



## **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, **2017 November 22** at 5:30 p.m.

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

PRESENT: Councillor Dan Johnston, Chair  
Councillor Colleen Jordan, 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 & Cultural Services  
Mr. Lou Pelletier, Director Planning & Building  
Mr. Dave Critchley, Director Public Safety & Community Services  
Ms. Shari Wallace, Chief Information Officer  
Mr. Jonathan Helmus, Assistant Director Engineering – Infrastructure & Development  
Mr. John Cusano, Assistant Chief Building Inspector  
Ms. Sheri Jack, Special Events Officer  
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:40 p.m.

#### **2. MINUTES**

##### **a) Minutes of the Financial Management Committee Open meeting held on 2017 October 25**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2017 October 25 be adopted.

CARRIED UNANIMOUSLY

### 3. **PRESENTATION**

#### a) **City of Burnaby Interim Street Policy** **Presenter: Leon Gous, Director Engineering**

**Mr. Leon Gous**, Director Engineering, provided an overview regarding an upgrade of interim streets to standard streets, and noted approximately 25% (150 km) of the City's street network is at interim standard.

The speaker advised that there are currently three methods to upgrade streets:

1. Development - either constructed by developers or through cash funding for future upgrade in R12 zone;
2. City Capital Program – includes arterial and collector streets;
3. Local Area Service Program (LASP) – since 1960, approximately 40% of local streets have been upgraded.

It was noted that the City faces the following challenges:

1. LASP coordination with Capital Plan;
2. R12 private funding contribution use (a long delay between payment and receiving upgrades);
3. Delayed Community Benefit (completion of neighbourhood networks takes a long time).

The Director Engineering provided the following options for interim local street upgrades:

1. Status Quo – the timing of upgrades remain uncertain;
2. City Capital Plan – upgrades are coordinated with City Capital Plan projects. There are three different funding models if coordinated with the City Capital Plan.

Regardless the funding model, the LASP can still continue in advance of the capital plan in the event a group of residents want their street upgraded.

The following Funding Models were introduced:

1. Full City Funding – City pays the entire premium;
2. Cost Recovery – City recovers all or portion of the funding. Recovery rate can be anywhere from 1 – 100% (i.e. 30% to mirror current LASP cost-sharing percentage);
3. Blended Funding – City pays the entire premium for priority upgrades (i.e. closer to schools, parks, community centres, etc.), with property owner cost recovery for other locations.

Mr. Gous provided an overview of Cost Recovery Methodology:  
Before Construction:

- Expanded R12 fee – expand the R12 fee collection to all properties adjacent to interim streets (fee collected at time of subdivision or building permit);

- Local Area Service – if at least 50% of property owners representing at least 50% of the total assessed value have already contributed (via R12 or expanded R12), a local property owner could initiate a petition which would likely be successful, and ‘unpaid’ properties would pay via LAS methodology (i.e. by lump sum or a premium including interest over 15 years on property tax bill).

After Construction:

- Bylaw – similar to the Storm Sewer Extension Contribution and Fee Bylaw, the fee can be recovered as a condition of subsequent subdivision approval or building permit issuance (i.e. >\$250K).

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT staff report back on cost recovery options.

CARRIED UNANIMOUSLY

#### 4. REPORTS

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the reports be received.

CARRIED UNANIMOUSLY

##### a) **Report from the Chief Information Officer** **Re: 2018 Information Technology Capital Program**

The Chief Information Officer submitted a report seeking approval of a funding bylaw for the 2018 Information Technology Capital Program.

The Chief Information Officer recommended:

1. THAT the Financial Management Committee recommend Council approve the capital expenditure of \$4,591,084 for the 2018 Information Technology program, as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$4,805,620 (inclusive of GST of \$214,536) to finance the program.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

**b) Report from the Director Engineering**  
**Re: Burnaby Storm Sewer Extension Contribution and**  
**Fee Bylaw 2017 – Schedule “A” Update**

The Director Engineering submitted a report seeking authority to update Schedule “A” of the 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 to update Schedule “A” to implement 2018 rates and include additional storm extension projects.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**c) Report from the Director Engineering**  
**Re: Capital Infrastructure Funding Update - Waterworks Utility**

The Director Engineering submitted a report seeking bylaw funding for Waterworks Utility projects (2016 Watermain Renewals, Willingdon Linear Park, 2016 Water Services, and 2017 Watermain Renewals) to complete the active program.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to draw from the Waterworks Utility Capital Fund the amount of \$2,836,636 (inclusive of GST of \$126,636) to finance the capital projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**d) Report from the Director Engineering**  
**Re: 2018 Engineering Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking approval and funding for 2018 Engineering capital infrastructure design and early tender projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$17,492,861.31 (inclusive of GST of \$780,931.31) and draw from the Sanitary Sewer Capital Fund the amount of \$4,869,953.64 (inclusive of GST of \$217,408.64) and the Waterworks Utility Capital Fund the amount of \$6,510,270.06 (inclusive of GST of \$290,637.06) to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**e) Report from the Director Finance**  
**Re: Donation of Foreign Currencies to Charity**

The Director Finance submitted a report seeking approval for the donation of non-exchangeable foreign currencies to charity.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve a one-time donation of approximately \$200 CAD of non-exchangeable foreign currencies to the Air Canada Foundation, as outlined in this report.

2. THAT the Financial Management Committee recommend Council name a City representative for the presentation of the donation to the Air Canada Foundation.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**f) Report from the Director Finance**  
**Re: Burnaby Development Cost Charge Bylaw - Canada Way**  
**Pedestrian Overpass**

The Director Finance submitted a report seeking authorization to repay the Capital Works, Machinery and Equipment Reserve Fund for monies advanced by that reserve fund.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Burnaby Development Cost Charge Reserves Bylaw in the amount of \$86,184 to repay monies advanced by the Capital Works, Machinery and Equipment Reserve Fund for the construction of the Canada Way Pedestrian Overpass.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Finance**  
**Re: 2018 Waterworks Utility Rates**

The Director Finance submitted a report seeking approval of a 0% increase to the 2018 Waterworks Utility Rates and the bylaw revisions contained herein.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to amend the Burnaby Waterworks Regulation Bylaw 1953 for the 2018 Water Rates contained in Schedule "C" of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2018 January 01.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**h) Report from the Director Finance**  
**Re: 2018 Sanitary Sewer Rates**

The Director Finance submitted a report seeking approval for a 0% increase to the 2018 Sanitary Sewer rates and the bylaw revisions contained herein.

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, and the Burnaby Sewer Charge Bylaw 1961, to reflect the 2018 rates contained in Schedule "C" of this report, and the bylaw amendments outlined in Section 4 of this report, effective 2018 January 01.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**i) Report from the Director Parks, Recreation and Cultural Services**  
**Re: Bylaw Funding - Burnaby Village Museum Carousel**  
**Trellis Replacement Project**

The Director Parks, Recreation and Cultural Services submitted a report seeking bylaw funding for the Burnaby Village Museum Carousel Trellis Replacement Project.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$605,100 (inclusive of GST of \$27,012) to finance the Phase I of the Burnaby Village Museum Carousel Trellis Replacement Project.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**j) Report from the Director Parks, Recreation and Cultural Services**  
**Re: 2017 RCMP Musical Ride – Donations of Proceeds**

The Director Parks, Recreation and Cultural Services submitted a report seeking approval of donation of proceeds from the RCMP Musical Ride to Honour House Society and Burnaby Neighbourhood House.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Council be requested to approve the donation of proceeds in the total amount of \$10,000 from the RCMP Musical Ride event to the two charities, as outlined in this report.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**k) Report from the Director Public Safety and Community Services**  
**Re: Renewal of City Fleet Insurance**

The Director Public Safety and Community Services submitted a report seeking approval for an expenditure of up to \$1,040,000 to renew the City Vehicle Fleet Insurance Program.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council to approve an expenditure of up to \$1,040,000 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 JORDAN  
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**l) Report from the Major Civic Building Project Coordination Committee  
Re: Child-Care Facilities on Burnaby School District #41 Sites**

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval to undertake the detailed design and construction of four (4) child-care facilities in partnership with the Burnaby School District #41.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council be requested to approve the use of Amenity Bonus Funds in the amount of \$6,000,000 (inclusive of GST @ 5%) to undertake the detailed design and construction of four (4) child-care facilities on Burnaby School District #41 sites.
2. THAT staff be authorized to pursue and execute the necessary lease and related agreements with the Burnaby School Board.
3. THAT staff be authorized to inform the Province of BC of the program and pursue any available Provincial funding to cost-share the program.
4. THAT a copy of this report be forwarded to Burnaby School District #41 and the Burnaby Board of Education.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**m) Report from the Major Civic Building Project Coordination Committee  
Re: Deer Lake Centre 1 and 2 Improvements**

The Major Civic Building Project Coordination Committee submitted a report seeking approval to use surplus funds and request bylaw funding to undertake improvements at Deer Lake Centre 1 and 2.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council approve the use of surplus bylaw funds from the West Building renovation project to undertake improvements at Deer Lake Centre 2.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Bylaw in the amount of \$125,000 to finance improvements at Deer Lake Centre 1.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

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

CARRIED UNANIMOUSLY

**5. NEW BUSINESS**

**Financial Report as at 2017 Period 11**

The Director Finance submitted the 'Financial Report as at 2017 Period 11'.

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

**6. INQUIRIES**

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

**7. CLOSED**

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

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 6:50 p.m.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 7:00 p.m.

**8. NEW APPLICATIONS - FESTIVALS BURNABY**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT the New Applications – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

**Small Scale Events**

**a) #17-S-012 - Open World for Kids Foundation Society**  
*European Christmas and New Year Celebration*

An application was received from Open World for Kids Foundation Society for their annual European Christmas and New Year Celebration to be held on 2017 December 30 at Serbian Centre / St. Archangel Michael's Serbian Orthodox Church, 7837 Canada Way, Burnaby. This event will showcase a traditional European theatrical performance as well as traditional games, artisans, food vendors and gifts for children from Santa.

Request: \$3,000

CPA: 2016 - No Application  
2015 - No Application  
2014 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a Festival Burnaby grant – Small Scale Event in the amount of \$1,500 be awarded to Open World for Kids Foundation Society for their annual European Christmas and New Year Celebration to be held on 2017 December 30 at Serbian Centre / St. Archangel Michael's Serbian Orthodox Church.

CARRIED UNANIMOUSLY

**b) #18-S-002 - Artisan Farmers' Market Society**  
*Festival-Style Fun at POP! Power of Produce Kids Events*

An application was received from Artisan Farmers' Market Society for Festival-Style Fun at POP! Power of Produce Kids Events to be held from 2018 May to October at Burnaby City Hall. This North American initiative is to get children tasting, talking to the producers and learning the importance of eating fresh, local, and healthy foods. Weekly food themed entertainment will include balloon artists, puppeteers, dancers, and musicians. This new initiative will

further establish the Farmers' Market as a Saturday morning community gathering place.

Request: \$10,736

CPA: 2017 - No Application  
2016 - No Application  
2015 - No Application

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT this Festival Burnaby grant request be **REFERRED** back to staff.

CARRIED UNANIMOUSLY

c) **#18-S-003 - National Congress of Black Women Foundation**  
*2018 Festival of Arts and Music*

An application was received from the National Congress of Black Women Foundation for 2018 Festival of Arts and Music - Celebrating African, Caribbean and American Music to be held on 2018 February 12 - 25 with three events planned at venue locations within Burnaby. The 2018 celebrations start off with Pathways to Celebrating and Recognizing Black History Month 2018. The event is open to the general public and will include storytelling, performances, an interactive program facilitated by authors and illustrators of children's books. This event will build cultural awareness, engage discussions about the history of black Canadians and much more. The second event is a full day youth workshop for high school students on the theme of anti-racism; and a closing event will celebrate and recognize volunteers.

Request: \$10,000

CPA: 2017 - \$5,000 (Small Scale Grant)  
2016 - \$7,000 (Small Scale Grant)  
2015 - \$7,000 (Small Scale Grant)

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT a Festival Burnaby grant – Small Scale Event in the amount of \$5,000 be awarded to the National Congress of Black Women Foundation for 2018 Festival of Arts and Music – Celebrating African, Caribbean and American Music to be held on 2018 February 12 – 25 in Burnaby.

CARRIED  
Councillor Calendino opposed

**d) #18-S-004 - African Canadian Soccer and Cultural Association**  
*African Soccer and Cultural Festival*

An application was received from the African Canadian Soccer and Cultural Association for the African Soccer and Cultural Festival to be held on 2018 August 10 - 12 at the Burnaby Lake Sports Complex. In its 24th year, the main objective of the Festival is to showcase African culture through sports and cultural activities promoting volunteerism and community engagement within the African community. The Festival's highlights include a soccer tournament, cultural performances, musical entertainment, ethnic food and children's activities and play area.

Request: \$10,000

CPA: 2017 - \$6,500 (Small Scale Grant)  
2016 - \$8,000 (Small Scale Grant)  
2015 - \$8,000 (Small Scale Grant)

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR JORDAN

THAT a Festival Burnaby grant – Small Scale Event in the amount of \$6,500 be awarded to the African Canadian Soccer and Cultural Association for the African Soccer and Cultural Festival to be held on 2018 August 10 – 12 at the Burnaby Lake Sports Complex.

CARRIED UNANIMOUSLY

**9. ADJOURNMENT**

MOVED BY COUNCILLOR JORDAN  
SECONDED BY COUNCILLOR CALENDINO

THAT this meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 7:20 p.m.

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Blanka Zeinabova  
Administrative Officer

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Councillor Dan Johnston  
Chair