



## FINANCIAL MANAGEMENT COMMITTEE

### MINUTES

**Tuesday, July 7, 2020, 1:30 p.m.**

**Council Chamber, City Hall**

**4949 Canada Way, Burnaby, BC**

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

**ABSENT:** Councillor Paul McDonell, Member *(due to illness)*

**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  
Mr. Tim Van Driel, Manager Civic Building Projects  
Ms. Elaine Wong, Executive Assistant to the Mayor  
Ms. Monica Macdonald, Administrative Officer  
Ms. Lauren Cichon, Council Support Assistant

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

His Worship, Mayor Mike Hurley, called the Open meeting to order at 1:35 p.m.

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

## 2. **MINUTES**

### 2.1 **Minutes of the Financial Management Committee Open meeting held on 2020 June 10**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2020 June 10 be now adopted.

CARRIED UNANIMOUSLY

## 3. **CORRESPONDENCE**

### 3.1 **Correspondence from the Canadian Federation of Independent Business - Re: Support for Small Business Recovery**

Correspondence was received from Ms. Laura Jones, Executive Vice President, and Ms. Samantha Howard, Senior Director of BC, Canadian Federation of Independent Business (CFIB), asking for support for small businesses as they look to recover from COVID-19 closures and adapt to new social distancing requirements.

The writers are requesting assistance from politicians to promote their *Small Business Every Day* campaign which encourages shopping local, as well as highlights recovery initiatives undertaken by other businesses and movements.

Arising from discussion, the Committee directed staff write to the CFIB outlining City initiatives and action being taken in support of local business recovery, such as working with the Burnaby Board of Trade.

### 3.2 **Memorandum from the Director Finance - Re: Financial Report as at 2020 Period 05**

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 5, and a comparison of that activity with the 2020 - 2024 Financial Plan adopted at the Open Council meeting on 2020 May 11.

The City is currently in an Operating Budget deficit position of \$3.1 million primarily due to the impact of the COVID-19 pandemic which has resulted from reduced revenues and higher than usual expenditures. The projected deficit at year end is approximately \$13.7 million.

The 2020 capital expenditures to the end of Period 5 are \$39 million. This represents a spending of 15.4% of the planned capital expenditures compared with 8.5% capital spending in the same period in 2019.

### **3.3 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, Willingdon Heights Community Centre, Brentwood Community Benefit Bonus, Confederation Park Community Centre, Cameron Community Centre, South Burnaby Arena, Laurel Street Works Yard (Phase 2), Metrotown Events Centre, Highway 1/Burnaby Lake Overpass, and Fire Hall #8 - SFU.

Staff provided project highlights, as follows:

- Confederation Park Community Centre - Schematic Design is substantially complete;
- Cameron Community Centre - public consultation closes 2020 July 12;
- South Burnaby Arena - under construction;
- Laurel Street Works Yard (Phase 2) - construction to start 2020 July 17.

### **3.4 Memorandum from the Deputy City Clerk - Re: Laurel Street Works Yard Phase 2 - Main Building Construction - ENX.0014**

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2020 June 08, adopted a report authorizing the use of the Gaming Reserve to finance the Laurel Street Works Yard Phase 2 Main Building Construction project, as well as a contract award for construction.

## **4. REPORTS**

### **4.1 Report from the Director Engineering - Re: 2020 Off-Site Servicing Non-Market Housing Initiative Sites Funding Request**

The Director Engineering submitted a report seeking authorization for the use of the Community Benefit Bonus Affordable Housing Reserve to finance off-site servicing for Non-Market Housing sites design.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of the Community Benefit Bonus Affordable Housing Reserve in the amount of \$275,000 to finance servicing works, as outlined below.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**4.2 Report from the Director Engineering - Re: 2020 July Engineering Capital Transportation Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital transportation 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 \$800,000 to finance Engineering capital transportation 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

**4.3 Report from the Director Engineering - Re: FortisBC Pattullo Bridge Gas Line Replacement Project**

The Director Engineering submitted a report providing a recommendation on the proposed routing for the FortisBC Pattullo Bridge Gas Line Replacement.

The Director Engineering recommended:

1. THAT the Finance Management Committee forward a recommendation to Council to oppose the proposed Fortis Pattullo Bridge Gas Line Replacement Project pipeline route through Burnaby and to notify FortisBC and the British Columbia Ministry of Transportation and Infrastructure that the City of Burnaby require that FortisBC be allowed to replace its existing gas line on the Pattullo Bridge with a new gas line on the new bridge to prevent avoidable impacts to City of Burnaby residents.

2. THAT a copy of this report be forwarded to the Honorable Claire Trevena, Minister of Transportation and Infrastructure and all Burnaby MLA's.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**4.4 Report from the Director Finance - Re: Deferral of 2020 Tax Sale - Pandemic Reopening Measures**

The Director Finance submitted a report seeking authorization to defer the 2020 annual tax sale to 2021 September 27.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the deferral of the 2020 annual tax sale to 2021 September 27.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward Burnaby Tax Sale Deferral Bylaw 2020 to implement the deferral of the 2020 annual tax sale.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4.5 Report from the Director Finance - Re: Contract Award Property Management Services - Deer Lake Centre**

The Director Finance submitted a report seeking authorization to award a contract to Colliers Macaulay Nicholls Inc. for Property Management Services for Deer Lake Centre.

The Director Finance recommended:

1. THAT the Financial Management Committee approve the award of a three year contract with Colliers Macaulay Nicholls Inc. for an estimated cost of \$385,000 including GST in the amount of \$18,333.33, as outlined in this report. Final payment will be based on actual services delivered and prices as negotiated.

MOVED BY COUNCILLOR KEITHLEY

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

AMENDED

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation be **AMENDED** to read, as follows: "THAT the Financial Management Committee recommend Council approve the award of a three year contract with Colliers Macaulay Nicholls Inc. for an estimated cost of \$385,000 including GST in the amount of \$18,333.33, as outlined in this report. Final payment will be based on actual services delivered and prices as negotiated."

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

**4.6 Report from the Director Finance - Re: Land Assembly and Development Bylaw Funding**

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

The Director Finance 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 \$40,000,000 to finance the Land Assembly and Development Program, as outlined in this report.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4.7 Report from the Director Finance and the Director Public Safety and Community Services - Re: 2021 Supplementary Utility Fees and House Rental Licence Fee Program**

The Director Finance and the Director Public Safety and Community Services submitted a report providing information on the Supplementary Utility Fee and House Rental Licence Fee program for 2021.

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

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the amendments to:

- a. Waterworks Regulation Bylaw 1953;
- b. Sewer Charge Bylaw 1961; and
- c. Burnaby Business Licence Bylaw 2017,

as outlined in the report.

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

**4.8 Report from the Director Planning and Building - Re: Child Care Facilities on School Sites - Funding Approval**

The Director Planning and Building submitted a report seeking authorization for a one-time capital grant to the Burnaby School District from the Community Benefit Bonus Reserve for the construction of child care facilities on various School District/City sites.

The Director Planning and Building recommended:

1. THAT Council approve a one-time capital funding grant in the amount of \$5,574,808 to the Burnaby School District from the Community Benefit Bonus Reserve for the construction of new child care spaces for children age 5 and under at the Marlborough, Cascade Heights and Westridge Elementary school sites and the Marian Learning Resource Centre.

2. THAT Council authorize staff to execute the necessary lease and related agreements with the Burnaby School District for the placement of child care facilities on the Marlborough, Westridge and Suncrest Elementary school sites.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

**4.9 Report from the Director Public Safety and Community Services and the Director Finance - Re: RCMP Settlement Payments**

The Director Finance and the Director Public Safety and Community Services submitted a report seeking Council authorization for the payment of funds withheld for Green Timbers, and providing an update on the Integrated Homicide Investigation Team and Earned Retirement Benefits costs.

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

1. THAT the Financial Management Committee recommend Council authorize the payment of funds withheld for RCMP BC Headquarters, as outlined in this report.
2. THAT the Financial Management Committee receive the update on the Integrated Homicide Investigation Team and Earned Retirement Benefits costs, for information.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

**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 the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY



Without objection, the Open Committee meeting recessed at 2:25 p.m. and reconvened at 2:28 p.m.

The Committee introduced the following motion in order to add an item to the Closed meeting agenda:

MOVED BY COUNCILLOR CALENDINO  
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 2:29 p.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 2:49 p.m.

8. **ADJOURNMENT**

Without objection, the Financial Management Committee Open meeting adjourned at 2:49 p.m.

  
CHAIR

  
ADMINISTRATIVE OFFICER