



FINANCIAL MANAGEMENT COMMITTEE MINUTES

Thursday, 2015 October 22

An 'Open' meeting of the Financial Management Committee was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, 2015 October 22 at 5:30 PM.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair
Councillor Paul McDonell, Member

STAFF: Mr. Bob Moncur, City Manager
Mr. Lambert Chu, Deputy City Manager
Mr. Lou Pelletier, Director Planning and Building
Ms. Denise Jorgenson, Director Finance
Mr. Leon Gous, Director Engineering
Mr. Patrick Shek, Chief Building Inspector
Mr. John Cusano, Deputy Chief Building Inspector
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the meeting to order at 5:36 p.m.

2. MINUTES

- a) **[Minutes of the Open meeting of the Financial Management Committee held on 2015 September 15](#)**

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the 'Open' meeting of the Financial Management Committee held on 2015 September 15 be adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the delegation be heard.

CARRIED UNANIMOUSLY

- a) **Burnaby Board of Trade**
Re: Economic Development Program
Speakers: Paul Holden, President & CEO
Catherine Boivie, Chair, Board of Directors

Mr. Paul Holden, President & CEO and **Ms. Catherine Boivie**, Chair, Board of Directors, Burnaby Board of Trade (BBOT) appeared before the Committee outlining the important economic development achievements over the past year and noting the many initiatives that have been supported throughout the City of Burnaby.

Mr. Holden provided an overview of Vision and Mission Statements and highlighted the organization's Strategic Objectives.

The speaker noted that the BBOT is playing an integral role in the City of Burnaby's Economic Development 2020 Strategy (EDS), and many initiatives outlined in the EDS are implemented by the BBOT. The key activities include new business recruitment; focus on small business; Business Resource Centre; and Economic Development Portal.

Mr. Holden provided an overview of the Economic Development Portal, noting that the Portal consolidates information from the BBOT, City of Burnaby and other businesses and websites, showcasing 'one stop shop'. The Portal includes the following categories:

- Economic Plans and Strategies
- Doing Business in Burnaby
- Education & Training
- Labour Force & Demographics
- Location & Access
- Key Sectors
- Economic Indicators
- Livability

The speaker further noted that the BBOT has begun collaborating with City staff to create marketing material for showcasing Burnaby when visiting and hosting delegations. This 'Print Package' will complement the Portal, and the BBOT recommended that the City of Burnaby approve funding of approximately \$6,000 plus design work (as a year-one cost estimate) for 1,000 high quality brochures.

Mr. Holden also noted that there is a potential for a multi-page feature in 'BC Business' magazine to showcase Burnaby as a business destination; and the BBOT would like to explore 'Site Selection' magazine as another channel for focused business destination advertising. ('Site Selection' magazine is an internationally circulated corporate real estate and economic development publication reaching more than 48,000 subscribers).

The speaker highlighted the BBOT's involvement in the City's Social Sustainability Strategy (SSS) – key partner in SSS priorities. The BBOT's Social Development Committee is currently pooling its members to identify new areas of concerns to the business community, such as homelessness, affordable housing, immigration integration, family-friendly workplaces, etc. Access Student Career Development (Access) provides senior post-secondary students with connections and tools they need to compete in the job market, while providing local businesses with access to top young talent. Over 100 students were mentored through this program last year, and 60 more are participating this year.

Mr. Holden noted that the BBOT also supports the Environmental Sustainability Strategy (ESS) by sustainable business practices (i.e. the Burnaby Business Excellence Awards; scholarships to become Climate Smart Certified; Green Talks; and Pledge for a Sustainable Community initiative).

In conclusion, Mr. Holden noted the BBOT's working committees (Social Development, Pacific Gateway, Access, Environmental Sustainability, Government Relations, and Membership), events organized by the organization (i.e. Annual Christmas Luncheon, Pacific Gateway Forum, Power Hour Networking, Business Excellence Awards, Manufacturing Week Tours, etc.), staff, Board of Director Executive Committee and the Board of Directors. The speaker thanked the City of Burnaby for their ongoing support and strong working relationship with the BBOT.

The Committee requested that the BBOT share the results of the Social Development Committee's survey regarding businesses concerns with the City.

Arising from discussion, Councillor Jordan was granted a leave by the Committee to introduce the following motion:

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT Council provide a grant in the amount of \$100,000 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 instalments of \$25,000, commencing 2015 October 01 and continuing on 2016 January 01, 2016 April 01 and 2016 July 01.

CARRIED UNANIMOUSLY

4. **REPORTS**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **[Report from the Deputy City Manager](#)**
Re: Asset Management Plan - Major Civic Building

The Deputy City Manager submitted a report seeking approval to develop a comprehensive Civic Building Asset Management Plan.

The Deputy City Manager recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to develop a comprehensive Asset Management Plan for major civic buildings and approve funding of \$40,000 from the Stabilization fund 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 \$10,000 from the Ministry of Community, Sport and Cultural Development for the project.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendations of the Deputy City Manager be adopted.

CARRIED UNANIMOUSLY

b) **[Report from the Deputy City Manager](#)**
Re: Post August 29, 2015 Wind Storm Event Report

The Deputy City Manager submitted a report to provide the Committee and Council with a report on the City's assessment on the impact of the August 29 wind storm on City services and infrastructure and on proposed action to improve future emergency response.

The Deputy City Manager recommended:

1. THAT the Committee recommend Council receive this report and approve in principle the proposed improvements and studies as outlined in Section 5.0 of this report.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Deputy City Manager be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Finance](#)
Re: Temporary Financing Bylaw

The Director Finance submitted a report to temporarily finance expenditures.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to bring down a bylaw to permit borrowing of up to \$2 million as required, during the period 2016 January 01 to December 31, repayable 2016 December 31.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

d) [Report from the Director Finance](#)
Re: Additional Surface Parking at Deer Lake Centre

The Director Finance submitted a report requesting approval and funding for the provision of additional parking space at Deer Lake Centre.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to bring down a Capital Reserves Bylaw in the amount of \$375,000 (inclusive of GST) to finance additional surface parking at Deer Lake Centre.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee requested staff explore the feasibility and advisability of having signage available during large events advising the public that pay parking is available at this location.

Further, the Committee requested staff explore a transit subsidy for employees (similar to now discontinued TransLink's Employer Pass Program).

Staff undertook to investigate these matters.

5. NEW BUSINESS

Director Finance

Ms. Jorgenson advised that a report will be submitted to Council on 2015 November 09 regarding dog licence fee increases.

The Director Finance submitted 'Financial Report as at 2015 Period 09'.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT the Financial Report be received for information.

CARRIED UNANIMOUSLY

6. INQUIRIES

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

7. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now recess.

CARRIED UNANIMOUSLY

The meeting recessed at 6:48 p.m.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR JORDAN

THAT this meeting do now reconvene.

CARRIED UNANIMOUSLY

The meeting reconvened at 7:00 p.m.

8. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 7:00 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR