



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2018 APRIL 17

TIME: 5:30 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1. <u>CALL TO ORDER</u>	<u>PAGE</u>
2. <u>MINUTES</u>	
a) Minutes of the Financial Management Committee Open meeting held on 2018 April 11	1
3. <u>DELEGATION</u>	
a) Crisis Intervention and Suicide Prevention Centre of BC Re: Burnaby Services and Programs <u>Speaker:</u> Sandy Biggerstaff, Executive Director	4
4. <u>CORRESPONDENCE</u>	
a) Correspondence from the Community Centred College for the Retired Re: Letter of Appreciation (#18.08.)	5
5. <u>REPORTS</u>	
a) Report from the Chief Information Officer Re: April 2018 Information Technology Capital Program	6
b) Report from the Director Engineering Re: 2018 April Engineering Capital Infrastructure Bylaw Funding Request - Empire Drive, Gamma to Hastings (EMC.3039)	13
c) Report from the Director Engineering Re: 2018 April Engineering Capital Infrastructure Bylaw Funding Request - Marine Drive, Boundary to Patterson and Sussex to Byrne (EMC.3040)	16

- | | | |
|----|---|----|
| d) | Report from the Director Engineering
Re: 2018 April Engineering Capital Infrastructure Bylaw Funding
Request - Infrastructure | 20 |
| e) | Report from the Director Engineering
Re: Informational Report - Deer Lake Avenue Paving Project
(EMC.3094) | 23 |
| f) | Report from the Director Finance and Director Corporate Services
Re: Amendments to the Burnaby Routine Transaction Authority
Bylaw 1999 | 26 |
| g) | Report from the Director Finance
Re: Contract Award - Property Tax System | 30 |
| h) | Report from the Director Finance and
Director Public Safety and Community Services
Re: Insurance Contract Renewals - Nine Programs | 32 |
| i) | Report from the Director Parks, Recreation and Cultural Services
Re: Safety and Security Enhancements in Parks and Public Spaces | 35 |
| j) | Report from the Director Parks, Recreation and Cultural Services
Re: 2018 March - Parks, Recreation and Cultural Services Gaming
Fund Project | 41 |

6. NEW APPLICATIONS - FESTIVALS BURNABY

Neighbourhood Events

- | | | |
|----|--|----|
| a) | #18-N-003 - Korean Writers' Association of Canada | 44 |
| | <i>2018 Canada-Korean Literary Festival</i> | |

An application was received from the Korean Writers' Association of Canada for the Canada-Korean Literary Festival to be held on 2018 October 13 at the Shadbolt Centre for the Arts. This annual event is held to create an understanding between Canadian and Korean cultures and forge a bond through multicultural performances, readings and interpreting poems written in other languages.

Request: \$4,000

CPA: 2017 - \$1,500 (Neighbourhood Grant)
2016 - \$1,500 (Neighbourhood Grant)
2015 - \$2,000 (Neighbourhood Grant)

b) #18-N-004 - Burnaby Neighbourhood House 46
Community Street Party

An application was received from the Burnaby Neighbourhood House (BNH) for a Community Street Party to be held on 2018 August 1 at the Metrotown Resource Centre. This event will encourage neighbours to come together in a safe environment and meet their neighbours and learn more about BNH. The event will have food, entertainment from First Nations groups and other cultural groups, carnival games and more.

Request: \$4,000 CPA: 2017 - No Application
2016 - No Application
2015 - No Application

c) #18-N-005 - Friends of Alta Vista 48
25th Annual Alta Vista Playground Community Picnic

An application was received from the Friends of Alta Vista for the 25th Annual Alta Vista Playground Community Picnic to be held on 2018 September 15 at the Alta Vista Playground on Royal Oak Avenue and McKee Street. This community even, organized by local volunteers, will provide a free gathering for the surrounding neighbourhood. The focus of the picnic is community inclusion and building a stronger connection to the local park. The picnic will provide free food, entertainment, community services, neighbourhood connections and teen volunteer opportunities.

Request: \$600 CPA: 2017 - No Application
2016 - No Application
2015 - No Application

Small Scale Events

d) #18-S-002 - Artisan Farmers' Market Society 50
Festival-Style Fun at POP! Power of Produce Kids Events

An application was received from the Artisan Farmers' Market Society for Festival-Style Fun at POP! Power of Produce Kids Events to be held in May and June at Burnaby City Hall. This initiative is to get children tasting the food, talking to farmers, and learning the importance of eating fresh, local healthy food;; as well as further establish the Farmers' Market as a Saturday morning community gathering place. Weekly food themed entertainment will include balloon artists, puppeteers, dancers, and musicians.

Request: \$3,000 CPA: 2017 - No Application
2016 - No Application
2015 - No Application

e) #18-S-005 - Edmonds City Fair and Classic Car Show Committee 52
2018 Edmonds City Fair and Classic Car Show

An application was received from the Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show to be held on 2018 July 15 along Edmonds Street, from Canada Way to Kingsway. This free annual event features an old fashion City Fair with rides, petting zoo, family activities, an International Village and community displays, and a Classic Car Show.

Request: \$6,000 CPA: 2017 - \$5,500 (Small Scale Grant)
2016 - \$5,500 (Small Scale Grant)
2015 - \$5,000 (Small Scale Grant)

f) #18-S-006 - Bula! Fiji Association of British Columbia 54
2018 Fiji Festival

An application was received from the Bula! Fiji Association of British Columbia for the Fiji Festival to be held on 2018 July 14 at Swangard Stadium. This free annual festival, in its 17th year, will showcase a traditional Fijian ceremony, entertainment, a talent and fashion show, ethnic foods, a cultural display and soccer tournament.

Request: \$5,000 CPA: 2017 - \$4,000 (Small Scale Grant)
2016 - \$4,000 (Neighbourhood Grant)
2015 - \$4,000 (Small Scale Grant)

g) #18-S-007 - Edo Friends of British Columbia Association 56
Africa Ekassa Cultural/Musical Festival

An application was received from the Edo Friends of British Columbia Association for the Africa Ekassa Cultural/Musical Festival to be held on 2018 August 4 at Confederation Park. This event will showcase African music and dance performances, a wide variety of cultural foods, unique arts and crafts, cultural information booths and crafts, games and storytelling.

Request: \$5,000 CPA: 2017 - \$3,500 (Small Scale Grant)
2016 - No Application
2015 - No Application

h) #18-S-009 - Scandinavian Community Centre 58
2018 Scandinavian Midsummer Festival

An application was received from the Scandinavian Community Centre for the Scandinavian Midsummer Festival to be held on 2018 June 23-24 at the Scandinavian Community Centre. This annual two-day festival, in its 23rd

year, celebrates Swedish, Norwegian, Finnish, Icelandic and Danish heritage. With a program showcasing cultural songs, dance, entertainment, food, the event is meant for the whole family. Key highlights include an authentic Viking village and the traditional raising of the Maypole dance. This year's theme is Scandinavian Folklore.

Request: \$10,000 CPA: 2017 - \$6,000 (Small Scale Grant)
2016 - \$6,000 (Small Scale Grant)
2015 - \$6,000 (Small Scale Grant)

Large Scale Events

- i) **#18-L-001 - Nikkei National Museum and Cultural Centre** 60
Nikkei Place Matsuri Family Festival 2018

An application was received from the Nikkei National Museum and Cultural Centre for the Nikkei Place Matsuri Family Festival 2018 to be held on 2018 September 1-2 at Nikkei Place. This event, in its 6th year, is a celebration of Japanese culture that enables all of the diverse cultures in the City to join in. The festival has grown to be one of the largest festivals in Metro Vancouver with this year's projected attendance of over 12,000 people. The event will showcase Japanese entertainment, ethnic foods and family oriented games.

Request: \$25,000 CPA: 2017 - \$11,000 (Large Scale Grant)
2016 - \$11,000 (Large Scale Grant)
2015 - \$10,000 (Large Scale Grant)

- j) **#18-L-003 - Heights Merchants Association BIA** 62
Hats Off Day 2018

An application was received from the Heights Merchants Association BIA for Hats Off Day 2018 to be held on 2018 June 2 on Hastings Street, between Boundary Road and Gamma Avenue. This event is the largest parade and street festival in Burnaby. The festival features music, entertainment, kids' activities, a vintage car show, ethnic food and more.

Request: \$15,000 CPA: 2017 - \$8,000 (Large Scale Grant)
2016 - \$8,000 (Small Scale Grant)
2015 - \$8,000 (Small Scale Grant)

- k) **#18-L-004 - Korean Cultural Heritage Society** 64
17th Annual Korean Cultural Heritage Festival

An application was received from the Korean Cultural Heritage Society for the 17th Annual Korean Cultural Heritage Festival to be held on 2018 August 4 at Swangard Stadium. This full day event includes an opening ceremony

8. NEW BUSINESS

9. INQUIRIES

10. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter.

11. ADJOURNMENT



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, **2018 April 11** at 4:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair (*arrived at 4:43 p.m.*)
 Councillor Colleen Jordan, Vice Chair
 Councillor Pietro Calendino, Member
 Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
 Ms. Noreen Kassam, Director Finance
 Ms. Blanka Zeinabova, Administrative Officer
 Ms. Monica Macdonald, Administrative Officer

The Vice Chair called the Open meeting to order at 4:37 p.m.

2. MINUTES

a) Minutes of the Financial Management Committee Open meeting held on 2018 March 14

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Financial Management Committee Open meeting held on 2018 March 14 be adopted.

CARRIED UNANIMOUSLY

3. REPORT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the report be received.

CARRIED UNANIMOUSLY

a) Report from the Director Finance
Re: 2018 - 2022 Financial Plan

The Director Finance submitted a report seeking approval for the five year 2018 - 2022 Financial Plan.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the 2018 – 2022 Financial Plan.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the Burnaby Financial Plan Bylaw 2018 authorizing the proposed funding sources, proposed expenditures, and proposed transfers between funds as set out for each year in the planning period as shown in Schedule A attached hereto and forming part of this report.
3. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the Burnaby Rates Bylaw 2018 in the amount of \$261,539,200 to provide funding for the 2018 fiscal year included within the 2018 – 2022 Financial Plan.

Councillor Johnston arrived at the meeting at 4:43 p.m. and resumed the Chair

The Director Finance provided a PowerPoint presentation summarizing the report, and noted the few changes made from the Provisional Report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4. NEW BUSINESS

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

5. INQUIRIES

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

6. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 5:11 p.m.

Monica Macdonald
Administrative Officer

Councillor Dan Johnston
Chair



**FMC DELEGATION
2018 FEBRUARY 14**

604-872-3311
Toll Free: 1-866-661-3311

www.youthinbc.com

604-872-1811

January 30, 2018

ATTN: Financial Management Committee
Office of the City Clerk
Burnaby City Hall
4949 Canada Way
Burnaby, BC, V5G 1M2

Dear Mayor and Members of the Financial Management Committee,

On behalf of the Crisis Intervention and Suicide Prevention Centre of BC (Crisis Centre), this letter serves as a request to appear as a delegation before the Financial Management Committee, formerly addressed to Executive Committee of Council. In attendance will be Sandy Biggerstaff, Executive Director. The Crisis Centre is requesting the opportunity to present to the Committee our Burnaby services and programs, and by extension, convey the impact we have in the region. In the past, the City of Burnaby has been a generous supporter of Crisis Centre programs and initiatives. Looking forward to 2018, the Crisis Centre would like to explore ways to ensure alignment of our programs with the City of Burnaby and continue a meaningful partnership for future years.

The Crisis Centre utilizes a holistic approach to suicide prevention in our communities, always working to further our mandate of empowering individuals to help themselves and others in times of distress. Each year, our Youth Distress Services are accessed by thousands of Burnaby residents who are seeking targeted, non-judgmental youth support by highly trained volunteers, as well as informative resources regarding suicide prevention. By remaining adaptive to specific needs such as this and striving to create suicide-safer communities in Burnaby and beyond, we are able to break down stigma surrounding suicide, showing youth they are not alone.

If you have any questions regarding this letter, please do not hesitate to contact me or any of the speakers directly at 604.872.1811 or alternatively you may reach me by my email at kyazman@crisiscentre.bc.ca. Thank you for your time and consideration, and I look forward to further correspondence.

Sincerely,

Kaan Yazman
Development Coordinator
Crisis Intervention and Suicide Prevention Centre of BC



763 East Broadway, Vancouver, BC V5T 1X8

E Mail: info@crisiscentre.bc.ca

Bus: (604)872-1811

Fax: (604)879-6216

Website: www.crisiscentre.bc.ca

Registered Canadian Charitable Organization No. 10699-3322-RR0001





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

#10.08.1
 6650 Southoaks Crescent
 Burnaby BC V5E 4M7
 Ph 604-517-8732
 Fax 604-517-8731
 e-mail:
www.cccrburnaby.org

City of Burnaby
 Financial Management Committee
 c/o Office of the City Clerk
 4949 Canada Way
 Burnaby, BC V5G 1M2

Attn: Councillor D. Johnston; Chair

Regarding: File: 2410-20-6 Grant

Dear Sir;

On behalf of the Board of Directors of the College for the Retired I want to sincerely thank you for the generous grant you have made to the College.

Our objective is to provide quality and unique learning opportunities for as many seniors in the community as possible. Besides a core curriculum of subjects we are always adding new courses that seniors are interested in and requesting. In addition, grants like you have given us enable the College to keep tuition fees to a minimum so seniors on fixed or low incomes can afford to take and enjoy courses at the College.

Thank you again for providing the College with this grant as it is very much appreciated.

Sincerely,

Dave Mannings - President



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 05

FROM: CHIEF INFORMATION OFFICER

FILE:

SUBJECT: APRIL 2018 INFORMATION TECHNOLOGY CAPITAL PROGRAM

PURPOSE:

To request a Capital Reserve Fund Bylaw to finance the information technology capital program as outlined in this report.

RECOMMENDATIONS:

1. **THAT** Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$3,574,000 to finance the information technology capital program.

REPORT

1.0 INTRODUCTION

The 2018-2022 Annual Financial Plan will provide funding for the annual information technology capital program. This program facilitates the replacement, expansion and upgrading of enterprise and departmental hardware and software in order to enhance City's services to the public and improve the efficiency of internal processes.

2.0 POLICY SECTION:

The subject project is aligned with the City of Burnaby's Corporate Strategic Plan, typically by supporting the following goals and sub-goals of the Plan.

- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Information, Services, and Assets.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2018 Information Technology Capital Program
 2018 April 17.....Page 2

3.0 IT INFRASTRUCTURE PROGRAM

The 2018 IT Infrastructure Program includes replacement and growth initiatives to replace aging computer equipment, upgrade or expand infrastructure to support technical applications throughout City departments, and to enhance service to the public and internal stakeholders.

3.1 INFRASTRUCTURE REPLACEMENT

Estimated \$827,800

The City maintains an annual replacement program for its computer equipment such as servers, workstations, monitors, tablets and associated peripheral devices. For 2018, funding is required to replace a number of older servers, workstations, networking devices, cabling, and equipment that have reached the end of their useful life.

Specific replacement works consist of:

- Computers, laptops, and related workstation equipment
- Application servers
- Storage disk systems.

3.2 INFRASTRUCTURE REQUIRED FOR GROWTH

Estimated \$1,100,900

This program includes purchases of new computer equipment, peripherals, supporting software and services and software application upgrades. These purchases will support planned 2018 City initiatives designed to address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- City network uplink upgrades
- Pilot Cloud Disaster Recovery
- Security improvements
- New desktop requirements for departments.

Project descriptions and 2018 cost estimates for the IT Infrastructure Program are presented in Appendix 1.

4.0 BUSINESS SOLUTIONS PROGRAM

Estimated \$1,645,300

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2018 Information Technology Capital Program
 2018 April 17 Page 3

The City develops an annual plan to replace and upgrade business applications for the purposes of enhancing citizen service through quicker and easier access to City information and services online, and to ensure internal systems are robust, sustainable and continue to evolve to meet the changing needs of the business.

The projects which comprise the proposed 2018 program have been selected by City departments and prioritized based on criteria established by the City's Executive Steering Committee which consists of senior staff from all departments.

The 2018 Business Solutions Program includes the following key initiatives:

- SAP Upgrades
- Learning Management System
- Web Content Management System Replacement
- IT Service Management System Replacement
- Departmental systems enhancements and upgrades

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

5.0 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 \$3,574,000 to finance the information technology capital program.



Shari Wallace
 CHIEF INFORMATION OFFICER

SW:DB /dd

Copied to: City Manager
 Deputy City Manager
 Director Finance
 Director Engineering
 Director Planning and Building
 Director Public Safety and Community Services
 City Solicitor

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2018 Information Technology Capital Program
 2018 April 17 Page 4

Appendix 1

1.0 IT INFRASTRUCTURE REPLACEMENT

Estimated \$827,800

The City maintains an annual replacement program for its computer equipment such as servers, cabling, network, workstations and associated peripheral devices. For 2018, funding is required to replace older servers, workstations, and equipment that have reached the end of useful life.

Specific replacement works consist of:

- AEC.0016 PC's, laptops, tablets and related workstation equipment - *\$129,100*
 - Deployment of Windows 10 operating system software and updated application packages to City computers, laptops and workstations.
 - Replacement of mobile Data911 computers in the City's Fire vehicle fleet.
 - Standard lifecycle replacement (Note: Given the greater reliability of equipment, IT has moved to a 5-year replacement schedule for standard workstations, 3 years for laptops and 6 years for monitors)
- AEC.0016 Server hardware - *\$152,500*
 - Replacement of existing physical servers with faster, larger format, servers that will better support server virtualization.
- AEC.0016 Storage disk systems - *\$546,200*
 - Standard hardware lifecycle replacement based on risk analysis of the expected life of the units and disk combined with the business criticality of the applications.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2018 Information Technology Capital Program
 2018 April 17..... Page 5

1.0 INFRASTRUCTURE REQUIRED FOR GROWTH

Estimated \$1,100,900

This program includes purchases of net new computer equipment, peripherals, software licences and implementation services, as well as upgrades to the technical systems software that operates the hardware. This new infrastructure will support planned 2018 City business solutions initiatives which address organizational needs, augment public services and reduce business risks associated with aging technology.

Specific works include:

- **AEC.0015 City network uplink upgrades – 8 locations - \$385,200**
 - Upgrade network speed to 10GB links for large City facilities.
 - Inclusion of City conduit in existing Engineering capital works projects, building long-term network capacity for civic communications.
 - Migration of City facilities from 3rd party links to City-owned fibre and radio links.
- **AEC.0015 Pilot Cloud Disaster Recovery - \$171,200**
 - Build a pilot backup servers in the cloud to test backup and recovery in a case of disaster that prevents the City from using its local data centres.
- **AEC.0015 Security posture improvements - \$267,500**
 - Continuing improvement of the City's infrastructure hardening and security posture improvements; this project includes the implementation of enhanced network monitoring tools, e-mail threat detection and security upgrades.
 - Upgrades to perimeter and edge firewalls.
- **AEY.2018 New desktop requirements for departments - \$277,000**
 - Additional IT equipment for City departments to accommodate changes to staffing and service requirements in 2018.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: 2018 Information Technology Capital Program
 2018 April 17..... Page 6

Appendix 2

IT Business Solutions Capital Program for 2018 – Supplementary Information

- 1. AEA.0095 - SAP Upgrades** **Estimated \$321,000**

SAP has announced that “end of life” for current version of the Portal is December 31, 2020. The City is committed to migrating its SAP Enterprise Resource Planning (ERP), Supplier Relationship Manager (SRM) and Business Warehouse (BW) databases from Oracle to Hana (the Suite on Hana project). For this migration SAP strongly recommends that the Portal be upgraded to the latest version.
- 2. AEA.0078 - Learning Management System** **Estimated \$214,000**

The enterprise learning management system will provide the City with modules covering Learning Catalogue, Learning Registration & Approval, Learning Profiles, Course Completion, Online Surveys and Course Evaluations, Online Learning Platform, Learning Records Management, Integration with Massive Open Online Courses (MOOC), Comprehensive Reporting, Executive Dashboards, and Mobile Compatibility. This project will also provide a cost effective approach to the administration and tracking of mandatory job certifications for staff.
- 3. AEA.0094 - Web CMS Replacement** **Estimated \$235,400**

Currently the City is maintaining a number of websites and other digital channels. The main City of Burnaby website, www.burnaby.ca, was redeveloped and launched in 2011 using a Content Management System (CMS) called ACTIVE Content Manager. The vendor recently announced that the system is at end-of-life. The current CMS also no longer meets the needs of the City given the growth in usage and plans for new online service delivery. This project will replace the existing CMS with a new application that will provide a better user experience for citizens as well as enhanced technical functionality for City staff who maintain the website.
- 4. AEA.0068 - IT Service Management System Replacement** **Estimated \$214,000**

This project will start the replacement process for the end of life Magic Help Desk system by initiating a requirements gathering study to determine the best fit for the City's needs and to scope out subsequent phases. This project will also include a review of IT service management best practices (e.g., ITIL) with a view to optimizing IT service delivery.
- 5. Departmental Systems Enhancements and Upgrades** **Estimated \$660,900**

A range of departmental systems upgrades and enhancements to improve departmental systems functionality and address emerging business needs.

 - AEA.0084: Group of small Systems Upgrades \$374,500
 - AEA.0097: Organization Chart Optimization \$53,500

To: Chair and Members Financial Management Committee
From: Chief Information Officer
Re: 2018 Information Technology Capital Program
2018 April 17 Page 7

• AEA.0069: Fuel Card Management System	\$107,000
• AEA.0092: Bill Presentation and Payment	\$53,500
• AEA.0081: Engineering Work Order System Upgrade	\$40,000
• AEA.0072: Project Portfolio Management Tool	\$32,400



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 09

FROM: DIRECTOR ENGINEERING

FILE: 35000 40
Project #3039

SUBJECT: 2018 APRIL ENGINEERING CAPITAL INFRASTRUCTURE BYLAW
FUNDING REQUEST EMPIRE DRIVE, GAMMA TO HASTINGS
(EMC.3039)

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the capital infrastructure project as outlined 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 \$345,000 to finance the Engineering capital infrastructure project as outlined in this report.

REPORT**INTRODUCTION:**

The 2018-2022 Annual Financial Plan will provide funding for this multi-year capital improvement project. Empire Drive is a local collector road and a bus route. The road will be maintained as two lanes with some parking pockets where available, with curb, gutter, sidewalk on both sides, and boulevard trees. Some hazardous intersections may be realigned or even closed to improve traffic safety.

POLICY SECTION:

The subject project is 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 – this project provides a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 APRIL ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 EMPIRE DRIVE, GAMMA TO HASTINGS (EMC.3039)
 2018 April 09Page 2

- A Thriving Organization – Protect the integrity and security of City information, Services, and Assets.

Infrastructure Project – Empire, Gamma to Hastings Street

Estimated \$345,000

In 2018, this project includes completing a traffic study that will determine the required civil works needed for Empire Drive between Gamma Avenue and Hastings Street. The traffic study is to determine the requirements to improve accessibility and safety on Empire Drive, between North Gamma Avenue and Hastings Street, for all users (pedestrians, cyclists, buses and vehicles).

Anticipated requirements include street upgrade (installation of curb & gutter and sidewalks) and intersection improvements. Closing of hazardous intersections and realignment of intersections can be considered as part of the design.

PROJECT LOCATION

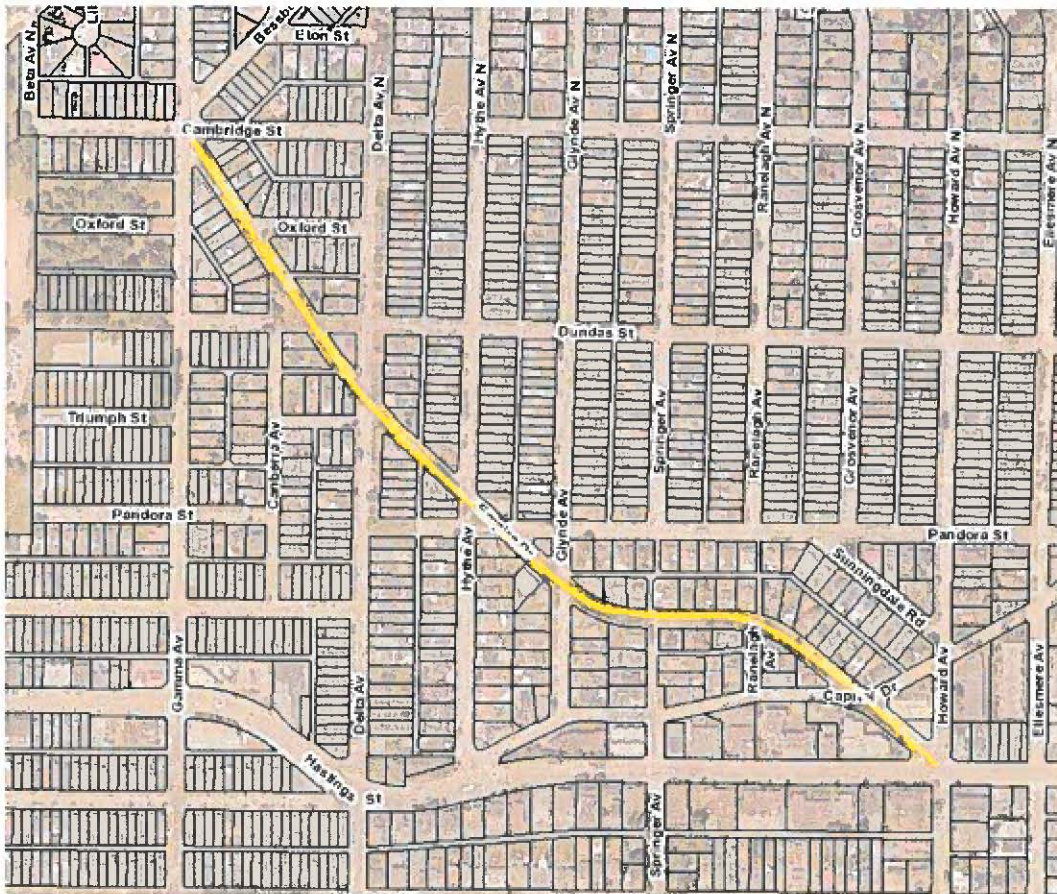


Figure 1 – Overall Project Location

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 APRIL ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 EMPIRE DRIVE, GAMMA TO HASTINGS (EMC.3039)
 2018 April 09Page 3

The project is currently in progress to review existing and future traffic volumes and safety, and present options with cost estimates. It is anticipated that detailed design will be completed in 2019 and construction to commence in 2020.

\$30,000 was previously approved by Council in a Capital Reserve Fund Bylaw. An additional \$345,000 is requested in this report to finance the expected project activity of \$375,000 in 2018.

The estimated total project budget of \$4,125,000 will be updated upon completion of preliminary design, and confirmed with Council upon construction contract award. 2018-2022 Annual Capital Plan for this project will be as follows:

Project Mask	2018	2019	2021	Total
EMC.3039 - Roads LRN	375,000	250,000	3,500,000	4,125,000

This project will rehabilitate aging infrastructure, improve traffic flow, enhance pedestrian safety, and provide upgraded connections in the City, aligning with the Strategic Plan goals of a safe, connected, healthy, and dynamic community.

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

RECOMMENDATION:

It is recommended the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$345,000 to finance the Engineering capital infrastructure project as outlined in this report.



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

JL/ FV:

Copied to: City Manager
 Director Finance
 City Solicitor
 Deputy Director Engineering
 Assistant Director, Infrastructure & Development



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 09

FROM: DIRECTOR ENGINEERING

FILE: 35000 40
Project #3040

SUBJECT: 2018 APRIL ENGINEERING CAPITAL INFRASTRUCTURE BYLAW
FUNDING REQUEST MARINE DRIVE, BOUNDARY TO PATTERSON
AND SUSSEX TO BYRNE (EMC.3040)

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the capital infrastructure project as outlined 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 \$247,000 to finance the Engineering capital infrastructure project as outlined in this report.

REPORT**INTRODUCTION:**

The 2018-2022 Annual Financial Plan will provide funding for this multi-year capital improvement project. This project is for conceptual design of Marine Drive from Boundary Road to Patterson Avenue and from Sussex Avenue to Byrne Road. The conceptual design will provide geometrics for road upgrade of these interim standard streets to provide curb, gutter and sidewalks.

POLICY SECTION:

The subject project is 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 – this project provides a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 APRIL ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 MARINE DRIVE, BOUNDARY TO PATTERSON AND
 SUSSEX TO BYRNE (EMC.3040)

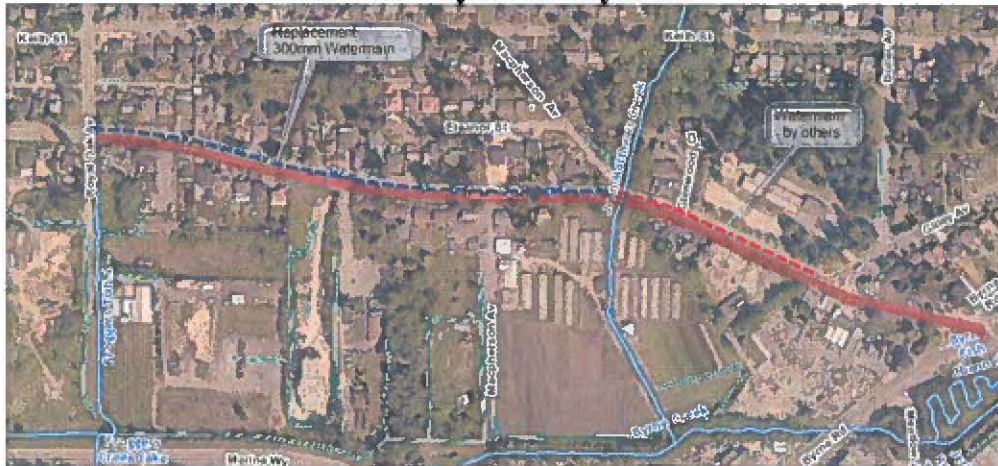
2018 April 09Page 2

- A Thriving Organization – Protect the integrity and security of City information, Services, and Assets.

Marine Drive, Boundary to Patterson and Sussex to Byrne (EMC.3040) Estimated \$247,000

This project will bring the sub-standard street to the urban street standard, including curb, gutter, sidewalk on both sides of the road, bus route pavement, new bus stops, intersection upgrades, new streetlights, boulevard, and street trees as required. The scope of work involves conceptual design, including identifying and confirming project requirements from stakeholders (Transportation Planning, Traffic Services, Infrastructure Planning and Operations), topographic survey, development of geometrics (by consultant) and cost estimates for construction.

Phase I – Byrne to Royal Oak



Phase II – Royal Oak to Sussex



To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 APRIL ENGINEERING CAPITAL
 INFRASTRUCTURE BYLAW FUNDING REQUEST
 MARINE DRIVE, BOUNDARY TO PATTERSON AND
 SUSSEX TO BYRNE (EMC.3040)
 2018 April 09Page 3

Phase III – Patterson to Boundary



The City is currently working to complete detailed design in 2018 and anticipates construction in 2020 for the first phase between Royal Oak and Byrne Road.

\$150,000 was previously approved by Council in a Capital Reserve Fund Bylaw. An additional \$247,000 is requested in this report to finance the expected project activity of \$397,000 in 2018.

The estimated total project budget is \$9,012,000 which will be updated upon completion of preliminary design, and confirmed with Council upon construction contract award. 2018-2022 Annual Capital Plan for this project will be as follows:

Project Mask	2018	2019	2020	2021	Total
EMC.3040 - Roads LRN	397,000	-	3,850,000	3,300,000	7,547,000
EJA.3040 - Water	-	-	1,465,000		1,465,000
Total	397,000	-	5,315,000	3,300,000	9,012,000

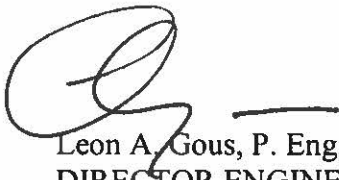
This project will rehabilitate aging infrastructure, improve traffic flow and pedestrian safety on this significant route, and provide upgraded connections along Marine Drive, aligning with the Strategic Plan goals of a safe, connected, healthy, and dynamic community.

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

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2018 APRIL ENGINEERING CAPITAL
INFRASTRUCTURE BYLAW FUNDING REQUEST
MARINE DRIVE, BOUNDARY TO PATTERSON AND
SUSSEX TO BYRNE (EMC.3040)
2018 April 09Page 4

RECOMMENDATION:

It is recommended the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$247,000 to finance the Engineering capital infrastructure project as outlined in this report



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

JL/FV:

Copied to: City Manager
Director Finance
City Solicitor
Deputy Director Engineering
Assistant Director, Infrastructure & Development



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 April 09

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

SUBJECT: 2018 APRIL ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST - INFRASTRUCTURE

PURPOSE: To request funding to finance 2018 and 2019 Engineering capital infrastructure projects.

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 \$1,960,000, and the use of Water Reserves in the amount of \$75,000 to finance the Engineering capital infrastructure projects as outlined in this report.

REPORT**INTRODUCTION**

The 2018 – 2022 Annual Financial Plan will provide funding for various multi-year capital improvement projects. In order to proceed with the award of contracts for design, administration and construction, funding approval is requested for the projects listed below.

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 provide a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of information, City Services, and Assets.

The following project also supports a component of A Safe Community – Make City streets, pathways, trails and sidewalks safer:

- BC Hydro Metro North Transmission - Coordination

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 APRIL ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST - INFRASTRUCTURE
 2018 April 09.....Page 2

1.0 **INFRASTRUCTURE**

1.1 ***BC Hydro Metro North Transmission - Coordination*** ***Estimated \$225,000***

Funding is required for this project in order to provide design funding to enable coordinated works with the BC Hydro Metro North Transmission (MNT) project. Engineering will hire design consultants to utilize Hydro base drawings to design Burnaby works, and prepare supporting information to include in a future BC Hydro construction tender. Anticipated expenditures are as follows:

Project Mask	2018
EMC.3142 Road LRN	150,000
EJA.3142 Water	75,000
Total	\$225,000

1.2 ***Kensington & Barnet Road Rehabilitation*** ***EMA.3145*** ***Estimated \$400,000***

This project involves roadworks on Kensington Avenue, north of Sprott, and Barnet Road, east of North Cariboo Road. The work on Kensington includes pavement rehabilitation, watermain replacement, installation of a mid-block crossing with stairs to Bill Copland Sports Centre, and construction of a multi-use path to complete the network. The work on Barnet Road is mainly focused on pavement rehabilitation. Anticipated expenditures are as follows:

Project Mask	2018	2019	Total
EMA.3145 Road MRN	200,000	200,000	400,000

1.3 ***Production Storm Detention*** ***ELA.3148*** ***Estimated \$75,000***

A drainage analysis revealed capacity concerns in the major storm sewers along Production Way, south of Broadway. This is a feasibility study for construction of a detention pond north of the inlet to reduce the peak rate of runoff flowing into the downstream storm sewers. Considerations for feasibility of the detention pond include constructability, environmental impact or environmental enhancement opportunities, and value for money. Planned expenditures are anticipated to be in 2018.

1.4 ***South and Central Burnaby Road Rehabilitation*** ***Estimated \$1,335,000***

The Local Road Network (LRN) Rehabilitation Program is part of the City's ongoing infrastructure renewal strategy to sustainably maintain local streets. Project locations are determined based on pavement condition information provided by the City's Pavement Management System and input from Operations. This is the second year of this project and the last package which includes Interim Street Standard upgrades is currently out for tender. Anticipated expenditures are as follows:


Project Mask	2018
EMC.3002 Roads LRN	1,290,000
EMF.3002 Signals & Crosswalks	45,000
Total	\$ -21-000

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 APRIL ENGINEERING CAPITAL INFRASTRUCTURE
 BYLAW FUNDING REQUEST - INFRASTRUCTURE
 2018 April 09Page 3

These expenditures will be included in the 2018 – 2022 Annual Financial Plan and sufficient 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 \$1,960,000, and the use of Water Works Reserves in the amount of \$75,000 to finance the Engineering capital infrastructure as outlined in this report.



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

FV/

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



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 09

FROM: DIRECTOR ENGINEERING

FILE: 35000 40
Project #3094

SUBJECT: **INFORMATIONAL REPORT –
DEER LAKE AVENUE PAVING PROJECT (EMC.3094)**

PURPOSE: To provide information on the subject capital infrastructure project as outlined in this report.

RECOMMENDATION:

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

REPORT**INTRODUCTION**

This project involves paving and street improvements on Deer Lake Avenue, from Deer Lake Parkway to the east end close to Kensington Avenue (near Shadbolt).

POLICY SECTION

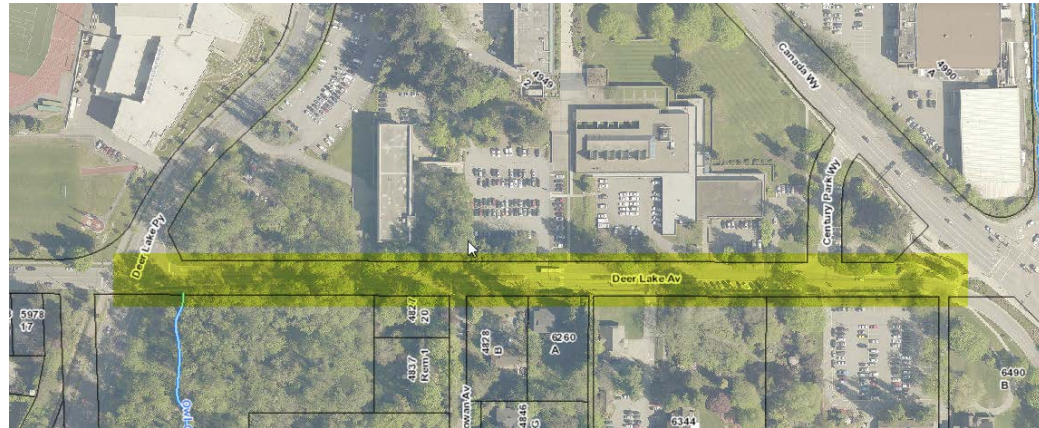
The subject project is aligned with the City of Burnaby's Corporate Strategic Plan, typically by supporting the following goals and sub-goals of the Plan.

- A Connected Community – this project provides a geographic connection to ensure that people can move easily through Burnaby, using any form of transportation.
- A Dynamic Community – Build and maintain infrastructure that meets the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City information, Services and Assets.

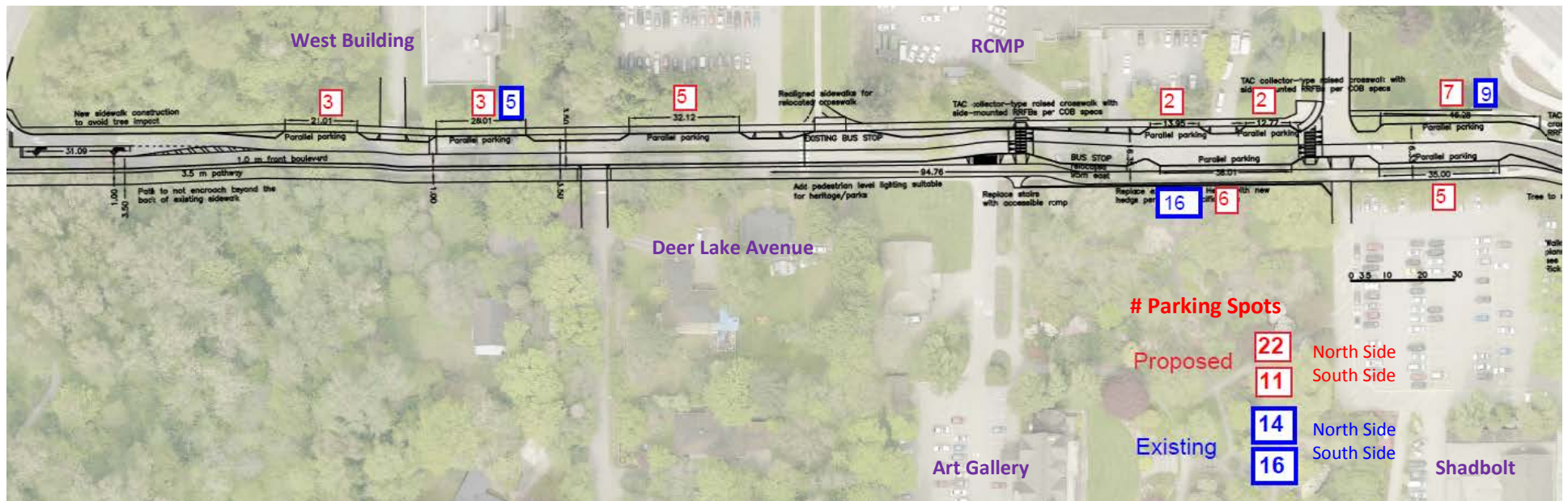
Deer Lake Avenue will have new paving and general street corridor improvements including conversion to parallel parking, a multi-use path along the south side of the street, a sidewalk along the north side of the street, raised crosswalks, and new bus bays. The goal of this project is to improve traffic operations, accessibility and safety for all users while maintaining and possibly increasing the available parking.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: INFORMATIONAL REPORT - DEER LAKE AVENUE
 PAVING PROJECT (EMC.3094)
 2018 April 09 Page 2

PROJECT LOCATION



PROPOSED PARKING CONFIGURATION



To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: INFORMATIONAL REPORT - DEER LAKE AVENUE
 PAVING PROJECT (EMC.3094)
 2018 April 09..... Page 3

Design of this project is currently in progress with plans for construction to start in 2020 after detailed design, stakeholder consultation and construction estimates have been completed.

\$286,000 was previously approved by Council in a Capital Reserve Fund Bylaw. No additional funds are required at this time to finance the expected project activity of \$250,000 in 2018.

The estimated total project budget is \$2,656,000. These expenditures will be included in the 2018 – 2022 Annual Financial Plan and sufficient Capital Reserve Funds are available to finance capital projects outlined in this report. The 2018-2022 Annual Capital Plan will be updated upon completion of design and estimating, and confirmed with Council upon construction contract award. 2018-2022 Annual Capital Plan for this project will be as follows:

Project Mask	2018	2020	Total
EMC.3094 - Roads LRN	286,000	2,370,000	2,656,000

This project will rehabilitate aging infrastructure, improve traffic flow and pedestrian safety on this bus route, and provide upgraded connections in the City Hall campus, aligning with the Strategic Plan goals of a safe, connected, healthy, and dynamic community.

RECOMMENDATION

It is recommended the Financial Management Committee receive this report for information.



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

JL:

Copied to: City Manager
 Director Finance
 Deputy Director Engineering
 Assistant Director, Infrastructure & Development



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 09

FROM: DIRECTOR FINANCE
DIRECTOR CORPORATE SERVICES

FILE: 6900-01

SUBJECT: AMENDMENTS TO THE BURNABY ROUTINE TRANSACTION
AUTHORITY BYLAW 1999

PURPOSE: To obtain Council approval for amendments to the Burnaby Routine Transaction Authority Bylaw 1999.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council approve changes to the Burnaby Routine Transaction Authority Bylaw 1999 as outlined in the report; and
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999 in accordance with the report.

REPORT**POLICY CONSIDERATIONS**

This report is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the goal: A Thriving Organization, and sub-goals: Organizational Culture, Financial Viability and Reliable Services, Technology and Information.

PROPOSED BYLAW CHANGES

The Burnaby Routine Transactions Bylaw 1999 delegates authority to officers and employees of the organization in respect to various routine matters, including approval of expenditures, execution of agreements and legal documents and settlement of claims.

In light of recent retirements, changes in senior staff within the organization and the increase in Small Claims Court monetary limit, amendments are proposed to update the Burnaby Routine Transaction Bylaw 1999.

To: Financial Management Committee
 From: Director Finance
 Director Corporate Services
 Re: Amendments to the Burnaby Routine Transaction Authority Bylaw 1999
 2018 Apr 09 Page 2

Approval of Expenditures

Section 2 (a) (ii) of the Routine Transaction Authority Bylaw currently sets out expenditure limits to specific positions which, aside from Council and the Purchasing Manager, primarily consist of staff who are Members of Management Committee as follows:

Authority	Limit Thresholds (\$)
Council	> 500,000
City Manager	250,001 – 500,000
Purchasing Manager	50,001 – 250,000
Deputy City Manager	50,001 – 200,000
Director Engineering	50,001 – 200,000
Director Finance	50,001 – 200,000
Director Planning & Building	50,001 – 200,000
Director Parks, Recreation & Cultural Services	50,001 – 200,000
Director Public Services & Community Services	50,001 – 200,000
Fire Chief	50,001 – 200,000
Chief Librarian	50,001 – 200,000
Chief Information Officer	50,001 – 200,000

With the retirement of the former Deputy City Manager and establishment of the Director Corporate Services position, it is recommended that the expenditure approval limit for Members of Management Committee be set out more generally to allow for changes in position titles and composition of the Management Committee without the need for further amendment to the Bylaw. The proposed amendment would also clearly specify that these positions are authorized to execute contracts within their authorized expenditure limit. Section 2(a)(ii) is proposed to be replaced with the following:

(a1) to each of the positions listed below, the authority to approve for award of contract by the City's Purchasing Manager and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed the amount shown in the table below:

Authority	Limit Thresholds (\$)
Council	> 500,000
City Manager	250,001 – 500,000
Purchasing Manager	50,001 – 250,000
Members of Management Committee (excluding OIC, RCMP)	50,001 – 200,000

To: Financial Management Committee
 From: Director Finance
 Director Corporate Services
 Re: Amendments to the Burnaby Routine Transaction Authority Bylaw 1999
 2018 Apr 09 Page 3

Execution of Agreements and Legal Documents

Currently, the Routine Transaction Authority Bylaw 1999 narrowly defines the types of contracts and legal documents the City Clerk is authorized to sign. The broader authority for the City Clerk to be the City's signing authority is designated to a specific staff member through a Council resolution. To better capture the types of agreements and documents that require execution by the City Clerk and assign the signing authority to the City Clerk position (rather than a specific individual), it is proposed that section 2(b) of the Routine Transaction Authority Bylaw 1999 be amended to authorize the City Clerk position to execute the following after statutory and/or Council requirements have been satisfied:

- (i) Land Title and related documents;
- (ii) Leases and licences of City land or in favour of the City;
- (iii) Offers and purchase and sale agreements for disposition of City land;
- (iv) Contracts for procurement of municipal goods, services and construction authorized in accordance with section 2(a1) of the Bylaw (see discussion above);
- (v) Servicing and access and works agreements associated with building and development applications;
- (vi) Settlement agreements and releases approved by the City Solicitor in accordance with section 2(e) of the Bylaw (see discussion below); and
- (vii) Other agreements to which the City is a party.

Legal Proceedings and Settlement Authority

Currently, the Routine Transaction Authority Bylaw gives the City Solicitor the authority to approve payment of claims that do not exceed \$25,000, subject to receipt of an appropriate release. This amount was consistent with the limit for Small Claims Court, which has now increased to \$35,000. The *Small Claims Act* allows for the limit to be increased up to \$50,000 and it is anticipated that this will be implemented over time by the Province to provide claimants easier access to Court processes for settling disputes. The BC Supreme Court is currently overwhelmed with cases and faces significant delays.

The City Solicitor is seeking to increase the settlement authority to \$50,000 and also for Council to delegate the authority to initiate legal proceedings on behalf of the City for debt owing or damages not exceeding \$50,000 and for bylaw enforcement purposes. Council has authorized the addition of a Staff Counsel position in the Legal Department and the City has also recently awarded a contract to ARO Inc. for collection of outstanding accounts receivables on behalf of the City. The Finance and Legal Departments have reviewed ARO Inc.'s legal escalation procedures and fees and determined that it would be cost effective for the City to allow ARO Inc. to escalate some cases to Court action, with the oversight of the City Solicitor and Staff Counsel. Also, with a Staff Counsel position, the Legal Department will be able to better assist City departments with escalating bylaw enforcement matters to Court action in situations where the City is unable to attain compliance through other measures. To efficiently implement the legal escalation, it is recommended that the City Solicitor be given the authority to review and approve

To: Financial Management Committee
 From: Director Finance
 Director Corporate Services
 Re: Amendments to the Burnaby Routine Transaction Authority Bylaw 1999
 2018 Apr 09 Page 4

the initiation of such Court actions. Currently, a Council resolution is required in order to commence any Court proceeding on behalf of the City. The City Solicitor will use a variety of criteria to assess the suitability of a file for Court action and only commence legal proceedings after other measures have been exhausted.

In order to implement the additional authority, section 2(e) of the Routine Transaction Authority Bylaw 1999 is proposed to be amended as follows:

2(e) to the City Solicitor, the authority to:

- (i) approve for payment of claims against the City that do not exceed \$50,000, subject to the receipt of an appropriate settlement agreement or release;
- (ii) initiate legal proceedings on behalf of the City for debt owing or damages not exceeding \$50,000;
- (iii) initiate legal proceedings to enforce compliance with City bylaws or orders.

RECOMMENDATIONS

It is requested that the Financial Management Committee recommend Council approve changes to the Burnaby Routine Transaction Authority Bylaw 1999 as outline in the report and authorize the City Solicitor to bring forward a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999 in accordance with this report.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK /mlm



Dipak Dattani
 DIRECTOR CORPORATE SERVICES

cc: City Manager
 Director Engineering
 Director Human Resources
 Director Parks, Recreation & Cultural Services
 Director Planning & Building
 Director Public Safety & Community Services
 Chief Librarian
 City Clerk
 City Solicitor
 Purchasing Manager



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 11

FROM: DIRECTOR FINANCE

FILE: 5820-20
Reference: RFP 165-09/17

SUBJECT: CONTRACT AWARD – PROPERTY TAX SYSTEM

PURPOSE: To request Council authority to execute a contract for the supply, design, configuration and implementation of the Property Tax System, including 10 years of support and maintenance at fixed rates for the term.

RECOMMENDATION:

1. **THAT** Financial Management Committee recommend Council authorize the Director Finance, upon final contract negotiation, to enter into a contract with The Tempest Development Group Inc. for an estimated total cost of \$3,254,751.33, including taxes in the amount of \$314,457.25 as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered and unit prices as negotiated.

REPORT

The City has been using the current Property Tax System (PTS) since 1989. This system has been substantially modified over the years, but now resides on an outdated platform which can no longer be updated. The City plans to modernize and transform business processes by replacing PTS with a new system. Key to transformation is achieving improvements in process automation, information sharing and a reduction in manual and labour intensive processes so that the City provides efficient, effective and economical services to its stakeholders.

Two submissions responding to a Request for Proposals (RFP) were received by the closing time on 2017 December 06. The work of this contract includes the supply, design, configuration and implementation of a new Property Tax System that covers the following: property information, property taxes, Home Owner Grants, utility charges and taxes, metered water, residential toters, false alarms, local improvement, business improvement, and online bill presentment. Total estimated costs include software licence fees, fixed implementation fees, a small contingency, and support and maintenance fees for a term of 10 years at a fixed rate schedule. Capital costs which include project costs and first year of maintenance including taxes will amount to \$1,519,622.72. Operating costs for years 2-10 for maintenance including taxes will amount to \$1,735,128.61.

To: Finance Management Committee
 From: Director Finance
 Re: CONTRACT AWARD – PROPERTY TAX SYSTEM

2018 Apr 17 Page 2

City staff have negotiated an agreement in principle on the business terms, and are working to finalize the balance of the contract language. Staff have confidence in the overall negotiations at this time that a contract will be finalized in short order. The department would like to start working with the contractor on preplanning and design while contract terms are finalized in order to ensure the projected implementation date of December 2018.

The recommended company, The Tempest Development Group Inc., has not previously undertaken a contract with the City; however, reference checks and interviews by City staff with the contractor indicate that they have the necessary resourcing to successfully complete the work required under this contract. The Tempest Development Group Inc. has implemented successfully similar products in other municipalities within British Columbia and Alberta.

The proposal from The Tempest Development Group Inc. was the lowest submission and offered the best total value for the City. The Chief Information Officer concurs with this recommendation.

Funding for this project has been previously approved by Council, and will be included in the 2018 – 2022 Financial Plan under WBS element AEA.0089 (\$1,380,220). Operating expenditures, for ongoing support and maintenance fees will be included in future budgets.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

GC:CA /ml

Copied to: City Manager
 Chief Information Officer
 City Solicitor



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 11

FROM: DIRECTOR FINANCE
DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 5820-01
Reference: Jardine Lloyd Thompson

SUBJECT: INSURANCE CONTRACT RENEWALS - NINE PROGRAMS

PURPOSE: To request approval to award insurance contracts for the annual property and liability insurance programs maintained by the City.

RECOMMENDATION:

1. **THAT** the Financial Management Committee recommend Council approve the award of nine contracts of insurance as outlined in this report. The total amount payable to Jardine Lloyd Thompson is to fund the insurance premiums not to exceed more than \$970,000. Actual payment will be based on the cost of the final insurance agreements.

REPORT

The City recently completed a Request for Proposals for insurance brokerage services, resulting in an award of a three year contract to the international brokerage firm, Jardine Lloyd Thompson Canada (JLT). Working closely with the City's insurance consultants, the Risk Management Department manages the process of marketing, selecting, and arranging insurance coverage for the City. In consideration of an annual fee, JLT is providing a wide range of professional services that include: advice and negotiation of coverage and policy wording; marketing of the City's risk in the global insurance market; binding coverage and paying premium on behalf of the City; and, as necessary, acting as a claims advocate with insurers.

All City insurance programs renew annually on May 01 with the exception of the ICBC fleet program which renews on January 01. Insurance premium is determined by multiplying the total insured value by the insuring rate. JLT has been instructed to research and approach markets for the City's insurance programs. The following is based upon the most up to date information available from JLT at the time of this report.

The cost of maintaining insurance programs is a necessary operating expense that is included in the City's 2018 – 2022 Financial Plan. Insurance charges are exempted from PST and GST.

To: Financial Management Committee
 From: Director Finance
 Re: Insurance Contract Renewals - Nine Programs
 2016 April 17Page 2

1.0 PROPERTY INSURANCE

The City's property assets are appraised annually by Universal Appraisal Services. The total insured value is currently reported at \$819 million. Changes in the total insured value from year to year are often attributable to new facilities that have been constructed during the past year; the ever-rising cost of replacement construction due to inflation; and, the accumulating building code and bylaw update requirements for replacement construction. A major marketing campaign was completed five years ago from which the Royal & Sun Alliance Insurance Company (RSA) was selected. RSA remains a very strong insurer with an "A" credit rating. RSA has sufficient capacity to underwrite this program. We are still awaiting the final renewal terms but are not expecting a significant rate increase. Premium for the Major Property Program (contract #1) should not exceed \$600,000 in 2018.

Major Equipment Breakdown insurance coverage for the major property assets (contract #2) is purchased separately from RSA. As the cost of this program is also tied directly to the total insured value, the cost this year is expected to rise proportionately. We do not expect the cost of this insurance to exceed \$35,000 in 2018.

2.0 COMMERCIAL GENERAL AND EXCESS LIABILITY

The past year was the second of a three year program offered by the incumbent liability insurer, QBE London. This insurer currently provides \$5 million Primary General Liability (contract #3) and \$25 million Excess/Umbrella Liability (contract #4) coverage to the City. We are expecting the incumbent insurer to quote favorable renewal terms and have asked for a quotation to increase the Excess/Umbrella coverage to \$45 million. The total annual premium to renew the \$25 million Excess/Umbrella Liability program, as is, will not exceed more than \$210,000. We expect the cost for an additional \$20 million Excess/Umbrella coverage would not exceed more than \$30,000.

3.0 OTHER PROGRAMS

JLT is actively marketing several other smaller insurance programs, including the Crime and Fidelity policy (contract #5) with Travelers; two minor Property programs (All Risk Property and Equipment Breakdown), currently placed with RSA, that apply to commercial properties at Deer Lake I & II, the Hart House Restaurant, and Brentwood Community Resource Centre (contract #6 and #7); a Primary General Liability (commercial) policy specific to the Deer Lake I and II operations placed with Aviva Canada (contract #8); and, a corporate Non-Owned Auto policy (commercial) provided by ICBC (contract #9). Total premium for these programs is expected to not exceed more than \$125,000.

To: Financial Management Committee
From: Director Finance
Re: Insurance Contract Renewals - Nine Programs
2016 April 17Page 3

4.0 PROGRAM SUMMARY

1. Major Property Program – Assets valued at \$720 million
2. Major Equipment Breakdown – Assets valued at \$720 million
3. Primary General Liability (major liability program) – Limit of \$5 million/Occurrence
4. Excess/Umbrella Liability – (applies to all liability programs) Current Limit of \$25 million (quote requested for additional \$20 million)
5. Crime & Fidelity – Limit of \$10 million
6. Minor Property Program – Assets valued at \$99 million
7. Minor Equipment Breakdown – Assets valued at \$99 million
8. Primary General Liability (minor liability program) – Limit of \$5 million/Occurrence
9. Commercial Non-Owned Auto Liability – Limit of \$10 million/Occurrence

5.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council approve the award of nine contracts of insurance as outlined in this report. The total amount payable to Jardine Lloyd Thompson is to fund the insurance premiums not to exceed more than \$970,000. Actual payment will be based on the cost of the final insurance agreements.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

Dave Critchley
DIRECTOR PUBLIC SAFETY & COMMUNITY SERVICES

Copied to: City Manager
Risk Manager



Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 17

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 62000-00

SUBJECT: SAFETY & SECURITY ENHANCEMENTS IN PARKS AND PUBLIC PLACES

PURPOSE: To request the use of Gaming Reserves to finance the project included in the Capital Plan.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$950,000 to finance the project included in the Capital Plan, as outlined in this report.
2. **THAT** a copy of the report be sent to the Public Safety Committee and the Parks, Recreation and Culture Commission for information.

REPORT**INTRODUCTION**

Patron safety in parks has been an ongoing concern for park designers and operations personnel throughout the decades. Current park planning procedures follow Crime Prevention through Environmental Design principles (CPTED), ensuring safety and security measures are implemented incrementally as part of redevelopment plans.

The following report provides a description and timeline of new initiatives outlined in the 2017 October 03 report to Council on Safety and Security in Parks and Open Spaces. The first segment of the program, the Bike Patrol initiative organized by the RCMP will begin operation in 2018. This report outlines additional Parks initiatives that will proceed in 2018/2019 and measures that will be added pending review and approval by appropriate authorities.

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17 Page 2

POLICY SECTION

The proposed projects align with the City of Burnaby's Corporate Strategic Plan, by supporting the following goals and sub-goals of the Plan.

- A Safe Community
 - Crime prevention and reduction.
 - Emergency preparedness.
 - Emergency services.
 - Transportation Safety
 - Community amenity safety.
- A Connected Community
 - Geographic connection.

PROPOSED ACTION ITEMS

Trail Lighting

Park lighting has been installed in select locations for a variety of purposes. In Central Park, the most recent installations have been along Boundary Road in conjunction with the first phase of the perimeter trail. Ongoing installations will happen in conjunction with planned trail development and park upgrades. Lighting is intended to serve the following needs:

- Illuminating areas that can be monitored by surrounding residents.

In Central Park, this will be achieved through the installation of pedestrian lighting along the perimeter trail, to accomplish the end result of a lit pedestrian trail that circumnavigates the Park. The trail lighting program will be implemented as follows:

- Boundary Road Section (Imperial to 45th Avenue) – installed in 2017.
- Patterson Section (Imperial to Beresford Street) 2018/2019.
- Imperial Section (from Boundary to Patterson) 2019/2020
- Boundary Extension (45th to Kingsway) *future*.
- Patterson Extension (Beresford Street to Kingsway) *future*.
- Lighting specific destination zones and pathways that connect to them.

Throughout the parks system where activity is expected at dusk or dawn, such as dog off leash areas, lighting will be added for safety and security both at the destination and along the trail connections to the proximate parking area. In

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17 Page 3

Central Park the lighting between the parking lot and the outdoor pool, and, BC Parkway and Variety Playground will be upgraded. This work will begin in 2018 and continue as funds permit.

- Illuminating trail heads.

There are multiple primary and secondary trail heads and juncture points within Central Park. Some will be lit through the proposed lighting additions; however, other locations will require identification and site truthing before being put forward for lighting consideration. The plan going forward in 2018 will unfold as follows:

- Hierarchical rating of existing trail heads and junctures based on use patterns.
- Location of new light fixtures and definition of types.
- Design and cost estimating of site works.
- Installation.

Signage

Sign kiosks exist in 5 locations within Central Park. Each of these will continue to be updated with directional and information signage.

Secondary and tertiary points along pedestrian trails where they split into different directions will be identified in anticipation of the addition of directional signage to facilitate movement in the park. This work will be undertaken in 2018 with installation continuing into 2019. The work will include:

- Identification of locations for additional signage.
- Design of signs that will include GPS site reference for security reporting.
- Order and installation of signs and related support systems.

Security Cameras

Staff are proposing to install security cameras at select points in Central Park. The camera operation will comply with Freedom of Information and Privacy Act (FIPPA) regulations. Recorded footage of these cameras will be used to gather potential evidence in the event that illegal activities take place within the park.

The criteria for site selection were identified as high use zones that can provide visual information on people entering and leaving the park. In Central Park, the pedestrian high use entry zones coincide with the five information kiosks situated on the edges of the park as illustrated in Attachment #1.

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17 Page 4

Following installation of the cameras, the information flow systems will be operationalized using the same processes and protocols that currently are in use at other parks and recreation facilities.

An evaluation of the program outcomes and operational impacts will be used to inform the timing and need for expansion into other park entry zones on the perimeter of the parks and in parking areas.

Call Boxes

The purpose of the call box program is to connect people instantly with first responders, (which means, direct contact to 911 dispatch). The stated objectives were to establish locations that could be powered efficiently, and that would create a 'Help Zone' which is lit, with signage indicating video monitoring is in effect. The equipment would include an auto locator and would be FIPPA compliant.

The first step is to install a prototype call box to gauge their effectiveness and usefulness. Concerns related to false calls and mischief calls can be monitored and reviewed in relation to location. Potential action plans will be set in place to mediate unwarranted use.

The current design and technology for call boxes offer systems that combine the call box with a top-mounted security camera so in select locations the callbox and a security camera will function as one unit within the proposed Help Zone. The approach for installation of call boxes will begin with a pilot program that would have help zones and call boxes at 2 locations in Central Park (Attachment #1). The location and usefulness of the boxes will be reviewed in 2019/2021 with feedback from RCMP and the public. The expansion of location and frequency of future call box locations throughout the park will be brought forward to the Parks, Recreation and Culture Commission and Council for consideration at that time.

FUNDING

Initiatives beginning in 2018 will expand and continue as the safety and security program unfolds. For 2018/2019 the estimated budget allocation will be as follows:

Kiosk signage, trail directional signage Including posts, signs	\$70,000
Lighting (poles and power sources) Central Park Pool to the parking lot BC Parkway to Variety Playground Perimeter Trail - Imperial Section Perimeter Trail - Boundary Extension around the Stadium Perimeter Trail - Patterson Extension - Beresford to Kingsway	\$610,000

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17 Page 5

Security cameras (5 locations)	\$180,000
Assessment review	
Cameras	
Installation	
Storage systems	
Labour to operate	
Help Zone blue box systems (2 locations)	\$90,000
Hardware	
power source hook-up	
installation	

Gaming Funds will be required to fund the program that will unfold over the next few years. While this report requests funding based on the best cost information available at this time, the actual costs will be linked to ground conditions that will vary, specifically for lighting and security cameras where power will be required. These costs are targeted for improvements largely in Central Park but will also include the zones in various parks in the future. Staff will evaluate on a yearly basis the additional safety and security measures required in Central Park and other locations. The information will be brought back to Council for consideration.

These expenditures are included in the 2018–2022 Provisional Plan and sufficient Gaming reserve are available to finance the projects outlined in this report.

RECOMMENDATION

It is recommended that Financial Management Committee authorize the use of gaming reserves in the amount of \$950,000 to begin the design and construction of the security measures and associated studies as outlined in this report.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

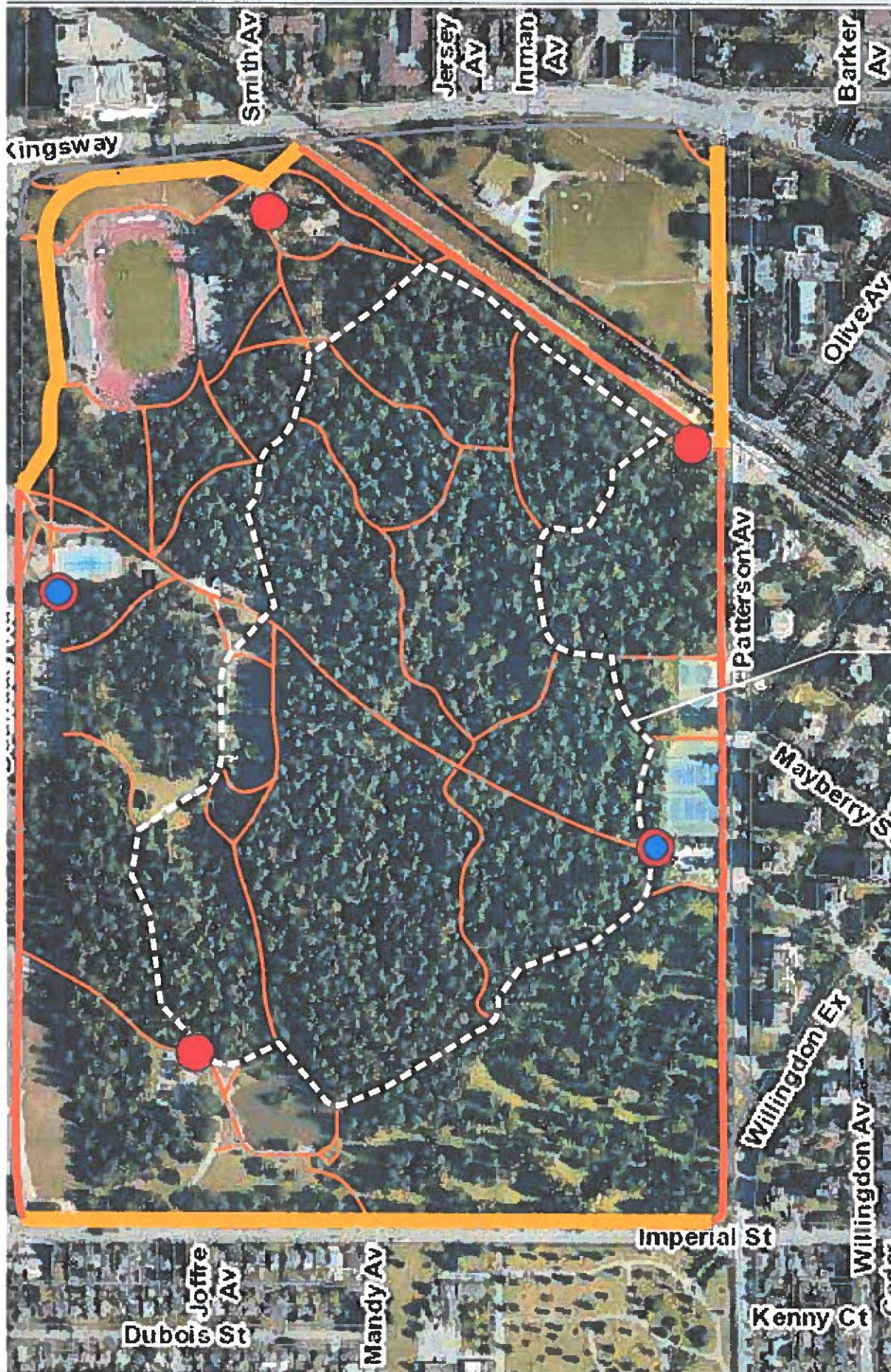
HE:tc

Attachment

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Copied to: Director Finance
 City Solicitor

Attachment #1



TRAIL OF HOPE

- Information & way finding kiosk (5)
- Help Zone & call box
- Future perimeter trail with lighting





Meeting 2018 Apr 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 Mar 22

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2018 MARCH - PARKS, RECREATION AND CULTURAL SERVICES
GAMING FUND PROJECT

PURPOSE: To request the use of Gaming Reserves to finance a Parks project.

RECOMMENDATION:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$192,000 to finance the project outlined in the attached report.

REPORT

At its 'Open' meeting of 2018 March 21, the Parks, Recreation and Culture Commission received the attached report and adopted the recommendation contained therein.

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

Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:tc

Attachment

2018 March - Parks, Recreation & Cultural Services Gaming Fund Project - FMC (2018.04.17)

Copied to: Director Finance



Item	10
Director's Report No.....	3
Meeting	2018 Mar 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2018 Mar 05

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2018 MARCH - PARKS, RECREATION AND CULTURAL SERVICES
GAMING FUND PROJECT

PURPOSE: To request the use of Gaming Reserves to finance the parks project 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 \$192,000 to finance the project outlined in this report.

REPORT

INTRODUCTION

Gaming funding expenditure approval is being requested to allow staff to proceed with the project identified in this report. The project cost is estimated and the funds are planned to be expended in 2018 subject to operating conditions.

POLICY SECTION

The project identified in this report is aligned with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan.

- A Safe Community – Community Amenity Safety
- A Dynamic Community – City facilities and Infrastructure

To: Financial Management Committee
 From: Director Parks, Recreation and Cultural
 Services
 Re: 2018 March – PRCS Gaming Fund Request
 Page 3

Mathers House (DPX.0104)

\$192,000 (estimated)

Program and studio upgrades to the Mathers House and Mathers Kiln Shed facilities. Upgrades to the main floor Mathers glaze room will take place in 2018 to support clay storage and open up the Turret for renovation mid-2018.

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

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 \$192,000, to finance the project outlined in this report.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

DH:km:tc
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Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

**SUBJECT: FESTIVALS BURNABY PROGRAM - NEIGHBOURHOOD EVENT
18-N-003 KOREAN WRITERS' ASSOCIATION OF CANADA**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby grant request from the Korean Writers' Association of Canada for the Canada-Korean Literary Festival be received.

REPORT

Festivals and Special Events: Neighbourhood Event

Grant File 18-N-003 Korean Writers' Association of Canada

Application Received:	2018 February 27
Project Budget:	\$12,000
Project Request:	\$ 4,000

Previous Support:	2017 Neighbourhood Festivals Burnaby Grant \$1,500
	2016 Neighbourhood Festivals Burnaby Grant \$1,500
	2015 Neighbourhood Festivals Burnaby Grant \$2,000
	2014 Neighbourhood Festivals Burnaby Grant \$2,500
	2013 Neighbourhood Festivals Burnaby Grant \$2,500
	2012 Small Scale Festivals Burnaby Grant \$3,000

An application request for \$4,000 has been received from the Korean Writers' Association of Canada for the Canada-Korean Literary Festival on 2018 Oct 13 Shadbolt Centre for the Arts, Studio theatre. This annual event is held to create an understanding between the Canadian and Korean cultures and forge a bond through multi-cultural performances, readings and interpreting poems written in other languages.

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

2018 April 17 Page 2

The Korean Writer's Association mission is to promote Korean writers and create cross-cultural awareness and appreciation.

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
2018-N-003 Korean Writers' Association of Canada



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – NEIGHBOURHOOD EVENT
18-N-004 BURNABY NEIGHBOURHOOD HOUSE

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Burnaby Neighbourhood House for Community Street Party to be held on 2018 August 01 be received.

REPORT

Festivals and Special Events: Neighbourhood Event

Grant File 18-N-004: Burnaby Neighbourhood House

Application Received: 2018 March 15

Project Budget: \$10,000

Project Request: \$ 4,000

Previous Support: New Festivals Burnaby Grant Application

An application request for \$4,000 has been received from Burnaby Neighbourhood House for Community Street Party on 2018 August 01 at Metrotown Resource Centre. This event will provide the neighbourhood an opportunity to come together to meet their neighbours and learn more about Burnaby Neighbourhood House. The event will have food, entertainment from First Nations groups and other cultural groups, carnival games and more. Burnaby Neighbourhood House will partner with local community organizations such as Congress of Black Women, Ethiopian Community Group, Burnaby Metrotown Rotary Club and Immigrant Services Society to name a few.

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

2018 April 17 Page 2

Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. It's a place within the community that provides a warm and welcoming environment for people young and old from diverse backgrounds. Neighbourhood Houses are worldwide and have been in the Lower Mainland for over 100 years.

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-N-004 Burnaby Neighbourhood House



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 MARCH 23

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

SUBJECT: **FESTIVALS BURNABY PROGRAM – NEIGHBOURHOOD EVENT
18-N-005 FRIENDS OF ALTA VISTA**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Friends of Alta Vista for the 25th Annual Alta Vista Playground Community Picnic to be held on 2018 September 15 be received.

REPORT

Festivals and Special Events:	Neighbourhood Event
Grant File 18-N-005:	Friends of Alta Vista
Application Received:	2018 March 15
Project Budget:	\$3,400
Project Request:	\$ 600
Previous Support:	New Festivals Burnaby Grant Application

An application request for \$600 has been received from the Friends of Alta Vista for the 25th Annual Alta Vista Playground Community Picnic to be held on 2018 September 15 at the Alta Vista Playground on Royal Oak Avenue and McKee Street. This community owned event, organized by local volunteers will provide a no cost gathering for the surrounding neighbourhood. The focus of the picnic is community inclusion and to build a stronger connection to the local park. The picnic will provide free food, entertainment, community services, neighbourhood connections and teen volunteer opportunities. This event will attract approximately 250-300 neighbours of all ages and ethnicities.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Neighbourhood
Event
2018 April 17 Page 2

The Friends of Alta Vista was established to help build and reinforce the community spirit within the neighbourhood.

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-N-005 Friends of Alta Vista



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 MARCH 19

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

SUBJECT: FESTIVALS BURNABY PROGRAM – SMALL SCALE GRANT
18-S-002 ARTISAN FARMERS' MARKET SOCIETY

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Artisan Farmers' Market Society for Festival-Style Fun at POP! Power of Produce Kids Events to be held from 2018 May and June be received.

REPORT

Festivals and Special Events: Small Scale Event

Grant File 18-S-002: Artisan Farmers' Market Society

Application Received: 2017 October 16
 Project Budget: \$8,000
 Project Request: \$3,000

Previous Support: New Festivals Burnaby Grant Application

An application request for \$9,000 has been received from Artisan Farmers' Market Society for Festival-Style Fun at POP! Power of Produce Kids Event to hold two events in May and June at Burnaby City Hall. This North American initiative is to get children tasting and talking to the producers of fresh, local foods and learning the importance to eat fresh, local healthy foods. Weekly food themed entertainment will include balloon artists, puppeteers, dancers, musicians. This new initiative will further establish the Farmers' Market as a Saturday morning community gathering place.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Neighbourhood
Event
2018 April 17 Page 2

The Artisan Farmers' Market has applied for additional funding from the following sources:

1. Vancity Community Partnership for Human Resources \$15,000 and tents \$5,000
2. Investment Agriculture Foundation for Human Resources and printing of banners/sandwich boards/a publicist/a graphic designer \$5,200
3. Canada Summer Jobs Program for Human Resources (2 positions in Burnaby for the summer markets to replace volunteer labour)

Burnaby's first Farmers' Market started on 2008 June 13. The market has both conventional and organic farmers, a great selection of prepared foods, various vendors and local crafters. There is a kid's play tent, a used book exchange, games table, a sitting area with local newspapers and wonderful live music.

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-002 Artisan Farmers' Market Society



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

**SUBJECT: FESTIVALS BURNABY PROGRAM - SMALL SCALE EVENT
18-S-005 EDMONDS CITY FAIR AND CLASSIC CAR SHOW
COMMITTEE**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from the Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show on 2018 July 15 be received.

REPORT

Festivals and Special Events: Small Scale Event

Grant File 18-S-005: Edmonds City fair and Classic Car Show Committee

Application Received: 2018 March 6
Project Budget: \$18,000
Project Request: \$ 6,000

Previous Support:

2017 Small Scale Festivals Burnaby Grant	\$5,500
2016 Small Scale Festivals Burnaby Grant	\$5,500
2015 Small Scale Festivals Burnaby Grant	\$5,000
2014 Small Scale Festivals Burnaby Grant	\$5,000
2012 Small Scale Festivals Burnaby Grant	\$4,000
2011 Small Scale Festivals Burnaby Grant	\$4,000

To: Financial Management Committee of Council
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Small Scale Event
2018 April 17 Page 2

An application request for \$6,000 has been received from the Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show on 2018 July 15 along Edmonds Street from Canada Way to Kingsway. The local event will highlight free activities, entertainment and food. The event will feature an old fashion City Fair with rides, petting zoo, children and family activities, International Village and community displays and the Classic Car Show for the public to view and enjoy.

The festival is organized by a local committee comprised of volunteers and local agencies for the purpose of celebrating the Edmonds' Community.

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-S-005 Edmonds City Fair and Classic Car Show Committee



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

**SUBJECT: FESTIVALS BURNABY PROGRAM - SMALL SCALE EVENT
18-S-006 BULA! FIJI ASSOCIATION OF BRITISH COLUMBIA**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from the Bula! Fiji Association of British Columbia for the Fiji Festival on 2018 July 14 be received.

REPORT

Festivals and Special Events:	Small Scale Event
Grant File 18-S-006:	Bula! Fiji Association of British Columbia
Application Received:	2018 February 27
Project Budget:	\$12,000
Project Request:	\$ 5,000
Previous Support:	2017 Small Scale Festivals Burnaby Grant \$4,000 2016 Neighbourhood Festival Burnaby Grant \$4,000 2015 Small Scale Festivals Burnaby Grant \$4,000 2014 Small Scale Festivals Burnaby Grant \$4,000 2013 Neighbourhood Festivals Burnaby Grant \$4,000 2012 Small Scale Festivals Burnaby Grant \$4,000 2011 Small Scale Festivals Burnaby Grant \$4,000

An application request for \$5,000 has been received from the Bula! Fiji Association of British Columbia for the Fiji Festival on 2018 July 14 at Swangard Stadium. This free annual festival in its 17th year will showcase a traditional Fijian ceremony,

To: Financial Management Committee of Council
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Small Scale Event
2018 April 17 Page 2

entertainment, talent and fashion show, ethnic foods, cultural displays and a soccer tournament.

The Bula! Association of British Columbia has put on this cultural event since 1999 with the purpose of showcasing Fijian culture, traditional foods and dance to the wider community, while educating the younger Fijian Canadian generation on the importance of their culture, tradition and food.

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
2018-S-006 Bula Fiji Association of BC



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM - SMALL SCALE EVENT
18-S-007 EDO FRIENDS OF BRITISH COLUMBIA ASSOCIATION

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from the Edo Friends of British Columbia Association for the Africa Ekassa Cultural/Musical Festival on 2018 August 04 be received.

REPORT

Festivals and Special Events: Small Scale Event

Grant File 18-S-007: Edo Friends of British Columbia Association

Application Received:	2018 March 5
Project Budget:	\$38,000
Project Request:	\$ 5,000

Previous Support:

2017 Small Scale Festivals Burnaby Grant	\$3,000
2014 Small Scale Festival Burnaby Grant	\$3,500
2013 Small Scale Festivals Burnaby Grant	\$3,500
2012 Small Scale Festivals Burnaby Grant	\$3,000
2011 Small Scale Festivals Burnaby Grant	\$2,700

To: Financial Management Committee of Council
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program - Small Scale Event
2018 April 17 Page 2

An application request for \$5,000 has been received from the Edo Friends of British Columbia Association for the Africa Ekassa Cultural/Musical Festival on 2018 August 04 at Confederation Park. This event will showcase African music and dance performances, a wide variety of cultural foods, unique arts and crafts, cultural information booths and crafts, games and storytelling.

Edo Friends of BC Association was started in 1997 with the intent to assist new immigrants and refugees in the area of settlement and integration.

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
2018-S-007 Edo Friends of BC Association



Meeting 2018 APRIL 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 MARCH 19

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

**SUBJECT: FESTIVALS BURNABY PROGRAM – SMALL SCALE EVENT
18-S-009 SCANDINAVIAN COMMUNITY CENTRE**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Scandinavian Community Centre for Scandinavian Midsummer Festival to be held on 2018 June 23-24 be received.

REPORT

Festivals and Special Events: Small Scale Event

Grant File 18-S-009: Scandinavian Community Centre

Application Received: 2018 March 15

Project Budget: \$78,500

Project Request: \$10,000

Previous Support:

2017 Small Scale Festivals Burnaby Grant \$6,000

2016 Small Scale Festivals Burnaby Grant \$6,000

2015 Small Scale Festivals Burnaby Grant \$6,000

2014 Small Scale Festivals Burnaby Grant \$6,000

2013 Small Scale Festivals Burnaby Grant \$6,000

An application request for \$10,000 has been received from the Scandinavian Community Centre for the Scandinavian Midsummer Festival on 2018 June 23-24 at the Scandinavian Community Centre. This annual two-day festival, in its 23rd year, celebrates the Swedish, Norwegian, Finnish, Icelandic and Danish countries. With a program showcasing cultural song, dance, entertainment, food and kids the event is

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program –Small Scale Event
2018 APRIL 17 Page 2

meant for the whole family. Key highlights include the authentic Viking village and the traditional raising of the Maypole dance. This year's theme is Scandinavian Folklore.

The Scandinavian Community Centre Society is a meeting place for all Scandinavians, local and visiting, who strive to preserve and promote Nordic culture, community and spirit within the Metro Vancouver area.

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-S-009 SCANDINAVIAN COMMUNITY CENTRE



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM - LARGE SCALE EVENT
18-L-001 NIKKEI NATIONAL MUSEUM & CULTURAL CENTRE

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from the Nikkei National Museum & Cultural Centre for the Nikkei Place Matsuri Family Festival 2018 to be held on 2018 September 01 and 02 be received.

REPORT

Festivals and Special Events:	Large Scale Event
Grant File 18-L-001:	Nikkei National Museum & Cultural Centre
Application Received:	2018 March 5
Project Budget:	\$152,700
Project Request:	\$ 25,000
Previous Support:	2017 Large Scale Festivals Burnaby Grant \$11,000 2016 Large Scale Festivals Burnaby Grant \$11,000 2015 Large Scale Festivals Burnaby Grant \$10,000 2014 Large Scale Festivals Burnaby Grant \$18,000

An application request for \$25,000 has been received from the Nikkei National Museum & Cultural Centre for the Nikkei Place Matsuri Family Festival 2018 on 2018 September 01 and 02 at Nikkei Place. The event is in its 6th year and is a celebration of Japanese culture that enables all of the diverse cultures in the City of Burnaby to join in a family festival. The festival has grown to be one of the largest festivals in Metro Vancouver

To: Financial Management Committee of Council
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program -Large Scale Event
2018 April 17 Page 2

with projected attendance of over 12,000. The event will showcase 2 days of family events, Japanese entertainment, ethnic foods and family oriented games.

Nikkei National Museum & Cultural Center has been open to the public since September 2000 and welcomes 100,000 people every year. The center offers many cultural, educational and recreational programs for Burnaby residents.

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-L-001 Nikkei National Museum and Cultural Centre



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

**SUBJECT: FESTIVALS BURNABY PROGRAM - LARGE SCALE EVENT
18-L-003 HEIGHTS MERCHANTS ASSOCIATION BIA**

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from the Heights Merchants Association BIA for Hats Off Day 2018 to be held on 2018 June 02 be received.

REPORT

Festivals and Special Events: Large Scale Event

Grant File 18-L-003 : Heights Merchants Association BIA

Application Received:	2018 March 15
Project Budget:	\$51,670
Project Request:	\$15,000

Previous Support:	2017 Large Scale Festivals Burnaby Grant \$8,000
	2016 Small Scale Festivals Burnaby Grant \$8,000
	2015 Small Scale Festivals Burnaby Grant \$8,000
	2014 Small Scale Festivals Burnaby Grant \$8,000
	2013 Small Scale Festivals Burnaby Grant \$8,000
	2012 Small Scale Festivals Burnaby Grant \$6,000
	2011 Small Scale Festivals Burnaby Grant \$6,000

To: Financial Management Committee of Council
 From: Director Parks, Recreation & Cultural Services
 Re: Festivals Burnaby Program -Large Scale Event
 2018 April 17 Page 2

The Heights Merchants Association (HMA) is a Business Improvement Area (BIA) consisting of more than 350 merchants and over 150 property owners. It is the mandate of the HMA to work on behalf of its members to create and promote the economic development of the Heights commercial district in cooperation with the community.

An application request for \$15,000 has been received from the Height Merchants Association BIA for Hats Off Day 2018 on 2018 June 02 at Hastings Street-Boundary to Gamma. This event is the largest parade and street festival in Burnaby. The festival features music, entertainment, performers, kid's activities, a vintage car show, multi-cultural food and more. The festival began in 1984 and has grown to be a Burnaby favourite. The festival has been voted Best Festival in Burnaby by readers of the community papers, every year since 2005.

While actively promoting the Heights, the HMA is also involved in improving its physical attractiveness, organizing events, attracting shoppers and businesses to the area, solving problems and advocating on behalf of its members.

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-L-003 Heights Merchants Association BIA



Meeting 2018 April 17

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 MARCH 19

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – LARGE SCALE EVENT
18-L-004 KOREAN CULTURAL HERITAGE SOCIETY

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Korean Cultural Heritage Society for the 17th Annual Korean Cultural Heritage Festival to be held on 2018 August 04 be received.

REPORT

Festivals and Special Events: Large Scale Event

Grant File 18-L-004: Korean Cultural Heritage Society

Application Received:	2018 March 15
Project Budget:	\$146,400
Project Request:	\$ 25,000

Previous Support:	2017 Large Scale Festivals Burnaby Grant \$20,000
	2016 Large Scale Festivals Burnaby Grant \$17,000
	2015 Large Scale Festivals Burnaby Grant \$16,000
	2014 Large Scale Festivals Burnaby Grant \$15,000

An application request for \$25,000 has been received from the Korean Cultural Heritage Society for the 17th Annual Korean Cultural heritage Festival on 2018 August 04 at Swangard Stadium. This full day event includes an opening ceremony with special guest performances (both local and international) live entertainment, food and souvenirs. The festival celebrates multiculturalism in Metro Vancouver.

To: Financial Management Committee
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program –Large Scale Event
2018 March 19..... Page 2

The Korean Cultural Heritage Society (KCHS) is a non-profit organization with over 300 volunteers, 10 Board of Directors and a 5 member Executive Council which serves to promote multiculturalism and celebrate the Korean culture and heritage. Since 2002, the organization's main project has been the annual Korean Cultural Heritage Festival which has grown to be one of the largest multicultural festivals in Metro Vancouver. The festival serves as an effective vehicle to unite community and promote businesses and organizations that aim to reach the Korean Canadian demographic.

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-L-004 Korean Cultural Heritage Society



March 6, 2018

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

Dear Committee Members,

RE: Request for Sports Grant

Please accept this letter on behalf of our Burnaby Minor Hockey Association Midget A1 Team that they be considered for the City of Burnaby Sports Grant.

Our Midget A1 team consists of 18 players all Burnaby residents aged 15 to 17 years old.

This past weekend the team was able to accomplish finishing in 1st place which qualified them to attend the BC Hockey Provincial Tournament in Fort St. John, BC March 18 - 23, 2018.

This team has worked hard over the last 7 months to get to this point. In the regular season they finished 3rd after 20 league games. Then went on to the 1st round of playoffs to finish in the top 12. Then 2nd round they finished in the top 8 and 3rd and final round they finished 1st of 4 teams to move onto Provincials. The team has had a great season.

The boys are eager to proudly represent the City of Burnaby and Burnaby Minor Hockey Association in Fort St John. It would be a great help if your committee would consider supporting the team in order to offset the costs of travelling to Fort St. John for our 18 players for the 6 nights.

Sincerely,

Darryl Mah
President
Burnaby Minor Hockey Association
www.burnabymenor.com



United Way
Lower Mainland

#18.16.0

March 6, 2018

Executive Committee of Council
City of Burnaby
4949 Canada Way
Burnaby, BC V5G1M2

Dear Executive Committee of Council,

United Way of the Lower Mainland is respectfully requesting a grant in the amount of \$15,000 for the installation of United Way banners along the Kingsway corridor between Boundary Road and Royal Oak Avenue by the Burnaby Engineering Department – Sign Shop. The banners would be displayed from September 2018 through December 2018, taken down at the end of December. The banners will be produced and supplied by United Way.

The City of Burnaby's street banner program played a significant role in the success of United Way's fundraising campaign last year. The prominent placement and high traffic exposure received through your banner program helped encourage people to give. As a result, our campaign raised over \$25 million to help children, families and seniors across the Lower Mainland.

Last year in the City of Burnaby, United Way funded 48 non-profit agencies that delivered 58 programs to help children, family and seniors.

We'd like to thank you and the City of Burnaby's Executive Committee and staff for your generous support of United Way. We appreciate your consideration of this year's grant request and I look forward to your positive response. Should you have any questions or require further information, please contact Pamela Calbick at 604.268.1304.

Sincerely,

Kristin Keighley-Wight
Director, Marketing Communications
United Way of the Lower Mainland



**BURNABY
FAMILY LIFE**
A PLACE TO GO... A PLACE TO GROW!

Address: 102 - 2101 Holdom Avenue, Burnaby, BC V5B 0A4
Phone: 604-659-2200 Fax: 604-299-9731
Email: info@burnabyfamilylife.org
Web: www.burnabyfamilylife.org

#18.17.

April 11th, 2018

City of Burnaby
4949 Canada Way
Burnaby, B.C.

Dear Executive Committee of Council:

Re: Application for Community Grant

Please accept our application for a community grant in the amount of \$20,000 for 2018.

Since 1974 Burnaby Family Life has relied on the City of Burnaby for donations in kind as well as financial support for its operations. Burnaby Family Life does not take the City's annual assistance for granted. We see your ongoing endorsement as recognition of the leadership role we have taken in building community capacity for the past 4 decades.

The City's generosity in providing annual lease subsidies and an annual community grant demonstrates the City's historical partnership with BFL, its compassion and commitment to provide support to *all* Burnaby citizens – including some of the most disadvantaged families in our community.

In 2018 challenges facing families in Burnaby are very broad, namely, the lack of affordable housing, affordable quality childcare, increased levels of poverty, mental illness, homelessness, and the integration of immigrants and a significant influx of refugees in our city. According to our program participants and stakeholders, Burnaby Family Life made a significant difference in each of these critical areas, thereby benefitting thousands of people and strengthening our community.

Our work leading the Intercultural Planning Table constantly reminds us of just how diverse Burnaby's population is with over half of residents having been born outside of Canada. This incredible cultural diversity is both an asset and a challenge and Burnaby Family Life has had to adapt its services to meet an everchanging culturally diverse community. It is shameful that the wellbeing of Canada's children ranks 17 out of 24 industrialized countries and that B.C. has the greatest number of children living in poverty in all of Canada for the ninth year in a row, with almost 30% of Burnaby's children amongst the poor. In response, Burnaby Family Life advocates pro-actively and relentlessly at every level of government and with influential decision makers for policy changes.

Burnaby Family Life's multi-faceted partnerships with other community organizations as well as the business sector continued to develop and expand significantly in 2016. Burnaby Family Life continued playing a key role on the BBOT Social Development Committee, particularly in the area of child care for family friendly workplaces and Immigrant Integration. The BBOT opened many doors for us and has done a great job in getting our key messages out to the business community. Burnaby is known throughout the province for promoting corporate social responsibility, for educating and raising awareness about poverty, homelessness, and the value of investing in the social services sector.

Burnaby Family Life is the founding and leading organization for BIPT, the Burnaby Inter Cultural Planning Table, a dynamic community co-ordination network in which government and community service organizations work together to improve service collaboration and a more effective community

based response to families who have moved here from around the world. Through BIPT, we have brought together more than 30 organizations and managed, on behalf of the consortium, a range of diverse community development projects under the (federally funded) Local Immigration Partnership.

BFL continues to work in formal partnerships and sub-contracts with 25+ different community based agencies, as well as the Burnaby Board of Trade. These efforts have resulted in a more effective social safety net for Burnaby families. BFL provides other organizations with mentoring, shares best practice models, assists with policy development, preparation for accreditation and plays a key role in regional, provincial and national advocacy efforts.

Our organization reflects the cultural diversity that exists in the community, our staff speak 47 different first languages and we offer many services in other languages. We continue to meet the highest service standards. With BFL's commitment to continuous quality improvement processes, the positive impact of our organization never stagnates.

Many of our services depend on private donations. Every dollar that is donated to BFL is "stretched to the max" because the organization is volunteer-driven. Funding levels and expectations from funders that overheads be kept to a minimum has been a real challenge for all smaller organizations in Burnaby and we are no exception. The financial pressures are very real and year after year it is very challenging to maintain our infrastructure and continue to meet the high service delivery standards we set for ourselves. We wouldn't be able to continue without the support we receive from the city. Burnaby Family Life is able to do more because the City of Burnaby and the School District provide free or subsidized space. We have been able to leverage our resources through partnerships with government and other organizations.

In order to meet the needs of the community, most of our services rely on the 97+ volunteers who have provided over 4,100 hours in the last fiscal year.

Thousands of children and families have found comfort, meaning, growth and learning at BFL because of visionary, effective governance combined with committed and highly trained employees who have the expertise to intervene with skills and compassion that really make a difference. Families are strengthened and the quality of life is better in Burnaby because of the exceptional service provided. Services are filled to overflowing and sadly, families are sometimes turned away because we do not have the capacity to meet the increasingly complex and demanding needs of our community.

Attached please find our most recent Annual Report and audited Financial Statements. I may be reached at 604 659 2208 if further information is required. The chair of our Board of Directors, Shaheen Nanji, and I would welcome the opportunity to meet with you to address any questions or concerns that you might have regarding this application.

In closing, Burnaby Family Life gives thanks to Mayor Corrigan and members of Council for their ongoing commitment to make Burnaby a better community by supporting Burnaby's most vulnerable citizens.

Yours truly,



Michel Pouliot
Executive Director

c.c. Shaheen Nanji, Chair

Encl: Annual Report, 2017 and audited financial statements