



**COMMUNITY SERVICES ADVISORY COMMITTEE  
MINUTES**

**Wednesday, September 20, 2023**

**7:00 – 9:00 pm**

**Hybrid Meeting (In-Person and via MS Teams)**

---

**Present:** Becky Zelikson  
Brenna Quaas  
David Puterman  
Doug Beckett  
Ellison Mallin (Chair)

Kelly Bond  
MK  
Michael Shi

**Regrets:** Dustin Willitts  
Irina Eldridge  
Joshua Peters

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

---

**1. Welcome**

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

The permissive tax exemptions and exemptions for places of worship were received and approved by Mayor and Council on September 11.

Staff undertook a review of the RNB Dance Studio PTE application and will continue to work with RNB to review and evaluate the need for the PTE past 2024.

Sanford Housing Society application was not provided with a permissive tax exemption as their application was incomplete in terms of information around the number of units, services that would be provided and that it was premature because the building is not yet complete.

With respect to committee membership, Eli Mallin will be completing his term as of December 2023. Brenna Quaas has indicated that she wished to be re-appointed for a second two-year term; however, Irina Eldridge and Joshua Peters will not be seeking re-appointment and their terms will end as of December 2023.

**2. Adoption of Agenda**

MOVED, seconded and resolved  
To adopt the agenda.

**CARRIED**

**3. Adoption of the June 21, 2023 Minutes**

MOVED, seconded and resolved  
To adopt the minutes.

**CARRIED**

#### 4. Goals and Guiding Principals Document Review

Committee members reviewed a further draft of the Goals and Guiding Principles document incorporating the prior feedback. On review and discussion, some of the additional key revisions requested were as follows:

- Replace the word “volunteer” with resilience;
- Clear language indicating that projects should promote reconciliation with First Nations;
- Clarity around capital projects and funding of amateur sports.

For the October meeting, committee members were requested to review the District policy and come prepared with feedback.

#### 5. Grant Review Process Debrief

Committee members were provided with an overview of the committee’s yearly workplan and were requested to provide their feedback on the CSAC grant process, particularly processes that worked well, and processes that may need improvement.

The accountability forms are helpful during the review of the grant applications, and it may be beneficial that committee members review the forms during June, July and August and come back and summarize the information at the September meeting.

Some of the key comments provided by committee members were as follows:

- The presentations provide a better understanding of the value of the program and if the organization is requesting more than \$50,000, then a presentation should be mandatory.
- It would be beneficial to use the time off in summer, and reporting back in September, to review the accountability forms to ensure the organizations use the funds to continue to align with the district values.
- Using Submittal made the process streamlined and it would be good to have more recognition of some of the organizations.
- Explore what kind of data is available from Submittal and there might be some back end work to show trends and analyze data.
- It may be useful to have a brief executive summary of the application.
- The weekly summary sheets including the minimum and maximum suggested amount was sufficient information during the consideration of the grants.

#### 6. Guest Speakers for October and November

Committee members were requested to provide feedback on possible agencies or presentations for the October and November meeting. Some agencies that were suggested

were Hollyburn and Quest Food, and members were invited to provide additional suggestions by the end of the week.

**7. Any Other Business**

No other business was presented.

Next Meeting – Wednesday, October 18, 2023

**8. Adjournment**

The meeting was adjourned at 9:00 pm.

---

**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.