

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING AGENDA
FRIDAY, DECEMBER 2, 2022
9 AM IN THE CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE
(In-person attendance only)

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 in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

APPROVAL OF AGENDA

2. Approval of Committee Meeting Agenda

RECOMMENDATION:

THAT the December 2, 2022 Community Grants Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the November 18, 2022 Community Grants Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Council Update

RECOMMENDATION:

THAT the verbal discussion regarding Council Update be received for information.

5. Foundant Update

RECOMMENDATION:

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

6. Community Grants Framework

RECOMMENDATION:

THAT the verbal discussion regarding Community Grants Framework be received for information.

PUBLIC QUESTIONS

7. Public Questions

NEXT MEETING

8. Next Meeting

RECOMMENDATION:

THAT the next Community Grants Committee meeting be scheduled for January 13, 2022 at 9 a.m. and be held in-person in the Cedar Room at the West Vancouver Community Centre.

ADJOURNMENT

9. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the December 2, 2022 Community Grants Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING MINUTES
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE
FRIDAY, NOVEMBER 18, 2022**

Committee Members: M. Hess (Chair), V. Holysh, K. Louie, J. Mascall, L. Rogers, J. Verner; and Councillor Watt attended the meeting in the Cedar Room, West Vancouver Community Centre. Absent: J. Tammuz.

Staff: A. Beckett, Community Services & Community Development Manager (Staff Liaison); D. Niedermayer, Senior Manager, Cultural Services; and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting in the Cedar Room, West Vancouver Community Centre.

1. CALL TO ORDER

The meeting was called to order at 9:02 a.m.

Chair introduced Councillor Watt to the committee members.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the November 18, 2022 Community Grants Committee meeting agenda be amended by:

- Moving Items 6, 7, and 8 to be considered immediately following Item 4;

AND THAT the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the October 7, 2022 Community Grants Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Council Appointment

Councillor Watt answered questions and discussion was held regarding the Councillor Liaison role in the Committee.

It was Moved and Seconded:

THAT the verbal discussion regarding Council Appointment be received for information.

CARRIED

5. Foundant Application Form Review

Considered immediately following Item 8.

6. 2022 Work Plan Review

M. Hess reminded the Committee of the priorities defined in the 2022 Work Plan:

- Communication and education for applicants on the Foundant platform and the community grants process;
- Increase the diversity in the Committee to better reflect both grant streams; and
- Review of the Framework.

The Committee discussed the challenges in learning and using the new software and the effort required to complete four rounds of adjudication this year. It was noted that the policy framework review could not be addressed this year and should be included in the priorities for 2023.

A. Beckett noted that four new committee applicants are being recommended for Council's consideration. The Committee thanked Staff for their help and support with the new software and committee members were recognized for their work and dedication especially considering the heavy workload of the adjudication process this year.

It was Moved and Seconded:

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

CARRIED

7. 2023 Work Plan Planning

M. Hess proposed a few items for discussion as objectives and priorities for 2023. The Committee agreed that the priorities for 2023 should include:

- Review of the 2017 Policy Framework;
- Discussion of committee members' questions and comments regarding the adjudication process;
- Training for new committee members, including case studies; and
- Revisiting the possible amalgamation of the Awards and the Community Grants Committees.

The Committee discussed new members for the Arts, Culture & Heritage stream and the need and desire to hold hybrid meetings.

It was Moved and Seconded:

THAT the verbal discussion regarding 2023 Work Plan Planning be received for information.

CARRIED

8. Annual Council Presentation

A. Beckett provided information regarding a future Council meeting in which Committees of Council present the highlights of the previous year and the priorities for the upcoming year, and where Council may ask questions of the Committee. After some discussion it was agreed that V. Holysh will make the presentation (with support from Staff). Staff will circulate the draft presentation to committee members for their review before the presentation. Discussion was held regarding the highlights for 2022 and there was consensus on three items:

- Committee's accomplishment in adjudicating two rounds of the grants applications;
- The use of the new Foundant platform for the first time in the application and adjudication process; and
- Recruitment challenges due to COVID restrictions and the heavy workload.

The priorities for 2023 should be as discussed in Item 7.

It was Moved and Seconded:

THAT

1. V. Holysh be the individual from the Committee to be part of the presentation to Council in January 2023; and
2. the verbal discussion regarding Annual Council Presentation be received for information.

CARRIED

5. Foundant Application Form Review

M. Hess reminded the Committee about the questions, comments, and feedback from committee members regarding the application forms and the use of the Foundant software. She reminded the Committee that the goal is to adjust the forms to clarify the questions and add the right prompts.

Discussion was held regarding the Arts, Culture, & Heritage application process and regarding different questions depending on amounts requested. It was suggested that a meeting be held to go through the application forms in detail and make the changes and updates as they go. The Committee agreed that V. Holysh, L. Rogers, and J. Verner should meet with staff to execute the necessary changes in the Foundant portal before December 1, 2022.

Due to privacy issues when adjudicating applications, the Committee discussed the option of asking for Council's approval to change the Community Grants Committee from a Committee of Council into a working group committee members defended the transparency of the current process. Further discussion of this topic was deferred to a future meeting when the grants program framework will be reviewed.

It was Moved and Seconded:

THAT the verbal discussion regarding Foundant Application Form Review be received for information.

CARRIED

9. Staff Updates

A. Beckett spoke regarding the proposed Community Grants Program budget for 2023 noting that there will be an increase of 4.9%. The annual increase is based on the Consumer Price Index of June 2022. The proposed budgets for 2023 are:

- Community & Social Services: \$219,358;
- Arts, Culture & Heritage: \$52,228; and
- Global Youth Initiatives: \$3,441.

It was Moved and Seconded:

THAT the verbal discussion regarding Staff Updates be received for information.

CARRIED

PUBLIC QUESTIONS

10. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

11. NEXT MEETING

It was Moved and Seconded:

THAT the next Community Grants Committee meeting be scheduled for December 2, 2022 at 9 a.m. and be held in-person in the Cedar Room, West Vancouver Community Centre.

CARRIED

ADJOURNMENT

12. ADJOURNMENT

It was Moved and Seconded:

THAT the November 18, 2022 Community Grants Committee meeting be adjourned.

CARRIED

The meeting adjourned at 10:35 a.m.

Certified Correct:

Chair

Committee Clerk