



## **FINANCIAL MANAGEMENT COMMITTEE**

### **MINUTES**

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2018 February 15** at 5:00 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. Dipak Dattani, Director Corporate Services  
Mr. Leon Gous, Director Engineering  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Lou Pelletier, Director Planning & Building  
Mr. Dave Critchley, Director Public Safety & Community Services  
Mr. Darren Broder, Deputy Director – IT Infrastructure  
Mr. John Cusano, Assistant Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:00 p.m.

#### **2. MINUTES**

- a) **Minutes of the Financial Management Committee  
Open meeting held on 2018 January 16**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 January 16 be adopted.

CARRIED UNANIMOUSLY

### 3. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Correspondence from Anthony Juo (Team Canada Dance)**  
**Re: Letter of Appreciation (#17.54.)**

Correspondence was received from Anthony Juo (Team Canada Dance) expressing appreciation for a contribution towards his travel expenses to represent Canada at the official Show Dance Championships in Riesa, Germany in 2017 November.

b) **Correspondence from the Union of BC Municipalities**  
**Re: 2017 Emergency Social Services - Approval and Terms & Conditions**

Correspondence was received from the Union of BC Municipalities noting that the Evaluation Committee approved funding for the Burnaby's Emergency Social Services Group Lodging Equipment and Supplies project in the amount of \$25,000.

c) **Memorandum from the City Clerk**  
**Re: Tabled Matter - Grant Application #18.03.**  
**Moscrop Secondary School**

A memorandum was received from the City Clerk advising that Council, under the New Business portion of the 2018 January 29 Council meeting, LIFTED the above noted Tabled Matter and REFERRED the grant application back to the Financial Management Committee.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$600 be awarded to Moscrop Secondary School to sponsor volunteer appreciation events during the 2018 BC Provincial High School Gymnastics Championships to be held on 2018 March 7-10.

CARRIED UNANIMOUSLY

#### 4. **REPORTS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the 2018 – 2022 Provisional Financial Plan report from the Director Finance be added to the agenda as Item 4(m).

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT Item 4(l) – Contract Award, South Burnaby Ice Arena – be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

##### **I) Report from the Major Civic Building Project Coordination Committee** **Re: Contract Award - South Burnaby Ice Arena**

The Major Civic Building Project Coordination Committee submitted a report seeking approval to enter into a consulting agreement with HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council award a contract in the amount of \$2,930,873 including GST of \$139,565 to the consulting firm of HCMA Architecture + Design for the detailed design and contract administration for the South Burnaby Ice Arena project.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Major Civic Building Project Coordination Committee be adopted.

CARRIED UNANIMOUSLY

Normal order of the agenda resumed.

**a) Report from the Chief Information Officer**  
**Re: Property Tax System Replacement Project**

The Chief Information Officer submitted a report requesting a Capital Reserve Fund Bylaw to finance the Property Tax System Replacement Project.

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 \$2,568,000 to finance the Property Tax System Replacement Project, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

**b) Report from the Director Engineering**  
**Re: Asset Management Plan - Roads & Transportation**

The Director Engineering submitted a report seeking approval to finalize a comprehensive Roads & Transportation Asset Management Plan.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to finalize a comprehensive Asset Management Plan for Roads & Transportation and approve funding of \$20,000 from the Stabilization Fund for the project.
2. THAT the Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$10,000 from the Ministry of Community, Sport and Cultural Development for the project.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**c) Report from the Director Engineering**  
**Re: 2018 February Engineering Capital Infrastructure**  
**Bylaw Funding Request – Transportation**

The Director Engineering submitted a report requesting funding to finance the 2018 Engineering capital infrastructure transportation projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,502,300 to finance Engineering capital infrastructure transportation 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

Arising from discussion of item 1.15 – Traffic Signal Uninterrupted Power Supply – in the report, the Committee requested an additional report providing updates on the action items noted in the 'Post August 29, 2015 Wind Storm Event Report'.

Staff undertook to report back.

**d) Report from the Director Engineering**  
**Re: 2018 February Engineering Capital Infrastructure**  
**Bylaw Funding Request – Facilities Management**

The Director Engineering submitted a report requesting a Capital Reserve Fund Bylaw to finance the 2018 Engineering Facility Management capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,739,600 to finance Engineering Facilities Management capital infrastructure projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**e) Report from the Director Engineering**  
**Re: 2018 February Engineering Capital Infrastructure**  
**Bylaw Funding Request – Infrastructure**

The Director Engineering submitted a report seeking funding to finance the 2018 Engineering capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,704,000, the use of Sanitary Sewer Reserves in the amount of \$2,311,000 and the use of Water Works Reserves in the amount of \$5,522,900 to finance Engineering capital infrastructure projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**f) Report from the Director Finance**  
**Re: Amendment to the Burnaby Business**  
**Improvement Area (Burnaby North Road) Bylaw 2013**

The Director Finance submitted a report requesting approval for amendments to the Burnaby Business Improvement Area (Burnaby North Road) Bylaw 2013.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Business Improvement Area (Burnaby North Road) Bylaw 2013, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Parks, Recreation and Cultural Services  
Re: 2018 January - Parks, Recreation and Cultural Services  
Gaming Fund Projects**

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The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserves to finance two parks projects included in the Capital Plan.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$125,000 to finance the projects included in the Capital Plan, as outlined in the report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**h) Report from the Burnaby Festival of Learning Steering Committee  
Re: Burnaby Festival of Learning**

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The Burnaby Festival of Learning Steering Committee submitted a report requesting the use of the Operating Gaming Reserve to support the 2018 Burnaby Festival of Learning.

The Burnaby Festival of Learning Steering Committee recommended:

1. THAT the Financial Management Committee authorize the use of \$50,000 from the Operating Gaming Reserve to support marketing and programming costs for the 2018 Burnaby Festival of Learning from May 05 to 12.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Burnaby Festival of Learning Steering Committee be adopted.

CARRIED UNANIMOUSLY

**i) Report from the Director Public Safety and Community Services  
Re: Security System Projects Capital Funding Request**

The Director Public Safety and Community Services submitted a report requesting the use of Gaming Reserves to finance the capital projects identified in this report.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$280,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**j) Report from the Director Public Safety and Community Services  
Re: RCMP 2018 Capital Projects January Funding Request**

The Director Public Safety and Community Services submitted a report requesting a Capital Reserve Fund Bylaw to finalize the capital projects identified in this report.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,200,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**k) Report from the Director Public Safety and Community Services  
Re: Deer Lake Renovation Projects Capital Funding Request**

The Director Public Safety and Community Services submitted a report requesting a Capital Reserve Fund Bylaw to finance the capital projects identified in this report.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$210,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**l) Report from the Major Civic Building Project Coordination Committee**  
**Re: South Burnaby Ice Arena**

This item was dealt with previously at the meeting.

**m) Report from the Director Finance**  
**Re: 2018–2022 Provisional Financial Plan**

The Director Finance submitted a report providing the 2018–2022 Provisional Financial Plan.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council receive the 2018–2022 Provisional Financial Plan.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

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 annual festival highlights a Nordic country by showcasing its history and current endeavours, and the contributions to Canadian society made by its people. This year the Festival will showcase Iceland. There will be presentations by experts, concerts, workshops, ethnic foods, videos, arts and crafts for children, and something on Leif Erikson himself.

Request: \$2,000

CPA: 2017 - \$2,000 (Neighbourhood Grant)  
2016 - \$3,500 (Neighbourhood Grant)  
2015 - \$3,000 (Neighbourhood Grant)

**MOVED BY COUNCILLOR JORDAN**  
**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

**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 on 2018 June 30 at Burnaby Neighbourhood House. This one day community arts festival will celebrate and showcase multicultural arts and talents. Event activities will include an immigrant art exhibition, language based word games, a multicultural dialogue story creation and more.

Request: \$2,000

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

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 on 2018 June 30 at Burnaby Neighbourhood House.

CARRIED UNANIMOUSLY

The Chair inquired if this is an ongoing (annual) event.

Staff undertook to investigate.

**Small Scale Events**

**c) #18-S-001 - Vancouver Tagore Society**  
*West Coast Tagore Festival 2018*

An application was received from the Vancouver Tagore Society for the West Coast Tagore Festival 2018 to be held on 2018 September 15-16 at the James Cowan Theatre, Shadbolt Centre for the Arts. The Festival will celebrate life and work of Nobel-laureate poet and world cultural icon Rabindranath Tagore, and showcase talented performing artists. Reputed scholars and multicultural poets will present work of Tagore through music, dance, lectures and exhibits.

Request: \$10,000

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this Festivals Burnaby grant request be **DENIED**, as it does not fall within Council guidelines for awarding grants.

CARRIED UNANIMOUSLY

**6. NEW APPLICATIONS**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

**a) #18.06.p - Volunteer Grandparents**  
*Anniversary Campaign*

An application was received from the Volunteer Grandparents requesting an in-kind printing grant in support of their 45th anniversary in 2018 of delivering programs in Burnaby. The Family Match Program and the School Grandparent Program create true extended families, providing positive benefits for senior volunteers and children.

Request: \$1,000  
in-kind printing

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant up to the amount of \$1,000 be awarded to Volunteer Grandparents for their printing costs in 2018.

CARRIED UNANIMOUSLY

**b) #18.07.p - Burnaby Arts Council**  
*2018 Arts BC Conference*

An application was received from the Burnaby Arts Council requesting an in-kind grant for printing costs for the 2018 Arts BC Conference (co-hosted by Arts BC and the Burnaby Arts Council) to be held on 2018 May 10-12 at the Nikkei National Museum and Cultural Centre. The annual conference brings together hundreds of arts and cultural leaders from across the Province for a weekend of learning, networking, and skill development.

Request: \$2,000  
in-kind printing

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind grant up to the amount of \$1,000 be awarded to the Burnaby Arts Council for printing costs for the 2018 Arts BC Conference to be held on 2018 May 10-12 at the Nikkei National Museum and Cultural Centre.

CARRIED UNANIMOUSLY

An application was received from the Community Centred College for the Retired requesting a grant to assist with the cost of courses and programs provided by the College.

|          |             |      |                |
|----------|-------------|------|----------------|
| Request: | Unspecified | CPA: | 2017 - \$1,500 |
|          |             |      | 2016 - \$1,500 |
|          |             |      | 2015 - \$2,500 |

THAT a grant in the amount of \$1,500 be awarded to the Community Centred College for the Retired to assist with the cost of courses and programs in 2018.

CARRIED UNANIMOUSLY

An application was received from the Consulate General of the Republic of Korea, in cooperation with the Consulate General of the Republic of Turkey, requesting a grant to assist with screening of the Turkish film “Ayla: The Daughter of War” to be held at the Michael J. Fox Theatre on 2018 March 28. This film showcases the true story of the relationship between a young Korean girl saved by a Turkish sergeant during the Korean War.

Request: \$2,500      CPA: 2017 - No Application  
2016 - No Application  
2015 - No Application

THAT a grant in the amount of \$1,000 be awarded to the Consulate General of the Republic of Korea to assist with a movie screening on 2018 March 28 at the Michael J. Fox Theatre.

LOST – tie vote  
(Councillors Calendino & Johnston opposed)

e) **#18.10. - Burnaby Mountain Secondary School**  
*Oxford Cup Finals International Debating Championship*

An application was received from the Burnaby Mountain Secondary School requesting a grant to assist with travel expenses for two (2) students, Miranda Collett and Carolyn Chen, to participate at the Oxford Cup Finals International Debating Championship to be held on 2018 March 10 in Oxford, England.

Request: Unspecified      CPA: 2017 - No Application  
2016 - \$1,000 (Improv Games)  
2015 - No Application

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$400 (\$200 per student) be awarded to the Burnaby Mountain Secondary School to assist with travel expenses for two (2) students to participate at the Oxford Cup Finals International Debating Championship to be held on 2018 March 10 in Oxford, England.

CARRIED UNANIMOUSLY

7. **NEW BUSINESS**

**Business Licence for Home-Based Businesses – Councillor Jordan**

Councillor Jordan noted that the City of Burnaby does not have a category of business licence for home-based businesses.

Staff undertook to investigate.

**Software Licences – Councillor Johnston**

Councillor Johnston requested information on licenced software throughout the City, such as the number of licences, types, the number of users, etc.

Staff undertook to investigate.

**Terms of Reference Update**

The Committee discussed possible changes to its Terms of Reference specifically related to the creation of the Sub-Committee to review award nominations and to make recommendations to Council on the Kushiro Cup, Environmental Awards and Stars Program, and Burnaby Local Heroes recipients. To streamline this process and provide for more transparency, the Committee recommended the change to the

Terms of Reference that “the Financial Management Committee review awards and nominations and make final recipient recommendations to Council”.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee recommend Council approve changes to the Financial Management Committee’s Terms of Reference.

CARRIED UNANIMOUSLY

8. **INQUIRIES**

**Budget Documents – Councillor Jordan**

Councillor Jordan requested in the future the supporting budget documents be provided to Council in more compact form, and without colour photographs.

Staff noted this change.

9. **ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:18 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair