



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

An Open meeting of the Financial Management Committee was held in the Clerk's Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on **Tuesday, 2019 January 22** 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
Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
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
Mr. James Lota, Deputy Director Engineering
Ms. Heidi Schiller, Asst. Director Public Service, Burnaby Public Library
Mr. John Cusano, Assistant Chief Building Inspector
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 5:00 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiḥəm and sk̓wxwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

2. MINUTES

- a) **Minutes of the Financial Management Committee
Open meeting held on 2018 November 28**

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2018 November 28 be adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Correspondence from the Union of BC Municipalities**
Re: 2017 Emergency Social Services - Group Lodging Equipment and Supplies Project Final Report

Correspondence was received from Ms. Rebecca Bishop, Program Officer, UBCM advising that a payment in the amount of \$24,454 will be made to the City as the final report regarding the above noted project has been received.

4. **REPORTS**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the Burnaby Festival of Learning Steering Committee**
Re: Burnaby Festival of Learning Funding - 2019-2021

The Burnaby Festival of Learning Steering Committee submitted a report requesting three-year funding for the annual weeklong Burnaby Festival of Learning celebration.

The Burnaby Festival of Learning Steering Committee recommended:

1. THAT the Financial Management Committee authorize the use of \$50,000 *each year* from the Operating Gaming Reserve to support marketing and programming costs for the Burnaby Festival of Learning for 2019, 2020 and 2021.
2. THAT the Financial Management Committee recommend Council receive this report for information.
3. THAT a copy of this report be forwarded to Matthew Grant, Director, Office of Community Engagement, Simon Fraser University, and the Burnaby School District for information.
4. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission and the Burnaby Public Library Board for information.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Burnaby Festival of Learning Steering Committee be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Engineering
Re: 2019 Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report seeking approval to use Water and Sanitary Reserves and for a Capital Reserve Fund Bylaw to finance 2019 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 Fund Bylaw in the amount of \$4,383,200, the use of Sanitary Sewer Capital Fund in the amount of \$2,440,300 and the use of Waterworks Utility Capital Fund in the amount of \$4,156,300 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Engineering
Re: 2019 Engineering Capital Transportation Bylaw Funding Request

The Director Engineering submitted a report seeking approval for a Capital Reserve Fund Bylaw to finance 2019 Engineering capital Transportation 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 Fund Bylaw in the amount of \$5,100,900 to finance Engineering capital Transportation improvement projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee inquired regarding the following two minor traffic management projects: 1) 10th Avenue/Cariboo Road east bound left turn lane, and 2) curb bulges at Lougheed/Rosser.

Staff undertook to provide information.

d) Report from the Director Engineering
Re: 2019 Engineering Capital Facilities Management Bylaw Funding Request

The Director Engineering submitted a report seeking approval and funding for 2019 Engineering capital Facilities Management improvement projects.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$1,105,000, to finance Engineering capital Facilities Management improvement projects.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Engineering
Re: 2019 Engineering Capital Vehicle & Equipment Purchase Bylaw Funding Request

The Director Engineering submitted a report seeking approval and funding for 2019 Engineering capital vehicle and equipment purchases.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$818,000 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance and the Chief Information Officer
Re: "My Property" Portal

The Director Finance and the Chief Information Officer submitted a report providing an overview of the new "My Property" portal being available to citizens on 2019 February 01.

The Director Finance and the Chief Information Officer recommended:

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance and the Chief Information Officer be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Finance
Re: City Investments - 2018 Year End Report

The Director Finance submitted a report providing an update on the 2018 Investment Portfolio and presenting a forecast for 2019.

The Director Finance recommended:

1. THAT this report be received for information purposes.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion and without objection by any member, the Committee requested that future City Investments year-end reports be provided in a memo format.

h) Report from the Director Finance
Re: Contract Award - Vending Machine Services

The Director Finance submitted a report seeking approval to award a revenue contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services which provide nutritional snacks and beverages.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the award of a five year contract to Ryan Company Ltd. operating as Ryan Vending for turnkey vending machine services, as outlined in this report. The total revenue amount payable to the City of Burnaby is a minimum guarantee of \$500,000.00 over five years.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

i) Report from the Major Civic Building Project Coordination Committee
Re: 2019 Capital Gaming Reserve Request - RCMP High Potency Drug Processing Facility

The Major Civic Building Project Coordination Committee submitted a report seeking approval to use Gaming Reserves to finance the RCMP High Potency Drug Processing Facility project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$700,000 to finance the RCMP High Potency Drug Processing Facility project, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

**j) Report from the Major Civic Building Project Coordination Committee
Re: South Burnaby Ice Arena Project
7789 and 7799 Eighteenth Street
Rezoning Reference #18-19, CD (P3) District
Edmonds Town Centre Plan**

The Major Civic Building Project Coordination Committee submitted a report seeking funding approval for the necessary servicing works identified under Rezoning Reference #18-19, and providing an update on the South Burnaby Ice Arena project.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommends that Council authorizes the use of Community Benefit Bonus funds in the amount of \$1,400,000 to fund the necessary servicing works identified under Rezoning Reference #18-19.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information purposes.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

**k) Report from the Director Public Safety and Community Services
Re: 2019 Public Safety and Community Services (PSCS) Capital Projects
Bylaw Funding Request**

The Director Public Safety and Community Services submitted a report seeking a Capital Reserve Fund Bylaw to finance 2019 PSCS capital projects.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$2,195,000 to finance PSCS capital projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

5. NEW BUSINESS

His Worship Mayor Mike Hurley - Fair Wage Policy

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT staff provide a report on the Fair Wage Policy to the February Financial Management Committee meeting.

CARRIED UNANIMOUSLY

Councillor McDonell – Elimination of Non-Accountable Allowance

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT staff provide a report on the impact of the elimination of non-accountable allowance.

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 CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 5:58 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:58 p.m.

11. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:58 p.m.

Monica Macdonald
ADMINISTRATIVE OFFICER

Mayor Mike Hurley
CHAIR