



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2018 JANUARY 16

TIME: 5:30 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1. <u>CALL TO ORDER</u>	<u>PAGE</u>
2. <u>MINUTES</u>	
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5. NEW APPLICATIONS

- a) **#18.01.p - Rotary Club of Burnaby Metrotown** 29
2018 Wine, Food and Music Festival

An application was received from the Rotary Club of Burnaby Metrotown requesting an in-kind printing grant in support of the 2018 Wine, Food and Music Festival scheduled to take place on Saturday, 2018 May 5 at the Nikkei National Museum and Cultural Centre. Proceeds raised support the Rotary Club's charitable work in Burnaby.

Request:	\$3,000	CPA:	2017 - \$2,500 (in-kind printing)
	in-kind printing		2016 - \$2,500 (in-kind printing)
			2015 - \$2,500 (in-kind printing)

- b) **#18.02.p - Burnaby Hospice Society** 30
Hike for Hospice Palliative Care

An application was received from the Burnaby Hospice Society requesting an in-kind grant for printing of promotional materials (brochures, posters, banners, etc.) for the 16th annual Hike for Hospice Burnaby to be held on Sunday, 2018 May 6 in Central Park. Event proceeds assist the Society's hospice palliative care and bereavement support programs, offered at no cost to Burnaby residents and their families and friends.

Request:	\$1,500	CPA:	2017 - \$1,500 in-kind printing
	in-kind printing		2016 - \$1,500 in-kind printing
			2015 - \$1,500 in-kind printing

- c) **#18.03. - Moscrop Secondary School** 31
2018 BC Provincial High School Gymnastics Championships

An application was received from Moscrop Secondary School requesting a grant towards hosting the 2018 BC Provincial High School Gymnastics Championships to be held on 2018 March 7–10. Teams of boys and girls (Grades 8-12) from around BC will compete in apparatus and floor routines. Approximately 40 coaches, 250 competitors, 16 certified judges, and families and friends will attend the 69th annual event.

Request:	Unspecified	CPA:	2017 - No Application
			2016 - Denied
			2015 - No Application

32

Request: \$10,000 CPA: 2017 - No Application
2016 - No Application
2015 - No Application

41

Request: \$550 CPA: 2017 - No Application
2016 - No Application
2015 - No Application

9. ADJOURNMENT



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 November 22** at 5:30 p.m.

1. CALL TO ORDER

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

ABSENT: Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Ms. Shari Wallace, Chief Information Officer
Mr. Jonathan Helmus, Assistant Director Engineering – Infrastructure & Development
Mr. John Cusano, Assistant Chief Building Inspector
Ms. Sheri Jack, Special Events Officer
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:40 p.m.

2. MINUTES

a) Minutes of the Financial Management Committee Open meeting held on 2017 October 25

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2017 October 25 be adopted.

CARRIED UNANIMOUSLY

3. **PRESENTATION**

a) **City of Burnaby Interim Street Policy** **Presenter: Leon Gous, Director Engineering**

Mr. Leon Gous, Director Engineering, provided an overview regarding an upgrade of interim streets to standard streets, and noted approximately 25% (150 km) of the City's street network is at interim standard.

The speaker advised that there are currently three methods to upgrade streets:

1. Development - either constructed by developers or through cash funding for future upgrade in R12 zone;
2. City Capital Program – includes arterial and collector streets;
3. Local Area Service Program (LASP) – since 1960, approximately 40% of local streets have been upgraded.

It was noted that the City faces the following challenges:

1. LASP coordination with Capital Plan;
2. R12 private funding contribution use (a long delay between payment and receiving upgrades);
3. Delayed Community Benefit (completion of neighbourhood networks takes a long time).

The Director Engineering provided the following options for interim local street upgrades:

1. Status Quo – the timing of upgrades remain uncertain;
2. City Capital Plan – upgrades are coordinated with City Capital Plan projects. There are three different funding models if coordinated with the City Capital Plan.

Regardless the funding model, the LASP can still continue in advance of the capital plan in the event a group of residents want their street upgraded.

The following Funding Models were introduced:

1. Full City Funding – City pays the entire premium;
2. Cost Recovery – City recovers all or portion of the funding. Recovery rate can be anywhere from 1 – 100% (i.e. 30% to mirror current LASP cost-sharing percentage);
3. Blended Funding – City pays the entire premium for priority upgrades (i.e. closer to schools, parks, community centres, etc.), with property owner cost recovery for other locations.

Mr. Gous provided an overview of Cost Recovery Methodology:
Before Construction:

- Expanded R12 fee – expand the R12 fee collection to all properties adjacent to interim streets (fee collected at time of subdivision or building permit);

- Local Area Service – if at least 50% of property owners representing at least 50% of the total assessed value have already contributed (via R12 or expanded R12), a local property owner could initiate a petition which would likely be successful, and ‘unpaid’ properties would pay via LAS methodology (i.e. by lump sum or a premium including interest over 15 years on property tax bill).

After Construction:

- Bylaw – similar to the Storm Sewer Extension Contribution and Fee Bylaw, the fee can be recovered as a condition of subsequent subdivision approval or building permit issuance (i.e. >\$250K).

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT staff report back on cost recovery options.

CARRIED UNANIMOUSLY

4. REPORTS

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the Chief Information Officer** **Re: 2018 Information Technology Capital Program**

The Chief Information Officer submitted a report seeking approval of a funding bylaw for the 2018 Information Technology Capital Program.

The Chief Information Officer recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$4,591,084 for the 2018 Information Technology program, as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$4,805,620 (inclusive of GST of \$214,536) to finance the program.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Engineering
Re: Burnaby Storm Sewer Extension Contribution and
Fee Bylaw 2017 – Schedule “A” Update

The Director Engineering submitted a report seeking authority to update Schedule “A” of the Storm Sewer Extension Contribution and Fee Bylaw 2017.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the Storm Sewer Extension Contribution and Fee Bylaw 2017 to update Schedule “A” to implement 2018 rates and include additional storm extension projects.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: Capital Infrastructure Funding Update - Waterworks Utility

The Director Engineering submitted a report seeking bylaw funding for Waterworks Utility projects (2016 Watermain Renewals, Willingdon Linear Park, 2016 Water Services, and 2017 Watermain Renewals) to complete the active program.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to draw from the Waterworks Utility Capital Fund the amount of \$2,836,636 (inclusive of GST of \$126,636) to finance the capital projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Engineering
Re: 2018 Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report seeking approval and funding for 2018 Engineering capital infrastructure design and early tender projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$17,492,861.31 (inclusive of GST of \$780,931.31) and draw from the Sanitary Sewer Capital Fund the amount of \$4,869,953.64 (inclusive of GST of \$217,408.64) and the Waterworks Utility Capital Fund the amount of \$6,510,270.06 (inclusive of GST of \$290,637.06) to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: Donation of Foreign Currencies to Charity

The Director Finance submitted a report seeking approval for the donation of non-exchangeable foreign currencies to charity.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve a one-time donation of approximately \$200 CAD of non-exchangeable foreign currencies to the Air Canada Foundation, as outlined in this report.

2. THAT the Financial Management Committee recommend Council name a City representative for the presentation of the donation to the Air Canada Foundation.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: Burnaby Development Cost Charge Bylaw - Canada Way
Pedestrian Overpass

The Director Finance submitted a report seeking authorization to repay the Capital Works, Machinery and Equipment Reserve Fund for monies advanced by that reserve fund.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Burnaby Development Cost Charge Reserves Bylaw in the amount of \$86,184 to repay monies advanced by the Capital Works, Machinery and Equipment Reserve Fund for the construction of the Canada Way Pedestrian Overpass.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Finance
Re: 2018 Waterworks Utility Rates

The Director Finance submitted a report seeking approval of a 0% increase to the 2018 Waterworks Utility Rates and the bylaw revisions contained herein.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 for the 2018 Water Rates contained in Schedule "C" of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2018 January 01.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Director Finance
Re: 2018 Sanitary Sewer Rates**

The Director Finance submitted a report seeking approval for a 0% increase to the 2018 Sanitary Sewer rates and the bylaw revisions contained herein.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, and the Burnaby Sewer Charge Bylaw 1961, to reflect the 2018 rates contained in Schedule "C" of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2018 January 01.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**i) Report from the Director Parks, Recreation and Cultural Services
Re: Bylaw Funding - Burnaby Village Museum Carousel
Trellis Replacement Project**

The Director Parks, Recreation and Cultural Services submitted a report seeking bylaw funding for the Burnaby Village Museum Carousel Trellis Replacement Project.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$605,100 (inclusive of GST of \$27,012) to finance the Phase I of the Burnaby Village Museum Carousel Trellis Replacement Project.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

j) Report from the Director Parks, Recreation and Cultural Services
Re: 2017 RCMP Musical Ride – Donations of Proceeds

The Director Parks, Recreation and Cultural Services submitted a report seeking approval of donation of proceeds from the RCMP Musical Ride to Honour House Society and Burnaby Neighbourhood House.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Council be requested to approve the donation of proceeds in the total amount of \$10,000 from the RCMP Musical Ride event to the two charities, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

k) Report from the Director Public Safety and Community Services
Re: Renewal of City Fleet Insurance

The Director Public Safety and Community Services submitted a report seeking approval for an expenditure of up to \$1,040,000 to renew the City Vehicle Fleet Insurance Program.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council to approve an expenditure of up to \$1,040,000 payable to Willis Towers Watson to fund the City's Fleet Auto Liability, Collision, and Comprehensive insurance programs, as further specified in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**l) Report from the Major Civic Building Project Coordination Committee
Re: Child-Care Facilities on Burnaby School District #41 Sites**

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval to undertake the detailed design and construction of four (4) child-care facilities in partnership with the Burnaby School District #41.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council be requested to approve the use of Amenity Bonus Funds in the amount of \$6,000,000 (inclusive of GST @ 5%) to undertake the detailed design and construction of four (4) child-care facilities on Burnaby School District #41 sites.
2. THAT staff be authorized to pursue and execute the necessary lease and related agreements with the Burnaby School Board.
3. THAT staff be authorized to inform the Province of BC of the program and pursue any available Provincial funding to cost-share the program.
4. THAT a copy of this report be forwarded to Burnaby School District #41 and the Burnaby Board of Education.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**m) Report from the Major Civic Building Project Coordination Committee
Re: Deer Lake Centre 1 and 2 Improvements**

The Major Civic Building Project Coordination Committee submitted a report seeking approval to use surplus funds and request bylaw funding to undertake improvements at Deer Lake Centre 1 and 2.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council approve the use of surplus bylaw funds from the West Building renovation project to undertake improvements at Deer Lake Centre 2.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$125,000 to finance improvements at Deer Lake Centre 1.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

5. NEW BUSINESS

Financial Report as at 2017 Period 11

The Director Finance submitted the 'Financial Report as at 2017 Period 11'.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

6. INQUIRIES

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

7. 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 6:50 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 7:00 p.m.

8. NEW APPLICATIONS - FESTIVALS BURNABY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Small Scale Events

a) #17-S-012 - Open World for Kids Foundation Society
European Christmas and New Year Celebration

An application was received from Open World for Kids Foundation Society for their annual European Christmas and New Year Celebration to be held on 2017 December 30 at Serbian Centre / St. Archangel Michael's Serbian Orthodox Church, 7837 Canada Way, Burnaby. This event will showcase a traditional European theatrical performance as well as traditional games, artisans, food vendors and gifts for children from Santa.

Request: \$3,000

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT a Festival Burnaby grant – Small Scale Event in the amount of \$1,500 be awarded to Open World for Kids Foundation Society for their annual European Christmas and New Year Celebration to be held on 2017 December 30 at Serbian Centre / St. Archangel Michael's Serbian Orthodox Church.

CARRIED UNANIMOUSLY

b) #18-S-002 - Artisan Farmers' Market Society
Festival-Style Fun at POP! Power of Produce Kids Events

An application was received from Artisan Farmers' Market Society for Festival-Style Fun at POP! Power of Produce Kids Events to be held from 2018 May to October at Burnaby City Hall. This North American initiative is to get children tasting, talking to the producers and learning the importance of eating fresh, local, and healthy foods. Weekly food themed entertainment will include balloon artists, puppeteers, dancers, and musicians. This new initiative will

further establish the Farmers' Market as a Saturday morning community gathering place.

Request: \$10,736

CPA: 2017 - No Application
2016 - No Application
2015 - No Application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT this Festival Burnaby grant request be **REFERRED** back to staff.

CARRIED UNANIMOUSLY

c) **#18-S-003 - National Congress of Black Women Foundation**
2018 Festival of Arts and Music

An application was received from the National Congress of Black Women Foundation for 2018 Festival of Arts and Music - Celebrating African, Caribbean and American Music to be held on 2018 February 12 - 25 with three events planned at venue locations within Burnaby. The 2018 celebrations start off with Pathways to Celebrating and Recognizing Black History Month 2018. The event is open to the general public and will include storytelling, performances, an interactive program facilitated by authors and illustrators of children's books. This event will build cultural awareness, engage discussions about the history of black Canadians and much more. The second event is a full day youth workshop for high school students on the theme of anti-racism; and a closing event will celebrate and recognize volunteers.

Request: \$10,000

CPA: 2017 - \$5,000 (Small Scale Grant)
2016 - \$7,000 (Small Scale Grant)
2015 - \$7,000 (Small Scale Grant)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT a Festival Burnaby grant – Small Scale Event in the amount of \$5,000 be awarded to the National Congress of Black Women Foundation for 2018 Festival of Arts and Music – Celebrating African, Caribbean and American Music to be held on 2018 February 12 – 25 in Burnaby.

CARRIED
Councillor Calendino opposed

d) #18-S-004 - African Canadian Soccer and Cultural Association
African Soccer and Cultural Festival

An application was received from the African Canadian Soccer and Cultural Association for the African Soccer and Cultural Festival to be held on 2018 August 10 - 12 at the Burnaby Lake Sports Complex. In its 24th year, the main objective of the Festival is to showcase African culture through sports and cultural activities promoting volunteerism and community engagement within the African community. The Festival's highlights include a soccer tournament, cultural performances, musical entertainment, ethnic food and children's activities and play area.

Request: \$10,000

CPA: 2017 - \$6,500 (Small Scale Grant)
2016 - \$8,000 (Small Scale Grant)
2015 - \$8,000 (Small Scale Grant)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a Festival Burnaby grant – Small Scale Event in the amount of \$6,500 be awarded to the African Canadian Soccer and Cultural Association for the African Soccer and Cultural Festival to be held on 2018 August 10 – 12 at the Burnaby Lake Sports Complex.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT this meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:20 p.m.

Blanka Zeinabova
Administrative Officer

Councillor Dan Johnston
Chair

Fair Haven Super Seniors
c/o #314, 4351 Rumble Street, Burnaby, BC V5J 2A2
(778-452-0233)
Email: hovery48@gmail.com

January 2, 2018

Ms Blanka Zeinabova, Administrative Officer 1
Executive Committee of Council
c/o Office of the City Clerk, Burnaby City Hall
4949 Canada Way
Burnaby, B.C. V5G 1M2
Sent by Email: Clerks@burnaby.ca

RE: Fair Haven Super Seniors' Christmas Dinner

On behalf of the Fair Haven Super Seniors, I would like to take this opportunity to formally thank the City of Burnaby for their generous contribution to our annual Christmas Dinner which was held on Thursday, December 21, 2017.

With the City's grant, we were able to considerably offset the total costs of the residents' meals and entertainment, which was greatly appreciated by all who attended.

I am attaching a copy of the list of attendees for your auditing purposes (two pages)*. The Fair Haven Super Seniors thank you again for your continued support of our Christmas Dinners, and we wish you and the Executive Committee of Council a very successful and prosperous 2018.

Sincerely yours,

*list of attendees not included in the agenda package

Heather A. Overy
for Fair Haven Super Seniors

cc: Michael Greenridge, President, Fair Haven Super Seniors
Patricia Hall, Treasurer, Fair Haven Super Seniors

Attachment: 2

From: William Wiltse [REDACTED]
Sent: January-09-18 2:53 AM
To: Clerks
Subject: Letter for council: regarding rideshare

Dear council,

It is upon reading of your planned expansion of the Bonny's taxi Monopoly in Burnaby that I am compelled to petition your better judgement.

It merely takes a fleeting glance at the search results of this company to leave a bad taste in one's mouth, let alone the myriad of first hand sub-par encounters experienced by myself and other Burnaby residents; why then do you insist on staying the status quo and not allowing any expansion from new avenues? I do not suggest an uncontrolled marketplace but surely you have experienced the convenience and ease of ride sharing services. (Lyft, Uber, Etc.)

Myself and many of whom I associate are utterly baffled by your resistance to adapt to the changes in the transportation marketplace, and would like very much for you to elaborate the underlying reasons for which you take this stance.

Thank you for your time and consideration. I look forward to your response.

William Wiltse

6807 Bryant Street, Burnaby B.C.

Referred to:
Financial Management Committee (2018.01.16)



Meeting 2018 January 16

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 January 04

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 1750 20
Reference: BAAC

SUBJECT: BURNABY ACCESS ADVISORY COMMITTEE – CAPITAL BYLAW
FUNDING REQUEST AND OVERVIEW OF ACTIVITIES

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the 2018 Access Improvements Program and to provide a summary of recent Burnaby Access Advisory Committee activities.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$82,000 to finance the access improvement projects at City facilities as outlined in Section 3.0 of this report.
2. **THAT** a copy of this report be forwarded to the Sustainable City Advisory Committee for information.

REPORT**1.0 INTRODUCTION**

The Burnaby Access Advisory Committee (BAAC) was established in 1988 to provide advice and direction to the Planning and Building Department on access and inclusion issues. The Group is comprised of Burnaby residents, as well as staff from a number of City Departments (Parks, Recreation and Cultural Services; Human Resources; Engineering), Burnaby Public Library, and the Fraser Health Authority. Some citizen members of BAAC are also members of organizations representing persons with disabilities, but they do not formally represent these organizations on the Committee. Planning staff coordinate the Committee's regular meetings and facilitate members' participation in, and input on, City initiatives.

This report requests that a Capital Reserves Bylaw be brought forward to finance the 2018 Access Improvements Program at City facilities, as outlined in Section 3.0 of this report, and provides a description of BAAC's recent activities.

To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Access Advisory Committee – Capital
 Bylaw Funding Request and Overview of Activities
 2018 January 04..... Page 2

2.0 POLICY SECTION

The 2018 Access Improvement Program is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan:

- An 'Inclusive Community',
 - 'Ensure City services fully meet the needs of our dynamic community'.
- A 'Healthy Community',
 - 'Encourage opportunities for healthy living and well-being'.
- A 'Dynamic Community',
 - 'Build and maintain City facilities and infrastructure that meets the needs of our growing community'.

3.0 2018 ACCESS IMPROVEMENT PROGRAM

On an annual basis, funds are included in the Planning and Building Department's Capital Budget to finance access and inclusion improvements in City facilities. The following items have been identified by staff as priorities for 2018. BAAC members were consulted and provided input on the proposed improvements. The total proposed budget for improvements is \$82,000.

Shadbolt Centre for the Arts

An automatic door opener will be installed at the universal/accessible washroom door in the west end second level of the Shadbolt Centre, beside studio 207. At the moment, the only accessible washrooms are those on the main floor of the building.

Tommy Douglas Library

An automatic door opener will be installed at the branch's universal/accessible washroom. Currently the washroom cannot be used independently and staff are required to assist patrons in opening and closing the door.

Bonsor Recreation Complex

An automatic door opener will be installed for the main floor men's and women's washrooms. Currently the doors are propped open and, as they are located in a high traffic area, this impacts washroom privacy.

Swangard Stadium

An automatic door opener will be installed for the men's and women's washrooms. Currently the doors are propped open and, as they are located in a high traffic area, this impacts washroom privacy.

Bill Copeland Arena and Kensington Complex Arena

Renovations, including ramps to provide access to widened areas of the stands, will be provided at the Bill Copeland and Kensington Complex Arenas to allow accessible viewing areas.

To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Access Advisory Committee – Capital
 Bylaw Funding Request and Overview of Activities
 2018 January 04..... Page 3

Burnaby Lake Sports Centre West

Provision of accessible sinks (e.g. paddle style handles) in the change rooms and washrooms at Burnaby Lake Sports Centre West.

Edmonds Community Centre

The accessible customer service front desk segment at Edmonds Community Centre will be enhanced. Currently, the accessible segment of the front customer service desk is not configured properly to provide service to patrons with disabilities.

Capital allocation for these projects has been included for consideration in the 2018 - 2022 Financial Plan that is under preparation. Upon approval of this funding request by Council, these expenditures will be included in the 2018 – 2022 Financial Plan. Sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

4.0 OVERVIEW OF RECENT ACTIVITIES

In 2017, BAAC members participated in, or provided input on, a number of City initiatives.

4.1 Committee Terms of Reference

To recognize the thirtieth year of the Committee, the Committee structure was refreshed with a formalized Terms of Reference. In addition, as part of this process, membership of the Committee was augmented as additional Burnaby residents with a wide range of disability perspectives (e.g. autism) began participating.

4.2 2017 Access Improvements in City Facilities

The following items were completed under a \$75,573.83 Capital allocation provided in 2017.

Edmonds Community Centre

Two projects were completed at the Edmonds Community Centre to improve accessibility. An automatic door opener was installed at the accessible washroom on the main floor of the Centre. The Centre also purchased a stainless steel gurney to assist with transferring patrons with mobility issues into the Fred Randall Pool area.

Shadbolt Centre of the Arts

The Shadbolt Centre of the Arts installed automatic doors on the entrances to the washrooms at the south end of the building.

Bob Prittie Library

The large and small study rooms on the second floor of Bob Prittie Library are being renovated to increase the size and improve the configuration of the rooms. These renovations will improve the accessibility of these high demand spaces, particularly for larger mobility devices (e.g. scooters).

To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Access Advisory Committee – Capital
 Bylaw Funding Request and Overview of Activities
 2018 January 04..... Page 4

Willingdon Heights Community Centre

The pathway from the accessible parking spaces at the Willingdon Heights Community Centre's parking lot to the Centre's main entrance has been improved, including widening and levelling of the path.

Burnaby Lakes Sports Complex West

Accessibility upgrades to the sinks in multiple change rooms at the Burnaby Lakes Sports Complex West were completed.

4.3 Community Assessment

In 2017 September, the Access Advisory Committee members participated in an assessment of the accessibility elements of the Town Centre Standards. The design standards provide clear requirements for the development of both public and private street fronts within the City's four Town Centers (Edmonds, Lougheed, Brentwood and Metrotown).

On 2017 September 28, Committee members, and other interested members of the public with disabilities, joined City staff (Planning, Engineering) in assessing the Town Centre Standard 'example' section that has been constructed on the south side of Lougheed between Rosser Avenue and Willingdon Avenue.

Participants provided practical and helpful feedback on accessibility features and identified issues that will be used to inform the most recent iteration of the Town Centre Standards. Identified issues included additional marking stencils on area routes to highlight use, and the extension of scoring on curb ramps to cover the whole curb surface.

4.4 Inclusive Customer Service Training

BAAC members continue to support staff with the integration of accessible and inclusive customer service content, which is included in staff customer service training courses.

4.5 Input into Major City Plans and Developments

In Fall 2017, BAAC received a presentation by City staff on the Burnaby Transportation Plan Update. The presentation focused on the accessibility theme included in Phase 1 of the update process. Through their discussions with staff, Committee members provided valuable insights on transportation related accessibility issues from a user's perspective.

As well, in 2017 November, BAAC members provided input on the vision and conceptual design for the new arena planned for south Burnaby.

4.6 Pedestrian Realm Improvements

BAAC members have continued to identify, as appropriate, needed curb cuts, audible pedestrian traffic signals, sidewalk improvements, and other access related street scape improvements.

To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Access Advisory Committee – Capital
 Bylaw Funding Request and Overview of Activities
 2018 January 04..... Page 5

5.0 RECOMMENDATIONS

Since its establishment 30 years ago, BAAC has played an important role providing valuable advice and recommendations to the City regarding accessibility and inclusion issues. With this support, the City continues to enhance accessibility of its facilities and inclusion in services for all Burnaby residents. In 2017, this included accessibility and inclusion improvements at City facilities in each of Burnaby's four quadrants.

For 2018, a list of prioritized access improvements is proposed at a broad cross-section of City facilities. As such, it is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$82,000 to finance the accessibility improvement projects at City facilities, as outlined in Section 3.0 of this report. As well, it is recommended that a copy of this report be forwarded to the Sustainable City Advisory Committee for information.


 Lou Pelletier, Director
 PLANNING AND BUILDING

RM:sa/sla

cc: City Manager
 Director Corporate Services
 Director Engineering
 Director Finance
 Director Public Safety and Community Services
 Director Parks, Recreation and Cultural Services
 Chief Librarian
 City Solicitor
 City Clerk

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Meeting 2018 January 16

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 January 09

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 33000 01
Reference: Environmental Awards

SUBJECT: 2018 ENVIRONMENTAL AWARDS PROGRAM

PURPOSE: To seek approval for the 2018 Environmental Awards Program, the call for nominations and an expenditure for promotion and advertising.

RECOMMENDATIONS:

1. **THAT** Council approve the proposed call for nominations for the 2018 Environmental Awards Program.
2. **THAT** Council approve an expenditure of \$2,500 from the Boards, Committees and Commissions' operating budget for promoting and advertising the Environmental Awards Program call for nominations.

REPORT**1.0 BACKGROUND**

The City of Burnaby's annual Environmental Awards Program recognizes significant achievements in environmental stewardship and sustainability by people, businesses, organizations, and institutions in our community. The program was established in 1996 based on policy direction in the City's State of the Environment Report (1993). Today the program supports the goals and policy directions of the City's Environmental Sustainability Strategy (2016) and the following goal and sub-goals of the City's Corporate Strategic Plan (2017):

A Healthy Community (Goal 4)

- Healthy environment (sub-goal 2)
- Lifelong learning (sub-goal 3)
- Community involvement (sub-goal 4)

A complete list of award recipients since 1996 can be found on the City's website (www.burnaby.ca/environmentawards).

This report seeks Council approval for the 2018 Environmental Awards Program, the call for nominations and an advertising expenditure from the Boards, Committees and Commissions' budget to promote the nomination process.

To: Financial Management Committee
 From: Director Planning and Building
 Re: 2018 Environmental Awards Program
 2018 January 09.....Page 2

2.0 ENVIRONMENTAL AWARDS PROGRAM

The 2018 Environmental Awards Program Terms of Reference are presented in *Attachment A*. As shown, there are six award categories: Business Stewardship, Communications, Community Stewardship, Green Choices, Planning and Development, and Youth. As established in 2000, there are two award designations in each category:

- ***Environmental Award***, for recognition of environmental achievements of a larger scale, such as long-term commitments to an organization or cause, leadership of other individuals, and projects of a significant size and relatively complex scope that have a broader community impact, and
- ***Environmental Star***, for recognition of environmental achievements of a smaller or more individual scale that may nevertheless serve to catalyze larger initiatives and inspire others.

In each year, a maximum of one Environmental Award and two Environmental Stars may be awarded in each category.

For this year, it is proposed the City issue a call for nominations on January 23 and establish Thursday, March 29 as the last day to receive nominations. Nominations are reviewed and recommendations for Award and Star recipients to Council are made by a sub-committee of the Financial Management Committee. The recipients will be announced to the public at the Regular Meeting of Council on May 14 and will be invited to attend a reception at City Hall and to receive their awards at the Regular Meeting of Council on June 11.

The call for nominations will be promoted across the City using, but not limited, to the following methods: the City's web page, poster placement in all civic facilities, direct email contact with the local environmental community and the City's community partners, social media, the City's environmental e-newsletter, and print or web-based advertising in local newspapers (funds requested for advertising are discussed in Section 3.0).

This year's recipients and their environmental achievements will be promoted to the public as part of Burnaby Environment Week that is tentatively scheduled for June 02 to 10, 2018. A separate report to Council regarding the Environment Week Program is scheduled for February 2018.

3.0 CORPORATE SPONSORSHIP AND REQUESTED EXPENDITURES FOR ADVERTISING

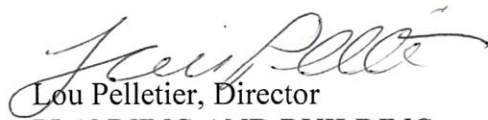
Staff plans to solicit corporate sponsorship, as in previous years, to provide supplementary support for Environment Week and the Environmental Awards Reception. Sponsorship provides corporations in the community the opportunity to become involved in local environmental stewardship.

To: Financial Management Committee
 From: Director Planning and Building
 Re: 2018 Environmental Awards Program
 2018 January 09.....Page 3

Council approval is also sought for an expenditure of \$2,500 from the Boards, Committees and Commissions' operating budget to advertise and promote the Environmental Awards Program call for nominations. This amount will provide for a combination of online and print advertising in local media, printing costs for posters and promotional materials and paid advertising on social media. The requested expenditure is the same amount as was approved in the previous two years.

4.0 CONCLUSION

The Environmental Awards Program celebrates individuals, groups, businesses, and institutions that are contributing to environmental stewardship and sustainability in our community. It is recommended that the Committee seek Council approval for the 2018 Environmental Awards Program, a call for nominations from January 23 to March 29 and an advertising expenditure of \$2,500 from the Boards, Committees and Commissions' operating budget for promotion and advertising of the program.

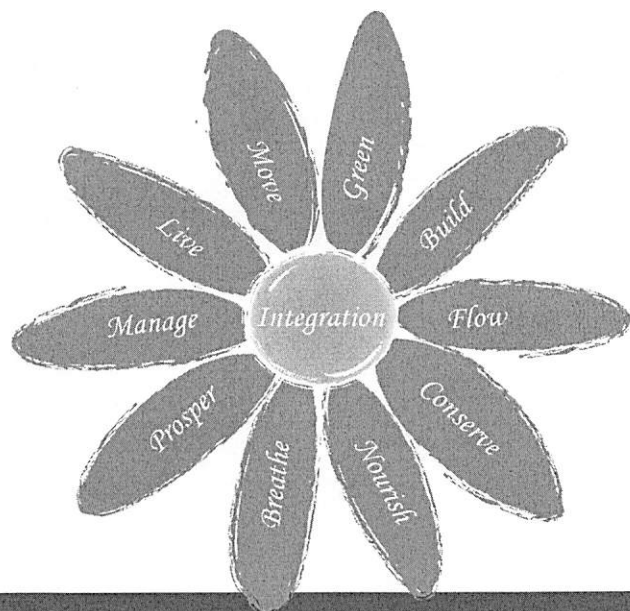

 Lou Pelletier, Director
 PLANNING AND BUILDING

MS/sla

Attachment

cc:	City Manager	Director Engineering
	Director Corporate Services	Officer in Charge, RCMP
	Director Parks, Recreation and Cultural Services	Fire Chief
	Director Public Safety and Community Services	Director Finance
	Chief Librarian	President, CUPE Local 23
	City Clerk	

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City of
Burnaby

**ENVIRONMENTAL
AWARDS PROGRAM**

Since 1996, the City of Burnaby's Environmental Awards Program has recognized the outstanding contributions made by individuals, groups, organizations, institutions, and businesses to environmental sustainability in our community.

These contributions help our community meet the goals of the City's newly adopted **Environmental Sustainability Strategy (ESS)**, a plan for Burnaby's green future. The **ESS** contains 10 goals, represented as petals of a flower.

To learn more about the **ESS**, its vision, goals, strategies, actions, visit www.burnaby.ca/ess-adopted. **For each award nomination this year, nominators will be asked to tell us which ESS goal(s) the achievements of their nominee contribute toward.**

Show your support for Burnaby's environmental leaders by making a nomination today!

Environment Awards 2018

burnaby.ca/environmentawards

Award Categories

1 Business Stewardship

This category identifies businesses located in Burnaby, whose exemplary business practices and stewardship activities have promoted environmental sustainability in the workplace or in the community. Nominated businesses should demonstrate excellence in raising awareness of environmental issues with staff or clients, reducing their ecological footprint in areas such as energy use, water use, waste reduction, purchasing, and transportation and/or notably enhancing or rehabilitating the City's environment.

2 Communications

This category includes all forms of print and digital media, video, audio or multi-media presentations, and outreach initiatives or campaigns that help to increase the understanding of environmental issues in Burnaby or to promote environmentally sustainable behaviors in our community. The nominated work should demonstrate a comprehensive understanding of an environmental issue or sustainability and its relationship to the citizens of Burnaby.

3 Community Stewardship

This category identifies individuals, groups and organizations who have been actively involved in promoting environmental stewardship in the City of Burnaby for several years and whom, through their efforts, have increased public awareness of an environmental issue or notably enhanced or rehabilitated the City's environment.

4 Green Choices

This category recognizes residents of Burnaby, including individuals, community groups, organizations, strata councils, and institutions, who demonstrate an exemplary commitment to environmental sustainability in the home, garden and community through any or all of the following means: household energy conservation, waste reduction, recycling of green waste, water efficiency, innovation in natural garden practices and native plant landscaping, local food production, active transportation and other sustainable lifestyle choices.

5 Planning and Development

This category highlights exemplary developments that demonstrate strategic planning, innovative environmental features and green building technologies that reduce energy use and emissions from buildings, reuse materials, use water efficiently, employ innovative approaches to stormwater and wastewater management, encourage active transportation, and protect and enhance aquatic and terrestrial ecosystems. Developments may range in scale from large commercial, industrial, institutional or residential projects to individual new or renovated buildings.

6 Youth

This category recognizes the contributions that children or teenagers have made, either through their own initiatives or through school programs which have resulted in enhanced public awareness of environmental sustainability issues or notably enhanced or rehabilitated the City's environment.

Nomination Information

Visit burnaby.ca/environmentawards for an on-line nomination form. A print version is also available.

Award Process

There are two levels of awards: Environmental Award and Environmental Star. A maximum of 1 Environmental Award and 2 Environmental Stars are available per category in a given year. Criteria for the two levels of awards are available on our website.

The City's Financial Management Committee reviews the nominations and recommend recipients to Council for approval. Environmental Award and Environmental Star recipients will be presented their awards at a Regular Meeting of Council on June 11, 2018.

Additional Information

Questions can be directed to:
City of Burnaby Planning Department
Tel: 604-294-7400
E-mail: planning@burnaby.ca
burnaby.ca/environmentawards

Nomination Deadline:

March 29, 2018



Meeting 2017 January 16

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 January 10

FROM: DIRECTOR FINANCE

FILE: 7500-01

SUBJECT: CITY INVESTMENTS – 2017 YEAR END REPORT

PURPOSE: To provide an update on the 2017 Investment Program and present a forecast for 2018.

RECOMMENDATION:

1. **THAT** this report be received for information purposes.

REPORT

Part 6, Division 3, Section 183 of the Community Charter states that the City may invest or reinvest money that is not immediately required for expenditures. Council has assigned the responsibility for the management of the investment portfolio to the Director Finance (Bylaw No. 11553). This report provides an update on the 2017 investment program and presents a forecast for 2018.

The City of Burnaby Investment Fund on 2017 December 31, totaled \$1,324,184,026.12 (2016 – \$1,100,947,412.54). The fund is represented by a single investment portfolio and includes restricted funds such as Development Cost Charges, allocated funds such as Community Benefit Bonus funds and all other reserve funds.

1.0 2017 UPDATE**1.1 Investment Funds**

Internal management of the investment portfolio, guided by the legislative requirements of the *Community Charter* and internal policies, provides the City with the flexibility required to meet operational and capital requirements, while meeting corporate strategic goals. The City's investment portfolio grew in 2017, generating \$45.1 million (3.22%) return on investments (2016 – \$44 million 3.62%), despite low market yields.

The City invests in both short and long-term products to ensure adequate cash flow liquidity and long-term sustainable growth. A portion of the portfolio's investments is held in money market instruments until cash is required for expenditures. The City's Investment Fund is therefore directly impacted by changes in both short and long-term interest rates.

The Bank of Canada conducts monetary policy through adjustments to the Target for the Overnight Rate which affects deposit, loan and other interest rates. This rate opened the year at 0.50% and

To: Chair and Members Financial Management Committee
 From: Director Finance
 Re: City Investments – 2017 Year End Report
 2018 January 16..... Page 2

closed on 2017 December 31 at 1.00%. Longer term investments have continued to provide income and yield stabilization for the portfolio year-over-year despite historical lows in money market and bond market yields. However, the percentage of the portfolio in these longer term investments has decreased as maturities have occurred.

The City of Burnaby's investment portfolio consists of debt issued by the Federal Government of Canada, approved Provinces of Canada, Canadian Banks and Credit Unions as identified in Attachment 1. The City may also invest in one of three funds offered by the Municipal Finance Authority of British Columbia (MFA-BC); however, the City currently does not have investments in these funds. All three funds offered by the MFA-BC include corporate debt which typically provides for increased yields. The Community Charter restricts the City from investing in corporate debt unless we invest directly into the MFA-BC's funds. Table 1 provides 2017 average interest rates and comparable returns.

Table 1: Market Interest Rates

	2017 Low %	2017 High %	2017 Average %
90 Day Banker's Acceptance	0.81	1.48	1.09
3 Month Treasury bill	0.43	1.05	0.69
2 Year Government of Canada Bonds	0.66	1.69	1.09
10 Year Government of Canada Bonds	1.39	2.13	1.78
30 Year Government of Canada Bonds	1.96	2.52	2.28
MFA-BC Money Market Fund (term under 1 year)*			0.87
MFA-BC Intermediate Fund (term 1 – 3 years)*			0.82
MFA-BC Bond Fund (term greater than 3 years)*			0.69
City of Burnaby 2017 Return			3.22

*Source: MFA-BC 2017 year to date return as at 2017 November 30

In 2017 the City invested in a Bank of Montreal Socially Responsible Investment (SRI) product which is fossil fuel free. Investments in SRI funds consider both financial return and social good to bring about a positive social change. Through the direction and guidance of Council, the City also continued discussions with the MFA-BC to provide advisory support for the creation of a new MFA-BC SRI fund.

1.2 Investment Guarantors and Banking Relationships

Treasury Services monitors the guarantors we invest in as part of our ongoing risk mitigation strategy and investment procedures. The City's investment banking relationships remained consistent during 2017 for long-term investments. RBC Capital Markets, TD Securities, CIBC-Wood Gundy, Scotia Capital, BMO-Nesbitt Burns and Raymond James were the City's lead investment bankers. For short-term money market investments, the City invested with British Columbia, Alberta and Saskatchewan Credit Unions. In 2017 the City began investing in term deposits issued by Federation Des Caisses Desjardins, the largest co-operative in Canada, serving over 7 million members and over \$250 billion in total assets. Also in 2017, the City began investing directly into bonds issued by the MFA-BC.

To: Chair and Members Financial Management Committee
 From: Director Finance
 Re: City Investments – 2017 Year End Report
 2018 January 16..... Page 3

Coast Capital Savings Credit Union has received the necessary approvals and is currently in the process of deregistering as a British Columbia credit union and in turn registering as a federal credit union. The City plans on maintaining our investment relationship with Coast Capital and will adjust the guarantor limits when the transition takes place.

The City's portfolio growth over the last decade means increased investment limits are required to remain well diversified and to ensure the City's continued ability to deploy funds into the market with the flexibility that a large portfolio requires. Diversification is essential for managing investment risk and return. The 2018 guarantor limits are identified in Attachment 1.

2.0 OUTLOOK FOR 2018

While interest rates have increased slightly over the past year and markets are pricing in additional central bank rate hikes, the impact on the City's investment yield will remain negligible. Interest rates remain at historical lows, translating into a lower rate of return.

Being tracked closely by the City, and a major concern for Canadian municipalities is the implementation of *Bill 15-C, Budget Implementation Act 2016, Division 5 – Bank Recapitalization Regime*. This bill will be fully operationalized in 2018. The legislation provides that investors of specified investment products of the bank will carry the burden of bank recapitalization should the particular bank become non-viable. The Federal Government will be providing final guidelines in the next few months. The City of Burnaby, in conjunction with Metro Vancouver, is obtaining a legal opinion on the investment implications and limitations; in particular to the guidelines stated within the *Community Charter*. The final guidelines may limit the City's ability to invest long-term in various bank products, which will further erode investment yield for the City. Upon determination of the severity of impact and conflicting limitations within the *Community Charter*, further communication to Council will be provided.

For the City of Burnaby, 2018 investments will continue to be affected by the extreme low interest rate environment and legislative changes. As longer term investments mature, reinvestment at lower interest rates will result in lower annual portfolio yields. The City is projecting an annual yield of 3.00% for 2018 and \$44.5 million in investment income.

3.0 CONCLUSION

Diversification and a conservative investment strategy have provided the City with a 2017 return of \$45.1 million at an annual yield of 3.22% on the City's Investment Fund. For 2018, Treasury Services will continue to monitor money and fixed income markets for investment opportunities to provide liquidity, capital preservation and yield management thus allowing the City to meet the corporate strategic goals for a dynamic community and thriving organization.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:DS /mlm

Attachment 1 – City of Burnaby – Investment Limits for 2018

Copied to: City Manager

City of Burnaby

Investment Limits for 2018

Attachment 1

<u>SECURITIES CATEGORY</u>	<i>Short-term Investments</i> <u>DBRS Ratings</u>	<i>Long-term Investments</i> <u>DBRS Ratings</u>	<u>Investment Limits</u>	<u>Portfolio % Mix</u>
Federal & Federal Guaranteed	R1 – High	AAA	No Limit	
TOTAL FEDERAL & FEDERAL GUARANTEED			No Limit	No Limit
Coast Capital Savings CU (\$60M max)	R1 – Low	BBB High	\$ 160,000,000	
Gulf & Fraser Credit Union (\$35M max) dba G&F Financial	Not Rated	Not Rated		
North Shore Credit Union (\$35M max) aka BlueShore Financial	Not Rated	Not Rated		
VanCity Savings CU (\$60M max)	R1 – Low	Not Rated		
Westminster Savings CU (\$35M max)	Not Rated	Not Rated		
TOTAL BRITISH COLUMBIA CREDIT UNIONS *			\$ 160,000,000	25% Max
Servus Credit Union (\$75M max)	Not Rated	Not Rated	\$ 150,000,000	
First Calgary Financial (\$75M max)	Not Rated	Not Rated		
TOTAL ALBERTA CREDIT UNIONS **			\$ 150,000,000	25% Max
Affinity Credit Union (\$30M max)	R1 – Low	Not Rated	\$ 60,000,000	
Conexus Credit Union (\$30M max)	Not Rated	Not Rated		
TOTAL SASKATCHEWAN CREDIT UNIONS ***			\$ 60,000,000	10% Max
Desjardins	R1 – High	AA	\$ 60,000,000	
TOTAL QUEBEC CREDIT UNIONS			\$ 60,000,000	5% Max
Alberta	R1 – High	AA	\$ 100,000,000	
British Columbia	R1 – High	AA High	\$ 160,000,000	
Manitoba	R1 – Middle	A High	\$ 80,000,000	
Municipal Finance Authority	R1 – High	AAA	\$ 100,000,000	
New Brunswick	R1 – Middle	A High	\$ 70,000,000	
Nova Scotia	R1 – Middle	A High	\$ 70,000,000	
Ontario	R1 – Middle	AA Low	\$ 100,000,000	
Prince Edward Island	R1 – Low	A Low	\$ 60,000,000	
Saskatchewan	R1 – High	AA	\$ 100,000,000	
Quebec	R1 – Middle	A High	\$ 90,000,000	
TOTAL PROVINCES			\$ 930,000,000	60% Max
Bank of Montreal	R1 – High	AA	\$ 160,000,000	
CIBC	R1 – High	AA	\$ 160,000,000	
Royal Bank	R1 – High	AA	\$ 160,000,000	
Scotia Bank	R1 – High	AA	\$ 160,000,000	
Toronto Dominion Bank	R1 – High	AA	\$ 160,000,000	
Canadian Western Bank	R1 – Low	A Low	\$ 60,000,000	
Manulife Bank of Canada	R1 – Middle	A High	\$ 60,000,000	
National Bank of Canada	R1 – Middle	AA Low	\$ 80,000,000	
TOTAL SCHEDULE 'I' BANKS			\$ 1,000,000,000	60% Max.
TOTAL SCHEDULE 'II' BANKS			\$ 0	10% Max.

* British Columbia Credit Unions are CUDIC guaranteed

** Alberta Credit Unions are CUDGC guaranteed and ensured by the Province of Alberta

*** Saskatchewan Credit Unions are CUDGC guaranteed

Delivered by
Rotary
 Club of Burnaby Metrotown



24 November 2017

To: Executive Committee of Council

c/o Clerk's Department,
 Burnaby City Hall
 4949 Canada Way, Burnaby, BC V5G 1M2

Dear Committee Members:

On behalf of the Burnaby Metrotown Rotary Club I would like to request the City of Burnaby's "in-kind" financial support of our annual Rotary Burnaby Wine, Food and Music Festival taking place on Saturday May 5th, 2018. As in previous years, our request is for printing from the City's print shop. We estimate that \$3000 worth of printing will be required for this coming event. Printing that is required includes tickets, posters, programs and banners. Please find attached the sponsorship tiers.* You will see that our request is for the City of Burnaby to be a Platinum sponsor.

The Rotary Club of Burnaby Metrotown is a local service club comprised of business and community leaders who are committed to community service both locally and globally. Our members are very committed to supporting local projects such as the Rotary Coats for Kids, Literacy programs at Maywood School, Youth Leadership development, and a number of other local not for profit organizations. The annual wine festival is our premier fundraiser which raises necessary funds for our charitable work in Burnaby.

We look forward to your continued support.

* provided under separate cover

Sincerely,

Simone Brandl

2017-2018 President

Rotary Club of Burnaby Metrotown

stbrandl@telus.net



#18.02.

December 6, 2017

Executive Committee of Council
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

HIKE FOR HOSPICE BURNABY

Dear Chair and Members of the Executive Committee of Council for the City of Burnaby:

On Sunday May 6, 2018, thousands of people across Canada will be walking in support of Palliative Care. Here in Burnaby, members of our community will be walking in Central Park to celebrate and commemorate the lives and memories of their loved ones. The event will also raise awareness and funds to benefit the Burnaby Hospice Society so that we may continue our critical work of providing compassionate care to individuals and families during the end-of-life process.

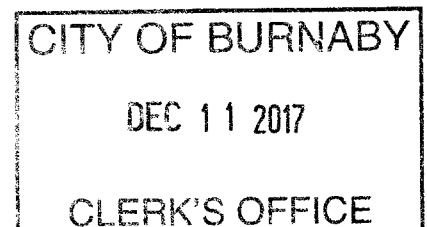
The City of Burnaby has graciously awarded us an in-kind grant for our event printing requirements in the past and we are asking for your support again. Burnaby Hospice Society is respectfully requesting an in-kind grant to the value of \$1,500 in support of Burnaby Hospice Society's 16th annual Hike for Hospice Burnaby. All event proceeds will go directly towards supporting the Society's hospice palliative care and bereavement support programs which are offered at no cost to Burnaby residents and their families and friends.

Established in 1986, the Burnaby Hospice Society has been long known within this community for our dedication to providing quality support to individuals and families during the end-of-life journey. We serve over 900 families in the Burnaby community every year and have, since our inception, touched the lives of tens of thousands of people, ensuring that no one in Burnaby needs to go through the end-of-life journey alone.

With your help, the Burnaby Hospice Society looks forward to continuing to make a positive impact in the lives of those going through the end-of-life journey in our community. Thank you for your attention and support of the Society, and the community members that it serves. We look forward to your consideration of our request. Should you have any questions, please feel free to contact me directly at 604.520.5087 or mwakeland@burnabyhospice.org

Sincerely

Mellanie Wakeland
Office Manager





4433 Moscrop Street Burnaby British Columbia Canada V5G 2G3
 Phone: 604-296-6895 Fax: 604-296-6898

#18.03.

December 15, 2017.

Honourable Mayor
 Derek Corrigan
 Mayor of Burnaby
 4949 Canada Way
 Burnaby, BC V5G 1M2

Re: 2018 BC Provincial High School Gymnastics Championships, March 7 – 10, 2018.

Moscrop Secondary School in School District 41(Burnaby) hosts the prestigious 2018 BC High School Gymnastics Championships event in March 2018. The Championships culminates months of dedicated practices and gymnastics meets for boys and girls in Grades 8 – 12. Teams of boys and girls from around BC will descend on the host venue, Moscrop Secondary School, for three consecutive days competing in apparatus and floor routines.

We are anticipating approximately 40 adult coaches, 250 competitors, 16 Gymnastics Canada certified Judges, and supportive families and friends to the (69th Annual event). To this end, we request that you consider taking part in one of eleven sponsorship programs associated with the 2018 BC High School Gymnastics Championships hosted by Moscrop Secondary School. Sponsorship opportunities in the following:

- ❖ Awards Ceremonies
- ❖ Coaches' and Officials' Lounge
- ❖ Coaches' Packages
- ❖ Host School Award
- ❖ Officials' Packages
- ❖ Official 2018 BC High School Gymnastics Championship Program Guide
- ❖ Opening Ceremonies
- ❖ Top Female Gymnasts – 5 Awards (Level I, Level II, Level III, Level IV, Level V)
- ❖ Top Male Gymnasts – 5 Awards (Level I, Level II, Level III, Level IV, Level V)
- ❖ Top School Team
- ❖ Volunteers' Thank – you

Your participation may resemble a financial donation, product in kind, corporate signage, and/or personal appearance. You will be included in the Program Guide as a supporter. Your participation will increase your exposure and goodwill, in the Burnaby community and across the Province. We look forward to your response to this invitation within 3-weeks of receiving this letter.

Yours in gymnastics,

Gary Leung
 On behalf of the 2018 BC Gymnastics Championships Organizing Committee
 cc: Adrian Wong, Commissioner, BC High School Gymnastics

Community Group Providing Human Services Funding Request to City of Burnaby

Request for Grant to support our youth programming and operations from January 2018-June 2018

About us

Motivated by Wisdom is a Vancouver based non-profit organization (previously known as Teen Journey) registered under the BC Society Act No: Soo59574. MBV was created to empower youth with coping skills and to develop their competency. Since inception in 2009, our programming has met the need of more than 150 teenagers and approximately 75 families who face multiple barriers to access services in Greater Vancouver and Burnaby. As an inclusive agency, our programs are meant for youth's ages 13 to 28 years old, and families who have teenagers transitioning into adulthood. According to Youth.gov, an agency which strengthens the capacity of youth-serving organizations with tools, it was recommended that "Mentoring can help youth as they go through challenging life transitions, including dealing with stressful changes at home or transitioning to adulthood. Close, healthy, supportive relationships between mentors and mentees that last for a significant portion of time (i.e., more than one year) are central to success" which is in line with our agency practice and community mentorship program.

Our participants are mostly low at risk and face multiple barriers in accessing primary stream services in this community. According to research done by Canadian Mental Health Association, BC Division 2016, Peer Support for Youths, Environmental Scan, it was concluded that "when children and youth are involved in their plans of care and decision-making that affects them, they are more motivated to achieve successful outcomes for themselves and their families" a strategy mostly applicable in our mentorship and leadership.

Furthermore, our services revolve around enhancing the safety of youths who are in the process of developing their physical and intellectual

CITY OF BURNABY

DEC 21 2017

CLERK'S OFFICE

competencies. The mentioned need for our safety programming is supported by facts released by the office Representatives for Children and Youth, British Columbia April 2016, revealed that from “June 1, 2007, to May 31, 2016, 2,682 critical injuries and 878 deaths occurred in British Columbia” Most of this was school age youths or children. Additionally, as a human services organization founded on established research and tested practices, blended by indigenous contributions, we offer transformational programs for youth in search of inner guidance.

Our expertise stem from nine years of working with youth , parents, family and community in many different programs and projects. Our team bring local and international leadership experience in delivering arts, science, and personal developmental programs.

Mission: To provide wise mentorship for youth and guide them in their transition to adulthood.

- Provide wise and empowered mentorship to help youths understand, decipher and navigate the complexities of the information they are exposed to in daily life.
- Provide experiential and transformational programs for youths, mentors, parents and caregivers.
- Help youth transit successfully into adulthood with a comprehensive understanding of their connection with their communities and their responsibilities as adults.
- Reconnect young people with the elders of their own cultures as well as other cultures.
- Support expansive awareness of different choices and life's possibilities
- Empower the young generation to become self-inquiring individuals who can exercise integrity in each moment of choice.

Values:

1. Integrity: We accept responsibility for our live and each of our actions.
2. Creativity: We inspire youth to explore and discover their potentials and gifts and share them with others.
3. Inclusiveness: We create a sense of belonging in youth.
4. Service: We engage young people in services for local and international communities.

Our Programs:**SOCIAL-EMOTIONAL DEVELOPMENT PROGRAM FOR YOUTH: “WHO AM I”**

Objective: To empower young people to become self-inquiring individuals who can learn how to overcome anxiety, stress, and depression through self-knowledge, community connection, and tools that can be easily applied in daily life.

Highlights of Outcomes:

- ✓ Experience of consistent mentoring from people who understand and respect youth.
 - ✓ Development of new skills in dealing with poor habits and creating good habits
 - ✓ Techniques for examining thoughts, feelings, and emotions
 - ✓ Knowledge of human anatomy and physiology as a basis for understanding fear, anxiety, stress, and depressions.
- Workshops take place 2-3 times bi-Weekly

MENTORSHIP & LEADERSHIP PROGRAM FOR YOUTH WORKERS

Objective: to enhance participant’s abilities to be successful communicators, leaders, and mentors in their communities.

The highlight of Outcomes:

- ✓ Conflict resolution and conflict management
- ✓ Trust building
- ✓ Knowledge of responsibility and safety
- ✓ Learn the clarity and assertiveness of communication
- ✓ Train the trainer
- ✓ Workshops take place 2-3 times bi-Weekly

A snapshot of our Leadership and Management team

Ela Rezmer

She is passionately involved with a multitude of consciousness-raising projects, all of which are inspired by spirit, and delivered with clarity, trust, and love. Ela is the founder of Teen Journey and a practicing interior designer who holds a Master's Degree in Interior Architecture from the Academy of Fine Arts in Europe. She is also a certified transformational breathwork facilitator.

As a visionary of the heart, Ela continues to create miracles by inviting people to co-create conscious communities that are rooted in the principles of deep connection and the interrelatedness of all of life. Ela brings leadership sourced from the heart to Teen Journey. Her greatest passion is to invite everyone to create communities that expand consciousness through the personal and collective journey of self-inquiry.

As a lifelong explorer of spirituality, Ela has studied with, and been initiated by, some of the world's most renowned spiritual leaders, including His Holiness the Dalai Lama, Dr. Carlos de León, Dr. Vernon Woolf, Juan Ruiz Naupari, and Dr. Judith Kravitz, amongst others.

A masterful teacher and mentor, she brings depth, expertise, and a fountain of love to this profound work. This vision has guided her to serve the spirits of the many teens, mentors, and parents who have been involved in Teen Journey. It's a testament to her passion for working with people of all ages and from all walks of life.

Helen Tomei

Helen Tomei transformed her passion for travel and spirituality into a successful tour business devoted to providing travelers more meaningful experiences at sacred sites around the globe. As a travel industry professional for more than 26 years, Helen has traveled extensively throughout Africa, Asia, and Europe before deciding to share her travel and spirituality interests with others.

In 2003, she founded Sacred Earth Journeys, a company that has twice received the Inspirational Entrepreneur of the Year award by the British Columbia Urban Entrepreneurial Development Association, and was featured in the book 'Waking up the West Coast: Healers & Visionaries.' Sacred Earth Journeys has been featured on radio and in several prominent newspapers and magazines. Helen is now grateful for the opportunity to make positive changes by sharing with others her enthusiasm for global awareness, personal growth, and journeys of transformation.

Inspired by her own teenager's positive experience in Teen Journey, Helen has helped with the administration, registration, and international trip organization. In addition to her experience as the mother of two teenagers, she brings a wealth of knowledge and experience in coordination and logistics to Teen Journey.

JACKY ESSOMBE

A real cultural liaison and an enthusiastic ambassador for the African culture, Jacky's passion for learning inspired her to become a professional dancer, dance teacher, storyteller, trainer, speaker, and TV- and radio-show host. She uses dance as a medium to express life to its fullest and also as a journey to a higher level of consciousness.

She loves to share the traditions, history, and culture of Africa, and the wisdom of her ancestors. She believes that the Western world can benefit from the ancient knowledge of indigenous people. Jacky indeed carries the

spirit of the village in her heart and shares it wherever she goes; for many years, she has worked with Teen Journey to bring this village vibe into the camp. This year, she will be working with the leadership team to co-create the most authentic and integrated Teen Journey village to date.

Additional Experts who support and advice our team

Craig Wanless – Registered Therapeutic Counsellor

Nigel Bennett – founder, Aqua-Guard Spill Response Inc

Dr. Kasia Wilk – HCPC Registered & BPS Chartered Counselling Psychologist

Juan Ruiz Naupari – Interpersonal Psychology and Inkarrri Cultural Association

Brodie Whitney – Coach, Experienced Speaker

Michelle Staples – Advisor & Filmmaker

Andrea Dupuis – COO (Chief Operations Officer) of Lucrative Luminary Training Company

Caroline Ancessi – Advisor & Leader for Permaculture

Stephane Guerraz – Advisor in Business

Our Partners

Our ongoing partners include the following: Vancity Branch Burnaby, Scouts Canada, Aqua Guard, Safeway Burnaby, and Sacred Earth Journeys, Concious Living Radio

Success stories from Participants:

Youth Participant: "I turn 18 next month. I become a man," he says. "This experience has exceeded my expectations."

Parent: Ms. Appel also admits to being less than thrilled about attending at first, nudged into it by self-development-loving parents. But she's glad she went. "In one acting exercise we had to act out love, neediness, and anger - really intensely," she says. "I was shocked to find anger came so easily for me."

I realize I normally don't let that come out. Now, I know when I'm feeling something - not to cover it up."

Youth Participant: "I rediscovered something that was lost for a long time," says the 17-year-old. Passion, ideas, creativity. I found it again. It revealed itself"

You can find more Success Stories by following the link below

<http://motivatedbywisdom.org/videos/>

Pictures of our youths in action





More photos are available on our website.

Acknowledge of Grant Support:

Your logo will be display on our website, social media, press release, annual reports, newsletters, brochures and flyers as per city instructions. Also we will broadcast your contribution in our social services and community networks.

Contact information:

Motivated by Wisdom, Society (Previous known as Teen Journey)

279-4111 HASTINGS STREET BURNABY, V5C 6T7

Office: 778.858.7544

info@ motivatedbywisdom.org

felixngalla@yahoo.com

Director of Development, Felix Ngalla K, M.A

Chief Executive officer, Ela Rezmer Bach, M.A

Telephone: 604 868 3459

Telephone: 604 780 3400

Expenditure	Description	Amount	Request
staffing	Coordinators, facilitators and group leaders	\$	50,000.00 \$
Software	Office softwares for processing documents	\$	1,000.00 \$
Website	Website maintenance and fees	\$	1,000.00 \$
Food	Snack and beverages	\$	3,000.00 \$
Transit	For commuting to and from sessions	\$	1,000.00 \$
Accounting and Bookkeeping	Accounting and bookkeeping	\$	1,100.00 \$
Facility Space	Rooms, computer labs, etc.	\$	2,500.00 \$
Communications	Office services and internet	\$	500.00 \$
Photocopying, Promotion	Marketing of programs and photocopying of flyers and brochures	\$	1,000.00 \$
Insurance	Liability Insurance, and other needs permits and clearances	\$	1,900.00 \$
Total Expenditure		\$	63,000.00 \$

Revenue	Confirmed/Requested	Amount
Vancity Credit Union	Confirmed	\$
Vancouver Foundation	Requested	\$
Firefighter Foundation	Requested	\$
City of Burnaby Grant	Requested	\$
Motivation by Wisdom	Confirmed (cash)	\$
Aqua Guard	Confirmed (in Kind Labour)	\$
Safeway Burnaby	Confirmed (in Kind) Snacks	\$
Motivation by Wisdom	Confirmed (in kind Labour)	\$
Burnaby Libraries	Confirmed (in kind, space etc.)	\$
Scouts Canada	Confirmed (in kind Labour)	\$
Total Expenditure		\$

Leslie Mwandawiro
Sustainable Development Club
6503 Dunnedin Street
Burnaby, BC, V5B 1Y7
lmwandaw@gmail.com

1/9/2018

The Office of the City Clerk
Financial Management Committee
Burnaby City Council
4949 Canada Way
Burnaby, BC V4G 1M2

Dear Financial Management Committee:

Simon Fraser University (SFU) Sustainable Development club is a student-led organization that engages the SFU community in dialogue around sustainable development. Our aim is to bring about actionable change in three key areas: society, environment and business. This year our objective is to address all three. The Sustainable Communities Conference ties these themes together by showcasing achievements made from various sectors in society. We are excited to have a variety of speakers ranging from Burnaby mayor Derek Corrigan to SFU's own Milad Parpouchi. We hope to spur actionable initiatives through interactive workshops and lectures, which will be attended by Simon Fraser University students and senior high school students. This is a formal application for a grant in the amount of \$550 dollars.

If granted, our request for \$550 dollars will be applied towards the venue and audio/visual costs. Kindly refer to our event budget information provided in the attached file*. We have secured sponsorship from a variety of donors, however ticket sales still drives the majority of our expected revenue. If we do not sell out the venue, then our expected revenue will decrease, offsetting the costs we face. These funds would provide a safety buffer for minimum amount of ticket sales required. These funds would be used within one week of the end of the conference, by February 3rd. Thank you for your time and considerations. If you have any questions please do not hesitate to contact us at sdg-info@sfu.ca.

Sincerely,

**provided under separate cover*

Leslie Mwandawiro
Sponsorship Director