



SPECIAL COUNCIL MEETING

MINUTES

Tuesday, October 24, 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 (*arrived at 9:12 a.m.*)
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
Beth Davies, Chief Librarian
Bachar Khawajah, Chief Information Officer
May Leung, City Solicitor
Anita Bhandari, Chief Human Resources Officer
Nikki Best, Director Legislative Services / Corporate Officer
Harlene Patara, Acting Administrative Officer 1

1. **CALL TO ORDER**

Mayor Hurley called the Special Open Council meeting to order at 9:03 a.m.

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

2. BUDGET PRESENTATIONS

2.1 Information Technology Department

The Chief Information Officer provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Information Technology Department.

Executive Summary

The Chief Information Officer outlined an increase to the 2024 corporate requirements of \$1,149,900.

Mr. Khawajah outlined the overall increase in expenditure in the 2024 Operating Budget totaling \$1,283,100 and noted the following major drivers:

- contribution to Capital Related to PRISM & other applications (offset by New Growth)
- staffing level to support in IT Portfolio Business Relationship Management division
- staffing level to support in IT System Support & Maintenance Division
- staffing level to support in IT Governance & Security Division

The speaker advised the 2024 total proposed net budget change is \$2,433,000 which accounts for 0.74% of the total property tax levy. The 2024 tax draw budget for the department is \$32,792,500.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 is 103. Staff proposed a 2024 FTE increase of 9.33, for a total of 112.33 FTE's. The increases are summarized as follows:

- 10.50 FTE Net New (Property Tax/External Funding/Capital)
- 1.83 FTE - 2024 Supported by Operating Reserves
- (3.00) FTE - Prior Year Supported by Operating Reserves

Operating Reserve Requests

Mr. Khawajah outlined the 2024 One-Time Funding requests for the Information Technology Department:

- Operating Surplus Reserve: \$364,000
- Stabilization Reserve: \$1,582,700

*Councillor Santiago left at 9:48 a.m. returned at 9:53 a.m.

*Councillor Calendino left at 9:49 a.m. returned at 9:54 a.m.

2.2 Planning & Development Department

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

Executive Summary

The General Manager Planning and Development outlined a decrease to the 2024 corporate requirements of \$974,300, the overall increase in revenue for the 2024 Operating Budget totaling \$1,604,600, and noted the following major driver:

- Grant Revenue - Canada Mortgage and Housing Corporation (CMHC) - Housing Accelerator Fund

Mr. Kozak outlined the overall increase in expenditures for the 2024 Operating Budget totaling \$1,614,100, and noted the following major drivers:

- staffing levels for grant-writing, civic project & planning support
- staffing levels and consulting expenditures to support housing acceleration initiatives

The speaker advised the 2024 total proposed net budget change is \$983,800 which accounts for 0.30% of the total property tax levy. The 2024 tax draw budget for the department is \$(6,659,500).

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 are 154.45. Staff proposed a 2024 FTE increase of 10.05, for a total of 164.50 FTEs. The increases are summarized as follows:

- 10.05 FTEs - Net New (Property Tax/External Funding)
- 7.10 FTEs - 2024 FTE's Supported by Operating Reserves
- (7.10) FTEs - Prior Year FTEs Supported by Operating Reserves

Operating Reserve Requests

Mr. Kozak outlined the 2024 One-Time Funding requests for The Planning and Development Department:

- Operating Surplus Reserve: \$685,000
- Stabilization Reserve: \$1,030,000
- Gaming and Gaming Interest Reserve: \$405,000
- Climate Action Reserve: \$451,900
- Housing Reserve: \$2,825,700

**Councillor Dhaliwal left at 10:07 a.m. returned at 10:11 a.m.*

**Councillor Tetrault left at 10:38 a.m. and returned at 10:40 a.m.*

**Councillor Gu left at 10:44 a.m. and returned at 10:51 a.m.*

2.3 Corporate Services

The General Manager Corporate Services provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Corporate Services Department.

Executive Summary

The General Manager Corporate Services outlined an increase to the 2024 corporate requirements of \$94,700, the overall increase in revenue for the 2024 Operating Budget totaling \$503,300, and noted the following major drivers:

- Grant Revenue - CMHC - Housing Accelerator Fund
- Preparation of Documents for Developers - Recoveries

Ms. Halliwell outlined the overall increase in expenditures for the 2024 Operating Budget totaling \$939,000, and noted the following major drivers:

**Mayor Hurley left at 11:03 a.m. and Councillor Tetrault assumed Chair*

- staffing levels to support increased service demands in Corporate Services Administration division
- staffing levels to support enhanced services in Legal Services division
- staffing levels to provide legal services to support the City's Housing initiatives

- staffing levels to support new initiatives in Corporate Services Administration division

The speaker advised the 2024 total proposed net budget change is \$530,400 which accounts for 0.16% of the total property tax levy. The 2024 tax draw budget for the department is \$11,238,200.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 are 85.14. Staff proposed a 2024 FTE decrease of 0.52, for a total of 84.62 FTEs. The decreases are summarized as follows:

- 7.62 FTE – Net New (Property Tax/External Funding)
- (8.39) FTE - Reorganizations/Conversations
- 3.67 FTE - 2024 FTEs Supported by Operating Reserves
- (3.42) FTE - Prior Year FTEs Supported by Operating Reserves

**Councillor Calendino left at 11:04 a.m. and returned at 11:09 a.m.*

Operating Reserve Requests

Ms. Halliwell outlined the 2024 One-Time Funding requests for Corporate Services:

- Operating Surplus Reserve: \$421,200
- Stabilization Reserve Requests: \$75,000
- Gaming and Gaming Interest Reserve: \$1,944,400
- Climate Action Reserve: \$800,000

**Councillor Wang left at 11:05 a.m. and returned at 11:08 a.m.*

**Mayor Hurley returned at 11:15 a.m. and assumed Chair*

2.4 CAO Office & Finance Department

The Deputy Chief Administrative Officer / Chief Financial Officer provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Chief Administrative Officer's Office.

**Councillor Gu left at 11:08 a.m. and returned at 11:09 a.m.*

Executive Summary

The Deputy Chief Administrative Officer / Chief Financial Officer outlined an increase to the 2024 corporate requirements of \$25,489, and noted the following major drivers:

- Salary Adjustments (Collective Agreements, Contract Agreements, Step Increments & Other Adjustments)
- Position Adjustments (Reclassifications & Conversions)
- Reorganization of Staffing & Expenditures Between Departments
- Reorganization of staffing and operating expenditures from Office of the CAO to Finance
- Reorganization of staffing from Centre of Excellence to Finance

Ms. Kassam outlined the overall increase in expenditures for the 2024 Operating Budget totaling \$1,153,400 and noted the following major drivers:

- staffing levels to support additional operating requirements in Customer Service Centre
- staffing levels to support new Indigenous Relations initiatives

The speaker advised the 2024 total proposed net budget change is \$1,178,889 which accounts for 0.36% of the total property tax levy. The 2024 tax draw budget for the department is \$4,901,189.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 are 22.65. Staff proposed a 2024 FTE increase of 11.19, for a total of 33.84 FTEs The increases are summarized as follows:

- 7 FTEs - Customer Service Center
- 3 FTEs - Indigenous Relations
- 2.19 FTEs - Other Staffing (Public Affairs, Intergovernmental Relations, Administrative Support to Mayor's Office)

Operating Reserve Requests

Ms. Kassam outlined the 2024 One-Time Funding requests for the Chief Administrative Officer Department:

- Operating Surplus Reserve: \$500,000
- Stabilization Reserve: \$75,000

Finance Department

The Director Budgets and Reporting provided a PowerPoint Presentation outlining the proposed 2024 - 2028 Operating Plan for the Finance Department.

Executive Summary

The Director Budgets and Reporting outlined an increase to the 2024 corporate requirements of \$1,827,100, the overall increase in revenue for the 2024 Operating Budget totaling \$13,600, and noted the following major drivers:

- School Tax Administration Fees

Mr. Grewal outlined the overall increase in expenditures for the 2024 Operating Budget totaling \$704,000 and noted the following major drivers:

- staffing levels to support additional operating requirements in Procurement Services, Payroll Services, and Revenue Services

The speaker advised the 2024 total proposed net budget change is \$2,517,500 which accounts for 0.77% of the total property tax levy. The 2024 tax draw budget for the department is \$15,694,400.

Budgeted Full Time Equivalents (FTEs)

The total FTEs in 2023 are 120.52. Staff proposed a 2024 FTEs increase of 11.42, for a total of 131.94 FTEs. The increases are summarized as follows:

- 2.83 FTEs - Net New (Property Tax)
- 2.63 FTEs - 2024 FTE's Supported by Operating Reserves
- (1.61) FTEs - Prior Year FTEs Supported by Operating Reserves

Operating Reserve Requests

Mr. Grewal outlined the 2024 One-Time Funding requests for the Finance Department:

- Operating Surplus Reserve: \$248,800

2.5 Operating Budget Wrap Up

The Director Budgets and Reporting provided a PowerPoint presentation to wrap up the Draft 2024 – 2028 Financial Plan presentations.

In this report, the Director Budgets and Reporting highlighted the following:

- Compensation Savings in 2023
- 2024 Proposed Rates Increase Summary
- 2024 Draft Operating Plan Tax Levy Changes at 8.44%
- 2024 Net Full-Time Equivalent
- Capital Expenditure - Capital Asset Works Financing Fund (CAWFF)
- CAWFF Reserve Balance vs Expenditures

In conclusion, the Director Budgets and Reporting advised that public engagement will be facilitated through the Financial Plan Highlights document, the Financial Plan will be provided to Council on November 20, 2023, and the public feedback period will be from November 23 to December 8, 2023.

2.6 Council Discussion Period

Council did not discuss the presentations at this time, and planned to reconvene at a Special Meeting of Council on October 30th, 2023 at 5:00 p.m.

2.7 Significant Capital Plan Update

Capital plan updates will be provided at a future Council meeting.

3. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR TETRAULT

THAT the Special Open Council meeting adjourn at 12:39 p.m.

CARRIED UNANIMOUSLY

Mike Hurley
MAYOR

Nikki Best
CORPORATE OFFICER