



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 **Tuesday, 2019 October 22** at 5:00 p.m. followed by a Closed meeting from which the public was excluded.

1. CALL TO ORDER

PRESENT: His Worship, Mayor Mike Hurley, Chair
Councillor Sav Dhaliwal, Vice Chair
Councillor Paul McDonell

ABSENT: Councillor Pietro Calendino

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Ed Kozak, Director Planning and Building
Mr. Dave Critchley, Director Public Safety and Community Services
Mr. James Lota, Acting Director Engineering
Mr. John Cusano, Assistant Director - Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer 2
Ms. Kimberly Bui, Acting Administrative Officer 1

The Chair called the Open meeting to order at 5:01 p.m.

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

2. MINUTES

- a) **Minutes of the Financial Management Committee Open meeting held on 2019 September 19**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the minutes of the Open Financial Management Committee meeting held on 2019 September 19 be adopted.

CARRIED UNANIMOUSLY

Without objection by any member, Item 4(a) was brought forward for consideration at this time.

4. **DELEGATION**

a) **Burnaby Board of Trade**

Re: Economic Development Activities

Speakers: Paul Holden, President & CEO

Andrew Scott, Chair

Cory Redekop, Director, Policy and Stakeholder Relations

Mr. Paul Holden, President and CEO, **Mr. Andrew Scott**, Chair, and **Mr. Cory Redekop**, Director, Policy and Stakeholder Relations, Burnaby Board of Trade (BBOT), appeared before the Committee providing information on the 20-year economic development partnership with the City; updates on the past year's economic development activities; and highlighting initiatives in support of the City's Economic Development, Social and Environmental Sustainability Strategies.

In line with the Strategies, the BBOT supports the following goals: connecting businesses and the City, attracting new businesses, business retention and expansion, more inclusive workforce, social purpose and corporate social responsibility, showcasing local businesses, and encouraging environmental sustainability and climate action.

In 2019, the BBOT has undertaken the following initiatives:

- meeting with the City staff to provide feedback from businesses and discuss policy issues;
- participating on the Mayor's Task Force on Community Housing and various Council Committees;
- hosting trade, international and consulate representatives;
- updating the Business Resource Guidebook;
- Bridging the Workforce Gap Program to bridge the gap between labour shortages and individuals seeking work;
- working with the United Way to engage businesses in imbedding social purpose;
- Burnaby Business Magazine; and,
- Sustainable Purchasing Guide which provides best practices in sustainable purchasing.

In closing, the delegation requested that the City consider increasing the BBOT's annual funding from \$100,000 to \$145,000. The request for additional funding reflects an increase in the BBOT's operating costs and supports its greater role in the following:

- participating in the Economic Development Strategy updates;
- increasing business attraction and retention strategies;
- promoting social purpose in the business community; and,
- workforce development efforts.

The Committee inquired regarding the nature of queries that the BBOT receives from businesses; as well as whether the BBOT and Tourism Burnaby collaborate to attract businesses.

Mr. Holden advised that the BBOT's website includes an Economic Development Portal containing the City's resources to guide prospective businesses. Further, queries are primarily regarding incentives provided by the City, available space, costs, and required permits. Mr. Redekop noted that the BBOT promotes Burnaby as a favourable community to operate a business, from a business' prospective.

Mr. Holden confirmed that the BBOT has a representative on the Tourism Burnaby's Board of Directors, and the two organizations meet regularly.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee **REFER** the delegation's request to staff for a report.

CARRIED UNANIMOUSLY

Without objection by any member, the Committee requested that staff provide information regarding services currently provided by the BBOT, proposed activities, and how those activities will support and compliment staff's efforts in economic development over the next 10-15 years.

Staff undertook to follow-up.

The normal order of the agenda resumed.

3. **PRESENTATION**

a) **Major Civic Building Projects Status Update** **Presenter: John Cusano, Assistant Director - Civic Building Projects**

Mr. John Cusano, Assistant Director – Civic Building Projects, provided the following updates:

- Burnaby Lake Aquatic and Arena Facility/C.G. Brown Memorial Pool (architect is working on the schematic building design, an Open House regarding public consultation survey results will be held on 2019 November 06 in the City Hall foyer);
- Willingdon Heights Community Centre (public consultation, needs assessment, and building program are completed, work is commencing on the schematic design);

- Confederation Community Centre/Eileen Dailly Pool (staff have met with architects, targeted completion date for the current phase is 2020 April);
- Cameron Community Centre (request for proposal (RFP) closes on 2019 November 07, staff will recommend contract award);
- South Burnaby Ice Arena (contractor is signing-up sub-trades and has cleaned the site);
- child care – Montecito Elementary School (first modular units are expected in 2019 November, civil work and foundation are ready to receive expected units);
- child care – Capitol Hill Elementary School (modular units are expected to arrive after 2019 November);
- child care – Stride Avenue Community School (design is near completion for a conventional building that is expected to house up to 37 children);
- child care – Cascade Heights Elementary School (project on hold until an alternative location is selected);
- emergency generators at civic facilities (staff are drafting the RFP for the detailed design);
- Laurel Street Works Yard Phase I – Yard Building (completed);
- Laurel Street Works Yard Phase II – Main Building (expected to be tendered in 2019 November);
- RCMP Interior Renovation (staff have moved into the space and minor touch-up work is being completed);
- RCMP Drug Lab (in the detailed design phase and tendered documents are expected to be completed by 2020 February);
- Metrotown Events Centre (one-week extension has been granted for consultants due to high interest in the project);
- Burnaby Village Museum Pavilion (staff have located and removed a steel pipe during the excavation); and
- Deer Lake Precinct Way-Finding Signage (staff are scheduled to meet with designer regarding the detailed design for gateway and trail directional signage).

The Committee inquired regarding steps taken by the City to ensure that the South Burnaby Ice Arena is environment-friendly, and whether the facility may have net-zero emissions. Further, the Committee inquired if modular units for child-care projects constitute a major civic project.

Staff advised that the South Burnaby Ice Arena energy modeling exceeds the BC Building Code requirements, and while the building will not have zero-net emissions, the heat from the ice plant will be captured to heat rooms within the facility. Further, staff noted that off-site servicing works and installation of electrical vehicle charging stations are part of the project's sustainability initiatives.

Regarding the child-care projects, staff noted that their size and monetary value is smaller compared to the other civic projects, and they can be removed from the major civic building projects updates list.

Without objection by any member, the Committee requested that the child-care projects be removed from the updates list.

Arising from further discussion and without objection by any member, the Committee requested that staff provide a one-page summary of the major civic building projects with future meeting agendas.

Staff undertook to follow-up.

4. DELEGATION

- a) **Burnaby Board of Trade**
Re: Economic Development Activities
Speakers: Paul Holden, President & CEO
Andrew Scott, Chair
Cory Redekop, Director, Policy and Stakeholder Relations

This agenda item was dealt with previously in the meeting.

5. CORRESPONDENCE

- a) **Memorandum from the Director Finance**
Re: Financial Report as at 2019 Period 09

A memorandum was received from the Director Finance providing an overview of the City's financial activity as of the end of Period 09, and comparing that activity with the 2019-2023 Financial Plan.

- b) **Memorandum from the Administrative Officer 2**
Re: Burnaby Hospital Foundation Grant

A memorandum was received from the Administrative Officer 2 advising that Council, at the Open Council meeting held on 2019 October 07, received and adopted the above noted report providing a grant from the Gaming Reserve to the Burnaby Hospital Foundation for \$1 million for a new CT scanner.

6. REPORTS

- a) **Report from the Director Finance**
Re: Burnaby North Road Business Improvement Area Renewal
2020-2026

The Director Finance submitted a report seeking authorization to proceed with the Burnaby North Road Business Improvement Association's renewal of their business improvement area local service from April 2020 to March 2026.

The Director Finance recommended:

1. THAT Council endorse the Burnaby North Road Business Improvement Association's request to renew the Burnaby North Road Business Improvement Area for the period 2020 April 01 to 2026 March 31.
2. THAT Council authorize the City Solicitor to bring forward a new bylaw to define the terms and conditions for the Burnaby North Road Business Improvement Area local service for the period 2020 April 01 to 2026 March 31.
3. THAT a copy of the report be sent to the Burnaby North Road Business Improvement Association, c/o Hajera Baqi, President, 303-9940 Lougheed Highway, Burnaby, B.C. V3J 1N3.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Finance
Re: Gaming Reserve and Operating Gaming Reserve

The Director Finance submitted a report providing information on the status of the City's Gaming Reserve and Operating Gaming Reserve.

The Director Finance recommended:

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

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

The Committee inquired regarding an update to the Gaming Reserve Policy eligibility criteria to allow for provision of operating or capital grant funding from the Gaming Reserve at the discretion of Council for special requests received outside of the budget planning process.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Committee recommend Council update the eligibility criteria for the Gaming Reserve Policy to include “or other projects or programs at the discretion of Council”.

CARRIED UNANIMOUSLY

Having been moved and seconded, the Committee considered the recommendation of the Director Finance, and the main motion was then put:

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

CARRIED UNANIMOUSLY

c) Report from the Director Finance and the Director Engineering
Re: Burnaby Local Improvement Charges Bylaw Update

The Director Finance and the Director Engineering submitted a report seeking approval of proposed updates to the Burnaby Local Improvement Charges Bylaw 1985.

The Director Finance and the Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Local Improvement Charges Bylaw 1985, as set out in the report.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance and the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2020 Engineering capital Transportation 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 \$1,000,000 to finance the Engineering capital Transportation projects, as outlined in the report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

The Committee took further action on this matter under the Inquiries portion of the meeting.

e) Report from the Director Engineering
Re: 2019 October Engineering Capital Infrastructure Funding Request

The Director Engineering submitted a report requesting the use of Water and Sanitary Reserves and a Capital Reserve Fund Bylaw to finance 2019 - 2021 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 \$3,800,000, the use of Sanitary Sewer Capital Reserves in the amount of \$950,000, and the use of Waterworks Utility Capital Reserves in the amount of \$1,090,000 to finance Engineering capital infrastructure improvement projects, as outlined in the report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

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

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 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 Reserve Fund Bylaw in the amount of \$1,200,000 to finance the Engineering capital Facilities Management improvement project, as outlined in the report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Engineering
Re: 2020 Solid Waste and Recycling Bylaw Amendments - Charges for Row Housing

The Director Engineering submitted a report seeking Council authorization for the City Solicitor to bring forward amendments to the Burnaby Solid Waste and Recycling Bylaw 2010.

The Director Engineering recommended:

1. THAT Council authorize the City Solicitor to bring forward amendments to the Burnaby Solid Waste and Recycling Bylaw 2010, as outlined in Section 5 of the report, effective 2020 January 01.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

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

8. INQUIRIES

The Committee inquired if the installation of a pedestrian crosswalk signal at the intersection of Joffre Avenue and Marine Drive will be added to the list of projects outlined in the Report 6(d). Further, the Committee queried whether all projects need to be listed in the funding request report.

Staff advised that the funding request is for initial design work, and they keep track of planned projects.

Arising from discussion and without objection by any member, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the installation of a pedestrian crosswalk signal at the Joffre Avenue and Marine Drive intersection be added to the list of projects listed under Section 1.0 on page 2 of Report 6(d) "2019 October Engineering Capital Transportation Bylaw Funding Request".

CARRIED UNANIMOUSLY

9. CLOSED

MOVED BY COUNCILLOR MCDONELL
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 personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and 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

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open meeting recessed at 6:38 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 6:40 p.m.

10. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:41 p.m.

Nikolina Vracar
Administrative Officer 2

Mayor Mike Hurley
Chair