



## **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, **2016 April 28** at 5:30 p.m.

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

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

STAFF: Mr. Lambert Chu, Acting City Manager  
Ms. Denise Jorgenson, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Leon Gous, Director Engineering  
Ms. Shari Wallace, Chief Information Office  
Mr. Richard Rowley, Assistant Director Finance – Revenue Services  
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 5:49 p.m.

#### **2. MINUTES**

- a) [Minutes of the Open meeting of the Financial Management Committee held on 2016 March 24](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Open meeting of the Financial Management Committee held on 2016 March 24 be adopted.

CARRIED UNANIMOUSLY

### 3. **REPORTS**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **[Report from the Chief Information Officer](#)**  
**Re: IT Policies**

The Chief Information Officer submitted a report providing details of the City's IT policies and staff awareness programs.

The Chief Information Officer recommended:

1. THAT the Financial Management Committee receive this report for information.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

The Committee suggested a Council workshop on IT policies and procedures (i.e. password, lost/stolen iPhone or iPad, etc.). The Committee further inquired regarding the Councillors' phone plans (i.e. long distance).

Staff undertook to provide information on the Councillors' phone plans, and arrange a workshop in the future.

b) **[Report from the Director Engineering](#)**  
**Re: 2015 Infrastructure Projects - Request for Additional Funding**

The Director Engineering submitted a report seeking approval for additional funding on Infrastructure projects for change orders and higher than anticipated contract values.

The Director Engineering recommended:

1. THAT the Financial Management committee recommend Council approve the capital expenditure of \$1,385,000 for Capital Infrastructure projects outlined in this report.

2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$1,449,720 (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

c) [Report from the Director Engineering](#)  
Re: 2015 Infrastructure Projects - Gilmore North Contract  
& Boundary Pump Station

The Director Engineering submitted a report seeking approval for additional funding for change orders to 2015 Infrastructure Upgrade Programs – Gilmore North & Boundary Pump Station.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$739,100 for 2015 Capital Infrastructure projects outlined in this report.
2. THAT Council authorize staff to fund from the Sanitary Sewer Capital Fund the amount of \$773,600 (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

d) [Report from the Director Engineering](#) & the Director Parks,  
Recreation and Cultural Services  
Re: Willingdon Linear Park (EMA.008,DPW.0276)

The Director Engineering and the Director Parks, Recreation and Cultural Services submitted a report seeking funding approval for the Willingdon Linear Park.

The Director Engineering and the Director Parks, Recreation and Cultural Services recommended:

1. THAT Council approve the capital expenditure of \$910,000 for the Willingdon Linear Park project, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves bylaw in the amount of \$340,000 (inclusive of GST) to finance the Willingdon Linear Park, as outlined in this report.

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

e) [Report from the Director Engineering](#)  
Re: Pay-By-Phone Parking Program

The Director Engineering submitted a report introducing a pay-by-phone option for on-street parking charges, including an increase in parking meter rates.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend to Council the approval of a Pay-By-Phone Parking Program, including a rate increase as detailed in this report, at an estimated cost of \$30,000 funded from the 2016 Capital Program (EMG.0007).
2. THAT Council approve additional areas within the City as metered zones as shown in Figures 1-6 to allow for the future installation of parking meters when conditions warrant.
3. THAT the City's Solicitor prepare the necessary Parking Meter Bylaw amendments to facilitate the introduction of pay-by-phone parking services and other housekeeping amendments.

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Finance](#)  
**Re: 2016 Electronic Access and Security Provisions**

The Director Finance submitted a report seeking approval of the electronic building access and security improvement capital program for civic facilities, as outlined in this report.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure for electronic building access and security equipment, as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize staff to use Gaming Funds in the amount of \$502,500 (inclusive of GST) to fund the Electronic Building Access and Security Program.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the electronic building access to Firehalls 2 and 3.

Staff undertook to provide more details.

g) [Report from the Director Finance](#)  
**Re: Insurance Contract Renewals - Nine Programs**

The Director Finance submitted a report seeking approval to award insurance contracts for the annual Property and Liability insurance programs maintained by the City.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the award of nine (9) contracts of insurance as specified in this report. The total amount, payable to Willis Canada to fund the insurance premiums is \$850,000. Actual payment will be based on the final insurance agreements.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

h) [Report from the Major Civic Building Project](#)  
[Coordination Committee](#)  
Re: Proposed South Burnaby Arena

The Major Civic Building Project Coordination Committee submitted a report seeking approval to undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street, Burnaby, BC.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council authorize the issuance of a Request for Proposal (RFP) to undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

i) [Report from the Major Civic Building Project](#)  
[Coordination Committee](#)  
Re: Still Creek Recycling / Green Waste Depot  
and Works Yard

The Major Civic Building Project Coordination Committee submitted a report providing a financial wrap-up on the development of the Still Creek Recycling / Green Waste Depot and Works Yard.

The Major Civic Building Project Coordination Committee recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

i) **Report from the Director Parks, Recreation  
and Cultural Services**  
**Re: Bonsor Upper Floor Renovation**

The Director Parks, Recreation and Cultural Services submitted a report seeking approval for Community Amenity funding of \$1,280,000 to expand the Bonsor upper floor renovation project.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Council approve Community Amenity funding of \$1,280,000 (inclusive of GST) to provide for the Bonsor upper floor renovation project to be expanded to include all program and common areas.
2. THAT a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

4. **NEW BUSINESS**

**Director Finance**

The Director Finance submitted a memorandum requesting a Regular Full-Time position for Computer System Specialist in RCMP. It was noted, in 2015 a Regular Full-Time Computer Systems Specialist, originally in RCMP, was accommodated in Information Technology. It has been determined that this will be a permanent accommodation.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Regular Full-Time Computer Systems Specialist position in RCMP be approved.

CARRIED UNANIMOUSLY

The Director Finance noted that a page has been missed under the Operating Plan section of the 2016 Financial Plan. The information will be added under the General Revenue header when formatted by the designer.

The Director Finance submitted a memorandum regarding 2016 Property Assessment Distribution for the Committee's information. Mr. Rowley provided a summary of the memorandum.

**5. INQUIRIES**

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

The Committee requested to enter into a Closed session from which public is excluded according to Sections 90(k) 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 7:02 p.m.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting reconvened at 7:11 p.m.



**6. ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:12 p.m.

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Blanka Zeinabova  
ADMINISTRATIVE OFFICER

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Councillor Dan Johnston  
CHAIR