

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**COMMUNITY GRANTS COMMITTEE MEETING AGENDA**

**FRIDAY, FEBRUARY 11, 2022**

**8:30 AM VIA ELECTRONIC COMMUNICATION FACILITIES**

*(Members of the public may hear, or watch and hear, the meeting by attending the Cedar Room in the West Vancouver Community Centre, 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: Chair 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. Committee Meeting Location for 2022**

RECOMMENDATION:

THAT

1. all remaining Community Grants Committee meetings, including subcommittee meetings, for 2022 be held via electronic communication facilities only;
2. the Cedar Room in the West Vancouver Community Centre 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 Cedar Room in the West Vancouver Community Centre for each of the scheduled meetings.

**APPROVAL OF AGENDA**

**3. Approval of February 11, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the February 11, 2022 Community Grants Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**4. Adoption of January 14, 2022 Meeting Minutes**

RECOMMENDATION:

THAT the January 14, 2022 Community Grants Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**5. West Vancouver Historical Foundation 2021 Grant Update**

RECOMMENDATION:

THAT the discussion regarding West Vancouver Historical Foundation 2021 Grant Update be received for information.

**6. Foundant Grant Management Software Update**

RECOMMENDATION:

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

**7. Grant Evaluation Training**

RECOMMENDATION:

THAT the discussion regarding Grant Evaluation Training be received for information.

**8. Annual Committee Evaluation**

RECOMMENDATION:

THAT the discussion regarding Annual Committee Evaluation be received for information.

**9. Application Status Update & Submission Timeline**

RECOMMENDATION:

THAT the discussion regarding Application Status Update & Submission Timeline be received for information.

**10. Subcommittee Assignments Confirmation**

RECOMMENDATION:

THAT the discussion regarding Subcommittee Assignments Confirmation be received for information.

**11. Subcommittee Meetings**

RECOMMENDATION:

THAT the discussion regarding Subcommittee Meetings be received for information.

**PUBLIC QUESTIONS**

**12. Public Questions**

**NEXT MEETING**

**13. Next Meeting**

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

**ADJOURNMENT**

**14. Adjournment of February 11, 2022 Community Grants Committee Meeting**

RECOMMENDATION:

THAT the February 11, 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, JANUARY 14, 2022**

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

Staff: A. Beckett, Community Services & Community Development Manager (Staff Liaison); D. Niedermayer, Senior Manager, Cultural Services; M. Panneton, Director of Legislative Services; P. Cuk, Manager, Legislative Operations; T. Azuma, Committee & Policy Coordinator attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 8:36 a.m.

**2. Election of Chair for 2022**

It was Moved and Seconded:

THAT M. Hess be elected as Co-Chair for 2022.

CARRIED

It was Moved and Seconded:

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

CARRIED

**3. Committee Meeting Schedule for 2022**

It was Moved and Seconded:

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.

CARRIED

It was Moved and Seconded:

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.

CARRIED

#### **4. APPROVAL OF AGENDA**

It was Moved and Seconded:

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

CARRIED

#### **5. ADOPTION OF MINUTES**

It was Moved and Seconded:

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

CARRIED

M. Panneton, P. Cuk, and T. Azuma entered the meeting at 9:30 a.m. via electronic communication facilities.

### **REPORTS / ITEMS**

#### **6. Conflict of Interest**

Legislative Services staff provided information regarding conflict of interest issues related to committee participation.

It was Moved and Seconded:

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

CARRIED

M. Panneton, P. Cuk, and T. Azuma left the meeting at 9:40 a.m. and did not return.

#### **7. Membership Update**

Staff reported that there are three vacancies on the Community Grants Committee.

It was Moved and Seconded:

THAT the discussion regarding Membership Update be received for information.

CARRIED

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

Discussion was held regarding the options for allocation of the one-time budget increase. It was agreed that the increase be added to the overall budget and specific allocations of the increase be considered once the subcommittees have a better idea of the total application requests.

It was Moved and Seconded:

THAT the one-time \$80K budget increase be added to the overall budget total and subcommittees consider its allocation once the application process is closed.

CARRIED

## 9. Foundant Grant Management Software Update

A. Beckett spoke regarding the implementation of the Foundant Grant Management Software noting that self-paced training sessions will be available for committee members. She noted that invitations will be sent out once the site is live and ready to go.

It was Moved and Seconded:

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

CARRIED

## 10. 2022 Grant Adjudication Timeline

Staff noted that because we are accepting both online and paper applications, the deadline for PDF and paper grants may be pushed back to February 15. Links to online applications can be sent to committee members as soon as they are submitted.

It was Moved and Seconded:

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

CARRIED

## 11. Subcommittee Meeting Schedules

Discussion was held regarding the make-up of the two subcommittees. Staff 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. Any additional appointments will be assigned to the subcommittees based on subcommittee needs. Discussion was also held regarding the grant review process. **ACTION:** Staff will connect with new committee members to review the grant review process.

It was noted that the meeting date and time for each subcommittees first meeting will be communicated to committee members by the committee clerk before the next full Community Grants Committee meeting. It was also noted that each subcommittee will then approve a schedule for their review meetings at their first subcommittee meeting.

It was Moved and Seconded:

THAT the discussion regarding Subcommittee Meeting Schedules be received for information.

CARRIED

**PUBLIC QUESTIONS**

**12. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**13. NEXT MEETING**

Staff confirmed that the next Community Grants Committee meeting is scheduled for February 11, 2022 at 8:30 a.m.

**14. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 10:01 a.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Staff Liaison