



FINANCIAL MANAGEMENT COMMITTEE

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2015 SEPTEMBER 15

TIME: 5:30 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

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|--|--------------------|
| 1. <u>CALL TO ORDER</u> | |
| 2. <u>MINUTES</u> | |
| a) Minutes of the Open meeting of the Financial Management Committee held on 2015 June 25 | 1 |
| 3. <u>REPORTS</u> | |
| a) Report from the Chief Librarian
Re: 2015 Library Vehicle and RFID Conversion Project Completion
Bylaw Funding Request | 8 |
| 4. <u>NEW BUSINESS</u> | |
| 5. <u>INQUIRIES</u> | |
| 6. <u>CLOSED</u> | |
| Public excluded according to Sections 90 and 92 of the Community Charter | |
| 7. <u>ADJOURNMENT</u> | |



FINANCIAL MANAGEMENT COMMITTEE MINUTES

Thursday, 2015 June 25

An 'Open' meeting of the Financial Management Committee was held in the Clerk's Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, 2015 June 25 at 5:30 PM.

1. CALL TO ORDER

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
Ms. Denise Jorgenson, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Dipak Dattani, Deputy Director Engineering
Ms. Shari Wallace, Chief Information Officer
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 5:32 p.m.

2. MINUTES

a) Minutes of the Open meeting of the Financial Management Committee held on 2015 May 27

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT the minutes of the 'Open' meeting of the Financial Management Committee held on 2015 May 27 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Memorandum from the Director Parks, Recreation
& Cultural Services**
**Re: Restoration of the Heritage Waterous
Steam Engine at Burnaby Village Museum**

A memorandum was received from the Director Parks, Recreation and Cultural Services providing further information on funding request to restore the rare Canadian made Waterous Steam Engine at the Burnaby Village Museum, as raised under the New Business portion of the 2015 May 27 Committee meeting. It was noted that the work on the engine is a one-time major restoration to ensure safe operation of the exhibit for the foreseeable future.

Arising from discussion, Councillor Jordan was granted leave by the Committee to introduce the following motion:

MOVED BY COUNCILLOR C. JORDAN:
SECONDED BY COUNCILLOR P. MCDONELL:

THAT the Committee authorize funding request for the Burnaby Village Museum Historic Steam Engine Restoration (\$45,000) from the 2015 Stabilization Funding.

CARRIED UNANIMOUSLY

4. REPORTS

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the Director Engineering**
Re: Vehicle Replacement - Single Axle Sewer Flusher
and Rear Load Refuse Truck

The Director Engineering submitted a report seeking funding approval to replace two Engineering fleet vehicles with values over \$250K (Single Axle Sewer Flusher and Rear Load Refuse Truck).

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$630K for vehicle replacement of a single axle Sewer Flusher vehicle and a Rear Load Refuse Truck.

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) **Report from the Director Finance**
Re: Operating Gaming Fund Project Requests

The Director Finance submitted a report seeking approval for the use of the Operating Gaming Fund to fund fourteen community projects.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve \$867,500 from the Operating Gaming Fund to fund fourteen projects, as outlined in this report.

MOVED BY COUNCILLOR C. JORDAN:
SECONDED BY COUNCILLOR P. MCDONELL:

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Councillor Jordan inquired regarding a small bridge over Still Creek on Westminster Avenue (near the City's Works Yard) that is covered by graffiti.

Staff undertook to investigate this matter and remove graffiti.

Councillor Johnston requested that staff review item 1.9 of the report - Site Clean-up and Improvements for the Kushiro Visit.

Staff undertook to complete the review.

c) Report from the Director Finance
Re: Information Update - Eagles Estate and Baldwin House

The Director Finance submitted a report recommending continuation of the joint City-BCIT heritage project for the next school year.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to continue with the joint City-BCIT heritage project for the next school year, as outlined in this report.
2. THAT this report be referred to the Community Heritage Commission for information.

MOVED BY COUNCILLOR C. JORDAN:

SECONDED BY COUNCILLOR P. MCDONELL:

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Councillor Jordan advised that the BCIT students gave a presentation at the Community Heritage Commission meeting providing an overview of their eight month experience working with models and as-built drawings of Baldwin House and Eagles Estate as part of their curriculum.

d) Report from the Director Finance
Re: Contract Award for Software and Implementation
Services for the Licences, Inspections and Permits Program

The Director Finance submitted a report seeking approval to award a contract to Tyler Technologies for implementation of a new licences, inspections and permit system.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve a contract award to Tyler Technologies Inc. for the purchase of EnerGov software and Phase 1 implementation services at an estimated cost of \$3,356,612, including GST in the amount of \$159,838.68, as outlined in this report.

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Councillor McDonell requested staff provide a breakdown of the individual parts of the contract.

Staff undertook to investigate this matter.

5. NEW BUSINESS

Director Finance

The Director Finance submitted 'Financial Report as at 2015 Period 05'.

MOVED BY COUNCILLOR C. JORDAN:
SECONDED BY COUNCILLOR P. MCDONELL:

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

The Committee requested this report be provided to Council.

The Director Finance submitted a memorandum providing additional information regarding the methodology used by the Province of BC with regard to the distribution of Traffic Fine Revenue Sharing Grant by the Ministry of Community, Sport and Cultural Development.

Councillor Jordan

Councillor Jordan referred to a memorandum from the Director of Human Resources regarding elected officials' WCB claim. It was noted that WorkSafeBC Act does not

recognize compensation coverage for elected officials (WorkSafeBC Assessment Policy Manual – AP1-1-4 Policy (c)).

Arising from discussion, Councillor Jordan was granted leave by the Committee to introduce the following motion:

MOVED BY COUNCILLOR C. JORDAN:
SECONDED BY COUNCILLOR P. MCDONELL:

THAT staff submit a report to Committee and Council seeking support from the UBCM, on behalf of the member municipalities, to request that WCB amend the WorkSafeBC Assessment Policy Manual (AP1-1-4 Policy (c)) to allow compensation coverage for elected officials.

CARRIED UNANIMOUSLY

Further, Councillor Johnston requested a memorandum clarifying rules regarding pension plan for elected officials.

6. **INQUIRIES**

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

7. **CLOSED**

Public excluded in accordance with Sections 90 & 92 of the Community Charter

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 6:13 p.m.

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open meeting reconvened at 6:13 p.m.

8. **ADJOURNMENT**

MOVED BY COUNCILLOR P. MCDONELL:
SECONDED BY COUNCILLOR C. JORDAN:

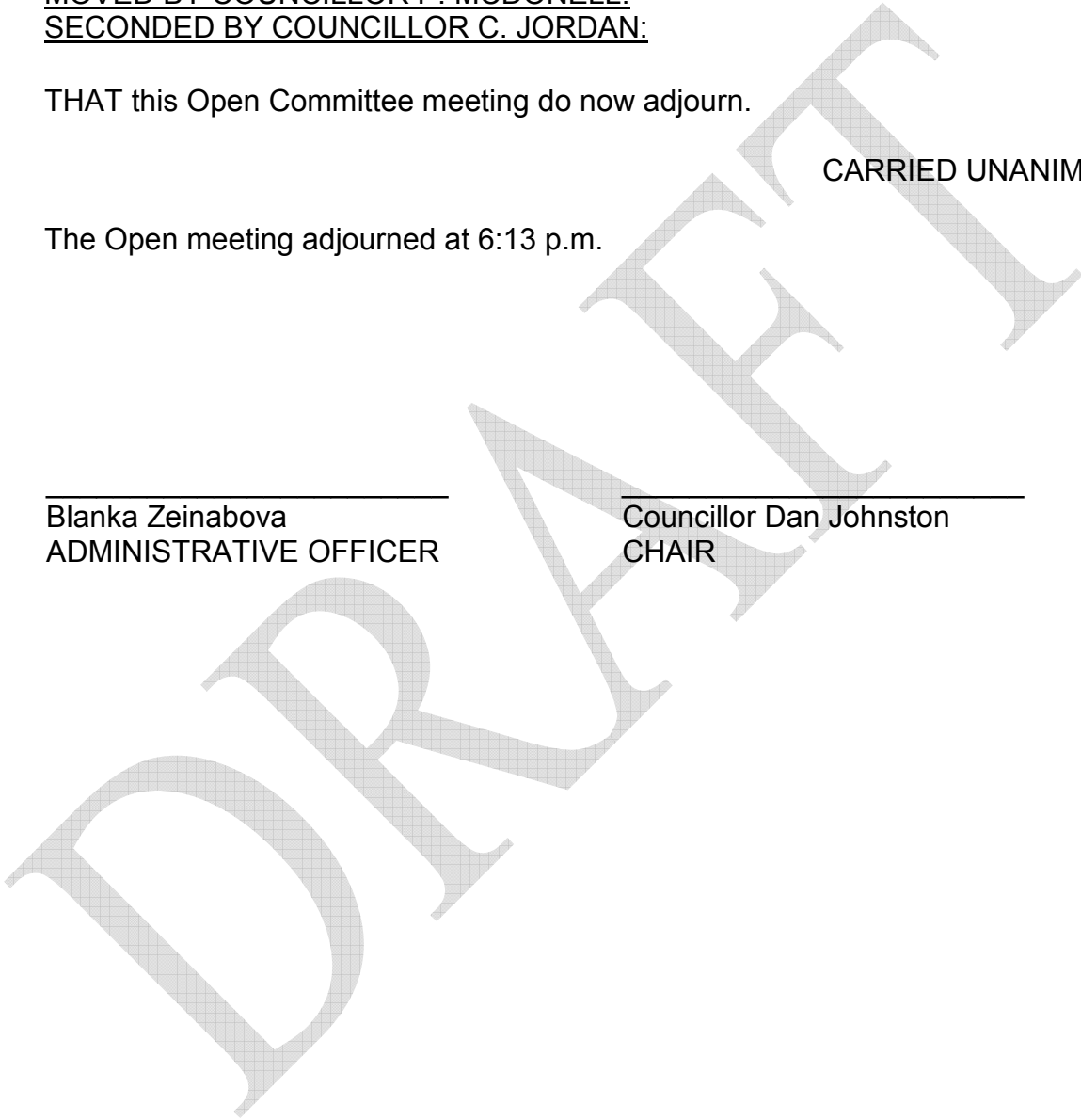
THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:13 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR



TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2015 August 28

FROM: CHIEF LIBRARIAN

FILE:

SUBJECT: 2015 LIBRARY VEHICLE AND RFID CONVERSION PROJECT
COMPLETION BYLAW FUNDING REQUEST

PURPOSE: To request bylaw funding for a Library vehicle and completion of the RFID conversion project.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$109,950 (inclusive of GST of \$4,950) to finance two projects as outlined in this report.

REPORT
1.0 OUTREACH VAN (ADZ.0001) \$40,000

In the 2015-2019 Annual Financial Plan the Library Board placed a priority on creating new opportunities for the community to engage with the library. “Pop-up Libraries” were identified as a successful strategy to deliver on this priority as they bring the library to community events, such as the Farmers’ Market and the Canada Day celebrations at Swangard Stadium, where community response has been overwhelmingly positive. The Capital Plan includes an outreach vehicle to facilitate the provision of more “Pop-up Libraries” and enable staff to effectively engage with our community in a visible and interactive manner.

2.0 RADIO FREQUENCY IDENTIFICATION (RFID) (ADY.0006) \$65,000

Radio frequency identifier (RFID) technology is used to perform circulation functions, including a self-check option and loss prevention. The new system has been installed and renovations to the interior entrances are near completion at the Bob Prittie Metrotown and McGill branches. In order to complete the move to this system, additional funding is requested to purchase necessary equipment and furniture related to the renovated spaces.

To: Chair and Members Financial Management Committee

From: Chief Librarian

Re: 2015 LIBRARY VEHICLE AND RFID CONVERSION PROJECT COMPLETION BYLAW FUNDING REQUEST
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3.0 RECOMMENDATION

It is recommended that the Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$109,950 (inclusive of GST of \$4,950) to finance two projects as outlined in this report. Sufficient Capital Reserves are available to fund these two projects.



M. Edel Toner-Rogala
CHIEF LIBRARIAN

ET/lj

cc: City Manager
Director Finance
City Solicitor