

**FINANCIAL MANAGEMENT COMMITTEE**

**TO:**            *MAYOR AND COUNCILLORS*

**SUBJECT: CIVIC INNOVATION LAB  
DISTRIBUTION OF FOUNDING PARTNER FUNDING**

**RECOMMENDATION:**

1. **THAT** Council authorize the distribution of the previously agreed upon founding partner 'seed' funding to the Civic Innovation Lab in the amount of \$25,000, as included in the 2023-2027 Financial Plan.

**REPORT**

The Financial Management Committee, at its meeting held on March 21, 2023, received and adopted the attached report seeking Council authorization for the distribution of founding partner 'seed' funding to the Civic Innovation Lab.

Respectfully submitted,

Councillor Dhaliwal  
Chair

Councillor Gu  
Vice Chair

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2023 March 3

**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER  
& CHIEF FINANCIAL OFFICER **FILE:** 2410 01

**SUBJECT: CIVIC INNOVATION LAB  
DISTRIBUTION OF FOUNDING PARTNER FUNDING**

**PURPOSE:** To request Committee and Council authorization for the distribution of founding partner 'seed' funding to the Civic Innovation Lab.

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**RECOMMENDATIONS:**

1. **THAT** the Financial Management Committee request Council authorize the distribution of the previously agreed upon founding partner 'seed' funding to the Civic Innovation Lab in the amount of \$25,000 as included in the 2023-2027 Financial Plan.

**REPORT****1.0 INTRODUCTION**

At its meeting of March 7, 2022 Burnaby City Council approved the establishment of a formal research partnership with Simon Fraser University (SFU) through the formation of a jointly controlled and supported non-profit Society – the Civic Innovation Lab (CIL). CIL's mandate is to research and develop innovative solutions to civic issues and challenges, in addition to providing educational advancement through collaborative learning and research opportunities.

The CIL has now been in operation approximately nine months and is making progress in advancing in-stream projects and identifying new opportunities for partnership and engagement. The City of Burnaby (COB) and SFU, as founding partners, agreed as part of this initiation to contribute both in-kind (seconded staff) and financial 'seed' funding to support establishment of the CIL. This report seeks to activate this commitment, via authorization for the distribution of the agreed-upon financial contribution (\$25,000).

**2.0 POLICY CONTEXT**

The founding of the Civic Innovation Lab is aligned with the following Council-adopted policies and plans/strategies: the *Climate Action Framework* (2020), the *Burnaby Strategic Plan* (2022), the *Environmental Sustainability Strategy* (2016) the *Social Sustainability Strategy* (2011), and the *Economic Development Strategy* (2007).

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### 3.0 OVERVIEW OF CIVIC INNOVATION LAB OPERATIONS

The CIL was officially incorporated under the B.C. Societies Act on May 16, 2022. An application to obtain registered charity status is in progress. The founding Board includes two representatives from SFU and two from the City of Burnaby (COB), as outlined below.

Name	Organization	Title	Board Position
Leon Gous	COB	Chief Administrative Officer	Chair
Noreen Kassam	COB	Deputy Chief Administrative Officer and CFO	Treasurer
Dugan O'Neil	SFU	Vice-President, External Relations	Secretary
Joanne Curry	SFU	Vice-President, Research and International	Member

The COB and SFU identified a staff person from each organization dedicated to support operations. These individuals work out of dedicated offices located at the Christine Sinclair Community Centre (3713 Kensington Avenue). The seconded staff are as follows:

Name	Organization	Title
Rebekah Mahaffey	COB	Executive Director
Abdul Zahir	SFU	Research Project Manager

The CIL is responsible for recording and maintaining their financial records and has established a bank account at Gulf and Fraser Financial Group (GFFG). The Society has also retained its own legal counsel, De Jager Volkenant, and is finalizing administrative processes associated with founding a new non-profit entity.

#### 3.1 Current Civic Innovation Lab Projects

At its meeting of December 12, 2022 Council received an update on Civic Innovation Lab operations. This included an overview of current projects which range from exploring alternative energy sources for powering civic buildings and fleets; improving the accessibility and equity within City operations; to pursuing an ecosystems-based remediation of Deer Lake. These exciting initiatives are being undertaken in partnership with a wide range of SFU-affiliated researchers, with the further involvement of students (both graduate and undergraduate), and in some instances Burnaby community members directly.

An example of an in-progress project, which includes all these aspects of involvement, is the Mobility Access and Participation Project (MAP) <sup>1</sup>. MAP is a seven-year Social Sciences and Humanities Research Council (SSHRC)-funded partnership. Simon Fraser University (SFU) is one of the participant research institutions as well as the University of British Columbia, and Université Laval. The lead SFU researcher is Dr. Atiya Mahmood from the Department of Gerontology. Burnaby has been a participant community since the beginning of the project.

<sup>1</sup> For more information, please visit: [inclusivemap.ca](http://inclusivemap.ca)

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One project of the MAP, operating under the 'Navigation and Pedestrian Environment Accessibility' stream, is the Stakeholders' Walkability/Wheelability Audit in Neighbourhoods (SWAN) project, which is led by SFU. Since MAP's initiation several iterations of the SWAN assessment tool have been directly tested by Burnaby community members with a range of disabilities, on the local pedestrian environment. The City has benefited from the data and findings generated through this process and it has informed recent capital planning budget processes in Transportation Planning/Engineering. Findings from the most recent phase of data collection are anticipated to be received by the City in Q2 2023.

A further update to Council will be provided after the upcoming, inaugural CIL Annual General Meeting (AGM), which is currently planned for early 2023 June. Councillor Tetrault was named as the CIL liaison at the December 12, 2022 Council meeting and will be invited to participate in the AGM. However, all Council members are welcome to attend as guests should they wish. Additional updates on CIL activities will continue to be forwarded to Council on an as-needed, project-specific basis.

### **3.2 Civic Innovation Lab – Founding Partner Funding**

In 2022, the City provided funding to CIL in the amount of \$77,368 which represents the City's 50% share; this funding supported the initial set up and first year operations including salaries. The 50% share for the 2023 fiscal year is \$157,900 for salaries and non-compensation expenses (e.g. seed funding, creation of an organizational website, etc.).

Now that the CIL has set-up its bank account, and established its financial records keeping system, staff are seeking to establish CIL's working capital (seed funding) in the amount of \$50,000. This seed funding will allow CIL to efficiently run its operations. As such, it is recommended that Council authorize the distribution of seed funding to the Society in the amount of \$25,000, which represents the City's 50% share. This request has been included in the 2023-2027 Financial Plan. The matching contribution from Simon Fraser University is also in process of being distributed to the Society.

### **4.0 CONCLUSION**

This report provides an overview of Civic Innovation Lab administrative operations and provides an update on the establishment of a Society bank account and a financial tracking system. Now that the Society is administratively ready, staff are recommending that Council authorize the distribution of the previously agreed upon founding partner 'seed' funding in the amount of \$25,000 as included in the 2023-2027 Financial Plan.



Noreen Kassam, CPA, CGA  
Deputy Chief Administrative Officer and Chief Financial Officer

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Copied to: Chief Administrative Officer  
General Manager, Legislative Services