



## COMMUNITY SERVICES ADVISORY COMMITTEE MINUTES

Meeting – Wednesday, October 19, 2022  
7:00 pm - BY MS TEAMS

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**Members:** Irina Eldridge  
Ellison Mallin (Chair)  
Joshua Peters (Vice Chair)  
Brenna Quaas  
Michael Shi

**Regrets:** Anjeanette Dawson  
Maya McArthur

**Staff:** Eirikka Brandson, Social Planner  
Mary Jukich, Committee Clerk

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**1. Welcome**

The Chair called the meeting to order at 7:05.

**2. Introduction of New Members**

Members were introduced and welcomed to the committee.

**3. Adoption of Agenda**

MOVED, seconded and resolved  
To adopt the agenda.

**CARRIED**

**4. Adoption of the June 15, 2022 Minutes**

MOVED, seconded and resolved  
To adopt the minutes.

**CARRIED**

## **5. Summary of 2022 Process Discussion**

Staff provided a summary of the June 8<sup>th</sup> committee discussion on the 2022 grant process around what worked well, and areas that could be improved. Some items noted for improvement were both the application and accountability forms, time commitment from members and the need for a full committee, providing more clarity around the budget, and recognition of support questions strengthened.

The summary also provided considerations previously discussed in order to improve the process for 2023. Some of the improvements include updating the application forms to ensure information is complete, differentiate the information between North Shore (and District) residents served, adding questions around Indigenous clients served, having one application with all programs and operations, capturing volunteer hours differently. As well, accountability forms should be reviewed as part of the application forms, expanding ways to validate the organization's work, and looking at partners to demonstrate collaboration and accountability.

On discussion, committee members emphasized the value of the organizations providing a presentation to the committee particularly prior to their application being assessed, and making the recordings of the presentations accessible to new members.

### **5.1. Budget Increase**

Staff provided a presentation on the financial support provided by the District of North Vancouver. In 2022, the District provided \$2,002,594 to over 60 non-profit organizations through different funding programs, including municipal community service grants, child care grants and core-funded social service grants. In January 2022, Council directed staff to report back on increasing the budget for core funding, community grants and other supports for non-profit agencies.

In terms of the community service grants, committee members were requested to consider whether the funding level is adequate, whether funding levels and allocation is in the right grant programs and if funding is meeting policy and DNV objectives.

Committee members were given an opportunity to provide a response around a possible increase in budget and feedback provided indicated that there was a value in the group's analysis process and thought process for evaluating each application based on their merit. Some committee members indicated an increase in budget was not necessary, others said that inflation and the ongoing challenges of COVID-19 should be considered.

## **6. Grant Management Software Tool Update**

The District has signed a contract to implement a new grant management software tool. This software will improve and assist with organizing and streamlining of processes for both the non-profit organizations and committee members. Training dates with staff have been scheduled and more information about implementation will be provided.

### **Discussion of Forms in Preparation for 2023 Grant Cycle**

In preparation for the 2023 grant cycle, committee members were requested to provide feedback on the various forms and processes that were implemented during the 2022 grant cycle, and the following comments were provided:

#### Scorecards

- Overall, committee members indicated that the scorecards were effective and comprehensive, and provided an understanding of the direction of District funding.

Committee members were requested to review, and provide feedback, on a new budget form and on review, members indicated that the new form could be effective.

#### Accountability Forms

- No comments were provided.

## 7. Any Other Business

No other business was presented; however, a question was raised that in terms of the move to the new software package and if there is a legacy application process in the event the software is not fully implemented. Staff indicated that the contract was recently finalized, and work is underway with an internal group to build the system out. It is anticipated that by December 1 the software will be implemented but the committee could revert back to PDF documents if necessary.

### (a) Meeting Format

Committee members were informed that the technology has been updated in the District Hall committee room to allow for hybrid meetings. By a show of hands committee members indicated in moving forward, the preference was for hybrid meetings.

### (b) Motion for Recognition of Support

The Community Services Advisory Committee recommends developing guidelines around recognition of support that be provided to approved grant recipients.

This item was not addressed and will be brought to the next meeting.

## 8. Next Meeting

In keeping with past practice to acknowledge the committee's work, a celebration event will be scheduled for the November meeting timeslot.

The next business meeting will be on Wednesday, January 18, 2023.

## 9. Adjournment

The meeting was adjourned at 9:10 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.