



## Managing Unsolicited Partnership Proposals

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**POLICY TYPE:** Council

**EFFECTIVE DATE:** Select date.

**POLICY #:**

**POLICY SUBJECT:** General Administrative  
and Information Services

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### A. POLICY STATEMENT

The Managing Unsolicited Partnership Proposals policy provides a process for the evaluation and management of proposals received by the City of Burnaby.

### B. SCOPE

This policy applies to all unsolicited proposals and partnership opportunities involving any City Department and City asset or program delivery area, including but not limited to community services, infrastructure development, park land, and facility use.

### C. PURPOSE

This policy establishes a consistent and transparent framework for the evaluation and management of partnership proposals received by the City of Burnaby. The policy aims to ensure that partnerships align with the City's strategic priorities, deliver value for money, and protect the public interest.

### D. DEFINITIONS

Third-Party  
Partnership:

A formal collaboration between the City and private, non-profit, or public sector organizations to achieve shared goals through the allocation of resources, risks, and responsibilities.

Proposer:

An organization or entity that submits a proposal to the City seeking to establish a partnership.

Unsolicited  
Proposal:

A proposal submitted by a third party that is not initiated or requested by the City.

Letter of Intent (LOI): A concise, two-page document outlining the Proposer's intent, objectives, and preliminary details of the proposed partnership.

## **E. ROLES AND RESPONSIBILITIES**

City Council: Provides direction and final approval of partnership proposals and agreements.

City Staff: Facilitates the review process, conduct evaluations, and manage stakeholder consultations.

Proposer: Submits a complete LOI and business case, and participates in the evaluation and negotiation process.

## **F. MAIN BODY**

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 other Council approved Policies.

## **G. GUIDING PRINCIPLES**

The City is committed to partnerships that:

- Deliver improved services and increased value through appropriate allocation of resources, risks, rewards and responsibilities.
- Enhance public benefits through clearly articulated and managed outcomes.
- Leverage expertise and innovation through a consistent and transparent process.
- Create certainty in costs, schedule, quality and service delivery.
- Optimize the use of assets and services over the partnership's lifespan.

## **H. EVALUATION CRITERIA**

All proposals will be evaluated using the following criteria:

### **5.1 Alignment with City Priorities**

- Consistency with the Official Community Plan (OCP) and other Council strategies and policies.

### **5.2 Legal Framework**

- Compliance with the Local Government Act and Community Charter.
- Alignment with the park land usage policies and statutory responsibilities.
- Adherence to principles of transparency, accountability and public interest.

### **5.3 Community Impact**

- Alignment with the Council-approved strategies, including “The Benefits Based Approach.” (approved by Council in 2024)
- Addressing community needs, service gaps, and access, affordability and programming considerations.
- Evidence of community and user support.

### **5.4 Financial Viability**

- Short- and long-term costs to the City, including workload and budget impacts.
- Economic sustainability and value relative to the Proposer’s contributions and risks.

### **5.5 Sustainability**

- Clear designation of roles, responsibilities, risks and rewards.
- Consistency with City’s quality standards.
- Measurable outputs and compliance with partnership terms.

### **5.6 Capacity and Expertise**

- Proposer’s qualifications and track record.
- City’s capacity to oversee the partnership.

## **I. REVIEW AND APPROVAL PROCESS**

The following multi-step process will ensure thorough evaluation:

#### 6.1 Initial Meeting with Proposer

- Staff meet with the Proposer to explain the process and assess feasibility.

#### 6.2 Submission of Letter of Intent (LOI)

- The Proposer submits a two-page LOI outlining the partnership proposal.

#### 6.3 Initial Screening of LOI

- Staff screen LOI / proposals for alignment with City priorities and compliance with the Community Charter.
- The LOI is reviewed in a Closed Council session. Council provides direction on whether to proceed to detailed evaluation.
- Council may request a delegation from the Proposer at any time in this process.

#### 6.4 Detailed Evaluation

- Proposals advancing from the initial screening undergo a detailed evaluation based on the criteria outlined in the Evaluation Criteria section above. This stage requires the Proposer to submit a complete Business Case to the City. Staff from multiple departments may be involved in the evaluation.
- During this stage of the process, staff will seek advice and feedback from the Executive Committee of Council as needed.

#### 6.5 Stakeholder Consultation

- Input from relevant stakeholders, including City departments, community groups, and residents, is sought.

#### 6.6 Final Recommendation

- A report summarizing the evaluation is prepared for Council consideration, with a recommendation to proceed, request additional information, or decline the proposal.

#### 6.7 Agreement Negotiation

- Upon Council approval, staff negotiate the partnership agreement, which is also subject to Council approval.

## J. TRANSPARENCY AND FAIRNESS

This policy ensures all proposals are evaluated fairly and transparently, protecting the City's resources and public interest while fostering innovation and collaboration.

## K. POLICY REVIEW

This policy will be reviewed every five years or as needed to ensure its effectiveness and alignment with City objectives.

## L. RELATED DOCUMENTS

*Burnaby Economic Strategy (2007); Social Sustainability Strategy (2022), Corporate Strategic Plan (2017) Parks, Recreation and Culture Parks and Facility Allocation Policy (2023) and the Benefits Based Approach (2024).*

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<b>APPROVED BY:</b>	Select approver.	<b>AMENDMENT DATE(S):</b>	Select date.
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<b>APPROVAL DATE:</b>	Select date.	<b>REVIEW DATE:</b>	Select date.
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