



## COMMUNITY SERVICES ADVISORY COMMITTEE

Meeting – Wednesday, February 19, 2020  
7:00 – 9:00 p.m. – Committee Room  
District Hall, 355 W. Queens Road, North Vancouver, BC

### MINUTES

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**Present:** Ashraf Amlani  
Meggie Hou  
CS Kim  
Maxwell Lai  
Ellison Mallin  
Constantine McQuade  
Stephane Perrais  
Victor Schwartzman  
Claire Shepansky  
Matina Spiropoulos  
Pamela Wilkinson  
Donna Zwickel

**Regrets:** Cathy Harvey

**Staff:** Cristina Rucci, Staff Liaison  
Mary Jukich, Committee Clerk

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#### 1. Adoption of Agenda

Moved, seconded and resolved  
To adopt the agenda.

**CARRIED**

#### 2. Adoption of Minutes

Moved, seconded and resolved  
To adopt the January 22, 2020 minutes.

**CARRIED**

#### 3. Business Arising

No business arising was presented.

#### 4. Review of Ineligible Grants

The following two applications were reviewed with the Committee and considered as ineligible.

- West Vancouver Dance Conservatory
- North Star Montessori

#### 5. Grant Distribution

A review of the organizations was provided and members indicated which organizations they wished to review. As well, members were informed of the change in timelines for reporting to Council. For this year, the report to Council will

be required two weeks earlier, by the beginning of June. Members were requested to begin contacting the organizations, so that presentations can begin in early March. The normal process consists of setting up an interview with the organization, going through the interview and information gathering with the organization, preparing the Recommendation Form, and finally presenting the recommendation to the Committee. It was suggested that approximately 20 minutes, including questions and answers, be allotted for presentations, but that the time could vary depending on the size of the organization. For this year, a sign-up sheet was distributed for members to indicate their expected presentation dates.

## **6. Overview on Reviewing Application Forms**

A presentation on reading and interpreting financial statements and financial information was provided to the Committee, noting that it may be beneficial to first review the organization's budget prior to reviewing the financial statements, as the budget will give a greater sense of the organization.

All organizations serve all population groups and the Committee is not prioritizing one issue over another, as all are taken on merit. All services are used by North Vancouver residents and all are valuable.

## **7. Interview Process / Questions for Interview**

Members were provided with an overview of the interview process, possible questions for the organizations as well as some tips around conducting effective and successful interviews.

During the interview process questions could be asked around any new trends that organizations may be experiencing (e.g. increase in cost of living increases, different needs) and how organizations are adapting their services to meet needs.

## **8. Accountability Forms**

The 2020 Accountability Forms and supporting information were distributed to the members for their review.

## **9. Any Other Business**

No other business was presented.

## **10. Next Meeting**

The next Committee meeting will be on Wednesday, March 11<sup>th</sup>, 7:00 pm.

## **11. Adjournment**

The meeting was adjourned at 9:00 pm.

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### **District Vision Statement**

Our goal is to be recognized among the most sustainable communities in the world as demonstrated through our environmental stewardship, strong network of neighbourhoods, a vibrant economy and community-driven growth and change.