

EXECUTIVE COMMITTEE OF COUNCIL

TO: MAYOR AND COUNCILLORS

SUBJECT: BURNABY NEIGHBOURHOOD HOUSE CONTRIBUTION AGREEMENT

RECOMMENDATION:

THAT the Burnaby Neighbourhood House Society Contribution Agreement included as Attachment 2 to the report titled “Burnaby Neighbourhood House Contribution Agreement” dated March 6, 2024, be approved.

REPORT

The Executive Committee of Council, at its meeting held on March 6, 2024, received and adopted the attached report seeking Council approval for a new contribution agreement with the Burnaby Neighbourhood House Society.

The Committee amended the report to reflect a cap on the total cash contribution (\$100,000) and in-kind contribution (\$5,000) allotted annually in the three-year term, which will be reflected in Attachment 2 of the report prior to it being executed.

On behalf of the Executive
Committee of Council,

Councillor S. Dhaliwal
Chair

Councillor P. Calendino
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL (ECC)
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **BURNABY NEIGHBOURHOOD HOUSE SOCIETY CONTRIBUTION AGREEMENT**
PURPOSE: To seek approval for a new contribution agreement with the Burnaby Neighbourhood House Society.

RECOMMENDATION

THAT the Burnaby Neighbourhood House Society Contribution Agreement included as Attachment 2 to the report titled "Burnaby Neighbourhood House Contribution Agreement" dated March 6, 2024, be approved.

1.0 POLICY SECTION

In 2023, the Executive Committee of Council recommended changes to the Community Grant Policy (**Attachment 1**). These changes were approved by Council on October 30, 2023:

"That the City of Burnaby Community Grant Policy included as Attachment 1 to the report titled "Community Grant Policy Update" dated October 30, 2023, be approved with an effective date of January 1, 2024"

2.0 BACKGROUND

When the changes to the Community Grant Policy were being considered, it was identified that some local non-profit organizations who historically receive annual grants would no longer qualify under the new policy criteria. Burnaby Neighbourhood House Society (BNHS) falls into this category.

BNHS provides a range of services to meet the changing needs of the diverse population in Burnaby. They seek to enhance lives and community. In order to meet their goals as an organization, BNHS has applied for Community Grants from the City for a number of years to support their annual operating budget and specific programs. BNHS operates the following subsidiary non-profits:

1. Burnaby Meals on Wheels;
2. Burnaby Seniors Outreach Society;
3. Burnaby Community Services Society; and
4. Burnaby Christmas Bureau.

In 2023, BNHS and its subsidiaries received the following community grants:

Organization	Grant Type	Amount Requested	Amount Approved
Burnaby Neighbourhood House Society	Operating	\$20,000	\$20,000
Burnaby Neighbourhood House Society (<i>BNH Community Engagement Program</i>)	Program	\$15,000	\$15,000
Burnaby Seniors Outreach Services Society	Operating	\$10,000	\$10,000
Burnaby Seniors Outreach Services Society (<i>Seniors' Volunteer Peer Support Program</i>)	Program	\$15,000	\$10,000
Burnaby Community Services Society	Operating	\$5,000	\$5,000
Burnaby Community Services Society (<i>Programs</i>)	Program	\$27,000	\$20,000
Burnaby Meals on Wheels Society	Operating	\$10,000	\$10,000
Burnaby Meals on Wheels Society (<i>BMW Food Access and Connections for Seniors</i>)	Program	\$15,000	\$11,000
	Total	\$117,000	\$101,000

3.0 GENERAL INFORMATION

Following the updates to the Community Grants Policy, staff are bringing back an alternative for annual community grants for the BNHS by way of a Contribution Agreement (Agreement), included as **Attachment 2**.

The Agreement is proposed to be for a 3-year term for a total of \$110,000 each year. The total contribution amount is reflective of the 2023 approved total grant request (\$101,000) plus \$9,000 for resource guide printing, which had been granted to BHNS in previous years. In addition, the following in-kind services are also part of the Agreement (over and above the total contribution amount):

- a. an in-kind credit for printing wallet size resource cards (approx. total value of \$8,000.00);
- b. for the Recipient's Annual Fundraising Gala:
 - i. four (4) golf passes to the Burnaby Mountain Golf Course (approx. total value of \$282.00);
 - ii. four (4) golf passes to the Riverway Golf Course (approx. total value of \$330.00);
 - iii. four (4) gift certificates either for the Burnaby Mountain Golf Course or Riverway Golf Course Restaurant (approx. total value of \$240.00).

The Agreement allows for BNHS to allocate the contribution received between the subsidiaries as they see fit, as long as they align with the eligible expenses outlined in Schedule "A".

BNHS and its subsidiaries also receive additional support from the City in the form of Permissive Tax Exemptions (2023 \$13,308) and Lease Grants (2023 \$85,058). Entering into the Agreement will not prevent the BNHS from applying for permissive tax exemptions and lease grants during the term of the Agreement. These were not included in the Agreement because they have legislated rules or existing processes in place.

The proposed Agreement would prevent the BNHS from applying for Community Grants for the duration of the term of the Agreement; however, if the BNHS were to apply for other grants the City offers (i.e. Festival Grants), they would be considered under those programs.

As part of the Agreement, BNHS agrees to report back on the positive benefits that the contribution has had on the community, as well as other statistics and information.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Representatives of the BNHS will be made aware of final decision of Council.

5.0 FINANCIAL CONSIDERATIONS

The annual amount included in the Agreement (as noted above) is proposed to be funded from the current allocation of the Community Grant budget. In 2024, the approved budget for Community Grants was \$400,000 and funded from the Gaming and Gaming Interest Reserves. If approved, there would be \$290,000 remaining for Community Grant requests received in 2024.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

Attachment 1 – Community Grant Policy

Attachment 2 – Draft Burnaby Neighbourhood House Society Contribution Agreement

REPORT CONTRIBUTORS

This report was prepared by Juli Halliwell, General Manager Corporate Services and reviewed by Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer.