



## **FINANCIAL MANAGEMENT COMMITTEE**

### **MINUTES**

An Open meeting of the Financial Management Committee was held in the Clerk's Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, **2017 April 26** at 5:30 p.m.

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

PRESENT: Councillor Dan Johnston, Chair  
Councillor Colleen Jordan, Vice Chair  
Councillor Pietro Calendino, Member  
Councillor Paul McDonell, Member

ABSENT: Councillor Anne Kang, Member

STAFF: Mr. Lambert Chu, City Manager  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Lou Pelletier, Director Planning & Building  
Mr. James Lota, Assistant Director – Engineering Projects  
Ms. Sheri Jack, Special Events Officer  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:34 p.m.

#### **2. MINUTES**

- a) [Minutes of the Financial Management Committee  
Open meeting held on 2017 April 13](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Open meeting of the Financial Management Committee held on 2017 April 13 be adopted.

CARRIED UNANIMOUSLY

### 3. **DELEGATIONS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the delegations be heard.

CARRIED UNANIMOUSLY

- a) **Canadian Corps of Commissionaires**  
**Re: Services to Police Agencies and Municipalities**  
**Speaker: Dan Popowich, Chief Executive Officer**

**Mr. Dan Popowich**, Chief Executive Officer, Commissionaires BC, appeared before the Committee providing information about the Canadian Corps of Commissionaires and services they provide to police agencies and municipalities across Canada, mainly in two areas – bylaw enforcement and non-core policing.

The speaker advised that the organization provides highly trained personnel to augment sworn police officers by providing administrative services, manning jail cells, material management, serving subpoenas, hospital watch for Mental Health Act detainees, and other duties to assist the police in concentrating on their priorities in the community.

Commissionaires also provide bylaw enforcement to many municipalities that choose not to have their own officers or are too small in size to adequately support this function. Mr. Popowich noted that in addition, the Commissionaires provide parking enforcement, animal control, and other bylaw services.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the delegation's presentation be **REFERRED** to staff.

CARRIED UNANIMOUSLY

- b) **Burnaby Children's Centres Society**  
**Re: Out of School Care**  
**Speaker: Catherine Pedersen, Board Member and Secretary**

**Ms. Catherine Pedersen**, Board Member and Secretary, accompanied by **Ms. Jennifer Knight** and **Ms. Dani Ryan**, Burnaby Children's Centres Society (BCCS), appeared before the Committee advising that the Society is moving forward on a plan

to provide urgently needed Out of School (OOS) care beyond Kindergarten (Grades 1 – 4) at Hanna Court in 2018.

The speaker noted that the Society has accumulated \$400,000 and is also applying for additional Major Capital Funding grant (up to \$500,000) from the Ministry of Children and Family Development (MCFD).

Ms. Pedersen advised that their center is at capacity and children have nowhere to go once they go into Grade 1. Demand for OOS care in the area is very high, yet supply is limited. Existing programs are completely full with long waiting lists. The new Southgate Neighbourhood will further increase the demand for the childcare.

The speaker advised that the most challenging and expensive part of the proposition is a location. Potential options include renovating and expanding one of the City-owned buildings the daycare is currently operating in, or building on an undeveloped and City-owned land adjacent to the daycare.

In conclusion, Ms. Pedersen requested a support from the City in form of:

- a signature required for the MCFD's funding application;
- research the potential of adding space to existing City-owned buildings the daycare operates out of;
- research potential of developing on empty City-owned lot between the daycare and Taylor Park school;
- zoning information regarding empty lot across the street from the daycare that is owned by strata corporation at 7368 Sandborne Avenue;
- information regarding alternative locations.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the delegation's presentation be **REFERRED** to staff.

CARRIED UNANIMOUSLY

#### **4. CORRESPONDENCE**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **[Correspondence from Burnaby Community Services](#)**  
**Re: Letter of Appreciation (#17.08.)**

Correspondence was received from Mr. Stephen D'Souza, Executive Director, Burnaby Community Services, expressing appreciation to the City for funding support for programs and services provided by the organizations to Burnaby residents.

b) **[Correspondence from Burnaby Community Services](#)**  
**Re: Letter of Appreciation (#17.09.P)**

Correspondence was received from Mr. Stephen D'Souza, Executive Director, Burnaby Community Services, expressing appreciation to the City for funding support for the community resource publications.

c) **[Correspondence from Scouts Canada](#)**  
**Re: Letter of Appreciation (#17.15.)**

Correspondence was received from Mr. Alamin Pirani, Council Executive Director, Scouts Canada, expressing appreciation to the City for funding support of their Scouting programs.

d) **[Correspondence from the Emergency Program Coordinator](#)**  
**Re: Implementation of the National Public Alerting System**

Correspondence was received from Ms. Charmaine Pflugrath, Emergency Program Coordinator, advising that the Canadian Radio-Television and Telecommunications Commission (CRTC) has made a ruling on the participation by wireless service providers in the National Public Alerting System by 2018. This item of correspondence was also forwarded to the Public Safety Committee for information.

5. **REPORTS**

**MOVED BY COUNCILLOR MCDONELL**  
**SECONDED BY COUNCILLOR CALENDINO**

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **[Report from the Chief Information Officer](#)**  
**Re: Funding Request for 2017 Information Technology Capital Program**

The Chief Information Officer submitted a report seeking approval of a funding bylaw for the 2017 Information Technology Capital Program.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure of \$2,363,600 for the 2017 Information Technology Program, as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$2,474,050 (inclusive of GST of \$110,450) to finance the program.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Engineering](#)  
**Re: 2017 Engineering Capital Infrastructure Bylaw Funding Request**  
**April - Completion of 2016 Projects**

The Director Engineering submitted a report seeking approval and funding for multi-year Engineering capital infrastructure improvement projects.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure of \$5,514,100 for infrastructure capital improvement projects, as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves bylaw in the amount of \$4,542,385 (inclusive of GST of \$202,785.05), and authorize staff to draw from the Sanitary Sewer Capital Fund the amount of \$548,486 (inclusive of GST of \$24,485.98) and the Waterworks Utility Capital Fund the amount of \$680,897 (inclusive of GST of \$30,397.20).

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) **Report from the Director Engineering**  
**Re: 2017 Engineering Capital Infrastructure Bylaw Funding Request April**

The Director Engineering submitted a report seeking approval and funding for multi-year Engineering capital infrastructure improvement projects.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure of \$13,436,150 for infrastructure capital improvement projects, as outlined in this report.

2. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves bylaw in the amount of \$9,379,790 (inclusive of GST of \$418,740.65), and authorize staff to draw from the Sanitary Sewer Capital Fund the amount of \$3,448,239 (inclusive of GST of \$153,939.25) and the Waterworks Utility Capital Fund the amount of \$1,235,977 (inclusive of GST of \$55,177.57).

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

6. **NEW APPLICATIONS - FESTIVALS BURNABY**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the New Applications - Festivals Burnaby be received.

CARRIED UNANIMOUSLY

**Neighbourhood Events**

a) **#17-N-007 - Burnaby Neighbourhood House Society**  
*Burnaby National Aboriginal Day Celebration*

An application was received from the Burnaby Neighbourhood House Society for the Burnaby National Aboriginal Day Celebration to be held on 2017 June 21 at Burnaby Civic Square. This one day event is a Canada-wide opportunity to celebrate the unique heritage, diverse cultures and outstanding

achievements of First Nations, Inuit and Metis peoples in Canada. This free community celebration will bring together local Aboriginal individuals and families along with Burnaby's diverse multicultural residents to share and learn about Aboriginal cultures and history.

Request: \$4,000

CPA: 2016 - Denied (Neighbourhood Grant)  
2015 - No Application  
2014 - No Application

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$3,000 be awarded to the Burnaby Neighbourhood House Society for the Burnaby National Aboriginal Day Celebration to be held on 2017 June 21 at Burnaby Civic Square.

CARRIED UNANIMOUSLY

**b) #17-N-008 - Chinese Taoism Kuan Kung Association**  
*Tian Jin Festival 2017*

An application was received from the Chinese Taoism Kuan Kung Association for the Tian Jin Festival 2017 to be held on 2017 May 6 at Jian Tin Temple, 3426 Smith Avenue, Burnaby. This free family oriented festival will showcase Chinese arts and culture through stage performances, exhibits, family activities and food, while promoting an understanding of Chinese and Taoist culture.

Request: \$3,000

CPA: 2016 - \$3,000 (Neighbourhood Grant)  
2015 - \$3,000 (Neighbourhood Grant)  
2014 - \$3,000 (Neighbourhood Grant)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,000 be awarded to the Chinese Taoism Kuan Kung Association for the Tian Jin Festival 2017 to be held on 2017 May 6 at Jian Tin Temple.

CARRIED UNANIMOUSLY

## Small Scale Events

**c) #17-S-005 - Edo Friends of British Columbia Association**  
*Africa Musical/Cultural Festival*

An application was received from the Edo Friends of British Columbia Association for the Africa Musical/Cultural Festival to be held on 2017 August 5 at Confederation Park. This event will showcase African music and dance performances, a wide variety of cultural foods, unique arts and crafts, cultural information booths, games and storytelling.

Request: \$8,000

CPA: 2016 - No Application  
2015 - No Application  
2014 - \$3,500 (Small Scale Grant)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,500 be awarded to the Edo Friends of British Columbia Association for the Africa Musical/Cultural Festival to be held on 2017 August 5 at Confederation Park.

CARRIED UNANIMOUSLY

**d) #17-S-009 - Bosnian and Herzegovinian Cultural Center**  
**Vancouver Canada Society**  
*Bosnia Fest International 2017 - Burnaby Cultural Diversity Celebration*

An application was received from the Bosnian and Herzegovinian Cultural Center Vancouver Canada Society for the Bosnia Fest International 2017 - Burnaby Cultural Diversity Celebration to be held on 2017 May 20 at 6540 Thomas Street, Burnaby. This one day festival is envisioned to celebrate Burnaby's diversity and community spirit through arts and culture, music and dance, sport and family fun activities, local performances and exhibitors from neighbouring cities along with a marketplace featuring souvenirs, food and drinks.

Request: \$7,950

CPA: 2016 - \$2,500 (Small Scale Grant)  
2015 - No Application  
2014 - \$2,500 (Neighbourhood Grant)



MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$2,500 be awarded to the Bosnian and Herzegovinian Cultural Center Vancouver Canada Society for the Bosnia Fest International 2017 - Burnaby Cultural Diversity Celebration to be held on 2017 May 20 at 6540 Thomas Street, Burnaby.

CARRIED UNANIMOUSLY

**e) #17-S-010 - Burnaby Arts Council**  
*46th Annual Deer Lake Craft Festival*

An application was received from the Burnaby Arts Council for the 46th Annual Deer Lake Craft Festival to be held on 2017 November 24-26 at the Shadbolt Centre for the Arts. This three day festival includes a variety of performance artists scheduled throughout the weekend and a maximum of 50 artisans selling high quality arts and crafts. This festival provides an opportunity for performers in the community to showcase their talents.

Request: \$4,500

CPA: 2016 - \$4,000 (Neighbourhood Grant)  
2015 - \$4,000 (Small Scale Grant)  
2014 - \$4,000 (Small Scale Grant)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$4,000 be awarded to the Burnaby Arts Council for the 46th Annual Deer Lake Craft Festival to be held on 2017 November 24-26 at the Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

**Large Scale Events**

**f) #17-L-004 - Nikkei National Museum & Cultural Centre**  
*Nikkei Place Matsuri Family Festival 2017*

An application was received from the Nikkei National Museum & Cultural Centre for the Nikkei Place Matsuri Family Festival 2017 to be held on 2017 September 2-3 at Nikkei Place. This event, in its 5th year, is a celebration of Japanese culture that enables all of the diverse cultures in the City of Burnaby to join in a family festival. The festival has grown to be one of the largest festivals in Metro Vancouver with projected attendance of over 12,000. This event will showcase two days of family fun, Japanese entertainment, ethnic foods and games.

Request: \$24,850

CPA: 2016 - \$11,000 (Large Scale Grant)  
2015 - \$10,000 (Large Scale Grant)  
2014 - \$18,000 (Large Scale Grant)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$11,000 be awarded to the Nikkei National Museum & Cultural Centre for the Nikkei Place Matsuri Family Festival 2017 to be held on 2017 September 2-3 at Nikkei Place.

CARRIED UNANIMOUSLY

**g) #17-L-005 - Heights Merchants Association BIA**  
*Hats Off Day 2017*

An application was received from the Heights Merchants Association BIA for Hats Off Day 2017 to be held on 2017 June 3 on Hastings Street between Boundary Road and Gamma Avenue. This event is the largest parade and street festival in Burnaby. The festival features music, entertainment, performers, kids' activities, vintage car show, multicultural food and more.

Request: \$10,000

CPA: 2016 - \$8,000 (Small Scale Grant)  
2015 - \$8,000 (Small Scale Grant)  
2014 - \$8,000 (Small Scale Grant)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$8,000 be awarded to the Heights Merchants Association BIA for Hats Off Day 2017 to be held on 2017 June 3 on Hastings Street between Boundary Road and Gamma Avenue.

CARRIED UNANIMOUSLY

**7. NEW APPLICATIONS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) **#17.22. - Quest Outreach Society**  
*Food Recovery and Redistribution Program*

An application was received from the Quest Outreach Society requesting a grant to assist with the Food Recovery and Redistribution Program for food-insecure individuals and families in Burnaby. The program provides healthy, affordable food in a setting that improves dignity, self-esteem, health, well-being and quality of life while reducing food waste and increasing environmental sustainability.

Request: \$5,000	CPA: 2016 - No Application
	2015 - No Application
	2014 - Denied

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

b) **#17.23.o - United Way of the Lower Mainland**  
*Street Banner Program*

An application was received from United Way of the Lower Mainland requesting a grant in support of the 2017 United Way Fall Campaign in the amount of \$15,000 to cover banner installation and removal costs along Kingsway, between Boundary Road and Royal Oak Avenue. The banners would be installed 2017 September and removed at the end of December.  
(Note: request for \$15,000 is due to unforeseen circumstance such as the need for hardware replacement)

Request: \$15,000	CPA: in-kind labour cost
	2016 - \$15,000 (used \$4,566)
	2015 - \$15,000 (used \$2,250)
	2014 - \$15,000 (used \$5,725)

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind grant up to the amount of \$15,000 be awarded to United Way of the Lower Mainland for the 2017 United Way Fall Campaign.

CARRIED UNANIMOUSLY

c) **#17.24. - St. Michael's School**  
*Odyssey of the Mind - World Finals*

An application was received from St. Michael's School requesting a grant to assist with travel expenses for a Division 2 team to participate at the Odyssey of the Mind World Finals competition to be held on 2017 May 24-28 at the Michigan State University. The team competed and won at the provincial tournament on April 08.

Request:	Unspecified	CPA:	2016 - \$2,000
			2015 - \$2,000
			2014 - \$2,000

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,000 be awarded to St. Michael's School in support of travel expenses for the Odyssey of the Mind to participate in the World Finals competition in Michigan.

CARRIED UNANIMOUSLY

d) **#17.25. - Leave Out Violence (LOVE) Society BC**  
*Media Arts Program*

An application was received from the Leave Out Violence (LOVE) Society BC requesting a grant to assist with its Media Arts Program – Indigenous, Newcomer and Youth of Colour (MAP-INC) which empowers multi-cultural, at-risk youth in Burnaby impacted by violence to gain the life, work and leadership skills, and the support they need to realize their full potential and become positive contributors to the social and economic fabric of the community. The MAP-INC program is held at Byrne Creek Secondary School.

Request:	\$5,000	CPA:	2016 - No Application
			2015 - No Application
			2014 - No Application

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this grant request be denied.

CARRIED UNANIMOUSLY

e) **#17.26. - My Artist's Corner (MAC) Society BC**  
*On-Line Marketing*

An application was received from My Artist's Corner (MAC) Society BC requesting a grant to support the launch of an on-line marketing program. Through on-line sales, the Society hopes to increase art sales by 15% and offer the program to a larger number of artists. The Society supports artists on their journey of mental health recovery. There are 35 artists currently in the program.

Request: \$5,000

CPA: 2016 - No Application  
2015 - No Application  
2014 - No Application

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

f) **#17.27. - École Alpha Secondary School**  
*Dry Grad 2017*

An application was received from École Alpha Secondary School requesting a grant in support of their Annual Dry Grad event for 2017.

Request: Unspecified

CPA: 2016 - \$200  
2015 - \$200  
2014 - No Application

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$ 200 be awarded to École Alpha Secondary School for their Annual Dry Grad event.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

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

9. **INQUIRIES**

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

**10. CLOSED**

[Public excluded according to Sections 90 and 92 of the Community Charter.](#)

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:47 p.m.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:49 p.m.

**11. ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:49 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair