



## **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, **2018 March 14** 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  
Ms. Shari Wallace, Chief Information Officer  
Mr. John Cusano, Assistant Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:32 p.m.

The Director Engineering requested that item 4(b) – Interim Street Upgrade Strategy be withdrawn from the agenda.

#### **2. MINUTES**

- a) [Minutes of the Financial Management Committee  
Open meeting held on 2018 February 15](#)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 February 15 be adopted.

CARRIED UNANIMOUSLY

### 3. **CORRESPONDENCE**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

- a) **[Correspondence from West Vancouver](#)**  
**Re: District of West Vancouver Resolution - New Municipal Tax Classes - Submitted for Consideration at the LMLGA 2018 Convention**

Correspondence was received from the District of West Vancouver advising that Council, at the 2018 February 19 meeting, passed a resolution regarding the creation of new tax classes, and requested support of the resolution that was submitted for consideration at the LMLGA 2018 Convention.

- b) **[Memorandum from the City Clerk](#)**  
**Re: Implementation of a Bike Patrol Unit to Operate in City Parks And Public Spaces**

A memorandum was received from the City Clerk advising that Council, at the meeting held on 2018 March 05, received the above noted report regarding a Bike Patrol Unit pilot program that will patrol parks and public spaces.

### 4. **REPORTS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

- a) **[Report from the Chief Information Officer](#)**  
**Re: Licence, Inspection and Permit System Replacement (Phase 1) - Close-Out Report**

The Chief Information Officer submitted a report providing an update on the successful completion of the project to replace the City's legacy Permit\*Plan system with the new Tyler EnerGov system.

The Chief Information Officer recommended:

1. THAT the Financial Management Committee receive and forward this report to Council for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

b) [Report from the Director Engineering](#)  
Re: Interim Street Upgrade Strategy

This report was withdrawn prior to the meeting.

c) [Report from the Director Engineering](#)  
Re: 2018 March Engineering Capital Infrastructure Bylaw  
Funding Request – Vehicles & Equipment

The Director Engineering submitted a report seeking funding to finance 2018 Engineering vehicles and equipment procurement projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,990,800 to finance the procurement of Engineering vehicles and equipment, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Engineering](#)  
Re: 2018 March Engineering Capital Infrastructure Bylaw  
Funding Request – Infrastructure

The Director Engineering submitted a report seeking funding to finance 2018 and 2019 Engineering capital infrastructure projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$4,074,300, the use of Sanitary Sewer Reserves in the amount of \$895,000 and Water Reserves in the amount of \$457,600 to finance the Engineering capital infrastructure projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Engineering](#)  
**Re: 2018 March Engineering Capital Infrastructure Bylaw**  
**Funding Request Douglas/Sprott to Trans-Canada Highway**

The Director Engineering submitted a report seeking funding to finance the 2018 component of this project.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,300,000 to finance the Engineering capital infrastructure project, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Engineering](#)  
**Re: 2018 March Engineering Capital Infrastructure**  
**Gaming Reserve Request**

The Director Engineering submitted a report seeking the use of Gaming Reserves to finance the 2018 Engineering capital infrastructure projects, as outlined in this report.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$1,315,000 to finance Engineering capital infrastructure 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

g) [Report from the Director Finance](#)  
**Re: Brentwood Pedestrian and Cycling Linkages Capital Reserve**

The Director Finance submitted a report seeking approval to establish a Capital Reserve that will be used to fund the future construction of Brentwood pedestrian and cycling linkages.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council create a Brentwood Pedestrian and Cycling Linkages Capital Reserve.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

h) [Report from the Director Finance](#)  
**Re: One-Colour Offset Press Replacement - Printshop Equipment**

The Director Finance submitted a report seeking funding to finance the One-Colour Offset Press Replacement Project.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$90,000 to finance a One-Colour Offset Press Replacement Project, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

i) **Report from the Director Finance**  
**Re: Property Tax Collection Satellite Office and Mailbox Initiative**

The Director Finance submitted a report providing information regarding a planned pilot exercise for the provision of alternative locations for the payment of property taxes.

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

j) **Report from the Director Planning and Building**  
**Re: Community Resource Centres - 2019 Lease Rates and Grants**

The Director Planning and Building submitted a report presenting proposed lease rates and anticipated lease grants for 2019 for non-profit tenants at all City-owned Community Resource Centres.

The Director Planning and Building recommended:

1. THAT Council be requested to approve the proposed 2019 lease rates for Resource Centre tenants, as presented in Section 3.0 of this report.
2. THAT information on the approved 2019 lease rates and the anticipated lease grants be distributed to Resource Centre tenants.
3. THAT Resource Centre tenants which meet the grant eligibility criteria established by Council be invited to make an application for 2019 lease grants.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

**5. NEW APPLICATIONS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications be received.

CARRIED UNANIMOUSLY

a) **#18.11. - Scouts Canada**  
*Scouting Programs*

An application was received from Scouts Canada Pacific Coast Council requesting a grant to support Burnaby based scouting programs for Beavers, Cubs, Scouts, Venturers and Rovers for 2018.

Request:	\$6,000	CPA:	2017 - \$5,000
			2016 - \$5,000
			2015 - \$5,000

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT a grant in the amount of \$5,000 be awarded to Scouts Canada for their Scouting Programs in 2018.

CARRIED UNANIMOUSLY

b) **#18.12. - The Maple Leaf Singers**  
*Annual Spring Show*

An application was received from the Maple Leaf Singers requesting a grant to assist with the cost of funding the Maple Leaf Singers Annual Spring Show 'Solid Gold' to be held at the Massey Theatre, New Westminster on 2018 May 26 and 27.

Request:	\$200	CPA:	2017 - \$200
			2016 - \$200
			2015 - \$200

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$200 be awarded to the Maple Leaf Singers for their Annual Spring Show 'Solid Gold' to be held on 2018 May 26 and 27 at the Massey Theatre, New Westminster.

CARRIED UNANIMOUSLY

c) [#18.13. - Cumberland Place Community](#)  
*Block Party*

An application was received from Cumberland Place Community requesting a grant in support of a block party in the neighbourhood to be held on Saturday, 2018 July 14. Festivities will include a bouncy castle for the kids, barbeque hot dogs and burgers, as well as a petting zoo.

Request:	\$300+	CPA:	2017 - \$300
			2016 - No Application
			2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$300 be awarded to the Cumberland Place Community for their block party to be held on 2018 July 14.

CARRIED UNANIMOUSLY

d) [#18.14. - Carl Mortensen Manor Tenants Committee](#)  
*Social Activities for Seniors*

An application was received from the Carl Mortensen Manor Tenants Committee requesting a grant to assist with the cost of social activities and information sessions provided to nearly 100 senior disabled and/or lower income residents in 2018. Information sessions are free to members and topics include: Alzheimer Disease, Depression and Anxiety, Preventative Health Care, Better Balance for Seniors, and Home and Fire Safety.

Request:	Unspecified	CPA:	2017 - No Application
			2016 - No Application
			2015 - No Application



MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT this grant application be **DENIED**, as it does not fall within Council guidelines for awarding grants.

CARRIED UNANIMOUSLY

The Director Parks, Recreation and Cultural Services advised that the City has a new Integrated Health Strategy, developed in cooperation with the Fraser Health Authority, and undertook to inform the applicant.

**6. NEW BUSINESS**

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

**7. INQUIRIES**

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

**8. CLOSED**

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:10 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 6:15 p.m.

**9. ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:15 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair