



SPECIAL COUNCIL MEETING

MINUTES

Monday, October 23, 2023, 9:00 a.m.
Council Chamber, City Hall
4949 Canada Way, Burnaby, BC

PRESENT: Mayor Mike Hurley
Councillor Pietro Calendino
Councillor Sav Dhaliwal
Councillor Alison Gu
Councillor Joe Keithley (*participated electronically*)
Councillor Richard T. Lee
Councillor Maita Santiago
Councillor Daniel Tetrault
Councillor James Wang

STAFF: Leon Gous, Chief Administrative Officer (CAO)
Noreen Kassam, Deputy CAO / Chief Financial Officer
Dave Critchley, General Manager Community Safety
Juli Halliwell, General Manager Corporate Services
Jozsef Dioszeghy, General Manager Engineering
James Lota, General Manager Lands & Facilities
Mary Morrison-Clark, General Manager Parks, Recreation & Culture
Ed Kozak, General Manager Planning & Development
Nikki Best, Director Legislative Services / Corporate Officer
Denise Chak, Administrative Officer 1

1. **CALL TO ORDER**

Mayor Hurley called the Special Open Council meeting to order at 9:00 a.m.

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

2. BUDGET PRESENTATIONS

2.1 Parks, Recreation and Culture Department

The General Manager Parks, Recreation and Culture, provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Parks, Recreation and Culture Department.

Executive Summary

The Deputy General Manager Parks, Recreation and Culture outlined the increase to 2024 corporate requirements of \$5,803,900, the overall increase in revenue for the 2024 Operating Budget totaling \$2,505,300, and noted the following major drivers: Rosemary Brown Arena program and facility rental fees, golf green fees, and grant revenue.

Ms. Gonzalez outlined the overall increase in expenditure for the 2024 Operating Budget totaling \$5,431,400 and noted the following major drivers: property insurance and natural gas costs for recreational facilities, fuel costs related to fleet operations, and staffing levels and operational expenditures to support operations of Rosemary Brown Arena.

The speaker advised that the 2024 total proposed net budget change is \$8,730,000 which accounts for 2.66% of the total property tax levy. The 2024 tax draw budget for Parks, Recreation and Culture is \$84,527,400.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 872.55. Staff proposed a 2024 FTEs increase of 15.79, for a total of 888.34 FTEs. The increase is summarized as follows:

- 13.39 FTEs - Net New (Property Tax/External Funding)
- 1.00 FTEs - Previously Approved Position by Council
- 7.14 FTEs - Reorganizations/Conversions/Reclassifications
- 3.00 FTEs - 2024 FTEs Supported by Operating Reserves
- (8.74) FTEs - Prior Year's FTEs supported by Operating Reserves

Operating Reserve Requests

The speaker outlined the 2024 One-Time Funding requests for Parks, Recreation and Culture:

- Operating Surplus Reserve: \$2,610,600;
- Stabilization Reserve: \$1,593,500;
- Gaming & Gaming Interest Reserve: \$3,385,000; and

- Operating Climate Action Reserve: \$200,000.

Opportunities for Sustained Base Reductions

Ms. Gonzalez highlighted the Parks, Recreation and Culture Department's key operating budget pressures and opportunities, and outlined the revenue impacts of major recreation facilities.

Ms. Morrison-Clark provided opportunities for sustained base reductions in the Recreation and Business division:

- Close Bonsor, Eileen Daily, Edmonds, CSCC, and Cameron Rec Centres one hour early in the evening x 7 days/week (\$465,000);
- Reduce Christine Sinclair, Bonsor, Edmonds, & Eileen Daily stat holiday hours to 4 hours/day (\$118,000);
- Eliminate golf fee waivers (\$60,000);
- Close Bonsor concession (\$40,000);
- Reduce senior and other food services at Edmonds (\$20,000); and
- Reduce food catering for meetings and events by 50% (\$200,000).

The speaker provided a few opportunities for sustained base reductions in the Parks division:

- Reduce parks maintenance (\$212,000);
- Cancel March TFT staff recall for boulevard chaffer beautification (\$100,000);
- Reduce TFT hiring for grass cutting (\$500,000); and
- Reduce Barnet Marine Park summer parking control program (\$150,000).

Ms. Morrison-Clark provided a few opportunities for sustained base reductions in the Culture division:

- Burnaby Village Museum service reduction options (\$244,000)

In conclusion, Ms. Morrison-Clark provided opportunities to increase revenues:

- Fees and charges policy framework and bylaw update;
- Corporate Sponsorship; and
- New programming.

**Councillor Dhaliwal left at 9:42 a.m. and returned at 9:45 a.m.*

**Councillor Tetrault left at 9:50 a.m. and returned at 9:52 a.m.*

By unanimous consent, the Special Council Meeting recessed at 10:45 a.m.

By unanimous consent, the Special Council Meeting reconvened at 10:57 a.m.

2.2 Lands & Facilities Department

The General Manager Lands and Facilities provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Lands and Facilities Department.

Executive Summary

Mr. Lota outlined the increase to 2024 corporate requirements of \$1,006,200, the overall increase in revenue for the 2024 Operating Budget totaling \$1,090,800, and noted the following major drivers: Housing Accelerator Fund grant revenue, and Deer Lake rentals and leases.

The speaker outlined the overall increase in expenditure for the 2024 Operating Budget totaling \$2,896,000 and noted the following major drivers: staffing levels and consulting expenditures to support Housing Acceleration initiatives, property insurance for City Hall and other Civic buildings, staffing level due to: consolidation of janitorial and recreational facility maintenance, improving service delivery of Facilities Maintenance Program and alignment of mandates with property solutions, portfolio planning and overall market analysis.

The speaker advised that the 2024 total proposed net budget change is \$2,803,400 which accounts for 0.85% of the total property tax levy. The 2024 tax draw budget for Lands and Facilities is \$15,723,500.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 88.65. Staff proposed a 2024 FTEs increase of 23.50, for a total of 112.15 FTEs. The increase is summarized as follows:

- 24.00 FTEs - Net New (Property Tax/External Funding/Capital)
- (0.50) FTEs - Reorganizations/Conversions/Reclassifications

Operating Reserve Requests

Mr. Lota outlined the 2024 One-Time Funding requests for Lands and Facilities:

- Operating Surplus Reserve: \$1,300,000;
- Stabilization Reserve: \$504,000;
- Gaming & Gaming Interest Reserve: \$350,000;
- Operating Climate Action Reserve: \$300,000; and
- Operating Housing Reserve: \$150,000.

Opportunities for Sustained Base Reductions

Mr. Lota highlighted the Lands and Facilities Department's key operating budget pressures and opportunities, and provided opportunities for sustained base reductions:

- Take over property management of Deer Lake (\$400,000);
- Holiday lights (\$400,000);
- Improve productivity of real estate assets (\$250,000); and
- Building service worker consolidation (\$120,000-\$360,000).

**Councillor Calendino left at 12:02 p.m. and returned at 12:04 p.m.*

2.3 Community Safety Department

Community Safety Administration

The General Manager Community Safety provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Administration division of the Community Safety Department.

Executive Summary

Mr. Critchley outlined the increase to 2024 corporate requirements of \$899,500, and the overall increase in expenditures for the 2024 Operating Budget totaling \$602,200 and noted the following major drivers: staffing levels to assist Unsheltered Community Members initiative and security services.

The speaker advised that the 2024 total proposed net budget change is \$1,501,700 which accounts for 0.46% of the total property tax levy. The 2024 tax draw budget for Community Safety Administration is \$3,654,900.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 20.84. Staff proposed a 2024 FTEs increase of 8.67, for a total of 29.51 FTEs. The increase is summarized as follows:

- 3.00 FTEs - Net New (Property Tax)
- 2.00 FTEs - Positions Previously Approved by Council
- 6.15 FTEs - Reorganizations
- (2.48) FTEs - Prior Year FTEs Supported by Operating Reserves

Operating Reserve Requests

The speaker outlined the 2024 One-Time Funding requests for Community Safety:

- Operating Surplus Reserve: \$90,000; and
- Stabilization Reserve: \$45,000.

Business Licence and Bylaw Services

Mr. Critchley provided an overview of the proposed 2024 - 2028 Operating Plan for the Business Licence and Bylaw Services division of the Community Safety Department.

Executive Summary

Mr. Critchley outlined the increase to 2024 corporate requirements of \$62,900, and the overall increase in expenditures for the 2024 Operating Budget totaling \$35,500.

The speaker advised that the 2024 total proposed net budget change is \$98,400 which accounts for 0.03% of the total property tax levy. The 2024 tax draw budget for the Business Licence and Bylaw Services division is (\$1,906,100).

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 44.29. Staff proposed a 2024 FTEs decrease of 1.94, for a total of 42.35 FTEs. The decrease is summarized as follows:

- 0.06 FTEs - Net New (Property Tax)
- (2.00) FTEs - Reorganizations

**Councillor Dhaliwal left at 12:18 p.m. and returned at 12:20 p.m.*

In conclusion, Mr. Critchley highlighted the Community Safety Department's key operating budget pressures and opportunities.

**Councillor Dhaliwal left at 12:28 p.m. and did not return.*

Burnaby RCMP

The Chief Superintendent, Burnaby RCMP, provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the RCMP Burnaby Detachment.

Executive Summary

The Chief Superintendent outlined the increase to 2024 corporate requirements of \$1,504,900, the overall decrease in revenue for the 2024 Operating Budget totaling \$12,500, and noted a decrease in lease revenue from Integrated Forensic Identification Services (IFIS) moving to Port Moody as the major driver.

The Chief Superintendent outlined the overall increase in expenditures for the 2024 Operating Budget totaling \$3,215,000 and noted the following major drivers: E-Comm and RCMP contracts, and staffing levels to support services and program demands and new services and programs such as the 24/7 non-emergency call taking.

The speaker advised that the 2024 total proposed net budget change is \$4,282,400 which accounts for 1.31% of the total property tax levy. The 2024 tax draw budget for Burnaby RCMP is \$82,884,100.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 127.84. Staff proposed a 2024 FTEs increase of 4.35, for a total of 132.19 FTEs. The increase is summarized as follows:

- 9.50 FTEs - Net New (Property Tax)
- (5.15) FTEs - Reorganizations
- 0.18 FTEs - 2024 FTEs Supported by Operating Reserves
- (0.18) FTEs - Prior Year FTEs Supported by Operating Reserves

Operating Reserve Requests

Mr. de la Gorgendiere outlined the 2024 One-Time Funding requests for the Burnaby RCMP Detachment:

- Operating Surplus Reserve: \$400,000;
- Stabilization Reserve: \$20,200; and
- Gaming & Gaming Interest Reserve: \$70,000.

Opportunities for Sustained Base Reductions

In conclusion, the Chief Superintendent highlighted the Burnaby RCMP Detachment's key operating budget pressures and opportunities, and provided an opportunity for sustained base reductions:

- Bill back to the for-profit event organizers for police services.

**Councillor Gu left at 1:04 p.m. and returned at 1:06 p.m.*

*Councillor Calendino left at 1:04 p.m. and returned at 1:06 p.m.

Burnaby Fire

The Fire Chief provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the RCMP Burnaby Fire Department.

Executive Summary

Chief Bowcock outlined the increase to 2024 corporate requirements of \$3,656,000, the overall increase in revenue for the 2024 Operating Budget totaling \$30,000, and noted the technical high angle rope rescue program (THARRP) recovery as the major driver.

Chief Bowcock outlined the overall increase in expenditures for the 2024 Operating Budget totaling \$2,382,800 and noted the following major drivers: contributions to Capital related to new Firehall #4 and #8 and vehicles and equipment, and staffing levels to support the Training division.

The speaker advised that the 2024 total proposed net budget change is \$6,008,800 which accounts for 1.83% of the total property tax levy. The 2024 tax draw budget for Burnaby Fire is \$60,353,100.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 336.00. Staff proposed a 2024 FTEs increase of 3.00, for a total of 339.00 FTEs. The increase is summarized as follows:

- 3.00 FTEs - Net New (Property Tax)

Operating Reserve Requests

Chief Bowcock outlined the 2024 One-Time Funding requests for Burnaby Fire:

- Operating Surplus Reserve: \$100,000;
- Stabilization Reserve: \$600,000; and
- Gaming & Gaming Interest Reserve: \$1,510,300.

Opportunities for Sustained Base Reductions

Mr. Bowcock highlighted the Burnaby Fire Department's key operating budget pressures and opportunities, and provided opportunities for sustained base reductions:

- Cost reductions to reduce level of service to the Community
 - City events;
 - Eliminate Business Analyst IT position; and

- Reduce staff commitment to business licencing and development approvals.

**Councillor Tetrault left the meeting at 1:30 p.m. and returned at 1:32 p.m.*

3. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR TETRAULT

THAT the Special Open Council meeting adjourn at 1:35 p.m.

CARRIED UNANIMOUSLY

Mike Hurley, MAYOR

Nikki Best, CORPORATE OFFICER