



COMMUNITY SERVICES ADVISORY COMMITTEE MINUTES

Meeting – Wednesday, June 8, 2022
7:00 pm - BY MS TEAMS

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| Present: | Irina Elderidge Herman Mah Ellison Mallin (Chair) | Joshua Peters (Vice-Chair) Brenna Quaas |
| Regrets: | Anjeanette Dawson | |
| Guest: | Michael Shi | |
| 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

MOVED, seconded and resolved
To adopt the agenda.

CARRIED

3. Adoption of the May 25, 2022 Minutes

MOVED, seconded and resolved
To adopt the minutes.

CARRIED

4. Discussion on Grant Process

Staff provided a presentation and review of the 2021 grant process and the changes implemented to the 2022 process.

Discussion focused on feedback provided by members on the revised process, forms, and reports and reporting, and some of the key comments provided were as follows:

Topic 1 – Process

- The turnover of committee members may have caused confusion.
- Separating the applications and working in pairs worked well as level of attention would not be given if members were working alone. This was also a good way to engage with other committee members.
- While the commitment to meet weekly was manageable there was a tight turnaround to review the applications.
- The weekly email reminders of presenters was helpful.

- The NPO presentations were helpful in getting to know the organizations and what they do.
- The Accountability Forms was an additional layer that made the work more challenging.
- The members did a good job in completing the task given the situation with committee membership and the ongoing discussions on process, and this may have been a result of staff's experience.
- Some members were not familiar with all of the organizations.
- There were challenges in understanding some of the programs.
- The commitment to have a fulsome understanding and give the application a fair review took more time than expected. If the same approach is used next year, there needs to be more time set aside or increase the number of committee members.
- Working in groups of three may be an option.
- The collaborative approach worked well and may have removed individual bias.
- There was some uncertainty around the full impact of Covid on organizations.
- Consideration be given to begin the process earlier in the year with less time spent on the process and more getting into the applications. The number of applications was manageable but there was quite a lot of applications to review with the smaller group to share the load.
- It may be more beneficial for organizations to present virtually instead of spending time for onsite visits.
- The recommendation forms with the evaluation score helped with the reconciliation process.
- A full committee will lessen the workload for each member.
- Encourage all members to read all the applications.
- Although time consuming, there may be value in interviewing the organizations.
- Some organizations submitted applications that left the reviewer with too many questions about certain aspects of the application.
- The scorecards were great.
- Some organizations submit applications that contain too much information that is not relevant, and not enough required information.
- Switching the pairs on the applications worked well and this may have eliminated bias.
- More members on the committee would lessen the workload.
- Meeting on the same day worked well but consideration be given to alternating the meeting date and the 9:00 pm end time was challenging.
- Recommendation forms worked well.
- The application forms could be improved if they contained relevant questions about the organization's presence on the North Shore, particularly the larger organizations. It was at times difficult to tell if there was impact on the North Shore residents.
- The accountability forms were useful and filled in the gaps in the application forms.
- There could be more specific questions on the budget and focussed on the North Shore; some organizations tend to include a lot of budget information and others include minimal information on the budget.
- Finding the time to communicate with partners was challenging.

- Consider some outreach to encourage new or smaller organizations to apply for grants. In addition, looking for ways to get the information around grants and services out to the community, including the First Nations.

Topic 2 – Forms

Organization Summary

- Include the recognition of support on how the organizations acknowledged the support.
- Include questions to make the information clear around the number of volunteers and volunteer hours.
- It is helpful to include the list of other grant dollars received by the organization.
- Whether there is a way to get information on the organization from a different source, or validating the information on the application, or perhaps to require a reference letter on how the grant funds were used.
- Information on in-kind contributions and partnerships are important elements and should be noted on the summary.
- Include the North Shore profile around staffing and volunteers instead of the overall staffing and volunteers. In some applications that information was not clear and related to the entire BC Chapter instead of relating specifically to the North Shore.
- The forms could indicate that organizations be required to provide recognition of support. In this regard, a question was raised on whether there was any follow up around listing the recognition of support and information provided indicated that there was not a consistent approach.

MOVED, seconded and resolved

The Community Services Advisory Committee recommends developing guidelines around recipients.

CARRIED

Operating Grant

- There was some confusion between operating and program grants, and a better definition of each is required.
- It may be beneficial to combine the operating and program applications, and within the program application indicate the funding that will be used for the operating costs. This would show the linkage between the operating and the program that is being delivered.
- There is value in keeping the operating and program applications separate in order to have the level of detail to know where the funds are being spent.
- Combining the operating and program grants would provide more accountability in terms of staff/salaries. Some applications were unclear in terms of where the money was going with respect to linkage to the program and whether staff were working for the specific programs. If the operational portion was part of the program application and was covering part of the rent and salaries then there is accountability that the salaries/rent was part of the program that is being funded.

- Separating the operating and program funding would provide clarity on the District priorities and values.
- There should be more questions in the operating application, similar to the program, in order to get sufficient information and eliminate confusion of how the funds are used.

Joshua assumed the role of Chair.

Accountability Forms

- The forms were helpful to review in conjunction with the applications.
- The forms should be part of the main application and should be placed in the same folder as the application forms.
- The applicants be required to complete the forms as part of the reporting requirements.
- It may be beneficial for next year, have the members go through the forms either as a group or individually.

Budget

- Financial statements were helpful; however in some applications it was difficult to determine if the budget numbers referred to the program or to the overall organizational budget. Some program applications had discrepancies in the budget, and organizations should be informed that the committee requires either the program budget, or operating budget, and not the overall organizational budget.
- The larger organizations should report how the funds are used.
- Some smaller organizations did not provide very good budget information.
- For some of the larger organizations, it was unclear how much of the program funding serves the North Shore residents versus the overall province, and information be provided specifically for the District of North Vancouver.
- When organizations indicate North Vancouver, there should be a distinction if this refers to the entire North Shore or specifically to District of North Vancouver residents.

Topic 3 - Reports/Reporting/Narrative

- Information was requested around population growth and whether the funds have increased over the years with how the population is changing on the North Shore and in the District and if this would impact the budget numbers.
- A suggestion was presented to report out the areas that the funds were provided to, as well as the value and number of applications received. Staff indicated that the Council report does include the data.
- Whether the organizations be requested to provide testimonials of the funds that are received, or possibly request qualitative feedback from the organization.
- Once the funding period has ended, request a final report with qualitative and quantitative information and input the quantitative information into the online tool.

- In the overall report, indicate the amount of funding that went into specific categories such as:

- Seniors
- People with disabilities
- Newcomers
- Youth
- Serving Indigenous / Indigenous Programs
- Families and After School
- Meeting the objectives of Council and providing information that the Committee has been responsible for spending tax dollars
- Housing
- Affordability
- Food security
- Healthy communities/activities/after school activities for families and kids
- Community safety

5. Presentations / Speakers for September and October

This item was not addressed.

6. Next Meeting Dates

The next meeting was scheduled for June 15, 2022.

7. 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.