



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 February 12** 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
Councillor Joe Keithley, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Ms. Pat Tennant, Director Human Resources
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Mr. Ed Kozak, Director Planning and Building
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 5:00 p.m.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hə́nqəminə́m 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 2020 January 15**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the minutes of the Financial Management Committee Open meeting held on 2020 January 15 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.

4. **REPORTS**

a) **Report from the Director Engineering
Re: 2020 February Engineering Capital Infrastructure
Bylaw Funding Request**

The Director Engineering submitted a report seeking Council authorization for the use of Water and Sewer Reserves and to request 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 \$17,203,900, the use of Sanitary Sewer Capital Reserves in the amount of \$1,350,000 and the use of Waterworks Utility Capital Reserves in the amount of \$1,242,500 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

b) **Report from the Director Engineering
Re: Demolition of City-Owned Buildings at
6857 and 6875 Royal Oak Avenue**

The Director Engineering submitted a report seeking Council authorization for the use of Community Benefit Reserves to finance the demolition of City-owned buildings at 6857 and 6875 Royal Oak Avenue.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the demolition and disposal of the City-owned buildings located at 6857 Royal Oak Avenue and 6875 Royal Oak Avenue.
2. THAT the Financial Management Committee recommend Council authorize the use of Community Benefit - Affordable Housing Reserve in the amount of \$325,000 to finance the works, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

c) Report from the Director Finance
Re: Operating Climate Action Reserve

The Director Finance submitted a report seeking Council authorization to establish an Operating Climate Action Reserve to fund operating costs associated with climate action.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council create an Operating Climate Action Reserve to fund operating initiatives associated with climate action.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) Report from the Director Finance
Re: 2020 - 2024 Provisional Financial Plan

The Director Finance submitted a report providing the 2020 - 2024 Provisional Financial Plan.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council receive the 2020 - 2024 Provisional Financial Plan.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

e) Report from the Director Finance
Re: Bylaw to Appropriate Funds for Land Assembly
and Development Expenditures

The Director Finance submitted a report seeking Council authorization for the use of a Capital Reserve Fund Bylaw to finance the Land Assembly and Development Program.

The Director Finance 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 \$14,000,000 to finance the Land Assembly and Development Program, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

f) Report from the Director Finance
Re: Proposed Amendments to the Burnaby Routine
Transaction Authority Bylaw 1999

The Director Finance submitted a report seeking Council authorization for amendments to the Burnaby Routine Transaction Authority Bylaw 1999 to increase the City Manager's authority to approve staff training and travel expenses not exceeding \$12,500 and to provide the City's Risk Manager with authority to approve payment of claims not exceeding \$2,500.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize an increase to the City Manager's authority to approve requests by officers and employees of the City to attend courses, conferences and meetings or for travel in respect to City business when the estimated cost does not exceed \$12,500.
2. THAT the Financial Management Committee recommend Council authorize the City Risk Manager's authority to approve for payment of claims against the City that do not exceed \$2,500, subject to the receipt of an appropriate settlement agreement or release.
3. THAT the Financial Management Committee recommend Council authorize the City Solicitor to prepare a bylaw amendment to the Burnaby Routine Transaction Authority Bylaw 1999 to implement the proposed changes.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**g) Report from the Director Human Resources and
the Director Finance
Re: Employee Transit Incentive Program**

The Director Human Resources and the Director Finance submitted a report proposing revisions to the Employee Transit Incentive Program.

The Director Human Resources and the Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to revise the Employee Transit Incentive Program effective 2020 March 01, as outlined in this report.
2. THAT a copy of this report be sent to the Environment Committee.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Human Resources and the Director Finance be adopted.

The Committee asked staff whether program enrollment would increase if the qualifying number of hours worked per week were reduced.

Staff advised that some auxiliary employees work a 4-5 hour shift so reducing the qualifying threshold to 10 hours per week would increase the use of transit options for these individuals and likely increase program enrollment.

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the report be **AMENDED** to decrease the bus pass program qualifying hours from 20 to 10 hours per week.

CARRIED UNANIMOUSLY

Staff undertook to amend the report.

With the report amended, the original motion was then put:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Human Resources and the Director Finance be adopted.

CARRIED UNANIMOUSLY

h) Report from the Director Parks, Recreation and Cultural Services
Re: 2020 January - Parks, Recreation and Cultural Services Gaming Fund
Projects

The Director Parks, Recreation and Cultural Services submitted a report seeking Council authorization for the use of Gaming Reserves to finance the Burnaby Village Museum Heritage Building Upgrades project and the Eagles Estate Landscape Restoration project.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$210,000 to finance the projects, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

i) Report from the Director Planning and Building
Re: Burnaby Access Advisory Committee - Funding Request
and Overview of Activities

The Director Planning and Building submitted a report seeking Council authorization for the use of Gaming Reserves to finance the 2020 Access Improvements Program, funding for access supports for Committee members, and providing a summary of recent Burnaby Access Advisory Committee activities.

The Director Planning and Building recommended:

1. THAT the Financial Management Committee recommend that Council authorize the use of Gaming Reserves in the amount of \$56,000 to finance the access improvement projects at City facilities, as outlined in Section 3.0 of this report.
2. THAT the Committee recommend Council authorize the allocation of \$500 from the 2020 Boards, Committees and Commissions budget to the City of Burnaby Access Advisory Committee, in order to provide access supports as needed for Committee members, as outlined in Section 5.0 of this report.
3. THAT a copy of this report be forwarded to the Social Planning Committee for information.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

j) Report from the Director Planning and Building
Re: Child Care Facilities on School Sites - Funding Request

The Director Planning and Building submitted a report seeking Council approval in principle for an expenditure of up to \$5,575,000, depending on any Provincial grant funding received, from Community Benefit Bonus funds to support the development of child care facilities on School District and City sites.

The Director Planning and Building recommended:

1. THAT Council approve an expenditure of up to \$5,575,000, depending on any Provincial grant funding received, from Community Benefit Bonus funds to support the development of child care facilities on various School District/City sites throughout the City, as outlined in Section 5.0 of this report.
2. THAT a copy of this report be forwarded to the Ministry of Children and Family Development.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

k) Report from the Major Civic Building Project Coordination Committee
Re: Fire Hall Station No. 1 - 4867 Sperling Avenue Facility Upgrades

The Major Civic Building Project Coordination Committee submitted a report seeking Council authorization for the use of Gaming Reserves to finance the Phase 2 detailed design and contract administration of a turn-out gear washing and locker room facility to be located within the property of Fire Hall No. 1.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of Gaming Reserves in the amount of \$171,000 to finance the Phase 2 feasibility study and detailed design of a new turn-out gear washing and locker room facility at Fire Hall No.1, as outlined in this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

l) Report from the Major Civic Building Project Coordination Committee
Re: Burnaby Lake Aquatic and Arena Facility Project –
Phase Two Funding Request

The Major Civic Building Project Coordination Committee submitted a report seeking Council authorization for the use of Community Benefit Reserves to finance the second

phase of work for the Burnaby Lake Aquatic and Arena Facility project, which includes detailed design, City development approvals, tender documents, and preliminary site servicing and offsite costs.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to advance the Burnaby Lake Aquatic and Arena Facility project into detailed design, subject to funding and award of contract approval for the phase two scope of work, as outlined in this report.
2. THAT the Financial Management Committee recommend Council authorize the use of Community Benefit Reserves in the amount of \$18,000,000 to finance detailed design, City development approvals, tender documents, and preliminary site servicing and offsite costs for the Burnaby Lake Aquatic and Arena Facility project, as outlined in this report.
3. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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 Precinct Wayfinding Project - Funding Request

The Major Civic Building Project Coordination Committee submitted a report seeking Council authorization for funding approval to undertake the concept and detailed design of wayfinding signage for the Deer Lake Precinct.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserves Fund Bylaw in the amount of \$60,000 to finance the Deer Lake Precinct Wayfinding project included in the Capital Plan, as outlined in this report.
2. THAT a copy of this report be forwarded to the Parks, Recreation and Culture Commission for information.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

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

CARRIED UNANIMOUSLY

5. NEW BUSINESS

His Worship, Mayor Hurley – 2019 Labour Relations' Legal Fees

His Worship, Mayor Hurley inquired regarding 2019 legal fees related to Labour Relations.

Staff undertook to provide information.

His Worship, Mayor Hurley – Retirement of John Cusano

His Worship, Mayor Hurley, on behalf of the Committee, congratulated Mr. Cusano, Assistant Director - Civic Building Projects, on his retirement and expressed appreciation for his work.

6. INQUIRIES

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

7. ADJOURNMENT

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR KEITHLEY

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 6:43 p.m.

Monica Macdonald
Administrative Officer

Mayor Mike Hurley
Chair