



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Clerk's Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Tuesday, 2019 March 19** at 5:00 pm.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Mike Hurley, Chair
Councillor Sav Dhaliwal, Vice Chair
Councillor Pietro Calendino, Member

ABSENT: Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Mr. Bob Klimek, Acting Director Finance
Mr. Craig Collis, Acting Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. John Cusano, Assistant Director, Civic Building Projects
Mr. Tim Van Driel, Manager - Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:06 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiñə́ŋ and skwxwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

2. MINUTES

- a) [Minutes of the Financial Management Committee Open meeting held on 2019 February 19](#)
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MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALI WAL

THAT the minutes of the Financial Management Committee Open meeting held on 2019 February 19 be adopted.

CARRIED UNANIMOUSLY

b) **Minutes of the Parcel Tax Roll Review Panel meeting held on 2019 March 13**

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Parcel Tax Roll Review Panel meeting held on 2019 March 13 be adopted.

CARRIED UNANIMOUSLY

3. **REPORTS**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the City Clerk**
Re: City Archives Office Renovation

The City Clerk submitted a report seeking a Capital Reserve Fund Bylaw to finance renovations at the City Archives office.

The City Clerk 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 \$100,000 to finance the renovations at the City Archives office, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the City Clerk be adopted.

CARRIED UNANIMOUSLY

b) **Report from the Director Engineering**
Re: 2019 March Engineering Capital Facilities Management Gaming Reserve Request

The Director Engineering submitted a report seeking approval to use Gaming Reserve funds to finance the Component Life Cycle Renewal - Heritage and Cultural and Electric Vehicle Charging Civic Facilities Pilot projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserve funds in the amount of \$330,000 to finance the Facility Management projects, as outlined in this report.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Engineering](#)
Re: 2019 March Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report seeking approval to use Waterworks Utility and Sanitary Sewer Reserves, and requesting a Capital Reserve Fund Bylaw to finance 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 Reserves Fund Bylaw in the amount of \$5,777,300, the use of Sanitary Sewer Capital Fund in the amount of \$650,000, and the use of Waterworks Utility Capital Fund in the amount of \$999,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Engineering](#)
Re: Major Appliance Recycling Roundtable (MARR) Agreement

The Director Engineering submitted a report informing the Committee of City's participation in the MARR program.

The Director Engineering recommended:

1. THAT the Financial Management Committee receive this report for information only relating to the City of Burnaby registration as a collector in the Major Appliance Recycling Roundtable (MARR) program.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Engineering](#)
Re: Provisions of Additional No-Fee Waste Receptacles For Medical Conditions

The Director Engineering submitted a report seeking Council approval to provide an additional waste receptacle, at no additional fee, to accommodate the increased waste generated by the in-home treatment of serious medical conditions.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council approve the provision of an additional 240L waste receptacle at no additional fee to accommodate the increased waste generated by the in-home treatment of serious medical conditions, subject to the conditions described in the report below.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) [Report from the Director Finance](#)
Re: Credit Card Payment Acceptance, Fee Recovery and Expansion of Services

The Director Finance submitted a report providing an update on City Bylaw No. 13640 – Burnaby Credit Card Fee Recovery Bylaw 2016.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the proposed changes to the Burnaby Credit Card Fee Recovery Bylaw 2016, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4. NEW BUSINESS

With no objection by any member, staff provided the following updates:

Secondary Suites Billing

Staff advised that in the interest of time, a report regarding 2019 supplementary utility fees and rebates will be going directly to Council on 2019 March 25, and not be coming to the Committee as is the usual procedure.

Arising from discussion and with no objection by any member, the Committee requested the penalty for false declarations be raised to \$1,000.

Major Civic Building Projects

Staff advised that an update on the progress of major civic building projects will be provided to the Committee at each meeting, with a report given approximately at every third meeting.

Burnaby Lake Aquatic and Arena Facility (CG Brown Pool) - staff advised that following the conclusion of the Request for Proposal (RFP) process, four firms were shortlisted and HCMA Architecture + Design (HCMA) was selected. To expedite the process, staff noted a report recommending an award of contract to HCMA to undertake the first phase of work for the project will be going directly to Council on 2019 March 25. Staff stated that, upon Council approval, a Client/Architect Agreement will be prepared. Further, staff noted that Phase 1 Environmental has been completed, and the geotechnical work begun.

Replacement of Willingdon Community Centre - staff advised that the RFP process for this project concluded on 2019 March 19 and 11 proposals have been received.

5. INQUIRIES

Councillor Calendino – Covered Sport Boxes

Councillor Calendino inquired regarding the timeline for and location of construction of covered sport boxes.

Staff advised that two suitable locations for covered sport boxes are being considered and planning for their construction, including costing, is currently underway.

Arising from discussion and with no objection by any member, the Committee requested staff work toward constructing at least one covered sport box this year.

Councillor Calendino – Freeway Overpass

Councillor Calendino inquired regarding a freeway overpass at Sperling Avenue.

Staff confirmed that money is available for a feasibility study of one or two crossings over the freeway, and are currently preparing an RFP for the preliminary project development. Once the feasibility study is complete, staff will be bringing forward a report to the Committee.

Councillor Calendino – Sidewalks

Councillor Calendino inquired regarding installation of additional sidewalks this year.

Staff advised a report providing information on the remaining sidewalks to be installed, costing, and implementation strategies will be brought to the Committee.

6. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:50 p.m.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 5:51 p.m.

7. ADJOURNMENT

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 5:51 p.m.

Monica Macdonald
Administrative Officer

Mayor Mike Hurley
CHAIR