

<i>COUNCIL AGENDA</i>	
Date: <u>March 9, 2026</u>	Item: <u>17.4.</u>



17.4.

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	January 21, 2026
From:	Doti Niedermayer, Senior Manager, Cultural Services
Subject:	Community Grants Committee Annual Work Plan

RECOMMENDATION

THAT the Community Grants Committee Annual Work Plan for 2026, attached as Appendix B to this report dated January 21, 2026 from the Senior Manager, Cultural Services, be approved.

1.0 Purpose

The purpose of this report is to seek Council approval of the Community Grants Committee Annual Work Plan, as well as provide information on the specific targets and priorities that the Community Grants Committee plans to achieve in 2026.

2.0 Legislation/Bylaw/Policy

The Community Grants Committee (CGC) oversees the Community Grants Program and reviews community grant applications to make recommendations to Council.

The CGC’s Terms of Reference 0217 guides the work of the Committee (**Appendix A**).

The District of West Vancouver’s (District) Community Outreach and Engagement Policy outlines a spectrum of engagement which communicates the District’s commitment to engaging the community. Active participation by residents in governance is encouraged and citizens can become directly involved through working groups, committees, boards, and other civic engagement opportunities that arise from time to time.

3.0 Council Strategic Objective(s)/Official Community Plan

Council Strategic Plan 2024–2025

The work of the Community Grants Committee meets Council’s Strategic Objective 5.2 to pursue excellence in community engagement, consultation, communication, and customer services.

Official Community Plan

The Official Community Plan provides high-level policies to express the District's long-term intent for improving social well-being by promoting an engaged community.

- 2.8.17 Engage the community in planning for services, programs, and facilities, and municipal decision-making.
- 2.8.18 Provide meaningful volunteer engagement opportunities to support civic programs and services.

4.0 Financial Implications

There are no financial implications associated with this report.

5.0 Background

The Terms of Reference outlines that the CGC is expected to identify a concise set of annual targets and objectives for the upcoming calendar year, and an Annual Work Plan must be submitted to Council for approval.

5.1 Previous Decisions

Council, at its September 15, 2025, regular meeting, passed the following resolutions:

WHEREAS staff disbanded the Art Museum Advisory Panel, Community Grants Advisory Panel, Ferry Building Gallery Advisory Panel, Gleneagles Community Centre Advisory Panel, Public Engagement Advisory Panel, and Public Art Advisory Panel as of August 31, 2025; and

WHEREAS staff recognizes the importance of community input regarding the matters of Community Grants and Public Art;

THEREFORE be it resolved that proposed "Community Grants Committee Terms of Reference Policy 0217" and proposed "Public Art Advisory Committee Terms of Reference Policy 0218" be approved.

Council, at its December 15, 2025, regular meeting, passed the following resolutions:

THAT

1. *"Arts and Culture Advisory Committee Terms of Reference Policy 0064" as approved on September 15, 2025 be rescinded;*
2. *proposed replacement "Arts and Culture Advisory Committee Terms of Reference Policy 0064" attached to the memorandum dated December 1, 2025 from the Senior Manager of Legislative Services/ Corporate Officer be approved;*
3. *"Community Grants Committee Terms of Reference Policy 0217" as approved on September 15, 2025 be rescinded;*
4. *proposed replacement "Community Grants Committee Terms of Reference Policy 0217" attached to the memorandum dated December*

1, 2025 from the Senior Manager of Legislative Services/Corporate Officer be approved;

5. *“Public Art Advisory Committee Terms of Reference Policy 0218” as approved on September 15, 2025 be rescinded; and*
6. *proposed replacement “Public Art Advisory Committee Terms of Reference Policy 0218” attached to the memorandum dated December 1, 2025 from the Senior Manager of Legislative Services/Corporate Officer be approved.*

5.2 History

The CGC was originally established in 2009. In 2023, the CGC was disbanded and became an Advisory Panel until its reinstatement in September 2025.

The CGC reviews grant applications and make recommendations to Council for Arts, Culture and Heritage; and Community Services and Social Services grants. The CGC also reviews the Local to Global Youth Initiatives grant applications and makes recommendations to the Director of Parks, Culture and Community Services. Additionally, the CGC reviews the Permissive Tax Exemption (PTE) applications.

6.0 Analysis

6.1 Discussion

The CGC meets monthly to implement the annual Community Grants Program (Program) and any other District granting programs directed to the committee for review.

The CGC developed a proposed work plan for 2026 (**Appendix B**) to address areas of importance that include:

- review and adjudicate grant applications for Arts, Culture and Heritage, and Community and Social Services;
- review recommendations made by the Youth Advisory Committee regarding the Local to Global Youth grant program and make recommendations to the Director of Parks, Culture and Community Services;
- review the Permissive Tax Exemption Policy and develop a proposed Permissive Tax Exemption Procedure for recommendation;
- review and adjudicate Permissive Tax Exemption applications;
- review the Program application forms and process and determine if any changes are proposed; and,
- schedule a roundtable meeting with North Shore granting agencies to discuss funding trends, jurisdictions, process and potential alignments.

6.2 Climate Change & Sustainability

The Program contributes to social sustainability by assisting not-for-profit organizations that support arts, culture and heritage, community and social services; and neighbourhood vitality and environment needs, resulting in positive change for West Vancouver residents. The financial assistance provided through the Program supports the economic sustainability of these organizations and assists them to leverage other funds and support. The funding distributed by the District through the Program supports a healthy, caring, creative, and connected community where residents have access to programs and services that maintain or enhance their quality of life and promote full participation in community life.

The Local to Global Youth grant program enables young West Vancouver residents to act as ambassadors of West Vancouver by participating in competitions, workshops, tournaments, festivals, conferences, leadership initiatives or lead programs and events aimed at West Vancouver's youth.

6.3 Public Engagement and Outreach

The Program is advertised through previous applicants, the West Vancouver school system, and the District's website. The CGC members are ambassadors for the program and play a critical role in community outreach.

6.4 Other Communication, Consultation, and Research

The CGC aims to meet with other North Shore funding agencies to share best practices and discuss funding trends and potential areas of alignment.

7.0 Options

7.1 Recommended Option

THAT the Community Grants Committee Annual Work Plan for 2026, attached as Appendix B to this report dated January 21, 2026 from the Senior Manager, Cultural Services, be approved.

7.2 Considered Options

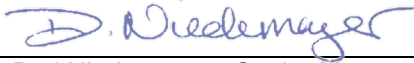
THAT the Community Grants Committee Annual Work Plan for 2026, attached as Appendix B to this report dated January 21, 2026 from the Senior Manager, Cultural Services, not be approved.

OR

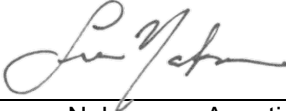
THAT staff provide further information on the Community Grants Committee Annual Work Plan as directed by Council.

8.0 Conclusion

The Community Grants Committee's Annual Work Plan outlines the specific targets and priorities the committee plans to achieve in 2026. As per the committee's Terms of Reference, the Work Plan is being brought forward for Council approval.

Author: 

Doti Niedermayer, Senior Manager, Cultural Services

Concurrence: 

Lenna Nakamura, Aquatics and Youth Services Manager

Appendices

Appendix A: Community Grants Committee Terms of Reference 0217

Appendix B: Community Grants Committee Proposed 2026 Work Plan

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Title: Community Grants Committee Terms of Reference

Division: Parks, Culture, and Community Services

Policy Number: 0217

File Number: 0282-20-0217

1. Mandate

- 1.1. The purpose of the Community Grants Committee (the Committee) is to review community grant applications and make disbursement recommendations to Council.

2. Role

- 2.1. The Committee will make recommendations to Council on community grant programs including:
 - (a) Arts, Culture and Heritage;
 - (b) Community and Social Services;
 - (c) Permissive Tax Exemptions; and
 - (d) Other programs, as directed by Council.
- 2.2. The Committee will make recommendations to the Director, Parks, Culture and Community Services on Local to Global Youth Initiatives.

3. Membership

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of ten (10) voting members appointed by Council.
- 3.2. Qualifications for individuals seeking membership on the Committee include:
 - (a) skills and experience related to the social service sector or the arts, culture and heritage sector with a good knowledge and understanding of the local issues that are relevant to both sectors;
 - (b) an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
 - (c) strong communication skills and the ability to work collaboratively as part of a team.
- 3.3. The Committee membership includes the following non-voting members:
 - (a) up to one (1) representative from the Arts and Culture Advisory Committee as appointed by the Arts and Culture Advisory Committee; and
 - (b) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

District of West Vancouver

POLICY

- 3.4. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture, and Community Services division.

10. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-745393809-2868	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/12/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24866	
Council report Document ID (Council Policies only)	LGDM-711734498-24880	
Replacement description	To include a provision for non-voting members from the Arts and Culture Advisory Committee to attend regular monthly Community Grants Committee meetings for continuity within the overall arts and culture umbrella.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

COMMUNITY GRANTS COMMITTEE - 2026 ANNUAL WORK PLAN (Draft as of Jan 15, 2026)

ACTIONS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
1	Assist with plan to inform and educate potential eligible applicants on the grants program, granting process, application form budgets, and online application software to ensure awareness of program and proper completion of grant applications								NO MEETING				NO MEETING	
2	Determine recommended annual budget split between funding streams: Community & Social Services and Arts, Culture & Heritage for approval by the Director, Parks, Culture, and Community Services													
3	Adjudicate annual grant applications and bring forward for Council consideration by May													
4	Review applications for funding to the Local to Global Youth grant program													
5	Adjudicate annual Permissive Tax Exemption applications and make recommendations for any updates to the application form or process													
6	Review Community Grants Program application forms and annual accountability forms to determine if any changes are recommended													
7	Develop a feedback strategy for grant applicants													
8	Review and make any recommended changes to the Community Grants Program Procedure for Council consideration													
9	Schedule roundtable meeting with other North Shore granting agencies to discuss trends, funding jurisdictions, process and potential alignment													

COMMUNITY GRANTS COMMITTEE - 2026 ANNUAL WORK PLAN (Draft as of Jan 15, 2026)

ACTIONS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ADMINISTRATIVE TASKS													
10	Confirm meeting dates for the current year and advise Legislative Services								NO MEETING				NO MEETING
11	Confirm annually elected Chair and Acting Chair for the committee												
12	Ensure all members are trained on Foundant software, reviewing application budgets and adjudication process												
13	Review committee membership, identify vacancies and inform Legislative Services of need for committee members												
14	Develop a 2027 work plan for Council consideration												