

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

**DATE:** 2021 March 3

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

**FILE:** 4230 04  
*Reference:* City Hall

**SUBJECT:** CITY HALL SPACE NEEDS ASSESSMENT

**PURPOSE:** To request the use of the General Revenue Surplus Reserve to finance the City Hall Space Needs Assessment.

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**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize the use of the General Revenue Surplus Reserve in the amount of \$500,000 to finance the City Hall Space Needs Assessment, as outlined in this report.

**REPORT****1.0 INTRODUCTION**

The Burnaby City Hall Administrative Complex is located across multiple buildings within the Central Administrative Area:

- 4949 Canada Way (City Hall – Main Building);
- 6161 Deer Lake Parkway (City Hall – West Building); and
- 4423 Ledger Avenue and 4940 Canada Way (Deer Lake Centre 1 and 2).

City Departments in the above noted buildings perform the administrative, business, office and service functions of the City. It is noted that City Departments in Deer Lake Centre 1 and 2 share the facility with other institutions, businesses and offices.

Historically, City Hall has operated within the two separate office buildings: Main Building and the West Building. The Main Building, which was constructed in 1956, was initially a two-storey building plus basement. In 1976, an additional two-storeys were constructed atop the existing building (3rd and 4th floor levels of the Main Building). In 1998, the building underwent major renovations which included the total replacement of the mechanical and electrical systems and the interior finishes. The West Building, which was constructed in 1977, is a two-storey office building with one level of under-building parking. In 1999, the West Building also underwent significant interior renovations which also replaced the interior building systems and finishes. During the renovation period, the Parks and Recreation Department and the City's Health Department were relocated to Deer Lake Centre 1.

Since that time, other departments have also moved divisions and operations into Deer Lake Centre 1 and 2, as well as other City buildings to address space shortfalls.

As Burnaby continues to experience significant growth and development, increased demand will be placed on public services and programs that operate from the Burnaby City Hall Administrative Complex. To support increased service demand, it is anticipated that new positions and additional staffing levels and supports will be required across City Departments, impacting building space requirements. While Deer Lake 1 and 2 have some capacity to accommodate departmental needs in the short- and medium-term, the fragmentation of departments and divisions is not optimal. In addition, the Main and West Buildings are approaching a point in the building's life-cycle where major capital reinvestment will be needed to meet and maintain the basic standards. Upgrades to fully occupied buildings are also challenging and costly given the need to maintain service delivery levels expected. It is within this context that funding for the Phase 1 City Hall Space Needs Assessment is being sought.

## **2.0 POLICY SECTION**

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

- **A Safe Community**
  - Community Amenity Safety – Maintain a high level of safety in City buildings and facilities for the public and City staff
- **A Dynamic Community**
  - Economic Opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
  - City Facilities and Infrastructure – Build and maintain infrastructure that meets the needs of our growing community
- **An Inclusive Community**
  - Serve a Diverse Community – Ensure City services fully meet the needs of our dynamic community
  - Create a Sense of Community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- **A Thriving Organization**
  - Financial Viability – Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

## **3.0 CITY HALL SPACE NEEDS ASSESSMENT**

The City's primary objectives are to consolidate the Burnaby City Hall Administrative Complex onto a single campus site to meet current and future City Hall space needs. These objectives include:

- providing accessible, convenient and improved service delivery to Burnaby citizens and the public;

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From: Major Civic Building Project Coordination Committee  
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- improving the safety of the public and civic staff;
- improving communications and collaboration within the organization and across Departments;
- optimizing building function and efficiency, while maintaining flexibility to accommodate future growth and/or expansion of programs and services;
- being a leader in sustainability; and
- enhancing civic image through the design of a landmark facility.

As part of the key deliverables of the work program, the Consultant will complete a comprehensive space needs assessment, as well as recommend a functional space program (base building size required to accommodate staff, operations and services, and supporting amenities) that meets current and future City Hall space needs, as well as:


- recommend a workplace design philosophy and concept that enhances customer service interface, communications, and workplace safety and productivity;
- provide high level review of building systems, technologies and other viable sustainable design features that support initiatives to lower energy consumption, carbon footprint, and operation costs;
- provide up to two building configuration, massing and preliminary concept design options for the recommended facility program, including building footprint, optimal adjacencies, and recommended parking and loading standard. Building configuration and massing options will include a recommended minimum site area (and assume up to 2 levels of full underground parking with remainder at grade); and
- prepare a preliminary business case for the new City Hall campus, including an order of magnitude cost analysis.

These expenditures are currently not in the 2021 – 2025 Provisional Financial Plan however will be included in the 2021 – 2025 Annual Financial Plan. Sufficient funds are available in the General Revenue Surplus Reserve to finance the project as outlined in this report.

#### 4.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the use of the General Revenue Surplus Reserve in the amount of \$500,000 to finance the City Hall Space Needs Assessment, as outlined in this report.

For

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

  
Dipak Dattani, Director Corporate Services

  
Leon Goss, Director Engineering

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