

**TO:** CHAIR AND MEMBERS  
FINANCE AND CIVIC DEVELOPMENT  
COMMITTEE

**DATE:** 2015 January 16

**FROM:** DIRECTOR PLANNING AND BUILDING

**SUBJECT:** CITY ADMINISTRATIVE COMPLEX PROJECTS

**PURPOSE:** To obtain approval for a Capital Reserves Expenditure Bylaw to finance City Administrative Complex projects.

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**RECOMMENDATION:**

1. **THAT** Council be requested to bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of GST) to finance City Administrative Complex projects, as outlined in this report.

**REPORT**

**1.0 BACKGROUND**

The City has an established Capital program to update and maintain the City's Administrative Complex to ensure that it continues to meet the needs of its citizens and civic operations. The adopted 2014-2019 Annual Capital Plan includes budget allocations to advance three (3) projects related to space needs, parking and signage in the City Administrative Complex area.

This report seeks Council funding authorization to undertake the identified space needs, parking and signage projects.

**2.0 CITY ADMINISTRATIVE COMPLEX PROJECTS**

The existing City Administrative Complex, located at 4949 Canada Way, is approximately 7.2 hectares (17.9 acres) in area and is comprised of three (3) large office/public buildings, parking facilities, plazas and gardens which serve the operational needs of the City and its citizens. This complex is also part of the City's open space systems and is integrated into the adjacent cultural complex of Deer Lake Park.

As part of the ongoing operational and maintenance activities, a need has been identified to review space needs, parking and signage in the area related to the City's administrative function, citizen access and use of civic services and facilities.

## **2.1 City Hall - Space Needs Assessment**

The previous comprehensive space planning and needs assessment review for City Hall – Main Block and West Building, was conducted in 1990 and took into consideration a 20-year growth horizon. At the time, due to space limitations, the Parks and Recreation Department was relocated to the Deer Lake Centre. The Deer Lake Centre also currently houses the HR Training Room and some small divisions from other City Departments that cannot be housed at the City Hall Complex.

Over the past 25 years, there have been considerable changes and growth in a number of City departments primarily generated due to population growth, expansion of service delivery to the public, technological changes and other general requirements.

Based on a recent high level internal review of current staffing levels and space allocations, it was determined that a number of departments are experiencing considerable space pressures.

In order to determine current departmental needs for the required service delivery, it is recommended that the City undertake a comprehensive space needs assessment which would examine both current requirements and future growth projections over the next 20 – 25 years. The review would also include departments that are currently located in Deer Lake Centre with the objective of relocating all civic operations back to the main City Hall campus.

At the completion of the Space Needs Review, the information obtained will be beneficial and used for budgeting purposes, planning of future City facilities and developing service delivery options to meet demands.

In this regard, it is recommended that staff be authorized to prepare a Request for Proposal (RFP) to engage a consultant that would carry out a comprehensive space needs assessment study for the City's Administrative Complex – (Main Block and West Building).

At the conclusion of the Study, staff will provide the findings and recommendations to the Committee and Council in a future report.

## **2.2 City Hall Parking Review / Concept Design**

Based on a number of factors, parking demands have been steadily increasing over the years in the City Hall / Deer Lake Park precinct which includes the areas of Burnaby Village Museum, Shadbolt Centre for the Arts, RCMP/Justice Building and City Hall. A combination of general growth, current operations and special events have resulted in additional parking requirements

and demands which collectively have added considerable pressure on existing available parking lots in the City Hall/Deer Lake Park precinct.

In order to address current parking needs and shortfalls, it is recommended that a consultant be retained through an RFP process to investigate and provide recommendations on how to best address immediate parking requirements and related issues, plus prepare a long term cost-effective parking strategy for the precinct.

In addition, part of the consultant's scope of work will also include the development of a preliminary concept design to determine the feasibility and cost for the development of a multi-level underground parking structure situated between the Justice Complex and West Building. The subject site is currently occupied with a surface parking lot used primarily for RCMP staff parking.

The information obtained through the parking review and feasibility study will be presented in a report and workshop with the Committee and Council at a future date.

### **2.3 Comprehensive Wayfinding Program for City Hall / Deer Lake Park**

As part of the overall planning for the City Hall / Deer Lake Park precinct, the City has undertaken a number of improvements over many years related to directional vehicle signage and pedestrian wayfinding. This program has assisted in the identification of City Hall's multiple buildings and departments, Deer Lake Park's cultural facilities and provided a series of public signage and mapping for visitors.

In recent years, the increased profile of Deer Lake Park as a concert venue has brought many new visitors to the precinct and increased demand for signage to identify facilities, public parking and routes for visitors arriving by public transit, private vehicles, cycling and pedestrians. The current signage comprises various styles and forms, which requires review for possible enhancements.

City staff have identified the need to engage a consultant to work with the City to prepare a review of existing signage and wayfinding and to engage in a program of design improvements, including marking the precinct through an integrated and planned series of street banners, gateway signs, facility signage, public parking identification and pedestrian mapping and signage. This could encompass a new and comprehensive signage program and use of innovative signage technologies to help address all the needs of the City and the public to complete wayfinding throughout the City Hall / Deer Lake Park precinct.

### **3.0 PROJECT BUDGET AND FINANCING**

In order to proceed with the three (3) projects covered in this report, it will be necessary to obtain the following funding, as outlined below:

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Space Needs Assessment Study City Hall – Main Block & West Building	\$200,000
Parking Review/Preliminary Concept Design	\$150,000
Signage/Way-finding Study	\$50,000
GST @ 5%	\$21,250
<b>TOTAL:</b>	<b>\$421,250</b>

In this regard it is recommended that Council be requested to bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of GST) to finance the required expenditures.

#### **4.0 CONCLUSION**

Based on the information provided in this report, it is recommended that Council bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of 5% GST) for the specified space needs, parking and signage projects.

The information and results obtained on the projects will be subject of future reports to Finance and Civic Development Committee and Council.

Lou Pelletier, Director  
PLANNING AND BUILDING

JC:jw

cc: City Manager  
Deputy City Managers  
Director Engineering  
Director Finance  
Director Parks, Recreation and Cultural Services  
City Solicitor  
Chief Building Inspector  
City Clerk