



## **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 July 11** 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. James Lota, Deputy Director Engineering  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Ed Kozak, Deputy Director Planning & Building  
Ms. Shari Wallace, Chief Information Officer  
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:45 p.m.

#### **2. MINUTES**

- a) [Minutes of the Financial Management Committee  
Open meeting held on 2018 June 13](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 June 13 be adopted.

CARRIED UNANIMOUSLY

### 3. **DELEGATION**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) **BC Pets and Friends**  
**Re: Supporting Seniors' Mental Health Through Pet Therapy**  
**Speaker: Lauren Salmon, Programs Manager**

**Ms. Lauren Salmon**, Programs Manager, BC Pets and Friends, appeared before the Committee and provided an overview of the organization's "Supporting Seniors' Mental Health through Pet Therapy" program.

The speaker advised this project aims to improve seniors' mental health and noted the following pet therapy benefits:

- helps maintain physical activity;
- decreases pain, respiratory rate, and depression;
- increases socialization; and,
- improves overall mood and releases oxytocin, the "feel good" hormone.

The delegation stated that City grant funding will be used to recruit and train ten new volunteer pet/handler teams to be placed in the following seven wait-listed Burnaby based senior care facilities: Courtyard Terrace, Fellburn Care Centre, New Vista Care Centre, Rideau Retirement Residence, Seton Villa, St. Michael's Centre, and Willingdon Care Centre. By November, 270 seniors will be receiving weekly visits.

In conclusion, the speaker advised Pets and Friends was established in 1982 and is the longest running pet therapy program in BC. The organization is run by a volunteer board of directors, has two part-time staff and 220 volunteers and their pets. Their mission is to provide and promote the healing comfort and companionship of animals. They service over 200 facilities in BC such as hospitals, schools, assisted living and palliative care facilities.

### 4. **CORRESPONDENCE**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

- a) [Correspondence from the Crisis Intervention and Suicide Prevention Centre of British Columbia](#)  
**Re: Letter of Appreciation (#18.27.)**

Correspondence was received from Ms. Sandy Biggerstaff, Executive Director, Crisis Intervention and Suicide Prevention Centre of BC, expressing appreciation to the City for funding support of their suicide prevention and crisis services in Burnaby for 2018.

- b) [Correspondence from Big Sisters of BC Lower Mainland](#)  
**Re: Letter of Appreciation (#18.24.)**

Correspondence was received from Ms. Hanne Madsen, Executive Director, Big Sisters of BC Lower Mainland, expressing appreciation to the City for funding support of their mentoring services in Burnaby for 2018.

- c) [Correspondence from Montecito Elementary School](#)  
**Re: Card of Appreciation (#18.18.)**

A thank you card was received from the Montecito Elementary Grade 4/5 Odyssey team, expressing appreciation to the City for funding support of their 2018 trip to the Odyssey of the Mind World Finals held at Iowa State University.

- d) **Memorandum from the City Clerk**  
**Re: Burnaby North Road Business Improvement Area 2018 Advance**

A memorandum was received from the City Clerk advising that, at the Open Council meeting held on 2018 June 25, Council approved an advance of \$10,000 to the Burnaby North Road Business Improvement Association for 2018.

## 5. **REPORTS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

- a) [Report from the Director Parks, Recreation & Cultural Services and the Chief Information Officer](#)  
**Re: Parks and Recreation Management System Replacement Project**

The Director Parks, Recreation & Cultural Services and the Chief Information Officer submitted a report requesting a Capital Reserve Fund Bylaw to finance the Parks and Recreation Management System Replacement Project.

The Director Parks, Recreation & Cultural Services and the Chief Information Officer 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 \$2,140,000 (inclusive of PST) to finance the Parks and Recreation Management System Replacement Project, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Parks, Recreation & Cultural Services and the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Engineering](#)  
**Re: Informational Report - Metro Vancouver and City Works Agreements**

The Director Engineering submitted a report providing information on City works, cost sharing, property negotiations, and rights of way agreements with Metro Vancouver for upcoming construction projects.

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

c) [Report from the Director Finance](#)  
**Re: Three Compartment Units and Advertising**

The Director Finance submitted a report requesting approval to award a revenue contract to The Bench Press Ltd. operating as Creative Outdoor Advertising for the supply, installation, maintenance and advertising of three compartment units.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the award of a contract for three compartment units and advertising to The Bench Press Ltd. operating as Creative Outdoor Advertising as outlined in this report. The total revenue amount payable to the City of Burnaby is a minimum of \$440,000 over ten years.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Finance and the Director Public Safety & Community Services](#)  
Re: Traffic Fine Revenue Sharing Program

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The Director Finance and the Director Public Safety & Community Services submitted a report informing Council on the 2017 Traffic Fine Revenue Sharing Grant received and utilized for City policing services and programs.

The Director Finance and the Director Public Safety & Community Services recommended:

1. THAT this report be received for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**6. NEW BUSINESS**

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

**7. INQUIRIES**

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

**8. CLOSED**

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

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:17 p.m.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:21 p.m.

**9. NEW APPLICATIONS - FESTIVALS BURNABY**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications - Festivals Burnaby be received.

CARRIED UNANIMOUSLY

**Neighbourhood Events**

**a) [#18-N-009 - Burnaby North Road Business Improvement Association](#)**  
*Korean Community Day*

An application was received from the Burnaby North Road Business Improvement Association for the Korean Community Day 2018 event to be held on 2018 September 15 at 4501 North Road (Korean Town Centre Mall). This annual event showcases Korean business in the area and invites the neighbourhood to join in the day of activities that consist of drumming groups, K Pop dance, martial arts demos, art walks, a tea garden, and a family carnival area.

Request: \$5,000

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a Festivals Burnaby Neighbourhood grant in the amount of \$3,500 be awarded to the Burnaby North Road Business Improvement Association for the Korean Community Day 2018 event to be held on 2018 September 15 at the Korean Town Centre Mall on North Road.

CARRIED UNANIMOUSLY

b) [#18-N-010 - My Artist's Corner](#)  
*9<sup>th</sup> Annual Art Show*

An application was received from My Artist's Corner for the organization's 9<sup>th</sup> Annual Art Show to be held on 2018 October 13 at the Shadbolt Centre for the Arts. The art show will showcase the work of member artists, engage with visitors to help combat mental health stigma, and connect artists with the community at large. The My Artist's Corner program supports 25-30 artists each year through open studio time, instruction, annual show, and visits to local galleries. The Society's mission is to empower individuals to explore their artistic potential on their journey of mental health and wellness.

*Note: a request for a General Grant in 2017 was denied.*

Request: \$972

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a Festivals Burnaby Neighbourhood grant in the amount of \$972 be awarded to the My Artist's Corner Society for the organization's 9<sup>th</sup> Annual Art Show to be held on 2018 October 13 at the Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

## 10. **NEW APPLICATIONS**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) **#18.31. - Big Brothers of Greater Vancouver**  
*Mentoring and Youth Leadership Programs*

An application was received from Big Brothers of Greater Vancouver requesting a grant to assist with prevention-based In-School Mentoring and Teen Mentoring Programs, and Youth Leadership Program for boys in Burnaby for 2018.

Request: \$5,000	CPA: 2017 - \$3,000
	2016 - \$3,000
	2015 - \$3,000

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,000 be awarded to Big Brothers of Greater Vancouver to assist with prevention-based In-School Mentoring and Teen Mentoring Programs, and Youth Leadership Program for boys in Burnaby for 2018.

CARRIED UNANIMOUSLY

b) **#18.32. - BC Pets and Friends**  
*Burnaby Seniors' Mental Health - Pet Therapy Program*

An application was received from BC Pets and Friends requesting a grant in support of a project to expand their pet therapy program to seniors living in Burnaby. Currently about 390 seniors in the care of 13 Burnaby-based senior care facilities receive weekly visits from a Pets and Friends pet therapy team. Seven other facilities in the City have asked for visits; however, Pets and Friends have been unable to accommodate these requests due to a lack of resources. Funding will go towards developing ten new volunteer pet/handler teams to deliver pet therapy visits to these waitlisted facilities which will provide mental health support to an additional 270 seniors.



Request: \$1,000

CPA: 2017 - No application  
2016 - No application  
2015 - No application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT a one-time grant in the amount of \$1,000 be awarded to BC Pets and Friends in support of a project to expand their pet therapy program to include visits to seven additional senior care facilities in Burnaby.

CARRIED UNANIMOUSLY

**11. ADJOURNMENT**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:25 p.m.

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Monica Macdonald  
Administrative Officer

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Councillor Dan Johnston  
Chair