\$44.00
11 - 15 years	\$32.20	\$33.00
16 – 20 years	\$21.80	\$22.00
21 years or more	\$10.40	\$11.00
▪ <b>Deposits and Fees for Works Completed by City Employees or Contractors</b>	As per current Engineering Operations unit rates	
▪ <b>Bonding</b>	Based on value of potentially impacted City infrastructure	

<b>DEVELOPMENT WORKS ENCROACHMENT PERMIT FEES</b> <b>Section 24(2)(d)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Application Fee</b>		
Hoarding	\$1,065.00	\$1,095.00
Shoring	\$1,065.00	\$1,095.00
▪ <b>Renewal Fee</b>	\$533.00/ permit	\$550.00/ permit
▪ <b>Anchor Rod Retention Fee</b>	\$2,132.00 / anchor rod	\$2,195.00 / anchor rod
▪ <b>Deposits and Fees for Works Completed by City Employees or Contractors</b>	As per current Engineering Operations unit rates	
▪ <b>Bonding</b>		
Anchor Rod	\$2,132.00 / rod	\$2,195.00 / rod
Hoarding - Construction Fencing - Covered Scaffolding - Structured Walkway	\$10,663.50 base plus \$64.50/metre plus \$107.00/metre plus \$320.00 /metre	\$10,985.00 base plus \$66.00/metre plus \$110.00/metre plus \$330.00 /metre
Shoring (shotcrete removal)	\$346.00 - \$1,919.00 / metre, depending on difficulty of removal as determined by Engineering	\$355.00 - \$1,975.00 / metre, depending on difficulty of removal as determined by Engineering

Excavation	\$159.50/ cubic metre	\$164.00/ cubic metre
Other works	Based on value of potentially impacted City infrastructure	

<b>PLACEMENT OF TEMPORARY STORAGE CONTAINER FEES Section 24(2)(e)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Application Fee- Temporary Storage Container Placement	\$100.00/ each	\$103.00/ each
Temporary Storage Container Placement	\$15.00/ day	\$15.50/ day

<b>OVERSIZED COMMERCIAL VEHICLE PERMIT FEES Section 49</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Single Trip Permit	\$32.20/ each	\$33.00/ each
Yearly Permit	\$223.00 / vehicle	\$230.00 / vehicle
Duplicate Permit	\$32.20 / each	\$33.00/ each

## **SCHEDULE F –WATERCOURSE BYLAW 1988**

<b>SEDIMENT CONTROL SYSTEM PERMIT AND INSPECTION FEES Section 9(2)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Sediment Control System Permit:</b>		
Sediment Control System Permit (including 1st and 2nd inspections)	4% of estimated sediment control system construction value	4% of estimated sediment control system construction value
<b>▪ Sediment Control Re-inspection Fee (for 3<sup>rd</sup> and each subsequent re-inspection):</b>		
Where it has been determined by the assigned Engineering Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work re-inspection is required  <i>Re-inspection Fees subject to all applicable taxes</i>		
3rd inspection	\$265.50	\$275.00
4th inspection and thereafter	\$373.00	\$385.00

**SCHEDULE G – SURVEY MONUMENTS**

<b>REMOVAL OR REPLACEMENT OF SURVEY MONUMENTS</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Integrated Survey Area (ISA) Control Monument	\$1,800.00/ each	No Change
Secondary Benchmark	\$3,300.00/ each	No Change
High Precision Network Monument	\$7,500.00/ each	No Change

**SCHEDULE H – PARKING METER AND SIGN REMOVAL AND INSTALLATION FEES**

<b>PARKING METER PLATING &amp; REMOVAL FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Parking Meter Plating	\$71.50/ hour	\$74.00/ hour
Parking Meter Removal/ Reinstallation (no coring required)	\$80.00/ each	\$82.00/ each
Replacement Parking Meter- Single Head	\$700.00/ each	\$720.00/ each
Replacement Parking Meter- Double Head	\$1,400.00/ each	\$1,440.00/ each

<b>PARKING SIGN INSTALLATION FEE</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Sign Installation- Labor & Materials	As per current Engineering Operations unit rates	As per current Engineering Operations unit rates



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## COUNCIL REPORT

**TO:** CHIEF ADMINISTRATIVE OFFICER **DATE:** 2021 September 15

**FROM:** DIRECTOR FINANCE

**FILE:** 5820-20  
Reference: RFQ #73-03/21

**SUBJECT: CONTRACT AWARD  
REGENERATIVE AIR AND VACUUM STREET SWEEPERS**

**PURPOSE:** To obtain Council approval to award a contract for the supply and delivery of four (4) regenerative air and vacuum street sweepers.

---

**RECOMMENDATION:**

1. **THAT** Council approve a contract award to Vimar Equipment Ltd. for a total cost of \$1,496,127.36 including GST and PST in the amount of \$160,299.36 as outlined in this report.

**REPORT**

Three (3) submissions to a Request for Quotation (RFQ), including nine (9) different combinations of chassis/body, were received by the closing time on 2021 May 17. The work of this contract includes the supply and delivery of four (4) regenerative air and vacuum street sweepers. The recommended units will replace four (4) existing units (#1231, 1242, 1183, and 3014) which will be sold on receipt of the replacements.

The recommended bidder, Vimar Equipment Ltd., has provided similar vehicles in the past with a proven track record of performance and reliability to the satisfaction of the City. This recommendation is based on findings of overall quality, features, equipment performance and service. The Director Engineering concurs with the above recommendation.

Funding for these requirements is included in the 2021 – 2025 Financial Plan under WBS elements ENZ.0063 (\$357,400) and ENZ.0070 (\$1,072,100).

Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:GC:ML / ew:dg

Copied to: Director Engineering

## COUNCIL REPORT

Staff have completed the annual review of fees for 2022. **Attachment #1** and **Appendix A** outline the recommended adjustments with the City's projected operating costs, projected property tax rates, and Consumer Price Index (CPI) for 2022 taken into consideration. Using the established

To: Chief Administrative Officer  
 From: Director Planning and Building  
 Re: Review of Fees for 2022 for Planning and Building  
 Permits, Applications and Other Services  
 2021 September 15.....Page 2

fees as a benchmark, generally the Planning and Building Department's fees are proposed to increase by 3.00% to ensure cost recovery and a median fee position relative to other municipalities in the region with similar processes, services, and development conditions. As described in **Attachment #1**, some proposed fees have been adjusted further to more accurately reflect processing costs, while others have been maintained at current rates.

It is recommended that all fees and bylaw text amendments be introduced and considered for First Reading on 2021 September 27. All fees will be implemented following Final Adoption of the Planning and Building Fees Bylaw and related bylaw amendments, with an earliest effective date of 2022 January 01.



for: E.W. Kozak, Director  
 PLANNING AND BUILDING

JL:sa

**Attachments**

cc: Director Engineering  
 Director Finance  
 Director Parks, Recreation and Cultural Services  
 Chief Information Officer  
 Chief Building Inspector  
 City Solicitor  
 City Clerk

## Attachment #1

### Review of Fees for 2022 for Planning and Building Permits, Applications and Other Services

#### 1.0 GENERAL

It is intended that the structure and schedules for Planning and Building Department fees account for the full range of costs (administration, processing, record keeping, responding to enquiries, inspections, etc.) for each type of application, permit, service, or work. This approach recognizes that these costs are commonly incurred, to varying degrees, by a variety of different departments. For example, while the bulk of the administrative costs for processing a rezoning application may be incurred in the Current Planning Division, considerable staff effort is often expended in the Clerk's Office, Legal Department, Engineering Department, Fire Prevention Office, and Building Department, as well as, to some extent, by the RCMP, the Parks, Recreation and Cultural Services Department, Public Safety and Community Services Department (including Licence, Property Management Office and Realty and Lands Division), and the Tax Office. The degree to which other departments may be involved varies considerably with the type of application and from case to case. The overriding consideration in the *Local Government Act*, which governs fees imposed for planning related services, is that the fee must not exceed the estimated average costs of processing, inspection, advertising and administration for the associated service. The approach taken by the City is to recover the estimated average cost of processing across a wide range of application, permit, service and work types.

*Appendix A* outlines the current and proposed schedules of fees in detail.

#### 2.0 PLANNING DEPARTMENT FEES

##### 2.1 *Proposed 2022 Planning Fees (Appendix A, Schedule A to E)*

The proposed Planning Department fees are outlined as follows:

- |  |                |
|--|----------------|
| ▪ Rezoning Application Fees                        | (Schedule A)   |
| ▪ Preliminary Plan Approval (PPA) Application Fees | (Schedule B)   |
| ▪ Subdivision Application Fees                     | (Schedule C)   |
| ▪ Payment-In-Lieu of Parking                       | (Schedule C-1) |
| ▪ Liquor Licence Application Fees                  | (Schedule D)   |
| ▪ Environmental Review (ERC) Application Fees      | (Schedule E)   |

##### 2.2 *General 3.00% Increase*

Staff have reviewed the existing cost recovery structure of the present fee schedule for rezoning, subdivision, development approvals (PPA), strata titling and various other approval services that are provided by the Planning Department. As outlined in *Appendix A*, an increase of 3.00% is generally proposed for Planning Department fees, with the following exceptions:

*Attachment #1*

*Re: Review of Fees for 2022 for Planning and Building  
Permits, Applications and Other Services*

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### **2.3 Rezoning Fees – Public Hearing and Area Plan Notification Sign (Schedule A)**

The following fees associated with rezoning applications remain sufficient to recover processing time and costs; therefore, no change is proposed for 2022:

- **Public Hearing Fees**

In 2016, first and additional public hearing fees were increased from \$500 to \$1,000. It is recommended that this fee remain at its current rate.

- **Area Plan Notification Sign Fees**

As per Council adopted policy and as a condition of rezoning, applicants are assessed \$250 for the required signage for new multiple family residential projects. It is recommended that this fee remain at its current rate.

### **2.4 Preliminary Plan Approval Application Fees – Temporary COVID-19 Pandemic Reopening Measures (Schedule B)**

As part of the first phase of the COVID-19 pandemic reopening measures, an expedited PPA process was established in 2020 for the review of applications for on-site outdoor seating areas, as well as outdoor display and retail sale areas accessory to commercial and industrial establishments. In addition, Schedule B of the Planning and Building Fees Bylaw was amended to waive the required minimum fee for such PPA applications.

In April 2021, Council adopted the extension of the pandemic reopening measures to institutional, recreational, assembly and educational establishment. As such, PPA Application fees were set out to be further amended to waive the minimum fee for PPA applications to permit the accommodation of temporary accessory buildings, structures, and service trailers in such situations. This remains unchanged as the City continues to support businesses, as well as institutional, recreational, assembly and educational establishments during the COVID-19 reopening process.

### **2.5 Subdivision Fees – Development Cost Charges Instalments (Schedule C)**

The processing fees for development cost charges instalments were first introduced in 2016. Under the *Development Cost Charge (Instalments) Regulation of the Local Government Act*, the City permits the charges to be paid in one-third instalments at the applicant's request.

When applicants request this instalment payment method, the instalment processing fee is collected upfront, which is one flat rate of \$3,000 for all three instalments. This fee remains sufficient to recover processing time and costs; therefore, it is recommended that this installment fee remains at its current flat rate and no change is proposed for 2022.

*Attachment #1*

*Re: Review of Fees for 2022 for Planning and Building  
Permits, Applications and Other Services*

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## **2.6 Subdivision Fees – 1% Administration Fee (Schedule C)**

The subdivision administration fee is collected in order to recover the costs associated with processing and reviewing compliance bonds for required works. This fee remains sufficient to recover processing time and costs; therefore, it is recommended that this administration fee, equal to 1% of the estimated compliance bonding, remain at its current rate and no change is proposed for 2022.

## **2.7 Payment-in-Lieu of Parking Fee (Schedule C-1)**

The payment-in-lieu of parking program in Burnaby was first established by Council in 1982. The purpose of this program was to support developments where parking provisions were restricted, and to assist the City in acquiring and developing public parking facilities within the Metrotown area. In 1993, this program was expanded to include non-residential uses in the C8 and C8a Urban Village Commercial Districts on Hastings Street. The purpose of this program was to offset the impact of provincially mandated high occupancy vehicle (HOV) lanes on Hastings Street by providing additional parking opportunities, and to improve viability of commercial developments along Hastings Street through the City's acquisition of properties for public parking facilities within the Burnaby Heights neighbourhood. In May 2018, Council adopted an amendment to the Zoning Bylaw to expand payment-in-lieu of parking to include all commercial uses within Metrotown, as well as the Edmonds, Lougheed, and Brentwood Town Centres.

In May 2021, Council adopted a number of amendments to the Zoning Bylaw in order to further expand this program to all off-street parking spaces, except those that are provided for dwelling units. Under this latest amendments, new Schedule C-1 is being added to the Planning and Building Fees Bylaw to include the "Payment-In-Lieu of Parking" in the amount of \$25,000 per off-street parking space that is not provided, under the amended payment-in-lieu of parking program. Staff will monitor and evaluate if further fee adjustments are required in future fee reviews.

## **2.8 Environmental Review (ERC) Fees – Application Fee (Schedule E)**

The environmental review (ERC) fees were first introduced in 2019 in order to recuperate processing costs and staff time required for the application review.

Currently, a flat rate of \$600 is charged for single- and two-family developments and \$1,200 is charged for other new developments. These fees remain sufficient to recover staff and processing time and costs; therefore, no change is proposed for 2022.

All Planning Department fees have been rounded to the nearest dollar, with the exception of the Preliminary Plan Approval "on construction value" fee and review of preliminary or modified drawings and specifications fee (Schedule B), which has been rounded to the nearest \$0.05.

### **3.0 BUILDING DEPARTMENT FEES**

#### **3.1 Proposed 2022 Building Fees (Appendix A, Schedule F to J)**

The proposed Building Department fees are outlined as follows:

- Building Permit and Inspection Fees (Schedule F)
  - Refund of Fees
  - Damage Deposits and Inspection Fees
- Electrical Permit and Inspection Fees (Schedule G)
- Gas Permit and Inspection Fees (Schedule H)
- Plumbing Permit and Inspection Fees (Schedule I)
- Tree Permit Fees (Schedule J)

#### **3.2 General 3.00% Increase**

A fee increase of 3.00% is proposed for Building Department fees, with the following exceptions:

#### **3.3 Building Permit and Inspection Fees (Schedule F)**

- **Damage Deposit and Inspection Fees**

Public works damage deposit and inspection fees are collected by the City's Engineering Department and the pre- and post-construction inspections of adjacent City property are carried out by Engineering Inspectors. However, damage deposit amounts and related inspection fees are listed in the Building Bylaw as they relate to construction activity associated with building permits. The Engineering Department proposes the following in respect to damage deposits and inspection fees:

- Damage Deposit Fees – Damage deposit fees were significantly increased in 2016 to ensure remediation is completed quickly and appropriately, and due to this previous increase, no change is proposed for 2022.
- Inspection and Reinspection Fees – The Engineering Department performs a minimum of two inspections; pre and post for demolitions and constructions. The current inspection and reinspection fees charged do not adequately reflect the cost of providing these services as it typically only covers the cost of one inspection while the City has to perform a minimum of two inspections. The City has made annual inflationary adjustments in previous years but these adjustments have not closed the gap between the fees collected and the cost of delivering the service. In order to ensure cost recovery and to align our fees to be comparable to other municipalities in the region, the Engineering Department proposes doubling the inspection and reinspection fees because the previous rate only covers the cost of one inspection whereas a minimum of two inspections are required.

*Attachment #1*

*Re: Review of Fees for 2022 for Planning and Building  
Permits, Applications and Other Services*

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Fee increases for the Building Department have been rounded to the nearest \$0.05, with the exception of the per kVA fees for electrical permits, which have not been rounded, and the following fees, which have been rounded to the nearest \$1.00: reinspection fees, minimum non-refundable amounts on Building Permits, Damage Deposits related fees, and Tree Permit fees.

#### **4.0 PLANNING AND BUILDING FILE RESEARCH AND RECORDS FEES**

##### ***4.1 Proposed 2022 File Research, Archives and Records Fees (Appendix A, Schedule K)***

The proposed file research and records fees used by both the Planning and Building departments are outlined as follows:

- Land Title Search
- Legal Agreement Amendment
- Comfort Letter
- Copies of Departmental Records or Drawings

##### ***4.2 General 3.00% Increase***

A fee increase of 3.00% is proposed for the Planning and Building file research and records fees, with the following exceptions:

##### ***4.3 Land Title Search Fees (Schedule K)***

- **Land Title Search & Land Title Document and Plan Image Records**

The Land Title search fee (\$15.00 per search) and Land Title Document and Plan Image records fee (\$20.00 per search) were first introduced in 2015. These fees remain sufficient to recover the cost of land title related searches; therefore, no change is proposed for 2022.

##### ***4.4 Legal Agreement Amendment Fees (Schedule K)***

- **Amendments to existing legal agreements already registered at Land Title Office**

The amendment fees were first introduced in 2019 to cover administrative costs for processing amendments requested by applicants to covenant and/or statutory rights-of-ways documents due to changes to construction.

Currently, a flat rate of \$600 is charged for the first 3 amendment items and \$1,000 for when there are more than 3 amendment items. These fees remain sufficient to recover staff and processing time and costs; therefore, no change is proposed for 2022.

All Planning and Building File Research and Records fees have been rounded to the nearest dollar, with the exception of the electronic and paper copies of Departmental records or drawings, which has been rounded to the nearest \$0.05.

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**SCHEDULE A – REZONING APPLICATION**

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**SCHEDULE D – LIQUOR LICENCE APPLICATION**

**SCHEDULE E – ENVIRONMENTAL REVIEW APPLICATION**

**SCHEDULE F – BUILDING PERMIT AND INSPECTION  
REFUND OF BUILDING PERMIT AND INSPECTION FEES  
DAMAGE DEPOSITS AND INSPECTION**

**SCHEDULE G – ELECTRICAL PERMIT AND INSPECTION**

**SCHEDULE H – GAS PERMIT AND INSPECTION**

**SCHEDULE I – PLUMBING PERMIT AND INSPECTION**

**SCHEDULE J – TREE PERMIT**

**SCHEDULE K - FILE RESEARCH, ARCHIVES AND RECORDS FEES**

## **SCHEDULE A – REZONING APPLICATION**

### **Rezoning Application Fees Burnaby Zoning Bylaw 1965 Section 7.9**

<b>SCHEDULE OF REZONING APPLICATION FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Rezoning Applications:</b>		
(a) CD Rezoning with FAR less than 3.6, and Standard Rezoning		
First 1,700 m <sup>2</sup> (18,299 sq.ft.) of site area or part thereof	\$2,528.00 <i>plus Public Hearing Fee</i>	\$2,604.00 <i>plus Public Hearing Fee</i>
Each additional 100 m <sup>2</sup> (1,076 sq.ft.) of site area or part thereof	\$68.00	\$70.00
(b) Master Plan Rezoning		
First 40,000 m <sup>2</sup> (430,556 sq.ft.) of site area or part thereof	\$223,964.00 <i>plus Public Hearing Fee</i>	\$230,683.00 <i>plus Public Hearing Fee</i>
Each additional 100 m <sup>2</sup> (1,076 sq.ft.) of site area or part thereof	\$419.00	\$432.00
(c) CD Rezoning with FAR greater or equal to 3.6, and Master Plan Amendments		
(FAR means “floor area ratio” as defined in Burnaby Zoning Bylaw, 1965)		
First 8,000 m <sup>2</sup> (86,111 sq.ft.) of site area and 3.6 FAR or part thereof	\$31,354.00 <i>plus Public Hearing Fee</i>	\$32,295.00 <i>plus Public Hearing Fee</i>
Each additional 100 m <sup>2</sup> (1,076 sq.ft.) of site area or part thereof	\$403.00	\$415.00
Each additional 0.1 FAR or part thereof	\$403.00	\$415.00

<b>SCHEDULE OF REZONING APPLICATION FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Administration of Servicing Requirements File:</b>  <i>For a Rezoning or Preliminary Plan Approval application that does not include a Subdivision application; or</i>  <i>For review of Title Summary Reports and/or Applications to Deposit Strata Plan, processing Replacement Agreements or other title documents and preparation of Legal Instructions for Statutory Rights-of-Way, Covenants, Easements, or other similar legal agreements and processes.</i>		
(a) For first 3 servicing items where no Servicing Requirements Applications required	\$1,040.00	\$1,071.00
(b) For Multiple Family “s” District	\$16,348.00	\$16,838.00
(c) For all others	\$10,899.00	\$11,226.00
<b>▪ Public Hearing:</b>		
(a) First Public Hearing	\$1,000.00	No Change
(b) Additional Public Hearing	\$1,000.00	No Change
<b>▪ Area Plan Notification Sign</b>	\$250.00	No Change

## **SCHEDULE B – PRELIMINARY PLAN APPROVAL (PPA) APPLICATION**

### **Preliminary Plan Approval and Development Permit Application Fees Burnaby Zoning Bylaw 1965**

<b>SCHEDULE OF PPA APPLICATION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 7.3(2)(b.1)	<b>▪ Preliminary Plan Approval (PPA) Applications:</b>		
	(a) For signs (per sign application)	\$146.00	\$150.00
	(b) For Comprehensive Sign Plans	\$559.00	\$576.00
	(c) For Integrated Comprehensive Sign Plans for Comprehensive Development rezoning or Master Plan rezoning	\$2,800.00	\$2,884.00
	(d) For all other development:		
	On estimated construction value (per \$1,000)	\$2.70	\$2.80
	Minimum Fee, except Temporary COVID-19 Pandemic Reopening Measures	\$284.00	\$293.00
	(e) For each extension	\$171.00	\$176.00
	(f) Review of Preliminary or Modified Drawings and Specifications  <i>Review Fees subject to all applicable taxes</i>	\$79.35/hour (minimum 0.5 of an hour)	\$81.75/hour (minimum 0.5 of an hour)
Section 6.26 and Schedule VIII (800.4.2)	<b>▪ Temporary COVID-19 Pandemic Reopening Measures</b>	\$0.00	No Change

## **SCHEDULE C – SUBDIVISION APPLICATION**

### **Subdivision Application Fees Burnaby Subdivision Control Bylaw 1971 Section 8**

<b>SCHEDULE OF SUBDIVISION APPLICATION FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Airspace Parcel Subdivision Application:</b>  (FAR means “floor area ratio” as defined in Burnaby Zoning Bylaw, 1965)		
(a) FAR of less than 2.0	\$12,410.00	\$12,782.00
(b) FAR of 2.0 or greater	\$18,613.00	\$19,171.00
<b>▪ Strata Title Subdivision Application:</b>		
(a) two-family and industrial/commercial conversions	\$748.00	\$770.00
(b) each additional industrial/commercial unit	\$43.00	\$44.00
(c) phased strata plan:		
First phase	\$5,202.00	\$5,358.00
Subsequent phases	\$1,040.00	\$1,071.00
Last phase	\$1,040.00	\$1,071.00
Amendment to Form P	\$93.00	\$96.00
<b>▪ Subdivision Application other than Airspace Parcel and Strata Title Subdivision Applications:</b>		
(a) Single-family or two-family Residential District subdivisions	\$5,450.00	\$5,614.00
(b) Multiple Family “s” District subdivisions	\$16,348.00	\$16,838.00
(c) All subdivisions other than SFD/TFD Residential District and Multiple Family “s” District subdivisions but including Multiple Family RM Districts	\$10,899.00	\$11,226.00
<b>▪ Road Closure/Highway Exchange</b>	\$2,547.00	\$2,623.00

## Appendix A

## Proposed 2022 Planning and Building Fees

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<b>SCHEDULE OF SUBDIVISION APPLICATION FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Tentative Approval Extension:</b>		
(a) Single family subdivision	\$288.00	\$297.00
(b) Other subdivisions and servicing for rezoning and PPAs	\$644.00	\$663.00
<b>▪ Personal Preference Address Change</b>		
(No charge when included in application for subdivision)	\$1,040.00	\$1,071.00
<i>Fees subject to all applicable taxes</i>		
<b>▪ Processing Fee for Development Cost Charges Instalments:</b>		
For all 3 instalments	\$3,000.00	No Change
<b>▪ Administration Fees:</b>		
<i>Fees subject to all applicable taxes</i>		
For processing and reviewing compliance bonds for required works (e.g. public walkways and improvements, private roads, tree replacement, landscaping, fencing, public art installations, etc.)	1% of estimated Compliance Bonding	No Change

## **SCHEDULE C-1 – PAYMENT-IN-LIEU OF PARKING**

**Payment-In-Lieu of Parking**  
**Burnaby Zoning Bylaw 1965**  
Section 800.5.1

<b>SCHEDULE OF PAYMENT-IN-LIEU OF PARKING FEE</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
Payment-In-Lieu of Parking	\$25,000 per off-street parking space not provided as required in Schedule VIII (Section 800.4) of Burnaby Zoning Bylaw, 1965	No Change

## **SCHEDULE D – LIQUOR LICENCE APPLICATION**

### **Liquor Licence Application Fees**

#### **Burnaby Liquor Licence Application Fee Bylaw 2001**

##### **Section 2**

<b>SCHEDULE OF LIQUOR LICENCE APPLICATION FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Liquor Licence Applications:</b>		
New licence or location	\$926.00	\$954.00
Amendments to existing liquor licences	\$471.00	\$485.00

## **SCHEDULE E – ENVIRONMENTAL REVIEW (ERC) APPLICATION**

### **Environmental Review Application Fees Burnaby Zoning Bylaw 1965 Section 6.23(3)**

<b>SCHEDULE OF ERC APPLICATION FEES</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Environmental Review (ERC) Applications:</b>		
New developments (other than single- and two-family developments)	\$1,200.00	No Change
Single- and two-family developments	\$600.00	No Change

## **SCHEDULE F – BUILDING PERMIT AND INSPECTION**

### **Building Permit and Inspection Fees Burnaby Building Bylaw 2016**

<b>SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 9(2)(b)	<b>▪ Application for a Building Permit:</b>		
	For all building permit applications	20% of estimated Building Permit Fee, subject to a minimum of \$66.25 and a maximum of \$7,341.15	20% of estimated Building Permit Fee, subject to a minimum of \$68.25 and a maximum of \$7,561.40
Section 14(1)	<b>▪ Building Permit:</b>		
	Value of Construction:		
	\$0 to \$1,000	\$66.25	\$68.25
	\$1,001 to \$20,000	\$66.25 plus \$19.55/\$1,000 or part thereof over \$1,000	\$68.25 plus \$20.15/\$1,000 or part thereof over \$1,000
	\$20,001 to \$200,000	\$437.70 plus \$13.45/\$1,000 or part thereof over \$20,000	\$451.10 plus \$13.85/\$1,000 or part thereof over \$20,000
	\$200,001 and over	\$2,858.70 plus \$11.60/\$1,000 or part thereof over \$200,000	\$2,944.10 plus \$11.95/\$1,000 or part thereof over \$200,000
Section 14(1)	<b>▪ Building Permit for a Demolition:</b>		
	(a) Accessory building (when demolished separately from single- and two-family homes, or when the accessory building is associated with other building types)	\$76.85	\$79.15

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## Proposed 2022 Planning and Building Fees

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<b>SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
	(b) Single-family or two-family home (fee includes accessory buildings, if the accessory buildings are being demolished at the same time)	\$326.05	\$335.85
	(c) Principal buildings and structures other than single- and two-family homes	\$814.95	\$839.40
Section 14(1)	<b>▪ Building Permit for Temporary Building or Structure:</b>		
	Per year from date of issue	\$573.30	\$590.50
Section 14(1)	<b>▪ Application for Forced Air Heating System:</b>		
	Fees based on maximum BTU input of the appliance with a minimum fee based on 50,000 BTU's	\$3.35 per 1,000 BTU's heating appliance input	\$3.45 per 1,000 BTU's heating appliance input
Section 10(1)	<b>▪ Application for Alternative Solutions under the British Columbia Building Code</b>  <i>Fees subject to all applicable taxes</i>		
		\$587.20 for each alternative solution on a development and \$179.75 for each revision	\$604.80 for each alternative solution on a development and \$185.15 for each revision
Section 11(4)	<b>▪ Certificate by Registered Professionals:</b>		
	When a Building Permit is issued reliant upon the certification of a registered professional engineer or architect, the permit fee will be reduced by 2.5% of the fees payable, up to a maximum reduction amount.	2.5% of fees payable (\$500.00 max.)	No Change
Section 14(7)	<b>▪ Review of Preliminary or Modified Drawings and Specifications</b>  <i>Review Fees subject to all applicable taxes</i>		
		\$79.35/hour (minimum 0.5 of an hour)	\$81.75/hour (minimum 0.5 of an hour)
Section 4(6)	<b>▪ Permit Transfer or Assignment Fee:</b>		
	For the transfer or assignment of a building permit or to record a change of contractor for a project	\$124.15	\$127.85

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 19(4)	<b>▪ Permit Extension:</b>		
	1st extension	\$213.25	\$219.65
	2nd extension	\$319.95	\$329.55
	3rd extension	\$426.55	\$439.35
	Each additional extension	\$533.20	\$549.20
Section 14(8)	<b>▪ Reinspection Fee:</b>  Where it has been determined by the Building Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work, reinspection is necessary.  <i>Reinspection Fees subject to all applicable taxes.</i>		
	1st reinspection	\$61.00	\$63.00
	2nd reinspection	\$267.00	\$275.00
	3rd reinspection	\$528.00	\$544.00
	4th reinspection	\$1,055.00	\$1,087.00
	5th reinspection and thereafter	\$1,322.00	\$1,362.00
Section 14(9)	<b>▪ Special Inspections:</b>  <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
Section 14(9)(a)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$572.90 plus \$146.40/hour or part thereof after the first four hrs. Travel time incl.	\$590.10 plus \$150.80/hour or part thereof after the first four hrs. Travel time incl.

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## Proposed 2022 Planning and Building Fees

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SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 14(9)(b)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$266.60 for the first hour or part thereof and \$101.85 for each additional hour or part thereof (\$266.60 minimum)	\$274.60 for the first hour or part thereof and \$104.90 for each additional hour or part thereof (\$274.60 minimum)
Section 14(9)(c)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)
Section 14(9)(d)	(d) Strata title subdivision application inspections	\$226.10	\$232.90
Section 26(1)(a)	(e) For a special safety inspection following an electrical or gas disconnection	\$616.65	\$635.15
Section 14(10)	<b>▪ Occupant Load:</b>  <i>Fee subject to all applicable taxes</i>		
	For confirming occupant load for liquor licence related purposes	\$217.95	\$224.50

## Refund of Building Permit and Inspection Fees Burnaby Building Bylaw 2016

SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)		Current (2021)	Proposed (2022)
Section 14(5) & (6)	<p>▪ <b>Building Permit Application Fee Refund where plan checking has not commenced:</b></p> <p><i>There will be no refund of any portion of the application fee once the plan checking has been started.</i></p>		
	(a) For single- or two-family dwellings, including renovations, additions and accessory buildings	70% of Application Fee subject to a minimum non-refundable amount of \$167.00	70% of Application Fee subject to a minimum non-refundable amount of \$172.00
	(b) For all other applications	70% of Application Fee subject to a minimum non-refundable amount of \$167.00	70% of Application Fee subject to a minimum non-refundable amount of \$172.00
Section 14(6)	<p>▪ <b>Building Permit Fee Refund where construction has not commenced, no inspection has been made and a permit has not been extended or expired</b></p>	Refund equals 90% of the difference between the Building Permit Fee and the Building Permit Application Fee subject to a minimum non-refundable amount of \$336.00	Refund equals 90% of the difference between the Building Permit Fee and the Building Permit Application Fee subject to a minimum non-refundable amount of \$346.00

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## Proposed 2022 Planning and Building Fees

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SCHEDULE OF BUILDING PERMIT AND INSPECTION FEES (REFUND OF FEES)		Current (2021)	Proposed (2022)
Section 14(6)	<ul style="list-style-type: none"> <li>▪ For any permit or special inspection where no Application Fee is charged. Refund will be made only where work has not commenced, no inspection has been made and a permit has not been extended</li> </ul>	70% of the Permit Fee subject to a minimum non-refundable amount of \$336.00	70% of the Permit Fee subject to a minimum non-refundable amount of \$346.00

### Damage Deposits and Inspection Fees Burnaby Building Bylaw 2016

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 16(2)(d)	<b>▪ Damage Deposit:</b>  <i>No interest is payable on damage deposits paid to or held by the City</i>		
	(a) Single- or Two-Family Dwelling Construction	\$4,000.00	No Change
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$3,000.00	No Change
	(c) Construction other than Single- or Two-Family Dwelling	\$10,000.00 for 15 m frontage and \$60.00/m of frontage thereafter	No Change
	(d) Demolition other than Single- or Two-Family Dwelling	\$10,000.00 for 15 m frontage and \$60.00/m of frontage thereafter	No Change
	(e) Swimming Pool Installation	\$3,000.00	No Change
	(f) Construction of Carport or Garage	\$2,000.00	No Change
Section 16(2)(e)	<b>▪ Inspection Fee:</b>		
	(a) Single- or Two-Family Dwelling Construction	\$98.00	\$200.00
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$98.00	\$200.00
	(c) Construction other than Single- or Two-Family Dwelling	\$200.00	\$400.00
	(d) Demolition other than Single- or Two-Family Dwelling	\$131.00	\$270.00
	(e) Swimming Pool Installation	\$98.00	\$200.00

SCHEDULE OF DAMAGE DEPOSITS AND INSPECTION FEES		Current (2021)	Proposed (2022)
	(f) Construction of Carport or Garage	\$98.00	\$200.00
Section 16(2)(e)	<p>▪ <b>Reinspection Fee (for 3rd and each subsequent reinspection):</b></p> <p>Where it has been determined by the assigned Engineering Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required</p> <p><i>Reinspection Fees subject to all applicable taxes</i></p>		
	(a) Single- or Two-Family Dwelling Construction	\$98.00	\$200.00
	(b) Single- or Two-Family Dwelling Addition or Demolition	\$98.00	\$200.00
	(c) Construction other than Single- or Two-Family Dwelling	\$200.00	\$400.00
	(d) Demolition other than Single- or Two-Family Dwelling	\$131.00	\$270.00
	(e) Swimming Pool Installation	\$98.00	\$200.00
	(f) Construction of Carport or Garage	\$98.00	\$200.00

## **SCHEDULE G – ELECTRICAL PERMIT AND INSPECTION**

### **Electrical Permit and Inspection Fees Burnaby Electrical Bylaw 1974**

<b>SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 22(1)(a)	<b>▪ Electrical Installations for New Single- and Two-Family Dwellings:</b>		
	(a) Electrical system for a dwelling including service connection and Temporary Current Permit	18% of Building Permit Fee	No Change
	(b) Security system, data, cable, TV, vacuum, intercom, sound system and telephone	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$250.00 job value)	No Change
Section 22(1)(a)	<b>▪ Electrical Installations Other Than New Single- and Two-Family Dwellings:</b>  Fee based on value of electrical installation including materials and labour  <i>Plus Temporary Current Permit where applicable</i>		
	Value of Electrical Installation (as approved by Electrical Inspector):		
	\$100 or less	\$49.10	\$50.55
	\$100.01 - \$250	\$65.35	\$67.30
	\$250.01 - \$350	\$81.45	\$83.90
	\$350.01 - \$500	\$97.90	\$100.85
	\$500.01 - \$700	\$122.10	\$125.75

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<b>SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
	\$700.01 - \$1,000	\$147.25	\$151.65
	\$1,000.01 - \$10,000	\$147.25 plus \$60.45/\$1,000 or part thereof over \$1,000	\$151.65 plus \$62.25/\$1,000 or part thereof over \$1,000
	\$10,000.01 - \$50,000	\$691.30 plus \$32.80/\$1,000 or part thereof over \$10,000	\$711.90 plus \$33.80/\$1,000 or part thereof over \$10,000
	\$50,000.01 - \$100,000	\$2,003.30 plus \$19.45/\$1,000 or part thereof over \$50,000	\$2,063.90 plus \$20.05/\$1,000 or part thereof over \$50,000
	\$100,000.01 - \$500,000	\$2,975.80 plus \$13.00/\$1,000 or part thereof over \$100,000	\$3,066.40 plus \$13.40/\$1,000 or part thereof over \$100,000
	\$500,000.01 - \$1,500,000	\$8,175.80 plus \$11.00/\$1,000 or part thereof over \$500,000	\$8,426.40 plus \$11.35/\$1,000 or part thereof over \$500,000
	\$1,500,000.01 and over	\$19,175.80 plus \$3.50/\$1,000 or part thereof over \$1,500,000	\$19,776.40 plus \$3.60/\$1,000 or part thereof over \$1,500,000
Section 22(1)(a)	▪ <b>Temporary Saw Service</b>	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$97.90)	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$100.85)

<b>SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 22(1)(a)	<b>▪ Permit Fee to Record Work Done Without Permit and Inspection</b>  Where electrical work has been carried out without a permit and a permit is accepted to approve and inspect the work after the fact, the fee shall be calculated under Electrical Installations based on the value of the electrical installation as estimated by the Chief Building Inspector at the time of application for the electrical permit	Minimum \$147.25	Minimum \$151.65
Section 22(1)(a)	<b>▪ Temporary Current Permit</b> (not required for one- or two-family dwelling)	\$194.90	\$200.75
Section 22(1)(a)	<b>▪ Operating Permit for One Commercial or Industrial Plant or Establishment:</b>		
	(a) Annual fee based on service capacity	\$0.39 per kVA Minimum 600 kVA (\$234.00) Maximum 8700 kVA (\$3,393.00)	\$0.40 per kVA Minimum 600 kVA (\$240.00) Maximum 8700 kVA (\$3,480.00)
	(b) For each additional permit	\$234.00	\$240.00
Section 22(1)(a)	<b>▪ Operating Permit for Special Event or Film Project:</b>		
	(a) One location, one project (includes filming in studio):		
	0 to 30 days	\$159.10	\$163.85
	0 to 60 days	\$280.85	\$289.30
	0 to 90 days	\$326.05	\$335.85
	0 to 180 days	\$437.55	\$450.70
	0 to 365 days	\$796.00	\$819.90
	(b) Multi locations, one project Permit valid for maximum 365 days:		
	<i>Rates based on maximum 4 locations</i>		

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
	0 to 30 days	\$122.60 per location (maximum \$490.40)	\$126.30 per location (maximum \$505.20)
	0 to 60 days	\$162.90 per location (maximum \$651.60)	\$167.80 per location (maximum \$671.20)
	0 to 90 days	\$207.35 per location (maximum \$829.40)	\$213.55 per location (maximum \$854.20)
	0 to 180 days	\$234.00 per location (maximum \$936.00)	\$241.00 per location (maximum \$964.00)
	0 to 365 days (annual permit)	\$2,032.30, any number of locations	\$2,093.25, any number of locations
	(c) Annual permit fee for film studio for repair and maintenance only	\$0.50 per kVA Minimum 640 kVA (\$320.00) Maximum 6700 kVA (\$3,350.00)	\$0.52 per kVA Minimum 640 kVA (\$332.80) Maximum 6700 kVA (\$3,484.00)
Section 22(1)(a)	▪ <b>Signs:</b>		
	(a) Neon:		
	For first transformer	\$108.60	\$111.85
	Each for the next two transformers	\$71.95	\$74.10
	Each for the next two transformers	\$50.85	\$52.40
	For each remaining transformer	\$36.70	\$37.80
	(b) Fluorescent or light – emitting diode (LED):		

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## Proposed 2022 Planning and Building Fees

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<b>SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
	For first 15 AMP branch circuit or equivalent	\$108.60	\$111.85
	Each for the next two 15 AMP branch circuit or equivalent	\$71.95	\$74.10
	Each for the next two 15 AMP branch circuit or equivalent	\$50.85	\$52.40
	For each remaining 15 AMP branch circuit or equivalent	\$36.70	\$37.80
	(c) Other signs requiring electrical installation:	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$122.10)	Fees shall be charged under Electrical Installations Other Than New One- and Two-Family Detached Dwellings. (Minimum \$125.75)
Section 22(3)(a)	<b>▪ Review of Preliminary or Modified Drawings and Specifications</b>  <i>Review Fees subject to all applicable taxes</i>	\$79.35/hour (minimum 0.5 of an hour)	\$81.75/hour (minimum 0.5 of an hour)
Section 22(3)(b)	<b>▪ Permit Transfer or Assignment Fee</b>  For the transfer or assignment of an electrical permit and to record a change of contractor for a project	\$124.15	\$127.85
Section 22(3)(c)	<b>▪ Permit Extension</b>	\$124.15	\$127.85

SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 22(3)(d)	<p>▪ <b>Reinspection Fee:</b></p> <p>Where it has been determined by the Electrical Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required</p> <p><i>Reinspection Fees subject to all applicable taxes</i></p>		
	1st reinspection	\$61.00	\$63.00
	2nd reinspection	\$267.00	\$275.00
	3rd reinspection	\$528.00	\$544.00
	4th reinspection	\$1,055.00	\$1,087.00
	5th reinspection and thereafter	\$1,322.00	\$1,362.00
Section 22(3)(e)	<p>▪ <b>Special Inspections:</b></p> <p><i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i></p>		
Section 22(3)(e)(i)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$572.90 plus \$146.40/hour or part thereof after the first four hrs. Travel time incl.	\$590.10 plus \$150.80/hour or part thereof after the first four hrs. Travel time incl.
Section 22(3)(e)(ii)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)

<b>SCHEDULE OF ELECTRICAL PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 22(3)(e)(iii)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)
Section 22(3)(e)(iv)	(d) Strata title subdivision application inspections	\$226.10	\$232.90
Section 22(4)	▪ <b>Permit Fee Refund</b>	90% of the fee paid subject to a minimum non-refundable amount of \$167.00.	90% of the fee paid subject to a minimum non-refundable amount of \$172.00.

## **SCHEDULE H – GAS PERMIT AND INSPECTION**

### **Gas Permit and Inspection Fees Burnaby Gas Bylaw 1978**

<b>SCHEDULE OF GAS PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 10(1)	<b>▪ Gas Installations in Single- and Two-Family Dwellings:</b>		
	(a) For each appliance:		
	For first appliance	\$59.95	\$61.75
	For each additional appliance	\$32.70	\$33.70
	(b) For each vent installation:		
	For first vent	\$59.95	\$61.75
	For each additional vent	\$32.70	\$33.70
	(c) House Piping only - no appliance installed:		
	For the first 30 m of piping or portion thereof	\$56.45	\$58.15
	For each additional 30 m of piping or portion thereof	\$32.50	\$33.50
Section 10(1)	<b>▪ Gas Installations in Commercial, Industrial, Institutional or Multi-family:</b>		
	(a) For each appliance with input of:		
	(i) 30 kW (102,000 BTU/Hr) or less		
	For first appliance	\$58.70	\$60.45
	For each additional appliance	\$48.35	\$49.80
	(ii) 31 to 120 kW (103,000 to 409,000 BTU/Hr)	\$99.00	\$101.95
	(b) For piping only:		
	First 30 m or less	\$57.70	\$59.45
	Each additional 30 m or part thereof	\$41.00	\$42.25
	(c) For each vent installation (no appliance)	\$57.70	\$59.45
	(d) Laboratory equipment:		
	For each 200,000 BTU's or part thereof in a room	\$82.25	\$84.70

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## Proposed 2022 Planning and Building Fees

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SCHEDULE OF GAS PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 10(3)(a)	<b>▪ Review of Preliminary or Modified Drawings and Specifications</b>  <i>Review Fees subject to all applicable taxes</i>	\$79.35/hour (minimum 0.5 of an hour)	\$81.75/hour (minimum 0.5 of an hour)
Section 10(3)(b)	<b>▪ Permit Transfer or Assignment Fee</b>  For the transfer or assignment of a gas permit and to record a change of contractor for a project	\$124.15	\$127.85
Section 10(3)(c)	<b>▪ Permit Extension</b>	\$124.15	\$127.85
Section 10(3)(d)	<b>▪ Reinspection Fee:</b>  Where it has been determined by the Gas Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required  <i>Reinspection Fees subject to all applicable taxes</i>		
	1st reinspection	\$61.00	\$63.00
	2nd reinspection	\$267.00	\$275.00
	3rd reinspection	\$528.00	\$544.00
	4th reinspection	\$1,055.00	\$1,087.00
	5th reinspection and thereafter	\$1,322.00	\$1,362.00
Section 10(3)(e)	<b>▪ Special Inspections:</b>  <i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i>		
Section 10(3)(e)(i)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$572.90 plus \$146.40/hour or part thereof after the first four hrs. Travel time incl.	\$590.10 plus \$150.80/hour or part thereof after the first four hrs. Travel time incl.

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<b>SCHEDULE OF GAS PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 10(3)(e)(ii)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)
Section 10(3)(e)(iii)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)
Section 10(3)(e)(iv)	(d) Strata title subdivision application inspections	\$226.10	\$232.90
Section 10(4)	▪ <b>Permit Fee Refund</b>	90% of the fee paid subject to a minimum non-refundable amount of \$167.00.	90% of the fee paid subject to a minimum non-refundable amount of \$172.00.

## **SCHEDULE I – PLUMBING PERMIT AND INSPECTION**

### **Plumbing Permit and Inspection Fees Burnaby Plumbing Bylaw 2000**

<b>SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES</b>		<b>Current (2021)</b>	<b>Proposed (2022)</b>
Section 8(3)	<p>▪ <b>Plumbing Fixtures:</b></p> <p>For the rough-in and completion of each plumbing fixture</p> <p>(Fixtures shall include but not be limited to the following: roof drain, floor drain, dishwasher, clothes washer, water heater, water meter or backflow protection device under 4 inches in size with test ports.)</p>		
	(a) For new single- and two-family dwellings		
	For complete plumbing installations with fixtures	18% of Building Permit Fee	No Change
	(b) For other than new single- and two-family dwellings		
	For complete plumbing installations with fixtures	\$59.95 for the first fixture and \$32.70 for each additional fixture	\$61.75 for the first fixture and \$33.70 for each additional fixture
	(c) For all building types		
	For each backflow protection device less than 4 inches in size	\$59.95 for the first fixture and \$32.70 for each additional fixture	\$61.75 for the first fixture and \$33.70 for each additional fixture
	For each backflow protection device 4 inches or greater in size	\$162.95	\$167.85
	For the removal of each fixture and the capping off of piping	\$59.95 for the first fixture removed and \$14.90 for each additional fixture removed	\$61.75 for the first fixture removed and \$15.35 for each additional fixture removed

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## Proposed 2022 Planning and Building Fees

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SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 8(3)	<b>▪ Replacement of Building Water Pipe:</b>  For the removal and replacement of existing pipe		
	(a) in multi-family residential buildings, hotels and motels (each unit)	\$29.05	\$29.90
	(b) in all other buildings:		
	For the first 30 m of piping or portion thereof	\$97.95	\$100.90
	For each additional 30 m of piping or portion thereof	\$57.05	\$58.75
Section 8(3)	<b>▪ Interceptors</b>  For the installation of a catch basin, sump, oil interceptor, manhole or trench drain		
		\$41.00 per unit	\$42.25 per unit
Section 8(3)	<b>▪ Other Piping:</b>  For the installation or alteration of site piping (storm, sani, domestic water), rainwater leader, domestic water piping or any other plumbing pipe or where no fixtures are involved		
	For the first 30 m of piping or portion thereof	\$56.40	\$58.10
	For each additional 30 m of piping or portion thereof	\$32.50	\$33.50
Section 8(3)	<b>▪ Site Fire Protection:</b>  For the installation of underground fireline or hydrants		
	Each 30 m or portion thereof	\$41.00	\$42.25
	Each fire hydrant	\$32.65	\$33.65
Section 8(3)	<b>▪ Hydronic Heating Permits:</b>		

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
	Fees based on maximum BTU input of the appliance with a minimum fee of 50,000 BTU's	\$3.35 per 1,000 BTU's heating appliance input	\$3.45 per 1,000 BTU's heating appliance input
Section 8(3)	<b>▪ Building Fire Protection Permits:</b>  For the installation or relocation of the following:		
	First sprinkler head	\$84.75	\$87.30
	Each additional sprinkler head	\$2.85	\$2.95
	Each fire pump test header	\$41.00	\$42.25
	First siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe	\$41.00	\$42.25
	Each additional siamese connection, hose cabinet, hose outlet, wet/dry outlet or standpipe  <i>(Note: the second and subsequent fixtures do not have to be the same as the first fixture to qualify for the discount)</i>	\$27.30	\$28.10
	For the installation or alteration of any above ground fire suppression piping where no fixtures are involved:		
	Each 30 m or portion thereof	\$41.00	\$42.25
Section 8(22)(a)	<b>▪ Review of Preliminary or Modified Drawings and Specifications</b>  <i>Review Fees subject to all applicable taxes</i>	\$79.35/hour (minimum 0.5 of an hour)	\$81.75/hour (minimum 0.5 of an hour)
Section 8(14)	<b>▪ Permit Transfer or Assignment Fee</b>  For the transfer or assignment of a plumbing permit and to record a change of contractor for a project	\$124.15	\$127.85
Section 8(17)	<b>▪ Permit Extension</b>	\$124.15	\$127.85

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 8(22)(b)	<p>▪ <b>Reinspection Fee:</b></p> <p>Where it has been determined by the Plumbing Inspector that due to non-compliance with the provisions of this Bylaw or incomplete work reinspection is required</p> <p><i>Reinspection Fees subject to all applicable taxes</i></p>		
	1st reinspection	\$61.00	\$63.00
	2nd reinspection	\$267.00	\$275.00
	3rd reinspection	\$528.00	\$544.00
	4th reinspection	\$1,055.00	\$1,087.00
	5th reinspection and thereafter	\$1,322.00	\$1,362.00
Section 8(22)(c)	<p>▪ <b>Special Inspections:</b></p> <p><i>Special Inspection Fees subject to all applicable taxes and must be approved by the Chief Building Inspector.</i></p>		
Section 8(22)(c)(i)	(a) For an inspection outside the hours during which the offices of the City Hall are normally open	\$572.90 plus \$146.40/hour or part thereof after the first four hrs. Travel time incl.	\$590.10 plus \$150.80/hour or part thereof after the first four hrs. Travel time incl.
Section 8(22)(c)(ii)	(b) For a voluntary inspection (including Provisional Occupancy) requested by the owner, occupant, or contractor during City normal business hours to establish the condition of a building or structure	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)
Section 8(22)(c)(iii)	(c) For an inspection that requires special arrangements because of length of time, frequency of inspection visits, location outside the City limits, construction techniques or otherwise	\$101.85/hour or part thereof (\$101.85 minimum)	\$104.90/hour or part thereof (\$104.90 minimum)

SCHEDULE OF PLUMBING PERMIT AND INSPECTION FEES		Current (2021)	Proposed (2022)
Section 8(22)(c)(iv)	(d) Strata title subdivision application inspections	\$226.10	\$232.90
Section 8(20)	▪ <b>Permit Fee Refund</b>	90% of the fee paid subject to a minimum non-refundable amount of \$167.00.	90% of the fee paid subject to a minimum non-refundable amount of \$172.00.

## **SCHEDULE J – TREE PERMIT**

### **Tree Permit Fees**

#### **Burnaby Tree Bylaw 1996**

#### **Section 5(1)(a)**

<b>SCHEDULE OF TREE PERMIT FEES</b>	<b>Tree Cutting Fee (based on protected trees removed)</b>		<b>Maximum Fee</b>	
	<b>Current (2021)</b>	<b>Proposed (2022)</b>	<b>Current (2021)</b>	<b>Proposed (2022)</b>
<b>▪ Tree Permit Fees:</b>				
<b>A. No Development Application:</b>				
(i) residential lot	\$83.00 per tree	\$85.00 per tree	\$588.00	\$606.00
(ii) site other than residential lot	\$83.00 per tree	\$85.00 per tree	\$588.00	\$606.00
<b>B. Development Application Pending:</b>				
(i) residential lot	\$177.00 per tree	\$182.00 per tree	\$1,176.00	\$1,211.00
<b>(ii) site other than residential lot:</b>				
(a) site area up to 1,000 m <sup>2</sup> (10,764 sq.ft.)	\$705.00 base fee plus \$177.00 per tree	\$726.00 base fee plus \$182.00 per tree	\$1,176.00	\$1,211.00
(b) site area greater than 1,000 m <sup>2</sup> (10,764 sq.ft.) or equal to 5,000 m <sup>2</sup> (53,820 sq.ft.)	\$1,411.00 base fee plus \$177.00 per tree	\$1,453.00 base fee plus \$182.00 per tree	\$5,877.00	\$6,053.00
(c) site area greater than 5,000 m <sup>2</sup> (53,820 sq.ft.) or equal to 10,000 m <sup>2</sup> (107,640 sq.ft.)	\$2,116.00 base fee plus \$177.00 per tree	\$2,179.00 base fee plus \$182.00 per tree	\$5,877.00	\$6,053.00
(d) site area greater than 10,000 m <sup>2</sup> (107,640 sq.ft.) or equal to 20,000 m <sup>2</sup> (215,280 sq.ft.)	\$2,821.00 base fee plus \$177.00 per tree	\$2,906.00 base fee plus \$182.00 per tree	\$11,754.00	\$12,107.00

## Appendix A

## Proposed 2022 Planning and Building Fees

2021 September 14..... Page 34

SCHEDULE OF TREE PERMIT FEES		Tree Cutting Fee (based on protected trees removed)		Maximum Fee	
		Current (2021)	Proposed (2022)	Current (2021)	Proposed (2022)
(e) site area greater than 20,000 m <sup>2</sup> (215,280 sq.ft.)		\$3,527.00 base fee plus \$177.00 per tree	\$3,633.00 base fee plus \$182.00 per tree	\$11,754.00	\$12,107.00
			Current (2021)	Proposed (2022)	
Section 7(a)(i)	▪ Minimum Security for Tree Replacement		\$941.00	\$969.00	
Section 13(5)	▪ Payment to Civic Tree Reserve Fund		\$588.00 per tree	\$606.00 per tree	

## **SCHEDULE K – FILE RESEARCH, ARCHIVES AND RECORDS FEES**

### **Land Title Search Fees:**

	<b>Current (2021)</b>	<b>Proposed (2022)</b>
(a) Land Title search	\$15.00 per search	No Change
(b) Land Title Document and Plan Image records	\$20.00 per search	No Change

### **Legal Agreement Amendment Fees:**

	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Amendments to existing legal agreements already registered at Land Title Office:</b>		
(a) For first 3 amendment items	\$600.00	No Change
(b) For more than 3 amendment items	\$1,000.00	No Change

### **File Research & Image Reproduction Fees:**

	<b>Current (2021)</b>	<b>Proposed (2022)</b>
▪ <b>Comfort Letter:</b>		
Including all enquiry letters relating to subdivision, road closure, etc.		
<i>Fees subject to all applicable taxes</i>		
(a) Single-family or two-family dwelling	\$125.00	\$129.00
(b) All other buildings	\$186.00 per legal address	\$192.00 per legal address
▪ <b>Copies of Departmental Records or Drawings</b>		
<i>Fees subject to all applicable taxes</i>		
(a) File Research	\$28.00	\$29.00
(b) Electronic copies	\$2.30 per image	\$2.35 per image

*Appendix A*  
*Proposed 2022 Planning and Building Fees*  
*2021 September 14..... Page 36*

(c) Paper copies (size 8.5x11 inches)	\$3.80 per page	\$3.90 per page
(d) Paper copies (size 11x7 inches or larger)	\$8.95 per page	\$9.20 per page



Item .....
Meeting ..... 2021 September 20

## COUNCIL REPORT

**TO:** CHIEF ADMINISTRATIVE OFFICER      **DATE:** 2021 September 7

**FROM:** DIRECTOR PLANNING AND BUILDING      **FILE:** 49000 08  
*Reference: Bldg. Tab Rpt*

**SUBJECT: BUILDING PERMIT TABULATION REPORT NO. 8  
 FROM 2021 AUGUST 1 – 2021 AUGUST 31**

**PURPOSE:** To provide Council with information on construction activity as reflected by the building permits that have been issued for the subject periods.

**RECOMMENDATION:**

1. **THAT** this report be received for information purposes.

**REPORT**

*Attached* is Report No. 8 of the Building Permit Tabulation for the period **FROM 2021 AUGUST 1 TO 2021 AUGUST 31**

This is for the information of Council.

*E. W. Kozak*  
 For: E.W. Kozak, Director  
 PLANNING AND BUILDING

*PS* PS:pm  
*Attachment*

cc: Director Finance  
 Financial Planning



Report #	8
From	2021 August 01
To	2021 August 31

## Building Permit Tabulation Report

This Period	Total Permits			New Buildings			Alterations or Repairs		
	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period
single family	35	\$20,705,000	16.23%	25	\$19,420,000	15.22%	10	\$1,285,000	1.01%
two family	5	\$2,220,700	1.74%	4	\$2,214,700	1.74%	1	\$6,000	0.00%
multi family	15	\$78,080,959	61.21%	3	\$77,345,553	60.63%	12	\$735,406	0.58%
commercial	37	\$23,830,443	18.68%	0	\$0	0.00%	37	\$23,830,443	18.68%
industrial	17	\$2,724,897	2.14%	1	\$1,700,000	1.33%	16	\$1,024,897	0.80%
public	0	\$0	0.00%	0	\$0	0.00%	0	\$0	0.00%
<b>Period Total</b>	<b>109</b>	<b>\$127,561,999</b>	<b>100%</b>	<b>33</b>	<b>\$100,680,253</b>	<b>78.93%</b>	<b>76</b>	<b>\$26,881,745</b>	<b>21.07%</b>

Year to Date	Total Permits			New Buildings			Alterations or Repairs		
	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period	No. of Permits	value	% of total this period
single family	210	\$97,683,815	21.00%	129	\$90,288,550	19.41%	81	\$7,395,265	1.59%
two family	18	\$8,693,350	1.87%	14	\$8,509,350	1.83%	4	\$184,000	0.04%
multi family	91	\$148,849,384	31.99%	15	\$142,049,918	30.53%	76	\$6,799,465	1.46%
commercial	253	\$137,346,190	29.52%	3	\$52,437,914	11.27%	250	\$84,908,276	18.25%
industrial	101	\$72,579,597	15.60%	4	\$16,974,212	3.65%	97	\$55,605,386	11.95%
public	2	\$77,750	0.02%	1	\$72,750	0.02%	1	\$5,000	0.00%
<b>Period Total</b>	<b>675</b>	<b>\$465,230,086</b>	<b>100%</b>	<b>166</b>	<b>\$310,332,694</b>	<b>66.71%</b>	<b>509</b>	<b>\$154,897,392</b>	<b>33.29%</b>

Previous Construction Totals (Year to Date)			Other Permits			New Dwelling Units		
	No. of Permits	Value		This period	YTD		This period	YTD
2020	675	\$870,275,784	Electrical	234	1,948	SFD	25	129
2019	741	\$833,582,869	Plumbing	97	716	Duplex	8	28
2018	1074	\$1,055,652,906	Gas	104	1,083	Coop 1-4 storey	0	0
			Heating	16	121	Coop 4+ storey	0	0
			Sprinkler	14	133	Rental 1-4 storey	0	25
						Rental 4+ storey	0	0
						Strata 1-4 storey	124	132
						Strata 4+ storey	229	603
			<b>Total</b>	<b>465</b>	<b>4001</b>	<b>Total</b>	<b>386</b>	<b>917</b>

Previous Construction Totals (Year End)		
2020	1007	\$1,445,706,186
2019	1116	\$1,222,368,821
2018	1520	\$1,693,103,769
2017	1649	\$1,051,685,049
2016	1799	\$819,492,990

Chief Building Inspector:

Date: September 07, 2021

**CITY OF BURNABY****BYLAW NO. 14370**

A BYLAW authorizing the expenditure of monies in the  
Capital Works, Machinery and Equipment  
Reserve Fund

WHEREAS there is an unappropriated balance in the Capital Works Financing Fund of Capital Works, Machinery and Equipment Reserve Fund (hereinafter called "the said Reserve Fund") established pursuant to Bylaw No. 7256 of \$26,421,092.97 at the 15th day of August 2021, calculated as follows:

Balance in Fund at January 1, 2021		\$61,811,794.67
Add: Additions to the fund including interest earned to date		<u>\$52,893,794.16</u>
		\$114,705,588.83
Less: Appropriated by expenditure bylaws for 2020 (No. 32 & 34), less GST	\$1,315,518.80	
Appropriated by expenditure bylaws for 2021 (No's 1-26), less GST	\$84,518,824.00	
Appropriations for Other Projects less GST	\$2,450,153.06	
		<u>(\$88,284,495.86)</u>
Uncommitted balance		\$ 26,421,092.97

AND WHEREAS it is deemed desirable to expend \$76,000 to finance the 2021 September Engineering Capital Infrastructure – Relining Project Funding Request (hereinafter called the "said works");

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY CAPITAL WORKS, MACHINERY AND EQUIPMENT RESERVE FUND EXPENDITURE BYLAW NO. 27, 2021.**
2. The sum of \$76,000 is hereby appropriated from the said Reserve Fund to be expended for the said works.
3. Should any of the said sum of \$76,000 remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the said Reserve Fund.

Read a first time this	day of	2021
Read a second time this	day of	2021
Read a third time this	day of	2021
Reconsidered and adopted by Council this	day of	2021

MAYOR

CLERK

**CITY OF BURNABY****BYLAW NO. 14371****A BYLAW amending the Burnaby Community  
Heritage Commission Bylaw**

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY COMMUNITY HERITAGE COMMISSION BYLAW, AMENDMENT BYLAW NO. 1, 2021.**
2. Burnaby Community Heritage Commission Bylaw, as amended, is further amended by repealing Section 5(1) in its entirety and replacing it with the following:

“5. (1) The Commission shall be appointed by Council at any regular meeting and shall consist of up to nine (9) members as follows:

  - (a) up to three members of Council;
  - (b) one member of the Burnaby Parks, Recreation and Culture Commission;
  - (c) one member from the community at large;
  - (d) up to three members from the community with a background in history, architecture, landscape architecture, archival studies, building conservation and restoration, or a related field; and
  - (e) one member from the local business community.”

Read a first time this       day of       2021

Read a second time this    day of       2021

Read a third time this      day of       2021

Reconsidered and adopted this    day of       2021

MAYOR

CLERK

**CITY OF BURNABY****BYLAW NO. 14364**

A BYLAW to amend Bylaw No. 4742, being Burnaby Zoning Bylaw 1965, as amended by Bylaw Nos. 9907, 13800, 13980, and 14078 being Burnaby Zoning Bylaw 1965, Amendment Bylaw Nos. 30, 1993, 33, 2017, 01, 2019 and 32, 2019

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 1996;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 19, 2021.**

2. Bylaw No. 4742, as amended by Bylaw Nos. 9907, 13800, 13980, and 14078, is further amended as follows:

(a) The Map (hereinafter called "Map 'A'"), attached to and forming an integral part of Bylaw No. 4742, being "Burnaby Zoning Bylaw 1965", and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called "Map 'B'"), marginally numbered REZ. 4376, annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map 'B'; and the various boundaries and districts shown upon said Map 'B' respectively are an amendment of and in addition to the respective districts, designated and marked on said Map 'A' insofar as the same are changed, modified or varied

Bylaw No. 14364  
Page 2

thereby, and the said Map ‘A’ shall be deemed to be and is hereby declared to be amended accordingly and the said Map ‘B’ is hereby declared to be and shall form an integral part of said Map ‘A’, as if originally incorporated therein and shall be interpreted accordingly.

(b) The Comprehensive Development Plans, more particularly described in Bylaw Nos. 9907, 13800, 13980, and 14078, are amended as may be necessary by the development plan entitled “9702 and 9788 Glenlyon Parkway” prepared by AECOM and on file in the office of the Director Planning and Building; and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plans as amended.

Read a first time this	day of	, 2021
Read a second time this	day of	, 2021
Read a third time this	day of	, 2021
Reconsidered and adopted by Council this	day of	, 2021

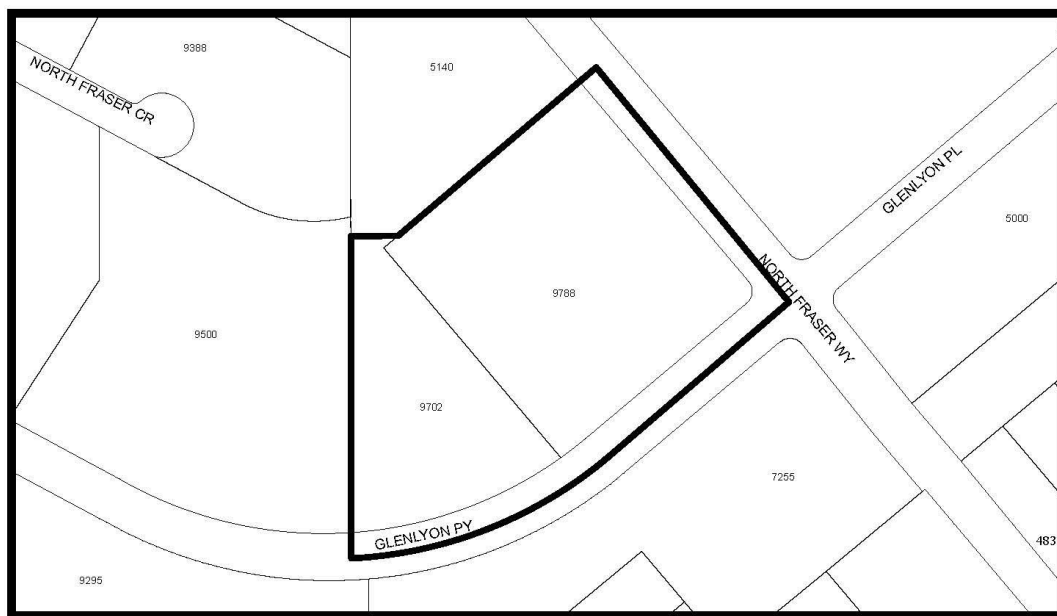
MAYOR

CLERK

BYLAW NUMBER 14364 BEING A BYLAW TO AMEND BYLAW  
NUMBER 4742 BEING BURNABY ZONING BYLAW 1965

**REZ.21-18**

**LEGAL:** Lot A, District Lot 165, Group 1, NWDP EPP91534; and Lot 2, District Lot 165, Group 1, NWDP BCP47254 Except Plan EPP79251 and EPP91534




THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (——) IS (ARE) REZONED

**FROM:** CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District and Glenlyon Concept Plan as guidelines)

**TO:** 9702 Glenlyon Parkway: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District, P8 Parking District, and Glenlyon Concept Plan guidelines, and in accordance with the development plan entitled "9702 and 9788 Glenlyon Parkway" prepared by AECOM)

9788 Glenlyon Parkway: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District, and Glenlyon Concept Plan as guidelines, and in accordance with the development plan entitled "9702 and 9788 Glenlyon Parkway" prepared by AECOM)

		PLANNING & BUILDING DEPARTMENT		
Date:	JUL 14 2021	<b>OFFICIAL ZONING MAP</b>		Map "B" No. REZ. 4376
Scale:	1:3,500			
Drawn By:	JS			

**CITY OF BURNABY****BYLAW NO. 14365**

A BYLAW to amend Bylaw No. 4742, being Burnaby Zoning Bylaw 1965, as amended by Bylaw Nos. 10970, 11051, 12048, 13119, 13246, 13254, 13287, 13372, and 13499 being Burnaby Zoning Bylaw 1965, Amendment Bylaw Nos. 35, 1999, 02, 2000, 03, 2006, 32, 2012, 30, 2013, 35, 2013, 05, 2014, 26, 2014 and 26, 2015

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 1996;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 20, 2021.**

2. Bylaw No. 4742, as amended by Bylaw Nos. 10970, 11051, 12048, 13119, 13246, 13254, 13287, 13372, and 13499, is further amended as follows:

(a) The Map (hereinafter called "Map 'A'"), attached to and forming an integral part of Bylaw No. 4742, being "Burnaby Zoning Bylaw 1965", and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called "Map 'B'"), marginally numbered REZ. 4377, annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map 'B'; and the various boundaries and districts shown upon said Map 'B' respectively are an amendment of and in addition to the respective districts,

Bylaw No. 14365  
Page 2

designated and marked on said Map ‘A’ insofar as the same are changed, modified or varied thereby, and the said Map ‘A’ shall be deemed to be and is hereby declared to be amended accordingly and the said Map ‘B’ is hereby declared to be and shall form an integral part of said Map ‘A’, as if originally incorporated therein and shall be interpreted accordingly.

(b) The Comprehensive Development Plans, more particularly described in Bylaw Nos. 10970, 11051, 12048, 13119, 13246, 13254, 13287, 13372, and 13499, are amended as may be necessary by the development plan entitled “Burnaby Brentwood” prepared by Liquor Distribution Branch and on file in the office of the Director Planning and Building; and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plans as amended.

Read a first time this	day of	, 2021
Read a second time this	day of	, 2021
Read a third time this	day of	, 2021
Reconsidered and adopted by Council this	day of	, 2021

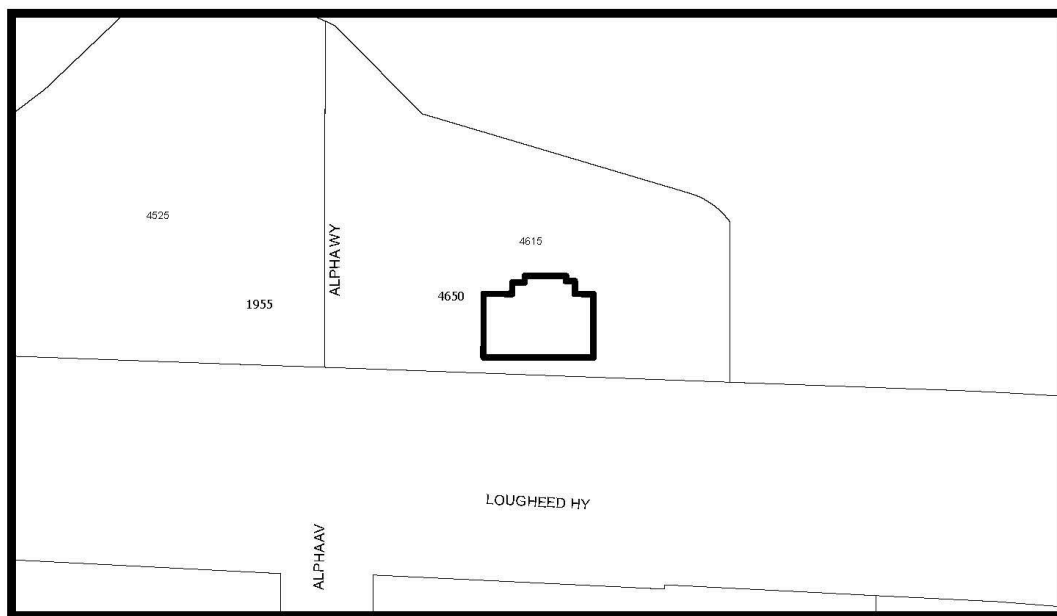
MAYOR

CLERK

BYLAW NUMBER 14365 BEING A BYLAW TO AMEND BYLAW  
NUMBER 4742 BEING BURNABY ZONING BYLAW 1965

**REZ.20-37**

LEGAL: Portion of Lot 3 District Lot 124 Group 1 New Westminster District Plan EPP59173 Except Air  
Space Plan EPP65160



THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (——) IS (ARE) REZONED

FROM: CD Comprehensive Development District (based on C3 General Commercial District, RM4s and RM5s Multiple Family Residential Districts and Brentwood Town Centre Development Plan as guidelines)

TO: Amended CD Comprehensive Development District (based on C3 and C3i General Commercial Districts, Brentwood Town Centre Development Plan guidelines, and in accordance with the development plan entitled "Burnaby Brentwood" prepared by Liquor Distribution Branch)

		PLANNING & BUILDING DEPARTMENT		
Date:	JUL 14 2021	<b>OFFICIAL ZONING MAP</b>		Map "B" No. REZ. 4377
Scale:	1:1,250			
Drawn By:	JS			

**CITY OF BURNABY****BYLAW NO. 14246**

A BYLAW to amend Bylaw No. 4742, being Burnaby Zoning Bylaw 1965, as amended by Bylaw No. 9907 being Burnaby Zoning Bylaw 1965, Amendment Bylaw No. 30, 1993

WHEREAS application for rezoning has been made to the Council;

AND WHEREAS the Council has held a public hearing thereon after duly giving notice of the time and place of such hearing as prescribed by Sections 466 and 467 of the *Local Government Act*, R.S.B.C. 1996;

NOW THEREFORE the Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY ZONING BYLAW 1965, AMENDMENT BYLAW NO. 46, 2020.**

2. Bylaw No. 4742, as amended by Bylaw No. 9907, is further amended as follows:

(a) The Map (hereinafter called "Map 'A'"), attached to and forming an integral part of Bylaw No. 4742, being "Burnaby Zoning Bylaw 1965", and designated as the Official Zoning Map of the City of Burnaby, is hereby amended according to the Map (hereinafter called "Map 'B'"), marginally numbered REZ. 4347, annexed to this Bylaw, and in accordance with the explanatory legend, notations, references and boundaries designated, described, delimited and specified in particularity shown upon said Map 'B'; and the various boundaries and districts shown upon said Map 'B' respectively are an amendment of and in addition to the respective districts, designated and marked on said Map 'A' insofar as the same are changed, modified or varied thereby, and the said Map 'A' shall be deemed to be and is hereby declared to be amended accordingly and the said Map 'B' is hereby declared to be and shall form an integral part of said

Map ‘A’, as if originally incorporated therein and shall be interpreted accordingly.

(b) The Comprehensive Development Plan, more particularly described in Bylaw No. 9907, is amended as may be necessary by the development plan entitled “5151 & 5255 North Fraser Way, Burnaby BC” prepared by Taylor Kurtz Architecture and Design Inc. and on file in the office of the Director Planning and Building; and any development on the lands rezoned by this Bylaw shall be in conformity with the said Comprehensive Development Plan as amended.

Read a first time this	day of	, 2020
Read a second time this	day of	, 2020
Read a third time this	day of	, 2020
Reconsidered and adopted by Council this	day of	, 2020

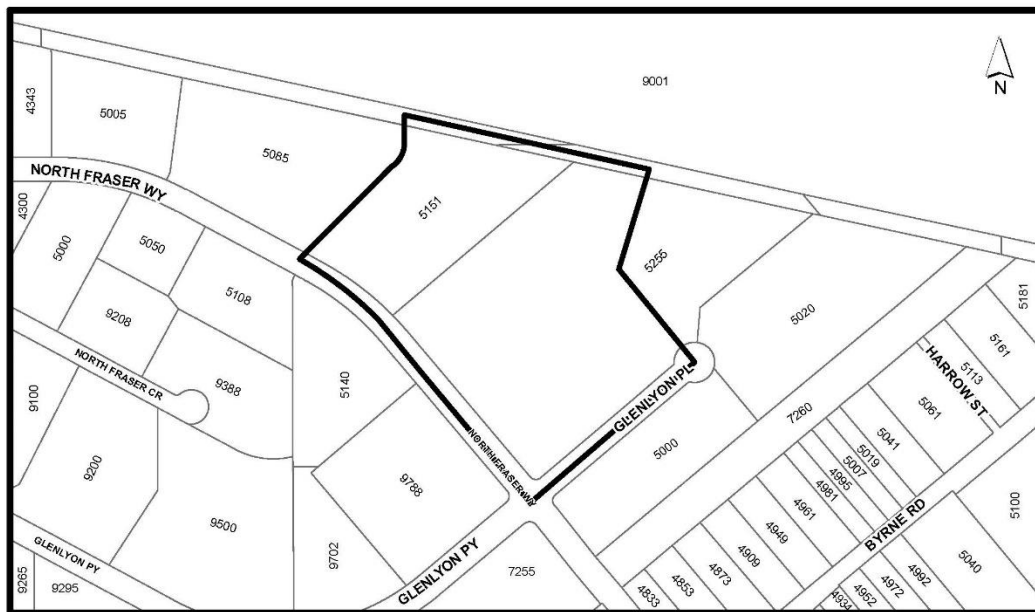
MAYOR

CLERK

BYLAW NUMBER 14246 BEING A BYLAW TO AMEND BYLAW  
NUMBER 4742 BEING BURNABY ZONING BYLAW 1965

**REZ.19-12**


LEGAL: Lots 1 and 2, DL 163 and 165, Group 1, NWD Plan EPP49841



THE AREA(S) SHOWN ABOVE OUTLINED IN BLACK (——) IS (ARE) REZONED

FROM: CD Comprehensive Development District (based on M2 General Industrial District and M5 Light Industrial District)

TO: Amended CD Comprehensive Development District (based on M2 General Industrial District, M5 Light Industrial District, the Big Bend Development Plan, and the Glenlyon Concept Plan guidelines and in accordance with the development plan entitled "5151 & 5255 North Fraser Way, Burnaby BC" prepared by Taylor Kurtz Architecture and Design Inc.)

	PLANNING AND BUILDING DEPARTMENT
Date: Nov 03 2020	<b>OFFICIAL ZONING MAP</b>
Scale: 1:6,500	
Drawn By: RW	
	<b>Map "B"</b> <b>No. REZ. 4347</b>



## INTER-OFFICE COMMUNICATION

**TO:** CITY CLERK 2021 September 15

**FROM:** DIRECTOR PLANNING AND BUILDING

**SUBJECT:** **REZONING REFERENCE #19-12**  
**BYLAW 14246, AMENDMENT BYLAW NO. 46/20**  
**One-Storey Light Industrial Development**  
**Reconsideration and Final Adoption**

**ADDRESS:** 5151 and 5255 North Fraser Way

**LEGAL:** Lot 1 District Lots 163 and 165 Group 1 New Westminster District Plan EPP49841;  
 and,  
 Lot 2 District Lot 165 Group 1 New Westminster District Plan EPP49841

**FROM:** CD Comprehensive Development District (based on M2 General Industrial District,  
 and M5 Light Industrial District)

**TO:** Amended CD Comprehensive Development District (based on M2 General  
 Industrial District, M5 Light Industrial District, the Big Bend Development Plan,  
 and the Glenlyon Concept Plan guidelines and in accordance with the development  
 plan entitled "5151 & 5255 North Fraser Way, Burnaby BC" prepared by Taylor  
 Kurtz Architecture and Design Inc.)

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The following information applies to the subject rezoning bylaw:

- a) First Reading given on 2020 November 23;
- b) Public Hearing held on 2020 December 15;
- c) Second Reading given on 2020 December 17; and,
- d) Third Reading given on 2021 July 26.

The prerequisite condition has been fully satisfied as follows:

- a) The submission of a suitable plan of development.
  - *A complete suitable plan of development has been submitted.*
- b) The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

- *The applicant has submitted the necessary funds including a 4% inspection fee to cover the costs of all services necessary to serve the site and the servicing agreement has been completed.*
- c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- *The applicant has agreed to this prerequisite in a letter dated 2021 June 22.*
- d) The review of a detailed Sediment Control System by the Director Engineering.
- *The requisite Sediment Control System plan has been approved by the Climate Action and Energy Division and the applicant has agreed in a letter dated 2021 June 22 to install the system as approved prior to commencing construction.*
- e) The granting of a Section 219 Covenant respecting flood proofing requirements.
- *The required covenant has been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- f) The submission of a geotechnical review regarding stability confirming that the site may be used safely for the intended use, for review by the Chief Building Inspector and granting of a Section 219 Covenant respecting the submitted report.
- *The requisite geotechnical review has been approved by the Chief Building Inspector and the requisite covenant has been submitted in registerable form and will be deposited in the Land Title Office Prior to Final Adoption.*
- g) The granting of any necessary statutory rights-of-way, easements and/or covenants.
- *The requisite statutory rights-of-way, easements and covenants have been submitted in registerable form and will be deposited in the Land Title Office prior to Final Adoption.*
- h) The deposit of the applicable GVS & DD Sewerage Charge.
- *The required deposit has been made to meet this prerequisite.*
- i) The deposit of the applicable Regional Transportation Development Cost Charge.
- *The required deposit has been made to meet this prerequisite.*
- j) The provision of facilities for cyclists, including end-of-trip facilities, in accordance with Section 5.5 of the rezoning report.

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- *This provision is indicated on the development plans and the applicant has submitted a letter dated 2021 June 22 agreeing to meet this prerequisite.*
- k) The submission of a detailed comprehensive sign plan.
- *An approvable detailed comprehensive sign plan has been achieved.*
- l) The submission of a Site Profile and resolution of any arising requirements.
- *The applicant has submitted the required Site Profile/Site Disclosure Statement. No remedial works are required in connection with the proposed development.*
- m) The submission of a suitable Solid Waste and Recycling plan to the approval of the Director Engineering.
- *The necessary provisions are indicated on the development plans and the applicant has submitted a letter dated 2021 June 22 agreeing to meet this prerequisite.*
- n) The submission of a suitable on-site stormwater management system to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
- *A suitable on-site stormwater management system has been approved by the Director Engineering, the required covenant has been submitted in registerable form and will be deposited in the Land Title Office, and the required funds to guarantee this provision have been deposited.*

As the prerequisite conditions to this rezoning are now complete, could you please arrange to return this amendment bylaw to Council for Reconsideration and Final Adoption on 2021 September 20.

  
 E. W. Kozak, Director  
 PLANNING AND BUILDING

SMN:spf

cc: Chief Administrative Officer

**CITY OF BURNABY****BYLAW NO. 14360**

The Council of the City of Burnaby ENACTS as follows:

**PART 1: CITATION**

1.1 This Bylaw may be cited as **BURNABY SMOKING REGULATION BYLAW 2021**.

**PART 2: DEFINITIONS**

2.1 In this Bylaw, unless the context otherwise requires,

“ <b>assembly use</b> ”	means a use that involves the assembly or gathering of persons for religious, charitable, philanthropic, cultural, recreational, or private educational purposes, and includes churches, auditoriums, meeting rooms, social halls, child care, youth centres, and group camps;
“ <b>bicycle lane</b> ”	means that portion of a <b>street</b> that is designated for use by persons on bicycles;
“ <b>boulevard</b> ”	has the meaning set out in the <i>Street and Traffic Bylaw</i> ;
“ <b>burn</b> ”	means to produce smoke, vapour or other substances that can be inhaled;
“ <b>business licence</b> ”	has the meaning set out in the <i>Burnaby Business Licence Bylaw 2017</i> , as amended or replaced from time to time;
“ <b>business premises</b> ”	has the meaning set out in <i>Burnaby Business Licence Bylaw 2017</i> , as amended or replaced from time to time
“ <b>commercial use</b> ”	means a use that involves: <ul style="list-style-type: none"> <li>(a) the sale, rental, or repair of goods to the general public; or</li> <li>(b) the provision of services to a person, business or household,</li> </ul> and includes retail stores and grocery stores; personal, business

and household service offices and establishments; banks and other financial services; cafes, restaurants and liquor primary establishments; personal health care offices; and commercial recreation;

“crosswalk”	has the meaning set out in the <i>Street and Traffic Bylaw</i> ;
“customer service area”	means a partially enclosed or unenclosed area, including a balcony, patio, yard or sidewalk, that is part of or connected to or associated with a business that includes the service of food or beverages, including alcoholic beverages, to customers or other persons for consumption on site;
“dwelling unit”	means a dwelling unit as defined in <i>Burnaby Zoning Bylaw, 1965</i> , as amended or replaced from time to time;
“e-cigarette”	means the following: <ul style="list-style-type: none"> <li>(a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an <b>e-substance</b> for inhalation or release into the air; or</li> <li>(b) a product or device similar in nature or use to a product or device described in clause (a);</li> </ul>
“e-substance”	means a solid, liquid or gas that, on being heated, produces a vapour for use in an <b>e-cigarette</b> , regardless of whether or not the solid, liquid or gas contains nicotine;
“enclosed or substantially enclosed business premises”	means that portion, or those portions, of a <b>business premises</b> : <ul style="list-style-type: none"> <li>(a) with a roof or other covering; and</li> <li>(b) in respect of which air is prevented from easily flowing through more than 50% of the wall space of that portion, or portions, of a <b>business premises</b>;</li> </ul>
“institutional use”	means a use that involves public educational, governmental, or civic functions that are not <b>commercial uses</b> , and includes public schools, libraries, public recreational facilities, community centres and other civic facilities;
“multi-use path”	means a paved or unpaved pathway that supports shared walking, cycling and other active modes of transport and is physically separated from on-street infrastructure and facilities that support higher speed modes of transport such as motor

	vehicles and buses;
“ <b>park</b> ”	has the meaning set out in the <i>Parks Regulation Bylaw, 1979</i> , as amended or replaced from time to time;
“ <b>responsible person</b> ”	means a <b>person</b> who owns, operates, controls, manages or supervises a <b>business premises</b> or a <b>customer service area</b> ;
“ <b>sidewalk</b> ”	has the meaning set out in the <i>Street and Traffic Bylaw</i> ;
“ <b>smoke</b> ” or “ <b>smoking</b> ”	means to inhale, exhale, <b>burn</b> or carry: <ul style="list-style-type: none"> <li>(a) a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking device or equipment that <b>burns</b> tobacco, cannabis or other weed or any substance; or</li> <li>(b) an <b>activated e-cigarette</b>.</li> </ul>
“ <b>street</b> ”	has the meaning set out in the <i>Street and Traffic Bylaw</i> ;
“ <i>Street and Traffic Bylaw</i> ”	means <i>Burnaby Street and Traffic Bylaw 1961</i> , as amended or replaced from time to time.

### PART 3: PARKS AND OUTDOOR PUBLIC SPACES

3.1 Unless otherwise permitted under this Bylaw, a person shall not **smoke**:

- (a) in a **park** or on a **multi-use path**;
- (b) on any **bicycle lane, boulevard, crosswalk, sidewalk**, walkway, or other public space or passageway that is either dedicated road or otherwise secured for public use through a statutory right of way agreement, and that:
  - (i) abuts a property with a **commercial use, assembly use** or **institutional use**; or
  - (ii) abuts a **park**.
- (c) on any lands and improvements that are owned or leased by the City, and that are intended for public or civic use, with the exception of **smoking** areas designated by the head of the City department responsible for the lands or improvements;
- (d) within six metres of:
  - (i) the perimeter of an enclosed or partially enclosed shelter or public transit

facility or infrastructure where people wait to board a public transit vehicle;

- (ii) a bench where people wait to board public transit, measured from any point at the base of the bench; or
- (iii) a pole indicating a stopping place for a public transit vehicle, measured from the base of the pole parallel to the **street**.

#### **PART 4: BUSINESS PREMISES AND CUSTOMER SERVICE AREAS**

- 4.1 Unless otherwise permitted under this Bylaw, an individual shall not, and a **responsible person** shall not permit an individual to, **smoke** in:
- (a) a **customer service area**; or
  - (b) an **enclosed or substantially enclosed business premises** that is a workplace or a place to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry.
- 4.2 A **responsible person** must display and maintain, or cause to be displayed and maintained, at all times at each entrance to a **customer service area**, a sign stating:

**THIS IS A SMOKE FREE ENVIRONMENT – NO SMOKING**

#### **PART 5: EXCEPTIONS**

- 5.1 With the prior written approval of the City, a person may:
- (a) engage in the ceremonial use or **smoking** of tobacco or other substance in relation to a traditional aboriginal cultural activity; or
  - (b) **smoke** or permit **smoking** during a movie production or theatrical or other artistic performance.
- 5.2 Subsection 4.1(b) of this Bylaw does not apply to **smoking**:
- (a) in a **business premises** located within a **dwelling unit** that is not open to members of the public and the only person or persons employed by the business also reside in the **dwelling unit**; and
  - (b) in a hotel room or motel room designated within a hotel or motel by a **responsible person** as a smoking room.
- 5.3 Section 4.1 of this Bylaw does not apply to the use of a hookah pipe to **smoke** substances

other than tobacco or cannabis in the following **business premises** for so long as the associated **business licence** holder has a valid **business licence** for such **business premises** at the location listed below:

<b>Business Premises</b>	<b>Business Licence Holder</b>	<b>Doing Business As</b>
#101 - 6462 Kingsway	1207941 BC Ltd.	Lounge Sixty
7751 6th Street	Arwaz Hookah Lounge Limited	Arwaz Hookah Lounge
#A - 5593 Kingsway	Narah Shisha Café Inc.	Kayan Shisha Hookah Café
5236 Irmin Street	Rima Abduljawad	Reema's Shisha House
6649 Hastings Street	The Glass House Hookah Lounge Ltd.	The Glass Hookah Lounge
4027 Hastings Street	Bula Lounge Inc.	Bula Lounge
4052 Hastings Street	Bloo Bby Restaurant Ltd.	Bloo Bby Restaurant
4705 Hastings Street	Dejavu Lounge Ltd.	Déjà Vu Hookah Lounge
#116 - 3787 Canada Way	Living Room Café Inc.	Living Room Café
#102 - 2849 North Road	PMC Hookah Lounge Ltd.	PMC Hookah Lounge
7670 6th Street #102	Perk & Puff Café Inc.	Perk & Puff Café
7868 Edmonds Street	Dahlak Restaurant Ltd.	Dahlak Restaurant

5.4 For certainty, if any of the **business licence** holders set out in section 5.3 of this Bylaw:

- (a) fails or ceases to maintain a valid **business licence** for the **business premises**;
- (b) assigns, sells, transfers or in any way disposes of all or a portion of the holder's interest in the **business licence**; or
- (c) changes the location of the **business premises** from the location set out in section 5.3 of this Bylaw,

then the exception in section 5.3 of this Bylaw will no longer apply to that **business licence** holder and the associated **business premises** and section 4.1 will become effective immediately in respect to such **business licence** holder and/or the associated **business premises**.

## **PART 6: OFFENCES AND PENALTIES**

6.1 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, is guilty of an offence and is liable, on summary conviction, to a fine of up to fifty thousand dollars (\$50,000.00).

6.2 If an offence continues for more than one day, a separate offence occurs on each day or

part of a day, and separate fines may be issued for each day or part of a day in respect of which the offence occurs or continues.

- 6.3 A violation of any of the provisions identified in this Bylaw shall result in liability for penalties and late payment amounts established in Schedule A of BURNABY BYLAW NOTICE ENFORCEMENT BYLAW, 2009, and be subject to the procedures, restrictions, limits, obligations and rights established in BURNABY BYLAW NOTICE ENFORCEMENT BYLAW, 2009 and the *Local Government Bylaw Notice Enforcement Act*.

## **PART 7: SEVERABILITY**

- 7.1 If any definition, section, subsection, paragraph, subparagraph, clause or phrase in this Bylaw is held invalid by a Court of competent jurisdiction, the invalid definition, section, subsection, paragraph, subparagraph, clause or phrase must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed definition, section, subsection, paragraph, subparagraph, clause or phrase.

## **PART 8: COMING INTO FORCE**

- 8.1 This Bylaw shall come into force and effect on January 1, 2022.

Read a first time this	day of	, 2021
Read a second time this	day of	, 2021
Read a third time this	day of	, 2021
Reconsidered and adopted this	day of	, 2021

MAYOR

CLERK

**CITY OF BURNABY****BYLAW NO. 14361**

A BYLAW to amend the  
Bylaw Notice Enforcement Bylaw

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY BYLAW NOTICE ENFORCEMENT BYLAW 2009, AMENDMENT BYLAW NO. 1, 2021.**

2. Burnaby Bylaw Notice Enforcement Bylaw, 2009, as amended, is further amended at Schedule A by adding the following in alphabetical order:

“

<b>Burnaby Smoking Regulation Bylaw 2021</b>				
Section		Penalty Amount \$	Discounted Penalty \$ (within 15 days)	Compliance agreement available (50% reduction)
3.1(a)	Smoking in park or multi-use path	200	160	NO
3.1(b)	Smoking on City bicycle lane, boulevard, crosswalk, sidewalk, walkway or other public space or passageway	200	160	NO
3.1(c)	Smoking on City property intended for public or civic use	200	160	NO
3.1(d)	Smoking within 6 metres of transit infrastructure	200	160	NO
4.1(a)	Individual smoking in a customer service area	200	160	NO
4.1(a)	Responsible person permitting smoking in customer service area	500	400	NO
4.1(b)	Individual smoking in enclosed or substantially enclosed business premises	200	160	NO

“

Read a first time this	day of	, 2021
Read a second time this	day of	, 2021
Read a third time this	day of	, 2021
Reconsidered and adopted this	day of	, 2021

CLERK

**CITY OF BURNABY****BYLAW NO. 14369**

A BYLAW to amend  
Burnaby Sign Bylaw 1972

The Council of the City of Burnaby ENACTS as follows:

1. This Bylaw may be cited as **BURNABY SIGN BYLAW 1972, AMENDMENT BYLAW NO. 1, 2021.**

2. Burnaby Sign Bylaw 1972, as amended, is further amended as follows:

- (a) by adding the following definition in section 2 in alphabetical order:

“Handheld Election Sign” means an election temporary sign physically held by a candidate or supporter of a candidate in a Federal, Provincial or local election”

- (b) in Schedule I, by adding the following after (9):

“(9A) Handheld election signs on a City sidewalk during a campaign period, provided that:

- (i) the signs are held by hand and not placed on the ground or structure on the sidewalk;
    - (A) within 15.24 metres (50 feet) of the nearest track of a railway crossing;
      - (B) on a multi-use or bicycle path or travel lane of a street; and
    - (ii) individuals holding the signs must not obstruct ramps, street crossings, crosswalks and other portions of a sidewalk providing access for pedestrians, bicycles,

scooters, handcarts and other transport modes permitted on sidewalks.”

Read a first time this                      day of                      , 2021

Read a second time this                      day of                      , 2021

Read a third time this                      day of                      , 2021

Reconsidered and adopted this                      day of                      , 2021

MAYOR

CLERK