

## INTER-OFFICE MEMORANDUM

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2020 December 03

**FROM:** DIRECTOR FINANCE

**FILE:** 7600-20

**SUBJECT: FINANCIAL REPORT AS AT 2020 PERIOD 11**

---

The purpose of this memorandum is to provide the Financial Management Committee with an overview of the City's financial activity as of the end of Period 11 and to compare that activity with the 2020-2024 Financial Plan adopted by Council on 2020 May 11.

The City of Burnaby uses four week accounting periods to capture budget and posted accounting data. Therefore, this report is based on revenue and expenditure figures for closed 2020 Periods 01 to 11 (2020 January 01 to 2020 November 08).

The City has accrued known expenditures for Period 11 reporting; therefore, the expenditures reported reflect costs incurred to date for goods and services that have been delivered but not billed.

As a result of the COVID-19 pandemic, the City faced numerous disruptions to City operations and public services. To protect the well-being of both the public and City staff, the City responded and implemented several safety measures in alignment with provincial and federal health guidelines. Since the start of BC's Restart Plan – Phase 3, the City has reopened the Burnaby Public Library facilities and its recreational facilities. The City is continually monitoring new directives from the Public Health Officer (PHO) and implementing the changes into City operations on an on-going basis. With the recent updates from the PHO, the City has added restrictions to indoor activities, implemented mandatory mask policies at all indoor public facilities and established a new "Work from Home" policy. The City continues to actively monitor for new developments as the COVID-19 pandemic progresses. The year end forecasts provided in this memorandum are based on current information and are subject to change due to the uncertainty of the pandemic.

In Tables 1 to 3, the Period 11 Variance is the difference between Period 11 Actual and Period 11 Budget. A positive amount is a favourable variance which could result from either lower expenditures or higher revenue compared to budget. A negative amount is an unfavourable variance which could result from either higher costs or lower revenue compared to budget. Variances identify any pressures or opportunities on the operating budget. Departments continue to proactively monitor their actual results compared to the approved budget on a monthly basis.

## **1.0 OPERATING BUDGETS**

### **1.1. General Revenue Fund – Operations**

The Corporate Strategic Plan continues to guide the departments in the delivery of services through the goals of: A Safe Community, A Connected Community, An Inclusive Community, A Healthy Community, A Dynamic Community and A Thriving Organization.

The following is a list of some initiatives to the end of 2020 Period 11:

- Burnaby Public Library has continued to reopen and extend its services to the public in a safe manner. As of September, Burnaby Public Library has now extended its services to allow patrons to browse through materials, use photocopier services and remain inside the Library facilities for short stays. Visits to the Libraries are approximately at 35% of pre-COVID-19 levels while computer use is at 45% (up from 36% at Period 08) with the checkout of materials at 65% (up from 40% at Period 08).
- Citizen Support Services created a new initiative to address seniors' loneliness and isolation as a result of the pandemic. A partnership was formed between Citizen Support Services, the Intentional Acts of Kindness (IAK) Foundation and multiple Burnaby elementary and secondary schools to begin the Sunshine Notes Program. Students' letters, cards, pictures and crafts are picked up by City staff and then distributed by including the notes with the seniors' grocery orders and frozen meal deliveries. 132 letters were delivered in the first week of the program and the seniors have also taken the time to write back. Those letters sent in by the seniors are received through Citizen Support Services and then distributed to the schools accordingly. Overall, there has been a very positive response to this new initiative.
- The RCMP Burnaby Detachment's Crime Prevention Staff continue to work with Burnaby residents and businesses in a safe, distanced manner despite the limitations created by COVID-19 in delivering regular services in-person. In August and September, staff signed up five new neighbourhood blocks for Block Watch, which includes 40 new participants for the program. Crime Prevention staff have worked to ensure that all block captains are security cleared and that training has been done remotely.

- The Burnaby Art Gallery's Programs team continued to make programs available to the public, despite the gallery's temporary closure. The team developed ten online art activities for families and teachers, hosted two youth art exhibitions virtually and transitioned nine school programs into accessible and safe virtual programs. Burnaby Village Museum successfully completed seven online webinar sessions, which covered a wide range of themes and hosted a diversity of guest speakers. Each session was free to the public, and offered the opportunity for the public to engage with presenters through Zoom and Facebook Live. Each webinar was recorded for those who could not attend live and will continue to be available on Facebook and Heritage Burnaby.
- The Food Services Division of the Parks, Recreation and Cultural Services Department hosted nearly 100 events across our various venues. Utilizing City amenities, important events such as corporate meetings, anniversaries, celebration of life gatherings, weddings and other types of events helped to safely connect members of our community. All events were hosted safely and when allowed followed all the required Public Health orders.

Overall, the City is in a net favourable position of \$9.8M at the end of Period 11. This is due to lower than anticipated expenditures of \$9.9M primarily due to compensation savings and overall lower operating expenditures such as materials, supplies, consulting and contracted services as a result of COVID-19 forcing temporary facility closures and reduced services. The favourable position in expenditures is offset by \$0.1M in lower than budgeted revenues primarily due to lower parking revenues and Parks, Recreation and Cultural Services program & registration revenues because of the pandemic. The lower than anticipated revenues have been offset by the higher than anticipated permit & fee revenues, investment income and other external recoveries.

The favourable position at the end of Period 11 will be drawn down due to the continued loss in revenues within the parks, recreation and cultural programs from current pandemic capacity and activity restrictions, as well as lower than anticipated transfers from one-time funding sources. It is anticipated at this time that year end operating results will be favourable by \$4.4M. The forecasted favourable position is mainly attributable to the Restart Grant of \$9.8M from the Provincial government. Half of this amount, \$4.9M, will be utilized to offset current year revenue losses and the remaining half will be transferred to operating reserves to be utilized in the future to help alleviate any continuing COVID-19 operating impacts in 2021.

To: Financial Management Committee  
From: Director Finance  
Re: Financial Report as at 2020 Period 11  
2020 December 03..... Page 4

Table 1 below summarizes Period 11 General Revenue Operating results.

**Table 1 – Revenue and Expenditures by Department to Period 11**

| Department - Revenue                     | P11 Actual           | P11 Budget           | P11<br>Variance<br>Favourable/<br>(Unfavourable) | Variance<br>% | 2020<br>Annual<br>Budget* | 2020 Year End<br>Forecasted<br>Variance<br>Favourable/<br>(Unfavourable) |
|------------------------------------------|----------------------|----------------------|--------------------------------------------------|---------------|---------------------------|--------------------------------------------------------------------------|
| Mayor & Council                          | 10,743               | 21,577               | (10,834)                                         | (50.2%)       | 743,500                   | (300,000)                                                                |
| Human Resources                          | 4,413                | 32,571               | (28,158)                                         | (86.5%)       | 637,200                   | (144,000)                                                                |
| Burnaby Public Library                   | 645,208              | 654,417              | (9,209)                                          | (1.4%)        | 1,180,500                 | (165,000)                                                                |
| Information Technology                   | 70                   | -                    | 70                                               | 0.0%          | 1,848,000                 | (557,500)                                                                |
| Corporate Services Administration        | -                    | -                    | -                                                | 0.0%          | 556,400                   | (301,000)                                                                |
| Corporate Communications & Marketing     | (1,579)              | 47,500               | (49,079)                                         | (103.3%)      | 809,000                   | (351,100)                                                                |
| City Clerk                               | 4,883                | 423                  | 4,460                                            | 1054.2%       | 500                       | -                                                                        |
| Legal Services                           | 234,213              | 348,206              | (113,993)                                        | (32.7%)       | 455,300                   | (180,000)                                                                |
| Citizen Support Services                 | 587,552              | 483,909              | 103,643                                          | 21.4%         | 520,200                   | 100,700                                                                  |
| Public Safety & Community Services Admin | 2,712                | 16,923               | (14,211)                                         | (84.0%)       | 1,070,000                 | (800,000)                                                                |
| Business Licence & Property Management   | 14,511,517           | 12,875,439           | 1,636,078                                        | 12.7%         | 15,810,800                | 1,698,000                                                                |
| Burnaby Fire                             | 168,486              | 146,738              | 21,748                                           | 14.8%         | 1,907,000                 | (810,900)                                                                |
| RCMP Burnaby Detachment                  | 3,453,743            | 3,143,074            | 310,669                                          | 9.9%          | 4,450,100                 | (31,800)                                                                 |
| Engineering                              | 10,678,116           | 12,414,221           | (1,736,105)                                      | (14.0%)       | 24,709,500                | (3,526,400)                                                              |
| Finance                                  | 768,402              | 798,238              | (29,836)                                         | (3.7%)        | 1,148,600                 | (148,800)                                                                |
| Planning & Building                      | 21,074,603           | 14,992,924           | 6,081,679                                        | 40.6%         | 19,014,500                | 3,886,500                                                                |
| Parks, Recreation & Cultural Services    | 15,506,376           | 28,358,342           | (12,851,966)                                     | (45.3%)       | 39,025,200                | (13,742,700)                                                             |
| Fiscal Items                             | 25,328,049           | 18,705,060           | 6,622,989                                        | 35.4%         | 46,101,600                | 12,317,400                                                               |
| Tax Levy for City Services               | 282,667,029          | 282,667,029          | -                                                | 0.0%          | 282,667,000               | -                                                                        |
| <b>Total Revenue</b>                     | <b>\$375,644,536</b> | <b>\$375,706,591</b> | <b>(\$62,055)</b>                                | <b>(0.0%)</b> | <b>\$442,654,900</b>      | <b>(\$3,056,600)</b>                                                     |

  

| Department - Expenditures                | P11 Actual           | P11 Budget           | P11<br>Variance<br>Favourable/<br>(Unfavourable) | Variance<br>% | 2020<br>Annual<br>Budget* | 2020 Year End<br>Forecasted<br>Variance<br>Favourable/<br>(Unfavourable) |
|------------------------------------------|----------------------|----------------------|--------------------------------------------------|---------------|---------------------------|--------------------------------------------------------------------------|
| Mayor & Council                          | 1,937,871            | 2,744,266            | 806,395                                          | 29.4%         | 3,365,200                 | 1,058,300                                                                |
| City Manager's Office                    | 491,978              | 599,345              | 107,367                                          | 17.9%         | 630,800                   | 95,200                                                                   |
| Human Resources                          | 4,107,118            | 4,380,141            | 273,023                                          | 6.2%          | 5,042,200                 | 47,400                                                                   |
| Burnaby Public Library                   | 12,778,417           | 13,150,667           | 372,250                                          | 2.8%          | 15,305,900                | 252,000                                                                  |
| Information Technology                   | 23,863,207           | 25,186,190           | 1,322,983                                        | 5.3%          | 28,781,200                | 1,359,300                                                                |
| Corporate Services Administration        | 754,192              | 925,002              | 170,810                                          | 18.5%         | 1,199,300                 | 243,300                                                                  |
| Corporate Communications & Marketing     | 1,388,667            | 2,306,731            | 918,064                                          | 39.8%         | 2,721,800                 | 882,600                                                                  |
| City Clerk                               | 1,443,409            | 1,697,943            | 254,534                                          | 15.0%         | 1,997,800                 | 275,800                                                                  |
| Legal Services                           | 1,493,090            | 1,600,912            | 107,822                                          | 6.7%          | 1,881,200                 | (12,300)                                                                 |
| Citizen Support Services                 | 977,208              | 917,711              | (59,497)                                         | (6.5%)        | 1,087,900                 | (139,900)                                                                |
| Public Safety & Community Services Admin | 1,715,001            | 1,726,828            | 11,827                                           | 0.7%          | 2,850,600                 | 896,200                                                                  |
| Business Licence & Property Management   | 9,276,258            | 9,527,342            | 251,084                                          | 2.6%          | 11,310,500                | 228,300                                                                  |
| Burnaby Fire                             | 38,934,888           | 40,165,420           | 1,230,532                                        | 3.1%          | 48,232,200                | 1,002,400                                                                |
| RCMP Burnaby Detachment                  | 48,509,146           | 48,992,271           | 483,125                                          | 1.0%          | 66,949,200                | 369,600                                                                  |
| Engineering                              | 74,810,522           | 76,237,504           | 1,426,982                                        | 1.9%          | 86,417,400                | 77,000                                                                   |
| Finance                                  | 10,340,631           | 12,046,733           | 1,706,102                                        | 14.2%         | 13,967,200                | 1,557,100                                                                |
| Planning & Building                      | 11,610,258           | 14,472,410           | 2,862,152                                        | 19.8%         | 17,223,500                | 3,053,700                                                                |
| Parks, Recreation & Cultural Services    | 75,219,850           | 82,136,649           | 6,916,799                                        | 8.4%          | 101,251,200               | 11,752,800                                                               |
| Fiscal Items                             | 19,806,861           | 10,536,825           | (9,270,036)                                      | (88.0%)       | 32,439,800                | (15,580,100)                                                             |
| <b>Total Expenditures</b>                | <b>\$339,458,572</b> | <b>\$349,350,890</b> | <b>\$9,892,318</b>                               | <b>2.8%</b>   | <b>\$442,654,900</b>      | <b>\$7,418,700</b>                                                       |
| <b>Net Result</b>                        | <b>\$36,185,964</b>  | <b>\$26,355,701</b>  | <b>\$9,830,263</b>                               | <b>37.3%</b>  | <b>\$0</b>                | <b>\$4,362,100</b>                                                       |

\*2020 Annual Budget includes budgeted funding and expenditures for operating initiatives approved from one-time funding including Stabilization, Surplus, Gaming and Gaming Interest.

The major revenue and expenditure variances for Period 11 and forecasted to year end in General Revenue Operations are as follows:

**Revenues** at Period 11 are unfavourable by \$0.1M or 0.0%; revenues forecasted at year end are unfavourable by \$3.1M or 0.7%.

**Mayor & Council:** A forecasted unfavourable variance at year end of \$0.3M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower than anticipated Executive Committee of Council Grants issued as fewer applications were received during the year.

**Information Technology:** A forecasted unfavourable variance at year end of \$0.6M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

**Corporate Services Administration:** A forecasted unfavourable variance at year end of \$0.3M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures than budgeted.

**Corporate Communications & Marketing:** A forecasted unfavourable variance at year end of \$0.4M is mainly due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures than budgeted.

**Legal Services:** An unfavourable variance at Period 11 of \$0.1M is mainly due to processing fewer development files resulting in lower external revenues received. It is anticipated this unfavourable variance will become \$0.2M by year end due the fewer development files to process for the remainder of the year.

**Public Safety & Community Services Administration:** A forecasted unfavourable variance at year end of \$0.8M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

**Business License & Property Management:** A favourable variance at Period 11 of \$1.6M is primarily due to higher than anticipated home rental business licence revenues and commercial leases of two sales centres that were not anticipated. It is estimated that by year end the favourable variance will slightly increase to \$1.7M.

**Burnaby Fire:** A forecasted unfavourable variance at year end of \$0.8M is primarily due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

**RCMP Burnaby Detachment:** A favourable variance at Period 11 of \$0.3M is primarily due to higher than anticipated traffic fine revenue sharing from the Provincial government offset by lower than budgeted revenues from criminal record checks, accident reports and external recoveries. It is forecasted that by year end results will be in line with budget mainly due to lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19.

**Engineering:** An unfavourable variance at Period 11 of \$1.7M is primarily due to lower than anticipated parking meter revenues associated with lower activity due to COVID-19. By year end, it is anticipated that this will increase to an unfavourable variance of \$3.5M primarily due to lower parking meter revenues of \$1.9M and lower than anticipated transfer of funding from one-time funding sources due to lower expenditures to mitigate the financial impacts of COVID-19 of \$1.6M.

**Planning & Building:** A favourable variance at Period 11 of \$6.1M is primarily due to higher than anticipated permit & fee revenues from the ability of staff to catch up on permit applications from the strong development activity within the City prior to the pandemic. It is estimated that by year end, this favourable variance will decrease to \$3.9M due to a reduction in permit & fee revenues as development activity slows down towards the end of the year.

**Parks, Recreation and Cultural Services:** An unfavourable variance at Period 11 of \$12.9M is mainly due to lost revenues from the temporary facility closures in response to COVID-19. The lost revenue consists of \$8.6M from user fees & program revenues in recreational and cultural services, \$3.9M from lower activity in food services, and \$1.3M in decrease rental and lease revenues. This is offset by \$0.7M in higher than anticipated revenues in golf services and \$0.2M from grants and external recoveries related to the extended operations of the warming centres during the pandemic. By year end, it is forecasted that the unfavourable variance will increase to \$13.7M primarily due to the continued lost revenues in user fees and program revenues of \$18.6M; the loss in program revenue is partially offset by the Restart Grant of \$4.9M from the Provincial government.

**Fiscal:** A favourable variance at Period 11 of \$6.6M is mainly due to the following being higher than budgeted: \$1.6M in investment income, \$1.3M for an estimated Emergency Management British Columbia (EMBC) recovery for COVID-19 response activities, \$1.9M in private funds for third party service connections which are offset with additional expenditures, and the remaining \$1.8M due to other various external recoveries, grants and vendor adjustments/credits from external third parties such as Shaw, Telus, and WorkSafeBC. It is anticipated that the year end forecast will be favourable by \$12.3M primarily due to investment income, private funds for third party work and revenues & recoveries from external parties such as EMBC. In addition, of the \$9.8M Restart Grant received from the Provincial Government, half will be used to offset revenue losses related to Parks, Recreation and Cultural Services activities and the remaining \$4.9M of the grant will be transferred to operating reserves to alleviate future COVID-19 operating impacts.

**Expenditures** at Period 11 are favourable by \$9.9M or 2.8%; expenditures forecasted to year end are favourable by \$7.4M or 1.7%.

**Mayor & Council:** A favourable variance at Period 11 of \$0.8M is attributable to cancellations and delays of Council and Board/Committee activities, lower grants issued due to COVID-19, compensation savings and consulting services savings. It is forecasted that these savings will continue by year end with a favourable variance of \$1.1M.

**Human Resources:** A favourable variance at Period 11 of \$0.3M is mainly due to compensation savings due to vacancies and lower professional development expenditures than budgeted. By year end it is expected that results will be in line with budget due to higher than anticipated legal costs.

**Burnaby Public Library:** A favourable variance at Period 11 of \$0.4M is primarily due to compensation savings of \$0.7M due to temporary branch closures and vacant positions. These savings are offset by an unfavourable variance of \$0.3M in books & publication expenditures due to the additional eBooks and eAudiobooks purchases to support patrons during the temporary facility closures. It is estimated that the year end forecast will be \$0.3M favourable due to continued compensation savings offset by additional eBook purchases to the end of the year.

**Information Technology:** A favourable variance at Period 11 of \$1.3M currently exists due to staff vacancies. It is estimated that this favourable variance will increase slightly to \$1.4M by year end.

**Corporate Services Administration:** A favourable variance at Period 11 of \$0.2M is mainly due to lower than budgeted expenditures for one-time funded initiatives. It is anticipated that by year end the forecasted variance will remain at \$0.2M favourable.

**Corporate Communications & Marketing:** A favourable variance at Period 11 of \$0.9M is primarily due to compensation savings as a result of staffing levels. It is expected that by year end the forecasted variance will remain at \$0.9M

**City Clerk:** A favourable variance at Period 11 of \$0.3M is attributable to compensation savings as a result of vacancies. It is expected the favourable variance will remain at year end.

**Public Safety & Community Services Administration:** A forecasted favourable variance at year end of \$0.9M is primarily due to lower one-time funded expenditures to mitigate the financial impacts of COVID-19.

**Business Licence & Property Management:** A favourable variance at Period 11 of \$0.3M is primarily due to compensation savings from staffing levels. By year end it is estimated that the favourable variance will slightly decrease to \$0.2M.

**Burnaby Fire:** A favourable variance at Period 11 of \$1.2M is a due to \$1.6M of compensation savings based on current staffing levels and lower professional development expenditures due to delays in training as a result of COVID-19. These savings are offset by \$0.4M higher than budgeted expenditures in additional personal protective equipment (PPE) and safety supplies due to COVID-19. By year end it is forecasted that this variance will be \$1.0M favourable due to continued savings in compensation and lower professional development expenditures offset by higher than budgeted PPE & operating equipment expenditures.

**RCMP Burnaby Detachment:** A favourable variance at Period 11 of \$0.5M is primarily attributable to \$0.9M in civilian staffing vacancies, \$0.3M from lower E-Comm expenditures, \$0.4M lower than budgeted various operating expenditures, and \$2.3M from RCMP contract savings. These savings are offset by a \$3.4M unfavourable variance primarily due to the unbudgeted RCMP earned retirement benefit expenditure that arose from a recent settlement between the Federal and Provincial government. By year end it is anticipated the overall RCMP favourable variance will slightly decrease to \$0.4M favourable.

**Engineering:** A favourable variance at Period 11 of \$1.4M is mainly due to lower consulting and contracting expenditures due to delays in City initiatives caused by COVID-19. By year end, it is expected that results will be in line with budget due to higher than budgeted operating expenditures such as anticipated snow and ice removal activities, building services expenditures and MetroVan disposal costs.

**Finance:** A favourable variance at Period 11 of \$1.7M is primarily due to \$1.3M from compensation savings related to vacancies and \$0.4M savings due to lower operating expenditures such as professional development, consulting services and materials & supplies. This variance is expected to be favourable at \$1.6M by year end mainly due to compensation savings.

**Planning & Building:** A favourable variance at Period 11 of \$2.9M is mainly due to savings of \$1.7M attributed to staff vacancies, and savings of \$1.2M from lower operating expenditures such as consulting & contracted services and materials & supplies. This variance is expected to increase to \$3.1M favourable by year end primarily due to continued staff vacancies.

**Parks, Recreation and Cultural Services:** A favourable variance at Period 11 of \$6.9M is primarily due to compensation savings of \$4.6M from staffing levels and temporary closure of facilities resulting from COVID-19. In addition, savings of \$1.5M due to lower than budgeted various operating expenditures such as materials & supplies, consulting services and savings of \$0.8M in recreation subsidies provided. This is mainly due to the temporary closure of facilities and services. By year end, it is forecasted that the favourable variance will increase to \$11.8M primarily due to lower compensation costs of \$5.1M as a result of temporary facility closures, lower various operating expenditures of \$5.6M and \$1.1M lower than anticipated recreation subsidies provided due to the temporary closures of facilities.



**Fiscal:** An unfavourable variance at Period 11 of \$9.3M is primarily due to higher than budgeted prior year property tax assessment appeals of \$4.3M. Additionally, in response to COVID-19 pandemic, the Emergency Operations Centre (EOC) was activated and its' associated costs to date has resulted in an unbudgeted expenditure of \$1.1M. The City is currently in discussions with the EMBC to determine what EOC costs are recoverable. Furthermore, there is an unfavourable variance at Period 11 of \$0.8M related to employee benefits. This is mainly due to WCB and dental premium rates being higher than anticipated. Additionally, a \$1.9M unfavourable variance at Period 11 is related to higher than budgeted expenditures in third party service connections, which are offset by additional external private funds. The remaining unfavourable variance at Period 11 of \$1.2M is due to various other operating expenditures being higher than expected. It is anticipated that this variance will remain unfavourable by \$15.6M at year end. The increase to the unfavourable variance is primarily due to the unbudgeted transfer to operating reserves for the \$4.9M Restart Grant to be utilized to help offset future COVID-19 operating impacts.

## 1.2 Sanitary Sewer Fund - Operations

Table 2 summarizes Period 11 Sanitary Sewer Fund operating results which show a favourable net variance of \$2.2M.

**Table 2 – Sanitary Sewer Fund - Revenue and Expenditure to Period 11**

|                   | Period 11<br>Actual | Period 11<br>Budget | Period 11<br>Variance<br>Favourable/<br>(Unfavourable) | Variance<br>% | 2020 Annual<br>Budget | 2020 Year End<br>Forecasted Variance<br>Favourable/<br>(Unfavourable) |
|-------------------|---------------------|---------------------|--------------------------------------------------------|---------------|-----------------------|-----------------------------------------------------------------------|
| Revenue           | 44,618,849          | 43,714,308          | 904,541                                                | 2.1%          | 48,529,200            | 578,000                                                               |
| Expenditures      | 33,636,194          | 34,905,946          | 1,269,752                                              | 3.6%          | 48,529,200            | 1,120,000                                                             |
| <b>Net Result</b> | <b>\$10,982,655</b> | <b>\$8,808,362</b>  | <b>\$2,174,293</b>                                     | <b>24.7%</b>  | <b>\$0</b>            | <b>\$1,698,000</b>                                                    |

The Sanitary Sewer Fund's current net favourable variance of \$2.2M is mainly due to \$1.4M in higher than anticipated sewer use revenues due to increased usage resulting from a higher growth in new strata apartment/townhome units. This is offset by lower than anticipated metered sewer revenues of \$0.5M due to lower commercial activity. The remaining variance of \$1.3M is a result of compensation savings and lower contractor & consulting expenditures. It is estimated that by year end, the Sanitary Sewer Fund will be a favourable net variance of \$1.7M as it is anticipated that lower meter sewer revenues will continue.

### 1.3 Waterworks Utility - Operations

Table 3 summarizes Period 11 Waterworks Utility Fund operating results which show a favourable net variance of \$1.2M.

**Table 3 – Waterworks Utility - Revenue and Expenditure to Period 11**

|                   | Period 11<br>Actual | Period 11<br>Budget | Period 11<br>Variance<br>Favourable/<br>(Unfavourable) | Variance<br>% | 2020 Annual<br>Budget | 2020 Year End<br>Forecasted Variance<br>Favourable/<br>(Unfavourable) |
|-------------------|---------------------|---------------------|--------------------------------------------------------|---------------|-----------------------|-----------------------------------------------------------------------|
| Revenue           | 52,631,883          | 53,315,396          | (683,513)                                              | (1.3%)        | 57,074,200            | (1,394,000)                                                           |
| Expenditures      | 36,130,981          | 37,965,594          | 1,834,613                                              | 4.8%          | 57,074,200            | 1,585,000                                                             |
| <b>Net Result</b> | <b>\$16,500,902</b> | <b>\$15,349,802</b> | <b>\$1,151,100</b>                                     | <b>7.5%</b>   | <b>\$0</b>            | <b>\$191,000</b>                                                      |

Waterworks Utility currently has a net favourable variance of \$1.2M. Period 11 revenue variance is \$0.7M unfavourable, mainly due to \$1.9M in lower than anticipated metered water revenues as a result of lower commercial activity. This is offset by \$1.2M in higher than anticipated flat water revenues resulting from higher growth in new strata apartment/townhome units. Period 11 expenditures variance is \$1.8M favourable mainly due to compensation savings of \$1.4M and lower than budgeted cost of water of \$0.8M due to lower consumption levels. This is offset by \$0.4M higher than anticipated expenditures in other various operational activities. By year end, it is forecasted that Waterworks Utility's net favourable variance will decrease to \$0.2M primarily due to continued lower meter water revenues from commercial activity.

## 2.0 CAPITAL PLAN

The capital plan for 2020 is \$253.5M. The 2020 capital expenditures to the end of Period 11 are \$118.1M. To date 46.6% of the planned capital expenditures have been spent compared to 26.7% in the same period in 2019.

### 2.1 Capital Expenditure Summary

|              | Period 11<br>Actual  | 2020<br>Annual Plan  | Remaining Plan       | Period 11<br>Actual to Plan % |
|--------------|----------------------|----------------------|----------------------|-------------------------------|
| <b>Total</b> | <b>\$118,062,967</b> | <b>\$253,533,500</b> | <b>\$135,470,533</b> | <b>46.6%</b>                  |

To: Financial Management Committee  
From: Director Finance  
Re: Financial Report as at 2020 Period 11  
2020 December 03..... Page 11

## 2.2 2020 Capital Expenditures by Departmental Program

| Department                                             | 2020<br>Annual Plan | 2020<br>Reallocations<br>/Contingency* | 2020<br>Current Plan | 2020<br>Period 11<br>Actual | 2020<br>Remaining<br>Plan |
|--------------------------------------------------------|---------------------|----------------------------------------|----------------------|-----------------------------|---------------------------|
| <b>OFFICE OF THE CITY MANAGER</b>                      |                     |                                        |                      |                             |                           |
| <b>BURNABY PUBLIC LIBRARY</b>                          |                     |                                        |                      |                             |                           |
| LIBRARY BUILDINGS                                      | 330,200             | (91,300)                               | 238,900              | 106,003                     | 132,897                   |
| LIBRARY MATERIALS                                      | 1,741,600           | (100,000)                              | 1,641,600            | 938,125                     | 703,475                   |
| LIBRARY EQUIPMENT                                      | 110,000             | -                                      | 110,000              | -                           | 110,000                   |
| <b>TOTAL LIBRARY</b>                                   | <b>2,181,800</b>    | <b>(191,300)</b>                       | <b>1,990,500</b>     | <b>1,044,128</b>            | <b>946,372</b>            |
| <b>INFORMATION TECHNOLOGY</b>                          |                     |                                        |                      |                             |                           |
| INFRASTRUCTURE EQUIPMENT                               | 4,360,700           | 30,000                                 | 4,390,700            | 2,264,025                   | 2,126,675                 |
| BUSINESS SOLUTIONS PROGRAM                             | 5,143,100           | -                                      | 5,143,100            | 1,649,939                   | 3,493,161                 |
| <b>TOTAL INFORMATION TECHNOLOGY</b>                    | <b>9,503,800</b>    | <b>30,000</b>                          | <b>9,533,800</b>     | <b>3,913,964</b>            | <b>5,619,836</b>          |
| <b>CORPORATE CAPITAL CONTINGENCY</b>                   | <b>6,000,000</b>    | <b>(3,156,000)</b>                     | <b>2,844,000</b>     | <b>-</b>                    | <b>2,844,000</b>          |
| <b>OFFICE OF THE CITY MANAGER SUBTOTAL</b>             | <b>17,685,600</b>   | <b>(3,317,300)</b>                     | <b>14,368,300</b>    | <b>4,958,092</b>            | <b>9,410,208</b>          |
| <b>CORPORATE SERVICES</b>                              |                     |                                        |                      |                             |                           |
| <b>CORPORATE SERVICES</b>                              |                     |                                        |                      |                             |                           |
| ADMINISTRATION                                         | 600,000             | 420,000                                | 1,020,000            | 400,339                     | 619,661                   |
| <b>TOTAL CORPORATE SERVICES</b>                        | <b>600,000</b>      | <b>420,000</b>                         | <b>1,020,000</b>     | <b>400,339</b>              | <b>619,661</b>            |
| <b>CORPORATE SERVICES SUBTOTAL</b>                     | <b>600,000</b>      | <b>420,000</b>                         | <b>1,020,000</b>     | <b>400,339</b>              | <b>619,661</b>            |
| <b>PUBLIC SAFETY &amp; COMMUNITY SERVICES</b>          |                     |                                        |                      |                             |                           |
| <b>ADMINISTRATIVE SERVICES</b>                         |                     |                                        |                      |                             |                           |
| EQUIPMENT                                              | 183,100             | -                                      | 183,100              | 103,541                     | 79,559                    |
| <b>TOTAL ADMINISTRATIVE SERVICES</b>                   | <b>183,100</b>      | <b>-</b>                               | <b>183,100</b>       | <b>103,541</b>              | <b>79,559</b>             |
| <b>BUSINESS LICENCE &amp; PROPERTY MGMT</b>            |                     |                                        |                      |                             |                           |
| DEER LAKE CENTRE                                       | 628,600             | 195,000                                | 823,600              | 113,953                     | 709,647                   |
| IRMIN COMPLEX                                          | 150,000             | -                                      | 150,000              | -                           | 150,000                   |
| CITY HALL COMPLEX                                      | 150,000             | -                                      | 150,000              | 19,529                      | 130,471                   |
| <b>TOTAL BUSINESS LICENCE &amp; PROPERTY MGMT</b>      | <b>928,600</b>      | <b>195,000</b>                         | <b>1,123,600</b>     | <b>133,481</b>              | <b>990,119</b>            |
| <b>BURNABY FIRE DEPARTMENT</b>                         |                     |                                        |                      |                             |                           |
| FIRE VEHICLES                                          | 41,700              | -                                      | 41,700               | 9,146                       | 32,554                    |
| FIRE EQUIPMENT                                         | 1,089,200           | -                                      | 1,089,200            | 842,906                     | 246,294                   |
| <b>TOTAL FIRE</b>                                      | <b>1,130,900</b>    | <b>-</b>                               | <b>1,130,900</b>     | <b>852,051</b>              | <b>278,849</b>            |
| <b>RCMP BURNABY DETACHMENT</b>                         |                     |                                        |                      |                             |                           |
| RCMP BUILDINGS                                         | 650,000             | 580,000                                | 1,230,000            | 274,523                     | 955,477                   |
| RCMP VEHICLES                                          | 30,000              | -                                      | 30,000               | -                           | 30,000                    |
| RCMP EQUIPMENT                                         | 23,000              | -                                      | 23,000               | 7,036                       | 15,964                    |
| <b>TOTAL RCMP BURNABY DETACHMENT</b>                   | <b>703,000</b>      | <b>580,000</b>                         | <b>1,283,000</b>     | <b>281,558</b>              | <b>1,001,442</b>          |
| <b>PUBLIC SAFETY &amp; COMMUNITY SERVICES SUBTOTAL</b> | <b>2,945,600</b>    | <b>775,000</b>                         | <b>3,720,600</b>     | <b>1,370,632</b>            | <b>2,349,968</b>          |

To: Financial Management Committee  
From: Director Finance  
Re: Financial Report as at 2020 Period 11  
2020 December 03..... Page 12

| Department                                              | 2020<br>Annual Plan | 2020<br>Reallocations<br>/Contingency* | 2020<br>Current Plan | 2020<br>Period 11<br>Actual | 2020<br>Remaining<br>Plan |
|---------------------------------------------------------|---------------------|----------------------------------------|----------------------|-----------------------------|---------------------------|
| <b>ENGINEERING</b>                                      |                     |                                        |                      |                             |                           |
| FACILITIES MANAGEMENT                                   | 11,866,500          | 120,000                                | 11,986,500           | 5,253,501                   | 6,733,000                 |
| INFRASTRUCTURE                                          | 60,234,000          | 725,000                                | 60,959,000           | 39,703,847                  | 21,255,153                |
| TRANSPORTATION                                          | 5,991,300           | 590,000                                | 6,581,300            | 2,626,118                   | 3,955,182                 |
| VEHICLES & EQUIPMENT                                    | 11,046,700          | 55,000                                 | 11,101,700           | 4,482,121                   | 6,619,579                 |
| <b>ENGINEERING SUBTOTAL</b>                             | <b>89,138,500</b>   | <b>1,490,000</b>                       | <b>90,628,500</b>    | <b>52,065,587</b>           | <b>38,562,913</b>         |
| <b>FINANCE</b>                                          |                     |                                        |                      |                             |                           |
| VEHICLES & EQUIPMENT                                    | 300,000             | -                                      | 300,000              | -                           | 300,000                   |
| EQUIPMENT                                               | 35,000              | -                                      | 35,000               | 29,290                      | 5,710                     |
| <b>FINANCE SUBTOTAL</b>                                 | <b>335,000</b>      | <b>-</b>                               | <b>335,000</b>       | <b>29,290</b>               | <b>305,710</b>            |
| <b>PLANNING &amp; BUILDING</b>                          |                     |                                        |                      |                             |                           |
| GENERAL CIVIC PROJECTS                                  | 226,000             | (13,300)                               | 212,700              | 68,879                      | 143,821                   |
| COMMUNITY PLAN IMPLEMENTATION                           | 47,000              | 13,300                                 | 60,300               | 62,886                      | (2,586)                   |
| LAND ASSEMBLY AND DEVELOPMENT                           | 9,994,500           | -                                      | 9,994,500            | 26,715,194                  | (16,720,694)              |
| MAJOR CIVIC PROJECTS                                    | 95,577,500          | 562,300                                | 96,139,800           | 21,347,826                  | 74,791,974                |
| <b>PLANNING &amp; BUILDING SUBTOTAL</b>                 | <b>105,845,000</b>  | <b>562,300</b>                         | <b>106,407,300</b>   | <b>48,194,784</b>           | <b>58,212,516</b>         |
| <b>PARKS, RECREATION, AND CULTURAL SERVICES</b>         |                     |                                        |                      |                             |                           |
| CULTURAL FACILITIES                                     | 1,774,200           | -                                      | 1,774,200            | 646,371                     | 1,127,829                 |
| GOLF FACILITIES                                         | 3,293,400           | -                                      | 3,293,400            | 614,712                     | 2,678,688                 |
| PARK FACILITIES                                         | 22,995,000          | 55,000                                 | 23,050,000           | 6,037,401                   | 17,012,599                |
| VEHICLES & EQUIPMENT                                    | 3,376,800           | -                                      | 3,376,800            | 618,027                     | 2,758,773                 |
| PROPERTY ACQUISITIONS                                   | 3,000,000           | -                                      | 3,000,000            | 2,350,000                   | 650,000                   |
| RECREATION FACILITIES                                   | 2,544,400           | 15,000                                 | 2,559,400            | 777,731                     | 1,781,669                 |
| <b>PARKS, RECREATION AND CULTURAL SERVICES SUBTOTAL</b> | <b>36,983,800</b>   | <b>70,000</b>                          | <b>37,053,800</b>    | <b>11,044,242</b>           | <b>26,009,558</b>         |
| <b>GRAND TOTAL</b>                                      | <b>253,533,500</b>  | <b>-</b>                               | <b>253,533,500</b>   | <b>118,062,967</b>          | <b>135,470,533</b>        |

*\*Reallocations & Contingency:*

*Transfers of an amount from an approved Capital Plan Project to another Capital Project primarily to address accelerated project delivery, escalating bid prices, or an unplanned priority project. For approved Capital Projects, Plan is transferred from projects which are under budget, or have fallen behind schedule. For unplanned priority projects, transfers must be approved by City Manager and transferred from the Contingency plan.*

## **2.3 Capital Progress Report**

The following departmental sections highlight the progress of selected capital projects at the end of Period 11. Capital projects are often multi-year projects with various milestones or stages of completion.

### **2.3.1 Information Technology**

*Business Solutions – HR, Payroll and Benefits - Learning Management System Replacement:*

- Mobile functionality for this project was deployed in September, enabling 24/7 staff access to the City's online learning management system from inside and outside the City's network by using a convenient mobile app.

*Business Solutions - License, Inspection, and Permits System Online Services:*

- Online access was made available in November to eight Engineering Permit Types for property owners and businesses to view the status of their permits, apply for new permits & make permit payments.

*Business Solutions – Revenue Management Systems - Dog Licence:*

- This project was completed in November and provides citizens with a streamlined online dog licence, application, renewal and payment process through the My Property portal.

### **2.3.2 Public Safety & Community Services**

*Fire Department – Fire Hose – Replacement:*

- This project is now complete and allows for consistent replacement of fire hoses. Timely replacement protects departmental personnel from unnecessary injuries associated with hose failures and reduces fire ground property loss.

*Fire Department – Self-Contained Breathing Apparatus – Replacement:*

- This project is now complete and replaces bottles, air packs, face pieces and integrated communications assets, which are utilized by department personnel engaged in basic firefighting and/or hazardous materials events whenever air quality is questionable.

### **2.3.3 Engineering**

#### *Infrastructure Projects – Broadway Improvements:*

- Phase one of this project has begun at the east section and is to complete improvements to Broadway between Bainbridge to Underhill. Improvements include: New watermain, drainage, road pavement, and a multi-use pathway. Phase two will move westward and end at Bainbridge in 2021.

#### *Facilities Management – City Buildings:*

- The following component replacement and major renovations for City Buildings have been completed or are nearing completion for 2020:
  - The Facilities Re-roofing project is now complete. This included roof replacements at the West Building, Burnaby Lake Sports Complex West, and Madison Children Centre.
  - The Facilities Energy Management project is nearing completion. The program included LED lighting retrofits to nearly 30 buildings. This is expected to drop the electrical consumption for lighting by approximately 50% for the upgraded buildings.
  - Twelve more level 2 public EV Charging stalls have been installed and commissioned at Bob Prittie Metrotown Library, Bonsor Recreation Centre, Burnaby Lake Sports Complex West, and Deer Lake Avenue near Shadbolt Centre for the Performing Arts. There are six more level 2 charging stalls planned for installation this winter.

#### *Transportation – Traffic Management Projects:*

- Various traffic improvements have been completed around Burnaby in 2020 including installations of:
  - Full traffic signal at Government and Cardston;
  - Pedestrian signals at Canada Way/Elwell and Lake City Way/Enterprise;
  - Curb bulges at Winston/Bainbridge and Aubrey/Stratford;
  - Trial installation of speed tables and centre medians along Forest Grove Drive in response to speeding concerns;
  - Pedestrian median refuges at Beresford/Antrim; and,
  - Speed reader boards at Lougheed/Gaglardi, Lougheed/Underhill, and Inlet/Bayview.

### **2.3.4 Planning & Building**

#### *Land Assembly & Development:*

- Annually, the City funds the purchase of properties for a variety of civic uses. At the end of Period 11 there have been twelve parcels purchased to support and complete the City's adopted plans.

#### *Major Civic Projects - South Burnaby Arena - Feasibility Study, Design & Construction:*

- This project is still in construction with a majority of the offsite works, site servicing works, formwork, reinforcing steel and concrete work completed in 2020. Completion of the arena project is scheduled for spring 2022.

#### *Major Civic Projects - Laurel Street Works Yard Redevelopment:*

- Construction of the Main Building at Laurel Street Works Yard has begun and Civil works, concrete, reinforcing steel and site servicing are all currently underway, and will continue through 2021 and beyond. Final completion of the project is scheduled for 2023.

### **2.3.5 Parks, Recreation & Cultural Services**

#### *Parks Facilities – Lakeview Park Playground:*

- This project is complete and included excavation and removal of old play structures, preparation of sub-base, installation of surface materials and edging, installation of new play equipment, and landscape restoration. The new playground incorporates a wide variety of imaginative, physical and cognitive play for children.

#### *Parks Recreation – Burnaby Lake Sports Complex West Sound System:*

- The installation of a new sound system at Burnaby Lake Sports Complex West is nearing completion. This project involved upgrading the sound system and installation of a new wireless microphone system for utilization by user groups and staff at Burnaby Lake Sports Complex West.

To: Financial Management Committee  
From: Director Finance  
Re: Financial Report as at 2020 Period 11  
2020 December 03..... Page 16

*Parks Cultural Facilities – Shadbolt Dance Studios Flooring Replacement:*

- This project is complete and included the demolition and removal of the floor suspension system, replacement of the suspension system and new specialized floor covering. The floor system installed is a professional grade floor utilized within the dance sector.

### **3.0 CONTRACT AWARDS**

Attachment 1 provides a listing of all contract awards between \$250,000 and \$1,000,000 signed by the City Manager to the end of 2020 Period 11.

This financial update is provided for the information of the Financial Management Committee.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:RG / md

*Attachment: 1 – Purchase Orders Between \$250,000 - \$1,000,000 as at 2020 Period 11*

Copied to: Members of Council  
City Manager  
Members of Management Committee  
City Clerk



## Purchase Orders between \$250,000 - \$1,000,000 as at 2020 Period 11

| Purchase Order Number | Purchase Order Name                                                   | Supplier Name                       | Total Value* (\$) | Currency |
|-----------------------|-----------------------------------------------------------------------|-------------------------------------|-------------------|----------|
| 4100188766            | Burnaby Mountain Booster Pump Station Upgrades                        | PCL Constructors Westcoast Inc      | 858,291.00        | CAD      |
| 4100189186            | 2020 Road Improvement Program - Brantford Avenue and Southridge Drive | Mainland Construction Materials ULC | 702,528.03        | CAD      |
| 4100191727            | RCMP Burnaby Detachment High Potency Drug Processing Facility         | Halse-Martin Construction Co Ltd    | 690,831.75        | CAD      |
| 4100190130            | RCMP Burnaby Building - HVAC Upgrade                                  | Just Mechanical Ltd                 | 636,914.33        | CAD      |
| 4100190766            | Royal Oakland Staircase Renovation                                    | GPM Civil Contracting Incorporated  | 599,810.56        | CAD      |
| 4100185300            | 2020 Sanitary and Storm Sewer Main Reline                             | Mar-Tech Underground Services Ltd   | 590,313.69        | CAD      |
| 4100190830            | Burnaby Mountain Pressure Reducing Valve at Horizons Restaurant       | Hyland Excavating Ltd               | 502,993.05        | CAD      |
| 4100183549            | 2 Ton 4x4 Regular Cab Dump Trucks                                     | Commercial Truck Equipment Co       | 498,573.89        | CAD      |
| 4100187149            | 2020 Sanitary Sewer Lateral Grout and Inspection                      | Mar-Tech Underground Services Ltd   | 478,826.25        | CAD      |
| 4100184833            | Burnaby Heights Combined Sewer Separation                             | Aplin & Martin Consultants Ltd      | 452,208.75        | CAD      |
| 4100192546            | Accounts Payable Invoice Automation                                   | Serrala Solutions Canada            | 413,273.70        | CAD      |
| 4100184031            | 2021 Food Products - Centennial Foods                                 | Centennial Foods - Vancouver        | 400,000.00        | CAD      |
| 4100182890            | Consulting Services for Proposed Metrotown Events Centre              | Hunden Strategic Partners LLC       | 392,700.00        | CAD      |
| 4100193757            | Rental Coveralls and Related Services                                 | Canadian Linen and Uniform Service  | 370,000.00        | CAD      |
| 4100189684            | 2020-2021 Portland Cement Concrete                                    | Coquitlam Concrete (1993) Ltd       | 345,000.00        | CAD      |
| 4100193418            | Burnaby Lake Pavilion Floating Dock and Ramp Replacement              | 1156120 BC Ltd                      | 333,020.79        | CAD      |
| 4100193872            | Fibre Optic Conduit Remediation Program                               | Crown Contracting Ltd               | 321,754.29        | CAD      |

| Purchase Order Number | Purchase Order Name                                                         | Supplier Name                        | Total Value* (\$) | Currency |
|-----------------------|-----------------------------------------------------------------------------|--------------------------------------|-------------------|----------|
| 4100188167            | Wright Street Watermain and Road Upgrades                                   | McElhanney Ltd                       | 312,737.25        | CAD      |
| 4100182794            | Supply, Delivery and Maintenance of Turnout Gear and Accessories            | Associated Fire Safety Equipment Inc | 310,131.01        | CAD      |
| 4100181703            | Windows 10 Hardware                                                         | Microserve                           | 308,665.28        | CAD      |
| 4100193809            | 2020-2022 Supply Uniforms - Fire Department                                 | DS Tactical Supply Ltd               | 263,276.32        | CAD      |
| 4100192795            | 2020-2022 Materials Testing - Engineering Department                        | Metro Testing & Engineering Ltd      | 260,000.00        | CAD      |
| 4100192798            | 2020-2022 Materials Testing - Building Department                           | Thurber Engineering Ltd              | 260,000.00        | CAD      |
| 4100188854            | Burnaby Lake Pavilion Emergency Egress and Wheel Chair Access Floating Dock | 1156120 BC Ltd                       | 253,544.00        | CAD      |

\*Total Value is inclusive of all applicable sales taxes