

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
CGC MEETING MINUTES  
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE  
FRIDAY, JANUARY 17, 2020**

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

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

Guests: Mark Panneton, Legislative Services

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

It was Moved C. Banham and Seconded:

THAT the January 17, 2020, CGC meeting agenda be amended by:

- Adding new item #3 (a) regarding M. Panneton's presentation from legislative services.

AND THAT the agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

It was Moved by C. Banham and Seconded by B. Hann:

THAT the December 6, 2019, CGC meeting minutes be amended by:

- Changing the time C. Banham arrived at the meeting from "9:15 a.m." to "9:03 a.m."
- Changing the text in item #6 from "L. Campbell" to read "L. Cameron"

AND THAT the minutes be approved as amended.

**CARRIED**

## **REPORTS / ITEMS**

### **3 (a) M. Panneton Legislative Services Presentation**

M. Panneton spoke regarding general Conflict of Interest (COI) issues as well as specific issues that may occur surrounding committee member's participation in the grant adjudication process. It was pointed out to committee members that declarations of a COI are recorded in the minutes of a meeting along with the reasons for the conflict. It was further noted that a COI can be identified by members other than the person involved in the COI.

Members were reminded of the importance of reviewing grant applications in an unbiased way

It is noted that Councillor S. Thompson arrived at 9:09 a.m.

Discussion continued regarding COI issues.

M. Panneton answered general questions from members around open vs. closed meetings, Freedom Of Information and Protection of Privacy (FIPPA) and the makeup and voting responsibilities of the Community Grants Committee (CGC), the Arts, Culture & Heritage Subcommittee (ACH) and the Community Services & Social Services Subcommittee (CSSS).

It is noted that M. Panneton left the meeting at 9:35 a.m. and did not return.

### **4. Year end presentation to council**

M. Chia recognized and thanked A. Beckett and C. Banham for presenting to District Council on behalf of the CGC on December 16, 2019. Councillor Thompson also thanked the CGC for its work and noted that District Council values the work and input the CGC provides.

### **5. Blueprint for Social Responsibility & Change Metrics**

A Beckett spoke regarding reconvening the Blueprint For Social Responsibility & Change Subcommittee to identify metrics which could be used to measure success of the strategies identified in the Blueprint.

Staff to follow up with email to recruit CGC members to participate in this process.

## 6. Recognition Event for 2020 Grant Recipients

A Beckett noted an interest in a return of a recognition event for grant recipients as the event was seen as an important networking event. The plan is to reconvene the event for the 2020 grant recipients in early June 2020 at Municipal Hall.

It was Moved by C. Banham and Seconded by L. Cameron:

THAT the CGC recommends the District reinstate a recognition event for 2020 grant recipients.

**CARRIED**

## 7. Subcommittee instructions

General discussion was held around the grant adjudication process, timelines and deadlines and meeting requirements. The adjudication process must be completed by early April to allow staff to complete a report for Council by April 25, 2020. Council will review the CGC's recommendations at the regular Council meeting on May 25, 2020.

CGC members will be provided with a timeline document laying out key dates and deadlines.

## 8. 2020 Meeting Dates

2020 meeting dates were discussed and confirmed. Meetings will continue to be held on the second Friday of each month. CGC members will be provided with a calendar of 2020 meeting dates.

Some discussion was also held around the Permissive Tax Exemption (PTE) process and who should be involved in reviewing the report of PTEs for 2020. Staff will investigate the 2020 dates for the PTE process and report back to the CGC.

## 9. Other Items

No items were brought forward.

## 10. Next Meeting

Friday February 14, 2020 at 9 a.m.

## **PUBLIC QUESTIONS**

### 11. PUBLIC QUESTIONS

There were no questions.

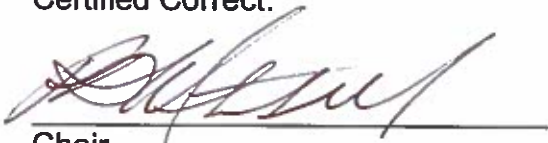
**12. ADJOURNMENT**

It was Moved by C. Banham and Seconded by L. Cameron:  
THAT the January 17, 2020, CGC meeting be adjourned.

**CARRIED**

The meeting adjourned at 10:10 a.m.

Certified Correct:

  
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Chair

  
\_\_\_\_\_  
Committee Clerk