

TO: MAYOR & COUNCIL
FROM: CORPORATE OFFICER
SUBJECT: **CERTIFICATE OF SUFFICIENCY RESULTS: RESIDENT INITIATED LASP PETITIONS #24-001 AND #24-301**
PURPOSE: To provide results for two resident initiated Local Area Service Program (LASP) petitions.

RECOMMENDATION

THAT the “Certificate of Sufficiency: Resident Initiated LASP Petitions #24-001 and #24-301” report dated November 6, 2023, be received for information; and

THAT LASP Petitions #24-001 and #24-301 be deemed insufficient.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the Corporate Officer.

1.0 POLICY SECTION

Section 212 of the *Community Charter* states persons who may petition for a local area service are the owners of parcels that would be subject to the local service tax for the service and that the Corporate Officer must determine the sufficiency and validity of a petition to Council. Once the petition period ends, the Corporate Officer or designate reviewed and certifies the determination of the LASP petition.

2.0 BACKGROUND

Burnaby residents may begin a petition-based process called the Local Area Service Program (LASP) that allows residents to request the City fast track an upgrade project that is not included in the City's near-term Capital Program. LASP is a cost-sharing program benefiting homeowners in a particular area of the City.

LASPs can be City initiated or resident initiated. Historically, most LASPs in Burnaby are resident initiated. For a LASP petition for a local area service to be certified as sufficient and valid:

- (a) the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local service tax, and

the persons signing must be the owners of parcels that in total represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax.

LASP petitions can include the following improvements:

- complete street upgrade with new pavement curbing including
 - landscaped boulevard
 - paved parking area
 - street trees
 - sidewalks
- sidewalks only
- street lights
- public lane paving
- street trees (new and replacement)

LASPs are to improve safety and accessibility, improve drainage on the street, upgrade road right of ways to City standards, enhance street luminance level and uniformity, provide on-street parking, enhance the appearance on a street, minimize dust in the dry season, and prevent erosion of gravel surfaces.

3.0 GENERAL INFORMATION

In order for a resident-initiated petition to be successful, the petition period commences for 30 days. Upon the deadline, the petition must be signed by the owners of at least 50% of the parcels that would be subject to the local area tax for the proposed project.

In addition, the petitioners must be the owners of parcels that in total represent at least 50% of the assessed value of land and improvements that would be subject to the local service tax.

This report provides information on two resident-initiated petitions.

1. **Petition #24-001 – Total Value: \$42,138,100.00**
Submission received on August 15, 2023
Request: Street upgrades including road paving, curb and gutter, sidewalk, boulevard and street trees, and street lighting on Cliff Avenue from Union Street north to end of road.
As of September 25, 2023, sufficient petition signatures were **not** received for Resident Initiated LASP Petition #24-001.

2. **Petition #24-301 – Total Value: \$70,842,100.00**
Submission received: September 12, 2023
Request: Installation of street lighting on Gordon Avenue from Clayton Avenue to Hazard Street.
As of October 16, 2023, sufficient petition signatures were **not** received for Resident Initiated LASP Petition #24-301.

Therefore, this report is to provide information to Council the petitions will be deemed insufficient, and the Corporate Officer will proceed with notifying the applicants that a Certificate of Sufficiency will not be provided. Without a Certificate of Sufficiency,

Council is therefore precluded from proceeding with the local service tax requested for each LASP petition and project.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Further details about the City’s LASP are on the City’s website under the Services and Payments section.

At the initiation of a LASP, applicants are sent the petition and all residents affected by the petition are advised in writing by way of mail.

The notification for Petition #24-001 (Attachment 2) was sent to eligible properties on August 24, 2023, and the notification for Petition #24-301 (Attachment 3) was sent to eligible properties on September 14, 2023. Letters sent included the scope, assessed costs, and the deadline for the submission. The number of responses received for Petition #24-001 was 16% and #24-301 was 41%.

5.0 FINANCIAL CONSIDERATIONS

As the LASP petition responses were insufficient, there are no budget, tax or financial considerations.

Respectfully submitted,

Nikki Best, Director Legislative Services (Corporate Officer)

ATTACHMENTS

- Attachment 1 – LASP Resident Initiated Petition Results #24-001 & #24-301
- Attachment 2 – Notice to Owners: LASP Petition #24-001
- Attachment 3 – Notice to Owners: LASP Petition #24-301

REPORT CONTRIBUTORS

This report was prepared by Kathryn Matts, Administrative Officer 2 and reviewed by Blanka Zeinabova, Sr. Manager, Legislative Services (Deputy Corporate Officer).

RESIDENT INITIATED 2023 Local Area Service Programs								
Project #	Street	Limits	Number of Properties	50% Required to Support Project	Number of Supporters	Total Assessed Value of Land & Improvements	50% Required	Total Petitioners' Assessment
24-001	Cliff Avenue	Union Street north to end of road	19	10	3	\$ 42,138,100.00	\$ 21,069,050.00	\$6,171,000.00
24-301	Gordon Avenue	Gordon Avenue, from Clayton Avenue to Haszard Street	27	14	11	\$ 70,842,100.00	\$ 35,421,050.00	\$30,588,800.00



August 24, 2023
Project: 24001

Dear Sir/Madam:

Folio Number:

The City of Burnaby has received a request from a property owner in your neighbourhood for **Street upgrades including road paving, curb and gutter, sidewalk, boulevard and street trees, and street lighting on Cliff Ave, from Union St north to end of road** (the “Local Area”) as part of the Local Area Service Program (LASP). The estimated cost of the project is \$1,100,000.00. The City proposes to recover \$85,910.00 in total from all the property owners in the Local Area, being **7.81%** of the project cost, per the Resident-Initiated Local Service Tax.

NOTE: The City contributes 70% for LASP projects, recovering the remaining 30% of the cost from the property owners. However, the actual owner cost the City recovers may vary from project to project, based on the final frontage calculations. For instance, for this project the City is recovering **7.81%** from all the property owners in the Local Area.

If you are **FOR** the **Street upgrades including road paving, curb and gutter, sidewalk, boulevard and street trees, and street lighting on Cliff Ave, from Union St north to end of road, please sign the attached petition by September 25, 2023**. The City will go forward with the project only if:

- the owners of at least 50% of the parcels in the Local Area sign the petition; and
- the persons signing the petitions are the owners of the parcels and represent at least 50% of the assessed value of land and improvements in the Local Area.

If there are two or more owners registered to your property, a majority of the owners must each sign the petition to be counted for the project.

If the petition is successful, the City will go forward with the project. **The total lifetime Local Area Service charge for this project to your property will be \$6579.78 based on a taxable frontage of 81 ft. at \$6.43 per ft.** If the project is substantially completed by December 31, 2024, the first annual charge will appear on your 2025 Property Tax Notice.

When you get your tax notice, you can choose how you want to pay your charge:

- Once – pay **\$6579.78** in one lump sum the first year billed **by the property tax due date**; or
- Annually – pay \$ 520.51 per year for 15 years at an interest rate of 2.22%; or
- Pay the remaining balance in any subsequent year.

Affected property owners may review LASP petitions for two weeks after the petition deadline. If you have any questions regarding the process or outcome of the petition, contact Legislative Services, at 604-294-7290 or LegislativeServices@burnaby.ca.

If your questions are about the project, email LASP@burnaby.ca for more information.

Any payments for previous works or improvements will not be credited or applied towards this Local Area Service Program.

N. Best
Corporate Officer

Our Purpose: To create the city that we all want to live in and be in.

LOCAL AREA SERVICE PROGRAM (LASP)

Project: 24001:

Street upgrades including road paving, curb and gutter, sidewalk, boulevard and street trees, and street lighting on Cliff Ave, from Union St north to end of road.

If you **WANT** street upgrades on your street, please sign the petition below and return it to the City of Burnaby by **September 25, 2023**.

The estimated cost of the project is \$1,100,000.00. The City proposes to recover \$85,910.00 from all property owners in the area, being **7.81%** of the project cost, per the Resident-Initiated Local Service Tax.

If the City receives enough petitions for the project by **September 25, 2023** and proceeds with the project, **the total lifetime Local Area Service charge for this project to your property will be \$6579.78 based on a taxable frontage of 81 ft. at \$6.43 per ft.** If the project is substantially completed by December 31, 2024, the first annual charge will appear on your 2025 Property Tax Notice.

There are three ways you can pay your cost of the project:

1. Once – Pay **\$6579.78** in one lump sum the first year billed ***by the property tax due date***; or
2. Annually – Pay \$ 520.51 per year for 15 years at an interest rate of 2.22%; or
3. Pay the remaining balance in any subsequent year.

You can submit your signed petition by:

- Mail: Legislative Services, 4949 Canada Way, Burnaby, BC V5G 1M2; or
- Scan and email: LegislativeServices@burnaby.ca ; or
- In person: Legislative Services, Burnaby City Hall.

Folio Number:

X _____ Phone No: _____

DO NOT SIGN OR RETURN THIS PETITION IF YOU DO NOT SUPPORT THIS PROJECT.

This petition is considered a public document and will be made available to the public for inspection upon request

Our Purpose: To create the city that we all want to live in and be in.



September 14, 2023
Project: 24301

Dear Sir/Madam:

Folio Number:

The City of Burnaby has received a request from a property owner in your neighbourhood for **Installation of street lighting on Gordon Ave, from Clayton Ave to Haszard St** (the “Local Area”) as part of the Local Area Service Program (LASP). The estimated cost of the project is \$168,000.00. The City proposes to recover \$18,429.60 in total from all the property owners in the Local Area, being **10.97%** of the project cost, per the Resident-Initiated Local Service Tax.

NOTE: The City contributes 70% for LASP projects, recovering the remaining 30% of the cost from the property owners. However, the actual owner cost the City recovers may vary from project to project, based on the final frontage calculations. For instance, for this project the City is recovering **10.97%** from all the property owners in the Local Area.

If you are FOR the Installation of street lighting on Gordon Ave, from Clayton Ave to Haszard St, please sign the attached petition by October 16, 2023. The City will go forward with the project only if:

- the owners of at least 50% of the parcels in the Local Area sign the petition; and
- the persons signing the petitions are the owners of the parcels and represent at least 50% of the assessed value of land and improvements in the Local Area.

If there are two or more owners registered to your property, a majority of the owners must each sign the petition to be counted for the project.

If the petition is successful, the City will go forward with the project. **The total lifetime Local Area Service charge for this project to your property will be \$704.67 based on a taxable frontage of 79.99 ft. at \$0.99 per ft.** If the project is substantially completed by December 31, 2024, the first annual charge will appear on your 2025 Property Tax Notice.

When you get your tax notice, you can choose how you want to pay your charge:

- Once – pay **\$704.67** in one lump sum the first year billed **by the property tax due date**; or
- Annually – pay \$ 79.35 per year for 10 years at an interest rate of 2.22%; or
- Pay the remaining balance in any subsequent year.

Affected property owners may review LASP petitions for two weeks after the petition deadline. If you have any questions regarding the process or outcome of the petition, contact Legislative Services, at 604-294-7290 or LegislativeServices@burnaby.ca.

If your questions are about the project, email LASP@burnaby.ca for more information.

Any payments for previous works or improvements will not be credited or applied towards this Local Area Service Program.

N. Best
Corporate Officer

LOCAL AREA SERVICE PROGRAM (LASP)

Project: 24301:

Installation of street lighting on Gordon Ave, from Clayton Ave to Haszard St.

If you **WANT** street lighting on your street, please sign the petition below and return it to the City of Burnaby by **October 16, 2023**.

The estimated cost of the project is \$168,000.00. The City proposes to recover \$18,429.60 from all property owners in the area, being **10.97%** of the project cost, per the Resident-Initiated Local Service Tax.

If the City receives enough petitions for the project by **October 16, 2023** and proceeds with the project, **the total lifetime Local Area Service charge for this project to your property will be \$704.67 based on a taxable frontage of 79.99 ft. at \$0.99 per ft.** If the project is substantially completed by December 31, 2024, the first annual charge will appear on your 2025 Property Tax Notice.

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You can submit your signed petition by:

- Mail: Legislative Services, 4949 Canada Way, Burnaby, BC V5G 1M2; or
- Scan and email: LegislativeServices@burnaby.ca ; or
- In person: Legislative Services, Burnaby City Hall.

Folio Number:

X_____ Phone No:_____

DO NOT SIGN OR RETURN THIS PETITION IF YOU DO NOT SUPPORT THIS PROJECT.

**This petition is considered a public document and
will be made available to the public for inspection upon request**