



FINANCIAL MANAGEMENT COMMITTEE

MINUTES

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 Wednesday, **2016 October 19** at 5:30 p.m.

1. CALL TO ORDER

PRESENT: Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair

ABSENT: Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Lou Pelletier, Director Planning & Building
Mr. Dipak Dattani, Deputy Director Engineering
Mr. Bob Klimek, Deputy Director Finance
Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 5:37 p.m.

2. MINUTES

- a) [Minutes of the Open meeting of the Financial Management Committee held on 2016 September 22](#)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the minutes of the Open meeting of the Financial Management Committee held on 2016 September 22 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the delegation be heard.

CARRIED UNANIMOUSLY

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

Mr. Paul Holden, President and CEO and **Mr. Frank Bassett**, 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 the Vision and Mission Statements, as well as 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 Strategy (EDS), and many initiatives outlined in the EDS are implemented by the BBOT. The key activities include collaboration with the City of Burnaby (i.e. membership on many committees, literature with information on business licensing, events); new business recruitment and retention (i.e. economic development staff training, BC Economic Development Agency membership, sector-specific events and promotions, area-specific surveying); focus on small business; Business Resource Centre; and Economic Development Portal.

Mr. Holden further noted that the BBOT helped coordinate a City of Burnaby multipage feature in BC Business magazine to showcase Burnaby as a business destination. The magazine is a guide to working, living and relocating to Burnaby, and highlights some of the reasons of why Burnaby is a world class location.

The speaker highlighted the BBOT's involvement in the City's Social Sustainability Strategy (SSS). The BBOT's Social Development Committee addresses areas such as affordable housing, immigrant integration, as well as socially-sustainable and family friendly workplaces. Their Access Student Career Development addresses important economic issues and provides students with the connections and tools they need to compete in the job market, while providing local businesses with access to top young talent. Approximately 300 post-secondary students have been mentored through the Access Program since 2012.

Mr. Holden advised that the BBOT supports the City's Environmental Sustainability Strategy (ESS) by sustainable business practices, and Pledge for a Sustainable Community (which has been recognized locally, nationally and globally for leadership in the category of Corporate Social Responsibility).

In conclusion, Mr. Holden provided an overview of the BBOT's working committees – Pacific Gateway, Indo-Canadian Working Group, Access, Burnaby Young Professionals, Social Development, Environmental Sustainability, Government Relations; Women's Business Success Network, and Membership, innovative

programs, and list of events organized by the organization. The speaker thanked the City for the ongoing support and strong working relationship with the BBOT.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

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 2016 October 01 and continuing on 2017 January 01, 2017 April 01 and 2017 July 01.

CARRIED UNANIMOUSLY

Mr. Frank Bassett, on behalf of the BBOT's Board of Directors, conveyed appreciation to the City for their support and working relationship, and thanked Mr. Holden for his excellent leadership.

4. CORRESPONDENCE

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the correspondence be received.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT a memorandum from the City Clerk regarding Traffic Fine Revenue Sharing Program be added to this agenda.

CARRIED UNANIMOUSLY

a) [Correspondence from the Canadian Federation of Independent Business \(CFIB\)](#)
Re: Rising Cost to Municipalities of Credit Card Transactions

Correspondence was received from the Canadian Federation of Independent Business (CFIB) regarding the rising cost of credit card transactions to BC municipalities.

In an effort to contain these costs, the CFIB is proposing the following four recommendations, and asking the City of Burnaby to publicly adopt these initiatives:

- 1) educate taxpayers about the cost to the city for accepting credit card payments, and encourage debit payments at point of sale;
- 2) conduct regular reviews about which credit card payments processing companies offer the best rates;
- 3) track and regularly report data on the number of transactions, transaction fees, rates and type of credit card used (i.e. premium versus regular);
- 4) work with other municipalities to negotiate a lower group processing rate with credit card processing companies.

It was noted that staff responded to the CFIB advising that Council approved the credit card transactions charges.

b) Memorandum from the City Clerk
Re: Traffic Fine Revenue Sharing Program

A memorandum was received from the City Clerk advising that Council, at the Open Council meeting held on 2016 October 17, received and adopted the above noted report, and forwarded the same to the Financial Management Committee.

Staff provided a memorandum outlining the Traffic Fine Revenue Sharing Program funding allocation model.

The Committee requested this memorandum be circulated to Council for information.

Arising from discussion, the Committee requested further information on administrative penalties.

Staff undertook to investigate.

5. REPORTS

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the reports be received.

CARRIED UNANIMOUSLY

a) Report from the Director Finance
Re: Burnaby Business Licence Bylaw

The Director Finance submitted a report seeking authorization to prepare a new Burnaby Business Licence Bylaw.

The Director Finance recommended:

1. THAT the Financial Management Committee recommend Council authorize staff to prepare a new Burnaby Business Licence Bylaw, as outlined in this report.

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

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

The Director Finance submitted a report seeking borrowing authority 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 2017 January 01 to December 31, repayable 2017 December 31.

MOVED BY COUNCILLOR JORDAN

SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendation of the Director Finance be adopted.

CARRIED UNANIMOUSLY

c) [Report from the Director Parks, Recreation and Cultural Services](#)
Re: Burnaby 125 / Canada 150 Celebrations

The Director Parks, Recreation and Cultural Services submitted a report seeking funding approval for Burnaby's 125 and Canada's 150 celebrations.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Financial Management Committee recommend Council approve Burnaby's 125 and Canada's 150 Anniversary events, as outlined in this report.

2. THAT Council approve the receipt of a \$75,900 grant awarded from the Ministry of Canadian Heritage under the Building Communities Through Arts and Heritage Program to celebrate the City's 125th anniversary.

3. THAT Council approve an additional expenditure of \$205,000 from Operating Gaming Fund for an expanded year-long program to celebrate both Burnaby's 125 and Canada's 150 anniversaries, as outlined in this report.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

The Committee suggested a long lasting dedication, i.e. planting a tree, etc. to commemorate the City's 125th anniversary, as well as additional historic plaques around the City.

Staff undertook to investigate.

6. NEW BUSINESS

The Director Finance – Financial Report

The Director Finance submitted 'Financial Report as at 2016 Period 9'.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the Financial Report be receive for information.

CARRIED UNANIMOUSLY

The Committee requested that signs for the Major Road Network projects do not show start and end dates.

Councillor Jordan – Staff Vacancies

The Committee inquired regarding staff vacancies.

Staff advised that the City processes on average 700 to 800 backfilling vacancies a year. It was noted that the City is not able to backfill every vacancy in a timely manner due to RCMP security checks (four months waiting time) and re-evaluating positions (i.e. reclassification and changing duties and scopes). In 2016, the City added 10 TFT staff, and in the next budget year, one TFT position will be converted to RFT. In addition, the City is taking a pro-active approach to fill positions as soon as

possible – i.e. every department tracks retirements and the City will start the selection process early on before a person retires, in order to reduce vacancy rates. In conclusion, staff advised that for specialized positions it is very difficult to find replacements, and the City is working on class reviews to be more comparable to the market and able to retain people in the positions.

The City Manager – Workshop on Asset Management

The City Manager advised that staff is planning a workshop on Asset Management Plan for Civic Buildings and Fire Department Infrastructure Assets on 2016 November 24 at 4:00 p.m. All Council members will be invited to attend.

7. INQUIRIES

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

8. CLOSED

[Public excluded according to Sections 90 and 92 of the Community Charter](#)

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open meeting recessed at 6:36 p.m.

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open meeting reconvened at 6:47 p.m.

9. ADJOURNMENT

MOVED BY COUNCILLOR JORDAN
SECONDED BY COUNCILLOR JOHNSTON

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:47 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Dan Johnston
CHAIR