



EXECUTIVE COMMITTEE OF COUNCIL A G E N D A

Tuesday, May 5, 2020, 10:00 a.m.
Council Chamber, City Hall
4949 Canada Way, Burnaby, BC

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
2.1 Minutes of the Executive Committee of Council Open meeting held on 2020 March 04	5
3. <u>CORRESPONDENCE</u>	
3.1 Correspondence from Bonsor 55+ Society - Re: Letter of Appreciation (#20.06.a)	13
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3.4 Correspondence from Dutch Liberation 2020 Canadian Society - Re: Letter of Appreciation and Activity Update (#19.51.) <i>Council Correspondence Package 2020.04.23.</i>	17
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(X-ref: Item 4.2.)

4. REPORTS

- 4.1 Report from the Director Planning and Building - Re: Community Resource Centres - 2021 Lease Rates and Grants 30

- 4.2 Report from the Director Planning and Building - Re: Federal Financial Support for Transit Operations 35

5. FESTIVALS BURNABY GRANTS AVAILABLE BUDGET - \$250,000

- 5.1 Festivals Burnaby Grants Approved to Date - \$15,500

Note: Festivals Burnaby grants #20-S-001, #20-S-002, and #20-L-001 approved by Council on 2020 February 10 and 2020 March 09 were returned to the City as a result of festivals cancellation due to COVID-19.

6. COMMUNITY GRANTS AVAILABLE BUDGET (PROGRAM AND OPERATING) - \$338,298

- 6.1 Program Grants Approved to Date - \$24,800

Note: Approved grants amount does not include green fee waiver #20.07.g. Unused portion of in-kind printing grant #20.03.p, approved by Council on 2020 February 10, and full green fee waiver #20.07.g, approved by Council on 2020 March 09, will not be expensed as a result of events cancellation due to COVID-19.

Staff will follow-up with additional grant recipients two months prior to their 2020 event date to confirm upcoming events, or request return of funds in case of cancellation.

- 6.2 Operating Grants Approved to Date - \$38,000

7. NEW APPLICATIONS - COMMUNITY GRANTS

- 7.1 #20.14. - BC Pets and Friends 39

BC Pets and Friends Children's Program

An application was received from BC Pets and Friends requesting a

grant in support of planning, designing, implementing and evaluating a program offering pet therapy to children in Burnaby from 2020 June 01 to 2021 May 31. The project includes selection of a children's program training expert; identification of facility partners and venues (i.e. libraries, bookstores, etc.); development and purchase of marketing materials; volunteers' screening and training; and identification of successes and opportunities for growth. Twenty-five volunteer teams (owners and their pets) will be trained to provide one-hour of visitation to 25 children (625 children in total). During the visit children will read to a pet, practicing their reading and life skills (i.e. self-esteem and self-confidence). The newly proposed program is based on a demand from volunteers and facilities involved in provision of a similar program to seniors in 25 Burnaby long-term and senior care facilities.

Request: \$5,000

CPA: 2019 - No Application / 2018 - No Application / 2017 - No Application*

**In 2018, Council awarded \$1,000 one-time grant in support of pet therapy for seniors living in Burnaby care facilities.*

7.2 #20.15. - Voices of Burnaby Seniors Society

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Program Coordinator and Portable Microphone System

An application was received from Voices of Burnaby Seniors Society requesting an operating grant in support of a part-time coordinator position and a portable microphone system. The volunteer-based Society organizes monthly guest speakers' presentations (i.e. housing options for seniors and CarFit Program), educational workshops (i.e. prescription medication), walkability and transit projects, and other resources (i.e. online newsletter and information cards for seniors' services). The Society's distribution list includes 130 members, 95 of whom are seniors. Members pay a low-cost fee (i.e. \$5 per individual and \$25 per organization). The grant allows the Society to broaden its advocacy work, expand its capacity, programs and membership, and continue building connections with senior residents. The coordinator is responsible for organizing yearly events, and a portable microphone system ensures provided information is audible to senior participants.

Request: \$10,000

CPA: 2019 - No Application/ 2018 - No Application/ 2017 - No Application

8. NOTICE OF MOTION

8.1 His Worship, Mayor Mike Hurley - Re: City of Burnaby Policy on Consultation Fees

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9. NEW BUSINESS

10. INQUIRIES

11. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning 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.

12. ADJOURNMENT



EXECUTIVE COMMITTEE OF COUNCIL M I N U T E S

**Wednesday, March 4, 2020, 4:00 p.m.
Council Committee Room, City Hall
4949 Canada Way, Burnaby, BC**

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

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 2

1. **CALL TO ORDER**

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

The Chair, Councillor Sav Dhaliwal, recognized the ancestral and unceded homelands of the hə́ŋdəmiŋə́m 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 2020 February 05**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Executive Committee of Council meeting held on 2020 February 05 be now adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

(a) **Burnaby MoreSports Society - Re: Burnaby MoreSports Society**

Speaker: Glenn Boyle, Executive Director

Mr. Glenn Boyle, Executive Director, Burnaby MoreSports Society, appeared before the Committee to provide an overview of the Society.

Mr. Boyle advised that the Society provides free and inclusive community team sport programs through which children and youth develop fundamental life skills (i.e. physical literacy) and appreciation for sports, assist with delivering weekly after-school programs, and receive mentorship and training. The programs were implemented in 2007 with support from the City, Burnaby Neighbourhood House, and Burnaby School District. In 2020, the programs will be delivered in all four City quadrants to approximately 500 participants.

The speaker advised that the Society is in the last year of a three-year partnership with Vancouver chapter of Social Venture Partners, which provides capacity-building funding and in-kind support for strategic development initiatives. As a result of the partnership, the Society has introduced programs to more schools, diversified its revenue sources, and engaged more community partners.

Mr. Boyle noted that the programs are unique to the City due to providing a combination of physical literacy and mentorship opportunities.

In conclusion, the delegation advised of its plans to further develop its programs, enhance participants' experience, implement quality control measures, increase participation by marginalized groups, and form additional partnerships.

The Committee inquired regarding the Society's partnerships with the City and the School District, as well as funding provided by other levels of government.

Staff advised that they are a non-voting member on the Society's Board, they consult on programming and quality of coaches, and the City has provided operating funding to the Society until 2018. Further, staff confirmed that the School District provides its program facilities at no cost while the City offers a preferred facility fee rate for the use of Burnaby Lake Sports Complex West.

The delegation advised that it receives gaming funds from the Provincial Government, as well as funding through the federal Canada Summer Jobs Program.

Further action was taken on this matter under Item 9(c).

4. **CORRESPONDENCE**

(a) **Correspondence from W.P.J. McCarthy and Company Ltd. - Re: The McCarthy Properties Invitational Chainsaw Competition in Support of Charities**

Correspondence was received from Mr. William McCarthy, President, W.P.J. McCarthy and Company Ltd., seeking support for the McCarthy Properties Invitational Chainsaw Competition intended to benefit Burnaby Hospital and the BC Cancer Foundation. The proposed event, to be held in 2020 or 2021 summer in Central Park, will include chainsaw artist carvers from across the world. The proponent requested that the City consider supporting the event and authorize use of the northeast corner of Central Park as event location.

Arising from discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT this item of business be **REFERRED** to staff to work with the event's proponent on the 2021 event.

CARRIED UNANIMOUSLY

5. **REPORT**

(a) **Report from the Director Planning and Building and the Director Parks, Recreation and Cultural Services - Re: City Involvement in Burnaby Pride**

The Director Planning and Building and the Director Parks, Recreation and Cultural Services submitted a report proposing expanded City involvement and support of Burnaby Pride.

The Director of Planning and Building and the Director of Parks, Recreation and Cultural Services recommended:

1. THAT the Committee request Council to approve the City involvement in Burnaby Pride, as outlined in Section 4.0 of the report.
2. THAT the Committee request Council authorize use of one-time Gaming Interest funds in the amount of \$70,000 in support of Burnaby Pride, as outlined in Section 4.2 of the report.
3. THAT a copy of the report be forwarded to the Financial Management Committee, the Social Planning Committee and the Parks, Recreation and Culture Commission for information.

MOVED BY MAYOR HURLEY
 SECONDED BY COUNCILLOR WANG

THAT the recommendations of the Director Planning and Building and the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

The Committee inquired regarding the LGBTQIA2S+² community eventually overseeing the Pride's logistical tasks (i.e. staging, portable toilets, etc.) instead of the City, funding allocation, and whether the request is one-time funding.

Staff advised that the event is community-driven, internally allocated funding will help the community build their capacity to organize the event, and additional support may be needed until the community has support from other agencies.

Arising from discussion and without objection by any member, the Chair requested that staff provide a post-event update to the Committee, including future pathways.

Staff undertook to provide the update.

6. FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$5,500

7. NEW APPLICATIONS - FESTIVALS BURNABY GRANTS

LARGE SCALE EVENTS

(a) #20-L-001 - Shri Guru Ravidass Sabha

Nagar Kirtan Parade

An application was received from the Shri Guru Ravidass Sabha for the Guru Ravidass Ji Birthday Celebration-Nagar Kirtan Parade in Burnaby to be held on 2020 April 11. The parade will start from the Shri Guru Ravidass Sabha temple at 7271 Gilley Avenue, and follow the City approved route on Gilley Avenue, Rumble Street, Royal Oak Avenue, Imperial Street, and McPherson Avenue. The festival includes free food and entertainment.

Request: \$21,235

CPA: 2019 - \$10,000 (Small Scale Event)/ 2018 - No Application / 2017 - No Application

MOVED BY MAYOR HURLEY
 SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$10,000 be awarded to the Shri Guru Ravidass Sabha in support of the Guru Ravidass Ji Birthday Celebration - Nagar Kirtan Parade to be held on 2020 April 11 in Burnaby.

CARRIED UNANIMOUSLY

8. **COMMUNITY GRANTS APPROVED TO DATE - \$16,800**

- (a) **Program Grants Approved to Date - \$3,800**
- (b) **Operating Grants Approved to Date - \$13,000**

9. **NEW APPLICATIONS - COMMUNITY GRANTS**

(a) **#20.07.g - Nikkei Seniors Health Care and Housing Society**

15th Annual 2020 Nikkei Place Golf Tournament and Fundraiser

An application was received from the Nikkei Seniors Health Care and Housing Society requesting an in-kind green fee waiver in support of the 15th Annual 2020 Nikkei Place Golf Tournament and Fundraiser to be held on 2020 May 29 at the Riverway Golf Course. The Fundraiser includes a silent action, raffle and 50/50 draw, with proceeds supporting the Society's dementia-friendly programs and outreach activities. Approximately 200 Burnaby residents who live with dementia and Parkinson's disease, and are socially isolated due to physical abilities or language barriers, benefit from the programs.

Request: Green Fee Waiver

CPA: 2019 - Green Fee Waiver (\$8,913.60 value) / 2018 - No Application / 2017 - No Application

MOVED BY MAYOR HURLEY
 SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind green fee waiver be awarded to Nikkei Seniors Health Care and Housing Society in support of the 15th Annual 2020 Nikkei Place Golf Tournament and Fundraiser to be held on 2020 May 29 at the Riverway Golf Course.

CARRIED UNANIMOUSLY

Arising from discussion, the Committee requested that staff clarify the number of in-kind green fee waivers considered annually by the Committee.

Staff advised that the Committee reviews all green fee waiver requests, except the requests from the Burnaby Firefighters and the Burnaby Civic Employees Union, which are reviewed by the Parks, Recreation and Culture Commission.

(b) #20.08.f - Vancouver Sangeetopasana Sabha

Carnatic Music Concert by Sapasa

An application was received from the Vancouver Sangeetopasana Sabha requesting an in-kind facility fee waiver in support of the Carnatic Music Concert by Sapasa to be held on 2020 August 16 at the James Cowan Theatre, Shadbolt Centre for the Arts. The world-renowned and the Lower Mainland musicians present a variety of Indian classical music, including compositions using vocal, string and percussion instruments, during the three-hour free concert. Inclusion of western jazz music depicts the unity in diversity in music and culture. Approximately 250 individuals are expected to attend the event, which is anticipated to be streamed on the social media.

Request: Facility Fee Waiver (\$2,092.77 value)

CPA: 2019 - No Application / 2018 - No Application / 2017 - No Application

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR MCDONELL

THAT an in-kind facility fee waiver up to \$1,000 value be awarded to Vancouver Sangeetopasana Sabha to offset the cost of the facility rental in support of the Carnatic Music Concert by Sapasa to be held on 2020 August 16 at the James Cowan Theatre, Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

(c) #20.09. - Burnaby MoreSports Society

Out of School Sports Program

An application was received from the Burnaby MoreSports Society (BMS) requesting a grant in support of the Out of School Sports Program from 2019 September 03 to 2020 August 07 at Armstrong, Cameron, Kitchener, Morley, Second Street and Stride Elementary Schools. BMS is a Burnaby-based non-profit delivering free sports, recreation, mentoring and leadership opportunities to approximately 500 local youth per year attending grades two through 12. The eight-week per school term Program provides a safe and inclusive space for

youth to play team sports and develop physical literacy, as well as volunteer opportunities for junior coaches, and training for senior coaches. The Program fosters healthier lifestyles and development of connections within the community (i.e. term-end sports festival).

Request: \$10,000

CPA: 2019 - No Application / 2018 - No Application / 2017 - No Application

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$5,000 be awarded to Burnaby MoreSports Society to assist with the cost of the Out-Of-School Sports Program held from 2019 September 03 to 2020 August 07; and

THAT staff provide a report on the City's future commitment.

CARRIED UNANIMOUSLY

The Committee acknowledged the Program's value (i.e. mentorship and leadership component and support of a vulnerable population), and advised that more information is needed regarding the extent of the City's involvement and commitment.

10. **NEW BUSINESS**

His Worship, Mayor Hurley - Notice of Motion - City of Burnaby Policy on Consultation Fees

His Worship, Mayor Hurley provided the Committee with the following Notice of Motion:

WHEREAS the City of Burnaby is working to initiate government-to-government relations with local First Nations; and

WHEREAS within this local context, the involvement of First Nations in key civic strategies and plans both implies and necessitates a high level of technical and cultural expertise on the part of individual Nations; and

WHEREAS this expertise is not akin to the general feedback usually gathered through a consultative process, but is rather in alignment with hiring an expert consultant or advisor;

THEREFORE BE IT RESOLVED THAT staff be directed to bring forward a report to the Executive Committee of Council amending the City of Burnaby Policy on Consultation Fees in support of the City's initiatives with First Nations.

With Notice given, the motion will be brought forward for consideration of the Committee at the next Regular Committee meeting.

11. **INQUIRIES**

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

12. **CLOSED**

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

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 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.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR MCDONELL

SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting do now recess at 5:19 p.m.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

THAT the Open Committee meeting do now reconvene at 5:26 p.m.

CARRIED UNANIMOUSLY

13. **ADJOURNMENT**

MOVED BY COUNCILLOR MCDONELL

SECONDED BY MAYOR HURLEY

THAT the Executive Committee of Council do now adjourn at 5:27 p.m.

CARRIED UNANIMOUSLY

CHAIR

ADMINISTRATIVE OFFICER



BONSOR 55+ SOCIETY

6533 Nelson Avenue Burnaby BC V5H 0C2 - Phone: 604.297.4955 - Fax: 604.297-4583

February 20, 2020

Executive Committee of Council
c/o Office of the City Clerk
4940 Canada Way,
Burnaby, B.C. V5G 1M2

Attention: Councillor Sav Dhaliwal, Chair.

Dear Sav:

The Bonsor 55+ Society would like to thank the Burnaby City Council for the grant of \$1800.00 in sponsorship of our annual Wine and Cheese Celebration.

There were 180 members in attendance, and we all had a great celebration.

As requested, I have forwarded a list of the attendees to Ms Nikolina Vracar, Administrative Officer.

The continued support from the city of Burnaby is very much appreciated by all the members of our Society.

Yours very truly,

Ernie Kashima, President.



Vancouver Cantonese Opera

13134 63A Avenue, Surrey, BC V3X 2E6

Tel: 604-764-8181

Email: vancanopera@gmail.com

Website: www.vancanopera.com

February 23rd, 2020

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

Dear Councillor:

Grant Request #20-S-002 File: 2410-20-6

Vancouver Cantonese Opera would like to thank you for approving the Cultural Grant for the Cantonese Opera Festival to be held on 2020 May 30, at the Michael J. Fox Theatre.

We would like to inform you that, due to the Coronavirus situation, Vancouver Cantonese Opera decided to cancel the 2020 Cantonese Opera Festival. As the majority of our audiences are senior citizens, they are not willing to commit themselves in buying the tickets for our event in May.

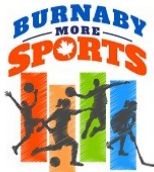
As a non-profit and charitable society, we do not have surplus to cover any deficit due to low box office income. As a result, our Board of Directors decided to cancel the 2020 Cantonese Opera Festival and will reschedule it in 2021.

We are returning to you the \$3,500 cheque (void). We would really appreciate it if you could acknowledge receipt of this cheque via email vancanopera@gmail.com.

We thank you very much for your support and will apply to the City of Burnaby again in 2021.

Yours truly,

Rosa Cheng
Artistic Director



Burnaby MoreSports Society

Burnaby MoreSports Society (BMS) creates sustainable community sport programs in Burnaby neighbourhoods, so that all children and youth have an opportunity to develop fundamental life skills and a love of sport.

March 11, 2020

Sent By E-Mail

Attn: Chair & Members of the Executive Committee of Council
c/o Nikolina Vracar
Office of the City Clerk
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Councillor Dhaliwal & Executive Committee of Council,

On behalf of the Board of Directors of Burnaby MoreSports Society (BMS), I am writing to thank you for allowing us meeting time on March 4th to present to you about our organization and its work in support of our grant application to the City of Burnaby.

If there is further information you require about the presentation itself or clarification on the discussion points that followed it, please contact me, or in my stead, the BMS Board President, Dallas Smithson, who was part of our delegation at the meeting.

Thank you again for your time and consideration.

Sincerely,

Glenn Boyle | Executive Director
Burnaby MoreSports Society

100-4460 Beresford Street
Burnaby, BC V5H 0B8
Tel: 604.431.0400 x 115
director@burnabymoresports.ca
burnabymoresports.ca



Burnaby MoreSports Society

Burnaby MoreSports Society (BMS) creates sustainable community sport programs in Burnaby neighbourhoods, so that all children and youth have an opportunity to develop fundamental life skills and a love of sport.

March 31, 2020

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

Dear Councillor Dhaliwal & Executive Committee of Council,

On behalf of the Board of Directors of Burnaby MoreSports Society (BMS), I am writing to thank you for your letter of March 12 informing us of a grant of \$5,000 from Burnaby City Council in support of the Burnaby MoreSports Out-of-School Sports Program (grant request #20.09).

The City of Burnaby's financial assistance is much appreciated and we will continue to recognize the City's contribution towards the sports recreation, mentoring and leadership opportunities we deliver for hundreds of marginalized young people and their families in our community each year.

Sincerely,

Glenn Boyle | Executive Director
Burnaby MoreSports Society

100-4460 Beresford Street
Burnaby, BC V5H 0B8
burnabymoresports.ca

From: "[REDACTED]"
Date: April 21, 2020 at 10:59:12 PM PDT
To: Mayor <Mayor@burnaby.ca>
Cc: erik <erik@dutchcanada2020.com>
Subject: Interim Activity Report File 2410-20-6

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

His Worship and City Councillors,

In your letter of October 9, 2019, grant monies of \$2,500.00 were awarded.

The Dutch Liberation 2020 Canadian Society is grateful for the monies received. Thank you!

Attached is an Interim Activity Report* to provide an update to the City of Burnaby. I will be sending a hard copy in the mail with all the attachments as referred to in the activity report.

We will be providing a final report with financial statements by the end of the calendar year.

Also attached are two news releases.*

Tomorrow we are rolling out the presentation of 5000 tulip bouquets as mentioned in the news release.

Thank you again for the support from the City of Burnaby.

Yours truly,
 Adriana Zylmans
 President
 Dutch Liberation 2020 Canadian Society
 (604) [REDACTED] cell
 [REDACTED]

*Available in the Clerk's Office and in online agenda packet at burnaby.ca.

Additional informational materials are available in the Clerk's Office.



Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 APRIL 07

FROM: DEPUTY CITY CLERK

FILE: 07400-01

SUBJECT: **COMMUNITY GRANT APPLICATION**
#20.10. – CAMERAY CHILD AND FAMILY SERVICES
(ITEM NO. 6.2., MANAGER'S REPORTS, COUNCIL 2020 APRIL 06)

Burnaby City Council, at the Open Council meeting held on 2020 April 06, received a report from the Director Finance seeking Council review and approve the Community Grant applications for April. Council approved the grant applications #20.11., #20. 12., and #20.13.

In addition, Council receive a grant application #20.10. – Cameray Child and Family Services. The Director Finance recommended:

THAT Council approve a \$15,000 programming grant for Cameray Child and Family Services (on behalf of BECD Community Table) in support of early childhood development education and awareness raising community-wide events to be held from 2020 April 01 to 2021 March 31.

Arising from discussion, Council **REFERRED** the Community Grant application #20.10. – Cameray Child and Family Services to the Executive Committee of Council for consideration.

A copy of the Cameray Child and Family Services' application is attached for your information.


Blanka Zeinabova
Deputy City Clerk

Copied to: Director Finance

Our Vision: A world-class city committed to creating and sustaining the best quality of life for our entire community.

A. GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$15,000 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$19,925
5. 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.

We are applying for this grant, on behalf of the Burnaby Early Childhood Development (ECD) Table, in order to be able to put on Burnaby-wide programs and events. Our previous grant in January 2020 was for an operating grant. After analyzing a variety of research in October 2019, the Table identified community programs and events that are needed and requested by our families with children from birth to 6 years old, as well as service providers. The program and event goals are to enhance awareness and capacity through knowledge dissemination. The activities will also strengthen community inclusion and connections, reduce social isolation, and foster greater community belonging and participation.

B. GETTING TO KNOW YOU

1. Applicant Type:

- ☒ Local Registered Non-Profit Society

Society No: S-17939

Date of Incorporation: March 1, 1983

- ☒ Registered Charity Charitable No: 130534613RR0001

- ☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

- ☐ Sport or Recreation Organization

- ☐ Other Specify: _____

2. Organization Name: Cameray Community Fund (aka Cameray Child & Family Services)

3. Organization Street Address: #102 - 5623 Imperial Street, Burnaby, BC V5J 1G1

4. Website (if applicable): www.cameray.ca

5. Grant Application Main Contact Person:

Name: Tracey Rusnak

Phone: [REDACTED]

Email: tracey.rusnak@cameray.ca

6. Alternative Contact person:

Name: Kamala Sproule

Phone: [REDACTED]

Email: [REDACTED]

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

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Early Childhood Development Education and Awareness Raising Community-Wide Events
2. Project/Event/Program Location (physical street address or event location):
Healthy Kids Fairs (Bonsor, Edmonds and Cameron rec centres); Play to Learn (North Burnaby, on Saturday morning); Child Care Appreciation Event (Burnaby Neighbourhood House, South); Family drop-in programs (Brentwood Community Resource Centre); and 4 educational workshops for families/service providers (in North and South Burnaby).
3. Project/Event/Program Start Date: April 1, 2020
4. Project/Event/Program End Date: March 31, 2021

D. PURPOSE OR BENEFIT*

1. Describe the purpose or goal of the project/event/program.
To offer learning opportunities, access to community resources, and strengthen community connections and inclusion.
2. Describe the project/event/program, and the activities.
Three early childhood development education workshops, four community-based events, two family drop-in programs.
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?
Parents/children, service providers and Early Childhood Educators (ECE) working in child cares - +2,500 people.
4. Describe how the project/event/program aligns with one or more of the following (Official Community Plan, Social Sustainability Strategy, Economic Development Strategy, Environmental Sustainability Strategy):
The SSS's: celebrating diversity and culture, learning for life, getting involved and enhancing neighbourhoods.
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.
City of Burnaby, Ministry for Children and Family Development, School District 41, Fraser Health, and over 15 non-profits.
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?
We could not run all of the activities and/or we would scale back on them.

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)
We will have reached our goals if we reach 1000 participants, and the evaluative feedback indicates an increase in awareness and knowledge around the given topic area(s), as well as an increase in families' and caregivers' knowledge of and access to resources and supports in order to enhance their connections to community services and one another.
2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?
A multi-pronged event and program evaluation . Participants complete an evaluation form following the event/program. Quantitative data is gathered in terms of participant numbers, types of participants, and socio-demographics of participants. The evaluation design is aligned with short term outcomes grounded in our Strategic goals.

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

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...)	0	0
Grants (All federal, provincial, municipal, foundation and gaming grants)	0	2.5%
Donations and Sponsorships (Cash)	100%	22.2%
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	0	75.3%

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.

The funds we are seeking are to support the programs/events organized by the ECD Table. The funds previously applied for were for table coordination costs. We are also pursuing contributions from CUPE Local 23, the Burnaby Festival of Learning, and the Burnaby School District. Funding also comes from the extensive in-kind contributions of member agencies to facilitate the provision of city-wide programs and events. We have sought support from Vancity, WorkBC Community and Employer Partnership Fund, and the Ministry for Children and Family Development, but without success due to different priorities. The ECD Table continues to explore other revenue sources, through its networks and research.

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			\$7,000	\$8,000	\$10,000.00
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Communities Support the Development of All Children and Families

Description:

Strategy 1: Engage in collaborative planning and capacity building for integrated neighbourhood planning and service delivery that includes hard-to-reach, multi-barriered families and children.

Strategy 2: Educate and raise awareness with the community - service providers, residents, business, government - about the importance of investing in healthy child development, including child care.

Objective 1: Increase knowledge and awareness in the community about the importance of early childhood development.

Goal 2:

Families and caregivers have the knowledge, resources and supports to help children develop to their full potential

Description:

Objective 1: Increase families' and caregivers' knowledge of and access to resources and supports that will enhance their connections to community services and one another.

Strategy 1: Ensure that ECD programs and services, including child care, are part of a coordinated, integrated continuum.

Strategy 2: Work together to promote the importance of an inclusive (i.e. of abilities, cultures, identities, socio-economic) family friendly community.

Goal 3:

Description:

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	15	20
Volunteer hours per year	80	120
Number of voting members	N/A	N/A

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 Max)

The Burnaby Early Childhood Development Community Table is a collaborative coalition of 46 non-profit and public partners that work cooperatively to deliver programs and services to all families with children age 0-6, including children with special needs, immigrants and refugees, Indigenous families, low income families, mainstream Canadian families, and LGBTQ2+ families. Two outreach workers also reach out to and support Burnaby's most isolated and vulnerable families, in the North and South.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$2,000,000

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

If awarded a grant, the Table will acknowledge the contribution from the City of Burnaby in the following:

- on its Kidsinburnaby.ca website
- in all event posters
- in any other grant applications
- by notifying all 46 Table member agencies

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

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="checkbox"/> Organization <input checked="" type="checkbox"/> Project/Event/Program
For the Fiscal Year:	2020-2021
Month Fiscal Year Begins:	April 2020

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. Burnaby School District 41	\$0	\$500	Y	Community grant-April 1, 2020 to March 31, 2021 - for one workshop
2.				
3.				
Local Government (Specify)				
1. City of Burnaby	\$0	\$15,000	N	Community grant-April 1, 2020 to March 31, 2021
2.				
3.				
Sponsorships (Specify)				
1. CUPE Local 23	\$3,600	\$3,600	N	Community grant - April 1, 2020 to March 31, 2021- used for Play to Learn, Healthy Kid
2. Burnaby Festival of Learning	\$0	\$825	Y	Community grant - May 5, 2020. For one parent/service provider workshop.
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	\$3,600	\$19,925		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	\$900	\$13,000	April 1, 2020 to March 31, 2021. To organize, coordinate, attend and evaluate the events and programs.
Office Supplies & Expenses	\$1,000	\$700	April 1, 2020 to March 31, 2021. For printing costs of educational/ handouts, evaluations, and workshop/ event materials.
Program & Event Supplies	\$1,100	\$2,500	April 1, 2020 to March 31, 2021. For food and participant supplies in the program and the events.
Advertising & Promotion		\$225	
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees	\$600.00	\$2,500	April 1, 2020 to March 31, 2021. Presenters' fees and honorariums.
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 (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Space rental		\$1,000	April 1, 2020 to March 31, 2021. Paying for some of the non-profit, and city spaces to hold the events.
2.			
3.			
4.			
5.			
Total Expenditures	\$3,600	\$19,925	
CURRENT SURPLUS (DEFICIT)			



Office of the City Clerk

K. O'Connell, City Clerk
B. Zeinabova, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2020 APRIL 28
EXECUTIVE COMMITTEE OF COUNCIL

FROM: DEPUTY CITY CLERK FILE: 02410-20

SUBJECT: FEDERAL FUNDING TO STABILIZE PUBLIC TRANSPORT
NEW BUSINESS, COUNCIL MEETING 2020 APRIL 27

Under the New Business portion of the 2020 April 27 Council meeting, His Worship, Mayor Mike Hurley, advised that he received correspondence (attached) from the City of Montreal requesting the City of Burnaby consider supporting a declaration to the Government of Canada to provide urgent funding to assure the viability of public transit during the COVID-19 pandemic, and to aid transit operators rebuild ridership:

WHEREAS the situation of an unprecedented drop in public transit ridership provoked by the COVID-19 outbreak accompanied by massive revenue losses is affecting public transit agencies right across Canada putting in jeopardy their financial viability and future ability to operate:

WHEREAS the Canadian Urban Transit Association (CUTA), Canada's largest public transport lobby, the membership of which includes most Canadian transit agencies, has called for urgent emergency funding to address the immediate liquidity issues of transit operators while providing financial stability while ridership rebuilds;

WHEREAS CUTA estimates as many as 40% of systems may require bridge funding over the coming months requiring some \$1.2 billion to help them keep the buses and trains running;

WHEREAS CUTA is seeking \$400 million a month to keep services running as fare box and other revenue drop by up to 100%;

WHEREAS CUTA notes that it will likely take some time for transit operators to rebuilt ridership to February 2020 levels during a gradually return to more normal economic activity;

.../2

EXECUTIVE COMMITTEE OF COUNCIL
Subject: FEDERAL FUNDING TO STABILIZE
PUBLIC TRANSPORT

2020 April 28Page 2

WHEREAS without a quick infusion of funds by the Government of Canada it is impossible to assure that the gains made over the past decade in growing the modal share of all rides taken via collective transit will not be lost;

WHEREAS while transit is a provincial jurisdiction, only the Government of Canada has the budgetary capacity to stabilize public transit during the COVID-19 emergency;

THEREFORE BE IT RESOLVED THAT Burnaby City Council endorse CUTA's request to the Government of Canada for emergency funding to provide immediate liquidity to transit operators and on-going funding to alleviate revenue loss as ridership rebuilds;

THEREFORE BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Prime Minister of Canada, the Minister of Transport of Canada and the Minister of Finance of Canada.

Arising from discussion, Council **REFERRED** the resolution to the Executive Committee of Council.



Blanka Zeinabova
 Deputy City Clerk



**Borough Mayor and
City Councillors' Office**
5160 Décarie, Suite 610
Montréal (Québec) H3X 2H9

Tel. : 514-868-3196

marvin.rotrand@montreal.ca

BY E-MAIL

April 27, 2020

Mike Hurley
Mayor
City of Burnaby
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Mayor Hurley,

I write to seek your help for an important public transit matter. COVID-19 has precipitated a massive loss in public transit ridership with an accompanying catastrophic decline in revenues for transit operators.

Here in our own city the Autorité régionale de transport métropolitain revealed that the four transit operators in the Greater Montreal area have lost \$90 million collectively in revenues since early March due to ridership decline.

Mayors in the Greater Vancouver area went public recently to indicate that Translink, the local transporter, would have to massively cut services and may have to shut down by June because of a lack of liquidity. My understanding is that Translink has indeed laid off 1500 people and cut 18 bus lines entirely.

Toronto's TTC has announced a weekly loss of between \$18 and \$20 million. A few days ago Toronto's TTC laid off 1200 transit workers and reduced services.

With transit agencies large and small coast to coast losing huge amounts of revenues and some on the verge of closing, the Canadian Urban Transit Association (CUTA) is seeking municipal motions of support for its request for federal funding to stabilize public transport until the end of the crisis.

Whereas CUTA estimates as many as 40 per cent of systems may require bridge funding over the coming months requiring some \$1.2 billion to help them keep the buses and trains running;

Whereas CUTA is seeking \$400 million a month to keep services running as fare box and other revenue drop by up to 100 per cent;

Whereas CUTA notes that it will likely take some time for transit operators to rebuilt ridership to February 2020 levels during a gradually return to more normal economic activity;

Whereas without a quick infusion of funds by the Government of Canada it is impossible to assure that the gains made over the past decade in growing the modal share of all rides taken via collective transit will not be lost;

Whereas while transit is a provincial jurisdiction, only the Government of Canada has the budgetary capacity to stabilize public transit during the COVID-19 emergency;

It is proposed by

Seconded by

That Burnaby City Council endorse CUTA's request to the Government of Canada for emergency funding to provide immediate liquidity to transit operators and on-going funding to alleviate revenue loss as ridership rebuilds;

That a copy of this motion be sent to the Prime Minister of Canada, the Minister of Transport of Canada and the Minister of Finance of Canada.

You can consult CUTA's request through this link:

<https://cutaactu.ca/en/news-media/latest-news/public-transit-needs-federal-support-now>

CUTA seeks an immediate \$1.2 billion to stabilize transit and then an injection of \$400 million per month until ridership rebuilds to again attain its February 2020 level. Transit experts predict it could take years to rebuild ridership - that work from home, online shopping and fear of being with others in collective transport will see transit ridership depressed for at least the medium term.

Without funding now, we will lose all the gains of the past decades in terms of modal shift to sustainable transit. Windsor Transit serving greater Windsor, Ontario recently shut down for at least 3 weeks due to its revenue shortfall. We can't assume the same won't happen soon to other transit agencies affecting short term service as well as long term capacity to serve the public.

Below please find attached a suggested text for a motion for your Council to adopt.

If your municipality does adopt such a motion, please send a copy to Marco D'Angelo, the CEO of CUTA through the following email DAngelo@cutaactu.ca.

Permit me to thank you for your consideration.



Marvin Rotrand
City Councillor - Snowdon
Ville de Montreal
514 774 1073

DECLARATION TO URGE THE GOVERNMENT OF CANADA TO PROVIDE URGENT FUNDING TO ASSURE THE VIABILITY OF PUBLIC TRANSIT DURING THE COVID-19 PANDEMIC AND TO AID TRANSIT OPERATORS REBUILD RIDERSHIP

Whereas the situation of an unprecedented drop in public transit ridership provoked by the COVID-19 outbreak accompanied by massive revenue losses is affecting public transit agencies right across Canada putting in jeopardy their financial viability and future ability to operate;

Whereas the Canadian Urban Transit Association (CUTA) Canada's largest public transport lobby, the membership of which includes most Canadian transit agencies, has called for urgent emergency funding to address the immediate liquidity issues of transit operators while providing financial stability while ridership rebuilds;



Meeting 2020 May 05
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 April 22

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 12000 10
Reference: Lease Grants

SUBJECT: COMMUNITY RESOURCE CENTRES – 2021 LEASE RATES AND GRANTS

PURPOSE: To present proposed lease rates and anticipated lease grants for 2021 for non-profit tenants at all City-owned Community Resource Centres.

RECOMMENDATIONS:

1. **THAT** Council be requested to approve the proposed 2021 lease rates for Resource Centre tenants, as presented in Section 4.0 of this report.
2. **THAT** information on the approved 2021 lease rates and the anticipated lease grants be distributed to Resource Centre tenants.
3. **THAT** Resource Centre tenants which meet the grant eligibility criteria established by Council be invited to make an application for 2021 lease grants.

REPORT

1.0 INTRODUCTION

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

The purpose of this report is to present the proposed lease rates and anticipated lease grants for 2021 for tenants of the City's Community Resource Centres:

- Brentwood Community Resource Centre, 2055 Rosser Avenue

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

To: *Executive Committee of Council*
 From: *Director Planning and Building*
 Re: *Community Resource Centres –2021 Lease Rates and Grants*
 2020 April 22 Page 2

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

2.0 POLICY CONTEXT

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

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

3.0 PROPOSED 2021 LEASE RATES AND ANTICIPATED 2021 LEASE GRANTS

For 2020, the lease rate was set at \$13.90/square foot per annum for program/office space at the Resource Centres. It is proposed that the lease rate for the coming year be increased by 2.0 percent, consistent with the 2021 core consumer price index inflation rate². This change would result in a proposed lease rate of \$14.18/square foot per annum (rounded) for program/office space in 2021 (see Attachment 1, Table 2 *attached*).

Anticipated 2021 lease grant amounts and resulting 2021 lease costs to tenants are also outlined in Attachment 1, Table 2 *attached*. The lease grant amounts are based on the Council adopted lease grant guidelines. The estimate of anticipated lease grants is provided to assist tenants in making application for 2021 lease grants and for the City's budget planning purposes. Lease grant amounts are based on current occupancies and expected lease grant eligibility for 2021.

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

To: Executive Committee of Council
 From: Director Planning and Building
 Re: Community Resource Centres –2021 Lease Rates and Grants
 2020 April 22 Page 3

4.0 ANTICIPATED LEASE REVENUE AND GRANTS - SUMMARY

Funds for the anticipated 2021 lease grants will be included for consideration in the upcoming 2021 Provisional Operating Budget. For budgeting and comparison purposes, Table 1 below summarizes the total change arising from the proposed 2021 lease rates and anticipated lease grants for tenants of the Edmonds, Holdom, Brentwood, Metrotown, Pioneer, and McKercher Community Resource Centres, based on current 2020 space allocations and the proposed 2.0 percent lease rate increase.

Table 1

SUMMARY OF TOTAL CHANGE OF LEASE REVENUE AND GRANTS (2020-2021)

Edmonds Neighbourhood Resource Centre	2020	2021	Resulting Change 2020-2021
Lease Revenue (before grants)	\$242,360.40	\$247,242.48	\$4,882.08
Allocated/Anticipated Lease Grants	\$97,591.90	\$99,557.78	\$1,965.88
Lease Revenues (after grants)	\$144,768.50	\$147,684.70	\$2,916.20
Holdom Community Resource Centre			
Lease Revenue (before grants)	\$70,125.50	\$71,538.10	\$1,412.60
Allocated/Anticipated Lease Grants	\$35,062.75	\$35,769.05	\$706.30
Lease Revenues (after grants)	\$35,062.75	\$35,769.05	\$706.30
Brentwood Community Resource Centre			
Lease Revenue (before grants)	\$84,873.40	\$86,583.08	\$1,709.68
Allocated/Anticipated Lease Grants	\$42,436.70	\$43,291.54	\$854.84
Lease Revenues (after grants)	\$42,436.70	\$43,291.54	\$854.84
Metrotown Community Resource Centre			
Lease Revenue (before grants)	\$153,136.30	\$156,221.06	\$3,084.76
Allocated/Anticipated Lease Grants	\$74,413.65	\$75,912.63	\$1,498.98
Lease Revenues (after grants)	\$78,722.65	\$80,308.43	\$1,585.78
Pioneer Community Resource Centre			
Lease Revenue (before grants)	\$65,385.60	\$66,702.72	\$1,317.12
Allocated/Anticipated Lease Grants	\$32,692.80	\$33,351.36	\$658.56
Lease Revenues (after grants)	\$32,692.80	\$33,351.36	\$658.56
McKercher Community Resource Centre			
Lease Revenue (before grants)	\$34,750.00	\$35,450.00	\$700.00
Allocated/Anticipated Lease Grants	\$17,375.00	\$17,725.00	\$350.00
Lease Revenues (after grants)	\$17,375.00	\$17,725.00	\$350.00
Total Revenue (after grants):	\$351,058.40	\$358,130.08	\$7,071.68
Total Lease Grant Amounts			
Allocated/Anticipated	\$299,572.80	\$305,607.36	\$6,034.56

To: Executive Committee of Council
 From: Director Planning and Building
 Re: Community Resource Centres –2021 Lease Rates and Grants
 2020 April 22 Page 4

5.0 RECOMMENDATIONS AND NEXT STEPS

It is recommended that the proposed 2021 lease rates for Resource Centre tenants be approved, as presented in this report. With Council approval, it is also recommended that staff be authorized to advise tenants of the 2021 lease rates. Depending on their eligibility for lease grant support, tenants would also be advised to apply for 2021 lease grants later this year. As part of the lease grant application process, tenants would be asked to provide information on their service activities for the previous 12 months, including the following:

- Proof of non-profit status;
- Statement of program/service activities conducted in Burnaby;
- Estimate of hours-per-month allocated space was used for community agency purposes;
- Recognition of current City support in program materials and publications and on their websites;
- Percentage of agency recipients that were Burnaby residents; and
- Any changes in programs/services/client usage that the community service/agency might anticipate between 2020 and 2021.

Once the lease grant applications have been received, staff will prepare a further report for the Committee on the requested and recommended lease grant amounts for 2021.



E.W. Kozak, Director
 PLANNING AND BUILDING

CS/sa

Attachment

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

R:\Long Range Clerical\DOCS\CS Committee Reports\2020\Community Resources Centres 2021 Lease Rates and Grants (2020.05.05).docx

Table 2: PROPOSED 2021 LEASE RATES

RESOURCE CENTRES	Leased Area (sq.ft.)	2021 Proposed Rate Increase	2021 Proposed Lease Rate	2021 Proposed Lease Rates (before grant) \$/Year	2021 Anticipated Lease Grant \$/Year	2021 Anticipated Lease Revenues (after grant) \$/Year	2021 Anticipated Lease Support Offset (%)
Edmonds Neighbourhood Resource Centre							
Burnaby Family Life	3,000	2.00%	\$14.18	\$42,540.00	\$21,270.00	\$21,270.00	50%
Afghan Women's Sewing and Craft Cooperative/Afghan Women's Support Society	349	2.00%	\$14.18	\$4,948.82	\$2,474.41	\$2,474.41	50%
Burnaby School District	1,499	2.00%	\$14.18	\$21,255.82	\$0.00	\$21,255.82	0%
Canadian Mental Health Association	1,506	2.00%	\$14.18	\$21,355.08	\$10,677.54	\$10,677.54	50%
Canadian Red Cross Society - Burnaby Branch	1,500	2.00%	\$14.18	\$21,270.00	\$5,317.50	\$15,952.50	25%
Deaf Children's Society of BC	2,290	2.00%	\$14.18	\$32,472.20	\$8,118.05	\$24,354.15	25%
Immigrant Services Society of BC	1,167	2.00%	\$14.18	\$16,548.06	\$8,274.03	\$8,274.03	50%
St. Matthew's Day Care Society	6,125	2.00%	\$14.18	\$86,852.50	\$43,426.25	\$43,426.25	50%
TOTAL (Edmonds)	17,436	2.00%	\$14.18	\$247,242.48	\$99,557.78	\$147,684.70	40.3%
Holdom Community Resource Centre							
Burnaby Family Life	1,300	2.00%	\$14.18	\$18,434.00	\$9,217.00	\$9,217.00	50%
Dixon Transition Society	1,469	2.00%	\$14.18	\$20,830.42	\$10,415.21	\$10,415.21	50%
Community Living Society	1,276	2.00%	\$14.18	\$18,093.68	\$9,046.84	\$9,046.84	50%
Volunteer Burnaby	1,000	2.00%	\$14.18	\$14,180.00	\$7,090.00	\$7,090.00	50%
TOTAL (Holdom)	5,045	2.00%	\$14.18	\$71,538.10	\$35,769.05	\$35,769.05	50.0%
Brentwood Community Resource Centre							
Burnaby Community Services	2,213	2.00%	\$14.18	\$31,380.34	\$15,690.17	\$15,690.17	50%
Burnaby Meals on Wheels	834	2.00%	\$14.18	\$11,826.12	\$5,913.06	\$5,913.06	50%
Burnaby Seniors Outreach Services Society	799	2.00%	\$14.18	\$11,329.82	\$5,664.91	\$5,664.91	50%
MOSAIC	2,260	2.00%	\$14.18	\$32,046.80	\$16,023.40	\$16,023.40	50%
TOTAL (Brentwood)	6,106	2.00%	\$14.18	\$86,583.08	\$43,291.54	\$43,291.54	50.0%
Metrotown Community Resource Centre							
Burnaby Neighbourhood House	7,838	2.00%	\$14.18	\$111,142.84	\$55,571.42	\$55,571.42	50%
National Congress of Black Women Foundation	620	2.00%	\$14.18	\$8,791.60	\$2,197.90	\$6,593.70	25%
B.C. Centre for Ability – Burnaby Supported Child Development Program	1,571	2.00%	\$14.18	\$22,276.78	\$11,138.39	\$11,138.39	50%
YMCA of Greater Vancouver – Childcare Resource and Referral Program	988	2.00%	\$14.18	\$14,009.84	\$7,004.92	\$7,004.92	50%
TOTAL (Metrotown)	11,017	2.00%	\$14.18	\$156,221.06	\$75,912.63	\$80,308.43	48.6%
Pioneer Community Resource Centre							
Burnaby Family Life	3,057	2.00%	\$14.18	\$43,348.26	\$21,674.13	\$21,674.13	50%
Burnaby Hospice Society	1,647	2.00%	\$14.18	\$23,354.46	\$11,677.23	\$11,677.23	50%
TOTAL (Pioneer)	4,704	2.00%	\$14.18	\$66,702.72	\$33,351.36	\$33,351.36	50.0%
McKercher Community Resource Centre							
Burnaby Family Life	2,500	2.00%	\$14.18	\$35,450.00	\$17,725.00	\$17,725.00	50%
TOTAL (McKercher)	2,500	2.00%	\$14.18	\$35,450.00	\$17,725.00	\$17,725.00	50.0%
TOTAL RESOURCE CENTRES	46,808	2.00%	\$14.18	\$663,737.44	\$305,607.36	\$358,130.08	46.0%



Meeting 2020 May 05

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 Apr 30

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 2156 00
Reference: Covid-19 Financial Support

SUBJECT: FEDERAL FINANCIAL SUPPORT FOR TRANSIT OPERATIONS

PURPOSE: To request the federal government to provide financial support to transit operators, due to the COVID-19 pandemic.

RECOMMENDATIONS:

1. **THAT** Council support the federal funding request made by the Canadian Urban Transit Association.
2. **THAT** Council forward copies of this report to:
 - a. Burnaby School District Board;
 - b. Burnaby Board of Trade;
 - c. Burnaby Association for Community Inclusion;
 - d. Voices of Burnaby Seniors;
 - e. Simon Fraser University;
 - f. British Columbia Institute of Technology;
 - g. Mayors and Councils of all Metro Vancouver municipalities;
 - h. TransLink Mayors' Council;
 - i. TransLink Board;
 - j. Metro Vancouver Board;
 - k. Fraser Health Authority;
 - l. Union of British Columbia Municipalities;
 - m. BC Minister of Transportation and Infrastructure;
 - n. Canadian Urban Transit Association;
 - o. Federation of Canadian Municipalities;
 - p. Prime Minister of Canada;
 - q. Canada Minister of Transport;
 - r. Canada Minister of Finance; and,
 - s. Marvin Rotrand, Councillor, City of Montréal.

To: Executive Committee of Council
 From: Director Planning and Building
 Re: Federal financial support for transit operations
 2020 April 30 Page 2

REPORT

1.0 INTRODUCTION

At the 2020 April 27 Council meeting, Council referred a letter received by Mayor Hurley to the Executive Committee. The letter was from Marvin Rotrand, a Councillor for the City of Montreal. The letter requested support for the position taken by the Canadian Urban Transit Association (CUTA) regarding the funding and viability crisis faced by transit operators nation-wide in light of the COVID-19 pandemic. This report provides background for the Committee's consideration.

2.0 POLICY SECTION

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

- A Safe Community
 - Transportation safety –
Make City streets, pathways, trails and sidewalks safer
- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
 - Geographic connection –
Ensure that people can move easily through all areas of Burnaby, using any form of transportation
- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
 - Healthy environment –
Enhance our environmental health, resilience and sustainability
- A Dynamic Community
 - Economic opportunity –
Foster an environment that attracts new and supports existing jobs, businesses and industries

3.0 BACKGROUND

The COVID-19 pandemic has caused social and economic disruption throughout our society. As a result, there has been an abrupt and steep decline in the number of trips being made. Many people work from home (or not at all) and discretionary trips have largely vanished. The scale of this decline is unprecedented.

To: *Executive Committee of Council*
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 Re: *Federal financial support for transit operations*
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This has had a particular impact on transit operators. Fare revenues have declined with ridership. A further decline has come because many agencies (such as TransLink) have eliminated fare collection on buses, for employee and public health reasons. TransLink also receives significant revenues from a motor fuel sales tax, and those revenues have been severely impacted by the steep decline in vehicular travel.

The request received by Mayor Hurley is for support of CUTA's position on federal aid for transit. CUTA's position is outlined in a series of press releases between March 19 and April 23. These indicate that:

- Transit ridership is down between 85 and 90 percent on most systems in Canada;
- Farebox revenue has declined even more, since some systems have gone to rear-door boarding (and no fare collection) to protect driver health;
- There are additional expenses associated with vehicle cleaning;
- Transit is a vital public service that brings essential workers to their jobs and allows for other essential trip purposes;
- Transit operators have begun, or are planning, major layoffs to reduce costs; and,
- Other countries have included transit in their pandemic relief packages.

On this basis, CUTA is requesting that the federal government provide transit operators with \$400 million monthly to cover lost farebox revenue (though not other revenue declines). This position has also recently been endorsed on 2020 April 23 by the Federation of Canadian Municipalities.

4.0 DISCUSSION

An efficient and desirable transit system is one of the foundations on which the successful modern city is built. It is vital to the economic, social, and environmental health of the community. It provides mobility for people in essential jobs. Transit is accessible to a broader range of income levels than driving, allows our roads to move more people in less space, supports our economy, and emits a lower volume of greenhouse gases and other pollutants. It creates a more livable community by enhancing equity and reducing the physical, economic, and environmental footprint of transportation. Burnaby's emerging *Transportation Plan* relies even more heavily on transit, without which other goals are not achievable.

Transit is facing a financial crisis today that is severe and prolonged. Revenues will not rebound as rapidly as they fell; some people will seek out other modes, such as driving, that allow for greater physical separation. Others will return to transit, but there may be an ongoing need for transit vehicles to carry fewer people and to maintain distances between passengers. Transit operators may thus need more vehicles and employees to carry the same number of people, therefore increasing agency costs. Any attempt to recover costs by increasing transit fares would be counter-productive, pushing more people into cars and disproportionately impacting people with lower incomes.

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5.0 RECOMMENDATIONS

Transit service is vital to cities. This report has described the current financial crisis being faced by transit systems across Canada.

It is recommended that the Committee request Council to support the federal funding request made by the Canadian Urban Transit Association; and, forward copies of this report to:

- a. Burnaby School District Board;
- b. Burnaby Board of Trade;
- c. Burnaby Association for Community Inclusion;
- d. Voices of Burnaby Seniors;
- e. Simon Fraser University;
- f. British Columbia Institute of Technology;
- g. Mayors and councils of all Metro Vancouver municipalities;
- h. TransLink Mayors' Council;
- i. TransLink Board;
- j. Metro Vancouver Board;
- k. Fraser Health Authority;
- l. Union of British Columbia Municipalities;
- m. BC Minister of Transportation and Infrastructure;
- n. Canadian Urban Transit Association;
- o. Federation of Canadian Municipalities;
- p. Prime Minister of Canada;
- q. Canada Minister of Transport;
- r. Canada Minister of Finance; and,
- s. Marvin Rotrand, Councillor, City of Montréal.



E.W. Kozak, Director
 PLANNING AND BUILDING

SR:tn

cc: City Manager
 Director Engineering
 Director Corporate Services
 Director Finance

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$5,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$10,000.00
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.

n/a

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

n/a

B. GETTING TO KNOW YOU

1. Applicant Type:

☒ Local Registered Non-Profit Society

Society No: S-21833

Date of Incorporation: November 12, 1986

☐ Registered Charity Charitable No: _____

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: B.C. Pets & Friends

3. Organization Street Address: 60 Semisch Avenue, North Vancouver, BC V7M 3H8

4. Website (if applicable): www.petsandfriends.org

5. Grant Application Main Contact Person:

Name: Carla Pellegrini

Phone: [REDACTED]

Email: [REDACTED]

6. Alternative Contact person:

Name: Katie Oster

Phone: 604-688-1766

Email: katie@petsandfriends.org

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

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Pets and Friends - Children's Program

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

Various facilities in Burnaby (i.e. libraries, book stores, etc.)

3. Project/Event/Program Start Date: June 1, 2020

4. Project/Event/Program End Date: May 31, 2021

D. PURPOSE OR BENEFIT*

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

Pets and Friends (PF) provides free pet visitation to long-term and seniors care facilities across the Lower Mainland. PF currently works with over 200 different facilities, including 25 facilities in Burnaby. PF has experienced high demand from both its volunteers and prospective facilities to provide pet visitation to facilities oriented around children. This project will create a new program to meet this demand and offer pet therapy to children.

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

The project will involve four phases: planning, design, implementation and evaluation. During the planning phase, PF will identify a children's program training expert to work with and will identify a list of prospective facility partners as well as venues to host volunteer screenings and trainings. During the design phase, PF will develop new screening and training processes for pet therapy teams that will visit children (vs. seniors which is what current screening and training processes focus on). The design phase will also involve the development of new marketing materials for the children's program. Next, during the implementation phase, PF will select the training expert, list of facility partners and screening/training venues. New screeners will be trained. Marketing materials will be purchased and the new program will be marketed widely to attract new prospective volunteer teams. The new volunteer team screenings and orientations will be hosted and the successful new volunteer teams will be matched with the new facilities. Finally, during the evaluation phase, the new program will be assessed and PF will identify successes and lessons learned to inform the growth of the new program.

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?

Given that PF has successfully worked with over 20 facilities in Burnaby that focus on seniors and that there has been high demand for similar pet visitation programs but for children, PF estimates that in the first year of this initial program, 25 new volunteer teams would be created. Each PF volunteer typically provides 1 hour of visitation per week. We estimate that each of these new 25 pet therapy teams would impact 25 children for a total of over 600 children in Burnaby. Studies show that when children read to dogs they experience higher reading skills and improved life skills like self-esteem and self-confidence.

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

The Pets and Friends Children's Program aligns best with the Social Sustainability Strategy, specifically as it relates to the expansion of youth programming and in supporting non-profit organizations with their volunteer engagement and management needs. The Children's Program would also add to the inventory of learning services available to the community and would provide an additional literacy program as part of the informal learning goals.

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.

Prospective community partners include libraries, book stores and other community spaces that would be conducive to children reading in the presence of dogs.

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?

We will continue to apply for other grant funding sources to make up the difference and be able to fully support the launch of this new program.

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)

The program will set a goal of reaching at least 600 children within its first year of operations. Success will also be measured by the number of new volunteer teams, the number of new facilities in partnership with Pets and Friends and the number of additional volunteer teams and facilities that are on the waitlist for when the program expands.

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

We collect data on the frequency with which our volunteers visit their facilities. With the new Children's Program, we would also see to collect self-reported data from the children as related to their experience with the program and with reading.

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

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...)	16	14
Grants (All federal, provincial, municipal, foundation and gaming grants)	42	39
Donations and Sponsorships (Cash)	42	40
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		7

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.

Pets and Friends' primary sources of funding have been and continue to be membership dues, individual donations and grants. As the organization grows, a larger percentage of revenue can be made up by membership dues vs. grants and

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	\$5000.00
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. Describe the top 3 goals for the organization in the current year.

Goal 1:

Design and launch a new pet therapy program

Description:

Pets and Friends will design and launch a new pet therapy program oriented towards children to help promote literacy skills.

Goal 2:

Increase membership base of the organization

Description:

Pets and Friends will bring on 25 new volunteer teams (members) in the first year of the new program

Goal 3:

Reach over 600 children

Description:

The new Children's Program will support over 600 children with improved literacy skills and self-esteem.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	180	200
Volunteer hours per year	7,000	1,200
Number of voting members	180	200

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 Max)

Providing programs and services that are accessible and inclusive for all community members is at the heart of Pets and Friends as an organization. Pets and Friends exists to provide comfort to those who need it most, regardless of their physical or emotional state, age, ability, orientation, ethnic/cultural background or socio-economic status. The 200 facilities that Pets and Friends currently partners with serve a wide range of seniors and adults across the Lower Mainland. The new Children's Program would provide non-discriminant pet therapy to any child who wished to participate, and any volunteer who wished to offer their time and the love of their pet.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Pets and Friends carries third party liability insurance to protect its volunteers while they are providing pet visitation services.

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

Pets and Friends would acknowledge the contribution from the City of Burnaby on all of the marketing materials for the Children's Program and on any and all social media posts about the program.

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

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
For the Fiscal Year:	2019/20 and 2020/21
Month Fiscal Year Begins:	August

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 Grant		2000	Y	BC Gaming Grant for 2020 calendar year
2.				
3				
Local Government (Specify)				
1. City of Burnaby		5000	N	Amount requested with this application
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Membership dues		2000	Y	Current member dues
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations		1000	Y	donations to date
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue		10000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense		2500	Payment to therapy program expert to design program
Office Supplies & Expenses			
Program & Event Supplies		4350	Volunteer uniforms, training materials, training venue rental
Advertising & Promotion		1050	Marketing materials for new program (banners, flyers, postcards,etc
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues		1500	3rd party liability insurance for additional program and members
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		600	Cost to train new screeners for children's program
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
Total Expenditures		10000	
CURRENT SURPLUS (DEFICIT)		-10000	

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant (Operating) ☐ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$10,000 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$10,000
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: S0072314Date of Incorporation: November 24, 2019

- ☐
- Registered Charity

Charitable No: _____

- ☐
- National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

- ☐
- Sport or Recreation Organization

- ☐
- Other Specify: _____

2. Organization Name: Voices of Burnaby Seniors Society3. Organization Street Address: [REDACTED]4. Website (if applicable): N/A

5. Grant Application Main Contact Person:

Name: Tazul AliPhone: [REDACTED]Email: [REDACTED]

6. Alternative Contact person:

Name: Lynda SiggersPhone: [REDACTED]Email: [REDACTED]Applicant for **General Operating Grants** are not required to complete sections C, D, and E (marked with 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?
4. Describe how the project/event/program aligns with one or more of the following ([Official Community Plan](#), [Social Sustainability Strategy](#), [Economic Development Strategy](#), [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?

We are also pursuing contributions from member agencies around the ECD Table. In addition, we are dependent on the extensive in-kind contributions of these agencies to facilitate the provision of 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 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...)	5%	10%
Grants (All federal, provincial, municipal, foundation and gaming grants)	30%	pending
Donations and Sponsorships (Cash)	29%	35%
Donations and Sponsorships (In-kind)	10%	10%
All donations (cash/in-kind) provided by the City of Burnaby	26%	20%

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.

VOBSS will apply for federal New Horizons Grant for the year 2021. It will be a project for needs assessment for "isolated seniors". We will do a survey to assess the needs of the seniors to prevent isolation which is detrimental to their independence and healthy living.

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					\$10,000
Grant - In-kind	\$275	\$275	\$725	\$725	\$725
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:
Education

Description:

We are a new Society and aim to increase our base of committed members in order to strengthen our voice on issues important to seniors. We have been holding education workshops which have attracted a few members but recognize the need to ramp up our efforts.

Goal 2:

Support seniors in independence and connection

Description:

Develop or support projects to address challenges to seniors ability to live independently

Create a dedicated fund-raising committee

Increase fee-based membership

Apply for other funding, eg. BC Gaming, Vancouver Foundation, New Horizons

Goal 3:

Advocacy

Description:

Raise awareness and advocate for seniors living in Burnaby.

Through other service agencies that serve Seniors, we will look for gaps in service that will fit into our mandate to represent Burnaby Seniors. If our grant from Burnaby City is successful, we would seek to hire a coordinator with necessary qualifications and connections to assist us in fulfilling our goals.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	25	30
Volunteer hours per year	600	700
Number of voting members	20	50

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 Max)

Venue is accessible. Our membership includes participants who use wheelchairs and other mobility aids. We have members who are developmentally and cognitively disabled. VOBS regularly participates in accessibility assessments sponsored by the City of Burnaby and BEST/SFU. VOBS members are also represented on the City's Access Advisory and Dementia-friendly working groups.

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)

We will acknowledge funding on our email notices to members, on our posters, during our meetings and projects and other correspondence. We will also acknowledge the City's support in our newsletters.

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

Please identify if you are providing information for the entire organization or a specific project/event/program	<input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
For the Fiscal Year:	2020-2021
Month Fiscal Year Begins:	May, 2020

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. City of Burnaby Community G	0	10,000	n	to hire a coordinator
2. City of Burnaby - In Kind	725	725	y	venue and coffee
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. BEST/SFU	800	1000	n	Walkability assessment
2. membership	125	150	y	expect to increase
3.				
Fundraising (Net Revenue)		500	y	Craft and Bake sales
Individual Donations				
In Kind Sources	375	500	y	COSCO(in-kind sound system
Investment Income				
Other Sources (Specify)				
1. from previous grant	2800	2300	y	See attachment
2.				
3.				
Total Revenue	\$4825	\$15175		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense		6,000	coordinator for VOBS
Office Supplies & Expenses	300	600	
Program & Event Supplies	582.25	800	
Advertising & Promotion		300	
Travel & Vehicles Expenses		200	
Interest and Bank Charges	186.27	200	
Licences, Memberships, & Dues	156.50	0	Society registration
Occupancy Costs		0	
Professional & Consulting Fees		500	honoraria
Capital Purchases & Improvements		800	microphone sound system
Amortization of Capitalized Assets		0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities		0	
Education and Training for Staff & Volunteers	200	500	tired college courses and conference
City Services Expenses (Specify)		0	
1.			
2.			
3.			
Other Expenses (Specify)			
1. City of Burnaby in-kind expe	1100	725	City of Burnaby Coffee and room
2.			
3.			
4.			
5.			
Total Expenditures	\$2525	\$10625	
CURRENT SURPLUS (DEFICIT)	\$2300	\$4550	

NOTICE OF MOTION
2020 MAY 05

City of Burnaby Policy on Consultation Fees

WHEREAS the City of Burnaby is working to initiate government-to-government relations with local First Nations; and

WHEREAS within this local context, the involvement of First Nations in key civic strategies and plans both implies and necessitates a high level of technical and cultural expertise on the part of individual Nations; and

WHEREAS this expertise is not akin to the general feedback usually gathered through a consultative process, but is rather in alignment with hiring an expert consultant or advisor;

THEREFORE BE IT RESOLVED THAT staff be directed to bring forward a report to the Executive Committee of Council amending the City of Burnaby Policy on Consultation Fees in support of the City's initiatives with First Nations.

Copy: City Manager Director Corporate Services Director Finance Director Human Resources Director Planning and Building Mayor's Office – Indigenous Relations Advisor
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