



## **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 July 05** at 5:30 p.m.

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

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

STAFF: Mr. Lambert Chu, City Manager  
Mr. Leon Gous, Director Engineering  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Lou Pelletier, Director Planning & Building  
Mr. Dave Critchley, Director Public Safety & Community Services  
Mr. John Cusano, Deputy Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:37 p.m.

#### **2. MINUTES**

- a) [Minutes of the Financial Management Committee  
Open meeting held on 2017 June 20](#)

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Financial Management Committee Open meeting held on 2017 June 20 be adopted.

CARRIED UNANIMOUSLY

### 3. **PRESENTATION**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the presentation be heard.

CARRIED UNANIMOUSLY

a) **Interim Street Policy**  
**Speaker: Leon Gous, Director Engineering**

**Mr. Leon Gous**, Director Engineering, provided an overview regarding an upgrade of interim streets to standard streets, and noted approximately 25% (150 km) of the City's street network is still at the interim standard.

Mr. Gous advised that currently there are three methods to upgrade streets:

1. Development - either constructed by developers or cash funding for future upgrade in R12 zone;
2. City Capital Program - arterial and collector streets;
3. Local Area Service Program (LASP) – since 1960, approximately 40% of local streets upgraded.

It was noted that the City faces the following challenges:

1. LASP coordination with Capital Plan;
2. R12 private funding contribution use (a long delay between payment and receiving upgrades);
3. Delayed Community Benefit (completion of neighbourhood networks takes a long time).

Director Engineering provided the following options for interim local street upgrades:

1. Status Quo – the timing of upgrades remain uncertain;
2. City Initiated LASP – it would increase the number of projects, as residents have to vote against, but timing still uncertain;
3. City Capital Plan – this would be similar to current practice for arterial and collector streets.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT staff report back with possible options for interim local street upgrades.

CARRIED UNANIMOUSLY

#### 4. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **[Holly Lloyd](#)**  
**Re: Letter of Appreciation (#17.32.)**

Correspondence was received from Ms. Holly Lloyd, Head Teacher/Coach, Montecito Elementary School, expressing appreciation to the City for funding support for three teams to participate at the Odyssey of the Mind World Finals in Michigan.

b) **[Memorandum from the Director Finance](#)**  
**Re: City Green Team Initiative - Electric Hand Dryer**

A memorandum was received from the Director Finance in response to an inquiry at the 2017 June 20 meeting regarding the installation of the electric hand dryers as part of the Green Team's Initiative. It was noted that in 2013, Council endorsed the initiative to replace paper towel dispensers with electric hand dryers across parks and recreation facilities. Since then, 71 hand dryers have been installed.

#### 5. **REPORTS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **[Report from the Director Engineering](#)**  
**Re: 2017 Engineering Capital Infrastructure Bylaw Funding Request July**

The Director Engineering submitted a report seeking bylaw funding approval for multi-year Engineering capital infrastructure improvement projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve bylaw in the amount of \$1,611,962.62 (inclusive of GST of \$71,962.62) to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Finance](#)  
**Re: Donation of Surplus Bicycles to Burnaby Neighbourhood House**

The Director Finance submitted a report seeking approval to donate surplus Police recovered bicycles to Burnaby Neighbourhood House.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the donation of nine (9) surplus bicycles with a total estimated value of \$225 to Burnaby Neighbourhood House, as outlined in this report.
2. THAT a copy of this report be forwarded to Burnaby Neighbourhood House.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee recommended that the donated bicycles are engraved to indicate that they were donated by the City of Burnaby.

c) [Report from the Director Finance](#)  
**Re: Gaming Funds and Density Bonus Funds**

The Director Finance submitted a report seeking approval for the use of Gaming Funds and Density Bonus Funds for six capital projects.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve \$3,214,300 in Density Bonus Funds and the expenditure of \$738,000 from Gaming Funds to fund six capital projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Planning & Building](#)  
**Re: Density Bonus Funding Request - Child-Care Facilities**  
**on School Sites**

The Director Planning and Building submitted a report seeking approval to use the Density Bonus Funds for the site assessment, detailed design and contract administration of a child-care facility on School District property.

The Director Planning and Building recommended:

1. THAT the Financial Management Committee recommend Council approve up to \$300,000 (including GST in the amount of \$14,300) in Density Bonus Funds to fund the development of a child-care facility on School District property, as outlined in this report.
2. THAT a copy of this report be sent to Burnaby School District #41, 5325 Kincaid Street, Burnaby, BC V5G 1W2.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

e) [Report from the Director Finance and the Director Public Safety & Community Services](#)  
**Re: Traffic Fine Revenue Sharing Program**

The Director Finance and the Director Public Safety & Community Services submitted a report providing information on the 2016 Traffic Fine Revenue Sharing Grant received and utilized for programs by the City.

The Director Finance and the Director Public Safety & Community Services recommended:

1. THAT this report be received for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance and the Director Public Safety & Community Services be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Public Safety & Community Services](#)  
Re: Property Management Capital Reserve Bylaw

The Director Public Safety & Community Services submitted a report seeking bylaw funding approval for the Property Management projects identified in this report.

The Director Public Safety & Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Bylaw in the amount of \$531,738.32 (inclusive of GST of \$23,738.32) to finance the projects at Deer Lake Centre, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety & Community Services be adopted.

CARRIED UNANIMOUSLY

g) [Report from the Director Public Safety & Community Services](#)  
Re: 2017 - Emergency Planning - ESS Group Lodging Equipment

The Director Public Safety & Community Services submitted a report seeking bylaw funding approval for the Property Management projects identified in this report.

The Director Public Safety & Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring down a Capital Reserve Bylaw in the amount of \$36,635.51 (inclusive of GST of \$1,635.51) to finance the Group Lodging Equipment capital project.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety & Community Services be adopted.

- amended

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation be **AMENDED** to read as follows: THAT the Financial Management Committee authorize the use of Gaming Funds in the amount of \$36,635.51 (inclusive of GST of \$1,635.51) to finance the Group Lodging Equipment capital project.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Public Safety & Community Services be adopted, as AMENDED.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT Item 9 – New Applications be brought forward for consideration at this time.

CARRIED UNANIMOUSLY

**9. NEW APPLICATIONS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

**a) #17.47.f - S.U.C.C.E.S.S.**  
*Annual Health Fair*

An application was received from S.U.C.C.E.S.S. requesting an in-kind grant for facility fee waiver in support of their Annual Health Fair to be held on 2017 September 17 at Bonsor Recreation Complex.

Request: \$4,200	CPA: 2016 - No Application
Facility Fee Waiver	2015 - No Application
	2014 - No Application

MOVED BY COUNCILLOR  
SECONDED BY COUNCILLOR

THAT an in-kind grant for a facility fee waiver up to the amount of \$4,200 be awarded to S.U.C.C.E.S.S. for the Annual Health Fair to be held on 2017 September 17 at Bonsor Recreation Complex.

LOST – tie vote  
(Councillors Calendino & Johnston opposed)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT an in-kind grant for a facility fee waiver up to the 50% be awarded to S.U.C.C.E.S.S. for the Annual Health Fair to be held on 2017 September 17 at Bonsor Recreation Complex.

CARRIED UNANIMOUSLY

**b) #17.48.f - Canada SCORES Vancouver**  
*Annual Charity Soccer Tournament "SCORES Cup"*

An application was received from Canada SCORES Vancouver requesting an in-kind grant for facility fee waiver in support of their annual charity soccer tournament "SCORES Cup" held on 2017 July 08 at the Burnaby Lake Sports Complex West (Field 4).

Request: \$677.88	CPA: 2016 - No Application
Facility Fee Waiver	2015 - No Application
	2014 - No Application



MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this grant request be denied.

CARRIED UNANIMOUSLY

Normal order of the agenda resumed.

**6. NEW BUSINESS**

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

**7. INQUIRIES**

**Councillor Johnston**

Councillor Johnston inquired regarding thermal heating for the proposed South Burnaby Ice Arena.

Staff undertook to provide a memorandum with requested information.

**8. CLOSED**

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:51 p.m.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 7:05 p.m.

**9. NEW APPLICATIONS**

This item was dealt with previously at the meeting.

**10. ADJOURNMENT**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:05 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair