



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

Tuesday, September 7, 2021, 10:00 a.m.

**Council Chamber, City Hall
4949 Canada Way, Burnaby, BC**

PRESENT: His Worship, Mayor Mike Hurley, Chair
Councillor Sav Dhaliwal, Vice Chair (*arrived at 10:10 a.m. and participated electronically*)
Councillor Pietro Calendino, Member
Councillor Joe Keithley, Member
Councillor James Wang, Member
Councillor Mike Hillman

STAFF: Mr. Leon Gous, Chief Administrative Officer
Mr. James Lota, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
Ms. Lee-Ann Garnett, Acting Director Planning and Building
Mr. Dave Critchley, Director Public Safety and Community Services
Mr. Chris Bowcock, Fire Chief
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 10:00 a.m.

His Worship, Mayor Mike Hurley, recognized the ancestral and unceded homelands of the hə́ŋqəmiŋə́m 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 July 14**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

THAT the minutes of the Financial Management Committee meeting held on 2021 July 14 be now adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

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

Speakers: Paul Holden, President and CEO, and Mike Kaerne, Chair, Burnaby Board of Trade (BBOT)

Mr. Paul Holden, President and CEO, and Mr. Mike Kaerne, Chair, BBOT, appeared before the Committee providing an update on the economic development activities over the past year, and highlighting initiatives undertaken to provide COVID-19 pandemic supports and resources to the local business community.

Mr. Holden stated that, as the pandemic evolved, the BBOT shifted focus from emergency supports and health information, to providing guidance on regulatory changes and access to resources to build a stronger, more resilient business community.

The speaker described one major new initiative - the establishment of the *Centre for Burnaby Business Recovery and Resilience* earlier in 2021, which arose from the work of the 2020 Burnaby Business Recovery Task Force. The Centre, responsible for delivering programs and initiatives to support local businesses rebuilding from the COVID-19 pandemic, focuses on the following seven key action areas: Buy & Shop Local Initiatives; Digital Development Assistance Program; Business Resilience Programming; Access Program Student-Business Development; COVID-19 Resources and Supports; Local Business Support Grant; and Business Resource Guidebook.

Councillor Dhaliwal arrived at 10:10 a.m. and participated electronically

Mr. Holden advised that, beyond COVID-19 pandemic support efforts, the BBOT continues its on-going economic development work, including the promotion of sustainable and social business practices.

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 continuing economic development support to the City, especially the Board's pandemic recovery and resilience support efforts to local businesses during this difficult time.

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 installments of \$31,250, commencing 2021 October 01 and continuing on 2022 January 01, 2022 April 01 and 2022 July 01.

CARRIED UNANIMOUSLY

4. **CORRESPONDENCE**

4.1 **Memorandum from the Acting Deputy City Clerk - Re: British Columbia Social Procurement Initiative Membership Opportunity**

A memorandum was received from the Acting Deputy City Clerk advising that Council, under the New Business portion of the 2021 July 26 Council meeting, referred correspondence from the BC Social Procurement Initiative (BCSPI) Steering Committee to the Financial Management Committee. The Steering Committee is inviting the City to join the BCSPI.

The BCSPI is a low cost, high value program that provides local governments with the training, expertise, and support to integrate social procurement practices and social value to their existing purchasing. The Initiative started as a two-year pilot in the Vancouver Island and Coastal Communities region in 2019, and has a current membership of 30 local governments and institutional purchasers. The annual membership fee is equivalent to local area of government association dues.

Staff advise that they follow recommended best practices of the Canadian Collaboration of Sustainable Procurement and other similar organizations, while not a member of any sustainable procurement group, and implement sustainable procurement practices, wherever possible.

The Committee remarked on the importance of social procurement practices to the local communities and expressed interest in the BCSPI, its membership costs and potential benefits.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the correspondence be **REFERRED** to staff for a report back to the Committee on the advisability of joining the BC Social Procurement Initiative.

CARRIED UNANIMOUSLY

5. **REPORTS**

5.1 **Report from the Director Engineering - Re: 2021 September Engineering Capital Infrastructure - Relining Project Funding Request**

The Director Engineering submitted a report seeking authorization for the use of Sanitary Sewer Fund Capital Reserves, and a Capital Reserve Fund Bylaw to finance 2021 Engineering capital infrastructure relining 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 \$76,000 and the use of the Sanitary Sewer Fund Capital Reserve in the amount of \$490,000 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

5.2 **Report from the Director Finance - Re: 2022 Supplementary Utility Fees Declaration Program**

The Director Finance submitted a report outlining the 2022 Supplementary Utility Fees Declaration Program.

The Director Finance recommended:

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

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5.3 Report from the Director Finance - Re: Amendments to Burnaby Financial Administration Fees and Charges Bylaw

The Director Finance submitted a report seeking approval for proposed amendments to the Burnaby Financial Administration Fees and Charges Bylaw.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor bring forward a bylaw to amend the Burnaby Financial Administration Fees and Charges Bylaw 2013 to implement proposed fee increases and a new fee for bonding replacement, as outlined in this report, effective 2022 January 01.

MOVED BY COUNCILLOR DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5.4 Report from the Director Finance - Re: Canada Community-Building Fund/Gas Tax

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

The Director Finance recommended:

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

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR KEITHLEY

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5.5 Report from the Director Finance - Re: Permissive Tax Exemptions: 2022-2023

The Director Finance submitted a report seeking approval for the granting of permissive exemptions from property taxation for the years 2022 and 2023.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize the City Solicitor to bring forward amendments to the Burnaby Taxation Exemption Bylaw 2020 as outlined in Section 5.0 of the report, to be effective for the 2022 and 2023 taxation years.

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR WANG

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

5.6 Report from the Fire Chief - Re: Asset Management Plan - Burnaby Fire Department

The Fire Chief submitted a report seeking authorization for funding to support an update of the Fire Department's Asset Management Plan, and approval to apply for an Asset Management Planning Program Grant from the Ministry of Municipal Affairs.

The Fire Chief recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to update the Burnaby Fire Department Asset Management Plan and approve funding of \$20,000 from the Stabilization Reserve for the project; and

2. THAT the Financial Management Committee recommend Council authorize staff to apply for an Asset Management Planning Program Grant of up to \$15,000 from the Ministry of Municipal Affairs for the project.

MOVED BY COUNCILLOR WANG
SECONDED BY COUNCILLOR DHALIWAL

THAT the recommendations of the Fire Chief be adopted.

CARRIED UNANIMOUSLY

5.7 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 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 DHALIWAL

SECONDED BY COUNCILLOR CALENDINO

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

CARRIED UNANIMOUSLY

The Committee expressed concern over the time taken for the project approval process.

Staff advised that the time does include the rezoning process and all Council checkpoints on budget and design.

The Committee suggested staff consider additional staff resources and use of the Certified Professional program to expedite the approval process.

Staff undertook to investigate these options to shorten the period of detailed design/approvals and tender.

Regarding the Burnaby Lake Aquatic and Arena facility, staff advised that, after minor design modifications, they were able to increase spectator-viewing capacity, as follows: 272 bleacher seats inside the arena, 20 seats behind the glass in the café, and space for an additional 57 people in the main atrium.

Staff provided the following update on other projects:

- Stride Child Care Centre – opened for business;
- Emergency Generator Upgrade - Bonsor and Edmonds project – work has begun at Bonsor and will start shortly at Edmonds;
- City community amenity space at 2038 Rosser Avenue – Request for Proposal (RFP) on BC Bid to secure a non-profit tenant; and
- Child care centre at the Christine Sinclair Community Centre - RFP on BC Bid to retain a consultant to the design of the centre.

6. **NEW BUSINESS**

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

7. **INQUIRIES**

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

8. **CLOSED**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

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 10:46 a.m. and, following the conclusion of the Closed portion of the meeting, reconvened at 11:01 a.m.

9. **ADJOURNMENT**

Without objection, the Open Committee meeting adjourned at 11:01 a.m.

His Worship, Mayor Mike Hurley
CHAIR

Monica Macdonald
ADMINISTRATIVE OFFICER