



EXECUTIVE COMMITTEE OF COUNCIL

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2019 DECEMBER 04

TIME: 4:00 p.m.

PLACE: Council Committee Room, Main Floor, City Hall

A G E N D A

- | | <u>PAGE</u> |
|---|--------------------|
| 1. <u>CALL TO ORDER</u> | |
| 2. <u>MINUTES</u> | |
| (a) Minutes of the Executive Committee of Council Open meeting held on 2019 November 06 | 1 |
| 3. <u>DELEGATIONS</u> | |
| (a) Tourism Burnaby
Re: BASHFest Sponsorship
<u>Speakers:</u> Chris Peters, Executive Director
Seth Li, Manager, Marketing and Business Development
Spiro Khouri, Vice President Operations, The Gaming Stadium | 10 |
| (b) Re: Commemoration Request for the 550th Birth Anniversary of Guru Nanak Dev Ji
<u>Speakers:</u> Gurnam Sanghera
Jasbir Gandham
Satnam Johal
Mike Sandhu | 11 |
| 4. <u>CORRESPONDENCE</u> | |
| (a) Correspondence from the Federation of Independent School Associations in BC
Re: Bursary Award Policy and Program | 12 |
| 5. <u>REPORT</u> | |
| (a) Report from the Director Finance
Re: Community Granting Policy Revisions | 13 |

6. **FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$177,600**

7. **NEW APPLICATION - FESTIVALS BURNABY**

Small Scale Event

- (a) **#19-S-016 - National Congress of Black Women Foundation** 28
Black History Month and Family Day - Celebrating and Sharing

An application was received from the National Congress of Black Women Foundation for Black History Month and Family Day – Celebrating and Sharing to be held on 2020 February 15. The festival provides communities with the opportunity to express themselves, share their stories, breakdown stereotypes and misconceptions, and build understanding and respect for cultural and religious differences.

Request: \$5,000 CPA: 2019 - \$5,000 (Small Scale Grant)*
2018 - \$5,000 (Small Scale Grant)
2017 - \$5,000 (Small Scale Grant)

*Grant awarded for the 2019 festival.

8. **COMMUNITY GRANTS APPROVED TO DATE - \$269,619**

- a) **Program Grants Approved to Date - \$252,619**
b) **Operating Grants Approved to Date - \$17,000**

9. **NEW APPLICATION**

- a) **#19.55. f - S.U.C.C.E.S.S.** 30
Annual Health Fair

An application was received from S.U.C.C.E.S.S. requesting an in-kind grant for a facility fee waiver in support of their Annual Health Fair to be held on 2020 September 20 at Bonsor Recreation Complex. The one-day event promotes the health and well-being of residents, including those with English language barriers and seniors. The Fair includes seminars, exhibitors and screening booths, providing information on health-related resources and government and community organizations. Approximately 1,000 individuals are expected to attend.

Request: \$5,000 *in-kind* CPA: 2018 - No Application
Facility Fee Waiver 2017 - Facility Fee Waiver*
2016 - No Application

*An in-kind grant for a facility fee waiver up to 50% of the facility charge (\$2,100 value) was awarded for the 2017 Fair.

10. NEW BUSINESS

11. INQUIRIES

12. 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, BC on **Wednesday, 2019 November 06** at 4:00 p.m.

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. Ed Kozak, Director Planning and Building
Mr. David Jordan, Arts Services Manager
Ms. Rebekah Mahaffey, Social Planner 2
Mr. Chad Turpin, Consultant
Ms. Nikolina Vracar, Administrative Officer 2

The Chair called the Open meeting to order at 4:02 p.m.

The Chair, Councillor Dhaliwal, recognized the ancestral and unceded homelands of the həŋqəminəŋ and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this shared territory.

2. MINUTES

(a) **Minutes of the Executive Committee of Council Open meeting held on 2019 October 01**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the minutes of the Executive Committee of Council Open meeting held on 2019 October 01 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATIONS

- (a) **Claire Preston**
Re: Leading the Way in Reconciliation with Indigenous Peoples
Speaker: Claire Preston

Ms. Claire Preston appeared before the Committee providing ideas to enhance reconciliation with Indigenous Peoples.

Ms. Preston credited the City for implementing several initiatives in support of reconciliation, such as inclusion of a spoken territorial acknowledgement prior to Council, other public meetings and staff meetings; as well as the establishment of an *Indigenous Learning House* at the Burnaby Village Museum (BVM).

The speaker stated that integrating Indigenous Peoples' interests into the City's processes, and including them in the decision-making process from the beginning would advance consultation efforts.

In conclusion, Ms. Preston proposed that the City implement a policy to have a First Nations Commissioner on every Council Committee.

The Committee advised that the City is moving forward with reconciliation initiatives with consultations with the First Nations. Further, the City is pursuing Council to First Nations' Council meetings.

Staff advised that the City is consulting with nine First Nations and, as a result, has focused its reconciliation efforts at the BVM and developed an educational guide titled: *Indigenous History in Burnaby Resource Guide* (available on <http://www.burnabyvillagemuseum.ca/>).

- (b) **Burnaby Neighbourhood House**
Re: Burnaby Neighbourhood House - North House Update and Request
Speakers: Antonia Beck, Executive Director
Simone Brandl, North House Program Director
Ted Wiens, Strategic Directors Chair, Board of Directors
Kevin Rakhra, Member, Board of Directors

Ms. Antonia Beck, Executive Director; **Ms. Simone Brandl**, North House Program Director; **Mr. Ted Wiens**, Strategic Directors Chair, Board of Directors; and **Mr. Kevin Rakhra**, Member, Board of Directors, Burnaby Neighbourhood House (BNH), appeared before the Committee providing an update on the North House operations, and requesting additional support from the City.

The delegation reflected on the impact that the provision of lease amenity space at 4460 Beresford Street to the BNH's South House in 2014 had on its ability to provide sustainable programs and services. In 2014, the BNH also opened its North House for

North Burnaby residents.

Ms. Brown shared that she became involved with the North House as a volunteer, and that many residents who receive support from the BNH give back by volunteering. Almost all programs at the North House are run by volunteers. Ms. Brown advised that residents who come to the North House have a need that a community centre cannot meet, and the delegation wants to ensure that the North House has a permanent place to support residents.

The delegation advised that the North House is vulnerable due to high rental costs, recent rent increases, and limited space vacancy in the City.

In conclusion, Mr. Rakhra and Mr. Wiens requested that the City:

- consider the BNH's needs with current and future planning (e.g. include North House space requirement in a new City or private development); and
- allow the BNH to apply for separate community grants for its North and South Houses in 2020, similarly to what is permitted under the City of Vancouver's grants program.

Noting the current Community Granting Policy, competing needs in the community and limited funding, the Committee advised that staff will need to review the request and investigate potential options for assisting the BNH.

The Committee expressed appreciation for the BNH's work in the community, and introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILOR CALEDINO

THAT the presentation be **REFERRED** to staff for review.

CARRIED UNANIMOUSLY

4. **CORRESPONDENCE**

(a) **Correspondence from the U18 Apex Xplosion Girls Volleyball Team** **Re: Letter of Appreciation (#19.27)**

Correspondence was received from Ms. Kim Or, Head Coach, U18 Apex Xplosion Girls Volleyball Team, expressing appreciation to the City for providing assistance with travel expenses for eight Burnaby residents who competed in the Volleyball Canada 2019 National Volleyball Tournament held on 2019 May 11 – 14 in Toronto. The team finished second in their division.

(b) **Correspondence from the Down Syndrome Resource Foundation**

Re: Letter of Appreciation (#19.40)

Correspondence was received from Mr. Wayne Leslie, Chief Executive Officer, Down Syndrome Resource Foundation, expressing appreciation to the City for providing funding to support the cost of the *One to One Children* programs in 2019/2020.

(c) **Correspondence from the Volunteer Grandparents**
Re: Letter of Appreciation (#19.41.p)

Correspondence was received from Ms. Veronica Grossi, Program Manager, Volunteer Grandparents, expressing appreciation to the City for providing an in-kind printing grant in support of the Family Match and School Grandparent programs in 2020.

(d) **Correspondence from the Dutch Liberation Canadian Society 2020**
Re: Letter of Appreciation (#19.51)

Correspondence was received from Ms. Adriana Zylmans, President, and Mr. Erik van der Ven, Vice President, Dutch Liberation Canadian Society 2020, expressing appreciation to the City for providing funding in support of the 75th Commemorative European Liberation events to be held from 2020 April to July.

5. **REPORTS**

(a) **Report from the Director Finance**
Re: Bursary Award Policy and Program

The Director Finance submitted a report proposing an annual bursary award to be awarded to one outstanding student in each public secondary school in Burnaby.

The Director Finance recommended:

1. THAT the Executive Committee recommend Council adopt the proposed City of Burnaby Bursary Award Policy and Program, as outlined in the report.
2. THAT a copy of the report be sent to Burnaby School District 41.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the Director Finance be adopted.

The Committee expressed concerns regarding the bursary's eligibility criteria, and arising from discussion, introduced the following motion:

MOVED BY COUNCILLOR MCDONELL
SECONDED BY MAYOR HURLEY

THAT the Bursary Award Policy eligibility criteria be updated to state:

- be a Canadian citizen or a permanent resident of the City of Burnaby;
- be in Grade 12 and eligible to graduate (within the year of application) from a public secondary school in Burnaby School District 41;
- be accepted to a program of studies at a post-secondary institution in Canada, such as universities, community colleges, technical schools – proof of registration in a minimum of three courses in a post-secondary institution shall be required before any bursary award payment is made to a recipient;
- preference will be given to a student who has participated in a community program prior to graduation, and can demonstrate community involvement and volunteerism; and,
- students who demonstrate financial need (family income below \$50,000) will be given priority.

CARRIED UNANIMOUSLY

As a result of the above noted changes, the following eligibility criteria were removed:

- must have a satisfactory Grade Point Average; and,
- no other financial award if expected by the student.

Having been moved and seconded, the Committee considered the recommendations of the Director Finance, and the main motion was then put:

1. THAT the Executive Committee recommend Council adopt the proposed City of Burnaby Bursary Award Policy and Program, as outlined in the report.
2. THAT a copy of the report be sent to Burnaby School District 41.

CARRIED UNANIMOUSLY

(b) Report from the Director Planning and Building
Re: Truth and Reconciliation Commission of Canada 'Calls to Action' for
Local Government - Proposed Framework for Further
Action

The Director Planning and Building submitted a report proposing a framework for further action regarding the City of Burnaby's efforts to implement the Truth and Reconciliation Commission of Canada's 'Calls to Action' for local government.

The Director Planning and Building recommended:

1. THAT the Committee request Council to approve implementation of the proposed framework, as described in Section 5.0 of the report.
2. THAT the Committee request Council to approve the establishment of a new staff position to implement the proposed framework, as described in Section 5.3 of the report.
3. THAT a copy of the report be forwarded to the Environment and Social Planning Committee and the Community Heritage Commission for information.

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

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

- amended

The Committee noted that the Environment and Social Planning Committee has been dissolved, and effective 2020 January the Environment Committee and Social Planning Committee have been created.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the third recommendation in the report be **AMENDED** to state "THAT a copy of this report be forwarded to the Social Planning Committee and the Community Heritage Commission for information."

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the recommendations of the Director Planning and Building be adopted, **AS AMENDED**.

CARRIED UNANIMOUSLY

6. **FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$176,100**

7. NEW APPLICATIONS - FESTIVALS BURNABY**Small Scale Events****(a) #19-S-011 - Open World For Kids Foundation Society**
Annual Christmas Celebration For Kids

An application was received from the Open World for Kids Foundation Society for their annual Christmas Celebration For Kids to be held on 2019 December 21 at the Serbian Centre/St. Archangel Michael Serbian Church in Burnaby. The event showcases a traditional European theatrical performance, as well as traditional games, artisans, food vendors and gifts for children from Santa.

Request: \$2,900

CPA: 2018 - No Application
2017 - \$1,500 (Small Scale Grant)
2016 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$1,500 be awarded to the Open World for Kids Foundation Society to assist with the cost of their annual Christmas Celebration For Kids to be held on 2019 December 21 at the Serbian Centre/St. Archangel Michael Serbian Church in Burnaby.

CARRIED UNANIMOUSLY

The Chair advised the Committee that the application was erroneously assigned a pre-existing tracking number, and that the application will be tracked under "#19-S-015" in the future.

8. PROGRESSIVE LIST OF GRANTS APPROVED TO DATE - \$242,133

- a) Program Grants Approved to Date - \$225,133
- b) Operating Grants Approved to Date - \$17,000

9. NEW APPLICATIONS**a) #19.53.f Tourism Burnaby**
2019 World Ringette Championships

An application was received from Tourism Burnaby requesting an in-kind grant to offset the cost of facility rental in support of the 2019 World Ringette Championships to be held on 2019 November 23 – December 01 at Bill Copeland Sports Centre. The competition is held bi-annually, and this year

eight teams from Canada, United States, Sweden, Finland and Czech Republic are participating. In addition to the main competition, the event features a staging competition, opening ceremonies, VIP receptions, coaching clinics, a school program, grassroots participation opportunities, and the International Ringette Federation's Annual General Meeting. At least 7,000 spectators are expected to attend the event.

Request: \$18,846 <i>in-kind</i>	CPA: 2018 - No Application
facility fee waiver	2017 - No Application
	2016 - No Application*

*In 2016, Tourism Burnaby received a \$25,000 grant to assist with the cost of the facility rental and staff in support of the 2016 WTF World Taekwondo Junior Championships held at Bill Copeland Sports Centre.

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind facility fee waiver in the amount of \$18,846 be awarded to Tourism Burnaby to offset the cost of facility rental in support of the 2019 World Ringette Championships to be held on 2019 November 23 – December 01 at Bill Copeland Sports Centre.

CARRIED UNANIMOUSLY

b) #19.54. Burnaby Seniors Outreach Services Society
Outreach Programs

An application was received from the Burnaby Seniors Outreach Services Society requesting a grant in support of its outreach programs in 2019/2020. The Society is dedicated to promoting the emotional health and well-being of seniors and their caregivers through a number of programs including Peer Support, Caregiver Support, and Memory Café. Between 2018 April and 2019 March, 55 seniors participated in the Peer Support Program, 74 individuals participated in Caregiver Support Groups held on 38 occasions, 101 individuals attended the Caregiver Education Series, 200 individuals attended the annual Caregiver Expo, 240 caregivers received the Society's e-newsletter, and 103 individuals participated in the Memory Café.

Request: \$10,000	CPA: 2018 - \$8,000*
	2017 - \$3,000**
	2016 - \$3,000**

*In 2018, the Society received a \$3,000 grant in support of its Seniors Peer Counselling Training Course and a \$5,000 one-time grant in support of Memory Café start-up costs.

**In 2017 and 2016, the Society received a \$3,000 grant in support of its Seniors Peer Counselling Training Course.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$8,000 be awarded to the Burnaby Seniors Outreach Services Society in support of its outreach programs in 2019/2020.

CARRIED UNANIMOUSLY

10. **NEW BUSINESS**

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

11. **INQUIRIES**

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

12. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL
SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 5:18 p.m.

Nikolina Vracar
Administrative Officer 2

Councillor Sav Dhaliwal
Chair

From: Chris Peters <cpeters@tourismburnaby.com>

Sent: November-26-19 3:44 PM

To: Clerks <Clerks@burnaby.ca>

Subject: BASHFest - Festival Sponsorship

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you feel this email is malicious or a scam, please forward it to phishing@burnaby.ca

Good Morning,

I'd like to appear as a delegation to the Executive Committee to request sponsorship for the upcoming BASHFest in Burnaby.

BASHFest is a 3 day event to be held at the Delta Burnaby Hotel this February. It brings together 3 unique experiences over 3 days; an Esport Tournament, A Music and Gaming Festival, and a Destination Marketing symposium on esport and the gaming industry. We'd also like to invite one or more city staff or councillors to join Tourism Burnaby when we visit the flagship event of one of our partners, [MAGFEST](#). Magfest is a 30,000 person festival held in the Washington DC area each year in early January. We are hoping BASHfest grows into a smaller spin-off event in future years. Mayor Hurley joined us earlier this year when we met with the CEO of MAGFest and showed interest in supporting a festival in Burnaby in the future.

I would present and be joined by Spiro Khouri, VP of Operations from the Gaming Stadium in Richmond, as well as Seth Li from my staff.

We had applied for a Festival Grant from the city, but did not meet the specific criteria and were advised to request this delegation to seek this next level of funding.

Please let me know if this is possible, and/or if you require additional information at this time.

Sincerely,

Chris



Tourism
Burnaby

Chris Peters

Executive Director

Phone 604.419.0377 **Direct** 604.563.3915

Web tourismburnaby.com

309-4603 Kingsway, Burnaby BC V5H 4M4



From: [Dhaliwal, Satvinder](#)
To: [Clerks](#)
Subject: Delegation Request
Date: November-26-19 9:41:43 PM

Kate/Nikolina,

I have been approached by Mr Gurnam Sanghera, Mr. Jasbir Gandham, Mr. Satnam Johal and Mr. Mike Sandhu to appear as a delegation at the Executive Committee scheduled for December 4, 2019.

The purpose of the delegation is to request the City to commemorate the 550th birth anniversary of Guru Nanak Dev Ji, founder of Sikhism. These gentlemen are longtime residents of Burnaby and are prominent members of the Burnaby's Sikh Community.

Please consider this email as a request to appear as delegation on behalf of the above mentioned individuals.

Thank you.

Sav Dhaliwal
Councillor, City of Burnaby

From: Shawn Chisholm [<mailto:shawn@fisabc.ca>]

Sent: November-18-19 8:14 PM

To: Mayor; Calendino, Attilio Pietro; Dhaliwal, Satvinder; Johnston, Dan; Jordan, Colleen; Keithley, Joe; McDonell, Paul; Volkow, Nick; Wang, James

Subject: Burnaby Bursary

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you feel this email is malicious or a scam, please forward it to phishing@burnaby.ca

Greetings Mayor & Councillors,

I am writing you to first commend Burnaby for considering a bursary for deserving high school students but I ask that you consider making this bursary more inclusive by including students that attend independent schools within your city. Independent schools have a long history in Burnaby and continue to provide commendable school experiences to countless citizens of Burnaby.

I encourage the City of Burnaby to follow the lead of the provincial government and make this generous bursary offering available to all students attending a Burnaby high school - public and independent.

Sincerely,

Shawn Chisholm



Shawn Chisholm | Executive Director

Federation of Independent School Associations in BC

4885 Saint John Paul II Way. Vancouver, BC V5Z 0G3

1 604 684 6023 | shawn@fisabc.ca | www.fisabc.ca

Referred to:

Executive Committee of Council (2019.12.04)

Copied to:

City Manager

Dir. Corporate Services

Dir. Finance



Meeting 2019 December 04

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 November 28

FROM: DIRECTOR FINANCE

FILE: 7400-01

SUBJECT: COMMUNITY GRANTING POLICY REVISIONS

PURPOSE: Propose revisions to the Community Granting Policy.

RECOMMENDATIONS:

1. **THAT** the Executive Committee of Council recommend Council authorize an additional \$140,660 in the 2020 budget and onward to award community grants to established Burnaby-based non-profit organizations for programs/events/projects that benefit the community.
2. **THAT** the Executive Committee of Council recommend Council authorize non-profit organizations, that provide programs, administration and support services from more than one location, to apply for an additional operating grant of \$10,000 beyond the \$25,000 funding cap as outlined in Section 4.0.
3. **THAT** the Executive Committee of Council recommend Council approve the updated Community Granting Policy and Application, as appended to this report.
4. **THAT** staff be authorized to notify recent grant applicants of the updated Community Granting Policy and Application.

REPORT**1.0 INTRODUCTION**

The Community Grants Program is intended to provide financial support to eligible Burnaby-based non-profit organizations that deliver specific programs and services that benefit the community. Rather than using City resources as an indefinite funding source, the program has always encouraged organizational long-term self-sufficiency. To date in 2019, approximately 50 non-profit organizations have benefitted from the City's Community Grants Program.

To: Executive Committee of Council
From: Director Finance
Re: Community Granting Policy Revisions
2019 December 04..... Page 2

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
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

3.0 BUDGET FOR PROGRAMMING GRANTS

At the beginning of 2019, the Community Grants Program budget was \$159,340 for programming grants only. In 2019 April, the Community Grants Program budget was increased by \$100,000 to allow for non-profit organizations to request grants for operating expenses. With this increase, the total Community Grants Program budget is \$259,340. As of 2019 November, the programming portion of the budget has been exhausted.

Given that there are numerous eligible Burnaby-based non-profit organizations, it is expected that the number of applicants will increase in the future for such assistance. In order to ensure Burnaby non-profit organizations are receiving the required support from the City, staff recommend that the Community Grants programming portion of the budget be increased by \$140,660 in 2020 through the budget process for a total Community Grants Program budget of \$400,000. This increase will ensure sufficient support for all eligible applicants in accordance with grant criteria.

To: Executive Committee of Council
 From: Director Finance
 Re: Community Granting Policy Revisions
 2019 December 04..... Page 3

4.0 ADDITIONAL OPERATING GRANT

Currently, the Community Grants Program allows for organizations to apply for one operating grant to a maximum request of \$10,000 which would be included within a cap on financial assistance from the Community Grants Program of \$25,000 per organization. An organization can apply for an operating grant and/or up to two programming grants within the \$25,000 cap. All Community Grants are awarded for a one year term and are subject to annual review and approval by Council who would have the right to decline or reduce the amount of financial assistance.

Over the past eight months, organizations that operate out of multiple locations have approached the Executive Committee of Council requesting grant applications be reviewed on location versus organization basis. A non-profit organization with multiple locations that provide programs, administration and support services to the community serves the unique needs of the community they are located in. Services are shaped and prioritized at the local level through these locations.

In order to recognize the unique needs of organizations that have multiple locations which provide programs, administration and support services, staff recommend that the Community Granting Policy be updated to allow for potential award of one additional operating grant to a maximum of \$10,000 in these cases. As a result, a non-profit organization with multiple locations that provide programs, administration and support services to the community would be able to apply for:

- up to two operating grants to a maximum value of \$10,000 each if additional locations provide programs, administration and support services, for a maximum operating grants of \$20,000; and
- up to two program grants to a maximum of \$15,000 for the organization.

Total grants to an organization operating from multiple locations that provide programs, administration and support services to the community would be to a maximum of \$35,000. Maximum funding for all other organizations would remain at \$25,000.

Should the Committee and Council approve this recommendation, the attached draft Community Granting Policy and Application would be implemented.

5.0 ADDITIONAL POLICY AND APPLICATION UPDATES

Staff have taken the opportunity to make minor edits to the Policy and Application for further clarification on guidelines and ease of completing the application.

In addition, staff have included information on Fee Waivers in the Policy and on the Application, consistent with current processes and guidelines.

To: Executive Committee of Council
From: Director Finance
Re: Community Granting Policy Revisions
2019 December 04..... Page 4

6.0 RECOMMENDATIONS

This report reviews specific provisions of the City's current Community Granting Policy, and outlines several revisions to the Policy. Staff advise that the Executive Committee of Council recommend Council authorize:

- An additional allocation of \$140,660 to the Community Grants Program budget in 2020 and onwards for a total Community Grants Program budget of \$400,000;
- Non-profit organizations, that provide programs, administration and support services from more than one location, to apply for an additional operating grant of \$10,000 beyond the \$25,000 funding cap;
- The updated Community Granting Policy and Application; and
- Staff to notify past applicants.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK /nv:md

Attachment: 1 – Community Granting Policy and Application Form, version 3.0 revised 2019
November 28

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



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. General grants are awarded to defray a portion of costs for established (operating for at least one year) Burnaby-based registered/incorporated 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. Applicants must receive substantial revenue from other sources. Applicants may apply for up to one Operating Grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two Programming Grants (project/event/program) per year for total maximum (operating and programming) grants of \$25,000 per organization within the calendar year. Organizations operating from more than one location that provide programs, administration, and support services, may apply for one additional operating grant up to \$10,000, not subject to the \$25,000 maximum. 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.

Operating Grants are provided to offset costs incurred to operate the organization, including:

- Salaries;
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies;
- Maintenance and repair costs.

Programming Grants are provided to offset the costs of delivering a specific project/event/program such as outreach initiatives, block parties, environmental and other community events. Programming Grants may also be provided through in-kind services from the City (i.e. printing services).

Ineligible General Requests

- i. General grants ARE NOT available to cover costs for past events.
- ii. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- iii. Organizations that provide funding to non-Burnaby based third party non-profit organizations.

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 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 Provincial 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.

C. Fee Waivers

Fee Waivers are provided to Burnaby-based non-profit organizations who are hosting an event at a City of Burnaby Civic Facility. Event date must be scheduled with City staff and coordinated with other bookings.

Eligible Requests

- For charitable initiatives, applicants must be Burnaby-based and provide details of their initiative on the application.
- Any fundraiser proceeds must support a municipal facility, project, or initiative which benefits Burnaby residents.
- Any golf tournament must be held in May, June, September or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants.
- To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the waiver.
- Non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

Grant Application Criteria and Guidelines

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 Tuesday at 4:45 pm, three weeks prior to the scheduled Executive Committee of Council meeting week. Committee meeting dates and grant application deadlines are available on the Committee's webpage at burnaby.ca.
4. **Incomplete applications will not be considered. It is the responsibility of the applicant to ensure the completeness of their submission.** For non-applicable questions, please denote "N/A" or "0" in the response field.
5. Applicants for General Operating Grants are not required to complete sections C, D, and E of the application (marked by an asterisk *).
6. Applicants for Recreational Sport Grants are not required to complete sections F and H of the application (marked by two asterisks **).

Grant Approval

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

COMMUNITY GRANT APPLICATION

DECLARATION

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

- *I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the organization 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, news 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:

A. GETTING STARTED

1. Are you? ☐ New Applicant ☐ Returning Applicant
2. Select the Community Grant you are applying for: ☐ General Grant (Operating) ☐ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: _____ ☐ In-kind (check if applicable)
4. Total cost of the project/event/program etc.: _____
5. 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.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ 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. Organization Name: _____

3. Organization Street Address: _____

4. Website (if applicable): _____

5. Grant Application Main Contact Person:

Name: _____

Phone: _____

Email: _____

6. Alternate Contact Person:

Name: _____

Phone: _____

Email: _____

Applicants for **General Operating Grants** are not required to complete sections **C, D, and E** (marked by an asterisk *).

C. THE PROJECT/EVENT/PROGRAM*

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

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

D. PURPOSE OR BENEFIT*

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

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

3. Describe how 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/event/program?

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

5. 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.

6. 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?

E. EVENT OUTCOMES*

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

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

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, and **H** (marked by two asterisks **).

F. LONG TERM VIABILITY**

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

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

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

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

--

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization 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 the City's contributions may affect your eligibility for grants in the present year and in the future.

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

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

Goal 1:

Description:

Goal 2:

Description:

Goal 3:

Description:

5. Please complete the following for your organization:

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

6. 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 maximum)

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby?
(maximum 500 characters)

H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

Please identify if you are providing the information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input type="radio"/> Project/Event/Program
For the Fiscal Year:	
Month Fiscal Year Begins:	

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 (Specify)				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue				

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expenses			
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 Expenses as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
Total Expenditures			
CURRENT SURPLUS (DEFICIT)			

YOUR GRANT APPLICATION IS IMPORTANT

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

Submission Process

- Grant applications **MUST** be completed in full and be legible.
- Incomplete applications will be returned to the applicant for completion and re-submission for consideration.
- Please EMAIL an ELECTRONIC VERSION of the COMPLETE Community Grant Application package (including attachments of supporting materials) to: clerks@burnaby.ca.
- **The grant application MUST include the organization's operational budget for the current year and accountant prepared or official financial statements for the last complete year of operations.**
- For more information please call 604-294-7295 or e-mail clerks@burnaby.ca.



Meeting 2019 DECEMBER 4

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 NOV 18

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE NO: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM – SMALL SCALE GRANT
19-S-016 NATIONAL CONGRESS OF BLACK WOMEN
FOUNDATION

PURPOSE: Grant Approval Request

RECOMMENDATION:

1. **THAT** the Festivals Burnaby Grant request from National Congress of Black Women Foundation for Black History Month & Family Day – Celebrating & Sharing on 2020 February 15 be received.

REPORT

Festivals and Special Events:	Small Scale Event
Grant File 19-S-016:	National Congress of Black Women Foundation
Application Received:	2019 October 30
Project Budget:	\$12,500.00
Project Request:	\$5,000.00
Previous Support:	2019 Small Scale Festivals Burnaby Grant \$5,000.00 2018 Small Scale Festivals Burnaby Grant \$5,000.00 2017 Small Scale Festivals Burnaby Grant \$5,000.00 2016 Small Scale Festivals Burnaby Grant \$7,000.00 2015 Small Scale Festivals Burnaby Grant \$7,000.00 2014 Small Scale Festivals Burnaby Grant \$7,000.00 2013 Small Scale Festivals Burnaby Grant \$7,000.00 2012 Small Scale Festivals Burnaby Grant \$7,000.00

An application request for \$5,000.00 has been received from the National Congress of Black Women Foundation for Black History Month and Family Day – Celebrating and

To: Executive Committee of Council
From: Director Parks, Recreation & Cultural Services
Re: Festivals Burnaby Program – Small Scale Event
2019 December 4..... Page 2

Sharing on 2020 February 15. This festival will provide communities with the opportunity to express themselves, share stories, breakdown stereotypes and misconceptions, and build understanding and respect for cultural and religious differences.

This event celebrates Black History across Canada in the month of February. Its objective is to recognize the past and present contributions the People of African Descent have made and continue to make.

The National Congress of Black Women Foundation (NCBWF) promotes and facilitates activities and programs, which foster advancement, recognition, health and education of black women and their families. The NCBWF has been in the Burnaby area since 2001 and operates to benefit the citizens of Burnaby and its surrounding areas.

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:hbmo:tc
19-S-016 National Congress of Black Women Foundation

A. 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.: \$16,500.00

B. 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.: 108152349 RR0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: S.U.C.C.E.S.S.3. Group/Organization Street Address: Head Office: 28 West Pender Street, Vancouver BC V6B 1R64. Website (if applicable): www.successbc.ca

5. Grant Application Main Contact Person

Name: Queenie ChooPhone: 604-408-7272Email: queenie.choo@success.bc.ca

6. Contact person #2

Name: _____

Phone: _____

Email: _____

7. Number of Volunteers

Confirmed: 10Expected: 100

C. THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: S.U.C.C.E.S.S. Health Fair
2. Project/Event/Program Location (physical street address or event location):
Bonsor Recreation Complex
3. Project/Event/Program Start Date: 2020-09-20
4. Project/Event/Program End Date: 2020-09-20

D. PURPOSE OR BENEFIT

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

The Annual Community Health Fair promotes the health and well-being of under-served and vulnerable populations in the community, particularly immigrants with English language barriers.

The Health Fair aims to enhance participants' access to and understanding of health information and resources in the community, particularly as it relates to disease prevention and management. The Health Fair also aims to provide an effective platform to connect participants with health-related government units, non-profit and community agencies, and community groups.

There is a significant need for the Health Fair in order to promote population health and well-being; less than half of Metro Vancouver respondents to the 2014 My Health, My Community survey self-rated themselves as having excellent or very good general health. Furthermore, the Health Fair plays an important role in ensuring more vulnerable segments of our communities, particularly immigrants, families, and seniors with English language barriers, have access to up-to-date health information and resources.

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

The Health Fair is a one-day event that consists of three components that will be delivered simultaneously during the event:

- Health Seminars
- Exhibitions
- Health Screenings

It is anticipated that the 2020 Health Fair will feature 12 health seminars as well as 30 to 35 exhibitors and health screening booths.

All members of the public are invited to participate in the Annual Community Health Fair. In particular, the Health Fair targets immigrant families and aged 55+ in Burnaby and surrounding communities. An annual attendance of 1,000 people is expected.

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

S.U.C.C.E.S.S. initiated the Health Fair in 1991 as a response to serve those who are otherwise unable to access community health services due to language barrier. Today, the Fair is supported by the dedication of more than 900 volunteering hours by 100 volunteers from its planning phase to the date of the event. Since its humble beginning, the Health Fair has become a major one-stop shop for the Chinese community to access a variety of health and wellness resources. Every year, the Health Fair sees more than 1,000 attendance and 30 organizations participate in the event. In fact, from 2009 to the present, the Fair has been taking place at Bonsor Recreation Complex every year with the exception of 2012. The Fair is proud to welcome the presence of the mayor and councilors of the City of Burnaby for these many years. We anticipate more than 500 residents of Burnaby (50%) will be benefit from the Health Fair in 2020.

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?

Residents of Burnaby will benefit from:

1) having easy access to the free Health Fair event at Bonsor Recreation Complex within the City of Burnaby;
 2) an engaging event with medical specialists and healthcare professionals who bring with them latest information to promote active and healthy living;
 3) volunteering opportunities to increase their community engagement.
 Businesses in Burnaby are engaged as well. They are exhibitors, lecture speakers, health screening providers and food catering vendors.

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 City of Burnaby's Social Sustainability is about people – individuals and the community working together to meet their needs, realize their potential, and prosper in a healthy environment. The Health Fair aligns with the Strategic Priority 1 Meeting the Basic Needs with strengths to build on Healthy Living.

In addition, one of the goals in the Official Community Plan is about Health Services - To cooperate with the Regional Health Board, senior levels of government, community agencies and other appropriate parties to develop the range of health services to address the physical and psychological health needs of Burnaby residents.

The Health Fair not only mobilizes medical professionals, academics, businesses in the communities to put together a key community event of S.U.C.C.E.S.S. in our strategy to promote healthy living & optimum health, but also aligns with the City of Burnaby's Plans to promote a healthier and sustainable and vibrant community.

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.

The Annual Health Fair is a collaborative community effort. It is delivered in partnership with health associations, educational institutes, healthcare professionals, community leaders, and volunteers. The Fair has been supported by the City of Burnaby and local MLAs. Key partners are the Chinese Canadian Medical Society (BC), Chinese Canadian Dental Society of BC, and the Intercultural Online Health Network of the University of British Columbia. A range of other partners are engaged as guest speakers for the health seminars, exhibitors, and health screening providers, all of which are essential to the overall success of the event. These include community health nurses, dentists, medical specialists, hearing/vision screening services, pharmacists, nutritionists and dietitians, and specialized health providers and agencies (e.g. transplant, rehabilitation, infectious diseases centre, osteoporosis, gerontology, chiropractic, arthritis, cancer, heart and stroke ...).

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 Health Fair is a free public event. Financially, the Health Fair is a self-supporting project maintained by the donation of its organizing partners, sponsorship from businesses, exhibition and advertising fees. Among its \$16,500 operating budget, facilities rental at Bonsor estimates up \$5,000 in 2020 which is 30% of the Fair's expenditure. We had run into a deficit in 2019 Health Fair, should we not able to obtain the full grant, we may unfortunately have to consider a venue of lower cost.

E. 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)

To ensure the Annual Community Health Fair is effective and achieves its intended outcomes, monitoring and evaluation are conducted using a 360 degree approach to collect data from participants, volunteers, guest speakers, exhibitors, partners, and staff. In addition to collecting Project outputs (e.g. number of event participants), the following are also collected:

- Survey: Participants, guest speakers and exhibitors are invited to complete evaluation surveys (tailored for each group) at the end of the Health Fair. The survey includes both questions using a 5-point scale and open ended questions.
- Verbal Feedback: Individual comments are collected from participants and volunteers by staff.
- Debriefing Meeting: Verbal feedback is collected from all project partners and staff. Survey findings are analyzed and an

Evaluation Report is compiled and tabled for discussion at a debriefing meeting after the Health Fair.

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

A satisfaction survey is distributed to participants and exhibitors to determine whether they are: Satisfied with the event, the health topics that they like most, likelihood to return to the event next year, as well as their comments on how to improve the fair. The findings of the survey are analyzed and discussed at the evaluation meeting, within a month after the event. Suggestions and comments are recorded as a reference for the planning committee members of the subsequent year.

Applicants for **Recreational Sport Grants** are not required to complete sections F, G, and H (marked by an asterisk *).

F. 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...)	31	29.4
Grants (All federal, provincial, municipal, foundation and gaming grants)	0	0
Donations and Sponsorships (Cash)	69	70
Donations and Sponsorships (In-kind)	0	0.6
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.

No, there is no other funding sources other than the above mentioned that we are pursuing.

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					
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.

n/a

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

Goal 1:

To offer programs and services that are relevant, of high quality, efficient, innovative and accountable

Description:

SUCCESS provides 3 major line of business namely Settlement services for newcomers, senior care and affordable housing. We continue to provide health promotion and management services to the community via outreach and annual health fair

Goal 2:

To maintain financial viability to support programs/services that are needed in the community

Description:

SUCCESS provides funding for the programs and services that are unfunded or partially funded to meet the population needs through fundraising and grant application.

Goal 3:

To meet the community needs through advocacy and programs (such as Annual Health Fair) to promote health and wellness of the population.

Description:

Based the community assessment, SUCCESS provides many programs including Annual Health Fair, settlement services, language training and employment services to bridge the gaps of the community.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	98	113
Volunteer hours per year	670	730
Number of voting members	8	8

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)

S.U.C.C.E.S.S. recognizes and believes that the values of diversity and inclusion promote the safety, health and well-being of all members of our communities, and support our vision of a world of multicultural harmony. We recognize and acknowledge our communities' shared histories of injustice and discrimination, and uphold that it is our joint responsibility to actively work toward achieving healthy and inclusive communities and environments.

G. INSURANCE AND ACKNOWLEDGEMENT*

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

2. If yes, what coverage?

\$5,000,000 per occurrence

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

City of Burnaby is to be acknowledged in the promotion materials, at the pre-event press meeting, with speaking opportunity on the stage and be recognized at the Opening Ceremony on the event date. The City's logo be included in all printed promotions.

H. FINANCIAL INFORMATION*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	S.U.C.C.E.S.S.
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 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. n/a				
2.				
3.				
Provincial Government (Specify)				
1.n/a				
2.				
3				
Local Government (Specify)				
1.n/a				
2.				
3.				
Sponsorships (Specify)				
1. CCMS/ CCDS/ Business	8000	8000	Y	Health Fair
2.				
3.				
Earned Revenue				
1.Booth & Advertising Income	4000	4850	Y	Health Fair
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	12000	12850	Y	Health Fair

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		840	
Advertising & Promotion		4250	
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs		4530	
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		9620	
Current surplus (deficit)	12000	3230	