



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 September 26** at 5:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair
Councillor Pietro Calendino, Member (*arrived at 5:42 p.m.*)
Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Craig Collis, Acting Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Mr. John Cusano, Assistant Director Civic Building Projects
Ms. Shari Wallace, Chief Information Officer
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:40 p.m.

2. MINUTES

a) Minutes of the Financial Management Committee Open meeting held on 2018 July 11

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Financial Management Committee Open meeting held on 2018 July 11 be adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

a) **Burnaby Board of Trade**

Re: Update on Economic Development Activities

Speakers: Paul Holden, President & CEO

Andrew Scott, Chair, Board of Directors

Cory Redekop, Manager, Policy & Stakeholder Relations

Mr. Paul Holden, President & CEO, **Mr. Andrew Scott**, Chair, Board of Directors, and **Mr. Cory Redekop**, Manager, Policy & Stakeholder Relations, Burnaby Board of Trade (BBOT), appeared before the Committee providing an update on the past year's economic development activities and highlighting initiatives which support the City's Economic Development, Social and Environmental Sustainability Strategies.

Councillor Calendino arrived at 5:42 p.m.

Mr. Holden stated that the BBOT was integral in the implementation of the City's Economic Development Strategy, and noted the "unparalleled" positive working relationship it has with Burnaby. In line with the Strategy, the BBOT has continued to focus on business attraction and retention, and has undertaken the following activities:

- meetings with City Directors to identify areas of collaboration or needing attention
- engagement with new and prospective relocating businesses, and liaising with City staff to facilitate the business application process
- funding City applications for new businesses to encourage location in Burnaby
- creation of the "Business Resource Guidebook" to assist small business start-ups
- business promotion, such as: presenting the "Burnaby Business Excellence Awards", profiling businesses across BBOT communication channels, publishing a cover story in "Burnaby Business Magazine" on businesses moving to Burnaby
- "Business Walks" with City staff and Mayor/Council in specific districts
- international business promotion, such as welcoming international delegations and tours to Burnaby, and participating on a trade mission to Korea
- provision of data and statistics to assist in business location decisions

Mr. Redekop provided an overview of a new BBOT economic development initiative, the "Business Intelligence Engine", an app which uses the City's Open Data to make information available to Burnaby businesses.

The speaker noted the following benefits of the Business Intelligence Engine:

- allow Burnaby to promote its strengths, share market intelligence and support local business growth
- entrepreneurs able to access key economic data, view demographic information, map where development is occurring, and uncover opportunities in Burnaby
- provide tools to bring together location and market data, GIS technology, and analytics

Mr. Holden further advised that the BBOT also supports the City's Social and Environmental Sustainability Strategies through initiatives implemented by its Social Development and Environmental Sustainability Committees.

In conclusion, Mr. Scott commented on the unique relationship between the BBOT and the City, and thanked the Committee for the opportunity to appear as a delegation.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT Council provide a grant in the amount of \$100,000 to the Burnaby Board of Trade for the yearly operation of the City of Burnaby Economic Development Program which is to be paid in quarterly instalments of \$25,000, commencing 2018 October 01 and continuing on 2019 January 01, 2019 April 01 and 2019 July 01.

CARRIED UNANIMOUSLY

4. CORRESPONDENCE

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) [Correspondence from Amanda Boggan](#)
Re: Burnaby Seniors Outreach Services Society

Correspondence was received from Ms. Amanda Boggan, expressing concern regarding City funding to the Burnaby Seniors Outreach Services Society and services provided by the Society.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT staff respond to Ms. Boggan.

CARRIED UNANIMOUSLY

b) [Correspondence from Pets and Friends](#)
Re: Letter of Appreciation (#18.32.)

Correspondence was received from Ms. Lauren Salmon, Program Manager, B.C. Pets and Friends, expressing appreciation to the City for funding support of their "Supporting Seniors' Mental Health through Pet Therapy" program in Burnaby.

c) [Memorandum from the City Clerk](#)
Re: Contract Extension - Bicycle Rack Program

A memorandum was received from the City Clerk advising that at the Open Council meeting held on 2018 July 23, Council approved a five year extension to the existing revenue contract for the bicycle rack program with Mall Street Media Inc.

5. REPORTS

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) [Report from the Director Engineering](#)
Re: 2018 Engineering Capital Infrastructure Gaming Reserve Request - Ledger Temporary Works Yard

The Director Engineering submitted a report seeking Committee approval to use Gaming Reserves to finance the temporary relocation of Engineering Operations office staff and muster stations from Laurel Works Yard to properties on Ledger and Norland.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$750,000 to finance the Engineering capital infrastructure project, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Finance](#)
Re: Contract Extension - Supply and Deployment of the Desktop Replacement Program

The Director Finance submitted a report requesting approval to extend a contract for the computer workstation desktop refresh program.

The Director Finance recommended:

1. THAT the Finance Management Committee recommend Council approve a contract extension to 341234 BC Ltd. Doing business as Microserve Business Computer Services ("Microserve"), for a total estimated cost of \$2,911,235 including GST and PST in the amount of \$303,756, for work to be completed in the period 2018 April 01 to 2020 March 31, as outlined in this report. Final payment will be based on the actual quantity of goods and services delivered.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Finance](#)
Re: Investment Policy Certificate of Excellence

The Director Finance submitted a report presenting an Investment Policy Certificate of Excellence Award to the City of Burnaby.

The Director Finance recommended:

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

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](#)
Re: Temporary Financing Bylaw

The Director Finance submitted a report requesting borrowing authority to temporarily finance expenditures.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2019 January 01 to December 31, repayable 2019 December 31.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Finance](#)
Re: Tourism Burnaby - Municipal and Regional District Hotel Room Tax Levy Renewal

The Director Finance submitted a report seeking approval to renew the Hotel Room Tax Levy.

The Director Finance recommended:

1. THAT the Finance Management Committee recommend Council authorize the City Solicitor to bring forward a Municipal and Regional District Hotel Room Tax Levy Bylaw for the renewal of the 2% Municipal and Regional District Hotel Room Tax Levy within Burnaby.
2. THAT the application be made to the Provincial Government requesting renewal of the Hotel Room Tax Levy on behalf of the City of Burnaby and Tourism Burnaby.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Finance](#)
Re: Property Tax Collection Satellite Office and Mailbox Initiative Update

The Director Finance submitted a report providing an update on the planned pilot exercise for the provision of alternative locations for the payment of property taxes that took place in 2018.

The Director Finance recommended:

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

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) [Report from the Director Finance](#)
Re: 2019 Permissive Tax Exemptions

The Director Finance submitted a report requesting approval for Permissive Property Tax Exemptions for 2019.

The Director Finance recommended:

1. THAT the Finance Management Committee recommend Council authorize the City Solicitor to bring forward a Permissive Property Tax bylaw to exempt properties from property taxation in 2019, in accordance with Attachment 1 of this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Royal Canadian Legion – South Burnaby Branch be provided 100% property tax exemption for “5289 Grimmer Street”.

CARRIED UNANIMOUSLY

The Committee inquired regarding the qualification of application “1049 Sperling Avenue”.

Staff undertook to provide details on the Permissive Tax qualification of the Down Syndrome Research Society.

h) [Report from the Director Parks, Recreation and Cultural Services](#)
Re: Burnaby Art Gallery Legacy Reserves

The Director Parks, Recreation and Cultural Services submitted a report seeking approval to establish two operating reserves, one for funding the operating program for the Burnaby Art Gallery and one for the acquisition of art.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Financial Management Committee recommends Council create Burnaby Art Gallery (BAG) Legacy Programming and BAG Art Acquisition Operating Reserves.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR JORDON
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

i) [Report from the Director Planning and Building](#)
Re: 2019 Lease Grants - Community Resource Centres

The Director Planning and Building submitted a report seeking approval of the proposed 2019 lease grants for non-profit tenants at the Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centres.

The Director Planning and Building recommended:

1. THAT Council be requested to approve the proposed 2019 lease grants for Community resource centre tenants, as outlined in Table 1, attached, of this report.
2. THAT Council be requested to authorize staff to make the appropriate 2019 lease renewal arrangements with Holdom, Edmonds, Brentwood, Metrotown, McKercher and Pioneer Community Resource Centre tenants.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

6. NEW APPLICATION - FESTIVALS BURNABY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Application - Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Neighbourhood Event

- a) [#18-N-012 - Living Room Art in the Heights](#)
Living Room Art in the Heights

An application was received from Living Room in the Heights requesting funding for the Living Room in the Heights 2018 event to be held on 2018 October 13 at 4830 Albert Street. This event aims to promote art within the Burnaby Height community by transforming a local residence into a performance space and art installation for one evening. This volunteer-run celebration brings community members together with artists and performers of all backgrounds and levels.

Request: \$1,150

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a Festivals Burnaby Neighbourhood grant in the amount of \$750 be awarded to Living Room Art in the Heights for the Living Room in the Heights 2018 event to be held on 2018 October 13 at 4830 Albert Street.

CARRIED UNANIMOUSLY

7. **NEW APPLICATIONS**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) **#18.33. - BC Lacrosse Association**
2018 Canadian Lacrosse National Championships

An application was received from the BC Lacrosse Association requesting a grant to assist with travel expenses for seven (7) Burnaby residents to compete in the 2018 Canadian Lacrosse National Championships (Box and Field Lacrosse) in various locations across Canada. One player, Emily Kuhn, is playing on two teams in two different cities and dates. The 2018 Team BC Lacrosse teams and players are as follows:

- **Female Midget Box Team** - Nationals in Halifax, July 21-25
Emily Kuhn (also competing on Women's Field U15 Team)
- **Female Bantam Box Team** - Nationals in Halifax, July 21-25
Katie Liu
- **Midget Box Team** - Nationals in Calgary, Aug. 12-18
Marcus Klarich & Thomas Vela
- **Bantam Box Team** - Nationals in Saskatoon, Aug. 9-14
Phillip Marin
- **U15 Women's Field Team** - Nationals in Calgary, Aug. 17-19
Emily Kuhn (also competing on Female Midget Box Team) & Ava Regan
- **U15 Men's Field Team** - Nationals in Saskatoon, Aug. 31-Sept. 2
Joshua Gabriele

Request: Unspecified CPA: 2017 - \$1,400 (8 x \$175)
2016 - No Application
2015 - \$875 (5 x \$175)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$1,400 (8 x \$175) be awarded to the BC Lacrosse Association to assist with travel expenses for seven (7) Burnaby residents to compete in the 2018 Canadian Lacrosse National Championships (one player is on two different teams and playing in different cities) in various locations across Canada.

CARRIED UNANIMOUSLY

b) [#18.34. - Burnaby Neighbourhood House - North House](#)
Escape to India!

An application was received from the Burnaby Neighbourhood House (North House) requesting a grant in support of their fundraising event "Escape to India!" held at 4908 Hastings Street (North House) on 2018 September 22. The event planned to bring together various aspects of South Asian culture for people of all ages and ethnicities, and included an Indian market with handicrafts, food/drinks and clothing "shops"; as well as, music and dance performances. Money is being raised for North House, Cameray Child and Family Services on Imperial Street, and the Surrey Food Bank.

Request: Unspecified CPA: 2017 – No Application
2016 – No Application
2015 – No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this grant application be denied, as it does not fall within Council guidelines for awarding grants.

CARRIED UNANIMOUSLY

The Committee noted that Council does not provide monetary support for fundraising events.

c) [#18.35.\(a\) - Christmas Lunch/Dinner Grants](#)
Seniors

An application was received from the New Vista Society requesting a grant to assist with the cost of providing a Christmas Dinner grant for 260 Burnaby

seniors to be held at the New Vista Care Home at 7550 Rosewood Street. The dinner for 130 senior tenants of the Winch Tower, Douglas Manor and JS Woodward Courts will be held on Tuesday, 2018 November 27; while the dinner for 130 senior tenants of the Vista Tower, Margaret Bacchus Manor and Grace MacInnis Manor will be held on Wednesday, 2018 November 28.

Request:	Unspecified	CPA:	2017 - \$8.00 per person
			2016 - \$8.00 per person
			2015 - \$7.00 per person

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$8.00 per person be awarded to seniors groups applying for their 2018 Christmas Lunch / Dinner grants.

CARRIED UNANIMOUSLY

d) [#18.36.p - Burnaby Arts Council](#)
Annual Deer Lake Craft Festival

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing signage for the Annual Deer Lake Craft Festival to be held on 2018 November 16–18 at the Shadbolt Centre for the Arts. The event includes a free hands-on kid's art workshop, face painting, live entertainment and an artisan market.

Request:	\$1,500 - in-kind printing	CPA:	2018 - \$1,000 in-kind printing (2018 Arts BC Conference)
			2018 - \$1,500 in-kind printing (Summer Arts Festival)
			2017 - \$1,000 in-kind printing (Deer Lake Craft Festival - Fall)
			2017 - \$1,000 in-kind printing (Summer Arts Festival)
			2016 - \$1,000 in-kind printing (Deer Lake Craft Festival - Fall)
			2015 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind grant up to the amount of \$1,000 be awarded to the Burnaby Arts Council to assist with the cost of printing signage for the Annual Deer Lake Craft Festival to be held on 2018 November 16–18 at the Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

e) **#18.37. - Burnaby Seniors Outreach Society**
Peer Counselling

An application was received from the Burnaby Seniors Outreach Services Society requesting a grant to fund a Seniors Peer Counselling Training course starting in October. The Society is dedicated to promoting the emotional health and well-being of seniors through a number of programs including Peer Counselling, Caregiver Support, and Memory Café.

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$3,000 be awarded to the Burnaby Seniors Outreach Services Society to assist in funding their Seniors Peer Counselling Training course starting in October 2018.

CARRIED UNANIMOUSLY

f) **#18.38. - Burnaby Senior Outreach Society**
Burnaby Memory Café

An application was received from the Burnaby Seniors Outreach Services Society requesting a one-time grant to assist with the start-up of a Memory Café in Burnaby. The proposed Café will implement activities which support the City of Burnaby's Dementia-Friendly Community Action Plan and aims to help those with dementia feel included, connected, and supported. The Burnaby Memory Café will be held in the morning for one and a half to two hours at Brentwood Community Services Centre.

Request: \$6,150 -	CPA: 2017 - No application
one-time	2016 - No application
	2015 - No application

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT a one-time only grant in the amount of \$5,000 be awarded to the Burnaby Seniors Outreach Services Society to assist with the start-up of a Memory Café in Burnaby.

CARRIED UNANIMOUSLY

g) **#18.39. - Mountain United Football Club - U15 Girls Soccer**
2018 Toyota Canadian National Soccer Championships

An application was received from the Mountain United Football Club requesting a grant to assist with travel expenses for four (4) Burnaby residents on the U15 Girls Soccer Team to compete in the 2018 Toyota Canadian National Soccer Championships to be held on 2018 October 3-8 in Laval, Quebec.

Request: \$700

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$700 (4 x \$175) be awarded to the Mountain United Football Club to assist with travel expenses for four (4) Burnaby residents on the U15 Girls Soccer Team to compete in the 2018 Toyota Canadian National Soccer Championships to be held on 2018 October 3-8 in Laval, Quebec.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

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

9. **INQUIRIES**

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

10. **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 7:08 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 7:09 p.m.

11. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:09 p.m.

Monica Macdonald
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR