



## FINANCIAL MANAGEMENT COMMITTEE

### MINUTES

**Wednesday, April 22, 2020, 11:00 a.m.**

**Council Chamber, City Hall**

**4949 Canada Way, Burnaby, BC**

**PRESENT:** His Worship, Mayor Mike Hurley, Chair  
Councillor Sav Dhaliwal, Vice Chair (*participated electronically*)  
Councillor Pietro Calendino, Member  
Councillor Joe Keithley, Member  
Councillor Paul McDonell, Member

**STAFF:** Mr. Lambert Chu, City Manager  
Mr. Dipak Dattani, Director Corporate Services  
Mr. Leon Gous, Director Engineering  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Ed Kozak, Director Planning & Building  
Mr. Dave Critchley, Director Public Safety & Community Services  
Ms. Shari Wallace, Chief Information Officer  
Mr. Tim Van Driel, Manager Civic Building Projects  
Ms. Blanka Zeinabova, Deputy City Clerk  
Ms. Monica Macdonald, Administrative Officer

#### **1. CALL TO ORDER**

His Worship, Mayor Mike Hurley, called the Open meeting to order at 11.03 a.m. and concluded the roll call. Members attended the meeting in person, with the exception of Councillor Sav Dhaliwal who, due to the COVID-19 pandemic, participated electronically.

For the benefit of Councillor Dhaliwal, the Deputy City Clerk reviewed the staff present.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hə́n̓dəmíḡəm and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this shared territory.

His Worship, Mayor Mike Hurley, introduced the following motion to add an item to the agenda:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR KEITHLEY

THAT the memorandum from the Director Planning and Building - Re: Major Civic Building Projects Status Update be added to the agenda as Item 3.2.

CARRIED UNANIMOUSLY

## **2. MINUTES**

### **2.1 Minutes of the Financial Management Committee Open meeting held on 2020 March 11**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2020 March 11 be now adopted.

CARRIED UNANIMOUSLY

## **3. CORRESPONDENCE**

### **3.1 Memorandum from the Administrative Officer 2 - Re: City Investment in Burnaby Pride**

A memorandum was received from the Administrative Officer 2 advising that, at the Open Council meeting held on 2020 March 09, Council approved expanded City involvement in Burnaby Pride and authorized the use of one time Gaming Interest funds of \$70,000 to support the 2020 event.

The Committee noted that the 2020 Burnaby Pride event has been cancelled due to the COVID-19 pandemic, and inquired as to the status of the grant.

Staff advised that the funds would remain in the Gaming Interest Reserves and available for Burnaby Pride in 2021.

### **3.2 Memorandum from the Director Planning and Building - Re: Major Civic Building Projects Status Update**

A memorandum was received from the Director Planning and Building with a status update on the following civic building projects: Burnaby Lake Aquatic and Arena Facility, Willingdon Heights Community Centre, Brentwood Community Centre, Confederation Park Community Centre, Cameron Community Centre, South

Burnaby Arena, Laurel Street Works Yard (Phase 2), Metrotown Events Centre, and Highway 1 Burnaby Lake Overpass.

Staff provided an overview of the projects' status and identified some changes since the last update. Most projects are well underway and have not been affected by the COVID-19 pandemic; however, public consultation for the new Cameron Community Centre and Library has had to be put on hold, resulting in a revised estimated project completion date of summer 2025.

#### **4. REPORTS**

##### **4.1 Report from the Chief Information Officer - Re: April 2020 Information Technology Capital Program**

The Chief Information Officer submitted a report seeking authorization for a Capital Reserve Fund Bylaw to finance the 2020 Information Technology Capital Program.

The Chief Information Officer 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 \$400,000 to finance the Information Technology Capital Program, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

##### **4.2 Report from the Director Corporate Services - Re: 2020 April Corporate Services Capital Gaming Reserve Request - EV Infrastructure**

The Director Corporate Services submitted a report seeking authorization for use of Gaming Reserves to finance EV Charging Infrastructure capital projects.

The Director Corporate Services recommended:

1. THAT the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$900,000 to finance the EV Charging Infrastructure capital projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Corporate Services be adopted.

CARRIED UNANIMOUSLY

**4.3 Report from the Director Engineering - Re: 2020 April Engineering Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of Waterworks Utility and Sanitary Sewer Reserves, and a Capital Reserve Fund Bylaw to finance 2020 - 2024 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 \$827,800, the use of Sanitary Sewer Capital Reserves in the amount of \$475,700 and the use of Waterworks Utility Capital Reserves in the amount of \$421,500 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**4.4 Report from the Director Finance and the Director Public Safety and Community Services - Re: Insurance Contract Renewals - Nine Programs**

The Director Finance and the Director Public Safety and Community Services submitted a report seeking authorization to award insurance contracts for the annual property and liability insurance programs.

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

1. THAT the Financial Management Committee recommend Council approve the award of nine contracts of insurance, as outlined in this report. The total amount payable to Marsh Canada Limited is \$1,111,919 to fund the insurance premiums for all nine contracts.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**4.5 Report from the Director Finance - Re: Heights Merchants Association Business Improvement Area - 2020 Advance**

The Director Finance submitted a report seeking authorization for an advance of funds to the Heights Merchants Association.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve an advance of \$60,000 to the Heights Merchants Association for 2020 to bridge the gap between expenditures and receipt of the tax levy, as outlined in this report.
2. THAT a copy of this report be provided to the Heights Merchants Association.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4.6 Report from the Director Finance - Re: Property Tax Due Date and Penalty Application Options**

The Director Finance submitted a report seeking approval on a property tax due date and applicable penalties for 2020.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve Option 4.2, delaying penalty charges only, as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize staff to bring forward the necessary bylaw amendments for the approved option to the Open Council Meeting on 2020 April 27.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Finance be adopted.

AMENDED

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations be **AMENDED** to add recommendation No. 3 to read, as follows: "THAT staff be directed to reduce the property tax rate increase from 3.5% to 1.75% for the Annual Financial Plan to be presented to Council on 2020 May 11."

CARRIED UNANIMOUSLY

The Committee expressed concern regarding the loss of immediate revenue due to the potential of large numbers of homeowners delaying tax payments, and the City's requirement to remit payment to Other Taxing Authorities (OTA's) prior to September 30. The Committee inquired regarding methods to be used to encourage those homeowners who can, to pay by the property tax due date.

Staff advised that the Province and City are encouraging timely payment of property taxes, and that appropriate messaging will be placed on City notices and brochures. It is hoped that with 0% penalty until September 30 and the reduction in the tax rate increase to 1.75%, many homeowners will pay by the due date. Further, approximately 15-20% of tax revenues are generated by taxpayers' payments through mortgages, pre-authorized withdrawals, and the Provincial deferment program. It is anticipated that the City will receive sufficient revenues to meet their financial obligations to OTA's.

Arising from further discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

THAT recommendation No. 2 be **AMENDED** to read, as follows: "...to the Open Council Meeting on 2020 May 11."

CARRIED UNANIMOUSLY

The original motion was then put before the Committee:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Finance be adopted, **AS AMENDED**.

CARRIED UNANIMOUSLY

## 5. NEW BUSINESS

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

6. **INQUIRIES**

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

7. **CLOSED**

MOVED BY COUNCILLOR KEITHLEY  
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 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

Without objection, the Open Committee meeting recessed at 11:42 a.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 11:45 a.m.

8. **ADJOURNMENT**

Without objection, the Financial Management Committee Open meeting adjourned at 11:45 a.m.

  
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CHAIR

  
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ADMINISTRATIVE OFFICER