



FINANCIAL MANAGEMENT COMMITTEE M I N U T E S

**Wednesday, May 19, 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
Councillor Pietro Calendino, Member (*participated electronically*)
Councillor Joe Keithley, Member (*participated electronically*)
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 (*participated electronically*)
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

1. CALL TO ORDER

His Worship, Mayor Mike Hurley called the Open meeting to order at 5:00 p.m. and conducted the roll call. Due to the COVID-19 pandemic, Councillors Calendino and Keithley participated electronically.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hə́nqəmiñə́n and Sk̓wx̓wú7mesh 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 April 21**

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Financial Management Committee meeting held on 2021 April 21 be now adopted.

CARRIED UNANIMOUSLY

3. **REPORTS**

3.1 **Report from the Director Engineering - Re: 2021 May Engineering Capital Infrastructure Bylaw Funding Request**

The Director Engineering submitted a report seeking authorization for the use of Waterworks Utility and Sanitary Sewer Fund Capital Reserves, as well as a Capital Reserve Fund Bylaw to finance 2021 - 2023 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 \$6,623,000, the use of the Sanitary Sewer Fund Capital Reserve in the amount of \$150,000 and the use of the Waterworks Utility Capital Reserve in the amount of \$150,000 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

The Committee inquired regarding the planned expenditure for sidewalk construction in 2021.

Staff advised that they are planning to spend well over \$6 million on the construction of sidewalks this year, and expect approximately 26 km of new sidewalks to be completed.

Staff undertook to provide detailed information to the Committee.

3.2 Report from the Director Engineering - Re: 2021 May Engineering Capital Transportation Bylaw Funding Request

The Director Engineering submitted a report seeking authorization for the use of a Capital Reserve Fund Bylaw to finance 2022 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 \$1,214,300 to finance Engineering capital transportation improvement projects, as outlined in this report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

The Committee referred to a presentation made at the Planning and Development Committee meeting on 2021 May 18 regarding the Transportation Plan Update, and expressed concern that the Bus Shelter Program is insufficient to meet the public's expectations. Further, to encourage public transportation use, the City needs to improve amenities for transit users and invest more in bus shelter construction in a timelier basis.

Staff advised that they would be reviewing the Bus Shelter Program as part of planning for the 2022 budget cycle.

Arising from discussion and without any objection, the Committee requested staff consider improvements to the bus shelters, including access and user comfort; as well as increase the funding amount for the Bus Shelter Program in the 2022 budget cycle to better align with the needs of residents.

3.3 Report from the Director Engineering - Re: Amended Solid Waste and Recycling Fees for Multi-Family Stratas

The Director Engineering submitted a report seeking authorization to delay proposed amendments to the Solid Waste fee schedules until stratas have had sufficient time to amend their budgets.

The Director Engineering recommended:

1. THAT the Finance Management Committee recommend Council authorize the effective date of the amended 2021 Solid Waste and Recycling fee schedule for multi-family complexes be delayed to 2022 January 01.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Engineering be adopted.

CARRIED UNANIMOUSLY

The Committee expressed concern regarding fee increases to strata residents, as well as sufficient awareness of the impact of increasing waste diversion to the recycling and green waste streams on reducing fees.

Staff advised that they are working with stratas on how to adjust their behaviours, increase diversion and minimize the impact of the new fee schedule. Further, as of 2021 July 01, staff will be monitoring behaviours and waste pick up, and will be providing feedback to residents and the Committee regarding the impact of implementing diversion measures and on the new fees prior to their implementation on 2022 January 01.

In conclusion, the Committee emphasized the importance of residents' awareness of the benefits of waste diversion so that they have an incentive to reduce waste.

The Chair, Mayor Hurley, left the meeting at 5:29 p.m. and the Vice Chair, Councillor Dhaliwal, assumed the Chair

3.4 Report from the Director Finance - Re: Printshop Equipment Funding Request

The Director Finance submitted a report seeking authorization for a Capital Reserve Fund Bylaw to finance equipment required for the Printshop.

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 \$94,000 to finance the purchase of Printshop equipment, as outlined in this report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

3.5 Report from the Director Finance - Re: 2020 Gas Tax Update

The Director Finance submitted a report providing an update on the Federal Gas Tax Program for 2020.

The Director Finance recommended:

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

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

3.6 Report from the Director Finance and the Director Public Safety and Community Services - Re: Insurance Contract Renewals - Property Policies

The Director Finance and the Director Public Safety and Community Services submitted a report seeking authorization to award insurance contracts for the annual property 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 two (2) contracts of insurance, as outlined in this report. The total amount payable to Aon Reed Stenhouse Inc. is \$1,344,306 to fund the insurance premiums for both contracts.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

3.7 Report from the Fire Chief - Re: Proposed Amendments to the Fire Services Bylaw

The Fire Chief submitted a report seeking authorization for amendments to the Fire Services Bylaw regarding re-inspection fees.

The Fire Chief recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward an amendment to the Fire Services Bylaw 2004 to amend the re-inspection fee to \$500 per re-inspection, as outlined in this report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Fire Chief be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the number of re-inspections in 2020, as well as other municipalities' re-inspection administration and fees.

Staff undertook to provide information to the Committee.

3.8 Report from the Director Public Safety and Community Services - Re: 2021 Risk Management Capital Gaming Reserve Request

The Director Public Safety and Community Services submitted a report seeking authorization for the use of the Gaming Reserve to finance Risk Management security capital projects.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee authorize the use of the Gaming Reserve in the amount of \$580,000 to finance the security capital projects, as outlined in this report.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

3.9 Report from the Director Public Safety and Community Services - Re: Anniversary Business Licence Billing

The Director Public Safety and Community Services submitted a report seeking authorization for amendments to the Burnaby Business Licence Bylaw 2017 and the Burnaby Business Licence Fees Bylaw 2017 to permit business licences to be issued based on anniversary billing.

The Director Public Safety and Community Services recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Business Licence Bylaw 2017 and the Burnaby Business Licence Fees Bylaw 2017 to permit the billing of Burnaby business licences on an anniversary basis, as outlined in this report.

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

3.10 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 WANG

SECONDED BY COUNCILLOR KEITHLEY

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

CARRIED UNANIMOUSLY

The Chair, Mayor Hurley, returned at 6:00 p.m. and assumed the Chair.

4. NEW BUSINESS

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

5. INQUIRIES

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

6. ADJOURNMENT

Without objection, the Open Committee meeting adjourned at 6:01 p.m.

His Worship, Mayor Mike Hurley
CHAIR

Monica Macdonald
ADMINISTRATIVE OFFICER