



EXECUTIVE COMMITTEE OF COUNCIL A G E N D A

Wednesday, June 3, 2020, 4:00 p.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 May 05	8
3. <u>CORRESPONDENCE</u>	
3.1 Correspondence from Nathan Davidowicz - Re: Service Contract with TransLink	20
4. <u>REPORT</u>	
4.1 Report from the Director Planning and Building - Re: Update of City of Burnaby Equity Policy	23
5. <u>FESTIVALS BURNABY GRANTS AVAILABLE BUDGET - \$250,000</u>	
5.1 Festivals Burnaby Grants Approved to Date - \$15,500	
<i>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.</i>	
6. <u>NEW APPLICATIONS - FESTIVALS BURNABY GRANTS</u>	
6.1 NEIGHBOURHOOD EVENTS	

6.1.1 #20-N-001 - Korean Writers' Association of Canada

29

Canada-Korea Literary Festival

An application was received from the Korean Writers' Association of Canada for the Canada-Korea Literary Festival to be held on 2020 October 10 at the Shadbolt Centre for the Arts, Studio Theatre. This annual event creates an understanding between the Canadian and Korean cultures, and forges a bond through multicultural performances, readings and interpreting poems written in other languages.

Request: \$4,000

CPA: 2019 - \$1,500 (Neighbourhood Grant) / 2018 - \$1,500 (Neighbourhood Grant) / 2017 - \$1,500 (Neighbourhood Grant)

6.2 SMALL SCALE EVENTS

6.2.1 #20-S-003 - World Federation of Chinese Traditional Mixed Martial Arts Society

31

International Martial Arts Cultural Festival

An application was received from the World Federation of Chinese Traditional Mixed Martial Arts Society for the International Martial Arts Cultural Festival to be held on 2020 October 23 at the Fortius Sport and Health Gymnasium. The festival will introduce martial arts and its diverse multiculturalism to the community through demonstration performances and booths. This festival is an opening event for the International Martial Arts Competition to be held on 2020 October 24 to 26.

Request: \$11,284

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

6.3 LARGE SCALE EVENTS

6.3.1 #20-L-002 - Nikkei National Museum and Cultural Centre

33

20th Anniversary Celebration and Nikkei Matsuri Family Festival 2020

An application was received from the Nikkei National Museum and Cultural Centre for the organization's 20th anniversary celebration and Nikkei Matsuri Family Festival 2020 to be held

on 2020 September 03 to 07 at the Nikkei Place. This Festival, in its 8th year, is a celebration of Japanese culture that enables all of the diverse cultures in the City to join in. The Festival has grown to be one of the largest festivals in Metro Vancouver with this year's projected attendance of over 14,000 attendees. The Festival showcases Japanese entertainment, ethnic foods and family oriented games. Due to the COVID-19 pandemic, organizers will hold the Festival over 5 days with extended hours to disperse the number of attendees and comply with the health and safety regulations, reconfigure layout, restrict access if necessary, and organize online activities.

Request: \$25,000

CPA: 2019 - \$15,000 (Large Scale Grant) / 2018 - \$11,000 (Large Scale Grant) / 2017 - \$11,000 (Large Scale Grant)

6.3.2 #20-L-003 - UniverCity Community Association

35

SFU StreetFest @ UniverCity 2020

An application was received from the UniverCity Community Association for the SFU Street Fest @ UniverCity 2020 to be held on 2020 September 18 at University High Street, Burnaby Mountain. The annual Festival engages SFU students and staff, local businesses, SFU services, local elementary school, and residents. The free Festival features various activities and performances, vendors, and food. Due to the COVID-19 pandemic, organizers will create online activities, and limit the number of attendees to comply with the health and safety regulations.

Request: \$12,000

CPA: 2019 - \$8,000 (Large Scale Grant) / 2018 - No Application / 2017 - No Application

7. COMMUNITY GRANTS AVAILABLE BUDGET - \$263,298 (Programs) and \$59,350 (Operating Costs)

7.1 Program Grants Approved to Date - \$37,800

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.

7.2 Operating Grants Approved to Date - \$40,650

8. NEW APPLICATIONS - COMMUNITY GRANTS

8.1 #20.17. - Big Sisters of BC Lower Mainland

37

Big Sisters Mentoring Program

An application was received from Big Sisters of BC Lower Mainland requesting a grant in support of one-to-one mentoring services provided to at-risk youth (ages 7 to 17) in Burnaby in 2020. Services alleviate youth's isolation and mental health challenges. Youth and mentors are paired based on common interests, meet on a weekly basis for at least one year, and are supported by caseworkers. The program assists youth and mentors during COVID-19 pandemic with communication through technology, and by providing headsets and low-cost internet to youth from low-income families, and coordinating remote activities (i.e. virtual book clubs and pen pal projects). Mentors have received child safety training on safe and informed use of technology and online messaging. Half of the organization's revenue is from events, which have been cancelled due to COVID-19. Approximately 30 local youth and 30 mentors participate in the program each year.

Request: \$5,000

CPA: 2019 - \$5,000 / 2018 - \$5,000 / 2017 - \$5,000

8.2 #20.18. - Burnaby Volunteer Centre Society

45

Community Volunteers Support and Referral

An application was received from the Burnaby Volunteer Centre Society (Volunteer Burnaby) requesting a grant to offset the operational costs associated with office supplies, advertising and marketing, and the Community Engagement position's wage in 2020. Volunteer Burnaby collaborates with other community organizations, government, schools and community leaders to identify needs, mobilize volunteers and deliver community events throughout the City (e.g., Hats Off Day, Canada Day celebrations, Edmonds City Fair and Festival of Lights, Burnaby Pride Street Party, World Rivers Day, SFU Volunteer Fair, North Burnaby Community Fair and Burnaby Chalk Art Experience). Its online volunteer recruitment tool has an active listing of approximately 800 volunteer positions. The Volunteer Burnaby Hive Special Events Team is trained to engage young citizens (ages 16 to 25), and attends 18 events throughout the year to assist with event promotion, activities, and logistics. In 2019, the organization implemented Volunteer Resources Administration online

training, delivered to volunteer managers in 18 community organizations. As a result of COVID-19 pandemic, Volunteer Burnaby is exploring innovative volunteer involvement by supporting public health system through remote and virtual volunteering.

Request: \$10,000

CPA: 2019 - \$10,000 / 2018 - \$12,000 / 2017 - \$12,000

8.3 #20.19. - Take a Hike Youth at Risk Foundation

53

Operating Costs

An application was received from the Take a Hike Youth at Risk Foundation requesting a grant to offset the proportion of operating costs (i.e. salaries, insurance, office rent and supplies, marketing and communications, technology, etc.) associated with the Burnaby Take a Hike Program from 2020 September 01 to 2021 August 31. The no-cost, volunteer-based, full-time mental health and emotional well-being program engages approximately 20 vulnerable youth (ages 15 to 18) per year in schools, community and mental health supports. Through the program, youth become resilient and gain the skills needed to navigate challenges such as attaining higher education, securing employment, finding housing and building healthy relationships. Approximately 120 residents (i.e. youth, their families, and volunteers) per year benefit from the program. A majority of the program's revenue is from multi-year donations from corporations, individuals and foundations, which may be impacted by COVID-19 pandemic. The Foundation plans to innovate its fund development strategies and program delivery methods to adapt to changing circumstances.

Request: \$10,000

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

8.4 #20.20. - Take a Hike Youth at Risk Foundation

60

Burnaby Take a Hike Program

An application was received from the Take a Hike Youth at Risk Foundation requesting a grant for their Take a Hike Program from 2020 September 01 to 2021 August 31 at the Canada Way Learning Centre. The no-cost, volunteer-based, full-time mental health and emotional well-being program engages vulnerable youth (ages 15 to 18) in schools, community and mental health supports. Youth are referred to the program by the School District, and are accepted on a first-come, first-

served basis. Approximately 30-50% of participants self-identify as Indigenous, additional 25% are visible minorities, 70-80% have a financial need, and 15-20% have been involved with a foster care system and police. Through the program, youth become resilient and gain skills needed to navigate challenges such as attaining higher education, securing employment, finding housing and building healthy relationships. The program serves approximately 20 youth who engage in 200 days of programming, and benefits approximately 120 residents (i.e. youth, their families, and volunteers) per year. Prior to COVID-19 pandemic, the program (i.e. clinical counselling, outdoor adventure-based learning, community involvement and academics) was delivered five days per week from September to June. A COVID-19 pandemic has compounded youth's challenges, and impacted their family's financial and food security and well-being, the Foundation is currently providing virtual supports, and preparing for adapted program delivery in 2020 September.

Request: \$15,000

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

8.5 #20.21. - Big Brothers of Greater Vancouver

69

Mentoring with Math Program

An application was received from Big Brothers of Greater Vancouver requesting a grant to cover the costs for the Jump Math workbooks, and mentors' education and training in the Mentoring with Math Program from 2020 October to 2021 July in Burnaby. The eight-week program consists of a 90-minute session per week, and supports children ages 8 to 12, who need help with math and do not have access to other academic enrichment programs. Enrollment in the no-cost program is by referral, with consideration of families' financial needs, children's math performance and their need for a mentor. The workbooks vary from low to complex difficulty, and have low language complexity barriers, making them an excellent source for students whose first language is not English. Mentors, many of whom are SFU students, receive training on mentorship and their role, child development and safety, the workbooks, and strategies for building confidence and reducing anxiety in children. Approximately 80 residents (i.e. 36 children, mentors, parents and guardians) benefit from the program. The organization's finances have been impacted due to closure of its clothing donation program as a result of COVID-19 pandemic.

Request: \$3,000

CPA: 2019 - \$3,000 / 2018 - \$3,000 / 2017 - \$3,000**

*Grants were awarded for in-school and teen mentoring programs.

9. NEW BUSINESS
10. INQUIRIES
11. ADJOURNMENT

78



EXECUTIVE COMMITTEE OF COUNCIL M I N U T E S

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

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

ABSENT: Councillor Paul McDonell, Member

STAFF: Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Ed Kozak, Director Planning & Building
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer 2
Ms. Lauren Cichon, Council Support Assistant

1. CALL TO ORDER

The Chair called the Open Committee meeting to order at 10:06 a.m. and conducted the roll call.

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

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR CALENDINO

THAT on table correspondence regarding TransLink's request for funding from senior levels of government be added to the agenda as correspondence Item 3(7).

CARRIED UNANIMOUSLY

2. **MINUTES**

2.1 **Minutes of the Executive Committee of Council Open meeting held on 2020 March 04**

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY COUNCILLOR WANG

THAT the minutes of the Executive Committee of Council meeting held on 2020 March 04 be now adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

3.1 **Correspondence from Bonsor 55+ Society - Re: Letter of Appreciation (#20.06.a)**

Correspondence was received from Mr. Ernie Kashima, President, Bonsor 55+ Society, expressing appreciation for a Community Grant in support of the Society's annual Wine and Cheese Celebration held on 2020 February 05, and attended by 180 residents.

3.2 **Correspondence from Vancouver Cantonese Opera - Re: Letter of Appreciation and 2020 Cantonese Opera Festival Cancellation (#20-S-002)**

Correspondence was received from Ms. Rosa Cheng, Artistic Director, Vancouver Cantonese Opera, expressing appreciation for a Festivals Burnaby grant in support of 2020 May 30 Cantonese Opera Festival at the Michael J. Fox Theatre. Ms. Cheng advised that the festival has been cancelled due to COVID-19, and the grant cheque has been returned to the City.

3.3 **Correspondence from Burnaby MoreSports Society - Re: Letters of Appreciation (#20.09.)**

Correspondence was received from Mr. Glenn Boyle, Executive Director, Burnaby MoreSports Society, expressing appreciation to the Committee for receiving the Society's delegation at 2020 March 04 meeting, and for a Community Grant in support of the Society's Out of School Program.

3.4 **Correspondence from Dutch Liberation 2020 Canadian Society - Re: Letter of Appreciation and Activity Update (#19.51.)**

Council Correspondence Package 2020.04.23.

Correspondence was received from Dr. Adriana Zylmans, President, Dutch Liberation 2020 Canadian Society, expressing appreciation for a Community Grant in support of initiatives recognizing the 75th Commemorative European Liberation.

Dr. Zylmans provided the Society's interim activity report; and information regarding bloom of "Canadian Liberator" tulips in the Lower Mainland, and delivery of 5,000 bouquets to the Second World War veterans, COVID-19 front line health care workers, and residents in senior care.

3.5 Memorandum from the Deputy City Clerk - Re: Community Grant Application #20.10. - Cameray Child and Family Services

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2020 April 06, received a report from the Director Finance seeking review and approval of the Community Grant applications for April. Council approved the grant applications #20.11., #20.12, and #20.13. Council **REFERRED** the Community Grant application #20.10. - Cameray Child and Family Services to the Committee for consideration.

Arising from discussion, the Committee introduced the following motion:

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$5,000 be awarded to Cameray Child and Family Services on behalf of the Burnaby Early Childhood Development Table for early childhood development education and awareness raising community-wide events to be held from 2020 April 01 to 2021 March 31 in Burnaby.

CARRIED UNANIMOUSLY

3.6 Memorandum from the Deputy City Clerk - Re: Federal Funding to Stabilize Public Transport

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2020 April 27, **REFERRED** a resolution regarding the City of Montreal's 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, to the Executive Committee of Council.

The Committee took action on this matter under Item 4.2.

3.7 Correspondence from Translink – Re: Emergency Transit Funding

A memorandum was received from the Deputy City Clerk advising that Council, under the New Business portion of the Open Council meeting held on 2020 May 04, **REFERRED** correspondence from Mr. Kevin Desmond, CEO, TransLink, to the Executive Committee of Council. Correspondence outlined the changes to service planned by Translink as necessary measures to maintain service on routes and times with continued high demand. It was noted that although transit has been deemed an essential service, relief funding has not been provided by senior

government, resulting in service reductions and layoff of approximately 1,500 staff members. Further, TransLink sought Council support of their request for funding from senior levels of government.

The Committee took action on this matter under Item 4.2.

4. REPORTS

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

The Director Planning and Building submitted a report proposing lease rates and anticipated lease grants for 2021 for non-profit tenants at all City-owned Community Resource Centres.

The Director Planning and Building recommended:

1. THAT Council be requested to approve the proposed 2021 lease rates for Resource Centre tenants, as presented in Section 4.0 of the 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.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

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

CARRIED UNANIMOUSLY

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

The Director Planning and Building submitted a report requesting the Federal Government to provide financial support to transit operators, due to the COVID-19 pandemic.

The Director Planning and Building recommended:

1. THAT Council support the federal funding request made by the Canadian Urban Transit Association.

2. THAT Council forward copies of the 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.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR WANG

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

AMENDED

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR WANG

THAT recommendation no. 1 be **AMENDED** to read, as follows:

“THAT Council support the following resolution by the Canadian Urban Transit Association:

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;

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;

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.”

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the following recommendation be added as recommendation no. 2:

“THAT Council support the following resolution by TransLink:

WHEREAS prior to the beginning of the COVID-19 pandemic in March 2020, Metro Vancouver transit was a success story, with a 20% increase in transit ridership from 2016 to 2019, leading to the 4th highest per-capita transit ridership in North America behind only New York City, Montreal and Toronto;

WHEREAS in a highly transit-oriented city like Burnaby, good public transit is an essential service that is critical for the ongoing functioning of the regional economy, congestion and GHG reduction, and the provision of an affordable mobility option for lower income families;

WHEREAS transit ridership in Metro Vancouver has fallen by more than 80% due to the COVID-19 pandemic, leading to a 50% drop, or \$75 million, in TransLink’s monthly revenues, with \$400 to \$600 million in losses projected by the end of the year;

WHEREAS TransLink has taken steps to slow monthly losses to \$50 million by reducing all non-essential expenditures, deferring capital projects, and cutting transit service hours by almost 40%;

WHEREAS just 18% of the passenger carrying capacity of the transit system will remain once these cuts are in place by May 18 and combined with the physical distancing measures in place on TransLink's transit system today (no standing, every other seat closed off);

WHEREAS TransLink continues to provide an essential service to 75,000 residents every day, 80% of who are using transit for essential trips like getting to work, buying groceries and getting medical appointments, 40% of whom are from households with an income of \$40,000 or less, and one in ten say they do not have any other option to get to work;

WHEREAS even before the most recently announced transit service reductions, Burnaby residents were already experiencing long lines at SkyTrain stations and more frequent pass-ups on many bus routes, making transit and less safe or practical option for many;

WHEREAS these transit service cuts are not a viable option for Burnaby residents or businesses;

WHEREAS in the United States, the federal government delivered an emergency transit operating relief fund of \$25 billion in March to ensure that US transit agencies do not need to cut service as a result of decreases in fare revenues;

WHEREAS to date, TransLink has not received any emergency operating funding from senior governments, making these service cuts unavoidable;

THEREFORE BE IT RESOLVED THAT Burnaby City Council join the TransLink Mayors' Council on Regional Transportation to call on senior governments to provide emergency operating funding to TransLink immediately, to protect transit access to essential services during the current COVID-19 crisis and to support the economic recovery to come;

THEREFORE BE IT BE FURTHER RESOLVED THAT a copy of this resolution be sent to the Prime Minister of Canada and the Premier of British Columbia

THEREFORE BE IT BE FURTHER RESOLVED THAT a copy of this resolution be sent to the Mayors' Council and TransLink for their information."

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY MAYOR HURLEY

THAT recommendation no. 2 in the report be **AMENDED** to read as recommendation no. 3, as follows:

“THAT Council forward copies of this report and resolutions to...

- t. The Premier of British Columbia;
- u. Burnaby MLAs; and
- v. Burnaby MPs.”

CARRIED UNANIMOUSLY

Without objection by any member, the following motion was adopted:

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

His Worship, Mayor Hurley, inquired regarding writing a letter to the Premier of British Columbia and the Prime Minister of Canada about a review of TransLink’s governance structure and the role of the Mayor’s Council.

Arising from discussion, the Committee introduced the following motion:

MOVED BY MAYOR HURLEY
 SECONDED BY COUNCILLOR WANG

THAT staff prepare a report regarding the TransLink’s governance structure and the role of the Mayor’s Council.

CARRIED UNANIMOUSLY

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

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 and practice 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.*

MOVED BY COUNCILLOR WANG
SECONDED BY MAYOR HURLEY

THAT one-time grant in the amount of \$1,000 be awarded to BC Pets and Friends in support of planning, designing, implementing, and evaluating a program offering pet therapy to Burnaby children from 2020 June 01 to 2021 May 31.

LOST

(Opposed: Mayor Hurley and Councillors Calendino and Dhaliwal)

Councillor Calendino declared a conflict of interest and left the meeting at 10:59 a.m.

7.2 **#20.15. - Voices of Burnaby Seniors Society**

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

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT an operating grant in the amount of \$2,650 be awarded to Voices of Burnaby Seniors Society in support of a Program Coordinator position and a portable microphone system for the Society's programs and services delivered to Burnaby senior residents in 2020.

CARRIED UNANIMOUSLY

Councillor Calendino returned to the meeting at 11:07 a.m.

8. **NOTICE OF MOTION**

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

At the 2020 March 04 Open Committee meeting, His Worship, Mayor Hurley provided the Committee with a notice of motion regarding staff bringing forward a report to the Committee amending the City's Policy on Consultation Fees in support of the initiatives with First Nations.

The following motion was brought forward for the Committee's consideration:

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY COUNCILLOR WANG

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.

AMENDED

Staff advised that a consultant can be retained at an administrative level to facilitate a meeting between City Council and First Nations, and a report is not required for that purpose.

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY COUNCILLOR WANG

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 requested to retain a consultant when needed to facilitate discussion between City Council and First Nations.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
 SECONDED BY COUNCILLOR WANG

THAT a notice of motion be adopted, **AS AMENDED.**

CARRIED UNANIMOUSLY

9. NEW BUSINESS

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

10. INQUIRIES

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

11. CLOSED

MOVED BY COUNCILLOR WANG

SECONDED BY COUNCILLOR CALENDINO

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 MAYOR HURLEY

SECONDED BY COUNCILLOR CALENDINO

THAT the Open Committee meeting recess at 11:20 a.m.

CARRIED UNANIMOUSLY

Without objection, the Open Committee meeting reconvened at 11:58 a.m.

12. ADJOURNMENT

Without objection, the Executive Committee of Council meeting adjourned at 11:59 a.m.

CHAIR

ADMINISTRATIVE OFFICER



sav.dhaliwal@burnaby.ca

4,305

May 5 mtg Executive Committee of Council

inbox x

**Nathan Davidowicz** <[REDACTED]>

to mayor, sav.dhaliwal, Nathan

Dear Mayor and members of the Committee.

1. The Motion on Transit that was referred to the committee council meeting. from April 27

Council meeting. This motion was passed by many other cities in BC/Canada. There is no reason why Burnaby Council should not pass it.

2. Burnaby Council could do the following.:

(a) Object to the cutbacks that started on 24 April. Bus service was cut to Burnaby Hts and Capitol Hill (Routes 131 132) These bus services existed for over 60 yrs and people moved there because of the bus service.

(b) Ask for the return of the Independent Transit Commissioner (discontinue in 2014)

(c) Design a process/contract/MoU with TransLink to allow Burnaby Council to comment before any service changes to routes/schedules/fares by signing an annual agreement.

Burnaby will guarantee proper maintenance of roads/sidewalks/bus stops where buses operate. Burnaby will place benches/shelters at up to 95% of bus stops (it about 50 to 60% now).

Long time ago Burnaby had such an agreement with BC Electric.

I am available to attend the Committee meeting

Yours Sincerely

Nathan Davidowicz.

Reply

Reply to all

Forward

From: Nathan Davidowicz <[REDACTED]>
Sent: May-19-20 9:29 PM
To: Vracar, Nikolina <Nikolina.Vracar@burnaby.ca>; Nathan Davidowicz
 [REDACTED]
Subject: Re: Committee mtg 10am Tue May 5th 2020

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. **The City will never ask for personal or account information or account password through email.** If you feel this email is malicious or a scam, please forward it to phishing@burnaby.ca

To; June 3 Committee Mtg.

If I can speak in person it be better but if not here are some of my comments about the Committee motion for a report on the Governance of TransLink.

1. TransLink took over from BC Transit who took over from Urban Transit Authority who took over from BC Hydro who took over from Ministry of Municipal Affairs(The minister was an ex Burnaby Alderman) who took over from BC Hydro who took over from BC Electric.
2. BC Electric/BC Hydro had an operating agreements with the Municipalities it served.(Burnaby, NW, NV Vancouver, Richmond)
3. TransLink does not have a contract/agreement with individual cities. It has a minor contract with MVRD.
4. The City of Burnaby can request an annual contract so the City , Residents, Employers and Passengers know what routes be operating, what are the schedules, the fare structure, HandyDART and On Demand Transit services. Any proposed changes would have to be approved by both parties.
5. Burnaby will continue to provide bus shelters and benches and will increase their number from 60% to 95% of bus stops by using the \$0.5M per year it gets from the display advertising on the bus shelters and small revenue from bench advertising. Bus shelters are being sold in bulk by BC Transit and/or the factory in Ontario. The cost is about \$5000 while the cost of an 8ft metal bench is about \$1000. Burnaby could achieve the 95% level in 2 years.(In about 5% the sidewalk is too narrow for a shelter or a bench)

6. Burnaby would continue maintaining all bus stops locations, it will increase the number of accessible bus stops from 75% to 95% over the next two years.

7. Burnaby will continue to provide traffic management on the various bus routes. Burnaby GIS will provide free help to TransLink.

Yours Truly
Nathan Davidowicz

A solid black rectangular box used to redact the signature of Nathan Davidowicz.



Meeting 2020 June 03

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE

DATE: 2020 May 28

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 1750 20

SUBJECT: UPDATE OF CITY OF BURNABY EQUITY POLICY

PURPOSE: To propose an update to the City's Equity Policy.

RECOMMENDATIONS:

1. **THAT** the Committee and Council receive the draft update of the City's Equity Policy, as outlined in *Section 4.0* of this report.
2. **THAT** a copy of this report be referred to the Social Planning Committee for review and comment.

REPORT

1.0 BACKGROUND

At its meeting of 2019 December 05, the Executive Committee passed a motion requesting staff to bring forward a report with a proposed update to the City of Burnaby's Equity Policy. This report responds to that request.

The existing Equity Policy was adopted by Council at its meeting of 1994 June 13, resulting from a discussion which took place at the time amongst Council, and in the wider community, regarding an expansion of City services and hiring practices to better reflect the broad diversity of the Burnaby community. The policy makes explicit the City's commitment to provide "equitable access to City services for all members of the community" and that "The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect among employees in the workplace and the community at large".

Since this time the policy has guided and supported all aspects of City operations. However, understandings of diversity (in all forms) has expanded since the 1990's and the policy would benefit from an update of language.

To: Executive Committee
 From: Director Planning and Building
 Re: Update of City of Burnaby Equity Policy
 2020 May 28..... Page 2

2.0 POLICY CONTEXT

The proposed update of the City’s Equity Policy is supported by the following policy context:

- ***Burnaby Social Sustainability Strategy***, approved by Council in 2011, includes a primary goal of ‘Community Inclusion’. This goal is particularly concerned with ensuring the City is “welcoming of all cultures, identities and abilities”, and focuses on “principles of economic and social security and justice”.

In addition to the policies noted above, the *Plan* supports a number of goals and sub-goals of the *Corporate Strategic Plan*:

- ***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 services delivery

3.0 LOCAL CONTEXT

In 1994, when the Equity Policy was originally adopted, the City of Burnaby had a population of approximately 159,000, with approximately 15 primary languages (other than English) noted in the 1991 Statistics Canada community profile. The 1990’s was a time of change and growth for Burnaby. This was especially so in terms of ethno-cultural diversity. For example, the percentage of Burnaby community members who self-identified as Chinese-Canadian expanded from 12.7% to 30.8% between the years 1991-1996.

Given this context, the original Equity Policy (see ***Appendix 1***) largely focussed on ethno-cultural diversity in its language, though it has been applied by subsequent Councils to other aspects of diversity including that of background, ethno-cultural identification, gender, gender identity, sexual orientation, ability, age, heritage, life experience, income, and other factors.

Today Burnaby has a population of approximately 232,755 and has become a hyper-diverse community. For example:

- Burnaby is only one of eight cities in Canada without a ‘majority ethnic group’¹;
- over half of those who live in Burnaby were not born in Canada;

¹ Phrasing used by Statistics Canada which indicates that no particular ethno-cultural group accounts for more than 40% of the total municipal population.

To: Executive Committee
 From: Director Planning and Building
 Re: Update of City of Burnaby Equity Policy
 2020 May 28..... Page 3

- Burnaby is the third highest ‘refugee receiving’ city in BC and also receives a significant number of ‘refugee claimants’² each year;
- over 120 languages are spoken in Burnaby;
- the number of Indigenous persons living in Burnaby is increasing;
- approximately 11% of Burnaby’s population live with an activity or health limitation³;
- approximately 16% of Burnaby’s population is 65 years of age or older;
- it is generally estimated that approximately 2-5% of the Canadian population identify as LGBTQIA2S+⁴, including at a municipal level. These numbers have increased over time, and are higher among younger people. Approximately 10% of those aged 18 to 34 years self-report as LGBTQIA2S+;
- approximately 20% of all age-brackets of individuals living in Burnaby live with low incomes⁵; and,
- at last count (2017), there were 69 homeless people in Burnaby, with more individuals uncounted or at risk of homelessness.

As described above, over the last quarter century, Burnaby has witnessed significant changes in its demographic profile. It has evolved from a suburban community to a significant urban centre that is demographically, socially, economically and culturally diverse.

4.0 PROPOSED DRAFT UPDATED EQUITY POLICY

Based upon the realities of Burnaby’s changing community, and to better reflect contemporary understandings of diversity, the following language is proposed as an update to the City of Burnaby’s Equity Policy.

The City of Burnaby celebrates the diverse nature of its community, and recognizes that this diversity is a source of social, cultural and economic enrichment and strength.

Our Burnaby includes all community members regardless of ability, age, background, ethno-cultural identification, gender, gender identity, immigration status, heritage, life experience, living arrangement, sexual orientation, and other factors.

As such, the City of Burnaby reaffirms and is committed to ensuring that all community members are able to safely and equitably access City spaces, programs, employment opportunities, and services. The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect in its hiring practices and among its employees, patrons at its facilities, users of its services, and within the community at large.

² A ‘refugee claimant’ is defined as a person who is seeking Canada’s protection at the borders (arriving via air, over the border with the United States, via boat etc.) or within the country, rather than those who arrive in Canada already being recognized by the Federal Government as a refugee.

³ Term used by Statistics Canada to refer to persons with self-reported disabilities.

⁴ LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer, Intersexual, Asexual, Two-Spirited and ‘other’.


⁵ As defined by Statistics Canada: “those likely, based on place-based prices and circumstances, to spend 20 percentage points or more of income on food, shelter and clothing”.

To: Executive Committee
 From: Director Planning and Building
 Re: Update of City of Burnaby Equity Policy
 2020 May 28..... Page 4

Given the mandate of the Social Planning committee to advise on “the needs of seniors, youth, families, ethnic groups, LGBTQ2S+, persons with disability and socioeconomic equity issues”, it is recommended that this draft policy be referred to the Committee for discussion and review. Council review and comment is also solicited. A subsequent report containing the final version of the policy, which incorporates any feedback received, will be forwarded to Council for approval. This second report will also include staff recommendations for implementation of the policy across City departments and functions.

5.0 RECOMMENDATIONS

Burnaby is a highly diverse community. The City’s existing Equity Policy, originally approved by Council in 1994, has served the City well. However, the policy would benefit from a language update based upon contemporary understandings of diversity and equity. As such, it is recommended that the Committee request Council to approve the draft update of the City’s Equity Policy, as outlined in *Section 4.0* of this report. It is also recommended that a copy of this report be referred to the Social Planning Committee for review and comment. A report containing the final version of the policy will subsequently be forwarded to the Executive Committee for approval.



E.W. Kozak, Director
 PLANNING AND BUILDING

RM/sa

Attachments

cc:	City Manager Director Parks, Recreation & Cultural Services Director Engineering Director Finance Director Public Safety and Community Services Director Human Resources	Director Corporate Services Fire Chief Chief Librarian OIC – RCMP City Solicitor City Clerk
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Appendix 1

City of Burnaby Equity Policy

Burnaby City Council recognizes that the diverse nature of its community is a source of social, cultural and economic enrichment and strength, and that local government is responsible and accountable to its community.

The City has established a Multicultural Policy and a Healthy Community Policy to help achieve an environment where all people are treated with dignity and respect and support one another to meet their common needs.

Burnaby City Council reaffirms and is committed to fairness in employment and to equitable access to City services. The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect among employees in the workplace and the community at large.

Burnaby City Council recognizes that individuals, groups and organizations may encounter barriers accessing City employment opportunities and services, and in receiving equal benefit from services provided.

Burnaby City Council therefore undertakes to define and implement measures to ensure:

- 1) Equality of opportunity in the workplace
- 2) Equitable access to City services for all members of the community

Adopted by Burnaby City Council 1994 June 13



Appendix 2

City of Burnaby Equity Policy

The City of Burnaby celebrates the diverse nature of its community, and recognizes that this diversity is a source of social, cultural and economic enrichment and strength.

Our Burnaby includes all community members regardless of ability, age, background, ethno-cultural identification, gender, gender identity, immigration status, heritage, life experience, living arrangement, sexual orientation, and other factors.

As such, the City of Burnaby reaffirms and is committed to ensuring that all community members are able to safely and equitably access City spaces, programs, employment opportunities, and services. The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect in its hiring practices and among its employees, patrons at its facilities, users of its services, and within the community at large.

Originally adopted by Burnaby City Council 1994 June 13

Updated and Adapted Policy adopted by Burnaby City Council 2020 _____



Meeting 2020 Jun 3

Committee REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 May 21

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM - NEIGHBOURHOOD EVENT

PURPOSE: Grant Approval Request

RECOMMENDATIONS:

1. **THAT** the Festivals Burnaby grant request from the Korean Writers' Association of Canada for the Canada-Korea Literary Festival on 2020 October 10 be received.
2. **THAT** any Festival Grant assistance that is provided in response to this request be provided only when the Provincial Health Order restricting public assembly is lifted to the extent that the type of gathering described in the event application can take place in person.

REPORT

Neighbourhood Event:	Grant File # 20-N-001
Title of Event:	Canada-Korea Literary Festival
Application Received:	2020 February 20
Project Budget:	\$12,000.00
Amount Requested:	\$4,000.00
Previous Support:	2019 Neighbourhood Festivals Burnaby Grant \$1,500.00
	2018 Neighbourhood Festivals Burnaby Grant \$1,500.00
	2017 Neighbourhood Festivals Burnaby Grant \$1,500.00
	2016 Neighbourhood Festivals Burnaby Grant \$1,500.00
	2015 Neighbourhood Festivals Burnaby Grant \$2,000.00
	2014 Neighbourhood Festivals Burnaby Grant \$2,500.00
	2013 Neighbourhood Festivals Burnaby Grant \$2,500.00
	2012 Small Scale Festivals Burnaby Grant \$3,000.00

To: Executive Committee of Council
 From: Director - Parks, Recreation & Cultural Services
 Re: Festivals Burnaby Program - Neighbourhood
 Event
 2020 June 3..... Page 2

1.0 INTRODUCTION

An application request for \$4,000.00 has been received from the Korean Writers' Association of Canada for the Canada-Korean Literary Festival on 2020 October 10 at Shadbolt Centre for the Arts, Studio Theatre. This annual event is held to create an understanding between the Canadian and Korean cultures and forge a bond through multi-cultural performances, readings and interpreting poems written in other languages.

The Korean Writers' Association's mission is to promote Korean writers and create cross-cultural awareness and appreciation.

2.0 POLICY SECTION

Goal

- A Connected Community
 - Social connection – Enhance social connections throughout Burnaby
- An Inclusive Community
 - Celebrate diversity – Create more opportunities for the community to celebrate diversity
 - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging

3.0 RECOMMENDATION

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. The Association is fully prepared to return the awarded funding should the event be cancelled due to the Covid-19 pandemic in October 2020. 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:hb
 20-N-001 Korea Writers Association of Canada



Meeting 2020 Jun 3
Committee REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 May 22

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM - SMALL SCALE EVENT

PURPOSE: Grant Approval Request

RECOMMENDATIONS:

1. **THAT** the Festivals Burnaby grant request from the World Federation of Chinese Traditional Mixed Martial Arts Society (WFCTMMA Society) for the International Martial Arts Cultural Festival on 2020 October 23 be received.
2. **THAT** any Festival Grant assistance that is provided in response to this request be provided only when the Provincial Health Order restricting public assembly is lifted to the extent that the type of gathering described in the event application can take place in person.

REPORT

Small Scale Event:	Grant File # 20-S-003
Title of Event:	International Martial Arts Cultural Festival
Application Received:	2020 February 27
Project Budget:	\$28,210.00
Amount Requested:	\$11,284.00
Previous Support:	New Festivals Burnaby Grant Application

1.0 INTRODUCTION

An application request for \$11,284.00 has been received from the World Federation of Chinese Traditional Mixed Martial Arts Society (WFCTMMA Society) for the International Martial Arts Cultural Festival on 2020 October 23 at the Fortius Sport and Health Gymnasium.

To: Executive Committee of Council
 From: Director - Parks, Recreation & Cultural Services
 Re: Festivals Burnaby Program - Small Scale Event
 2020 Jun 3..... Page 2

WFCTMMA Society was formed in 2019 to promote Chinese Traditional Mixed Martial Arts and its culture to the world, with an ultimate vision to one day bring that to the Olympic Game.

The goal of this festival is to introduce martial arts and its diverse multiculturalism to the community through demonstration performances and booths. Martial Artists and organizers are invited to perform and host booths during the festival. This festival also serves as an opening event for the International Martial Arts Competition from October 24 – 26, 2020.

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

3.0 RECOMMENDATION

The application has been completed in full and the applicant has shown evidence that they have the capacity to coordinate the event. The Society is fully prepared to return the awarded funding should the event be cancelled due to the Covid-19 pandemic in October 2020. 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:hb
 20-S-003 WFCTMMAS



Meeting 2020 Jun 3

Committee REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 May 20

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM - LARGE SCALE EVENT

PURPOSE: Grant Approval Request

RECOMMENDATIONS:

1. **THAT** the Festivals Burnaby Grant request from the Nikkei National Museum & Cultural Centre for their 20th Anniversary Event & Nikkei Matsuri Family Festival on 2020 September 3 - 7 be received.
2. **THAT** any Festival Grant assistance that is provided in response to this request be provided only when the Provincial Health Order restricting public assembly is lifted to the extent that the type of gathering described in the event application can take place in person.

REPORT

Large Scale Event:	Grant File # 20-L-002
Title of Event:	20 th Anniversary Event & Nikkei Matsuri Family Festival
Application Received:	2020 March 20
Project Budget:	\$146,900.00
Amount Requested:	\$25,000.00
Previous Support:	2019 Large Scale Festivals Burnaby Grant \$15,000.00
	2018 Large Scale Festivals Burnaby Grant \$11,000.00
	2017 Large Scale Festivals Burnaby Grant \$11,000.00
	2016 Large Scale Festivals Burnaby Grant \$11,000.00
	2015 Large Scale Festivals Burnaby Grant \$10,000.00
	2014 Large Scale Festivals Burnaby Grant \$18,000.00

1.0 INTRODUCTION

An application request for \$25,000.00 has been received from the Nikkei National Museum & Cultural Centre (NNMCC) for their 8th Annual Nikkei Matsuri Family Festival on 2020 September 3 – 7 at the Nikkei Place. This festival is a celebration of Japanese culture that enables all of the diverse cultures in the City of Burnaby. This is also NNMCC's 20th Anniversary celebration at Nikkei Place. The festival has grown to be one of the

To: *Executive Committee of Council*
 From: *Director Parks, Recreation & Cultural Services*
 Re: *Festivals Burnaby Program - Large Scale Event*
 2020 Jun 3..... Page 2

largest festivals in Metro Vancouver with projected attendance of an estimated 14,000 visitors.

Due to the COVID-19 pandemic, event organizers are working to address rapid changes of the situation with alternative options to comply with health and safety regulations. They plan to stretch the event over a 5-day period with extended hours to spread out the number of visitors, reconfigure layout and access restrictions if necessary, and move activities online, ranging from partial to full.

The event will showcase 5 days of family events, Japanese entertainment, ethnic foods and family oriented games.

Since September 2000, Nikkei National Museum & Cultural Centre has been open to the public and welcomes 100,000 people every year. The centre offers many cultural, educational and recreational programs for Burnaby residents.

2.0 POLICY SECTION

Goal

- A Connected Community
 - Social connection – Enhance social connections throughout Burnaby
- 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

3.0 RECOMMENDATION

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. It is recommended that the Festivals Burnaby Grant request from the Nikkei National Museum & Cultural Centre for the 8th Annual Nikkei Matsuri Family Festival on 2020 September 3 – 7 at the Nikkei Place be received.



Dave Ellenwood
 DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES



Meeting 2020 Jun 3
Committee REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2020 May 20

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 02410-20

SUBJECT: FESTIVALS BURNABY PROGRAM - LARGE SCALE EVENT

PURPOSE: Grant Approval Request

RECOMMENDATIONS:

1. **THAT** the Festivals Burnaby Grant request from the UniverCity Community Association for their SFU StreetFest @ UniverCity 2020 on September 18, 2020 be received.
2. **THAT** any Festival Grant assistance that is provided in response to this request be provided only when the Provincial Health Order restricting public assembly is lifted to the extent that the type of gathering described in the event application can take place in person.

REPORT

Large Scale Event:	Grant File # 20-L-003
Title of Event:	SFU StreetFest @ UniverCity 2020
Application Received:	2020 March 13
Project Budget:	\$55,350.00
Amount Requested:	\$12,000.00
Previous Support:	2019 Large Scale Festivals Burnaby Grant \$8,000.00

1.0 INTRODUCTION

An application request for \$12,000 has been received from the UniverCity Community Association for the SFU StreetFest @ UniverCity 2020 on September 18, 2020 at University High Street, Burnaby Mountain. This annual community-building festival takes place on the High Street of the UniverCity community on Burnaby Mountain, adjacent to SFU. This festival was created to further engage SFU students and staff, local businesses, SFU services, the local Burnaby District Elementary School, University Highlands and the UniverCity residents. This is a free one-day street festival that highlights various activities with performances, vendors, food and activities.

To: Executive Committee of Council
 From: Director Parks, Recreation & Cultural Services
 Re: Festivals Burnaby Program - Large Scale Event
 2020 Jun 3..... Page 2

Due to the COVID-19 pandemic, event organizers plan to create virtual activities for online engagements as well as limiting the number of attendees at the event venue to comply with the health and safety regulations.

The UniverCity Community Association (formerly SFU Community Association) was established in 2002 to address matters of mutual interest to the UniverCity community and help facilitate communication between UniverCity residents, the SFU Community Trust, Simon Fraser University, the City of Burnaby, and outside organizations. The Association's role is to initiate programs and projects that enhance and promote UniverCity as an attractive community to live and work.

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
 - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Dynamic Community
 - Economic opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries
 - Community development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

3.0 RECOMMENDATION

The application has been completed in full. 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:hb

20-L-001 UniverCity Community Association

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.: \$1,020,510.00
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 requesting the same funding as last year.

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: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 11880 9409 RR 0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Big Sisters of BC Lower Mainland

3. Organization Street Address: 34 East 12th St., Vancouver, BC V5T 2GS

4. Website (if applicable): bigsisisters.bc.ca

5. Grant Application Main Contact Person:

Name: Molly Loudon

Phone: [REDACTED]

Email: mloudon@bigsisisters.bc.ca

6. Alternative Contact person:

Name: Mila Ghorayeb

Phone: [REDACTED]

Email: mghorayeb@bigsisisters.bc.ca

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: Big Sisters Mentoring

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

Throughout the Lower Mainland. Burnaby is the second largest city we serve.

3. Project/Event/Program Start Date: January 1, 2020 (Ongoing)

4. Project/Event/Program End Date: December 31, 2020 (Ongoing)

D. PURPOSE OR BENEFIT*

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

Big Sisters of B.C. Lower Mainland provides supportive adult mentors to kids who need someone the most in order to help at risk youth ignite their full potential.

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

The Big Sisters program is a one-to-one mentorship that has a profound impact on Little Sisters (ages 7-17). Through regular outings (once a week for 2 to 4 hours for a minimum of one year), a relationship develops between the mentor and the Little Sister that is built on trust and common interests, and is supported by our experienced caseworkers. The result is a life-changing experience for both the volunteer mentor and Little Sister.

Right now, we are trying to ensure that our mentoring services run during a time of economic precarity. During this uncertain time of COVID-19, Big Sisters Mentoring is an essential mental health oriented program that alleviates the burdens of isolation and mental illness in at-risk youth. The youth we serve need this program more than ever, and our caseworkers are working hard to support and monitor each match.

The program is still operating as usual; we are assisting Big and Little Sister matches by helping them communicate through technology, and are leveraging our partnerships to provide handsets and low-cost internet to youth from low-income families to do so. Additionally, we are coordinating activities that Little Sisters can partake in from home, such as coordinating a virtual book club and pen pal project for them. We have provided Child Safety Training to mentoring matches so that their use of technology and online messaging services are safe and well-informed.

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?

Big Sisters Mentoring is an essential mental health oriented program that alleviates the burdens of isolation and mental illness in at-risk youth. The program provides a caring mentor to at-risk youth aged 7-17, and helps the pair develop a stable and trustworthy relationship. It is continuing during this time as youth need it more than ever, and our caseworkers are working hard to support and monitor each match.

This is an evidence-based solution. According to the Middle Years Developmental Instrument research performed through UBC, severe depression in youth is on the rise, and many do not – or cannot, due to financial constraints – receive adequate mental health treatment.

Further, a study by Harvard University notes that the key factor in overcoming adversity is having a stable, committed relationship with a supportive adult.

Put these together, and we see how mentoring is a proven, preventative strategy: it is no wonder that we observe so many improvements in the mental health of our Little Sisters during their time in our programs. As New York University recently found, participation in mentoring programs are correlated with “robust” improvements in mental health. Further, the Trevor Project found that “LGBTQ youth who report having at least one accepting adult were 40% less likely to report a suicide attempt in the past year.”

Kids right now are anxious, with essential community resources being over-flowed. When they lack parental support as well, their Big Sister is often the only stable adult in a Little Sister's life. That's why we continue to dedicate our resources to training volunteers, monitoring existing matches, and maintain stability amidst uncertainty.

Approximately 30 Little Sisters and 30 Big Sisters will benefit from operating our program in Burnaby.

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](#)):

Research shows that mentoring has a powerful impact on the lives of at-risk youth. It is proven that girls who have a positive mentor are less likely to engage in destructive behaviour such as bullying, fighting, binge drinking, drug use or dropping out of school. We know that 96 percent of adults who had a mentor as a child say they are happy and 92 percent feel confident. They also have a higher likelihood to:

- make good life choices,
- pursue a healthy lifestyle,
- be a senior leader at work, and
- have a strong network of family and friends.

Mentoring is also an economic investment in the community. Surveys conducted by program staff and external studies conducted by the Boston Consulting Group, Big Brothers Big Sisters, the University of British Columbia, and the Centre for Addiction and Mental Health reveal that for every dollar spent on mentoring programs, \$18 is returned to society and up to \$23 in the most vulnerable communities. This is the power of mentorship: it raises a society of caring and upstanding citizens, where no one is isolated, neglected, or left behind.

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.

We partner with Family Services of Greater Vancouver, Vancouver Aboriginal Child & Family Services Society, and the Burnaby School District. We receive referrals from these organizations.

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?

Throughout 2020, Big Sisters BCLM will continue to embed its long-term fundraising strategy to enhance financial sustainability. We anticipate being able to guarantee a significant percentage of mentoring program expenses thanks to revenue generated from our five annual fundraising events; family, private, and corporate giving foundations; Gaming; the United Way; individual donations; and municipalities.

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)

1. Number of youth served: we use statistical analysis and measure monthly, quarterly, and annually the number of volunteers and girls served in the program.
2. Match length: the minimum length of a match is 1 year, but most last far beyond that. Average match lengths help us analyze the efficacy of the program.
3. Impact: we survey and receive feedback from Little Sisters, their parents, and volunteers to assess the strengths and weaknesses of program delivery. We measure how the program has impacted Little Sisters' mental health, self-confidence, and motivation and take any other relevant factors into consideration.

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

We collect both qualitative and quantitative data as described above.

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...)	2.2	2
Grants (All federal, provincial, municipal, foundation and gaming grants)	39.2	49.8
Donations and Sponsorships (Cash)	46.3	38.9
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby	0.5	0.5

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

We are attempting to diversify our revenue stream, and continue to seek funding from corporate and municipal donors, as well as BC Gaming.

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	\$5000.00	\$5000.00	\$5000.00		\$5000.00
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Reduce our waitlist

Description:

In a time where kids are more vulnerable than ever, we want to make sure matches are made as soon as possible and that vulnerable youth do not have to wait too long for a Big Sister.

Goal 2:

Make sure we have infrastructure and capacity to support matches virtually

Description:

Due to COVID-19 social distancing protocols, matches have moved to virtual platforms. We are providing low-income Little Sisters with technology they need to stay connected and working on other partnerships that may help us build up our capacity to support Big and Little Sisters during this time.

Goal 3:

Diversify and strengthen funding

Description:

Almost half of our revenue comes from events; two of which were cancelled due to COVID-19. As such, we have the goal of strengthening our donor base and seeking alternate fundraising methods.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	709	751
Volunteer hours per year	52,400	47,362
Number of voting members	560	490

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)

We are committed to providing safe, inclusive environments for all LGBTQA2S individuals. We are aware of the challenges marginalized youth face that are specific to their identity, and have undergone staff training about gender and sexuality, as well as Indigenous issues in Canada, to better understand the hardships faced by our socially marginalized Littles. We hope to continue this training in the future by doing additional workshops with groups like the Raven Institute, who have provided us with crucial education on the issues Indigenous youth face in Canada. We have also transitioned to using more gender-inclusive language, as some of our Littles are undergoing gender transitions and do not identify as female.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

5 million general liability coverage.

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

A \$5,000 gift to the Big Sisters Mentoring Program offers the following recognition:

- Press release sent to Business in Vancouver "Hats Off" column
- Social media posts announcing donation
- Organization logo with link on the Big Sisters program webpage
- Organization listed in annual report

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:	2020
Month Fiscal Year Begins:	January

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. BC Community Gaming Grant	150000	150000	Y	January - December 2020
2.				
3				
Local Government (Specify)				
1. Municipal Grants	65822	70750	N	January - December 2020
2.				
3.				
Sponsorships (Specify)				
1. Included in fundraising below				
2.				
3.				
Earned Revenue				
1. Service Contracts	20524	20524	Y	January - December 2020
2.				
3.				
Fundraising (Net Revenue)	370440	304053	N	January - December 2020
Individual Donations	130037	159750	N	January - December 2020
In Kind Sources				
Investment Income	11682	11000	Y	January - December 2020
Other Sources (Specify)				
1. United Way Grant	22162	4433	Y	January December 2020
2. Foundation Grants	129212	282850	N	January - December 2020
3.				
Total Revenue	899879	1003360		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	97106	110147	
Office Supplies & Expenses	21742	21250	
Program & Event Supplies			
Advertising & Promotion	3949	2300	
Travel & Vehicles Expenses	56381	65893	Includes caseworkers' travel time
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs	1771	2000	
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	23832	28455	Includes caseworker's time for volunteer and child safety training
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Program Expenses	670174	773315	Direct Match Support, Program Admin, Volunteer Recruitment
2.			
3.			
4.			
5.			
Total Expenditures	874955	1003360	
CURRENT SURPLUS (DEFICIT)	-874955	-1003360	Should be \$24,924 for prior year actual & \$0 for current year budget

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: \$10,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$206,650.00
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.

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.

The City of Burnaby Grant would be used to offset operational costs associated with office supplies, advertising & promotion as well subsidizing the wages of our Community Engagement staff position.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: S-14552

Date of Incorporation: June 05, 1990

☒ Registered Charity Charitable No: 131450413

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Burnaby Volunteer Centre Society

3. Organization Street Address: 203 - 2101 Holdom Avenue, Burnaby, BC V5B 0A4

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

5. Grant Application Main Contact Person:

Name: Dave Baspaly

Phone: [REDACTED]

Email: dave@volunteerburnaby.ca

6. Alternative Contact person:

Name: Frieda Robertson

Phone: [REDACTED]

Email: frieda@volunteerburnaby.ca

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: Community Volunteers Support & Referral

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

Various venues throughout Burnaby

3. Project/Event/Program Start Date: On going programs throughout the year

4. Project/Event/Program End Date: December 31, 2020

D. PURPOSE OR BENEFIT*

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

Volunteer Burnaby acts as a convener for various community organizations to address volunteer mobilization in Burnaby. The Centre works through local partnerships and collaborations with various community groups and organizations, government, schools, and community leaders to identify needs, mobilize volunteers and deliver community events for Burnaby. Volunteer Burnaby is also committed to raise awareness of the value of volunteerism and citizenship in Burnaby. The program encourages people to volunteer for community events, provides information about volunteerism, recognizes the contributions of volunteers, and celebrates the contributions of committed volunteers in the community.

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

Volunteer Burnaby supports community events and activities in Burnaby and grassroots groups throughout the year. It is our commitment to build community through volunteering in prosperous and challenging times and connect people with what matters most for present and future generations. We have participated, mobilized supported volunteers for the various events hosted by the City of Burnaby. These events include: Hats Off Day Planning Committee (50,000 participants) – provided volunteer/ leadership expertise; Canada Day where we worked closely with the Burnaby Village Museum to provide family fun activities. At the Edmonds City Fair we are organizing community member as well as the Edmonds Festival of Light, World Rivers Days; Korean Festival and North Burnaby Community Fair. We are also founding partners at the SFU Volunteer Fair. This is a two day event to promote and provide information to the student population in Burnaby and beyond. Volunteer Burnaby is a key partner to respond to new initiatives to support those in need. We proudly recruited volunteers for 'Burnaby Pride Street Party' & the 'Coldest Night of the Year' in Burnaby. Current pandemic situations have presented new challenges and opportunities to explore innovative ways of volunteer involvement. We are ready to help all community service organizations to be ready to assist and involve volunteers as we do our part to flatten the curve. We support our health workers and our public health system through remote, touch less and virtual volunteering to keep the citizens of Burnaby engaged and safe. Our efforts to support and promote volunteerism contribute to the hope that, when it is appropriate and safe, we will go back to strengthen our community with regular events and activities. Meanwhile, we are ready to respond to the present needs to involve volunteers in this new normal.

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?

Our programs fit into the 'Connected Community' category. Research show that beyond our basic human need for social networks and relationships, participation in civic life is also an essential need and is a critical component of healthy communities. Feeling socially connected can help people reach out to others in their communities and support each other. We actively engage individuals and community groups to foster a healthy community. We serve and connect a diverse group of people with different cultural, education, economic backgrounds. We have extended our program to include youth to engage and stay connected to their community. The VBHive Special Events Team – A dedicated team of youth volunteers are dispatched to various events in Burnaby throughout the year. This is a trained team and is designed to get young citizens (Aged 16-25) of Burnaby involved in their community. We teach our volunteers valuable skills in leadership, teamwork, responsibility and accountability in order to help make Burnaby a better place to live. This team attends 18 events throughout the year and contributes to event set-up, cleanup, and arts and crafts for children, photography and promotion.

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 program & services of Volunteer Burnaby provide the citizens of Burnaby the opportunity to serve and connect to their community through volunteering. We facilitate the process by: 1) promoting volunteerism through various media outlets; 2) maintaining on-line database of volunteer opportunities as well one-on-one consultation to match volunteers with different non-profit agencies; 3) provide training to managers of volunteers to promote best practices in the field of Volunteer Management.

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.

Our programs are aligned to support the City of Burnaby Social Sustainability Plan. In 2013, the City of Burnaby identified our organization as a possible implementation partner. Volunteer Burnaby functions as the key resource for volunteer involvement and training in Burnaby. The programs offered by Volunteer Burnaby promote the 'Community Engagement' which supports the Strategic priority#3 of the Social Sustainability Plan. We have a designated staff position of 'Community Engagement' to fulfill our mandate of fostering and promoting volunteerism in the community as a whole. Our program activities include:

- Promoting volunteerism
- Building capacity for effective local volunteering
- Providing leadership on issues relating to volunteerism
- Connecting people with opportunities to serve

We are committed to furthering these principles to serve the community in all its diversity.

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 work closely with various community groups. Some of our key partners are: Heights Merchants' Association; Burnaby Neighbourhood House; Brentwood Town Centre, Burnaby Now

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)

Since 1979, Volunteer Burnaby has been enriching the lives of citizens of Burnaby and strengthening the community through volunteering. In an effort to better instill the value of volunteerism at a young age, we have developed strategies to target youth by connecting them to meaningful volunteer opportunities. We are fortunate to meet so many talented young people who are eager to learn and give back to their community. In the words of Puloma Kaushal, 2016 recipient of the City of Burnaby Youth Citizenship and Bursary, ... "Through volunteering, I have learned as much about myself as I have about others, which has led me to develop my strengths and pursue employment. you (Volunteer Burnaby) were the driving force behind discovering my passion of fostering community wellbeing, it has been incredibly fulfilling for me and I owe a lot of my success to Volunteer Burnaby.

We connected Burnaby citizens to volunteer opportunities through various media outlets. Our quarterly feature stories in the Burnaby Now reached out to 45,000 households in Burnaby. The stories highlighted the value of volunteerism and recognized the contribution of volunteers.

We supported approximately 60 member agencies with their volunteer recruitment/mobilization. Our on-line volunteer recruitment tool has an active listing of about 800 volunteer positions at any given time. The data collection from our website pages as well social media demonstrate a diversity of visitors who are who are exploring volunteer opportunities. In 2018, the Volunteer Burnaby' website hosted 13,749 on line sessions of people looking to get involved. This is encouraging because it highlights that visitors were informed and connected and they found value in the work of Volunteer Burnaby. In addition, 3,088 people followed us on the Social Media platforms such as Facebook, Twitter and Instagram.

The Special Needs Access program has helped over 280 individuals experience community participation to enrich their lives through volunteering. In 2019, we delivered Virtual training sessions for the managers of volunteers of 18 agencies. In addition, we implemented Volunteer Resources Administration Online Training. Individuals, that have already participated in the program and have successfully completed the learning modules, express their appreciation of our volunteer management learning opportunities. We are actively pursuing the promotion of the program to the professional associations as a venue for professional development in the field of Volunteer Management.

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

Database tracking and reports; sign-up and sign-in sheets to track volunteer hours at the events; training evaluation surveys and consulting post mortems to analyse the impact of training/consulting (accessibility, benefits, challenges implementing, etc.); conducting periodic member surveys to evaluate our programs & services; seeking feedback meetings minutes; case studies/success stories; marketing metrics such as website analytics, social media metrics, etc. Data is collected at and post events, and on an ongoing basis.

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...)	8	8
Grants (All federal, provincial, municipal, foundation and gaming grants)	86	86
Donations and Sponsorships (Cash)	1	1
Donations and Sponsorships (In-kind)	2	2
All donations (cash/in-kind) provided by the City of Burnaby	3	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.

We have a diverse funding sources to support our programs. We have an ongoing contract with Community Living BC (CLBC) to deliver supported volunteering program for individuals with special needs. Other sources include; Community Gaming Grant from the Province of BC, Service Canada to recruit staff to support the city wide special events during the months of summer, and membership and fundraising activities. We also explore other grant proposals to enhance and improve our programs delivery.

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	\$12000.00	\$12000.00	\$10000.00		\$10000.00
Grant - In-kind	\$1000.00	\$1000.00	\$0.00		
Permissive Tax Exemption	354,600	398,700	438,500		
Lease Grant	\$6535.00	\$6670.00	\$6815.00	\$6950.00	\$6950.00
Other					

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

Goal 1:

Increased Funding

Description:

- Maintain existing funding and explore opportunities to expand on funding
- Sponsorship for small events/projects
- Explore hosting a fundraiser
- Explore online Donations
- Apply for Special project grants
- Explore corporate donors

Goal 2:

Maintain/Enhance Service Delivery

Description:

- Deliver innovative learning opportunities
- Promote online/professional development programs
- Explore what motivates individuals to pursue professional development
- Continue to engage VB volunteers in various activities
- Enhance member services & benefits
- Support volunteers with disabilities

Goal 3:

Community Outreach and Communications

Description:

- Strengthen our communication channels through Social Media
- Focus on promotions and marketing by;
- Strengthening our relationship with Burnaby Now
- Membership database maintenance
- Cross street banners
- participating in Community Events
- Engaging with Regional, Provincial and National organizations in the Voluntary sector
- Participating in Interagency Meetings

- Building relationships with Corporations and Malls
- Staying connected with Post-secondary education institutions
- Implement Secondary Schools Outreach activities

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	235	250
Volunteer hours per year	1,800	1,900
Number of voting members	70	70

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)

We Support all individuals regardless of age, gender, ethnic background, religion, mental or physical ability, or sexual orientation, in their efforts to contribute to their communities. We educate our board, staff and volunteers to promote the benefits of diversity to all those involved with the Centre. The Centre reaches out to new immigrants by making presentations to LINC & MOSAIC program participants. Volunteer Burnaby is a member of the Organizing Committee for the 2nd Annual Burnaby Pride Weekend (August 9-10, 2019). Our primary role is to plan and facilitate the recruitment, training, recognition and overall management of the volunteer component of the event.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$5,000,000

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

The contribution of the City of Burnaby will be prominently recognized at public forums as well as in our media promotions (including social media). In July 2019, we were proud 'Sliver' sponsor of the Edmonds City Fair event. On a quarterly basis, we publish feature stories in the Burnaby Now highlighting success stories and an open invitation for community members to participate. We will acknowledge the City of Burnaby contribution to support our efforts to foster community engagement.

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
Month Fiscal Year Begins:	January 01

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. Service Canada	7588	7500	N	Canada Summer Jobs Program
2.				
3.				
Provincial Government (Specify)				
1. Community Gaming Grant	71547	74500	Y	Annual Gaming Grant
2. Community Living BC	77926	79000	Y	Special Needs Access Program - Contract
3				
Local Government (Specify)				
1. City of Burnaby	10000	10000	N	Annual Operational Grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Membership fees	5100	5500		Fees received throughout the year
2. Fees for service	7955	8000		Training/Consultation/Admin Support
3.				
Fundraising (Net Revenue)	2748	3000	N	Annual Gift Wrapping@Brentwood Mall
Individual Donations	2394	2300		Donations from individuals/businesses
In Kind Sources	5088	5100		Burnaby Now ads, BrentwoodMall, Printing
Investment Income	318	300	Y	GIC Interest
Other Sources (Specify)				
1. City of Burnaby	6815	6950	Y	Annual 50% Lease grant
Total Revenue	197479	202150		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	150951	163500	One full-time, 3 part-time positions and summer position(s)
Office Supplies & Expenses	8216	7150	Office Supplies, Maintenance, Telephone & Internet
Program & Event Supplies	5088	5100	Marketing & Promotion
Advertising & Promotion	3591	3500	Advertising in Local Papers
Travel & Vehicles Expenses	456	600	Mileage
Interest and Bank Charges	444	400	
Licences, Memberships, & Dues	2311	2200	Volunteer Canada, GoVolunteer, City of Burnaby
Occupancy Costs	13786	13900	Office Rent
Professional & Consulting Fees	2600	2600	Accounting Firm Services
Capital Purchases & Improvements			
Amortization of Capitalized Assets	740	600	
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	2615	1200	Staff Professional Development
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Insurance	2425	2700	General Liability, Directors' Insurance
2. Directors' Expenses	1005	500	Directors' Meetings Expenses
3. Workshops & Meetings	1691	1700	On-line Database Maintenance & Workshops
4. Volunteer Expenses	854	1000	National Volunteer Week Recognition
5. Misc	100		
Total Expenditures	196873	206650	
CURRENT SURPLUS (DEFICIT)	196873 606	206650 -4,500	

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: \$10,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$278,000.00
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.

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.

The grant will offset the proportion of Take a Hike Foundation's operating costs associated with the Burnaby Take a Hike Program, including a portion of salaries, insurance, office rent, marketing and communications, finance, technology, office supplies and other operating expenses.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 89139 4611 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Take a Hike Youth at Risk Foundation

3. Organization Street Address: 728 - 736 Granville Street

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

5. Grant Application Main Contact Person:

Name: Larissa Hayes

Phone: 6046383385, ext. 102

Email: larissa@takeahikefoundation.org

6. Alternative Contact person:

Name: Deb Abma-Sluggett

Phone: 6046383385, ext. 101

Email: deb@takeahikefoundation.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: N/A

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

N/A

3. Project/Event/Program Start Date: 2020-09-01

4. Project/Event/Program End Date: 2021-08-31

D. PURPOSE OR BENEFIT*

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

N/A

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

N/A

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?

N/A

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](#)):

N/A

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.

N/A

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?

N/A

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)

N/A

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

N/A

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)	12	15
Donations and Sponsorships (Cash)	87	84
Donations and Sponsorships (In-kind)	1	1
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.

In 2017, we set a ten-year vision of scaling the program across the province. In line with this vision, we have been working towards diversifying and increasing revenue over the longer term, including for existing program locations such as Burnaby. Our long-term fund development strategy includes maintaining and growing our base of loyal long-term donors, increasing leadership and multi-year pledges, and broadening our funding base.

We partner with school districts, who provide everything they would normally offer for an alternate education program, including classroom space. This in-kind support reduces our program costs by approximately half. The majority of Take a Hike's revenues come from annual and multi-year private donations from over 1500 corporations, individuals and foundations. This includes confirmed three-year grants from: Allan & Gill Gray Foundation (Philanthropy Initiative with Employees of Orbis) (\$765,000), Coast Capital Savings (\$300,000), and RBC Foundation (\$250,000). These grants apply to all program locations, and the Burnaby Take a Hike Program counts on a portion of this support. As a testament to their support of Take a Hike and its mission, 100% of board directors and the majority of staff make an annual gift to the organization.

The COVID-19 crisis may impact some of our funding sources in both the short and long term, however we count on a strong base of loyal donors. Our goal is to adapt to changing funding circumstances through innovation in our fund development strategies and program delivery methods, so that vulnerable youth and families continue to receive support based on our proven, evidence-based program model in Burnaby and across all Take a Hike Program locations.

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	\$25000.00
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:

As part of our strategic plan and ten-year scaling vision, Take a Hike has set the following strategic priorities:
Engaged People and Organizational Capacity

Description:

Ensure we have the right people, culture and community to sustain growth, and adopt policies & procedures and risk management best practices to accelerate the pace of growth.

Goal 2:

Sustainable Funding

Description:

Secure community, corporate, philanthropic and government funding to sustain growth.

Goal 3:

Program Innovation and Youth Success

Description:

Continually improve, measure and report on our world-class program model, and ensure high-class quality program is available to all youth in need.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	100	100
Volunteer hours per year	12,800	12,800
Number of voting members	21	23

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)

Take a Hike is accessible to all vulnerable youth aged 15-18 who would benefit. Our school district partners have well-

established procedures to identify and refer youth in need, and we generally accept youth on a first-come, first-serve basis. The program is entirely free to participants and their families, including all outdoor gear and equipment and a meal program. We are committed to cultural safety and ensuring we meet participants' needs in a culturally appropriate way. Of past participants, approximately: 30-50% self-identify as Indigenous, and an additional 25% as visible minorities; 70-80% experience financial need; 15-20% have experience of the foster care system; and 15-20% have had involvement with the police.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

General liability insurance of \$5.0 million

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

Recognition corresponding with a \$25,000 grant (the total amount requested from the City of Burnaby) would include:

- Contributor name listed in Take a Hike's Yearbook (annual report)
- Contributor name, logo and link listed on Take a Hike's donor webpage for one year
- Two posts promoting the grant on Take a Hike's social media channels
- Press release announcing the contribution in local media
- Cheque presentation with staff
- Opportunity to meet with a Take a Hike youth ambassador

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:	2019/20
Month Fiscal Year Begins:	September

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	0	0	N/A	N/A
2.				
3.				
Provincial Government (Specify)				
1. BC Gaming	0	60000	Y	Direct Social Services, 2019/20
2. BC Civil Forfeitures Grants	0	75000	Y	Crime Prevention and Remediation, 2019/20
3				
Local Government (Specify)				
1. Burnaby School District	29714	26000	Y	Annual donation
2. Delta School District	150000	150000	Y	Donations toward Delta Program
3. Licensed Gaming	3154	3000	Y	
Sponsorships (Specify)				
1. N/A	0	0	N/A	N/A
2.				
3.				
Earned Revenue				
1. N/A	0	0	N/A	N/A
2.				
3.				
Fundraising (Net Revenue)	0	0	N/A	Included in donations
Individual Donations	0	0	N/A	Included in donations
In Kind Sources	20000	20000	Y	Gear. Excl. school district in-kind support
Investment Income	4555	10450	N	Interest
Other Sources (Specify)				
1. Donations	1324638	1705000	Mixed	Individuals, corporations and foundations
2.				
3.				
Total Revenue	1532061	2049450		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	1064417	1456000	All staff salaries & benefits, including program staff and drivers
Office Supplies & Expenses	58035	42600	
Program & Event Supplies	130739	114000	Adventure-base learning equip & supplies, weekly outdays, expediti
Advertising & Promotion	8285	15000	Marketing, media & communications
Travel & Vehicles Expenses	52293	84400	Vehicle maintenance, gas and insurance - for transporting youth
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	43122	66000	Rent & utilities
Professional & Consulting Fees	0	0	
Capital Purchases & Improvements	0	105000	24-passenger bus to transport youth
Amortization of Capitalized Assets	28020	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	0	0	
Education and Training for Staff & Volunteers	10987	29000	
City Services Expenses (Specify)	0	0	
1. None	0	0	N/A
2.			
3.			
Other Expenses (Specify)			
1.Fundraising Costs	36531	77600	
2.Insurance	8800	12000	
3.Other program costs	15139	21500	Meal program and student engagement
4.Program support costs	12450	39000	Travel, tech for staff, consulting
5.Expansion	46946	0	
Total Expenditures	1515764	2062100	
CURRENT SURPLUS (DEFICIT)	-1515764	-2062100	

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: \$15,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$278,000.00
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.

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, this application is for a Program Grant. The grant will be used towards program costs for the Burnaby Take a Hike Program.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 89139 4611 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Take a Hike Youth at Risk Foundation

3. Organization Street Address: 728 - 736 Granville Street

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

5. Grant Application Main Contact Person:

Name: Larissa Hayes

Phone: 6046383385, ext. 102

Email: larissa@takeahikefoundation.org

6. Alternative Contact person:

Name: Deb Abma-Sluggett

Phone: 6046383385, ext. 101

Email: deb@takeahikefoundation.org

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Burnaby Take a Hike Program

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

Canada Way Learning Centre, 5310 Woodsworth St, Burnaby, BC, V5G 1S4

3. Project/Event/Program Start Date: 2020-09-01

4. Project/Event/Program End Date: 2021-08-31

D. PURPOSE OR BENEFIT*

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

Take a Hike is a full-time mental health and emotional well-being program that uses the outdoors and adventure to engage vulnerable youth in school, community and mental health supports. Youth ages 15-18 are referred to Take a Hike because of mental health challenges, past trauma and chronic non-attendance. We are one of the few programs in the province to embed full-time registered clinical counsellors in a school setting, who provide intensive prevention and early intervention supports that help youth improve their mental health and well-being, and build skills and resilience.

Our goal is to support vulnerable youth to overcome barriers and achieve success in school and in their lives. This includes:

- Increased engagement with school and community.
- Improvements in social and emotional skills, and mental and physical health and well-being.
- Improved academic success, leading to high school graduation.

Our ultimate goal is to assist youth to become resilient individuals with the skills needed to navigate the challenges of young adulthood, including furthering their education, securing employment, finding housing and building healthy relationships - so they can grow into contributors to their communities.

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

Before COVID-19, Take a Hike's standard program model has been delivered five days per week throughout September to June. In each location, the same staff and up to twenty youth spend substantial shared time together. The program quickly begins to feel like a family. From this unique learning environment, youth have engaged in four key activities:

- Clinical Counselling: One full-time embedded clinical counsellor is embedded in a group of up to 20 youth. Counsellors provide daily group counselling and regular individual counselling sessions, in addition to counselling activities embedded throughout other programming. This helps youth to build social and emotional competencies, improve mental health and well-being, and re-engage with school and academics. For many youth, our program is their first encounter with counselling. Counsellors also provide family therapy whenever it is possible to engage participants' families.
- Outdoor Adventure-Based Learning (ABL): Youth participate in weekly day trips plus 2-3 multi-day wilderness trips per year in fall, winter and spring. These activities offer unique opportunities to develop social and emotional competencies, resilience, and skills such as leadership and problem-solving.
- Community Involvement: Youth build connections to their communities and gain job skills through regular volunteering with local non-profits and community projects. In parallel, local volunteers mentor and tutor youth in the program, letting them know they can count on the community for support.
- Academics: Youth can complete all classes required for their high school diploma through personalized education plans that set out a path to graduation. Outdoor activities also often integrate cross-curricular and experiential learning, giving youth an understanding of how the academic concepts they learn in school relate to real-world skills.

The COVID-19 crisis is compounding many of the challenges the vulnerable youth in our program already face – anxiety, depression, suicidal ideation, addictions, and trauma. A number of their families have lost income and are experiencing food insecurity (many for the first time), heightened anxiety and hopelessness. At this time of great uncertainty and stress, we are committed to providing essential continuity of support to youth and their families. In addition to immediately adapting our programming to provide virtual supports during Spring 2020, this includes preparing to deliver our program

With the recent news that schools are likely to reopen in September, we have begun to plan for different scenarios that take into account possible changes to learning environments and funding. Our goal is to adapt to changing circumstances through innovation in our program delivery methods, so that vulnerable youth continue to receive support based on our proven, evidence-based program model. As plans are evolving as school and funding circumstances change, our ability to deliver different programming scenarios is dependent on securing sufficient funding, which is at risk in the current climate.

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?

The Burnaby Take a Hike program serves approximately 20 vulnerable youth annually. Our participants are capable and generally motivated young people ages 15-18 who have experienced significant mental health or behavioural challenges, past trauma, or chronic non-attendance at school. Around three quarters of our youth engage in substance use, and the majority are designated by the Ministry of Education as requiring intensive support for behaviour or mental health, including serious mental illness. See question F6 for more details about participant demographics.

In addition to direct benefits to youth, the program benefits families through their children's improved well-being and through supports including family therapy. Communities benefit through the volunteer hours youth regularly contribute to local non-profits and community initiatives through the community involvement component of the program, and through the growth of vulnerable youth into contributing members of society. The program indirectly benefits an estimated 120 individuals in the Burnaby community annually.

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 Burnaby Take a Hike Program aligns closely with many of the key social planning and community goals of the city's plans, particularly: Official Community Plan's goal to facilitate community development that enhances the physical, social and psychological well-being of Burnaby residents; the Plan's focus on Prevention (responding to existing and anticipated community needs to minimize future problems), Accessibility and Inclusion (see question F6 below), and Efficiency & Effectiveness (evaluating outcomes from a social and economic perspective); Social Sustainability Strategy, Strategic Priority 1: Meeting Basic Needs, particularly healthy living, as an essential building block of community inclusion and resilience; and Economic Development Strategy, priority G1: building a strong, liveable, healthy community through enhancing local quality of life and skilled residents, including through education, health services, public safety and social services.

Youth join Take a Hike when they are at risk of leaving high school without graduating, often because of mental health challenges. The majority of our participants experience financial need, and a number have had involvement with crime. Leaving these challenges unaddressed comes at a long-term cost for individual youth and for society at large. For example, the long-term cost of youth not graduating from high school is well-documented, including an increased likelihood of unemployment, poorer health outcomes, and reliance on social supports, which undermine community resilience and well-being.

Take a Hike is focused on prevention and early intervention, through providing clinical counselling and other supports that help youth to overcome the barriers that they have faced, so they can change the trajectory of their lives. The successes of Take a Hike alumni show that the program has a lasting impact on our participants' well-being, physical and mental health, and resilience, as well as a wider impact on community health and liveability. Of alumni respondents in a 2019 survey: 71% had pursued and graduated from post-secondary education; 90% were employed in either full-time or part-time work; 95% reported improvements in mental health as a result of Take a Hike; 97% reported improvements in physical health; and 79% reported a greater appreciation for their community. In addition, 10.5% had been charged and found guilty of a crime before joining Take a Hike; of these, 25% had spent time in jail. Since participating in Take a Hike, none have had incidents with the justice system.

We engaged with private consultants PwC to complete a Social Return on Investment (SROI) study to understand and quantify the long-term impacts that the Take a Hike program provides to vulnerable youth and communities. This study demonstrated that for every dollar invested in Take a Hike, society will recognize a return of between \$5.60 and \$13.40.

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.

Take a Hike is offered in partnership with local school districts, who provide everything they would normally offer for an alternate education program (e.g. teachers, youth workers, classroom space and support from the district principal). These contributions reduce program costs by approximately half. The Take a Hike Foundation layers in program elements

that are beyond what the public school system can provide, but which are essential to vulnerable students' success (e.g. a full-time registered clinical counsellor for each classroom, adventure-based learning and more).

Volunteers support all aspects of Take a Hike, from outdoor activities and other program delivery, to our board of directors. The program engages community partners who offer a range of opportunities for our participants that maximize use of community resources. Local organizations offer volunteer placements and engagement activities that connect youth with opportunities in fitness, outdoor activities, youth leadership, mental health, education and scholarships. Community policing officers and community nurses engage with the classroom on a regular basis, and Take a Hike counsellors refer youth to additional local mental health resources (e.g. addictions treatments) as needed.

Attached are letters of support from the Burnaby School District and Graham Goertzen, a volunteer who supports Burnaby program activities and is also a parent of participants in the Vancouver Take a Hike Program.

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?

If the amount requested from the City of Burnaby is not fully granted, we would look to raise the difference from other sources. We are continually actively working to build financial support for our programs, including from local businesses, individuals, and other sources.

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)

Anticipated outputs include:

- Program will serve approximately 20 vulnerable youth.
- Each participant engaged in an estimated 200 days of programming (Monday to Friday), including 24-48 hours of individual clinical counselling sessions (amount depending on diagnosis), 60-100 hours of group therapy, 215 hours of outdoor adventure-based activities, and 10-20 hours of volunteering in community organizations and projects.
- Therapists hold clinical hours 5 days per week, leading individual, group and family therapy.
- Output hours may change depending on how programming is ultimately delivered: in-person or virtual.

Anticipated youth outcomes include improved mental health and well-being, social and emotional skills, engagement with school and community, and academic success (including high school graduation). Since 2000, Take a Hike has supported hundreds of vulnerable youth to change the trajectory of their lives. Over the past five years across all Take a Hike locations, 90% of grade 12 youth graduated, and a survey of 2017 graduates showed that 80% were enrolled in post-secondary education within one year of graduation. Last year (2018/19), across all Take a Hike Programs, 97% of grade 12 participants graduated, and youth collectively contributed over 2500 volunteer hours to their local communities.

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

Take a Hike's evaluations tools and processes are grounded in our Program Model and Theory of Change, which was developed in collaboration with experts in child and youth development from the University of British Columbia and University of Victoria. At the end of each school year we measure and compile a number of metrics and publish them in an annual report and elsewhere, including Grade 12 graduation rates, school attendance and number of hours youth spend volunteering in the community. Take a Hike's registered clinical counsellors also conduct detailed intake questionnaires and annual pre- and post-program surveys with each participant that include a range of questions related to our target outcomes (e.g. social and emotional skills, resilience, connectedness and mental health and well-being).

In addition to measurable metrics, youth needs and outcomes are regularly assessed by well-trained program staff who spend substantial shared time with participants. Youth reflect on their own outcomes through activities like journaling during multi-day trips, and through regular individual and group therapy sessions.

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)	12	15
Donations and Sponsorships (Cash)	87	84
Donations and Sponsorships (In-kind)	1	1
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.

In 2017, we set a ten-year vision of scaling the program across the province. In line with this vision, we have been working towards diversifying and increasing revenue over the longer term, including for existing program locations such as Burnaby. Our long-term fund development strategy includes maintaining and growing our base of loyal long-term donors, increasing leadership and multi-year pledges, and broadening our funding base.

We partner with school districts, who provide everything they would normally offer for an alternate education program, including classroom space. This in-kind support reduces our program costs by approximately half. The majority of Take a Hike's revenues come from annual and multi-year private donations from over 1500 corporations, individuals and foundations. This includes confirmed three-year grants from: Allan & Gill Gray Foundation (Philanthropy Initiative with Employees of Orbis) (\$765,000), Coast Capital Savings (\$300,000), and RBC Foundation (\$250,000). These grants apply to all program locations, and the Burnaby Take a Hike Program counts on a portion of this support. As a testament to their support of Take a Hike and its mission, 100% of board directors and the majority of staff make an annual gift to the organization.

The COVID-19 crisis may impact some of our funding sources in both the short and long term, however we count on a strong base of loyal donors. Our goal is to adapt to changing funding circumstances through innovation in our fund development strategies and program delivery methods, so that vulnerable youth and families continue to receive support based on our proven, evidence-based program model in Burnaby and across all Take a Hike Program locations.

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	\$25000.00
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:

As part of our strategic plan and ten-year scaling vision, Take a Hike has set the following strategic priorities:
Engaged People and Organizational Capacity

Description:

Ensure we have the right people, culture and community to sustain growth, and adopt policies & procedures and risk management best practices to accelerate the pace of growth.

Goal 2:

Sustainable Funding

Description:

Secure community, corporate, philanthropic and government funding to sustain growth.

Goal 3:

Program Innovation and Youth Success

Description:

Continually improve, measure and report on our world-class program model, and ensure high-class quality program is available to all youth in need.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	100	100
Volunteer hours per year	12,800	12,800
Number of voting members	21	23

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)

Take a Hike is accessible to all vulnerable youth aged 15-18 who would benefit. Our school district partners have well-

established procedures to identify and refer youth in need, and we generally accept youth on a first-come, first-serve basis. The program is entirely free to participants and their families, including all outdoor gear and equipment and a meal program. We are committed to cultural safety and ensuring we meet participants' needs in a culturally appropriate way. Of past participants, approximately: 30-50% self-identify as Indigenous, and an additional 25% as visible minorities; 70-80% experience financial need; 15-20% have experience of the foster care system; and 15-20% have had involvement with the police.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

General liability insurance of \$5.0 million

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

Recognition corresponding with a \$25,000 grant (the total amount requested from the City of Burnaby) would include:

- Contributor name listed in Take a Hike's Yearbook (annual report)
- Contributor name, logo and link listed on Take a Hike's donor webpage for one year
- Two posts promoting the grant on Take a Hike's social media channels
- Press release announcing the contribution in local media
- Cheque presentation with staff
- Opportunity to meet with a Take a Hike youth ambassador

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
Month Fiscal Year Begins:	September

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	0	0	N/A	N/A
2.				
3.				
Provincial Government (Specify)				
1. BC Gaming	0	20000	Y	Direct Social Services, 2019/20
2. BC Civil Forfeitures Grants	0	12500	Y	Crime Prevention and Remediation, 2019/20
3 Licensed Gaming	561	500	Y	
Local Government (Specify)				
1. Burnaby School District	29714	26000	Y	Annual donation
2.				
3.				
Sponsorships (Specify)				
1. N/A	0	0	N/A	N/A
2.				
3.				
Earned Revenue				
1. N/A	0	0	N/A	N/A
2.				
3.				
Fundraising (Net Revenue)	0	0	N/A	Included in donations
Individual Donations	0	0	N/A	Included in donations
In Kind Sources	0	0	N/A	Excl. in-kind support from School District 41
Investment Income	911	1742	N	Interest
Other Sources (Specify)				
1. Donations	251665	264758		Individuals, corporations and foundations
2.				
3.				
Total Revenue	282851	325500		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	214104	247000	All staff salaries & benefits, including program staff and drivers
Office Supplies & Expenses	9865	7000	
Program & Event Supplies	22226	19000	Adventure-base learning equipment and supplies
Advertising & Promotion	1408	2500	Marketing, media & communications
Travel & Vehicles Expenses	8890	14000	Vehicle maintenance, gas and insurance - for transporting youth
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	7331	11000	Rent & utilities
Professional & Consulting Fees	0	0	
Capital Purchases & Improvements	0	0	
Amortization of Capitalized Assets	4763	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	0	0	
Education and Training for Staff & Volunteers	1868	0	
City Services Expenses (Specify)	0	0	
1.			
2.			
3.			
Other Expenses (Specify)			
1. Fundraising sosti	6210	13000	
2. Insurance	1496	2000	
3. Other program costs	2574	4000	Meal program and student engagement
4. Program support costs	2116	6000	Travel, tech for staff, consulting
5.			
Total Expenditures	282851	325500	
CURRENT SURPLUS (DEFICIT)	-282851	-325500	

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: \$3,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$58,230
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.

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: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 106793722RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Big Brothers of Greater Vancouver (BBGV)

3. Organization Street Address: 102 - 1193 Kingsway, Vancouver BC V5V 3C9

4. Website (if applicable): bigbrothersvancouver.com

5. Grant Application Main Contact Person:

Name: Teresa Quach

Phone: 604-876-2447 ext. 306

Email: tqquach@bbgvf.com

6. Alternative Contact person:

Name: Mandy Wong

Phone: 604-876-2447 ext. 247

Email: mwong@bbgvf.com

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: Mentoring with Math

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

North Burnaby Neighborhood House

4908 Hastings St, Burnaby, BC V5B 1P6

3. Project/Event/Program Start Date: October 2020

4. Project/Event/Program End Date: July 2021

D. PURPOSE OR BENEFIT*

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

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

BBGV is asking the City of Burnaby for assistance in helping cover the costs of Mentoring with Math (MwM). Specifically, the cost of the Jump Math Workbooks and volunteer education and training.

The Jump Math Workbooks are excellent learning resources that the Littles get to work on while they are with their mentors. They come in four distinct categories, from a low difficulty (A) to more complex (D). Despite any mathematical complexity, the textbooks have very low barriers in terms of language complexity, making them excellent sources for Littles who do not use English as their first language. As the students use the textbooks throughout the program and then take them home at the end, BBGV needs to purchase a new set for each run of the Mentoring with Math program.

Our volunteers that serve as mentors to the littles receive valuable training from our Mentoring Coordinators. They learn about what is mentorship, successful attributes of a mentor, role of a Mentoring Coordinator, Child Development, Agency rules, child safety (boundaries, types of abuse, disclosures and discovery, duty to report), and stages of a mentoring relationship including closure. Mentoring with Math volunteers also receive additional training on Jump Math! (textbook), the philosophy that all students have undiscovered potential, tutoring tips, common issues that students encounter when learning math, how to build confidence and reduce anxiety in children.

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

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

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

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

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

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

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

their Littles' math skills, and build a strong friendship.

Benefits of this program include:

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

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

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

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

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

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](#)):

Mentoring with Math strongly adheres to the Social Sustainability Strategy. Mentoring with Math is about people and individuals within the community working together to meet the needs of local youth and help them realize their potential, and prosper in a healthy environment, both academically and socially.

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.

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

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

6. 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?

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

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 key objectives of the program include:

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

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

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

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

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

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)	21	22
Donations and Sponsorships (Cash)	69	61
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	8	17

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.

BBGV is currently pursuing a number of funding opportunities related to Mentoring with Math. Funders include Canada Post and BC Hydro.

BBGV consistently seeks to create a diverse portfolio of funding sources based on finding a link between priorities between funder and the mission of BBGV. This includes a strong focus on annual fundraising, major gifts, and grants. Additionally, support is provided through the BBGV Clothing Donation program, which provides much of the operating costs for the organization. As you know, these are unprecedented times and many charities have been affected by covid-19. As a result, we had to temporarily suspend clothing donation operations and events to adhere to social distancing guidelines. This has affected us financially and now more than ever, require funding to help us serve children and youth during this difficult time.

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	\$3,000 – Programming Grant	\$3,000 – Programming Grant	\$3,000 – Programming Grant		\$3,000 – Programming Grant
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Recruit More Volunteers

Description:

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

Goal 2:

Serve More Children

Description:

Our goal is to serve over 40 children through our Mentoring with Math program. Last year we served 36 children in Burnaby for our Mentoring with Math program and we hope to surpass that number this year.

Goal 3:

Sustain Our Programs Financially

Description:

Due to COVID-19 and the loss of temporarily closing our clothing donation service, there will be a huge revenue loss for our organization. We hope to secure new and more funding to help cover this loss and sustain our programs as best we can.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	889	779
Volunteer hours per year	61,289	53,339
Number of voting members	38	35

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)

BBGV is dedicated to supporting children and youth in developing skills so they can grow to become active and contributing members of the community. To ensure this, our programs are free and community based to reduced barriers of travel. Many of our Mentoring Coordinators speak more than one language and devote effort in our marketing and promotions to reach communities which are under-served. We are committed to the values of diversity and inclusion. We respect and welcome participation of all individuals. We believe that the diversity of our volunteers, families, and staff allows us to collectively strengthen our organization to intentionally support the communities we serve.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Fosters Park Brokers

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

A grant of \$3000 would put the City of Burnaby in our Big Buddy Circle of recognition. This would include recognition on the BBGV Our Partners page, e-newsletter, annual report, and social media. For more information on recognition pieces, please contact BBGV.

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:	July 2020- August 2021
Month Fiscal Year Begins:	July 31, 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.Community Gaming Grant	\$5,000	\$10,000	Y	
2.				
3				
Local Government (Specify)				
1.City of Burnaby	\$3,000	\$3,000	N	
2.				
3.				
Sponsorships (Specify)				
1.United Way Allocation	\$2,932	\$2,990	Y	
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)	\$46,298	\$42,240	Y	
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	\$57,230	\$58,230		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	\$36,884	\$33,400	
Office Supplies & Expenses			
Program & Event Supplies	\$750	\$1,700	
Advertising & Promotion	\$1,111	\$1,730	
Travel & Vehicles Expenses	\$931	\$0	
Interest and Bank Charges			
Licences, Memberships, & Dues	\$781	\$710	
Occupancy Costs	\$6,264	\$9,520	
Professional & Consulting Fees	\$495	\$460	
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	\$6,161	\$5,380	
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.General and Admin	\$3,853	\$5,330	
2.			
3.			
4.			
5.			
Total Expenditures	\$57,230	\$58,230	
CURRENT SURPLUS (DEFICIT)	0	0	

New Business