



## **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 Wednesday, **2017 January 25** at 4:00 p.m.

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

PRESENT: Councillor Dan Johnston, Chair  
Councillor Paul McDonell, Member

ABSENT: Councillor Colleen Jordan, Vice Chair

STAFF: Mr. Lambert Chu, City Manager  
Mr. Dave Critchley, Director Public Safety & Community Services  
Mr. Leon Gous, Director Engineering  
Mr. Lou Pelletier, Director Planning & Building  
Ms. Shari Wallace, Chief Information Officer  
Mr. Bob Klimek, Deputy Director Finance  
Mr. Doug Spindler, Assistant Director – Treasury Services  
Mr. Patrick Shek, Chief Building Inspector  
Mr. John Cusano, Assistant Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 4:02 p.m.

#### **2. MINUTES**

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

**3. CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the correspondence be received.

CARRIED UNANIMOUSLY

**a) Memorandum from the City Clerk**  
**Re: Willingdon Linear Park Design and Public Consultation**  
**Results**

A memorandum was received from the City Clerk advising that Council, at the Open Council meeting held on 2017 January 23, received and adopted the above noted report providing an update on the Willingdon Linear Park design and the feedback received at the public open house, and seeking funding for the construction of the linear park.

**4. REPORTS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the reports be received.

CARRIED UNANIMOUSLY

**a) Report from the Chief Information Officer**  
**Re: 2017 Information Technology Capital Program**

The Chief Information Officer submitted a report seeking approval for capital expenditure and funding bylaw for Information Technology Capital Program.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council approve the capital expenditure of \$2,960,744 for the 2017 Information Technology program, 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 \$3,099,096 (inclusive of GST of \$138,352) to finance the program.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Engineering](#)  
Re: 2017 Capital Infrastructure Bylaw Funding Request -  
Willingdon Infrastructure Upgrades

The Director Engineering submitted a report seeking funding approval for the Willingdon Infrastructure Upgrades.

The Director Engineering recommended:

1. THAT Council approve the capital expenditure of \$5.289M for the Willingdon Infrastructure Upgrades, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$5.536M (inclusive of GST) to finance the Willingdon Infrastructure Upgrades, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Engineering](#)  
Re: 2017 Engineering Capital Building Infrastructure Bylaw  
Funding Request

The Director Engineering submitted a report seeking funding approval for 2017 City facilities capital projects.

The Director Engineering recommended:

1. THAT Council approve the capital expenditure of \$3.923 Million for facilities capital projects, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$4.1065 Million (inclusive of GST) to finance the capital projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Engineering  
Re: 2017 Engineering Capital Infrastructure New Vehicle and  
Equipment Acquisition Bylaw Funding Request

The Director Engineering submitted a report seeking funding approval for 2017 Engineering New Vehicles/Equipment.

The Director Engineering recommended:

1. THAT Council approve the capital expenditure of \$3.715M for New Vehicle and Equipment acquisitions, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$3.889M (inclusive of GST) to finance the capital acquisitions outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Engineering  
Re: 2017 Engineering Capital Infrastructure Replacements  
Bylaw Funding Request

The Director Engineering submitted a report seeking funding approval for 2017 Engineering capital infrastructure replacement.

The Director Engineering recommended:

1. THAT Council approve the additional capital expenditure of \$6.352 Million for infrastructure capital improvements, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$2.395 Million (inclusive of GST), and draw from the Sanitary Sewer Capital Fund the amount of \$0.529 Million (inclusive of GST) and the Waterworks

## Utility

Capital Fund the amount of \$3.725 Million (inclusive of GST) to finance the capital programs, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Engineering](#)  
Re: 2017 Engineering Capital Infrastructure Design and Early  
Tender Projects Bylaw Funding Request

The Director Engineering submitted a report seeking funding approval for 2017 Engineering capital infrastructure design and early tender projects.

The Director Engineering recommended:

1. THAT Council approve capital expenditures of \$0.959 Million for infrastructure capital improvements, as outlined in this report.
2. THAT Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$0.451 Million (inclusive of GST), and the use of Waterworks Utility Capital Funds in the amount of \$0.533 Million (inclusive of GST) to finance the capital programs, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

g) [Report from the Director Finance](#)  
Re: 2017 BC Home Owner Grant Program

The Director Finance submitted a report providing information on the 2017 BC Home Owner Grant Program.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

h) [Report from the Director Finance](#)  
Re: City Investments – 2016 Year End Report

The Director Finance submitted a report providing a 2016 Investment Program update and presenting the 2017 Investment Program forecast.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

i) [Report from the Director Planning and Building](#)  
Re: “Burnaby Then and Now”  
Celebrating Burnaby 125 with Heritage Markers

The Director Planning and Building submitted a report seeking approval and funding for a project to celebrate the City's 125<sup>th</sup> anniversary, as outlined in this report.

The Director Planning and Building recommended:

1. THAT the Committee request Council approval for an expenditure not to exceed \$60,000 (including 5% GST) from the City's Gaming Fund to implement the Burnaby 125 Heritage Marker project, as outlined in this report.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

j) [Report from the Major Civic Building Project Coordination Committee](#)  
**Re: West Building Interior Renovation**

The Major Civic Building Project Coordination Committee submitted a report seeking bylaw funding for the West Building Interior Renovation 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 \$1,208,900 (inclusive of GST in the amount of \$57,567) to finance the West Building Interior Renovation project.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

k) [Report from the Major Civic Building Project Coordination Committee](#)  
**Re: City Hall / Deer Lake Precinct Parking Lots Project**

The Major Civic Building Project Coordination Committee submitted a report seeking authorization to advance design of new parking facilities within the City Hall / Deer Lake precinct.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council be requested to authorize staff to initiate civil design for three parking lots and to bring down a Capital Reserves Expenditure Bylaw of \$650,000 (inclusive of 5% GST at \$30,954) to finance the expenditure.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

**I) Report from the Major Civic Building Project Coordination Committee**  
**Re: Edmonds Community Centre**  
**Installation of a HVAC Unit**

The Major Civic Building Project Coordination Committee submitted a report providing information regarding the proposed installation of HVAC to serve the lobby area of the Edmonds Community Centre.

The Major Civic Building Project Coordination Committee recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

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

CARRIED UNANIMOUSLY

**5. NEW BUSINESS**

There was no new business brought before the Committee at this time.

**6. INQUIRIES**

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

**7. CLOSED**

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 4:41 p.m.



MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 4:45 p.m.

**8. ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JOHNSTON

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 4:45 p.m.

---

Blanka Zeinabova  
ADMINISTRATIVE OFFICER

---

Councillor Dan Johnston  
CHAIR