



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, 2020 January 15** at 4:00 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

ABSENT: Councillor Joe Keithley, Member

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. James Lota, Deputy Director Engineering
Ms. Shari Wallace, Chief Information Officer
Mr. John Cusano, Assistant Director - Civic Building Projects
Mr. Tim Van Driel, Manager – Civic Building Projects
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 4:02 p.m.

The Chair introduced the following motion to waive notice:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT, as per the Community Charter, Section 127, and the City of Burnaby Procedure Bylaw No. 11714, Section 32, a notice of the meeting hereby be **WAIVED** due to the urgency of the agenda items.

CARRIED UNANIMOUSLY

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hən̓q̓əmin̓əm̓ 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 December 11**

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee Open meeting held on 2019 December 11 be adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

a) **Memorandum from the Director Planning and Building** **Re: Major Civic Building Projects Status Update**

A memorandum was received from the Director Planning and Building providing a status update of the following civic building projects: Burnaby Lake Aquatic & Arena Facility, Willingdon Heights Community Centre, Confederation Park Community Centre, Cameron Community Centre, South Burnaby Arena, Laurel Street Works Yard (Phase 2), Metrotown Events Centre, and Highway One Pedestrian Overpass.

Staff advised that consultant interviews for the Metrotown Events Centre feasibility study have been completed.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT staff submit a report directly to Council regarding the contract award for the Metrotown Events Centre feasibility study.

CARRIED UNANIMOUSLY

4. **REPORTS**

a) **Report from the Director Engineering** **Re: 2020 January Engineering Capital Vehicle and** **Equipment Purchase Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of Sanitary Sewer Capital Funds and a Capital Reserve Fund Bylaw to finance 2020 - 2024 Engineering capital vehicle and equipment purchases.

The Director Engineering recommended:

The Director Engineering submitted a report seeking authorization for the use of Sanitary Sewer Capital Funds and a Capital Reserve Fund Bylaw to finance 2020 - 2024 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 \$1,925,000 and the use of Sanitary Sewer Capital Funds in the amount of \$230,000 to finance Engineering capital vehicle and equipment purchases, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Engineering
Re: 2020 January Engineering Capital Infrastructure
Bylaw Funding Request

The Director Engineering submitted a report seeking authorization for the use of Water and Sanitary Reserves and a Capital Reserve Fund Bylaw to finance 2020 - 2024 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 Reserves Fund Bylaw in the amount of \$25,589,400, the use of Sanitary Sewer Capital Funds in the amount of \$3,974,200 and the use of Waterworks Utility Capital Funds in the amount of \$2,428,600 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion of Section 1.3 - Lougheed Highway Upgrade and with no objection by any member, the Committee requested consideration of including beautification and median upgrades along Lougheed Highway from Austin Road to North Road.

Staff undertook to investigate.

c) Report from the Director Engineering
Re: 2020 January Engineering Capital Transportation
Bylaw Funding Request

The Director Engineering submitted a report seeking Council authorization for the use of a Capital Reserve Fund Bylaw to finance 2020 - 2024 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 Reserves Fund Bylaw in the amount of \$1,650,000 to finance Engineering capital transportation improvement projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

Arising from discussion of Section 1.6 – Minor Traffic Management Projects, the Committee inquired regarding the feasibility of installing advance left-turn signals and/or left turn bays in both directions along 10th Avenue at Canada Way, in addition to the painted left turn bays along Canada Way.

Staff undertook to investigate.

d) Report from the Director Engineering
Re: 2020 January Engineering Capital Facilities
Management Bylaw Funding Request

The Director Engineering submitted a report requesting the use of a Capital Reserve Fund Bylaw to finance 2020 - 2021 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 \$4,457,000 to finance the Engineering capital Facilities Management improvement project, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Engineering
Re: Solid Waste and Recycling Bylaw Amendments –
Green Waste Tipping Fees

The Director Engineering submitted a report seeking authorization to amend the Burnaby Solid Waste and Recycling Bylaw 2010 to revise the tipping fee charges to match the rate at Metro Vancouver transfer stations.

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 this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: Contract Award - City Website Redesign and
Content Management System Replacement Project

The Director Finance submitted a report seeking approval to award contracts to Domain7 Solutions Inc. and to Acquia Inc. for the website redesign and replacement of the current content management system (CMS).

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the Director Finance, upon final contract negotiation, to enter into separate contracts with Domain7 Solutions Inc. for an estimated cost of \$539,700 including GST in the amount of \$25,700, and Acquia Inc. for an estimated cost of \$634,000 including GST and PST in the amount of \$67,929, for a total cost of \$1,173,700, as outlined in this report. Final payment will be based on actual services delivered and unit prices as negotiated.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

g) Report from the Director Finance
Re: Operating Housing Reserve

The Director Finance submitted a report seeking approval to establish an Operating Housing Reserve to fund operating costs associated with housing initiatives.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council create an Operating Housing Reserve to fund operating costs associated with housing initiatives.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

h) Report from the Director Finance
Re: Municipal Finance Authority of British Columbia (MFABC) –
Fossil Fuel Free Short Term Bond Fund

The Director Finance submitted a report seeking support for the MFABC Fossil Fuel Free Short Term Bond Fund.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council support a new MFABC Fossil Fuel Free Short Term Bond Fund.
2. THAT a copy of this report be sent to the City of New Westminster and MFABC.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

i) Report from the Director Parks, Recreation and Cultural Services
Re: Period Promise Campaign

The Director Parks, Recreation and Cultural Services submitted a report seeking approval to implement a pilot project in support of the United Way's Period Promise Campaign.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee recommend Council support the United Way Period Promise Campaign by providing free menstrual products over a 6-month pilot project, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

j) Report from the Director Engineering, Director Planning & Building,
and Director Parks, Recreation & Cultural Services
Re: Comprehensive and Inclusive Civic Signage Program

The Director Engineering, Director Planning and Building, and Director Parks, Recreation and Cultural Services submitted a report requesting a Capital Reserve Fund Bylaw to finance the comprehensive and inclusive civic signage program.

The Director Engineering, Director Planning and Building, and Director Parks, Recreation and Cultural Services 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 \$150,000 to finance the comprehensive and inclusive signage program, as outlined in Section 3.1 of this report.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission and to the Social Planning Committee for information.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Engineering, Director Planning and Building, and Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

5. **NEW BUSINESS**

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

6. **INQUIRIES**

Councillor Calendino – Covered Sports Boxes

Councillor Calendino inquired regarding the status of the covered sports boxes' project.

Staff advised the RFP stage is in progress.

Councillor McDonell – Traffic Cameras on City Website

Councillor McDonell inquired regarding the availability to view road conditions from the City website, given the recent snowfall.

Staff advised that this matter is under review.

7. **CLOSED**

MOVED BY COUNCILLOR MCDONELL
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 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 CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 4:47 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 4:47 p.m.

8. ADJOURNMENT

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 4:48 p.m.

Monica Macdonald
Administrative Officer

Mayor Mike Hurley
CHAIR