



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 **Wednesday, 2019 November 20** at 5:00 p.m.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Mike Hurley, Chair
Councillor Sav Dhaliwal, 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 and Cultural Services
Mr. Ed Kozak, Director Planning and Building
Mr. Johannes Schumann, Assistant Director Planning and Building
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Director - Civic Building Projects
Ms. Zeralynne Te, Planner - Community Planning
Ms. Nikolina Vracar, Administrative Officer 2
Ms. Kimberly Bui, Acting Administrative Officer 1

The Chair called the Open meeting to order at 5:01 p.m.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the həŋqəmiŋəm and Skwxwú7mesh speaking peoples, 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 October 22](#)

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Open Financial Management Committee meeting held on 2019 October 22 be adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

a) **Grosvenor**

Re: Proposal to Include a New Brentwood Community Centre as part of Grosvenor's Development in Brentwood

Speakers: Marc Josephson, Vice President – Development

Michael Ward, Senior Vice President - Development and General Manager

Ryan Bragg, Principal, Perkins & Will

Mr. Marc Josephson, Vice President – Development, **Mr. Michael Ward**, Senior Vice President - Development and General Manager, Grosvenor, and **Mr. Ryan Bragg**, Principal, Perkins & Will, appeared before the Committee to propose a Brentwood Community Centre development on Grosvenor-owned land between Alpha and Beta Avenues, and Dawson Street and Loughheed Highway.

Citing more than 65 years of history in the Lower Mainland, Mr. Josephson advised that Grosvenor has built other civic facilities, and is dedicated to “placemaking” and creating long-term community impact. The proposal for eight acres of land includes primarily rental housing (115% versus 20% requirement), commercial space, and potentially a school. City’s benefits include an appealing central location, free land provided at no cost, and realization of its strategic goals for the neighbourhood.

In conclusion, the delegation noted that the following need to be considered:

- development options (i.e. 50,000 to 70,000 square feet dry space, and whether alongside two other proposed facilities);
- timing (i.e. target delivery date and its impact on site/building design); and,
- cost (i.e. target budget, cost transparency and protection from overages).

The Committee inquired regarding “placemaking”, free land to be provided to the City, and the project’s timeline.

The delegation defined placemaking as designing a building and space that residents identify with and can build a community around. Mr. Josephson confirmed that Grosvenor would provide the City with an air space parcel, and the earliest anticipated completion date is 12 months after the completion of two other facilities on the site.

Arising from further discussion, the Committee inquired regarding use of bonus density funds, cost transparency, and inclusion of green space.

The delegation confirmed it wishes to use density bonus funds. Further, the delegation advised that a third party quantity survey could be completed, and a maximum cost would be agreed to by the parties. Lastly, a public space will be created within the development. Additionally, a park is planned within the Concord’s Brentwood development.

The Committee advised that the proposal would need to be further discussed.

4. **CORRESPONDENCE**

a) **[Correspondence from Dennis Adams](#)**
Re: Secondary Suite Utility Fees

Correspondence was received from Mr. Dennis Adams expressing concern regarding the City's supplementary utility fees, and requesting an exemption from the levy.

The Committee advised that Council, at its Open meeting held on 2019 November 04, adopted the "Amendments to Supplementary Utility Fees and House Rental Licence Fee" report as a result of concerns expressed by residents, including writers of Items 4(a) to 4(i).

Staff undertook to inform writers of items 4(a) to 4(i) of action taken by Council.

b) **[Correspondence from Jesusita Barrios](#)**
Re: Supplementary Utility and House Rental Business Licence Fees

Correspondence was received from Ms. Jesusita Barrios expressing concern regarding the City's supplementary utility and house rental business licence fees, public consultation on this matter, and the \$1,000 penalty for inaccurate supplementary utility fees declaration. The writer requested that Council reconsider its decision on implementing the fees.

c) **[Correspondence from Jesusita Barrios](#)**
Re: Letters to Provincial and Federal Governments regarding Supplementary Utility and House Rental Business Licence Fees

Correspondence was received from Ms. Jesusita Barrios requesting funding from Provincial and Federal Governments for housing projects in Burnaby, and seeking support from Provincial and Federal Governments regarding elimination of supplementary utility and house rental business licence fees implemented by the City.

d) **[Correspondence from Claudio Canosa](#)**
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Claudio Canosa expressing concern regarding the City's house rental business licence fee. Mr. Canosa requested a telephone call and an explanation on the matter.

e) **[Correspondence from Parvin Chami](#)**
Re: Supplementary Utility and House Rental Business Licence Fees

Correspondence was received from Mr. Parvin Chami expressing concern regarding the City's supplementary utility and house rental business licence fees, as well as

public consultation on the matter. The writer requested that the City:

- consider reducing the house rental business licence fee amount to levels charged by other municipalities such as the City of Vancouver;
- eliminate or reduce the supplementary utility fees to levels charged by other municipalities; and
- consult with residents in the future prior to implementing decisions which impact rental housing.

f) [Correspondence from Mike Etheridge](#)
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Mike Etheridge expressing concern regarding the City's house rental business licence fee, and seeking an explanation for the fee.

g) [Correspondence from Roger Moussalli](#)
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Roger Moussalli expressing concern regarding the City's house rental business licence fee, and requesting that the fee be rescinded.

h) [Correspondence from Peter Pacholko](#)
Re: House Rental Business Licence Fee

Correspondence was received from Mr. Peter Pacholko expressing concern regarding the City's house rental business licence fee, as well as public consultation on the matter. The writer requested an explanation for the fee.

i) [Correspondence from John Vis](#)
Re: House Rental Business Licence Fee

Correspondence was received from Mr. John Vis expressing concern regarding the City's house rental business licence fee, and seeking a reconsideration on this matter.

j) [Correspondence from Alex de Figueiredo](#)
Re: Appreciation to Staff for Assistance with Completing the House Rental Business Licence Form

Correspondence was received from Mr. Alex de Figueiredo expressing appreciation to staff for assistance with completing the House Rental Business Licence Application.

k) **[Memorandum from the Director Planning and Building](#)**
Re: Major Civic Building Projects Status Update

A memorandum was received from the Director Planning and Building summarizing the status of eight major civic building projects, and providing an estimated project completion date. Staff will provide a more detailed update in a quarterly report in 2019 December.

Arising from discussion, the Committee advised that staff may prioritize Cameron Community Centre over Willingdon Heights Community Centre to ensure that residents across the City have access to a community centre.

Staff advised that delays with one project would not necessarily advance the other projects due to the need to follow a due process. Further, Council's input will be sought in determining the projects' priority.

5. **REPORTS**

a) **[Report from the Director Planning and Building](#)**
Re: Off-Site Servicing for Non-Market Housing Initiative Sites
Funding Request

The Director Planning and Building submitted a report requesting the use of Community Benefit Reserves to finance the design for the off-site servicing of sites #1-6 of the Non-Market Housing initiative project.

The Director Planning and Building recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of Housing Funds from the Community Benefit Reserves in the amount of \$700,000 to finance the works, as outlined in the report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

b) **[Report from the Chief Information Officer](#)**
Re: 2020 Information Technology Capital Program

The Chief Information Officer submitted a report requesting a Capital Reserve Fund Bylaw to finance the 2020 Information Technology Capital Program, as outlined in the report.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$4,337,400 to finance the Information Technology Capital Program.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Finance](#)
Re: Burnaby Board of Trade

The Director Finance submitted a report providing information on the growth in services provided by the Burnaby Board of Trade (BBOT) and a recommendation to increase annual grant funding.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council increase the annual grant to the Burnaby Board of Trade from \$100,000 to \$125,000, which is to be paid in quarterly instalments of \$31,250, commencing 2019 December 01 and continuing on 2020 January 01, 2020 April 01 and 2020 July 01.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

The Committee advised that the extent of the BBOT's involvement in the upcoming Economic Development Strategy (EDS) needs to be reviewed. Arising from discussion and without objection by any member, the Committee requested that targets be established in order to evaluate progress made on economic development deliverables.

Staff advised they have informed the BBOT that they are expected to have a larger involvement in the City-led update of the EDS. Further, staff undertook to follow-up on the targets.

d) **[Report from the Director Finance](#)**
Re: 2020 Sanitary Sewer Rates

The Director Finance submitted a report requesting Council approval for a 2% increase to the 2020 Sanitary Sewer Fund Rates and bylaw revisions contained in the report.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, the Burnaby Sewer Charge Bylaw 1961, and the Burnaby Sewer Connection Bylaw 1961, to reflect the 2020 rates contained in Schedule C of the report, and the bylaw amendments, as outlined in Section 6 of the report, effective 2020 January 01.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) **[Report from the Director Finance](#)**
Re: 2020 Waterworks Utility Rates

The Director Finance submitted a report seeking Council approval for a 1% increase to the 2020 Waterworks Utility Rates and bylaw revisions contained in the report.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 to reflect the 2020 rates contained in Schedule C of the report, and the bylaw amendments, as outlined in Section 6 of the report, effective 2020 January 01.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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 new inquiries brought before the Committee at this time.

8. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:09 p.m.

Nikolina Vracar
Administrative Officer 2

Mayor Mike Hurley
Chair