



COMMUNITY SERVICES ADVISORY COMMITTEE

Meeting – Wednesday, November 18, 2020

7:00 – 9:00 pm - BY MS TEAMS

MINUTES

Members: Cathy Harvey
CS Kim
Ellison Mallin
Claire Shepansky (Chair)
Matina Spiropoulos
Pamela Wilkinson

Regrets: Ashraf Amlani
Meggie Hou
Maxwell Lai
Constantine McQuade
Stephane Perrais
Victor Schwartzman
Donna Zwickel

Guests: Betina Wheeler, NSTMN Coordinator
Margaret Broughton, VCH/NSTMN Advisory

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

1. Welcome

The Chair called the meeting to order at 7:00 pm.

2. Adoption of Agenda

The following question was added under Other Business:

- Should there be any change in the District's current interest with regard to grant applications due to the Covid-19 crisis.

Matina Spiropoulos moved and CS Kim seconded
To adopt the amended agenda.

CARRIED

3. Adoption of Minutes

Pam Wilkinson moved and CS Kim seconded
To adopt the October 21, 2020 minutes.

CARRIED

4. Introductions

Members were introduced to the Committee.

5. Presentation by North Shore Table Matters

Betina Wheeler, NSTMN Coordinator and Margaret Broughton, VCH/NSTMN Advisory provided the "North Shore Table Matters Network – Infusing Food into Community Dialogue, Policy and Life on the North Shore" presentation.

6. Covid-19 Response – Plan for Allowing Agencies to Shift Funds

Members were reminded that information was sent to Council indicating that agencies would have the opportunity to potentially repurpose a portion of their 2020 grant if required and approved by staff to assist and protect residents from Covid-19. All of the agencies were notified by letter to inform the District if they were interested in repurposing or shifting the grant funds and the three agencies that come forward with a request were, the Crisis Centre, Cinderella Project and BC Pets and Friends.

7. How to Sheet Update

As a follow-up to the October 21 discussion around the development of the “How to Sheet” on filling out the budgeting section on the grant application form, the proposed next steps would be as follows:

- Document 2021 review cycle to capture common mistakes, challenges, etc.
- Schedule virtual session with the Finance Department to learn how to review Budgets, Annual Financials.

Members discussed some common mistakes or issues that they came across during the prior review cycle of the applications and the budget information, and whether there was any assistance that could be provided to the organizations. There were some suggestions around the development of a “cheat sheet” that could speak to breaking out the budget more clearly around the different expenses. It was noted that at times, the discrepancies could result from miscommunication between the people who fill out the grant forms and those who prepare the budget and a misunderstanding of the components of the program and the components of the budget. In this regard, it was suggested that it may be beneficial that the Committee documents the pieces that are arising and once the grant process is complete, the Committee can consider what type of tool makes sense to be able to share with the grantees.

Action: Staff will explore what there is in terms of capacity to potentially put together a budget template that may reduce some of the most common issues with the budget information as well as to continue to capture the common mistakes and challenges moving forward with the 2021 review cycle.

8. Any Other Business

- Delaying the Committee vote in order to obtain more information from grant applications

The Committee Terms of Reference include information around quorum and decisions of the Committee are determined by a simple majority with all other procedural points decided and determined in accordance with Robert's Rules of Order. As such in cases where the membership may want more time to consider the question under discussion, a motion may be made to postpone the question until a desired time.

- Capital Expenditures

According to the Municipal Community Service Grants Corporate Policy Manual, the Criteria for Grant Applications is as follows:

- Program supplies are eligible for funding, but capital equipment and building costs are not eligible for community grants.

Members discussed concerns raised during the 2020 review cycle particularly when applying the definition of capital expenditures to certain applications. It was noted that it might be beneficial that this is addressed on an application by application basis, and having the discussion when evaluating the grant as ultimately members will have an opportunity to decide whether or not they wish to fund the application.

Action: Staff to do some further research and see if there is other language or further clarity and report back in January.

- 2021 Meeting Format

In terms of moving forward to 2021, members indicated that for continuity the preference was to maintain the regular meeting schedule of the third Wednesdays at 7:00 pm.

Members were also requested to indicate their preference of whether to continue with paper copies of the applications or if they would like to move to electronic copies. On discussion, it was suggested that because of staff changeover, it might be an easier transition to remain with the paper copies for this year, and relook at this for the following year. As well, members indicated that it might be beneficial to continue distributing to the Committee, in advance of the meetings the Recommendation Forms.

A request was presented that the Committee be provided with a copy of the June 2020 Report to Council.

Prior to the adjournment of the meeting, Claire Shepansky was acknowledged and thanked for her work and contributions to the Committee.

9. Next Meeting Date

The next meeting will be on Wednesday, January 20, 2021.

10. Adjournment

The meeting adjourned at 8:50 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.