



Executive Committee of Council
c/o Office of the City Clerk

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

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 JUNE 27

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

**SUBJECT: FESTIVAL GRANT #19-L-003 – CANADIAN COMMUNITY SERVICE
ASSOCIATION GRANT AWARD**

The Executive Committee of Council, at its Open meeting held on 2019 May 01, received a grant request in the amount of \$25,000 from the Canadian Community Service Association (CCSA) for the Chinese Cultural Heritage Festival and the 11th Vancouver Water-Splashing Festival to be held on 2019 July 28 at Swangard Stadium. The Committee adopted a motion recommending award of \$14,000 to the CCSA.

The Festivals Burnaby grant applications report containing the above noted grant request was submitted to Council at the Open Council meeting held on 2019 May 13. However, due to a clerical error, the report recommended award of \$15,000 to the CCSA. Following Council's adoption of the report, funds were dispensed to the organization.

Staff extend sincere regrets for the error and would like to assure the Committee that corrective actions have been put in place to address this issue. Please note that the discrepancy in the Committee's recommendation and the final grant award will be noted with future CCSA's festival grant requests for the Committee's information and consideration in its decision-making.

Nikolina Vracar
Administrative Officer

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