



## **FINANCIAL MANAGEMENT COMMITTEE M I N U T E S**

**Wednesday, September 9, 2020, 5:00 p.m.  
Council Chamber, City Hall  
4949 Canada Way, Burnaby, BC**

**PRESENT:** His Worship, Mayor Mike Hurley, Chair  
Councillor Sav Dhaliwal, Vice Chair  
Councillor Pietro Calendino, Member  
Councillor Joe Keithley, Member  
Councillor James Wang, 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. Ed Kozak, Director Planning & Building  
Mr. James Lota, Deputy Director Engineering  
Mr. Tim Van Driel, Manager Civic Building Projects  
Ms. Elaine Wong, Executive Assistant to the Mayor  
Ms. Monica Macdonald, Administrative Officer  
Ms. Samantha Thompson, Council Support Assistant

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

His Worship, Mayor Mike Hurley, called the Open meeting to order at 5:00 p.m.

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

## 2. **MINUTES**

### 2.1 **Minutes of the Financial Management Committee Open meeting held on 2020 July 07**

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2020 July 07 be now adopted.

CARRIED UNANIMOUSLY

## 3. **DELEGATION**

### 3.1 **Burnaby Board of Trade - Re: Update on Economic Development Activities**

**Mr. Paul Holden**, President and CEO, Burnaby Board of Trade (BBOT), appeared before the Committee providing an update on the economic development activities over the past year, ongoing economic development efforts, and highlighting initiatives undertaken to provide COVID-19 supports and resources to the local business community.

Mr. Holden stated that many of the BBOT's planned activities for this year were disrupted by the COVID-19 pandemic and its impact on the community and local economy. In response, the BBOT refocussed their efforts to provide specific COVID-19 supports to all Burnaby businesses, regardless of membership. Specific initiatives centred on the following:

- providing business resources and information;
- helping businesses navigate benefit programs;
- sharing and creating re-opening guidance and supports;
- building consumer confidence and promoting local;
- delivering digital programming for Burnaby businesses; and,
- recovery and resilience.

The speaker described one initiative - the establishment of the *Burnaby Business Recovery Task Force*, whose membership included representatives from major employers, small businesses, labour, non-profit and education. The work of Task Force, which had a significant contribution and involvement by the City, will help guide the BBOT's business recovery efforts over the coming months.

Mr. Holden advised that, beyond COVID-19, the BBOT will continue its on-going work, including the following initiatives and services:

- redeveloping the BBOT Business Resource Guidebook;
- providing support to students and women through the *Access Student Career Development Program* and *Women's Business Success Network*;
- working with the *Social Purpose Institute* at United Way to promote 'social purpose' amongst the local business community;
- publishing a new *Business Magazine* in 2020 October; and,
- hosting the 21<sup>st</sup> annual *Burnaby Business Excellence Awards* in 2020 November.

In conclusion, Mr. Holden stated that the BBOT, its members, and the broader business community value the special relationship between the City and the BBOT and thanked the Committee for the opportunity to appear as a delegation.

The Committee thanked the delegation for the BBOT's work on the Burnaby Business Recovery Task Force and its continuing economic development support provided to the City.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO  
 SECONDED BY COUNCILLOR KEITHLEY

THAT Council provide a grant in the amount of \$125,000 to the Burnaby Board of Trade for the yearly operation of the City of Burnaby Economic Development Program which is to be paid in quarterly installment of \$31,250, commencing 2020 October 01 and continuing on 2021 January 01, 2021 April 01 and 2021 July 01.

CARRIED UNANIMOUSLY

#### 4. **REPORTS**

##### 4.1 **Report from the Director Engineering - Re: 2020 September Engineering Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of Waterworks Utility Capital Reserves and to bring forward 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 Reserve Bylaw in the amount of \$13,900,000, and the use of Waterworks Utility Capital Reserve in the amount of \$950,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

**4.2 Report from the Director Finance - Re: Proposed Amendment to Routine Transaction Bylaw to Temporarily Extend the Increase to City Manager's Spending Limit**

The Director Finance submitted a report seeking authorization for an amendment to the Routine Transaction Authority Bylaw to temporarily extend the increase to the City Manger's spending limit.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize an increase to the City Manager's authority to approve an award of contract and execute legal agreements for procurement of municipal goods, services and construction where the authorized level does not exceed \$1,000,000, for an additional six months.
2. 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 temporary spending limit increase.

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4.3 Report from the Director Finance - Re: Permissive Tax Exemptions: 2021-2023**

The Director Finance submitted a report seeking approval for the granting of permissive exemptions from Property Tax for certain properties for the year 2021 only and for certain other properties for the years 2021 - 2023.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Property Tax Exemption Bylaw to exempt the properties listed in Attachment 1 from property taxation for the years 2021, 2022, and 2023, and to exempt the properties listed in Attachment 2 from property taxation for the year 2021 only.

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**4.4 Report from the Major Civic Building Project Coordination Committee - Re: Major Civic Building Projects Status Update**

The Major Civic Building Project Coordination Committee submitted a report providing an update on the current status of major civic building projects.

The Major Civic Building Project Coordination Committee recommended:

1. THAT the Committee forward this report to Council for information.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

**4.5 Report from the Major Civic Building Project Coordination Committee - Re: Deer Lake Precinct Wayfinding Project**

The Major Civic Building Project Coordination Committee submitted a report seeking Council approval in principle of the preliminary wayfinding concept design for the Deer Lake Precinct.

The Major Civic Building Project Coordination Committee recommended:

1. THAT Council approve-in-principle work completed to date on the Deer Lake Precinct Wayfinding Project, as outlined in Section 4.0 of this report, as the basis for the preparation of a Comprehensive Sign Plan for the precinct and a text amendment to the Burnaby Sign Bylaw.

2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

MOVED BY COUNCILLOR KEITHLEY  
SECONDED BY COUNCILLOR WANG

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

CARRIED UNANIMOUSLY

The Committee inquired regarding wayfinding signs around the City (further away from the Deer Lake precinct) and requested that additional signs providing direction to City Hall, such as on Canada Way, be incorporated into a future wayfinding signage program.

Staff advised that they will consider additional signage outside the Deer Lake precinct, as part of a future Wayfinding Project.

The Committee expressed concern regarding the insufficient number and size of wayfinding signs in the City, and requested similar signs be placed throughout the City close to major facilities, attractions and landmarks, and highways.

For the Deer Lake precinct signage: the Committee inquired regarding the size and visibility of the signs' lettering, and requested that the lettering be large enough so that it can be read by drivers from an appropriate distance. As well, the Committee questioned the signage colour scheme.

Staff advised that the number, placement, size of wayfinding signs (including lettering size and visibility) will be taken into consideration in detailed design of the project. Further, the colours are consistent with the City's standard marketing visual identity/branding, and were chosen to contrast with and stand out against the area's green background. There is currently a sign mock up for viewing on Deer Lake Avenue, just south of the Carousel. Staff advised they will bring colour samples to a future Committee meeting.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL  
SECONDED BY COUNCILLOR CALENDINO

THAT staff conduct a comprehensive review of the number and placement of the City's wayfinding signs to ease the public's travel through the City during the day, as well as at night.

CARRIED UNANIMOUSLY

Arising from further discussion, the Committee requested that street signs also be included in the review.

Staff undertook to follow-up.

**5. NEW BUSINESS**

**His Worship, Mayor Hurley - Pattullo Bridge Replacement Project**

His Worship, Mayor Hurley, advised that a letter was received from the Ministry of Transportation and Infrastructure in response to the City's opposition to FortisBC's relocation of its natural gas pipeline through Burnaby, and Burnaby's preference for the pipeline to be relocated to the new crossing that will replace the Pattullo Bridge.

The Ministry advised that the Pattullo Bridge Replacement Project is part of a critical route in the BC Earthquake Immediate Response Plan and will be key to ensuring the Metro Vancouver region receives emergency and critical services after a seismic event. As such, the Ministry affirms that a replacement gas pipeline would not be permitted on the new bridge due to public safety and emergency response considerations.

Staff advised that the Ministry remains firm on their position which means FortisBC is looking at an alternative route through Burnaby to maintain gas service to customers in Burnaby, New Westminster and parts of Vancouver.

The Committee inquired regarding discussions with FortisBC concerning route options.

Staff advised that they are in discussion with FortisBC to look at other options for the gas pipeline (besides the Cariboo Road route), and will be providing information to Council as discussions are advanced and options become more developed.

**6. INQUIRIES**

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

**7. CLOSED**

MOVED BY COUNCILLOR WANG

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 the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; 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

Without objection, the Open Committee meeting recessed at 5:43 p.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 5:45 p.m.

**8. ADJOURNMENT**

Without objection, the Financial Management Committee Open meeting adjourned at 5:45 p.m.

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CHAIR

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ADMINISTRATIVE OFFICER