

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING MINUTES
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE
FRIDAY, DECEMBER 6, 2019**

Committee Members: M. Chia (co-chair), P. Mitchell (co-chair), T. Allen, B. Hann, M. Hess, W. McMillan, L. Ryerson, A. Sawchyn, L. Cameron and C. Banham. Absent: Councillor S. Thompson.

Staff: A. Beckett, Community Services & Community Development Manager; D. Niedermayer, Senior Manager Cultural Services; and Daniel Godfrey, Recording Clerk.

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

2. APPROVAL OF AGENDA

It was Moved by T. Allen and Seconded by A. Sawchyn:

THAT the December 6, 2019 Community Grants Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved by L. Cameron and Seconded by W. McMillan:

THAT the October 11, 2019, Community Grants Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Annual Council Presentation December 18, 2019

A. Beckett noted that the Community Grants Committee's annual presentation to Council will happen on Wednesday, December 18, 2019. She will connect with M. Chia and P. Mitchell to review the presentation material and confirm who will make the presentation. All committee members are encouraged to come for the presentation.

It is noted that C. Banham arrived at 9:03 a.m.

5. Subcommittee Meeting Dates for 2020

A. Beckett spoke regarding the adjudication process noting that application files will be ready for distribution to the subcommittees at the February 14, 2020 Community Grants Committee meeting. The subcommittees will meet immediately following that meeting to assign grant application files to individual members and to set their own schedule of adjudication meetings. It is noted that adjudication decisions and subcommittee grant recommendation reports will need to be completed and ready for presentation to the Community Grants Committee at the April 3, 2020 committee meeting.

Some discussion was held around late applications and how they will be handled.

6. Subcommittee Chairs for 2020

P. Mitchell spoke regarding the Community & Social Services Subcommittee (CSS) and the Arts, Culture & Heritage and Arts & Culture Advisory Committee (ACHACAC) Multi-committee Subcommittee and the process of selecting a chair for these two subcommittees. Discussion occurred around the responsibilities and voting capacity of the subcommittee members and who would sit on the subcommittees. It is noted that the subcommittee membership will be as follows:

CSS Subcommittee

M. Hess, W. McMillan, T. Allen, B. Hann, P. Mitchell and C. Banham (chair) with A. Beckett.

ACHACAC Multicommittee Subcommittee

L. Ryerson, L. Cameron (chair), A. Sawchyn and M. Chia with D. Niedermayer

7. 2020 Work Plan

A. Beckett reviewed the 2020 Community Grants Committee Work plan noting the administrative, adjudication, and strategic actions and the timelines for each.

A. Sawchyn noted a date discrepancy in item #20.

It was moved by C. Banham and seconded by L. Cameron that the work plan be amended as follows:

- Item # 20 be updated to read: "Review 2020 Work Plan and prepare and submit a report to Council on achievements".

And that the Work Plan be accepted as amended.

Carried

D. Niedermayer noted that there is potential for a grant application workshop in January 2020 to assist grant applicants with the grant writing process if there is a need expressed from applicants.

Discussion occurred around the Local to Global Youth Initiative Grants and A. Beckett spoke to the purpose and application process for these types of grants.

8. 2020 Grant Application Process Update

The Community Grants Application webpage was reviewed by the committee.

9. Arts, Culture & Heritage and Arts & Culture Advisory Committee Subcommittee

Doti noted that a letter has been sent to 2019 applicants for the arts, culture and heritage grants letting them know about the potential funding increase.

10. Community & Social Services Grant For PLEA Community Services Society

A. Beckett spoke regarding the Children Of The Street grant that was re-assigned to PLEA and it was noted that this was a one year project grant.

11. Other Items

Discussion occurred regarding conflicts of interest for subcommittee members when adjudicating grant applications and the benefits of bringing in a staff member from the District's Legislative Services department to answer questions and provide clarity on conflict of interest issues. Staff will follow-up and make arrangements for an upcoming meeting.

PUBLIC QUESTIONS

12. PUBLIC QUESTIONS

There were no questions.

13. ADJOURNMENT

It was Moved B Hann and Seconded by M. Chia:

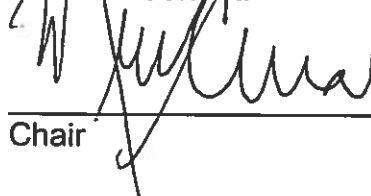
THAT the December 6, 2019, Community Grants Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 9:56 a.m.

The next meeting is scheduled for January 17, 2020.

Certified Correct:



Chair



Committee Clerk