

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING AGENDA
FRIDAY, FEBRUARY 10, 2023
8:30 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 February 10, 2023 Community Grants Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the January 13, 2023 Community Grants Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Report on Discussion with Legislative Services

RECOMMENDATION:

THAT the discussion regarding Report on Discussion with Legislative Services be received for information.

5. Discussion of Proposed Grants Program Adjudication Guidelines

RECOMMENDATION:

THAT the discussion regarding Discussion of Proposed Grants Program Adjudication Guidelines be received for information.

6. Allocation of Budget Between Arts, Culture & Heritage and Community & Social Services

RECOMMENDATION:

THAT the full [Amount] 2023 Community Grant budget be split between the Arts, Culture & Heritage and Community & Social Services streams as discussed.

7. Subcommittee Meeting Dates

RECOMMENDATION:

THAT the first meeting of the Arts, Culture & Heritage Subcommittee be held on [Date] and be held as an in-person meeting in the Cedar Room at the West Vancouver Community Centre; and

THAT the first meeting of the Community & Social Services Subcommittee be held on [Date] and be held as an in-person meeting in the Cedar Room at the West Vancouver Community Centre.

8. Permissive Tax Exemption Discussion

RECOMMENDATION:

THAT the discussion regarding Permissive Tax Exemption Discussion be received for information.

9. Grant Applications Discussion and Dispersal

RECOMMENDATION:

THAT the discussion regarding Grant Applications Discussion and Dispersal be received for information.

PUBLIC QUESTIONS

10. Public Questions

NEXT MEETING

11. Next Meeting

The next Community Grants Committee meeting is scheduled for March 24, 2023 at 8:30 a.m. and held in-person in the Cedar Room at the West Vancouver Community Centre.

ADJOURNMENT

12. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the February 10, 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, JANUARY 13, 2023**

Committee Members: V. Holysh (Chair), K. Louie, J. Mascal, G. McCurdy, L. Mulholland, S. Price, L. Rogers, J. Verner; and Councillor L. Watt attended the meeting in the Cedar Room, West Vancouver Community Centre. Absent: N. Baker.

Staff: D. Niedermayer, Senior Manager of Cultural Services (Staff Representative); 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. New Member Introduction

All members introduced themselves and provided background as it relates to the committee's purpose.

3. Election of Chair for 2023

It was Moved and Seconded:

THAT V. Holysh be elected as Chair for 2023.

CARRIED

It was Moved and Seconded:

THAT L. Rogers be elected as Acting Chair for 2023.

CARRIED

4. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the January 13, 2023 Community Grants Committee meeting agenda be amended by:

- Adding a new item regarding 2023 Work Plan;
- Adding a new item regarding Permissive Tax Exemptions;
- Re-ordering the agenda as follows:
 - Approval of Agenda
 - Adoption of Minutes
 - Committee Meeting Schedule for 2023
 - 2023 Work plan
 - Grant Process Orientation

- Subcommittee Assignments
- Subcommittee Meeting Dates
- Permissive Tax Exemption
- Annual Evaluation for 2022
- Public Questions
- Next Meeting
- Adjournment

AND THAT the agenda be approved as amended.

CARRIED

5. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

6. Committee Meeting Schedule for 2023

It was Moved and Seconded:

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

- February 10, 2023 at 8:30 a.m.;
- March 24, 2023 at 8:30 a.m.;
- April 21, 2023 at 8:30 a.m.;
- May 19, 2023 at 8:30 a.m.;
- June 16, 2023 at 8:30 a.m.;
- September 14, 2023 at 5 p.m.;
- October 12, 2023 at 5 p.m.;
- November 9, 2023 at 5 p.m.; and
- December 14, 2023 at 5 p.m.

CARRIED

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

7. 2023 Work Plan

Staff presented the 2023 Work Plan that was previously reviewed in December 2022, contents of which are included in the presentation to Council scheduled for January 16, 2023. Discussion was held regarding updating the committee's framework document and the committee's structure and how meetings might be

conducted. D. Niedermayer and V. Holysh will meet with Legislative Services staff for guidance in that area once clarity is confirmed on the business that will be conducted at the meetings.

It was Moved and Seconded:

THAT the 2023 Work Plan be amended to add an item to create a committee guidelines document which would be completed during January and February and that the Work Plan be approved as amended.

CARRIED

8. Grant Process Orientation

V. Holysh presented a proposed committee orientation plan. Staff were directed to create and distribute a committee level guidelines document which will provide some direction on how the adjudication process works. This document is operational and not part of the framework.

J. Verner suggested that orientation participants have a hard copy of a grant application form during the orientation to make notes. General discussion regarding content of the orientation session was held.

It was Moved and Seconded:

THAT the Grant Process Orientation be held immediately following the February committee meeting.

CARRIED

9. Subcommittee Assignments

Discussion was held regarding each committee members preferences for subcommittee assignments. Additional discussion was also held regarding general adjudication suggestions. It was noted that subcommittee members have the freedom to communicate with grant applicants to assist in their adjudication process if needed.

It was Moved and Seconded:

THAT

1. L. Rogers, S. Price, and L. Mulholland be appointed to the Arts, Culture & Heritage Subcommittee; and
2. J. Verner, V. Holysh, G. McCurdy, K. Louie, and N. Baker be appointed to the Community & Social Services Subcommittee.

CARRIED

10. Subcommittee Meeting Dates

This item was deferred to the next meeting.

11. Permissive Tax Exemption

D. Niedermayer provided an overview of the District's Permissive Tax Exemption process, the Finance and Audit Committee's request to have the Permissive Tax Exemption application put into the Foundant Portal, and their request to have the Community Grants Committee adjudicate applications to provide a community lens to the process. The current review process is staff based. Some discussion was held regarding the value of the Community Grants Committee members reviewing the permissive tax exemption applications. It was also noted that decisions would not be financial in nature but rather simply yes/no as to whether an organization qualified for an exemption and some ranking of their application based on services/space they provide to the community.

It was Moved and Seconded:

THAT staff provide the Committee with a copy of the current tax exemption application form, any related legislative framework, and a rationale from the Finance Department on the proposal to have the Community Grants Committee review these applications before the next meeting.

CARRIED

12. Annual Committee Evaluation for 2022

A brief discussion was held regarding the results and completion rate of the annual evaluation form. It was noted that few committee members completed the form and that more reminders are needed to encourage better participation.

It was Moved and Seconded:

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

CARRIED

PUBLIC QUESTIONS

13. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

14. NEXT MEETING

Staff confirmed that the next Community Grants Committee meeting is scheduled for February 10, 2023 at 8:30 a.m. and will be held in-person in the Cedar Room, West Vancouver Community Centre.

15. ADJOURNMENT

It was Moved and Seconded:

THAT the January 13, 2023 Community Grants Committee meeting be adjourned.

CARRIED

The meeting adjourned at 10:36 a.m.

Certified Correct:

Chair

Committee Clerk

DRAFT