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26 October 2020

Ms Noreen Kassam
Director of Finance
City of Burnaby
4949 Canada Way
Burnaby BC V5G 1M2
noreen.kassam@burnaby.ca

Dear Ms Kassam:

Re: City of Burnaby Budget and related Financial Information for Cycling Infrastructure, Support Programs & Related Transportation Planning Functions

It is the intention of the Burnaby Committee of HUB Cycling to participate in the City of Burnaby's annual public consultation process for the update of Burnaby's five-year financial plan in 2021 and to submit an expenditure proposal regarding Burnaby's cycling infrastructure planning and support programs.

To aid with our participation and budget proposal development, we request detailed financial information not found in the 2019 Statement of Financial Information and 2020/2024 Financial Plan, as it relates to Burnaby's actual and budgeted expenditures for the maintenance and expansion of the city's cycling infrastructure. Appendix A contains a template for the details we are requesting.

A response by 23 November 2020, would allow HUB Burnaby to make a meaningful contribution in the public budget consultation process as prescribed under Part 6 of the Community Charter and to measure progress toward the goals of Burnaby's Transportation Plan, Corporate Strategic Plan, and Climate Action Framework.

Thank you, and we look forward to working with you and your team.

Cordially,

David Fairey, Moreno Zanotto, and Cathy Griffin
HUB Cycling Burnaby Local Committee

cc:

Mayor and Council, City of Burnaby

Appendix A

The following table is an example of the level of detail we request for cycling infrastructure projects and related expenses. For projects that have cycling elements in addition to other elements, please provide both the total project cost and the cycling element costs.

Fund	Department	Expenditure Type	Project Name	Project Type	Length (m)	2019 Actual (\$000s)	2019 Budget (\$000s)	2020 Budget (\$000s)	2021 Budget (\$000s)
Reserve Fund A	Engineering	Capital		Build					
Reserve Fund B	Planning & Building	Capital		Resurface					
Reserve Fund C	Parks, Rec, & Culture	Capital							
Reserve Fund A	Engineering	Operating Expense							

Also, please provide an account of the transfers received from other government(s) or government organization(s) for cycling infrastructure. Please see the table below for an example.

Fund	Department	Type	Project Name	Project Type	Length (m)	2019 Actual (\$000s)	2019 Budget (\$000s)	2020 Budget (\$000s)	2021 Budget (\$000s)
TransLink Grants	Engineering	Revenue		Build		5,000	5,000		
TransLink Grants	Engineering	Capital		Build		5,500	5,000		
TransLink Grants	Engineering	Capital						3,500	