



## **EXECUTIVE COMMITTEE OF COUNCIL**

### *NOTICE OF OPEN MEETING*

**DATE:** TUESDAY, 2019 APRIL 02

**TIME:** 4:00 p.m.

**PLACE:** Council Committee Room, Main Floor, City Hall

### **A G E N D A**

<b>1. <u>CALL TO ORDER</u></b>	<b><u>PAGE</u></b>
<b>2. <u>MINUTES</u></b>	
(a) Minutes of the Executive Committee of Council Open meeting held on 2019 March 06	1
<b>3. <u>CORRESPONDENCE</u></b>	
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<b>5. <u>FESTIVALS BURNABY GRANTS APPROVED - \$15,500</u></b>	
<b>6. <u>COMMUNITY (GENERAL) GRANTS APPROVED TO DATE: \$12,800</u></b>	

Request:	Green Fee Waiver	CPA:	2018 – No Application
	Facility Rental Fee		2017 – No Application
	Waiver		2016 – No Application

d) **#19.19. - Killarney Secondary School** 36  
*Killarney Secondary's Environmental Club*

An application was received from the Killarney Secondary School's Environmental Club requesting a grant in support of the school's single use disposable initiatives including a Styrofoam and soft plastic recycling program and the promotion of compostable take-out containers.

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

e) **#19.20. - New Westminster Environmental Partners** 38  
*Brunette River Projects*

An application was received from New Westminster Environmental Partners requesting a grant in support of the organization's Brunette River Projects. The purpose of the projects is to increase awareness of the river, a natural resource that connects from Vancouver through Burnaby to Coquitlam/New Westminster. Projects include a survey, painting and photography by local artists, stories and poems by local writers, and newspaper articles and radio podcasts.

Request: \$3,000                      CPA: 2018 - No Application  
2017 - No Application  
2016 - No Application

f) **#19.21. - Burnaby Community Services** 40  
*Core Programs and Publications*

An application was received from Burnaby Community Services requesting a grant to assist with the cost of services and programs provided by the Society for 2019. Programs and services, which include: the Burnaby Camping Bureau (\$6,000), publications not included in the in-kind printing grant requested separately (\$9,000), Seniors Transportation (\$8,000), and the Burnaby Christmas Bureau (\$5,000).

Request: \$28,000                      CPA: 2018 – \$28,000  
2017 – \$28,000  
2016 – \$28,000

g) **#19.22.p - Burnaby Community Services** 43  
*Various Publications*

An application was received from Burnaby Community Services requesting an in-kind grant to assist with the printing cost of various publications provided by the Society. These publications include: the Community

Resource Guide; Ready, Set, Learn brochure; As We Age Seniors Resource Guide; Seniors Resource Card; and Community Outreach Resources Card.

Request:	\$7,750 in-kind printing	CPA:	2018 – \$7,750 in-kind printing 2017 – \$3,875 in-kind printing 2016 – No Application
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**h) #19.23. - Burnaby Community Services** 45  
*Burnaby Recreation Credit Program (2019 and 2018 Supplemental)*

An application was received from Burnaby Community Services requesting a grant to assist with the fixed costs (\$17,000) of administering the Burnaby Parks, Recreation and Cultural Services Recreation Credit Program for 2019, as well as a supplemental balance of \$7,308 for 2018. The Recreation Credit Program provides low-income residents with credits that can be used towards Burnaby Parks, Recreation and Cultural Services programs and admissions.

Request:	\$24,308	CPA:	2018 – \$17,000 2018 – \$7,296 Supplemental Grant 2017 – \$17,000 2017 – \$7,296 Supplemental Grant 2016 – \$17,000 2016 – \$7,912 Supplemental Grant
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**i) #19.24. - Burnaby Meals on Wheels** 47  
*Meal Delivery Service*

An application was received from Burnaby Meals on Wheels requesting a grant to assist with the cost of providing home delivery service of nutritious hot or frozen meals to Burnaby residents who cannot prepare meals for themselves.

Request:	\$9,000	CPA:	2018 – \$9,000 2017 – \$9,000 2016 – \$9,000
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**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, City Hall, 4949 Canada Way, Burnaby, B.C. on **Wednesday, 2019 March 06** at 10:00 a.m.

#### **1. CALL TO ORDER**

PRESENT: Councillor Sav Dhaliwal, Chair  
Mayor Mike Hurley, Vice Chair  
Councillor Pietro Calendino, Member  
Councillor Paul McDonell, Member  
Councillor Nick Volkow, Member  
Councillor James Wang, Member

STAFF: Mr. Lambert Chu, City Manager  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Ms. Elaine Wong, Assistant to the Mayor  
Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 10:00 a.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the hə́ŋqəmiŋəŋ and sk̓w̓xwú7mesh speaking people, and extended appreciation for the opportunity to hold a meeting on this shared Coast Salish territory.

#### **2. MINUTES**

(a) **Minutes of the Executive Committee of Council Open meeting held on 2019 February 06**

MOVED BY COUNCILLOR WANG  
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Executive Committee of Council Open meeting held on 2019 February 06 be adopted.

CARRIED UNANIMOUSLY

**3. CORRESPONDENCE**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY MAYOR HURLEY

THAT the correspondence be received.

CARRIED UNANIMOUSLY

**(a) Correspondence from Scouts Canada**  
**Re: Letter of Appreciation (#18.11)**

Correspondence was received from Mr. Simon Evison, Council Relationship Manager, Scouts Canada, Pacific Coast Council, expressing appreciation to the City for funding support of Burnaby based Scouting programs for 2018.

**4. REPORTS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the reports be received.

CARRIED UNANIMOUSLY

**(a) Report from the Director Finance**  
**Re: Community Grants Policy**

The Director Finance submitted a report reviewing the Community Grants Policy and Guidelines.

The Director Finance recommended:

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.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Finance be adopted.

Arising from discussion of the grant amount, the Committee expressed concern that Burnaby based non-profit groups retain the current level of support from the City and introduced the following motion:

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT Section 3.0 of the report be **AMENDED** to grandfather the amount of any grant currently awarded to a non-profit organization.

CARRIED UNANIMOUSLY

The question was then called on the previous motion:

THAT the recommendations of the Director Finance be adopted.

CARRIED UNANIMOUSLY

**(b) Report from the Director Parks, Recreation and Cultural Services**  
**Re: Complimentary Pass Program Changes**

The Director Parks, Recreation and Culture Services submitted a report proposing changes to Burnaby's Complimentary Pass Program.

The Director Parks, Recreation and Culture Services recommended:

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.
3. THAT the Parks, Recreation and Culture Commission and all complimentary pass holders be informed of the proposed changes.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY MAYOR HURLEY

THAT the recommendations of the Director Parks, Recreation and Culture Services be adopted.

Arising from discussion of the maximum annual cost equivalent of the pass, the Committee introduced the following motion:

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR WANG

THAT the report be **AMENDED** to increase the maximum annual cost equivalent of complimentary passes from \$1,000 to \$1,500.

CARRIED UNANIMOUSLY

Arising from further discussion and without objection by any member, the Committee requested staff send a letter to all current users explaining the policy change following Council's adoption of the report.

The question was then called on the previous motion:

THAT the recommendations of the Director Parks, Recreation and Culture Services be adopted.

CARRIED UNANIMOUSLY

**(c) Report from the Director Planning and Building**  
**Re: Community Resource Centres - 2020 Lease Rates and Grants**

The Director Planning and Building submitted a report presenting proposed lease rates and anticipated lease grants for 2020 for nonprofit tenants at all City-owned Community Resource Centres.

The Director Planning and Building recommended:

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.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

5. **FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$15,500**
6. **COMMUNITY (GENERAL) GRANTS APPROVED TO DATE - \$4,000**
7. **NEW APPLICATIONS**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the New Applications be received.

CARRIED UNANIMOUSLY

- (a) **#19.09.p - Rotary Club of Burnaby Metrotown**  
*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)

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind grant in the amount of \$2,500 be awarded to Rotary Club of Burnaby Metrotown to assist with the printing of promotional materials for the 2019 Wine, Food and Music Festival to be held on 2019 June 08 at the Nikkei National Museum and Cultural Centre.

CARRIED UNANIMOUSLY

- (b) **#19.10. - The Maple Leaf Singers**  
*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. It was noted that 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 – \$200MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$200 be awarded to the Maple Leaf Singers in support of their Annual Spring Show to be held on 2019 May 25 and 26 at the Massey Theatre in New Westminster.

CARRIED UNANIMOUSLY

(c) **#19.11.p - The Society to End Homelessness in Burnaby and the Burnaby Task Force on Homelessness**  
*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  
printingCPA: 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.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind grant in the amount of \$550 be awarded to the Society to End Homelessness and Burnaby Task Force on Homelessness to assist with the printing of a banner, as well as, posters and flyers for the Outreach Resource Centre to promote community events in 2019.

CARRIED UNANIMOUSLY

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

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 applicationMOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT staff contact the Bill Reid Centre for Northwest Coast Studies at Simon Fraser University and investigate the feasibility of a partnership with the City to develop an indigenous walking tours mobile app for Burnaby Mountain Park.

CARRIED UNANIMOUSLY

Arising from discussion and without objection by any member, the Committee requested staff report back to the Committee at its next meeting regarding the feasibility of a partnership, and if applicable, recommending the scope of the partnership and an amount of support for the project.

**(e) #19.13. - Scouts Canada**  
*Scouting Programs*

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$5,000 be awarded to Scouts Canada, Pacific Coast Council, to assist with the cost of providing Burnaby based scouting programs for Beavers, Cubs, Scouts, Venturers and Rovers for 2019.

CARRIED UNANIMOUSLY

**(f) #19.14. - Cumberland Place Community**  
*Block Party*

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$300 be awarded to Cumberland Place Community to assist with the cost of hosting a block party on 2019 July 13 in Burnaby.

CARRIED UNANIMOUSLY

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

An application was received from the 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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$250 be awarded to the BC Wheelchair Floorball Association to assist with the cost of hosting its 2nd annual tournament to be held on 2019 June 1-2 at the BCIT Burnaby campus.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

There was no new business brought before the Committee at this time.

9. **INQUIRIES**

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

10. **CLOSED**

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

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 11:18 a.m.

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 11:44 a.m.

**11. ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL  
SECONDED BY COUNCILLOR CALENDINO

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 11:44 a.m.

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Monica Macdonald  
Administrative Officer

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Councillor Sav Dhaliwal  
Chair

Selena Tam



2019 March 12

Burnaby City Council  
Executive Committee of Council  
c/o The Office of the City Clerk  
4949 Canada Way  
Burnaby, B.C. V5G 1M2

Dear Councillor S. Dhaliwal, CHAIR

RE: GRANT REQUEST #19.06  
Moscrop Senior Girls Volleyball Team  
AAAA Senior Girls Provincial Volleyball Championship Tournament

On behalf of the Moscrop Senior Girls Volleyball Team, we would like to thank Burnaby City Council for the \$1,000 City Grant.

The team ended their season on an exciting note finishing fourth at Provincials and had a great time in Penticton.

The support of City Council is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selena Tam'.

Selena Tam  
Assistant Coach and Parent



**Big Brothers  
of Greater Vancouver**  
Also Serving the Sea to Sky Corridor

March 14, 2019

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

To Whom It May Concern,

I am very pleased and excited to present you with our Big Brothers of Greater Vancouver Annual Report! ★ This report showcases the many successes the City of Burnaby's support has made possible in the past year: over 1,100 children and youth served, more than 60,000 volunteer hours, and nearly 14 million pounds of clothing and household items collected to help run life-changing mentoring programs.

There are some amazing stories, such as the 5-year match between Matt and Jacob (page 2) and the 15-year friendship between Eric and Shane (page 24). There are statistics about the children you've helped and the special volunteer anniversaries we're celebrating this year (page 8). And, last but not least, there is your city's name on page 16!

As we look to the year ahead, I want to thank you and everyone at the City of Burnaby yet again for helping kids in your community. You have been a part of every statistic, every story, every success in this report, and I can't thank you enough. With your continued support, we will have another great year of building stronger communities, one child at a time.

If you have any questions, or want to be more involved with Big Brothers in the coming year, please feel free to contact me at [eclow@bbgvf.com](mailto:eclow@bbgvf.com) or 604-876-2447 ext. 249. Thank you again for believing in the children we serve.

Sincerely,

Ethan Clow  
Development Officer



**\*Available Under Separate Cover**

**From:** Kyle Gieni [REDACTED]  
**Sent:** March 25, 2019 2:35 PM  
**To:** Dhaliwal, Satvinder  
**Cc:** Wong, Elaine; MacDonald, Monica; Vracar, Nikolina  
**Subject: Re: BC Wheelchair Floorball Association Tournament Sponsorship**

Dear Councillor S. Dhaliwal,

I would like to thank Nikolina Vracar, Elaine Wong and Monica MacDonald for putting our grant request (#19.15. FILE: 2410-20-6) together and thank you Councillor for approving our request for the 2nd Annual Canadian Wheelchair Floorball-Hockey Tournament at BCIT June 1 & 2, 2019.

The BC Wheelchair Floorball Association is thrilled to have the City of Burnaby on board as a Bronze Sponsor for our event and in return for the \$250 award, BCWFA would like to offer you, Councillor S. Dhaliwal, an invitation to be our Guest of Honour for the tournament.

At 10am on Saturday, June 1 in the BCIT Recreation Services Gymnasium, we will be holding the Opening Faceoff and BCWFA would be delighted if you would do the honors of "dropping the ball" to commence our games and for a little media attention. We can also offer banner space in the gymnasium and in the lobby with the City of Burnaby logo if you would like to put up some signage.

Thank you again for your support and I look forward to hearing back from you,

Kyle Gieni  
BC Wheelchair Floorball Association - President  
102 - 2525 Waterloo St.  
Vancouver, BC  
V6R 3H6  
[bcwheelchairfloorball.ca](http://bcwheelchairfloorball.ca)



Meeting 2019 April 02

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
EXECUTIVE COMMITTEE OF COUNCIL
 **DATE:** 2019 March 15

**FROM:** DIRECTOR FINANCE
 **FILE:** 7400-01

**SUBJECT:** COMMUNITY GRANTS POLICY

**PURPOSE:** Review of Community Grants Policy and Guidelines.

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**RECOMMENDATIONS:**

1. **THAT** the Executive Committee recommend Council authorize \$100,000 to award community grants for ongoing operating expenses to established Burnaby-based non-profit organizations that provide an ongoing program and/or service that benefits the community.
2. **THAT** the Executive Committee recommend Council authorize a limit for an operating grant award to a maximum of 25% of the annual operating budget of a non-profit society; to a maximum request of \$10,000.
3. **THAT** the Executive Committee recommend Council authorize a CAP of \$25,000 on the total financial assistance to a non-profit organization.
4. **THAT** the following organizations be exempted from the financial assistance and operating grant CAPS:
  - i. Burnaby Arts Council
  - ii. Burnaby Community Services Society - Annual Programs
  - iii. Burnaby Community Services Society - Recreation Credit
5. **THAT** the Executive Committee recommend Council approve the updated Community Grants Policy and Application Form, as appended to this report.
6. **THAT** the Executive Committee recommend Council increase the maximum contribution for travel expenses for recreational sports teams, as presented in Section 5.0 of this report.
7. **THAT** the Executive Committee recommend Council approve the implementation plan for the new Community Granting Policy, as outlined in Section 6.0 of this report.

To: Executive Committee of Council  
 From: Director Finance  
 Re: Community Grants Policy  
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## **REPORT**

### **INTRODUCTION**

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.

The Executive Committee of Council, at the Open meeting held on 2019 March 06, adopted a report recommending: 1) a policy framework to award grants for operating expenses, as outlined in Section 3.0 of the report; 2) an updated Community Grants Policy and Application Form; and, 3) an increase in the maximum contribution for travel expenses for recreational sports teams. The purpose of this report is to amend the language in Section 3.0 (as underlined), incorporate grandfather provisions, and expand the recommendations to provide greater clarity to the original report, and thereby, provide clear policy direction.

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.

### **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

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 From: Director Finance  
 Re: Community Grants Policy  
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- 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

## 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	•	

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 From: Director Finance  
 Re: Community Grants Policy  
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### 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.

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

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 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.

### 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

To: Executive Committee of Council  
 From: Director Finance  
 Re: Community Grants Policy  
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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 would 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.

- **Financial Sustainability**

To be eligible for an operating grant, the City would 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 would 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. Current grants exceeding this limit will be grandfathered under the new policy.

*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.*

To: Executive Committee of Council  
 From: Director Finance  
 Re: Community Grants Policy  
 2019 April 02..... Page 6

- **CAP on Financial Assistance**

A CAP on the total amount a Burnaby-based non-profit society would 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 would be established (e.g. \$15,000 for a community “program or project grant” and \$10,000 for an “operating grant”). This CAP excludes lease grants and permissive tax exemptions. Current grants exceeding this limit will be grandfathered under the new policy.

## 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%.

At the Executive Committee meeting held on 2019 March 06, the Committee adopted the following:

- 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
<b>Provincial</b>	\$150 per person	\$175 per person
<b>National</b>	\$175 per person	\$200 per person
<b>International</b>	\$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 April 02..... Page 7

## **6.0 IMPLEMENTATION PLAN**

Once Council approves this report, staff will send out letters to all past applicants making them aware of the changes to the Community Granting Policy and the Community Grant Application Form. The policy and form will be available on the City's website and staff will ensure that all applications submitted for the 2019 May 01 Executive Committee meeting and onwards follow the new policy guidelines and form.

## **7.0 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. In conclusion, staff advises that the Executive Committee recommend Council approve the following:

- \$100,000 to award community grants for ongoing operating expenses to established Burnaby-based non-profit organizations;
- A limit for an operating grant award to a maximum of 25% of the annual operating budget of a non-profit society to a maximum request of \$10,000;
- A CAP on financial assistance of \$25,000 per organization;
- The updated Community Grants Policy and Application Form;
- Increase the maximum contribution for travel expenses for recreational sports teams; and,
- The implementation plan for the new Community Grant Policy.



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](mailto: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.



## **BURNABY MINOR HOCKEY ASSOCIATION**

P.O. BOX 44106, BURNABY, B.C. V5B 1S2

March 7, 2019

Executive Committee  
Burnaby City Hall  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Committee Members,

**RE: Burnaby Minor Hockey Association Midget A1 Team Request for Sports Grant**

The Burnaby Minor Hockey Association is requesting that the Executive Committee consider our Midget A1 team (the “**Team**”) to receive the City of Burnaby’s Sports Grant.

The Team consists of 17 players, all residents of Burnaby, aged 15 to 17 years old.

This past weekend, the Team finished in 2nd place at the PCAHA Tier 1 Midget “A” Final Four Championship hosted by BMHA. This qualified them to attend the BC Hockey Provincial Championship hosted in Kelowna from March 17 to 21, 2019.

The Team has worked hard over the last 7 months to get to this point.

The Team finished in 1st place after 20 league games. They had a bye to the 2<sup>nd</sup> round of play-offs where they won both games to advance to the Final Four Championship. They were ‘Tied’ in points earned and finished 2<sup>nd</sup> in a head-to-head tiebreaker. This qualifies the Team to move onto Provincials. The Team has had a great season!

The boys are proud to represent the City of Burnaby and Burnaby Minor Hockey Association in Kelowna. It would be a great help if the Executive Committee would consider supporting the team in order to offset the costs of travelling to Kelowna for our 17 players for the 5 nights.

Please contact me if you have any questions.

Sincerely,

**Burnaby Minor Hockey Association**

Lucas Matsuda  
President  
president@@burnabyminor.com



**24 Hour Distress Line**  
604-872-3311  
Toll Free: 1-866-661-3311  
**Web-Based Hotline for Youth**  
[www.youthinbc.com](http://www.youthinbc.com)  
**Community Education**  
604-872-1811

March 11, 2019

The Office of the City Clerk  
c/o Executive Committee of Council, City of Burnaby  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Chair and Members of the Executive Committee of Council, City of Burnaby:

Please find enclosed a request for funding from the Crisis Intervention and Suicide Prevention Centre of British Columbia (Crisis Centre) for \$8,000 presented to the City of Burnaby to help fund **our 2019/2020 Crisis Intervention and Suicide Prevention Program**. The Crisis Centre has recently changed its fiscal year and reporting cycle and the 2018 annual report will be available after the next Annual General Meeting in September 2019.

Since 1969, the Crisis Centre has been a non-profit dedicated to providing help and hope to individuals, organizations, and communities. Spanning the spectrum of crisis support, suicide prevention and postvention, staff and volunteers are engaged in a variety of services and programs that educate, train, and support the strength and capacity of individuals and communities.

Through the financial support of communities, organizations, and individuals, we are able to provide:

- Immediate access to barrier-free, non-judgmental, confidential support and follow-up is provided to youth, adults and seniors through our 24/7 phone lines and online services
- Education and training programs that promote mental wellness and equip schools, organizations and communities to assist people at risk of suicide.

Our programs work to ensure timely access to support, destigmatize suicide and mental health concerns, increase awareness and skills for mental wellness, and engage a community of passionate volunteers. Ultimately, we seek to foster compassionate, connected suicide-safer communities.

If you have any questions about the enclosed funding request, please do not hesitate to contact me directly at 604.872.1811 or by email at [jpreiss@crisiscentre.bc.ca](mailto:jpreiss@crisiscentre.bc.ca). Thank you for your time and consideration, and for the opportunity to submit a proposal.

In Best Health,

  
Jeffrey Preiss

Manager, Development and Communication



February 26, 2019

Ms. Sheri Jack-Henderson  
Special Events Officer  
City of Burnaby-Shadbolt Centre for the Arts  
6450 Deer Lake Avenue  
Burnaby, BC, V5G 2J3

Dear Ms. Jack-Henderson:

On Wednesday, February 13, 2019, Roger Lemire, the Executive Director of Nikkei National Museum and Cultural Centre and myself met with Mayor Mike Hurley. It was exciting to hear of all the latest goals for the City of Burnaby and I came away very uplifted by the new initiatives and his interest and encouragement to submit a proposal letter to the City to request support in the work that we are doing for seniors of Burnaby.

We kindly ask for consideration of two requests. The first is to waive green fees which in turn will increase the funds raised from the Nikkei Place Charity Golf which will be directed 100% to programs. The second is a request to use the Allan Emmott Centre as a second location for (Kenko) Wellness Lounge programs.

1. Request to waive or relax green fees:

The 14<sup>th</sup> annual 2019 Nikkei Place Golf Tournament and Fundraiser will be held on Friday, May 31<sup>st</sup> at Burnaby's Riverway Golf Course. Since 2015, we have raised over \$130,000 to support dementia friendly programs and awareness at Nikkei Place.

In 2018, through the hard work of our committee, event volunteers and the extreme generosity of our supporters the tournament was able to raise, in excess of \$55,000 (net) of which 100% went to the delivery of much needed programs.

This is how the funds have been used:

- A full day dementia program "Lively Lively (Iki Iki)" 3 days a week which includes lunch, health check and activities
- Education workshops for families and seniors covering topics about home health, arranging care, how the health care system works for seniors – with doctors, social workers, pharmacists, nurses
- Tea and Chat – a twice a week club for residents living with dementia
- In 2018 launched – Outfight Parkinson (2 times a week), and Brain Exercise Fitness

- Outings for the residents (Canadian Softball Championships, Farm visits, outreach to local community centres)

For 2019, our goal is expanding all of these programs so that more and more Burnaby citizens can have access.

Most of the funds raised were used to help out with one of the few, GROUP, programs offered to seniors experiencing a mild to moderate level of dementia, in Canada. This program has been supported by the generosity of individuals and we are hopeful that the City of Burnaby can help us too.

We are proud to say that the ideas and research for the program, that we call, "Iki-Iki" was started at our Nikkei Place. The original, once a week, 6 hour session, is still offered today for only \$ 10 /person and includes lunch, thanks in big part to the funds raised from the golf fundraiser we run at Riverway.

For 2017, our 2016 golf proceeds helped us expand and offer 2 shorter versions of this program. These programs are open to any and all, and as they are full we would like to expand these in 2019/2020.

Our message to event participants is that we are part of, or know of friends or other family members who are living the growing trend of being the "sandwich generation". Taking care of our own children as well as taking care of one or both, aging parents. Our event helps support some of the options available in the city of Burnaby with programs like Iki-iki, as well as provide education and awareness in dealing with aging seniors.

The revenue for our golf event relies very heavily on what we can generate from items we have at our silent auction. We do not make any revenue from tournament entry fees.

We kindly ask if the City of Burnaby can consider making concessions for the green fees that Riverway Golf Course will charge the Nikkei Place Charity Golf in 2019.

## 2. Growing the neighbourhood within a neighbourhood

### **Welcome to the Highgate – Nikkei neighbourhood**

In the Japanese Canadian community the Nikkei Seniors Health Care and Housing Society through its housing, health care and wellness outreach programs have developed an integrated community care model for its residents, tenants and lately the public.

Community based program such as ours integrate social and community care at the grass roots level with connections to the health care system helping to delay care needs, delay assisted living and residential care admissions by supporting the elderly and their families, etc. who make up an informal support can foreseeably result in lower medical and health costs, improved physical and mental well-being and delay the entrance to residential care or assisted living.

The (Kenko) Wellness Lounge programs have been growing with the programs funded from the Charity Golf. After one year in our new lounge we have found:

- Growing interest for more programs by our Society
- The programs and activities we develop are attracting multicultural seniors

- There is not enough space for to meet the need for dementia friendly programs

One very viable solution is accessing the Allan Emmott Centre. With more space and the support of the City of Burnaby through the golf tournament and the complementary use of Allan Emmott Centre, and the continued generosity of our donor public and strength of volunteers we believe can offer Burnaby more.

#### **Allan Emmott Centre**

With more space our Society can meet the needs of social isolation, promoting good health, hope and happiness by offering these programs:

- Lively Lively-Dementia Friendly Program OR tea and chat
- BEFit – Brain Exercise and Fitness
- Outfight Parkinson
- Boxing for Youth Development (eg. confidence, discipline, service, self-defense) to build connections to community
- Neighbourhood Boxing for Seniors
- Find Your Fit – an assessment to help you find your fitness program (motivate seniors with our business partners to get Fit)

To begin this new initiative we believe that one or two days a week in the banquet hall and if there were other rooms available we could try small group activities. Our goal is to offer these programs at the rates we currently charge which is \$10 for exercise and new rates for dementia friendly (eg. a full day is presently charged at \$20).

We kindly ask the City of Burnaby to consider a nominal rent charge (eg. \$10 for the year) as this would allow our Society to continue offering programs at a cost that is affordable to those who need it most and have difficulties accessing programs.

Thank you very much for your attention and consideration.

Yours sincerely,

NIKKEI SENIORS HEALTH CARE AND HOUSING SOCIETY



Cathy Makihara,  
Executive Director

From: josh oh [REDACTED]  
 Sent: Monday, March 11, 2019 6:12 PM  
 To: Dhaliwal, Satvinder  
 Subject: Styrofoam Ban



## Killarney Secondary School

6454 Killarney Street, Vancouver, BC V5S 2X7 (604) 713-8950 (604) 713-8949 (fax)

March 11, 2019

4949 Canada Way, Burnaby, British Columbia

Dear Mr. Sav Dhaliwal

Greetings! We are high school students from **Killarney Secondary's School's Environment Club in Vancouver**. We are writing to you regarding the City of Vancouver's "Single Use Disposables" initiative. We are amazed to see the strides the city is taking towards being the "greenest city" and have chosen to support one of your initiatives: "Single-Use Item Reduction Strategy."

For the past year, we have been trying to help reduce Styrofoam products from local landfills and in our oceans, lakes, and rivers. We received a grant of **\$1500** from the Taking It Global Government of Canada, youth initiative, to purchase compostable take out containers. We are trying to encourage local restaurants to try them out and consider ordering them at a discount from Vancouver's **BSI Bio** sustainable products <https://bsibio.com/>

### **Killarney Secondary's Environment Club single use disposables initiatives:**

1. We set up a Styrofoam and soft plastic recycling program at Killarney Secondary (population over 2800) We have been educating our school community on single use disposables and how harmful Styrofoam is for the environment and initiated a Styrofoam and soft plastic bag recycling program at Killarney Secondary over a year ago.
2. We also promote and provide 150 (3 different sized) compostable take-out containers for interested local restaurants, with the goal of reducing their use of harmful Styrofoam take-out containers.

It is an overwhelming task, but a very important one. We have connected with restaurants that are very interested in using compostable containers but

since Styrofoam is so cheap and accessible, and the bottom line is keeping afloat and making a profit, restaurants keep going back to purchasing Styrofoam products. We know most restaurant owners want to change to using sustainable take-out containers and will have to change in the future, but the cheap price of Styrofoam supersedes ordering environmental, compostable containers.

***We need your help! We'd like Styrofoam banned all across BC – if Washington State can do it (Jan. 2016), so can we!***

- (a) To determine and advertise a date that Styrofoam will be banned in Vancouver and hopefully, province-wide.
- (b) Spreading the word to all GRVD municipalities, and the BC provincial government, to urgently impose a tax on all Styrofoam products, prior to banning Styrofoam products. This gives companies, including restaurant owners and managers, the incentive to at least try out and then order compostable products instead of ordering and stockpiling huge quantities of Styrofoam products before the ban is imposed.
- (c) We also recommend the municipal and provincial government help subsidize the cost of compostable products for restaurants. In order to 'buy in' to using more sustainable products, restaurant owners and managers need to know what the incentives are to change habits to more sustainable practices.

Our Club has offered to pay the difference of the cost of buying Styrofoam take-out containers vs. compostable ones. However, our funds and time is limited, as students.

Thank you for your time and consideration! We look forward to hearing from you as soon as possible. We will do a follow-up call if we haven't heard from you in two weeks. Feel free to contact Antoine Huynh, and/or Ms. North, our teacher / club sponsor at Killarney Secondary (604) 713-8950 (ext. 1100) or at [dlnorth@vsb.bc.ca](mailto:dlnorth@vsb.bc.ca)

Sincerely,

Antoine Huynh  
Killarney Secondary Environment Club Executive – Marketing

**From:** Vic Leach [REDACTED]  
**Date:** March 15, 2019 at 8:24:06 PM PDT  
**To:** Mayor Mike Hurley <[mayor@burnaby.ca](mailto:mayor@burnaby.ca)>  
**Cc:** Councillor Joe Keithley <[Joe.Keithley@burnaby.ca](mailto:Joe.Keithley@burnaby.ca)>  
**Subject:** NWEP - Brunette River Projects - Requesting info on Grant Application Process to City of Burnaby

Your Worship Mayor Hurley

My name is Vic Leach and I am with New Westminister Environmental Partners. We are working on a variety of Brunette River Projects to increase awareness of this important natural resource that connects from Vancouver through Burnaby to Coquitlam/New Westminister as it goes into the Fraser. We are seeking funding from the City of Burnaby and Councillor Keithley suggested that I ask you to determine the appropriate process. We are hoping that the City of Burnaby may be able to match the \$3,000. grant provided by City of New Westminister.

The projects include 1.) a survey; 2.) paintings and photography by local artists; 3.) stories and poems by local writers and poets; 4.) articles in local newspapers; and 5.) radio podcasts. (4. and 5. are on specific topics - see attached.) Our goal is to have an average of 1 newspaper article and 1 podcast per month over 2 years , with 7-8 articles and podcasts for this year. Next year we would like to continue to develop interest with another 12 articles and 12 podcasts to increase awareness of the Brunette.

You may not know that the Brunette River was declared "dead" in 1969 due to pollutants and through the efforts of Sapperton Fish and Game Club with federal gov't support life began to re-emerge with salmon able to spawn again beginning in 1983. For many years other groups have also taken up this cause.

Mr. Chris Campbell, editor of Burnaby Now/NW Record, has expressed a strong interest in supporting this project along with some artists who will be going out to get some of their ideas in April.

I look forward to hearing from you. Sincerely, Vic Leach, NWEP Brunette River Projects Coordinator [REDACTED]

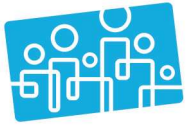
November 30, 2018 rev'd (4) Mar. 12/19

**Brunette River Projects**

We can canoe the Brunette River. Almost to Burnaby Lake from Fraser River with perhaps up to 4 people. Depends on season - Generally from late fall through to late spring and perhaps, even early summer.

1. **Brunette River Survey** - check with various places to determine who knows where BR located.
2. **Brunette River Artists Show** - Massey Theatre Plaskett Gallery Mar. 2020 - acrylic, water colour, oils, photography - possibilities - seasons, trees, animals, fish, birds, shorelines, Century House Artists (NW) - \_\_\_\_\_  
Century House Artists (NW) - Mariette Leppert, Co-Chair  
Garden Gals (NW) - Susan Tamkin  
Burnaby - Burnaby Artists? - Jim Keayes, Pres. T: \_\_\_\_\_  
Coquitlam -  
Indigenous -  
Schools -
3. **Brunette River Books** - possibly historical, children's, mystery, fish, plants, lost streams, geographical, wild animals, Indigenous, comparison to other Fraser River tributaries  
RC Literary Arts Soc. (NW) - Alan Hill - Pres.  
Burnaby -  
Coquitlam -  
Indigenous  
Schools
4. **Articles for media** - print newspaper (local or regional) or magazines or electronic media (tv/radio)
5. **Podcasts** -  
Possible topics for 4. & 5.
  - a. **Fish** - Fish & their life cycle - pink, chum, coho, steelhead, rainbow trout, other
  - b. **Birds** - crows, pigeons, robins, sparrows, starlings, eagles?, falcons?, other
  - c. **Trees & bushes** - various types along length of river - does it change over length?
  - d. **Indigenous** - ceremonial meeting place at mouth of Brunette River? Indigenous name of river?
  - e. **Grasses & mosses** - various types along length of river - does it change over length?
  - f. **Insects** - types of flying, ground and tree insects their life cycle & importance to river
  - g. **Reptiles & amphibians** - snakes, salamanders, frogs, toads, turtles, other - their life cycle
  - h. **Tributaries** that feed into Brunette - including creeks, streams, other? - their value to BRvr
  - i. **Geography & geological** - formation of Brunette over time - location
  - j. **Wild animals** - beavers, coyotes, raccoons, squirrels, bears, skunks, others
  - k. **Invasive species** - Look at plants, animals, fish, birds, insects - that is changing in past 50 yrs.
  - l. **Water Quality** - How is it to be rated - pH balance, pollution, toxicity, nanoplastics - who can test and how relevant is this? What water quality in another river should this be compared?
  - m. **Water temperature** - How is it to be rated - does it change with the season? What part does snowfall have to do with this? What about trees on open areas around Deer Lake and Burnaby Lake compared with 50 - 100 years ago? Does fewer trees compared to the past around lake and river warm the waters throughout the year?
  - n. **Drains** - storm drains into Brunette from origins to Fraser River - any sewage from Bby &/or NW
  - o. **Food Chain** - Of all creatures from creek > lakes > Brunette > Fraser > Salish Sea > Pacific
  - p. **Types of fines/regulations** - municipal, provincial, federal - small to large & how to begin
  - q. **Sapperton Fish & Game Club** - bringing Brunette River back from "dead" 50 yrs. 1969 > present
  - r. **Eco system value** - How does Brunette Rvr & other small rivers like it factor into larger eco system
  - s. **Soil erosion & construction on banks of tributaries** - what is effect upon Brunette R.
  - t. **Recreation** - what recreational events happen - boating, canoes, picnics, swimming, fishing, other
  - u. **Cariboo Dam** - when, why and value of this to the Brunette R.
  - v. **Protecting Brunette** - value of local groups to follow up if they see a problem - whom to call.
  - w. **Fines & Violations** - types of fines possible and amounts - types of legislation.
  - x. **Other Local Groups** - Schools, Universities, Int'l, National, Provincial/State, Regional, Local.

NWEP-BrunetteR Projts.pdf3-19



BURNABY  
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March 22<sup>nd</sup>, 2019

Executive Committee of Council  
C/O Office of the City Clerk  
City of Burnaby  
4949 Canada Way  
Burnaby, B.C., V5G 1M2

**Re: 2019 Community Grant Requests**

Dear members of the Executive Committee of Council,

I would like to thank you so much for your consistent support in the past years. Please consider our 2019 application for:

- (a) \$6,000 grant to help families send their children to summer camp;
- (b) \$9,000 grant to connect people to services through various community resource guides;
- (c) \$8,000 grant to drive seniors to medical and related appointments; and
- (d) \$5,000 grant to brighten the Holiday Season for families and seniors.

Your funds have allowed us to make a meaningful impact in the lives of Burnaby residents. We utilize these funds to empower people to improve their lives and their community.

Founded in 1971, Burnaby Community Services is a charitable society providing people who need support with a voice, resources and opportunities. Currently, we offer a range of programs and publications to support families with low income and seniors experiencing isolation.

We have a variety of programs that help us achieve our mission, including (but not exclusively):

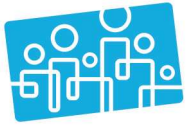
**Burnaby Camping Bureau**

Burnaby families with low income have the opportunity to send their children to an organized summer camp that they would not otherwise be able to afford. In 2018, we provided \$21,970 in subsidies, to 179 campers. This is a dramatic decline in previous years' distribution due to changes in funding. However, we are working closely with partners, including Community Schools, to make sure the children who need the subsidies the most still have access.

**Seniors Transportation**

Volunteers provided 408 drives to 63 seniors in 2018. Additionally, in October we start a Door2Door Shuttle Service, in partnership with Burnaby Citizen Support Services and Bonsor 55+. This once-a-week pilot project is proving the sustainability of a community-based shuttle program in the Metrotown area.

Burnaby Community Services also continues to lead a regional project to develop innovative transportation approaches to overcoming barriers to participation for seniors. The **Seniors on the Move** project, funded through a three-year New Horizons for Seniors Program grant, is a partnership with SHARE Family and Community Services (Tri-Cities), Collingwood Neighbourhood House (Vancouver), Silver Harbour Seniors Centre (North Shore), Better Environmentally Sound



## BURNABY COMMUNITY SERVICES

Transportation, Translink, First Bus Canada/HandyDART, ICBC, Fraser and Coastal Health Authorities, United Way of the Lower Mainland, the Bus Co-op, Modo, Vancity, Seniors Services Society, Immigrant Services Society, and SFU Gerontology. The project has been testing different initiatives including seniors transit training, driver transitioning workshops, a Seniors Transportation Hotline, walkability audits of neighbourhoods, etc.

### Christmas Bureau

Through our Christmas Bureau Toy Room and various sponsorship programs, we brightened the Holiday Season for 3,525 People in 2018—including 738 families, 1,550 children, 94 seniors and 67 unique individuals (those who are homeless or at risk of homelessness).

### Advocacy

A series of programs and partnerships to help people access services and break the cycle of poverty, including Community Volunteer Income Tax Program and a Form Completion Assistance program that combined helped 1,163 people in 2018; and partnerships with Access Pro Bono and UBC's Law Students' Legal Advice Program to deliver legal advice and law clinics.

### Welcoming Seniors' Spaces

Burnaby Community Services, in partnership with Burnaby Neighbourhood House and other community partners, trained 35 Outreach Volunteers in 2018 to connect with seniors experiencing isolation and engaging them in social integration activities throughout the community. We also provided 29 Welcoming Seniors' Spaces workshops—at Seton Villa, New Chelsea and New Vista—on topics such as The Risk Factors of Seniors Isolation, Community Resources, Cross-Cultural Communication, Recognizing the Signs of Dementia, and Preventing Fraud & Abuse.

### Publications

We published and distributed 112,000 guides in 2017. These brochures and cards to ensure that everyone in our community has access to resources and support:

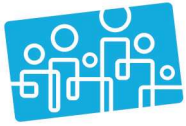
60,000 *Community Resource Guide*, a listing of programs and services in Burnaby and New Westminster, were distributed on partnership with the Burnaby Now and Record.

25,000 *As We Age* (previously the *Seniors Guide to Health & Wellbeing*), a guide to services for seniors, published in collaboration with the Burnaby Now.

15,000 *Ready, Set, Learn* Brochures (combined this year with *Middle Childhood Matters* Brochures) the a mapped resource guide of services for families with children birth to 12 years old, were printed in collaboration with the Burnaby School District.

6,000 *Community Outreach Resources Card*, a weather-resistant guide for those who are homeless or at-risk of homelessness, were distributed in collaboration with Progress Housing and the Society to End Homelessness in Burnaby.

6,000 *Seniors Resource Cards*, a guide to services for seniors at-risk, including translations in Chinese, Farsi (Persian), Japanese and Korean.



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### Brentwood Community Resource Centre

Burnaby Community Services, along with the City of Burnaby, MOSAIC Settlement Services and Burnaby Seniors Outreach and Burnaby Meals on Wheels operate the Brentwood Community Resource Centre. The Brentwood CRC provides support and resource to meet the diverse needs of one of the fastest growing communities in the Lower Mainland. We offer programs for children, families, youth, seniors and newcomers.

### Our grant request

We are requesting community grants in the amount of \$28,000. The grants will be allocated as outlined below:

Programs	Allocation Amount
Burnaby Camping Bureau	\$6,000
Publications	\$9,000
Seniors Transportation	\$8,000
Christmas Bureau	\$5,000
<b>Total</b>	<b>\$28,000</b>

### The impact of your community grants

Your community grant will cover some of the operational costs associated with coordinating the various programs, and some of the costs associated with researching and printing our publications. Thanks to your ongoing support we continue to help families with low income and seniors experiencing isolation, and develop innovative ways to meet the growing demand for services.

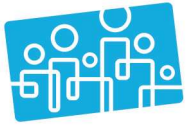
Thank you for your time and consideration. If you have any questions or would like to arrange a meeting please contact me at 604-292-3904 or [Stephen@BbyServices.ca](mailto:Stephen@BbyServices.ca).

Sincerely,

Stephen D'Souza,  
Executive Director

Burnaby Community Services  
**EMPOWERING PEOPLE CHANGING LIVES**

2055 Rosser Avenue • Burnaby, BC V5C 2H1 • 604-299-5778 • [www.BbyServices.ca](http://www.BbyServices.ca)



BURNABY  
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March 22<sup>nd</sup>, 2019

Executive Committee of Council  
C/O Office of the City Clerk  
City of Burnaby  
4949 Canada Way  
Burnaby, B.C., V5G 1M2

**Re: 2019 Community In-kind Grant Requests**

Dear members of the Financial Management Committee,

Burnaby Community Services published and distributed 112,000 guides in 2018. These brochures and cards to ensure that everyone in our community has access to resources and support. Specifically, we published the *Community Resource Guide*, *Ready, Set, Learn Brochure*, *As We Age Seniors Resource Guide*, *Seniors Resource Card*, and *Community Outreach Resources Card*.

Demand for these publications has been increasing over the last few years, despite online search engines like Google and Bing, and services like bc211, because:

- (a) people are looking for information they can have confidence in,
- (b) those who are most marginalized and vulnerable have barriers in accessing these online tools and navigating systems,
- (c) with print material we can have the material where people are (schools, libraries, ministry & government offices, service providers, etc.), and
- (d) when making referrals, all the information is in one place that people can easily take with them.

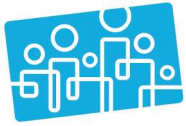
Since the first publication of the *Directory of Services for Burnaby and New Westminster* in September 1984, the City of Burnaby has supported our publications. The Community Grant currently provided help fund the staff required for the publications, specifically the collection of information (a time consuming process to ensure accuracy), design and layout of the materials, and coordination of the distribution.

Following the presentation to the Executive Committee of Council, we began discussions with the City of Burnaby print shop to get quotes for the various resources. Through the discussion, they advised us to apply to the Committee of an in-kind grant to support the printing costs of the publications. Given the significant ongoing support of the Mayor and Council, we felt it would be appropriate to have this request coincide with our 2019 Community Grant Request so that there is full transparency.

Based on estimates from the print shop, **we are asking for an in-kind grant of \$7,750**. These funds would be used to print various community resources and brochures.

Burnaby Community Services  
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The combination of the annual Community Grant allocated towards the publications and this in-kind grant would be a total of \$16,750.

The Community Grant's allocation to publications are used towards the costs associated with researching and producing our publications:

- The collection and verification of information contained within the publications is a time consuming process. We are dedicated to ensure the information is as accurate at the time of printing, and we frequently have to edit content to ensure we maximize the space available and provide the information that would be the most relevant for the target audience.
- We spend considerable time on the design and layout of the material to ensure publications are easy to read and use when looking for a specific service or exploring what is available.
- Also, we coordinate distribution of the publications to various locations and partners including the Burnaby Schools, Burnaby Parks, Recreation and Culture, Fraser Health and Burnaby Hospital, Ministry offices, fellow non-profits, and faith communities.
- This funding also helps with the printing costs of the *Community Resource Guide* and *As We Age*, both of which are printed in partnership with the Burnaby Now, and *Ready, Set, Learn Brochures* because the format is too large for the press at the City of Burnaby print shop.

In contrast, this Community In-kind Grant request is specifically used to assist with publications we are able to print through the City of Burnaby print shop, specifically the two outreach cards (and the Community Outreach Resources Card for those who are homeless or are at-risk of homelessness; and the VOBS Seniors Resource Card for seniors requiring immediate intervention, which is available in English, Chinese, Korean, Farsi and Japanese) and various brochures for different programs.

For samples of each of these publications you can visit [www.BbyServices.ca/resources.php](http://www.BbyServices.ca/resources.php).

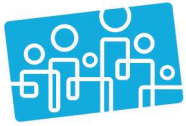
Thank you for your time and consideration. If you have any questions or would like to arrange a meeting please contact me at 604-292-3904 or [Stephen@BbyServices.ca](mailto:Stephen@BbyServices.ca).

Sincerely,

  
Stephen D'Souza  
Executive Director

Burnaby Community Services  
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BURNABY  
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March 22<sup>nd</sup>, 2019

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

**Re: 2019 Grant Request for Burnaby Recreation Credit Program**

Dear members of the Executive Committee of Council,

Since 1996 the City of Burnaby has awarded Burnaby Community Services with an annual grant to administer a portion of the Burnaby Recreation Credit program.

**Our grant request for 2019 is \$24,308.** This amount reflects a base amount of \$17,000 annually for fixed program expenses (such as office space, office equipment & supplies, telecom, insurance, and staff salaries and benefits); and an additional \$7,308 based \$4 per approved application from the previous year to reflect variable costs (such as printing & reproductions, postage and additional staff hours).

**Background**

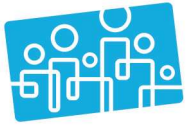
Founded in 1971, *Burnaby Community Services* is a charitable society providing people who need support with a voice, resources and opportunities. We believe change can only occur when people are empowered to improve their lives and their community.

Since the fall of 1996, Burnaby Community Services has assisted *Burnaby Parks, Recreation and Cultural Services* by administering income verification services for the Burnaby Recreation Credit program. The Recreation Credit program provides low- income residents with credits that can be used towards various programs and admissions offered through Burnaby Parks, Recreation, and Cultural Services.

Burnaby Community Services is responsible for:

- ❖ providing intake of application forms from low income individuals, families and seniors, and those on Long Term Disability or Canada Pension Plan;
- ❖ processing relevant documents (e.g. C-Prints, T1 Generals, Notice of Assessments, proof of Burnaby residency, Child Tax Benefit and BC Family Bonus Notice); and
- ❖ determining eligibility based on approved criteria.

We are pleased to continue providing this service as Burnaby Community Services offers a range of programs and publications to support families with low income and seniors experiencing isolation.



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**Our grant request**

This request is for \$24,308, \$17,000 base grant plus an additional sum of \$7,308.

The additional sum is based on the number of approved applications in 2017. Last year we approved 1,827 applications, or 4,750 people for the Burnaby Recreation Credit program.

Furthermore, as part of our ongoing partnership Burnaby Parks, Recreation and Cultural Services has agreed that, given our ongoing contribution to the Burnaby Recreation Credit program, Burnaby Community Services will be recognized in major promotional materials.

Thank you for your continuous support and consideration. If you require any additional information, please feel free to contact me at 604-292-3904.

Sincerely,

Stephen D Souza,  
Executive Director

Cc: Kerry Teves, Centre Supervisor - Community Services, *Burnaby Parks, Recreation and Cultural Services*



**Phone:** 604-299-5754

**Fax:** 604-299-3755

**Address:** 2055 Rosser Avenue, Burnaby, BC, V5C 0H1

**Website:** [www.BurnabyMeals.ca](http://www.BurnabyMeals.ca)

**7.i)**

Executive Committee of Council  
C/O Office of the City Clerk  
City of Burnaby  
4949 Canada Way  
Burnaby, B.C., V5G 1M2

March 22<sup>nd</sup>, 2019

**Re: 2019 Community Grant Request**

Dear members of the Executive Committee of Council,

I am writing on behalf of Burnaby Meals on Wheels to request a \$9,000 community grant. Your continued support is very important to us and the many people we serve.

For over 50 years Burnaby Meals on Wheels promotes health and independence by providing nutritious, local and affordable food to people who—for physical, mental-health, social or economic reasons—are unable to meet their dietary needs. Our clients include seniors, cancer patients undergoing chemotherapy, the chronically ill, and disabled.

The support of the City of Burnaby has been essential to both our success and longevity. We are very grateful for your community and financial support.

We provide much more than meals – our volunteers provide social contact with our often isolated clients. Many clients report that the volunteer visit is the highlight of their day. Our volunteers also check on the security and health of clients and act quickly in the event of an emergency.

No other meal delivery service provides people with affordable meals delivered by caring volunteers. The fact that last year our volunteers delivered 14,959 to 172 clients is a testament to the community need for our service.

We are requesting a grant of \$9,000. This grant will be used to cover some of the operating costs associated with coordinating the program.



**Phone:** 604-299-5754

**Fax:** 604-299-3755

**Address:** 2055 Rosser Avenue, Burnaby, BC, V5C 0H1

**Website:** [www.BurnabyMeals.ca](http://www.BurnabyMeals.ca)

**7.i)**

Thank you for your time and consideration. We look forward to another year of working together to ensure people in our community are receiving the nutrition they need to live independently in their homes, heal, and stay healthy.

If you have any questions or would like more information about our program, please contact me at 604-292-3904 or [Stephen@BurnabyMeals.ca](mailto:Stephen@BurnabyMeals.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "S. D'Souza", is positioned above the printed name.

Stephen D'Souza,  
Executive Director