

CITY OF BURNABY

**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, **2015 January 29** at 4:30 p.m.

PRESENT: Councillor Dan Johnston, Chair  
Councillor Colleen Jordan, Vice Chair  
Councillor Paul McDonell, Member

STAFF: Mr. Bob Moncur, City Manager  
Mr. Lambert Chu, Deputy City Manager  
Mr. Lou Pelletier, Director Planning and Building  
Mr. Leon Gous, Director Engineering  
Ms. Denise Jorgenson, Director Finance  
Ms. Shari Wallace, Chief Information Officer  
Mr. Doug Spindler, Manager – Treasury Operations  
Mr. Patrick Shek, Chief Building Inspector  
Mr. John Cusano, Deputy Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 4:38 p.m.

**1. MINUTES**

**a) Minutes of the Open meeting of the Finance and Civic Development Committee held on 2014 November 27**

MOVED BY COUNCILLOR McDONELL:  
SECONDED BY COUNCILLOR JORDAN:

“THAT the minutes of the Open meeting of the Finance and Civic Development Committee held on 2014 November 27 be now adopted.”

CARRIED UNANIMOUSLY

**2. REPORTS**

MOVED BY COUNCILLOR McDONELL:  
SECONDED BY COUNCILLOR JORDAN:

“THAT the reports be received.”

CARRIED UNANIMOUSLY

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**a) Report from the Chief Information Officer**  
**Re: 2015 Information Technology Capital Program for**  
**Business Applications**

The Chief Information Officer submitted a report seeking project approval and funding bylaw for implementation of the 2015 enterprise and departmental business applications programs.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 enterprise and departmental applications programs as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize staff to bring down a bylaw in the amount of \$6,565,000 (inclusive of GST) from Capital Reserves to finance the purchase.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Chief Information Officer be adopted.”

CARRIED UNANIMOUSLY

The Committee requested a copy of the updated IT capital program plan.

Staff undertook to provide the information.

**b) Report from the Director Finance**  
**Re: Lease Renewal of 4970 Canada Way**

The Director Finance submitted a report providing information on the lease renewal of 4970 Canada Way to Rising Star Learning Ltd.

The Director Finance recommended:

1. THAT Council authorize a five year lease renewal of 4970 Canada Way to Rising Star Learning Ltd. as outlined in this report.

MOVED BY COUNCILLOR McDONELL:

SECONDED BY COUNCILLOR JORDAN:

“THAT the recommendation of the Director Finance be adopted.”

CARRIED UNANIMOUSLY

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**c) Report from the Director Finance**  
**Re: Contract Award – Animal Control and Shelter Services**

The Director Finance submitted a report seeking approval to award a one year contract for animal control and shelter services.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve a one year contract award to the British Columbia Society for the Prevention of Cruelty to Animals for a total cost of \$579,246 including taxes as outlined in this report.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Director Finance be adopted.”

CARRIED UNANIMOUSLY

Councillor McDonell requested a copy of the agreement between the City and SPCA.

Staff undertook to provide the agreement.

Councillor Johnston noted that he received complaints regarding off leash pit bulls (without a muzzle) in Robert Burnaby Park.

Staff undertook to investigate.

**d) Report from the Director Finance**  
**Re: Renewal of the Licence and Operating Agreement for the Cameron Children’s Centre**

The Director Finance submitted a report seeking approval to enter into a new licence and operating agreement with the Lower Mainland Purpose Society for Youth & Families for the City-owned Cameron Children’s Centre.

The Director Finance recommended:

1. THAT Financial Management Committee recommend that Council authorize staff to enter into a licence and operating agreement with the Lower Mainland Purpose Society for Youth and Families for the Cameron Children’s Centre for a five year term as outlined in this report.
2. THAT a copy of this report be forwarded to the Board of Directors of the Lower Mainland Purpose Society for Youth and Families and to the Social Issues Committee for information.

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MOVED BY COUNCILLOR McDONELL:  
SECONDED BY COUNCILLOR JORDAN:

“THAT the recommendations of the Director Finance be adopted.”

CARRIED UNANIMOUSLY

e) **Report from the Director Finance**  
**Re: City Investments – 2014 Year End Report**

The Director Finance submitted a report providing a 2014 Investment Program update and presenting the 2015 Investment Program forecast.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Director Finance be adopted.”

CARRIED UNANIMOUSLY

f) **Report from the Director Finance**  
**Re: 2015 Provisional Financial Plan**

The Director Finance submitted a report providing the 2015 Provisional Financial Plan.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council receive the 2015 Provisional Financial Plan.

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Director Finance be adopted.”

CARRIED UNANIMOUSLY

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**g) Report from the Director Engineering**  
**Re: 2015 Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking project approval and funding bylaw for the 2015 capital infrastructure projects.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve capital expenditures of \$24.85 Million for infrastructure programs as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$9,148,000 (inclusive of GST), and draw from the Waterworks Utility Capital Fund the amount of \$8,374,000 (inclusive of GST) and the Sanitary Sewer Capital Fund the amount of \$7,327,000 (inclusive of GST) to finance the capital programs as outlined in this report.

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

**h) Report from the Director Engineering**  
**Re: 2015 Utility Service Connections Bylaw Funding Request**

The Director Engineering submitted a report seeking project approval and funding bylaw for the 2015 Utility Service Connection Program.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 Utility Service Connection Program as outlined in this report.
2. THAT Financial Management Committee recommend Council to authorize staff to fund from the Waterworks Utility Capital Fund \$837,600 (inclusive of GST) and from the Sanitary Sewer Capital Fund \$706,600 (inclusive of GST), and bring down a Capital Reserves Bylaw in the amount of \$261,800 (inclusive of GST) for the Utility Service Connections Program.

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MOVED BY COUNCILLOR McDONELL:  
SECONDED BY COUNCILLOR JORDAN:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

**i) Report from the Director Engineering**  
**Re: 2015 City Buildings Bylaw Funding Request**

The Director Engineering submitted a report seeking project approval and funding bylaw for the 2015 City Building Capital Projects and Energy Performance Program.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 City Building Projects and Energy Performance Program as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize staff to bring down a bylaw in the amount of \$4,072,900 (inclusive of GST) from Capital Reserves to finance the 2015 City Building Projects and Energy Performance Program.

MOVED BY COUNCILLOR JORDAN:  
SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

The Committee requested staff provide a memorandum to Council with breakdown of projects and amounts. The Committee further requested the breakdown information be included in the future reports.

**j) Report from the Director Planning and Building**  
**Re: City Administrative Complex Projects**

The Director Planning and Building submitted a report seeking approval for a Capital Reserves Expenditure Bylaw to finance City Administrative Complex Projects (City Hall – Space Needs Assessment, City Hall Parking Review/Concept Design, and Comprehensive Wayfinding Program for City Hall/Deer Lake Park).

The Director Planning and Building recommended:

1. THAT Council be requested to bring down a Capital Reserves Expenditure Bylaw in the amount of \$421,250 (inclusive of GST) to finance City Administrative Complex projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendation of the Director Planning and Building be adopted.”

CARRIED UNANIMOUSLY

**k) Report from the Director Planning and Building**  
**Re: Child Care Facilities – Feasibility Study**

The Director Planning and Building submitted a report seeking funding approval for a feasibility and site review study for the placement and installation of child care facilities on School District property.

The Director Planning and Building recommended:

1. THAT Council approve an expenditure of \$80,000 from Community Amenity funds to finance a feasibility and site review study for the placement and installation of child care facilities on School District property.
2. THAT a copy of this report be forwarded to Mr. Greg Frank, Secretary-Treasurer, Burnaby School District #41.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

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

CARRIED UNANIMOUSLY

**l) Report from the Major Civic Building Project**  
**Coordination Committee**  
**Re: RCMP Building Locker Rooms Upgrade and**  
**Emergency Exit Project**

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval for the construction of the RCMP Building – Locker Rooms Upgrade Project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Financial Management Committee request Council to bring down a Capital Reserves Expenditure Bylaw in the amount of \$1,800,000 (inclusive of GST) from Capital Reserves to finance the construction of the RCMP Building Locker Rooms Upgrade Project.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

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

CARRIED UNANIMOUSLY

**m) Report from the Director Engineering**  
**Re: 2015 Major Roads Program Bylaw**  
**Funding Request**

The Director Engineering submitted a report seeking funding approval for the 2015 Major Roads Capital Program.

The Director Engineering recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure for the 2015 Major Roads Capital Program, as outlined in this report.
2. THAT Financial Management Committee recommend Council to authorize staff to bring down a bylaw in the amount of \$7.458 Million (inclusive of GST) from Capital Reserves to finance the 2015 Major Roads Capital Program.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

“THAT the recommendations of the Director Engineering be adopted.”

CARRIED UNANIMOUSLY

**3. NEW BUSINESS**

MOVED BY COUNCILLOR McDONELL:

SECONDED BY COUNCILLOR JORDAN:

“THAT the Financial Management Committee meeting scheduled to be held on 2015 February 26 at 5:30 p.m. be **RESCHEDULED** to Tuesday, March 3 at 4:00 p.m. in the Council Committee Room.”

CARRIED UNANIMOUSLY



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**Councillor Johnston**

Councillor Johnston requested staff provide a memorandum outlining medical and pension plans for Exempt, Fire and CUPE employees, with emphasis on differences.

Staff undertook to provide a memorandum.

Councillor Johnston requested staff provide a memorandum on Parks Acquisition Levy.

Staff undertook to provide a memorandum.

**Director Finance**

The Director Finance submitted 'Financial Report as at 2014 Period 12'.

MOVED BY COUNCILLOR JORDAN:

SECONDED BY COUNCILLOR McDONELL:

"THAT the report be received for information."

CARRIED UNANIMOUSLY

**4. INQUIRIES**

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

**5. CLOSED**

The Committee moved into a 'Closed' meeting from which the public was excluded.

MOVED BY COUNCILLOR McDONELL:

SECONDED BY COUNCILLOR JORDAN:

"THAT this meeting do now recess."

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:40 p.m.

MOVED BY COUNCILLOR McDONELL:

SECONDED BY COUNCILLOR JORDAN:

"THAT the Open Committee meeting do now reconvene."

CARRIED UNANIMOUSLY

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The Open Committee meeting reconvened at 5:42 p.m.

**6. ADJOURNMENT**

MOVED BY COUNCILLOR McDONELL:  
SECONDED BY COUNCILLOR JORDAN:

“THAT this Open Committee meeting do now adjourn.”

CARRIED UNANIMOUSLY

The Open meeting adjourned at 5:42 p.m.

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Ms. Blanka Zeinabova  
ADMINISTRATIVE OFFICER

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Councillor Dan Johnston  
CHAIR