Date: November 20, 2015
From: Anleta Beckett, Manager, Community Development, Youth and Families
       Glenn Madsen, Cultural Services Supervisor
Subject: Community Grants Committee 2015 Annual Report and 2016 Work Plan
File: 0116-20-CGC1

RECOMMENDATION

THAT the report dated November 20, 2015, titled “Community Grants Committee
2015 Annual Report and 2016 Work Plan” be received for information.

1.0 Purpose

To bring forward a report on the achievements of the Community Grants
Committee in 2015, and share the Committee’s 2016 Work Plan.

2.0 Legislation/Bylaw/Policy

The Committee members adjudicate grant applications and make
recommendations to Council for Arts and Culture, and Community
Services and Social Services grants. The Committee members adjudicate
Youth Competition and Leadership Fund grant applications and make
recommendations to the Director of Parks, Culture and Community
Services. The Committee’s Terms of References are found at:
http://westvancouver.ca/government/grants-awards/community-grants

The Community Grants Program Policy Framework (2011) and the Terms
of Reference (2014) provide the Committee with the responsibility to
adjudicate Community Grant applications and make recommendations to
Council.

The Community Engagement Policy (02-10-311) encourages active
participation by residents in governance. Citizens can become directly
involved through working groups, committees, boards and other civic
engagement opportunities that arise from time to time.

3.0 Background

This report is presented based on the requirement for annual reporting in
the General Council Committees Policy (02-10-280).
3.1 Previous Decisions

The Community Grants Committee (CGC) reports annually to Council on the upcoming year’s work plan and the achievements of the current year.

3.2 History

The CGC is a committee of Council, established in 2009, with a primary goal of recommending to Council the allocation of Community Grants: Arts and Culture; Community Services; and Social Services. Each year, the CGC members review approximately 100 applications.

4.0 Analysis

4.1 Discussion

2015 Achievements:

- For the second year in a row, the CGC held a cheque presentation event/open house in June 2015 that emphasized the District’s commitment to the Community Grants Program and the diversity and scope of organizations that benefit from this commitment. Many organizations who received a Community Grant in 2015 and who attended the event expressed their appreciation for the opportunity to connect with Mayor and Council, and to meet and network with one another;
- Implemented a new Excel tracking system to streamline sorting applications, tracking application requirements, and determining available budget;
- Received, reviewed, and made funding recommendations on 14 Youth Competition and Leadership fund applications; and
- Recruited, oriented, and prepared six new applicants to join the CGC following the resignation of several long-standing Committee members after completing their final terms.

2016 Work Plan:

The CGC developed a draft work plan for 2016 (Appendix A) to address areas of importance and to complete work carried forward from 2015. The highlights include:

- Commence a review of the six-year old Blueprint for Social Responsibility and Change and make recommendations to the Director of Parks, Culture and Community Services;
- Hold a cheque presentation and networking event in June following Council’s decision on funded applications;
• Continue to use the District’s various social media channels to promote the Youth Competition and Leadership Fund grants; and
• Review the CGC Policy Framework (2011) and determine the need for revision.

4.2 Sustainability

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

4.3 Public Engagement and Outreach

A cheque presentation and networking event held in June of every year is a way in which the Community Grants Committee engages with staff and board members from not-for-profit organizations, and promotes networking amongst organizations.

4.4 Other Communication, Consultation, and Research

Ongoing support to the CGC is provided through the Manager of Community Development, Youth and Families, and through the Cultural Services Supervisor. Initiatives are implemented within staff work plans, and in the area of fiscal management, to ensure that municipal resources are being monitored and used with care and purpose.

5.0 Options

5.1 Recommended Option

It is recommended that Council receive this report for information.

6.0 Conclusion

This report is being provided to Council in order to share the achievements of the Community Grants Committee in 2015 and to make available the Committee’s 2016 Work Plan.
Appendix A: Community Grants Committee 2016 Annual Work Plan
# COMMUNITY GRANTS COMMITTEE 2016 ANNUAL WORK PLAN TIMELINE

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTIONS</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
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<td>Confirm Chairs and membership for Community Services + Social Services subcommittee, and Arts + Culture subcommittee.</td>
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<td>Determine subcommittee meeting dates for grant application review.</td>
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<td>Receive, sort, and catalogue all Community Grant applications.</td>
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<td>Subcommittees to present recommendations to Committee of the Whole.</td>
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<td>5</td>
<td>Prepare and submit a Report to Council on recommendations for 2016 Community Grant funding allocations for Community Services + Social Services grants, and Arts + Culture grants.</td>
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<td>Hold a cheque presentation and networking event that emphasizes the District's commitment to the Community Grants program and the diversity and scope of organizations that benefit from this commitment.</td>
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<td>Connect with West Vancouver School District and private schools three times per year to promote Youth Competition and Leadership Fund grants.</td>
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<td>Review Youth Competition and Leadership Fund grant applications and make funding recommendations to the Director of Parks, Culture and Community Services.</td>
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<td>Commence a review of the six-year old Blueprint for Social Responsibility and Change and make recommendations to the Director of Parks, Culture and Community Services.</td>
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<td>Send a reminder to 2016 grant recipients on upcoming application and accountability form deadlines.</td>
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<td>Monitor effectiveness of the Community Grants tracking system and make adjustments as necessary.</td>
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<td>12</td>
<td>Inform Council on the benefits of the Community Grants Program by forwarding copies of thank-you letters received from funded organizations.</td>
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<td>Set meeting dates for following year and advise Legislative Services.</td>
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<td>Review 2016 work plan, and prepare and submit a Report to Council on achievements.</td>
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<td>Review the Community Grants Committee Policy Framework (2011) and determine the need for revision.</td>
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<td>Develop a 2017 work plan.</td>
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<td>Conduct regular Committee meetings.</td>
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<td>Review membership, identify vacancies, and inform Legislative Services of need for Committee members.</td>
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