



## **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 December 11** 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

ABSENT: 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. Dave Critchley, Director Public Safety and Community Services  
Ms. Shari Wallace, Chief Information Officer  
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. Nikolina Vracar, Administrative Officer 2  
Ms. Kimberly Bui, Acting Administrative Officer

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 hə́n̓qə́m̓iḥə́m̓ 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 November 20](#)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR DHALIWAL

THAT the minutes of the Financial Management Committee Open meeting held on 2019 November 20 be adopted.

CARRIED UNANIMOUSLY

### 3. **CORRESPONDENCE**

a) **[Correspondence from Bonny's and Burnaby Select Taxi Ltd.](#)**  
**Re: Request for Business Licence Fee Reduction for Taxis**

Correspondence was received from Mr. Emon Bari, General Manager, Bonny's and Burnaby Select Taxi Ltd., requesting the City reduce the business licence fees for taxis if it will not be requiring ride hailing vehicles to obtain individual vehicle licences and pay the business licence fee.

Staff undertook to follow-up with the writer once information is available on the potential implementation of Inter-Municipal Business Licence (IMBL) rates for ride hailing businesses.

b) **[Correspondence from Ian Ballam](#)**  
**Re: House Rental Business Licence Fee**

Correspondence was received from Mr. Ian Ballam expressing concern regarding the City's house rental business licence fee, and its impact on property owners and renters.

Staff undertook to follow-up with the writer, and informed the Committee that approximately 1,000 house rental business licence applications have been received.

The Committee noted that some residents who are renting their home may not be aware that they need to purchase a House Rental Business Licence in addition to completing the Supplementary Utility Fees Declaration Form. Further, the Committee inquired regarding the number of declarations received.

Staff undertook to provide the information.

c) **Correspondence from Win Chiu**  
**Re: Supplementary Utility Fees**

Correspondence was received from Win Chiu expressing concern regarding the City's supplementary utility fees, and inquiring regarding the reason for charging the fees to single and two family dwellings and not strata complexes.

Staff undertook to follow-up with the writer.

d) **[Memorandum from the Director Finance](#)**  
**Re: Financial Report as at 2019 Period 11**

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 11, and comparing that activity with the 2019-2023 Financial Plan.

The Committee inquired regarding actual expenditures being lower than planned expenditures in the capital budget, and use of the operating surplus.

Staff advised that lower capital expenditures are partially attributable to cash-flow and multi-year capital projects. Further, operating surplus will be used for one-time projects.

#### 4. **REPORTS**

a) **[Report from the Director Parks, Recreation and Cultural Services](#)**  
**Re: 2019 December Parks, Recreation and Cultural Services Gaming Reserve Projects**

The Director Parks, Recreation and Cultural Services submitted a report requesting the use of Gaming Reserve to finance 2020 projects outlined in the report.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$275,000 to finance the projects outlined in the report.

**MOVED BY COUNCILLOR DHALIWAL**  
**SECONDED BY COUNCILLOR CALENDINO**

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

CARRIED UNANIMOUSLY

b) **[Report from the Director Engineering](#)**  
**Re: Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017 - Fee Schedule Update**

The Director Engineering submitted a report seeking authorization to update the fee schedule in the Burnaby Storm Sewer Extension Contribution and Fee Bylaw 2017.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a bylaw to amend the Storm Sewer Extension Contribution and Fee Bylaw 2017, as per Attachment #1 of the report, effective

as of 2020 February 01.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2020 - 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 \$6,050,000 to finance an Engineering capital infrastructure improvement project, as outlined in the report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the approach for advancing sidewalk projects.

Staff advised they are prioritizing sidewalk upgrades based on their proximity to schools, community centres, parks, and transit; cost-effectiveness; network gaps; and neighbourhoods without sidewalks. Further, projects will be completed using one of two approaches: (1) consultant/contractor teams design and build simultaneously; or (2) consultant completes a design prior to a contractor building a new sidewalk.

Arising from further discussion and without objection by any member, the Committee requested that staff investigate the feasibility of adding a City crew to support completion of sidewalk projects.

Staff undertook to follow-up.

d) **Report from the Director Finance**  
**Re: Property Tax System Replacement Project**

The Director Finance submitted a report providing an overview of the Property Tax System Replacement Project.

The Director Finance recommended:

1. THAT the Financial Management Committee receive the report for information purposes.

**MOVED BY COUNCILLOR CALENDINO**  
**SECONDED BY COUNCILLOR DHALIWAL**

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) **Report from the Director Finance**  
**Re: Permissive Tax Exemption Policy**

The Director Finance submitted a report seeking approval of the proposed Permissive Tax Exemption Policy.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the proposed Permissive Tax Exemption Policy commencing for the 2021 property taxation year, as outlined in the report.

**MOVED BY COUNCILLOR CALENDINO**  
**SECONDED BY COUNCILLOR DHALIWAL**

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) **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 the report to Council for information.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

The Committee inquired regarding status of the Capitol Hill Elementary School child care project and Willingdon Heights Community Centre.

Staff advised that modular units at the school will be installed in a few weeks.

Further, staff advised they are reviewing Grosvenor's proposal presented at the 2019 November 20 Committee meeting in regard to the Willingdon Heights Community Centre. Phase I (i.e. feasibility study) of the project is proceeding, and staff will provide information regarding the next steps to the Committee and Council in the near future.

**5. NEW BUSINESS**

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

**6. INQUIRIES**

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

**7. CLOSED**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

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 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.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR DHALI WAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:00 p.m.

MOVED BY COUNCILLOR DHALI WAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the Open meeting reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:17 p.m.

**8. ADJOURNMENT**

MOVED BY COUNCILLOR DHALI WAL  
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:18 p.m.

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Nikolina Vracar  
Administrative Officer 2

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Mayor Mike Hurley  
CHAIR