



COUNCIL AGENDA/INFORMATION		
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DISTRICT OF WEST VANCOUVER  
750 – 17<sup>TH</sup> STREET, WEST VANCOUVER, BC V7V 3T3

## COUNCIL REPORT

Date: January 13, 2009 File: 0920-07-02  
From: Leanne Sexsmith, Community Planner – Social Services  
Subject: West Vancouver Community Grants Committee Terms of Reference

### RECOMMENDED THAT:

1. Council approve the draft terms of reference for the Community Grants Committee.

### Purpose

To provide Council with an overview of the Community Grants program, and obtain approval for the Terms of Reference for the Community Grants Committee of Council.

### 1.0 Background

#### 1.1 Prior Resolutions

On July 7, 2008, Council passed a motion directing staff to implement improvements to the community grants application and adjudication process, as recommended by the Community Grants / Social Services Working Group.

On July 28, 2008, Council passed a motion recommending that a Community Grants Committee of Council be created.

### 2.0 Policy

- 2.1 District of West Vancouver “*Blueprint for Social Responsibility and Change*” (approved by Council July 2008) – Provides a framework for a social action plan and identifies strategies to strengthen community social support systems for long term planning and sustainability in West Vancouver.
- 2.2 District of West Vancouver *Official Community Plan* (June 2004) – Social Planning (Health, Wellness and Social Services Policy SP1): Within fiscal and statutory limits, work with the Vancouver Coastal Health Authority, School District

#45, senior levels of government, private and not-for-profit service providers and community agencies to identify and address social needs and issues and to maximize the efficiency and effectiveness of the social service delivery system.

### **3.0 Analysis**

#### **3.1 Purpose and Objectives of the Community Grants Program**

West Vancouver's Community Grants program provides funding to non-profit community organizations serving West Vancouver residents' needs. The District provides these grants to support the provision of services and programs that: reduce social, economic or physical disadvantage; improve quality of life; or support and promote arts, culture, and youth initiatives.

There are three funding categories for Community Grants with budgets (as allocated in 2008) as follows:

- Community Social Services grants - \$110,400
- Arts Grants - \$32,250
- Youth Competition Grants - \$3000

The funding of non-profit community organizations through the grants program has the following objectives:

- Support a diverse infrastructure of community organizations and programs that allows for creativity, innovation, and responsiveness to different community needs and interests;
- Provide local government endorsement for community organizations and programs to better attract funding from senior levels of government, donors, and foundations;
- Encourage grass roots innovation and responsiveness to changing and unmet community needs and interests.

#### **3.2 Improvements to the Community Grants Program**

In response to recommendations of the Community Grants/Social Services Working Group (July 2008), a number of improvements have been made to the community grants program over the past year. Key initiatives include:

- Formation of a Community Grants Committee of Council – Council approved the formation of this Committee to review and make recommendations on all community grant requests. Draft Terms of Reference are attached for Council's review and approval (Appendix A). The Committee will utilize the expertise of former members of the Community Grants / Social Services Working Group and the Arts and Culture Strategy Implementation Working Group. Membership will also include representatives from the West

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Vancouver Community Centres Services Society Board, the Seniors' Advisory Board, and the Museum Advisory Committee.

- Revised and simplified community grant application forms and process - The introduction of a new form, together with the requirement to only fill out the form every three years (corresponding to the three year funding cycle), ensures a simplified process for community agencies. In addition, community service and social service categories are now combined into one.
- Showcase of community organizations providing service to West Vancouver residents - This will highlight the community benefits of the grants program through a report that will be created for both the newspaper and municipal website.
- Review and examination of the community grants application process - This will be done every three years to ensure service review, evaluation and adjustment meet municipal and community needs. This will include discussions with the other two North Shore municipalities on additional strategies to improve the effectiveness of the program.

### **3.3 Next Steps**

As the deadline for the 2009 community grants applications is January 30, District review of the Community Grants will begin shortly. Once the Terms of Reference for the Community Grants Committee is approved, appointments for membership will be brought forward for Council consideration (February 2, 2009), the Committee will be established and their work will begin. Community Grant applications will be reviewed by the Committee during February and March of 2009, and a report will be brought forward to Council with recommendations on grant allocations in May of 2009.

### **4.0 Options**

- 4.1 Council may approve the Terms of Reference for the West Vancouver Community Grants Committee as provided, or request changes.

Author:



Appendix A – Council Committee Terms of Reference – West Vancouver Community Grants Committee (Draft)

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# Council Committee Terms of Reference

APPENDIX A

**Committee Name: West Vancouver Community Grants Committee**

**Type: Committee**

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## **1.0 Committee Purpose**

To allocate Council's Community Grants, according to Council Policy.

## **2.0 Duties**

To make recommendations to Council on Community Grants: for Social/Community Services, Arts & Culture, and the Youth Sport and Competition Fund.

## **3.0 Origin of Work**

To adjudicate the 2009 and 2010 Community Grant applications and make recommendations to Council.

## **4.0 Membership**

### **4.1 Voting Members (10): All residents of West Vancouver**

For the 2009/2010 Community Grants Year, the members will be accordingly:

- Four members of the former Community Grants / North Shore Social Services Review Working Group (2008)
- Three members of the former Arts & Culture Strategy Implementation Working Group (2008)
- One member of the Seniors' Centre Advisory Board
- One member from the West Vancouver Community Centres Services Society Board
- One member from the Museum Advisory Committee

### **4.2 Non-Voting Members (1):**

Ex-officio representative of Council (one year appointment)

## **5.0 Terms**

Normally, two year terms to a maximum of six years, with a one year term for appointees from Council.

## **6.0 Operations of the Committee**

### **6.1 Meeting Schedule**

The meeting schedule will be determined by the Chair who will be a West Vancouver volunteer member.

**6.2 Rules of Procedure**

Meetings shall be conducted in accordance with the rules of procedure set out in Council Procedure Bylaw and Council Committee Policy.

**6.3 Committee Secretarial Services**

A designated member of staff will provide committee secretarial services.

**7.0 Council Representative(s) and Alternates**

[Alternate]

**8.0 Administrative Liaison**

Liaison: Leanne Sexsmith, Community Planner/Social Services; Cathy Matheson, Manager, Cultural Services

Alternate: Anne Mooi, Deputy Director of Parks and Community Services

**9.0 Approvals/Reviews/Amendments**

By Council and Chief Administrative Manager