



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Thursday, 2019 September 19** at 3:00 p.m. followed by a Closed meeting from which the public was excluded.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Mike Hurley, Chair
Councillor Sav Dhaliwal, Vice Chair
Councillor Paul McDonell

ABSENT: Councillor Pietro Calendino

STAFF: Mr. Lambert Chu, City Manager
Mr. Leon Gous, Director Engineering
Mr. Bob Klimek, Acting Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Ed Kozak, Director Planning and Building
Mr. John Cusano, Assistant Director - 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 3:04 p.m.

The Chair acknowledged the ancestral and unceded homelands of the Skwxwú7mesh and traditional hə́nqəmiŋəm speaking people, and extended appreciation for the opportunity to hold a meeting on this shared territory.

2. MINUTES

- a) [Minutes of the Financial Management Committee
Open meeting held on 2019 June 18](#)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALI WAL

THAT the minutes of the Open Financial Management Committee meeting held on 2019 June 18 be adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

a) **Keltic Canada Development**

Re: Proposal for Long-Term Lease of 3990 Marine Way

Speaker: Jake McEwan, Chief Executive Officer

Mr. Jake McEwan, Chief Executive Officer, Keltic Canada Development (Keltic), appeared before the Committee outlining a proposal to build a world class film studio on City-owned land located at 3990 Marine Way.

The delegation advised that Keltic's vision is to: develop a large-scale film studio in Burnaby, respond to an increasing international demand for film production in BC, and attract a tier one production firm through a Public Private Partnership project.

Mr. McEwan stated that one of Keltic's goals is to make Burnaby the hub for AAA film production, and added that the development would include the following features:

- 17-acre studio campus;
- approximately 300,000 square feet of film production space;
- several studios ranging in size from 50,000 to 120,000 square feet;
- offices and support buildings; and,
- 50-70 feet high

The delegation presented two options:

Option 1 – Land Lease Model

- Keltic pays for servicing of the land and will lease the land from the City for a minimum of 65 years with an annual payment;
- the project targets major streaming services and studios;
- Keltic secures an anchor tenant for a minimum 10-year term; and,
- Keltic develops and constructs purpose-built studios.

Option 2 – Public-Private Partnership between Keltic and the City

- Keltic and the City create a joint venture company;
- the City provides the land and Keltic provides the design, equity financing, and construction services;
- a joint management company is established to manage the studios;
- company shares are proportionate to the land value and equity provided by the partners; and,
- income is split on the ownership level and any fees are negotiated.

In conclusion, Mr. McEwan advised that Keltic's preferred option would be to lease the land.

The Committee inquired regarding the minimum amount of land required for the development project.

Mr. McEwan advised that a large-scale film studio requires a lot of open space and noted that Keltic would need a minimum of 12 acres.

The Committee expressed concern regarding the long term viability of the film studio.

Mr. McEwan noted that the industry has been growing for many years and expects the trend to continue. Further, Keltic would only go forward on the development if they are able to secure a 10-20 year partnership with a company that provides streaming services such as Netflix, Apple or Amazon. Keltic aims to build the best facility of its kind in the region to outlast any competitor, in the event of a slowdown in the industry.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the delegation's proposal for use of City-owned land located at 3990 Marine Way be **REFERRED** to staff for a report.

CARRIED UNANIMOUSLY

Arising from further discussion, the Committee requested staff provide information on the advisability of pursuing the proposal, including options for development.

4. CORRESPONDENCE

- a) [Correspondence from the UBCM](#)
Re: 2018 Asset Management Planning Program
(Roads and Transportation Asset Management Plan)

Correspondence was received from Mr. Peter Ronald, Programs Officer, Local Government Program Services, UBCM, regarding the 2018 Asset Management Planning Program (Roads and Transportation Asset Management Plan). Mr. Ronald congratulated the City for undertaking the noted project, and advised that the full payment of the grant will be transferred to the City.

- b) [Memorandum from the Deputy City Clerk](#)
Re: Suggestion to Honour Christine Sinclair

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2019 June 24, received and adopted the above noted report referring correspondence from Mr. Bernie James (regarding a suggestion to honour Ms. Christine Sinclair) to the Financial Management Committee.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT this correspondence be added to the 2019 September 19 Financial Management Committee Closed Committee meeting agenda.

CARRIED UNANIMOUSLY

As the Committee sought to discuss this matter (including personal information about Ms. Sinclair) without any delay, it was added to the Closed agenda as item 3A.

c) [Memorandum from the Deputy City Clerk](#)
Re: Period Promise Campaign

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2019 September 09, referred to Item M of the Council Correspondence Package received up to 2019 July 25 from United Way of the Lower Mainland regarding the Period Promise Campaign. Arising from discussion, Council referred the item, which had been originally referred to the Environment and Social Planning Committee, to the Financial Management Committee.

The Committee advised that other cities in the region, including the City of Victoria, have implemented the Period Promise Campaign, and recommended that Burnaby do the same.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT this request be **REFERRED** to staff for a report on the feasibility and funding implications of implementing the Period Promise Campaign.

CARRIED UNANIMOUSLY

5. REPORTS

a) [Report from the Director Parks, Recreation and Cultural Services](#)
Re: 2019 September - Burnaby Lake Rowing Pavilion Gaming Reserve
Request

The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserves for the renewal and rehabilitation of the Burnaby Lake Rowing Pavilion.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee approve the use of Gaming Reserves in the amount of \$2,150,000 to finance the project outlined in this report.

M MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

b) [Report from the Director Engineering](#)
Re: 2019 September Engineering Capital Infrastructure Funding Request

The Director Engineering submitted a report requesting the use of Water and Sanitary Reserves, and a Capital Reserve Fund Bylaw to finance 2019 - 2021 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 \$6,300,000, the use of Sanitary Sewer Capital Reserves in the amount of \$150,000, and the use of Waterworks Utility Capital Reserves in the amount of \$3,700,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Engineering](#)
Re: 2019 September Engineering Capital Facilities Management Bylaw Funding Request

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2019 Engineering Capital Facilities Management Improvement 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 \$150,000 to finance Engineering Capital Facilities Management Improvement projects.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Engineering](#)
Re: Combined Sewer Separation Grant

The Director Engineering submitted a report seeking authorization to implement a new grant program to support private-side sewer separation.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to implement a new grant program to support private-side sewer separation, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) [Report from the Director Engineering](#)
Re: Parking Meter Rate Increase

The Director Engineering submitted a report seeking authorization to increase the parking meter rates in response to increasing demands.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend to Council the approval of parking meter rate charges up to \$3.00 per hour, as detailed in this report.
2. THAT the City Solicitor prepare the necessary Parking Meter Bylaw amendments to increase the maximum parking meter rate charge to \$3.00 per hour.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee inquired regarding the amount of revenue the City and the PayByPhone company each collects from use of the Pay-By-Phone app.

Staff undertook to provide the information.

f) [Report from the Director Engineering and the Director Finance](#)
Re: Processing of Green Waste Compostable Materials

The Director Engineering and the Director Finance submitted a report seeking authorization to enter into a contract with Green For Life Environmental Inc. (GFL) for the processing of green waste compostable materials.

The Director Engineering and the Director Finance recommended:

1. THAT the Finance Management Committee recommend that Council approve a contract award to GFL Environmental Inc. for an estimated total cost of \$16,071,562.50, including GST in the amount of \$765,312.50, as outlined in this report. Final payment will be based on actual quantities of green waste compostable materials transported, processed and marketed for the five-year term of the contract and subject to verification of compliance with all environmental standards.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering and the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) [Report from the Director Planning and Building](#)
Re: 4878 Brentwood Drive - New Lease Agreement

The Director Planning and Building submitted a report seeking authorization to enter into a new lease agreement with Metro Vancouver Housing Corporation for the operation of six affordable housing units at 4878 Brentwood Drive.

The Director Planning and Building recommended:

1. THAT the Committee request that Council authorize the City to enter into a new lease agreement with Metro Vancouver Housing Corporation to operate six affordable housing units at 4878 Brentwood Drive for a five-year term, with an option to renew for an additional five years.
2. THAT a copy of this report be sent to the Metro Vancouver Housing Corporation, 4730 Kingsway, Burnaby, B.C. V5H 0C6, for information.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

h) **Report from the Director Planning and Building**
Re: City-Owned Child Care Centres License and Operating
Agreements Renewals

The Director Planning and Building submitted a report seeking Council authorization to renew the license and operating agreements for City-owned child care centres.

The Director Planning and Building recommended:

1. THAT Council authorize the renewal of the license and operating agreements with the Burnaby Children's Centres Society for the Hanna Court and Taylor Park Children's Centres for a five-year term ending 2024 December 31.
2. THAT Council authorize the renewal of the license and operating agreements with the Lower Mainland Purpose Society for Madison, Yukon Crescent and Cameron Children's Centres for a five-year term ending on 2024 December 31.
3. THAT a copy of this report be forwarded to the Boards of Directors of the Burnaby Children's Centres Society and the Lower Mainland Purpose Society.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

i) **Report from the Major Civic Building Project Coordination Committee**
Re: Laurel Street Works Yard Project Update
5780 Laurel Street, M2 General Industrial District

The Major Civic Building Project Coordination Committee submitted a report providing an update on the construction progress for the Laurel Street Works Yard Project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

j) **Report from the Major Civic Building Project Coordination Committee**
Re: Major Civic Building Projects Status Update

The Major Civic Building Project Coordination Committee submitted a report providing an update on the current status of major civic building projects.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Committee forward this report to Council for information.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

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: Full Emergency Power at Civic Facilities

The Major Civic Building Project Coordination Committee submitted a report seeking authorization for a Capital Reserve Fund Bylaw to finance detailed design and construction of full emergency backup power at Edmonds Community Centre and Bonsor Recreation Complex.

The Major Civic Building Project Coordination Committee 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 \$5,150,000 to finance the detailed design and construction of the full emergency power at the Edmonds Community Centre and Bonsor Recreation Complex, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

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

The Director Finance and the Director Public Safety and Community Services submitted a report providing information on the 2018 and 2019 Traffic Fine Revenue Sharing Grant received and utilized for City policing programs and services.

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

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

m) [Report from the Director Finance](#)
Re: Temporary Financing Bylaw

The Director Finance submitted a report seeking borrowing authority to temporarily finance expenditures.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Temporary Financing Bylaw to permit borrowing of up to \$10 million as required, during the period 2020 January 01 to December 31, repayable 2020 December 31.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

- n) [Report from the Director Finance](#)
Re: Bylaw to Appropriate Funds for Land Assembly and Development Expenditures

The Director Finance submitted a report requesting a Capital Reserve Fund Bylaw to finance the Land Assembly and Development Program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$7,000,000 to finance the Land Assembly and Development Program, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

- o) [Report from the Director Finance](#)
Re: Burnaby Tax and Utilities Prepayment Bylaw 2019

The Director Finance submitted a report requesting Council repeal the Burnaby Tax Prepayment Bylaw and replace it with the Burnaby Tax and Utilities Prepayment Bylaw 2019.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to repeal the Burnaby Tax Prepayment Bylaw in its entirety, and replace it with a new Burnaby Tax and Utilities Prepayment Bylaw 2019, substantially in the form of the draft bylaw attached to this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

p) [Report from the Director Finance](#)
Re: 2020 Permissive Tax Exemptions

The Director Finance submitted a report seeking approval for Permissive Property Tax Exemptions for 2020.

The Director Finance recommended:

1. THAT The Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Permissive Property Tax Bylaw to exempt the properties listed in Attachment 1 from property taxation in 2020.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

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**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning litigation or potential litigation affecting the municipality; and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

- amended

THAT the criteria to resolve into a Closed meeting be **AMENDED** to add "and personal information about an identifiable individual who is being considered for a municipal award or honour", as discussed under item 4b).

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning litigation or potential litigation affecting the municipality; negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and personal information about an identifiable individual who is being considered for a municipal award or honour", **AS AMENDED**.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open meeting recessed at 4:06 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 4:21 p.m.

9. ADJOURNMENT

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 4:22 p.m.

Monica Macdonald
Administrative Officer

Mayor Mike Hurley
Chair