

THE CORPORATION OF THE DISTRICT OF BURNABY

3 February, 1967

REPORT NO. 7, 1967

His Worship, the Reeve
and Members of the Council.

Gentlemen:

Your Manager reports as follows:

1. Re: Signing Authorities - Social Welfare Cheques

For some years, cheques drawn on the Corporation's Social Welfare Bank Account have borne the signatures of the Social Welfare Administrator or alternate, and the Municipal Treasurer or his Deputy.

Accounting for Social Welfare is by punch card, and reporting is by punch card print-out.

Some 13,000 cheques are processed annually in bulk issues by the Data Processing in Treasury, and some 6,000 cheques are drawn by hand and issued daily in blocks of one to fifty or so, average 25 per day.

The daily cheques are drawn in the Social Welfare Department and sent to Treasury by messenger. The Treasurer or his Deputy is asked to sign the cheques while the messenger waits, or the cheques are left and the messenger returns later.

If the Treasurer or his Deputy are busy, which is usually the case, delay occurs.

Under the accounting systems in force, there is little value in having the Treasury officials sign these cheques. It would be much better if the Social Welfare Administrator or his Assistant were the sole signers of the cheques.

A thorough review of accounting procedures in the Welfare Department has been made, and a few slight improvements put into effect. Further - an audit program has been written and put into effect. In the future - as in the past - cheque reconciliations will be done by Treasury.

It is recommended that Council pass a new banking resolution authorizing
the Social Welfare Administrator - E.L. Coughlin or
the Assistant Social Welfare Administrator - C.C. MacKenzie,
one of them to sign Social Welfare cheques, Corporation Imprest Account No. 1.

All employees of the Corporation are bonded by blanket bond for the sum of \$100,000.

This step in no way relieves the Municipal Treasurer of any of his statutory responsibilities for accounting and cash handling in the Social Welfare Department.

2. Re: Subdivision Reference #119/65

The above mentioned subdivision subdivides a portion of Block 34, D.L. 157, Group 1, into three lots numbered 71, 72, and 73. The property is located on the north side of Carson Street, east of Strathearn Avenue.

The owner of the newly created lot 71 is prepared to enter into an agreement with the Corporation restricting the height of a building on the lot to 18 feet above the existing ground level in order to meet the objection of an adjacent owner. The 18 feet does not include projecting chimneys or television antennas.

It is recommended that the Reeve and Clerk be authorized to execute the agreement on behalf of the Corporation.

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3. Re: Land Sale

On June 13th, 1966, Council authorized Lot 10, Except the east 50 feet, R.S.D. 2, S.D. 11/13, Block 1/3, D.L. 95N, Group 1, Plan 1796 to be placed in a sale position subject to:

- (a) A minimum price of \$1,000.00
- (b) Consolidation with the East 50 feet of the said Lot 10

The property is situated west of 7263 Arcola Street.

The owner of the east 50 feet of the Lot 10 did not make an offer to purchase and has now enquired if the property is still in a sale position with the same conditions.

The Corporation owned property is within the apartment site study area and there is every indication that the land use will be multi-family in the near future.

It is recommended that Council rescind the decision of June 13th, 1966, to place the property in a sale position, or increase the minimum price from \$1,000.00 to \$3,000.00.

4. Re: Request of MacMillan, Bloedel and Powell River Industries Ltd.

On February 22nd, 1965, Council consented to the above mentioned Company occupying a water lease fronting on the street ends of Holland and Emily Streets -- North Arm of the Fraser River. The consent expired on December 31st, 1965, and was extended to December 31st, 1966. The Company requests that the consent be extended to December 31st, 1967.

It is recommended that the request of the Company be granted.

5. Re: Prenter Street Extension

The Corporation requires a 66' wide right-of-way through the following described properties for the extension of Prenter Street eastward to Griffith Avenue. The properties are owned by the B.C. Hydro Authority.

- Lot 9, Block J, D.L. 96, Group 1, Plan 3907
- Lot 17 W pt., Block J, D.L. 96, Group 1, Plan 4548
- Lot 17, Block J, D.L. 96, Group 1, Plan 3907
- Remainder of "M", Block J, D.L. 96, Group 1, Plan 3907

The owner is prepared to exchange the right-of-way through the above mentioned properties for Lots 31 and 43 of Lots 4 to 15, Block 6, D.L. 171, Group 1, Plan 2686, owned by the Corporation. Lot 31 is located on the north side of 15th Avenue west of 20th Street. Lot 43 is located on the south side of 15th Avenue west of 20th Street. Both lots are adjacent to other B.C. Hydro properties in the area. The market value of the 2 lots reflected by the 1967 assessment is \$2,940.00. The Land Agent considers the exchange reasonable.

It is recommended that the said Lots 31 and 43 be exchanged for the right-of-way required through the B.C. Hydro Authority property and that the Reeve and Clerk be authorized to sign the necessary documents.

6. Re: Burnaby Centennial Project

Late in October, 1966, Council approved an allocation from Capital Works Reserve of \$18,000.00 for the provision of Municipal Services to and on the Centennial Project Site. At that time full project plans by the Corporation's Consultants were not available on which to base proper estimates.

(Item #6 - Re: Burnaby Centennial Project cont.)

Council has now approved the Centennial Project Plans and the servicing estimates have been revised as follows:

Storm sewers	\$ 9,000.
Sanitary Sewers	8,080.
Twin sanitary and storm sewer house connections to Art Centre	3,600.
House connection - custodian residence	800.
Water connections and renewals	2,645.
Crossings	300.
Topographical survey	800.
Widening lane	1,000.
	<u>\$ 26,225.</u>

It is recommended that the October allocation from Capital Works Reserve be increased from \$18,000.00 to \$26,225.00 and that installation of the required services proceed.

7. Re: Willingdon Avenue Widening

Due to the fact that Willingdon Avenue is being developed as a major north-south avenue it is considered desirable to reduce the number of intersections where possible.

It is anticipated that work on the widening and reconstruction of Willingdon Avenue between the Grandview Highway and the overpass on Highway 401 will commence.

The Department of Highways considers that Norfolk Street, west of Willingdon Avenue, should be closed. Access to this industrial area would be from Sumner Avenue and the Grandview Highway.

The Planning Director concurs with proposal.

It is recommended that:

- (a) Council pass a by-law closing Norfolk Street to traffic west of Willingdon Avenue.
- (b) That the Corporation petition the Lieutenant Governor in Council for title to that portion of Norfolk Street being approximately 149 feet west of the west boundary of Willingdon Avenue.

8. Re: Proposed 15th Avenue Industrial Estate

On July 4th, 1966, Council approved a proposal for the creation of an industrial estate in the 15th Avenue area between 16th and 19th Streets.

The development requires the closing and abandonment of road allowances as outlined on the attached sketch. Once abandoned, the allowances will be consolidated with the appropriate contiguous parcels and a new subdivision plan will be prepared creating new rights-of-way.

It is recommended that the rights-of-way shown on the attached sketch (Drawing A-1938) be closed and that application be made to the Lieutenant-Governor-in-Council for title to the abandoned portions.

9. Re: Final Recast Budget - 1966

Submitted herewith for your approval is the Final Recast Budget for the year 1966.

.... Cont. Page 4.

10. Re: Annual Report - Fire Department - 1966

Submitted herewith for your information is the Annual Report of the Fire Department for the year 1966.

11. Re: Estimates


Submitted herewith for your approval are reports submitted by the Municipal Engineer covering Special Estimates of Work as follows:

- Dated 2 February 1967	- \$ 31,020.00
- Dated 3 February 1967	- <u>4,475.00</u>
	\$ 35,495.00

It is recommended that the estimates be approved as submitted.

12. Submitted herewith for your information is the report of the Chief Building Inspector covering the operations of his Department for the period January 3rd to 27th, 1967.
13. Submitted herewith for your information is the report of the Chief Licence Inspector covering the operations of his Department for the month of December, 1967.
14. Submitted herewith for your information is the report of the Medical Health Officer covering the activities of his Department for the month of December, 1966.

Respectfully submitted,



H.W. Balfour,
MUNICIPAL MANAGER

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15. Re: 5600 Block Patrick Street

Mr. J. Garrison, resident at 5679 Patrick Street, appeared before Council on 19th December, 1966, asking that Patrick Street be extended further to the east to provide more road frontage to his property and that the storm sewer be extended also to eliminate the erosion caused by heavy rains.

Council asked two questions:

1. Is there any further obligation on the Municipality to meet the requests of Mr. Garrison, and if so, what is involved in terms of construction and cost.
2. Was there any violation of building regulations in permitting a dwelling to be erected on this property, and, if not, is there any suggested control measure which might be introduced to prevent recurrences of problems of this kind on ravine lots or other lots with like circumstances.

In answer to Question 2 the following information is provided:

1. The property originally was part of three lots known as Lots 8, 9 & 10, Block 10, F.L. 159.
2. The subdivision creating Lots 72 & 73 out of the former three lots was approved by the Municipal Approving Officer on December 4th, 1964.
3. The subject property, which is known as Lot 73, has a frontage of 123.96 ft. on Patrick Street and extends north from Patrick a distance of 113.34 ft. to a lane allowance across the rear of the property.
4. Building plans for a substantial, colonial-type home, prepared by E.G. Poskitt & Associates, were submitted to this Department on March 24th, 1966, in application for a building permit.
5. The applicant for building permit was B.B. Janusson & Son, a home building contractor of long standing in this Municipality. The owner as shown on the application was J. Garrison.
6. The site plan accompanying the building plans received consent of the Municipal Approving Officer pursuant to Section 6.2(3) of the Burnaby Zoning By-law on March 25th, 1965.
7. The plot plan accompanying the building plans for the proposed dwelling showed the westerly 60 ft. approximately, at the front of this property, to be brought to a level at some 2 ft. above the elevation of a sanitary sewer manhole on Patrick Street in front of the subject property.
8. Roof and storm drains from the proposed building were shown on the plot plan as discharging to a ravine in a portion of the east side yard of the property. Sanitary sewer connection from the proposed building was shown to the sewer on Patrick Street.
9. A proposed garage or carport location was shown in the rear yard of the property and obtaining access from the lane.
10. A building permit was issued on March 28th, 1966.

In direct answer to the question, no violation took place and there is no reason seen why any measures to prevent recurrence should be introduced. The control measures now contained in the Zoning By-law and the procedures employed in exercising the By-law controls have so far proven quite adequate.

(Item #15 - Re: 5600 Block Patrick Street cont.)

Regarding Question 1 the Engineer advises:

"It is our considered opinion that there is no further obligation on the part of the Municipality to meet the request of Mr. Garrison."

The Engineer also points out that the Corporation has already extended the gravel road for Mr. Garrison's benefit at a cost of \$400,00.

16. Re: Burnaby Hospital Area Sewer Project No. 20

Seven tenders were received for construction of the above mentioned project which includes installation of approximately:

- (a) 12,275 feet of 8" sanitary sewer
- (b) 930 feet of 24" storm sewers
- (c) 200 service connections

The tenders were opened on Friday, February 3rd, in the presence of Messrs. V.D. Kennedy, R.J. Constable, R. Dick and representatives of the firms tendering. A tabulation of the tenders is attached hereto.

It is recommended that the lowest tender, being that of Tide Bay Dredging Co. Ltd. for the "clean street" method amounting to \$178,487.91 be accepted.

17. Re: Acquisition of easements - Sanitary Sewer Projects

Easements are required in connection with the undernoted Sanitary Sewer Projects as follows:

(i) Buckingham-Sperling Area #8

Owner - Hemlock Manor Ltd., 5513 Buckingham Avenue, Burnaby 2, B.C.
Property - Portion of Lot "B" as shown on Plan filed in L.R.O., D.L. 85,
Group 1, Plan 19988, N.W.D.
Location of easement - 5513 Buckingham Avenue, Burnaby 2, B.C.
Consideration - \$1.00 plus restoration of the easement area.

(ii) Burnaby Hospital Area #20

Owner - Her Majesty The Queen in Right of the Province of British
Columbia, c/o Dept. of Public Works, Victoria, B.C.
Property - Portion of D.L. 71 as shown outlined in red on Plan
filed in L.R.O., Group 1, Plan 3059, shown on R/W Plan
20472.
Location of easement - South side of Grandview-Douglas Highway,
3479' West of Willingdon Avenue.
Consideration - \$1.00 plus restoration of the easement area.

18. Re: Final Recast Budget For The Year 1966

Further to Item 9 of the Manager's Report.

The net result as demonstrated by the recast is an operating surplus of \$219,440.00 of which \$34,937.00 is applicable to the budget of the Parks and Recreation Commission. This total figure compares with the 1965 surplus of \$139,988.00 brought forward into 1966.

Revenues show a net increase of \$33,799.99 over recast with the significant increases being applicable to Parks and Recreation, Interest Earnings, Building Inspection Fees, and Business Tax. Offsetting these increases is a decrease in revenue for Social Assistance.

(Item No. 18 - Re: Final Recast Budget For The Year 1966 cont.)

There is a reduction of \$129,044.00 in Expenditures, related to Recast of which \$34,937.00 is applicable to Parks and Recreation. Other important reductions apply to Engineering activities, created in the main by the curtailment of capital programs.

Provision was made in the Final Recast to absorb a deficiency in Debenture By-law No. 4784. This By-law was for \$1,220,000.00 with an interest rate of 5 3/4%, maturing serially in the years 1966 to 1980 inclusive.

Estimated costs were:

Corporation's Share	\$1,004,007.
Owners' share	165,286.
By-law Expense, discount etc.	<u>50,707.</u>
	\$1,220,000.

Actual Costs Certified by the Treasurer under Section 593(2)

Construction		\$1,268,596.55
Corporation Share	\$1,103,310.55	
Owners' Share	165,286.00	
Discount, By-law Expenses were		33,934.07
Winter Works Receipts - credit		15,755.00
Gross Total Cost		\$1,286,775.62

being \$66,775.62 in excess of the sum raised by the sale of debentures.

This sum is chargeable to the Corporation at large. Further bonds may be issued on like terms and conditions as those contained in the first by-law; all or a portion may be charged to the annual budget in one year; or, it may be possible to obtain enabling legislation to use a surplus in By-law No. 4645 of \$88,059.62 to absorb the deficiency.

Because of the favourable 1966 operating experience this Final Recast makes provision for absorbing the deficiency in By-law No. 4784.

It is recommended the Final Recast Budget for 1966 be approved and that the entire 1966 Operating Surplus of \$219,440.00 be brought forward into the 1967 Budget.

Respectfully submitted,



H.W. Balfour,
MUNICIPAL MANAGER

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