

RE: ECONOMIC DEVELOPMENT STRATEGY

ITEM 3
MANAGER'S REPORT NO. 42
COUNCIL MEETING 90/06/18

In that the following report and the document on Economic Development Strategy which has been sent to Council under separate cover are very important in terms of having a potentially major impact on our community, the Municipal Manager recommends that the report and document be tabled to the 1990 June 25 limited Council meeting. This deferral would give Council adequate time to read the material, and would also comply with Council's wishes for limited agendas to be comprised of matters that are substantive in nature.

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendations of the Director Planning & Building Inspection be adopted.

TO: **MUNICIPAL MANAGER** * * * * * DATE: **1990 JUNE 12**

FROM: **DIRECTOR PLANNING &
BUILDING INSPECTION**

SUBJECT: **ECONOMIC DEVELOPMENT STRATEGY**

PURPOSE: **TO PRESENT THE MUNICIPAL ECONOMIC DEVELOPMENT STRATEGY TO COUNCIL FOR
CONSIDERATION**

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RECOMMENDATIONS:

1. THAT Council adopt as a guide the Economic Development Strategy as described in this report and outlined in more detail in the Strategy Document received under separate cover.
2. THAT a further report be prepared in consultation with the Committees of Council outlining a specific work program to implement the Economic Development Strategy.
3. THAT a copy of this report be sent to the Committees of Council, the Economic Development Advisory Committee and all of the agencies and individuals who participated in the Strategy preparation process.

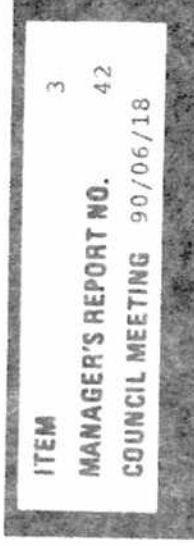
R E P O R T

1.0 SUMMARY:

All of the work undertaken by the Economic Development Advisory Committee and Staff towards the preparation of an Economic Development Strategy for Burnaby has been completed. It is now appropriate for Council to receive the Strategy Document for consideration and adoption as outlined in this report.

2.0 BACKGROUND INFORMATION:

- 2.1 On 1988 May 02, Council authorized staff to prepare an Economic Development Strategy for the Municipality and to tender for the services of a consultant specializing in the field of economic development to assist in the Strategy preparation. Appendix #1 attached, outlines the Terms of Reference for the Municipal Strategy project.
- 2.2 On 1988 September 12, Council authorized the retention of Coriolis Consulting Corporation to assist in the Economic Development Strategy preparation. The primary responsibility of the consultant under the direction of the Municipality's Economic Development Coordinator was to help facilitate the work of an Economic Development Advisory Committee to be established for the purpose of preparing a Draft Strategy for the Municipality.



2.3 On 1988 November 28 Council was advised that a 27 member Economic Development Advisory Committee was established representing a broad range of community interests including business, industry, education, multiculturalism, labour, the environment, the arts, social services, and agriculture. The selection of individuals to serve on the committee was made by the Mayor in consultation with the Municipal Manager. A list of the Committee Members is included in the Strategy Document.

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2.4 The Economic Development Advisory Committee held meetings on 1988 November 17, December 08, 1989 January 17, January 19, January 26, February 01, March 20 and May 04.

2.5 The first draft Economic Development Strategy document resulting from the work of the committee was prepared and circulated to the Directors of each Municipal Department and presented to the Mayor and Management Committee on 1989 July 25 for information and discussion.

2.6 On 1989 September 26, the Draft Strategy document with minor revisions was then presented to Council for review and discussion at an informal meeting between Council, staff and the consultant.

2.7 The Committee met again on 1989 October 17 to review the comments made by the Municipal Department Directors, the Management Committee and Council. The Committee also determined the manner in which public input to the Strategy was to be obtained.

2.8 Public input to the Strategy was obtained by the following means:

STRATEGY INFORMATION BROCHURES:

A brochure was produced for wide circulation to the general public outlining general information about the Strategy, the process, who is involved, the overall Strategy goals and initiatives and how the public can be involved (i.e. the Open Houses and Round Table Discussion). The brochure was made available in all of the Burnaby Public Libraries, Recreation and Community Centres, the Municipal Hall and all of the major shopping malls. Copies of the Draft Strategy document were also made available to the public at all of the libraries and at the Municipal Hall.

STRATEGY INFORMATION BROCHURE MAIL OUTS:

The Economic Development Advisory Committee developed a mailing list for those organizations, groups, etc. who would receive the Strategy Information Brochure. Over 60 Brochures were mailed out to such groups. Brochures were also mailed to all members of the Burnaby Chamber of Commerce.

NEWSPAPER ADVERTISING:

Two consecutive issues of the Burnaby Now and the Burnaby/New Westminster News were used to advertise the two Open Houses and the Round Table Discussion. The advertisement also outlined where the Strategy Information Brochures could be obtained. In addition, several articles appeared in both newspapers covering the Economic Development Strategy.

STRATEGY PRESENTATIONS:

The Economic Development Coordinator gave presentations on the Strategy to the Burnaby Inter-Agency Council (representing 38 social service agencies in the community) and the United Way Burnaby Community Committee on 1990 January 18 and to the Burnaby Local Advisory Council (Advisory to the Canada Employment Centre through the Federal Canadian Job Strategy Program) on 1990 February 01.

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OPEN HOUSES:

Two Open Houses were held - one in North Burnaby on 1990 January 25 at the Lochdale Community School from 6:00 p.m. until 9:00 p.m. and one in South Burnaby on 1990 January 29 at the Bonsor Recreation Centre from 6:00 p.m. until 9:00 p.m.

ROUND TABLE DISCUSSION:

The general public was invited to discuss the Strategy with the Economic Development Advisory Committee using a round table format. The Round Table Discussion was held in the Council Chambers on 1990 February 06 at 7:00 p.m. and filmed by community cable television.

CABLE TELEVISION BROADCAST:

The Round Table discussion held on 1990 February 06 was broadcast on Cable 4 Burnaby on February 14 and 15.

- 2.9 The Economic Development Strategy generated a good level of interest from the community. The public generally concurred with the overall goals and specific initiatives contained in the draft document. The Economic Development Advisory Committee met again on 1990 March 08 to review the comments received during the public input phase of the process and revise the Draft Strategy as required.

3.0 GENERAL COMMENTS:

- 3.1 The Final Draft Strategy Document which represents the combined work of the Economic Development Advisory Committee, the consultant and the Municipal Economic Development Coordinator has now been completed. The Strategy document has been submitted to Council under separate cover for review. Members of the public may view a copy of the Strategy document in the office of the Planning & Building Inspection Department or the Municipal Clerk's office.
- 3.2 As outlined in the foregoing section, the preparation of the Economic Development Strategy has involved a process that is perhaps as important as the Strategy document itself. In this regard, participation in coordinating and steering the effort of a diverse range of interests as represented by the Committee towards the preparation of a final and cohesive Strategy document has been a challenging and rewarding task for all involved. The process helped to establish an important working network amongst individuals in the community who represent a wide variety of backgrounds and community interests. This network will allow members of the committee to be called upon from time to time to assist in addressing many other issues facing the community. Input to the Strategy from Municipal Staff, members of Council, and the public at various stages throughout the Strategy preparation has also proven to be invaluable since it has opened new channels of communication and encouraged community involvement with issues of public concern.
- 3.3 It is important to note that the Strategy has not been prepared by the Committee in isolation of the current issues, objectives and policies of the Municipality. In this regard, the progress of the Strategy has been closely monitored by Municipal staff (several of whom sit on the Committee), Department Directors, and members of Council during various stages of its preparation.
- 3.4 The Economic Development Strategy is specifically designed to be flexible and responsive to the needs of the community; an inherent element with all Economic Development Strategies. The Strategy is intended to be continually monitored to determine whether it is having the desired effect. After a specific period of time, say five years, a major review of the Strategy will be undertaken where the goals, initiatives, and action plans can be amended as required. It is likely that the Advisory Committee with appropriate membership would be reconvened to undertake this task. In addition, annual progress reports are suggested.

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4.0 ECONOMIC DEVELOPMENT STRATEGY SUMMARY:

For the Council's reference and convenience, a Summary of the Economic Development Strategy taken from the Strategy document, is provided. All of the details including background information, action plans responsibilities, timing, priorities, resources, etc. are outlined in the document. The major and most important items as extracted from the Strategy are outlined as follows:

STRATEGY GOALS:

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1. Attract economic activities to Burnaby that:
 - provide long-term benefits for Burnaby.
 - contribute to economic diversity.
 - provide financial and social benefits to the community.
 - make wise use of Burnaby's resources including land, environmental resources, and human resources.
 - take advantage of Burnaby's strategic, central location in the region.
 - do not detract from the high quality of life in Burnaby.
 - do not present a threat to the environment.

2. Encourage and assist economic development as a means to providing a better quality of life for all residents of Burnaby.

The Strategy reflects a vision of Burnaby as a community in which development is beneficial in the broadest sense: providing a wide range of training and educational opportunities; increasing access to employment for all groups including the handicapped, women, the unemployed, and the poor; and encouraging a more equitable distribution of the benefits of economic development.

3. Provide the infrastructure necessary to attract and accommodate desirable and sustainable forms of development. "Infrastructure" includes utilities, land, transportation, social services, services to business---the full range of resources that business requires.
4. Develop a stronger image and identity for Burnaby, to aid ongoing efforts to market Burnaby and attract desirable kinds of development.
5. Cooperate with other municipalities, the GVRD and other organizations to address opportunities or constraints beyond the scope of individual municipalities, identify the most appropriate niche for Burnaby in the regional economy, and identify the most appropriate role for the Municipality and local organizations in economic development activities.
6. Encourage the provision of the widest possible range of goods and services within Burnaby, so that Burnaby residents and businesses have ample opportunity to support local enterprises.
7. Foster a supportable climate for business by providing fair and efficient approvals processes and a reasonable level of taxation.
8. Maintain a diverse economic base, both to foster stability and to provide a wide range of employment opportunities for the community.

9. Ensure that Burnaby residents have ample opportunity to participate in the activities of their government and in the establishment, refinement, and attainment of municipal goals and objectives.
10. Maintain an appropriate balance and integration of economic, social and environmental interests.

STRATEGIES AND ACTIONS:

STRATEGY 1: STRENGTHEN BURNABY'S ROLE AS A MAJOR CENTRE OF EDUCATION AND MAKE MAXIMUM ADVANTAGE OF THE ECONOMIC OPPORTUNITIES PRESENTED BY EDUCATIONAL INSTITUTIONS

ACTIONS:

- 1.1 Encourage the Provincial Government to put a higher priority on funding advanced education, and assist BCIT and SFU in their efforts to expand and improve their programs.
- 1.2 Promote the establishment of a university or college branch campus in Metrotown.
- 1.3 Encourage the development of new programs and facilities in Burnaby and publicize significant new educational developments.
- 1.4 Encourage the development of new education institutions and programs in Burnaby and publicize significant new educational developments.
- 1.5 Support the School District's Burnaby South 2000 project.
- 1.6 Recognize the importance of continuing adult education in the maintenance of a skilled, well-rounded labour force and ensure that Burnaby has good quality continuing education programs.

STRATEGY 2: CONTINUE TO BUILD A STRONG LIGHT INDUSTRIAL AND HIGH TECHNOLOGY SECTOR

ACTIONS:

- 2.1 Design and implement a marketing campaign aimed at attracting light industrial, specialized industrial, and high tech businesses to Burnaby.
- 2.2 Increase Burnaby's profile as a high tech centre in Greater Vancouver.
- 2.3 Maintain contact with existing high tech businesses and enlist their support in recruiting new firms.
- 2.4 Encourage and work with BCIT to promote its new "Technology Centre" to the greatest extent possible and assist BCIT in its efforts to achieve full funding for this facility.
- 2.5 Continue to implement the industrial component of the Big Bend Development Plan and continue the Municipality's planning, servicing, and developer advisory programs in industrial areas generally.



STRATEGY 3: CREATE A SUPPORTIVE ENVIRONMENT FOR NEW ENTREPRENEURS, SMALL BUSINESSES, AND LOCAL ECONOMIC DEVELOPMENT INITIATIVES

ACTIONS:

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- 3.1 Establish an information and resource centre with complete, accessible, current information about small business assistance programs.
- 3.2 Explore the need for a wider range of incubator facilities for small businesses.
- 3.3 Review residential zoning bylaws to ensure that regulations regarding home-based business are reasonable.
- 3.4 Convene a meeting of interested groups to identify additional actions the Municipality and community could take to support small business, co-ops, and new entrepreneurs.

STRATEGY 4: ENCOURAGE AND SUPPORT THE NOT-FOR-PROFIT SECTOR IN BURNABY BECAUSE IT MAKES A SIGNIFICANT CONTRIBUTION TO THE LOCAL ECONOMY

ACTIONS:

- 4.1 Invite representatives of Burnaby not-for-profit organizations to a conference or workshop addressing ways in which the Municipality can support their initiatives.

STRATEGY 5: CONTINUE TO ESTABLISH BURNABY AS A MAJOR CENTRE FOR THE FILM AND VIDEO INDUSTRY

ACTIONS:

- 5.1 Continue to encourage film and television companies to locate in Burnaby and pursue the development of a major film and television production facility at Boundary and Lougheed.
- 5.2 Encourage the expansion of film and video training facilities and programs at educational institutions in Burnaby.
- 5.3 Continue to support and encourage on-location filming activities in the Municipality.

STRATEGY 6: TAP THE ECONOMIC DEVELOPMENT POTENTIAL OF THE ARTS IN BURNABY

ACTIONS:

- 6.1 Proceed with the development of new performing arts facilities. Use these facilities for a wide variety of programming that will serve the local community and attract people from the rest of the region.
- 6.2 Ensure that the arts are included in tourism initiatives.
- 6.3 Encourage a more regional approach in the development and operation of major arts facilities and performing arts events.

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STRATEGY 7: IDENTIFY AND TAP THE ECONOMIC OPPORTUNITIES ASSOCIATED WITH BURNABY'S MULTICULTURAL CHARACTER

ACTIONS:

- 7.1 Promote Burnaby as a multicultural community that welcomes new immigrants and new ethnic groups.
- 7.2 Ensure that services are fully accessible to non-English speaking people, and encourage the provision of a wide range of opportunities to learn English.

STRATEGY 8: EXPAND THE TOURISM SECTOR BY IMPROVING BURNABY'S ABILITY TO ATTRACT VISITORS

ACTIONS:

- 8.1 Create a new organization that can adopt a tourism strategy for Burnaby and can coordinate the tourism initiatives of existing organizations.
- 8.2 Expand Burnaby's role as a conference and meeting centre.
- 8.3 Improve Burnaby's ability to draw day-trip visitors by making improvements in signage, marketing and attractions.
- 8.4 Pursue the development of a major visitor attraction that will significantly increase Burnaby's visitor volumes.

STRATEGY 9: USE BURNABY'S SPORTS, RECREATION, AND OPEN SPACE RESOURCES AS OPPORTUNITIES FOR ECONOMIC DEVELOPMENT

ACTIONS:

- 9.1 Expand the tournament sector.
- 9.2 Promote Burnaby as a good location for provincial or national training centres for sports involving international competition.

STRATEGY 10: CONTINUE TO EXPAND BURNABY'S ROLE AS A REGIONAL HEADQUARTERS FOR BUSINESS, GOVERNMENT, INSTITUTIONS, AND ORGANIZATIONS

ACTIONS:

- 10.1 Promote Metrotown more aggressively as a headquarters location for businesses, government, institutions and organizations.
- 10.2 Encourage the development of more business services, social services, and amenities in Metrotown.
- 10.3 Monitor the availability of business park sites.

STRATEGY 11: CONTINUE TO IMPROVE AND DIVERSIFY THE RETAIL AND SERVICE SECTOR

ACTIONS:

- 11.1 Continue efforts to reinforce Metrotown as Burnaby's downtown, making it a strong commercial centre and a lively, attractive, urban centre.
- 11.2 Assist the efforts to create a character shopping area in the east Hastings commercial district or in other areas such as Edmonds.

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- 11.3 Encourage the rapid completion of the Cassiar Connector.
- 11.4 Review public transit routes in Burnaby to identify any ways in which access to Burnaby's shopping areas could be improved.

STRATEGY 12: RECOGNIZE THE ECONOMIC POTENTIAL INHERENT IN SOME COMMUNITY AND HUMAN SERVICES

ACTIONS:

- 12.1 Make Burnaby a model community for recycling and environmental conservation.
- 12.2 Identify possible major health and related technology facilities that could be located in Burnaby.
- 12.3 Encourage the development of additional child care and pursue opportunities for innovative child care programs in Burnaby.
- 12.4 Support Burnaby's participation in the "Healthy Communities" Program.
- 12.5 Establish a Burnaby Foundation which could support a wide range of community and economic development projects.

STRATEGY 13: IDENTIFY POTENTIAL ECONOMIC OPPORTUNITIES ASSOCIATED WITH HOUSING AND SERVICES FOR SENIORS

ACTIONS:

- 13.1 Evaluate the outlook for seniors population growth in Burnaby in order to identify emerging economic opportunities or potential increased demands for specialized services.
- 13.2 Continue to provide for the development of seniors oriented housing in appropriate locations.
- 13.3 Encourage the creation of new businesses or services that benefit from a concentration of seniors such as product testing for products aimed at the elderly, gerontology research, or manufacturing seniors-oriented goods.

STRATEGY 14: MAINTAIN AND SUPPORT BURNABY'S AGRICULTURAL SECTOR

ACTIONS:

- 14.1 Maintain a clear, firm policy commitment to retain and enhance the agricultural lands and plan adjacent land uses to minimize negative impacts on agricultural operations.

STRATEGY 15: ACKNOWLEDGE THE CONTRIBUTIONS TO THE LOCAL ECONOMY THAT ARE MADE BY HEAVY INDUSTRIAL AND PORT ACTIVITY, WHILE ADDRESSING ENVIRONMENTAL CONCERNS

ACTIONS:

- 15.1 Evaluate existing heavy industry and port uses and develop a specific approach regarding the future of each firm.
- 15.2 Work with all firms to encourage the implementation of new measures that respect the environment and foster sustainable development.
- 15.3 Identify and address industrial road transportation problems.

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5.0 STRATEGY COMMENTS:

5.1 The Strategy satisfies the original terms of reference adopted by Council. 128

5.2 The Strategy describes the importance of maintaining Burnaby's livability (i.e. quality of physical development, parks and open space and community services) which are all important qualities in an urban environment necessary to attract certain types of economic development. The Strategy represents an important step towards capturing Burnaby's economic opportunities that are socially and environmentally responsible. The Strategy is thus intended to be more of a "management" strategy than a "development" strategy where effort is made to encourage the type of growth that is best suited to the Municipality and which respects the environment.

5.3 The Economic Development Strategy recognizes the importance of protecting and enhancing environmental quality. Council's approval on 1990 May 14 of the process for preparing a state of the environment report (SOER) for Burnaby provides an important initiative towards achieving this objective. As outlined in the 1990 May 14 report on this matter, preparation of an SOER will provide an opportunity for Council, staff and the community to work together to address environmental concerns in the Municipality. The SOER will assist in achieving the goals and objectives outlined in the Official Community Plan and also be an important source of information for updating the OCP. The information contained in the SOER will also be used to update the Economic Development Strategy.

6.0 IMPLEMENTATION:

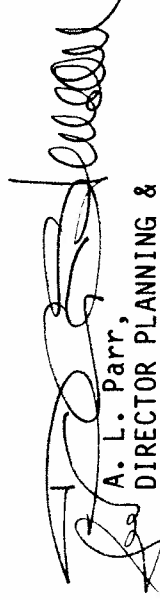
6.1 The Strategy Document presents detailed information regarding the manner in which the 15 Strategies and the 50 corresponding Actions are to be implemented. Detailed action plans, responsibilities, priorities and resources are all identified under each of the 15 Strategies and summarized in Chapter 5 of the document. The majority of this information will form the basis of an appropriate work program that will be established to implement the Strategy.

6.2 A specific work program to implement the Strategy will be prepared and presented to Council once the Strategy has been adopted. The work program can thus respond to any changes or adjustments that arise out of Council's consideration of the Strategy and that may be required in view of new emerging policies and review. This work program will be prepared in consultation with the Committees of Council.

PS/ds

Attachment

cc: Director Engineering
Director Finance
Director Administrative and Community Services
Director Recreation and Cultural Services



A. L. Parr,
DIRECTOR PLANNING &
BUILDING INSPECTION

APPENDIX #1
BURNABY ECONOMIC DEVELOPME
TERMS OF REFERENCE

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1. INTRODUCTION

The Corporation of the District of Burnaby recognizes that as a local level of government it has an important role to play in encouraging and facilitating economic development in the community while at the same time ensuring that an appropriate balance between economic, land use, social and environmental issues is achieved. In this role, the Municipality can help to enhance the full range of employment, development, investment and lifestyle opportunities that are available in Burnaby.

2. BACKGROUND

In December of 1986 the Municipal Council endorsed the formation of an Economic Development Task Force which undertook a project to review the Municipality's role in promoting economic development and offer advice and feedback on the Municipality's present economic development program. The task force was comprised of various individuals from the private sector and senior Municipal staff and was chaired by the Municipality's Economic Development Coordinator.

The task force concluded that the most important and successful components of Burnaby's current economic development program included the following:

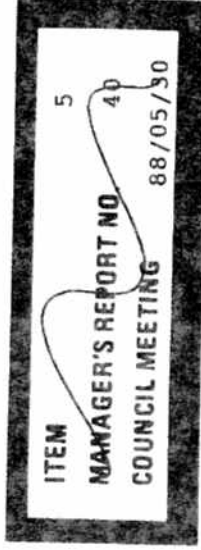
- a) The provision of statistical information and data about the Municipality for use by both public and private concerns.
- b) The ability to provide advice and information regarding general Municipal policies, process and development opportunities.
- c) The provision of catalogue/promotion documents such as the Burnaby Community Profile and the Industrial Land Inventory.
- d) The ability to provide a liaison role to assist prospective investors, developers and businessmen, and social service agencies in their pursuits in the Municipality.
- e) The ability to respond to private sector enquiries and to provide assistance and coordination of projects from initiation through to completion.

Notwithstanding, the task force unanimously agreed that the Municipality should prepare a formal Economic Development Strategy in order to further enhance the efforts that are presently in place and provide a more focused direction and action plan for the continuation of its economic development program.

On 1988 May 02 the Burnaby Municipal Council received a report from the Director of Planning and Building Inspection which outlined the conclusions of the economic development task force and requested authority to tender for the services of a consultant specializing in the field of economic development to assist in the preparation of an Economic Development Strategy for Burnaby.

3. ECONOMIC DEVELOPMENT STRATEGY OBJECTIVES

The Economic Development Strategy is generally intended to assist in expanding employment opportunities, improving and diversifying the community's economic base, increasing the contribution that business, industry, culture and the arts make to the community and the region and maintaining and enhancing the quality of life and environment.



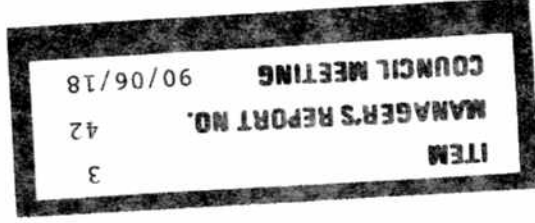
In so doing, the strategy will further develop and focus the Municipality's existing economic development program by:

- . Identifying specific action plans which would work towards improving the foregoing general objectives.
- . Identifying the steps required to implement such action plans.
- . Ensuring that such action plans and their implementation reflect and enhance the existing overall policies of the Municipality.

4. ECONOMIC DEVELOPMENT STRATEGY PARAMETERS

The Economic Development Strategy will address and incorporate the following items:

- a) The strategy format will be developed to specifically suit the needs of Burnaby and reflect the general staffing and organizational framework of the Municipality. In this regard, consideration should be given to other relevant Municipal strategies.
- b) An advisory committee will be established for a specific time period as part of the strategy development process to represent a broad range of community interests. The composition of the advisory committee will include people representing the following interests: business, industry, labour, social services, the environment, culture, government and education.
- c) The strategy will utilize the adopted Burnaby Official Community Plan to identify the land use and development opportunities in the Municipality. The Official Community Plan also recognizes the important links between economic, land use, social and environmental considerations. The preparation of an economic development strategy is one of the proposals contained within the Official Community Plan.
- d) The strategy will include a work program to itemize specific actions to be undertaken over a stipulated period of time (e.g. two, three or five years).
- e) Consideration will be given to the manner in which the strategy reflects the Municipality's overall corporate plan as well as the five year capital budget program.
- f) The strategy will address the rate at which the Official Community Plan objectives are being achieved and general rate of development within the various land uses of the Municipality.
- g) A means of monitoring the action plan will be outlined.
- h) In addition to required municipal funding the strategy preparation will utilize all resources that are available from the Provincial Government in accordance with the terms of the existing agreement between the Municipality and the Province under the Partners in Enterprise Program.
- i) The strategy will examine appropriate staffing and budgets required to undertake an effective work program.



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5. ECONOMIC DEVELOPMENT STRATEGY TASKS

- . The consultant will be responsible for preparing a draft of the strategy document for submission to the Municipality's Economic Development Coordinator who will provide overall management of the project.
- . The draft document will incorporate all of the relevant strategy parameters outlined in Section 3 above. The Municipality will provide the consultant with all relevant Municipal documents, data, information, etc. required for analytical purposes to include the Burnaby Community Profile, Official Community Plan, Census data, reports, etc.
- . The consultant will be required to organize, lead and facilitate any and all required public meetings and most importantly the work and meetings of the economic development advisory committee and its essential role in assisting to identify Burnaby's strengths and weaknesses and the action plans that may be taken to promote and enhance economic development in the community.
- . The consultant will be required to assist in identifying the appropriate composition of the economic development advisory committee to ensure that it represents a full spectrum of community interests in a balanced manner. This may result in the creation of one large advisory committee or alternatively several sub committees which are established by some relevant criteria, i.e. by economic sectors such as tourism, commerce, industry, social services, environmental relationships.

6. TENDER PROPOSALS FROM CONSULTANTS

Those consultants who wish to be considered for this commission are invited to submit their proposal to include the following information:

- a) A description of the background of the consulting firm and the details of the relevant experience, qualifications, specialized abilities in the field of economic development and strategy preparation.
- b) The names of the principals with whom the client would be working, their curriculum vitae, charge out rates, and task assignment schedules.
- c) An explanation of the steps and methodology that are proposed to be utilized to carry out the preparation of the Economic Development Strategy.
- d) Projected staff and cost estimates based on tasks to be performed.
- e) Total project costs and time schedule for project commencement and completion.

Submissions will be referred to a project committee for evaluation and a recommendation for selection of the successful candidate.

All proposals should be submitted to Mr. John A. Vissers, Purchasing Agent, 4949 Canada Way, Burnaby, B. C., V5G 1M2, prior to 1988 June 24, 4:00 p.m.

