



EXECUTIVE COMMITTEE OF COUNCIL A G E N D A

Wednesday, September 9, 2020, 3:00 p.m.

Council Chamber, City Hall

4949 Canada Way, Burnaby, BC

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1. <u>CALL TO ORDER</u>	
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6. FESTIVALS BURNABY GRANTS AVAILABLE BUDGET - \$225,500

6.1 Festivals Burnaby Grants Approved to Date - \$40,000

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.

7. COMMUNITY GRANTS AVAILABLE BUDGET - \$ 247,798 (Programs) and \$ 37,850 (Operating Costs)

7.1 Program Grants Approved to Date - \$53,300

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 - \$62,150

8. NEW APPLICATIONS - COMMUNITY GRANTS

8.1 #20.25.o - United Way of the Lower Mainland

23

Street Banner Program

An application was received from United Way of the Lower Mainland requesting an in-kind grant (for labour cost) in support of the 2020 United Way Campaign in the amount of \$10,000 to cover banner installation and removal costs along Kingsway, between Boundary Road and Royal Oak Avenue. The banners would be installed from 2020 November 01 to December 31. Approximately 37,500 residents benefit from United Way programs.

Request: \$10,000 in-kind labour cost*

CPA: *in-kind labour cost* 2019 - \$10,000 (used \$1,908) / 2018 - \$10,000 (used \$3,919) / 2017 - \$15,000 (used \$3,279)

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

8.2 #20.26. - Down Syndrome Resource Foundation

30

One to One Children Programs

An application was received from the Burnaby-based Down Syndrome Resource Foundation (DSRF) requesting a grant in support of the One to One Children Programs from 2020 September 15 to 2021 June 30. The DSRF provides specialized and innovative health and education programs and services which meet the complex health and educational needs, increase social connectedness and self-esteem, improve the quality of life, and provide a foundation for lifelong learning for children living with Down Syndrome. Programs and services focus on speech, language and occupational therapy, reading and communication, math, and enhancing the life skills that foster maximum independence. As a result of the COVID-19 pandemic, virtual programs (i.e. telehealth services, online resources and group programs) have been implemented. The Foundation's centre is open for small group programs with larger opening planned for 2020 September. Approximately 563 individuals, 52% of which are Burnaby residents, benefit annually from these services.

Request: \$15,000

CPA: 2019 - \$10,000 / 2018 - No Application / 2017 - No Application

8.3 #20.27. - Volunteer Grandparents

39

Bridging the Generations: Virtual Resources to Stay Connected

An application was received from Volunteer Grandparents requesting a grant to offset additional costs for maintaining existing programming from 2020 July to December. Volunteer Grandparents supports and encourages multi-generational relationships, and the concept of the extended family. The Family Match Program matches senior volunteers (i.e. grandparents) with families who have children aged 3 to 14 years and do not have grandparents. The School Grandparent Program provides senior volunteers for elementary school activities through which volunteers share their skills, knowledge and experience. Letters to Seniors Program supports isolated seniors in care facilities with encouraging drawings and messages sent by youth during the COVID-19 pandemic. The organization plans to establish a pen pal program, and to use funds for recruitment, screening and training of senior volunteers; to increase program enrollment and promote its services; and to develop a new online mentoring program. In 2020, approximately 125 Burnaby residents are benefiting from the programs.

Request: \$7,500

CPA: 2019 - \$1,500 in-kind printing* / 2018 - \$1,000 in-kind printing** / 2017 - No Application

**\$1,500 in-kind printing grant was awarded to Volunteer Grandparents for printing costs for the Family Match and School Grandparent Programs.*

***\$1,000 in-kind printing grant was awarded to Volunteer Grandparents for printing of promotional materials for their 45th anniversary campaign.*

8.4 #20.28. - MOSAIC

48

BIPOC Voices on Racism and Anti-Racism Program

An application was received from MOSAIC requesting a grant in support of a virtual anti-racism program from 2020 November to 2021 March. The program will include a two-hour webinar featuring the Black, Indigenous and People of Colour (BIPOC) panelists discussing racism, its manifestation in the community, and guiding participants to take responsibility and become more anti-racist. Monthly training sessions will provide educational opportunities for the community, and address topics such as transitioning from a bystander to an ally, impacts of settlers' colonialism in Canada, and development of anti-racism skills and competencies for systematic social change. The target audience are residents volunteering and/or working in Burnaby. Approximately 80 individuals are expected to attend the webinar, and approximately 30 individuals are expected to attend each training session.

Request: \$10,695

CPA: 2019/2018/2017 - No Application

9. NEW BUSINESS

10. INQUIRIES

11. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and labour relations or other employee relations.

12. ADJOURNMENT



EXECUTIVE COMMITTEE OF COUNCIL M I N U T E S

**Tuesday, July 14, 2020, 1:00 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 James Wang, Member

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

1. CALL TO ORDER

The Chair called the Open Committee meeting to order at 1:04 p.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.

The Chair acknowledged recent passing of Councillor Paul McDonell, and the Committee observed a minute of silence in Councillor McDonell's honour.

2. **MINUTES**

2.1 **Minutes of the Executive Committee of Council Open meeting held on 2020 June 03**

MOVED BY MAYOR HURLEY
 SECONDED BY COUNCILLOR WANG

THAT the minutes from the Executive Committee of Council meeting held on 2020 June 03 be now adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

3.1 **Correspondence from South Burnaby Stratas LMS 4411, 3835, 4262, 4123, and 3722 - Re: Funding Request for Village Community Play Park Renewal Project**

Correspondence was received from Mr. Ted Norcott, Strata Council President, Berkeley LMS 4411, on behalf of following South Burnaby Village communities: Berkeley, Rock Hill LMS 3835, Monterey LMS 4262, Carmel LMS 4123, and Ventura/Camarillo LMS 3722. Five stratas requested funding in support of 2020 September Village Community Play Park renewal project. The 21-year old playground, located south of the north-east corner of Magnolia Terrace and Beresford Street, has reached end of life. Mr. Norcott advised that the playground is accessible to public, and is used by neighbouring private day care providers.

The Committee requested staff inform the writer that based on current policy, the City does not provide funding for playgrounds located on a private property.

Staff undertook to contact the writer.

3.2 **Correspondence from Burak Ozkan - Re: Letter of Appreciation (2020 Burnaby Bursary Award)**

Correspondence was received from Mr. Burak Ozkan, Moscrop Secondary School student, expressing appreciation to the City for being selected as a recipient of 2020 Burnaby Bursary Award.

4. FESTIVALS BURNABY AVAILABLE BUDGET - \$225,500

4.1 Festivals Burnaby Grants Approved to Date - \$40,000

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.

5. COMMUNITY GRANTS AVAILABLE BUDGET - \$ 247,798 (Programs) and \$ 49,350 (Operating Costs)

5.1 Program Grants Approved to Date - \$53,300

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.

5.2 Operating Grants Approved to Date - \$50,650

6. NEW APPLICATIONS - COMMUNITY GRANTS

6.1 #20.22. - Western Community Centred College for the Retired Society

Courses and Workshops

An application was received from the Western Community Centred College for the Retired Society requesting an operating grant to assist with the administrative costs of courses and workshops provided by the College. The College is run by volunteers, and low program fees encourage senior residents to continue learning, socializing and being active. Due to the COVID-19 pandemic, all courses have been cancelled until 2021 January.

Request: \$1,500

CPA: 2019 - \$1,500 / 2018 - \$1,500 / 2017 - \$1,500

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT an operating grant in the amount of \$1,500 be awarded to the Western Community Centred College for the Retired Society to assist with the administrative costs of courses and workshops provided by the College in 2021.

CARRIED UNANIMOUSLY

6.2 **#20.23. - Helping Families in Need Society**

Operating Costs

An application was received from the Helping Families in Need Society requesting an operating grant to assist with monthly expenses (i.e. rent, utilities, insurance, vehicle maintenance, etc.). The volunteer-based Society has been operating for 38 years, and assists low-income families in the community (i.e. women in transition, single moms and dads, and new immigrants and refugees) by providing used household items. Due to the COVID-19 pandemic, the organization closed its warehouse in 2020 March, and re-opened on July 01. As a result of the pandemic and costly re-opening protocols, the Society lacks sufficient operating funds. During the closure, the Society assisted residents by collecting donations and delivering \$25,000 in grocery gift cards.

Request: \$10,000

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

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT an operating grant in the amount of \$10,000 be awarded to the Helping Families in Need Society to assist with monthly expenses associated with the COVID-19 pandemic and re-opening protocols in 2020.

CARRIED UNANIMOUSLY

6.3 **#20.24. - Social Diversity for Children Foundation**

Building Bridges with Music Program

An application was received from the Social Diversity for Children Foundation requesting a grant in support of their creative therapy program, *Building Bridges with Music (BBM)*. The Foundation supports children with disabilities, particularly those overstimulated by sound and movement. Through BBM, children who are comfortable with active social interaction receive music therapy (i.e. sing-alongs, rhythmic activities with drums, musical group games, dancing, etc.), and socialize with other children. A professional music therapist leads the after-school program during 10 weeks at approximately 10 Metro Vancouver locations. The two-hour sessions include one-on-one pairings between a child and a trained youth volunteer, allowing for a child-centred care and connection. The program's objective is to support children in becoming more well-adjusted and self-confident in their expressive abilities. Approximately 800 participants (i.e. families, volunteers, children and community members) will benefit from a locally delivered program.

Request: \$20,000

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

7. **NEW BUSINESS**

Councillor Dhaliwal – City’s Equity Data Collection

Councillor Dhaliwal, citing the City’s Equity Policy, emphasized the importance of collecting race, ethnicity and gender data to better understand the City’s workforce, committees, and governance, as well as the City’s progress on being an inclusive and accessible organization (i.e. employment opportunities and services provided).

Councillor Calendino advised that Prime Minister’s Youth Council has requested specific actions to address racism, and expressed his support for a workplace equity plan.

His Worship, Mayor Hurley expressed support for the initiative, and noted that the Committee needs more information (i.e. legal advice) from staff on this matter.

The Committee requested staff’s advice on next steps, and information on potential privacy, civil liberties, and legal concerns, as well as the legislated authority to collect noted data.

City Manager confirmed staff can provide information on workforce composition, and can outline a methodology and framework for data collection.

Without objection by any member, the Committee requested a memorandum from staff on this issue.

His Worship, Mayor Hurley - By-election

His Worship, Mayor Hurley, reaffirmed the City’s position that public safety and candidates’ ability to campaign in the light of COVID-19 pandemic will be considered before a by-election is held to fill two vacancies on Council.

Councillors Dhaliwal and Calendino expressed support on this matter. Councillor Dhaliwal noted that Council has diversity, more than legislated minimum number of members for quorum, and is focused on providing critical essential services.

8. **INQUIRIES**

Councillor Calendino - Mandatory Face Masks

Councillor Calendino inquired regarding implementation of mandatory face masks at Council and Committee meetings citing leading by example, asymptomatic COVID-19 carriers, and potential health and safety concerns from staff.

Councillor Dhaliwal and His Worship, Mayor Hurley, advised that the City is awaiting for a directive from the Public Health Officer (PHO).

City Manager confirmed the City is following the PHO's guidelines, and face mask usage is currently a voluntary additional option.

9. **CLOSED**

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and labour relations or other employee relations.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT the Open Committee meeting recess at 1:54 p.m.

CARRIED UNANIMOUSLY

Without objection, the Executive Committee of Council Open meeting reconvened at 2:03 p.m.

10. **ADJOURNMENT**

Without objection by any member, the Executive Committee of Council Open meeting adjourned at 2:04 p.m.

CHAIR

ADMINISTRATIVE OFFICER



Aug 6, 2020

Office of the City Clerk
4949 Canada Way
Burnaby, BC
V5G 1M2

Re: Delegation Request - September 2020

Dear Executive Committee of Council,

Social Diversity for Children (SDC) is a registered Canadian charity that empowers youth to empower children with disabilities. Founded and operated largely by young people, SDC recognizes the importance of teaching the younger generation about inclusivity, acceptance, and compassion at an early age. Our mission is to provide social learning programs for children of all abilities to bond on an interpersonal level and equip youth leaders with skills to educate their own communities about diversity and inclusion.

In Canada, over 100,000 children with special needs between the ages of 5 to 14 are lacking the necessary development resources amidst the COVID-19 pandemic. Social distancing and stay-home measures have made it increasingly difficult for youth with disabilities to engage in social interaction in order to learn and grow.

Here at SDC, we are actively running virtual programs to provide a safe environment for our participants to socialize and express themselves. Our team has worked tirelessly to run Building Bridges with Music (BBM), an online music program where children with special needs learn the joy of music while being taught by an experienced music teacher. SDC also hosts Melodies in Nature (MIN), a program that offers music classes to youth with disabilities at a local park in order for participants to gain social interaction.

Our work at SDC would not be possible without organizations like yours. As a youth-led charity, we rely on the generosity and support of local companies and organizations to ensure the permissibility of our programs and events. We wish to appear as a delegation before the Committee to present about the impact and importance of SDC's social learning programs in the local community, especially during the current health crisis.

The following speakers will represent SDC at the Committee meeting: David Wang (President) and David Chen (Executive Director). Our address is Suite 203 - 815 Hornby St., Vancouver, BC, V6Z 2E6. The speakers can be reached at davidchen@socialdiversity.org. Thank you for taking the time to review our request. We look forward to hearing from you.

Sincerely,
SDC



28 July 2020

Dear Mr. Dhaliwal,

I take this opportunity to write to you and following up on my phone message a few weeks ago. I recently met with Coquitlam Councillor Brent Asmundson who recommended that I should contact you and submit my proposal to you directly with the probability of gaining your support.

Kindly allow me to introduce myself: As a community leader and the Founder and Chairman of [Sage Foundation](#) (**Social Acceptance of Great Excellence**) a non profit organisation based in Vancouver since 2007 working with youth in the community over the last 13 years. We are expanding our initiatives as a humble organization and building bridges to encourage youth to be proactive in the community.

Furthermore we are working towards building more integrated and inclusive diverse community programs and we are in the middle of developing a program to serve underprivileged youth.

One of the programs we would like to introduce is Sage Golf Program for underprivileged youths.

This program will give chance to youth who will never have an opportunity to see or play this game mostly referred to as the sport of the wealthy people.

Our main objective is to expose youth to this unique sport and give them a chance to develop focus, leadership, respect, responsibility, and team spirit capabilities. This exposure will build their character to be a more self respected individual and assist them to become more dedicated and develop a mind that is of leadership qualities for all their tomorrows.

We believe planting a good seed will reward a good crop over the seasons as our youth is the seed for the better of community in the future.

We believe the only way we can reassure our future generation and build a very cohesive and trusting community and society is to give an opportunity and collaborate to a successful and productive future for all.

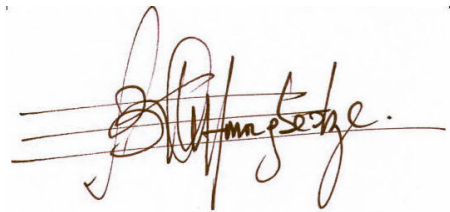
It is with this intent that we are looking to the City of Metro Vancouver support in sponsoring and providing Sage Foundation with time slots on the city run golf courses where this golf program can take place.

<p>Note: The foundation has advised it will apply for a green fee waiver under the Community Grant Program.</p>

We thank you for your leadership and service and look forward to an opportunity to discuss this matter in more detail at your convenience.

Thank you for your time and consideration.

Yours Sincerely

A handwritten signature in dark ink, appearing to read "M.K. Honoré Gbedze", written over a set of three horizontal lines.

M.K. Honoré Gbedze
Founder /Co-Chairperson
SAGE Foundation
#610 – 825 Granville Street,
Vancouver, BC, V6Z 1K9

E-mail: info@sagefoundation.net
Tel: 604.365.9774
Fax: 604.646.0473

From: Annie Boulanger <[REDACTED]>

> Sent: Tuesday, August 25, 2020 9:49 AM

> To: Keithley, Joe; Jim Keayes

> Subject: Some pandemic Assistance

>

> 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

>

>

> Dear Councillor Keithley: I am one of the directors of the Burnaby Artists Guild, celebrating their 50th Anniversary as a Burnaby non-profit group for social, and educational opportunities for aspiring artists. We were fortunate to have you open our last show, and thank you.

>

> Now we are in the situation of most Burnaby Groups meeting at the Shadbolt Centre (to the renovation of which we contributed funds, along with the Arts Council) of having to pay full rent for one room (Room 106) while because of the CoVid situation, we can only have 12 members per meeting, out of our 65 membership.

>

> We understand the importance of this restriction, because of social distancing. However, we still have to pay the full amount of rental. At this same time, new regulations require us to get additional insurance coverage for our meetings and show times, an additional financial burden.

>

> Our current fees (which are for 4 gatherings a month with demos), just cover our expenses, but now we feel that some of our members may not be able to pay the full amount for 1/6 of our usual activities, and there is no offer from the Shadbolt to lower the rental during this time.

>

> I was a member of the Committee for the renovation of the Art Centre back in the '90's, and one of our requests was that the fees for use of the Centre remain moderate, and somewhat less for Burnaby based organizations.

>

> Could the Burnaby Council now consider some assistance to groups to alleviate this situation?

>

> Thank you

>

> Annie Boulanger

> Director at Large

> Burnaby Artist's Gui



Helping Families in Need Society

4095 1st Avenue, Burnaby, BC V5C 3W5

Tel: 604-294-3087 24 hrs

www.helpingfamiliesinneed.org

Warehouse: 1679 Gilmore Avenue, Burnaby, BC

City of Burnaby
Office of the Mayor, Mr. Mike Hurley
and Council Members
4949 Canada Way
Burnaby, BC V5G 1M2

August 6, 2020

Helping families in our
community.

We provide the basic
necessities for a safe
and comfortable home
for those in need.

We collect donations of:

Household Furniture

Household Goods

Clothing

Toys

School Supplies

Birthday Gifts

Christmas Gifts

Grocery Hampers

Books for Kids

and more.....

Dear Mayor and Council Members

Thank you very much for your generous \$10,000 community grant. Your assistance with our operating costs is greatly appreciated. We have been providing our services to families in our community for over 38 years and can honestly say that 2020 has been the most challenging year we have faced.

We continue to help over 1300 families annually and we are very proud of our 100% volunteer society. Your donation will ensure that we are able to continue through the end of 2020 and beyond while we reinvent our fundraising events.

We will be adding the City of Burnaby logo to our website and will include the city on our correspondence as well.

Sincerely,

Roxy Abernethy
Director

The charity acknowledges the financial support of





Meeting 2020 September 9

COMMITTEE REPORT

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE **DATE:** 2020 August 31

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 1750 20

SUBJECT: UPDATE OF CITY OF BURNABY EQUITY POLICY

PURPOSE: To propose draft language for the City's updated Equity Policy.

RECOMMENDATIONS:

1. **THAT** the Committee request Council to approve the updated City Equity Policy, as outlined in *Section 5.0* of this report.
2. **THAT** the Committee request Council to approve the implementation framework outlined in *Section 6.0* of this report.
3. **THAT** a copy of this report be referred to the Social Planning Committee for information.

REPORT**1.0 INTRODUCTION**

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. Staff responded with a report received by the Executive Committee at its 2020 June 3 meeting, which proposed draft language to update the City's Equity Policy. This language was reviewed by the Committee and further referred to the Social Planning Committee for comment. The report was received by the Social Planning Committee at its 2020 June 16 meeting. *Section 5.0* below outlines the comments raised by the Social Planning Committee and proposed further amendments to the updated Equity Policy.

2.0 BACKGROUND

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

To: Executive Committee
 From: Director Planning and Building
 Re: Update of City of Burnaby Equity Policy
 2020 August 31.....Page 2

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.

3.0 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 I*) largely focussed on ethno-cultural diversity in its language, though it has been applied by subsequent Councils to other aspects of diversity. 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;

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 August 31.....Page 3

- over half of those who live in Burnaby were not born in Canada;
- 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 (2020), there were 124 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 DRAFT UPDATED EQUITY POLICY

Based upon the realities of Burnaby’s changing community, and to better reflect contemporary understandings of diversity, the following language was proposed in the 2020 June 3 report noted above as a draft 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”.

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 From: Director Planning and Building
 Re: Update of City of Burnaby Equity Policy
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5.0 FURTHER AMENDED PROPOSED UPDATED EQUITY POLICY

As noted above, a copy of the report containing the proposed update of the City's Equity Policy was forwarded to the Social Planning Committee for review and comment. While the Committee did not make any formally moved amendments, the following feedback was provided:

- that the updated Policy should have a greater focus on the most vulnerable members of our community; and
- that implementation plans for the updated Policy consider its alignment with other civic policies, operational plans, and services.

Based on this feedback, staff are proposing the following further amended language for the update of the City's Equity Policy (see *Appendix 2*). Language is repeated below, with changes noted in italics.

The City of Burnaby celebrates the *full diversity* 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, *income*, heritage, life experience, *housed or unhoused status*, 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 *including the most vulnerable members of our community*. 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.

6.0 PROPOSED IMPLEMENTATION FRAMEWORK

The City's Equity Policy is currently implemented via the City's Social Sustainability Strategy and Corporate Strategic Plan, both of which provided wide-reaching and organization-wide direction on generating, animating, preserving and promoting a fully inclusive community. Updating the language of the Equity Policy provides an opportunity to widen this application, and to alert staff and the public to these changes. In order to ensure that the proposed updated Equity Policy continues to play a core role in shaping civic policy, programs and initiatives, the following supplementary implementation methods are proposed:

- Update the Corporate Strategic Plan to reference equity, and include reference to the Equity Policy;
- Refresh the Social Sustainability Strategy to confirm alignment with contemporary community needs and issues;
- Develop a toolkit and provide accompanying training on the toolkit, to provide support and direction for staff on how to apply the updated Equity Policy to their work; and

To: Executive Committee
 From: Director Planning and Building
 Re: Update of City of Burnaby Equity Policy
 2020 August 31..... Page 5

- Work with community partners to arrange public education and awareness opportunities (within physical distancing requirements) around understandings of equity and how it can be ‘lived’ in daily life.

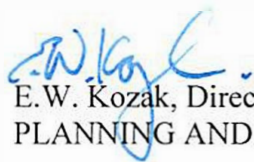
Should this framework be approved, staff would provide subsequent reports to Council outlining these proposed implementation efforts in more detail, including staffing, departmental roles and responsibilities, and budget implications, for further discussion and approval.

7.0 CONCLUSION

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 updated City Equity Policy, as outlined in *Section 5.0* of this report. It is also recommended that the Committee request Council to approve the implementation framework as outlined in *Section 6.0* of this report.

Finally, it is recommended that a copy of this report be referred to the Social Planning Committee for information.



E.W. Kozak, Director
 PLANNING AND BUILDING

RM/sa

Attachments

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



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 full diversity 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, income, heritage, life experience, housed or unhoused status, 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 - including the most vulnerable members of our community. 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 _____

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.: \$10,000.00
5. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rationale for the increase.

Requesting same amount as last year. Unsure if there have been any costs increases for this year for the labour to install and remove street banners.

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.

This grant will offset costs by covering the labour to install and remove our Street Banners that we would run during our United Way Campaign.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: BN 108160185 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: United Way of the Lower Mainland

3. Organization Street Address: 4543 Canada Way, Burnaby BC

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

5. Grant Application Main Contact Person:

Name: Pamela Egelstad

Phone: 604.268.1304

Email: pame@uwlm.ca

6. Alternative Contact person:

Name: _____

Phone: _____

Email: _____

C. THE PROJECT/EVENT/PROGRAM*

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

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

Kingsway corridor between Boundary Road and Royal Oak Avenue

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

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

D. PURPOSE OR BENEFIT*

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

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

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

Workplace campaigns, public community events

3. Describe how 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?

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

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](#)):

Social Sustainability Plan

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.

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

6. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

we will not be able to display street banners in Burnaby

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

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

We monitor dollars raised by community and conduct public awareness surveys to track results. We use a metrics dashboard approach to monitor our operations, programs and services.

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	1
Grants (All federal, provincial, municipal, foundation and gaming grants)	28	70
Donations and Sponsorships (Cash)	70	29
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		

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

N/A for this particular in-kind request - no other funding being pursued for Street Banner program in Burnaby

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash					
Grant - In-kind	\$15000.00	\$10000.00	\$10000.00		\$10000.00
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Inspire and mobilize Local Love in communities

Description:

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

Goal 2:

Raise funds for community investment

Description:

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

Goal 3:

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

Description:

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	15,000	19,000
Volunteer hours per year	120,000	152,000
Number of voting members	4,000	4,000

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)

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

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$5 million commercial general

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

We will acknowledge the City and its employees for their ongoing support to our fundraising campaign in relevant public materials.

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 type="radio"/> Project/Event/Program
For the Fiscal Year:	Please see attached financial statements for operating budget.
Month Fiscal Year Begins:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.				
2.				
3.				
Provincial Government (Specify)				
1.				
2.				
3.				
Local Government (Specify)				
1.				
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue				

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense			
Office Supplies & Expenses			
Program & Event Supplies			
Advertising & Promotion			
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees			
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
Total Expenditures			
CURRENT SURPLUS (DEFICIT)			

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.: \$801,962.00
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 were very thankful to have received a \$10,000 grant from the City of Burnaby last year. This year we are asking for \$15,000 due to the difficulties the organization has faced with Covid. Although we were successful with our Run Apart for Down Syndrome event, we have had to cancel or postpone other fundraising events, which has reduced our revenue. Also, we have been very proud of our ability to transition to virtual and online programming, which has been extremely well received by our families as it has provided critical structure and stability in these uncertain times. However, this transition has resulted in higher costs in providing services.

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.

NA

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: S-33337

Date of Incorporation: March 13, 1995

☒ Registered Charity Charitable No: 8989072666RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Down Syndrome Resource Foundation

3. Organization Street Address: 1409 Sperling Ave, Burnaby, BC V5B 4J8

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

5. Grant Application Main Contact Person:

Name: Jason Campbell

Phone: 604 444 3773 or 778 881 3249

Email: jason@dsrf.org

6. Alternative Contact person:

Name: Wayne Leslie

Phone: 604 444 3773

Email: wayne@dsrf.org

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: One to One Children Programs

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

1409 Sperling Ave, Burnaby, BC V5B 4J8

3. Project/Event/Program Start Date: September 15, 2020

4. Project/Event/Program End Date: June 30, 2021

D. PURPOSE OR BENEFIT*

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

Our aim is to assist in the development of children into adults who are confident, self-reliant, resourceful, socially connected, and able to make positive contributions to their community. At the Down Syndrome Resource Foundation, our educational programs are designed to enhance the skills that will support full social inclusion.

Specifically, our goals are as follows:

- To improve reading and math skills in the younger age groups, to enable them to better keep up with their classroom peers, which boosts self-esteem
- To improve reading comprehension, to foster a love of learning and literacy
- To improve speech and language development, to make communication within the community more effective and more enjoyable and, with occupational therapy, improve gross and fine motor skills to support physical development.

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

Specialized health and education services improve the quality of life and increase self-esteem of people with Down syndrome. The Down Syndrome Resource Foundation's innovative and unique programs and services, designed specifically to meet the complex health and educational needs of children with Down syndrome, and provide a firm foundation for lifelong learning. Normally our services are provided in person to children and families. However, with the challenges provided by Covid we have had to develop and implement virtually programming. This included telehealth services, online resources and group virtual programs. We have recently opened up our centre to small group programs and plan a wider opening in September.

Our approach comes from a deep understanding that every learner is an individual with unique strengths and interests, and that learning is optimized when these preferences are incorporated into individual program development. Our high quality programs are taught by a highly skilled, experienced and certified multi-disciplinary team and are backed by the results and insights observed through continuous program evaluation.

The outcomes for individuals with Down syndrome can be maximized by providing opportunities for rich social connections with family and friends, participation in the community, optimal health care, as well as the opportunity to learn through instruction that is tailored to the profile of the learner.

Specifically, we focus on three key areas: speech and language/occupational therapy, reading and communication, math, and enhancing the life skills that will foster maximum independence. These areas are strengthened through the following services offered for children with Down syndrome under the age of 18, for which we are seeking the support of the City of Burnaby:

- One to One Reading. Our reading programs prepare students to more fully participate in classroom activities at school and complement school based learning through:

- *Assessment
- *Program design
- *Material preparation for both in-class and take home
- *Modelling for other team members
- *Charting the course for continued progression

- **One to One Math.** Teachers work to develop the skills that are most useful and necessary in everyday life using a balanced approach in which multiple concepts are developing at the same time and the individual student's needs and interests are incorporated. Students are involved with activities that provide practice of skills in various contexts and opportunities to use the numeracy skills they are building in meaningful ways.
- **Speech and Language Therapy.** A fun and friendly environment with resources that facilitate laughter provides an age appropriate opportunity for speech improvement. Led by our certified speech-language pathologists, our one-on-one approach effectively enhances language development by fostering skills that are targeted to the individual. Particular focus is placed on positive reinforcement during activities involving language, speech, intelligibility and social communication.
- **Occupational Therapy** (assists with physical skills, gross and fine motor skills, sensory processing, cognitive skills, and psychosocial skills). School-age children learn both academic skills and non-academic or "functional" skills. Academic skills might include sequencing between activities, matching, drawing, colouring, and eventually printing. Functional skills include learning how to get dressed, throwing and catching a ball, fastening buttons and zippers, using scissors and establishing hand dominance.

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?

Due to Down syndrome's very small population size, in order to maintain participation levels that make our programs viable, we must make our services available for anyone with Down syndrome from the larger Lower Mainland area. If not, there would be insufficient numbers to offer our services to Burnaby residents. We ask that you consider this unique vulnerability when assessing this criteria. The fact that we provide our services in Burnaby ultimately makes them more easily accessible for residents of Burnaby. Similar to city programs, DSRF programs and services are family oriented and inclusive with a focus on social and recreational activities but with a specific focus on meeting the needs of residents with Down syndrome, which the city cannot provide. Our services are also designed to empower individuals with disabilities to be more successful in general public activities like those provided by the city in its efforts to promote inclusion. Over the next year our One-One program will serve 563 people with 52% being Burnaby residents.

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](#)):

DSRF is a natural extension of Burnaby's Social Sustainability Plan and its goal to be an inclusive community that values all of its members and helps them to meet their basic needs so that they can live in dignity, engage actively, and contribute to their community. We extend the city's ability to assist residents with Down syndrome in this regard by providing services specifically tailored to individuals with Down syndrome. Down syndrome is a rare condition, which by definition means it is limited to a small segment of the population. The small size and unique nature of this population make it especially vulnerable to marginalization. Therefore, these are community members that Burnaby, with a Social Sustainability Plan to be caring and inclusive, should protect most by supporting organizations like DSRF that meet their special needs to help them be healthy and productive members of the community.

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 success of the DSRF approach is ultimately measured not just in numbers, but in stories of lives transformed and potential unleashed. The following quotes from DSRF parents, our major stakeholder group, illustrate the positive impact that our programs, especially during Covid, have on our students' self-esteem and ability to function as fully contributing members of society.

From a parent: "DSRF has been the most solid thing in their lives since my daughter (who is 9) was born and that everything I have learned from all your therapists (SLP and OT) has helped me feel confident to help my daughter at home while self-isolating."

From a parent: "We have reading sessions with Andrea. We started those in person but when the pandemic started we had to go online. The transition was great. Andrea did a great job in preparing the material for Leena prior to the session so I can get them ready. She gets powerpoints, videos, songs that keeps Leena engaged and it's great to see. That was not the expectation and it ended up being a great time. We wait for it every week to get her out of the routine. She doesn't like being at home because of the pandemic and these sessions give us a great escape."

From a parent: "I am writing to highly recommend the Money, Math and Budgeting program at the Down Syndrome

Resource foundation. My daughter, Rebecca, has attended the program since September 2019. In the last few months I have noticed a great improvement in Rebecca's ability to understand the use of money and her ability to read receipts and understand what change she should receive. She is much more confident in all aspects of money us. I am very pleased with the progress she has made.

As you know this program is highly specialized and targeted to people with special needs. I do not know of another program like it and there is a great need for financial literacy for people of differing abilities. I hope you will seriously consider the Down Syndrome Resource foundation for your grant so that more students like Rebecca can enter the program. Please feel free to contact me if you have any questions."

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 is not fully granted we would try to to raise funds from our other fundraising initiatives. Unfortunately it has become increasingly difficult to raise funds and we may have to reduce services to clients.

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 goals for this program are primarily based on meeting individual goals for clients in reading, math and communications as well as speech and motor skills development. These goals are set with families before a session block begins and then assessed at the conclusion. In the bigger picture we have a goal of a case load of 22 clients per program staff member, per program block (four program blocks a year).

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

All of our programs at DSRF are carefully evaluated before and after the program through in person meetings (now done virtually) and assessments, and electronic surveys with the families and students who participate in the programs. These findings are then integrated into the program plans which are continually updated and revised. We recently launched our own custom built reading assessment tool/online student portal. This is the first assessment tool specially designed for individuals with Down syndrome in the world.

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...)	25.9	30.5
Grants (All federal, provincial, municipal, foundation and gaming grants)	20.4	18.1
Donations and Sponsorships (Cash)	53	51.4
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby	0.6	

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.

Over the history of DSRF we have focused on, and have been successful in, fundraising through events, like our Run Up for Down Syndrome, which attracts annually over 1100 participants to Swangard Stadium, and our Up the Down Market event which attracts people from the financial sector. This year, due to Covid, we have had to be creative with our events. For our Run Up event we held a virtual event which proved to be very successful, raising \$200,000. We are also planning to hold virtual Up the Down Market events this Fall. We also have a proven track record soliciting individual donations, corporate donations, and community foundations. Besides continually working to cultivate and steward these revenue streams, a major focus has been to attract funding from all levels of government, including municipal, provincial and federal. This is a long term goal for us and critical if we are to offer our programs at a low cost so as not to be a barrier. We continue to spend considerable time networking and meeting government officials to determine possible revenue opportunities.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash			\$10000.00		\$15000.00
Grant - In-kind					
Permissive Tax Exemption				\$27000.00	\$27000.00
Lease Grant					
Other					

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

Goal 1:

To communicate effectively

Description:

This goal includes promoting the DSRF brand and promoting Down syndrome knowledge dissemination to stakeholders.

Goal 2:

Optimizing outcomes across the lifespan

Description:

This goal includes maintaining best practices in programming, expanding our role as a health navigator for families, developing strategies to reach and serve more families, and share DSRF expertise.

Goal 3:

Maximizing impact through partnerships

Description:

This includes bringing together Canada's Down syndrome community

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	130	30
Volunteer hours per year	1,800	360
Number of voting members	44	25

6. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

The biggest barrier to individuals with Down syndrome and their families are financial difficulties To alleviate this, DSRF provides children and youth bursaries to assist families with the cost of DSRF programs. The Bursary Program was originally established by DSRF Board Director, George Klukas, who believes financial difficulties should not be a barrier for families to access DSRF's programs. This year, due to the impact of Covid, the bursary program has been critical in ensuring all families have access to our programs.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

We have insurance coverage for: property, crime, liability (\$5 million) and equipment breakdown. Details of coverage can be provided.

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

The City of Burnaby will be acknowledged through our extensive social media platforms: Facebook, Instagram, Twitter and LinkedIn, as well as our website. We will also acknowledge support in our new national Down syndrome magazine. We would also like to hold a cheque presentation photo opportunity at our Centre. The City of Burnaby logo can also appear on program materials.

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

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 Gaming Grant	185000	185000	y	
2.				
3				
Local Government (Specify)				
1. City of Burnaby Grant	10000	15000	n	
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Program Fees	435179	555740	partial	
2.				
3.				
Fundraising (Net Revenue)	311033	348738	partial	Up the Down Market events
Individual Donations	487236	484291	partial	includes corporate donations
In Kind Sources				
Investment Income	547			
Other Sources (Specify)				
1. Foundation grants	158006	130000	partial	various grants from private funders
2. Deferred contributions	45400			deferred contributions amorization
3.				
Total Revenue	1632401	1718769		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	1270059	1357017	
Office Supplies & Expenses	30797	36257	
Program & Event Supplies	55115	77918	
Advertising & Promotion	29104	33000	
Travel & Vehicles Expenses			
Interest and Bank Charges	29743	37630	
Licences, Memberships, & Dues	4311		
Occupancy Costs	70756	68348	
Professional & Consulting Fees	30424	15539	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	84916		
Donation, Grants, & Scholarship Expense as part of Charitable Activities	22766	22000	
Education and Training for Staff & Volunteers	9891	13920	
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Computers/networks	24919	31220	
2. Web	1768		
3. Property taxes	32003		permissive tax exemption granted
4. loss of disposal of assets	2212		
5. Insurance	21800	22950	
Total Expenditures	1720584	1715799	
CURRENT SURPLUS (DEFICIT)	-1720584	-1715799	This line does not seem to be calculating properly.

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: \$7,500.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$69,700.00
5. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rational for the increase.

In 2019 we were awarded an In-Kind Printing Grant in the amount of \$1500. In 2020 we are requesting funding to help us continue to serve the Burnaby Community through the COVID Pandemic. This grant will help us offset additional costs associated with maintaining our level programming through the COVID Pandemic. We are developing a program that Seniors and Youth can continue to connect in a safe manner virtually in case we encounter another wave of COVID.

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.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 108186347 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: VIP Volunteers for Intergenerational Programs (Common Name: Volunteer Grandparents)

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

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

5. Grant Application Main Contact Person:

Name: Veronica Grossi

Phone: 604-736-8271

Email: info@volunteergrandparents.ca

6. Alternative Contact person:

Name: Dave Baspaly

Phone: 604-294-5533

Email: dave@infocusconsulting.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: Bridging the Generations: Virtual Resources to Stay Connected

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

Burnaby

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

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

D. PURPOSE OR BENEFIT*

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

Volunteer Grandparents supports and encourages multigenerational relationships and the concept of the extended family. Our mission is to "bridge and enrich the generations" by fostering intergenerational understanding, communication and cooperation between the generations. Currently, Volunteer Grandparents provides two main programs: the Family Match Program and the School Grandparent Program.

Family Match Program

The Family Match Program matches volunteers with families who have children between the ages of 3 – 14 years old and, who do not have accessible grandparents.

School Grandparent Program

The School Grandparent Program (SGP) provides volunteers for assignments in elementary schools throughout the Lower Mainland. The SGP began as a pilot project, in 1996, in response to a lack of opportunities for young and old to relate in an increasingly age-segregated society. The pilot project was a resounding success. Beyond fostering intergenerational communication and cooperation the program demonstrated significant benefit to educators. The volunteers enjoyed the chance to share skills, knowledge and experience, while providing a valuable community service. Volunteer Grandparents works in partnership with educators to develop, place and support volunteers in the School Grandparent Program.

Letters to Seniors Program

Our newest program Letters to Seniors was created in response to the COVID-19 pandemic. Our goal is to provide support to isolated seniors within Burnaby care-facilities through brightening their days with cheerful, encouraging drawings and messages sent by youth. The initiative allows for additional intergenerational connections to be created within the Burnaby community in an engaging and safe manner. In the near future we are hoping to implement a Pen-Pal format of the program, involving youth and seniors bonding through exchanging handwritten letters back and forth.

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

Main Objectives:

- Bridge and enrich the generations by creating intergenerational connections
- Foster understanding, communication and cooperation between the generations
- Provide a supportive volunteer grandparent to every family who makes a request
- Increase self-esteem and confidence in child participants
- Decrease the chances of social isolation in the senior population
- Create true extended family bonds

In our Family Match Program, our screened volunteers spend 2-4 hours a week and a minimum of one year with their matched families. The program is designed to meet the social and emotional needs of older adults and families. The emphasis is on the creation of long term extended family relationships. The program has been providing seniors with the opportunity to be an important member of a family, enabling them to share time, love, skills and life experiences, while offering families the support, love and wisdom of caring seniors.

In our School Program, volunteers can participate in a variety of activities: listening, reading, arts, crafts, and special events at the discretion of the individual educator or school. They volunteer 2-4 hours a week for the duration of the

school year. School volunteers have access to an intergenerational resource centre, peer support meetings, and educational workshops offered by Volunteer Grandparents.

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?

We would like to build capacity in the City of Burnaby and continue to expand the reach of our services in Burnaby. Additional funds from the City of Burnaby will enable us to recruit, screen and train more senior volunteers and enroll more families who are seeking a grandparent mentor. If feasible throughout the COVID pandemic, the funds will also enable us to attend more events in Burnaby to promote our organization. Additionally, the funds will help us support the new grandparent matches initiated through our two programs.

We will also utilize the funds to develop and support our new on-line mentoring initiative. In these times of social distancing to maintain our health we have begun compiling ways to connect socially while adhering to the social distancing regulations. We are hoping that after the COVID pandemic is over, we can continue to offer a virtual mentoring program for more isolated seniors and for children who need additional social connections.

Our mentoring programs provide many long term benefits. A stable and reliable mentor is a valuable asset to every family, especially at risk youth. The extra guidance and support youth receive through our programs enhances their self-esteem and confidence. Our volunteer grandparents provide an additional loving and stable adult in the family home, providing additional support for a parent(s) and children. In 2020, approximately 125 Burnaby residents will be involved with and directly benefit from our program.

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

Our program aligns directly with the City's Social Sustainability Plan. The support, love and guidance that our senior volunteers provide to children in Burnaby enable the children to thrive and reach for their dreams. The bonds that develop between the grandparents, parents and children help strengthen the family unit and allow the family to be more resilient when dealing with adversity. The children and seniors develop a sense of belonging which builds community. Our programs are inclusive and serving a diverse population of families (single/ dual parents/ low-high income/ new immigrants, etc.). Our programs enable seniors to actively engage in the City of Burnaby which decreases the chance the senior experiences social isolation and depression.

Interview with one of our Family Match Volunteers:

Volunteer Grandparent Merle has been matched with Nicole, her husband Sammy and their four lovely kids for almost two years now. They have connected so exceptionally well that they truly feel like a close-knit family now.

The idea of taking on a family of four kids sounded a bit intimidating to Merle initially, but she decided that if she were to go into this program, she would give it her all. "Among my friends, there are many who don't have grandchildren who would dearly love grandchildren. But Nicole and her kids, they're taken, no one can take them now, this is our family."

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 have a number of community partners that ensure that we are serving our community. We are a sister organization to Volunteer Burnaby and are well connected to the Burnaby Neighborhood Houses. Annually we host a volunteer appreciation event for our program participants and we usually receive over \$5000 in support from companies in Burnaby. Additionally, we receive referrals from community partners on an on-going basis.

For our newest initiative, Letters to Seniors Program, we are partnering with care homes in Burnaby.

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 are constantly looking for new partnerships and applying for small grants offered to non-profits in the community. If the amount is not fully granted we will try to stretch the funds that we do receive to make sure they are as impactful as possible.

E. EVENT OUTCOMES*

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

We have a number of goals that we hope our programs reach. We hope to build organizational capacity by promoting our programs in the community and gaining positive media exposure. The exposure will enable us to recruit, screen and place more senior volunteers with waiting and new families in Burnaby.

In our School Grandparent Program our main goals are to increase a child's self-esteem and self-confidence when reading. If our School Grandparents are unable to be placed in the classroom setting this Fall we are hoping that they will choose to participate in our Pen-Pal program and remain connected to Youth in a safe way through COVID-19. We have set a target number of matching 20 Burnaby Youth to 20 Senior Pen-Pal in this program.

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

We evaluate our programs in a number of ways. We attain both quantitative (number of senior volunteers and children served) and qualitative data to ensure our programs are meeting our goals. For our Family Match Program, we complete phone check ins with our senior volunteers and the parents at certain time intervals during their match: initial, 3 month mark, 6 month mark and one year mark. Additionally, once a year we hold a volunteer appreciation event. We send out a survey to all participants to evaluate our annual volunteer appreciation picnic. We use the feedback and constructive criticism to continue to develop and strengthen our program and special events.

In the School Grandparent Program, we check in with the volunteer and school liaison to ensure program satisfaction. This is done during the school year periodically.

We also track the number of volunteer hours that are committed by our volunteers and Ambassadors.

We will track the number of participants who meet virtually as well. Our on-line virtual mentoring initiative will enable us to further break down barriers of social isolation for the vulnerable senior population and enhance to mental wellness of Youth.

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?

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...)		
Grants (All federal, provincial, municipal, foundation and gaming grants)	67	75
Donations and Sponsorships (Cash)	6	3
Donations and Sponsorships (In-kind)	26	10
All donations (cash/in-kind) provided by the City of Burnaby	1	12

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 constantly actively seeking new partners and funders. In the past we have had success with receiving funding from the Federal Government New Horizons for Seniors Initiative and the Canada Post Community Foundation. We are currently exploring a number of corporate sponsors and private foundations.

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					\$7500.00
Grant - In-kind		\$1000.00	\$1500.00		
Permissive Tax Exemption					
Lease Grant					
Other					

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

Goal 1:

Strategic Priority 1 - Funding

Description:

Maintain existing funding
Explore opportunities to expand on funding
Solicit sponsorship of events/projects

Goal 2:

Strategic Priority 2 - Community Outreach

Description:

Raise profile of Volunteer Grandparents through marketing
increase membership and community relationships

Goal 3:

Strategic Priority 4 - Service Delivery

Description:

Program Delivery
Member services

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	70	85
Volunteer hours per year	6,000	5,500
Number of voting members	154	176

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)

For the last 45 years, our organization has delivered programs in a very inclusive way. We have served families who: are single parents, new immigrants, children with special needs, families that face socio-economic barriers ,etc. We have also placed senior mentors who are from different ethnicities, who are LGBTQ2 and who are socially isolated. We are a very inclusive and diverse organization and that is our main strength.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

2000000

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

We will acknowledge the City of Burnaby's contribution on all of our promotional materials including an announcement to our members, on our website, Annual Report, and Social Media Sites.

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. HRDC- Summer Job Program	8461	8700	Y	Canada Summer Jobs (CSJ)
2.				
3.				
Provincial Government (Specify)				
1.Community Gaming Grant	40800	40800	y	Annual Gaming Grant
2.				
3				
Local Government (Specify)				
1. City of Burnaby		7500	N	City of Burnaby Grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1				
2				
3.				
Fundraising (Net Revenue)				
Individual Donations	4588	1500	n	Canada Helps, Individual Donations
In Kind Sources	19437	7000	n	Donated Event Tickets; Donated Items
Investment Income				
Other Sources (Specify)				
1.Interest, Misc	353			
2. Other Grants		1000	n	Requested a Walmart Community Grant
3.				
Total Revenue	73639	66500		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	38462	39700	Regular Part Time Program Position & Summer Staff Positions
Office Supplies & Expenses	8421	9100	Office Occupancy, Supplies, Communications, Admin
Program & Event Supplies	2613	7500	
Advertising & Promotion	363	1000	Burnaby Now Series, West End Seniors Network
Travel & Vehicles Expenses	321	300	Mileage
Interest and Bank Charges	435	200	Bank Charges
Licences, Memberships, & Dues	300	200	Membership
Occupancy Costs			
Professional & Consulting Fees	7149	5500	Donated Professional Services
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities		1500	Florio Bursary
Education and Training for Staff & Volunteers	1784	400	Staff Training/ Conferences
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. Insurance	1860	2000	General Liability, D & O Insurance
2. Special Events	3929	600	Volunteer Recognition, Annual Picnic
3. Special Events In Kind	8080		Volunteer Recognition, Annual Picnic
4. Director's Expenses	125	200	Board of Directors Meetings
5. Advertising In Kind	920	1500	Promotion- Seniors Publication
Total Expenditures	74762	69700	
CURRENT SURPLUS (DEFICIT)	-74762	-69700	Current Surplus Prior Year: \$-1123 Current Year: \$-3200

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: \$10,695.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$12,895.00
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

B. GETTING TO KNOW YOU

1. Applicant Type:

☒ Local Registered Non-Profit Society

Society No: 12302

Date of Incorporation: 1976-04-23

☐ Registered Charity

Charitable No: _____

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: MOSAIC

3. Organization Street Address: 5902 Kingsway, Burnaby BC V5J 1H2

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

5. Grant Application Main Contact Person:

Name: Darae Lee

Phone: (c) 604 345 7782

Email: dlee@mosaicbc.org

6. Alternative Contact person:

Name: Sherman Chan

Phone: 604 254 9626

Email: schan@mosaicbc.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: BIPOC voices on racism and how to become more anti-racist.

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

The program will be virtual.

3. Project/Event/Program Start Date: 2020-10-22

4. Project/Event/Program End Date: 2021-03-04

D. PURPOSE OR BENEFIT*

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

In recent years the world has seen more incidents of discrimination around race, faith and COVID-19 has also brought negative sentiments towards Asian population. The Black, Indigenous and People of Colour (BIPOC) voices will talk on racism and how it presents in the community. The program will help the Burnaby Community increase awareness on racism and guide the participants to take responsibility and become more anti-racist. We know that dialogue, education and relationship building among Burnaby residents is important to eliminate racist behaviors and create harmony. Harmony that will provide a safer society for all members of Canada's ethno-cultural, racial and religious mosaic, a Canada where all feel included. The program will target the general population, but especially the curious, the passive bigot or racist members in the community. The trainings will provide the public with a space to learn and understand anti-oppression, impacts of settler colonialism, active bystander and allyship in personal / professional lives to combat racism and to support those experiencing it. Lastly, how to develop anti-racism skills and competencies for systemic social change.

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

The program consists of

1. Two hour webinar presenting BIPOC panelists to talk about racism and ways it presents and how the community can become anti-racist. The presenters will represent indigenous and black communities.

The event will increase awareness of how racism present itself and how the community can become anti-racist.

2. Monthly trainings will follow the panel to educate the community to take responsibility and become anti-racist.

a) From Bystander to Allyship

b) Understanding Impacts of Settlers Colonialism in Canada

c) Developing Anti-racism skills and competencies for systemic social change

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?

As we know racism is influenced by history, social, economic, gender, age, ability, religion, skin colour; ethnic factors and takes different forms in different contexts. Racism comes from a false set of beliefs of superiority, power and privileges. While those considered inferior experience discrimination in forms of physical violence and racial discrimination that can be seen in the everyday life. The program will bring the community together to learn from BIPOC voices themselves to have an open learning experience on how incidents of racism presents and what the community can do to gain solidarity and measures to take the responsibility needed to eliminate discrimination affecting racialized communities and produce a social change.

The target audience will be local community residents, volunteering and/or working in Burnaby (front-line workers of settlement service organizations, service providers, businesses, educational institutions). The training sessions will provide education and understanding of settler colonialism, learning how they can move from being an active bystander and become an ally; and how to develop competencies for systemic social change to make Burnaby the most inclusive and welcoming municipality.

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](#)):

As defined by Omann and Spangenberg “social sustainability focuses on personal assets including education, skills, experiences, and comprises every citizen’s right to actively participate in his/her society as an essential element”. This program aligns with the official community plan as social sustainability deals with challenging issues that are hard to talk about; have serious implications for the long-term health and to create a livable community. Activities proposed are important to raise awareness of racism in the community and provide learning opportunities to recognize values of Individuals, gain the skills to become anti-racists making Burnaby more social sustainable. The proposed program will increase human capacity and allow them to contribute to their own wellbeing and to the wellbeing of the community as a whole.

Also, this program meets the community plan paragraph 4.9 as it highlights the importance of building social community capacity to generate relationships, networks and norms that encourage collective action to meet challenges faced by racialized minorities and improve the quality of life of residents.

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.

For this program we will work with the Burnaby Intercultural Planning table through the Intercultural Connections Working Group members that groups representatives from settlement service organizations, Fraser Health, educational institutions, Interfaith groups, community groups and other service providers. (attached letter from the BIPT).

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 we are not successful with this grant we will have to reduce the number of trainings.

E. EVENT OUTCOMES*

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

The program addresses racism, and the difference more it presents itself. We will know the program has reached its goal when at least 60% of attendees who participated in the evaluation survey indicate they have increased their awareness and understanding on the topic. Also, 50% of attendees indicate that they live, work and/or play in Burnaby.

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

Registrations will capture number of attendees and postal codes of where they live, work and play. Post-events evaluation survey will capture feedback from attendees on content and quality of the presentations, importance of the topics and learnings from the panel and the trainings.

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...)	14	20
Grants (All federal, provincial, municipal, foundation and gaming grants)	85	78
Donations and Sponsorships (Cash)	1	1
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		

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

Diversification of funding is one of MOSAIC's 5 year strategic action plans. MOSAIC will increase and diversify the funding available to meet the evolving needs of our clients. MOSAIC will increase gross and net revenues from corporate partners, foundations, individual donors, social enterprises and new government sources.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash					
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant	\$8630.98	\$15401.90	\$15707.00	\$16023.40	
Other	\$13012.00	\$13012.00	\$5916.00		

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

Goal 1:

Advocate for inclusivity

Description:

MOSAIC will advocate for and engage communities in the creation of a just and inclusive society.

Goal 2:

Enhance our services

Description:

MOSAIC will enhance the scope and depth of our services to respond to clients' evolving needs locally, provincially and nationally.

Goal 3:

Enhance our work environment

Description:

MOSAIC will be the employer of choice within the social services sector.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	553	522
Volunteer hours per year	9,484.37	4,131.75
Number of voting members	116	130

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)

MOSAIC is committed to ensure any programs, services, projects and other activities carried out are accessible to everyone and no one is left aside regardless of age, ability, creed, gender, sex orientation, ethnic or cultural background or socio-economic status.
MOSAIC has comprehensive policies and procedures in place. For example, MOSAIC's Principle policy 8, Identification of Access Barriers clearly states "The organization works towards the systematic reduction of barriers to services at all levels so as to ensure equitable delivery of services to all clients." MOSAIC is also CARF accredited and all programs review service barriers and accessibility twice a year in their program meetings and follow through with action plans.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Commercial general liability including cross liability, contractual liability- \$5,000,000

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

If the grant is awarded MOSAIC will recognize the funding placing the City logo in all materials produced for the webinar and training sessions. It will also recognized the contribution by adding the City logo in the website where we present all our partners.

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:	2020-2021
Month Fiscal Year Begins:	April

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.				
2.				
3.				
Provincial Government (Specify)				
1.				
2.				
3.				
Local Government (Specify)				
1. City of Burnaby		10695	N	Community Grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources		2200	Y	Contribution from BIPT,MOSAIC,SUCCESS
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue		12895		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense		1200	BIPT Coordinator
Office Supplies & Expenses			
Program & Event Supplies			
Advertising & Promotion		500	Events promotion
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees		9800	panelists, trainers and ASL interpretation
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1. admin fee15%		1395	
2.			
3.			
4.			
5.			
Total Expenditures		12895	
CURRENT SURPLUS (DEFICIT)		-12895	