

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY GRANTS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
AND VIA ELECTRONIC COMMUNICATION FACILITIES
TUESDAY, MARCH 24, 2026**

Committee Members G. McCurdy (Chair), A. Beyer, M. Campbell, R. Fisher, M. MacDougall, J. Verner, and Councillor S. Snider attended the meeting in the Raven Room, Municipal Hall. N. Baker attended the meeting via electronic communication facilities. Absent: K. McCartney.

Staff: D. Niedermayer, Senior Manager, Cultural Services (Staff Representative); L. Nakamura, Aquatics and Youth Services Manager; and F. McKinnon, Cultural Services Assistant (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the March 24, 2026 Community Grants Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the February 10, 2026 Community Grants Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. 2026 Calendar Update

It was Moved and Seconded:

THAT the May 7, 2026 Community Grants Committee meeting be moved from the Raven Room, Municipal Hall to the Audio Visual Room, Senior's Activity Centre and via electronic communications facilities.

CARRIED

5. Community Grants Program Discussion

Member Beyer provided an update on the Arts, Culture and Heritage stream receiving 37 applications from 29 organizations, including 2 new applicants. Total requests amounted to \$181,534 against an available budget of \$114,185. Overall observations noted strong diversity across art forms and varied organizational financial health. The working group members found the process well structured and reached broadly consistent conclusions.

Member McCurdy provided an update on the Community and Social Services and Community Vitality and Environment stream, noting a mix of new requests and some cases where the West Vancouver impact was unclear.

Discussion was held regarding a review of the grant application form wording for more clarity to assist applicants in preparing stronger submissions that help the committee understand the scope of an organizations' work. Some organizations deliver excellent work but have difficulty presenting effectively in grant applications.

It was Moved and Seconded:

THAT

1. \$6,000 of the total Community Grants Program 2026 budget is allocated to the Local to Global Youth Grants stream;
2. the Arts, Culture and Heritage funding stream allocations of 33% of the total Community Grants Program 2026 budget be endorsed and recommended to Council; and
3. the Community and Social Services grant allocations of 67% of the total Community Grants Program the discussion regarding Community Grants Program 2026 budget be endorsed and recommended to Council.

CARRIED

6. Local to Global Youth Initiatives Grant Discussion

The 2026 budget for Youth Grants is \$6,000. Approved funding to date: \$1,520 leaving a balance of \$4,480.

The Youth Advisory Committee reviewed three applications for the youth grants:

- A Chinese Pavilion at the West Vancouver Community Culture Fest. Requested \$1,500. Recommended by the YAC: \$550
- Me, Myself, and I: A Wellbeing Journal for Youth. Requested \$3,000. Recommended by the YAC: \$390
- A Korean Cultural Pavilion at the West Vancouver Cultural Festival 2026. Requested \$3,000. Recommended by the YAC: \$550

Members reviewed three Youth Advisory Committee (YAC) recommendations: two youth led cultural pavilion proposals for the West Vancouver Community Cultural Fest (Chinese Pavilion and Korean Pavilion) and the "Me, Myself, and I" youth journal project. Members noted the pavilion proposals were strong concepts but

raised concerns about budget items appearing to include food start-up costs; clearer budget details and alignment with eligible expenses were emphasized. The journal project was recognized as youth created with strong potential and good outreach, and members discussed more cost-effective distribution options.

The Committee agreed the pavilions' community benefit was more readily quantifiable, while noting the journal could be reconsidered for additional support later if funds remained later in the year after additional grant applications are received. Final funding decisions were recommended as \$700 for each pavilion and \$390 for the wellbeing journal, with the understanding that further journal funding may be reviewed in the Fall subject available budget.

It was Moved and Seconded:

THAT the Community Grants Committee receives the Youth Advisory Committee's funding recommendations for the Local to Global Youth Initiatives stream and recommends amended funding allocations as follows:

- the Chinese Pavilion at the West Vancouver Community Culture Festival 2026. receive \$700; and
- Me, Myself, and I: A Wellbeing Journal for Youth receives \$390; and
- the Korean Cultural Pavilion at the West Vancouver Cultural Festival 2026. receive \$700.

CARRIED

7. Permissive Tax Exemptions Discussion

Members discussed the shortened timeframe for the Permissive Tax Exemption (PTE) process for this year as it is an election year and the PTE's have to be approved by Council earlier than usual. The PTE process opened on March 5, 2026 with a deadline date of March 31, 2026. Finance approved a short-form application for organizations that have scored 80% and higher over the last few years. This was approved by Council in the Policy and Procedures updates. Eligible organizations will only be approved for a short-form application for one year as there is an election and the new Council may approve for a longer period next year.

The PTE applications will be reviewed by Finance in April and then turned over to the CGC for adjudication May 1, 2026. CGC evaluations are to be completed by June 5, 2026. The Council report with funding recommendations will be reviewed by Council on July 6, 2026 for first, second and third reading and then adopted by Council on July 20, 2026.

It was Moved and Seconded:

THAT a Permissive Tax Exemption Grant Applications Review Working Group be formed to review Permissive Tax Exemption applications and be comprised of the following members: A. Beyer, N. Baker, M. MacDougall, and G. McCurdy.

CARRIED

8. Community Grants Program Application Forms Review Discussion

Members discussed reviewing the Community Grants Program application forms and bringing forward recommendations to the committee. Key areas identified for clarification included: clearer guidelines for the Community Vitality grants, clearer guidance on how applicants should articulate their community impact on West Vancouver, and clearer descriptions of the distinction between operating and project grants.

Members considered whether the current forms are adequate, with some noting they work reasonably well alongside evaluator forms, while others suggested the application questions and formatting could be reorganized to better elicit needed details. A small working group was proposed to review the forms and make recommendations on any changes.

It was Moved and Seconded:

THAT a Community Grants Program Application Review Working Group be formed to review grant application and be comprised of the following members: M. Campbell, R. Fisher, and J. Verner.

CARRIED

9. PUBLIC QUESTIONS

There were no public questions.

10. NEXT MEETING

Staff confirmed that the next Community Grants Committee meeting is scheduled for May 7, 2026 at 4 p.m. and held in the Audio-Visual Room, Senior Activity Centre and via electronic communication facilities.

11. ADJOURNMENT

It was Moved and Seconded:

THAT the March 24, 2026 Community Grants Committee meeting be adjourned.

CARRIED

The meeting adjourned at 5:51 p.m.

Certified Correct:

s. 22(1)
[Redacted Signature]

s. 22(1)
[Redacted Signature]

Committee Clerk