

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING AGENDA
FRIDAY, JANUARY 13, 2023
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: Staff will confirm that the meeting is being conducted in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

2. New Member Introduction

RECOMMENDATION:

THAT the discussion regarding New Member Introduction be received for information.

3. Election of Chair for 2023

RECOMMENDATION:

THAT [Name] be elected as Chair for 2023.

RECOMMENDATION:

THAT [Name] be elected as [Acting OR Co] Chair for 2023.

4. Committee Meeting Schedule for 2023

RECOMMENDATION:

THAT the Community Grants Committee Meeting Schedule for 2023 be adopted as follows:

- February 10, 2023 at 9 a.m.;
- March 24, 2023 at 9 a.m.;
- April 21, 2023 at 9 a.m.;
- May 19, 2023 at 9 a.m.;
- June 16, 2023 at 9 a.m.;
- September 8, 2023 at 9 a.m.;
- October 6, 2023 at 9 a.m.;

- November 3, 2023 at 9 a.m.; and
- December 1, 2023 at 9 a.m.

RECOMMENDATION:

THAT all remaining Community Grants Committee meetings for 2023 be held in-person at the Cedar Room in the West Vancouver Community Centre.

5. Annual Committee Evaluation for 2022

RECOMMENDATION:

THAT the report regarding Annual Committee Evaluation for 2022 be received for information.

APPROVAL OF AGENDA

6. Approval of Committee Meeting Agenda

RECOMMENDATION:

THAT the January 13, 2023 Community Grants Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

7. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the December 2, 2022 Community Grants Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

8. Subcommittee Assignments

RECOMMENDATION:

THAT

1. [NAME], [NAME], [NAME] and [NAME] be appointed to the Arts, Culture & Heritage Subcommittee; and
2. [NAME], [NAME], [NAME], [NAME], [NAME], and [NAME] be appointed to the Community & Social Services Subcommittee.

9. Subcommittee Meeting Dates

RECOMMENDATION:

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

10. Grant Process Orientation

RECOMMENDATION:

THAT the discussion regarding Grant Process Orientation be received for information.

PUBLIC QUESTIONS

11. Public Questions

NEXT MEETING

12. Next Meeting

The next Community Grants Committee meeting is scheduled for February 10, 2023 at 9 a.m. and will be held in-person in the Cedar Room, West Vancouver Community Centre.

ADJOURNMENT

13. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the January 13, 2023 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, DECEMBER 2, 2022**

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

Staff: A. Beckett, Community Services & Community Development Manager (Staff Liaison); D. Niedermayer, Senior Manager, Cultural Services; and D. Godfrey, Community 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.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

4. Council Update

Councillor Watt was invited to speak to share any news or information coming out of Council. She spoke briefly and then responded to questions from committee members.

It was Moved and Seconded:

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

CARRIED

5. Foundant Update

Staff gave an update on the status of the Foundant application form and 2023 grant process. Discussion was held regarding the cues that are given to applicants in the questions to ensure applicants understand the question. M. Hess requested that the word “specify” be added to applicable sections on the budget form as previously discussed. Discussion was also held regarding the maximum amount of funding an applicant can make on an application with general consensus that the amounts should be the same for the three different streams and two types of applications.

It was Moved and Seconded:

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

CARRIED

6. Community Grants Framework

Discussion was held regarding potential changes to the Framework Policy, the timeline for reviewing and updating and/or editing the document as well as some specific items within the document. V. Holysh felt that the Framework document should be viewed as the high-level guiding principles for the Community Grants Program and suggested that the Committee should perhaps have a Grants Program Guidelines document that provides guidance on annual priorities and operational processes.

Orientation of new members and reviewing what to look for in financial statements submitted by applicants was also discussed with A. Beckett suggesting that it will be part of the new member orientation process conducted by Staff before the first Community Grants Committee meeting in January.

Other Framework items discussed included:

- A. The 80/20 budget split between the Community & Social Services stream and the Arts, Culture, and Heritage stream.

It was Moved and Seconded:

THAT the Committee review the total application requests each year and make a decision each year regarding the budget allocation between the Community & Social Services stream and the Arts, Culture, and Heritage stream.

CARRIED

- B. The maximum application limit of \$15,000 and whether the maximum should apply to all streams and types of grants.

Staff were directed to compile and provide to the Committee, at a future meeting, a list of organizations that apply for, and receive, funding directly from District Council through other sources besides the Community Grants program (e.g. Fee for Service Agreements, delegation to Council, other District sources). Staff were also directed to include a field on the budget form where applicants can show this funding revenue.

It was Moved and Seconded:

THAT the Committee recommends the Community Grants Framework be updated to reflect that the maximum amount that can be requested for all grant types is \$15,000.

CARRIED

C. Whether multi-year funding should be continued.

V. Holysh suggested this topic may be something that could be included in a Community Grants Program Guidelines document instead of being hard coded into the Framework.

It was Moved and Seconded:

THAT the Committee recommends the Community Grants Framework be updated to reflect that applicants should only be able to apply for one-year grants.

CARRIED

D. The number of applications an organization can submit in any one grant year.

Some very small organizations submit numerous project grant applications at each funding cycle. Adjudicated separately, this could mean a very small organization receives a large percentage of the total funding under one grant stream. It was noted by some committee members that having multiple applications for different projects from a single organization gives background and flavour to the operations of the organization, while other committee members noted that some applicants cut and paste responses from one application onto their other applications which does not give a full picture of the project.

It was Moved and Seconded:

THAT the Committee recommends the Community Grants Framework be updated to reflect that organizations may apply for a maximum of one (1) operating grant, and up to two (2) project grants in any one grant year.

CARRIED

E. Whether this Committee should be a Committee of Council or a Working Group.

Discussion was held regarding the difficulty of working within the Committee of Council framework for the Community Grants Committee adjudication process. A process that requires many subcommittee meetings in a short space of time. As well, it can be awkward to adjudicate grant applications in public. A Working Group (or other type of committee) would still work under the same policies but have more freedom to meet. Council would still approve funding recommendations. This discussion was tabled to a future meeting in 2023.

Additional discussion was held regarding advertising the District's Community Grants Program more broadly to ensure all eligible applicants are reached. A question arose regarding the Community Grants Program funding organizations based outside of West Vancouver. It was confirmed that to receive funding from

the Community Grants Program, an organization must either be based in West Vancouver, or provide services to the West Vancouver community.

It was Moved and Seconded:

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

CARRIED

PUBLIC QUESTIONS

7. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

8. NEXT MEETING

It was Moved and Seconded:

THAT the next Community Grants Committee meeting be scheduled for January 13, 2023 at 9 a.m. and be held in-person in the Cedar Room at the West Vancouver Community Centre.

CARRIED

ADJOURNMENT

9. ADJOURNMENT

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 10:38 a.m.

Certified Correct:

Chair

Committee Clerk