



City of Port Moody

Agenda

Finance Committee

Council Chambers
Tuesday, May 21, 2019
Commencing at 6:30pm

1. Call to Order

2. Adoption of Minutes

Minutes

Pages 3-10

2.1 Recommendations:

THAT the minutes of the Special Finance Committee (to Close) meeting held on Tuesday, February 19, 2019 be adopted.

THAT the minutes of the Finance Committee meeting held on Tuesday, April 16, 2019 be adopted.

THAT the minutes of the Special Finance Committee (to Close) meeting held on Tuesday, May 7, 2019 be adopted.

3. Unfinished Business

4. New Business

**Funding Source for
First Acting Mayor
Compensation**

Pages 11-16

- 4.1 Memo: Finance and Technology Department – Financial Services Division, dated May 13, 2019
File: 07-2755-01

Recommendation:

THAT the budget of \$53,440.50 approved for First Acting Mayor Compensation be funded from Accumulated Surplus as recommended in the memo dated May 13, 2019 from the Finance and Technology Department – Financial Services Division regarding Funding Source for First Acting Mayor Compensation.

5. Information

**Contract Awards
Over \$200,000 –
January 2019 to
April 2019**

- 5.1 Memo: Manager of Corporate Purchasing and Risk
Management, dated April 5, 2019
File: 03-1220-01

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6. Adjournment



City of Port Moody

Minutes

Special Finance Committee

Minutes of the Special Meeting of the Finance Committee held on Tuesday, February 19, 2019 in the Brovold Room.

Present: Councillor M.P. Lahti, Chair
 Mayor R. Vagramov
 Councillor A.A. Lubik
 Councillor H. Madsen
 Councillor S. Milani

Absent: Councillor D.L. Dilworth
 Councillor P.Z.C. Royer

In Attendance: Paul Rockwood – Acting City Manager
 Shashi Bandara – Project Engineer
 Ron Coulson – Fire Chief
 Manjinder Kaila – Inspector, Port Moody Police
 Kim Law – Manager of Project Delivery Services
 Ken MacDonald – Deputy Chief, Port Moody Police
 Tyson Ganske – Acting GM of Finance and Technology
 Jeff Moi – General Manager of Engineering and Operations
 Angie Parnell – General Manager of Corporate Services
 Dorothy Shermer – Corporate Officer
 Tracey Takahashi – Deputy Corporate Officer
 Kate Zanon – General Manager of Community Services

1. Call to Order

Councillor Lahti called the meeting to order at 4:41pm.

2. General Matters

Resolution to Exclude the Public

2.1 FC(TC)19/001
 Moved, seconded, and CARRIED
THAT, pursuant to section 90 of the *Community Charter*, this Special Meeting of the Finance Committee be closed to the public as the subject matter being considered relates to the following:

- **90(1)(k) – 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.**

3. Adoption of Minutes

Adoption of Closed Minutes

3.1 Minutes of the Closed Finance Committee meeting held on Tuesday, October 2, 2018.

4. Unfinished Business

5. New Business

Proposed Provision of a Service

5.1 Closed to the public pursuant to section 90(1)(k) of the *Community Charter*.

6. Information Items

7. Adjournment

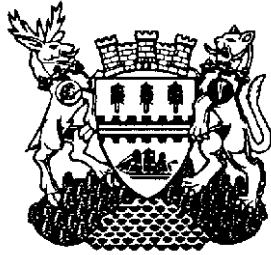
Councillor Lahti adjourned the meeting at 4:54pm.

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

T. Takahashi, Deputy Corporate Officer

Confirmed on the __ day of _____, 2019.

Councillor M.P. Lahti, Chair



City of Port Moody

Minutes

Finance Committee

Minutes of the Regular Meeting of the Finance Committee held on Tuesday, April 16, 2019 in the Council Chambers.

Present:

Acting Mayor M.P. Lahti, Chair
 Councillor D.L. Dilworth, Vice-Chair
 Councillor A.A. Lubik
 Councillor H. Madsen
 Councillor S. Milani
 Councillor P.Z.C. Royer

In Attendance:

Tim Savoie – City Manager
 André Boel – General Manager of Planning and Development
 Raman Braich – Manager of Information Services
 Tyson Ganske – Manager of Financial Planning
 Jason Harper – Deputy Fire Chief
 Jim LaCroix – Acting GM of Community Services
 Jeff Moi – General Manager of Engineering and Operations
 Robbie Nall – Horticulture Supervisor
 Angie Parnell – General Manager of Corporate Services
 Julie Pavey-Tomlinson – Acting GM of Environment and Parks
 Paul Rockwood – General Manager of Finance and Technology
 Dorothy Shermer – Corporate Officer
 Dave Stevens – Manager of Facilities
 Tracey Takahashi – Deputy Corporate Officer

1. Call to Order

Acting Mayor Lahti called the meeting to order at 6:05pm.

2. Adoption of Minutes

Minutes

2.1 FC19/043

Moved, seconded, and CARRIED

THAT the minutes of the Finance Committee meeting held on Tuesday, April 2, 2019 be adopted.

3. Unfinished Business

4. New Business

**2019 Allocation of
Community Grant
Funding**

- 4.1 Report: Finance and Technology Department – Financial Services Division, dated March 26, 2019
File: 05-1850-001

Staff gave a presentation on the Community Grant Program, and responded to questions from Council regarding the Community Grant Funding process and specific grant request details.

FC19/044

Moved and seconded

THAT \$17,900 in 2019 Community Grant funding be awarded to:

1. **Volunteer Cancer Drivers Society – \$2,000;**
2. **POCOMO Meals on Wheels Society – \$1,200;**
3. **Port Moody Ecological Society – \$1,700;**
4. **ACCESS Youth Outreach Services – \$10,000; and**
5. **Burrard Inlet Marine Enhancement Society – \$3,000**

per the results of the 2019 Citizen Advisory Group’s voting and as outlined in the report dated March 26, 2019 from the Finance and Technology Department – Financial Services Division regarding 2019 Allocation of Community Grant Funding.

FC19/045

Moved, seconded, and CARRIED

THAT the foregoing motion be amended by reducing the grant amount for ACCESS Youth Outreach Services to \$7,500 and by adding a grant for Port Moody Seniors Friendship Society in the amount of \$2,500.

(Voting against: Councillor Dilworth)

FC19/046

Moved, seconded, and DEFEATED

THAT the foregoing motion be amended by reducing the grant amount for Burrard Inlet Marine Enhancement Society to \$2,000 and by adding a grant for Pacific Post Partum Support Society in the amount of \$1,000.

(Voting against: Councillors Dilworth, Milani, and Royer)

FC19/047

Moved, seconded, and CARRIED

THAT the foregoing motion be amended by reducing the grant amount for ACCESS Youth Outreach Services to \$6,500 and by adding a grant for Pacific Post Partum Support Society in the amount of \$1,000.

(Voting against: Councillor Dilworth)

The question on the main motion (*FC19/044*) as amended (by *FC19/045* and *FC19/047*) was put to a vote; the following motion was CARRIED:

THAT \$17,900 in 2019 Community Grant funding be awarded to:

1. Volunteer Cancer Drivers Society – \$2,000;
2. POCOMO Meals on Wheels Society – \$1,200;
3. Port Moody Ecological Society – \$1,700;
4. ACCESS Youth Outreach Services – \$6,500;
5. Burrard Inlet Marine Enhancement Society – \$3,000;
6. Port Moody Seniors Friendship Society – \$2,500; and
7. Pacific Post Partum Support Society – \$1,000.

per the results of the 2019 Citizen Advisory Group's voting and as outlined in the report dated March 26, 2019 from the Finance and Technology Department – Financial Services Division regarding 2019 Allocation of Community Grant Funding.

(Voting against: Councillor Dilworth)

**2019 Budget
Deliberations – Asset
Levy**

- 4.2 Memo: Finance and Technology Department – Financial Services Division, dated April 8, 2019
File: 05-1700-03-08/2019

Staff gave a presentation on the 2019-2023 Five-Year Financial Plan, including information regarding the Asset Management Investment Plan, Capital Asset Levy, and responded to questions from Council regarding the impact of delaying projects to later years.

FC19/044

Moved, seconded, and CARRIED

THAT the memo dated April 8, 2019 from the Finance and Technology Department – Financial Services Division regarding 2019 Budget Deliberations – Asset Levy be received for information.

**Request for
Increased Funding
for Capital Project**

- 4.3 Memo: Manager of Facilities, dated April 8, 2019
File: 02-0730-0101

Staff responded to questions from Council regarding the background and timing of the project.

FC19/048

Moved, seconded, and CARRIED

THAT the budget for capital project CFC17104, Rocky Point Pool – Conversion of Disinfection System to Liquid Chlorine, be increased by \$55,000, funded from the Facilities Asset Reserve.

5. Information

6. Adjournment

Acting Mayor Lahti adjourned the meeting at 7:19pm.

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

D. Shermer, Corporate Officer

Confirmed on the ___ day of _____, 2019.

Acting Mayor M.P. Lahti, Chair



City of Port Moody

Minutes

Special Finance Committee

Minutes of the Special Meeting of the Finance Committee held on Tuesday, May 7, 2019 in the Brovold Room.

Present: Acting Mayor M.P. Lahti, Chair
 Councillor A.A. Lubik
 Councillor H. Madsen
 Councillor S. Milani
 Councillor P.Z.C. Royer (arrived at 4:46pm)

Absent: Councillor D.L. Dilworth

In Attendance: Tim Savoie – City Manager
 Ron Coulson – Fire Chief
 Tyson Ganske – Acting GM of Finance and Technology
 Kim Law – Manager of Project Delivery Services
 Jeff Moi – General Manager of Engineering and Operations
 Trina Peters – Senior Accountant
 Paul Rockwood – General Manager of Finance and Technology
 Dorothy Shermer – Corporate Officer
 Tracey Takahashi – Deputy Corporate Officer
 Laura Turner – Manager of Financial Reporting

Also in Attendance: Bill Cox – Audit Partner, BDO Canada LLP

1. Call to Order

Acting Mayor Lahti called the meeting to order at 4:44pm.

2. General Matters

Resolution to Exclude the Public

2.1 FC(TC)19/002
 Moved, seconded, and CARRIED
THAT, pursuant to section 90 of the *Community Charter*, this Special Meeting of the Finance Committee be closed to the public as the subject matter being considered relates to the following:

- **90(1)(k) – 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; and**

- **90(1)(l) – discussions with municipal officers and employees respecting municipal objectives, measures, and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].**

3. Adoption of Minutes

Adoption of Closed Minutes

3.1 Minutes of the Closed Finance Committee meeting held on Tuesday, February 19, 2019.

4. Unfinished Business

5. New Business

Municipal Objectives

5.1 Closed to the public pursuant to section 90(1)(l) of the *Community Charter*.

Proposed Provision of a Service

5.2 Closed to the public pursuant to section 90(1)(k) of the *Community Charter*.

6. Information Items

7. Adjournment

Acting Mayor Lahti adjourned the meeting at 5:58pm.

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

T. Takahashi, Deputy Corporate Officer

Confirmed on the ___ day of _____, 2019.

Acting Mayor M.P. Lahti, Chair

Memorandum

To:	Finance Committee	File #:	07-2755-01
		Date:	May 13, 2019
From:	Finance and Technology Department – Financial Services Division		
Subject:	Funding Source for First Acting Mayor Compensation		

At the Regular Council meeting held on April 23, 2019, Council considered a report dated April 15, 2019 from the Corporate Services Department – Human Resources Division regarding First Acting Mayor Compensation and passed the following resolutions:

RC19/175-177

THAT Council members acting in the Mayor's position during Mayor Vagramov's leave of absence receive the Mayor's full compensation rate effective April 2, 2019 as recommended in the report dated April 15, 2019 from the Corporate Services Department – Human Resources Division regarding First Acting Mayor Compensation;

AND THAT the budget of \$53,440.50 be referred to the Finance Committee to determine a funding source;

AND THAT a review of paid leave for Mayor Vagramov be taken at the next Closed Council meeting.

The budget of \$53,440.50 approved for First Acting Mayor Compensation is now before the Finance Committee for identification of a funding source. Staff recommend Accumulated Surplus (approximately \$930,000 uncommitted) as a potential funding source.

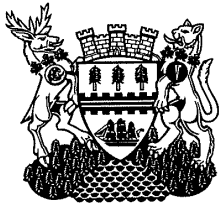
The recommendation for funding is:

THAT the budget of \$53,440.50 approved for First Acting Mayor Compensation be funded from Accumulated Surplus as recommended in the memo dated May 13, 2019 from the Finance and Technology Department – Financial Services Division regarding Funding Source for First Acting Mayor Compensation.

Considered at April 23, 2019 Regular Council Meeting

Council Agenda Information *Regular Council April 23, 2019*

Item 9.4



City of Port Moody Report/Recommendation to Council

Date: April 15, 2019 File No. 07-2755-01
Submitted by: Corporate Services Department – Human Resources Division
Subject: First Acting Mayor Compensation

Purpose / Introduction

To provide Council with financial information and options for compensating the First Acting Mayor for an indefinite period of time.

Recommended Resolution

THAT Council members acting in the Mayor's position during Mayor Vagramov's leave of absence receive the Mayor's full compensation rate effective April 2, 2019 as recommended in the report dated April 15, 2019 from the Corporate Services Department – Human Resources Division regarding First Acting Mayor Compensation;

AND THAT the budget of \$53,440.50 be referred to the Finance Committee to determine a funding source.

Background

In 2013, a review was undertaken for Council remuneration including comparison with a number of municipalities. The following elements of compensation were included in the review:

- annual salary;
- vehicle allowance;
- incidentals and cost-sharing of group benefits;
- approaches for determining adjustments to pay;
- Acting Mayor pay;
- expenses; and
- committee involvement as participant and chair.

The results concluded that Mayor and Councillors' salaries were lower than those of all of the comparison municipalities. Recommendations were a 13.8% increase to the Mayor's salary and a 29.3% increase to Councillors' salary.

At the Special Meeting of Council on December 17, 2013, the following resolutions were passed:

Considered at April 23, 2019 Regular Council Meeting

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Item 9.4

Report/Recommendation to Council

First Acting Mayor Compensation

April 15, 2019

SC13/010

THAT Council approve increasing the salary for the Mayor's position to \$85,000 and \$33,000 for the Councillors positions effective January 1, 2014.

SC13/012

THAT Council approve the addition of an Acting Mayor's pay in the amount of \$550 per year or \$275 for each of the two months that Councillors are designated as the Acting Mayor during the calendar year effective January 1, 2014.

Compensation for Mayor and Council also includes an annual CPI adjustment based on the following resolution passed at the Regular Council meeting on May 10, 2005 and subsequent Council resolutions that remained unchanged:

THAT the annual indemnity be adjusted each year in accordance with the Vancouver Consumer Price Index (CPI).

On January 1, 2019, federal income tax changes resulted in changes to net compensation; the following recommendation was adopted on consent at the Regular Council meeting held on November 27, 2018:

RC18/586

THAT Mayor and Council remuneration be adjusted upward for 2019 in order to keep compensation whole as recommended in the report dated October 24, 2018 from the Finance and Technology Department – Financial Services Division regarding 2019 Changes to Municipal Officers' Allowance.

Consequently, the current (effective January 1, 2019) Mayor and Council salary annually is:

- Mayor \$111,833.00; and
- Council \$40,579.00.

In March 2019, Mayor Vagramov was granted an approved leave of absence for an indefinite period of time. There is currently no provision for Council members acting for the Mayor for indefinite periods; Council has requested that staff look at various options for compensation for First Acting Mayor. At the April 2, 2019 Special Council (Committee of the Whole) meeting, the following resolution was passed:

CW19/045

THAT staff be directed to report back at their earliest convenience with financial information and options for compensation for First Acting Mayors

Discussion

Staff have obtained information collected from a recent regional survey on Mayor's Acting Pay. The survey data is limited to defined acting periods and only for vacancies of limited terms of less than three months. Most municipalities provide the compensation for two months acting

Considered at April 23, 2019 Regular Council Meeting

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 First Acting Mayor Compensation
 April 15, 2019

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assignments with one municipality covering a three-month absence. The survey shows acting pay ranges between 10% to 20% of the Mayor's annual salary, resulting in a monthly premium ranging between \$628.45 (10%) and \$1,904.17 (20%) while the Council member is acting as Mayor. There is no regional data indicating how an indefinite leave of absence would affect compensation for acting in the Mayor's position.

Employees of the municipality receive acting pay in various ways, including indefinite acting assignments; however, there is no specific collective agreement language or policy in this regard. Each is considered on a case-by-case basis and, in many cases, employees have been paid at the full job rate. Factors considered are whether the full duties of the job are being assumed or whether there is an anticipated return date for the incumbent in the job.

Acting assignments for employees for various lengths are compensated as follows:

Employee Group	Temporary Assignment for limited period of time for a position in Union	Temporary Assignment for limited period of time for a Management position	Temporary Assignment for indefinite period of time
CUPE	Paid position rate	10% above regular hourly rate of pay	Full pay rate (evaluated case by case)
FIRE	Paid position rate	Full pay rate at a less indexed rate	Full pay rate (evaluated case by case)
Management	Not applicable	10% above regular hourly rate of pay	Full pay rate (evaluated case by case)

The following table indicates percentage increases of Councillor's pay in the event that Council wishes to consider a portion of salary in these circumstances:

Councillor Annual Salary	Percentage lift	Topped up Annual Salary	Acting Differential
\$ 40,579.00	10%	\$ 44,636.90	\$ 4,057.90
\$ 40,579.00	20%	\$ 48,694.80	\$ 8,115.80
\$ 40,579.00	30%	\$ 52,752.70	\$ 12,173.70
\$ 40,579.00	40%	\$ 56,810.60	\$ 16,231.60
\$ 40,579.00	50%	\$ 60,868.50	\$ 20,289.50
\$ 40,579.00	60%	\$ 64,926.40	\$ 24,347.40
\$ 40,579.00	70%	\$ 68,984.30	\$ 28,405.30
\$ 40,579.00	80%	\$ 73,042.20	\$ 32,463.20
\$ 40,579.00	90%	\$ 77,100.10	\$ 36,521.10
\$ 40,579.00	100%	\$ 81,158.00	\$ 40,579.00
\$ 40,579.00	FULL	\$ 111,833.00	\$ 71,254.00

Considered at April 23, 2019 Regular Council Meeting

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Report/Recommendation to Council
 First Acting Mayor Compensation
 April 15, 2019

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The following table demonstrates the impact of 10% and 20% increases of the Mayor's pay in the event that Council wishes to consider a portion of the Mayor's pay such as those that are applied for limited terms, in other jurisdictions, in these circumstances:

Mayor Annual Salary	Percentage lift	Acting Differential
\$ 111,833.00	10%	\$ 11,183.30
\$ 111,833.00	20%	\$ 22,366.60

As the full duties and responsibilities for the Mayor's role are being fulfilled for the Mayor's indefinite leave of absence, staff recommend that an acting incumbent be paid at the full Mayoral elected official rate of pay at \$111,833.00 annually. For 2019, this equates to \$53,440.50 (9/12 of the annual salary).

Other Options

THAT another compensation option be considered.

Financial Implications

Should the full compensation rate be approved, a funding source for nine months of acting pay at the Mayor's full rate would need to be identified by the Finance Committee for 2019 in the amount of \$53,440.50.

Communications / Civic Engagement

There are no communication or civic engagement implications associated with this report.

Council Strategic Plan Objectives

The recommendation in this report aligns with the Council Strategic Plan objective of Service Excellence.

Considered at April 23, 2019 Regular Council Meeting

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Report/Recommendation to Council
First Acting Mayor Compensation
April 15, 2019

Item 9.4

Prepared by:
 _____ Angie Parnell General Manager of Corporate Services
<i>Reviewed for Form and Content / Approved for Submission to Council:</i>
<i>City Manager's Comments</i>  _____ Tim Savoie, MCIP, RPP City Manager

Memorandum

To:	Finance Committee	File #:	03-1220-01
		Date:	April 5, 2019
From:	Manager of Corporate Purchasing and Risk Management		
Subject:	Contract Awards Over \$200,000 – January 2019 to April 2019		

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.

Competitive Bid #: Request for Tender RFT19-01	
Project Name	Chiller Replacement Project
Project Manager	Dave Stevens
Consultant (if applicable)	James Shou, JS Refrigeration Engineering Inc.
No. of responses received	1
Awarded Firm	Toromont Cimco
Award Amount (excl. GST)	\$389,378.03
Project Number	CFC19261
Project Budgets	\$500,000.00

Competitive Bid#: Notice of Intent NOI19-01	
Project Name	Vactor Vacuum Truck
Project Manager	Kelly McMillan
Consultant (if applicable)	n/a
No. of responses received	n/a
Awarded Firm	Vimar Equipment
Award Amount (excl. GST)	\$518,913.00
Project Number	COP19033
Project Budget	\$560,000.00