

EXECUTIVE COMMITTEE OF COUNCIL

TO: *MAYOR AND COUNCILLORS*

**SUBJECT: POLICY DRAFT – MANAGING UNSOLICITED PARTNERSHIP
PROPOSALS**

RECOMMENDATION:

THAT the report titled “Policy Draft – Managing Unsolicited Partnership Proposals” dated March 3, 2025, of the Executive Committee of Council meeting, be received for information.

REPORT

The Executive Committee of Council, at its meeting held on March 3, 2025, received and adopted the attached report providing Council with information on the Policy Draft - Managing Unsolicited Partnership Proposals.

On behalf of the Executive Committee of
Council,

Councillor S. Dhaliwal
Chair

Councillor P. Calendino
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL (ECC)
FROM: GENERAL MANAGER PARKS, RECREATION AND CULTURE
SUBJECT: **POLICY DRAFT – MANAGING UNSOLICITED PARTNERSHIP PROPOSALS**
PURPOSE: To receive feedback from the Committee on the Policy Draft - Managing Unsolicited Partnership Proposals.

RECOMMENDATION

THAT the report titled “Policy Draft – Managing Unsolicited Partnership Proposals” dated March 3, 2025, be received for information.

1.0 POLICY SECTION

Support for this initiative is aligned with the following Council adopted policies, plans and strategies: *Burnaby Economic Strategy* (2007); *Social Sustainability Strategy* (2022), *Corporate Strategic Plan* (2017), *Parks, Recreation and Culture Interim Facility Allocation Policy* (2023) and the *Benefits Based Approach* (2024).

2.0 BACKGROUND

Staff from multiple departments and members of Council frequently receive requests from private businesses, non-profits and public sector organizations who are seeking different partnership opportunities with the City. These requests are typically related to the exclusive use of assets, including facility, park or other land uses that fall outside of the terms of a lease or licence agreement or the Council approved Interim Allocation Policy.

This report is seeking feedback on a policy that will formalize a transparent and consistent process for evaluating partnership proposals while ensuring alignment with the Community Charter, existing Council policies, and the City's strategic goals.

The City is committed to achieving value for money in the development of infrastructure, the management of land assets, and the delivery of services while ensuring the City's priorities are met and the public interest is protected. By leveraging expertise and resources and offering alternate service delivery approaches, partnerships with the private and non-profit sectors can be an effective means of achieving City and department goals. The City is receptive to partnership ideas and will consider projects which serve to:

- deliver improved services and increased value through appropriate allocation of resources, risks, rewards and responsibilities between the City and private, non-profit or other public sector partners;
- enhance public benefits through clearly articulated and managed outcomes;
- leverage expertise and innovation opportunities through a consistent and transparent process;
- create certainty in terms of costs, schedule, quality and service delivery; and
- optimize the use of the asset and services over the life of the partnership.

The City has received a growing number of partnership proposals from various non-profit and private organizations. These organizations are seeking to collaborate on projects that range from community services to infrastructure development and facility use. Given the diverse nature of these proposals, it is essential to establish a clear and consistent process for evaluation to ensure that the City's resources are used effectively and that the partnerships align with the City's long-term objectives.

3.0 GENERAL INFORMATION

The attached Policy Draft (**Attachment 1**) is for the Committee's feedback. Depending on the extent of the feedback, staff will either return with an updated policy draft for further discussion or advance the policy draft to Council for consideration. Once Council approves the policy, staff will work towards placing as much information as possible on the City's website and on streamlining the process of submitting a Letter of Intent by the Proposer.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The final policy and other associated procedures will be included on the City's website.

5.0 FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this report.

Respectfully submitted,

Mary Morrison-Clark, General Manager Parks, Recreation and Culture

ATTACHMENTS

Attachment 1 – Policy Draft - Managing Unsolicited Partnership Proposals

REPORT CONTRIBUTORS

This report was prepared by Mary Morrison-Clark, General Manager Parks, Recreation and Culture.