



EXECUTIVE COMMITTEE OF COUNCIL

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2019 MARCH 06

TIME: 10:00 a.m.

PLACE: Council Committee Room, City Hall

A G E N D A

- | | <u>PAGE</u> |
|--|-------------|
| 1. <u>CALL TO ORDER</u> | |
| 2. <u>MINUTES</u> | |
| (a) Minutes of the Executive Committee of Council Open meeting held on 2019 February 06 | 1 |
| 3. <u>CORRESPONDENCE</u> | |
| (a) Correspondence from Scouts Canada
Re: Letter of Appreciation (#18.11) | 15 |
| 4. <u>REPORTS</u> | |
| (a) Report from the Director Finance
Re: Community Grants Policy | 16 |
| (b) Report from the Director Parks, Recreation and Cultural Services
Re: Complimentary Pass Program Changes | 33 |
| (c) Report from the Director Planning and Building
Re: Community Resource Centres - 2020 Lease Rates and Grants | 36 |
| 5. <u>FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$15,500</u> | |
| 6. <u>COMMUNITY (GENERAL) GRANTS APPROVED TO DATE - \$4,000</u> | |

7. NEW APPLICATIONS

- (a) **#19.09.p - Rotary Club of Burnaby Metrotown** 41
2019 Wine, Food and Music Festival

An application was received from the Rotary Club of Burnaby Metrotown requesting an in-kind printing grant in support of the 2019 Wine, Food and Music Festival scheduled to take place on Saturday, 2019 June 08 at the Nikkei National Museum and Cultural Centre. Proceeds raised support the Rotary Club's charitable work in Burnaby.

Request:	\$3,000 In-kind printing	CPA:	2018 - \$2,500 (in-kind printing)
			2017 - \$2,500 (in-kind printing)
			2016 - \$2,500 (in-kind printing)

- (b) **#19.10. - The Maple Leaf Singers** 42
Annual Spring Show

An application was received from the Maple Leaf Singers requesting a grant to assist with the cost of funding the Maple Leaf Singers Annual Spring Show Don't Stop Believin' to be held at the Massey Theatre, New Westminster on 2019 May 25 and 26. The cost of ad space for the event has increased from \$200 in previous years to \$300 in the current year.

Request:	\$300	CPA:	2018 – \$200
			2017 – \$200
			2016 – \$200

- (c) **#19.11.p - The Society to End Homelessness in Burnaby and the Burnaby Task Force on Homelessness** 43
Outreach Events Materials

An application was received from the Society to End Homelessness and Burnaby Task Force on Homelessness requesting an in-kind grant for printing of the banner to raise awareness of homelessness in Burnaby; as well as posters and flyers for the Outreach Resource Centre to promote community events such as the Coldest Night of the Year, Outreach Christmas, and Twice Feels Nice! Clothing Drive.

Request:	\$1,000 In-kind printing	CPA:	2018 – No application
			2017 – No application*
			2016 – No application

*An in-kind printing grant of \$520 was awarded to the Society to End Homelessness for printing two banners and promoting the 2017 Coldest Night of the Year Walk.

(d)	#19.12. - The Bill Reid Centre for Northwest Coast Studies at SFU	44
	<i>Indigenous Walking Tours Mobile App and Web-Based Project</i>	

An application was received from the Bill Reid Centre for Northwest Coast Studies at Simon Fraser University requesting a grant to assist with the cost of creating: an Android version of an iOS Indigenous walking tour mobile app, pre-kindergarten to grade 12 educational resources to accompany walking tours (e.g., art, place names, and plant knowledge), and an augmented reality component to allow users to hear and view Indigenous names and spellings layered over the landscape through the camera of their mobile device. Portion of the grant would be used to promote availability of the free mobile app and to explore the use of Bluetooth beacons to notify visitors to Burnaby Mountain Park that the application is available. Overall aim of the project is to properly acknowledge the unceded territories of the Coast Salish people on which Simon Fraser University is located.

Request: \$28,000 CPA: 2018 – No application
2017 – No application
2016 – No application

(e)	#19.13. - Scouts Canada <i>Scouting Programs</i>	49
-----	--	----

An application was received from Scouts Canada Pacific Coast Council requesting a grant to support Burnaby based scouting programs for Beavers, Cubs, Scouts, Venturers and Rovers for 2019.

Request: \$6,000 CPA: 2018 – \$5,000
2017 – \$5,000
2016 – \$5,000

(f)	#19.14. - Cumberland Place Community <i>Block Party</i>	50
-----	---	----

An application was received from Cumberland Place Community requesting a grant in support of a block party in the Burnaby neighbourhood to be held on Saturday, 2019 July 13. Festivities will include a bouncy castle and inflatables for the kids, popcorn, hot dogs, burgers, as well as a community based project that will engage five townhouse complexes.

Request: \$300+ CPA: 2018 - \$300
2017 - \$300
2016 - No Application

(g) **#19.15. - BC Wheelchair Floorball Association** 51
Annual Tournament

An application was received from BC Wheelchair Floorball Association requesting a grant in support of its 2nd annual tournament to be held on 2019 June 1-2 at the BCIT Burnaby campus. The Association facilitates a sustainable program for athletes with or without disabilities to participate in wheelchair floorball at both the developmental and competitive level, and promotes inclusion, team work and independence while supporting members to build long lasting relationships and stay involved in sport.

Request: Request: \$250+ CPA: 2018 - No Application
2017 - No Application
2016 - No Application

8. **NEW BUSINESS**

9. **INQUIRIES**

10. **CLOSED**

Public excluded according to Sections 90 and 92 of the Community Charter.

11. **ADJOURNMENT**



EXECUTIVE COMMITTEE OF COUNCIL

MINUTES

An Open meeting of the Executive Committee of Council was held in the Council Committee Room, Main Floor, City Hall, 4949 Canada Way, Burnaby, BC on **Wednesday, 2019 February 06 at 10:00 a.m.**

1. CALL TO ORDER

PRESENT: Councillor Sav Dhaliwal, Chair
 Mayor Mike Hurley, Vice Chair
 Councillor Pietro Calendino, Member *(arrived at 10:36 a.m.)*
 Councillor Paul McDonell, Member
 Councillor James Wang, Member

ABSENT: Councillor Nick Volkow, Member *(due to illness)*

STAFF: Mr. Lambert Chu, City Manager
 Ms. Noreen Kassam, Director Finance
 Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
 Mr. David Jordan, Arts Services Manager
 Ms. Nikolina Vracar, Administrative Officer

The Chair called the Open meeting to order at 10:02 a.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hənqəminəm and skwxwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

2. MINUTES

As this is the first meeting of the Executive Committee of Council, there are no previous minutes to adopt.

3. DELEGATIONS

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

THAT the delegations be heard.

CARRIED UNANIMOUSLY

(a) **Burnaby Neighbourhood House**
Re: Funding Request
Speakers: Antonia Beck, Executive Director
Ernie Kashima, Chair

Ms. Antonia Beck, Executive Director, and **Mr. Ernie Kashima**, Chair, Burnaby Neighbourhood House (BNH), appeared before the Committee to request a grant to support the increasing demands for services from the community and rising operating costs to address the demands.

Ms. Beck advised that the BNH is aligned with the City's Social Sustainability Strategy by supporting vulnerable residents, celebrating diversity of the community, increasing community engagement and reducing isolation, and addressing food security at its North and South Neighbourhood Houses.

Ms. Beck and Mr. Kashima noted that the neighbourhood house approach:

- engages both residents and service providers to address local needs;
- helps residents of diverse backgrounds feel connected and gives them a sense of belonging;
- is intentional and addresses barriers to participation;
- is innovative, creative, responsive, and approachable;
- involves partnerships with other service providers; and
- assists small non-profits by providing physical space and start-up advice.

During the 2017-2018 operating year:

- 8,315 individuals benefited from the BNH's programs and services;
- 201,435 contacts were made with staff and volunteers;
- 711 volunteers contributed 22,990 volunteer hours; and
- 59 community groups used the BNH's space.

Ms. Beck advised that the BNH's challenges include:

- increased density creating higher service demands;
- increased operating costs and funding challenges; and
- lack of government funding for the "connecting and community development" (i.e., soft services) work.

In conclusion, the delegation requested funding, including a \$25,000 grant, for the following supports:

- finding a permanent home for the North House;
- operating costs of the North and South Houses;
- reducing the South House's lease cost; and
- investing in operations of the two Neighbourhood Houses.

The Committee thanked the delegation for great service provided to the community, and inquired regarding the planned use of the \$25,000 grant.

Ms. Beck advised that the grant would support the organization's core functions, and could be applied against the operational or program costs. The speaker noted the need for ongoing funding.

The Committee advised that the current grants policy does not support use of grants for operating costs; however, the Committee noted that the grants policy will be reviewed by staff.

Arising from discussion, the following motion was introduced:

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR MCDONELL

THAT the delegation's presentation be referred to staff for review.

CARRIED UNANIMOUSLY

(b) Burnaby Early Childhood Development (ECD) Table

Re: Funding Request

Speakers: Tracey Rusnak, Executive Director of Cameray Child and Family Services

Antonia Beck, Executive Director of Burnaby Neighbourhood House

Kamala Sproule, Coordinator of the Burnaby Early Childhood Development Table

Ms. Tracey Rusnak, Executive Director, Cameray Child and Family Services, **Ms. Antonia Beck**, Executive Director, Burnaby Neighbourhood House, and **Ms. Kamala Sproule**, Coordinator of the Burnaby Early Childhood Development (ECD) Table, appeared before the Committee to request a grant to fund the Program Coordinator position and support its programs from 2019 April to 2020 March.

Ms. Beck noted that the Burnaby ECD Table is a coalition of non-government service providers and representatives from the government, including Fraser Health, Ministry of Children and Family Development (MCFD), Burnaby School District, and City staff. The coalition is raising awareness about child development, improving access to early child development services, and promoting healthy child development.

Since 2004 the MCFD covered the cost of Program Coordinator position, responsible for overseeing the Table's operations; however, the Ministry has recently decided to entirely allocate the funding to service delivery. As a result of funding repurposing, the delegation is requesting a \$7,000 grant from the City to support the Program Coordinator position.

Ms. Kamala provided an overview of the Table's ongoing and upcoming activities, including the following:

- creation of a strategic action plan and annual work plans informed by the socio-demographic and early childhood development research and service provided knowledge;

- creation of educational materials informed by the research on the community's needs and existing gaps;
- development of the Children's Charter with the vision for a child friendly City;
- community outreach (e.g., Play to Learn Event, Healthy Kids pre-school fairs, and an Annual Childcare Appreciation event);
- provision of ECD training to service providers and parents; and
- maintenance of an online one-stop shop which offers an overview of a variety of information and available resources regarding ECD.

In conclusion, Ms. Rusnak advised that the Table is interested in establishing a public agency partners group to provide coordination and funding to support the Table's activities, and \$7,000 in funding has been requested from each of the other three public partners (e.g., the School District, Fraser Health and MCFD).

The Committee thanked the delegation for the presentation and great work in the community, advised that staff will review the current grants policy which does not support provision of funding for operating purposes, and inquired if funding has been secured from other public partners.

The delegation advised it is in the process of securing funding from the other partners.

Arising from discussion, the following motion was introduced:

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT the delegation's presentation be referred to staff for review.

CARRIED UNANIMOUSLY

Councillor Calendino arrived at the meeting at 10:36 a.m.

(c) **GoodStreet Edmonds**
Re: Funding Request
Speaker: Elie Lubendo

Mr. Elie Lubendo, GoodStreet Edmonds, appeared before the Committee to request the following:

- recognition of GoodStreet Edmonds (interim name) as the community association for Edmonds neighbourhood;
- designation of GoodStreet Edmonds for mural management in the neighbourhood; and
- award of a \$5,000 grant to support the group's start-up overhead costs (e.g., website, banners and posters, canvassing supplies and video equipment).

The speaker advised that the Edmonds Business and Community Association and the Edmonds People in Community used to represent interests of businesses and residents in the neighbourhood; however, both groups are currently inactive.

Mr. Lubenado noted that there have been significant changes in the neighbourhood, and there is a need to document the issues residents are facing and to find solutions.

The GoodStreet Edmonds would aim to:

- bridge the gap between youth and seniors in the Edmonds Town Centre and find solutions to common issues (e.g., transportation, pedestrian safety, social isolation and mental health) within the community;
- partner with the Byrne Creek Student Council and Saint Thomas More Collegiate Student Council and seniors' non-profit organizations in south Burnaby;
- hold training services for youth to provide civic engagement opportunities; and
- create video content while engaging with residents and submit the content to the annual BC Student Film Festival.

Mr. Lubenado advised that GoodStreet Edmonds is proposing to undertake the following initiatives from February to September:

- review the Edmonds Town Centre Plan and consult with residents regarding changes to the neighbourhood;
- update murals and document history of existing murals;
- document interactions with residents and engage online through videos; and
- participate in the Walking Festival and find solutions to fix existing walkways.

In conclusion, the delegation advised that its next steps include:

- requesting a name through the *Societies Act*;
- applying for other grants; and
- providing a report in September on consultations with residents and suggestions for the neighbourhood as well as creating a video-series.

The Committee recommended that Mr. Lubenado form a non-profit society and partner with the Edmonds Lion's Club, noted that the City supports creation of murals through its mural fund, and inquired whether the organization's goal is to fulfill an advocacy role or to document the neighborhood's history.

Mr. Lubenado advised that the two goals are interconnected; however, the primary focus is to advocate on behalf of the neighbourhood.

The Committee thanked the speaker for presentation, interest in community, and enthusiasm, and advised that the grants are awarded to non-profit organizations only.

Mr. Lubenado undertook to follow-up with the Committee once the organization has been granted a non-profit status.

4. CORRESPONDENCE

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

(a) Correspondence from Volunteer Burnaby
Re: Letter of Appreciation for an In-kind Printing Grant

Correspondence was received from Ms. Jessica Wall, Community Developer, Volunteer Burnaby, expressing appreciation to the City for an in-kind printing grant for "2018 Gift Wrap at Brentwood Town Centre" program in Burnaby.

(b) Correspondence from the Burnaby Arts Council
Re: Letter of Appreciation (#18.36.p)

Correspondence was received from Ms. Teena Martin, Executive Director, Burnaby Arts Council, expressing appreciation to the City for an in-kind printing grant for "Deer Lake Craft Festival".

5. FESTIVALS BURNABY GRANTS APPROVED BUDGET - \$250,000**6. NEW APPLICATIONS - FESTIVALS BURNABY**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the New Applications – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Small Scale Events

(a) #18-S-008 - Burnaby Arts Council
47th Annual Deer Lake Craft Festival

An application was received from the Burnaby Arts Council for the 47th Annual Deer Lake Craft Festival on 2018 November 16-18 at Shadbolt Centre for the Arts. This three day festival included a variety of performance artists scheduled throughout the weekend and a maximum of 50 artisans selling high quality arts and crafts. The festival provided an opportunity for performers in the community to showcase their talents.

(Note: This application was received in the fall of 2018 and was placed on hold for review by the Executive Committee of Council on 2019 February 06.)

Request: \$5,000

CPA: 2017 - \$4,000 (Small Scale Grant)
2016 - \$4,000 (Neighbourhood Grant)
2015 - \$4,000 (Small Scale Grant)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$4,000 be awarded to the Burnaby Arts Council for the 47th Annual Deer Lake Craft Festival held on 2018 November 16-18 at Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

(b) #19-S-002 - National Congress of Black Women Foundation
Festival of Arts and Music 2019 - Recognizing the Past, Embracing the Future

An application was received from the National Congress of Black Women Foundation for Festivals of Arts and Music - Recognizing the Past, Embracing the Future. This festival will provide communities with the opportunity to express themselves, share their stories, breakdown stereotypes, misconception, build understanding and respect for cultural and religious differences.

Request: \$10,000

CPA: 2018 - \$5,000 (Small Scale Grant)
2017 - \$5,000 (Small Scale Grant)
2016 - \$7,000 (Small Scale Grant)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$5,000 be awarded to the National Congress of Black Women Foundation for the Festival of Arts and Music 2019 – Recognizing the Past, Embracing the Future to be held on 2019 February 01, 18 and 24.

CARRIED UNANIMOUSLY

(c) #19-S-003 - African Canadian Soccer and Cultural Association
2019 Annual African Soccer and Cultural Festival

An application was received from the African Canadian Soccer and Cultural Association for the African Soccer and Cultural Festival on 2019 August 09-11 at the Burnaby Lake Sports Complex. The main objective of the annual festival is to showcase African culture through sports and cultural

performances and activities promoting volunteerism and community engagement within the African community. Festival includes a soccer tournament, cultural performances, musical entertainment, ethnic food and children's activities and play area.

Request: \$10,000

CPA: 2018 - \$6,500 (Small Scale Grant)
2017 - \$6,500 (Small Scale Grant)
2016 - \$8,000 (Small Scale Grant)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$6,500 be awarded to the African Canadian Soccer and Cultural Association for the 2019 Annual African Soccer and Cultural Festival to be held on 2019 August 09-11 at the Burnaby Lake Sports Complex.

-amended

THAT the recommendation be **AMENDED** as follows:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$6,500 be awarded to the African Canadian Soccer and Cultural Association for the 2019 Annual African Soccer and Cultural Festival to be held on 2019 August 09-11 at the Burnaby Lake Sports Complex subject to confirmation of event location.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the main motion be adopted, **AS AMENDED**.

CARRIED UNANIMOUSLY

7. **PROGRESSIVE LIST OF GRANTS APPROVED BUDGET - \$159,340**

8. **NEW APPLICATIONS**

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

**(a) #19.01. - Community Centred College for the Retired
Courses and Workshops**

An application was received from the Community Centred College for the Retired requesting a grant to assist with the cost of courses and workshops provided by the College.

Request: Unspecified CPA: 2018 - \$1,500
2017 - \$1,500
2016 - \$1,500

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,500 be awarded to the Community Centred College for the Retired to assist with the cost of providing courses and workshops to senior residents.

CARRIED UNANIMOUSLY

**(b) #19.02. - Burnaby Neighbourhood House
Operating Costs**

An application was received from the Burnaby Neighbourhood House requesting a grant to support the increasing demands for services from the community and rising operating costs to address the demands. The North and South Burnaby Neighbourhood Houses provide access to programs and supports addressing diverse barriers faced by individuals and families in the community. Continued challenges and needs of the organization include increased density and service demands, higher operating costs, and lack of permanent and affordable home for the North House. Grant funding will be used to cover portion of the rental and/or leasing costs.

Request: \$25,000 CPA: 2018 - Denied
2017 - \$20,000*
2016 - No Application

*One-time grant to assist with expenses associated with the organization's expansion and creation of the second location (North House) in North Burnaby.

Arising from discussion and without objection by the Committee members, the grant application was **TABLED** to allow staff to review Council's guidelines for awarding grants.

(c) #19.03. - Blueridge Chamber Music Festival
Recitation, Multi-Disciplinary Musical Production

An application was received from the Blueridge Chamber Music Festival requesting a grant to support Recitations, a multi-disciplinary musical co-production by Blueridge and the Shadbolt Centre for the Arts for the 2019/2020 subscription series. The production includes 14 recitations and incorporates dancers and theatrical elements. During the rehearsal period residents will have access to the following free programs: three open houses including an open discussion and question period on the work and the creative process, voice and movement workshop, and a voice masterclass.

(Note: This application was received in the fall of 2018 and was placed on hold for review by the Executive Committee of Council on 2019 February 06.)

Request: \$10,000

CPA: 2017 - No Application
2016 - No Application
2015 - No Application

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT this grant application be **DENIED**, as the event is already supported by the Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

(d) #19.04. - Burnaby Early Childhood Development Community Table
Program Coordinator

An application was received from the Burnaby Early Childhood Development (ECD) Community Table requesting a grant to fund the Program Coordinator position and support its programs from 2019 April to 2020 March. The Burnaby ECD Community Table is a coalition of non-profit and public partners providing programs and services to Burnaby children ages 0 to 6 and their families. The coordinator plays a leadership role in bringing Burnaby agencies together to plan and deliver programs, services, activities and provide educational support. Due to changes made to funding allocation by the Ministry of Children and Family Development in 2018, funding for the coordinator position and associated activities is no longer available.

Request: \$7,000

CPA: 2018 - No Application
2017 - No Application
2016 - No Application

Arising from discussion and without objection by the Committee members, the grant application was **TABLED** to allow staff to review Council's guidelines for awarding grants.

(e) #19.05. - Burnaby Winter Club Minor Hockey Association - PeeWee A1 Team

Tournament in Boston, USA - 2018 Nov. 29-Dec.2

60th International Quebec PeeWee Hockey Tournament - 2019 Feb.13-24

An application was received from the Burnaby Winter Club Minor Hockey Association requesting a grant to assist with travel expenses for ten (10) Burnaby residents on the PeeWee A1 Team to attend two hockey tournaments. The first tournament was held in Boston on 2018 November 29-December 2; while the second, will be held in Quebec on 2019 February 13-24.

(Note: This application was received in the fall of 2018 and was placed on hold for review by the Executive Committee of Council on 2019 February 06.)

Request: Unspecified CPA: 2017 - No Application
2016 - No Application
2015 - No Application

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT this grant application be **DENIED**, as it does not fall within Council's guidelines for awarding grants.

CARRIED UNANIMOUSLY

(f) #19.06. - Moscrop Secondary School

2018 AAAA Senior Girls Provincial Volleyball Championships

An application was received from the Moscrop Panthers Senior Girls Volleyball team requesting a grant in support of travel expenses for 10 players, Burnaby residents, who competed in the 2018 AAAA Volleyball Championships in Penticton, BC held on 2018 November 29 – December 1.

(Note: This application was received in the fall of 2018 and was placed on hold for review by the Executive Committee of Council on 2019 February 06.)

Request: \$1,000 CPA: 2017 - No Application
2016 - \$1,000 (Senior Girls Team)
2015 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$1,000 be awarded to Moscrop Secondary School to assist with travel expenses of 10 players, Burnaby residents, who competed in the 2018 AAAA Volleyball Championship in Penticton, BC held on 2018 November 29-December 1.

CARRIED UNANIMOUSLY

(g) #19.07.p - Burnaby Hospice Society
Hike for Hospice Palliative Care

An application was received from the Burnaby Hospice Society requesting an in-kind grant for printing of promotional materials (brochures, posters, banners, etc.) for the 17th annual Hike for Hospice Burnaby to be held on Sunday, 2019 May 5 in Central Park, Burnaby, BC. Event proceeds assist the Society's hospice palliative care and bereavement support programs, offered at no cost to Burnaby residents and their families and friends.

(Note: This application was received in 2018 December and was placed on hold for review by the Executive Committee of Council on 2019 February 06.)

Request:	\$1,500 in-kind printing	CPA:	2018 - \$1,500 in-kind printing
			2017 - \$1,500 in-kind printing
			2016 - \$1,500 in-kind printing

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant in the amount of \$1,500 be awarded to Burnaby Hospice Society to assist with printing of promotional materials (brochures, posters, banners, etc.) for the 17th annual Hike for Hospice Burnaby to be held on Sunday, 2019 May 5 in Central Park, Burnaby, BC.

CARRIED UNANIMOUSLY

(h) #19.08. - GoodStreet Edmonds
Start-up Overhead Costs, Video Series and Community Consultation

An application was received from GoodStreet Edmonds requesting a grant to support start-up overhead costs (e.g., website, banners and posters, canvassing supplies and video equipment), launch of "Edmonds 25" video series exploring history of the Edmonds neighbourhood, and consultation with residents and community partners regarding how to improve the Edmonds Town Centre.

Request: \$5,000

CPA: 2018 - No Application
2017 - No Application
2016 - No Application

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT this grant application be **DENIED**, as it does not fall within Council's guidelines for awarding grants.

CARRIED UNANIMOUSLY

9. **NEW BUSINESS**

Councillor Dhaliwal – Living Wage

Arising from discussion, the following motion was introduced:

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT staff prepare a report on living wage and how the City intends to continue to support living wage in the region.

CARRIED UNANIMOUSLY

Councillor Dhaliwal – Review of Grants Policies

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT staff review the Festivals Burnaby and general grants policies.

CARRIED UNANIMOUSLY

10. **INQUIRIES**

There were no inquiries brought before the Committee at this time.

11. **ADJOURNMENT**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 11:16 a.m.

Nikolina Vracar
Administrative Officer

Councillor Sav Dhaliwal
Chair

DRAFT

**Scouts Canada
Pacific Coast
Council**

664 West Broadway
Vancouver BC
V5Z 1G1

T 604.879.5721
T 1.888.726.8876
F 604.879.5725
www.scouts.ca



It starts with Scouts.

Feb 22, 2019

FILE: 2410-20-6

City of Burnaby
Executive Committee of Council
4949 Canada Way
Burnaby BC
V5G 1M2

Dear Councillor D. Johnston:

Subject: Scouts Canada - Pacific Coast Council Grant Request #18.11

On behalf of the Pacific Coast Council, I would like to thank Burnaby City Council for awarding Scouts Canada a grant in support of Scouting programs for Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts in the amount of \$5,000.00 for 2018.

We appreciate the generosity of the Council for our continuing efforts to develop well-rounded youth, better prepared for success in the world.

Scouts Canada has a long and prestigious history of serving youth in communities across Canada. It is Canada's largest and longest serving youth organization, offering exciting programs for boys, girls and young adults' ages 5 to 26. For more than 100 years, we have brought a world of adventure, outdoor experience and friendship to 17 million Canadian youth.

We take great pride in celebrating a strong connection to our country's roots, and through our many programs and activities, we empower young people access to life changing programs across our communities. These activities provide youth with a positive influence, leadership opportunities, self-development, and the creation of positive self-esteem; our main program objective is to develop the youth of today into the leaders of today and tomorrow. **It starts with Scouts!**

Thank you for your support of Scouting.

Yours truly,

Simon Evison
Council Relationship Manager





Meeting 2019 Mar 06

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 February 28

FROM: DIRECTOR FINANCE

FILE: 7400-01

SUBJECT: COMMUNITY GRANTS POLICY

PURPOSE: Review of Community Grants Policy and Guidelines.

RECOMMENDATIONS:

1. **THAT** Executive Committee recommend Council adopt the proposed policy framework for awarding community grants for ongoing operating expenses as presented in Section 3.0 of this report.
2. **THAT** Executive Committee recommend Council approve the updated Community Grants Policy and Application Form as appended to this report.
3. **THAT** Executive Committee recommend Council increase the maximum contribution for travel expenses for recreational sports teams as presented in Section 5.0 of this report.

REPORT

At the Executive Committee meeting on 2019 February 06, delegations from the Burnaby Neighbourhood House and the Burnaby Early Childhood Development provided presentations on their applications for an operating grant which is presently ineligible for financial assistance under the Community Grants Policy. Subsequent to these presentations, the Executive Committee of Council requested that staff review the Community Grants Policy with particular focus on the provision of funding for ongoing operating expenses. Staff were also requested to review the section of the policy that covers recreational sport teams and in particular the maximum contributions the City makes towards travel expenses for sports teams or individuals.

Staff have completed their review of the Community Grants Policy and have also reviewed the policies of other Lower Mainland municipalities to determine their position on the funding of ongoing operating expenses of non-profit groups and organizations. A policy review has also been conducted on the maximum amounts awarded for recreational sports contributions for team travel expenses.

To: Executive Committee of Council
From: Director Finance
Re: Community Grants Policy
2019 March 06 Page 2

1.0 POLICY SECTION

Goal

- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
 - Celebrate diversity –
Create more opportunities for the community to celebrate diversity
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Dynamic Community
 - Community development –
Manage change by balancing economic development with environmental protection and maintaining a sense of belonging
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

To: Executive Committee of Council
 From: Director Finance
 Re: Community Grants Policy
 2019 March 06 Page 3

2.0 MUNICIPAL COMMUNITY GRANT POLICIES ON ONGOING OPERATING EXPENSES

The following Lower Mainland municipalities were surveyed to determine their community grant policy on the funding of either special event, program and ongoing operating expenses of non-profit groups and organizations. For those who provide financial assistance towards ongoing operating expenses, many require the applicant to demonstrate long-term financial sustainability and diversification of funding sources to ensure the organization is not solely reliant on municipal resources.

	Municipal Community Grant Policies Ongoing Operating Expenses	
	Eligible	Ineligible
City of Coquitlam		•
City of New Westminster	City Partnership Grant Program Only	•
City of North Vancouver	•	
City of Richmond	•	
City of Surrey		•
City of Vancouver	•	
City of West Vancouver	•	
District of North Vancouver	•	

3.0 BURNABY COMMUNITY GRANTS PROGRAM

The Community Grants Program is intended to provide financial support to eligible Burnaby-based non-profit societies that deliver specific programs and services that benefit the community. Rather than using City resources as an indefinite funding source, the program has always encouraged organizational long-term self-sufficiency.

A change to the Community Grant Policy's eligibility criteria that would allow for the funding of ongoing operating expenses to eligible organizations will require careful consideration. This is to ensure that all associated risks are taken into consideration as any change in eligibility criteria could have unintended consequences. As there is currently no way of determining how many non-profit societies would take advantage of this potential change in policy, there is a risk that annual community grant applications could rise thereby placing more demand on existing community grant resources. The City typically spends close to or exceeds the current community grants budget on an annual basis. A change in eligibility criteria allowing the funding of ongoing operating expenses would likely require an increase to the community grants budget which is primarily funded through property taxes. Staff recommend that an additional \$100,000 be added

To: Executive Committee of Council
 From: Director Finance
 Re: Community Grants Policy
 2019 March 06 Page 4

to the 2019 budget to accommodate additional community grant requests that meet the expanded criteria for operating expenses. Staff will monitor the number of applications and report back on any budgetary implications on an annual basis.

Community Grants					
2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 Actual
\$159,340	\$165,182	\$159,340	\$171,935	\$159,340	\$154,829

4.0 POLICY FRAMEWORK FOR AWARDING COMMUNITY GRANTS FOR ONGOING OPERATING EXPENSES

Staff have reviewed the City's Community Grants Policy and the relevant policy sections of those municipalities that allow financial assistance to be given to non-profit groups and organizations in support of their programs and ongoing operating activities.

This section of the report outlines a proposed policy framework and eligibility criteria that would allow eligible organizations to make application for financial assistance towards their ongoing operating activities. The intention of providing financial assistance toward ongoing operating expenses would be to support the annual programming and/or operating activities of eligible organizations. Ongoing operating expenses would include regular operating expenses, including professional and administrative salaries and benefits, supplies and equipment, heat, light, telephone, photocopying, rent, and fixed expenses etc.

The following outlines the proposed policy framework and eligibility criteria:

- **General Eligibility**

Eligibility for an operating grant could be limited to established Burnaby-based non-profit organization that provide an ongoing program and/or service that benefits the community.

Non-profit organizations that organize annual and/or periodic neighbourhood, festivals and special events would continue to be ineligible for an operating grant.

To: Executive Committee of Council
 From: Director Finance
 Re: Community Grants Policy
 2019 March 06 Page 5

- **Financial Sustainability**

To be eligible for an operating grant, the City could require that a non-profit organization identify, via the City's Community Grant Application, all sustainable revenue funding sources to ensure it is not solely reliant on City resources. Applicants would need to have other cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and/or private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).

- **Funding Term**

Operating grants would be awarded for a one year term. All operating grants would be subject to annual review and approval by Council who would have the right to decline or reduce the amount of financial assistance.

- **Dollar Limit**

The City could establish funding limits for an operating grant award – e.g. to a maximum of 25% of the annual operating budget of a non-profit society; to a maximum request of \$10,000.

It should be noted that while the City's current Community Grants Policy does not provide for the funding of ongoing operating expenses, the City has, through the Parks, Recreation & Cultural Commission provided the Burnaby Arts Council with core operating contribution in the amount of \$25,000 annually for over 20 years. As such, the City could "grandfather" the Burnaby Arts Council's core operating grant at \$25,000.

- **CAP on Financial Assistance**

A CAP on the total amount a Burnaby-based non-profit society could be awarded in a given year could be established to ensure no one group or organization unfairly draws from available community grants funds. A \$25,000 CAP could be established (e.g. \$15,000 for a community "program/ project grant" and \$10,000 for an "operating grant". This CAP excludes lease grants and permissive tax exemptions).

To: Executive Committee of Council
 From: Director Finance
 Re: Community Grants Policy
 2019 March 06 Page 6

5.0 RECREATIONAL SPORTS GRANTS

At the request of the Executive Committee, staff have reviewed the Community Grant Policy in regards to the maximum amounts awarded for recreational sports contributions for team travel expenses. Due to the increase in costs for travel, it is recommended that the maximum contribution amounts be increased by approximately 15%.

- a) The proposed increase in the maximum contribution for travel expenses to compete outside of the Province in National and International competitions for a team or individuals who are Provincial Champions is as follows:

	Current Travel Expense Contribution	Revised Travel Expense Contribution
Provincial	\$150 per person	\$175 per person
National	\$175 per person	\$200 per person
International	\$200 per person	\$230 per person

- b) The proposed increase to the maximum grant per team for players that are 1) competing in a Provincial tournament outside of the Lower Mainland, 2) are a resident of Burnaby and 3) are under 21 years of age, is as follows:

Current Maximum Grant Per Team	Revised Maximum Grant Per Team
\$1,000	\$1,150

To: Executive Committee of Council
From: Director Finance
Re: Community Grants Policy
2019 March 06 Page 7

6.0 RECOMMENDATIONS

This report reviews specific provisions of the City's current Community Grant Policy and provides a proposed policy framework for awarding community grants for the ongoing operating expenses of Burnaby-based non-profit societies.

This report also reviews the maximum amounts awarded for recreational sports contributions for team travel expenses. The following are the recommendations arising from the review of the City's Community Grants Policy:

- THAT Executive Committee recommend Council adopt the proposed policy framework for awarding community grants for ongoing operating expenses as presented in Section 3.0 of this report.
- THAT Executive Committee recommend Council approve the updated Community Grants Policy and Application Form as appended to this report.
- THAT Executive Committee recommend Council increase the maximum contribution for travel expenses for recreational sports teams as presented in Section 5.0 of this report.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK /ml

Copied to: City Manager
Director Corporate Services
Director Parks, Recreation and Cultural Services
City Clerk

Attachment: 1 – Community Granting Policy, version 1.0 revised 2019 February 28



Community Grant Application

FINANCIAL MANAGEMENT COMMITTEE COMMUNITY GRANTING POLICY

Grant requests which come under the following broad headings will be considered:

A. General Grants

- i. Are given only to Burnaby-based non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy.
- ii. Are given to defray a portion of costs for established Burnaby-based non-profit organizations. Organizations must receive substantial revenue from other sources.
- iii. Applicants may receive only one Financial Management Committee grant per year.

Ineligible General Requests

- i. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- ii. Organizations that provide funding to 3rd party organizations.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for team travel expenses only.

- i. The application must be made by a support organization.
- ii. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams)
- iii. Only players that are 1) competing in a Provincial tournament outside of the Lower Mainland, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for grant funding.
 - a. The maximum grant per team is \$1,150.
- iv. A contribution will be considered for travel expenses to compete outside of the Province in National and International competitions for a team or individuals who are Provincial Champions. Grant limits outlined in Section B(i)(c) apply.
- v. A contribution will be as follows:

Provincial	\$175	per person
National	\$200	per person
International	\$230	per person
- vi. Consideration will be given only for travel to a National or Western Canada Championship Tournament. In the event that there is both a Western Canada and a National Tournament, only ONE event will be considered for funding.

Grant Evaluation Criteria

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A (i) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Wednesday noon one week prior to the scheduled Financial Management Committee meeting date.

a. Incomplete applications will not be considered and it is the responsibility of the grant applicant to ensure the completeness of their submission.

Grant Approval

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded.

COMMUNITY GRANT APPLICATION

DECLARATION

This declaration is to be signed by two signing officers of your organization.

- *I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:*
- *Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;*
- *The organization will make every effort to secure funding from other sources as indicated in its application;*
- *The organization will maintain proper records and accounts available for inspection by the City or its auditors;*
- *The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required.*
- *In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City.*
- *The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgement is provided by using the City of Burnaby logo in accordance with prescribed standards.*

Signature

Title:

Name (Print Name):

Date:

Signature

Title:

Name (Print Name):

Date:

GETTING STARTED

1. Are you? ☐ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$ _____
4. Total cost of the project/event/program etc.: \$ _____

GETTING TO KNOW YOU

1. What kind of applicant are you?

- ☐ Local Registered Non-Profit Society
 Society No: _____
 Date of Incorporation: _____
- ☐ Registered Charity Charitable No.: _____
- ☐ National/International Non-profit operating locally
 Society No: _____
 Date of Incorporation: _____
- ☐ Sport or Recreation Organization
- ☐ Other Specify: _____

2. Group/Organization Name: _____

3. Group/Organization Street Address: _____

4. Website (if applicable): _____

5. Grant Application Main Contact Person

Name: _____

Phone: _____

Email: _____

6. Contact person #2

Name: _____

Phone: _____

Email: _____

7. Number of Volunteers

Confirmed: _____

Expected: _____

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: _____
2. Project/Event/Program Location (physical street address or event location):

3. Project/Event/Program Start Date: _____
4. Project/Event/Program End Date: _____

PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

2. Describe the project/event/program, and the activities.

3. Describe how the project/event/program fits into the chosen grant category.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit) How many Burnaby residents will be involved with or benefit from the project.

5. Describe how the project/event/program aligns with one or more of the following ([Social Sustainability Plan](#), [Environmental Sustainability Plan](#), [Official Community Plan](#)):

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

LONG TERM VIABILITY

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)		
Grants (All federal, provincial, municipal, foundation and gaming grants)		
Donations and Sponsorships (Cash)		
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

--

3. Please identify the cash value (\$) all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash					
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rationale for the increase.

--

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Description:

Goal 2:

Description:

Goal 3:

Description:

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)		
Volunteer hours per year		
Number of voting members		

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

INSURANCE AND ACKNOWLEDGEMENT

1. Does your organization have general liability insurance? ☐ Yes ☐ No

2. If yes, what coverage?

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	
For the Fiscal year:	
Month Fiscal Year Begins:	
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input type="radio"/> No
Amount:	\$

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.				
2.				
3.				
PROVINCIAL Government (Specify)				
1.				
2.				
3.				
LOCAL Government (Specify)				
1.				
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other sources (specify)				
1.				
2.				
3.				
Total Revenue				

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense			
Office Supplies & Expenses			
Program & Event Supplies			
Advertising & Promotion			
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees			
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses			
1			
2.			
3.			
Other Expenses			
1.			
2.			
3.			
4.			
5.			
Total EXPENDITURES			
Current surplus (deficit)			

YOUR GRANT APPLICATION IS IMPORTANT

Please be as thorough as possible in the completion of the grant application to ensure that your application is not delayed or denied consideration while additional information is being obtained.

***** New Submission Process*****

- Grant application forms **MUST** be completed in full and be legible.
- Incomplete applications will be returned to the applicant for completion and re-submission for consideration.
- **NEW:** Please **EMAIL** an **ELECTRONIC VERSION** of the **COMPLETE** Grant Application Package (including attachments of supporting materials) to: clerks@burnaby.ca.
- The grant application **MUST** include the organization's operational budget for the current year and accountant prepared or official financial statements for the last complete year of operations.
- For more information please call 604-294-7289.



Meeting 2019 Mar 06

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE **DATE:** 2019 Feb 26

FROM: DIRECTOR - PARKS, RECREATION AND
CULTURAL SERVICES **FILE:** 02410-20

SUBJECT: COMPLIMENTARY PASS PROGRAM CHANGES

PURPOSE: To propose changes to Burnaby's Complimentary Pass Program.

RECOMMENDATIONS:

1. **THAT** the Executive Committee recommend Council approve the changes to the City's complimentary pass program as outlined in section 4.0 of this report;
2. **THAT** the City Solicitor be authorized to bring forward an amendment to Burnaby's Recreation Fees and Admissions Bylaw to implement the proposed changes; and
3. **THAT** the Parks, Recreation and Culture Commission and all complimentary pass holders be informed of the proposed changes.

REPORT**1.0 INTRODUCTION**

Staff have been asked to review the City's complimentary pass program which allows Freeman, current Council and Parks, Recreation and Culture Commission members and their nominees and guests, past Council and Parks, Recreation and Culture Commission members and one guest, and members of the Library Board and Burnaby Board of Education free access to use Burnaby leisure facilities. Staff are recommending changes to the program to more closely reflect its original intent.

2.0 POLICY SECTION

The following initiative is aligned with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

- Organizational culture
 - The proposed program changes will ensure that our core values are reflected in our policies, programs and service delivery.

To: Executive Committee
From: Director - Parks, Recreation & Cultural Services
Re: Complimentary Pass Program Changes
 2019 Mar 06..... Page 2

3.0 BACKGROUND

The City has issued complimentary passes since 1973. The authority to issue complimentary passes is provided in the Community Charter. The original purpose and intent of this pass program was to provide City leaders with free access to facilities that they are ultimately responsible for operating. The reason passes were issued was so that City leaders could gain access to facilities to periodically assess and experience the operation of the facilities, and so that they could bring guests for the purpose of promoting our facilities, or to explore potential business opportunities for the City. The passes were also seen as a reward for Freeman and for people serving on the Board of Education, the Library Board and the Parks, Recreation and Culture Commission for the time they dedicate to overseeing the operations of these and other City facilities during their time serving the City.

Current Mayor and Councillors and Commissioners are issued a pass for their individual term of office. Council and Commission nominees, former Councillors and Commissioners, Library Board and Board of Education members are issued passes annually. Freeman are issued passes indefinitely.

Current Mayor, Council and Commission members can use the pass to gain free access to fee based activities (not programs or allotments) at Burnaby recreation facilities, including golf courses. They can also admit an unlimited number of guests with them. Nominees, former Mayors, Councillors, Commissioners, Library Board and Board of Education members also have free access, and they are able to admit one guest with them. It should be noted that the pass is considered a taxable benefit for current Council members, but for all other pass holders it is not.

4.0 PROPOSED POLICY CHANGE

The complimentary pass program has been increasingly scrutinized by the public because it can be seen as excessive and because it has expanded beyond its original purpose. To address this, staff are proposing to make the following changes to the complimentary pass program starting in 2020:

1. Issue complimentary passes to Freeman of the City, the current Mayor, current Councillors, and current Parks, Recreation and Culture Commission members. When Commissioners and Council members leave office, they no longer have any responsibility for the recreation facilities operated by the City and, therefore, do not require ongoing access for evaluative and promotional purposes. Similarly, nominees, Library Board and Board of Education members are not responsible for the operation and promotion of these City facilities. For these reasons, it is proposed that the City discontinue complimentary passes to former Mayors, Councillors and Commissioners; to Council and Commission nominees; and to Library Board and Board of Education members.

To: Executive Committee
 From: Director - Parks, Recreation & Cultural Services
 Re: Complimentary Pass Program Changes
 2019 Mar 06..... Page 3

2. Limit the use of complimentary passes to a maximum annual cost equivalent of \$1,000. Providing periodic free access for Freeman, the current Mayor, Councillors and Commissioners and their guests conforms to the original purpose of the pass program. However, providing unlimited access is not necessary to fulfill that purpose. For this reason, it is proposed that the use of the complimentary passes be limited to a maximum annual cost equivalent of \$1,000. This means that pass holders can continue to use their pass to admit themselves and their guests, but the cost equivalent in admission fees attributable to each pass holder per year (i.e. for themselves and any guest they sign in) cannot exceed \$1,000.
3. Remove the total cost equivalent maximum of \$55,000 for the complimentary pass program from the fees and charges bylaw because it will be no longer relevant. In past years a cost equivalent maximum cost of \$55,000 for the complimentary pass program was established as an upper limit. The proposed changes will remove the need for a total cost maximum to be established in the bylaw.

Should the Executive Committee approve, staff will inform the complimentary pass holders of the proposed changes, and will ensure that all affected pass holders know that the changes will take effect starting in 2020. An amendment to the Burnaby Fees & Charges Bylaw will also be required to implement the proposed changes. The appropriate bylaw amendment will be brought forward to Council.

5.0 RECOMMENDATION

Staff recommend that the proposed changes in section 4.0 of this report be approved by the Executive Committee. To implement the changes, Staff will bring forward to Council the appropriate bylaw amendments to allow the proposed changes to be effective commencing in 2020. It is also recommended that current pass holders be informed as soon as possible of the upcoming changes to the program.



Dave Ellenwood
 DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

DE:tc
 p:/admin/tc/de/comp passes for exec 2019 Mar 06

cc: City Manager
 City Solicitor



Meeting 2019 March 6

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 February 25

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: COMMUNITY RESOURCE CENTRES – 2020 LEASE RATES AND GRANTS

PURPOSE: To present proposed lease rates and anticipated lease grants for 2020 for non-profit tenants at all City-owned Community Resource Centres.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2020 lease rates for Resource Centre tenants, as presented in Section 4.0 of this report.
2. **THAT** information on the approved 2020 lease rates and the anticipated lease grants be distributed to Resource Centre tenants.
3. **THAT** Resource Centre tenants which meet the grant eligibility criteria established by Council be invited to make an application for 2020 lease grants.

REPORT**1.0 INTRODUCTION**

In 1992 April, Council approved guidelines for the establishment of lease rates and the issuance of lease grants to non-profit community groups occupying space at designated City-owned Resource Centres. The guidelines consist of two key components: a) annual adjustments for inflation to establish lease rates, and b) establishment of a mechanism for the provision of offsetting grants, representing 25% to 50% of lease costs, for qualifying tenant organizations¹.

The purpose of this report is to present the proposed lease rates and anticipated lease grants for 2020 for tenants of the City's Community Resource Centres:

- Brentwood Community Resource Centre, 2055 Rosser Avenue

¹ The 25 percent offset is available to agencies for which between 25 and 75 percent of their constituency consists of Burnaby residents. The 50 percent offset is available to agencies for which over 75 percent of their constituency consists of Burnaby residents.

To: Executive Committee of Council
 From: Director Planning and Building
 Re: Community Resource Centres –2020 Lease Rates and Grants
 2019 February 25..... Page 2

- Edmonds Community Resource Centre, 7355 Canada Way
- Holdom Community Resource Centre, 2120 Holdom Avenue
- McKercher Community Resource, 6140 McKercher Avenue
- Metrotown Community Resource Centre, 4460 Beresford Street
- Pioneer Community Resource Centre, 4535 Kingsway

2.0 POLICY CONTEXT

This report aligns with the following goals and sub-goals of the Corporate Strategic Plan:

- A Safe Community
 - Community amenity safety – Maintain a high level of safety in City buildings and facilities for the public and City staff
- A Connected Community
 - Social Connection – Enhance social connections throughout Burnaby
 - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
 - Serve a diverse community – Ensure City services fully meet the needs of our dynamic community
 - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Dynamic Community
 - City facilities and infrastructure – Build and maintain infrastructure that meets the needs of our growing community

3.0 PROPOSED 2020 LEASE RATES AND ANTICIPATED 2019 LEASE GRANTS

For 2019, the lease rate was set at \$13.63/square foot per annum for program/office space at the Resource Centres. It is proposed that the lease rate for the coming year be increased by 2.0 percent, consistent with the 2019 core consumer price index inflation rate². This change would result in a proposed lease rate of \$13.90/square foot per annum (rounded) for program/office space in 2020 (see Appendix 1, Table 2 *attached*).

Anticipated 2020 lease grant amounts and resulting 2020 lease costs to tenants are also outlined in Appendix 1, Table 2 *attached*. The lease grant amounts are based on the Council adopted lease grant guidelines. The estimate of anticipated lease grants is provided to assist tenants in making application for 2020 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2020.

² As provided by the Finance Department, based on information released by the Royal Bank of Canada.

To: Executive Committee of Council
 From: Director Planning and Building
 Re: Community Resource Centres –2020 Lease Rates and Grants
 2019 February 25..... Page 3

4.0 ANTICIPATED LEASE REVENUE AND GRANTS - SUMMARY

Funds for the anticipated 2020 lease grants will be included for consideration in the upcoming 2020 Provisional Operating Budget. For budgeting and comparison purposes, Table 1 below summarizes the total change arising from the proposed 2020 lease rates and anticipated lease grants for tenants of the Edmonds, Holdom, Brentwood, Metrotown, Pioneer, and McKercher Community Resource Centres, based on current 2019 space allocations and the proposed 2.0 percent lease rate increase.

Table 1
SUMMARY OF TOTAL CHANGE OF LEASE REVENUE AND GRANTS (2019-2020)

	2019	2020	Resulting Change 2019-2020
Edmonds Neighbourhood Resource Centre			
Lease Revenue (before grants)	\$237,652.68	\$242,360.40	\$4,707.72
Allocated/Anticipated Lease Grants	\$95,696.23	\$97,591.90	\$1,895.67
Lease Revenues (after grants)	\$141,956.45	\$144,768.50	\$2,812.05
Holdom Community Resource Centre			
Lease Revenue (before grants)	\$68,763.35	\$70,125.50	\$1,362.15
Allocated/Anticipated Lease Grants	\$34,381.68	\$35,062.75	\$681.07
Lease Revenues (after grants)	\$34,381.68	\$35,062.75	\$681.07
Brentwood Community Resource Centre			
Lease Revenue (before grants)	\$83,224.78	\$84,873.40	\$1,648.62
Allocated/Anticipated Lease Grants	\$41,612.39	\$42,436.70	\$824.31
Lease Revenues (after grants)	\$41,612.39	\$42,436.70	\$824.31
Metrotown Community Resource Centre			
Lease Revenue (before grants)	\$150,161.71	\$153,136.30	\$2,974.59
Allocated/Anticipated Lease Grants	\$72,968.21	\$74,413.65	\$1,445.44
Lease Revenues (after grants)	\$77,193.51	\$78,722.65	\$1,529.15
Pioneer Community Resource Centre			
Lease Revenue (before grants)	\$64,115.52	\$65,385.60	\$1,270.08
Allocated/Anticipated Lease Grants	\$32,057.76	\$32,692.80	\$635.04
Lease Revenues (after grants)	\$32,057.76	\$32,692.80	\$635.04
McKercher Community Resource Centre			
Lease Revenue (before grants)	\$34,075.00	\$34,750.00	\$675.00
Allocated/Anticipated Lease Grants	\$17,037.50	\$17,375.00	\$337.50
Lease Revenues (after grants)	\$17,037.50	\$17,375.00	\$337.50
Total Revenue (after grants):	\$344,239.28	\$351,058.40	\$6,819.12
Total Lease Grant Amounts			
Allocated/Anticipated	\$293,753.76	\$299,572.80	\$5,819.04

5.0 RECOMMENDATIONS AND NEXT STEPS


It is recommended that the proposed 2020 lease rates for Resource Centre tenants be approved, as presented in this report. With Council approval, it is also recommended that staff be authorized to advise tenants of the 2020 lease rates. Depending on their eligibility for lease grant support, tenants would also be advised to apply for 2020 lease grants later this year. As part of

To: Executive Committee of Council
From: Director Planning and Building
Re: Community Resource Centres –2020 Lease Rates and Grants
2019 February 25..... Page 4

the lease grant application process, tenants would be asked to provide information on their service activities for the previous 12 months, including the following:

- Proof of non-profit status;
- Statement of program/service activities conducted in Burnaby;
- Estimate of hours-per-month allocated space was used for community agency purposes;
- Recognition of current City support in program materials and publications and on their websites;
- Percentage of agency recipients that were Burnaby residents; and
- Any changes in programs/services/client usage that the community service/agency might anticipate between 2019 and 2020.

Once the lease grant applications have been received, staff will prepare a further report for the Committee on the requested and recommended lease grant amounts for 2020.



Lou Pelletier, Director
PLANNING AND BUILDING

CS/sla
Attachment

cc: City Manager
Director Parks, Recreation and Cultural Services
Director Engineering
Director Finance
Chief Licence Inspector
City Clerk

R:\Long Range Clerical\DOCS\CS\Committee Reports\2019\Community Resources Centres 2020 Lease Rates (2019.03.06).docx

Table 2: PROPOSED 2020 LEASE RATES

RESOURCE CENTRES	Leased Area (sq.ft.)	2020		2020		2020		2020		2020	
		Proposed Rate Increase	Proposed Lease Rate	Proposed Lease Rates (before grant) \$/Year	Anticipated Lease Grant \$/Year	Anticipated Lease Revenues (after grant) \$/Year	Anticipated Lease Support Offset (%)				
Edmonds Neighbourhood Resource Centre											
Burnaby Family Life	3,000	2.00%	\$13.90	\$41,700.00	\$20,850.00	\$20,850.00	50%				
Afghan Women's Sewing and Craft Cooperative/Afghan Women's Support Society	349	2.00%	\$13.90	\$4,851.10	\$2,425.55	\$2,425.55	50%				
Burnaby School District	1,499	2.00%	\$13.90	\$20,836.10	\$0.00	\$20,836.10	0%				
Canadian Mental Health Association	1,506	2.00%	\$13.90	\$20,933.40	\$10,466.70	\$10,466.70	50%				
Canadian Red Cross Society - Burnaby Branch	1,500	2.00%	\$13.90	\$20,850.00	\$5,212.50	\$15,637.50	25%				
Deaf Children's Society of BC	2,290	2.00%	\$13.90	\$31,831.00	\$7,957.75	\$23,873.25	25%				
Immigrant Services Society of BC	1,167	2.00%	\$13.90	\$16,221.30	\$8,110.65	\$8,110.65	50%				
St. Matthew's Day Care Society	6,125	2.00%	\$13.90	\$85,137.50	\$42,568.75	\$42,568.75	50%				
TOTAL (Edmonds)	17,436	2.00%	\$13.90	\$242,360.40	\$97,591.90	\$144,768.50	40.3%				
Holdom Community Resource Centre											
Burnaby Family Life	1,300	2.00%	\$13.90	\$18,070.00	\$9,035.00	\$9,035.00	50%				
Dixon Transition Society	1,469	2.00%	\$13.90	\$20,419.10	\$10,209.55	\$10,209.55	50%				
Community Living Society	570	2.00%	\$13.90	\$7,923.00	\$3,961.50	\$3,961.50	50%				
Volunteer Burnaby	1,000	2.00%	\$13.90	\$13,900.00	\$6,950.00	\$6,950.00	50%				
Community Living Society	706	2.00%	\$13.90	\$9,813.40	\$4,906.70	\$4,906.70	50%				
TOTAL (Holdom)	5,045	2.00%	\$13.90	\$70,125.50	\$35,062.75	\$35,062.75	50.0%				
Brentwood Community Resource Centre											
Burnaby Community Services	2,213	2.00%	\$13.90	\$30,760.70	\$15,380.35	\$15,380.35	50%				
Burnaby Meals on Wheels	834	2.00%	\$13.90	\$11,592.60	\$5,796.30	\$5,796.30	50%				
Burnaby Seniors Outreach Services Society	799	2.00%	\$13.90	\$11,106.10	\$5,553.05	\$5,553.05	50%				
IMOSAIC	2,260	2.00%	\$13.90	\$31,414.00	\$15,707.00	\$15,707.00	50%				
TOTAL (Brentwood)	6,106	2.00%	\$13.90	\$84,873.40	\$42,436.70	\$42,436.70	50.0%				
Metrotown Community Resource Centre											
Burnaby Neighbourhood House	7,838	2.00%	\$13.90	\$108,948.20	\$54,474.10	\$54,474.10	50%				
National Congress of Black Women Foundation	620	2.00%	\$13.90	\$8,618.00	\$2,154.50	\$6,463.50	25%				
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.00%	\$13.90	\$21,836.90	\$10,918.45	\$10,918.45	50%				
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.00%	\$13.90	\$13,733.20	\$6,866.60	\$6,866.60	50%				
TOTAL (Metrotown)	11,017	2.00%	\$13.90	\$153,136.30	\$74,413.65	\$76,722.65	48.6%				
Pioneer Community Resource Centre											
Burnaby Family Life	3,057	2.00%	\$13.90	\$42,492.30	\$21,246.15	\$21,246.15	50%				
Burnaby Hospice Society	1,647	2.00%	\$13.90	\$22,893.30	\$11,446.65	\$11,446.65	50%				
TOTAL (Pioneer)	4,704	2.00%	\$13.90	\$65,385.60	\$32,692.80	\$32,692.80	50.0%				
McKercher Community Resource Centre											
Burnaby Family Life	2,500	2.00%	\$13.90	\$34,750.00	\$17,375.00	\$17,375.00	50%				
TOTAL (McKercher)	2,500	2.00%	\$13.90	\$34,750.00	\$17,375.00	\$17,375.00	50.0%				
TOTAL RESOURCE CENTRES	46,808	2.00%	\$13.90	\$650,631.20	\$299,572.80	\$351,058.40	46.0%				

District 5040 **Rotary**
Club of Burnaby Metrotown



22 February 2019

To: Executive Committee of Council

c/o Clerk's Department,
Burnaby City Hall
4949 Canada Way, Burnaby, BC V5G 1M2

Dear Committee Members:

On behalf of the Burnaby Metrotown Rotary Club I would like to request the City of Burnaby's "in-kind" financial support of our annual Rotary Burnaby Wine, Food and Music Festival taking place on Saturday June 8th 2019. As in previous years, our request is for printing from the City's print shop. We estimate that \$3000 worth of printing will be required for this coming event. Printing that is required includes tickets, posters, programs and banners. Please find attached the sponsorship tiers. You will see that our request is for the City of Burnaby to be a Platinum sponsor.

The Rotary Club of Burnaby Metrotown is a local service club comprised of business and community leaders who are committed to community service both locally and globally. Our members are very committed to supporting local projects such as the Rotary Coats for Kids, Literacy programs at Maywood School, Youth Leadership development, and a number of other local not for profit organizations. The annual wine festival is our premier fundraiser which raises necessary funds for our charitable work in Burnaby.

We look forward to your continued support.

Sincerely,

Sue Cheung

Sue Cheung
2018-2019 President
Rotary Club of Burnaby Metrotown
Sue.cheung@investorsgroup.com

From: Keith Parker [REDACTED]
Date: February 3, 2019 at 10:39:04 AM PST
To: "Zeinabova, Blanka" <Blanka.Zeinabova@burnaby.ca>
Subject: Grant application - Maple Leaf Singers

Hello Blanka,

It's that time again. Please forward to the appropriate people for consideration. Our ad space cost has increased to \$300.00, after many years (at \$200).

I've attached last year's ad... is it current, or will you need to revise? Attached is our eRackCard, with show dates and location. We would like to offer two comp tickets to our Saturday, May 25 - 7:30pm show. Let me know if interested.

To the Executive Committee of Council,
The Maple Leaf Singers would like to request support from the city of Burnaby with a grant of \$300. We would like our request to appear on the March agenda. We are looking for similar support you generously provided last year, and previous years - by purchasing advertisement in our show programme. Thank you in advance! Keith Parker

Payment method - A cheque made out to: **Maple Leaf Singers**
c/o Keith Parker
[REDACTED]

From: Carol-Ann Flanagan [<mailto:carolannf@burnabyhomeless.org>]
Sent: February-04-19 1:08 PM
To: Clerks
Subject: To Monica MacDonald City Grants

Good Afternoon Monica MacDonald,

I was given your name by Kimberly Bui from your office last week. We at the Society to End Homelessness in Burnaby and the Task Force on Homelessness in Burnaby are asking for a \$1000. grant for your printing department.

This printing grant will be used to replace our 3 X 20 Banner (while Sheryl Pordan was away, our banner was thrown away after the Homeless Action Week) as well as collateral posters and flyers for our Outreach Resource Centre and other outreach events throughout the year.

Thank you for your consideration in this matter. I look forward to hearing from you. I maybe reached directly on my cell at [REDACTED]

Best Regards

Carol-Ann

Carol-Ann Flanagan
Coordinator
Burnaby Task Force on Homelessness
carolannf@burnabyhomeless.org
 (604) 200-0712

[Website](#) / [Facebook](#) / [Twitter](#) / [Instagram](#)

The Task Force and Society acknowledge that our work is provided within the ancestral, traditional and unceded territory of the Coast Salish nations.



If you wish to unsubscribe to these emails, please reply to this email address and type **unsubscribe** in the subject line.



THE BILL REID CENTRE FOR NORTHWEST COAST STUDIES

Department of First Nations Studies TEL 778-782-9882
Saywell Hall, 9091
Burnaby, B.C., Canada
V5A 1S6

brcctr@sfu.ca
www.sfu.ca/brc

February 5, 2019

The Office of the City Clerk
c/o Financial Management Committee
4949 Canada Way
Burnaby, BC V4G 1M2

Dear sir or madam,

Please accept the following application from the Bill Reid Centre at Simon Fraser University for a City of Burnaby Grant. The project outlined below builds on a prototype mobile app and web-based project aimed at properly acknowledging the unceded territories of the Coast Salish peoples on which SFU Burnaby is located. The project creates significant benefits for local First Nations' and Burnaby schools, as well as creating an enhanced experience for visitors to Burnaby Mountain park.

The Bill Reid Centre

The Bill Reid Centre at Simon Fraser University (BRC) was established in 2006 as a separate but closely associated academic compliment to the Bill Reid Gallery in downtown Vancouver. The BRC has a mixed academic and community engagement focus and broadly seeks to engage with new media technologies to (1) encourage community and academic conversations regarding the visual culture of Northwest Coast First Nations, and (2) collaboratively promote public understanding and respect for First Nations of the Northwest Coast, both in the past and in the present.

The Centre was founded on a collection of digital images assembled by our founding director, who is also the former CEO of the Canadian Museum of Civilization, Dr. George F. MacDonald. Through his long career in Northwest Coast anthropology and archaeology, Dr. MacDonald came to see the value of historic images for First Nations artists in various stages of their careers. At the time, these resources were generally found in museums and archives and were inaccessible to the communities from which they originated. Dr. MacDonald's digital image project focused on creating public access to the photographic histories of Coastal First Nations continues on in the work of the Bill Reid Centre.

In addition to creating and managing the MacDonald image collection, the BRC works with heritage institutions, Indigenous communities, and artists to create, explore, and evaluate applications of new media technologies in the context of Coastal First Nations heritage projects. Please see the annual report included in this package.

Ímesh (to walk):

In 2016, the BRC created a mobile app for the iPhone titled *imesh* (<http://i.sfu.ca/xazxQY>), meaning "to walk" in the Squamish language. Currently, the app features an Indigenous art walk focused primarily on SFU's Burnaby campus, but also incorporates the Ainu sculpture "The Playground of the Gods" located at Burnaby Mountain Park. Soon to be added to the app, is a Coast Salish Place Names walk developed in consultation with the Squamish and Tsleil Waututh First Nations (<http://www.sfu.ca/brc/imeshMobileApp/place-names.html>). This walk utilizes the mountain-top views from Burnaby Mountain Park to locate and provide information about places that are culturally significant to the Squamish and the Tsleil Waututh First Nations.

and presents their place names in their respective *Skwxwú7mesh* (Squamish) and *hənq̓əminəm* (Hun'qumyi'num) languages.

To date, the mobile app has been funded through donations to the BRC, through various student work programs and internships, and an SFU Community Engagement Grant in 2016 valued at \$10,000. The BRC has recently received another Engagement Grant to create a third walk utilizing the trail system of Burnaby Mountain. The new walking tour would focus on local First Nations plant knowledge.

The grant being requested will fund the creation of a digital herbarium accessed via the web and mobile app, and provide users with information about Coast Salish plant names and uses as they walk the Burnaby Mountain trails. The plant walk will present plant names in Indigenous languages, and introduce users to the role of plants in local First Nations' cultures including foods, medicines, technology, and ceremony, and it will locate this information within First Nations' knowledge and classification systems. As a part of this initiative we are also proposing the creation of classroom resources that range from pre-kindergarten to the post-secondary level to be developed in consultation with First Nations and non-First Nations educators. These classroom resources will address the First Peoples Principles of Learning as established by the First Nations Education Steering Committee (FNEC) in BC.

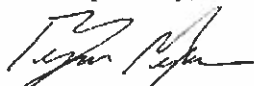
We are looking to take this project to the next level and feel the City of Burnaby would value this contribution to its cultural landscape. Currently, monuments and signage in the park celebrate Burnaby's relationship with its sister city Kushiro, Japan, and there is no mention or acknowledgement of a First Nations presence. This despite the park being located where breathtaking views of unceded Coast Salish territories can be seen in all directions, including views of the Tsleil Waututh First Nation itself. Burnaby Mountain has traditional uses and names in both the *Skwxwú7mesh* (Squamish) and *hənq̓əminəm* (Hun'qumyi'num) languages and was an important resource gathering site. The location, and the associated information provided in this mobile app, truly gives a sense of what it means to say "we are gathered on the traditional territories of the Coast Salish peoples". Additionally, the plant walk and place names walk shows how First Nations have continuously lived on and used this territory since time immemorial, and clearly demonstrates their connection to the land and their right to defend these lands and waters from environmental threats.

We are requesting funds from the City of Burnaby to augment numerous aspects of the mobile app that are beyond the reach of our current funding structure.

- We seek to increase the reach of the mobile app by creating an Android version (\$10,000).
- To create pre-kindergarten to grade 12 educational resources to accompany each of the walking tours (art, place names, and plant knowledge) that can be used in local Burnaby, and First Nations schools (\$5,000).
- Create an augmented reality component that would allow users to both hear and view Indigenous names and spellings layered over the landscape through the camera of their mobile device (\$10,000).
- Spread the word about the freely available app, and explore the use of Bluetooth beacons to notify visitors to Burnaby Mountain Park that the app is available. (\$3000).

Total amount being requested = \$28,000

Yours respectfully,



Bryan Myles
Associate Director

Budget, Including Other Sources of Funding**Incoming Funds:**

1. SFU Community Engagement Grant	\$	10,000	
2. Private Donation	\$	6,000	
3. Bill Reid Centre	\$	3,000	
4. City of Burnaby Grant	\$	28,000	43 % of total
Subtotal incoming:	\$	47,000	72 % of total

In-kind Contributions:

5. Bill Reid Centre (1/5 Associate Director's time) Project management, community engagement, & communications	\$	12,000	
6. Work-Study Student (3 terms) content and copy, web publishing, promotions	\$	6,000	
Subtotal in-kind:	\$	18,000	28 % of total

7. TOTAL PROJECTED INCOME:	\$	65,000	100 %
-----------------------------------	-----------	---------------	--------------

EXPENSES**Educational Resources:**

8. Research Assistants from Faculty of Education to develop classroom resources (pre-k to 12)	\$	7,500	
9. Project management (in kind)	\$	4,000	
10. Engaging teachers and educators (in kind)	\$	3,000	
11. Classroom resource web pages (in kind)	\$	1,500	
Subtotal Educational Resources:	\$	16,000	25 % of total

Ethnobotany Walk and Android Build:

12. Equipment purchase Zoom H4n Pro Audio Recorder	\$	500	
13. Honorariums Plant walks and Indigenous knowledge holders	\$	2,000	
14. Media capture (A/V recording, transcription, and editing)	\$	6,000	
15. Content and copy (in kind) app data, webpages, and digital herbarium	\$	2,000	
16. Geolocation of plant regions (in kind)	\$	500	
17. Mobile App development including Android build SFU New Media Lab	\$	15,000	
18. Development of augmented reality component	\$	10,000	
19. Project Management (in kind)	\$	4,000	
20. Contingency (Bill Reid Centre)	\$	3,000	
Subtotal App Updates:	\$	43,000	66 % of total

Promotion/Spreading the Word

21. Social media campaign (in kind) (Facebook, Instagram, twitter, YouTube)	\$	1,000	
22. Exhibit in Bill Reid Centre Display (in kind) (Saywell Hall 10073)	\$	2,000	
23. Bluetooth beacon research and testing	\$	3,000	
Subtotal Promotion/Spreading the Word:	\$	6,000	9 % of total

24. TOTAL PROJECTED EXPENSES:	\$	65,000	100 %
--------------------------------------	-----------	---------------	--------------

SFU FAST System

Printed: 2/5/2019
Report Filter: User: bnyles Fund: 21 Specific Purpose Projects (SP) Project: S210247 Bill Reid Fdn-Dean of ArtsPeriod: Feb-2019

Object	Description	Budget Original	Budget Adjustments	Total Budget	Feb-2019 Cur.Month	Feb-2019 YTD.Actuals	O/S Encumb.	Balance Available
Revenues								
4104	Indiv - Gift	0.00	0.00	0.00	0.00	-51,265.00	0.00	51,265.00
4124	Corp - Gift	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4160	Nonprofit - Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4162	Nonprofit - Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4164	Nonprofit - Gift	0.00	0.00	0.00	0.00	-20,160.00	0.00	20,160.00
4180	Reg. Charity - Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4184	Reg. Charity - Gift	0.00	0.00	0.00	0.00	-2,500.00	0.00	2,500.00
4899	Other Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal	0.00	0.00	0.00	0.00	-73,925.00	0.00	73,925.00
Expenses								
5430	Sals Non-Students RA	0.00	0.00	0.00	0.00	48,137.97	11,515.85	-59,653.82
5432	Sals Undergrad RA Cdn	0.00	0.00	0.00	0.00	114.40	0.00	-114.40
5444	Sals Post-Doc RA Cdn	0.00	0.00	0.00	0.00	10,500.00	0.00	-10,500.00
5485	Instruct/Resch-Internal Recov	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5790	Support Staff-External Rcvry	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5842	Speaker and Consult Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5911	Welfare Benefits	0.00	0.00	0.00	0.00	2,988.62	709.08	-3,697.70
6010	Computer Hardware under 5k	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6090	Equipment - General under 5K	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6092	Equipment - General over 5K	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100	Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6116	Books and Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6164	Software License and Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6199	Materials and Supplies - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6512	Postage Courier and Delivery	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6520	Printing and Duplication Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6610	Consulting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6650	Advertising and Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Object	Description	Budget Original	Budget Adjustments	Total Budget	Feb-2019 Cur.Month	Feb-2019 YTD.Actuals	O/S Excmb.	Balance Available
6660	Telecommunication Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6910	General Program Costs	0.00	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
6999	Internal Expense Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000	Employee Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7020	Non-Employee Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7022	Non-Employee Field Travel Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7040	Conference Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7050	Meals Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7418	Print-Digital Svcs Intrnl Chrg	0.00	0.00	0.00	0.00	162.00	0.00	-162.00
7450	Facilities Internal Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7468	Information Services Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7915	Budget Balance Forward	0.00	2,300.23	2,300.23	0.00	0.00	0.00	2,300.23
	Subtotal	0.00	12,300.23	12,300.23	0.00	61,902.99	12,224.93	-61,827.69
	Total	0.00	12,300.23	12,300.23	0.00	-12,022.01	12,224.93	12,097.31



It starts with Scouts.

**Scouts Canada
Pacific Coast
Council**

664 West Broadway
Vancouver BC
V5Z 1G1

T 604.879.5721
T 1.888.726.8876
F 604.879.5725
www.scouts.ca

February 22, 2019

Sid Cleave, Clerk's Department
Executive Committee
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mr. Cleave:

Please accept this letter and accompanying application to the Executive Committee of the City of Burnaby, for grant funding, on behalf of Scouts Canada - Burnaby Area.

Scouts Canada is the country's leading youth organization. For more than 100 years, we have brought a world of adventure, outdoor experience and friendship to 17 million Canadian youth.

Scouts have a lot of fun discovering new things and experiences they wouldn't have elsewhere. Along the way they develop into capable, confident and well-rounded individuals, better prepared for success in the world.

Burnaby's Scout Groups are in an area of the Pacific Coast Council of Scouts Canada, a registered non-profit community based organization.

Over the past 40 years, the City of Burnaby has assisted in supporting our Scouting programs for Beaver Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts by awarding a Community grant. The City's continuing support to our programs has greatly benefited Scouting. For 2019, Burnaby Area is asking for your support in the form of a **\$6,000 grant**. The request would be used to provide much needed financial assistance to youth who otherwise would not be able to experience the adventure of Scouting. The attached proposal and supporting documents will describe how we would use these funds upon being successful.

Once again please assure the Executive Committee members that the Grant Funds awarded to Burnaby Area will be used solely for Scouting in Burnaby.

Should you or any member of the Committee require further information on this application, please feel free to call me at 236-330-0802.

Thank you for your consideration, I look forward to your reply.

Yours sincerely,

SCOUTS CANADA

Simon Evison
Council Relationship Manager



Jonathan Chan
Cumberland Place Community
[REDACTED]
Burnaby, [REDACTED]

February 19th, 2019

The Office of the City Clerk
c/o Financial Management Committee
4949 Canada Way
Burnaby, BC V4G 1M2

RE: Neighbourhood Grant Application for **Cumberland Place Community Block Party, Saturday July 13th, 2019**

Dear The Office of the City Clerk and Financial Management Committee:

Thank you so much for supporting our block party last year that happened on July 14th, 2018. Our block party saw 500+ people from various backgrounds join the festivities. We had a bouncy castle and hungry hippos for the kids, a "*Celebrate Burnaby Sidewalk Chalk Art Show Competition*," free BBQ'd hot dogs and burgers, free popcorn, ice cream, potluck, magic show, performances by musicians who live in our neighbourhood and visits from our MLA, MP and local fire and police departments. Many newcomers who recently moved into our neighbourhood felt connected, engaged and most importantly, they developed trust among their new neighbours.

We are writing to you in hopes that the Financial Management Committee can support us again in making our community block party that will be happening on **Saturday, July 13th, 2019** another memorable and exciting event for our diverse community. Last year, we received a grant of \$300 and we hope we can receive your generous support again to alleviate some of the expenses we have listed below.

This year, our goal for this event is not only to connect our diverse neighbourhood of five townhouse complexes and three neighbouring schools but we want to initiate a joint "green" project that all 5 townhouse complexes can participate together. Our criteria to evaluate the success of this block party is through a survey we conduct during and at the end of the block party and also to see all 5 strata councils mobilized for our "green" project. The questions in the survey will focus primarily on 3 categories: "Quality of Connection," "Knowledge of Neighbours," and "Safety and Support."

Below is the financial statement of the proposed Saturday, July 13th, 2019 block party

Total Expenses: \$1,800
Bouncy Castle, Inflatables and Popcorn Machine Rental: \$1,500
Hot Dogs and Burgers: \$300

Revenue from Sponsorships and Grants: \$1,800

Thank you so much for your time and consideration, we hope to hear from you soon! Here's a link to our photos from last year's block party for your reference: <https://photos.app.goo.gl/m5iAfM5NaVATqox7Z>

Sincerely,



Jonathan Chan | p: [REDACTED] | e: [REDACTED]

From: Kyle Gieni [REDACTED]
Sent: February-05-19 1:21 PM
To: Mayor
Subject: BC Wheelchair Floorball Association Tournament Sponsorship

Dear Mayor of Burnaby,

This year, BC Wheelchair Floorball Association will be hosting it's second annual tournament, which will be held June 1-2, 2019 at the BCIT Burnaby campus.

BCWFA would like to invite the City of Burnaby to play a role in assisting with running the tournament in the form of sponsorship.

Sponsorship packages are as follows:

Bronze - \$250. Cover the cost of insurance. You will receive banner space in the lobby and gymnasium for advertising purposes.

Silver - \$500. Cover the cost of lunch for Saturday or Sunday. You will receive banner space in the gymnasium and table space if you wanted to set up a booth in the lobby. Signs reading "Today's lunch provided by the City of Burnaby".

Gold - \$1000. Cover the cost of lunch for both Saturday and Sunday. You will receive banner space in the gymnasium and table space to set up a booth in the lobby. Signs reading "Today's lunch provided by the City of Burnaby". Banner to place on the boards in the field of play.

Diamond - \$2000 Cover the cost of the gym rental. You will receive banner space in the gymnasium and table space in the lobby. Banner to place on the boards of play. Name on the championship trophy saying "Sponsored by the City of Burnaby".

Let me know if any of these packages would work for you, or we can talk about this in more detail if you wanted to change anything about any one of the sponsorship packages.

I look forward to hearing back from you.

Thank you for your consideration,

Kyle Gieni
 President BC Wheelchair Floorball Association