



## **EXECUTIVE COMMITTEE OF COUNCIL M I N U T E S**

**Wednesday, June 3, 2020, 4:00 p.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 Paul McDonell, Member (*participated electronically*)  
Councillor James Wang, Member

**STAFF:** Mr. Lambert Chu, City Manager  
Ms. Noreen Kassam, Director Finance  
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
Mr. Ed Kozak, Director Planning & Building  
Ms. Lois Dawson, Special Events Officer  
Ms. Elaine Wong, Executive Assistant to the Mayor  
Ms. Monica Macdonald, Administrative Officer  
Ms. Lauren Cichon, Council Support Assistant

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

The Chair called the Open Committee meeting to order at 4:01 p.m. and conducted the roll call. Councillor McDonell participated electronically due to the COVID-19 pandemic.

For the benefit of Councillor McDonell, the Chair reviewed the staff present at the meeting.

The Chair, Councillor Sav Dhaliwal, recognized the ancestral and unceded homelands of the hə́nǰəmiṇə́m and Sḵwx̱wú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this shared territory.

## **2. MINUTES**

### **2.1 Minutes of the Executive Committee of Council Open meeting held on 2020 May 05**

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY COUNCILLOR WANG

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

CARRIED UNANIMOUSLY

## **3. CORRESPONDENCE**

### **3.1 Correspondence from Nathan Davidowicz - Re: Service Contract with TransLink**

Correspondence was received from Mr. Nathan Davidowicz in response to: 1) the Canadian Urban Transit Association's resolution on Federal Government funding to stabilize public transport, referred to the Committee by Council at its 2020 April 27 meeting; and 2) the motion adopted at the Committee's 2020 May 05 meeting requesting a report from staff on the TransLink's governance structure and the role of the Mayor's Council. Mr. Davidowicz provided comments and recommendations for the Committee's consideration.

The Committee advised Mr. Davidowicz, who was in attendance, that a staff report on the matter would be brought forward to a future Committee meeting.

## **4. REPORT**

### **4.1 Report from the Director Planning and Building - Re: Update of City of Burnaby Equity Policy**

The Director Planning and Building submitted a report proposing an update to the City's Equity Policy.

The Director of Planning and Building recommended:

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

MOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR WANG

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

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 the festivals' cancellations due to the COVID-19 pandemic.*

**6. NEW APPLICATIONS - FESTIVALS BURNABY GRANTS**

The Chair proposed that, despite the current restrictions imposed on public gatherings due to the pandemic, the Committee consider the Festivals Burnaby Grant applications on the agenda.

Arising from discussion, and with unanimous consent, the Committee agreed to consider the applications; however, directed staff to withhold any approved grant funding until the Provincial Health Order restricting public assembly is lifted, to the extent that the type of gathering described in the applications can take place in person.

**6.1 NEIGHBOURHOOD EVENTS**

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

*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)*

MOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$1,500 be awarded to the Korean Writers' Association of Canada in support of the Canada-Korea Literary Festival to be held on 2020 October 10 at the Shadbolt Centre for the Arts.

CARRIED UNANIMOUSLY

## 6.2 SMALL SCALE EVENTS

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

#### *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*

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY MAYOR HURLEY

THAT this grant request be **DENIED**.

CARRIED UNANIMOUSLY

The Committee questioned whether this event is a sports event or a festival, and if the application would qualify for a Festivals Burnaby grant.

Arising from discussion, and without objection by any member, the Committee requested staff to contact the applicant for additional information on their event, clarify the Festivals Grant criteria with respect to their application, and if appropriate, assist them with re-submitting their grant application.

Staff undertook to follow-up with the applicant.

## 6.3 LARGE SCALE EVENTS

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

#### *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)*

MOVED BY COUNCILLOR CALENDINO  
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$15,000 be awarded to the Nikkei National Museum and Cultural Centre in support of the 20th anniversary celebration & Nikkei Matsuri Family Festival 2020 to be held from September 03 to September 07 at the Nikkei Place in Burnaby.

CARRIED UNANIMOUSLY

The Committee expressed concern that the organizers may move activities on-line.

The Committee advised that funding support would be conditional on hosting a large scale, in person event.

Staff advised that funding would only be released after 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.

### **6.3.2 #20-L-003 - UniverCity Community Association**

#### *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 on 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*

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$8,000 be awarded to the UniverCity Community Association in support of the SFU StreetFest to be held on September 18 on University High Street, Burnaby Mountain.

CARRIED UNANIMOUSLY

## **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 the COVID-19 pandemic).*

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

## **8. NEW APPLICATIONS - COMMUNITY GRANTS**

### **8.1 #20.17. - Big Sisters of BC Lower Mainland**

#### *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 the 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*

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$5,000 be awarded to Big Sisters of BC Lower Mainland in support of mentoring services provided by the organization in Burnaby from 2020 January 01 to December 31.

CARRIED UNANIMOUSLY

### **8.2 #20.18. - Burnaby Volunteer Centre Society**

#### *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 the 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*

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR CALENDINO

THAT an operating grant in the amount of \$10,000 be awarded to the Burnaby Volunteer Centre Society to offset the proportion of costs associated with community volunteers' support and referral activities in 2020.

CARRIED UNANIMOUSLY

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

#### *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 the 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*



MOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR WANG

THAT this grant request be **DENIED**.

CARRIED UNANIMOUSLY

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

*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 the 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 families' 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*

MOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$7,500 be awarded to Take a Hike Youth at Risk Foundation in support of the Burnaby Take a Hike Program from 2020 September 01 to 2021 August 31.

CARRIED UNANIMOUSLY

The Committee inquired whether the City of Vancouver provides funding support to the Vancouver Take a Hike Program.

Staff undertook to investigate.

## 8.5 #20.21. - Big Brothers of Greater Vancouver

### *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 the 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.*

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR MCDONELL

THAT a grant in the amount of \$3,000 be awarded to Big Brothers of Greater Vancouver in support of their mentorship program from 2020 October to 2021 July in Burnaby.

CARRIED UNANIMOUSLY

## 9. **NEW BUSINESS**

### **Councillor Dhaliwal - Community Grant Policy – Grant Recipient Reporting**

Councillor Dhaliwal advised that, unlike Festivals Burnaby grant recipients, Community Grant recipients do not have to provide a report on how the grant funding helped their program and organization.

Arising from discussion, the Committee introduced following motion:

MOVED BY MAYOR HURLEY  
SECONDED BY COUNCILLOR CALENDINO

THAT staff incorporate into the Community Grant Policy that, after receiving funding, organizations report back on how the money was spent and how the City was acknowledged as a sponsor.

CARRIED UNANIMOUSLY

**Councillor Calendino - Planning Expenses on Festivals Grant Applications**

Councillor Calendino expressed concern regarding the budgets on some of the Festivals Grant application which show large expense amounts used for planning activities, which should be done by volunteers.

Staff advised that there are qualifying expenses under the Festivals Burnaby policy which are funded. Further when applications are received, the expenses are screened to ensure they are budgeted under festival implementation. Staff stated that they will review the criteria for expenses to confirm that the City is not supporting administrative costs and that the criteria meets the intention of the policy.

Staff undertook to investigate and provide information to the Committee.

**10. INQUIRIES**

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

**11. ADJOURNMENT**

Without objection, the Executive Committee of Council Open meeting adjourned at 4:52 p.m.

CARRIED UNANIMOUSLY

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CHAIR

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ADMINISTRATIVE OFFICER