

Revised on January 6, 2022 to:

- change the location from the Cedar Room in the West Vancouver Community Centre to the Atrium in the Municipal Hall.

## THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

### COMMUNITY GRANTS COMMITTEE MEETING AGENDA

FRIDAY, JANUARY 14, 2022

8:30 AM VIA ELECTRONIC COMMUNICATION FACILITIES

(Members of the public may hear, or watch and hear, the meeting by attending the *Atrium in the Municipal Hall* or via electronic communication facilities through the link provided on the Committee's webpage)

*Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.*

### CALL TO ORDER

1. Call to order.

*Note: Staff will confirm that the meeting is being conducted via electronic communication facilities, pursuant to s. 5.7(b) of Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

2. **Election of Chair for 2022**

RECOMMENDATION:

THAT M. Hess be elected as Chair for 2022.

RECOMMENDATION:

THAT A. Sawchyn be elected as Co-Chair for 2022.

3. **Committee Meeting Schedule for 2022**

RECOMMENDATION:

THAT the Community Grants Committee Meeting Schedule for 2022 be adopted as follows:

- February 11, 2022 at 8:30 a.m.
- April 8, 2022 at 8:30 a.m.
- May 6, 2022 at 8:30 a.m.
- June 3, 2022 at 8:30 a.m.
- September 9, 2022 at 8:30 a.m.
- October 7, 2022 at 8:30 a.m.
- November 4, 2022 at 8:30 a.m.
- December 2, 2022 at 8:30 a.m.

RECOMMENDATION:

THAT

1. all remaining Community Grants Committee meetings, including subcommittee meetings, for 2022 be held via electronic communication facilities only;
2. the **Atrium in the Municipal Hall** be designated as the place where the public may attend to hear, or watch and hear, the Community Grants Committee and subcommittee meeting proceedings; and
3. a staff member be in attendance at the **Atrium in the Municipal Hall** for each of the scheduled meetings.

**APPROVAL OF AGENDA**

**4. Approval of January 14, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the January 14, 2022 Community Grants Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**5. Adoption of December 3, 2021 Meeting Minutes**

RECOMMENDATION:

THAT the December 3, 2021 Community Grants Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**6. Conflict of Interest**

RECOMMENDATION:

THAT the discussion regarding Conflict of Interest be received for information.

**7. Membership Update**

RECOMMENDATION:

THAT the discussion regarding Membership Update be received for information.

**8. Distribution of One-Time \$80K Budget Increase**

RECOMMENDATION:

THAT the discussion regarding Distribution of One-Time \$80K Budget Increase be received for information.

**9. Foundant Grant Management Software Update**

RECOMMENDATION:

THAT the discussion regarding Foundant Grant Management Software Update be received for information.

**10. 2022 Grant Adjudication Timeline**

RECOMMENDATION:

THAT the discussion regarding 2022 Grant Adjudication Timeline be received for information.

**11. Subcommittee Meeting Schedules**

RECOMMENDATION:

THAT the Subcommittee Meeting Schedules be adopted as discussed.

**PUBLIC QUESTIONS**

**12. Public Questions**

**NEXT MEETING**

**13. Next Meeting**

The next Community Grants Committee meeting is scheduled for February 11, 2022 at 8:30 a.m.

**ADJOURNMENT**

**14. Adjournment of January 14, 2022 Community Grants Committee Meeting**

RECOMMENDATION:

THAT the January 14, 2022 Community Grants Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY GRANTS COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
FRIDAY, DECEMBER 3, 2021**

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Committee Members: M. Hess (Chair), S. Bell-Irving Gray, V. Holysh, L. Rogers, A. Sawchyn, and J. Verner attended the meeting via electronic communication facilities. Absent: K. Louie and Councillor M. Wong.

Staff: A. Beckett, Community Services & Community Development Manager; S. Ketler, Director of Parks, Culture, and Community Services; and D. Godfrey, Committee Clerk, attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 10:05 a.m.

M. Hess shared Councillor Wong's regrets at not being able to attend this morning's meeting.

A. Beckett introduced Sue Ketler, the new Director of Parks, Culture, and Community Services. S. Ketler spoke regarding her work with the District and noted that as part of her onboarding into the role of Director of Parks, Culture, and Community Services she is attending a meeting of each of the Council Committees within her area of oversight to familiarize herself with their work and members.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the December 3, 2021 Community Grants Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the November 5, 2021 Community Grants Committee meeting minutes be adopted as circulated.

CARRIED

## **REPORTS / ITEMS**

### **4. 2022 Work Plan**

M. Hess spoke regarding the Community Grant Committee's 2022 work plan. M. Hess thanked the committee members for their work and engagement in determining the priorities for the Committee. A. Beckett summarized the five action items listed on the work plan giving some details as to the actions that are planned for each item. Discussion was held regarding the work plan including the date and timing of committee meetings. Consensus was reached that an early morning meeting on Fridays was preferable.

It was Moved and Seconded:

THAT the verbal report regarding 2022 Work Plan be received for information.

CARRIED

### **5. Membership Update and Subcommittee Appointment Discussion**

A. Beckett spoke regarding a committee member who has resigned from the committee. She noted that the Community Grants Committee now has three vacancies and spoke regarding the process of filling those vacancies. It was noted that the vacancy created by the current resignation will be filled as soon as possible but that other vacancies will only be filled if appropriate diversity can be ensured. She responded to questions regarding the diversity of current applicants.

A. Beckett noted the recent email from Legislative Services regarding the annual committee survey and the vaccination requirements and inquired if committee members had any questions regarding the two items.

Discussion was held regarding the tentative subcommittee assignments. A. Beckett confirmed that S. Bell-Irving Gray, A. Sawchyn, and M. Hess will sit on the Arts, Culture & Heritage subcommittee, and that L. Rogers, V. Holysh, K. Louie, and J. Verner will sit on the Community & Social Services subcommittee. She noted that the new member, when appointed, will also sit on the Community & Social Services subcommittee. M. Hess responded to questions regarding the subcommittee meeting timing and process.

It was Moved and Seconded:

THAT the discussion regarding Membership Update and Subcommittee Appointment Discussion be received for information.

CARRIED

## 6. Youth Initiative Grant Recommendation Process

A. Beckett spoke regarding the following standard process for the receipt, review, and recommendation of Youth Initiative Grant applications:

- Youth Initiative Grant applications will be received by staff who will ensure the grant application is complete and fits within the Youth Initiative Grant mandate.
- Staff forward the application to the Youth Services Program Coordinator who takes the application forward to the Youth Advisory Committee.
- The Youth Advisory Committee reviews the application and makes a recommendation which is presented to staff.
- Staff bring the application and recommendation to the Community Grants Committee for their review.
- The Community Grants Committee confirms the recommendation or sends the application back to the Youth Advisory Committee with a request for more information as needed.
- Once the Community Grants Committee confirms a recommendation, the recommendation is forwarded to the Director of Parks, Culture, and Community Service for final approval.

Discussion was held regarding the above process with A. Beckett responding to questions and comments as needed.

It is noted that S. Ketler left the meeting at 10:30 a.m. and did not return.

It was Moved and Seconded:

THAT the discussion regarding Youth Initiative Grant Recommendation Process be received for information.

CARRIED

## 7. Foundant Software Update

A. Beckett spoke regarding the status of the implementation of the Foundant Grant Management software. Staff suggested that forms be made available on the Community Grants webpage and applicants be given the option of filling in and submitting hard copy application documents using those forms or waiting and submitting their application online through the Foundant Grant Management software. V. Holysh noted his experiences with the implementation of new technology systems and discussion was held regarding the implementation process and the possibility of extending the application deadline.

It was Moved and Seconded:

THAT the discussion regarding Foundant Software Update be received for information.

CARRIED

**PUBLIC QUESTIONS**

**8. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**9. NEXT MEETING**

It was Moved and Seconded:

THAT the next Community Grants Committee meeting be scheduled for January 14, 2022 at 8:30 a.m.

CARRIED

**10. ADJOURNMENT**

It was Moved and Seconded:

THAT the December 3, 2021 Community Grants Committee meeting be adjourned.

CARRIED

The meeting adjourned at 10:46 a.m.

Certified Correct:

\_\_\_\_\_  
Chair

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