



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

Wednesday, April 21, 2021, 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 (*participated electronically*)
Councillor Pietro Calendino, Member (*participated electronically*)
Councillor Joe Keithley, Member
Councillor James Wang, Member

STAFF: Mr. Chad Turpin, Acting City Manager
Mr. Dipak Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Ed Kozak, Director Planning & Building
Mr. Dave Critchley, Director Public Safety & Community Services
Mr. Tim Van Driel, Manager Civic Building Projects
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Monica Macdonald, Administrative Officer
Ms. Georgette Cabrilo, Council Support Assistant

1. CALL TO ORDER

His Worship, Mayor Mike Hurley, called the Open meeting to order at 5:02 p.m. and conducted the roll call. Due to the COVID-19 pandemic, Councillors Calendino and Dhaliwal participated electronically.

For the benefit of Councillors Calendino and Dhaliwal, the Administrative Officer reviewed the staff present at the meeting.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hə́nqə́mih̓əm 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 2021 March 11**

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the minutes from the Financial Management Committee meeting held on 2021 March 11 be now adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

3.1 **Memorandum from the Director Planning and Building - Re: Major Civic Building Projects Status Update**

A memorandum was received from the Director Planning and Building with a status update on the following civic building projects: Burnaby Lake Aquatic and Arena, Willingdon Heights Community Centre, Brentwood Community Benefit Bonus, Confederation Park Community Centre, Cameron Community Centre, South Burnaby Arena, Laurel Street Works Yard (Phase 2), Highway 1/Burnaby Lake Overpass, and Fire Hall #8 - SFU.

Without objection, the Committee requested staff expedite the Confederation Park Community Centre's Schematic Design phase.

Staff undertook to follow up.

3.2 **Memorandum from the Administrative Officer - Re: Contribution to the Burnaby Hospital Foundation for the Redevelopment of the Burnaby Hospital**

A memorandum was received from the Administrative Officer advising that Council, at the Open Council meeting held on 2021 March 08, adopted a report authorizing the use of the Gaming Reserve for a contribution to the Burnaby Hospital Foundation, in support of the redevelopment of the Burnaby Hospital.

3.3 **Memorandum from the Acting Deputy City Clerk - Re: Framework to Support Long Term Sustainability of the Burnaby Rent Bank**

A memorandum was received from the Acting Deputy City Clerk advising that Council, at the Open Council meeting held on 2021 March 08, adopted a report

approving a framework to support the long term financial sustainability of the Burnaby Rent Bank. Council approved funding for administrative, and opening and operational costs; creation of an operating agreement between the City and the Lower Mainland Purpose Society; and registration and promotion of an online donations page to enable loan-funding contributions from the community.

3.4 Memorandum from the Acting Deputy City Clerk - Re: Payment in Lieu of Parking - Zoning Bylaw Amendments and Reserve Funds

A memorandum was received from the Acting Deputy City Clerk advising that Council, at the Open Council meeting held on 2021 April 12, adopted a report proposing text amendments to the Burnaby Zoning Bylaw regarding payment-in-lieu of parking and other off-street parking provisions and bylaws. The amendments permit: establishment of an Off-Street Parking Reserve Fund and Active Transportation Infrastructure Reserve Fund; transfer of existing off-street parking reserve funds to a City-wide Off-Street Parking Reserve Fund; and repeal of the Burnaby Off-Street Parking Reserve Funds Bylaw.

3.5 Memorandum from the Acting Deputy City Clerk - Re: Buller-Beresford Park Site - 7304, 7320 Buller Avenue and 6050 Beresford Street - Royal Oak Community Plan

A memorandum was received from the Acting Deputy City Clerk advising that Council, at the Open Council meeting held on 2021 April 12, adopted a report providing information on the planned Buller-Beresford Park site, and recommending a revision to the Royal Oak Community Plan and an expenditure of funds from the Parkland Acquisition Development Cost Charge Reserve Fund.

3.6 Memorandum from the Acting Deputy City Clerk - Re: Request for Community Benefit Bonus Affordable Housing Reserve Grant Catalyst Community Developments Society - 6525 Telford Avenue - Rezoning Reference #17-26 - Metrotown Downtown Plan Area

A memorandum was received from the Acting Deputy City Clerk advising that Council, at the Open Council meeting held on 2021 April 12, adopted a report approving a Community Benefit Bonus Affordable Housing Reserve grant to support the development of 54 non-market housing units at 6525 Telford Avenue.

4. **REPORTS**

4.1 **Report from the Director Corporate Services - Re: City Hall EV Charging Infrastructure and Civic Facilities EV Charging Infrastructure Capital Bylaw Funding Request**

The Director Corporate Services submitted a report seeking authorization for the use of a Capital Reserve Fund Bylaw to finance City Hall EV Charging Infrastructure and Civic Facilities EV Charging Infrastructure projects.

The Director Corporate 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 \$2,450,000 to finance City Hall EV Charging Infrastructure and Civic Facilities EV Charging Infrastructure at Still Creek Works Yard, as outlined in the report.

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the Director Corporate Services be adopted.

CARRIED UNANIMOUSLY

Staff advised that the City of Burnaby has been awarded a \$500,000 Natural Resources Canada (NRCan) grant towards the proposed work.

4.2 **Report from the Director Engineering - Re: 2021 April Engineering Capital Facilities Management Gaming Funding Request**

The Director Engineering submitted a report seeking authorization for the use of the Gaming Reserve to finance the detailed design of the Burnaby Green Recycling of Organic Waste Facility project.

The Director Engineering recommended:

1. THAT the Financial Management Committee recommend Council authorize the use of the Gaming Reserve in the amount of \$200,000 to finance the design of the Burnaby Green Recycling of Organic Waste Facility project, as outlined in this report.

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

4.3 Report from the Director Engineering - Re: 2021 April Engineering Capital Facilities Management Bylaw Funding Request

The Director Engineering submitted a report seeking authorization for the use of a Capital Reserve Fund Bylaw to finance the design of the Mechanical Shop Extension at Fire Hall No. 1 project.

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 \$100,000 to finance the Engineering capital Facilities Management improvement project, as outlined in this report.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

4.4 Report from the Director Engineering - Re: 2021 April Engineering Capital Infrastructure Bylaw Funding Request

The Director Engineering submitted a report seeking Council authorization for the use of a Capital Reserve Fund Bylaw to finance 2021 - 2022 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 \$3,205,000 to finance Engineering capital infrastructure improvement projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

4.5 Report from the Director Finance - Re: 2021 Property Taxes

The Director Finance submitted a report seeking Council authorization for an Alternative Municipal Tax Collection Scheme Bylaw to set the City's property tax due dates and penalty provisions for 2021 and onwards.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council establish the due date for property taxes as the second business day of July.
2. THAT the Financial Management Committee recommend Council establish a five percent (5%) penalty to overdue accounts after the July due date, and a second five percent (5%) penalty to overdue accounts after the second business day of September, as outlined in Section 4.1 of this report.
3. THAT the Financial Management Committee recommend Council authorize staff to establish a penalty abatement process for outstanding home owner grants paid on or before the second business day in September, as outlined in Section 5.4 of this report.
4. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the Burnaby Alternative Municipal Tax Collection Scheme Bylaw 2021, substantially in the form set out in Attachment 1 of this report.

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4.6 Report from the Director Finance - Re: 2021 - 2025 Financial Plan, Burnaby Financial Plan Bylaw 2021 and Burnaby Rates Bylaw 2021

The Director Finance submitted a report seeking Council approval for the five year 2021 - 2025 Financial Plan and 2021 property value tax rates.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council approve the 2021 – 2025 Financial Plan.
2. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the Burnaby Financial Plan Bylaw 2021 authorizing the proposed funding sources, proposed expenditures, and proposed transfers between funds as set out for each year in the planning period, as shown in Attachment 1 to this report.
3. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward the Burnaby Rates Bylaw 2021 that outlines the General Municipal and Regional Districts property value tax rates, as shown in Attachment 2 to this report.

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4.7 Report from the Director Finance - Re: Gaming Reserve and Gaming Interest Reserve

The Director Finance submitted a report providing information on the Gaming Reserve and Gaming Interest Reserve as at 2020 December 31.

The Director Finance recommended:

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

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

4.8 Report from the Director Finance and the Director Public Safety and Community Services - Re: Insurance Contract Renewals - Nine Programs

The Director Finance and the Director Public Safety and Community Services submitted a report seeking approval to award insurance contracts for the annual property and liability insurance programs.

The Director Finance and the Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council approve the award of nine (9) contracts of insurance, as outlined in this report. The total amount payable to Aon Reed Stenhouse Inc. is \$489,553 to fund the insurance premiums for all nine (9) contracts and the property policy extension.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

4.9 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 authorization for the use of Gaming Reserves to finance the 2021 Access Improvements Program, 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 \$80,000 to finance access improvement projects at City facilities, as outlined in Section 3.0 of this report.
2. THAT the Financial Management Committee recommend Council to authorize the allocation of \$1,000 from the 2021 Boards, Committees and Commissions budget to the City of Burnaby Access Advisory Committee, in order to provide access support as needed for Committee members, as detailed 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 KEITHLEY
SECONDED BY COUNCILLOR WANG

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

CARRIED UNANIMOUSLY

4.10 Report from the Director Public Safety and Community Services - Re: 2021 Public Safety and Community Services Department Capital Projects Bylaw Funding Request

The Director Public Safety and Community Services submitted a report seeking authorization for the use of a Capital Reserve Fund Bylaw to finance 2021 Public Safety and Community Services Department 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 Reserve Fund Bylaw in the amount of \$1,035,000 to finance Public Safety and Community Services Department capital projects, as outlined in this report.

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

5. **NEW BUSINESS**

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

6. **INQUIRIES**

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

7. **CLOSED**

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR WANG

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

Without objection, the Open Committee meeting recessed at 5:44 p.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 5:49 p.m.

8. **ADJOURNMENT**

Without objection, the Open Committee meeting adjourned at 5:49 p.m.

His Worship, Mayor Mike Hurley
CHAIR

Monica Macdonald
ADMINISTRATIVE OFFICER