



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2018 FEBRUARY 15
TIME: 5:00 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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j)	Report from the Director Public Safety & Community Services Re: RCMP 2018 Capital Projects January Funding Request	48
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l)	Report from the Major Civic Building Project Coordination Committee Re: South Burnaby Ice Arena	ON TABLE

5. **NEW APPLICATIONS - FESTIVALS BURNABY**

Neighbourhood Events

a)	#18-N-001 - Scandinavian Cultural Society <i>Leif Erikson Day Festival</i>	53
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An application was received from the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2018 September 29 at the

Scandinavian Community Centre. This annual festival highlights a different Nordic country by showcasing its history and current endeavours and the contributions to Canadian society made by its people. This year the Festival will showcase Iceland. There will be presentations by experts, concerts, workshops, ethnic foods, videos, arts and crafts for children, and something on Leif Erikson himself.

Request: \$2,000

CPA: 2017 - \$2,000 (Neighbourhood Grant)
2016 - \$3,500 (Neighbourhood Grant)
2015 - \$3,000 (Neighbourhood Grant)

b) #18-N-002 - Culture Chats BC Association 55
Intercultural Community Arts Festival

An application was received from the Culture Chats BC Association for the Intercultural Community Arts Festival to be held on 2018 June 30 at Burnaby Neighbourhood House. This one day community arts festival will celebrate and showcase multicultural arts and talents. Event activities will include an immigrant art exhibition, language based word games, a multicultural dialogue story creation and more.

Request: \$2,000

CPA: 2017 - \$1,000 (Neighbourhood Grant)
2016 - No Application
2015 - No Application

Small Scale Events

c) #18-S-001 - Vancouver Tagore Society 57
West Coast Tagore Festival 2018

An application was received from the Vancouver Tagore Society for the West Coast Tagore Festival 2018 to be held on 2018 September 15-16 at the James Cowan Theatre, Shadbolt Centre for the Arts. The Festival will celebrate life and work of Nobel-laureate poet and world cultural icon Rabindranath Tagore, and showcase talented performing artists. Reputed scholars and multicultural poets will present work of Tagore through music, dance, lectures and exhibits.

Request: \$10,000

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

6. NEW APPLICATIONS

a) **#18.06.p - Volunteer Grandparents** 59
Anniversary Campaign

An application was received from the Volunteer Grandparents requesting an in-kind printing grant in support of their 45th anniversary in 2018 of delivering programs in Burnaby. The Family Match Program and the School Grandparent Program create true extended families, providing positive benefits for senior volunteers and children.

Request:	\$1,000	CPA:	2017 - No Application
	in-kind printing		2016 - No Application
			2015 - No Application

b) **#18.07.p - Burnaby Arts Council** 60
2018 Arts BC Conference

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing costs for the 2018 Arts BC Conference (co-hosted by Arts BC and the Burnaby Arts Council) to be held on 2018 May 10-12 at the Nikkei National Museum and Cultural Centre. The annual conference brings together hundreds of arts and cultural leaders from across the Province for a weekend of learning, networking, and skill development.

Request:	\$2,000	CPA:	2017 - \$1,000 in-kind printing
	in-kind printing		(Summer Arts Festival)
			2016 - \$1,000 in-kind printing
			(Deer Lake Craft Festival)
			2015 - No Application

c) **#18.08. - Community Centred College for the Retired** 61
Courses and Programs

An application was received from the Community Centred College for the Retired requesting a grant to assist with the cost of courses and programs provided by the College.

Request:	Unspecified	CPA:	2017 - \$1,500
			2016 - \$1,500
			2015 - \$2,500

d)	#18.09. - Consulate General of the Republic of Korea <i>"Ayla: The Daughter of War" Movie Screening</i>	63
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An application was received from the Consulate General of the Republic of Korea, in cooperation with the Consulate General of the Republic of Turkey, requesting a grant to assist with screening of the Turkish film “Ayla: The Daughter of War” to be held at the Michael J. Fox Theatre on 2018 March 28. This film showcases the true story of the relationship between a young Korean girl saved by a Turkish sergeant during the Korean War.

Request: \$2,500 CPA: 2017 - No Application
2016 - No Application
2015 - No Application

e) **#18.10. - Burnaby Mountain Secondary School** 64
Oxford Cup Finals International Debating Championship

An application was received from the Burnaby Mountain Secondary School requesting a grant to assist with travel expenses for two (2) students, Miranda Collett and Carolyn Chen, to participate at the Oxford Cup Finals International Debating Championship to be held on 2018 March 10 in Oxford, England.

Request:	Unspecified	CPA:	2017 - No Application 2016 - \$1,000 (Improv Games) 2015 - No Application
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7. NEW BUSINESS

- a) Terms of Reference Update

8. INQUIRIES

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 Tuesday, **2018 January 16** at 5:30 p.m.

1. CALL TO ORDER

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

ABSENT: Councillor Colleen Jordan, Vice Chair

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Chief Building Inspector
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:46 p.m.

2. MINUTES

a) **Minutes of the Financial Management Committee
Open meeting held on 2017 November 22**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2017 November 22 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) Correspondence from Fair Haven Super Seniors
Re: Letter of Appreciation [17.53.(e)]

Correspondence was received from Ms. Heather Overy, Fair Haven Super Seniors, expressing appreciation for a contribution towards their annual Christmas Dinner held on 2017 December 21.

b) Correspondence from William Wiltse
Re: Rideshare

Correspondence was received from Mr. William Wiltse regarding expansion of Bonny's Taxi fleet and rideshare options (i.e. Lyft, Uber, etc.).

4. REPORTS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Director Planning and Building
Re: Burnaby Access Advisory Committee - Capital Bylaw Funding
Request and Overview of Activities

The Director Planning and Building submitted a report requesting a Capital Reserve Fund Bylaw to finance the 2018 Access Improvements Program, and providing a summary of recent Burnaby Access Advisory Committee activities.

The Director Planning and Building recommended:

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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

b) Report from the Director Planning and Building
Re: 2018 Environmental Awards Program

The Director Planning and Building submitted a report seeking approval for the 2018 Environmental Awards Program, the call for nominations and an expenditure for promotion and advertising.

The Director Planning and Building recommended:

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.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: City Investments - 2017 Year End Report

The Director Finance submitted a report providing an update on the 2017 Investment Program, and presenting a forecast on investments for 2018.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5. NEW APPLICATIONS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) #18.01.p - Rotary Club of Burnaby Metrotown
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)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant up to the amount of \$2,500 be awarded to the Rotary Club of Burnaby Metrotown in support of the 2018 Wine, Food and Music Festival to be held on 2018 May 5 at the Nikkei National Museum and Cultural Centre.

CARRIED UNANIMOUSLY

b) #18.02.p - Burnaby Hospice Society
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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant up to the amount of \$1,500 be awarded to the Burnaby Hospice Society in support of the 16th annual Hike for Hospice Burnaby to be held on 2018 May 6 in Central Park.

CARRIED UNANIMOUSLY

c) #18.03. - Moscrop Secondary School
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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant up to the amount of \$1,500 be awarded to Moscrop Secondary School to sponsor volunteer appreciation event during the 2018 BC Provincial High School Gymnastics Championships to be held on 2018 March 7-10.

CARRIED UNANIMOUSLY

d) #18.04. - Motivated by Wisdom Society
Core Programs

An application was received from the Motivated by Wisdom Society requesting a grant to assist with the cost of programs provided by the organization in 2018. Motivated by Wisdom is a non-profit organization that empowers youth

through developing good life coping skills. Their programs are for youth (ages 13–28), and includes families with teenagers transitioning into adulthood.

Request: \$10,000

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT this grant request be denied.

CARRIED UNANIMOUSLY

e) #18.05. - SFU Sustainable Development Club
Sustainable Communities Conference

An application was received from the Simon Fraser University (SFU) Sustainable Development Club requesting a grant in support of the Sustainable Communities Conference to be held on 2018 January 27 at the Diamond Family Auditorium, SFU. The Sustainable Communities Conference connects youth with BC's sustainable development community to share knowledge and develop tools among seasoned and emerging leaders.

Request: \$550

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a one-time only grant in the amount of \$550 be awarded to the SFU Sustainable Development Club in support of the Sustainable Communities Conference to be held on 2018 January 27 at the Diamond Family Auditorium.

THAT a copy of this grant be forwarded to the Sustainable City Advisory Committee for information.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

Boulevard Trees

Councillor Calendino inquired regarding funding for replacement of problem trees on boulevards.

Staff advised that funding information will be presented to Council during the budget workshops scheduled for February.

Budget Workshops

The City Manager and the Director Finance advised that the following Council workshops will be held in February:

- Provisional Operating Plan – February 7
- Reserve Funds and Reserves – February 13
- Provisional Capital Plan & FMC meeting – February 14

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 MCDONELL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 7:18 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

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

9. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

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

Blanka Zeinabova
Administrative Officer

Councillor Dan Johnston
Chair

DRAFT

#1754.

Thank You

I can't thank you enough for sponsoring me to go with Team Canada Dance to compete IDO World Showdance Championships in Germany.

ANTHONY JUO

With all of your encouragement, love and support, I received the Bronze Medal. When I saw the Canadian flag raised up, my heart was full of thankfulness and honour.



Once again, thank you for your generosity and I'll keep working hard

Anthony

Local Government Program Services

...programs to address provincial-local government shared priorities



Administration provided
by UBCM

Funding provided by
Province of B.C.



For program
information, visit the
Funding Programs
section at:

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca
Phone: (250) 387-4470

January 15, 2018

Mayor Corrigan and Council
City of Burnaby
4949 Canada Way
Burnaby, BC, V5G 1M2

Re: 2017 Emergency Social Services - Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application under the Community
Emergency Preparedness Fund for the 2017 Emergency Social Services
program.

I am pleased to inform you that the Evaluation Committee has approved
funding for your project, *ESS Group Lodging Equipment and Supplies*, in the
amount of \$25,000.00.

As outlined in the Program & Application Guide, grant payments will be
issued when the approved project is complete and UBCM has received
and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for
this program and the general Terms & Conditions for this grant are
attached. In addition, in order to satisfy the terms of the contribution
agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above
named project and for the expenses itemized in the budget that
was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in
the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no
later than January 31, 2019;
- (4) The final report is required to be submitted to UBCM within 30
days of project completion and no later than March 4, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days
following the project end date;
- (6) Applicants who submitted funding requests for Justice Institute
of British Columbia (JIBC) Emergency Social Services courses are
advised that if a course is approved for funding under the regular

Referred to:
Financial Management Committee (2018.02.14)
Public Safety Committee (2018.03.13)

Copied to:
Dir Public Safety & Community Services
Dir Finance

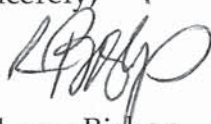
Provincial ESS training program, this cost will no longer be eligible through the CEPF grant. Applicants are also advised that the ESS Director's Course (ESSD) is funded by the Province and is not eligible for funding under CEPF.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the City of Burnaby for responding to this opportunity to develop ESS capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

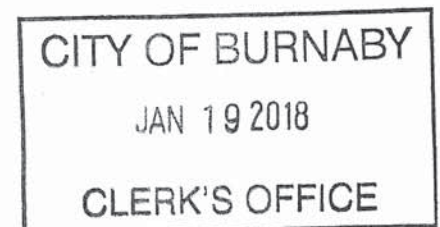
Sincerely,



Rebecca Bishop
Program Officer

cc: *Charmaine Pflugrath*

Enclosure





Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the terms and conditions of each funding program, please refer to the relevant Program & Application Guide.

1. Definitions

- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, First Nations can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Costs

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partner as part of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in-writing, by the approved applicant (see below). Please see the relevant Program & Application Guide for specific notes regarding eligible and ineligible costs.

3. Post-Approval Terms

Notice of Approval

UBCM will inform all applicants of the status of their application by letter. Approved applicants will be informed of specific conditions of the grant approval and if a specified percentage of the approved grant amount will be forwarded to the approved applicant upon approval. The balance of the grant will be paid on satisfactory completion of the project and receipt and approval of all final reporting requirements.

Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline
- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide).

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Approved applicants need to apply to UBCM, in writing, for any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval is required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. When UBCM forms or templates are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.



Office of the City Clerk

K. O'Connell, City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 JANUARY 31

FROM: CITY CLERK

FILE: 02410-20

SUBJECT: **TABLED MATTER**
GRANT APPLICATION #18.03 – MOSCROP SECONDARY SCHOOL
ITEM 5(D), REPORTS, COUNCIL MEETING 2018 JANUARY 22
NEW BUSINESS, COUNCIL 2018 JANUARY 29

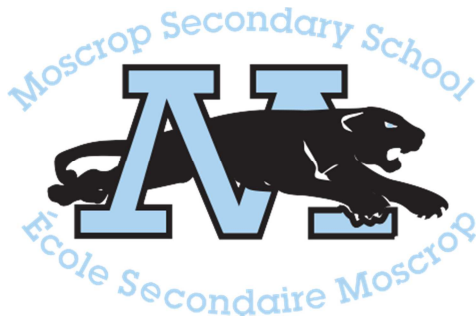
Burnaby City Council, under the New Business portion of the 2018 January 29 Council meeting, **LIFTED** the above Tabled Matter and adopted the following motion:

THAT the grant application from Moscrop Secondary School for the 2018 BC Provincial High School Gymnastics Championship (volunteer event) be **REFERRED** back to the Financial Management Committee for further consideration

Kate O'Connell
City Clerk

KO:rj

Copied to: Director Corporate Services
Director Finance



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

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



Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 February 02

FROM: CHIEF INFORMATION OFFICER

FILE: 1910-01

SUBJECT: PROPERTY TAX SYSTEM REPLACEMENT PROJECT

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the Property Tax System Replacement Project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,568,000 to finance the Property Tax System Replacement Project as outlined in this report.

REPORT**1.0 INTRODUCTION**

The Finance Department has been using the current Property Tax System since 1989 for processing Property Taxes, Utilities, Metered Water, False Alarm, Residential Garbage Toter, Local Improvement and Business Improvement billing. This system has been substantially modified over the years, but now resides on an outdated platform which can no longer be updated. As a result, the City has experienced several system issues when attempting to perform routine maintenance, often resulting in the loss of service.

2.0 POLICY SECTION

The Property Tax System Replacement Project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

Connected Community

- Digital connection

Thriving Organization:

- Financial viability
- Reliable services, technology and information
- Technology and innovation

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: Property Tax System Replacement Project
 2018 February 14.....Page 2

3.0 PROPERTY TAX SYSTEM REPLACEMENT PROJECT

There are four key drivers for the replacement of the Property Tax System:

- **Business criticality:** It is essential that the City's Property Tax system is stable and operates effectively; to ensure that no critical system issue arises which would prevent issuance of the tax statement and collection of payments within legislated timelines.
- **Customer service:** Enhanced information and payment processing capabilities on the front counter in the Tax Office would help improve processing time and allow for customers to spend less time in City Hall. A replacement system would also support future online payment of taxes.
- **System flexibility to address regulatory and cross-jurisdictional changes:** City systems are often required to adapt to changes from other government agencies – e.g., new provincial reporting requirements, changes to the BCAA file format, or future tax rate and service changes. Due to physical technical constraints, the current system is unable to accommodate changes that require structural updates to the application.
- **Sustainment:** The current Property Tax System was developed in-house and, while it has been appropriately maintained over its lifetime, modern commercial software vendors provide regular upgrades and ongoing product evolution as part of the annual support and maintenance contract.

It is also expected that the new Property Tax System will provide additional benefits to other City departments, including integration of property tax information with GIS and the ability for the Planning & Building Department to leverage the Property Tax System's internal property database and land management functions.

The project was initiated in 2017 and \$615,000 of the funding was previously approved by Council. Staff conducted a market search for a suitable software solution and issued a Request for Proposal at the end of 2017. Subject to final confirmation of the selected software solution, the total project cost is estimated to be \$3,183,000. This report is requesting the remaining funding of \$2,568,000 which is planned to be consumed as follows: 2018 – \$2,500,000 and 2019 – \$68,000. A further report outlining the recommended solution, with a contract award to the successful vendor, will be brought forward to the Financial Management Committee on March 14, 2018.

These capital expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital project outlined in this report.

The operating expenditures, including licence and on-going maintenance are estimated to be \$380,000 annually beginning in 2019. This includes provision for annual support and maintenance to the vendor, plus one applications support staff in IT. The operating budget for 2019 onwards will be adjusted during the annual budget process to include these operating costs.

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: Property Tax System Replacement Project
2018 February 14.....Page 3

4.0 RECOMMENDATION

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 \$2,568,000 to finance the Property Tax System Replacement Project as outlined in this report.



Shari Wallace
CHIEF INFORMATION OFFICER

SW:JK /mlm

Copied to: City Manager
Director Finance
Director Engineering
Director Planning and Building



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 February 05

FROM: DIRECTOR ENGINEERING

FILE: 7400-30

SUBJECT: ASSET MANAGEMENT PLAN – ROADS & TRANSPORTATION

PURPOSE: To obtain approval to finalize a comprehensive Roads & Transportation Asset Management Plan.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize staff to finalize a comprehensive Asset Management Plan for Roads & Transportation and approve funding of \$20,000 from the Stabilization Fund for the project; and
2. **THAT** the Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$10,000 from the Ministry of Community, Sport and Cultural Development for the project.

REPORT**1.0 BACKGROUND**

Approximately four years ago, the City established an inter-departmental staff working committee to develop management practices and processes for City assets. Since that time, the working committee has initiated and successfully completed six asset management plans – Sewer Infrastructure, IT Infrastructure, Sports Fields, Fire Equipment, Civic Facilities, and Water Infrastructure.

2.0 DISCUSSION

Previously completed asset management plans provide an excellent template for future asset management work and establish a solid foundation for future capital work planning, demand management, budgeting, and prioritization.

The Roads & Transportation Asset Management Plan development is underway, and is the most varied and highest value category of Engineering infrastructure. Roads & Transportation provide a significant role in supporting economic development and resident use of City services.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: Asset Management Plan – Roads & Transportation
 2018 February 05..... Page 2

Although there have been other Roads plans and projects throughout the years, including the current update of the Transportation Plan, there is a need to develop a comprehensive asset management plan for Roads & Transportation infrastructure.

To establish a more holistic and service-based management plan for Roads & Transportation infrastructure, it is recommended that Council authorize staff to proceed with finalization of an asset management plan for Roads & Transportation and approve an allocation of \$20,000 from Stabilization Fund to finance the project.

3.0 CONCLUSION

Results of the previously completed asset management plans are being used by staff for capital program planning and budgeting. The City is now at a stage where it is ready to initiate the next phase of asset planning for Roads & Transportation. It is recommended that Council authorize the allocation of \$20,000 from the Stabilization Fund to finance this project. A recent announcement by UBCM indicated that matching grants of up to \$15,000 are available to advance a local government's asset management planning or practices.

Subject to Council approval of the above, staff would prepare a grant application for the project. Applications are due by 2018 March 31. All funded activities are to take place within a year of approved funding with completion no later than April 2019. Should the Provincial Asset Management Planning Program Grant be approved, \$10,000 will be repaid to the Stabilization Fund.



Leon A. Gous, P.Eng., MBA
 DIRECTOR ENGINEERING

JWH/ac

Copied to: City Manager
 Director Finance



Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 January 29

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST - TRANSPORTATION

PURPOSE: To request funding to finance the 2018 Engineering capital infrastructure transportation projects as outlined in this report.

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 \$4,502,300 to finance Engineering capital infrastructure transportation projects as outlined in this report.

REPORT**INTRODUCTION**

In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

1.0 TRAFFIC**POLICY SECTION**

The Traffic projects below are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- Safety – Transportation Safety
- Dynamic – City Facilities and Infrastructure

1.1 *Light Emitting Diode Streetlight Conversion Ph 4/5 EMH.0020 estimated \$1,300,000*

Phase 4 of a multiphase program to replace high pressure sodium (HPS) streetlights with more energy efficient light emitting diode streetlights. Phase 4 covers the northeast quadrant of the City and is the last phase covering the majority of City owned streetlights. Planned expenditures are anticipated to be in 2018.

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 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST - TRANSPORTATION
 2018 January 29.....Page 2

1.2 Still Creek/Eastbrook Pkwy Intersection Controls EMF.0072 estimated \$600,000

Upgrades to the existing 3-way stop signs are proposed at this intersection in 2018 due to increasing traffic along Still Creek. Two options are being considered (traffic signal or roundabout) and a staff recommendation will be made to the Public Safety Committee prior to proceeding. Planned expenditures are anticipated to be in 2018.

1.3 Minor Traffic Management Projects EMF.0076 estimated \$500,000

Funding for a variety of minor traffic management projects to enhance traffic safety and/or operations in response to requests, staff initiatives or opportunities that arise during the year. Planned expenditures are anticipated to be in 2018.

1.4 Streetlight Service Panels EMH.0021 estimated \$300,000

Many streetlight service panels require replacement due to age and exposure to maintain a safe and reliable streetlight system. None have been replaced for many years and the funding in 2018 will initiate the replacement program for this asset. Planned expenditures are anticipated to be in 2018.

1.5 Traffic Signal Cabinet Replacement EMF.0070 estimated \$260,000

This program funds the ongoing replacement of old traffic signal control equipment and cabinets to maintain reliable traffic signal operation at all times. Locations are determined based on the age of the equipment as well as problems identified during regular maintenance. Planned expenditures are anticipated to be in 2018.

1.6 Bus Shelter Program EMF.0075 estimated \$200,000

This program continues the installation of new or replacement of older bus shelters throughout Burnaby. Installations improve amenities for transit users, increase revenues through their advertising panels, and increase operating/maintenance costs. Planned expenditures are anticipated to be in 2018.

1.7 Traffic Signal Communication EMF.0069 estimated \$200,000

This program funds the ongoing replacement of aging communication equipment (e.g. radios) that provides information from all signalized intersections in Burnaby back to City Hall. Reliable communications enables staff to continuously monitor the operation of the signal as well as make signal timing changes remotely. Locations are determined based on the age of the equipment as well as communication problems identified during operations. Planned expenditures are anticipated to be in 2018.

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 From: Director Engineering
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 BYLAW FUNDING REQUEST - TRANSPORTATION
 2018 January 29 Page 3

1.8 Security Hand Hole Covers for Street Lights EMH.0022 estimated \$200,000

To help prevent ongoing wire theft from streetlight poles, new secured (lockable) hand hole covers are recommended to replace existing unsecured hand hole covers. Planned expenditures are anticipated to be in 2018.

1.9 Parking Meter Equipment EMG.0009 estimated \$175,000

This program funds new or replacement parking meter equipment as required. New installations would generally occur in high demand locations within the Council approved parking meter areas. In 2018 the use of multi-space pay stations and/or new single space parking meters will be explored. Replacements would occur where meters are damaged or stolen. Planned expenditures are anticipated to be in 2018.

1.10 Traffic Camera Replacement EMF.0067 estimated \$150,000

This program funds the ongoing replacement of aging traffic signal cameras that become less reliable. They are used to detect vehicles stopped at signalized intersections and to trigger the appropriate traffic signal control changes. Locations are determined primarily on the age of the equipment. Planned expenditures are anticipated to be in 2018.

1.11 Streetlight Pole Replacement/Local Road Network EMH.0019 estimated \$150,000

This program replaces streetlight poles along the Local Road Network (LRN) that are beyond their useful life or damaged. This program ensures the poles are structurally sound and may include the replacement of pole bases if required. Planned expenditures are anticipated to be in 2018.

1.12 Rapid Rectangular Flashing Beacons / Oakland EMF.0074 estimated \$100,000

The installation of a pedestrian crosswalk with rapid rectangular flashing beacons (RRFB) on Oakland at Dufferin is planned in 2018. The crosswalk will enhance the safety of pedestrian crossings at this location. Planned expenditures are anticipated to be in 2018.

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 From: Director Engineering
 Re: 2018 ENGINEERING CAPITAL INFRASTRUCTURE BYLAW
 FUNDING REQUEST
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1.13 Traffic Management Centre **EMF.0077** **estimated \$100,000**

This project will initiate the creation of a Traffic Management Centre for Burnaby. This would allow staff to comprehensively collect and assess traffic data, monitor traffic conditions in real-time, improve response time to incidents, proactively adjust signal timings where required, and provide traffic information to the public. The initial steps would be to undertake a review of best practices and implement a centralized traffic monitoring centre. Planned expenditures are anticipated to be in 2018.

1.14 Streetlight Pole Replacement/Major Road Network **estimated \$132,300**

This program replaces streetlight poles along the Major Road Network (MRN) that are beyond their useful life or damaged. This program ensures the poles are structurally sound and may include the replacement of pole bases if required. Planned expenditures are anticipated to be in 2018.

Project Mask	
EMH.0018	100,000
EMH.0017	32,300
Total	\$132,300

1.15 Traffic Signal Uninterrupted Power Supply **EMF.0066** **estimated \$55,000**

The installation of Uninterrupted Power Supply (UPS) at an additional 16 traffic signal locations was planned for installation in 2017 to improve traffic safety and operations during power outages. Planned expenditures are anticipated to be in 2018.

1.16 Audible Signals **EMF.0068** **estimated \$50,000**

This program funds the ongoing replacement of aging audible signals that provide crossing guidance at signalized intersections for people with visual impairments. Locations are determined based on the age of the equipment or where they have malfunctioned. Planned expenditures are anticipated to be in 2018.

1.17 Special Crosswalk / Kincaid at Macdonald **EMF.0073** **estimated \$30,000**

The existing overhead down lit crosswalk on Kincaid at MacDonald is proposed to be upgraded to a special crosswalk with the addition of pedestrian push buttons and flashing beacons. This will address pedestrian safety concerns while walking in the vicinity of Burnaby General Hospital. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
BYLAW FUNDING REQUEST - TRANSPORTATION
2018 January 29..... Page 5

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds, are available to finance the capital projects outlined in this report.

RECOMMENDATION

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 \$4,502,300 to finance the Engineering capital infrastructure transportation projects as outlined in this report.



Leon A. Gous, P.Eng., MBA
DIRECTOR ENGINEERING

FV/ac

Copied to: City Manager
Director Finance
Deputy Director, Engineering
Assistant Director, Traffic



Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 February 07

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST – FACILITIES MANAGEMENT

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the 2018 Engineering Facility Management capital infrastructure projects as outlined in this report.

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 \$3,739,600 to finance Engineering Facilities Management capital infrastructure projects as outlined in this report.

REPORT**INTRODUCTION**

In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

1.0 FACILITIES MANAGEMENT**POLICY SECTION**

The following Facility Management projects are aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan.

- A Safe Community – Maintain a high level of safety in City buildings and facilities for the public and City staff.
- A Dynamic Community – Build and maintain infrastructure that meeting the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST – FACILITIES MANAGEMENT
 2018 February 07 Page 2

1.1 City Buildings - City Hall

estimated \$400,000

The 2018 Capital projects at City Hall include the refit of Air Handling Units (AHU) serving the lower floors of the north block, Phase II of HVAC system conversion to Direct Digital Control (ENX.0073), design phase of Chiller renewal and replacement of (4) sets of exterior doors in the main block, and Engineering Department interior fit out. These systems have been identified as nearing the end of their life cycle. Planned expenditures are as follows:

Project Mask	2018
ENX.0084	370,000
ENX.0073	30,000
Total	\$400,000

1.2 City Buildings - RCMP Building

ENX.0085

estimated \$280,000

The 2018 Capital Projects at the RCMP Building include the construction phase of the administration area HVAC replacement and preliminary design work for 2019 replacement of HVAC system AHU's and boilers that have reached the end of their service life. These HVAC components have been identified for replacement through building condition audits and preventative maintenance program. Planned expenditures are anticipated to be in 2018.

1.3 City Buildings - West Building

ENX.0086

estimated \$235,000

The 2018 Capital projects at the West Building include completion of HVAC controls & Cooling Tower replacement, Phase 1 of the domestic water line replacement and exterior door renewals. The existing domestic copper water pipe walls are thinning and pin holing due to wear and scouring. Exterior service doors have been identified as nearing the end of their useful life due to wear. This proactive approach to replacing aging building components will reduce costly service repair calls. Planned expenditures are anticipated to be in 2018.

1.4 City Buildings - Works Yards

ENX.3098

estimated \$60,000

This project will increase the safety and functionality of the Still Creek Eco Center through upgrade of water service to fire suppression standards. Planned expenditures are anticipated to be in 2018.

1.5 City Buildings - Parks & Recreation

ENX.0088

estimated \$1,533,000

For 2018, the capital projects identified through the building condition audits and preventative maintenance program in the Parks and Recreation facilities are:

Exterior Envelope Component Replacements at:

Bonsor Pool, Eileen Dailly Pool, Kensington Arena, Outdoor Pools (Kensington-McPherson-Robert Burnaby), Shadbolt Centre, Swangard Stadium, Burnaby Lake Rowing Pavilion, Confederation Park Senior Centre and Riverway Golf Club Pro Shop.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST – FACILITIES MANAGEMENT
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Interior Fit-out Replacements at:

Bonsor Pool, Bonsor Recreation Centre, Central Park Outdoor Pool, Swangard Stadium and Wesburn Recreation Centre.

Establishing reliable operation through building component renewal will avoid costly service calls and disruption to the facility users. Planned expenditures are anticipated to be in 2018.

1.6 City Buildings - Library

estimated \$130,000

2018 Projects are limited to Bob Prittie Metrotown Library:

The storm water sump and domestic water booster pumps have reached the end of their life cycle and have been identified for replacement by facility condition audits. HVAC Chiller replacement design (ENX.0089) will be commissioned in 2018 for 2019 installation.

Installation of new replacement storm pumps (ENX.0078) will avoid potential flooding and new water booster pumps will provide consistent water pressure to domestic water system. Planned expenditures are as follows:

Project Mask	2018
ENX.0089	100,000
ENX.0078	30,000
Total	\$130,000

1.7 City Buildings - Firehalls

ENX.0090

estimated \$70,000

The following have been identified as 2018 Fire Hall building component renewal projects based on building and roofing condition audits and preventative maintenance program feedback:

- Concrete Apron Replacement at FH # 1
- Reroofing and Sump Pump Replacement at FH # 3

Planned expenditures are anticipated to be in 2018.

1.8 City Buildings - Resource & Daycare Centres ENX.0091

estimated \$50,000

For 2018, the capital project identified through the building condition audits and preventative maintenance program is the replacement of two HVAC – Roof Top Units (RTUs) at Taylor Park Children's Centre. These RTUs have reached the end of their service life cycle. Reliable operation will avoid costly service calls and disruption to the facility users. Planned expenditures are anticipated to be in 2018.

1.9 City Buildings - Commercial Properties

ENX.0092

estimated \$25,000

For 2018, the capital project identified through the building condition audits and preventative maintenance program in the Commercial Properties area is for the replacement of an HVAC – Roof Top Unit (RTU) at the City owned warehouse facility located at 7320 Buller. The RTU has reached the end of its service life cycle.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST – FACILITIES MANAGEMENT
 2018 February 07.....Page 4

The replacement will provide reliable operation, avoid costly service calls, and minimize disruption to the facility users. Planned expenditures are anticipated to be in 2018.

1.10 City Buildings - General Buildings **ENX.0094** **estimated \$372,500**

2018 General Building Projects include:

Water Conservation Measures - Water consumption and utility costs will be reduced through the installation of new low flow technology fixtures.

Minor Structure Rehabilitation – Components within many of the existing washrooms and fieldhouses are nearing or have reached the end of their service life. This project will rehabilitate the exterior and interior elements of the building and improve the aesthetics and functionality of the facilities.

Component Replacement for Unexpected Failure - While the preventative maintenance and service life replacement programs are both in place to proactively minimize equipment failures, equipment and component failures do occur unexpectedly and require urgent response to re-establish service for patrons. This funding allows for immediate response to handle these issues. Planned expenditures are anticipated to be in 2018.

1.11 Energy Performance Programs **ENX.0095** **estimated \$200,000**

Many of the existing lighting systems in the City can be retrofitted and/or replaced with energy conservation components, controls, and fixtures that can reduce annual energy costs. Energy efficiency is a City and regional sustainability initiative, the installation of these new electrical conservation measures will allow us to demonstrate Burnaby's leadership in this area and reduce operating costs. The City typically receives BC Hydro Power Smart grants to compliment the City's funding. Planned expenditures are anticipated to be in 2018.

1.12 City Buildings – Service Centre **ENY.3090** **estimated \$384,100**

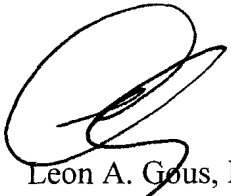
The scope of this project is to develop a temporary fuel facility (including security) to service all City fleet vehicles and equipment from a new location at the Still Creek Works Yard. Planned expenditures are anticipated to be in 2018.

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE
BYLAW FUNDING REQUEST – FACILITIES MANAGEMENT
2018 February 07.....Page 5

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

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 \$3,739,600 to finance the Engineering Facilities Management capital infrastructure projects as outlined in this report.



Leon A. Gous, P.Eng., MBA
DIRECTOR ENGINEERING

FV/ac

Copied to: City Manager
Director Finance
Assistant Director, Facilities Management



Meeting 2018 February 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 February 08

FROM: DIRECTOR ENGINEERING **FILE:** 32000-05

SUBJECT: **2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST - INFRASTRUCTURE**

PURPOSE: To request funding to finance the 2018 Engineering capital infrastructure projects as outlined in this report.

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 \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance Engineering capital infrastructure projects as outlined in this report.

REPORT**INTRODUCTION**

In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

1.0 INFRASTRUCTURE**POLICY SECTION**

The following infrastructure projects are aligned with the City of Burnaby's Corporate Strategic Plan, typically by supporting the following goals and sub-goals of the Plan.

- A Connected Community – these projects have a geographic connection in ensuring that people can move easily through all areas of Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meeting the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.

1.1 *Watermain Replacement & Road Rehab****estimated \$5,162,600***

These projects include replacement of existing aged watermains and rehabilitation of associated roadways in the South Slopes, Clinton-Glenwood and Willingdon Heights neighbourhood areas. It is anticipated that these projects will include design, tender and construction of both watermains and roadworks, and IT ducts where required.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 2

Area 1 - South Slopes – Keith Street, MacPherson Avenue and Buller Avenue, Eleanor Street and Marine Drive.

Area 2 - Clinton-Glenwood Area - including Beresford Street, Prenter Street, Irmin Street, Kenneth Avenue and Daisy Avenue.

Area 3 - Willingdon Heights - including Carleton Avenue, Madison Avenue, Kitchener Street, William Street, Eton Street, Brentlawn Drive and Ingleton Avenue.

Planned expenditures are as follows:

Project Mask	2018
EJA.3008 Water	3,921,600
EMC.3008	785,000
AEC.3008	456,000
Total	\$5,162,600

1.2 Beta Pump Station Upgrade EKA.3057 estimated \$1,169,500

Upgrades to the existing Beta Pump Station facility are required to accommodate anticipated increases in peak sanitary flows resulting from growth and re-development within the (southern) Brentwood Town Centre area. Construction began in 2017 with Council approved funding of \$3,200,500 and will be completed in 2018.

1.3 Combined Sewer Separation Program (Gilmore) estimated \$1,307,100

This sewer separation project is part of the City's ongoing infrastructure renewal program involving separation of combined sewer as required under the Integrated Liquid Waste Management Plan (ILWMP). Sewer separation minimizes volumes of combined sewer over-flow to the environment and the amount of wastewater that needs to be treated resulting in better allocation of resources, lower energy use and reduced environmental impact.

This project includes separation of combined sewers, including general arrangement and sizing of sanitary and storm sewers, replacement of aged watermain and road rehabilitation in the following four areas:

Area 1 - Lanes north of Trinity Street & Yale Street from Ingleton Avenue to Gilmore Avenue.

Area 2 - Lanes north of Oxford Street & Cambridge St, from Esmond Avenue to Gilmore Avenue.

Area 3 - Lanes north of Union Street, Georgia Street & Francis Street; from MacDonald to Carleton Avenue.

Area 4 - 17th Avenue from Canada Way to 6th Street.

A total of 2.3km of combined sewer main will be separated (replaced).

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 3

To optimize the combined sewer separation program, this project also includes replacement of aged watermain alongside the affected sewers, where applicable. A total of 2.2km of watermain replacement is anticipated.

Planned expenditures are as follows:

Project Mask	2018
EKA.3014 Sewer	700,000
EMC.3014	285,300
EJA.3014 Water	283,500
AEC.3014	38,300
Total	\$1,307,100

1.4 Stoney Creek/ Storm Service Replacements ELD.0012 estimated \$350,000

Resolve contract disputes on Stoney Creek project as a result of an incident in 2015. Engineering has engaged in the MMCD contract dispute resolution process for this project to settle claims due to unforeseen conditions during construction.

1.5 Metro Vancouver Douglas Road Main Project #2 Coordination Project estimated \$730,000

This project consists of utility upgrades and road rehabilitation in conjunction with a Metro Vancouver capital works program associated with their Douglas Road Main (DRM2) replacement project. There are two areas that are anticipated in this project.

M1: Still Creek Area - Beginning at Delta Avenue at Lougheed Highway, project runs south along Royal Oak Avenue alignment, under the Trans Canada Highway to and along Kincaid Street.

M4: Burnaby Heights area - Beginning at McGill Street at Ingleton Avenue heading east through to Rosser Avenue. South on Rosser Avenue to Albert Street and then east to Alpha Avenue.

Planned expenditures are as follows:

Project Mask	2018	2019	Total
EMC.3137	215,000	215,000	430,000
EKA.3137 Sewer	150,000	150,000	300,000
Total	\$365,000	\$365,000	\$730,000

1.6 Kingsgate Pump Station EJA.3003 estimated \$317,800

Investigate, design and make repairs or upgrades to existing water pump station components. Planned expenditures are anticipated to be in 2018.

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 From: Director Engineering
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1.7 North Burnaby Watermains and Road Rehab

estimated \$550,000

This is a watermain replacement and roads rehabilitation package involves replacement of existing watermain and services, complete with pavement rehabilitation on local/collector streets in various locations of north Burnaby. This project will be designed by an engineering consultant(s) and constructed through a tendered contract. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EJA.3147 Water	275,000	275,000	550,000
Total	\$275,000	\$275,000	\$550,000

1.8 Metro Vancouver Central Park Main Project #2 Coordination Project

estimated \$550,000

This project consists of utility upgrades and road rehabilitation designated for coordination with Metro Vancouver capital works program associated with their Central Park Main (CPM2) replacement project.

There are two areas that are anticipated in this project.

Area 1:

Street	From	To	Scope of Work & Details
Salisbury Avenue	Elwell Street	Edmonds Street	Watermain replacement
18 th Street	Edmonds Street	10 th Avenue	Watermain, new & upsized

Area 2:

Street	From	To	Scope of Work & Details
Willingdon/Hurst/Dow Avenues	Willingdon Avenue	Imperial Street	Watermain replacement
Maywood Street	Patterson Avenue	Willingdon Avenue	Watermain replacement
Imperial Street	Sussex Avenue	Royal Oak Avenue	Watermain replacement
Maywood Street	Willingdon Avenue	Sussex/Dow Avenues	Future 300mm DI (optional)
Imperial Street	Randolph Avenue	Brantford Avenue	Watermain replacement
Imperial and Elwell Streets	Sperling Avenue	Hall Avenue	Watermain replacements

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
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Planned expenditures are as follows:

Project Mask	2018	2019	2020	Total
EJA.3138 Water	175,000	175,000	-	350,000
EKA.3138 Sewer	50,000	-	50,000	100,000
EMC.3138	50,000	50,000	-	100,000
Total	\$275,000	\$225,000	\$50,000	\$550,000

1.9 Loughheed Highway Upgrade *estimated \$162,900*
Boundary Road to Gilmore Avenue

This project includes a coordinated program of road upgrades and twinned watermain along Loughheed Highway, Boundary Road to Gilmore Avenue, and a watermain replacement and related road rehabilitation on Boundary Road, Loughheed Highway to Myrtle Street. Planned expenditures are as follows:

Project Mask	2018	2019	2020	Total
EMC.3038	62,900	-	100,000	162,900
Total	\$62,900	-	\$100,000	\$162,900

1.10 Rumble Street Upgrade Project – Phase 1, 2 of 3 *estimated \$108,000*

Complete project closeout, resolve deficiencies and complete plantings for Rumble Street phases 1 and 2. Planned expenditures are as follows:

Project Mask	2018
ERA.0049	66,500
EKA.0014 Sewer	41,500
Total	\$108,000

1.11 Pressure Reducing Valve (PRV) Station Replacement *estimated \$100,000*

Investigate, design and construct a replacement for the existing Price PRV, as part of the City's ongoing infrastructure renewal program. Manage capital expenditure for City forces based upgrades to other PRV's, as required. Planned expenditures are as follows:

Project Mask	2018	2019	Total
EJA.3149 Water	50,000	50,000	100,000
Total	\$50,000	\$50,000	\$100,000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 FEBRUARY ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 February 08.....Page 6

**1.12 Burnaby Lake Rowing Pavilion
 Sewer Line Replacement ENX.3059**

estimated \$20,000

This is completion of the construction phase of the Facility Sewer Line replacement project. Portions of the existing Sewer Forcemain servicing the Rowing Pavilion have failed and have been temporarily repaired and require flushing. Replacement of complete sanitary sewer forcemain is necessary to ensure no environmental damage to Burnaby Lake is caused due to aging infrastructure. Burnaby Lake Rowing Pavilion is a multi-use facility replacement of sanitary sewer lines will allow facility to operate at full capacity. Planned expenditures are anticipated to be in 2018.

1.13 Environmental Monitoring

ELA.3135

estimated \$10,000

Fulfill environmental monitoring requirements as stipulated by the BC Ministry of Forests, Lands, and Natural Resource Operations for capital projects that require environmental compensation. Planned expenditures are anticipated to be in 2018.

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds, Water Works Reserves, and Sanitary Sewer Reserves are available to finance the capital projects outlined in this report.

RECOMMENDATION

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 \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance the Engineering capital infrastructure projects as outlined in this report.



Leon A. Gous, P.Eng., MBA
 DIRECTOR ENGINEERING

FV/ac

Attachments

Copied to: City Manager
 Director Finance
 Deputy Director, Engineering
 Manager, Public Works
 Assistant Director, Infrastructure and Development



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 February 07

FROM: DIRECTOR FINANCE

FILE: 76000-07

SUBJECT: **AMENDMENT TO THE BURNABY BUSINESS IMPROVEMENT AREA (BURNABY NORTH ROAD) BYLAW, 2013.**

PURPOSE: To request Council's approval for amendments to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013, as outlined in this report.

REPORT**1.0 BACKGROUND**

The North Road Burnaby Business Improvement Area was created on 2009 April 06, and ran for an initial five year period. In 2013 staff worked with the Burnaby North Road Business Association on a six year renewal, for the period of 2014 April 01 through to 2020 March 31.

Authority to undertake renewal proceedings for the six year renewal was provided by the Finance and Civic Development Committee on 2013 October 24, and approved by Council on 2013 November 04. Following approval of the renewal, the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013 was brought forward to Council and given final adoption on 2014 January 27.

The bylaw designates the business improvement area, approves the grant to the Association of \$1,068,675 for the renewal period, and gives authority for the City to recover all monies granted to the Association in any given year from the owners of land or improvements, or both, that fall or would fall within Class 5 or 6 properties in the business improvement area. Monies are collected through taxation in May each year and distributed annually to the Burnaby North Road Business Association after July 15th.

To: Financial Management Committee
 From: Director Finance
 Re: Amendment to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013.
 2018 February 14..... Page 2

2.0 FINDINGS

On reviewing the bylaw in preparation for renewal proceedings, it has been identified that the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013 expires on 2019 January 1, before the expiration of the six renewal approved in 2013. Recovery of grant funding through taxation must take place in May 2019 to fund the final sixth year of the program, which runs from 2019 April 01 to 2020 March 31. As such, the bylaw should actually expire in 2020 and renewal of the program is not required at this time.

In order to rectify the error in the bylaw, amendments to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013 are required. The reference to December 2018 in section 4 needs to be changed to 2020 March 31 and the bylaw expiration date of 2019 January 01 should be changed to 2020 April 01.

3.0 RECOMMENDATION

It is recommended that Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Business Improvement Area (Burnaby North Road) Bylaw, 2013, as outlined in this report.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RR /mlm

Copied to: City Manager
 City Solicitor



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 January 18

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2018 JANUARY - PARKS, RECREATION AND CULTURAL SERVICES
GAMING FUND PROJECTS

PURPOSE: To request the use of Gaming Reserve to finance two parks projects included in the Capital Plan.

RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$125,000 to finance the projects included in the Capital Plan, as outlined in the attached report.

REPORT

At its 'Open' meeting of 2018 January 17, the Parks, Recreation and Culture Commission received the attached report and adopted the recommendation contained therein.

A handwritten signature in black ink, appearing to read "D. Ellenwood".

Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:tc

Attachment

2018 January – Parks, Recreation & Cultural Services Gaming Fund Projects (2018.02.14)

Copied to: Director Finance



Item	4
Director's Report No.....	1
Meeting	2018 Jan 17

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2017 Jan 02

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2018 JANUARY - PARKS, RECREATION AND CULTURAL SERVICES
GAMING FUND PROJECTS

PURPOSE: To request the use of Gaming Reserve to finance two parks projects outlined in this report.

RECOMMENDATION:

1. **THAT** the Parks, Recreation and Culture Commission recommend the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$125,000 to finance the projects outlined in this report.

REPORT

This report requests that Gaming Reserves be approved to finance the following two projects:

1. **Graffiti Wrap (DPW.0361)** **\$25,000 (estimated)**
Covering of park site lighting control, electrical and irrigation kiosks with graffiti wrap similar to the program on City boulevard kiosks as well as making CPTED (Crime Prevention through Environmental Design) enhancements to parks to help prevent graffiti.
2. **Water Conservation (DPW.0353)** **\$100,000 (estimated)**
This project is for the installation and improvements to irrigation systems on sports fields, drinking fountains and water features to reduce water consumption.

The expenditures for these projects have been included for consideration in the 2018 – 2022 Financial Plan which is currently under preparation. Upon approval of this funding request by the Financial Management Committee, these expenditures will be included in the 2018-2022 Financial Plan. Sufficient Gaming Reserves are available to finance the capital projects outlined in this report.

To: Parks, Recreation and Culture Commission
From: Director Parks, Recreation and Cultural
Services
Re: 2018 January – PRCS Gaming Fund Request
..... Page 2

POLICY SECTION

The projects identified in this report contribute to the Corporate Strategic Plan by providing:

- safe facilities
- improvements to the environment, and
- constructing and maintaining the Parks infrastructure to meet community needs.

RECOMMENDATION:

It is requested that the Parks, Recreation and Culture Commission recommend the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$125,000, to finance the two projects outlined in this report.



Dave Ellenwood
DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

DH:km:tc
P:\Admin\Clerical\Staff\Administration Clerk\Don Hunter\Commission

Copied to Director of Finance



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 17

FROM: CITY OF BURNABY MEMBERS OF THE
BURNABY FESTIVAL OF LEARNING
STEERING COMMITTEE

FILE: 66000-20

SUBJECT: BURNABY FESTIVAL OF LEARNING

PURPOSE: To request the use of Operating Gaming Reserve to support the 2018 Burnaby Festival of Learning.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee authorize the use of \$50,000 from the Operating Gaming Reserve to support marketing and programming costs for the 2018 Burnaby Festival of Learning from May 05 to 12.
2. **THAT** a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

REPORT**1.0 BACKGROUND**

The Burnaby Festival of Learning is a week-long celebration of learning with events designed to inform, engage and spark creative conversations between diverse audiences. All events are free.

The 2016 and 2017 Festivals offered strong programs celebrating learning and community engagement in Burnaby and strengthened the partnership between SFU and the City of Burnaby. The Festival has completed two successful years by presenting a diverse and interesting program of learning opportunities for Burnaby residents of all ages. Over 10,000 people attended 72 events at the 2017 festival. In both years, the Burnaby Festival of Learning took place in the first week of May and was anchored by two large established events:

- The Rhododendron Festival (City of Burnaby);
- Science Rendezvous (SFU).

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: BURNABY FESTIVAL OF LEARNING
 2018 Feb 14 Page 2

A third large event, SD41 Day at SFU, offered secondary school students a full day of lectures and demonstrations to engage their interest in higher learning. Over 39 events were offered on this day.

The full program of events included a combination of pre-existing and newly created events with overall branding and promotion provided by the Festival.

Shadbolt Centre for the Arts, the Burnaby Art Gallery, Burnaby Public Library and the Burnaby Village Museum offered their own programs and hosted SFU programs. In total, City of Burnaby facilities hosted roughly three quarters of the events. Topics included visual arts, science, literature, history, and technology.

2.0 PROJECT DESCRIPTION

In 2018, the Steering Committee is reaching out to institutions and community groups such as the BC Institute of Technology and Burnaby Neighbourhood House to further diversify and expand program offerings and host sites with the intent of reaching an even broader audience.

The Festival will once again leverage the knowledge and skills of the founding partners – the City of Burnaby and Simon Fraser University – and those of any new partners to offer a wide range of quality learning opportunities that will appeal to our diverse community.

The Festival will take place from May 05 to 12.

3.0 BUDGET

Simon Fraser University is committing \$100,000 that would support a full-time Project Manager, a part-time seasonal Project Assistant, and steering committee and administrative expenses.

The City of Burnaby's \$50,000 from the Operating Gaming Reserve would be allocated roughly as follows:

- \$25,000 for marketing and promotion;
- \$15,000 for programming and logistical costs (with the intent of continuing to keep events free to participants);
- \$10,000 to host stand-alone opening and closing receptions that could include keynote speakers.

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: BURNABY FESTIVAL OF LEARNING
 2018 Feb 14 Page 3

4.0 CONCLUSION

The Burnaby Festival of Learning provides unique opportunities for Burnaby citizens to celebrate learning and to inform, engage and spark conversations between diverse audiences. It is also a valuable partnership with Simon Fraser University, the Burnaby School District and other community partners. The \$50,000 from the Operating Gaming Reserve will allow the Festival to expand and diversify its offerings and reach more Burnaby residents.

It is further recommended that a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION
 & CULTURAL SERVICES



Deb Thomas,
 DEPUTY CHIEF LIBRARIAN
 BURNABY PUBLIC LIBRARY
 CO-CHAIR, FESTIVAL OF LEARNING
 STEERING COMMITTEE

DT:DE:tc

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Copied to: Director Finance



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 10

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 23000-260

SUBJECT: SECURITY SYSTEM PROJECTS CAPITAL FUNDING REQUEST

PURPOSE: To request the use of Gaming Reserves to finance the capital projects identified in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$280,000 to finance the projects as outlined in this report.

REPORT**Security Cameras (CDA.0007) \$85,000 (Estimated)**

This project is a 5 year capital program that was initiated in 2016 to strategically replace outdated security cameras throughout the City. The current camera technology is near the end of useful life and the performance indicates an upgrade is desirable. This program allows for the addition, relocation, and/or replacement of existing cameras to meet the changing needs at each facility and to enhance public safety. Expansion of the hard drive capacity to ensure data retention for a minimum of 30 days is also required.

The City currently has 475 cameras at 41 different locations. The capital plan reflects an ongoing reinvestment in these security systems to ensure that they continue to function at a level that meets the needs of the City. Funding of \$136,200 was approved in the previous year. In 2018, \$85,000 is being requested for a total budget of \$221,200.

The Security Cameras project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Safe Community

- Sub Goal – Community Amenity Safety

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: Security Systems 2018 Capital Projects
 2018 January 10.....Page 2

Video Security & Monitoring Systems (New Sites) (CDA.0009) \$95,000 (Estimated)

Video security and monitoring systems are used as a means of protecting City assets from theft, willful damage, and vandalism. They have proven over time to be an effective mean to reduce losses, encourage positive behavior from all users and visitors, and creating a safer environment for all. This project entails the design and installation of video security monitoring systems at the facilities identified below.

Wesburn and Charles Rummel Community Centres (\$70,000) (Estimated)

These are two small but active recreation and public meeting facilities from which the City provides pre-school programs and related child-minding services. City standard is to incorporate video security into the operations of pre-school and child minding services primarily as a means of recording the arrival and departure of children, but also to provide general facility oversight to encourage positive behavior in and around the facility.

Confederation Park Senior Centre (\$25,000) (Estimated)

This is the only senior center currently operated by the City that has no video security monitoring system. The system proposed for this location would provide oversight on public access and cash handling areas of the facility.

Funding of \$129,200 was approved in the previous year. In 2018, \$95,000 is being requested for a total budget of \$224,200.

The Video Security and Monitoring Systems project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Safe Community

- Sub Goal – Community Amenity Safety

Central Park Security Cameras (CDA.0010) \$100,000 (Estimated)

Security cameras are currently used in various City facilities and locations to deter illegal activities. They are a useful tool for law enforcement as an investigative aid, and as a deterrent against potential illegal activities when it is known that an area is being monitored. Security cameras have been integrated into the landscape and are used to varying degrees internationally according to laws that govern information access and privacy in each jurisdiction. In Canada, the Freedom of Information and Protection of Privacy Act (FIPPA) determines the extent to which security cameras can be deployed and used within Canadian jurisdictions. Currently all of the devices used by the City of Burnaby comply with FIPPA regulations.

This project entails the purchase and installation of security cameras at selected key access points in Central Park. Recorded footage of these cameras will be used to provide law enforcement and investigators with a greater ability to gather potential evidence in the event that illegal activities take place within the park. The camera locations will be made known through prominent signage in compliance with the applicable privacy protection law. Currently, the City monitors

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: Security Systems 2018 Capital Projects
 2018 January 10.....Page 3

other outdoor areas, such as frequent illegal dump sites and recreation facility parking lots, to deter illegal dumping and theft. In a similar manner, this project will expand the use of security cameras at key Central Park access points to provide an added level of safety and security for park patrons. Planned project expenditures in 2018 are \$100,000.

The Central Park Security Cameras project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Safe Community

- Sub Goal – Crime prevention and reduction

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Gaming Reserves are available to finance the capital projects outlined in this report.

RECOMMENDATION

It is recommended that the Financial Management Committee authorize the use Gaming Reserves in the amount of \$280,000 to finance the projects as outlined in this report.


 Dave Critchley
 Director Public Safety and Community Services

DC/ch

Copied to: City Manger
 Director Finance



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 10

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 4220-03

SUBJECT: RCMP 2018 CAPITAL PROJECTS JANUARY FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the capital projects identified in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,200,000 to finance the projects as outlined in this report.

REPORT**Operational Communication Centre Space Renovation (ACX.0016) \$950,000 (Estimated)**

The City owned Police building located at 6355 Deer Lake Avenue was built in 1966. An additional administration wing, secured parking, and a prisoner transfer area were added to the original structure in the early 1980's. Currently, the building is fully occupied 24/7 by the RCMP Burnaby Detachment with the City's Emergency Operations Centre co-located in the former Court rooms. Annual operating, maintenance, and capital replacement programs have been put in place to meet operational requirements and to optimize the building's service life.

In 2013 the City transferred the police emergency dispatch service to E-COMM, the former dispatch space will now be converted into offices for supervisory staff. The Records-Main area will require a change in the filing location to accommodate the new and more efficient mobile shelving units. The Records-Mail area will be converted to a new location for the Watch Commander, Watch Clerks, and Operations Officer. The switchboard desk will be relocated to the front counter area, and the traffic ticket desk to the Traffic section. New furniture and cabinets will also be purchased for the renovated space. The estimated project budget is \$950,000.

The Operational Communication Centre Space Renovation project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: RCMP 2018 Capital Projects
 2018 January 10.....Page 2

Equipment Room Improvements (ACX.0013) \$120,000 (Estimated)

The Detachment currently has a small room that has been continuously modified throughout the years to store weapons, portable radios, and other equipment. A larger room is required to create a centralized area for inventory control and maintenance. This project will entail the expansion of the current Equipment Room to the adjacent Briefing Room. Storage shelving will be installed along with a walk up counter where the equipment will be issued. Other furniture and electronic equipment (phone, computer, and printers) will also need to be purchased. This project was initiated in 2017 with a budget of \$150,000, however, due to delays in finalizing the equipment room design, the project will commence in the Spring of 2018. In 2017, funding of only \$75,000 was approved by Council for this project due to a budget re-allocation of \$75,000 to the Project Room renovation. This report is requesting a total of \$120,000 (\$75,000 for re-allocation replacement included in the Provisional Financial Plan, and an incremental \$45,000 for new additional pass through lockers to be added into the Annual Financial Plan). The total estimated project budget is \$195,000.

The Equipment Room Improvements project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

SW Community Police Office Workstation Replacement (ACY.0009) \$50,000 (Estimated)

To increase the workspace and improve ergonomic condition for Burnaby RCMP members working at the Southwest Community Police Office, this project involves replacing the original 19 workstations with 12 larger workstations. The project budget will also include the purchase and installation of privacy panels and overhead storage with task lights at each workstation. The estimated project budget is \$50,000.

The Southwest Community Police Office Workstation Replacement project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Healthy Community

- Sub Goal – Healthy life

Community Programs Office Reconfiguration (ACX.0017) \$50,000 (Estimated)

An increase in number of staff in the Victim Services and Crime Prevention Programs Units has resulted in a lack of quiet, private work space for the coordinators of each unit. To create the desired space, two new offices separated by a full wall will be constructed adjacent to each other on the west side of the existing area. Each office will have a separate locking door and a secondary entry into the section will be constructed. The entire area will be painted and re-carpeted. The estimated project budget is \$50,000.

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: RCMP 2018 Capital Projects
 2018 January 10.....Page 3

The Community Programs Office Reconfiguration project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

Exhibits Garage Heat Pump System (ACY.0010) \$30,000 (Estimated)

The Exhibits garage area has experienced hot temperatures for several years, particularly since modifications and renovations were completed in 2011-2012. The hot temperature and lack of proper ventilation creates an unhealthy work environment for staff as well as a risk to the integrity of the storage of exhibits. This project entails the supply and install of a 3 ton Fujitsu ductless split heat pump system to provide heating and cooling as required in the inside and outer storage areas of the Exhibits garage. Line voltage electrical is also required and is included in the project budget. The estimated project budget is \$30,000.

The Exhibits Garage Heat Pump System project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

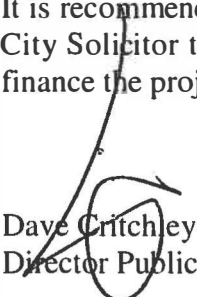
Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

These expenditures will be included in the 2018 – 2022 Provisional/Annual Financial Plans and sufficient Capital Reserve funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

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 \$1,200,000 to finance the projects as outlined in this report.


 Dave Critchley
 Director Public Safety and Community Services

DC/ch

Copied to: City Manger
 Director Finance
 City Solicitor



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Jan 10

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 42000-01

SUBJECT: DEER LAKE RENOVATION PROJECTS CAPITAL FUNDING
REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the capital projects identified in this report.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$210,000 to finance the projects as outlined in this report.

REPORT**Deer Lake Building Access Upgrades - 2nd Phase (CAX.0018) \$110,000 (Estimated)**

This project will replace the three remaining main floor glass swing doors with sliding glass doors to enhance handicap accessibility to the complex. It also improves the ease of access for parents who are trying to maneuver into the building with strollers. Engineering design (including electrical), and replacement of three heavy glass swing doors with three sliding glass doors with motion sensor activation and access card reader functionality. The 2018 project budget is \$110,000.

The Deer Lake Building Access Upgrades - 2nd Phase project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

Deer Lake Repair/Replacement of Cables & Drainage (CAX.0024) \$100,000 (Estimated)

The concrete slabs which separate the floors in both Deer Lake I and II are reinforced with an extruded post tension (P/T) cable system. These cables criss-cross through the concrete slabs and around the columns to support the floor above. The cables are comprised of many strands of wire and the cables themselves are stretched and held under tremendous pressure. If the strands in the cables become compromised or deteriorated, they could cause the cable to fail. Read Jones Christoffersen Ltd.(structural engineers), has actively assessed the cables to ensure their integrity over the years. Hatches are cut (covers installed) and tests are done to determine if strands within the cables are defective or tension deficient. If a certain number of defective strands are identified, the strands must

To: Chair and Members Finance and Civic Development Committee
 From: Director Public Safety and Community Services
 Re: Deer Lake 2018 Capital Projects
 2018 January 10.....Page 2

be replaced. This is highly specialized engineering work will ensure the structural integrity of Deer Lake Centre. Cable failure can have catastrophic results including floor collapse and potential loss of life. It is the landlord's responsibility to ensure the structural integrity of the buildings is protected. The 2018 project budget is \$100,000.

The Deer Lake Repair/Replacement of Cables & Drainage project is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goal and sub-goal of the Plan.

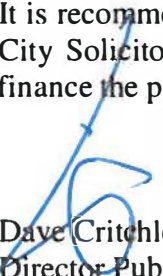
Goal – A Dynamic Community

- Sub Goal – City Facilities and Infrastructure

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve funds are available to finance the capital projects outlined in this report.

RECOMMENDATION

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 \$210,000 to finance the projects as outlined in this report.


 Dave Critchley
 Director Public Safety and Community Services

DC/ch

Copied to: City Manger
 Director Finance
 City Solicitor



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 JAN 20

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES **FILE NO:** 02410-20

**SUBJECT: FESTIVALS BURNABY PROGRAM – NEIGHBOURHOOD GRANT
2018-N-001 SCANDINAVIAN CULTURAL SOCIETY**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Scandinavian Cultural Society for Leif Erikson Day Festival to be held on 2018 September 29 be received.

REPORT

Festivals and Special Events: Neighbourhood Event

Grant File 18-N-001: Scandinavian Cultural Society

Application Received:	2018 January 8
Project Budget:	\$5,500
Project Request:	\$2,000

Previous Support:	2017 Neighbourhood Festivals Burnaby Grant \$2,000
	2016 Neighbourhood Festivals Burnaby Grant \$3,500
	2015 Neighbourhood Festivals Burnaby Grant \$3,000
	2011 Neighbourhood Festivals Burnaby Grant \$3,000

An application request for \$2,000 has been received from the Scandinavian Cultural Society for Leif Erikson Day Festival to be held on 2018 September 29 at the Scandinavian Community Centre. This annual festival highlights a different Nordic Country by showcasing its history and current endeavours and the contributions to Canadian Society made by its people. This year the festival will showcase Iceland. The festival will feature presentations by experts, concerts, workshops, ethnic foods, videos, arts and crafts for children and something on Leif Erikson himself.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Neighbourhood
Event
2018 February 14 Page 2

The Scandinavian Cultural Society – representing the cultures of Denmark, Finland, Iceland, Norway and Sweden – strives to promote and encourage learning about Scandinavian culture. The society's goals regarding the festival are threefold: to honour Leif Erikson, to praise the contributions to Canada of people of Nordic descent and to promote the spirit of discovery.

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sj
18-N-001 Scandinavian Cultural Society



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 JAN 20

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES **FILE NO:** 02410-20

SUBJECT: **FESTIVALS BURNABY PROGRAM – LARGE SCALE EVENT**
18-N-002 CULTURE CHATS BC ASSOCIATION

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Culture Chats BC Association for Intercultural Community Arts Festival to be held on 2018 June 30 be received.

REPORT

Festivals and Special Events: Neighbourhood Event

Grant File 18-N-002: Culture Chats BC Association

Application Received: 2018 January 15
 Project Budget: \$9,400
 Project Request: \$2,000

Previous Support: 2017 neighbourhood Festivals Burnaby Grant \$1,000

An application request for \$2,000 has been received from Culture Chats BC Association for Intercultural Community Arts Festival, to be held on 2018 June 30 at Burnaby Neighbourhood House. This one day intercultural community arts festival will celebrate and showcase multicultural arts and talents. Event activities will include an immigrant art exhibition, language based word games, a multicultural dialogue story creation and more.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Neighbourhood
Event

2018 February 14 Page 2

Culture Chats BC Association is focused on building intercultural connections and on celebrating the cultural diversity of Burnaby through the literary arts. Culture Chats BC Association currently runs two book clubs and associated events with members from both Canadian born and immigrant backgrounds that are able to build stronger connections through a common interest in reading and writing. The books selected each month portray immigrant experiences or are written by authors from other cultures.

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sj
18-N-002 Culture Chats BC Association



Meeting 2018 Feb 14

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 JAN 29

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

**SUBJECT: FESTIVALS BURNABY PROGRAM – SMALL SCALE GRANT
18-S-001 VANCOUVER TAGORE SOCIETY**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Vancouver Tagore Society for West Coast Tagore Festival 2018 to be held 2018 September 15-16 be received.

REPORT

Festivals and Special Events: Small Scale Event

Grant File 18-S-001: Vancouver Tagore Society

Application Received:	2017 October 16
Project Budget:	\$25,110
Project Request:	\$10,000

Previous Support: New Festivals Burnaby Grant Application

An application request for \$10,000 has been received from Vancouver Tagore Society for West Coast Tagore Festival 2018 to be held on 2018 September 15-16 at Shadbolt Centre for the Arts, James Cowan Theatre.

The festival will celebrate the life and works of Nobel-laureate poet and world cultural icon, Rabindranath Tagore. The festival will showcase talented performing artists, scholars and multicultural poets who will present works of Tagore, through music, dance lectures and exhibits.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Neighbourhood
Event

2018 February 14 Page 2

The Vancouver Tagore Society was established on 2011 November 04 to organize and promote social and intellectual events which celebrate diversity, inter-cultural harmony and universalism. These events raise awareness of Eastern philosophies and cultures, with special emphasis on and guided by Rabindranath Tagore's universal humanism, transcendental spirituality, thoughts and philosophy as expressed through his poems, songs, writings, plays lectures, art, social reforms and other works.

The application has been completed in full. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sj
18-S-001 Vancouver Tagore Society



January 12, 2018
Executive Committee of Council
Clerk's Office, City Hall
City of Burnaby

Re/: Printing Grant for Volunteer Grandparents

Dear Executive Committee of Council Members,

Volunteer Grandparents is a non-profit society committed to building healthier communities by fostering intergenerational understanding and cooperation. We serve seniors, children, and families in Burnaby.

Volunteer Grandparents has been bridging the generations and enriching the lives of seniors, children, and families since 1973. We match children who do not have accessible grandparents with volunteers over the age of 50. Through the **Family Match Program** our volunteers provide families with support by sharing their skills, knowledge, and experience with the youth. Our program creates true extended families, provides positive benefits for our senior volunteers and has tremendous positive impacts on children. Additionally, through the **School Grandparent Program**, we have a number of senior volunteers placed in Elementary Schools in Burnaby to help with one to one reading programs.

We are tremendously excited to announce that our organization will be celebrating a 45th Anniversary of positive program delivery this year! We would like to request support from the Executive Committee of Council by way of a \$1,000 printing grant to enable us to generate promotional materials for Volunteer Grandparents' Anniversary campaign. The materials will be needed by June 15th, 2018.

Thank you in advance for the kind consideration given to this request. Your generous support makes it possible for our organization to make a positive difference in the Burnaby community.

If you have any questions regarding this grant I can be contacted at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Veronica Grossi', is written over a horizontal line.

Veronica Grossi

Program Manager
Volunteer Grandparents



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6584 Deer Lake Ave,
Burnaby, BC V5G 3T7
Ph: (604) 298 - 7322

January 25, 2018

Executive Committee of Council
City of Burnaby
4949 Canada Way
Burnaby, B.C. V5G 1M2

RE: Application for In-Kind City of Burnaby Printing Donation
2018 Arts BC Conference co-hosted by Arts BC & the Burnaby Arts Council

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

Since 1971 the Burnaby Arts Council has organized and hosted many events. This year we have programmed numerous community arts events and activities! We are very excited to be invited by Arts BC to co-host the 2018 Arts BC conference in the city of Burnaby!

On behalf of Arts BC, I wish to invite your participation in the 2018 Arts BC Conference, *Engagement in the New Arts Area*, taking place May 10-12 at the stunning Nikkei National Museum and Cultural Centre in Burnaby, BC. The annual conference brings together hundreds of arts and cultural leaders from across the province for a weekend of learning, networking and skill development. We are seeking your assistance in this amazing event by providing us with an in-kind printing donation of \$2,000 to assist our organizations in printing costs for the event.

Arts BC is a provincial arts service organization. They work to cultivate community cultural development through knowledge-sharing and serving our province-wide network of arts and cultural leaders. Their job is to give individuals and organizations the tools and support they need to excel at arts and cultural leadership of all types and forms.

The May 2018 conference will see delegates from diverse disciplines and backgrounds, from large cities, small towns, tiny islands, rural communities, and everything in between. Joining us will be representatives from Canadian Heritage (Western Region), the First Peoples Cultural Council, the BC Arts Council, as well as other federal and provincial partners.

With your help, the BAC looks forward to continuing to make a positive impact as an important community Gallery and Arts Council. Thank you for your attention and support of the Council 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 604-298-7322 or info@burnabyartscouncil.org.

Respectfully,

Teena Martin

Executive Director - Burnaby Arts Council
6584 Deer Lake
V5G 3T7
604-298-7322 | info@burnabyartscouncil.org



Community Centred
College for the Retired
Learn for Fun, Teach for Pleasure

6.c)
#18.08.

6650 Southoaks Crescent
Burnaby BC V5E 4M7
Ph 604-517-8732
Fax 604-517-8731
e-mail: cccr@telus.net
www.cccrburnaby.org

January 19, 2018

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

To Whom it May Concern;

In past years the City of Burnaby has generously provided a grant to help the College for the Retired. We appreciate this support and once again are seeking support for the 2018 Calendar year.

We believe that we provide a much needed service for Seniors in Burnaby. Our volunteer Instructors provide a variety of courses and workshops which provide a service to the senior community in a challenging but non-stressful way.

But none of this would be possible without help. Your Grant helps us afford computer supplies, equipment maintenance, basic College needs and keeps our fees low so that the College is affordable for low income and pensioned Seniors. And we want to keep giving back to the people that made Burnaby the city it is today!

Please find enclosed our latest Brochure and Flyer!

We look forward to hearing from you.

Yours truly

Dave Mannings
President
Encl.

Zeinabova, Blanka

Subject: Grant Application for Film Screening

#18.09.

From: Korean Consulate [mailto:vansec@mofa.go.kr]**Sent:** February 05, 2018 4:09 PM**To:** Zeinabova, Blanka**Subject:** Grant Application for Film Screening

Good afternoon,

I am writing to you on behalf of the Consulate General of the Republic of Korea in Vancouver. I have been in contact with Ms. Elaine Wong at the City of Burnaby regarding this request for a \$2500.00 grant for a film screening.

In cooperation with the Consulate General of the Republic of Turkey, we would like to screen the Turkish film, "Ayla: The Daughter of War." This film has been widely received (and was Turkey's submission for the Foreign Film category at the Academy Awards) and showcases the true story of the relationship between a young Korean girl saved by a Turkish sergeant during the Korean War.

We would like to rent the Michael J. Fox Theatre on March 28th, 2018 and invite members (about 400) of the Canadian, Korean, and Turkish community to view this film.

The grant of \$2500.00 would be used for the following:

- Rental Fees

- Patronage Surcharge

- Liability Insurance

Thank you for your time. Please do not hesitate to contact me should you have any further questions.

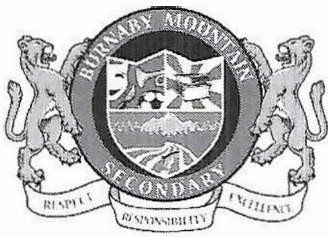
Best regards,

Ms. Erin Marshall

Secretary to the Consul General

Office of the Consul General

Consulate General of the Republic of Korea Suite 1600, 1090 West Georgia St. Vancouver, BC Canada V6E 3V7 T: 604.681.9581 ext. 708 F: 604.681.4864



January 26, 2018

To Whom It May Concern:

Re: Grant Application for Burnaby Mountain Secondary School Debating Team

This letter is in support of Miranda Collett and Carolyn Chen's application for a grant from the City of Burnaby to attend the Oxford Cup Finals International Debating Championship in Oxford, England. Miranda and Carolyn are two Burnaby Mountain students who have successfully advanced to the upcoming Oxford Cup debates. The debates will take place in England on March 10, 2018, and therefore they need funding to help defray the expense of getting to the venue.

Miranda and Carolyn successfully competed against dozens of other teams recently in Montreal to secure their place in the Oxford Cup. They earned a place at the Montreal competition because they ranked so highly at the BC Provincial Debating Championships. They are the only British Columbia school team to advance to the Oxford Cup, and they ranked third overall in Canada at the conclusion of the Montreal competition. Travel to all of these competitions has not come cheaply, as you can imagine. Carolyn and Miranda have exhausted personal savings and other funding sources in order to qualify for Oxford, and this is the reason why they are turning to the City of Burnaby for this funding grant.

Miranda and Carolyn have booked flights to London, England for the period from March 7-13, 2018. The mothers of these two students will accompany them as chaperones. The request for grant money is strictly to be put towards the cost of Miranda and Carolyn's plane tickets, no one else's. The girls are seeking out a variety of sources for funding this once-in-a-lifetime opportunity, including creating a GoFundMe crowdsourcing web page. However, the request for this grant is also necessary to cover all their costs. School funds for debating championships are non-existent, which is another reason why these girls have turned to the City of Burnaby with this grant request.

Any assistance that the City of Burnaby can provide regarding this funding request would be greatly appreciated. These girls have worked very hard to achieve this level of excellence, and will be fantastic ambassadors for not only Burnaby Mountain Secondary School, but the City of Burnaby as well. I am respectfully asking for approval of this grant request.

Sincerely yours,

Mr. Jozsef Budai – Social Studies Department Head and sponsor of the BMSS Debating Club