



# City of Port Moody Finance Committee Agenda

January 21, 2020

5:00 pm

Council Chambers

100 Newport Drive, Port Moody

Pages

1. **Call to Order**
2. **Adoption of Minutes**
  - 2.1 **Minutes** 3

Recommendation(s):

THAT the minutes of the Regular Finance Committee meeting held on Tuesday, January 7, 2020 be adopted.
3. **Unfinished Business**
4. **New Business**
  - 4.1 **Draft 2020-2024 Five-Year Financial Plan - Department Summaries Part 2** 6

Presentations: Environment and Parks, Fire and Rescue Services, Corporate Services, Engineering and Operations, and Fiscal Services

Memo: Finance and Technology Department - Financial Services Division, dated January 10, 2020

Recommendation(s):

THAT the memo dated January 10, 2020 from the Finance and Technology Department – Financial Services Division regarding Draft 2020-2024 Five-Year Financial Plan – Department Summaries Part 2 be received for information.
5. **Information**
  - 5.1 **Contract Awards Over \$200,000 - September to December 2019** 8

Memo: Finance and Technology Department - Corporate Purchasing and Risk Management Division, dated January 10, 2020

## 6. Adjournment



# City of Port Moody

## Minutes

### Finance Committee

Minutes of the Regular Meeting of the Finance Committee held on Tuesday, January 7, 2020 in the Council Chambers.

**Present:**

Councillor M.P. Lahti, Chair  
 Councillor S. Milani, Vice-Chair (arrived at 5:01pm)  
 Councillor D.L. Dilworth  
 Councillor A.A. Lubik  
 Councillor H. Madsen  
 Councillor P.Z.C. Royer  
 Mayor R. Vagramov

**In Attendance:**

Tim Savoie – City Manager  
 André Boel – General Manager of Planning and Development  
 Raman Braich – Manager of Information Services  
 Ron Coulson – Fire Chief  
 Lesley Douglas – General Manager of Environment and Parks  
 Dave Fleugel – Police Chief  
 Tyson Ganske – Manager of Financial Planning  
 Philip Lo – Committee Coordinator  
 Rosemary Lodge – Acting GM of Corporate Services  
 Julie Pavey-Tomlinson – Manager of Parks  
 Paul Rockwood – General Manager of Finance and Technology  
 Tracey Takahashi – Deputy Corporate Officer  
 Kate Zanon – General Manager of Community Services

1. Call to Order

Councillor Lahti called the meeting to order at 5:00pm.

2. Adoption of Minutes

**Minutes**

2.1 FC20/001

Moved, seconded, and CARRIED

**THAT the minutes of the Regular Finance Committee meeting held on Tuesday, December 3, 2019 be adopted.**

3. Unfinished Business

## 4. New Business

**Draft 2020-2024  
Financial Plan –  
Capital Budget  
(Update I)**

- 4.1 Report: Finance and Technology Department – Financial Services Division, dated December 13, 2019

FC20/002

Moved, seconded, and CARRIED

**THAT the Rocky Point Park Master Plan (PK20024) be postponed to 2021;**

**AND THAT the Urban Forest Management Strategy (PK20051) be moved up to 2020.**

FC20/003

Moved, seconded, and CARRIED

**THAT the \$35,000 for the implementation of a trial traffic pattern change on Brew Street be funded from the Asset Reserve – Transportation Envelope;**

FC20/004

Moved, seconded, and CARRIED

**THAT a 2020 project be established to implement commercial loading zones in Suter Brook Village with a budget of \$2,000 funded from the Asset Reserve – Transportation Envelope;**

FC20/005

Moved, seconded, and CARRIED

**THAT a 2020 project be established to evaluate existing streetlight levels within Suter Brook Village with a budget of \$5,000 funded from the Asset Reserve – Transportation Envelope.**

**Draft 2020-2024  
Five-Year Financial  
Plan – Public  
Consultation**

- 4.2 Memo: Finance and Technology Department – Financial Services Division, dated December 20, 2019

FC20/006

Moved, seconded, and CARRIED

**THAT a draft proposed budget increase of \$1,607,000 (estimated as a tax rate increase of 3.7%) be used for the Public Budget Consultation on February 4, 2020 as recommended in the memo dated December 20, 2019 from the Finance and Technology Department – Financial Services Division regarding Draft 2020-2024 Five-Year Financial Plan – Public Consultation.**

**Draft 2020-2024  
Five-Year Financial  
Plan – Department  
Summaries**

- 4.3 Departmental Presentations: City Administration, Finance and Technology, Community Services, Planning and Development  
Memo: Finance and Technology Department – Financial Services Division, dated December 20, 2019

Staff gave a presentation on the current budget process and the projected tax increase for 2020. General Managers gave presentations on the proposed 2020 budgets within their respective departments, including expenses, revenue sources, and budget drivers, and responded to questions from the Committee regarding specific budget items.

FC20/007

Moved, seconded, and CARRIED

**THAT the Firehall No. 2 façade replacement project be moved up to the 2020 budget cycle.**

FC20/008

Moved, seconded, and CARRIED

**THAT funding of up to \$6,500 be approved in principle from Council Contingency for the Arts and Culture Committee proposed Artist Symposium, contingent upon Council's approval of the event.**

(Voting against: Councillors Madsen and Milani, and Mayor Vagramov)

5. Information

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6. Adjournment

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Councillor Lahti adjourned the meeting at 6:26pm.

Certified correct in accordance with section 148(a) of the *Community Charter*.

\_\_\_\_\_  
T. Takahashi, Deputy Corporate Officer

Confirmed on the \_\_ day of \_\_\_\_, 2020.

\_\_\_\_\_  
Councillor M.P. Lahti, Chair

# Memorandum

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Date: January 10, 2019  
Submitted by: Finance and Technology Department – Financial Services Division  
Subject: Draft 2020-2024 Five-Year Financial Plan – Department Summaries Part 2

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At the December 3, 2019 Finance Committee meeting, staff gave a presentation on the draft 2020-2024 Operating Budget, providing a breakdown of the proposed 3.70% budget increase for 2020. The committee passed the following resolution:

FC19/098

THAT the report dated November 22, 2019 from the Finance and Technology Department – Financial Services Division regarding Draft 2020-2024 Financial Plan – Operating Budget be received for information.

At the January 7, 2020 Finance Committee meeting, staff began presenting detailed department summaries of the draft 2020-2024 Five-Year Financial Plan. The Committee heard presentations from the following departments: City Administration, Finance and Technology, Community Services, and Planning and Development.

Department presentations will continue at the January 21, 2020 meeting and include presentations from: Environment and Parks, Fire and Rescue Services, Corporate Services, Engineering and Operations, Fiscal Services, and summaries of the submitted budgets from the Port Moody Library Board and the Port Moody Police Board.

The draft 2020 Financial Plan has been prepared to maintain the same level of service as the 2019 Financial Plan, with the exception of the identified proposed new services. As in previous financial plans, the 2020 Five-Year Financial Plan presented some unique challenges and opportunities as were discussed at previous Finance Committee meeting.

There are no recommended resolutions associated with this memo; however, the Committee could choose to provide direction to be incorporated into the draft Financial Plan and future budget deliberations.

The recommended resolution is:

**THAT the memo dated January 10, 2020 from the Finance and Technology Department – Financial Services Division regarding Draft 2020-2024 Five-Year Financial Plan – Department Summaries Part 2 be received for information.**

## Report Approval Details

Document Title:	Draft 2020-2024 Five-Year Financial Plan - Department Summaries Part 2.docx
Attachments:	
Final Approval Date:	Jan 13, 2020

This report and all of its attachments were approved and signed as outlined below:

Tracey Takahashi for Dorothy Shermer, Corporate Officer - Jan 10, 2020 - 3:13 PM

Rosemary Lodge, Manager of Communications and Engagement - Jan 10, 2020 - 5:42 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 12, 2020 - 8:14 PM

Tim Savoie, City Manager - Jan 13, 2020 - 11:22 AM

# Memorandum

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Date: January 10, 2020  
 Submitted by: Finance and Technology Department – Corporate Purchasing and Risk Management Division  
 Subject: Contract Awards Over \$200,000 – September 2019 to January 2020

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In accordance with the Purchasing Policy (03-1200-01), this is an information update to advise Council of contract awards in amounts greater than \$200,000. If there are no contracts that exceed \$200,000, a memorandum will not be provided.

<b>Competitive Bid #: RFP19-27</b>	
Project Name	Shoreline Trail Sanitary Sewer Upgrades Project
Project Manager	Shashi Bandara
Consultant (if applicable)	N/A
No. of responses received	6
Awarded Firm	Kerr Wood Leidal Associates Ltd.
Award Amount (excl. GST)	\$828,300.00
Project Number	SD20001
Project Budgets	\$2,630,000.00



## Report Approval Details

Document Title:	Contract Awards Over \$200,000 - September to December 2019.docx
Attachments:	
Final Approval Date:	Jan 13, 2020

This report and all of its attachments were approved and signed as outlined below:

Tracey Takahashi for Dorothy Shermer, Corporate Officer - Jan 9, 2020 - 12:07 PM

Rosemary Lodge, Manager of Communications and Engagement - Jan 9, 2020 - 12:36 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 9, 2020 - 3:12 PM

Tim Savoie, City Manager - Jan 13, 2020 - 10:41 AM