

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2021 December 02

FROM: DEPUTY CHIEF ADMINISTRATIVE
OFFICER, CHIEF FINANCIAL OFFICER

FILE: 7600-20

SUBJECT: FINANCIAL REPORT AS AT 2021 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 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 11 (2021 January 01 to 2021 November 07).

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.

The City continues to face on-going pressures and challenges to operations and public services as result of the COVID-19 pandemic. To ensure the well-being of both the public and City staff are at the forefront, the City continues to follow the direction of the Provincial Health Officer's (PHO) COVID-19 guidelines and safety measures. Due to the on-going daily high number of COVID-19 cases, the City has delayed the full reopening of the City Hall to the public at this time. The year end forecasts provided in this memorandum are based on current information and is 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 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 11:

- The Information Technology Department developed and deployed an online Information Security Awareness Program to help keep the City's IT network, infrastructure and data safe and secure. This program was rolled out in phases, with the most recent roll out to staff in Engineering, Planning & Building, Public Safety & Community Services and Parks, Recreation, & Cultural Services. This latest rollout to over 2,200 staff concludes the inaugural launch of the training that will continue into the future with timely and relevant topics to help staff respond to and report information security incidents.
- The Climate Action & Energy Division entered into a three-year Urban Resilient Futures Initiative partnership with Vancity and SFU Morris J. Wosk Center for Dialogue. This partnership aims to overcome barriers to climate action at the neighbourhood level, engage the community on the City's Building Retrofit Strategy, and integrate into the City's Official Community Plan renewal process.
- The Citizen Support Services Division established a new partnership with Save-on-Foods to continue the Shop by Phone Grocery Program for seniors in Burnaby. Save-on-Foods has agreed to provide free grocery delivery service until new funding can be secured by Citizen Support Services. As a result of this partnership, Citizen Support Services was able to continue deliver groceries to Burnaby seniors, totaling 767 grocery orders as of this reporting period. In addition, with the assistance of the Revenue Services Division, a new user friendly and efficient grocery payment method was created which resulted in reduced labour costs that saved 25 staff hours per week.
- The Citizen Support Services Division conducted over 780 calls to their Better At Home and Citizen Support clients to determine if there were seniors who wished to be vaccinated but were unable to due to a number of reasons such as mobility issues and registration issues. The division proceeded to work with Fraser Health to provide clients with a ride to a vaccination clinic or schedule a home visit from a nurse. The outcome of this initiative resulted in 95% of Citizen Support clients and 93% of Better at Home clients receiving their vaccinations.
- The Budgets & Reporting Division, with the assistance of the Corporate Communications & Marketing Division, created a new financial plan document called the "2022 – 2026 Financial Plan Highlights". This new financial document is a result of the City's new budget process and strives to provide Burnaby residents with a comprehensible document that highlights the City's upcoming 2022 – 2026

Financial Plan. This new document has been made available to the public through the City's webpage to help the collection of public feedback from November 23 to December 10, 2021.

- The Planning & Building Department has recently secured government funding on the City's Development Application Review Project (DARP). With funding now in place, City staff have begun the preliminary planning steps for this project. The scope of the project will include a review of the development approval system in Burnaby, focusing on the following four processes: Rezoning, Subdivision, Preliminary Plan Approval and Building Permit. Through the course of this review, best practices will be reviewed to provide recommendations to Council which may include the adoption of a Development Permit framework, a fully revised zoning bylaw as well as structural organizational changes within the department. The overall goal is to streamline the City's development approval system. This review project is the first step of this goal and is estimated to be completed in 2022.
- The Cultural Services Division held a Halloween light and shadow spectacle called "Eerie Illusions" at the Burnaby Village Museum from October 22 to 31, 2021. With the assistance of the Corporate Communications & Marketing Division, a comprehensive marketing & communications plan was developed and executed for this event. The event was highly successful with over 20,000 tickets sold. In an effort to provide low income families and youths within the Burnaby community an opportunity to enjoy the experience of this event, an additional 675 tickets were given away through local non-profits such as Burnaby Neighbourhood Houses – North & South, Big Brothers & Big Sisters and Deer Lake United Church.

Overall, the City is in a net favourable position of \$18.8M at the end of Period 11. This is a result of lower than anticipated expenditures of \$15.7M, 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 Public Health Order restrictions. Revenues also contribute to the City's net favourable position as revenues received are \$3.1M higher than anticipated. 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 remain slightly favourable due the higher than anticipated permit and fee revenues and business licence revenues offsetting the shortfall in revenues from recreation and cultural programs as well as reduced parking revenues. Furthermore, the City will utilize the remaining 2020 BC Restart Grant to help offset revenue losses in 2021. Expenditures are forecasted to be favourable with continued savings in compensation expenditures and other various operational expenditures. Forecasted expenditures also include additional transfers to capital reserve funds and other operating reserves to help ensure adequate funding is available for future capital projects and operating initiatives to help mitigate the impacts to the tax base. It is anticipated at this time, that year end net operating results will be favourable by \$2.4M or 0.5% of budgeted expenditures.

To: Financial Management Committee
From: Deputy Chief Administrative Officer & Chief Financial Officer
Re: Financial Report as at 2021 Period 11
2021 December 02.....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 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget*	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	728,910	739,018	(10,109)	(1.4%)	1,705,500	(235,000)
Human Resources	216	32,571	(32,555)	(99.3%)	821,600	(103,300)
Burnaby Public Library	519,203	612,796	(93,593)	(15.3%)	1,254,000	(193,800)
Information Technology	-	-	-	0.0%	777,800	(92,400)
Corporate Services Administration	-	-	-	0.0%	1,000,000	-
Corporate Communications & Marketing	-	22,500	(22,500)	(100.0%)	738,700	(177,500)
Climate Action & Energy	263,605	174,327	89,278	51.2%	766,600	19,400
City Clerk	2,760	423	2,337	552.4%	1,163,900	(7,900)
Legal Services	498,867	303,591	195,276	64.3%	445,300	130,000
Citizen Support Services	546,609	473,867	72,741	15.4%	515,200	67,500
Public Safety & Community Services Admin	8,030	16,923	(8,893)	(52.6%)	650,900	(170,000)
Business Licence & Property Management	14,673,567	13,251,433	1,422,135	10.7%	16,191,500	1,161,900
Burnaby Fire	798,580	146,738	651,842	444.2%	507,000	639,600
RCMP Burnaby Detachment	3,443,299	3,143,692	299,607	9.5%	4,211,700	(39,600)
Engineering	15,033,298	14,452,533	580,765	4.0%	26,390,300	(781,300)
Finance	955,572	801,200	154,372	19.3%	1,227,600	134,000
Planning & Building	20,140,719	15,124,350	5,016,370	33.2%	20,181,700	4,038,100
Parks, Recreation & Cultural Services	19,956,299	28,842,534	(8,886,235)	(30.8%)	36,609,800	(6,804,600)
Fiscal Items	27,323,611	23,671,769	3,651,842	15.4%	50,757,800	3,225,100
Tax Levy for City Services	292,532,715	292,502,700	30,015	0.0%	292,502,700	30,000
Total Revenue	\$397,425,860	\$394,312,966	\$3,112,894	0.8%	\$458,419,600	\$840,200

Department - Expenditures	P11 Actual	P11 Budget	P11 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget*	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Mayor & Council	2,717,548	3,336,529	618,982	18.6%	4,351,900	884,500
Office of the C.A.O.	503,893	559,082	(15,811)	(2.8%)	664,900	(23,300)
People & Culture	5,668,635	4,780,596	(888,038)	(18.6%)	5,572,800	(1,273,600)
Burnaby Public Library	13,213,787	13,840,187	626,400	4.5%	15,922,500	193,800
Information Technology	24,744,815	25,147,475	402,660	1.6%	28,295,400	185,800
Corporate Services Administration	1,088,027	1,177,382	89,354	7.6%	1,798,000	88,100
Corporate Communications & Marketing	1,967,073	2,591,610	624,537	24.1%	2,863,500	706,400
Climate Action & Energy	1,473,813	1,628,683	154,870	9.5%	2,237,800	201,800
City Clerk	2,398,158	2,820,000	421,842	15.0%	3,374,100	468,000
Legal Services	1,924,724	1,763,297	(161,426)	(9.2%)	2,082,300	(181,800)
Citizen Support Services	775,424	895,223	119,799	13.4%	1,139,000	(75,500)
Public Safety & Community Services Admin	2,521,942	2,545,288	23,346	0.9%	2,946,800	75,500
Business Licence & Property Management	9,953,874	10,221,800	267,927	2.6%	11,818,000	353,800
Burnaby Fire	42,818,835	43,240,615	421,780	1.0%	50,789,200	127,000
RCMP Burnaby Detachment	36,261,799	37,801,058	1,539,259	4.1%	69,177,600	(3,282,200)
Engineering	79,343,784	81,728,791	2,385,007	2.9%	88,717,300	(197,400)
Finance	11,725,647	12,742,334	1,087,688	8.5%	14,889,800	1,208,100
Planning & Building	14,513,755	16,065,856	1,552,100	9.7%	19,059,600	1,640,600
Parks, Recreation & Cultural Services	81,454,746	89,539,630	8,084,884	9.0%	105,366,200	10,880,300
Fiscal Items	5,139,462	3,465,320	(1,674,142)	(48.3%)	27,352,900	(10,468,100)
Total Expenditures	\$340,209,740	\$355,890,756	\$15,681,016	4.4%	\$458,419,600	\$1,511,800
Net Result	\$57,216,119	\$38,422,209	\$18,793,910	48.9%	\$0	\$2,352,000

*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 11 and forecasted to year end in General Revenue Operations are as follows:

Revenues at Period 11 are favourable by \$3.1M or 0.8%; revenues forecasted to year end are favourable by \$0.8M or 0.2%.

Business License & Property Management: A favourable variance at Period 11 of \$1.4M is primarily due to higher than anticipated home rental business licence revenues, commercial leases and tenancies at the newly acquired Christine Sinclair Community Centre that were not anticipated. It is anticipated that the favourable variance will slightly decrease to \$1.2M at year end.

Burnaby Fire: A favourable variance at Period 11 of \$0.7M is primarily due to external recoveries related to the City's Wildland Fire support and higher than anticipated sprinkler, standpipe systems permits and inspection revenue from high construction activity in the City. It is anticipated that the favourable variance will slightly decrease to \$0.6M at year end.

RCMP Burnaby Detachment: A favourable variance at Period 11 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 revenues will be aligned to budget by year end, mainly due to less transfers from one-time funding reserves.

Engineering: A favourable variance at Period 11 of \$0.6M is primarily due to higher than budgeted revenues received for third party related work and external grants received from Translink, ICBC and BC Hydro. The higher than anticipated revenues in these areas are offset by lower than budgeted parking revenues, largely due to COVID-19. Revenues are forecasted to become unfavourable by \$0.8M by year end, primarily due to continued lower parking revenues received.

Planning & Building: A favourable variance at Period 11 of \$5.0M is primarily due to higher than budgeted permit & fee revenues resulting from increased development activity throughout the City. It is estimated that by year end, this favourable variance will decrease to \$4.0M due to less transfers from one-time funding reserves.

Parks, Recreation and Cultural Services: An unfavourable variance at Period 11 of \$8.9M 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 \$8.7M from user fees & program revenues in recreational and cultural services, \$2.9M from lower activity in food services, and \$0.6M in decrease rental revenues. This is offset by \$3.3M in higher than anticipated revenues in golf services. By year end, it is forecasted that the unfavourable variance will be \$6.8M 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 11 of \$3.7M is mainly due to the following being higher than budget: \$0.9M of unbudgeted external recoveries received from Emergency Management British Columbia (EMBC) for COVID-19 response activities, \$1.5M 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), \$0.4M in higher than anticipated investment income, \$0.4M in higher interest income on taxes, and \$0.5M in higher Grants in Lieu of Taxes. It is anticipated that the year end forecast will remain favourable by \$3.2M primarily due to the same above factors offset by lower transfers from one-time funding reserves.

Expenditures at Period 11 are favourable by \$15.7M or 4.4%; expenditures forecasted to year end are favourable by \$1.5M or 0.3%.

Mayor & Council: A favourable variance at Period 11 of \$0.6M 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 \$0.9M.

Human Resources: An unfavourable variance at Period 11 of \$0.9M is mainly due to higher than budgeted legal expenditures and higher compensation expenditures to meet operational requirements. By year end, it is expected that the unfavourable variance will increase to \$1.3M primarily due to higher legal expenditures.

Burnaby Public Library: A favourable variance at Period 11 of \$0.6M 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 \$0.2M by year end due to additional purchases of E-books.

Information Technology: A favourable variance at Period 11 of \$0.4M is mainly attributable to staff vacancies. It is estimated that expenditures will remain favourable at \$0.2M primarily due to continued staff savings which will be offset by increases in software and consulting costs.

Corporate Communications & Marketing: A favourable variance at Period 11 of \$0.6M 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 \$0.7M favourable.

City Clerk: A favourable variance at Period 11 of \$0.4M is primarily due to compensation savings as a result of staff vacancies. It is forecasted that by year end the favourable variance will increase slightly to \$0.5M.

Business Licence & Property Management: A favourable variance at Period 11 of \$0.3M is primarily due to lower building maintenance cost from Deer Lake. It is anticipated that by year end the favourable variance will increase slightly to \$0.4M.

Burnaby Fire: A favourable variance at Period 11 of \$0.4M 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 \$0.1M 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 11 of \$1.5M is primarily attributable to \$1.2M in civilian staffing vacancies and \$0.3M in other operational savings such as the E-Comm contract. By year end it is anticipated the overall variance will be unfavourable by \$3.3M 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 11 of \$2.4M is mainly due to \$0.7M from compensative savings, lower equipment purchases & maintenance of \$0.7M, lower consulting and contracting expenditures of \$0.4M, and lower other various operating expenditures of \$0.6M. 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 \$0.2M.

Finance: A favourable variance at Period 11 of \$1.1M is primarily due to \$0.9M from compensation savings related to vacancies and \$0.2M savings in software maintenance. It is anticipated that this favourable variance will slightly increase to \$1.2M by year end.

Planning & Building: A favourable variance at Period 11 of \$1.6M is mainly due to savings of \$1.1M attributed to staff vacancies, and savings of \$0.5M in various other operating expenditures. This favourable variance is expected to remain by year end.

Parks, Recreation and Cultural Services: A favourable variance at Period 11 of \$8.1M is primarily due to compensation savings of \$4.6M from staffing levels and reduced costs from Public Health Order restrictions due to COVID-19. In addition, savings of \$2.8M are mainly due to lower than budgeted operating expenditures such as materials & supplies, consulting services, and utilities. Furthermore, savings of \$0.7M 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 \$10.9M primarily due to lower compensation costs of \$4.4M, lower operating expenditures of \$5.4M, 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 11 of \$1.7M is primarily due to higher than budgeted employee benefit expenditures, WCB claim expenditures (offset by higher WCB recoveries) and other salary related expenditures. Furthermore, there were unplanned expenditures related to the City's Emergency Operations Centre (EOC) and operating costs for the cooling stations during the summer heat wave. It is anticipated that the unfavourable variance will increase to \$10.5M primarily due to additional transfers to capital reserve funds and operating reserves. These additional year end transfers are to ensure reserve levels are adequate to continue supporting future capital projects in the City's five-year plan and also to support operating initiatives to relieve pressure on the property tax base.

1.2 Sanitary Sewer Fund - Operations

Table 2 summarizes Period 11 Sanitary Sewer Fund operating results.

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

	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	47,544,182	46,246,972	1,297,210	2.8%	49,616,000	1,935,000
Expenditures	34,374,822	34,879,835	505,013	1.4%	49,616,000	(361,800)
Net Result	\$13,169,361	\$11,367,137	\$1,802,224	15.9%	\$0	\$1,573,200

Sanitary Sewer Fund has a net favourable variance of \$1.8M at Period 11 and is mainly due to favourable variances of \$1.3M in revenue and \$0.5M in expenditures.

The favourable Period 11 revenue variance of \$1.3M consists of \$0.7M in higher than anticipated sewer use revenues from additional growth in new strata apartment/townhome units and \$0.2M in higher than anticipated metered sewer revenues resulting from higher commercial activity. A remaining favourable revenue variance of \$0.4M is primarily due higher private funds received from an increase in third party sewer connections activity.

The favourable Period 11 expenditure variance of \$0.5M is primarily due to savings in contracting and consulting services.

By year end, it is anticipated that Sanitary Sewer Funds' net favourable variance will slightly decrease to \$1.6M, primarily due to an increase in various operating expenditures expected to be incurred at year end.

1.3 Waterworks Utility - Operations

Table 3 summarizes Period 11 Waterworks Utility Fund operating results.

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

	Period 11 Actual	Period 11 Budget	Period 11 Variance Favourable/ (Unfavourable)	Variance %	2021 Annual Budget	2021 Year End Forecasted Variance Favourable/ (Unfavourable)
Revenue	57,960,646	55,213,585	2,747,061	5.0%	55,727,100	2,762,000
Expenditures	42,868,791	42,579,661	(281,130)	(0.7%)	55,727,100	(858,100)
Net Result	\$15,091,855	\$12,633,924	\$2,457,931	19.5%	\$0	\$1,903,900

Waterworks Utility has a net favourable variance of \$2.5M at Period 11 due to a favourable revenue variance of \$2.7M and unfavourable expenditure variance of \$0.3M.

The favourable Period 11 revenue variance of \$2.7M is due to \$1.2M in higher than budgeted flat water revenues resulting from higher growth in new strata apartment/townhome units and construction activity. In addition, metered water revenues are \$0.6M higher than anticipated as a result of higher usage from commercial activity. Lastly, a favourable variance of \$0.9M in higher than anticipated private funds received for third party water connections resulting from higher activity is also a contributing factor.

The unfavourable Period 11 expenditures variance of \$0.3M is primarily due to \$1.4M higher than budgeted cost of water due to higher usage, consulting and contracting services, and various other operating expenditures which are offset by compensation savings of \$1.1M.

By year end, it is forecasted that Waterworks Utility's net favourable variance will decrease to \$1.9M, primarily due to increased cost of water and other operating expenditures.

2.0 CAPITAL PLAN

The capital plan total for 2021 is \$293.6M. The 2021 capital expenditures to the end of Period 11 are \$144.4M. To date, 50.8% of the planned capital expenditures have been spent compared to 46.6% in the same period in 2020.

2.1 Capital Expenditure Summary

	Period 11 Actual	2021 Annual Plan	Remaining Plan	Period 11 Actual to Plan %
Total	\$149,177,588	\$293,590,600	\$144,413,012	50.8%

To: Financial Management Committee
From: Deputy Chief Administrative Officer & Chief Financial Officer
Re: Financial Report as at 2021 Period 11
2021 December 02..... Page 10

2.2 2021 Capital Expenditures by Departmental Program

Department	2021 Annual Plan	2021 Reallocations /Contingency*	2021 Current Plan	2021 Period 11 Actual	2021 Remaining Plan
OFFICE OF THE CAO					
BURNABY PUBLIC LIBRARY					
LIBRARY BUILDINGS	804,700	(350,000)	454,700	342,965	111,735
LIBRARY MATERIALS	1,702,600	-	1,702,600	1,134,366	568,234
LIBRARY EQUIPMENT	350,000	-	350,000	-	350,000
TOTAL BURNABY PUBLIC LIBRARY	2,857,300	(350,000)	2,507,300	1,477,331	1,029,969
INFORMATION TECHNOLOGY					
INFRASTRUCTURE EQUIPMENT	3,925,600	40,500	3,966,100	2,294,825	1,671,550
BUSINESS SOLUTIONS PROGRAM	3,724,200	(75,000)	3,649,200	1,531,209	2,117,991
TOTAL INFORMATION TECHNOLOGY	7,649,800	(34,500)	7,615,300	3,826,033	3,789,542
CORPORATE CAPITAL CONTINGENCY	6,000,000	(2,945,107)	3,054,893	-	3,844,393
OFFICE OF THE CAO SUBTOTAL	16,507,100	(3,329,332)	13,177,768	5,303,364	7,874,404
CORPORATE SERVICES					
CORPORATE SERVICES					
ADMINISTRATION	2,125,400	95,007	2,220,407	706,788	1,513,619
TOTAL CORPORATE SERVICES	2,125,400	95,007	2,220,407	706,788	1,513,619
CORPORATE SERVICES SUBTOTAL	2,125,400	95,007	2,220,407	706,788	1,513,619
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 MANAGEMENT					
DEER LAKE CENTRE	935,000	32,500	967,500	94,000	873,500
IRMIN COMPLEX	150,000	-	150,000	74,797	75,203
CITY HALL COMPLEX	97,000	50,000	147,000	128,114	18,886
TOTAL BUSINESS LICENCE & PROPERTY MGMT.	1,182,000	82,500	1,264,500	296,911	967,589
BURNABY FIRE DEPARTMENT					
FIRE VEHICLES	5,350,000	-	5,350,000	4,322,357	1,027,643
FIRE EQUIPMENT	1,769,800	-	1,769,800	566,131	1,203,669
TOTAL FIRE	7,119,800	-	7,119,800	4,888,488	2,231,312
RCMP BURNABY DETACHMENT					
RCMP BUILDINGS	1,760,700	400,000	2,160,700	343,353	1,817,347
RCMP EQUIPMENT	200,000	-	200,000	-	200,000
TOTAL RCMP BURNABY DETACHMENT	1,960,700	400,000	2,360,700	343,353	2,017,347
PUBLIC SAFETY & COMMUNITY SERVICES SUBTOTAL	10,900,700	482,500	11,383,200	5,529,444	5,853,756
ENGINEERING					
FACILITIES MANAGEMENT	9,602,300	910,000	10,512,300	5,309,994	5,202,306
INFRASTRUCTURE	66,324,200	1,237,000	67,561,200	44,291,019	23,270,181
TRANSPORTATION	6,384,000	3,560,000	9,944,000	1,927,818	8,016,182
VEHICLES & EQUIPMENT	10,114,400	970,100	11,084,500	4,911,167	6,173,333
ENGINEERING SUBTOTAL	92,424,900	6,677,100	99,102,000	56,439,998	42,662,002

To: Financial Management Committee
From: Deputy Chief Administrative Officer & Chief Financial Officer
Re: Financial Report as at 2021 Period 11
2021 December 02..... Page 11

Department	2021 Annual Plan	2021 Reallocations /Contingency*	2021 Current Plan	2021 Period 11 Actual	2021 Remaining Plan
FINANCE					
VEHICLES & EQUIPMENT	120,000	-	120,000	186,254	(66,254)
EQUIPMENT	19,000	119,725	138,725	7,743	130,982
FINANCE SUBTOTAL	139,000	120,000	258,725	193,997	64,728
PLANNING & BUILDING					
GENERAL CIVIC PROJECTS	80,000	108,485	188,485	102,857	85,628
LAND ASSEMBLY AND DEVELOPMENT	15,750,000	241,515	15,991,515	5,760,077	10,231,438
MAJOR CIVIC PROJECTS	116,701,200	(4,000,000)	112,701,200	64,165,767	48,535,433
PLANNING & BUILDING SUBTOTAL	132,531,200	(3,650,000)	128,881,200	70,028,701	58,852,499
PARKS, RECREATION, AND CULTURAL SERVICES					
CULTURAL FACILITIES	1,948,100	-	1,948,100	967,824	980,276
GOLF FACILITIES	4,019,700	-	4,019,700	298,430	3,721,270
PARK FACILITIES	22,682,700	(410,000)	22,272,700	6,981,564	15,291,136
VEHICLES & EQUIPMENT	5,330,700	-	5,330,700	2,044,948	3,285,752
PROPERTY ACQUISITIONS	3,000,000	-	3,000,000	-	3,000,000
RECREATION FACILITIES	1,981,100	15,000	1,996,100	682,531	1,313,569
PARKS, RECREATION AND CULTURAL SVCS. SUBTOTAL	38,962,300	(395,000)	38,567,300	10,975,298	27,592,002
GRAND TOTAL	293,590,600	-	293,590,600	149,177,590	144,413,010

**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 the Chief Administrative Officer 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 – Parks & Recreational Information System Management (PRISM)

- Project planning is now underway for the implementation of a modern Registration and Information Management System for bookings of activities, programs and space allotments at cultural services and parks facilities. A contract with the vendor was formally signed off in 2021 October.

2.3.2 Public Safety & Community Services

Fire Department – Replacement of Fire Engine and Ladder Truck

- This capital project delivered the additional replacement of a fire engine truck that has provided service for 26 years and a fire ladder truck that is 29 years old. These two new fire trucks are currently undergoing their final fit-out and are expected to be in service in the first quarter of 2022. These replacements will renew an aging fleet of first line fire response vehicles that will reduce maintenance costs while providing greater emergency response reliability.

RCMP – Modular Space

- A modular space project was recently completed whereby an exterior tent was constructed to meet an urgent operational requirement for a large meeting space to conduct watch briefings and perform other police related work. This additional space was needed due to the Public Health Orders related to the ongoing COVID-19 global pandemic.

2.3.3 Engineering

Infrastructure Projects – Pump Station Upgrades

- Both mechanical and electrical upgrades at the above ground Burnaby Mountain water pump station were completed. The station was running on three pumps but was designed for four pumps in total. Work included replacing the third pump and adding the fourth pump. In addition, mechanical and electrical upgrades were completed at the Eastbrook sanitary pump station. Pumps and the electrical kiosk were replaced and a new valve chamber was installed.

Facilities Management – City Buildings

- The 2021 Facilities Management building program is made up of projects to perform renovation and component replacement of existing City buildings. Recently completed projects include:
 - Fire Hall Dorm Suitability upgrade which provides for improved privacy in the sleeping quarters at all fire halls;
 - Installation of mechanical equipment at the RCMP building that provides for better occupancy comfort; and,
 - Re-roofing at the Burnaby Lake Sports Complex and Confederation Park Rail workshop.

Facilities Management – Major Facility Renovation Projects

- The Eileen Dailly leisure pool slide & tower reconstruction and the Hanna Court childcare envelope reconstruction are major renovation projects that are in the construction stage as planned. They are expected to be complete on schedule and within budget by spring 2022.

2.3.4 Planning and Building

Land Assembly & Development:

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

Major Civic Projects – Emergency Power at Key Facilities

- A contract has been awarded and construction has begun on the installation of emergency generators at Bonsor and Edmonds Community Centres. The current phase of the project is construction of the buildings to house the generators, while the generators are expected to be delivered in 2022. The completion of these projects will ensure public access and service provision for respite during extended power outages and other emergencies.

Major Civic Projects – Rosemary Brown Arena

- Construction is currently underway at the new arena facility with the structural metal deck being installed on the first ice rink. The delivery of the mass timber structural elements for the second rink has been received and assembly is currently in progress.

To: Financial Management Committee
From: Deputy Chief Administrative Officer & Chief Financial Officer
Re: Financial Report as at 2021 Period 11
2021 December 02.....Page 14

2.3.5 Parks, Recreation & Cultural Services

Parks Facilities – Sports Court Upgrades

- Projects to resurface, improve perimeter drainage and accessibility entrances has been completed at additional multi-use sports courts around the City. The sports courts include Confederation Park, Edmonds Park, Central Park, Willingdon Park and Burnaby Heights.

Recreation – Swangard Track Updates

- The planned improvements project to Swangard Stadium is well underway. The replacement of the running track has been completed with full-pour rubberized track surfacing. Construction is underway for the pole vault area and steeplechase water pits. The final phase of the project is estimated to be complete in late 2022.

3.0 CONTRACT AWARDS

Attachment 1 provides a listing of all contract awards between \$250,000 and \$1,000,000 signed by the Chief Administrative Officer to the end of 2021 Period 11.

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:WK / md

Attachment: 1 – Purchase Orders Between \$250,000 - \$1,000,000 as at 2021 Period 11

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

Attachment 1

Purchase Orders between \$250,000 - \$1,000,000 to 2021 Period 11

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100208770	Design Consulting - Marine Drive - Greenall Avenue to Strathearn Avenue	McElhanney Ltd	924,568.05	CAD
4100208253	Supply of Cisco Network Hardware and Licensing	Charter Telecom Inc.	919,936.67	CAD
4100196877	Supply and Delivery of NetApp Equipment, Software and Services	CDW Canada Corp	851,424.14	CAD
4100206136	Marine Way Winter Rehabilitation Program	Lafarge Canada Inc.	807,640.06	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
4100207345	Toyota Tacoma 4x4 Access Cab Pickup Trucks	OpenRoad Auto Group Ltd	680,508.90	CAD
4100199998	Electric Ice Resurfacers	Kendrick Equipment (2003) Ltd	638,833.44	CAD
4100207960	Tandem Axle Sewer Combination Truck	Kendrick Equipment (2003) Ltd	637,296.80	CAD
4100204778	4 Wheel Drive Backhoes	Inland Group	635,982.98	CAD
4100207941	2021 Sewer Main Lining Project	Mar-Tech Underground Services Ltd	625,125.98	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
4100203492	Swangard Stadium Track Renovations - Phase 2	Ocean Marker Sport Surfaces Ltd	529,867.53	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.	504,461.45	CAD
4100201858	Insurance Brokerage Services	Aon Reed Stenhouse Inc.	489,553.00	CAD
4100204233	2021 Construction Inspection Services	Aplin & Martin Consultants Ltd	480,480.00	CAD

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
4100204089	External Audit Services	KPMG LLP	442,995.00	CAD
4100205417	Burnaby Parking Lot Pavement Rehabilitation	BA Blacktop Ltd	432,230.95	CAD
4100202943	Shadbolt Centre for the Arts - Washroom Renovations	Holaco Construction (1997) Ltd	426,588.61	CAD
4100207350	2021-2023 Fence Repair and Install	Raybern Erectors Ltd	405,000.00	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
4100202556	Kia Soul Electric Vehicles	Korean Imports Ltd	382,349.13	CAD
4100207993	Capital Engineering Project Management Services	Ram Engineering Ltd	369,600.00	CAD
4100204379	Byrne Creek Dike Maintenance	Canadian Landscape & Civil Services Ltd	361,186.35	CAD
4100206874	Cost Share Rezoning Agreement #15-49	Transca (Polaris) Nominee Ltd	354,517.80	CAD
4100207992	Thorne Avenue Undergrounding Conversion	BC Hydro	346,025.40	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
4100204827	Tandem Axle Crane Truck	Falcon Equipment Ltd	318,770.95	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
4100196729	Sidewalk Expansion Program - Peer Review and Consultation	Urban Systems Ltd	298,262.69	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

Purchase Order Number	Purchase Order Name	Supplier Name	Total Value (\$)	Currency
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.	262,500.26	CAD
4100200973	Consulting Services for Outdoor Sports Box Covers	Carscadden Stokes McDonald	254,853.90	CAD
4100207165	RCMP Detachment Conceptual Design and Fire Hall No.1 Space Needs Analysis	Johnston Davidson Architecture	253,680.00	CAD

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