

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE
DATE: 2021 October 07

FROM: DEPUTY CHIEF ADMINISTRATIVE
OFFICER & CHIEF FINANCIAL OFFICER
FILE: 7600-20

SUBJECT: FINANCIAL REPORT AS AT 2021 PERIOD 08

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 08 and to compare that activity with the 2021-2025 Financial Plan adopted by Council on 2021 May 10.

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 2021 Periods 01 to 08 (2021 January 01 to 2021 August 14).

The City has accrued known expenditures for Period 08 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 continued to face numerous disruptions to City operations and public services. To protect the well-being of both the public and City staff, the City continued to follow the direction of the Provincial Health Officer's (PHO) COVID-19 guidelines and implement all necessary safety measures. With the recent surge in COVID-19 cases, the full reopening of the City Hall to the public has been delayed until further notice. The re-opening decision will be factored upon the Province's decision to move to Phase 4 of the BC Restart Plan. The City continues to monitor any new information around COVID-19 to ensure that City operations are in compliance with all PHO requirements. 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 08 Variance is the difference between Period 08 Actual and Period 08 Budget. A positive number is a favourable variance which could result from either lower expenditures or higher revenue compared to budget. A negative number 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 2021 Period 08:

- The City Clerk Division, in collaboration with Information Technology and Corporate Communications, successfully held the City's By-Election on Saturday 2021 June 26 across 20 voting places and 15 advance voting opportunities between five locations. Councillors Allison Gu and Mike Hillman were the successful candidates elected to join the City of Burnaby as the City's newest councilors.
- The Burnaby Fire Department was extremely influential in supporting communities at risk during the summer. Department crews operated in the Lytton Creek and Logan Lake wildfire incidents within the Provinces Structural Protection Branch. Staff were recognized for their great value to the collective incident response.
- The Burnaby Fire Department responded quickly to the June 2021 Heat Dome event as there was an increasing number of cases of cardiac emergencies and sudden deaths. To maintain citizen access to emergency services, Burnaby Fire Department augmented its standard platoon staffing in order to increase its ability to maintain service levels and to continue to meet the demands and calls for service received during this critical period. During this time, Corporate Communications provided timely crisis communication to promote widespread awareness into the community about the locations and purpose of the City's cooling centres and what people needed to do in advance and during an extreme heat event to keep themselves and their neighbours safe.
- The Transportation Division carried out the "School and Park Traffic Calming Speed Hump Installation Program" which installed 15 speed humps at the following 5 locations throughout the City: Capitol Hill Reservoir Park Site, Parkcrest School Park, Aubrey Elementary, Gilpin Elementary, and Capitol Hill Elementary. In addition, the City installed delineators, signage, pavement markings, and a raised crosswalk to enhance traffic calming and pedestrian safety measures at the Duthie & Montecito intersection prior to Labour Day weekend, before the new school year started.

- The Cultural Services Division concluded the Summer Stages, Summer Cinema and Sounds Like Summer events over the Labour Day long weekend. Over the month of August, the Festivals & Events team welcomed over 13,000 people to enjoy music, movies, dance, theatre, clowning, opera, puppetry, and art workshops in City parks. Expanding the City's free summer programming beyond Civic Square was a new initiative that deemed to be highly successful; the temporary stages at both Edmonds & Confederation Parks attracted regular park goers as well as many new residents to the parks. This year, Sounds Like Summer visited 13 parks, 3 youth centres, and 4 seniors long term care facilities.
- The Parks Operations Division increased their janitorial staffing levels to respond to enhanced cleaning requirements. The increased service levels allowed for cleaning at all of the park fieldhouses and civic buildings. The janitorial team responded 24 hours a day, 7 days per week to any COVID-19 cleaning requests from the City's safety departments.
- The Parks Operations Division have created Quick Response (QR) Code signages at major district parks such as Deer Lake, Fraser Foreshore, Barnet Marine and Confederation Parks. These QR Code signages provide quick and easy access to the City's website featuring things to do, know before you go, accessibility, amenities, and current updates to the respective district parks for enhanced citizen experience.

Overall, the City is in a net favourable position of \$11.4M at the end of Period 08. This is due to lower than anticipated expenditures of \$12.3M primarily due to compensation savings and overall lower operating expenditures such as, professional development, consulting and contracted services, utilities, equipment maintenance, and grants & donations as a result of COVID-19 PHO restrictions. The favourable position in expenditures is offset by \$1.0M in lower than budgeted revenues. Although parking revenues and Parks, Recreation and Cultural Services program and registration revenues were lower than anticipated due to the pandemic, the losses were offset by higher than anticipated permit and fee revenues, business licence revenues and other external recoveries.

By year end, it is anticipated that revenue will continue to be unfavourable due to the continued loss of revenues within the parks, recreation and cultural programs from current pandemic capacity and activity restrictions as well as reduced parking revenues. The continued loss in revenue is forecasted to be offset by continued savings in compensation expenditures and other various operational expenditures. In addition, the City will utilize the remaining BC Restart Grant that was received in 2020 to help offset the continued revenue losses in 2021. It is anticipated at this time, that year end operating results will be favourable by \$6.0M or 1% of budgeted expenditures.

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Table 1 below summarizes Period 08 General Revenue Operating results.

Table 1 – Revenue and Expenditures by Department to Period 08

Department - Revenue	P08 Actual	P08 Budget	P08 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget*	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	9,097	15,692	(6,595)	(42.0%)	1,705,500	(180,000)
Human Resources	216	23,688	(23,472)	(99.1%)	821,600	(103,300)
Burnaby Public Library	497,328	560,387	(63,059)	(11.3%)	1,254,000	(120,000)
Information Technology	-	-	-	0.0%	777,800	-
Corporate Services Administration	-	-	-	0.0%	1,000,000	-
Corporate Communications & Marketing	-	11,250	(11,250)	(100.0%)	738,700	(257,500)
Climate Action & Energy	125,481	133,942	(8,461)	(6.3%)	766,600	(73,000)
City Clerk	2,635	308	2,327	756.5%	1,163,900	(97,900)
Legal Services	408,322	183,372	224,950	122.7%	445,300	150,000
Citizen Support Services	426,346	352,440	73,906	21.0%	515,200	66,100
Public Safety & Community Services Admin	(2,044)	12,308	(14,352)	(116.6%)	650,900	-
Business Licence & Property Management	11,671,209	11,030,213	640,996	5.8%	16,191,500	586,300
Burnaby Fire	168,515	88,191	80,324	91.1%	507,000	70,000
RCMP Burnaby Detachment	3,233,220	2,965,141	268,079	9.0%	4,211,700	241,400
Engineering	11,526,767	11,529,359	(2,592)	(0.0%)	26,390,300	(972,200)
Finance	585,266	466,750	(86,484)	(12.9%)	1,227,600	138,000
Planning & Building	13,700,161	10,901,626	2,798,535	25.7%	20,181,700	4,404,700
Parks, Recreation & Cultural Services	13,882,286	21,077,661	(7,195,375)	(34.1%)	36,609,800	(9,262,400)
Fiscal Items	23,185,935	20,981,054	2,204,881	10.5%	50,757,800	1,313,500
Tax Levy for City Services	292,452,549	292,502,700	(50,151)	0.0%	292,502,700	(50,200)
Total Revenue	\$371,873,289	\$372,836,081	(\$962,792)	(0.3%)	\$458,419,600	(\$4,146,500)

Department - Expenditures	P08 Actual	P08 Budget	P08 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget*	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	1,461,993	1,950,074	488,081	25.0%	4,351,900	813,600
Office of the C.A.O.	421,471	405,600	(15,871)	(3.9%)	664,900	(24,000)
Human Resources	4,152,665	3,443,496	(709,169)	(20.6%)	5,572,800	(946,300)
Burnaby Public Library	10,425,706	10,818,403	392,697	3.6%	15,922,500	120,000
Information Technology	21,083,904	21,449,954	366,050	1.7%	28,295,400	49,400
Corporate Services Administration	824,851	887,246	62,395	7.0%	1,798,000	129,900
Corporate Communications & Marketing	1,366,709	1,893,904	527,195	27.8%	2,863,500	620,100
Climate Action & Energy	1,017,786	1,082,706	64,920	6.0%	2,237,800	63,000
City Clerk	1,901,620	2,204,495	302,875	13.7%	3,374,100	445,100
Legal Services	1,294,856	1,329,728	34,872	2.6%	2,082,300	(103,300)
Citizen Support Services	641,865	640,586	(1,279)	(0.2%)	1,139,000	(71,100)
Public Safety & Community Services Admin	1,789,698	1,933,760	144,062	7.4%	2,946,800	(75,500)
Business Licence & Property Management	7,984,851	8,124,085	139,234	1.7%	11,818,000	166,500
Burnaby Fire	31,445,064	31,914,306	469,242	1.5%	50,789,200	274,100
RCMP Burnaby Detachment	31,539,908	32,360,923	821,015	2.5%	69,177,600	(3,955,600)
Engineering	64,894,417	67,492,512	2,598,095	3.8%	88,717,300	(113,700)
Finance	8,470,486	9,359,707	889,221	9.5%	14,889,800	916,100
Planning & Building	10,827,373	11,728,317	900,944	7.7%	19,059,600	1,491,000
Parks, Recreation & Cultural Services	61,802,616	67,623,322	5,820,706	8.6%	105,366,200	10,969,600
Fiscal Items	3,775,543	2,804,293	(971,250)	(34.6%)	27,352,900	(632,000)
Total Expenditures	\$267,123,382	\$279,447,417	\$12,324,035	4.4%	\$458,419,600	\$10,136,900
Net Result	\$104,749,907	\$93,388,666	\$11,361,241	12.2%	\$0	\$5,990,400

*2021 Annual Budget includes budgeted funding and expenditures for operating initiatives approved from one-time funding reserves including Stabilization, Surplus, Gaming and Gaming Interest, Climate Action and Operating Housing.

The major revenue and expenditure variances for Period 08 and forecasted to year end in General Revenue Operations are as follows:

Revenues at Period 08 are unfavourable by \$1.0M or 0.3%; revenues forecasted to year end are unfavourable by \$4.1M or 0.9%.

Legal Services: A favourable variance at Period 08 of \$0.2M is primarily due to higher than anticipated legal document sales and recoveries from external legal counsel services which are offset by higher external legal services expenditures. It is anticipated that the favourable variance will remain at year end.

Business License & Property Management: A favourable variance at Period 08 of \$0.6M is primarily due to higher than anticipated home rental business licence revenues, commercial leases of one sales centres and the various tenants at the newly acquired Christine Sinclair Community Centre that were not anticipated. It is anticipated that the favourable variance will remain at year end.

RCMP Burnaby Detachment: A favourable variance at Period 08 of \$0.3M is primarily due higher than anticipated Traffic Fine Revenue Sharing Grant received. The Traffic Fine Revenue Sharing Grant provided is based on the revenue generated from the traffic violations issued in the prior year and is distributed based on a municipality's policing costs relative to the total cost of policing across all municipalities. It is anticipated that the favourable variance will remain at year end.

Engineering: Overall revenues are aligned to budget as of Period 08 with minimal variances. However, it is estimated that the year end forecast will become unfavourable by \$1.0M primarily due to continued lower parking revenue, as well as lower refuse fees and less transfers from one-time funding reserves.

Planning & Building: A favourable variance at Period 08 of \$2.8M is primarily due to higher than budgeted permit & fee revenues due to higher development activity throughout the City. It is estimated that by year end, this favourable variance will increase to \$4.4M as permit & fee revenues continue to show higher development activity than budgeted.

Parks, Recreation and Cultural Services: An unfavourable variance at Period 08 of \$7.2M is mainly due to lost revenues for programs and activities from the continued Public Health Order restrictions in response to COVID-19. The lost revenue consists of \$7.6M from user fees & program revenues in recreational and cultural services, \$1.9M from lower activity in food services, and \$0.6M in decrease rental revenues. This is offset by \$2.9M in higher than anticipated revenues in golf services. By year end, it is forecasted that the unfavourable variance will increase to \$9.3M primarily due to the continued lost revenues in user fees, program revenues and lower rental revenues, which has been offset by utilizing the remaining \$4.9M BC Restart Grant that was received in 2020.

Fiscal: A favourable variance at Period 08 of \$2.2M is mainly due to the following being higher than budgeted: \$0.7M of unbudgeted external recoveries received from Emergency Management British Columbia (EMBC) for COVID-19 response activities, \$0.8M due to other various external recoveries, grants and vendor adjustments/credits from external third parties such as Shaw, TELUS, and WorkSafeBC (offset by additional WCB claim expenditures), \$0.3M in higher than anticipated investment income, and \$0.4M in higher Grants in Lieu of Taxes from BC Hydro. It is anticipated that the year end forecast will remain favourable by \$1.3M primarily due to the same above factors offset by lower transfers from one-time funding reserves.

Expenditures at Period 08 are favourable by \$12.3M or 4.4%; expenditures forecasted to year end are favourable by \$10.1M or 2.2%.

Mayor & Council: A favourable variance at Period 08 of \$0.5M is attributable to cancellations and delays of Council and Board/Committee activities, compensation savings and consulting services savings. It is forecasted that these savings will continue by year end with a favourable variance of \$0.8M.

Human Resources: An unfavourable variance at Period 08 of \$0.7M is mainly due to higher compensation expenditures to meet operational requirements and higher than budgeted legal expenditures. By year end it is expected that the unfavourable variance will increase to \$0.9M primarily due to higher legal expenditures.

Burnaby Public Library: A favourable variance at Period 08 of \$0.4M is primarily due to compensation savings of \$0.4M due to temporary reduced service levels as a result of COVID-19 and vacant positions. It is estimated that the favourable variance will decrease to \$0.1M by year end due to additional purchases of E-books.

Information Technology: A favourable variance at Period 08 of \$0.4M is mainly attributable to staff vacancies. It is estimated that by year end, actuals will be at budget due to increases in software and consulting costs offsetting savings in staff vacancies.

Corporate Communications & Marketing: A favourable variance at Period 08 of \$0.5M is primarily due to compensation savings as a result of staffing levels. It is expected that by year end the forecasted variance will increase slightly to \$0.6M favourable.

City Clerk: A favourable variance at Period 08 of \$0.3M is primarily due to compensation savings as a result of staff vacancies. It is expected that by year end the forecasted variance will increase slightly to \$0.4M favourable.

Burnaby Fire: A favourable variance at Period 08 of \$0.5M is due to compensation savings based on current staffing levels and lower expenditures in various operational expenditures such as communication expenses, materials and professional development due to delays in training caused by COVID-19,. By year end it is forecasted that this variance will be \$0.3M favourable as it is anticipated that higher minor equipment and other operational expenditures will be incurred towards the end of the year.

RCMP Burnaby Detachment: A favourable variance at Period 08 of \$0.8M is primarily attributable to \$0.8M in civilian staffing vacancies. By year end it is anticipated the overall variance will be unfavourable by \$4.0M mainly due to higher than anticipated RCMP contract costs driven by a higher than anticipated collective agreement retroactive payment and an increased number of RCMP vehicle acquisitions.

Engineering: A favourable variance at Period 08 of \$2.6M is mainly due to lower consulting and contracting expenditures of \$1.1M, lower equipment purchases & maintenance of \$0.6M, lower building services expenditures of \$0.3M, lower tipping fees of \$0.3M and lower various operating expenditures of \$0.3M. By year end, it is expected that the majority of the areas mentioned above will see a higher level of activity and will bring year end results unfavourable by \$0.1M

Finance: A favourable variance at Period 08 of \$0.9M is primarily due to \$0.6M from compensation savings related to vacancies and \$0.3M savings in various operating expenditures such as software maintenance, professional development, consulting services, and materials & supplies. It is anticipated that this favourable variance will remain at year end.

Planning & Building: A favourable variance at Period 08 of \$0.9M is mainly due to savings of \$0.7M attributed to staff vacancies, and savings of \$0.2M in various other operating expenditures. This variance is expected to increase to \$1.5M favourable by year end primarily due to continued savings staff vacancies.

Parks, Recreation and Cultural Services: A favourable variance at Period 08 of \$5.8M is primarily due to compensation savings of \$3.5M from staffing levels and reduced costs from Public Health Order restrictions due to COVID-19. In addition, savings of \$1.7M due to lower than budgeted operating expenditures such as materials & supplies, consulting services and utilities. Furthermore, savings of \$0.6M is due to fewer recreation subsidies provided because of reduced service levels. By year end, it is forecasted that the favourable variance will increase to \$11.0M primarily due to lower compensation costs of \$3.8M, lower operating expenditures of \$6.1M and \$1.1M lower than anticipated recreation subsidies provided as a result of the continued Public Health Order restrictions.

Fiscal: An unfavourable variance at Period 08 of \$1.0M is primarily due to higher than budgeted employee benefits expenditures. This is mainly due to higher than anticipated WCB expenditures related to higher WCB premium rates and claim expenditures (offset by higher WCB recoveries). Furthermore, there were unplanned expenditures related to the City's Emergency Operations Centre (EOC) operations and operating costs for the cooling stations during the summer heat wave. It is anticipated that this variance will remain unfavourable by \$0.6M at year end.

1.2 Sanitary Sewer Fund - Operations

Table 2 summarizes Period 08 Sanitary Sewer Fund operating results.

Table 2 – Sanitary Sewer Fund - Revenue and Expenditures to Period 08

	Period 08 Actual	Period 08 Budget	Period 08 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	45,829,708	44,782,123	1,047,585	2.3%	49,616,000	1,480,000
Expenditures	32,788,260	32,870,983	82,723	0.3%	49,616,000	(175,500)
Net Result	\$13,041,448	\$11,911,140	\$1,130,308	9.5%	\$0	\$1,304,500

The Sanitary Sewer Fund's Period 08 net favourable variance of \$1.1M is mainly due to \$0.6M in higher than anticipated sewer use revenues from additional growth in new strata apartment/townhome units. This is offset by \$0.1M in lower than anticipated metered sewer revenues from lower commercial activity. A remaining favourable revenue variance of \$0.5M is primarily due higher private funds received from an increase in third party sewer connections activity.

Period 08 expenditure variance is \$0.1M favourable due to savings in various operating expenditures. It is estimated that by year end, the favourable net variance will increase to \$1.3M primarily due to the higher revenues resulting from unit growth in the year.

1.3 Waterworks Utility - Operations

Table 3 summarizes Period 08 Waterworks Utility Fund operating results.

Table 3 – Waterworks Utility - Revenue and Expenditure to Period 08

	Period 08 Actual	Period 08 Budget	Period 08 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	53,679,959	51,610,651	2,069,308	4.0%	55,727,100	2,800,000
Expenditures	29,077,838	29,158,206	80,368	0.3%	55,727,100	(370,100)
Net Result	\$24,602,121	\$22,452,445	\$2,149,676	9.6%	\$0	\$2,429,900

Waterworks Utility currently has a net favourable variance of \$2.1M. Period 08 revenue variance is \$2.1M favourable, mainly due to \$0.9M in higher than anticipated flat water revenues resulting from higher growth in new strata apartment/townhome units. In addition, metered water revenues is \$0.5M higher than anticipated as a result of higher usage from commercial activity. Furthermore, a favourable variance of \$0.7M in higher than anticipated private funds received for third party water connections resulting from higher activity is also a contributing factor.

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Period 08 expenditures variance is \$0.1M favourable mainly due to activities in various operating expenditures. By year end, it is forecasted that Waterworks Utility's net favourable variance will increase to \$2.4M primarily due to revenue increase associated higher unit growth in the year and continued activity in third party water connections.

2.0 CAPITAL PLAN

The capital plan total for 2021 is \$293.6M. The 2021 capital expenditures to the end of Period 08 are \$110.0M. To date, 37.5% of the planned capital expenditures have been spent compared to 26.1% in the same period in 2020.

2.1 Capital Expenditure Summary

	Period 08 Actual	2021 Annual Plan	Remaining Plan	Period 08 Actual to Plan %
Total	\$110,004,446	\$293,590,600	\$183,586,154	37.5%

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2.2 2021 Capital Expenditures by Departmental Program

Department	2021 Annual Plan	2021 Reallocations /Contingency*	2021 Current Plan	2021 Period 08 Actual	2021 Remaining Plan
OFFICE OF THE C.A.O.					
BURNABY PUBLIC LIBRARY					
LIBRARY BUILDINGS	804,700	(350,000)	454,700	195,693	259,007
LIBRARY MATERIALS	1,702,600	-	1,702,600	811,393	891,207
LIBRARY EQUIPMENT	350,000	-	350,000	-	350,000
TOTAL LIBRARY	2,857,300	(350,000)	2,507,300	1,007,086	1,500,214
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	3,925,600	40,500	3,966,100	1,983,108	1,982,992
BUSINESS SOLUTIONS PROGRAM	3,724,200	(75,000)	3,649,200	1,310,120	2,339,080
TOTAL INFORMATION TECHNOLOGY	7,649,800	(34,500)	7,615,300	3,293,228	4,322,072
CORPORATE CAPITAL CONTINGENCY	6,000,000	(2,155,607)	3,844,393	-	3,844,393
OFFICE OF THE C.A.O. SUBTOTAL	16,507,100	(2,540,107)	13,966,993	4,300,314	9,666,679
CORPORATE SERVICES					
CORPORATE SERVICES					
ADMINISTRATION	2,125,400	71,007	2,196,407	169,120	2,027,287
TOTAL CORPORATE SERVICES	2,125,400	71,007	2,196,407	169,120	2,027,287
CORPORATE SERVICES SUBTOTAL	2,125,400	71,007	2,196,407	169,120	2,027,287
PUBLIC SAFETY & COMMUNITY SERVICES					
ADMINISTRATIVE SERVICES					
EQUIPMENT	638,200	-	638,200	692	637,508
TOTAL ADMINISTRATIVE SERVICES	638,200	-	638,200	692	637,508
BUSINESS LICENCE & PROPERTY MGMT.					
DEER LAKE CENTRE	935,000	17,500	952,500	94,000	858,500
IRMIN COMPLEX	150,000	-	150,000	-	150,000
CITY HALL COMPLEX	97,000	50,000	147,000	127,208	19,792
TOTAL BUSINESS LICENCE & PROPERTY MGMT.	1,182,000	67,500	1,249,500	221,208	1,028,292
BURNABY FIRE DEPARTMENT					
FIRE VEHICLES	5,350,000	-	5,350,000	4,313,114	1,036,886
FIRE EQUIPMENT	1,769,800	-	1,769,800	433,838	1,335,962
TOTAL FIRE	7,119,800	-	7,119,800	4,746,952	2,372,848
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	1,760,700	400,000	2,160,700	325,111	1,835,589
RCMP EQUIPMENT	200,000	-	200,000	-	200,000
TOTAL RCMP BURNABY DETACHMENT	1,960,700	400,000	2,360,700	325,111	2,035,589
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	10,900,700	467,500	11,368,200	5,293,963	6,074,237
ENGINEERING					
FACILITIES MANAGEMENT	9,602,300	910,000	10,512,300	3,404,551	7,107,749
INFRASTRUCTURE	66,324,200	-	66,324,200	28,261,736	38,062,464
TRANSPORTATION	6,384,000	4,100,000	10,484,000	1,406,740	9,077,260
VEHICLES & EQUIPMENT	10,114,400	316,600	10,431,000	4,602,591	5,828,409
ENGINEERING SUBTOTAL	92,424,900	5,326,600	97,751,500	37,675,618	60,075,882

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Department	2021 Annual Plan	2021 Reallocations /Contingency*	2021 Current Plan	2021 Period 08 Actual	2021 Remaining Plan
FINANCE					
VEHICLES & EQUIPMENT	120,000	-	120,000	98,736	21,264
EQUIPMENT	19,000	120,000	139,000	-	139,000
FINANCE SUBTOTAL	139,000	120,000	259,000	98,736	160,264
PLANNING & BUILDING					
GENERAL CIVIC PROJECTS	80,000	108,485	188,485	72,850	115,635
LAND ASSEMBLY AND DEVELOPMENT	15,750,000	(108,485)	15,641,515	5,106,722	10,534,793
MAJOR CIVIC PROJECTS	116,701,200	(3,650,000)	13,051,200	50,565,174	62,486,026
PLANNING & BUILDING SUBTOTAL	132,531,200	(3,650,000)	128,881,200	55,744,746	73,136,454
PARKS, RECREATION, AND CULTURAL SVCS.					
CULTURAL FACILITIES	1,948,100	-	1,948,100	437,065	1,511,035
GOLF FACILITIES	4,019,700	-	4,019,700	230,203	3,789,497
PARK FACILITIES	22,682,700	190,000	22,872,700	4,250,822	18,621,878
VEHICLES & EQUIPMENT	5,330,700	-	5,330,700	1,452,608	3,878,092
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	-	3,000,000
RECREATION FACILITIES	1,981,100	15,000	1,996,100	351,251	1,644,849
PARKS, RECREATION AND CULTURAL SVCS. SUBTOTAL	38,962,300	205,000	39,167,300	6,721,949	32,445,351
GRAND TOTAL	293,590,600	-	293,590,600	110,004,446	183,586,154

**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 08. Capital projects are often multi-year projects with various milestones or stages of completion.

2.3.1 Burnaby Public Library

Tommy Douglas Branch – Teen Space

- The Tommy Douglas Teen Space is currently in the process of being reconfigured. All furniture has been ordered and technical equipment is in the ordering process. This project is expected to be completed by the end of 2021.

2.3.1 Corporate Services

Green Fleet – City Hall Electric Vehicle (EV) Infrastructure

- This project aims to support the City's Climate Emergency goals with greenhouse gas (GHG) emissions reductions by providing new EV charging infrastructure for fleet vehicles stationed at City Hall. Construction began in late summer of this year and it is anticipated to be operational in the spring of 2022.

2.3.2 Information Technology

Business Solutions – Burnaby.ca Transformation

- A new city website, burnaby.ca was launched on August 9 offering a new design to better meet the needs of our community by providing a city centric, service-oriented web experience with easier access and navigation for the public to the City's online services. The City's new website is hosted on the cloud.

2.3.3 Public Safety & Community Services

Fire Department – Watercraft Lake Boat

- This project has been funded and will enhance the department's ability to respond to Burnaby Lake and Deer Lake. The design was chosen during the summer after a robust selection process, including consultation with vendors and Canada Task Force-1 USAR team.

Fire Department – Replacement of Fire Truck Engine Unit 7503

- The replacement unit is currently at station 1 undergoing final fit and gear addition. This apparatus is a model for the future and will enable our firefighters to best serve the community during critical incidents.

2.3.4 Engineering

Infrastructure Projects – Gilmore Urban Trail

- The Gilmore Urban Trail Project is now complete and open to cyclists. The new section is 600 metres of separated path between Still Creek Avenue and Dominion Street. Cyclists travelling north-south along Gilmore can now enjoy cycling a separated route approximately 2.3 kilometres long, extending from Kincaid Street in the south (close to Burnaby Hospital and the Electronic Arts campus) to Lougheed Highway in the north.

Facilities Management – City Buildings

- The 2021 Facilities Management building program is in progress with designs being completed and tenders received for construction. The highlighted projects recently completed include the RCMP HVAC replacement and the Bill Copeland Dehumidifier and roofing. Construction start up is anticipated for the City Hall re-roofing and Burnaby Lake Sports Complex re-roofing projects and they are both expected to be completed by year end.

Facilities Management – Eileen Dailly Leisure Pool Slide & Tower Reconstruction

- This project is well into construction and is expected to be completed by spring 2022. The project is on schedule and within budget.

Vehicles and Equipment

- Seven electric vehicles have been added to the City fleet.
- 2 Front Loader Refuse Trucks, 1-Wheel Loader and 1-Compact Roller have been received.

2.3.5 Planning & Building

Land Assembly & Development

- Annually, the City funds the purchase of properties for a variety of civic uses. At the end of Period 08, two parcels have been purchased to support and complete the City's adopted plans.

Major Civic Projects - Child Care on SD41 Lands

- The Stride child care facility is under construction and is nearing completion.

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

- The new arena facility will provide twin pads and associated arena services with meeting space and opportunity for facility expansion. Completion is projected for late summer 2022.

Major Civic Projects – Christine Sinclair Community Centre

- The City's newest recreation centre is now operational and complete with a fitness center that includes weights and cardio equipment, along with gym sports programming. The facility features state-of-the-art fitness amenities, including a 16,800 sq. ft. multi-purpose room and a double gymnasium. Renovations for multipurpose rooms, fitness studios, a childminding space, offices, storage space, and public lobby areas will continue into 2022.

2.3.6 Parks, Recreation & Cultural Services

Parks Facilities – Sports Court Upgrades

- Work is continuing on upgrades to various sports courts around the City with the tennis courts at both Keswick Park and Bonsor now complete. At Keswick Park an additional 6 pickleball courts were added with new surface and fencing to the benefit of residents. Bonsor Courts saw 6 existing pickleball courts resurfaced and painted. In addition, the Sports Court at Taylor Park was resurfaced, painted and fenced.

Parks Facilities – Edmonds Washroom

- A new washroom with skylighting is nearing completion to service the Edmonds Park picnic, playground and splashpad facilities. The washroom has a high ceiling with skylight which provides additional natural lighting, a universal washroom stall, and was designed in shape with a residential profile and bright blue concrete exterior. It is well located near the playground, picnic area, and splash pad.

To: Financial Management Committee
From: Deputy Chief Administrative Officer & Chief Financial Officer
Re: Financial Report as at 2021 Period 08
2021 October 07 Page 15

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 2021 Period 08.

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



Noreen Kassam, CPA, CGA
DEPUTY CHIEF ADMINISTRATIVE OFFICER
& CHIEF FINANCIAL OFFICER

NK:RG / md

Attachment: 1 – Purchase Orders Between \$250,000 - \$1,000,000 as at 2021 Period 08

Copied to: Members of Council
Chief Administrative Officer
Members of Management Committee
City Clerk

Purchase Orders between \$250,000 - \$1,000,000 to 2021 Period 08

Purchase Order	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100196877	Supply and Delivery of NetApp Equipment, Software and Services	CDW Canada Corp	851,424.14	CAD
4100201287	Artist for Burnaby Lake Aquatic and Arena Public Art Project	7302754 Canada Inc	787,500.00	CAD
4100205267	2021 Service Panel Replacement Program	Standard Electric BC Ltd	688,222.29	CAD
4100199998	Electric Ice Resurfacers	Kendrick Equipment (2003) Ltd	638,833.44	CAD
4100204778	Four Wheel Drive Backhoes	Inland Group	635,982.96	CAD
4100203342	Halloween Themed Immersive Environments	EOS Lightmedia Corporation	622,965.00	CAD
4100204220	2021 Construction Inspection Services	ISL Engineering and Land Services Ltd	609,770.00	CAD
4100199145	Glenwood and Willingdon Heights Watermain and Road Upgrades	Aplin & Martin Consultants Ltd	609,766.50	CAD
4100202488	2021 Sanitary Sewer Mainline Grout	Mar-Tech Underground Services Ltd	591,710.18	CAD
4100202550	Closed-Circuit Television Camera Truck	Rollins Machinery Limited	570,034.08	CAD
4100203304	2-Ton Walk In Step Van	First Truck Centre Vancouver Inc	539,418.88	CAD
4100200534	Burnaby Risk Assessment	Onec Construction Inc	527,669.10	CAD
4100204009	District Energy Feasibility and Framework Assessment	ISL Engineering and Land Services	523,708.50	CAD
4100202532	2021 Sanitary Sewer Lateral Grout and Inspection	Mar-Tech Underground Services Ltd	516,222.00	CAD
4100201357	2021 Supply and Installation of Holiday Lights and Decorations	Festilight Decor Inc	498,615.05	CAD
4100201858	Insurance Brokerage Services	Aon Reed Stenhouse Inc	489,553.00	CAD
4100203492	Swangard Stadium Track Renovations - Phase 2	Ocean Marker Sport Surfaces Ltd	485,009.70	CAD
4100204233	2021 Construction Inspection Services	Aplin & Martin Consultants Ltd	480,480.00	CAD
4100205417	Burnaby Parking Lot Pavement Rehabilitation	BA Blacktop Ltd	432,230.95	CAD
4100200818	2021-2023 Commercial Gutter Cleaning, Maintenance and Minor Repair Services - Facility Management	Marine Roofing Repair & Maintenance	401,000.00	CAD
4100203985	City Hall Space Needs Assessment, Program Development and Preliminary Concept Design - Phase 1	Inform Planning Inc	394,800.00	CAD
4100199079	Tandem Axle Dump Truck with Snow Plows and Spreaders	First Truck Centre Vancouver Inc	392,556.64	CAD
4100202943	Shadbolt Centre for the Arts - Washroom Renovations	Holaco Construction (1997) Ltd	391,188.00	CAD
4100202556	Kia Soul Electric Vehicles	Korean Imports Ltd	382,349.13	CAD

Purchase Order	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100204379	Byrne Creek Dike Maintenance	Canadian Landscape & Civil Services Ltd	361,186.35	CAD
4100204744	Burnaby Lake Rowing Pavilion Grandstand and Pier Structure Rehabilitation - Engineering Services	Associated Engineering (BC) Ltd	326,352.62	CAD
4100196571	2021 Tyler EnerGov Annual Maintenance	Tyler Technologies Inc	323,437.51	USD
4100198893	Bill Copeland Sports Complex - Dehumidifier Replacement	Fraser Valley Refrigeration Ltd	321,567.75	CAD
4100202415	2021-2023 Outdoor Sports Court Maintenance Services	Tomko Sports Systems Inc	320,000.00	CAD
4100200439	Cargo Vans Long Length High Roof - Engineering	Coastal Ford Sales Limited	318,360.00	CAD
4100198744	Artist for South Burnaby Ice Arena Public Art Project	Jill Anholt Studio Incorporated	314,824.65	CAD
4100204827	Tandem Axle Crane Truck	Falcon Equipment Ltd	297,892.00	CAD
4100199004	2021 Storm Sewer Extensions	Aplin & Martin Consultants Ltd	295,546.65	CAD
4100201236	Supply and Delivery of Cisco Network Switches	Insight Canada Inc	289,977.18	CAD
4100200053	Articulating 4 Wheel Drive Loader - Engineering	Finning International Inc	286,160.00	CAD
4100197770	Local Area Service Program - Phillips Avenue	RF Binnie & Associates Ltd	281,694.00	CAD
4100200284	2021 Barnet Culvert Rehabilitation Program	Parsons Inc	265,025.25	CAD
4100203046	Capital Engineering Project Management Services	Colliers Project Leaders Inc	262,500.00	CAD
4100200973	Consulting Services for Outdoor Sports Box Covers	Carscadden Stokes McDonald	254,853.90	CAD

**Total Value is inclusive of all applicable sales taxes.*