



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, BC on **Wednesday, 2018 June 13** at 5:30 p.m.

1. CALL TO ORDER

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

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Ed Kozak, Deputy Director Planning & Building
Mr. Doug Louie, Assistant Director Engineering, Transportation
Ms. Shari Wallace, Chief Information Officer
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:32 p.m.

2. MINUTES

- a) [Minutes of the Financial Management Committee
Open meeting held on 2018 May 23](#)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 May 23 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) [Burnaby Community Services](#)
Re: In-kind Printing Grant Application #18.22.p.
Speaker: Stephen D'Souza, Executive Director

Mr. Stephen D'Souza, Executive Director, Burnaby Community Services, appeared before the Committee and provided an overview of the organization's publications produced in print and available on-line for use by community support agencies and individuals.

The speaker advised some publications are designed to assist community groups and other agencies such as the "Yellow Card" used by Burnaby Seniors; while other materials are intended to help individuals, for example the "Blue Card" which provides information to the homeless. The publications are intended to help people with a broad range of needs connect with their community, and are available in multiple languages.

The delegation clarified that the in-kind printing grant under consideration would be used specifically for publication of: brochures for various programs, the Community Outreach Resources Card for those who are homeless or at-risk of homelessness, and the VOBS Senior Resource Card for seniors requiring intermediate intervention. The City's cash grant will be used for printing publications of unusual size and format that cannot be produced by the City's Printshop.

The delegation thanked the City for the financial support that has been given to Burnaby Community Services over the years.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT Item 8 – Closed be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

8. CLOSED

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:50 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 5:58 p.m.

The normal order of the agenda resumed.

4. CORRESPONDENCE

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) Correspondence from Burnaby Community Services
Re: 2018 Community In-kind Printing Grant Application

Correspondence was received from Mr. Stephen D'Souza, Executive Director, Burnaby Community Services, providing additional information to an in-kind grant request made by the organization for printing services.

This matter was considered earlier in the agenda under Item 3(a).

b) Memorandum from the Director Parks, Recreation and Cultural Services
Re: Request to Dedicate Delta-Halifax Park in Honour of Freeman James Barrington

A memorandum was received from the Director Parks, Recreation and Cultural Services regarding a request to dedicate Delta-Halifax Park in honour of Freeman James Alfred Barrington.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT this matter be **REFERRED** back to staff for additional information.

CARRIED UNANIMOUSLY

5. **REPORTS**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the “2018 June Engineering Capital Infrastructure Gaming Reserve Request – Laurel Contamination Cleanup” report from the Director Engineering be added to the agenda as Item 5(h).

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

a) [Report from the Chief Information Officer](#) **Re: City Fibre Network Strategy: Authority to Enter into Third Party Exchange Agreements**

The Chief Information Officer submitted a report seeking authority to enter into third party exchange agreements in support of the City's long-term strategy to implement a City-owned fibre communications network.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council authorize staff to negotiate and enter into third party agreements in support of the City's Fibre Network Strategy.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Engineering](#)
Re: 2018 June Engineering Capital Infrastructure Gaming Reserve Request

The Director Engineering submitted a report requesting the use of Gaming Reserves to complete the funding of the temporary Works Yard at Ledger Avenue.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$1,000,000 to fully fund the 2018 Annual Plan for the temporary Works Yard at Ledger Avenue as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Engineering](#)
Re: Street Use Permits

The Director Engineering submitted a report establishing and updating street use permits and associated fees and penalties for third party work or activities on City streets.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the Engineering street use permits and associated fees and penalties as outlined in this report.

2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Street and Traffic Bylaw and Bylaw Notice Enforcement Bylaw to establish, update and enforce the various street use permits as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Engineering](#)
Re: 2018 June Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report requesting funding to finance Engineering capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,775,000 to finance the Development Coordinated Works capital infrastructure project as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize the use of Water Works Reserves in the amount of \$100,000 to finance the Pressure Reducing Valve Station Replacement capital infrastructure project as outlined in this report.
3. THAT the Financial Management Committee recommend Council authorize the use of Sanitary Sewer Reserves in the amount of \$150,000 to finance the Development Coordinated Works capital infrastructure project as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Finance](#)
Re: Establishment of Off-Street Parking Reserve Funds

The Director Finance submitted a report establishing Statutory Off-Street Parking Reserve Funds for the Hastings Street, and Metrotown, Edmonds, Lougheed and Brentwood Town Centres Off-Street Parking Program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to establish separate statutory reserve funds for money received in lieu of providing off-street parking, as per Section 525 of the Local Government Act, for commercial uses in the Hastings Street, Metrotown Centre, Edmonds Town Centre, Lougheed Town Centre, and Brentwood Town Centre Area Plans, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Finance](#)
Re: 2017 Gas Tax Program

The Director Finance submitted a report providing information on the 2017 Gas Tax funding received and utilized by the City.

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) [Report from the Director Public Safety and Community Services](#)
Re: Portable Radio Repeaters Capital Funding Request

The Director Public Safety and Community Services submitted a report requesting a Capital Reserve Fund Bylaw to finance the purchase of Portable Radio Repeaters.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$80,000 to finance the Portable Radio Repeaters project as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

h) Report from the Director Engineering
Re: 2018 June Engineering Capital Infrastructure Gaming Reserve
Request – Laurel Contamination Cleanup

The Director Engineering submitted a report requesting the use of Gaming Reserves to finance the cleanup of Laurel Works Yard contamination.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$1,000,000 to finance the cleanup of Laurel Works Yard contamination as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

6. NEW BUSINESS

Director Finance – Financial Report

The Director Finance submitted the “Financial Report as at 2018 Period 05” report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

7. INQUIRIES

Councillor Jordan – Residential Property Tax Rate Changes for 2019

Councillor Jordan inquired regarding the Provincial Budget announcement to increase residential property tax rates on high-value properties in 2019, and the impact this will have on Burnaby properties.

Staff undertook to provide information.

8. CLOSED

This item was dealt with previously in the agenda.

9. NEW APPLICATIONS - FESTIVALS BURNABY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications - Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Neighbourhood Event

- a) **[#18-N-008 - Pandit Jasraj School of Music Foundation](#)**
Celebration of a Legend on his 88th Birthday: Pandit Jasraj Live in Concert

An application was received from the Pandit Jasraj School of Music Foundation for the Celebration of a Legend on his 88th Birthday: Pandit Jasraj Live in Concert event to be held on 2018 August 26 at the James Cowan Theatre (Shadbolt Centre for the Arts). This concert is to celebrate the 88th birthday of Pandit Jasraj. The Pandit Jasraj School of Music Foundation would like to bring Pandit Jasraj and his foremost disciples for a live Indian classical vocal concert.

Request: \$5,000

CPA: 2017 - No Application
2016 - \$3,000 (Neighbourhood Grant)
2015 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,000 be awarded to the Pandit Jasraj School of Music Foundation for the Celebration of a Legend on his 88th Birthday: Pandit Jasraj Live in Concert event to be held on 2018 August 26 at the James Cowan Theatre.

CARRIED UNANIMOUSLY

Large Scale Event

- b) **#18-L-006 - CCSA Canadian Community Service Association**
2018 Chinese Cultural Heritage Festival and the
10th Vancouver Water-Splashing Festival
(Deferred on 2018 May 23)

An application was received from the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival and the 10th Vancouver Water-Splashing Festival to be held on 2018 July 29 at Swangard Stadium. This free, one day large scale public event promotes Chinese heritage and culture not only to Chinese people but to all people from different ethnic backgrounds.

Request:	\$25,000	CPA:	2017 - \$6,000 (Large Scale Grant)
			2016 - No Application
			2015 - No Application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$10,000 be awarded to the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival and the 10th Vancouver Water-Splashing Festival to be held on 2018 July 29 at Swangard Stadium.

CARRIED UNANIMOUSLY

10. NEW APPLICATIONS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) **#18.22.p - Burnaby Community Services**
Various Publications
(Deferred on 2018 May 23)

An application was received from Burnaby Community Services requesting an in-kind grant to assist with the printing cost of various publications provided by the Society. These publications include: the Community Resource Guide; Ready, Set, Learn brochure; As We Age Seniors Resource Guide; Seniors Resource Card; and Community Outreach Resources Card.

Request: \$7,750	CPA: 2017 – \$3,875 in-kind printing
in-kind printing	2016 – No Application
	2015 – No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT an in-kind grant up to the amount of \$7,750 be awarded to the Burnaby Community Services to assist with the cost of printing various publications provided by the Society.

CARRIED UNANIMOUSLY

b) **#18.28. - Volunteer Burnaby**
Community Programming

An application was received from Volunteer Burnaby requesting a grant to assist with the cost of community programming provided by the organization to the citizens of Burnaby for 2018.

Request: \$12,000	CPA: 2017 - \$12,000
	2016 - \$12,000
	2015 - \$12,000

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$12,000 be awarded to Volunteer Burnaby to assist with the cost of community programming provided by the organization to the citizens of Burnaby for 2018.

CARRIED UNANIMOUSLY

c) **#18.29. - Metro Minor Ball Hockey Association**
2018 Western Challenge Cup

An application was received from the Metro Minor Ball Hockey Association requesting a grant to assist with travel expenses for twelve (12) Burnaby residents on the U13 Team to compete in the 2018 Western Challenge Cup to be held on 2018 July 12-15 in Victoria, BC.

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,000 be awarded to the Metro Minor Ball Hockey Association to assist with travel expenses for twelve (12) Burnaby residents on the U13 Team to compete in the 2018 Western Challenge Cup to be held on 2018 July 12-15 in Victoria, BC.

CARRIED UNANIMOUSLY

d) **#18.30. - Burnaby Girls Soccer Club - "U17 Blaze"**
Provincial "B" Cup Tournament

An application was received from the Burnaby Girls Soccer Club "U17 Blaze" team requesting a grant to assist with travel expenses for fourteen (14) players and Burnaby residents to participate at the Provincial "B" Cup Tournament to be held on 2018 July 4-8 in Kamloops, BC.

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,000 be awarded to Burnaby Girls Soccer Club to assist with travel expenses for fourteen (14) Burnaby residents on the "U17 Blaze" team to participate at the Provincial "B" Cup Tournament to be held on 2018 July 4-8 in Kamloops, BC.

CARRIED UNANIMOUSLY

11. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:45 p.m.

Monica Macdonald
Administrative Officer

Councillor Dan Johnston
Chair