

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
FRIDAY, FEBRUARY 11, 2022**

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

Staff: A. Beckett, Community Services & Community Development Manager (Staff Liaison); D. Niedermayer, Senior Manager, Cultural Services; F. Melo da Costa, Cultural Services Department Secretary; and D. Godfrey, Community Services Department Secretary (Committee Clerk) attended the meeting via electronic communication facilities.

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

2. Committee Meeting Location for 2022

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 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.

CARRIED

3. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

4. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

5. West Vancouver Historical Foundation 2021 Grant Update

D. Niedermayer corrected the organization name which should be West Vancouver Historical Society. She spoke regarding a request from the West Vancouver Historical Society to extend the timeline for completion of their 2021 funded project. Discussion was held regarding updating the wording of the approval letters sent to organizations to include guidelines on the timelines and use of grant funds. Staff confirmed that this kind of change will be implemented in future grant approval letters.

It was Moved and Seconded:

THAT the Community Grants Committee approve a one year extension of the West Vancouver Historical Society's 2021 Storied Walks of West Vancouver project grant timeline.

CARRIED

6. Foundant Grant Management Software Update

Staff gave an update on the number of new 2022 grant applications and 2021 grant accountabilities that have been received through the online grant portal. Discussion was held regarding in-cycle grants and the idea of approving multi-year grants. It was noted that this issue may be an item for consideration during a review of the Community Grants Program Policy Framework.

Staff were instructed to send notifications to grant applicants with existing in-cycle approvals to let them know their new applications will not be considered.

It was Moved and Seconded:

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

CARRIED

7. Grant Evaluation Training

M. Hess commented on the PowerPoint presentation that A. Beckett and D. Niedermayer provided to some of the new committee members. A. Beckett noted that she or D. Niedermayer will connect with J. Mascall to review the PowerPoint.

Some discussion was held regarding the evaluation process in terms of the new online grant portal. It was noted that while each application is reviewed by one committee member there will still be robust conversations and discussions in the subcommittee meetings regarding the applications and evaluators are free to reach out to applicant organizations if they wish to have more information.

Staff confirmed that the grant matrix that has been used in previous years will still be used as an additional evaluation tool this year.

It was Moved and Seconded:

THAT the discussion regarding Grant Evaluation Training be received for information and that staff distribute their PowerPoint training presentation to committee members.

CARRIED

8. Annual Committee Evaluation

Staff spoke regarding the annual evaluation results and some discussion was held regarding the evaluation process moving forward.

It was Moved and Seconded:

THAT staff will review the two survey responses and forward them to the committee to discuss at a future meeting.

CARRIED

9. Application Status Update & Submission Timeline

Application status was discussed in Item 6 above. A. Beckett noted that the extra \$81,500 from the 2021 COVID-19 Grant process has been added to the \$262,000 current year budget and discussion was held regarding how the extra funds should be allocated.

Staff were directed to create some kind of tracking system regarding the extra funding inside the existing grant matrix document.

It was Moved and Seconded:

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

CARRIED

10. Subcommittee Assignments Confirmation

Staff confirmed that the Arts, Culture & Heritage Subcommittee will include:

- S. Bell-Irving Gray
- A. Sawchyn
- M. Hess
- J. Mascal

And that the Community & Social Services Subcommittee will include:

- L. Rogers
- V. Holysh
- K. Louie
- J. Verner

Some discussion was held as to the allocation of applications among the committee members and included suggestions that applications be reviewed by new evaluators every one or two years and that this may be an item for consideration during a review of the Policy Framework. It was also suggested that applications from

organizations that were previously denied grants be assigned to different people each year.

It was Moved and Seconded:

THAT staff be directed to distribute the grant matrix identifying previous evaluators for each application and final allocation of applications be confirmed at the first subcommittee meetings.

CARRIED

11. Subcommittee Meetings

It was Moved and Seconded:

THAT the first meeting of the Arts, Culture & Heritage Subcommittee be scheduled for Friday, February 25, 2022 at 8:30 a.m.; and

THAT the first meeting of the Community & Social Services Subcommittee be scheduled for Tuesday, February 22, 2022 at 8:30 a.m.

CARRIED

PUBLIC QUESTIONS

12. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

13. NEXT MEETING

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

14. ADJOURNMENT


It was Moved and Seconded:

THAT the February 11, 2022 Community Grant Committee meeting be adjourned.

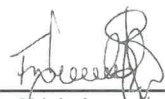
CARRIED

The meeting adjourned at 9:58 a.m.

Certified Correct:



Chair



Staff Liaison