



EXECUTIVE COMMITTEE OF COUNCIL

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2019 JUNE 06

TIME: 3:30 p.m. 

PLACE: Clerk's Committee Room, Burnaby City Hall 

A G E N D A

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1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
(a) Minutes of the Executive Committee of Council Open meeting held on 2019 May 01	1
3. <u>DELEGATIONS</u>	
(a) Down Syndrome Resource Foundation (DSRF) Re: DSRF's Capital Campaign - Building Re-design and Renovation Speakers: Wayne Leslie, CEO Jason Campbell, Director of Development Maria Marano, Donor and Community Engagement Specialist	17
(b) Burnaby Arts Council Re: Community Arts Development Speakers: Teena Martin, Executive Director Maria Anna Parolin, Co-President, Board of Directors	18
4. <u>PRESENTATION</u>	
a) Update on the Corporate Strategic Plan Presenter: Dipak Dattani, Director Corporate Services	
5. <u>CORRESPONDENCE</u>	
(a) Correspondence from the Licence Inspectors' and Bylaw Officers' Association of British Columbia Re: Financial Support for Precedent-Setting Local Government Dangerous Dog Appeal	20

- (b) Correspondence from DSRF 23
Re: DSRF's Capital Campaign - Building Re-Design and Renovation

6. REPORTS

- (a) Report from His Worship, Mayor Mike Hurley 26
Re: Harmony for All - Burnaby Music Program
- (b) Report from the Director Parks, Recreation and Cultural Services 28
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Parks, Recreation and Cultural Services
Re: Corporate Guidelines for Indigenous Territory Acknowledgement

7. FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$142,100

8. NEW APPLICATIONS - FESTIVALS BURNABY

Neighbourhood Events

- (a) **#19-N-009 - Burnaby Neighbourhood House** 42
Community Street Party

An application was received from the Burnaby Neighbourhood House for the Community Street Party to be held on 2019 August 07 at Metrotown Resource Centre. This event provides an opportunity for the neighbourhood to come together in a safe and inclusive environment, and to learn more about the programs offered at the Burnaby Neighbourhood House, as well as other community partners.

Request: \$4,000 CPA: 2018 - \$2,500 (Neighbourhood Grant)
2017 - No Application
2016 - No Application

- (b) **#19-N-010 - Friends of Alta Vista** 44
26th Annual Alta Vista Playground Community Picnic

An application was received from Friends of Alta Vista for the 26th Annual Alta Vista Playground Community Picnic to be held on 2019 September 14 at

Alta Vista Playground, at Royal Oak Avenue and McKee Street. This community event, organized by local volunteers, provides a free gathering for the surrounding neighbourhood. The focus of the picnic is community inclusion and building a stronger connection to the local park. The picnic provides free food, entertainment, community services, neighbourhood connections and teen volunteer opportunities. The event will attract approximately 250-300 neighbours of all ages and ethnicities.

Request: \$600

CPA: 2018 - \$500 (Neighbourhood Grant)
2017 - No Application
2016 - \$500 (Neighbourhood Grant)

Large Scale Events

- (c) **#19-L-007 - Burnaby Family Life Institute** 46
Burnaby Pride Street Party

An application request was received from Burnaby Family Life Institute for the Burnaby Pride Street Party to be held on 2019 August 10 at Bonsor Sports Field. The Burnaby Pride Street Party is a celebration of LGBTQIA2S+ lives, experiences and visibility in the community. The event includes interactive booths from a variety of community agencies, community food vendors, games, activities and entertainment that showcase LGBTQIA2S+ talents.

Request: \$12,500

CPA: 2018 - \$3,400 (Neighbourhood Grant)*
2017 - No Application
2016 - No Application

*A different organization planned the 2018 event.

9. PROGRESSIVE LIST OF GRANTS APPROVED TO DATE - \$114,108

10. NEW APPLICATIONS - GENERAL GRANTS

- a) **#19.26. - Burnaby Neighbourhood House** 48
Community Engagement Program

An application was received from the Burnaby Neighbourhood House (BNH) requesting a grant to support the Community Engagement Program in 2019. The Community Engagement Program is volunteer-based and provides Burnaby residents with access to a range of inclusive, low cost, and free programs and services (e.g. English conversation classes, monthly community dinners, free income tax clinics, yoga classes, tai chi, line dancing, art workshops, cooking demonstrations, book clubs and knitting circles). The BNH staff support the volunteers by promoting, setting-up, and

implementing programs and services. Approximately 8,000 residents per year benefit from the Program.

Request: \$15,000 CPA: 2018 – No Application
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.

b) #19.27. - Apex Xplosion Volleyball Team U18 Girls 57
Volleyball Canada 2019 National Volleyball Tournament

An application was received from Apex Xplosion Volleyball Team U18 Girls in Vancouver requesting a grant to assist with travel expenses for eight (8) Burnaby residents to compete at the Volleyball Canada 2019 National Volleyball Tournament held in Toronto, Ontario, 2019 May 11 – 14. The team qualified for the National Tournament through high placement in the Provincial Tournament.

(Note: initial request for grant funding was received prior to 2019 May 01 Committee meeting and prior to the tournament start date; however, the request was placed on hold until the team submitted a formal application).

Request: \$2,500* CPA: 2018 - No Application
2017 - No Application
2016 - No Application

*Per the Community Granting Policy, each player is eligible for a \$250 grant for a total of \$2,000 for all eight players.

c) #19.28. - My Artist's Corner (MAC) Society, BC 60
My Artist's Corner Program

An application was received from My Artist's Corner (MAC) Society BC requesting a grant to support provision of an art program for adults living with mental health issues for 2019/2020. The Society offers classes in art techniques and art history, hosts two major art shows each year, supplies artist grade materials and provides high quality instruction. Participants are encouraged to explore their artistic potential on their journey of mental health and wellness. Forty adults participate in the program each year (approximately 10% of participants are residents of New Westminster).

Request: \$10,000 CPA: 2018 - No Application
2017 - No Application
2016 - No Application

d) **#19.29.o - United Way of the Lower Mainland** 69
Street Banner Program

An application was received from United Way of the Lower Mainland requesting an in-kind grant (for labour cost) in support of the 2019 United Way Fall Campaign in the amount of \$10,000 to cover banner installation and removal costs along Kingsway, between Boundary Road and Royal Oak Avenue. The banners would be installed in 2019 September and removed at the end of 2019 December.

Request:	\$10,000*	CPA:	in-kind for labour cost
			2018 - \$10,000 (used \$3,919)
			2017 - \$15,000 (used \$3,279)
			2016 - \$15,000 (used \$4,566)

*Request for \$10,000 is due to unforeseen circumstance such as the need for hardware replacement.

e) **#19.30. Big Brothers of Greater Vancouver** 77
Mentoring with Math

An application was received from Big Brothers of Greater Vancouver requesting a grant to cover the costs of the Jump Math Workbooks in the Mentoring with Math program from 2019 October to 2020 June. The workbooks vary from a low difficulty to more complex, and have low barriers regarding the language complexity, making them an excellent source for students whose first language is not English.

Request:	\$5,000	CPA:	2018 - \$3,000
			2017 - \$3,000
			2016 - \$3,000

f) **#19.31. - Variety - The Children's Charity of BC** 88
Variety Mobility Day

An application was received from Variety – The Children's Charity of BC requesting a grant to assist with Variety Mobility Day to be held at the Variety BC headquarters in Burnaby on 2019 June 05. The event will feature a barbeque, accessible obstacle course, and games for Variety Kids. The goal of the event is to raise funds and awareness about the work of Variety and the increasing demand for mobility equipment.

Request:	\$10,000	CPA:	2018 - No Application
			2017 - No Application
			2016 - No Application

g) #19.32. - Wesburn Youth Soccer Club Galaxy U16 Boys 98
Provincial Cup

An application was received from the Wesburn Youth Soccer Club Galaxy U16 Boys team requesting a grant to assist with travel expenses for 14 players and Burnaby residents to participate at the Les Sinnott Memorial Boy's Provincial Cup to be held on 2019 July 4 - 7 in Prince George, BC.

Request: \$1,750	CPA: 2018 - No Application
	2017 - \$1,000*
	2016 - No Application

*Grant was awarded to U14 team.

11. NEW BUSINESS

12. INQUIRIES

13. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning labour relations or other employee relations, personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity, and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages, and that in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

14. 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 May 01** at 10:00 a.m., followed by a Closed meeting from which the public was excluded.

1. CALL TO ORDER

PRESENT: Councillor Sav Dhaliwal, Chair
Mayor Mike Hurley, Vice Chair
Councillor Pietro Calendino, Member
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. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, 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 hə́ŋqəmiŋə́h and sk̓wx̓wú7mesh 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 April 02**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the minutes of the Executive Committee of Council Open meeting held on 2019 April 02 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the correspondence be received.

CARRIED UNANIMOUSLY

(a) Correspondence from the Community Centered College for the Retired
Re: Letter of Appreciation (#19.01)

Correspondence was received from Mr. Dave Mannings, President, Community Centered College for the Retired expressing appreciation to the City for funding to support the cost of courses and workshops provided by the College.

(b) Memorandum from the Deputy City Clerk
Re: Complimentary Passes

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2019 April 08, received and adopted the above noted report providing information regarding municipally owned golf courses and complimentary passes in surrounding communities. Out of 87 golf courses in the Lower Mainland, nine are owned by municipalities, including two in Burnaby. Burnaby is the only municipality which extends golf course playing privileges or free access to recreation facilities to Council or Commission members through a pass, waiver or other type of benefit.

4. FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$15,500

5. NEW APPLICATIONS - FESTIVALS BURNABY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT the New Applications – Festivals Burnaby be received.

CARRIED UNANIMOUSLY

Neighbourhood Events**(a) #19-N-004 - Culture Chats BC Association**
Intercultural Community Arts Festival

An application was received from the Culture Chats BC Association for the Intercultural Community Arts Festival, to be held on 2019 June 27 at Burnaby Neighbourhood House. This one day community arts festival will celebrate and showcase multicultural arts and talents. Event activities will include an immigrant art exhibition, language based word games, a multicultural dialogue story creation, and children's activities based on multicultural arts and crafts.

Request: \$4,000

CPA: 2018 - \$1,000 (Neighbourhood Grant)
2017 - \$1,000 (Neighbourhood Grant)
2016 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$1,100 be awarded to the Culture Chats BC Association for the Intercultural Community Arts Festival to be held on 2019 June 27 at Burnaby Neighbourhood House.

CARRIED UNANIMOUSLY

(b) #19-N-005 - Korean Writers' Association of Canada
Canada-Korean Literary Festival

An application was received from the Korean Writers' Association of Canada for the Canada-Korean Literary Festival to be held on 2019 September 28 at the Shadbolt Centre for the Arts, Studio Theatre. This annual event is held to create an understanding between the Canadian and Korean cultures, and forge a bond through multicultural performances, readings and interpreting poems written in other languages.

Request: \$4,000

CPA: 2018 - \$1,500 (Neighbourhood Grant)
2017 - \$1,500 (Neighbourhood Grant)
2016 - \$1,500 (Neighbourhood Grant)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,500 be awarded to the Korean Writers' Association of Canada for the Canada-Korean Literary Festival to be held on 2019 September 28 Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

(c) #19-N-006 - Scandinavian Cultural Society
Leif Erikson Day Festival

An application was received from the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2019 October 05 at the Scandinavian Community Centre. This annual festival highlights a different Nordic country by showcasing its history and current endeavours, and the contributions to Canadian Society made by its people. This year the festival will showcase Iceland. The festival will display presentations by experts, concerts, workshops, ethnic foods, videos, arts and crafts for children and information on Leif Erikson himself. This year focus will be on Norse crafts, history and archaeology.

Request: \$2,000

CPA: 2018 - \$2,000 (Neighbourhood Grant)
2017 - \$2,000 (Neighbourhood Grant)
2016 - \$2,500 (Neighbourhood Grant)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$2,000 be awarded to the Scandinavian Cultural Society for the Leif Erikson Day Festival to be held on 2019 October 05 at the Scandinavian Community Centre.

CARRIED UNANIMOUSLY

(d) #19-N-007 - Neil Squire Society
Neil Squire Society's Anniversary Festival

An application was received from the Neil Squire Society for the Neil Squire Society's Anniversary Festival to be held on 2019 June 21 at 3999 Henning Drive, Burnaby. Celebrating its 35th Anniversary and 25 years in Burnaby, this festival will invite the larger community for a day-long family friendly celebration. The festival will include performances throughout the day, live bands with singers, face painting along with a caricature drawer, and a green screen where the public, particularly youth, can get dressed up in animated

outfits and take pictures with their family and friends. In addition, there will be food trucks and the public will have the opportunity to view the devices used by the Society's clients.

Request: \$4,000

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$2,500 be awarded to the Neil Squire Society for the Neil Squire Society's Anniversary Festival to be held on 2019 June 21 at 3999 Henning Drive, Burnaby.

CARRIED UNANIMOUSLY

(e) #19-N-008 - Chinese Taoism Kuan-Kung Association
Tian Jin Festival

An application was received from the Chinese Taoism Kuan-Kung Association for the Tian Jin Festival to be held on 2019 May 04-05 at Jian Tin Temple, 3426 Smith Avenue, Burnaby. The festival is a free public event which will showcase Chinese arts and culture through stage performances, exhibits, activities and food. The stage performances will incorporate performances from other Asian communities.

Request: \$3,000

CPA: 2018 - \$3,000 (Neighbourhood Grant)
2017 - \$3,000 (Neighbourhood Grant)
2016 - \$3,000 (Neighbourhood Grant)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$3,000 be awarded to the Chinese Taoism Kuan-Kung Association for the Tian Jin Festival to be held on 2019 May 04-05 at Jian Tin Temple, 3426 Smith Avenue, Burnaby.

CARRIED UNANIMOUSLY

Small Scale Events

(f) #19-S-004 - Bula! Fiji Association of British Columbia
Fiji Festival

An application request was received from the Bula! Fiji Association of British Columbia for the Fiji Festival to be held on 2019 July 13 at Swangard Stadium. This free annual festival, in its 18th year, will showcase a traditional Fijian ceremony and welcome remarks, entertainment, a talent and fashion show, ethnic foods, a cultural display and soccer tournament.

Request: \$7,000

CPA: 2018 - \$4,000 (Small Scale Grant)
2017 - \$4,000 (Small Scale Grant)
2016 - \$4,000 (Neighbourhood Grant)

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$6,000 be awarded to the Bula! Fiji Association of British Columbia for the Fiji Festival to be held on 2019 July 13 at Swangard Stadium.

CARRIED UNANIMOUSLY

(g) #19-S-005 - Edmonds City Fair and Classic Car Show Committee
Edmonds City Fair and Classic Car Show

An application was received from the Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show to be held on 2019 July 15 along Edmonds Street, from Canada Way to Kingsway. The local event will highlight free activities, entertainment and food. The event will feature an old fashion City Fair with rides, petting zoo, children and family activities, International Village and Community displays and the Classic Car Show.

Request: \$6,000

CPA: 2018 - \$5,500 (Small Scale Grant)
2017 - \$5,500 (Small Scale Grant)
2016 - \$5,500 (Small Scale Grant)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$6,000 be awarded to the Edmonds City Fair and Classic Car Show Committee for the Edmonds City Fair and Classic Car Show to be held on 2019 July 15 along Edmonds Street, from Canada Way to Kingsway.

CARRIED UNANIMOUSLY

(h) #19-S-006 - Philippine Cultural Heritage Society
Seafood Music Festival

An application was received from the Philippine Cultural Heritage Society for the Seafood Music Festival to be held on 2019 August 10 at Swangard

Stadium. The festival will showcase the Philippine culture through dance, food, music and cultural artifacts.

Request: \$12,000

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$8,000 be awarded to the Philippine Cultural Heritage Society for the Seafood Music Festival to be held on 2019 August 10 at Swangard Stadium.

CARRIED UNANIMOUSLY

(i) **#19-S-007 - Edo Friends of British Columbia Association**
Africa Musical and Cultural Festival

An application was received from the Edo Friends of British Columbia Association for the Africa Musical and Cultural Festival to be held on 2019 August 03 at Confederation Park. The event will showcase African music and dance performances, a wide variety of cultural foods, unique arts and crafts, cultural information booths and crafts, games and storytelling.

Request: \$5,000

CPA: 2018 - \$3,500 (Small Scale Grant)
2017 - \$3,500 (Small Scale Grant)
2016 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,500 be awarded to the Edo Friends of British Columbia Association for the Africa Musical and Cultural Festival to be held on 2019 August 03 at Confederation Park.

CARRIED UNANIMOUSLY

(j) **#19-S-008 - Scandinavian Community Centre**
Scandinavian Midsummer Festival

An application was received from the Scandinavian Community Centre for the Scandinavian Midsummer Festival to be held on 2019 June 22-23 at the Scandinavian Community Centre. This annual festival, in its 23rd year, celebrates the Swedish, Norwegian, Finnish, Icelandic and Danish heritage. With a program showcasing cultural song, dance, entertainment, food and

kids, the event is meant for the whole family. Highlights include the authentic Viking village and the traditional raising of the Maypole dance. This year's theme is Scandinavian Folklore.

Request: \$10,000

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

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$8,000 be awarded to the Scandinavian Community Centre for the Scandinavian Midsummer Festival to be held on 2019 June 22-23 at the Scandinavian Community Centre.

CARRIED UNANIMOUSLY

(k) #19-S-009 - Burnaby Arts Council

An application was received from the Burnaby Arts Council for the 5th Annual Summer Arts Festival to be held on 2019 July 05-06 at the Deer Lake Art Gallery. The indoor/outdoor festival will include a variety of performance artists, artists exhibiting work, artisans selling high quality arts and crafts, kid's workshops and 25 artists participating in a paint battle.

Request: \$5,000

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

*In-kind printing grants of \$1,500 (2018) and \$1,000 (2017) were awarded to the Burnaby Arts Council for printing signage for the Annual Summer Arts Festival and Annual Park's Edge Paint Off.

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$5,000 be awarded to the Burnaby Arts Council for the 5th Annual Summer Arts Festival to be held on 2019 July 05-06 at the Deer Lake Art Gallery.

CARRIED UNANIMOUSLY

(l) #19-S-010 - Shri Guru Ravidass Sabha

Guru Ravidass Ji Birthday Celebration-Nigar Kirtan Parade

An application was received from the Shri Guru Ravidass Sabha for the Guru Ravidass Ji Birthday Celebration-Nigar Kirtan Parade in Burnaby held on 2019 April 06 at 7271 Gilley Street. The parade included free food for the public, singers and performers.

Request: \$15,000

CPA: 2018 - No Application
2017 - No Application
2016 - No ApplicationMOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$10,000 be awarded to the Shri Guru Ravidass Sabha for the Guru Ravidass Ji Birthday Celebration-Nigar Kirtan Parade in Burnaby held on 2019 April 06 at 7271 Gilley Street.

CARRIED UNANIMOUSLY

Large Scale Events**(m) #19-L-002 - Nikkei National Museum and Cultural Centre**
Nikkei Place Matsuri Family Festival 2019

An application was received from the Nikkei National Museum and Cultural Centre for the Nikkei Place Matsuri Family Festival 2019 to be held on 2019 August 31 and September 01 at Nikkei Place. This event, in its 7th year, is a celebration of Japanese culture that enables all of the diverse cultures in the City to join in. The festival has grown to be one of the largest festivals in Metro Vancouver with this year's projected attendance of over 12,000 people. The event will showcase Japanese entertainment, ethnic foods and family oriented games.

Request: \$25,000

CPA: 2018 - \$11,000 (Large Scale Grant)
2017 - \$11,000 (Large Scale Grant)
2016 - \$11,000 (Large Scale Grant)MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$15,000 be awarded to the Nikkei National Museum and Cultural Centre for the Nikkei Place Matsuri Family Festival 2019 to be held on 2019 August 31 and September 01 at Nikkei Place.

CARRIED UNANIMOUSLY

(n) #19-L-003 - CCSA Canadian Community Service Association
Chinese Cultural Heritage Festival & 11th Vancouver Water-Splashing Festival

An application was received from the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival and the 11th Vancouver

Water-Splashing Festival to be held on 2019 July 28 at Swangard Stadium. The free public events will promote Chinese heritage and culture to residents from different ethnic backgrounds.

Request: \$25,000

CPA: 2018 - \$10,000 (Large Scale Grant)
2017 - \$10,000 (Large Scale Grant)
2016 - No Application

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$15,000 be awarded to the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival and the 11th Vancouver Water-Splashing Festival to be held on 2019 July 28 at Swangard Stadium.

-amended

Arising from discussion, the following motion was introduced:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$14,000 be awarded to the CCSA Canadian Community Service Association for the Chinese Cultural Heritage Festival and the 11th Vancouver Water-Splashing Festival to be held on 2019 July 28 at Swangard Stadium.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

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

CARRIED UNANIMOUSLY

(o) **#19-L-004 - Korean Cultural Heritage Society**
18th Annual Korean Cultural Heritage Festival

An application was received from the Korean Cultural Heritage Society for the 18th Annual Korean Cultural Heritage Festival to be held on 2019 August 03 at Swangard Stadium. The full day event will include an opening ceremony with special guest performances (both local and foreign), live entertainment, food and souvenirs. The festival celebrates multiculturalism in Metro Vancouver.

Request: \$25,000

CPA: 2018 - \$20,000 (Large Scale Grant)
2017 - \$20,000 (Large Scale Grant)
2016 - \$17,000 (Large Scale Grant)MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$20,000 be awarded to the Korean Cultural Heritage Society for the 18th Annual Korean Cultural Heritage Festival to be held on 2019 August 03 at Swangard Stadium.

CARRIED UNANIMOUSLY

(p) **#19-L-005 - UniverCity Community Association**
SFU Street Fest @ UniverCity 2019

An application was received from the UniverCity Community Association for the SFU Street Fest @ UniverCity 2019 to be held on 2019 September 13 at University High Street, Burnaby Mountain. The annual festival was created to further engage SFU students and staff, local businesses, elementary school, and residents. The free festival will include a music stage that will feature SFU dance clubs and busker performances, a kids' zone with bouncy castle and face painting, and participation from community partners and community groups (e.g., BC Lions and Vancouver Whitecaps).

Request: \$12,000

CPA: 2018 - No Application
2017 - No Application
2016 - No ApplicationMOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$8,000 be awarded to the UniverCity Community Association for the SFU Street Fest @ UniverCity 2019 to be held on 2019 September 13 at University High Street, Burnaby Mountain.

CARRIED UNANIMOUSLY

(q) **#19-L-006 - Heights Merchants Association BIA**
Hats Off Day 2019

An application was received from the Height Merchants Association BIA for Hats Off Day 2019 to be held on 2019 June 01 on Hastings Street, between Boundary Road and Gamma Avenue. The event is the largest parade and street festival in Burnaby and features music, entertainment, performers, kids' activities, vintage car show, multicultural food and more.

Request: \$17,000

CPA: 2018 - \$8,000 (Large Scale Grant)
2017 - \$8,000 (Large Scale Grant)
2016 - \$8,000 (Small Scale Grant)MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$12,000 be awarded to the Heights Merchants Association BIA for Hats Off Day 2019 to be held on 2019 June 01 on Hastings Street, between Boundary Road and Gamma Avenue.

CARRIED UNANIMOUSLY

6. PROGRESSIVE LIST OF GRANTS APPROVED TO DATE - \$87,358**7. NEW APPLICATIONS**MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the New Application be received.

CARRIED UNANIMOUSLY

a) #19.25. - Odyssey of the Mind*World Finals**Parkcrest Elementary - Division 2 "Technical Problem"**Montecito Elementary - Division 1 "Classics Problem"**Montecito Elementary - Division 2 "Classics Problem"**Montecito Elementary - Division 1 "Performance Problem"**Montecito Elementary - Division 2 "Performance Problem"**St. Michael's Elementary - Division 1 "Vehicle Problem"*

An application was received from Ms. Holly Lloyd, Head Teacher/Coach, Parkcrest Elementary School, requesting a grant to assist with travel expenses for six teams from three Burnaby schools to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22- 25 at Michigan State University.

Request: \$9,900

CPA: 2018 - \$6,000 (\$1,000 per team)
2017 - \$4,000 (\$1,000 per school)
2016 - \$2,000 (\$2,000 per school)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,500 be awarded to *Division 2 "Technical Problem"* team from *Parkcrest Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22-25 at Michigan State University, pending confirmation that students are Burnaby residents.

THAT a grant in the amount of \$1,750 be awarded to *Division 1 "Classics Problem"* team from *Montecito Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22-25 at Michigan State University, pending confirmation that students are Burnaby residents.

THAT a grant in the amount of \$1,750 be awarded to *Division 2 "Classics Problem"* team from *Montecito Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22-25 at Michigan State University, pending confirmation that students are Burnaby residents.

THAT a grant in the amount of \$1,750 be awarded to *Division 1 "Performance Problem"* team from *Montecito Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22-25 at Michigan State University, pending confirmation that students are Burnaby residents.

THAT a grant in the amount of \$1,500 be awarded to *Division 2 "Performance Problem"* team from *Montecito Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22-25 at Michigan State University, pending confirmation that students are Burnaby residents.

THAT a grant in the amount of \$1,500 be awarded to *Division 1 "Vehicle Problem"* team from *St. Michael's Elementary* school to participate at the Odyssey of the Mind World Finals competition to be held on 2019 May 22-25 at Michigan State University, pending confirmation that students are Burnaby residents.

CARRIED UNANIMOUSLY

8. **TABLED MATTER**

(a) **#19.02. - Burnaby Neighbourhood House**
Re: Operating Costs

At the 2019 February 06 Executive Committee of Council meeting, 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 Committee tabled the application to allow staff to review Council's guidelines for awarding grants. At the 2019 April 08 Open Council meeting, Council approved a new Community Granting Policy.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the grant application from the Burnaby Neighbourhood House be now **LIFTED** from the table.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT an operating grant in the amount of \$10,000 be awarded to the Burnaby Neighbourhood House in support of the increasing demands for services from the community and rising operating costs to address the demands.

CARRIED UNANIMOUSLY

(b) #19.04. - Burnaby ECD Community Table
Re: Program Coordinator

At the 2019 February 06 Executive Committee of Council meeting, 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 Committee tabled the application to allow staff to review Council's guidelines for awarding grants. At the 2019 April 08 Open Council meeting, Council approved a new Community Granting Policy.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the grant application from the Burnaby Early Childhood Development (ECD) Community Table be now **LIFTED** from the table.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT an operating grant in the amount of \$7,000 be awarded to the Burnaby ECD Community Table to fund the Program Coordinator position and support the Table's programs from 2019 April to 2020 March.

CARRIED UNANIMOUSLY

9. NEW BUSINESS**His Worship, Mayor Hurley – Burnaby Neighbourhood House**

His Worship, Mayor Hurley, advised the Committee that the Burnaby Neighbourhood House requires additional funding a result of increasing rental costs for the North House.

Arising from discussion, the following motion was introduced:

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR CALENDINO

THAT staff work with the Burnaby Neighbourhood House to find other opportunities to provide funding to keep the North House open, and report back to the Committee.

CARRIED UNANIMOUSLY

The Committee advised that action is needed by end of the month to avoid potential closure of the North House.

Staff undertook to follow-up and report back.

10. INQUIRIES

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

11. CLOSED

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning labour relations or other employee relations and the proposed provision of a municipal service that are at their preliminary stages, and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 10:54 a.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Council meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 11:25 a.m.

12. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 11:25 a.m.

Nikolina Vracar
Administrative Officer

Councillor Sav Dhaliwal
Chair

Hi Nikolina,

We are very excited about this opportunity and look forward to presenting to the Committee next Thursday. There will be three representatives from our organization:

Wayne Leslie, DSRF CEO

Jason Campbell, DSRF Director of Development

Maria Marano, DSRF Donor and Community Engagement Specialist

I will be the primary speaker. My contact details are below.

Topic: DSRF Capital Campaign (Building re-design & renovation)

No Power Point demonstration.

Kind regards,
Wayne



Wayne Leslie

Chief Executive Officer

Down Syndrome Resource Foundation

1409 Sperling Avenue, Burnaby BC V5B 4J8

phone: 604-444-3773

wayne@dsrf.org | DSRF.org



Please see below!

Thanks for following up with us.

See you soon!

Teena Martin

Teena Martin
Executive Director
Burnaby Arts Council

Deer Lake Art Gallery
6584 Deer Lake Avenue
Burnaby, BC V5G 3T7

Tel (604)298-7322
Email info@burnabyartscouncil.org
Website www.burnabyartscouncil.org

Creating vibrant connections through the **ARTS!**

The Arts Council of Burnaby, we acknowledge that the land on which we create, work, play and gather is within the shared traditional territories of the **Squamish, Tsleil-Waututh, and Musqueam** First Nations.

NOTICE REGARDING CONFIDENTIALITY: This email and the information transmitted, including attachments, is intended only for the person or entity to which it is addressed and may contain confidential and privileged information. Any unauthorized review, disclosure, retransmission, dissemination, or other use of this information by a person or entity other than an intended recipient is prohibited. If you are not an intended recipient, please notify the sender by replying to this email and destroy all copies of the original email and attachments from any and all computers and devices.



Please consider the environment before printing this e-mail

From: Vracar, Nikolina [<mailto:Nikolina.Vracar@burnaby.ca>]
Sent: Monday, May 27, 2019 8:31 AM
To: Teena Martin <info@burnabyartscouncil.org>
Subject: RE: 2019 - COB Exec Com In-Kind Donation SUMMER ARTS FESTIVAL.docx

Hi Teena,

Thank you for the updates.

Please provide the following information by **noon on Wednesday, May 29**, in order to be added as a delegation to the agenda:

- Topic of your presentation;
COMMUNITY ARTS DEVELOPMENT

- Names and titles of any additional speaker(s); and
TEENA MARTIN & MARIA ANNA PAROLIN
- Whether you will be using a PowerPoint for your presentation.
REQUIRE THE PROJECTOR FOR A VIDEO PRESENTATION.

You will have 10 minutes for your presentation. Please arrive to the **Clerk's Committee Meeting Room, Lower Floor, Burnaby City Hall, at 3:20 p.m.**

Regards,

Nikolina



***Licence Inspectors' and Bylaw Officers'
Association of British Columbia***

To: The City of Burnaby

Mike Hurley & Lambert Chu
4949 Canada Way
Burnaby BC V5G 1M2

RE: Financial Support for Precedent-Setting Local Government Dangerous Dog Appeal

We need your help! A critical local government case is before the BC Court of Appeal that directly impacts your bottom line on public safety and dangerous dogs.

The License Inspectors' and Bylaw Officers' Association of British Columbia ("**LIBOA**") was urgently compelled to make an Intervenor application in *Santics v. The Animal Control Officer for the City of Vancouver* ("**Santics**"). On Friday, April 12th, Mr. Justice Savage granted LIBOA Intervenor status on behalf of animal control officers in local governments throughout BC.

The issue involves jurisdiction and the expansion of judicial discretion that has resulted in increased costs to local governments on dangerous dog enforcement since the 2008 decision in *R. v. Kuo*. At 2016 UBCM, you unanimously passed a resolution condemning the case law interpretation in *Kuo* and supported an amendment to section 49 of the *Community Charter* (see attached resolution from the 2016 UBCM Conference).

Financial Hardship to Local Governments

An example of how costly these cases are to local governments since *Kuo*, is outlined below:

SECTION 49 APPLICATIONS – LEGAL COSTS TO LOCAL GOVERNMENTS*

CASE	YEAR	COST
CRD v. Orr	2003	\$5,981.15
CRD v. Wilkinson	2003 – 2004	\$4,045.20
CRD v. Ney	2004 – 2006	\$11,043.03
CRD v. Becker	2004 – 2005	\$10,576.56
CRD v. Koehler	2004 – 2005	\$5,430.16
CRD v. Kuo (BCSC) 2008		
RDCO v. Smith	2012 – 2014	\$45,482.04
RDCO v. Panton	2015	\$67,611.63
RDCO v. Panton- Appeal	2015 – 2018	\$48,439.89
CRD v. Mouner-Johnson & Clark	2016 – 2017	\$24,899.99
City of Revelstoke v. Staume and Daley	2017	\$35,605.82

*These are total legal costs from participating local governments who have agreed to disclose their costs for this appeal.

As you can see, the cost to local governments in British Columbia for protecting the public from dangerous dogs has risen from approximately \$5,000 - \$10,000 dollars per case to between \$25,000 - \$67,000 dollars!

LIBOA has retained experienced appellate counsel in Dominion GovLaw LLP ("**GovLaw**") to represent local governments. GovLaw has litigated precedent-setting dangerous dog cases and its principal, Troy DeSouza, was successful in this recent, contested intervenor application which allowed local governments to make its case.

How Your Local Government Can Help

The outcome of this appeal will have a substantial impact to your bottom line in animal control. What is at stake is tens of thousands of dollars for each costly dangerous dog action and the effectiveness of local governments to make and enforce their own bylaws on dangerous or aggressive dogs!

LIBOA moved quickly to protect your interests. However, our capacity to fund this appeal is extremely limited. We have paid for the intervenor application but need your financial support for the appeal. The estimated legal costs to LIBOA for this appeal are approximately \$35,000.

Please bring this matter to your Council to make a contribution of \$2,500 to our non-profit society to be used for this appeal.

Time is of the essence!

The hearing of the appeal is set for May 22nd.

Please make your commitment at your next available meeting.

We cannot imagine a better investment on behalf of all our local governments.

Thank you very much for your consideration!

Sincerely,



Inder Litt
LIBOA President

P.S. If you require further information regarding this appeal, please contact Troy DeSouza of GovLaw at office@govlaw.ca or (250) 590-1840.

UBCM Resolution at 2016 Conference**B88 DANGEROUS DOGS:**

WHEREAS local governments protect the public from dangerous dogs and incur significant costs and uncertainty in court due to narrowly drafted provisions under s. 49 of the Community Charter;

AND WHEREAS case law interpretation from judges has expanded judicial discretion and oversight beyond the court's statutory jurisdiction and at the full expense, continuing cost and liability to local government;

AND WHEREAS such interpretation of s. 49 undermines public safety to persons, dog owners and their victim dogs or domestic animals and adds increased and unnecessary costs and liability to local government:

THEREFORE BE IT RESOLVED that UBCM support adoption of the Hugo's and Charley's Law amendments to s. 49 of the Community Charter, to protect the public and their dogs from dangerous dogs.

Since DSRF was founded in 1995, we have provided critical, specialized services for children, youth and young adults with Down syndrome and their families.

Today, this is everything from speech language and occupational therapies to individual and group education and behavioural support, while our information services equip both families and professionals who support the Down syndrome community. We operate all our programs and services on an annual budget of \$1.7M that is 99% self-financed, mainly through fundraising.

No other organization in British Columbia provides the range, and quality, of Down syndrome services that DSRF does. All geared to a population that, in comparison to other disabilities, is small, vulnerable and often marginalized. In BC, there are approximately 4000 people with Down syndrome, and we estimate that roughly half of them live in the Lower Mainland. Of those, about 1000 would be in the age group needing our services.

DSRF has grown over the years. In the beginning, we had one program that served about 10 kids. Last year, DSRF had the space and capacity to provide nearly 700 program spaces and services for approximately 500 families.

To eliminate waitlists, DSRF is growing and needs to reimagine its main hub in Burnaby in a way that maximizes its effectiveness. The wonderful facility we call home was originally designed as a research facility. As the organization grew over the years, we reclaimed research space for much needed programs and therapy services. But it has, by necessity, been done in patchwork fashion, leaving us with a building that does not utilize its full potential in terms of meeting the needs of our students and families. It also does not take full advantage of the synergies between our inter-disciplinary team of service providers, which is one of our most valuable assets.

We will mark DSRF's 25th anniversary next year with a major capital campaign to fund the re-design and renovation of our building to so it will be the ideal home for Down syndrome programs and services for another 25 years. This is where you come in.

DSRF is at an inflection point. We need the help of government partners to meet the growing needs of the community we serve, and to realize our vision of a Canada that values and empowers people living with Down syndrome, by providing more services for more families.

*

The project is at the Class "D" estimate stage with a target of \$1.5M consisting of \$750,000 raised through various funders including individuals, corporations and foundations. We are seeking government support through matching fund up to \$750,000.

Pre-commitments this year, from key partners like the federal government, are critical to the success of this initiative. We believe this project would be a wonderful illustration of government commitment to improving social infrastructure and accessibility for people with disabilities.

Note: DSRF's brochure is available
for review in the Clerk's Office.

25th Anniversary Capital Campaign

In 2020, the Down Syndrome Resource Foundation celebrates 25 years of service to the Down syndrome community. As part of our 25th Anniversary festivities, we will embark upon an ambitious capital campaign to fund the refurbishment, reconfiguration and reimagining of our Burnaby headquarters.



The envisioned renovation, to be completed in 2021, will include:

- dedication of the entire first floor to speech, behaviour and occupational therapy services, with offices that are specially designed for effective therapy delivery
- redevelopment of our second-floor classrooms, including the addition of a simulated home environment featuring kitchen and laundry areas for the teaching of practical life skills
- redesign of our lobby to incorporate a new communications hub, a new permanent form of supporter recognition, and a small “café-like” area where parents can access beverages and snacks – an area that would be ideal for our part-time staff with Down syndrome to manage as part of employment skills development
- redesign of the basement to create a space for group activities like taekwondo, yoga and music
- creation of new features including a dedicated presentation space, a “blank room” for therapy services for kids who struggle with distractions, and a work area for parents to use while their children are in sessions
- repainting and re-carpeting throughout the building

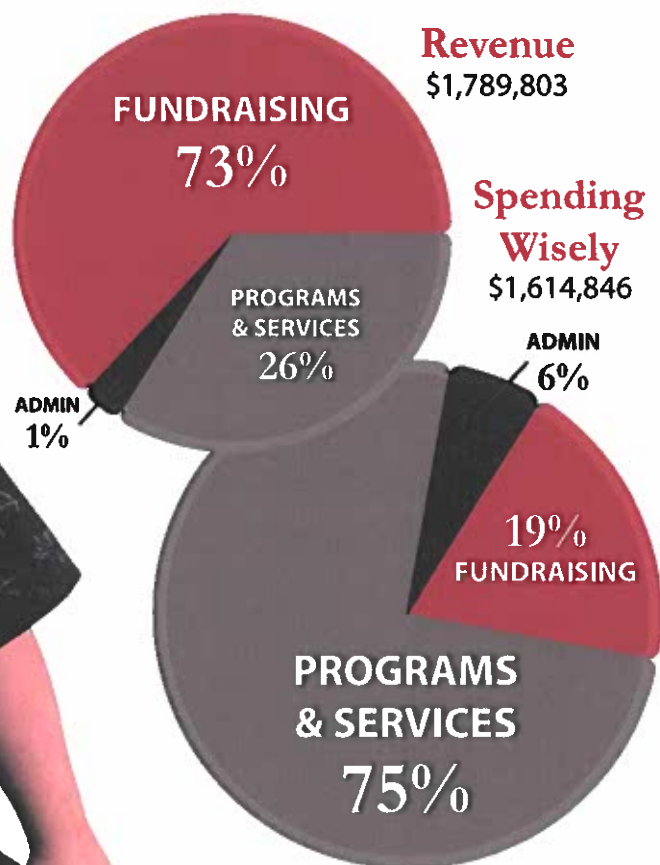
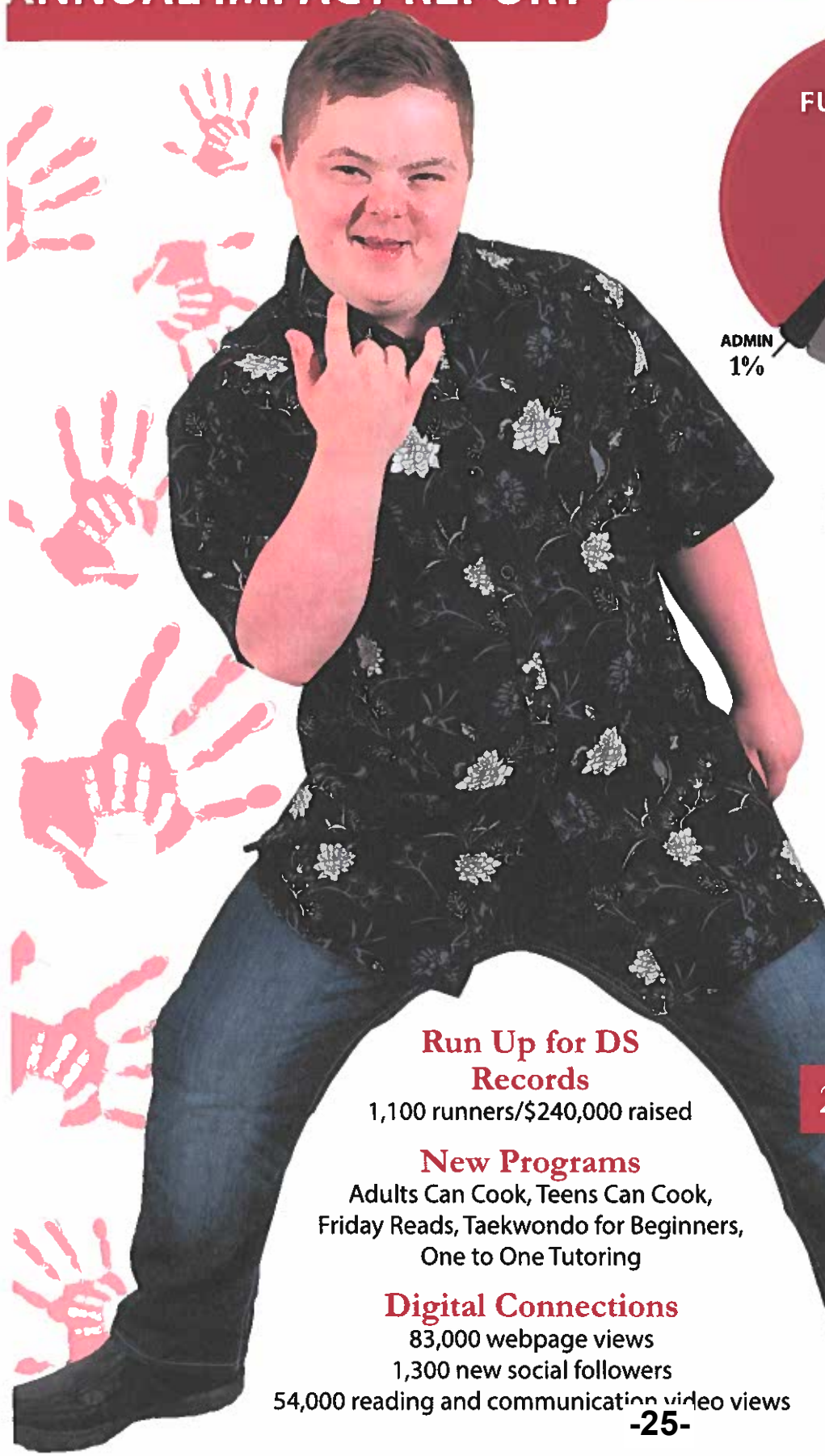
The Down Syndrome Resource Foundation moved into our headquarters in 2002. In the 17 years since, the organization has grown tremendously, entering new areas of service beyond those originally envisioned. The 25th Anniversary is the perfect occasion to transform our building to better fit our current vision, improve our current services and set the stage for future innovation.

We are seeking generous partners like you to assist with this effort. For more information on the 25th Anniversary Capital Campaign, please contact Jason Campbell, Director of Development, at jason@DSRF.org or 604-444-3773.

Funds raised through the DSRF's 25th Anniversary Capital Campaign will be used for the building reimagination and renovation described above, as well as additional future capital expenses including but not limited to the replacement of the aging roof, HVAC system and elevator.



ANNUAL IMPACT REPORT 2018



663

program spaces
filled

Run Up for DS Records

1,100 runners/\$240,000 raised

New Programs

Adults Can Cook, Teens Can Cook,
Friday Reads, Taekwondo for Beginners,
One to One Tutoring

Digital Connections

83,000 webpage views
1,300 new social followers
54,000 reading and communication video views

280 Speech Language Therapy

143 One to One Programs

143 Group Programs

97 Occupational Therapy



Meeting 2019 June 6

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 May 16

FROM: MAYOR MIKE HURLEY

FILE: 2410-20

SUBJECT: "HARMONY FOR ALL – BURNABY MUSIC PROGRAM"

PURPOSE: To seek an approval for establishment of a City Charitable Fund that will provide access to musical instruments to children in need of assistance.

RECOMMENDATION:

1. **THAT** the Executive Committee of Council approve in principle the establishment of a City Charitable Fund to be used for providing funding to Burnaby children who are unable to fulfill a desire to learn how to play a musical instrument as a result of financial restraints.

REPORT

This report is in response to an initiative put forward by City Councillor Joe Keithley which would establish a fund through the City for the purpose of awarding grants to Burnaby children who display an aptitude for music and wish to learn to play a musical instrument but are financially restricted from doing so.

The funding for this project will receive an initial start-up from a portion of each ticket sold to this year's Blues and Roots Festival. It is anticipated that the balance of the funding will be sustained through corporate donorship and other donors' contributions.

The fund would be entitled "Harmony for All – Burnaby Music Program" and the funds raised would be deposited to an account held by the City similar to past Mayor's initiatives. The funds would be distributed to applicants who have been selected by the Executive Committee of Council, as with other grant applications.

To: *Executive Committee of Council*
From: *Mayor Mike Hurley*
Re: *Harmony for All – Burnaby Music Program*
2019 Jun 6 Page 2

Should this initiative be approved by Council, a further report providing the detailed operations of the fund will be submitted to the Executive Committee of Council in the near future.

A handwritten signature in black ink, appearing to read "M Hurley".

Mike Hurley
Mayor

Copied to: City Manager
 Director Finance



TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 May 13

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

**SUBJECT: GRANT APPLICATION #19.18.o - REQUEST FOR ROOM USAGE BY
NIKKEI PLACE AT THE ALAN EMMOTT CENTRE**

PURPOSE: To provide additional information on the rental of Alan Emmott Centre by Nikkei Place, as requested by the Executive Committee of Council at the 2019 April 02 meeting.

RECOMMENDATION:

1. **THAT** this report be received for information.

REPORT

1.0 INTRODUCTION

At the Executive Committee of Council meeting on 2019 April 02, **Grant Application # 19.18.o-Nikkei Senior's Health Care and Housing** was referred to staff for follow up information in regards to the requested room usage. City of Burnaby staff were instructed to contact the Nikkei Place staff to discuss the particulars of the request for the Nikkei Place to expand their community programs in the area of fitness and wellness programming.

Cathy Makiyara, Executive Director at Nikkei Place, has requested the use of Alan Emmott Centre for two days a week of daytime programming. The programs that the Nikkei Senior's Health Care and Housing would like to offer are Boxing for Seniors (Beginners) and Boxing for Moms (Beginners). They wish to limit their participation at 25 participants. They would require 2 hours per day - a 4 hour minimum requirement including the set up and take down. The start date for these programs will be mid-May 2019.

Nikkei Place can provide liability insurance based on the City's requirements. Nikkei Place is asking the City of Burnaby to consider a nominal rent charge (e.g. \$10 for the year), as this would allow Nikkei Place to continue offering programs at cost.

To: Executive Committee of Council
 From: Director Parks, Recreation and Cultural Services
 Re: Grant Application #19.18.o - Request for Room Usage by Nikkei Place at the Alan Emmott Centre
 2019 June 06

2.0 POLICY SECTION

The Facility Use Fee Schedule is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan, while attempting to achieve a balance between two areas.

An Inclusive Community:

- Create a sense of community-
Provide opportunities that encourage and welcome all community members and create a sense of belonging

A Thriving Organization:

- Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery
- Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets

3.0 BACKGROUND

There are openings in the Alan Emmott Centre schedule that could accommodate this use for approximately 50 weeks of the year. However, Nikkei Place falls under the category of the "private meeting rate" in the Parks, Recreation and Cultural Services Facility Use Fee Schedule and would be required to pay regular fees and charges.

Typically, the cost for the usage of Alan Emmott for this request would be the following:

- Up to 30 people \$21.09/hr. + GST (private meeting rate) including custodial costs.
- The total cost is approximately \$8,500 for 50 weeks.

Many organizations and groups use Alan Emmott Centre including Western Community Centered College for the Retired. The College occupies three rooms on the lower floor. The College uses the space during the winter, fall and spring season. They do not use the facility during summer. With the exception of summer, Nikkei Place has been informed that an allotment would be a shared use of the facility. They would be prepared to keep noise levels to a minimum in order to share Alan Emmott Centre with the College cohesively.

To: Executive Committee of Council
From: Director Parks, Recreation and Cultural Services
Re: Grant Application #19.18.o - Request for Room Usage by Nikkei Place at the Alan Emmott Centre
2019 June 06

4.0 CONCLUSION

This is for the information of the Executive Committee of Council. Staff informed Cathy Makiyara that Alan Emmott Centre is available for rental at regular rates as outlined in this report.

A handwritten signature in black ink that reads "D. Ellenwood". The signature is written in a cursive, flowing style.

Dave Ellenwood
DIRECTOR PARKS, RECREATION, AND CULTURAL SERVICES

DP:km:tc



Meeting 2019 Jun 06

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 May 29

FROM: DIRECTOR FINANCE

FILE: 7400-01

SUBJECT: COMMUNITY GRANT POLICY REVISIONS

PURPOSE: To revise the Community Grant Policy for further clarification to application guidelines.

RECOMMENDATION:

1. **THAT** the Executive Committee recommend Council approve revisions to the Community Grant Policy, as outlined in this report.

REPORT**1.0 INTRODUCTION**

At the Open Council meeting held on 2019 April 08, Council approved a new Community Granting Policy and Application Form. This report is requesting additional changes to the policy in order to further clarify application guidelines.

2.0 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

To: Executive Committee of Council
 From: Director Finance
 Re: Community Grant Policy Revisions
 2019 June 06..... Page 2

- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

3.0 COMMUNITY GRANTING POLICY REVISIONS

3.1 General Grants

Currently the Community Granting Policy and Application Form, section A iii) states: *Applicants may receive only one Executive Committee grant per year.* However, under the CAP section of the 2019 April 08 report, an example was provided whereby with a CAP of \$25,000 an organization can potentially apply for multiple grants (e.g. \$15,000 for a community “program or project grant” and \$10,000 for an “operating grant”).

In the spirit of maintaining a limit for an operating grant award to a maximum of 25% of the annual operating budget of a non-profit society and to a maximum of \$10,000; and a CAP of \$25,000 on the total financial assistance to a non-profit organization, staff recommend that organizations are provided the opportunity to apply for multiple grants. In order to sustainably administer the program, staff recommend that Section A iii be revised to: *Applicants may apply for up to one operating grant to a maximum of 25% of the annual operating budget to a maximum of \$10,000, and up to two project/event/program grants per year for total maximum (operating and project/event/program) grants of \$25,000 per organization within the calendar year. Grant applications will be reviewed individually by the Executive Committee of Council and are conditional on the availability of funding allocated for the respective year.*

3.2 Ineligible General Requests

Staff are recommending that the following clause be added underneath the Ineligible General Requests: *iii. Organizations applying for a grant for a fundraising project/event/program.*

Recent applicants have inquired if fundraising activities would qualify and clarification in the policy would help avoid confusion and clarify grant intentions.

To: Executive Committee of Council
From: Director Finance
Re: Community Grant Policy Revisions
2019 June 06..... Page 3

4.0 RECOMMENDATION

It is recommended that Executive Committee recommend Council approve revisions to the Community Grant Policy, as outlined in this report



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK /ml

Copied to: City Manager
Director Corporate Services
City Clerk

Attachment: 1 – draft Executive Committee of Council Community Granting Policy, v 2.0,
dated 2019 June 06



Community Grant Application

EXECUTIVE COMMITTEE OF COUNCIL COMMUNITY GRANTING POLICY

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

A. General Grants

Eligible General Requests

- 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 apply for up to one operating grant to a maximum of 25% of the annual operating budget to a maximum of \$10,000, and up to two project/event/program grants per year for total maximum (operating and project/event/program) grants of \$25,000 per organization within the calendar year. Grant applications will be reviewed individually by the Executive Committee of Council and are conditional on the availability of funding allocated for the respective 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.
- iii. Organizations applying for a grant for a fundraising project/event/program.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for 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 championship 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.
- iv. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship Competitions for a team or individuals who are Provincial Champions.
- v. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team
- 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 Championship 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 Executive Committee of Council meeting date. Applicants for Recreational Sport Grants are not required to complete sections F, G, and H of the application form (marked by an asterisk *).

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



Meeting 2019 Jun 6

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 May 30

FROM: DIRECTOR PLANNING AND BUILDING
DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 1750 20

**SUBJECT: CORPORATE GUIDELINES FOR INDIGENOUS TERRITORY
ACKNOWLEDGEMENT**

PURPOSE: To propose wording and process for Corporate Indigenous Territory Acknowledgement.

RECOMMENDATION:

1. **THAT** the Committee request Council to authorize staff to pursue the approach and process as outlined in Section 6.0 of this report.

REPORT**1.0 INTRODUCTION**

The mandate for the Truth and Reconciliation Commission of Canada (TRC) is outlined in *Schedule N* of the *Indian Residential Schools Settlement Agreement (2007)*, which is the agreement reached between former residential school students, the involved Churches¹, the Assembly of First Nations, other Aboriginal organizations, and the Government of Canada.

Resulting from a multi-year process, the TRC released its final report, *Honouring the Truth – Reconciling for the Future*², on 2015 December 15. This report includes sections outlining the history and impact of residential schools, including the experiences of Metis and Inuit peoples; provides estimates on the number of missing children and unmarked burials; and details the continuing impacts of residential schools felt by Indigenous individuals and communities today.

The report concludes with 94 ‘Calls to Action for Reconciliation’. The Actions are directed towards all parties of the Settlement as well as to individuals, other community institutions, and all levels of government including local government.

¹ Specifically: The General Synod of the Anglican Church of Canada, the Presbyterian Church of Canada, the United Church of Canada, and Roman Catholic Entities.

² A full copy of the report can be found at: <http://nctr.ca/reports.php>

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Action #47 of the TRC ‘Calls to Action’, references acknowledging the traditional territory of Indigenous Nations on the part of local government. Working towards implementing this action within the City of Burnaby was identified in a 2016 September report to Council. Since that time, staff have been working to initiate relationships with host communities, including commissioning research regarding ancestral and ongoing Indigenous presence on this land, hiring Indigenous Educators (at Burnaby Village Museum), and developing appropriate language for traditional territory acknowledgement. Burnaby Village Museum has taken a leadership role in this work.

Staff also reviewed the acknowledgment approaches of other local governments across B.C. Acknowledgment approaches differ across communities, reflecting both the approaches of specific City Councils, and the Indigenous Nations on whose traditional territory local governments are situated.

Stemming from this research, this report provides recommendations regarding acknowledging traditional territory for the Committee’s consideration.

2.0 POLICY SECTION

The City of Burnaby supports this information through the following Council-adopted policies:

- Equity Policy, approved by Council in 1994, which states that “The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect”;
- Burnaby Social Sustainability Strategy, approved by Council in 2011, includes a primary goal of ‘Community Inclusion’. This goal is particularly concerned with ensuring the City is “welcoming of all cultures, identities and abilities”, which focus on “principals of economic and social security and justice”; and the
- Goals and sub-goals of the Corporate Strategic Plan through:
 - 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 Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery
 - Human resources –
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values

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- Communication –
 Practice open and transparent communication among staff, Council and the community

3.0 LOCAL CONTEXT

Burnaby is located on ancestral, unceded, and shared Coast Salish territory, including the Katzie, Kwantlen, Kwikwetlem, Musqueam, Squamish, and Tsleil-Waututh Nations. These are hə́nqəmínəm [HUN keh-mee-num] speaking communities, with the exception of Squamish who speak Sk̓w̓xwú7mesh [Squ-HO-o-meesh] sníchim.

According to the 2016 Statistics Canada National Household Survey, approximately 4,195 individuals living in Burnaby self-identified as being Aboriginal. This accounts for approximately 1.8% of the total city population. Approximately 1,000 persons within this number self-identify as being Métis. Based on enrollment information from the Burnaby School District, the Burnaby neighbourhoods with the highest percentage of Indigenous families are the Heights, Edmonds, Cameron, and Stride.

4.0 BC TREATY PROCESS

Prior to the modern treaty processes, only twenty-two treaties were made with local Nations in BC. These are the 14 so-called Douglas Treaties on Vancouver Island, and 8 treaties in northeastern BC. This is in contrast to much of the rest of Canada, where treaties are largely in place. In 1990 the Federal Government, British Columbia and the Nisga'a Tribal Council agreed to negotiate a treaty together. These negotiations resulted in the Nisga'a Treaty, implemented in 2000. Out of this process, the BC Treaty Commission was created to oversee further negotiations. The BC treaty negotiations process is voluntary and open to all Indigenous Nations in British Columbia. Modern treaties provide Nations with autonomy over their land, and replace federal Indian Act jurisdiction.

A number of Nations that recognize Burnaby as within their traditional territory are engaged in the treaty process. However, except for the Tsawwassen Nation³, none have completed the process. As such, the land that Burnaby is on remains unceded – or territory that was never ceded through treaty, war or surrender by the original inhabitants. The BC Treaty Commission advises that acknowledging the unceded nature of the land Burnaby is on does not impact the City's potential future role or claim in Treaty processes that may impact Burnaby jurisdiction.

5.0 CORPORATE RECONCILIATION EFFORTS

Since the 2016 Council report noted above, staff have been working to initiate reconciliation efforts. As based on feedback from local Nations, recent efforts have largely focussed on education (internal and external), appropriate Indigenous acknowledgment and representation,

³ The Tsawwassen First Nation Final Agreement took effect on April 3, 2009.

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and the decolonization of the presentation of Burnaby's history – with leadership from Burnaby Village Museum.

Some highlights to-date are listed below. A more fulsome report outlining progress and opportunities for further action will be advanced to the Executive Committee and Council this calendar year.

- Burnaby Village Museum has/is:
 - Worked with Musqueam, Tsleil-Waututh, Squamish and Kwantlen First Nations to develop programs, provide opportunities for cultural presenters and performers, and has collaborated on historical research;
 - Created an 'Indigenous Learning House' on Museum grounds;
 - Hired five local Indigenous Educators⁴ who offer on-site programming; and
 - Updated school programs to reflect Indigenous content.
- City Archives has reviewed its records and provided copies of findings related to Indigenous peoples to the National Council for Reconciliation. This is an on-going process.
- Human Resources hosted a staff 'Lunchtime Learning Session' about reconciliation in 2018. As well, observance of Orange Shirt Day⁵ was initiated in 2018. Additional efforts are being explored for 2019.
- Burnaby Public Library has hosted 4 KAIROS blanket exercise workshops⁶ in 2019 April 2019 for staff and Library Board trustees.
- Since 2014 Council has proclaimed and recognized June 21st as 'National Indigenous Peoples Day', the national holiday recognizing and celebrating the many accomplishments and contributions of Indigenous peoples.
- On 2018 August 9, Council issued a proclamation recognizing the 'International Day of Indigenous Peoples' and the United Nations Declaration on the Rights of Indigenous Peoples.
- The City supports and advertises National Indigenous Peoples day activities in Burnaby, with leadership from Burnaby Public Library.

6.0 RECOMMENDED INDIGENOUS TERRITORY ACKNOWLEDGMENT – WORDING AND PROCESS

Through relationships with local Nations referenced above, the following territorial acknowledgement wording is suggested for the Committee's consideration. It is noted that the lower case letters are deliberate:

⁴ The positions created are part-time and contract based.

⁵ Orange Shirt Day is observed on or before September 30 every year to raise awareness, acknowledge and maintain open discussion about the legacy of residential schools in Canada and the reconciliation process.

⁶ The KAIROS Blanket Exercise program is a unique, interactive and participatory history lesson developed in collaboration with Indigenous Elders, knowledge keepers and educators. It is offered by KAIROS Canada, a non-profit society: www.kairosblanketexercise.org

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"Before we start, I would like to take a moment to recognize we are on the ancestral and unceded homelands of the Sk̓wx̓wú7mesh and traditional hə́nq̓əmin̓əm speaking people, and to extend appreciation for the opportunity to hold a meeting on this shared territory."

The reasons for this suggested wording are as follows:

- Coast Salish Territory, while technically correct, refers to a long swath of land ranging over much of the BC coast down into Washington/Oregon. Local Nations have advised that just using this phrase in territorial acknowledgments isn't grounded enough in southwestern B.C.; and
- Referring to the language groups has been recommended by some local Nations as a more specific option that still avoids listing Nation names, which is problematic in the event that one group is accidentally left out, or should another Nation indicate claim over all or part of the land on which Burnaby is situated.

It should be noted that City Council and Council Committees/Commissions are currently opening each meeting using a territory acknowledgement based on this recommended wording.

The following process suggestions have also been communicated by local Nations to City staff:

- The suggested language should undergo an annual review so that the evolving understandings and knowledge of staff regarding territorial acknowledgements can be reflected. Social Planning and Burnaby Village Museum staff can undertake this process;
- Audio clips should be provided to the relevant staff so that pronunciation of the words hə́nq̓əmin̓əm [HUN keh-mee-num] and sk̓wx̓wú7mesh [Squ-HO-o-meesh], which are contained in the recommended wording, can be learned. Key staff are in receipt of audio clips and permission from the relevant Nations can be sought to share these;
- The territory acknowledgement should be used at the beginning of every City hosted public meeting or event where opening remarks are provided – for example, public consultation events, open houses, Victoria Day celebrations, Blues and Roots Festival. It is suggested that Social Planning and the Burnaby Village Museum work with Corporate Communications to develop City-wide messaging and background resources to support this work; and,
- The territory acknowledgement should be used at the beginning of Departmental staff meetings. This recommendation relates to another action contained within the TRC (#57) which references related awareness training for public servants. The use of the recommended acknowledgment in this setting is suggested to prompt discussion and learning amongst staff. It is suggested that Social Planning and Burnaby Village Museum staff produce a short 'backgrounder' on the topic to equip relevant staff to lead these discussions.

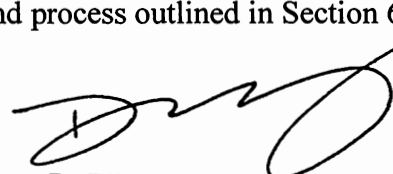
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7.0 CONCLUSION

Long standing policy(ies), the Social Sustainability Strategy, and the Corporate Strategic Plan support the City to take leadership in seeking and promoting reconciliation efforts with Indigenous Peoples. Pursuing a coordinated and respectful territory acknowledgement as a corporation is a further, appropriate step in implementing the Truth and Reconciliation recommendations for local governments. As such, it is recommended the Committee and Council authorize staff to pursue the approach and process outlined in Section 6.0 of this report.



E. W. Kozak, Director
PLANNING AND BUILDING



D. Ellenwood, Director
PARKS, RECREATION AND
CULTURAL SERVICES

RM:tn

cc: City Manager
Director Engineering
Director Corporate Services
Director Public Safety and Community Services
City Clerk

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Meeting 2019 June 6
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL **DATE:** 2019 MAY 13

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES **FILE NO:** 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – NEIGHBOURHOOD EVENT
19-N-009 BURNABY NEIGHBOURHOOD HOUSE

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Burnaby Neighbourhood House for the Community Street Party to be held on 2019 August 07 be received.

REPORT

Festivals and Special Events:	Neighbourhood Event
Grant File 19-N-009:	Burnaby Neighbourhood House
Application Received:	2019 May 01
Project Budget:	\$10,000
Project Request:	\$ 4,000
Previous Support:	2018 Neighbourhood Festivals Burnaby Grant \$2,500

An application request for \$4,000 has been received from Burnaby Neighbourhood House for the Community Street Party on 2019 August 07 at Metrotown Resource Centre. This event provides an opportunity for the neighbourhood to come together in a safe and inclusive environment. The event also allows the opportunity to learn more about the programs offered at Burnaby Neighbourhood House as well as other community partners.

To: *Executive Committee of Council*
From: *Director Parks, Recreation & Cultural Services*
Re: *Festivals Burnaby Program - Neighbourhood
Event*

2019 May 13..... Page 2

Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. It is a place within the community that provides a warm and welcoming environment for people young and old from diverse backgrounds. Neighbourhood Houses are worldwide and have been in the Lower Mainland for over 100 years.

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sjh
19-N-009 Burnaby Neighbourhood House



Meeting 2019 June 06

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 MAY 13

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – NEIGHBOURHOOD EVENT
19-N-010 FRIENDS OF ALTA VISTA

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Friends of Alta Vista for the 26th Annual Alta Vista Playground Community Picnic to be held on 2019 September 14 be received.

REPORT

Festivals and Special Events:	Neighbourhood Event
Grant File 19-N-010:	Friends of Alta Vista
Application Received:	2019 May 03
Project Budget:	\$1,500
Project Request:	\$ 600
Previous Support:	2018 Neighbourhood Festivals Burnaby Grant \$500

An application request for \$600 has been received from Friends of Alta Vista for the 26th Annual Alta Vista Playground Community Picnic to be held on 2019 September 14 at Alta Vista Playground, Royal Oak and McKee. This community owned event, organized by local volunteers will provide a no cost gathering for the surrounding neighbourhood. The focus of the picnic is community inclusion and to build a stronger connection to the local park. The picnic will provide free food, entertainment, community services, neighbourhood connections and teen volunteer opportunities. This event will attract approximately 250-300 neighbours of all ages and ethnicities.

To: *Executive Committee of Council*
From: *Director Parks, Recreation & Cultural Services*
Re: *Festivals Burnaby Program - Neighbourhood
Event*
2019 May 13..... Page 2

Friends of Alta Vista was established to help build and reinforce the community spirit within the neighbourhood.

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sjh
19-N-010 Friends of Alta Vista



Meeting 2019 June 06

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 MAY 13

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – LARGE SCALE EVENT
19-L-007 BURNABY FAMILY LIFE INSTITUTE

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from Burnaby Family Life Institute for the Burnaby Pride Street Party to be held on 2019 August 10 be received.

REPORT

Festivals and Special Events:	Large Scale Event
Grant File 19-L-007:	Burnaby Family Life Institute
Application Received:	2019 March 26
Project Budget:	\$38,000
Project Request:	\$12,500
Previous Support:	2018 Neighbourhood Festivals Burnaby Grant \$3,400 *(sponsoring organization different from 2018 Grant application)

An application request for \$12,500 has been received from Burnaby Family Life Institute for the Burnaby Pride Street Party on 2019 August 10 at Bonsor Sports Field. The Burnaby Pride Street Party is a celebration of LGBTQIA2S+ lives, experiences and visibility in the community. The event will include interactive booths from a variety of community agencies, community food vendors, games, activities and entertainment that showcase LGBTQIA2S+ talents.

To: *Executive Committee of Council*
From: *Director Parks, Recreation & Cultural Services*
Re: *Festivals Burnaby Program – Large Scale
Event*
2019 May 13..... Page 2

Since 1971, Burnaby Family Life has been offering quality community social services in Burnaby and in neighbouring communities. The organization works every day to make a more inclusive, welcoming and safe community for all.

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. Festivals Burnaby funds would be allocated toward eligible project expenses related to programming, marketing/promotions and administration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sjh
19-L-007 Burnaby Family Life Institute

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:	Executive Director
Name (Print Name):	Antonia Beck	Date:	24-May-19
Signature		Title:	Board Chair
Name (Print Name):	Ernie Kashima	Date:	24-May-19

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 \$15,000.00
4. Total cost of the project/event/program etc.: \$88,878.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: S0035149Date of Incorporation: April 10th 1996☐ 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: Burnaby Neighbourhood House3. Group/Organization Street Address: 4460 Beresford Street, Burnaby BC V5H 0B84. Website (if applicable): www.burnabynh.ca

5. Grant Application Main Contact Person

Name: Antonia BeckPhone: 604-431-0400Email: antoniab@burnabynh.ca

6. Contact person #2

Name: Ernie KashimaPhone: 604-7609168Email: ernie.kashima@sd41.bc.ca

7. Number of Volunteers

Confirmed: _____

Expected: _____

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: BNH Community Engagement Program

2. Project/Event/Program Location (physical street address or event location):

North House - 4908 Hastings Street, Burnaby

South House - 4460 Beresford St. Burnaby, BC

3. Project/Event/Program Start Date: on-going - Sept 2018 - August 2019

4. Project/Event/Program End Date:

PURPOSE OR BENEFIT

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

To engage residents as volunteers to provide accessible and inclusive programming for all Burnaby citizens. To ensure that residents of all ages and diverse backgrounds participate year round in a range of free/lowcost, low barrier programs that are offered by local volunteers. To ensure that all volunteers are supported and engaged in program delivery to the best of their ability.

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

-Staff coordination and promotion of community engagement programs and activities at each of the two Neighbourhood Houses. (South House and North House)
-Free programs include: Volunteer led English conversation classes; Monthly community dinners at each of the Neighbourhood Houses offered by volunteer committee; Volunteer support at the summer barbeques and Christmas dinners; support of volunteers offering free income tax clinics to low income individuals; interpretation and translations; Activity programs and services that are initiated by BNH volunteers who have a special skill or talent to share. Staff support volunteers at each location with set up, promotion and supporting implementation. (examples include free yoga; art workshops; cooking demonstrations; taichi; line dancing; book clubs; knitting circles. All programs are free and accessible.

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

The Community Engagement Program is a specific program at each of the 2 Burnaby Neighbourhood Houses that offer a range of barrier free/low cost programs and services offered by volunteers that benefit the entire community.

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.

Approximately 8000 residents annually benefit from community engagement program

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

The community engagement program is directly aligned with City's social sustainability Plan. The primary focus of the community engagement program is to create a connected community that addresses social isolation and promotes social connections, community belonging and civic engagement. Through the community engagement program, BNH creates welcoming and inclusive neighbourhoods that celebrate and promote diversity amongst neighbours. Through intentional connections, resident engagement as volunteers and offering low barrier programs, we aim to address the needs of all residents including vulnerable individuals and families.

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.

BNH partners with a number of organizations who promote and connect their clients to the activities at both Neighbourhood Houses. Our active partners include Mosaik; ISS; BC Community Living; Burnaby Community Services; BFLI; PIRS; Centre for Ability; Ethiopian Cultural Association; Heights Resident Association; Burnaby community Schools; Burnaby Language Centre, BPL to name a few.

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?

The Community Engagement program is partially funded by BC community gaming. BNH is fully committed to the Community Engagement program and will use community fundraising and donations to sustain if necessary.

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)

We have a system of tracking statistics for volunteer engagement and the number of programs that are implemented and the number of residents who participate in programs and services offered by volunteers. In addition to keeping track of statistics, BNH has identified shared organizational outcomes that are measured on an annual basis to demonstrate the impact of our work within the community. The shared outcomes include: Healthy and Well-being; Inclusion, belonging and Connectedness; Leadership, participation and sense of pride in Neighbourhood; Community Safety; Poverty Reduction; and responsive Public policy

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

BNH surveys program participants on an annual basis measuring the above mentioned outcomes. Each year, we produce an annual organization impact report.

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...)	62	67.5
Grants (All federal, provincial, municipal, foundation and gaming grants)	34	28
Donations and Sponsorships (Cash)	3.5	4
Donations and Sponsorships (In-kind)	0.5	0.5
All donations (cash/in-kind) provided by the City of Burnaby	2.5	1.8

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.

BNH's current revenues are diversified and include user fees, grants, and 30% government funding. In addition to the annual community fundraising plan(attached), BNH continues to look for new funding opportunities that will sustain the various program areas. Currently, we are looking at expanding our childcare operations in North Burnaby which will generate revenues to sustain the North House infra-structure. In addition, BNH is looking at applying for United Way funds to support seniors outreach and addressing senior isolation. We continuously look for opportunities to partner with organizations and businesses on the delivery of services and supports within our two Neighbourhood Houses. As

mentioned the community engagement program is supported in part by an annual community gaming grant and has been supported for 20 years.

3. Please identify the cash value (\$) of 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		\$23000.00	\$3250.00	\$10000.00	\$15000.00
Grant - In-kind					
Permissive Tax Exemption	\$81804.00	\$81804.00			
Lease Grant	\$50202.00	\$51221.00	\$52280.00	\$53416.00	
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:

Work with Community to maintain existing low barrier programs and supports while being responsive to the emerging local needs

Description:

The two Burnaby Neighbourhood Houses offer a range of programs and supports that address the local needs of residents. Special attention is always given to ensuring that individuals and families are provided with equal access to programs. Barriers that are addressed include: language and culture; mental health; poverty; social isolation; low literacy; lack of confidence.

Goal 2:

Create a Welcoming and Inclusive place where Neighbours of diverse backgrounds are connected, engaged, and belong.

Description:

The two Neighbourhood Houses pay special attention to creating a welcoming environment where residents can drop by for information and to socialize. Coffee and tea are always available as well as information boards and brochures on local resources. The front reception is kept informed on local neighbourhood news and information and referrals are often provided.

Goal 3:

Long term sustainability of the North House

Description:

A strategic directions committee of the board is actively looking for solutions for a permanent home for the North House. A local neighbourhood steering committee is actively involved in guiding the development of the North House programs and services with a local staff team.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	851	711
Volunteer hours per year	19,998	22,990
Number of voting members	1,622	2,778

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)

BNH is a welcoming and inclusive organization with much thought and attention paid to the diverse needs of our community. We ensure that programs are affordable and if someone can not afford to pay then we offer internal subsidies. An example of this is our seniors lunch program where seniors are provided with transportation from their home to the South House. Seniors pay \$5 for their lunch and sometimes purchase a monthly punchcard. If the seniors worker knows that a senior cannot afford to pay then they will provide the senior with a free punchcard to avoid any embarrassment. BNH initiated the first PRIDE street festival in Burnaby last summer. Both Houses promote diversity amongst neighbours through monthly sharing culture dinners.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Westland Insurance - 5000000 commercial general liability

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

We will acknowledge on our website and social media. We have a donor support board on site at the South House that displays the city logo. Posters advertizing community engagement events that are supported by the volunteer program will display the city logo. City will be acknowledged in our annual report and at our Annual general meeting with our membership.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	BNH Community Engagement Program
For the Fiscal year:	2018-2019
Month Fiscal Year Begins:	September
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" 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. Gaming	30000	30000	yes	fiscal year 2018-2019
2.				
3				
LOCAL Government (Specify)				
1. grant request		15000	no	program grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. fees	6209	7100	no	
2.				
3.				
Fundraising (Net Revenue)	27325	25500	yes	Diamond Ball revenues
Individual Donations	22356	10000	yes	Gift wrapping donations
In Kind Sources				
Investment Income				
Other sources (specify)				
1. Rotary Club	1000	1000	yes	
2. Alexandra foundation	13418			one time only start up grant for North House
3.				
Total Revenue	100308	88600		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	66257	61046	
Office Supplies & Expenses	12050	7360	
Program & Event Supplies	4491	3190	
Advertising & Promotion			
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs	16785	15282	
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	2530	1500	
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.			
2.			
3.			
4.			
5.			
Total EXPENDITURES	102113	88378	
Current surplus (deficit)	-1805	222	

Burnaby Neighbourhood House
Organizational Budget

BUDGET
Burnaby Neighbourhood House
Projected Revenues & Expenses
for the year ending August 31, 2019

Budget 2018-2019

REVENUE:

Grants/Grant Funding/Grant Amortization	1,248,433
Program Fees	1,790,793
Total Donations	79,290
Total Other Revenue	62,987
Total Fundraising	99,497
Recoveries	461,968

TOTAL INCOME	3,742,968
---------------------	------------------

OPERATING EXPENSES

Total Wages	2,576,019
Program Expenses	376,819
Office Expenses	527,242
Occupancy Expenses	317,988
Other Expenses	42,500
Amortization	

TOTAL EXPENSES	\$	3,840,568
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OPERATING SURPLUS (DEFICIT) BALANCE, ENDING	\$	(97,600)
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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:

Coach

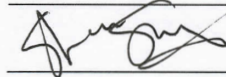
Name (Print Name):

Kim Or

Date:

May 23, 2019

Signature



Title:

Assistant Coach

Name (Print Name):

Steve Sung

Date:

May 23, 2019

Note: Initial request was received prior to 2019 May 01 Committee meeting and prior to the tournament start date; however, the request was placed on hold until the team submitted a formal application.

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 \$2,500.00
4. Total cost of the project/event/program etc.: \$18,000.00

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:
- U18 Girls Apex Xplosion Volleyball Team

3. Group/Organization Street Address:
- #606-4888 Nanaimo Street, Vancouver, BC V5N 0B5

4. Website (if applicable):
- www.apexvolleyball.com

5. Grant Application Main Contact Person

Name: Kim OrPhone: [REDACTED]Email: [REDACTED]

6. Contact person #2

Name: Steve SungPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: 4Expected: 4

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Volleyball Canada 2019 National Volleyball Tournament

2. Project/Event/Program Location (physical street address or event location):

Enercare Centre, 100 Princess Boulevard, Toronto, Ontario

3. Project/Event/Program Start Date: Saturday, May 11, 2019

4. Project/Event/Program End Date: Tuesday, May 14, 2019

PURPOSE OR BENEFIT

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

To allow the coaches and athletes to participate in their final National Club Volleyball Tournament

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

Our athletes have to qualify for the National tournament by placing as high as they can in the Provincial Tournament

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

This trip of a lifetime is very expensive with airfare, transportation, hotel, food and tournament registration fee

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.

We have eight players and three coaching staff from Burnaby

5. Describe how the project/event/program aligns with one or more of the following ():

All the players are from Burnaby; they have participated in many school athletic teams, and are coaches and mentors to younger athletes in school as well as many of them maintaining honour roll status.

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.

not applicable

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?

The players would need to seek financial aid from their parents; try the go fund me option or get a summer job

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)

We have the same girls that return year after year since Grade 9

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

The volleyball club sends out an evaluation survey at the end of each season for feedback of the program. This helps the club and coaching staff to improve in areas that need work and continue to strengthen the areas that the club is doing well in.

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:	President
Name (Print Name):	Ruth MacLennan	Date:	
Signature		Title:	Treasurer
Name (Print Name):	Souror Niknazar	Date:	

Note: Applicant advised staff that approximately 10% of program participants are New Westminster residents.

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 \$10,000.00
4. Total cost of the project/event/program etc.: \$19,422.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: S-0066137Date of Incorporation: 2016-10-01☐ 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: My Artist's Corner Society, BC3. Group/Organization Street Address: 109-7355 Canada Way, Burnaby, V3N 4Z64. Website (if applicable): myartistscorner.ca

5. Grant Application Main Contact Person

Name: Teresa MortonPhone: [REDACTED]Email: [REDACTED]

6. Contact person #2

Name: Ruth MacLennanPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: 12 plus participantsExpected: 12 plus participants

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: My Artist's Corner (MAC) program

2. Project/Event/Program Location (physical street address or event location):

109-7355 Canada Way, Burnaby

3. Project/Event/Program Start Date: April 1 2019

4. Project/Event/Program End Date: March 31 2020

PURPOSE OR BENEFIT

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

Vision: Make art. Be well. Mission: To empower individuals to explore their artistic potential on their journey of mental health and wellness.

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

We offer an art program for adults living with mental health issues. Creation of art is often deeply healing and can provide a powerful force for wellness. We offer classes (techniques & art history), host 2 major art shows annually, supply artist grade materials and provide high quality instruction.

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

Community Grant. Community outreach is an important goal for our art shows and we work closely with Community Organizations to strengthen individual resilience and inclusion.

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.

Annually, we have 40 participants in our program. Our Show at Shadbolt Centre for the Arts attracts 250-300 community members each year. Interaction with our participants is an important step in countering STIGMA surrounding mental health issues.

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

Our program aligns with the Social Sustainability Plan by working to remove barriers for those living with disabilities. See the suggestion action of 'supports, as appropriate and feasible, organizations striving to remove barriers.' Page 47 of the Burnaby Social Sustainability Strategy.

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.

Burnaby Artists Guild, Canadian Mental Health Association - Vancouver-Fraser Branch, ECHO Mental Health Clubhouse, New West Artists, Fraser Health Authority, New Leaf Clubhouse, BC Schizophrenia Society

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?

We would adjust our spending to account for the difference; reduce paid hours for Coordinator & Bookkeeper.

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)

We set goals for our Shows (participants, visitors, sales), and set expectations for the program in our Strategic Plan (hours of instruction, number of instructors, hours of program time, etc).

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

MAC members fill out evaluations of any classes or events. Members also complete an annual review of the entire program, focusing on the program's contribution to wellness.

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...)	33	42
Grants (All federal, provincial, municipal, foundation and gaming grants)	52	0
Donations and Sponsorships (Cash)	10	1
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		51

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.

We are applying to Festivals Burnaby (\$1000, last year we received \$972), Vancity (\$3,500), Community Gaming Grants (\$49,000). In addition we are investing in the process of becoming a federal registered charity. The following possibilities are being investigated as well: Vancouver Foundation, Burnaby Hospital Foundation, local Town Centres, and the City of New Westminster.

3. Please identify the cash value (\$) of 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					\$10000.00
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 rational for the increase.

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

Goal 1:

To actualize a community that promotes mental health and wellness

Description:

- ° Communicate news about the art community to reinforce connections via announcements at the beginning of each session
- ° Monthly MAC meetings for members to make decisions on program issues including shows, classes, presentation projects, personal artistic development goals, artistic education goals, maintenance of equipment / supplies / venues.
- ° Ensure all art created is given equal values by not comparing works and giving equal access to all shows
- ° Monthly MAC-Talk newsletter showcasing MAC art and events
- ° Celebrate milestones of the program
- ° Volunteer hours recognized quarterly
- ° Provide thank you cards to donors, participants, and volunteers
- ° Periodically create photo albums to record art
- ° Annually participate in The Sketchbook Project
- * Monthly Semi-Circle meetings (MAC leadership) to prepare recommendations for MAC meeting, prepare for major shows, evaluate major shows.

Goal 2:

Establish a sustainable organization.

Description:

We are applying to Festivals Burnaby, Vancity, and Community Gaming Grants. In addition we are investing in the process of becoming a federal registered charity. The following possibilities are being investigated as well: Vancouver Foundation, Burnaby Hospital Foundation, local Town Centres, and the City of New Westminster.

Goal 3:

To promote our artists' work in the community at large

Description:

- ° Participate in 6-8 shows per year (this includes Shadbolt Centre/Braid Street Studio)
- ° Social Media - (recruit volunteer to support Social Media activities)
- ° MAC art displays at Burnaby MH, New West MH, ECHO Gilmore, CHMA Offices (Quebec Street & New Westminster)
- ° Participate in 3-4 Community Days per year
- ° Complete the ETSY shop

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	40	40
Volunteer hours per year	2,500	600
Number of voting members	15	17

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)

Our program is open to adults living with mental health issues residing in Burnaby or New Westminster. We have representation from a wide range of ethnic or cultural groups (Indian or South Asian, Chinese, Taiwanese, Tanzanian, Russian, and Canadian). Members representing the gay, lesbian & trans communities are included. The majority of our participants are recipients of the Persons with Disabilities pensions. Several of our members are also dealing with physical disabilities.

Each season we host a pot-luck lunch celebrating the contributions of each of our cultural groups, and our shows incorporate art which is significant to each of the individuals.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Provincial Master Plan for Liability, through Fraser Health Authority

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

In our monthly newsletter, on our website, on our social media, on our show announcement and posters, at our shows ('THank you's and verbal acknowledgement).

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	My Artist's Corner Society, BC
For the Fiscal year:	2019-20
Month Fiscal Year Begins:	April
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" 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. Fraser Health Authority	12000	0		one time grant in previous year
				Gaming Grant \$49,000 still being considered
3				
LOCAL Government (Specify)				
1. Festivals Burnaby	972	1000	N	
2. Burnaby Community Grant		10000	N	
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Events etc	2065	1850		
2. Memberships	4045	4800		
3. Art Sales	1995	900		
Fundraising (Net Revenue)				
Individual Donations	338	200		
In Kind Sources				
Investment Income				
Other sources (specify)				
1. Rotary CLubs	2430	0		Fourth year of grants, program completed
2. storage subsidy	600	600		ECHO Clubhouse
3.				
Total Revenue	24445	19350		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	11777	8250	
Office Supplies & Expenses	880	1300	
Program & Event Supplies	5763	6000	
Advertising & Promotion	174	250	
Travel & Vehicles Expenses			
Interest and Bank Charges	433	200	
Licences, Memberships, & Dues	398	350	
Occupancy Costs	140		rent is in-kind donation from Fraser Health Authority
Professional & Consulting Fees			
Capital Purchases & Improvements			
Amortization of Capitalized Assets	838		
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			applying to Vancity for assistance with training (3,500)
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1. Instruction	831	1000	
2. storage	2133	1700	
3. insurance	513	300	
4.			
5.			
Total EXPENDITURES	23880	19350	
Current surplus (deficit)	565	0	

My Artist's Corner: Budget for 2019-2020

Budgeted Comments

Revenue

Membership fees	4,800.00
City of Burnaby Festivals BC	1,000.00
Art Card Sales	1,000.00
Art sales	600.00
Donation	200.00
Fundraising Events	1,850.00
Burnaby Community Grant	10,000.00
Total revenue	19,450.00

Expenses

Association fee	200.00	
Program Expenses, includes outreach (shows)	6,000.00	
Honorarium fee (instructors)	1,000.00	
Advertising and promotion	250.00	
Volunteer recognition	150.00	
Gallery licence	150.00	
Interest and bank charges	200.00	
Office	1,222.00	
Storage	1,700.00	
Salary Coordinator	8,250.00	372 hours, 23.25 weeks
Directors & Officers		
Insurance	300.00	
Total expenses	19,422.00	

Net income	28.00
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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

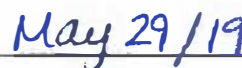


Title:

Name (Print Name):



Date:



Note: Financial Statements are available for viewing in the Clerk's Office.

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 \$10,000.00
4. Total cost of the project/event/program etc.: \$10,000.00

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.: BN108160185 RR 0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: United Way of the Lower Mainland3. Group/Organization Street Address: 4543 Canada Way, Burnaby, BC4. Website (if applicable): www.uwlm.ca

5. Grant Application Main Contact Person

Name: Pamela EgelstadPhone: 604.268.1304Email: pame@uwlm.ca

6. Contact person #2

Name: Petra TalvioPhone: 604.294.8929Email: petrat@uwlm.ca

7. Number of Volunteers

Confirmed: N/AExpected: N/A

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: United Way Street Banners

2. Project/Event/Program Location (physical street address or event location):

Kingsway corridor between Boundary Road and Royal Oak Avenue

3. Project/Event/Program Start Date: September 1, 2019

4. Project/Event/Program End Date: December 31, 2019

PURPOSE OR BENEFIT

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

Public awareness for United Way's annual fundraising campaign and United Way's focus on Local Love in action

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

Workplace campaigns, public community events

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

Requesting in-kind grant for labour costs associated with banner installation and removal

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.

United Way funds over 40 non-profit agencies operating in Burnaby that deliver programs for children, families and seniors. Money raised in Burnaby stays in Burnaby.

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

Social Sustainability 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.

Local non-profit social services agencies, City of Burnaby, Burnaby Board of Education, local businesses

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?

We will not be able to display street banners in Burnaby

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)

The goal of United Way's Street Banner program is to raise awareness about the annual workplace fundraising Campaign for local programs. We will reach our goals if we raise sufficient funds in Burnaby workplaces to support critical local programming.

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

We monitor dollars raised by community and conduct public awareness surveys to track results. We use a metrics dashboard approach to monitor our operations, 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...)	1	2
Grants (All federal, provincial, municipal, foundation and gaming grants)	35	28
Donations and Sponsorships (Cash)	64	70
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.

n/a for this particular in-kind request - no other funding being pursued for Street Banner program in Burnaby.

3. Please identify the cash value (\$) of 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	\$15000.00	\$15000.00	\$10000.00		\$10000.00
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:

Inspire and mobilize Local Love in communities

Description:

Helping people express citizenship by engaging meaningfully with the communities they call home and taking action on issue they care about

Goal 2:

Raise funds for community investment

Description:

Continuing to offer the proven, impactful community investment options for which United Way has been trusted for decades

Goal 3:

Expand our work to include a provincial scope - while continuing to focus on how that takes root in local communities

Description:

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	15,000	15,000
Volunteer hours per year	120,000	120,000
Number of voting members	4,000	4,000

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)

Our values include respect and diversity, and we work to ensure that our workplace, our funded programs and our community activities are accessible and inclusive.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$5 million commercial general

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

We have not been required to do this in previous years for the Street Banner program as we are unable to include recognition on our Street Banners. We acknowledge the City and its employees for their ongoing support to our fundraising campaign in relevant public materials.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	United Way of the Lower Mainland
For the Fiscal year:	2019-2020
Month Fiscal Year Begins:	April
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" type="radio"/> Yes (Currently in submission) <input type="radio"/> No
Amount:	Still to be confirmed

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				

Please see attached
Financial Statements

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)			

Please see attached
Financial Statements

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.

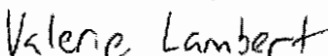
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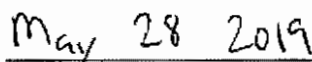
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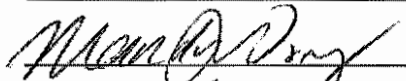
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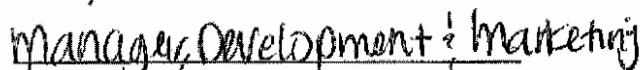
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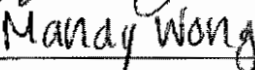
Signature



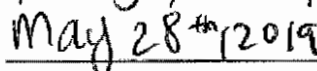
Title:



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 \$5,000.00
4. Total cost of the project/event/program etc.: \$57,220.00

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.: 106793722RR0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Big Brothers of Greater Vancouver (BBGV)3. Group/Organization Street Address: 102 - 1193 Kingsway, Vancouver BC V5V 3C94. Website (if applicable): bigbrothersvancouver.com

5. Grant Application Main Contact Person

Name: Ethan ClowPhone: 604-876-2447 ext 249Email: eclow@bbgvf.com

6. Contact person #2

Name: Mandy WongPhone: 604.876.2447 ext. 247Email: mwong@bbgvf.com

7. Number of Volunteers

Confirmed: 0Expected: 24

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Mentoring with Math

2. Project/Event/Program Location (physical street address or event location):

North Burnaby Neighborhood House

3. Project/Event/Program Start Date: Oct 2019

4. Project/Event/Program End Date: June 2020

PURPOSE OR BENEFIT

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

Big Brothers of Greater Vancouver believes that when our children are emotionally, socially and physically healthy, everyone in the community benefits. That's why we've worked with community stakeholders to develop a variety of programs to meet the needs of children and families in Greater Vancouver.

BBGV is asking the City of Burnaby for assistance in helping cover the costs of Mentoring with Math. Specifically, the cost of the Jump Math Workbooks.

The Jump Math Workbooks are excellent learning resources that the Littles get to take with them at the completion of the program. They come in four distinct categories, from a low difficulty (A) to more complex (D). Despite any mathematical complexity, the textbooks have very low barriers in terms of language complexity, making them excellent sources for Littles who do not use English as their first language.

As the students use the textbooks throughout the program and then take them home at the end, BBGV needs to purchase a new set for each run of the Mentoring with Math program.

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

In Burnaby, Big Brothers of Greater Vancouver runs Mentoring with Math (MWM), where children aged 8-12 are matched with a Big Buddy Mentor who provides positive role modeling for them. Many of these mentors are students from Simon Fraser University (SFU). The program is for children who need academic assistance in math at their grade level and who are not able to access any other academic enrichment programs.

Weekly sessions facilitate the development of healthy relationships and the opportunity to work on math challenges in a fun and supportive environment - dedicated to enhancing and encouraging an understanding and a love of math in our students, or as we refer to them in the organization, 'Littles.'

Child referrals are received from educators in the Burnaby school districts, North Burnaby Neighbourhood House, various community service providers, and through self-referral from the guardians. Eligibility is determined based on financial and other needs of the family/child, their performance in math and their need for a mentor.

Mentoring with Math is multifaceted, as the focus is on the overall well-being of students, as opposed to just academic development.

The MWM program is an 8 week program, where the sessions run once a week for 90 minutes. The first 30 minutes of the program is spent on math homework assigned by teachers, the second 30 minute block is spent working on Jump Math workbooks, and the final 30 minutes is spent on snack time and math board games. What math subjects the Littles work on is determined by what they are learning in school at the time. For example, if the students are working on geometry in school, then they will work on their geometry homework as well as the geometry section in the Jump Math workbooks.

The Mentoring with Math mentors are recruited through our strong partnership with Simon Fraser University, both from their Surrey and Burnaby campus and through BBGV's (Big Brothers of Greater Vancouver) traditional recruitment methods. The volunteers are then screened before attending training in mentoring and math to help build confidence in their Littles' math skills, and build a strong friendship.

Benefits of these program include:

- Increased confidence in academics and schoolwork.
- Meaningful relationship-building between students and positive adult role models.
- Volunteer mentors also benefit from civic engagement and leadership development.

Our Mentoring Coordinators also observe the level of bond that forms between the mentors and students. The discussion and listening among the matches builds trust and often more varied topics come up. Mentors are listening to the children's aspirations and questions and working collaboratively to find answers. The interactions go beyond just a tutoring service. One mentor wrote in their after program survey, "we have positive interactions while working on math, and we frequently talk and laugh together."

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

This project is in the "General Grants" category as Mentoring with Math is not a recreational or sports related program. Mentoring with Math strongly adheres to the Burnaby Social Sustainability Strategy. Mentoring with Math is about people and individuals within the community working together to meet the needs of local youth and help them realize their potential, and prosper in a healthy environment, both academically and socially.

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.

Every child referred to us comes on the basis that he or she will benefit substantially by forming a bond with a caring older mentor. Many of the children we serve are from low income households or from families who are facing multiple barriers and a lack of positive role models for the child. The 'Little Buddies' served in Mentoring with Math are all children who have been identified by school officials (teachers, counsellors) as needing a special friend and supporter in their life. The majority have particular challenges, such as social isolation, low self-esteem, learning difficulties or anxiety.

In recent years, Burnaby has become an increasingly culturally diverse community with many new immigrants and young newcomer families. BBGV strives to ensure that children from all backgrounds have access to our programs. We acknowledge that immigrant and refugee families may experience additional pressures related to community integration, language and cross-cultural issues and we believe mentorship can be an important part of the solution.

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

The Mentoring with Math program aligns with the Social Sustainability Plan in that many of the Littles are typically from low income families who do not have access to after school tutoring services. When the program was established, BBGV considered a number of different factors in determining how the program could best benefit the Littles and their families. It was created after guardians in our Community Program, informed us about the lack of affordable tutoring services available, and the need for more programs to support children struggling with math. To that end, the program was designed to be a fun 90 minute long free session with healthy snacks and games, to make learning math fun and enjoyable.

Over the course of the program, the mentors gain significant experience in a classroom environment, teaching and encouraging the Littles. The benefits the mentors gain through this process allows them to feel more connected and engaged to their community and can encourage them to volunteer more in the future.

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.

BBGV's primary partners for this project include: Simon Fraser University, the Burnaby school districts, and North Burnaby Neighborhood House.

The following is a letter of support from North Burnaby Neighborhood House.

Big Brothers of Greater Vancouver and the Burnaby Neighbourhood House have worked together on many projects to address local needs. Most recently, Big Brothers, SFU and the Burnaby Neighbourhood House have partnered to bring the Math Mentoring program to North Burnaby. Our newest location in North Burnaby was established to bring much needed large, positive impact to the north quadrant of Burnaby and we rely on strong partners like Big Brothers of Greater Vancouver to provide resources and services that we cannot.

The Math Mentoring program brings much needed support to residents of North Burnaby that are unable to afford tutoring for their elementary aged children who are struggling in math. This type of program helps these children gain confidence and have a better understanding of a subject that is a core element in early school learning. Utilizing energetic SFU student volunteers to build these early skills in a fun, positive way, Big Brothers is helping these children establish the building blocks to a better future. This is exactly the type of community engagement that the Burnaby Neighbourhood House strives to achieve with our partners - building community capacity by utilizing the skills and passions of local volunteers and anchoring them as valued community members. It is a win-win situation as both volunteers and community members come away from this program with confidence in their abilities and a better connection to the neighbourhood.

We believe that the Math Mentoring program is an example of Big Brothers of Greater Vancouver taking a lead role in creating better supports for local Burnaby families by partnering with existing organizations to bring about positive, impactful community change. We strongly support Big Brothers of Greater Vancouver's application for funding to the Gaming Branch and look forward to continuing our valuable collaboration with them to benefit the lives of children, families and citizens in our City.

- Simone Brandl, Program Director
North Burnaby Neighborhood House

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?

Big Brothers of Greater Vancouver greatly values the support of the City of Burnaby, should the funding not be secured in the full amount, there are reserve funds that the organization can draw on to fulfill the needs of the Mentor with Math program. While that would mean the program has to make modifications to compensate for the budget, there is the possibility that not as many children will be served.

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)

The key objectives of the program include:

- Increased confidence for the mentees in academics and schoolwork.
- Meaningful relationship-building between students and positive adult role models.
- Volunteer mentors also benefit from civic engagement and leadership development.

Our Mentoring Coordinators monitor the level of bond that forms between the mentors and students. They perform interviews and have conversations with the participants throughout the program to ensure the matches are fulfilling the program goals. After the program is complete, BBGV surveys the participants and gathers information about what factors worked and if anything needs to be improved.

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

To measure program impacts, BBGV conducts surveys of participants, measuring how effective they felt the program was. Additionally our case workers maintain consistent communication with all the participants, both the volunteers and the youth and their families, monitoring the matches for success and making sure the program is achieving the impacts outlined for it.

For Mentoring with Math, key objectives are not just limited to academic math performance, but also an appreciation for learning and a positive and productive match between mentor and mentee.

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...)	0	0
Grants (All federal, provincial, municipal, foundation and gaming grants)	16	21
Donations and Sponsorships (Cash)	78	69
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	5	8

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.

Big Brothers of Greater Vancouver is currently pursuing a number of funding opportunities related to Mentoring with Math. Funders include the SM Blair Foundation, the Boeing Company.

Big Brothers of Greater Vancouver consistently seeks to create a diverse portfolio of funding sources based on finding a link between priorities between funder and the mission of BBGV. This includes a strong focus on annual fundraising, major gifts, and grants. Additionally, support is provided through the Big Brothers of Greater Vancouver Clothing Donation program, which provides much of the operating costs for the organization.

3. Please identify the cash value (\$) of 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	\$3000.00	\$3000.00	\$3000.00		\$5000.00
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.

Big Brothers of Greater Vancouver continues to improve and grow our programs, demonstrating the long lasting impact

for families and our Mentoring approach, additional support for our programing can help us continue the upward trend in providing excellent service to the families of Burnaby.

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

Goal 1:

Recruit More Volunteers

Description:

At Big Brothers of Greater Vancouver, there are children and youth waiting for mentors. In high-needs areas, the wait list for kids to be matched to a mentor is up to 2-3 years. Our aim is to be able to provide as many mentors as possible and minimize the waitlist.

Goal 2:

Serve More Kids

Description:

Our goal is to serve over 1200 kids through our various mentorship programs. Last year we served 1165 children across Greater Vancouver and we hope to surpass that number this year.

Goal 3:

Sustain Our Programs Financially

Description:

In the beginning of the year, our organization announced that we are forecasting a \$500,000 annual funding deficit due to the loss of our clothing donation bins. We hope to secure new and more funding to help cover this loss and sustain our programs as best we can.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	823	889
Volunteer hours per year	54,091	61,289
Number of voting members	38	38

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)

BBGV is dedicated to supporting children and youth in developing skills so they can grow to become active and contributing members of the community. To ensure this, our programs are free and community based to reduced barriers of travel. Many of our case workers speak more than one language and devote effort in our marketing and promotions to reach communities which are under-served.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Fosters Park Brokers

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

A grant of \$5000 would put the City of Burnaby in our Role Model Circle of recognition. This would include recognition on the BBGV home page, annual report, and social media. For more information on recognition pieces, please contact BBGV.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Big Brothers of Greater Vancouver
For the Fiscal year:	2019
Month Fiscal Year Begins:	August 2018
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.Community Gaming Grant	5765	5000	Y	Grant FY 2019
2.				
3				
LOCAL Government (Specify)				
1.City of Burnaby	3000	5000	N	
2.				
3.				
Sponsorships (Specify)				
1.United Way Allocation	3619	2440	Y	United Way Support FY 2019
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)	44802	39780	Y	
Individual Donations				
In Kind Sources				
Investment Income				
Other sources (specify)				
1.SM Blair Foundation		5000	N	Grant FY 2019
2.				
3.				
Total Revenue	57186	57220		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	34831	36880	
Office Supplies & Expenses			
Program & Event Supplies	544	750	
Advertising & Promotion	1994	1110	
Travel & Vehicles Expenses		930	
Interest and Bank Charges			
Licences, Memberships, & Dues	1011	780	
Occupancy Costs	6109	6260	
Professional & Consulting Fees	584	500	
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	7887	6160	
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.General Administration	4226	3850	
2.			
3.			
4.			
5.			
Total EXPENDITURES	57186	57220	
Current surplus (deficit)	0	0	

BIG BROTHERS OF GREATER VANCOUVER	
BUDGET FOR THE YEAR ENDED JULY 31, 2019	
	Budget Year Ended Jul-19
REVENUES	
GOVERNMENT GRANTS	
City of Vancouver	\$ 40,288
Gaming Revenue	\$ 225,000
Other Government Grants	\$ 28,700
	\$ 293,988
OTHER GRANTS & DONATIONS	
BBGV Foundation	\$ 2,285,000
United Way	\$ 109,404
Grant & Donations	\$ 38,975
	\$ 2,433,379
Total Revenues	\$ 2,727,367
EXPENDITURES	
Program	
Advertising & Promotion	\$ 83,127
National Affiliation Fees	\$ 19,380
Salaries & benefits	\$ 1,949,541
Support	\$ 44,917
Training & Development	\$ 29,138
Travel	\$ 31,306
	\$ 2,157,408
Fundraising	\$ 36,123
Administration	
Administration Fees	\$ 148,079
Occupancy	\$ 265,856
Office & general	\$ 80,997
Professional fees	\$ 16,100
Telecommunications	\$ 31,514
	\$ 542,546
Total Expenses	\$ 2,736,077
EXCESS (DEFICIENCY)	\$ (8,710)

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:



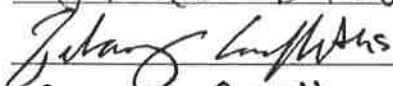
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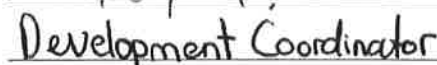
Date:



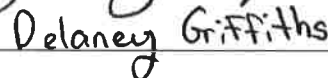
Signature



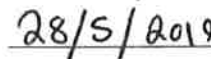
Title:



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 \$10,000.00
4. Total cost of the project/event/program etc.: \$50,000.00

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.: 108168709☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Variety - the Children's Charity3. Group/Organization Street Address: 4300 Still Creek Drive, Burnaby, BC, V5C 6C64. Website (if applicable): https://www.variety.bc.ca/

5. Grant Application Main Contact Person

Name: James Bacon - manager, corporate partnershipsPhone: 604 268 4031Email: james.bacon@variety.bc.ca

6. Contact person #2

Name: Delaney Griffiths - development coordinatorPhone: 604 268 3896Email: delaney.griffiths@variety.bc.ca

7. Number of Volunteers

Confirmed: _____

Expected: _____

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Variety Mobility Day

2. Project/Event/Program Location (physical street address or event location):

4300 Still Creek Drive, Burnaby

3. Project/Event/Program Start Date: June 5th, 2019

4. Project/Event/Program End Date: Ongoing

PURPOSE OR BENEFIT

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

Variety Mobility Day will increase awareness for the growing need for funding for mobility based equipment for BC's children with special needs, whilst celebrating accessibility through a community engagement event. The event will launch a fundraising campaign to help 20 children in our community with life-changing mobility equipment through raising our goal of \$50,000.

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

The event will be held at the Variety B.C headquarters on Variety International Mobility Day and will feature a barbecue, accessible obstacle course and games for Variety Kids. We will be presenting a child with an adaptive trike, an adaptive family van and will be engaging with various equipment suppliers and key donors, providing the opportunity for supporters to witness first hand the impact their contributions have in our community. The aim of this project is to raise funds and awareness about the work of Variety and the increasing demand for mobility equipment.

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

We strongly believe Variety Mobility Day fits perfectly with the community granting criteria as it engages two key elements outlined in the Policy Section of the Council Report, "A Connected Community" and "An Inclusive Community". The event will engage residents of Burnaby with a community barbecue and fully accessible activities, whilst promoting inclusivity and accessibility for children with special needs. We aim to enhance social connections, celebrate diversity and help ensure all members of the community have a greater sense of belonging. In providing funding for the mobility equipment, we will be able to ensure children in Burnaby have the resources necessary to be able to fully integrate with their community.

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.

In addition to the 300+ residents and community members who are projected to attend the barbeque, if our fundraising goals are achieved an additional 20 children with special needs will be granted life-changing mobility equipment. This event will not only engage with the community but actually provide life changing mobility equipment that will further the overarching goals of accessibility and inclusivity.

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

In accordance to the Social Sustainability Plan, section VI. Strategic Priorities and Suggested Actions - Meeting Basic Needs, the success of Variety Mobility Day would meet the basic accessibility needs of 20 children in our community. Beyond the initial life-changing gift of the freedom to move through an adaptive tricycle or an adaptive stroller, such a gift would further enable healthy lifestyle practices for an entire family. For many families with special needs, getting out and engaging in healthy recreational lifestyles is impossible with a child with special mobility needs. Going out for walks and engaging with Burnaby's park and recreation services becomes possible, elevating not only a child but an entire family. As the Social Sustainability Plan's Strategic Priority number 1 is meeting the basic needs of the population, supporting this program would enable the basic mobility needs of 20 children to be met, and the lives of 20 families to be transformed

Furthermore, the plan identifies a high level of poverty within the city as a key challenge. Variety - the Children's Charity provides funding for grants for low income families exclusively. We strive to meet the growing need for equipment for special needs children when the expenses are simply impossible too many families. In supporting this project the City of

Burnaby will be working with Variety to alleviate some of the socio-economic constraints preventing special needs children in our community from achieving their full potential. Every child deserves to be able to move with freedom.

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.

Our community partners for this event will be our mobility equipment suppliers Motion Specialties, Sidewinder, Coastal Ford) as well as the Willingdon Park Business Park

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?

We would be extremely grateful for any amount given, however if we were unable to receive the full \$10,000 this would greatly impact the number of children we would be able to support with mobility equipment.

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)

This project has two levels with two completely different measures. The first is our fundraising component which is a simple measure. If we achieve our goal of \$50,000, we will be able to help change the lives of 20 new families with a child with special needs.

The second element of this project is a larger, less easily defined, in community engagement and special needs integration. Through this event we aspire to not only engage our key donors and corporate partners but the Burnaby community as a whole. To achieve this we will utilize our social media channels and collaborate with strategic partners to raise awareness of the event and the need for support. The community BBQ will provide the opportunity to engage with the community and provide a safe, fun space for special needs children to contribute to a life changing campaign. According to a study conducted by the American Academy of Pediatrics, children with special needs are more likely to be left out, ignored or bullied by their peers, which in turn leads to higher rates of depression and anxiety in said populations. In providing equipment that enables these children to not be left behind and by providing a fun inclusive day for everyone, Variety aspires to work to the greater goal of ensuring no child is left behind, regardless of economic or physical constraints.

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

We will conduct an email survey after the event to all the attendees. As this is our inaugural year for Variety Mobility Day, conducting a survey will enable us to identify key areas to improve and grow for the future.

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...)	0	0
Grants (All federal, provincial, municipal, foundation and gaming grants)	0	0
Donations and Sponsorships (Cash)	0	0
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	0	0

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.

We will be conducting a direct mail campaign to our donor base centered around funding for our Mobility Campaign. We will also be receiving sponsorship from our mobility partners and doing a text-to-donate campaign.

3. Please identify the cash value (\$) of 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grant - In-kind	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lease Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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.

This is a brand new initiative.

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

Goal 1:

To support kids with special needs in British Columbia

Description:

We continue to seek to help even more kids in the following vital services and equipments

- Life-saving medication and supplies such as diabetic supplies and feeding pumps for children who cannot be fed orally
- Counselling services for children and youth facing mental health challenges
- Tuition to specialized schools and tutoring bursaries for children with learning disabilities
- Mobility and adaptive equipment such as power and manual wheelchairs, orthotics, and standing walkers to give children their freedom and independence

- Specialized therapies such as speech & language, occupational, and physical therapies

Goal 2:

To continue to engage British Columbian communities in Variety's mission

Description:

To activate individuals and corporations throughout British Columbia to engage with the goals and missions of Variety BC.

Goal 3:

To continue to grow with the demand in order to fully meet the needs of children in B.C with special needs

Description:

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	3,300	3,620
Volunteer hours per year		9,200
Number of voting members		120

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)

Variety steps in where healthcare ends, providing direct help to children with special needs in BC. For 52 years Variety has been there for families, ensuring children have support to reach their full potential. To Variety this means a host of things, from providing medical equipment to occupational therapy. Giving children from with special needs low- income families access to the equipment, tools, services, and specialized educational programs they need can significantly increase their ability to integrate into future social environments, including school, community, and employment. Together we can make our community better and give children the opportunity to rise to their fullest possible potential.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

5,000,000

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

We will provide recognition through marketing materials and social media posts.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Variety - the Children's Charity
For the Fiscal year:	2018
Month Fiscal Year Begins:	September
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" 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. Corporate Sponsorships	224,672	383,500		
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)	2,544,398	2,792,000		
Individual Donations	1,850,922	2,097,500		
In Kind Sources				
Investment Income	220,818	199,000		
Other sources (specify)				
Membership Dues	7,290	10,000		
Total Revenue	4,848,098	5,482,000		
Total Revenue	0	0		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	1,525,822	1,635,100	
Office Supplies & Expenses	217,851	223,995	
Program & Event Supplies	899,578	891,085	
Advertising & Promotion	284,383	395,300	
Travel & Vehicles Expenses	39,952	55,455	
Interest and Bank Charges	83,989	91,570	
Licences, Memberships, & Dues	28,226	39,375	
Occupancy Costs	72,678	82,000	
Professional & Consulting Fees	405,757	305,100	
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			
Heartfund (grant distribution)	2,285,867	2,380,000	
Total EXPENDITURES	5,805,237	6,048,980	
Current Deficit	(957,137)	(566,980)	
Total EXPENDITURES	0	0	
Current surplus (deficit)	0	0	

Variety - The Children's Charity of BC
Budget Summary - Fiscal 2019

		ANNUAL BUDGET 2019
REVENUES		\$ 5,482,000
EXPENSES		
Salaries & Benefits	\$ 1,635,100	
Professional Fees	\$ 305,100	
Advertising & Promotion	\$ 395,300	
Bank & Credit Card Fees	\$ 91,570	
Insurance, Licences & Dues	\$ 39,375	
Office Supplies & Expenses	\$ 223,995	
Occupancy Expenses	\$ 82,000	
Event Supplies & Expenses	\$ 891,085	
Travel & Auto	\$ 55,455	
Admin Expenses Recovered	\$ (120,000)	
Amortization	\$ 70,000	
Total Expenses		\$ 3,668,980
NET REVENUES		\$ 1,813,020
HEART FUND		\$ 2,380,000
NET SURPLUS (DEFICIT)		\$ (566,980)

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.*

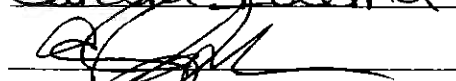
Signature



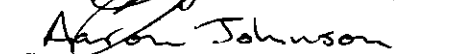
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Signature



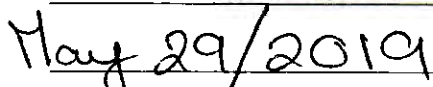
Name (Print Name):



Title:



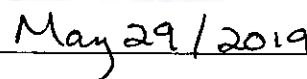
Date:



Title:



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 \$1,750.00
4. Total cost of the project/event/program etc.: \$14,000.00

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: Wesburn Youth Soccer Club (Under 16 boys - 2003)3. Group/Organization Street Address: P.O. Box 43064, Burnaby, B.C. V5G 4S2

4. Website (if applicable): _____

5. Grant Application Main Contact Person

Name: Aaron JohnsonPhone: [REDACTED]Email: [REDACTED]

6. Contact person #2

Name: Sandra IdemaPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: _____

Expected: _____

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Les Sinnott Memorial Bay's Provincial Cup (Soccer tournament)
2. Project/Event/Program Location (physical street address or event location):
Prince George, B.C.
3. Project/Event/Program Start Date: July 4th, 2019
4. Project/Event/Program End Date: July 7th, 2019

PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program. Boy's Provincial Cup Soccer tournament to crown the BC Provincial champion in each age group from under 13 to under 18.
2. Describe the project/event/program, and the activities. The Provincial Cup is contested by teams from all over BC including representatives from the North, Central, Interior, and Vancouver Island regions. We are proud to be representing the lower mainland for our under 16 age category. The tournament is a three day round robin with finals on the fourth day.
3. Describe how the project/event/program fits into the chosen grant category.
This event is the highest level of youth play attainable at the volunteer club level for recreational soccer in the Province of B.C.
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. 14 of our 18 players and both coaches reside in Burnaby and will benefit directly. Westburn has approximately 600 youth players that would also benefit indirectly since we can be a positive example to them.
5. Describe how the project/event/program aligns with one or more of the following (Social Sustainability Plan, Environmental Sustainability Plan, Official Community Plan): This event aligns with the Social Sustainability Plan by providing our youth with a positive example of what is possible when people take on a common goal of building a team, keeping our youth active, healthy, and involved in recreational sports benefits our society as a whole in the long term.
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.
N/A
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? We are doing various fund raisers to try and raise 50% of the cost of the trip for our team. If the amount is not fully granted from the City our families will have to bear the additional costs.

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) Ultimately our goal is to win our 3rd consecutive Provincial Cup which would be an historic event in B.C. soccer but if we play well and represent our club and City well we will have been successful.
2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?
Being a community based club we do not have a formal evaluation process. We will hold a team meeting at the end of our season to evaluate our program.