



## FINANCIAL MANAGEMENT COMMITTEE A G E N D A

Tuesday, March 15, 2022, 5:00 p.m.  
Council Chamber, City Hall  
4949 Canada Way, Burnaby, BC

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5. INQUIRIES

6. CLOSED

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

7. ADJOURNMENT



## FINANCIAL MANAGEMENT COMMITTEE

### MINUTES

Tuesday, February 15, 2022, 5:00 p.m.

Council Chamber, City Hall  
4949 Canada Way, Burnaby, BC

- PRESENT: Councillor Sav Dhaliwal, Chair  
Councillor Alison Gu, Vice Chair  
Councillor Pietro Calendino, Member  
Councillor Joe Keithley, Member  
Councillor James Wang, Member (*participated electronically*)
- STAFF: Mr. Leon Gous, Chief Administrative Officer  
Ms. Noreen Kassam, Deputy Chief Administrative Officer / Chief Financial Officer  
Mr. Dipak Dattani, General Manager Corporate Services  
Mr. James Lota, General Manager Engineering  
Mr. Dave Ellenwood, General Manager Parks, Recreation and Cultural Services (*participated electronically*)  
Mr. Ed Kozak, General Manager Planning and Development  
Mr. Jim Radford, Acting General Manager Lands and Facilities  
Ms. May Phang, Deputy General Manager Engineering  
Mr. Tim Van Driel, Director Civic Building Projects  
Ms. Eva Prior, Acting Deputy City Clerk  
Ms. Denise Chak, Administrative Officer

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

Councillor Dhaliwal, Chair, called the Open meeting to order at 5:00 p.m. Councillor Wang participated electronically.

Councillor Dhaliwal, Chair, recognized the ancestral and unceded homelands of the hən̓q̓əmi̓nəm̓ and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this territory.

## 2. **MINUTES**

### 2.1 **Minutes of the Financial Management Committee Open meeting held on 2022 January 18**

MOVED BY COUNCILLOR GU  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2022 January 18 be now adopted.

CARRIED UNANIMOUSLY

## 3. **CORRESPONDENCE**

### 3.1 **Memorandum from the Director Civic Building Projects - Re: Major Civic Building Projects Status Update**

A memorandum was received from the Director Civic Building Projects providing information on the status of the following major civic building projects: Burnaby Lake Aquatic and Arena, Brentwood Community Benefit Bonus, Confederation Park Community Centre, Cameron Community Centre, South Burnaby Arena, Laurel Street Works Yard (Phase 2), Hwy 1/Burnaby Lake Overpass, Fire Hall #8 – SFU, and City Hall Space Needs Study.

## 4. **REPORTS**

### 4.1 **Report from the Deputy Chief Administrative Officer / Chief Financial Officer - Re: Gaming Reserve & Gaming Interest Reserve**

The Deputy Chief Administrative Officer / Chief Financial Officer submitted a report providing information on the Gaming Reserve and Gaming Interest Reserve as of 2021 December 31.

The Deputy Chief Administrative Officer / Chief Financial Officer recommended:

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

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the Deputy Chief Administrative Officer / Chief Financial Officer be adopted.

CARRIED UNANIMOUSLY

**4.2 Report from the Deputy Chief Administrative Officer / Chief Financial Officer - Re: City Investments - 2021 Year End Report**

The Deputy Chief Administrative Officer / Chief Financial Officer submitted a report providing an update on the 2021 Investment Program and presenting a forecast for 2022.

The Deputy Chief Administrative Officer / Chief Financial Officer recommended:

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

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Deputy Chief Administrative Officer / Chief Financial Officer be adopted.

Staff provided a PowerPoint presentation summarizing the report.

CARRIED UNANIMOUSLY

The Committee inquired regarding the timeline on getting the City's investments to 100% fossil fuel free (FFF).

Staff advised that the City's portfolio is currently over 98% FFF and has two components: \$1.6 billion is managed by the City's Treasury Services Department, and \$400 million in pooled funds is managed by the Municipal Finance Authority (MFA). The \$1.6 billion managed by the City is already 100% FFF. Of the \$400 million managed by the MFA, \$350 million is invested in the Diversified Multi-Asset Class (DMAC) fund which is approximately 94% FFF.

Staff further advised that it will take time for the MFA Board of Trustees to determine when the DMAC fund will move to FFF; however, staff are confident that as more standards and regulations come into effect, and when there are no negative financial impacts to doing so, the MFA will divest out of fossil fuels.

Staff will report back to the Committee when there is an update to the DMAC fund from the MFA.

**4.3 Report from the General Manager Engineering - Re: Engineering Capital Projects Status Update**

The General Manager Engineering submitted a report providing an update on the current status of Engineering capital projects.

The General Manager Engineering recommended:

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

MOVED BY COUNCILLOR GU

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the General Manager Engineering be adopted.

CARRIED UNANIMOUSLY

**4.4 Report from the General Manager Parks, Recreation and Cultural Services - Re: Covered Sports Boxes**

The General Manager Parks, Recreation and Cultural Services submitted a report providing information on the Covered Sports Boxes project.

The General Manager Parks, Recreation and Cultural Services recommended:

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

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

**5. NEW BUSINESS**

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

**6. INQUIRIES**

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

7. **CLOSED**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

Without objection, the Open Committee meeting recessed at 5:48 p.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 5:54 p.m.

8. **ADJOURNMENT**

Without objection, the Financial Management Committee Open meeting adjourned at 5:54 p.m.

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Councillor Sav Dhaliwal  
CHAIR

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Denise Chak  
ADMINISTRATIVE OFFICER



Meeting 2022 Mar 15

COMMITTEE REPORT

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

**DATE:** 2022 March 10

**FROM:** ACTING CHIEF FINANCIAL OFFICER

**FILE:** 42000-01

**SUBJECT: AMENDMENTS TO THE BURNABY ROUTINE TRANSACTION  
AUTHORITY BYLAW 1999**

**PURPOSE:** To obtain Council approval for amendments to the Burnaby Routine Transaction Authority Bylaw 1999.

**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council to approve the changes to the Burnaby Routine Transaction Authority Bylaw 1999 and the Spend and Approval Limits Authorization and Contract Awards Policy; and
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999 in accordance with this report.

**REPORT****1.0 INTRODUCTION**

The Burnaby Routine Transaction Authority Bylaw 1999 delegates the power to authorize certain transactions to officer and employees of the City to support administrative efficiency and effectiveness. Additionally, the City maintains a Spend and Approval Limits Authorization and Contract Awards Policy. The purpose of this policy is to define delegation of authority for the purchase of goods and services and construction on behalf of the City and to establish internal controls over the authorization of purchases made using shopping carts. Due to several title changes for exempt managers across the City, amendments to the bylaw and policy are required to accurately reflect the new titles.

The purpose of this report is to request amendments to the Burnaby Routine Transaction Authority Bylaw 1999 and the corresponding Spend and Approval Limits Authorization and Contract Awards Policy to accurately reflect current position titles.

To: Financial Management Committee  
 From: Acting Chief Financial Officer  
 Re: Amendments to the Burnaby Routine Transaction Authority Bylaw 1999  
 2022 March 15 ..... Page 2

## 2.0 POLICY SECTION

This report aligns with the following goal and sub goal of the Corporate Strategic Plan:

### Goal:

- A Thriving Organization
  - Communication – Practice open and transparent communication among staff, Council and the community.

## 3.0 PROPOSED BYLAW AMENDMENTS

To reflect the title changes, it is recommended that the City Solicitor be authorized to prepare a bylaw amendment to change the following titles found in the Burnaby Routine Transaction Authority Bylaw 1999:

### Senior Manager Purchasing

To reflect this title change, it is recommended that the reference to “Purchasing Manager” be replaced with “Senior Manager Purchasing” in Section 2 (a1).

### General Manager Engineering

To reflect this title change, it is recommended that the reference to “Director Engineering” be replaced with “General Manager Engineering” in Section 2 (c).

### Chief Human Resources Officer

To reflect this title change, it is recommended that the reference to “Human Resources Manager” be replaced with “Chief Human Resources Officer” in Section 2 (f).

## 4.0 POLICY UPDATES

As outlined in the Spend and Approval Limits Authorization and Contract Awards Policy, Council delegates authority to authorized individuals to commit the City to supply agreements, purchase orders, licences, contracts or other legally enforceable documents within the prescribed spend and authorization limits. The purpose of this policy is to define delegation of authority for the purchase of goods and services and construction on behalf of the City. Subsequent to approval from Council, staff will update policy to reflect the recent title changes for exempt staff.

To: Financial Management Committee  
From: Acting Chief Financial Officer  
Re: Amendments to the Burnaby Routine Transaction Authority Bylaw 1999  
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## 5.0 RECOMMENDATION

Due to the recent title changes for exempt staff, it is requested that the Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amendment for the Burnaby Routine Transaction Bylaw 1999, and direct staff to update the corresponding Spend and Approval policy to accurately reflect these changes.



Bob Klimek  
ACTING CHIEF FINANCIAL OFFICER

BK/md

Copied to: Chief Administrative Officer  
City Clerk  
City Solicitor  
Records and Information Administrator



Meeting 2022 Mar 15

## COMMITTEE REPORT

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

**DATE:** 2022 March 07

**FROM:** ACTING CHIEF FINANCIAL OFFICER

**FILE:** 7000-15

**SUBJECT: SUPPLEMENTARY UTILITY FEES ANNUAL DECLARATION PROGRAM UPDATE**

**PURPOSE:** To provide an update on the 2022 Supplementary Utility Fees Declaration Program.

**RECOMMENDATION:**

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

**REPORT****1.0 INTRODUCTION**

Annual Supplementary Utility Fees are charged to homeowners of Single and Two Family Dwellings who rent out a suite in their home. These fees contribute towards the increased cost of water and sewer services resulting from rental of the suite. Homeowners who rent out their home, but do not occupy the property, are also required to obtain an annual House Rental Licence.

Each year the City of Burnaby sends reminder letters to owners of Single and Two Family Dwellings, instructing them to inform the City if there have been any changes in the status of the property, such as a change in ownership, occupancy, rental use, suite addition or removal. A change in status requires completion of a new declaration. Utility fees are updated for January 1 of the new-year to reflect the updated status recorded in the declaration.

**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: Acting Chief Financial Officer  
 Re: Supplementary Utility Fees Annual Declaration Program Update  
 2022 March 15.....Page 2

### 3.0 BACKGROUND

Declaration letters were sent to homeowners in late 2021 September, and were due back by 2021 November 30, in order to inform utility charges for 2022. Declaration forms were provided for new properties, properties for which the City did not have a previous declaration or where a change in ownership had occurred. A declaration form was not required where there was no change in status. An electronic fillable copy of the declaration form is also made available on the City's website for use by homeowners to report changes.

For the 2022 program, any change in status reported on the annual declaration has been applied to the 2022 utility notices, effective from 2022 January 1. Utility notices were mailed to customers on 2022 February 07. (89,851 in total, including 18,982 e-bills emailed on 2022 January 26). The following table shows the current and prior year utility fees, with 2022 representing a 2% increase:

Status	2021			2022		
	Water	Sewer	Total	Water	Sewer	Total
Single Family Dwelling	\$595.65	\$563.29	\$1,158.94	\$607.56	\$574.56	\$1,182.12
Suite	\$297.83	\$281.65	\$579.48	\$303.78	\$287.28	\$591.06
Single Family Dwelling and Suite	\$893.48	\$844.94	\$1,738.42	\$911.34	\$861.84	\$1,773.19
Two Family Dwelling Stratified	\$446.69	\$422.48	\$869.17	\$455.62	\$430.92	\$886.54
Suite (Based on 1 suite)	\$223.35	\$210.71	\$434.06	\$227.81	\$214.93	\$442.74
Two Family Dwelling and Suite	\$670.04	\$633.19	\$1,303.22	\$683.44	\$645.85	\$1,329.28

### 4.0 2022 PROGRAM

#### 4.1 Notification Letters

The following table shows the 2022 annual declaration letters issued in 2021 September:

2021 Letters	Amount
Homeowners that previously submitted a declaration	30,931
Homeowners that did not return a declaration	78
Homeowners of new properties	40
New homeowners (new for 2021/22)	1036
<b>Total</b>	<b>32,085</b>

To: Financial Management Committee  
 From: Acting Chief Financial Officer  
 Re: Supplementary Utility Fees Annual Declaration Program Update  
 2022 March 15 .....Page 3

Utility account information continues to be updated on a weekly basis, as and when the City receives information pertaining to either new property owners, and / or new properties as well as any changes in rental status.

## 4.2 Acceptance

As property owners become more familiar with receiving annual declaration reminders, we are seeing a drop in the number of enquiries and fewer billing issues. For the most part, property owners do not need to send a declaration back to the City of Burnaby as their status has not changed from the previous year. When property owners do send a declaration back, the City is receiving a significant volume of declarations via email, taking advantage of the online forms and guidance made available via the City's website.

As of 2022 February 18, the number of properties for which a declaration has never been returned is down to 68 (2021 - 78). To date fines have not been raised for these non-conforming properties. Work is now in progress to obtain compliance and raise bylaw violation notices (including fines) where, despite continued efforts by Licence Property Use staff, property owners have failed to submit a declaration.

## 4.3 Revenue

2022 Supplementary Utility Fee revenue for accounts billed in February 2022 is \$4.30 million, compared to final 2021 year end revenue of \$4.33 million. The drop in revenue is due to a 3% fall in the overall number of properties declaring a rental suite.

Year	Revenue (\$)	Declared Rental Suites (#)
2022	4,300,963.50	7143
2021	4,333,862.54	7362
Difference	(32,899.04)	(219)
<b>Change</b>	<b>- 0.8%</b>	<b>- 3.0%</b>

## 4.4 House Rental Licences

The owner of a "rental house" is required to obtain a business licence and pay the applicable yearly fee. Throughout 2021, the Licence Office and Revenue Services worked to coordinate data collection and enforcement processes in regards to declarations and required business licences.

To: Financial Management Committee  
From: Acting Chief Financial Officer  
Re: Supplementary Utility Fees Annual Declaration Program Update  
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In 2021 November, the Licence Office mailed out renewal invoices for the 3,234 rental house business licences on record. Upon payment of the renewal licence a property owner(s) is then permitted to continue to operate a rental home business throughout 2022. Of the 3234 renewal invoices mailed out 270 remain outstanding as of 2022 February 18. Business licence accounts outstanding 30 days after the due date of December 31 may be cancelled by the City. The Licence Office will undertake escalation proceedings if property owners are found to be operating a rental home without the required business licence.

## 5.0 RECOMMENDATION

It is recommended that the Financial Management Committee receive this report for information.

A handwritten signature in black ink, appearing to read "Bob Klimek". The signature is written in a cursive style with a large, prominent initial "B".

Bob Klimek  
ACTING CHIEF FINANCIAL OFFICER

BK:RR/md

Copied to: Chief Administrative Officer  
General Manager Community Safety



Meeting 2022 Mar 15  
Committee REPORT

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

**DATE:** 2022 Mar 01

**FROM:** GENERAL MANAGER  
COMMUNITY SAFETY

**SUBJECT:** **OUTSTANDING 2022 BUSINESS LICENCE ACCOUNTS**

**PURPOSE:** Provide Financial Management Committee with an update related to 2022 yearly business licence accounts that remain past due.

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**RECOMMENDATION:**

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

**REPORT**

**1.0 INTRODUCTION**

Similar to actions taken in 2021, when the full effect of the global pandemic was being felt by local businesses, staff have closely monitored the pace of Burnaby business licence renewals for 2022. Concern over the lingering impact of the pandemic as well as recent amendments to the *Burnaby Business Licence Bylaw 2017* that have changed the billing time frame to allow for anniversary billing, were known factors that could result in higher than usual outstanding accounts.

This report will provide information on the rate of business licence renewals for 2022.

**2.0 POLICY SECTION**

The recommended action 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

- Work collaboratively with businesses, educational institutions, associations, other communities and governments

To: Financial Management Committee  
 From: General Manager Community Safety  
 Re: Outstanding 2022 Business Licence Accounts  
 2022 Mar 15 .....Page 2

### 3.0 BACKGROUND

Over the past five years the Licence Office has undertaken initiatives to improve the business licence billing process for the benefit of both customers (businesses) and the City alike. Actions taken to date include implementing bylaw amendments (both permanent and temporary) where appropriate, as well as ensuring customers are provided ample notice of deadlines and understand the consequences of failure to make timely payment. Despite these actions ongoing global events as well as recent bylaw amendments have resulted in higher than normal outstanding business licence payment rates for 2022.

The following synopsis of the most recent yearly billing processes and outcomes, will provide context on the steps taken to mitigate negative impacts on Burnaby businesses, while also ensuring businesses are fully aware of the requirement to make timely payment.

#### 3.1 Business Licences - Years 2018 to 2020

In late 2017, the City adopted the *Burnaby Business Licence Bylaw 2017*. An area of historical concern that was addressed under the new bylaw was clarification on the penalty period and the process for cancelling renewal business licences for nonpayment.

The new bylaw continued to offer business licences on a yearly calendar basis (January 01 to December 31). In an effort to ensure businesses are provided ample notice all invoices are sent to customers in late October or early November each year. If payment is not received a reminder notice is then sent on December 01 advising that payment is due by December 31. On January 01 a \$50 additional fee is added to all outstanding accounts and updated invoices are sent to businesses. Notification on these invoices alerts customers that should payment not be made by March 01, the licence will be cancelled for nonpayment. Any business that remained operational past this point, could then be subject to additional enforcement measures.

For the years 2018 to 2020, the number of business licences that were eventually cancelled remained very low. The 3 year average of business licences that expired was less than 17 per year. Table A below illustrates the annual licences that were cancelled due to failure to submit payment before the deadline.

<b>Table A - Business Licences Expired on March 01</b>				
Year	2018	2019	2020	3 Year total
Accounts cancelled	7	27	16	50

To: *Financial Management Committee*  
 From: *General Manager Community Safety*  
 Re: *Outstanding 2022 Business Licence Accounts*  
 2022 Mar 15 .....Page 3

### 3.2 Business Licences - 2021

In 2021 the global pandemic significantly impacted business licence renewal rates for that year's billing cycle. Beginning in early December 2020, staff closely monitored the pace of renewals and noted by early February that the number of outstanding accounts remained unusually high when compared to previous years. Table B below provides data on the number of yearly business licences accounts that remained unpaid on February 05 of each year.

<b>Table B – Yearly Business Licences Accounts Unpaid as of February 05</b>					
Year	2018	2019	2020	Average 2018,2019 & 2020	2021
Accounts Outstanding	189	123	285	199	430

In response to this increase, Council acted on a staff recommendation to implement a bylaw amendment extending the expiry date for 2021 renewal licences from March 01 to June 01. In addition to the payment period extension the additional \$50 late payment fee was also suspended. Both of these changes were only applicable to the 2021 billing cycle. As a result of this action the number of business licence accounts cancelled for nonpayment as of 2021 June 01 was only 34.

In addition to the temporary bylaw amendments noted above, in September 2021, bylaw amendments were enacted to align with the launch date of the new Tempest system. Tempest had been installed to permit the transition from licencing businesses based on a calendar year (January 01 to December 31), to an anniversary licensing model (Attachment #1 2021 May 19 FMC report).

In order to effectively track monthly billing payments under the new anniversary billing model, bylaw changes were implemented that shortened the overdue (penalty) period from January 01 to March 01 (approximately 60 days) each year to a 30 day period. This change took effect in September 2021, prior to the 2022 billing period. In addition to the reduction in the overdue period, the \$50 additional fee was also waived for the transition period of 2022 January 01 to 2023 June 01.

### 3.3 Business Licences - 2022

The final calendar billing cycle was undertaken in late 2021 and early 2022. As per the normal process, invoices were delivered to businesses in late October and early November 2021. Reminder notices were then sent in December to all unpaid accounts. In January a new invoice was sent, however the \$50 additional fee was not included in the amounts owing.

To: Financial Management Committee  
 From: General Manager Community Safety  
 Re: Outstanding 2022 Business Licence Accounts  
 2022 Mar 15 .....Page 4

Based on the experience of 2021, and also knowing that businesses may not be aware of the shortened billing period for 2022 (reduced from approximately 60 days to 30 days) staff again monitored the progress of yearly payments.

By February 07 the number of unpaid accounts stood at 232. Although this figure was not as high as in 2021 (430), it is greater than the yearly average of 199 for the pre-pandemic years of 2018 to 2020. In addition, due to the bylaw changes reducing the payment time frame, these 232 accounts were subject to cancellation by January 30 not March 01.

Rather than take strict action under the bylaw, staff instead opted to provide extra time and provide personal contact to each of these businesses to encourage payment. Personal calls and/or emails were placed to all outstanding accounts in early February.

As of 2022 March 03, the number of outstanding business licence accounts has been reduced to 82. Although this is a number greater than any other year, including the 34 business licences eventually cancelled in 2021, staff can report that ample notice has been provided to these businesses. As per the bylaw regulations these businesses will now have their business licences cancelled as a result of nonpayment.

#### 4.0 RECOMMENDATION

That Financial Management Committee receive this report for information.

  
 Dave Critchley  
 GENERAL MANAGER COMMUNITY SAFETY

:dl

Attachment: Finance Management Committee Report 2021MAY19

Copied to: Chief Administrative Officer  
 Deputy Chief Administrative Officer and Chief Financial Officer  
 Chief Licence Inspector

**ATTACHMENT**

Meeting 2021 May 19

Committee REPORT

**TO:** FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2021 May 06

**FROM:** DIRECTOR – PUBLIC SAFETY AND  
COMMUNITY SERVICES

**SUBJECT:** ANNIVERSARY BUSINESS LICENCE BILLING

**PURPOSE:** To request Council authorize amendments to the *Burnaby Business Licence Bylaw 2017* and the *Burnaby Business Licence Fees Bylaw 2017* to permit business licences to be issued based on anniversary billing.

**RECOMMENDATION:**

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the *Burnaby Business Licence Bylaw 2017* and the *Burnaby Business Licence Fees Bylaw 2017* to permit the billing of Burnaby business licences on an anniversary basis, as outlined in this report.

**REPORT****1.0 INTRODUCTION**

On 2020 June 22 Council approved a staff recommendation to implement enhancements to the existing Tempest system to permit City of Burnaby business licences to be issued and billed on an "Anniversary Billing" cycle. After receiving approval, the project began in the fall of 2020 and the new system is expected to be operational in September 2021. In preparation for the September start date, bylaw amendments are required to permit business licences to be issued in the new system.

With Anniversary Billing, business licences will expire 12 months after issuance. This is a change from the current process of "Calendar Billing" where business licences are valid until December 31 of every year, irrespective of issue date. A challenge with issuing licences based on Calendar Billing is that applicants who apply later in the year for a first year licence are not provided the full value for that original licence. As well, many payments for a business are associated with year end, resulting in a significant surge of work during this busy time. Transitioning to Anniversary Billing will alleviate these challenges for businesses. It will also allow for businesses to only pay for the period of time for which they are in operation.

To: Financial Management Committee  
 From: Director Public Safety & Community Services  
 Re: Anniversary Business Licence Billing  
 2021 May 06 ..... Page 2

In addition to the benefits provided to customers, adopting an Anniversary Billing model will also assist staff. Under the current process, all 17,000 business licences are required to be renewed at the same time each year, beginning in early November. This creates a significant workload for the Licence Office staff that are required to process payments, respond to customer inquiries, respond to correspondence and provide any subsequent follow-up that is normally required throughout the renewal cycle. With the introduction of Anniversary Billing the renewal workload will be spread more evenly across the entire year.

Before licences can be issued in the Tempest system on an Anniversary Billing basis, bylaw amendments will be required to align the relevant provisions in the *Burnaby Business Licence Bylaw 2017* and the *Burnaby Business Licence Fee Bylaw 2017* with the proposed Anniversary Billing procedures. Transitional provisions will also be required in order to move the 17,000 existing business licences to the Anniversary Billing cycle over a period of time.

## **2.0 POLICY SECTION**

The recommended action 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

- Work collaboratively with businesses, educational institutions, associations, other communities and governments

### Economic opportunity

- Foster an environment that attracts new and supports existing jobs, businesses and industries

## **3.0 REQUIRED AMENDMENTS - BURNABY BUSINESS LICENCE BYLAW 2017**

### **3.1 Validity Period For Licences**

In order to permit Anniversary Billing, various sections of the current licence bylaw that limit the validity of a licence to a Calendar Billing cycle will need to be amended. Sections that will require amendment include:

Section 2.1, definition of a renewal licence, "means a licence issued to a business under this Bylaw for each calendar year after the expiry of the initial business licence for the business";

Sections 5.3 (d)(B)(iii) and (iv), which authorize the conversion of a conditional business licence to either an initial business licence or a renewal business licence. Both of these sections refer to the "first calendar year of issuance";

To: *Financial Management Committee*  
 From: *Director Public Safety & Community Services*  
 Re: *Anniversary Business Licence Billing*  
 2021 May 06..... Page 3

Section 6.1(a), limits the validity period of an initial business licence to “the portion of the calendar year remaining after issuance of the initial business licence and December 31 of the same year”;

Section 6.1(d), establishes that a renewal licence is valid for a one year term commencing the first day of January and ending on December 31 of the same calendar year;

Section 6.2, requires licence holders to obtain a renewal licence by December 31 of the expiry year; and

Section 9.5(b), which allows for a partial refund to holders of conditional business licences that have been cancelled “within the first calendar year of issuance” and limits the amount to be refunded to a prorated amount from the “date of cancellation to December 31 of that calendar year”.

### **3.2 Transitioning Current Business Licences to Anniversary Billing**

Transitioning to an Anniversary Billing format will lessen the peak workload demand placed on staff tasked with processing annual licence renewals. After the Tempest system becomes operational in September of 2021, all new business licences issued in the system from that date onwards will automatically be issued with an Anniversary Billing date. However, the approximate 17,000 existing licences will continue to be on the Calendar Billing cycle and will come due for renewal on 2021 December 31. In order to realize the staff benefits and achieve a balance in the number of monthly licence renewals, it will be necessary to evenly distribute these existing business licences across the year.

Staff propose using the month (regardless of the year) that the original application was received as the method to assign a new annual monthly renewal date in the Tempest system. Starting in 2021 October the transition period will last until 2023 May. All 2021 active businesses will be provided with a 2022 business licence renewal invoice in 2021 October, with payment due by 2021 December 31. However, in order to facilitate a staggered Anniversary Billing approach, businesses will be given renewal terms of between 6 and 17 months, dependent upon their original application month. The proposed transition process will be as follows;

- Businesses that had submitted their original application in July (of any year) will be provided an invoice for a six month licence, valid between 2022 January 01 and 2022 June 30. At expiry of that licence, businesses will then renew their yearly licence for a 12 month term, from July 01 to June 30 thereafter.
- Businesses that had submitted their original application in August (of any year) will be provided an invoice for a seven month licence, valid between 2022 January 01 and 2022 July 31. At expiry of that licence businesses will then renew their yearly licence for a 12 month term, from August 01 to July 31 thereafter.

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- This process continues along the same lines as per the table below for original application dates up to and including January:

Original Application Month	Transitional Licence in Months	Transitional Licence Validity Period
July	6	Jan 1 - June 30 2022
August	7	Jan 1 - July 31 2022
September	8	Jan 1 - August 31 2022
October	9	Jan 1 - September 30 2022
November	10	Jan 1 - October 31 2022
December	11	Jan 1 - November 30 2022
January	12	Jan 1 - December 31 2022

- Those businesses that had submitted their application in the months of February to June, will be provided an invoice for the entirety of 2022 (12 months) plus additional monthly periods as follows:

Original Application Month	Transitional Licence in Months	Transitional Licence Validity Period
February	13	Jan 1 2022 - January 31 2023
March	14	Jan 1 2022 - February 28 2023
April	15	Jan 1 2022 - March 31 2023
May	16	Jan 1 2022 - April 30 2023
June	17	Jan 1 2022 - May 31 2023

To transition existing licences to an Anniversary Billing cycle will require that the bylaw authorize issuance of business licences with a validity period of between six (6) and seventeen (17) months for the years of 2022 and 2023 only. All licences will then be on a 12 month cycle after 2023 May 31.

### 3.3 New Business Licence Applications

After a review by staff, it was determined that renewing business licences to the precise day of expiry would not be realistic considering the administrative processes that would be necessary to accomplish this. Instead, Anniversary Billing will take place 12 times per year, with business licences expiring on the last day of each month. Therefore, for new applications, this means that commencement of the licence validity period will be based on the day of the month an application was received, with the 15th of the month acting as a cut off point. For example, if an application is received on September 1 to 15, the licence term will run from September 1 to August 31 of the next year. If the application was received on September 16 to 30, then the licence term will run from the date of issuance to September 30 of the next year. Utilizing a mid-month cut off date is necessary to implement a manageable monthly Anniversary Billing process.

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To facilitate this change the *Burnaby Business Licence Bylaw 2017* will need to include provisions to establish a validity date for an initial business licence based on the application submission date. The provisions would reflect that:

- All business licences with an application date between the 1<sup>st</sup> day and the 15<sup>th</sup> day of any month will be valid until the next year on the last day of the month that precedes the application date.
- All business licences with an application date between the 16<sup>th</sup> day and the last day of any month will be valid until the next year on the last day of the month in which the application was received.

### **3.4 Changes to Invoicing Dates and Related Amendments to the Licence Cancellation Timeframe**

#### Current Billing Process

Presently under the Calendar Billing model, all licence holders are provided with an annual renewal invoice in early November of each year, approximately 60 days before the licence expires.

Historically, as a courtesy to customers, for those accounts that have not made payment by December 01, the Licence Office has provided an additional "reminder notice" to make payment prior to the expiry date and avoid the late payment fee. These reminders provide an alert to customers that payment is required before December 31 in order to avoid a \$50 late payment fee.

If payment is not received by December 31, a \$50 "late payment fee" (as permitted under Section 6.3 of the bylaw) is then added to the amount owing. Beginning in January new invoices are sent to all overdue accounts, stipulating the full amount (yearly renewal and penalty) now requiring payment. The customer then has until the last day in February to make payment in full to avoid cancellation of the business licence. Should a business fail to make payment in full after the last day in February, Section 6.4 of the bylaw provides for automatic cancellation of a business licence for nonpayment.

The entire invoicing and payment processing time frame for the current Calendar Billing cycle, as described above, is approximately 120 days (November to end of February) including the penalty period.

#### Proposed Billing Process

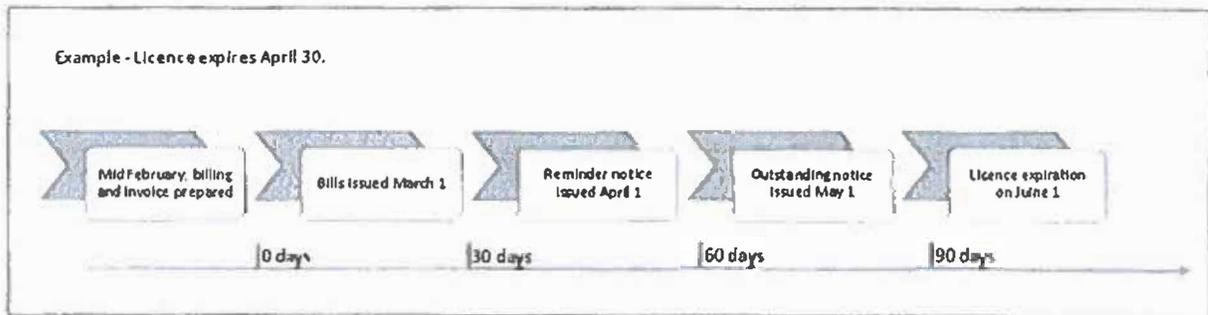
With Anniversary Billing, invoicing and payment processing will take place 12 times each year. In order to efficiently manage and track notifications, invoices, payments, and related tasks, the billing cycles will need to be more regimented than under the current process. To accomplish this and ensure customers continue to be provided with adequate

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notice, staff propose a 90 day time frame (composed of three 30 day increments) for payment deadlines and/or additional enforcement actions. Utilizing the three proposed 30 day increments will also allow staff to stay current with all required processes.

As an example of the proposed revised Anniversary Billing invoicing and cancellation process, using April 30 as the licence expiry date, the process would be as follows:

- First 30 days - On March 01, sixty days prior to the business licence expiry date, the customers will receive an invoice providing notice that payment is due on or before April 30.
- Second 30 days - On April 1, thirty days prior to the licence expiry date, the customers will receive "reminder notice" informing that payment has not yet been received and is due on or before April 30.
- Third 30 days - If payment isn't received on or before April 30, a final notice/invoice will be sent to the customer, advising that payment is required to be received by May 30 and if payment is not received, the business licence will be automatically cancelled. It is proposed that during the transition period (i.e. 2022 January 1 to 2023 June 01), the application of a late payment fee be temporary suspended. After the transition, a late payment fee of \$50 would be applied for overdue invoices. See discussion in Section 3.5 of this report.
- After the third 30 days (i.e. 90 days after initial invoice was issued) - If payment is not received prior to end of business day on May 30, the business licence would be automatically cancelled on the next day. This is similar to the current practice, however, the time frame will be reduced.



To accomplish the proposed Anniversary Billing process, Section 6.4 of the bylaw will require amending to permit the cancellation of business licence for nonpayment 30 days after the due date has passed, instead of the last day of February as this section now reads. Retaining this regulation should sufficiently encourage businesses to make payments within the required time lines.

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### 3.5 Temporary Suspension of Late Payment Fee During Transition Time Frame

The purpose of a late payment fee is to encourage timely payments on yearly business licence renewals. Section 6.3 of the *Burnaby Business Licence Bylaw 2017* authorizes the addition of a late payment fee to be applied to business licence accounts that remain unpaid after the December 31 due date. The fee is a flat fee of \$50 regardless of the renewal fee, and is set-out in in the *Burnaby Business Licence Fees Bylaw 2017*.

For comparison, staff contacted six other local governments to determine if similar late payment penalties are applied to business licence renewals in these communities. The responses are shown in the table below.

CITY	LATE FEE APPLIED
Vancouver	Yes
Coquitlam	Yes
Surrey	Yes
Richmond	No
Delta	No
Port Moody	No

Approximately 2200 late penalty notices were issued in 2020. Staff recommend retaining the late payment fee; however, it is recognized that many Burnaby businesses have become accustomed to the yearly Calendar Billing payment timeframe as described in section 3.4 of this report. As a result, until all businesses have an opportunity to become familiar the new Anniversary Billing process, staff recommend suspending the application of the late fee for the period of 2022 January 1 through to 2023 June 01. This would require section 6.3 of the *Burnaby Business Licence Fees Bylaw 2017* to be amended to specify that late payment fees will not apply to invoices due during this period.

### 3.6 Exception for House Rental Licenses

Staff recommend retaining House Rental Licences (HRL) on the Calendar Billing cycle. This would continue to align HRL yearly expiry dates with the Declarations provided to home owners by the City every September for supplementary utility fees. The Declaration are used to determine if a home is being rented and if a HRL is required for rented homes that are not occupied by one or more owners. Typically completed Declarations are due back to the City by November 30 each year. Keeping HRL on a Calendar Billing cycle will permit staff to provide timely notice, after the Declarations have been received, to any property owners who may need to obtain a HRL by January of the next year.

The *Burnaby Business Licence Bylaw 2017* will need to be amended to specify that HRLs will be billed and have a validity date based on Calendar Billing.

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### **3.7 Amendments to Signature Requirement For Business Licence Applications**

In addition to providing the ability to transition to Anniversary Billing the Tempest system also provides the ability to accept business licence applications over the internet through the city's My Property Portal. This feature will greatly enhance customer service by allowing new applicants to conveniently submit applications remotely.

Section 4.1(b) of the bylaw requires applications to "be signed by the owner or operator of the business or an agent authorized in writing by the owner or operator". This section will need to be amended to permit customers to submit electronic applications through the My Property Portal and to allow one business owner to apply on behalf of all owners, where the business is owned or operated by more than one person.

### **4.0 REQUIRED AMENDMENTS - BURNABY BUSINESS LICENCE FEES BYLAW 2017**

The transition to Anniversary Billing will also require amendments to the *Burnaby Business Licence Fees Bylaw 2017*. Schedule A of the bylaw contains the fees for all business licence categories. The Schedule will need to be amended as follows:

- Remove the entire column titled "Prorated Initial Licence Fee (effective July1)", including associated fees. With the introduction of Anniversary Billing, proration of business licences is no longer required;
- Identify that the fees listed in the columns titled "Initial Licence Fee" and "Renewal Licence Fee" are Annual Fees, and
- Specify that Home Rental Licences fees are for a calendar year (both the Initial Licence Fee and the Renewal Licence Fee) and no proration is provided for applications received part way through a calendar year.

### **5.0 CREATION OF A COMMUNICATION PLAN**

Licence Office staff and Communications staff have begun discussing how best to provide advance notice to the business community of the upcoming billing cycle changes. A formal plan is being developed and will be implemented closer to the 2022 business licence renewal date.

Preliminary discussion have also begun with the Burnaby Board of Trade to request their assistance with raising awareness amongst the business community and their members. Discussions are ongoing at this time.

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**6.0 ACCOUNTING AND REVENUE IMPLICATIONS**

The current licence application and renewal billing processes involve the posting of licence revenue to the applicable calendar year in which the licence validity period applies. Using the accrual method of accounting, renewal invoice revenue raised in the system in late October / early November each year is manually moved to the following calendar year, and as such aligns with the services being provided. Penalty and application fees are recognized in the year in which they are imposed. Under the Tempest system this process is partially automated, but still requires some manual processing on an annual basis.

The City’s Revenue Services staff are working with the Licence Office to ensure that the impact upon revenues is minimized and that the correct revenue recognition is applied during and after the transition period. Initial projections indicate that annual revenue during the transition period will continue to align with 2019 and 2020 figures, of around \$3.8 million. Finance staff are currently working with the product vendor to develop a report for use by the Licence Office and Revenue Services for improved tracking of business licence fee receivables.

**7.0 RECOMMENDATION**

Staff recommend that the Financial Management Committee request that Council authorize the City Solicitor to bring forward amendments to the *Burnaby Business Licence Bylaw 2017* and the *Burnaby Business Licence Fees Bylaw 2017*, as described in this report.

The *Community Charter* requires that before adopting a bylaw in regards to business regulation, Council must give notice of its intention and provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. In order to ensure all interested parties are provided sufficient notification, notice of the proposed amendments to the *Burnaby Business Licence Bylaw 2017* and the *Burnaby Business Licence Fees Bylaw 2017* will be advertised in the local newspaper for two consecutive editions after first readings of the amendment bylaws. The notice will provide a deadline of noon, 2021 June 11 to make written submissions. All responses will be collected and provided to Council prior to final adoption of the bylaws.

  
Dave Critchley  
Director - Public Safety and Community Services

:dl, rr

Copied to: Acting City Manager  
Director Finance

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

**DATE:** 2022 March 08

**FROM:** GENERAL MANAGER ENGINEERING

**FILE:** 35000-01

**SUBJECT: ENGINEERING CAPITAL PROJECTS STATUS UPDATE**

**PURPOSE:** To provide an update on the current of Engineering capital projects.

#### RECOMMENDATION:

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

#### REPORT

##### 1.0 INTRODUCTION

The purpose of this report is to update the Finance Management Committee and Council on the current status of 20 Engineering capital projects. Projects are selected for this report by value and/or particular interest to Council.

##### 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  
Practice open and transparent communication among staff, Council and the community
  - Reliable services, technology and information –  
Protect the integrity and security of City information, services and assets

##### 3.0 BACKGROUND

Engineering capital projects typically progress through the following five phases:

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT  
COMMITTEE  
FROM: DIRECTOR ENGINEERING  
SUBJECT: ENGINEERING CAPITAL PROJECTS STATUS UPDATE  
2022 March 08 .....Page 2

1. Planning – this phase includes identification of the overall scope and need for the project, acquisition of land or statutory rights-of-way, application for long-lead permits, and issuance of a Request for Proposals (RFP) for consulting services;
2. Design – in this phase conceptual designs are refined to a quality that can be issued for tender. Permits and approvals such as environmental permits, Preliminary Plan Approval (PPA), and Building Permits (BP) are obtained during this phase;
3. Tender – in this phase the project is tendered through a competitive bid process with the intent of selecting a contractor to construct the project. Contract documents and project schedule are finalized;
4. Construction – in this phase the successful contractor builds the project through to substantial completion. Engineering projects are typically constructed as per the Master Municipal Construction Documents (MMCD).
5. Closeout – this phase includes the collection of as-constructed drawings and closeout of all purchase orders.

The current status of all Engineering capital projects are available to the public at:

<https://gis.burnaby.ca/capitalworksprogram/>

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT  
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SUBJECT: ENGINEERING CAPITAL PROJECTS STATUS UPDATE  
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#### 4.0 RECOMMENDATION

Staff recommend that the Finance Management Committee forward this report on the current status of Engineering capital projects to Council for information.



James Lota, P.Eng., MBA, MPA  
General Manager Engineering

MN/nh

#### Attachment

Copied to: Chief Administrative Officer  
Deputy General Manager Finance  
General Manager Parks, Recreation & Cultural Services  
General Manager Planning & Bldg  
General Manager Corporate Services  
Purchasing Manager  
Director Engineering Projects

#	Project Name	Executive Summary	Project Status	Project Target Start	Construction Target Finish	Sidewalk and Pathways(m)	Trees Impacted	Trees to be Planted	Tender Award Amount	Project Percent Complete	Status Update
1	3031 INF Broadway Improvements Bainbridge to Underhill	Road upgrades on Broadway (Bainbridge Av to Underhill Av) will be upgraded with widened pavement, urban trail, sidewalks, and treed boulevards to improve the street for all users. Storm sewers and watermains requiring condition or capacity upgrades in this section will also be addressed in this project. Installation of the City's IT network conduit will also be completed along the full length of the project.	Construction	8/4/2020	3/31/2022	3000	150	30	\$8,628,241	80%	Overspent (resolve by reallocation) due to Unknown 3rd party utilities found during construction caused multiple design changes and construction change orders. This also resulted in one delay claim.
2	3187 INF Holdom Overpass	The Holdom Overpass is a third party (Vancouver Fraser port authority) project that will complete the City's long-term goal to have a major north south connector in the Brentwood Town Centre Area. With this significant project the City identifies associated City upgrades to be completed as part of this opportunity. It will be the Vancouver Fraser Port Authority's responsibility to build the overpass to connect Holdom Ave. and Douglas Road. The City is anticipating to perform coordinated works with this project and will cost share portions of work to ensure ultimate restorations and infrastructure are captured.	Design	1/1/2022	2025-2026					20%	On track and on budget. 3rd party project. Minimal spending expected as City's contributions are minimal.
3	3189 INF Central Burnaby Water & Roads Package	This project package includes watermain replacements in which City forces will construct, road rehabilitation/upgrades and communication ducting for various project sites in Central Burnaby. The project involves replacement of existing aged AC or CI watermains and services, hydrants for enhanced fire fighting and capacity upgrades, and is then completed with pavement rehabilitation and/or upgrades on local and collector streets to be tendered out to retain a contractor over multiple years and contracts. Interim strip roads and traffic safety improvements will be upgraded to current urban street standards (curb, gutter & sidewalk) as part of an integrated project approach. Total program value nearly \$13M over multiple years.	Construction	5/1/2020	12/30/2022	1900	8	16	\$2,680,000	85%	Overspent (resolve by reallocation) due to Waterworks performed by City Forces had a cost overrun of \$2.2 million on \$3.5 million budget. Substantial completion by end of March 2022 due to 2 locations being added.
4	3194 INF Wright St. Watermain & Road Upgrades	This watermain and roads package consists of project sites in the Cariboo-Armstrong neighborhood of Burnaby. The project involves replacement of existing aged watermains, hydrants and services, a limited section of new storm and sanitary sewers (sewer separation) complete with pavement rehabilitation and/or upgrade to local/collector streets. This project is intended for design by an engineering consultant(s) and construction by City forces with separate tender of roadworks as a separate tender.	Tender	1/1/2021	3/31/2023	800	2	10		40%	On track and on budget. Tender was posted February 14, 2022. Closing March 7, 2022.
5	3196 TR EMH.0023 LED Streetlight Conversion Phase 5 of 5	This project is to convert the remaining street and pedestrian lights to LEDs. Innovations in street lighting technology has led to the development of Light Emitting Diode (LED) luminaires which have proven benefits amongst many different municipalities. Converting existing High Pressure Sodium (HPS) luminaires improves the quality of the lighting and reduces maintenance and electricity cost. The City of Burnaby has realized the benefits of converting luminaires from HPS to LED based on conversions in the previous four phases. This fifth and final phase will ultimately convert the remaining 1,519 luminaires, for which the majority of those luminaires provide lighting to multiuse pathways.	Design	3/1/2021	12/23/2022				\$990,000	10%	On track and on budget.
6	3206 INF MV BLN12 Trunk Sewer	Burnaby Lake North Interceptor 2 : This is a Metro Vancouver project which includes construction of a regional sanitary trunk sewer along Lougheed and Winston Street to replace an aging trunk sewer as well as increase sewer capacity to support future growth.	Construction	6/1/2020	12/31/2023					45%	On track and on budget. Metro Vancouver project.
7	3217 INF Phillips Avenue LASP	This project is for design and construction of Local Area Service Program (LASP) works as approved by Council. The scope includes street upgrade and street lighting on Phillips Av, from Winston St south to end of cul-de-sac.	Design	4/1/2022	12/31/2022		14	30		15%	Minimal spending due to finalizing detailed design. Tender will be in April 2022.
8	3218 INF Capitol Hill Watermain and Road Upgrades	This watermain and road package consists of project sites in the Capitol Hill North Burnaby. The projects involve replacement of existing aged watermains, hydrants and services, a limited section of new storm sewer, additional street lighting, multi-use path, complete with pavement rehabilitation and/or upgrade on local/collector streets. This project is intended for design by an engineering consultant(s), watermain construction by City forces and a separate tender for contract services of roadworks and street lighting improvements.	Tender	9/6/2021	3/31/2023					50%	On track and on budget. CF completed waterworks. Roadwork is tendered and to be closed in March, 2022. Substantial for watermain March, 2022.
9	3223 FM Electric Vehicle Charging Stations	The project aims to support the City's Climate Emergency goals with GHG emissions reductions by providing new EV (Electric Vehicle) charging infrastructure for fleet vehicles stationed at the City Hall Lower Compound. The project will involve undergrounding the existing overhead power lines to the property, adding a new pad-mount transformer and service kiosk to energize up to 100 parking stalls in the Lower Compound including installation of up to 100 level 2 fleet EV Charging Station ports.	Construction	8/1/2020	5/31/2022				\$2,250,000	70%	On track and on budget. Construction was awarded July 2021. Substantial May 2022.

10	3239 INF Kincaid Street Watermain, Roadworks, and PRVs	Construct new 150mm & 250mm mains along Douglas Road (Woodsworth to Canada WY) to facilitate expansion of the Kincaid Zone into the Central Valley Zone. Transfer existing services fronting Douglas Road to new 150mm main (Kincaid Zone). 'Close' existing valve at Woodsworth and Douglas Rd., to complete zone boundary change.	Design	3/1/2022	12/31/2022	1450				10%	On track and on budget. Tendering out by end of March 2022.
11	3234 INF Sprott & Kensington	Upgrades of the Sprott Street and Kensington Avenue intersection is required to accommodate future development in the area, including the Burnaby Lake Arena and Pool replacement project, the proposed Tennis Canada facility and the Aga Khan development. The conceptual design of the intersection has been completed, which includes the formalization of a Multi-Use Path (MUP) along Sprott Street, from Norland Avenue to Kensington Avenue. The MUP will be constructed as first as Phase 1 with the remaining upgrades to be completed in Phase 2 of the project. This MUP will provide a connectivity to the City's active transportation network in the area.	Design	6/1/2021	12/30/2022					5%	Minimal spending due to Project is still in Design . Design Completion in Feb 2022.
12	3270 INF Laurel St (Douglas to Godwin) and Lanes	Design and Construction is required for Laurel Street fronting the new works yard (Douglas to Godwin). Design and Construction are also required for lanes adjacent to the new works yard (lanes to the west and to the south of Works Yard) and an urban trail (east of works yard). The design and construction of utility improvements on Laurel Street and the lanes are also required. This project requires close coordination with the Laurel Street Works Yard construction project. Construction is underway.	Design	10/1/2021	5/1/2023	550				9%	On track and on budget. Currently in Design. Project is scheduled to tender in the spring of 2022 in coordination with Laurel Street Works Yard construction.
13	3276 INF BC Parkway Lighting	Providing accent lighting along the BC Parkway trail using Sky train columns and guideways from Patterson to Imperial Street.	Construction	11/10/2021	4/30/2023					30%	On track and on budget. Currently working on Zone 1.
14	3040A INF Marine Dr: Boundary Road to Greenall Ave.	This project is to upgrade Marine Drive from Boundary Road to Greenall Avenue. The project is currently under construction and will provide watermain and road upgrades including curb and gutter, sidewalks and improved street lighting	Construction	8/12/2021	6/30/2022	805				55%	On track and on budget. Construction ongoing. Substantial completion end of May 2022.
15	3040B INF Marine Drive: Greenall Avenue to Strathearn Avenue	This project will bring Marine Dr. from Greenall Ave. to Strathearn Ave. to the urban street standard, including curb and gutter, sidewalk on both sides of the road, bus route pavement, new bus stops, intersection upgrades, new streetlights, boulevard, and street trees as required.	Design	7/1/2022	4/30/2025	2600				15%	On track and on budget. Currently under Design. Will be tendered out end of Aug/Sept 2022.
16	3147B INF 2021 North Burnaby Road Rehabilitation & Upgrade	This is a roads rehabilitation package including pavement rehabilitation on local/collector streets in various locations of north Burnaby. This project will be designed by an engineering consultant(s) and constructed through a tendered contract. Southlawn lane paving and Warwick RRFB have been added to scope.	Closeout	4/12/2021	4/29/2022	1800	44	88	\$2,996,949	95 %	On track and on budget. Minimal schedule changes due to change order at Southlawn lane/Brentwood School. Projection completion April, 2022.
17	3188B INF 2021 Sidewalk Program - Package B	The scope consist of about 4km of sidewalk and 2 crosswalks. Council instructed staff to accelerate net new sidewalk construction in various locations. Boulevard trees would also be replaced and added as necessary, in order to complete the public realm.	Construction	9/1/2021	12/31/2022	4000	50		\$2,610,170	25%	On track and on budget. Completion date December 2022.
18	3191A INF 2021 Sidewalks and Full Road Upgrades	Selected sidewalk construction locations based on prioritization (for example near schools/community centres/parks/transit, most cost effective first, network gaps, and neighbourhoods without sidewalks). Boulevard trees would also be replaced and added as necessary, in order to complete the public realm. This planned program would include new sidewalks and full road upgrades with curb & gutter.	Construction	5/3/2021	5/31/2022	4200	14	28	\$5,558,911	50%	On track and on budget. Construction started July 2021. Works to be completed by July, 2022.
19	3193A INF Burnaby Heights CSS	This project is part of the City's ongoing infrastructure renewal program involving separation of combined sewers as required under the local Liquid Waste Management Plan (ILWRMP). Sewer separation minimizes volumes of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use and reduced environmental impact.	Closeout	4/5/2021	3/31/2022		3		\$3,098,748	95%	On track and on budget. Construction completion to be expected end of March 2022.
20	3228 INF Glenwood and Willingdon Heights Water and Road Upgrades	This is a watermain replacement and roadworks package with work on mostly local streets in the Clinton-Glenwood and Willingdon Heights areas. AC watermains are replaced and upsized to hydraulic model requirements. Impacted roads will be restored with new pavement or full street upgrade if they are currently in interim street condition. Sidewalks and wheelchair ramps are added to all streets where they are missing. Civic communication conduits have been added to locations as required by the IT Department.	Design	5/1/2021	12/31/2023					5 %	On track and on budget. early design phases. Detailed design to be completed April 2022.



Meeting 2022 March 15

COMMITTEE REPORT

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

**DATE:** 2022 March 09

**FROM:** GENERAL MANAGER  
PLANNING AND DEVELOPMENT

**FILE:** 1750 20

**SUBJECT:** CITY HALL WASHROOM SUITABILITY UPGRADE PROJECT –  
UPDATE

**PURPOSE:** To provide information on the City Hall washroom renovation project for Phases 2 and 3.

**RECOMMENDATION:**

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

**REPORT**

**1.0 BACKGROUND**

The Canadian Human Rights Act and Criminal Code were updated by the Federal Government in 2017 (Bill C-16), clarifying the right of individuals to use a washroom or change room that corresponds to their gender identity. Since that time staff have advanced additional work to incorporate a universal design and signage approach within civic facilities. Universal signage and design enables the widest range of people as possible to utilize a space, including persons who are transgender or transitioning, non-binary individuals, persons with disabilities, and patrons of all ages who require assistance with toileting or changing by persons of another gender.

Specifically, these initiatives include:

- Development of a comprehensive interior signage package, with emphasis and focus on accessibility and gender inclusion. This signage approach is being implemented in all new civic facilities and major renovations. As well, a facility signage overhaul pilot at Eileen Daily Leisure Pool and Fitness Centre is currently in-process. Staff anticipate being able to provide a further update to Council by Q2 of this year on the pilot work.

To: Financial Management Committee  
 From: General Manager Planning and Development  
 Re: City Hall Washroom Suitability Upgrade Project – Update  
 2022 March 09 ..... Page 2

Recommendations for further signage overhauls at other existing facilities will stem from the results of this pilot.

- Prioritization in new civic facility design and construction to universal washrooms and change-rooms, to a minimum 60% universal and 40% gender designated. Some upcoming civic facilities, including the Rosemary Brown Arena, will provide a higher percentage of universal spaces, while still providing choice for patrons, with some gendered-designated spaces available.
- Prioritization of City Hall and Bonsor Recreation Complex to investigate the creation of public-facing, gender-inclusive washroom spaces. This report provides an update on work related to the City Hall washroom suitability upgrade project. Work on an equivalent process focused on Bonsor Recreation Complex began in Q1 of this year.

## 2.0 POLICY FRAMEWORK

The continued pursuit of accessible and gender inclusive civic spaces is aligned with the following Council-adopted policies and plans/strategies: *Corporate Strategic Plan* (2017), *Social Sustainability Strategy* (2011), *Equity Policy* (1994, updated 2020), and the *Healthy Community Policy* (1991).

## 3.0 OVERVIEW OF PROJECT

The analysis and design phase of the City Hall washroom suitability upgrade project was budgeted for in the 2021 fiscal year, and work began with the retention of Carscadden Stokes McDonald Architects Inc in June 2021. The project was co-led by staff from Facilities Management and Planning and Development (Social Planning). The review and assessment focused on the public facing washrooms located next to Council Chambers in the public concourse of City Hall, and on the current staff-only washrooms located next to the Tax Office on the main floor of City Hall. This process included a review of plans, a site visit, interviews with key staff, and a BC Building Code (BCBC) analysis based upon daytime and evening uses of City Hall (average pre-pandemic public usage).

The Code analysis conducted in accordance with BCBC 2018 identified that in total the number of washroom fixtures meets code for daytime usage. However, based on A2 occupancy with 118 attendees, after-hours events held in the Council Chambers require one additional fixture. The existing washrooms do not meet current Building Code accessibility requirements.

Based upon this process, it was identified that the most feasible location for potential renovation is the washroom area in the public concourse next to Council Chambers. This is based upon ease of public access both during daytime and evening hours, and also on the amount of square footage available for renovation. It also continues to respect the current staff-only usage of the washrooms next to the Tax Office.

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Carscadden then developed five possible design options ranging in cost, with a focus on adding one additional fixture in addition to a fully universally accessible single-user toilet room. The preferred option, as identified by staff (see *attached* Appendix 1) for Council’s consideration.

### **3.1 Preferred Design Option**

As referenced above, five concept options were prepared that addressed the project goals, major materials, code compliance, and accessibility. The preferred option as identified by staff provides five (5) private toilet rooms, one of which is fully accessible, with an additional universal washroom in the public concourse. This option adds the needed extra fixture and increases accessibility, while minimizing impacts upon open space available in the public concourse.

Based on a Class D cost estimate with an escalation factor for Q1 2023, the total project construction cost for the preferred option is estimated to be \$600,000. This project will be included as part of the 2023 – 2027 Financial Plan process for Council’s consideration. It is anticipated that the majority of the construction will take place in 2023.

In the remainder of the 2022 fiscal year, in order to continue to advance the project in a timely manner, and to limit any impacts of the ongoing global supply chain disruption on the project, staff will complete the following:

- Prepare detailed design documents of the preferred option;
- Complete any necessary hazardous materials reviews and costing;
- Submit Permit Plan Approval (if required) and Building Permit submissions including required schedules and documentation; and
- Develop tender documents and associated technical drawings.

Completion of the above steps will allow the project to be ready for tender at the beginning of the 2023 fiscal year. As these activities were not budgeted, staff will ensure appropriate 2022 contingency provisions are made within the Financial Plan.

If there are no significant concerns from Council, staff will continue to work with Carscadden as the retained firm.

### **4.0 RECOMMENDATION**

The City of Burnaby Equity Policy celebrates and recognizes the full diversity of its community, and recognizes that this diversity is a source of social, cultural and economic enrichment and strength. Our Burnaby includes all community members regardless of ability, age, background, ethno-cultural identification, gender, gender identity, immigration status, income, heritage, life experience, housed or unhoused status, sexual orientation, and other factors.

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The renovation of the primary public-facing washroom options at City Hall in order to create an accessible and gender inclusive experience, while also adding an additional fixture, is an additional important step in actualizing the Equity Policy and increasing quality customer service for Burnaby community members.

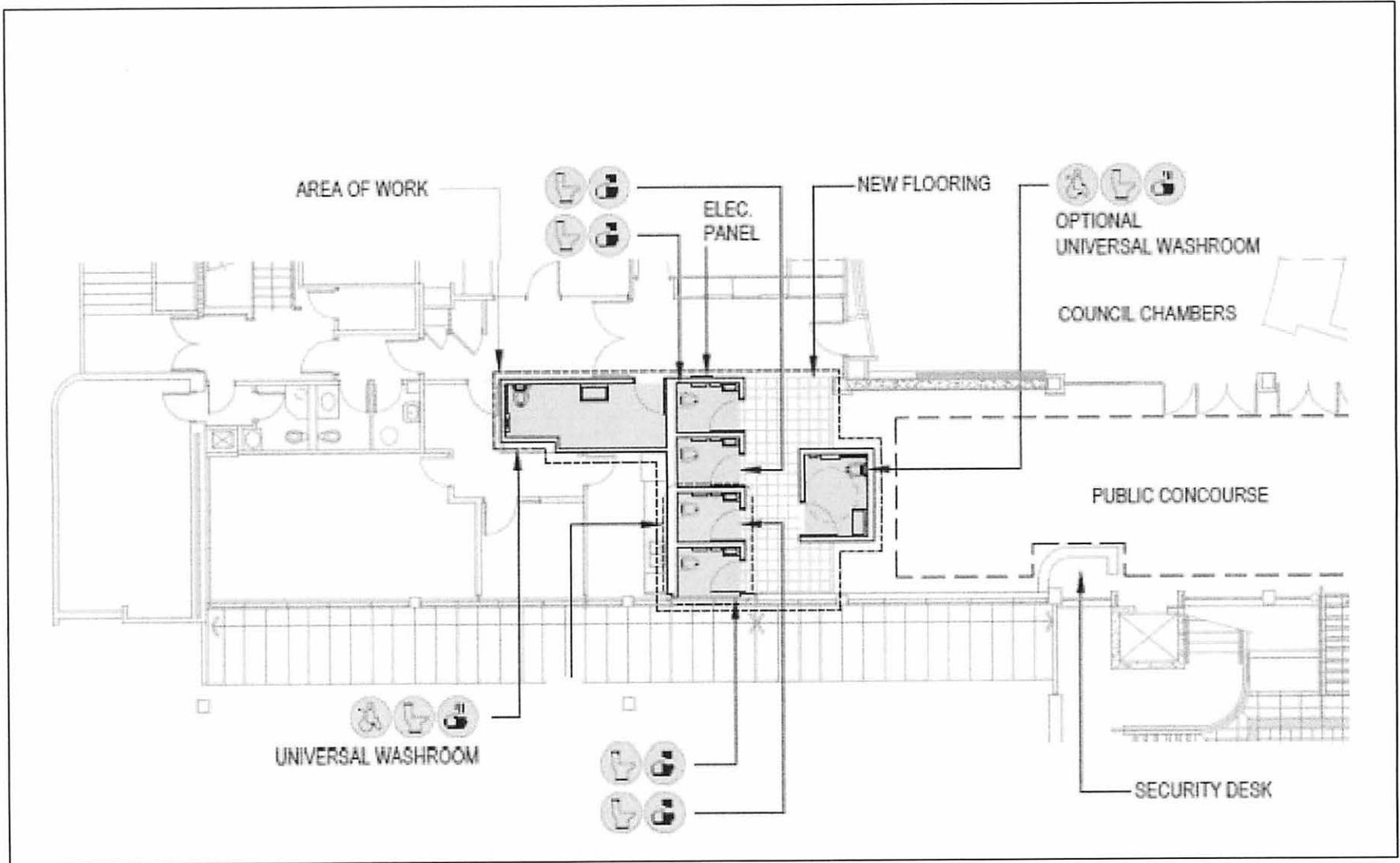
E.W. Kozak, General Manager  
PLANNING AND DEVELOPMENT

RM:sa  
**Attachment**

- cc: Chief Administrative Officer
- Deputy Chief Administrative Officer and Chief Financial Officer
- General Manager Corporate Services
- General Manager Engineering
- OIC – RCMP
- General Manager Community Safety
- Chief Human Resources Officer
- General Manager Parks, Recreation and Cultural Services
- Fire Chief
- Chief Librarian
- Chief Information Officer
- City Solicitor
- City Clerk

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APPENDIX 1



*Burnaby City Hall Washroom Suitability Upgrade Project – Preferred Schematic Design Option*




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

**DATE:** 2022 March 9

**FROM:** DIRECTOR CIVIC BUILDING PROJECTS

**FILE:** 4230 01

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

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

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**RECOMMENDATION:**

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

**R E P O R T**

**1.0 INTRODUCTION**

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

**2.0 POLICY FRAMEWORK**

The advancement of this project aligns with the following Council-adopted policies: Corporate Strategic Plan (2017), Regional Context Statement (2013), Official Community Plan (1998), Economic Development Strategy (2007), Social Sustainability Strategy (2011) and the Environmental Sustainability Strategy (2016).

**3.0 BACKGROUND**

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

- ***Preliminary Project Development*** - this phase includes work such as project identification, site selection, preliminary program development, issuance of Request for Proposals (RFP) for consulting services, and service reviews, as well as needs assessment, geotechnical, environmental, and transportation studies;
- ***Feasibility Study*** - in this phase, the building program, as informed through the service review and needs assessment studies, is established, and a site planning and building massing study is

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undertaken to determine if the proposed development site can facilitate the full building program. This phase also includes determination of a preferred development strategy option and a schematic design study;

- **Detailed Design** - in this phase, the schematic design is developed further to a level of detail suitable for tendering the project for construction. City development approvals such as Rezoning, Subdivision, Preliminary Plan Approval (PPA), and Building Permit (BP) are obtained during this phase;
- **Tendering** - in this phase, the project is tendered through a competitive bid process with the intent of selecting a general contractor to construct the project; and,
- **Construction** - in this phase, contract documents are agreed with the successful general contractor, and the project is developed through to occupancy.

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

#### 4.0 MAJOR CIVIC BUILDING PROJECTS STATUS UPDATE

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

Project	Status/Phase
Burnaby Lake Aquatic and Arena Facility	Detailed Design
Willingdon/Brentwood Community Centre Redevelopment	Schematic Design
Confederation Park Community Centre	Detailed Design
Cameron Community Centre and Library	Detailed Design
Rosemary Brown Arena (South Burnaby Arena)	Construction
Laurel Street Works Yard (Main Building)	Construction
Fire Hall #8 – SFU	Preliminary Project Development

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

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## **4.1 Burnaby Lake Aquatic and Arena Facility**

### **4.1.1 Project Description**

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

The facility program includes:

- an NHL-sized arena pad with five change rooms, support offices, a 40-person multi-purpose room, storage, ice resurfacing, mechanical, electrical and refrigeration rooms, and in-arena spectator seats for approximately 270 spectators, and sufficient viewing area into the arena for an additional 70 moveable seats. There is also additional standing-room viewing available.
- an aquatics facility that includes a leisure pool, hot tub, sauna and steam rooms, a 50 m (10 lane) tank with two bulkheads and a moveable floor, a secondary 25 m (6 lane) tank, several multi-purpose rooms, support offices, change rooms, recreational diving, and a combination of fixed and movable spectator seats; and,
- supporting amenities including reception and office administration areas, a café in the main lobby, food concession in the new rink lobby, and a sports hall of fame display area.

### **4.1.2 Project Status**

#### ***Phase 2 – Detailed Design***

Rezoning reviews and detailed design are underway for the Burnaby Lake Aquatic and Arena facility. The design of the public art is being completed and has been incorporated into the detailed design of the building.

The current construction cost estimate is \$187M including onsite and offsite works and all contingencies and escalation allowances. This does not include previously-funded costs of approximately \$18M for various consulting fees for investigation and design, permit fees and some advanced site servicing costs. A Suitable Plan of Development has been submitted and a Public Hearing for the associated rezoning application was completed 2021 December 14.

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

A further Class ‘A’ estimate will be completed by the end of March, as will the issuance of a Request for Qualifications for the procurement of a Construction Manager. The completion of the

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rezoning process and completion of the detailed design and building permit review will be completed in the coming months. CG Brown Pool is planned to be decommissioned November 2022 to commence removal of hazardous materials in preparation for demolition. In order to provide continuity of ice service, Burnaby Lake Arena will not be decommissioned until Rosemary Brown Arena is fully operational (see section 4.5.2 of this report). It is currently estimated that Burnaby Lake Arena will be decommissioned mid-March 2023. It is noted that these dates are estimates and may change when a Construction Manager is on board.

## **4.2 Willingdon/Brentwood Community Centre**

### **4.2.1 Project Description**

The development of a community centre in the Brentwood/Willingdon Heights area has been identified by Council as a priority community amenity project in the northwest quadrant.

### **4.2.2 Project Status**

#### ***Phase 1 – Schematic Design***

Since 2020, City staff has been exploring the feasibility of developing a new community centre in a master-planned, high-rise development in the heart of the Brentwood Town Centre. This master planned site will include market and non-market rental housing, strata residential, and commercial. Perkins & Will Architects have been engaged to develop a schematic design which indicates the possibility of a south-facing community centre, adjacent to a community-oriented public plaza and the greenspace and courtyards of the master-planned development. The schematic design which proposes a double gymnasium, community fitness centre/weight room, public lobbies and multi-purpose spaces has been approved. A Class D estimate has been completed by a city-retained cost consultant, and the total estimated project cost is \$139M. Subject to Council approval of the project, the project will proceed to public consultation and design development of the community centre.

## **4.3 Confederation Park Community Centre**

### **4.3.1 Project Description**

A need has been identified for additional community dry space at Confederation Park to help serve the growing population in the City's Northwest Quadrant. Revery Architecture (Revery) were retained to undertake the phase one work program for the project, which includes the preliminary project development, feasibility and schematic design study.

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### **4.3.2 Project Status**

#### ***Schematic Design***

Revery has completed the schematic design for the CPCC with a proposed building concept that will connect the new building to the existing Eileen Dailly Pool building and will have an outdoor plaza connecting the new building to McGill Public Library. This will create a cohesive campus on the site. The design concept of the building emphasizes a strong connection to Confederation Park.

A Class D cost estimate was completed, and the project's total estimated cost (including construction, consulting fees, permits, and all related onsite and offsite works) is \$127M. The Schematic Design was approved by Council at their meeting on 2021 August 30 subject to several modifications (reductions). The finalized building program includes one gymnasium, an expanded fitness centre, youth and seniors focused program rooms, and multi-purpose space. The consultant has updated their schematic design to incorporate these modifications. A specialty accessibility consultant has completed a special review of the revised schematic design to ensure that it aligns with the City's accessibility goals. The approval to award the contract for design development of the community centre is the subject of a separate Council report that has been referred to Financial Management Committee.

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

It is anticipated that a public consultation will be conducted in mid-2022 on the results of the design work to date. The project is proceeding on the basis of using an expedited BP review process mirroring the EGBC Certified Professional process.

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

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

The redevelopment of the Cameron Recreation Complex has been identified as a priority community amenity project. The new community centre and library are proposed to be developed on the existing site within Cameron Park in the Lougheed Town Centre.

Diamond Schmitt Architects Inc. (DSAI) completed the schematic design and have been retained to undertake the phase two design work program for the project, which includes design development, permitting, contract documents and construction contract administration.

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#### **4.4.2 Project Status**

##### ***Detailed Design***

The Council-approved schematic design includes a new recreation pool, gymnasium space, exercise rooms, multi-purpose meeting rooms, and an expanded library. The schematic design illustrates a three-storey building (with one and a half level underground parkade) with a portion of the building embedded into the existing slope to reduce the apparent height. The main entrance to the facility is proposed to be off a generous civic plaza to the southeast of the site. Anchoring the main entrance is a generous pedestrian-only civic plaza fronting Cameron Street.

The detailed design phase commenced fall 2021. During this period, the third and final round of public engagement occurred between November 11-26 which included an online survey and two virtual public open houses. The project was well-received and the detailed design work has continued, incorporating the feedback received from the public engagement.

The new building will occupy the existing developed area on the park, currently occupied by the existing Cameron Recreation Complex and Library, to minimize intrusion on the park. An extensive planting plan is planned for the areas of the park surrounding the new centre. The structure will make extensive use of mass timber, will include a partial green roof, stainless steel pool tank, and partial roof coverage with a solar photovoltaic system.

A further Class C cost estimate for the facility was completed upon completion of 50% Design Development documents. The construction estimate including contingencies is \$216M, and the total cost of the project is estimated as \$249M. The project will proceed with BP review using a process mirroring the EGBC Certified Professional process.

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

The remaining design work, rezoning, permitting, and construction tendering is estimated to take approximately 9 months, followed by a planned construction period of 36 months, with an estimated project completion date of summer 2026. It is noted that these dates are estimates and are subject to revision as the design work progresses.

#### **4.5 Rosemary Brown Arena**

##### ***4.5.1 Project Description***

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

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#### **4.5.2 Project Status**

##### ***Contract***

Pomerleau Inc. has been contracted using a CCDC2 lump sum contract for the construction of the Rosemary Brown Arena Project. The contract for Public Art has been awarded to Jill Anholt Studio Inc. of Vancouver, BC.

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

Formwork, reinforcing steel and concrete works are complete, and the erection of structural steel is complete. The installation of mass timber and structural metal deck for both rinks is now complete. NLT (Nail-laminated timber) is in progress in the lobby area and the installation of steel stud walls and sheathing of perimeter walls are underway. There have been significant delays in material deliveries as a result of the COVID-19 pandemic, market uncertainty and shipping disruptions. Construction is expected to be substantially complete at the end of 2022. Public opening of the facility is estimated in March 2023, following commissioning and setup of building systems (ice-making, mechanical, electrical, etc.), final construction deficiencies, operational setup as well as an allowance for additional unforeseen further construction delays.

#### **4.6 Laurel Street Works Yard**

##### **4.6.1 Project Description**

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

##### **4.6.2 Main Building – Construction Status**

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

The tender for Phase 2 construction was awarded to Canadian Turner Construction Company via a CCDC2 lump sum contract in summer 2020. Construction is currently underway and the main building is expected to be completed by mid-2022. Bulk excavation, concrete formwork, reinforcing and concrete works for the building are complete. The erection of structural steel is complete. Interior and exterior steel stud walls, and ducting, piping, electrical rough-ins are nearing completion in the office area and have started on all other parts of the building. Roofing cap sheeting is nearing completion. The installation of exterior drywall, windows and exterior

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cladding have also begun, and the east parking lot has been paved. Installation of overhead doors and elevator is in progress.

Additional electrical infrastructure (incoming service upsizing, additional conduits, high-voltage switching kiosk, etc.) have been added to the project to allow for future Electric Vehicle charging. BC Hydro's design to accommodate this increased future capacity is now complete and installation of conduit for the BC Hydro connection to the site was completed in February.

The main building is expected to be complete summer 2022, with the remainder of the project completing in mid 2023.

## **4.7 Fire Hall #8 - SFU**

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

The Burnaby Fire Department 2019 Needs Assessment Study (2020) completed an analysis of the current state of the City's fire department. The construction of a new Fire Hall in the Simon Fraser University (SFU) was identified as a priority project to improve response coverage to Burnaby Mountain and reduce the risk posed by the varied land uses on Burnaby Mountain, including institutional, industrial, multi-family residential and wildland interface.

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

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

It is intended that the building program will include a fire station for 4 Fire Fighters (20 Full Time Equivalent). City staff worked with SFU Campus Planners to identify a number of potentially suitable sites and reviewed with the Burnaby Fire Department. The mutually agreed site to be explored for further investigation is located at the southwest corner of Tower Road and University Drive E, near the "Nelson Way" driveway for Discovery Park. Stream mapping analysis was completed by a Registered Professional Biologist to locate the existing streams and help map setbacks for any potential development. A Stage 1 Environmental Site Assessment is currently underway.

#### ***Integrated Project Delivery***

A Request for Proposals has been posted on BC Bid to retain an Integrated Project Delivery (IPD) team to complete the project, as well as the redevelopment of Burnaby Fire Station #4. The IPD team will include relevant consultants as well as a prime contractor and key subcontractors. The City has retained an independent consultant (not party to the IPD contract) to act as an advisor on the IPD project delivery method. As this is a partnership project with SFU, the City will work closely with SFU during the process to ensure the project aligns with the strategic visions outlined in the SFU Burnaby 2065 Campus Master Plan. The process is planned to include the submission of a Memorandum of Understanding to SFU's board of directors, and submission of the design to

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SFU’s Urban Design Panel for review. Staff and SFU have determined that the best land tenure method for the use of the site will be a Statutory Right of Way that provides security of tenure similar to ownership.

**Overall Schedule**

It is planned that an IPD team will be retained before the end of March, with feasibility study and validation phase to be completed by summer 2022, and SFU-related approvals, First Nation Engagement and a rezoning application to be completed by the end of 2022. This will be followed by construction in 2023.

**5.0 CONCLUSION AND NEXT STEPS**

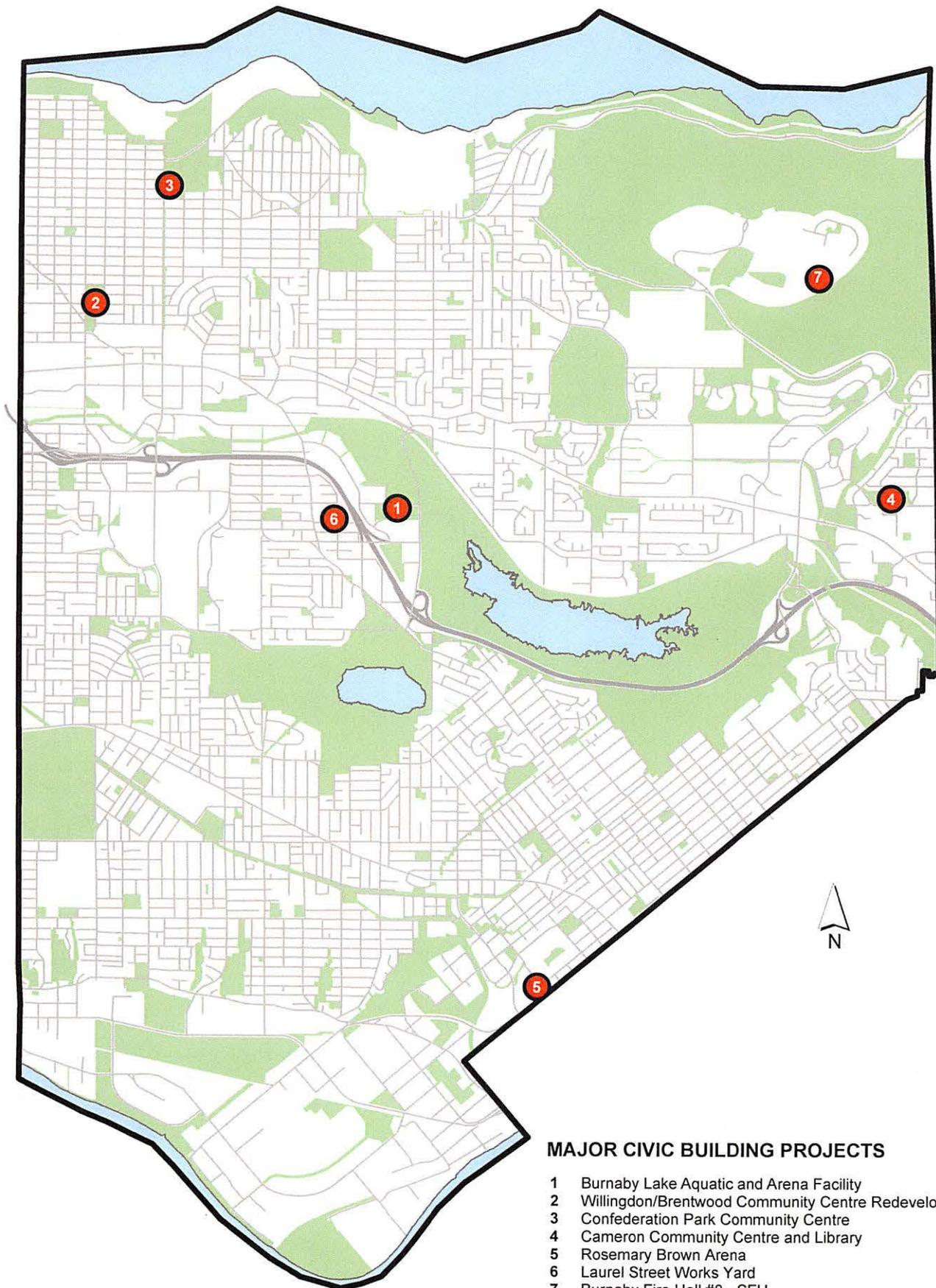
Further updates on major civic building projects will be provided in a quarterly report to Committee and Council, in addition to a verbal project status update at each Financial Management Committee meeting.



Tim Van Driel, Director  
CIVIC BUILDING PROJECTS

TVD:sla  
**Attachment**

- cc: Chief Administrative Officer
- Deputy Chief Administrative Officer and Chief Financial Officer
- General Manager Engineering
- General Manager Parks, Recreation and Cultural Services
- General Manager Community Safety
- General Manager Corporate Services
- General Manager Planning and Development
- Acting General Manager Lands and Facilities
- Acting Deputy General Manager Lands and Facilities
- Director Civic Building Projects
- Chief Librarian
- Purchasing Manager
- City Clerk



#### MAJOR CIVIC BUILDING PROJECTS

- 1 Burnaby Lake Aquatic and Arena Facility
- 2 Willingdon/Brentwood Community Centre Redevelopment
- 3 Confederation Park Community Centre
- 4 Cameron Community Centre and Library
- 5 Rosemary Brown Arena
- 6 Laurel Street Works Yard
- 7 Burnaby Fire Hall #8 - SFU