



## **FINANCIAL MANAGEMENT COMMITTEE**

### **MINUTES**

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, **2017 October 25** 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

STAFF: Mr. Lambert Chu, City Manager  
Mr. Leon Gous, Director Engineering  
Ms. Noreen Kassam, Director Finance  
Mr. Lou Pelletier, Director Planning & Building  
Mr. Dave Critchley, Director Public Safety & Community Services  
Mr. Craig Collis, Assistant Director – Recreation  
Mr. Dan Layng, Chief Licence Inspector  
Mr. John Cusano, Assistant Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:37 p.m.

#### **2. MINUTES**

- a) [Minutes of the Financial Management Committee  
Open meeting held on 2017 September 14](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Financial Management Committee Open meeting held on 2017 September 14 be adopted.

CARRIED UNANIMOUSLY

### 3. **DELEGATION**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) **Burnaby Board of Trade**  
**Re: Economic Development Program**  
**Speakers: Paul Holden, President & CEO**  
**Frank Bassett, Chair, Board of Directors** (*unable to attend*)

**Mr. Paul Holden**, President and CEO, **Ms. Leza Muir**, Director and Chair, Board of Governors, and **Mr. Cory Redekop**, Manager – Policy and Events, Burnaby Board of Trade (BBOT), appeared before the Committee outlining the important economic development achievements over the past year and noting the many initiatives that have been supported throughout Burnaby.

Mr. Holden provided an overview of the Chamber's vision and mission statements, as well as highlighted the organization's strategic objectives.

The speaker noted that the BBOT is playing an integral role in the City of Burnaby's Economic Development Strategy (EDS), and many initiatives outlined in the EDS are implemented by the BBOT. The key activities include:

- collaboration with the City of Burnaby (i.e. membership on many committees, literature with information on business licensing, events);
- new business recruitment and retention (i.e. economic development staff training, BC Economic Development Agency membership, sector-specific events and promotions, area-specific surveying);
- focus on small business;
- Business Resource Centre; and
- Economic Development Portal.

Mr. Redekop advised that the BBOT developed a central resource to house economic data and other important information that had been previously available on various different sites and documents. The City has embraced open data and made a wide variety of information publicly available through its Open Data Portal. The BBOT is proposing to utilize the City's open data to make the economic development information it provides far more robust, current, and consumable, and to proactively make that data available to new, existing, and prospective businesses. The BBOT is further proposing to partner with a third party provider of accessible economic development data, such as LocalIntel, to develop a "Business Intelligence Engine".

The “Business Intelligence Engine” will allow Burnaby to promote its strengths, share market intelligence and support local business growth by providing data and information which businesses and entrepreneurs can use (i.e. key economic data, demographic information, map of development, etc.) in an easy-to-access format. The “Business Intelligence Engine” will feature a suite of tools which bring together location and market data, GIS technology, powerful analytics and advanced user experience to provide key market intelligence. LocalIntel provides up to 12 widgets, and each widget provides different information (i.e. business climate, zoning, environment, workforce, facilities, transportations, utilities, etc.). Each widget costs \$2,000 per year (licence fee) or up to \$12,000 per year for a suite of 12 widgets.

The speaker noted that elements of the LocalIntel system are currently used by a number of towns, cities, countries, and economic development organizations, i.e. Town of Smithers, City of New Westminster, City of Seattle, and Edmonton Economic Development Corporation.

Arising from the presentation, the Committee introduced the following motion:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT staff report back on the advisability and feasibility of an initiative advanced by the Burnaby Board of Trade.

CARRIED UNANIMOUSLY

Mr. Holden highlighted the BBOT’s involvement in the City’s Social Sustainability Strategy (SSS). The BBOT’s Social Development Committee addresses areas such as affordable housing, immigrant integration, as well as socially-sustainable and family friendly workplaces. Their Access Student Career Development addresses important economic issues and provides students with the connections and tools they need to compete in the job market, while providing local businesses with access to top young talent. Over 300 post-secondary students have been mentored through the program since 2012.

Mr. Holden advised that the BBOT supports the City’s Environmental Sustainability Strategy (ESS) by sustainable business practices, annual Green Talks! event, and Pledge for a Sustainable Community initiative.

In conclusion, Mr. Holden provided an overview of the BBOT’s working committees, innovative programs, and list of events organized by the organization. The speaker thanked the City for the ongoing support and strong working relationship with the BBOT.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT Council provide a grant in the amount of \$100,000 to the Burnaby Board of Trade for the yearly operation of the City of Burnaby Economic Development Program which is to be paid in quarterly installments of \$25,000, commencing 2017 October 01 and continuing on 2018 January 01, 2018 April 01 and 2018 July 01.

CARRIED UNANIMOUSLY

**4. CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) [Correspondence from the City of Langley](#)  
Re: Increase in Fraser Sewerage Area DCC Rates

Correspondence was received from Ms. Kelly Kenney, Corporate Officer, City of Langley, advising that City of Langley Council received a verbal update regarding Metro Vancouver's proposed Development Cost Charge (DCC) program rate changes. Council passed a motion to contact the other municipalities in the Fraser Sewerage Area to list out the DCC increases identified for each of the categories of housing and suggest that each affected municipality urge Metro Vancouver to implement a phased increase in the Fraser Sewerage Area DCCs to reduce the cost impact.

b) [Correspondence from Bonny's Taxi Ltd.](#)  
Re: Proposed Application for 22 Additional Vehicles

Correspondence was received from Mr. Harjit Bains, President, Bonny's Taxi Ltd., advising that Bonny's intends to apply to the Passenger Transportation Board (PTB) for 22 additional vehicles, and is seeking the City's support.

Staff noted that in accordance with the Burnaby Cab Regulation Bylaw 2009, the number of cabs licensed to operate in Burnaby is determined by the PTB based on community needs. Staff support Bonny's Taxi Ltd. application for expanded service to meet growing demand. If approval is granted by the PTB for the additional 22 cabs, the vehicles will undergo inspection to ensure bylaw compliance. Once the cabs have successfully passed inspection, each vehicle will be provided with a Burnaby business licence.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the Committee recommend Council support Bonny's Taxi Ltd. request to increase the fleet by 22 additional vehicles.

CARRIED UNANIMOUSLY

**5. REPORTS**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the reports be received.

CARRIED UNANIMOUSLY

a) [Report from the Major Civic Building Project Coordination Committee](#)  
Re: South Burnaby Ice Arena Project

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval to undertake the detailed design of the South Burnaby Ice Arena at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council be requested to approve the use of Density Bonus funds in the amount of \$5,347,125 (inclusive of GST @ 5%) to undertake the detailed design for the South Burnaby Ice Arena project at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information purposes.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Major Civic Building Project Coordination Committee be adopted.

CARRIED UNANIMOUSLY

b) **Report from the Major Civic Building Project Coordination Committee**  
**Re: Laurel Street Works Yard Redevelopment**  
**Construction Phase 1**

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The Major Civic Building Project Coordination Committee submitted a report seeking approval for the use of Gaming Funds for the construction of Phase I of the Laurel Street Works Yard Redevelopment Project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council approve the expenditure of \$15,200,000 (inclusive of GST of \$670,476) from Gaming Funds to finance the construction of Phase I of the Laurel Street Works Yard Redevelopment Project.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Major Civic Building Project Coordination Committee be adopted.

CARRIED UNANIMOUSLY

c) **Report from the Director Public Safety & Community Services**  
**Re: Proposed New Burnaby Business Licence Bylaw, Business**  
**Licence Fees Bylaw and Related Bylaw Amendments and Repeals**

The Director Public Safety and Community Services submitted a report providing information on the proposed new Burnaby Business Licence Bylaw and Business Licence Fees Bylaw, and seeking authorization to bring forward the necessary bylaws to implement the new Business Licence Bylaw and Business Licence Fees Bylaw, and amend and repeal related bylaws.

The Director Public Safety and Community Services recommended:

1. THAT Council authorize the City Solicitor to bring forward bylaws to:
  - (a) implement a new Burnaby Business Licence Bylaw and repeal the following bylaws:
    - (i) Burnaby Adult Services Business Regulation Bylaw 2001;
    - (ii) Burnaby Home Rental Business Licence Bylaw 2014;

- (iii) Burnaby Fetal Alcohol Syndrome Warning Sign Bylaw; and
- (iv) Burnaby Post Box Rental Agency and Mail Drop Service Regulations Bylaw;
- (b) implement a Burnaby Business Licence Fees Bylaw; and
- (c) amend the Burnaby Bylaw Notice Enforcement Bylaw 2009.

2. THAT notice of the proposed new Business Licence Bylaw, Business Licence Fees Bylaw and related repeal and amendment bylaws be advertised in the local newspaper for two consecutive weeks after first reading of the above bylaws, and also be provided to the Burnaby Board of Trade.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Public Safety and Community Services be adopted.

CARRIED  
Councillor Calendino opposed

d) [Report from the Director Planning and Building](#)  
**Re: 2018 Lease Grants - Community Resource Centres**

The Director Planning and Building submitted a report proposing 2018 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer community resource centres.

The Director Planning and Building recommended:

- 1. THAT Council be requested to approve the proposed 2018 lease grants for community resource centre tenants, as outlined in Table 1, attached, of this report.
- 2. THAT Council be requested to authorize staff to make the appropriate 2018 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres tenants.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Finance](#)  
**Re: Land Assembly and Development Capital Program**

The Director Finance submitted a report seeking bylaw funding of \$7 million for the Land Assembly and Development Program.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Bylaw in the amount of \$7 million to finance the Land Assembly and Development Program.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Finance](#)  
**Re: Burnaby Local Improvement Charges Bylaw 1985 - 2018 Rate Update**

The Director Finance submitted a report seeking approval of the proposed updates to the Burnaby Local Improvement Charges Bylaw 1985.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Local Improvement Charges Bylaw 1985 for changes to schedule A and to incorporate the new Schedule B, as outlined in this report, effective 2018 January 01.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) [Report from the Director Finance](#)  
**Re: Temporary Financing Bylaw**

The Director Finance submitted a report seeking borrowing authority to temporarily finance expenditures.



The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2018 January 01 to December 31, repayable 2018 December 31.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

h) [Report from the Director Finance](#)  
**Re: 2018 Fee Revision - Burnaby Financial Administration Fees and Charges Bylaw 2013**

The Director Finance submitted a report seeking approval for amendments to the Burnaby Financial Administration Fees and Charges Bylaw 2013.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 Schedule A, as outlined in this report, effective 2018 January 01.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

i) [Report from the Director Finance](#)  
**Re: GVS&DD Development Cost Charges**

The Director Finance submitted a report providing information on the proposed GVS&DD Development Cost Charge Rate increase in 2018.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council receive this report for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

- not voted on

*Note from Clerk: It was agreed not to proceed with forwarding this report to Council as the vote on the GVS&DD Development Cost Charges will be held by Metro Vancouver on Friday, 2017 October 27.*

**6. NEW BUSINESS**

**Financial Report**

The Director Finance submitted 'Financial Report as at 2017 Period 9'.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

**7. INQUIRIES**

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

**8. CLOSED**

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

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT this Open meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 7:13 p.m.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the Open meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 7:16 p.m.

**9. NEW APPLICATIONS**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

**a) #17.53.(a) - Christmas Lunch / Dinner Grants**  
*Seniors*

An application was received from the New Vista Society requesting a grant to assist with the cost of providing a Christmas Dinner for 260 Burnaby seniors to be held at the New Vista Care Home (7550 Rosewood Street). The dinner for 130 senior tenants of the Vista Tower, Margaret Bacchus Manor and Grace MacInnis Manor will be held on Wednesday, 2017 November 29, and the dinner for 130 senior tenants of the Winch Tower, Douglas Manor and JS Woodward Courts will be held on Thursday, 2017 November 30.

Request:	Unspecified	CPA:	2016 - \$8.00 per person
			2015 - \$7.00 per person
			2014 - \$7.00 per person

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$8.00 per person be awarded to seniors groups applying for their 2017 Christmas Lunch / Dinner grants.

CARRIED UNANIMOUSLY

**b) #17.54. Team Canada Dance**  
*IDO World Championships (Eugenie and Anthony Juo)*

An application was received from Shirley and Edward Juo requesting a grant to assist with travel expenses for Burnaby residents Eugenie and Anthony Juo. They have been chosen by Team Canada Dance to represent Canada at the official Show Dance Championships in Riesa, Germany to be held on 2017 November 18 – 26.

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$400 be awarded to Eugenie and Anthony Juo to assist with travel expenses to represent Canada at the official Show Dance Championships in Riesa, Germany to be held on 2017 November 18 – 26.

CARRIED UNANIMOUSLY

c) [#17.55.p - Burnaby Arts Council](#)  
*46th Annual Deer Lake Craft Festival*

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing the signage for the 46th Annual Deer Lake Craft Festival to be held on 2017 November 24 – 26. The event includes free hands-on kids art workshop, face painting, live entertainment and an artisan market.

Request:	\$2,000	CPA:	2016 - \$1,000 in-kind printing
	in-kind printing		2015 - No Application
			2014 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant in the amount of \$1,000 be awarded to the Burnaby Arts Council for printing the signage for the 46<sup>th</sup> Annual Deer Lake Craft Festival to be held on 2017 November 24 – 26.

CARRIED UNANIMOUSLY

d) [#17.56.p - Volunteer Burnaby](#)  
*Gift Wrap Program 2017*

An application was received from Volunteer Burnaby requesting an in-kind grant to cover printing costs of promotional and recognition materials for gift wrapping services during the Christmas Season 2017 at Brentwood Town Centre, as well as certificates of recognition for the volunteers.

Request:	\$1,200	CPA:	2016 - \$1,000 in-kind printing
	in-kind printing		2015 - \$1,000 in-kind printing
			2014 - \$1,000 in-kind printing

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant in the amount of \$1,000 for printing costs be awarded to Volunteer Burnaby to assist with the Gift Wrap Program 2017.

CARRIED UNANIMOUSLY

e) [#17.57.f - BC Organization of Caribbean Cultural Associations](#)  
*Hurricane Relief for Caribbean*

An application was received from the BC Organization of Caribbean Cultural Associations and the Antigua and Barbuda Association requesting an in-kind grant for a facility fee waiver in support of their fundraising event to help with Caribbean hurricane disaster relief efforts. The Associations are organizing a 'Dinner and Dance' to be held on 2017 November 04 at Bonsor Recreation Centre.

Request:	\$1,105	CPA:	2016 - No Application
	Facility Fee Waiver		2015 - No Application
			2014 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant for a facility fee waiver be awarded to BC Organization of Caribbean Cultural Associations to assist with the cost of facility rental for their fundraising event on 2017 November 04 at Bonsor Recreation Centre, to help with Caribbean hurricane disaster relief efforts.

CARRIED UNANIMOUSLY

f) [#17.58. - Burnaby Seniors Outreach Services Society](#)  
*Peer Counselling*

An application was received from Burnaby Seniors Outreach Services Society requesting a grant to fund the services and programs provided by the organization. The Society provides counselling, outreach and referral services to bereaved and lonely seniors or those with health problems.

Request:	\$3,000	CPA:	2016 - \$3,000
			2015 - \$3,000
			2014 - \$3,000

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,000 be awarded to Burnaby Seniors Outreach Services Society for a Seniors Peer Counselling Training Course in 2017.

CARRIED UNANIMOUSLY

**10. ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:19 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair