



## **FINANCIAL MANAGEMENT COMMITTEE MINUTES**

**Thursday, 2015 November 26**

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 November 26 at 5:30 p.m.

### **1. CALL TO ORDER**

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

ABSENT: Councillor Dan Johnston, Chair (*due to injury*)

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. Leon Gous, Director Engineering  
Ms. Shari Wallace, Chief Information Office  
Mr. Doug Spindler, Assistant Director - Treasury Services  
Mr. John Cusano, Deputy Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the 'Open' meeting to order at 5:30 p.m.

### **2. MINUTES**

a) [Minutes of the 'Open' meeting of the Financial Management Committee held on 2015 November 16](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the 'Open' meeting of the Financial Management Committee held on 2015 November 16 be adopted.

CARRIED UNANIMOUSLY

### 3. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the correspondence be received.

CARRIED UNANIMOUSLY

- a) **[Memorandum from Chief Information Officer](#)**  
**Re: SAP Software Annual Support and Maintenance**  
**Agreement Renewal**

A memorandum was received from the Chief Information Officer providing a status update regarding the annual SAP Software and Enterprise Maintenance Support contract.

### 4. **REPORTS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

- a) **[Report from the Director Finance](#)**  
**Re: 2016 - 2020 Provisional Financial Plan**

The Director Finance submitted a report providing the 2016 - 2020 Provisional Financial Plan.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council receive the 2016 - 2020 Provisional Financial Plan.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Finance](#)  
**Re: Credit Card Merchant Fees**

The Director Finance submitted a report providing for the recapture of credit card merchant fees.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council authorize staff to implement the proposed model for the recapture of credit card merchant fees as outlined in this report.
2. THAT Financial Management Committee recommend Council authorize staff to bring down a fee recovery bylaw related to the use of credit cards.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Finance](#)  
**Re: Employee Transit Incentive Program**

The Director Finance submitted a report seeking authorization to provide City employees with an opportunity to participate in a transit subsidy program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council authorize staff to implement an Employee Transit Incentive Program effective 2016 January 01 as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Finance](#)  
**Re: Renewal of City Fleet Insurance**

The Director Finance submitted a report seeking approval for an expenditure of up to \$815,000 to renew the City Vehicle Fleet Insurance Program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council to approve an expenditure of up to \$815,000 payable to Willis Canada to fund the City's Fleet Auto Liability, Collision, and Comprehensive insurance programs as further specified in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Engineering](#)  
Re: 2016 Capital Infrastructure Bylaw Funding Request -  
Water PRV and Watermain Renewals

The Director Engineering submitted a report requesting approval and funding for constructions of 2016 capital infrastructure programs for water PRVs and watermains.

The Director Engineering recommended:

1. THAT Council approve capital expenditures of \$700,000 for infrastructure programs as outlined in this report.

2. THAT Council authorize staff to fund from the Waterworks Utility Capital Fund the amount of \$732,700 (inclusive of GST) to finance the capital programs as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Major Civic Building Project Coordination](#)  
Committee  
Re: Deer Lake Centre / West Building Interior Renovations

The Major Civic Building Project Coordination Committee submitted a report seeking bylaw funding for the Deer Lake / West Building Interior Renovations project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1.4 million (inclusive of GST @ 5%) to finance the Deer Lake Centre / West Building Interior Renovations project.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

## **5. NEW BUSINESS**

### **Councillor Jordan**

Councillor Jordan referred to a memorandum from the Director Finance in response to a motion made at the Financial Management Committee meeting held on 2015 June 25 regarding a resolution to amend Workers Compensation Act. The Director Finance submitted a draft report in September with the following resolution for consideration for submission to the 2016 UBCM Convention:

### **Workers Compensation Coverage for Elected Officials**

WHEREAS elected officials within BC municipalities provide their communities with invaluable services during and outside of regular Council Meetings;

AND WHEREAS in the absence of personal disability insurance elected officials are at personal financial risk should they inadvertently become injured while conducting municipal business on behalf of their constituents;

THEREFORE BE IT RESOLVED that the Workers Compensation Board amend the Workers Compensation Act to allow for compensation coverage for elected officials while conducting municipal business.

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Financial Management Committee recommend Council approve the submission of the resolution to the 2016 Union of BC Municipalities Convention.

CARRIED UNANIMOUSLY

**6. INQUIRIES**

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

**7. CLOSED**

[Public excluded according to Sections 90 and 92 of the Community Charter](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 5:55 p.m.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting reconvened at 6:04 p.m.

**8. ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the 'Open' Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The 'Open' meeting adjourned at 6:04 p.m.

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Blanka Zeinabova  
ADMINISTRATIVE OFFICER

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Councillor Colleen Jordan  
VICE CHAIR