



## **FINANCIAL MANAGEMENT COMMITTEE**

### **MINUTES**

An Open meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2016 November 24** at 5:30 p.m.

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

PRESENT: Councillor Dan Johnston, Chair  
Councillor Colleen Jordan, Vice Chair  
Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager  
Mr. Leon Gous, Director Engineering  
Ms. Denise Jorgensen, Director Finance  
Mr. Lou Pelletier, Director Planning & Building  
Ms. Shari Wallace, Chief Information Officer  
Mr. James Lota, Assistant Director – Engineering Projects  
Mr. Doug Spindler, Assistant Director – Treasury Services  
Mr. Patrick Shek, Chief Building Inspector  
Ms. Blanka Zeinabova, Administrative Officer  
Ms. Nikolina Vracar, Administrative Officer

The Chair called the Open meeting to order at 5:34 p.m.

#### **2. MINUTES**

- a) **Minutes of the Open meeting of the Financial Management Committee held on 2016 October 19**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the minutes of the Open meeting of the Financial Management Committee held on 2016 October 19 be adopted.

CARRIED UNANIMOUSLY

**3. REPORTS**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

**a) Report from the Chief Information Officer**  
**Re: SAP Hardware and Database Replacement Project**  
**(Suite on HANA)**

The Chief Information Officer submitted a report seeking approval to proceed with replacing the current SAP hardware and database to the new Suite on HANA version.

The Chief Information Officer recommended:

1. THAT Financial Management Committee recommend Council authorize the City Solicitor to prepare a capital expenditure bylaw in the amount of \$4.14 million (inclusive of taxes) for hardware replacement, software licences and professional implementation services, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

**b) Report from the City Clerk**  
**Re: Board of Variance - Application Fee**

The City Clerk submitted a report seeking approval to implement a Board of Variance application fee.

The City Clerk recommended:

1. THAT a fee of \$425.00 be established for applications to the Board of Variance; and that the City Solicitor be requested to bring forward the necessary bylaw amendment.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the City Clerk be adopted.

CARRIED UNANIMOUSLY

**c) Report from the Director Engineering**  
**Re: Storm Sewer Extension Contribution and Fee Bylaw**

The Director Engineering submitted a report seeking authority to bring forward a new bylaw to implement a cost recovery mechanism for the City's costs of extending storm sewer mains to residential lots without this service.

The Director Engineering recommended:

1. THAT the Committee recommend Council authorize staff to bring forward a bylaw to recover, from developers and benefitting property owners, the City's costs of extending storm sewer service to residential lots without this service.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**d) Report from the Fire Chief**  
**Re: Fire Services Bylaw Amendments**

The Fire Chief submitted a report seeking approval to amend the Service Fee Schedule in the Burnaby Fire Services Bylaw.

The Fire Chief recommended:

1. THAT Council approve amendments to the Burnaby Fire Services Bylaw to reflect the proposed additional fees, as outlined in this report.
2. THAT the City Solicitor be authorized to bring forward the necessary bylaw amendment for Council's consideration.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Fire Chief be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding release of information by the RCMP, and their fee charges.

Staff undertook to investigate.

**e) Report from the Director Finance**  
**Re: Moneris Solutions - Credit Card Merchant Services**

The Director Finance submitted a report seeking approval to award a contract to Moneris Solutions for the provision of merchant credit card and debit card services.

The Director Finance recommended:

1. THAT a contract be awarded to Moneris Solutions for merchant credit card and debit card services for a five year period commencing 2017 January 01 to 2021 December 31, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**f) Report from the Director Finance**  
**Re: 2017 Sanitary Sewer Rates**

The Director Finance submitted a report seeking approval for a 2% increase to the 2017 Sanitary Sewer Rates.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve the City Solicitor to amend the Burnaby Sewer Parcel Tax Bylaw 1994, and the Burnaby Sewer Charge Bylaw 1961, to reflect the 2017 rates found in Schedule C, effective 2017 January 01.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Finance**  
**Re: 2017 Waterworks Utility Rates**

The Director Finance submitted a report seeking approval of a 2% increase to the 2017 Waterworks Utility Rates.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve amendment by the City Solicitor of the Burnaby Waterworks Regulation Bylaw 1953 to provide for the 2017 Water Rates contained in Schedule C of this report, and the bylaw amendments outlined in Section 5 of this report, effective 2017 January 01.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Director Finance**  
**Re: Purchasing Approval Limits**

The Director Finance submitted a report seeking approval to change the City's existing Spend and Approval Limits Authorization Policy.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve the changes to the City's Spend and Approval Limits for the procurement of goods, services and construction, as set out in this report; and

2. THAT Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amending the Burnaby Routine Transaction Authority Bylaw 1999, as outlined in Section 4 of this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

- AMENDED

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT Sections 3.0 and 4.0 of the report be **AMENDED** by replacing 'Directors' with 'Members of Management Committee'.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the report be adopted as AMENDED.

CARRIED UNANIMOUSLY

**i) Report from the Director Finance**  
**Re: SAP Treasury Management System - Update**

The Director Finance submitted a report providing a status update on the SAP Treasury Management System implementation.

The Director Finance recommended:

1. THAT Financial Management Committee receive this report for information.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**j) Report from the Director Finance**  
**Re: Renewal of City Fleet Insurance**

The Director Finance submitted a report seeking approval for an expenditure of up to \$910,000 to renew the City Vehicle Fleet Insurance Program.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve an expenditure up to \$910,000 payable to Willis Towers Watson to fund the City's Fleet Auto Liability, Collision, and Comprehensive insurance programs, as further specified in this report.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**k) Report from the Director Finance**  
**Re: 2016 Annual Capital Program - Engineering**

The Director Finance submitted a report seeking approval of reallocations within Engineering's 2016 Annual Capital Plan Budget.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council approve reallocations within Engineering's 2016 Annual Capital Plan to support additional work requirements in Major Roads, Waterworks and Sanitary Sewer, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**l) Report from the Director Finance**  
**Re: Rainwater Management Amenity and Public Art Funds**

The Director Finance submitted a report seeking approval to establish two operating funds, one for the maintenance of Rainwater Management Amenities and one for the maintenance of Public Art.

The Director Finance recommended:

1. THAT Financial Management Committee recommend Council create a Rainwater Management Amenity Operating Fund and a Public Art Operating Fund.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4. NEW BUSINESS**

**Financial Report**

The Director Finance submitted 'Financial Report as at 2016 Period 11'.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

**Garbage Toter Fee**

The Committee raised concerns with special garbage disposal rate requirements for secondary suites. Currently, the *Burnaby Solid Waste and Recycling Bylaw* requires properties with a secondary suite to pay a minimum toter rate of \$205 for a medium size 240 L toter, beginning in 2017.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR MCDONELL

THAT Council authorize the preparation of a bylaw amending Schedule A of the *Burnaby Solid Waste and Recycling Bylaw* to remove provisions that impose separate fees for properties with secondary suites.

CARRIED UNANIMOUSLY

**5. INQUIRIES**

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

**6. CLOSED**

Public excluded according to Sections 90 and 92 of the Community Charter.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY



The Open meeting recessed at 6:28 p.m.

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open meeting reconvened at 6:29 p.m.

7. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR JORDAN

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:30 p.m.

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Blanka Zeinabova  
ADMINISTRATIVE OFFICER

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Councillor Dan Johnston  
CHAIR