

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING MINUTES
VIA WEBEX VIDEO CONFERENCE IN THE RAVEN ROOM AT MUNICIPAL HALL
FRIDAY, JULY 17, 2020**

Committee members: M. Chia (co-chair), T. Allen, P. Mitchell (co-chair), B. Hann, M. Hess, and W. McMillan. **Absent:** Councillor S. Thompson, and A. Sawchyn.

Staff: A. Beckett, Community Services & Community Development Manager; D. Niedermayer, Senior Manager, Cultural Services; L. de Jesus, Department Secretary; and D. Godfrey, recording clerk.

Guests: C. Banham, L. Cameron

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

It was moved by T. Allen and seconded by W. McMillan:

THAT the July 17, 2020 Community Grants Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was moved by P. Mitchell and seconded by M. Hess:

THAT the February 14, 2020 Community Grants Committee meeting minutes be adopted as circulated.

CARRIED

4. ADOPTION OF SUBCOMMITTEE MEETING MINUTES

It was Moved by P. Mitchell and Seconded by T. Allen:

THAT the March 6, 2020, Community Grants Committee, Arts, Culture & Heritage Subcommittee meeting minutes and the March 6, 2020 and March 13, 2020 Community Grants Committee, Community Services & Social Services Subcommittee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

5. REVIEW OF 2020 FUNDED PROJECTS

M. Chia asked for comments or motions regarding the funding recommendations for 2020 grant applications and received none.

6. REVIEW OF 2020 PROCESS: RE: COVID-19 CANCELLATIONS

M. Chia noted the unprecedented cancellation of committee meetings due to the COVID-19 pandemic. A. Beckett reported that because of the suspension of all public meetings, the grant application review and recommendation process traditionally driven by Committee members transitioned into a staff-driven process. Staff contacted every applicant organization to find out how their activities would be affected by the COVID-19 restrictions and whether the activities in their grant requests would proceed. A number of applicants reported they would not be able to proceed with their planned activities and would modify or reduce their grant funded activities. D. Niedermayer noted that the additional funds approved for space rental in the arts, culture and heritage grants and the annual increase for the Community Grants budget was suspended due to District budget reductions. In response, staff with input from subcommittee chairs, made adjustments to the grant amounts recommended by the subcommittees. The adjusted recommendations were then presented to the subcommittees and a report to Council was prepared. To make matters worse, the Council meeting schedule was shortened (dictated by guidelines set out by the Provincial Health Authority) and the final report was reviewed by Council at the end of April instead of late May or early June. The revised timeline diminished staff's abilities to follow-up and consult with the subcommittees regarding the proposed recommendations.

Several members commented on the need for more communication after the cancellation of meetings. It was agreed by committee members that if similar disruptions occur in the future, better communication would assist with committee members' understanding of necessary changes.

Other items noted included:

- M. Chia asked for a mini-timeline for the adjudication process which could be updated and shared with committee members if future disruptions occur.
- P. Mitchell noted that notwithstanding the assistance provided by the federal government, not-for-profit organizations should have a contingency plan in place for future funding emergencies, and the CGC should consider how it may be of assistance in that effort.
- M. Chia and C. Banham both noted that in regards to CGC meetings: as a public committee of Council, CGC meetings must be open to the public which restricts some of the options available to the CGC for communicating and holding meetings.

7. DISCUSSION : 2021 GRANT ADJUDICATION AND RECOMMENDATIONS IF IN PERSON MEETINGS CANNOT BE HELD

As a result of the need to conduct meetings following physical distance guidelines, DWV Legislative Services now has a procedure in place to enable committees to meet electronically. P. Mitchell felt that the current electronic meeting format might work for the larger CGC meetings but that the smaller subcommittee meetings may be problematic. WebEx is the only option currently supported by DWV Legislative Services.

8. REVIEW OF 2020 WORK PLAN

Work not completed (e.g. reviewing and updating the grant application forms; bringing new members onto the committee to replace retiring members; and developing metrics for the Blueprint for Social Responsibility & Change) will be prioritized and rescheduled for 2020 and 2021. Additional items that could be added to future work plans include: the development of a service interruption plan; adding more granularity to the work plan (instead of high-level achievements only); and subcommittee work plans.

9. ACKNOWLEDGMENT OF RETIRING COMMITTEE MEMBERS

M. Chia acknowledged the three retiring members and thanked them for their service.

10. OTHER ITEMS

No other items were noted.

11. NEXT MEETING DATE

Three dates were put forth for the next meeting date. Staff will distribute a poll to garner input on the best possible date and time.

PUBLIC QUESTIONS

12. PUBLIC QUESTIONS

There were no questions.

13. ADJOURNMENT

It was moved by P. Mitchell and seconded by T. Allen:

THAT the July 17, 2020, Community Grants Committee meeting be adjourned.

CARRIED

The meeting adjourned at 9:51 a.m.

Certified correct

Chair

Committee Clerk