



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2018 JUNE 13

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> |
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| 2. <u>MINUTES</u> | |
| a) Minutes of the Financial Management Committee Open meeting held on 2018 May 23 | 1 |
| 3. <u>DELEGATION</u> | |
| a) Burnaby Community Services
Re: In-kind Printing Grant Application #18.22.p
<u>Speaker:</u> Stephen D'Souza, Executive Director | 17
<i>x-ref.</i>
4(a) & 10(a) |
| 4. <u>CORRESPONDENCE</u> | |
| a) Correspondence from Burnaby Community Services
Re: 2018 Community In-kind Printing Grant Application | 18
<i>x-ref. 10(a)</i> |
| b) Memorandum from the Director Parks, Recreation and Cultural Services
Re: Request to Dedicate Delta-Halifax Park in Honour of Freeman James Barrington | 22 |
| 5. <u>REPORTS</u> | |
| a) Report from the Chief Information Officer
Re: City Fibre Network Strategy: Authority to Enter into Third Party Exchange Agreements | 28 |

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| b) | Report from the Director Engineering
Re: 2018 June Engineering Capital Infrastructure
Gaming Reserve Request | 31 |
| c) | Report from the Director Engineering
Re: Street Use Permits | 33 |
| d) | Report from the Director Engineering
Re: 2018 June Engineering Capital Infrastructure
Bylaw Funding Request | 40 |
| e) | Report from the Director Finance
Re: Establishment of Off-Street Parking Reserve Funds | 43 |
| f) | Report from the Director Finance
Re: 2017 Gas Tax Program | 47 |
| g) | Report from the Director Public Safety & Community Services
Re: Portable Radio Repeaters Capital Funding Request | 50 |

6. **NEW BUSINESS**

7. **INQUIRIES**

8. **CLOSED**

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

9. **NEW APPLICATIONS - FESTIVALS BURNABY**

Neighbourhood Events

- | | | |
|----|--|----|
| a) | #18-N-008 - Pandit Jasraj School of Music Foundation | 52 |
| | <i>Celebration of a Legend on his 88th Birthday:
Pandit Jasraj Live in Concert</i> | |

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

Large Scale Events

- b) **#18-L-006 - CCSA Canadian Community Service Association** 54
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 & 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

10. NEW APPLICATIONS

- a) **#18.22.p - Burnaby Community Services** 56
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
in-kind printing

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

- b) **#18.28. - Volunteer Burnaby** 58
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

c)	#18.29. - Metro Minor Ball Hockey Association <i>2018 Western Challenge Cup</i>	60
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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, British Columbia.

Request:	\$1,000	CPA:	2017 - \$1,000 2016 - No Application 2015 - No Application
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d)	#18.30. - Burnaby Girls Soccer Club - "U17 Blaze" <i>Provincial "B" Cup Tournament</i>	62
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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

11. ADJOURNMENT



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, **2018 May 23** 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. Lou Pelletier, Director Planning & Building
Ms. Shari Wallace, Chief Information Officer
Mr. David Jordan, Arts Services Manager
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:35 p.m.

2. MINUTES

- a) **Minutes of the Financial Management Committee Open meeting held on 2018 April 17**

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 April 17 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) Correspondence from Scouts Canada
Re: Letter of Appreciation (#18.11.)

Correspondence was received from Ms. Viki Fanous, Acting Council Executive Director, Scouts Canada, expressing appreciation to the City for funding support of their Scouting programs.

b) Correspondence from the Union of BC Municipalities
Re: 2018 Asset Management Planning Program – Grant Approval

Correspondence was received from Ms. Danyta Welch, Manager, Local Government Program Services, UBCM, advising that the City's application for a grant for the *Roads & Transportation Asset Management Plan* project has been approved for an amount of \$10,000, and outlining the terms and conditions for payment.

c) Correspondence from the Heights Merchants Association
Re: 2018-2019 BIA Budget

Correspondence was received from Ms. Heidi Dueck, President, HMA Board of Directors, HMA, providing the BIA 2018-2019 Budget and requesting an advance of \$100,000 to facilitate the 2018 Hats Off Day Celebration. (*Note: Council approved an advance of \$100,000 to the HMA on 2018 May 7.*)

d) Memorandum from the Chief Information Officer
Re: Recycling and Reuse of City Desktop Equipment

Correspondence was received from the Chief Information Officer regarding the re-use or re-assignment of end of life City desktop equipment to schools or non-profits organizations in the Lower Mainland.

4. REPORTS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Director Engineering
Re: 2018 May Engineering Capital Infrastructure Bylaw Funding
Request – Infrastructure

The Director Engineering submitted a report seeking funding approval to finance the following capital infrastructure projects: Developer Coordinated Storm; Watermain Replacement & Road Rehab; Beta Pump Station Upgrade; Combined Sewer Separation Program (Gilmore); Integrated Storm Water Management; 10th Avenue PRV & System Upgrade; Metro Vancouver Central Park Main Project #2 Coordination Project; Broadway, Bainbridge to Underhill; Rumble Street Upgrade Project – Phase 1, 2 of 3; Gilmore North – Water; Ecology Centre Fire Suppression; Traffic Signal Uninterrupted Power Supply; Rear Load Refuse Truck Sanitation; 2 – Recycle Trucks Sanitation; and Steel Solid Waste Containers.

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 \$2,499,600, the use of Sanitary Sewer Reserves in the amount of \$792,400 and the use of Water Reserves in the amount of \$714,900 to finance the Engineering capital infrastructure projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Engineering
Re: 2018 Willingdon Linear Park Community Benefit Funding Request
(EMC.3000)

The Director Engineering submitted a report seeking approval to use the Community Benefit Reserves to finance the Willingdon Linear Park project.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of Community Benefit Reserves in the amount of \$515,000 to finance the Willingdon Linear Park project, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: Interim Local Street Upgrade Strategy

The Director Engineering submitted a report seeking approval of the proposed Interim Local Street Upgrade Strategy.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the proposed Interim Local Street Upgrade Strategy, as defined in Section 2.0.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee requested staff revise the examples of critical sidewalk links and priority streets locations listed on page 2, Section 2 of the report.

d) Report from the Director Engineering
Re: Informational Report - Recommendations for Windstorm Preparedness

The Director Engineering submitted a report providing information on the actions taken by the City following the 2015 windstorm.

The Director Engineering recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: Land Assembly and Development Capital Program

The Director Finance submitted a report seeking approval for a Capital Reserve Fund Bylaw in the amount of \$7,000,000 for the Land Assembly and Development Program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$7,000,000 to finance the Land Assembly and Development Program, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5. NEW APPLICATIONS - FESTIVALS BURNABY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications - Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Neighbourhood Events

a) #18-N-001 - Scandinavian Cultural Society
Leif Erikson Day Festival

An application was received from the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2018 September 29 at the Scandinavian Community Centre. This festival celebrates a different Nordic country each year, showcasing its history, current endeavours and the contributions made to Canada by its immigrants. There will be presentations by experts, concerts, workshops, displays, ethnic foods, films and videos, and children's art programs. There will also be workshops and talks on Norse crafts and Norse history or archaeology.

Request: \$2,000

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$2,000 be awarded to the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2018 September 29 at the Scandinavian Community Centre.

CARRIED UNANIMOUSLY

Note: This grant was approved by Council on 2018 February 26.

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

An application was received from the Culture Chats BC Association for the Intercultural Community Arts Festival to be held between 2018 March 01 and 2018 September 30 at Burnaby Neighbourhood House. The Association is planning a free one day event, along with other local partners, to celebrate and showcase multicultural arts and talents. Event activities will include an Immigrant Art Exhibition, language based word games, a Multicultural Dialogue, and Story Creation.

Request: \$2,000

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,000 be awarded to the Culture Chats BC Association for the Intercultural Community Arts Festival to be held between 2018 March 01 and 2018 September 30 at Burnaby Neighbourhood House.

CARRIED UNANIMOUSLY

Note: This grant was approved by Council on 2018 February 26.

c) #18-N-006 - Burnaby North Community Association
North Burnaby Community Fair

An application was received from the Burnaby North Community Association for the North Burnaby Community Fair to be held on 2018 July 21 at 740 Hammaraskjold Drive. This one day family event promotes community involvement in the North Burnaby/Kensington neighbourhood and will feature a barbecue, games, entertainment, and promotion of local businesses and not-for-profits.

Request: \$4,000

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,000 be awarded to the Burnaby North Community Association for the North Burnaby Community Fair to be held on 2018 July 21 in North Burnaby.

CARRIED UNANIMOUSLY

Staff advised that, as this event coincides with the Opening of the Willingdon Linear Park ceremony, the location of the festival was changed to Willingdon Avenue by the Linear Park.

d) #18-N-007 - Chinese Taoism Kuan Kung Association
Tian Jin Festival

An application was received from the Chinese Taoism Kuan Kung Association for the Tian Jin Festival to be held on 2018 May 6-7 at Jian Tin Temple, 3426 Smith Avenue, Burnaby. This free family oriented festival will showcase Chinese arts and culture through stage performances (including performances from other Asian communities), exhibits, family activities and food.

Request: \$3,000

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,000 be awarded to the Chinese Taoism Kuan Kung Association for the Tian Jin Festival to be held on 2018 May 6-7 at Jian Tin Temple, 3426 Smith Avenue, Burnaby.

CARRIED UNANIMOUSLY

Small Scale Events

e) #18-S-010 - The Society of Mexican Talent in BC
Day of the Dead Festival

An application was received from the Society of Mexican Talent in BC for the Day of the Dead Festival to be held on 2018 November 2 at Edmonds Community Centre. This event is a celebration focused on remembering the

dead and supporting their spiritual journey. The origin of the Festival is from ancient indigenous observances for honouring the dead which are celebrated throughout the world. This is a celebration of life including a real “Fiesta” component. It is rich in culture, arts, music and displays representing the real meaning of this tradition to delight the participants in a true learning and cultural experience.

Request: \$12,000

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

THAT this grant application be **DEFERRED** to allow the Society time to secure a venue for the event.

CARRIED UNANIMOUSLY

f) #18-S-011 - Namsadang Cultural Institute
World Traditional Performing Art Festival

An application was received from the Namsadang Cultural Institute for the World Traditional Performing Art Festival to be held on 2018 September 22 at the Michael J. Fox Theatre. Performers from Korea, Japan, China, India and Bangladesh collaborate on this event to promote understanding and communication.

Request: \$6,000

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,000 be awarded to the Namsadang Cultural Institute for the World Traditional Performing Art Festival to be held on 2018 September 22 at the Michael J. Fox Theatre.

CARRIED UNANIMOUSLY

Large Scale Events

- g) **#18-L-006 - CCSA Canadian Community Service Association**
2018 Chinese Cultural Heritage Festival and the 10th Vancouver Water-Splashing Festival

An application was received from the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival & 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 this grant application be **DEFERRED** to allow the Association time to secure a venue for the event.

CARRIED UNANIMOUSLY

6. **NEW APPLICATIONS**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the New Applications be received.

CARRIED UNANIMOUSLY

- a) **#18.18. - Odyssey of the Mind**
World Finals
Buckingham Elementary – Division 2 “Structural Problem”
Buckingham Elementary – Division 2 “Vehicle Problem”
Montecito Elementary – Division 1 “Technical Problem”
Montecito Elementary – Division 1 “Classics Problem”
Parkcrest Elementary – Division 2 “Technical Problem”
St. Michael’s Elementary – Division 1 “Performance Problem”

An application was received from Ms. Holly Lloyd, Head Teacher/Coach, Montecito Elementary School, requesting a grant to assist with travel

expenses for six teams from four Burnaby schools to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

Request:	Unspecified	CPA:	2017 - \$4,000 (\$1,000 per school)
			2016 - \$2,000 (\$1,000 per school)
			2015 - \$2,000 (\$1,000 per school)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$1,000 be awarded to *Division 2 "Structural Problem"* team from *Buckingham Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

THAT a grant in the amount of \$1,000 be awarded to *Division 2 "Vehicle Problem"* team from *Buckingham Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

THAT a grant in the amount of \$1,000 be awarded to *Division 1 "Technical Problem"* team from *Montecito Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

THAT a grant in the amount of \$1,000 be awarded to *Division 1 "Classics Problem"* team from *Montecito Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

THAT a grant in the amount of \$1,000 be awarded to *Division 2 "Technical Problem"* team from *Parkcrest Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

THAT a grant in the amount of \$1,000 be awarded to *Division 1 "Performance Problem"* team from *St. Michael's Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2018 May 23-26 at Iowa State University.

CARRIED UNANIMOUSLY

b) #18.19. - Burnaby Meals on Wheels
Meal Delivery Service

An application was received from Burnaby Meals on Wheels requesting a grant to assist with the cost of providing home delivery service of nutritious hot and/or frozen meals to Burnaby residents who cannot prepare meals for themselves.

Request: \$9,000

CPA: 2017 - \$9,000
2016 - \$9,000
2015 - \$9,000

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$9,000 be awarded to Burnaby Meals on Wheels to assist with the cost of providing home delivery service of nutritious hot and/or frozen meals to Burnaby residents.

CARRIED UNANIMOUSLY

c) **#18.20. - Burnaby Community Services**
Core Programs and Publications

An application was received from Burnaby Community Services requesting a grant to assist with the cost of services and programs provided by the Society for 2018. Programs and services include: the Burnaby Camping Bureau (\$6,000), publications not included in the in-kind printing grant requested separately (\$9,000), Seniors Transportation (\$8,000), and the Burnaby Christmas Bureau (\$5,000).

Request: \$28,000

CPA: 2017 - \$28,000
2016 - \$28,000
2015 - \$28,000

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$28,000 be awarded to Burnaby Community Services to assist with the cost of services and programs provided by the Society for 2018.

CARRIED UNANIMOUSLY

d) **#18.21. - Burnaby Community Services**
Burnaby Recreation Credit Program (2018 and 2017 Supplemental)

An application was received from Burnaby Community Services requesting a grant to assist with the fixed costs (\$17,000) of administering the Burnaby Parks, Recreation and Cultural Services Recreation Credit Program for 2018, as well as a supplemental balance of \$7,296 for 2017. The Recreation Credit Program provides low-income residents with credits that can be used towards Burnaby Parks, Recreation and Cultural Services programs and admissions.

Request: \$24,296

CPA: 2017 - \$17,000
 2017 - \$7,296 Supplemental Grant
 2016 - \$17,000
 2016 - \$7,912 Supplemental Grant
 2015 - \$17,000
 2015 - \$8,720 Supplemental Grant

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$25,000 be awarded to Burnaby Community Services to assist with the fixed costs of administering the Burnaby Parks, Recreation and Cultural Services Recreation Credit Program for 2018, and includes a supplemental balance for 2017.

CARRIED UNANIMOUSLY

e) **#18.22.p - Burnaby Community Services**
Various Publications

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, which were not included under grant request #18.20. 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
in-kind printing

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT this in-kind grant for printing services be **DEFERRED** pending receipt of additional information.

CARRIED UNANIMOUSLY

f) **#18.23. - Cerebral Palsy Association of BC**
Campership Program

An application was received from the Cerebral Palsy Association of BC requesting a grant to support promoting and delivering its Campership Program in Burnaby. The Campership Program provides assistance to enable children, youth and adults living with cerebral palsy to attend accessible summer camp or other vacation in BC. Program benefits include: summertime learning for children, recreational opportunities, increased social integration, and respite for

caregivers. There are approximately 450 individuals with cerebral palsy living in Burnaby.

Request: \$3,000

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this grant application be **DENIED**, as it does not fall within Council's guidelines for awarding grants.

CARRIED UNANIMOUSLY

g) #18.24. - Big Sisters of BC Lower Mainland
Mentoring Programs

An application was received from Big Sisters of BC Lower Mainland requesting a grant in support of mentoring services provided by the organization to girls in Burnaby for 2018.

Request: \$5,000

CPA: 2017 - \$5,000
2016 - \$5,000
2015 - \$4,000

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$5,000 be awarded to Big Sisters of BC Lower Mainland to assist with the cost of delivering mentoring services to girls in Burnaby for 2018.

CARRIED:
OPPOSED: COUNCILLOR
JOHNSTON

h) #18.25.p - Burnaby Arts Council
4th Annual Summer Arts Festival and 3rd Annual Park's Edge Paint Off

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing of signage for the 4th Annual Summer Arts Festival and 3rd Annual Park's Edge Paint Off. The Annual Summer Festival is a one day community event held outside the Deer Lake Gallery on Saturday, 2018 July 7. The event includes an artisan market, outdoor sculpture exhibition, live painting competition, kids' hand-on workshop, and face painting. The Annual Park's Edge Paint Off is a wonderful addition to the Festival which features local artists competing to win. Live entertainment features the Burnaby International Folk

Dancers, fiddlers, pianist, and other emerging young musicians. All proceeds from the events will go towards providing community support, resources and programming services to a diverse membership of individuals and arts groups, as well as improving and promoting the arts in the City of Burnaby.

Request: \$1,500
in-kind printing

CPA: 2018 - \$1,000 in-kind printing
(2018 Arts BC Conference)
2017 - \$1,000 in-kind printing
2016 - \$1,000 in-kind printing
(Deer Lake Craft Festival - Fall)
2015 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT an in-kind grant in the amount of \$1,500 be awarded to the Burnaby Arts Council to assist with the printing of signage for the 4th Annual Summer Arts Festival and 3rd Annual Park's Edge Paint Off.

CARRIED UNANIMOUSLY

i) **#18.26. - Burnaby Neighbourhood House - North House**
Welcoming Place Program

An application was received from the Burnaby Neighbourhood House requesting a grant to support its North House Welcoming Place Program. This program provides a storefront as a hub of information and resources for socially isolated and low income residents. Highlights of the North House's work include: a digital literacy café, seniors' drop-in centre, family drop-in centre, math buddies program in partnership with Big Brothers, and a youth leadership program for 13 to 17 year olds promoting community engagement and volunteerism.

Request: \$25,000

CPA: 2017 - \$20,000
2016 - No Application
2015 - Denied

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this grant application be **DENIED**, as the organization had received a one-time only grant in 2017.

CARRIED UNANIMOUSLY

j) **#18.27. - Crisis Intervention and Suicide Prevention Centre of BC**
Programs and Services

An application was received from the Crisis Intervention and Suicide Prevention Centre of BC requesting a grant to assist with the cost of providing crisis intervention and suicide prevention programs and services to Burnaby residents. Programs and services include: a 24/7 distress line and online distress chat service; mental health and suicide support workshops for youth; and suicide prevention workshops for health care workers, school staff, police, emergency services staff, youth workers, and older adult care providers.

Request: \$4,000

CPA: 2017 - \$5,000
2016 - Denied
2015 - Denied

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$4,000 be awarded to the Crisis Intervention and Suicide Prevention Centre of BC to assist with providing crisis intervention and suicide prevention programs and services to Burnaby residents.

CARRIED UNANIMOUSLY

7. **NEW BUSINESS**

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

8. **INQUIRIES**

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

9. **CLOSED**

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:28 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:29 p.m.

10. 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 6:29 p.m.

Monica Macdonald
Administrative Officer

Councillor Dan Johnston
Chair

From: Stephen D'Souza [mailto:stephen@bbyservices.ca]
Sent: June 6, 2018 11:42 AM
To: MacDonald, Monica
Cc: Manifold, Margaret
Subject: RE: Burnaby Community Services In-kind Grant Application

Hello Monica,

Please see attached a letter outlining what publication costs are included in the \$28,000 (\$9,000) request, verses what are included in the \$7,750 in-kind printing request.

I am also available to appear as a delegation at the June 13th FMC meeting if desired.

Thank you,

Stephen D'Souza,

Executive Director

[Burnaby Community Services](#)

This e-mail message and any attachments are intended for the named addresses only. The content should be treated as confidential. Any view expressed in this message or attachment may be personal and may not represent the view held by Burnaby Community Services.



BURNABY
COMMUNITY
SERVICES

June 6th, 2018

Financial Management Committee
C/O Office of the City Clerk
City of Burnaby
4949 Canada Way
Burnaby, B.C., V5G 1M2

Re: Follow-up on our 2018 Community In-kind Grant Requests

Dear Councillor Dan Johnston and members of the Financial Management Committee,

At an open meeting held on May 23rd, the Financial Management Committee considered a number of grant requests from Burnaby Community Services. Among these was a community in-kind grant request which was deferred due to questions regarding publication costs included in our community grant request.

As a reminder, Burnaby Community Services published and distributed 119,000 guides in 2017. These brochures and cards to ensure that everyone in our community has access to resources and support. Specifically, we published the *Community Resource Guide*, *Ready, Set, Learn Brochure*, *As We Age Seniors Resource Guide*, *Seniors Resource Card*, *Community Outreach Resources Card* and various other brochures. For samples of each of these publications you can visit www.BbyServices.ca/resources.php.

Combined, we have requested \$16,750 towards our publications: \$9,000 within our Community Grant and \$7,750 from the in-kind grant (based on estimates from the City of Burnaby print shop – copies attached).

The Community Grant's allocation to publications are used towards the costs associated with researching and producing our publications:

- The collection and verification of information contained within the publications is a time consuming process. We are dedicated to ensure the information is as accurate at the time of printing, and we frequently have to edit content to ensure we maximize the space available and provide the information that would be the most relevant for the target audience.
- We spend considerable time on the design and layout of the material to ensure publications are easy to read and use when looking for a specific service or exploring what is available.
- Also, we coordinate distribution of the publications to various locations and partners including the Burnaby Schools, Burnaby Parks, Recreation and Culture, Fraser Health and Burnaby Hospital, Ministry offices, fellow non-profits, and faith communities.
- This funding also helps with the printing costs of the *Community Resource Guide* and *As We Age*, both of which are printed in partnership with the Burnaby Now, and *Ready, Set, Learn Brochures* because the format is too large for the press at the City of Burnaby print shop.

Burnaby Community Services
EMPOWERING PEOPLE CHANGING LIVES

2055 Rosser Avenue • Burnaby, BC V5C 0H1 • 604-299-5778 • www.BbyServices.ca



BURNABY
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The Community In-kind Grant request is specifically used to assist with publications we are able to print through the City of Burnaby print shop, specifically the two outreach cards (and the *Community Outreach Resources Card* for those who are homeless or are at-risk of homelessness; and the *VOBS Seniors Resource Card* for seniors requiring immediate intervention, which is available in English, Chinese, Korean, Farsi and Japanese) and various brochures for different programs.

Thank you for your time and reconsideration. If you have any questions or would like to arrange a meeting please contact me at 604-292-3904 or Stephen@BbyServices.ca.

Sincerely,

Stephen D'Souza
Executive Director

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Quote #1120

Print Quote for: Burnaby Community Services
Marney Godkin

PRINTING SPECIFICATIONS

1) Outreach Cards

Quantity: 3000, 4000, 6000

Dimensions: 5.5"x 4.5" full bleed,

Ink: CMYK

Finishing: Trim, score & pack

Artwork: Digital artwork provided as PDF

Proofs:

Stock: *Paper Tyger Cover 7 pt.*

Notes:

- All items will be delivered FOB City Of Burnaby Printshop

Schedule of Pricing

Description	Qty	Amount
1) Outreach Cards	3000, 4000, 6000	\$1290.00,\$1650.00,\$1905.00

City Of Burnaby Print Shop

Date: 2016/08/18

Contact: Yee Law
4949 Canada Way
Burnaby BC V5G 1M2
yee.law@burnaby.ca
T: 604 294 7376



Quote #1138

Print Quote for: Burnaby Community Services
Marney Godkin

PRINTING SPECIFICATIONS

1) Tri-fold Brochures

Quantity: 3000, 5000, 7000

Dimensions: 8.5"x 11" full bleed

Ink: CMYK

Finishing: Trim, fold & pack

Artwork: Digital artwork provided as PDF

Proofs:

Stock: 100 lb coated text

Notes:

- All items will be delivered FOB City Of Burnaby Printshop

Schedule of Pricing

Description	Qty	Amount
1) Tri-fold Brochures	3000, 5000, 10,000	\$650.00,\$800.00,\$1250.00

City Of Burnaby Print Shop

Date: 2017/08/01

Contact: Yee Law
4949 Canada Way
Burnaby BC V5G 1M2
yee.law@burnaby.ca
T: 604 294 7376



Parks, Recreation & Cultural Services
Administration Office

INTER-OFFICE MEMORANDUM

TO:	CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE	DATE: 2018 May 23
FROM:	DIRECTOR PARKS, RECREATION & CULTURAL SERVICES	FILE: 02410-01
SUBJECT: REQUEST TO DEDICATE DELTA-HALIFAX PARK IN HONOUR OF FREEMAN JAMES BARRINGTON		

At a meeting on 2012 May 16, the Parks Recreation and Culture Commission received an item of correspondence (Attachment #1) from Mr. Darcy Olson, requesting the Commission consider dedicating the Delta-Halifax Park in honour of Freeman James Alfred Barrington. The correspondence was originally received by Council and copied to the Director Parks Recreation and Cultural Services. Mr. Olsen appeared as a delegation at the Parks Recreation and Culture Commission meeting on 2018 April 18 requesting an update on the status of the request.

The responsibility for naming parks and park facilities has been assigned by Council to the Financial Management Committee. The background information that provides context and aids in the consideration of this request is therefore now being forwarded to the Financial Management Committee.

The background material on Freeman James Barrington and the subject park site is as follows:

Freeman James Barrington

James Alfred Barrington was awarded the Status of Freeman of the City of Burnaby on 1983 March 07 after 26 years of service to his community. A short biography of James Barrington's life and service contributions is enclosed as Attachment #2. Among the highlights are a 20-year stint with the Mainland Parks Advisory Association, 6 years on the Burnaby Parks and Recreation Commission, and 6 years on the Burnaby Beautification Committee. Mr. Barrington moved to Burnaby in 1956 with his wife and two children and reportedly lived in the Brentwood neighbourhood. James Barrington passed away on 1990 September 09.

Delta-Halifax Park

Delta-Halifax Park is a small 1.49 acre neighbourhood parksite located on the southeast corner of Delta Avenue at Halifax Street (1841 Woodway Place) as illustrated in Attachment #3. The site is a shallow wooded ravine and is traversed by a small watercourse, Still Creek Tributary 4, and a common footpath (created by the public). Although this watercourse is piped for the majority of its run, it is considered a Class B watercourse by the Department of Fisheries and Oceans. Some garden vegetation associated with a former residence on the property remains, most notably a large laurel plant. The park functions primarily as a wooded buffer between the single-family residential neighbourhood and the higher density multi-family residential and highrise complexes to the south.

The park is located within a block of Mr. Darcy Olson's residence on Brentlawn Drive. Mr. Olson advises that James Barrington was a neighbour who also lived on Brentlawn Drive.

The name Delta-Halifax Park is the current name for this park site and it has become a long standing known geographical reference for the community. Within the context of rapid change in the Brentwood area, maintaining local reference points would be an important consideration.

Brentwood Neighbourhood Context

As illustrated in Attachment #4, the Delta-Halifax Park site is located one block north of Springer Park, a developed neighbourhood park of 1.68 acres in size. Other parks serving the Brentwood neighbourhood are Brentwood School Park and Beecher Park. The new Brentwood Town Centre East neighbourhood is located immediately south of Loughheed to either side of Delta Avenue. A new school park is planned for this neighbourhood but the site has yet to be acquired. A second park for this new neighbourhood has recently been landscaped and transferred to City ownership by Ledingham McCallister. The park is known as Dawson-Delta Park and is 3.19 acres in size.



Dave Ellenwood
 Director, Parks and Recreation and Cultural services

HE:ats:tc
Attachments (4)

p:\admin\c\he\Delta-Halifax Park Renaming Request Memo 2018.doc

Letter to the Mayor and Council of the City of Burnaby

darcy olson [darcyontheroad@hotmail.com]

Sent: Thursday, April 05, 2012 3:02 PM

To: Clerks

CLERK'S FILE: 79000-01

Attachment #1

~~CLOSED
PURPLE PACKAGE~~

Dear Mayor and Councillors of the Great City of Burnaby.
April 5, 2012

Dear Sirs. This letter is written to the Mayor and Councillors to encourage their support in dedication of a park in honour of James Barrington, Freeman of Burnaby, for his contributions to the City of Burnaby during his residency in Burnaby, notably Brentwood Park subdivision.

Jim was a resident of the Brentwood Park community from its inception until his death and contributed greatly to his City and community. At the southeast corner of Halifax Street and Delta there is a large piece of city property that if cleaned up would make a suitable park for the ever expanding area of Brentwood. This would be a twofold gainful enterprise as it would honour the memory and contributions of Jim Barrington and should bear his name 'James Barrington Park', and it would clean up an otherwise overgrown tangle of bushes.

I await your thoughts on this proposal.

Sincerely, Darcy Olson
4787 Brentlawn Drive
Burnaby BC, V5C 3V4
604 291 0820

NOTE: In the first email dated April 5, 2012, Darcy Olson, referred to the "southwest corner of Halifax Street and Delta," in the second email a correction was made noting that "the city owned property is the southeast corner of Halifax Street and Delta."

**COPY: CITY MANAGER
DIR. PLNG & BLDG
DIR. PARKS
PARKS, REC,
CULTRL, SRVCS.
COMM.**

RECEIVED
Parks, Recreation & Cultural Services

APR 12 2012

Refer To	Initials
<u>MAC</u>	

James Alfred Barrington

Awarded Status of Freeman: March 7, 1983 (Presentation Made March 25, 1983)

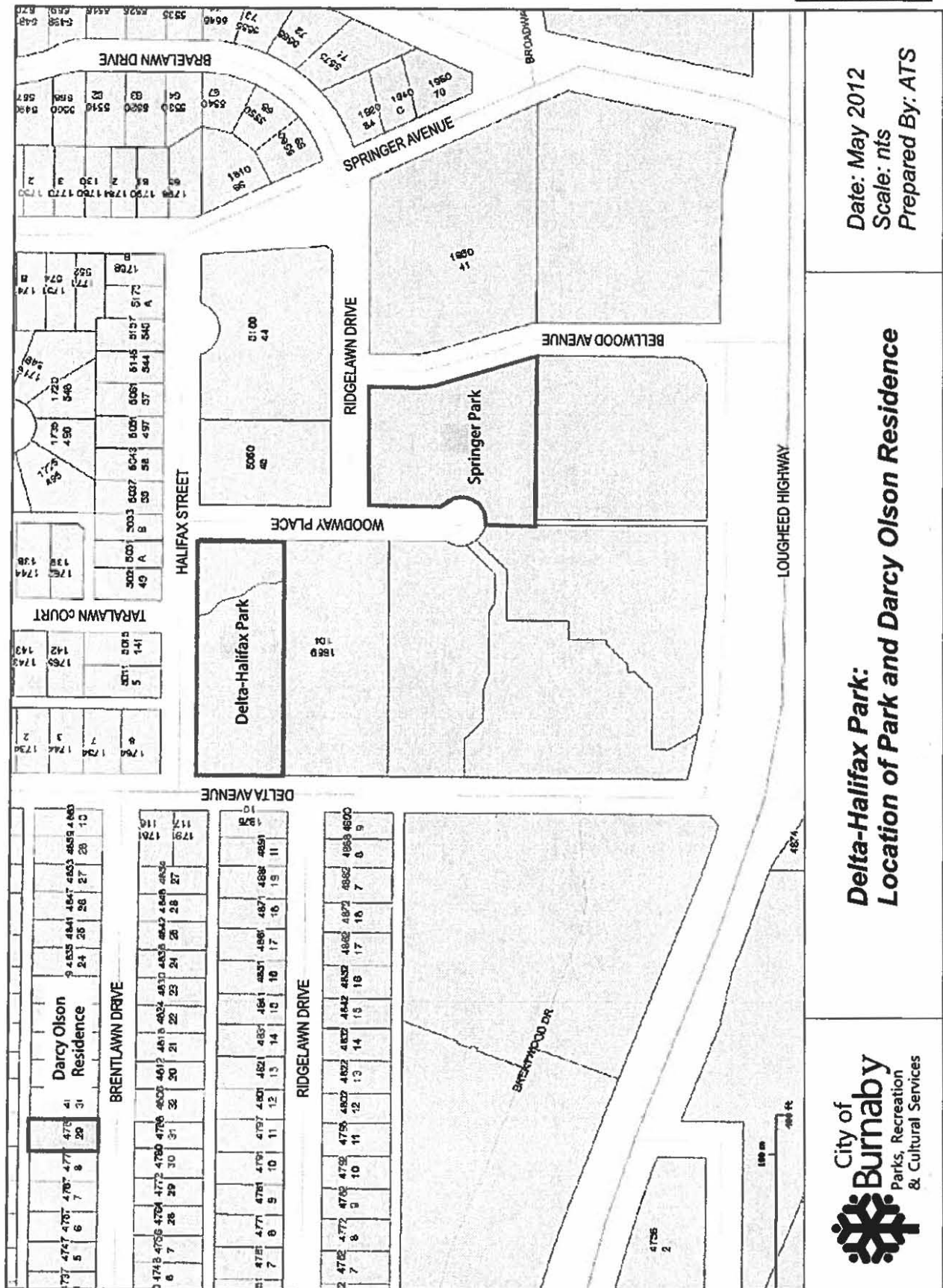


James Alfred Barrington claimed that his philosophy for life was “if you can’t have any fun at it, don’t do it.” Fortunately for the people of Burnaby, James always seemed to find a way to have fun while helping others in the community and when then Mayor Bill Lewarne announced that James would be made a Freeman of Burnaby in 1983, it seemed an appropriate honour for a man whose years of service contributed to the welfare, happiness and progress of the municipality.

James and his wife Yvonne moved to Burnaby in 1956 with their two children, Sandra and Brian. Almost immediately, James involved himself in community groups and organizations and so began a career of 26 years of service to Burnaby. A complete list of all James’ contributions would be difficult to compile due to the sheer number of groups and organizations with which he was affiliated, but among the highlights are a 20-year stint with the Mainland Parks Advisory Association, 6 years on the Burnaby Parks Commission, 6 years on the Burnaby Beautification Committee, as well as memberships and chairmanships on such boards as the Burnaby-Vancouver Central Park Committee, the Family Court Committee, the Burnaby Centennial ’71 Committee, the Burnaby Public Library Board, the Burnaby General Hospital Board, the New Vista Society and the Burnaby-New Westminster Canada Summer Games Committee – to name but a few.

Alongside all his public service, James also found pride in his 40-year career in retail advertising, working for the same newspaper. Even after retiring, he continued to contribute to building a better community. When he was told that he would be bestowed the title of “Freeman of Burnaby,” James informed the Mayor that he would accept the honour only on the basis that it represented all the hundreds of people over the years who had served on boards and community groups, who had worked to make the city a better place to live. It was this attitude which exemplified the character of James Alfred Barrington and which made him stand out as worthy of the honour of being named “Freeman of Burnaby.”

James Alfred Barrington died on September 9, 1990.





Date: May 2012
Scale: nts
Prepared By: ATS

*Brentwood Town Centre East:
Freeman James Barrington's home neighbourhood*





Meeting 2018 June 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 May 31

FROM: CHIEF INFORMATION OFFICER

FILE: 1920-30
Reference Digital Communications Systems

SUBJECT: CITY FIBRE NETWORK STRATEGY: AUTHORITY TO ENTER INTO
THIRD PARTY EXCHANGE AGREEMENTS

PURPOSE: To seek 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.

RECOMMENDATIONS:

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.

REPORT**1.0 INTRODUCTION**

In October 2017, Council approved in principle the strategic direction for the City's long term fibre communications network through three implementation approaches:

- co-build with existing capital works programs – include fibre communications conduit in upcoming Engineering and Parks capital works projects that traverse City facilities;
- leverage existing City planning procedures and processes – for major new developments, request that City network communications requirements be included in the planning process; and
- develop partnerships with 3rd parties – as opportunities arise, form partnerships with 3rd parties to build new fibre conduit, swap excess capacity (conduit, fibre cabling or both) and co-build new fibre communications conduit.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: City Fibre Network Strategy: Authority to Enter into
 Third Party Exchange Agreements
 2018 May 31 Page 2

The City's fibre network will be constructed over a period of roughly 10 to 15 years, in as cost effective manner as possible, using these approaches. Although in the early stages, good progress has been made. City departments with civic works projects now incorporate fibre network requirements as part of their capital planning process. Staff have been in discussion with a number of third party utilities and telecommunications providers (e.g., Rogers Communications Inc., Shaw Communications Inc., Novus Communications Inc., Zayo Communications Inc. and Urban Networks Inc.) about working together to leverage projects that involve building conduit or fibre capability across Burnaby. The projects would allow for construction of the fibre network as quickly as possible while reducing construction costs and minimizing disruption to Burnaby residents and businesses (the 'dig once' concept). The purpose of this report is to seek authority for staff to negotiate and enter into these third party agreements, in order to implement the third approach in the City's Fibre Network Strategy.

2.0 AGREEMENTS WITH THIRD PARTIES

Mutually beneficial agreements with third parties would involve a range of opportunities including:

- A third party providing new fibre optic cabling to the City in exchange for access to existing City conduit
- Joint construction of fibre conduit
- Access to fibre conduit negotiated as part of a larger City initiative (e.g., with a developer or utility).

These agreements would be similar to those the City already has in place under municipal access agreements relating to telecommunications and utility companies' use of City road allowances, or are negotiated with developers for shared facilities (recent examples include the Brentwood area tower developments – Solo and Shape – and the Audi dealership at 2020 Lougheed Highway). The detailed terms and conditions of these agreements will differ based on the specific arrangement involved. In general, the agreements will address the following matters:

- Construction obligations and ownership of assets;
- Repair and maintenance responsibilities;
- Use of City and/or third party infrastructure;
- Approval requirements and conditions of the works;
- Relocation of equipment and responsibilities for relocation costs;
- Abandonment and removal/restoration requirements;
- Taxes and utilities, if applicable;
- Insurance and indemnity requirements; and
- Other matters specific to the arrangement.

In order to provide certainty to the City and third parties, the agreements are proposed to be for initial terms of up to 10 years, with 5-year renewal options and reasonable termination rights.

To: Chair and Members Financial Management Committee
 From: Chief Information Officer
 Re: City Fibre Network Strategy: Authority to Enter into
 Third Party Exchange Agreements
 2018 May 31 Page 3

Typically, neither the City nor the third party will be required to pay a fee to use each other's infrastructure. Cost sharing options will be explored as part of each proposed installation to ensure there is mutual benefit to the City and the third party. Where the infrastructure involves installations in City road allowances, the agreements will include requirements for the third party to pay plan approval and inspection fees as well as pavement degradation costs, similar to municipal access agreements for telecommunications and utilities companies.

Each legal agreement will be reviewed by the City's Legal and Risk Management departments, as well as impacted departments (e.g. Engineering, Parks, Planning), so that all City concerns are appropriately addressed. The City's Information Technology department will manage the agreements and ongoing relationships with the third parties once the agreements are executed and the infrastructure are installed.

3.0 RECOMMENDATIONS

Developing partnerships with third parties was approved by Council as one approach for implementing the City's long term Fibre Network Strategy. In order to implement this approach, it is recommended that the Financial Management Committee recommend Council authorize staff to negotiate and enter into third party agreements in support of the City's Fibre Network Strategy.



Shari Wallace
 CHIEF INFORMATION OFFICER

SJW:sjw

Copied to: City Manager
 Director Corporate Services
 Director Engineering
 Director Finance
 Director Parks, Recreation and Cultural Services
 Director Planning & Building
 Director Public Safety and Community Services
 City Solicitor



Meeting 2018 June 13

COMMITTEE REPORT

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

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

SUBJECT: 2018 JUNE ENGINEERING CAPITAL INFRASTRUCTURE GAMING RESERVE REQUEST

PURPOSE: To request the use of Gaming Reserves to complete the funding of the temporary Works Yard at Ledger Avenue.

RECOMMENDATION:

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.

REPORT**INTRODUCTION**

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

POLICY SECTION

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

- A Safe Community – this project provides a high level of safety in City buildings and facilities for the public and City staff.
- 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 Services and Assets.

1.1 City Buildings - Temporary Works Yards*estimated \$1,000,000*

This project is to temporarily locate Engineering Operations office staff and muster stations from Laurel Works Yard to properties on Ledger Avenue. This re-location will facilitate construction of the new Works Yard for approximately four years allowing the building contractor to operate efficiently with less delays. The scope of work includes rezoning and consolidation of five lots on Ledger with one on Norland, preparation of these lots to accommodate operations vehicles and equipment with paved surfaces, fencing, and lot servicing, and purchase/installation of portable office trailers.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 June Engineering Capital Infrastructure Gaming Reserve
 Request
 2018 May 29..... Page 2

Upon completion of the new Laurel Works Yard, there is the option of a sell-back of the portable office trailers to the vendor for a 20% recovery.

In December 2017 an initial amount of \$2,100,000 was raised to fund the design of the temporary works yard and purchase of the portable trailers. The approved budget for this project in the 2018 Annual Plan is \$3,100,000. The construction contract for the development of the Temporary Works Yard has been tendered and award of the contract is targeted for mid-June. Funding is being raised in anticipation of the contract award.

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

RECOMMENDATION

It is recommended that the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$1,000,000 to finance the Engineering capital infrastructure project as outlined in this report.



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

FV/ac

Copied to: City Manager
 Director Finance
 Deputy Director, Engineering
 Project Manager, M. Jorgensen



Meeting 2018 June 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 June 04

FROM: DIRECTOR ENGINEERING **FILE:** 48000 15

SUBJECT: STREET USE PERMITS

PURPOSE: To establish and update street use permits and associated fees and penalties for third party work or activities on City streets.

RECOMMENDATIONS:

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.

REPORT**1.0 INTRODUCTION**

Over the years, the City's Engineering Department have administratively managed third party works and activities on City streets in order to help coordinate the activities to reduce conflicts, minimize public inconvenience and maintain public safety. The third party works and activities are usually related to required utility and road construction from adjacent land developments. Staff is proposing to formalize the current administrative processes through an amendment to Section 24 of the Street and Traffic Bylaw to authorize the Director Engineering to establish procedures, standards and requirements for various street use permits and impose associated fees that will be set-out in a schedule to the bylaw. The various existing street use permissions administered by the Engineering Department fall into three main categories: Lane Closure Requests, Encroachment Application and Permit Agreements, and Hoarding and Shoring Agreements. These are described in Sections 2.0, 3.0 and 4.0 of this report along with proposed amendments to current procedures to be incorporated after the proposed amendments to the Street and Traffic Bylaw.

Section 49 of the Street and Traffic Bylaw also stipulates the permit fees to allow oversized commercial vehicles to use City streets. An increase to these existing fees is proposed, as set out in Section 5.0 of this report.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: Street Use Permits
 2018 June 04 Page 2

2.0 LANE CLOSURE REQUESTS (TRAFFIC CONTROL PERMIT)

Currently, Lane Closure Requests are submitted to the City's Engineering Department when work by third parties causes a temporary restriction or prohibition along the street right-of-way. Requests are reviewed to maintain safety, minimize disruptions to road users including pedestrians and cyclists, and coordinate any conflicts. For more extensive roadway disruptions, a detailed traffic management plan may be required that includes public notification and a traffic incident management plan. Staff reviews require a minimum of five working days, and additional time is recommended if support services from the City or other agencies are required to facilitate any detours. Approved requests require liability insurance and are limited to the duration of the roadway disruption. They do not authorize any particular work within the road right-of-way that may be subject to other permits as described later in this report.

There is currently no fee for reviewing and authorizing Lane Closure Requests. Due to the high number of requests per year (over 1,000), an application fee is needed to help offset staff costs and ensure that requests are processed in a timely manner without impacting other traffic services provided. An application fee would also help to ensure that all applications are complete and not speculative. A fee of \$100 is recommended to cover administrative costs. To better reflect the potential impact on the street including closure of sidewalks and boulevards, Lane Closure Requests is proposed to be renamed to Traffic Control Permit. The permit would be valid for up to one week and extensions may be considered at a cost of \$50 per additional week. The additional weekly fee would help offset the staff monitoring and inspection costs, encourage expedient completion of the work, and minimize prolonged disruptions to the public. The majority (80%) of lane closure requests are for a period of a month or less. The recommended Traffic Control Permit fees are outlined in Appendix A.

3.0 ENCROACHMENT APPLICATION AND PERMIT AGREEMENTS (MINOR AND STANDARD STREET WORK PERMIT)

Currently, the City requires a third party to enter into an Encroachment Application and Permit Agreement (EAPA) before allowing the third party to complete work within the street right-of-way. The purpose of the EAPA is to ensure that all proposed work conforms to City standards and specifications, does not conflict with existing utilities, is consistent with future plans, and is completed in a safe and timely manner without degrading existing infrastructure. It covers a variety of work from small test pits to more intrusive installation of underground utilities. Applicants must submit scaled plans or engineering design drawings for review and approval by staff. Prior to proceeding with any proposed work, liability insurance must be provided and traffic control plans must be approved if required. The process time is a minimum of 10 working days and potentially longer depending upon the complexity and scope of the project. The agreement term varies from about 1 week to a maximum of 1 year depending upon the work, and requests for extensions can be considered.

Due to the variety of work encompassed in the current EAPA application and the level of staff effort required to process the application, it is proposed that the EAPA be renamed and split into two separate permits: a) Minor Work Permit and b) Standard Street Work Permit. The Minor Work Permit would apply to work that has minimal impact to the existing street infrastructure such as test pits, monitoring wells, boreholes or vacuum-hole installations and are generally reviewed by Environmental Services.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: Street Use Permits
 2018 June 04 Page 3

The Standard Street Work permit would apply to work that involves street excavations such as undergrounding hydro utilities or installing gas mains, and road works such as sidewalk and asphalt trench repairs.

Fees associated with Minor Work Permits are proposed to remain largely the same as current EAPA fees to cover administration and inspection costs. The application fee and annual renewal fee will remain at \$300 each. However, the initial application and permit for action construction work is valid for 1 month, and a new extension fee of \$150 will apply for extensions beyond one month to cover additional inspection costs. After active construction, bore holes or monitoring wells may be left on City lands subject to an annual renewal fee. All encroachments must be removed from City lands upon completion of the monitoring work.. Extensions beyond 5 years will be reviewed on a case by case basis and, if approved, will be subject to additional fees (\$500 per year per hole or monitoring well) as is the current practice. The fees have been helpful in encouraging the removal of test holes and monitoring wells that are no longer required.

Fees associated with Standard Street Work Permits are proposed to be increased from current EAPA fees to more accurately reflect administration and inspection costs based on the scale of the project. The application fee will be increased from \$300 to \$600 for small projects impacting less than 50 metres of the length of a street. For larger projects impacting more than 50 metres of a street, an additional fee of \$14/m over 50 metres would be applied. For work impacting an existing paved street, the existing pavement degradation fee will also continue to be applied (based on the age of the pavement and the area impacted) in recognition of the overall reduced life of the pavement due to the disturbance. This fee ranges from \$10 to \$50 per square or lineal meter of pavement, whichever is greater. If restoration of damaged street infrastructure is required by City crews, additional fees would be assessed based on the estimated City cost of providing the civil works.

For both types of permits, bonding will be retained for the proposed work similar to the current EAPA process. The value of the bond is based on the potential risk to the City for incomplete work or damage to adjacent infrastructure. If there is no work outstanding upon completion of the project, the bond is returned to the applicant. On the other hand, the bond will be used by the City if necessary to complete any outstanding work, and any remaining value would then be returned to the applicant. The recommended fees for the Minor Work Permit and Standard Street Work Permit are outlined in Appendix A.

It should be noted the Standard Street Work Permits would not be applied to off-site development related street work because the City costs associated with those works are already covered through Development Servicing Agreements. Also, the fees for both types of permits would not be applied to street work associated with the City's capital or operating budgets because the cost of administration and inspection of those works are already covered within those budgets.

4.0 HOARDING AND SHORING AGREEMENTS (DEVELOPMENT WORKS ENCROACHMENT PERMIT)

Currently, a Hoarding Agreement is required for developments on private property to ensure that the construction site is safely enclosed and public access is restricted. It also ensures that any adjacent sidewalk or roadway access is safely maintained. Hoarding can come in different forms such as construction fencing, covered scaffolding, or structural walkways.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: Street Use Permits
 2018 June 04 Page 4

A Shoring Agreement is required for developments on private property whenever there is a need to take preventative measures to protect adjacent City property from failures. This typically occurs due to deep excavations near the property line where soil anchors, shotcrete walls and excavation slopes may be placed on City property for stabilization.

The Hoarding and Shoring Agreements are proposed to be renamed to Development Works Encroachment Permit for greater clarity and to more broadly apply to similar related work. The application fee related to both Hoarding and Shoring is proposed to remain at \$1,000 each. The fee reflects the administration costs especially with respect to ongoing inspections of large hoarding and shoring structures that are in place for long periods of time. The Development Works Encroachment Permit is generally limited to the duration of the development project, and extensions can be considered with a proposed new fee of \$500. A new fee of \$2,000 is also proposed for each anchor rod left in place on City property to reflect City costs for removal in the future when required. Hoarding and shoring plans require a minimum of 10 working days to review and potentially longer depending upon the complexity and scope of the work. Approved plans must be bonded and include liability insurance to protect the City.

The recommended Development Works Encroachment Permit fees are outlined in Appendix A.

5.0 OVERSIZED COMMERCIAL VEHICLE PERMIT FEE

Section 49 of the Street and Traffic Bylaw stipulates the permit fees to allow oversized commercial vehicles to use City streets. The fee helps to cover administration cost to review and ensure a safe route is selected for use by the oversized vehicle. The existing permit fee is \$5.00 for each single trip or duplicate permit, and \$35.00 per vehicle for an annual permit. The fees need to be updated to better reflect the actual costs of administering the permit. It is recommended that the fee be increased to \$30.00 for each single trip or duplicate permit, and the yearly permit be increased to \$210.00. The recommended Oversized Commercial Vehicle Permit fees are outlined in Appendix A.

6.0 BYLAW AMENDMENTS

Amendments to Sections 24 (1) and (2) of the Burnaby Street and Traffic Bylaw 1961 are recommended in order to allow the Engineering Department to, by bylaw, manage the various third party street use works and activities described in this report. The recommendation is for Council to authorize the Director Engineering to grant permissions and establish terms and conditions for third party works and activities on City streets, including establishing procedures, standards and requirements in respect to Traffic Control Permits, Minor Work Permits, Standard Street Work Permits and Development Works Encroachment Permits. The proposed fees for these permits are set out in Appendix A and will be included as a schedule to the Street and Traffic Bylaw. Also, an amendment to Section 49 of the Street and Traffic Bylaw is required in order to increase the fees for oversized commercial vehicle permits, as described in the above section of this report.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: Street Use Permits
 2018 June 04 Page 5

In addition, an amendment to the Burnaby Bylaw Notice Enforcement Bylaw 2009 is also recommended in order to define penalties for street uses undertaken without a permit or in contravention of a permit. The recommended fines are summarized below:

Traffic Control Permit	\$500
Minor and Standard Street Work Permits	\$500
Development Works Encroachment Permit	\$500
Oversized Commercial Vehicle Permit	\$500

7.0 CONCLUSION

The Engineering Department currently manages a variety of third party works and activities on City streets. To formalize these processes and impose associated bylaw fees and penalties, amendments to the Street and Traffic Bylaw and Bylaw Notice Enforcement Bylaw are recommended, as outlined in this report.



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

DL/ac

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

APPENDIX A – PROPOSED PERMITS AND ASSOCIATED FEES AND FINES

Traffic Control Permit Fees:

- Application Fee (1 week duration) \$100
- For each Additional Week \$ 50
- Fine \$500

Minor Work Permit Fees:

- Application Fee (1 month duration) \$300
- Extension Fee (per month) \$150
- Annual Renewal Fee (up to 5 years) \$300
- Annual Renewal Fee (5+ years) \$300 plus \$500/monitoring well or test hole
- Bonding Per agreed to value of potentially impacted City infrastructure
- Fine \$500

Standard Street Work Permit Fees:

- Application Fee \$600 + \$14/m >50 metres
- Pavement Degradation Fee

Age of Street Pavement* (years)	Fee per Excavation Size (Square or Lineal metre, whichever is greater)
0 – 5	\$50
6 – 10	\$40
11 – 15	\$30
16 – 20	\$20
21 or more	\$10

*As determined by Director Engineering

- City Services or Civil Works As per current Engineering Operations Unit Rates
- Bonding Per agreed to value of potentially impacted City infrastructure
- Fine \$500

Development Works Encroachment Permit Fees:

- Hoarding or Shoring Application Fee \$1,000 each
- Renewal Fee \$ 500
- Anchor Rod Retention Fee \$2,000 each
- City Services or Civil Works As per current Engineering Operations Unit Rates

- Bonding
 - Anchor Rod \$2,000 each
 - Hoarding \$10,000 base
 - Construction Fencing + \$ 60/m
 - Covered Scaffolding + \$100/m
 - Structural Walkway + \$300/m
 - Shoring (Shotcrete) \$325 to \$1800/m depending on road right-of-way conditions
 - Excavation \$150/cubic metre
 - Other Per agreed to value of potentially impacted City infrastructure
- Fine \$ 500

Oversized Commercial Vehicle Permit Fees:

- Single Trip Permit Fee \$ 30
- Yearly Permit Fee \$210
- Duplicate Permit Fee \$ 30



Meeting 2018 June 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2018 June 04

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

SUBJECT: 2018 JUNE ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING REQUEST

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

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,775,000 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.

REPORT**INTRODUCTION**

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

1.0 INFRASTRUCTURE**POLICY SECTION**

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

- A Dynamic Community – Build and maintain infrastructure that meeting the needs of our growing community.
- A Thriving Organization – Protect the integrity and security of City Services and Assets.
- A Safe Community – projects will make City streets, pathways, trails, and sidewalks safer.

To: Chair and Members Financial Management Committee
 From: Director Engineering
 Re: 2018 JUNE ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
 REQUEST
 2018 June 04..... Page 2

1.1 Pressure Reducing Valve (PRV) Station Replacement EJA.3149 estimated \$100,000

Investigate, design and construct a replacement for the existing Price PRV, as part of the City's ongoing infrastructure renewal program, this includes managing capital expenditure for City forces based upgrades to other PRV's, as required.

Funding was requested in February for \$50,000 in each of 2018 and 2019 for the estimated amount needed. Further analysis has determined that an additional \$100,000 is required to fully fund the contract for design, contract administration and project management. With this additional funding, a total of \$150,000 of the 2019 portion of the 2018 – 2022 Annual Financial Plan will be in place prior to awarding the respective contract. Expenditures are anticipated to be in 2019. The balance of the 2019 Annual Capital Plan will cover construction costs and funding approval will be requested at a later date.

Annual Capital Plan is as follows:

Project Mask	Type	2018	2019	Total
EJA.3149	Water	50,000	750,000	800,000

1.2 Development Coordinated Works estimated \$2,925,000

This project involves development coordinated works related to drainage, sewer and roads. If adjacent development sites are completing similar off-site works, and provide good-value quotes to complete additional necessary rehabilitation, then these funds are utilized to complete these 'developer-coordinated' works. These Developer Coordinated Works then reduce long-term neighbourhood disruption and improve City infrastructure condition and performance.

The main work to be completed under this project are the upgrade of the Fraser River Dyke at the foot of Wiggins Street and the storm sewer extensions for new properties without piped storm sewers.

Funding for this 2019 project is identified in the 2018 – 2022 Annual Financial Plan. Further analysis has determined that 2019 works associated with 2018 contracts should be fully funded in order to award the contract for design, contract administration and project management. A total of \$2,925,000 in the 2019 portion of the 2018 – 2022 Annual Financial Plan is being requested in order to have the funding in place prior to awarding the respective contracts. Expenditures are anticipated to be in 2019.

Annual Capital Plan is as follows:

Project Mask	Type	2018	2019	Total
ELA.3139	Storm Drainage	0	2,025,000	2,025,000
EMC.3139	Roads	0	750,000	750,000
EKA.3139	Sanitary Sewer	0	150,000	150,000
Total		0	2,925,000	2,925,000

To: Chair and Members Financial Management Committee
From: Director Engineering
Re: 2018 JUNE ENGINEERING CAPITAL INFRASTRUCTURE BYLAW FUNDING
REQUEST
2018 June 04..... Page 3

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

RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,775,000, and the use of Sanitary Sewer Reserves in the amount of \$150,000, and Water Works Reserves in the amount of \$100,000 to finance the Engineering capital infrastructure projects as outlined in this report.



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

FV/ac

Copied to: City Manager
Director Finance
City Solicitor
Deputy Director, Engineering
Project Managers, M. Phang & L. Huang



Meeting 2018 Jun 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 June 06

FROM: DIRECTOR FINANCE

FILE: 7300-01

SUBJECT: ESTABLISHMENT OF OFF-STREET PARKING RESERVE FUNDS

PURPOSE: To establish Statutory Off-Street Parking Reserve Funds for the Metrotown, Edmonds, Lougheed and Brentwood Town Centres and the Hastings Off-Street Parking Program.

RECOMMENDATION:

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.

REPORT

The Finance Department has recently undertaken a review of the City's Reserves and Reserve Funds. During this review it was determined that the existing Metrotown and Hastings Off-Street Parking reserves were setup as "reserves". As required under Section 525 of the Local Government Act and Section 188 of the Community Charter, a statutory "reserve fund" is required to be established through bylaw for money collected in lieu of developments providing off-street parking on private land.

On a related note, on 2018 April 09 Council authorized the preparation of a bylaw amending Section 800.4 of the Burnaby Zoning Bylaw as recommended by the Planning and Development Committee in their report of 2018 March 22. This amendment expands the Metrotown payment-in-lieu of parking program to include all commercial developments within the Metrotown Downtown Plan area and further expands the program to include the Edmonds, Lougheed and Brentwood Town Centre areas. The amendment allows owners of commercial development to elect to pay \$10,000 for each required parking space not provided. The Zoning Bylaw amendment was advanced to Public Hearing on 2018 April 24 and was adopted by Council on 2018 May 14.

To: Financial Management Committee
 From: Director Finance
 Subject: ESTABLISHMENT OF OFF-STREET PARKING RESERVE FUNDS
 2018 June 13..... Page 2

Given the expansion of the payment-in-lieu parking program, it is appropriate for the City to establish statutory off-street parking reserve funds for the Edmonds, Lougheed and Brentwood Town Centres to accommodate the expanded payment-in-lieu of parking program.

The purpose of this report is to establish the existing Metrotown Off-Street Parking Reserve and the Hastings Off-Street Parking Reserve as statutory “reserve funds” and to establish additional off-street parking statutory reserve funds for the Edmonds, Lougheed and Brentwood Town Centres, through bylaw, as required under Section 525 of the Local Government Act.

1.0 POLICY SECTION

The establishment of separate statutory reserve funds for off street parking align with the City of Burnaby’s Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

- **A Safe Community**
 - Transportation safety
- **A Dynamic Community**
 - Community development
- **A Thriving Organization**
 - Reliable services, technology and information

2.0 APPLICABLE LEGISLATION

Under Section 525 [Off-Street Parking and Loading Space Requirements] of the Local Government Act, a local government may, as an alternative to complying with a requirement to provide off-street parking spaces, permit at the option of the owner or occupier of the land or the building or other structure, the payment to the municipality of an amount of money specified in a bylaw. Under Section 525 (7), if money is received by a municipality for off-street parking it must be placed to the credit of a “reserve fund”.

Under Section 188 [Establishment of Reserve Funds] of the Community Charter a council may, by bylaw, establish a “reserve fund” for a specified purpose and direct that money be placed to the credit of the reserve fund. Under Section 189 [Use of Money in Reserve Funds] of the Community Charter, the money in a “reserve fund” and interest earned on it must be used only for the purpose for which the fund was established.

3.0 HASTINGS OFF-STREET PARKING PROGRAM

In 1991 June, Council adopted the Hastings Street Area Plan which included increased parking and street improvements in conjunction with a Downtown Revitalization Program. The concept

To: Financial Management Committee
 From: Director Finance
 Subject: ESTABLISHMENT OF OFF-STREET PARKING RESERVE FUNDS

2018 June 13..... Page 3

of a municipally administered Hastings Street parking reserve for the Hastings Street Area Plan was approved by Council through adoption of the Plan.

Subsequent to adoption of the Hastings Street Area Plan, the Hastings Street Parking Reserve was created to assist the City in the development of small parking lots in the Hastings Street Area Plan and the redevelopment of the standard small commercial lot. The Hastings Off-Street Parking Reserve is currently credited with interest earnings on the reserve balance.

It is recommended that Council formally establish a Hastings Street Off-Street Parking Reserve Fund, through bylaw, as per Section 525(7)(a)(i) of the Local Government Act and Section 188 of the Community Charter. The money in this reserve fund and interest earned on it will be used for the purpose of providing new and existing off-street parking spaces to serve commercial uses in the Hastings Street Area Plan.

4.0 METROTOWN CENTRE OFF-STREET PARKING

On 1982 February 15, Council approved a recommendation which proposed that Comprehensive Development rezoning for major office developments within Metrotown (with ancillary retail) be permitted a reduction in the parking ratio of up to 20% from the standard requirement, provided that a payment-in-lieu parking be deposited to a Metrotown Off-Street Parking reserve for each parking space reduced from the required standard requirement.

The purpose of establishing the Metrotown Off-Street Parking Reserve was to assist the City in acquiring and developing public parking facilities within the Metrotown area. In 1987, the Metrotown Off-Street Parking Reserve was established through Council resolution. The Metrotown Parking Reserve is currently credited with interest earnings on the reserve balance.

It is recommended that Council formally establish a Metrotown Off-Street Parking Reserve Fund, through bylaw, as per Section 525(7)(a)(i) of the Local Government Act and Section 188 of the Community Charter. The money in this reserve fund and interest earned on it will be used for the purpose of providing new and existing off-street parking spaces to serve commercial uses in the Metrotown Centre Area Plan.

5.0 OFF-STREET PARKING WITHIN THE EDMONDS, LOUGHEED AND BRENTWOOD TOWN CENTRES

On 2018 April 09 Council authorized the preparation of a bylaw amending Section 800.4 of the Burnaby Zoning Bylaw as recommended by the Planning and Development Committee in their report of 2018 March 22. This amendment expands the payment-in-lieu of parking program to include all commercial developments within the Metrotown Downtown Plan area and further expands the program to include the Edmonds, Lougheed and Brentwood Town Centre areas. The amendment allows owners of commercial development to elect to pay \$10,000 for each

To: Financial Management Committee
 From: Director Finance
 Subject: ESTABLISHMENT OF OFF-STREET PARKING RESERVE FUNDS

2018 June 13..... Page 4

required parking space not provided. The Zoning Bylaw amendment was advanced to Public Hearing on 2018 April 24 and was adopted by Council on 2018 May 14.

It is recommended that Council establish, by bylaw, separate statutory reserve funds for the Edmonds Town Centre, Lougheed Town Centre and Brentwood Town Centre to accommodate the payment-in-lieu of parking program as per Section 525(7)(i) of the Local Government Act and Section 188 of the Community Charter. The money in these reserve funds and interest earned will be used for the purpose of providing new and existing off-street parking spaces to serve commercial uses in each of the designated Town Centre Area Plans.

6.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to establish separate statutory reserves 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.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:DS /ml

Copied to: City Manager
 City Solicitor
 Director Planning and Building



Meeting 2018 Jun 13

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 June 06

FROM: DIRECTOR FINANCE

FILE: 7300-20

SUBJECT: 2017 GAS TAX PROGRAM

PURPOSE: To inform Council on the 2017 Gas Tax funding received and utilized by the City.

RECOMMENDATION:

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

REPORT

An administrative agreement on the Federal Gas Tax Fund in British Columbia was signed between Canada, British Columbia and UBCM effective 2014 April 01 for a ten-year period. The program aims to achieve three national objectives: productivity and economic growth; a clean environment; and strong cities and communities, and provides for flexible, long term funding for municipal infrastructure.

The Gas Tax Fund has been made available for the benefit of all municipalities across the country. The Community Works Fund (CWF) portion of the Gas Tax Fund will deliver \$519.3 million to British Columbia municipalities over the first five years of the agreement. Funding will be allocated twice annually to all local governments in British Columbia for eligible expenditures of eligible projects as set out in the Gas Tax agreement. Burnaby's allocation for 2017 was \$730,317. As part of the agreement, a report is provided annually on June 01 to UBCM outlining the use of Gas Tax funding by all municipalities.

All Gas Tax funding received by the City is set aside in a Gas Tax Reserve, to ensure its use as specified by the agreement. Council reviews and approves all capital and operating project initiatives funded by the Gas Tax Reserve annually through the budget process.

The table below lists projects that were planned and funded by the Gas Tax Reserve for 2017:

Description	2017 Plan (\$)	2017 Actual (\$)
Fibre Network Installation	252,000	239,993
Swangard Running Track Replacement	369,600	259,699
Central Park Perimeter Urban Trail	100,000	80,000
Total 2017 Actual Gas Tax Eligible Expenditures	\$ 721,600	\$ 579,663

To: Financial Management Committee
 From: Director Finance
 Re: 2017 GAS TAX PROGRAM
 2018 June 13..... Page 2

For reference, Attachment 1 provides a summary of the Gas Tax funding received to date and the expenditures made for each year of this agreement to 2017 December 31.

As per the agreement it is expected that Burnaby will receive a grant of \$756,066 in 2018. Gas Tax funding for 2018 is allocated as follows:

Description	Plan (\$)
Fibre Network Installation	380,200
Shadbolt Centre Exterior Walkway	356,900
Swangard Running Track Replacement	120,300
Total 2018 Plan Gas Tax Eligible Expenditures	\$ 857,400

The Gas Tax Program is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

- **A Connected Community**
 - Digital connection
 - Geographic connection
- **A Dynamic Community**
 - Economic opportunity
 - City facilities and infrastructure
- **A Thriving Organization**
 - Financial viability
 - Technology and innovation

The Gas Tax Reserve continues to be a viable funding source for eligible initiatives that benefit Burnaby's community.



Noreen Kassam, CPA, CGA
 DIRECTOR FINANCE

NK:RG:JP /ml

Attachment: 1 – Gas Tax Fund Summary as Reported to UBCM, for the years 2014 – 2017

Copied to: City Manager
 Director Engineering
 Director Parks, Recreation & Cultural Services
 Chief Information Officer

Gas Tax Fund Summary as Reported to UBCM

For the Years 2014 to 2017

	2014	2015	2016	2017	Total	2018
	Actual (\$)	Actual (\$)	Actual (\$)	Actual (\$)	Actual (\$)	Proposed (\$)
Additions						
Beginning Balance	\$ -	\$ 526,399	\$ 270,766	\$ 41,979	\$ -	\$ 194,577
Additions to the Fund						
Actual revenue	698,088	698,088	721,593	730,317	2,848,086	756,066
Investment income	3,310	10,198	6,233	1,944	21,684	4,400
Total Additions	\$ 701,399	\$ 708,286	\$ 727,826	\$ 732,261	\$ 2,869,771	\$ 760,466
Actual Eligible Project Expenditures						
Local Roads Network Paving	(175,000)	-	(721,600)	-	(896,600)	-
Riverside Area Improvements	-	(687,000)	-	-	(687,000)	-
LED Streetlight Conversion	-	(200,000)	-	-	(200,000)	-
Lane Condition Analysis and Prioritization	-	-	(127,000)	-	(127,000)	-
Barnet Pedestrian Bridge Upgrade	-	(16,988)	(108,012)	-	(125,000)	-
Storm Water Monitoring and Modeling	-	(59,931)	-	-	(59,931)	-
Central Park Perimeter Urban Trail	-	-	-	(80,000)	(80,000)	-
Fibre Network Installation	-	-	-	(239,993)	(239,993)	(380,200)
Shadbolt Centre Exterior Walkway	-	-	-	-	-	(356,900)
Swangard Running Track Replacement	-	-	-	(259,669)	(259,669)	(120,300)
Total Actual Eligible Project Expenditures	\$ (175,000)	\$ (963,918)	\$ (956,612)	\$ (579,663)	\$ (2,675,193)	\$ (857,400)
Ending Balance	\$ 526,399	\$ 270,766	\$ 41,979	\$ 194,577	\$ 194,577	\$ 97,643



FMC Meeting 2018 Jun 13
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 May 23

FROM: DIRECTOR PUBLIC SAFETY &
COMMUNITY SERVICES

FILE: 42000-01

SUBJECT: PORTABLE RADIO REPEATERS CAPITAL FUNDING REQUEST

PURPOSE: To request a Capital Reserve Fund Bylaw to finance the purchase of Portable Radio Repeaters.

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 \$80,000 to finance the Portable Radio Repeaters project as outlined in this report.

REPORT

INTRODUCTION

Bylaw funding approval is being requested to enable work to proceed on the project outlined below. This project is expected to be completed in 2018.

POLICY SECTION

The project identified in this report contributes to the Corporate Strategic Plan through the following objectives:

- A Thriving Organization – Reliable services, technology, and information
- A Safe Community – Emergency Services

Portable Radio Repeaters (ABY.0066)

\$80,000 (Estimated)

A radio repeater is a combination of a radio receiver and a radio transmitter that receives a signal and retransmits it, so that two-way radio signals can cover longer distances with greater clarity. The Burnaby Fire Department (BFD) currently has three permanent radio repeaters strategically located at Station #2 (Edmonds), Station #5 (Hastings), and Metrotown to help overcome any radio transmission limitations. The BFD has a requirement to add three highly portable radio repeaters to augment the permanent repeaters in remote areas where clear and reliable communication is still challenged, and in buildings that will not be covered by the new radio amplification bylaw. This 2018 capital project budget is estimated at \$80,000.

To: Chair and Members Finance and Civic Development Committee

From: Director Public Safety and Community Services

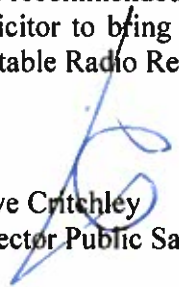
Re: Portable Radio Repeaters

2018 May 23..... Page 2

These expenditures are included in the 2018 – 2022 Annual Financial Plan and sufficient Capital Reserve funds are available to finance the capital project 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 \$80,000 to finance the Portable Radio Repeaters project as outlined in this report.



Dave Critchley
Director Public Safety and Community Services

DC/CH

Copied to: City Manger
Director Finance
Fire Chief
City Solicitor



Meeting 2018 JUNE 13
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL **DATE:** 2018 June 04

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

SUBJECT: FESTIVALS BURNABY PROGRAM - NEIGHBOURHOOD EVENT
18-N-008 PANDIT JASRAJ SCHOOL OF MUSIC FOUNDATION

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby grant request from the Pandit Jasraj School of Music Foundation for the Celebration of a Legend on his 88th Birthday: Pandit Jasraj Live in Concert event on 2018 August 26 be received.

REPORT

Festivals and Special Events: Neighbourhood Event

Grant File 18-N-008: Pandit Jasraj School of Music Foundation

Application Received:	2018 June 4
Project Budget:	\$22,600.00
Project Request:	\$5,000.00

Previous Support:	2013 Small Scale Festivals Burnaby Grant	\$3,000.00
	2016 Neighbourhood Festivals Burnaby Grant	\$3,000.00

An application request for \$5,000.00 has been 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 on 2018 August 26 at the James Cowan Theatre at 6450 Deer Lake Avenue. 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.

To: Executive Committee of Council
 From: Director Parks, Recreation & Cultural Services
 Re: Festivals Burnaby Program - Neighbourhood
 Event
 2018 Jun 4..... Page 2

The Pandit Jasraj School of Music Foundation is a Gurukul (institute) of the ancient art of Hindustani Classical Vocal Music and is the first institute of the Mewati Gharana in North America. A gharana is a system of social organization linking musicians or dancers by lineage or apprenticeship, and by adherence to a particular musical style. The school provides ongoing instruction to students, presents workshops and seminars, encourages youth to participate and learn music, trains teachers and seeks greater exposure for classical music.

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:dj:hbmo
 18-N-008 Pandit Jasraj School of Music Foundation



Meeting 2018 June 13
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
OF COUNCIL

DATE: 2018 JUNE 04

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – LARGE SCALE EVENT
18-L-006 CCSA CANADIAN COMMUNITY SERVICE ASSOCIATION

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from the CCSA Canadian Community Service Association for the 2018 Chinese Cultural Heritage Festival & the 10th Vancouver Water-Splashing Festival, to be held on 2018 July 29 at Swangard Stadium, be received.

REPORT

Festivals and Special Events: Large Scale Event

Grant File 18-L-006: CCSA Canadian Community Service Association

Application Received: 2018 March 15
Project Budget: \$42,395.82
Project Request: \$25,000.00

Previous Support: 2017 Large Scale Festivals Burnaby Grant \$6,000

An application request for \$25,000 has been received from the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival & the 10th Vancouver Water-Splashing Festival taking place on 2018 July 29 at Swangard Stadium. Chinese culture plays an important role in multiculturalism in Canadian history, and CCSA Chinese Community Service Association is planning a one day free large scale public event promoting Chinese heritage and culture not only to Chinese people but to all people from different ethnic backgrounds.

To: Financial Management Committee of Council
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program – Large Scale
Event
2018 June 4 Page 2

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:dj:hbmo
2018-L-006 CCSA Canadian Community Service Association



BURNABY
COMMUNITY
SERVICES

April 27th, 2018

Financial Management Committee
C/O Office of the City Clerk
City of Burnaby
4949 Canada Way
Burnaby, B.C., V5G 1M2

Re: 2018 Community In-kind Grant Requests

Dear Councillor Dan Johnston and members of the Financial Management Committee,

Burnaby Community Services published and distributed 119,000 guides in 2017. These brochures and cards to ensure that everyone in our community has access to resources and support. Specifically, we published the *Community Resource Guide*, *Ready, Set, Learn Brochure*, *As We Age Seniors Resource Guide*, *Seniors Resource Card*, and *Community Outreach Resources Card*.

Demand for these publications has been increasing over the last few years, despite online search engines like Google and Bing, and services like bc211, because:

- (a) people are looking for information they can have confidence in,
- (b) those who are most marginalized and vulnerable have barriers in accessing these online tools and navigating systems,
- (c) with print material we can have the material where people are (schools, libraries, ministry & government offices, service providers, etc.), and
- (d) when making referrals, all the information is in one place that people can easily take with them.

Since the first publication of the *Directory of Services for Burnaby and New Westminster* in September 1984, the City of Burnaby has supported our publications. The Community Grant currently provided help fund the staff required for the publications, specifically the collection of information (a time consuming process to ensure accuracy), design and layout of the materials, and coordination of the distribution.

Following the presentation to the Executive Committee of Council, we began discussions with the City of Burnaby print shop to get quotes for the various resources. Through the discussion, they advised us to apply to the Committee of an in-kind grant to support the printing costs of the publications. Given the significant ongoing support of the Mayor and Council, we felt it would be appropriate to have this request coincide with our 2017 Community Grant Request so that there is full transparency.

Based on estimates from the print shop, **we are asking for an in-kind grant of \$7,750**. These funds would be used to print various community resources and brochures.

Burnaby Community Services
EMPOWERING PEOPLE CHANGING LIVES

2055 Rosser Avenue • Burnaby, BC V5C 0H1 • 604-299-5778 • www.BbyServices.ca



BURNABY
COMMUNITY
SERVICES

The combination of the annual Community Grant allocated towards the publications and this in-kind grant would be a total of \$16,750.

We know this is a significant contribution (and this doesn't include the lease grant and myriad of other ways that you support us on an ongoing basis) towards ensuring Burnaby residents have access to civic and community information. However, we also know that these publications are critical to the health of our community. This was recognized within the *City of Burnaby's Social Sustainability Strategy* as Suggested Action 75 which notes the need for "a guide for new Burnaby residents, which provides information on Burnaby's features and assets, and on available City and community services and resources". The resources fulfill this strategic action for seniors-at-risk, families, and those living in extreme poverty.

For samples of each of these publications you can visit www.BbyServices.ca/resources.php.

Thank you for your time and consideration. If you have any questions or would like to arrange a meeting please contact me at 604-292-3904 or Stephen@BbyServices.ca.

Sincerely,

Stephen D'Souza
Executive Director

#18.28.



Executive Committee of Council (Community Grants)
 C/o Clerk's Department
 The City of Burnaby
 4949 Canada Way
 Burnaby, BC
 V5G 1M2

May 15th, 2018

RE: 2018 Grant Application for volunteer Burnaby

Dear Executive Committee:

Please accept this letter in support of our request for a community grant in the amount of **\$12,000.00** for the calendar year of 2018.

We are pleased to report that we making difference in large part due to the generous contribution from the City of Burnaby. A copy of our 2017 annual report and financial statements are included for your review. We have also included Volunteer Burnaby promotional piece highlighting volunteering during Canada's 150th celebration.

From a program perspective, over the course of the year we provided meaningful volunteer opportunities to hundreds of thousands of Burnaby citizens and support over 20 large scale community special events. We continue to reach out to our many neighborhoods that need the benefits of strong, safe and impactful volunteer programs.

Volunteer Burnaby is committed to making Burnaby the best place to live, work and volunteer in North America.

Thus, it is in our hope of being able to continue to offer quality service that we are requesting a grant of **\$12,000.00** for the year 2018. This investment will allow us



sustain the important community programming that the city and the community have come to appreciate.

if you require any further information, please do not hesitate to contact the undersigned at your convenience.

Thank you for your consideration we look forward to your response.

Warm regards,

Volunteer Burnaby

A handwritten signature in black ink, appearing to be "Dave Baspaly", written over a light grey rectangular background.

Dr. Dave Baspaly, Executive Director
Volunteer Burnaby

Community Starts Here!

#18.29.



May 18, 2018
 Financial Management Committee
 c/o Office of the City Clerk
 4949 Canada Way
 Burnaby, BC V4G 1M2

To the Financial Management Committee:

Re: Request for Recreational – Sports Grant

This letter is sent on behalf of the Metro Minor Ball Hockey Association (MMBHA) and is a request for a grant to partially pay for travel expenses incurred by the MMBHA U13 team for the Western Challenge Cup held in Victoria, British Columbia.

Specifically, the request is for \$1,000. 12 of the 16 players on the MMBHA U13 team are residents of Burnaby and all players are under 21 years of age. MMBHA is a registered user of Burnaby rinks, practicing and playing at Kensington Arena and Burnaby Lake Arena.

Additional Information

The following provides additional information regarding this request for a grant.

The MMHBA is a ball hockey association that provides youth with a safe, affordable and fun filled spring sport each year. The background of the players is usually hockey (i.e. Burnaby Minor Hockey Association) but some come from a soccer background as well. Ball hockey is a fantastic way for athletes from different sports to play together in the spring/summer season.

The MMBHA U13 team will compete in the Canadian Ball Hockey Association Western Challenge Cup (WCC). The WCC is the competitive championship for minor ball hockey teams from BC, Alberta, Saskatchewan and Manitoba. The WCC is an incredible experience for minor ball hockey players and MMBHA teams have been WCC champions in the past few years.

The WCC was held in the Lower Mainland in three of the past four years, and teams incurred very little in travel costs. This year, the WCC is being held in Victoria, BC from July 12 to 15, 2018. This is adding greatly to the travel costs that will be incurred by the team.

Financial Statement

The costs are estimated to be as follows.

Hotel costs - \$16,000 (4 nights at \$250 per night for 16 players)

Food - \$1,640 per day (16 players plus 25 adults at \$40 per day each)

Ferry passengers and vehicles fares - \$1205 passenger fares + \$1400 vehicles return trip (16 players plus 25 adults at \$14.70 per ticket; \$57.50 per vehicle)

WCC Tournament Fee - \$850

Practice Floor times - \$500

Jerseys – \$1,200 (16 players at \$75 per player)

TOTAL ESTIMATED COST - \$27,715

Summary

To summarize, because the WCC is being held in Victoria this year, the team will incur significant travel costs and is seeking a grant from the City of Burnaby to partially offset those costs. The U13 team is seeking a grant of \$1000.

Thank you for considering this request and please do not hesitate to contact Harjot Guram at 604-360-4560 should you have any questions regarding this request.

Sincerely,



Harjot Guram
Coach/Manager, U13 Minor Team
Metro Minor Ball Hockey Association



Paul Hundal, President
On behalf of Association Executives
Metro Minor Ball Hockey Association

Dino and Maria Burtini
4678 Southlawn Drive
Burnaby, British Columbia
V5C 3S4

(t) 604-291-0860

VIA E-MAIL: monica.macdonald@burnaby.ca

May 31, 2018

Financial Management Committee
City of Burnaby
4949 Canada Way
Burnaby, BC, Canada
V5G 1M2

Attention: Chair and Members of the Committee

Dear Sirs/Mesdames:

**Re: Recreational Sports Grant Application
Provincial "B" Cup Tournament – July 4 through 8, 2016, Kamloops
Burnaby Girls Soccer Club "U17 Blaze"**

My name is Maria Burtini. I am the manager for my daughter's soccer team, U17 Blaze, with the Burnaby Girls Soccer Club.

I am writing to the Financial Management Committee to request grant funding of \$1,000, under the General Policy and Guidelines, for help with travel-related expenses that will be incurred by our girls to attend the Provincial "B" Cup Tournament in Kamloops, British Columbia, July 4 through 8, 2018.

Our team comprises:

Coach: Jennifer Morrison (lives in Vancouver and is a teacher at Burnaby Mountain Secondary)

Assistant Coach: Arainn Atkinson (lives in Vancouver and works in Vancouver, but grew up in Burnaby and played for Burnaby Girls Soccer Club)

Team Members:

Alysha Malli (lives and goes to school in Burnaby)
Angela Reis (lives in Burnaby and goes to school in Vancouver)
Bethany Lim (lives and goes to school in Burnaby)
Brigita Cecic (lives and goes to school in Burnaby)
Carly Hayes (lives and goes to school in Burnaby)
Cristina Burtini (lives and goes to school in Burnaby)
Georgia Cheung (lives and goes to school in Burnaby)
Juliana Valerio (lives and goes to school in Burnaby)
Laura Powell (lives and goes to school in Burnaby)

Margot McCallion (lives and goes to school in Vancouver)
 Milena Bellotti (lives in Burnaby and goes to school in Vancouver)
 Nicole Kuhn (lives and goes to school in Burnaby)
 Rachel Tomlinson (lives and goes to school in Port Moody)
 Sienna Mastromonaco (lives and goes to school in Burnaby)
 Sophia ("Troye") Stivanakis (lives in Burnaby and goes to school in New Westminster)
 Stephanie Ferriera Kay (lives and goes to school in Vancouver)
 Thalia Hernandez-Depaoli (lives and goes to school in Burnaby)



This team is a group of 17 wonderful, energetic, vibrant, young ladies, some who have played soccer together since U6, and most of whom have played together since U11. It has been a pleasure to watch these girls grow into the young ladies they are today.

Let me explain to you their journey to get to the Provincial "B" Cup.

The girls started out in September 2017 very strong and they were a tough team to beat. After the winter break, things seemed to turn for the team as many players suffered numerous injuries, concussions, strained/sprained ankles, strained/sprained knees and various other ailments. It didn't look good for the girls. After some much need rest, the girls came back fighting the Coastal Cup playoffs. It is an amazing thing, as a mom, to watch these girls pull together as a team and fight through one game at a time. This is a team that just doesn't give up!

Their first game in the Coastal Cup was against the Chilliwack U17 Attack on April 8, 2018. Our girls won 5-2.

Their second game was against the North Shore Girls U17 Pegasus on April 15, 2018. Our girls won 2-0.

Their third game was against Richmond Girls U17 Selects on April 22, 2018. Our girls won 4-1.

The girls were very excited...they were heading to the final round!

On Sunday, May 6, 2018, the BGSC U17 Blaze played the GVVU U17 Devils. Our girls lost 2-11 to the Devils.



These girls have worked very hard to get here, and are very proud and excited to be moving forward to represent the City of Burnaby, Burnaby Girls Soccer Club, and Burnaby Soccer District at the Provincial B Cup Tournament in Kamloops.

We kindly request the Committee help us make this journey most memorable for these girls. The memories, friendships and bonds from this trip will be carried with each girl for a lifetime.

Thank you for considering this request. Please let me know if you need any additional information that may influence your decision to approve the funding of \$1,000 to support our girls.

Sincerely,



Maria Burtini,
Manager, U17 Blaze