



MEETING MINUTES

Minutes of the meeting held at City Hall in Conference Room A,
141 West 14th Street, North Vancouver, BC on Wednesday, October 23, 2024

The City of North Vancouver respectfully acknowledges that this meeting is held on the traditional and unceded territories of the Skwxwú7mesh Úxwumixw (Squamish Nation) and sə́ilwətaʔ (Tsleil-Waututh Nation).

Members Present

Liza Feris (Vice Chair)
Farnoosh Fallah
Olga Kens
Kathy McGrenera
Anahita Naeini
Tim Page
Charles Pan
Zeyus Spenta

Absent

Anna Boltenko
Councillor Tony Valente

Staff Present

Heather Evans, Community Planner
Edytha Barker, Administrative Coordinator
Eleanor Parrott, Committee Clerk - Secretary

The meeting was called to order at 6:04 pm.

1. ADOPTION OF AGENDA

1.1 The Agenda for October 23, 2024 was adopted as circulated.

2. ADOPTION OF MINUTES

2.1 Minutes of the meeting held on September 18, 2024 were approved as circulated.

3. UPDATES

Councillor

- 3.1 Councillor Valente was not present at the meeting but had provided the following update to the Committee Clerk – Secretary in advance:
- 3.2 On October 3, 2024, the City of North Vancouver and the District of North Vancouver Councils attended a dinner event which included discussions on mobility infrastructure and connectivity, such as Bus Rapid Transit and active transportation, shared services such as the North Vancouver Recreation and Culture Commission (NVRCC), Museum of North Vancouver (MONOVA), RCMP, Fire Service Agreements and joint action on homelessness.

- 3.3 On October 7, 2024, Council received the NVRCC revised strategic plan, vision, values and goals for information. The revised plan enables NVRCC to lead on identifying needs for indoor and outdoor services, and coordinate consultations on facilities.
- 3.4 On October 21, 2024, Council received the MONOVA strategic plan for information along with its vision to inspire belonging and community connection across diverse voices and histories of North Vancouver, and its mission to create engaging educational experiences to reflect on our past, understand our present and build our future together. Council also endorsed the Community Safety and Advisory Committee terms of reference. This new committee will serve as a forum for community driven collaborative approaches to addressing public safety concerns. The Notice of Motion adopted by Council to limit the number and / or location of currency exchanges has been addressed by staff with a recommendation to regulate the location of such businesses in future. This will not impact existing businesses and aims to preserve street diversity on Lonsdale Avenue.
- 3.5 On November 4, 2024, Councillor Valente will bring forward a Notice of Motion on joining the Kidney Foundation's Living Donor Program. This would allow City staff who need to donate a kidney or part of liver to be supported with the necessary time off work without impact to pay.

Staff

- 3.6 Applications for City committee positions are open and will be accepted until midday on November 15, 2024.
- 3.7 External agencies are frequently invited to attend meetings and give presentations on their work. Members' feedback on which agencies would be of interest was sought and the following suggestions were provided:
- Agencies that receive a significant amount of funding from the community grants, such as Big Brothers and Impact.
 - Grant applicants which members have queries on would like further information.
 - Agencies that work on the forefront of critical needs, such as homelessness. For example, the Hollyburn Youth Shelter, the North Shore Housing Centre and Lookout.
 - Agencies that provide mental health services to youth, such as Foundry which receives indirect funding from the City. Agencies that do not receive City funding, but work to address issues within it are also of interest and could highlight service gaps that might be addressed via community grants to other organizations.
 - Core funded agencies receiving over \$50,000 report to Council on an annual basis. These agencies could provide useful statistics and information on community needs to these meetings as well.
 - Attending meetings places additional demand on resources and smaller agencies may not have sufficient capacity to do so.
 - The RCMP community and youth liaison officers could provide a useful overview of current issues in the City.
 - Agencies that operate within the education sector such as representatives from School Councils, the School District 44, or North Vancouver Parent Advisory Councils.
 - Any prominent agencies within a range of key sectors.
 - Other grant funding providers on the North Shore.
 - Agencies that work to address immediate issues. Have any significant needs arisen from the impact of the recent storm? **A:** The City's emergency offices were opened over the weekend to provide assistance to residents, though the impact appears to

have been minimal with limited numbers seeking aid. Statistics on the numbers impacted will be provided to members when available.

Action: Staff to provide statistics on the impact of the storm over the weekend of October 19 to members for information.

4. SUPPORTIVE FUNDING REVIEW PROJECT UPDATE

4.1 The Community Planner presented the following highlights regarding the supportive funding review project discussion from the previous meeting.

- The aim of the discussion had been to discuss the challenges and opportunities within the grants process, and to facilitate an open discussion to cultivate ideas.
- Three key themes emerged from the discussion as follows:
 - The application form and process.
 - Organizations' capacity and the impact this has on the quality of applications.
 - Accountability and how the City interacts with organizations.

4.2 Members presented the following notable questions and comments:

- A post-submission survey would help to gather applicants' feedback on the application form.
- A pre-application webinar session will provide applicants with an opportunity to engage with staff on the application form and process, and could increase the quality of applications.
- Could the applications be grouped into categories for the review process? **A:** The applications are grouped into sectors / themes and each review group is allocated a different set. There were fewer applications received for Round Two grants and so grouping was not necessary, but this is the standard process for Round One grants that will continue.
- Could the applications be split into randomized groups, to give members the opportunity to review a range of applications? **A:** Review groups return to the committee meeting to provide a summary of their applications along with recommendations, which allows members the opportunity to consider the whole range of applications.
- Randomized grouping would enable review groups to practice balancing priorities within the range of sectors, prior to the overall group discussion. However, comparison is easier when applications are categorized into like for like groups. It might be difficult to compare an application for a festival against an application for mental health service, for example.
- The review process requires teamwork and trust of one another's judgement. The process facilitates a range of diverse perspectives from members, collaborative working and thorough discussion to arrive at the final recommendations.
- If a member wants to review additional applications outside their review group, can this be facilitated? **A:** Yes, members can request additional applications from staff via email.
- Could a Google Sheet be utilized to enable collaborative input into the matrix? **A:** This technology is not available to the City. Work is underway to progress towards online working that would facilitate active collaboration, but these systems are not yet in place.
- Is there a checklist to review applications against set criteria? **A:** Members have been provided with a checklist. This will be re-circulated.

- Following completion of the review process, could staff detail the percentage of the budget allocated to each sector? This information would help members understand which areas received more funding than others, whether this correlated with their perception of need in the community and could inform an approximate guideline budget split for future rounds. **A:** Staff can provide this information. It should be noted that applications are not received equally across the sectors, and that actual need may differ from perception of need.
- Given the limited budget, members have previously decided to focus on funding agencies that serve critical needs within the community. Members should discuss whether this stance is to be reaffirmed prior to the Round Two review. Other areas outside critical needs, such as the arts and social events are still worthy of funding as well. The NVRCC also provides community grants specifically for the arts.
- What action can be taken to increase the grant funding available? Could members utilize their influence to drive funds at a community level by encouraging corporate partnerships? **A:** The community grant fund is comprised of two sources; operating budget that is annually provided by Council in the Financial Plan and has remained static at \$100K for a number of years; and interest from the Lower Lonsdale Legacy fund. The fund is not derived from fundraising. If community members would like to donate to the community, they can do so via the North Shore Community Foundation or directly to the charity of their choosing.
- Applicants often provide insufficient detail behind their funding amount request. Some request the highest amount available despite even though their application seems to warrant less. Can the form include clear instruction that requesting the highest amount unnecessarily will not increase the chance of receiving it? **A:** The application guidelines include education around this topic.
- The applications are often lengthy and repetitive. Can the form be changed to address this? **A:** Staff review applications prior to circulating to members and the information included is generally relevant to decision-making. In addition, there is a legal basis informing the questions asked in the application form.

5. COMMUNITY GRANTS ROUND TWO

5.1 The Administrative Coordinator provided an overview of how to navigate the grant application form, and which attachments are included as standard, to help members in their review of the Community Grants Round Two. Members were reminded that the application forms are shared and reviewed digitally because this is more secure than using paper copies.

5.2 Members presented the following notable questions and comments:

- It was clear which applications had been assigned to each review group in Round One and so no changes to this system were recommended.
- It is not necessary to amend the form navigation tools by adding bookmarks, as members utilize different technology for their review with varying navigation capabilities.
- The review is time consuming. Members recommend allocating set blocks of time across a week or so to maintain focus and complete their review.
- Do staff have any control over the content of the applications? **A:** Staff conduct a quality assurance review prior to circulating the applications to members. If applications are lacking certain information, staff reach out to organizations to request that it is provided before members' review.
- Members appreciate staff sharing their experience of working with applicant organizations previously.

- Can you clarify the rules around repeat applications in Round 1 and Round 2? **A:** Agencies are permitted to submit applications to both rounds, however, only one application per year is permitted for operating funds and a particular program. If submitting to both rounds, applications should be for different programs or one for a program and one for operating funds. Applicants can seek up to \$15,000 a year (accumulated over both rounds).
- Should members raise questions about applications as individuals, or should they be collected within review groups and then raised with staff? **A:** Members are encouraged to raise any questions with staff as soon as they arise to enable the maximum amount of time to seek answers from applicants.
- Staff will circulate a link to the Community Wellbeing Strategy which serves as a governing document for the grants.
- Some applications request funding for events and programs that are due to begin before funds will be paid, how should members navigate this issue? **A:** Agencies typically seek reimbursement via grant funding, so the date of programs and events is not relevant.
- Members will be conducting the full review of the Round Two applications at the next meeting and are encouraged to read the application summaries, prepare their scores and meet with their review groups beforehand.
- The total funding request for this round is approximately triple the amount of funding available, and members will need to bear this in mind during their review.
- A number of applications received for Round Two are from agencies that have not previously applied. What is the driver behind the high number of new applicants? **A:** The City's Communications team has increased online advertising on social media platforms.
- Do staff carry out due diligence checks on applicants that are not already known to the City? **A:** Yes staff ensure that a charity number is provided in the application form.
- Agencies receive funding from other sources as well as the City's grant funding.
- The number of people their work will impact is highly important to members. **A:** The importance of the impact question is reiterated to applicants by staff.
- It is difficult to encourage applicants to be entirely accurate in their funding amount request. Could applicants be asked to provide an upper and lower limit to their funding ask? **A:** It is important the members utilize their own judgement to discern the accuracy of cost.
- Is it possible to provide agencies with more funding than requested? **A:** No. If applications present particular causes or events that members feel would benefit from greater funding, feedback could perhaps be facilitated after the review is complete.

Action: Staff to provide members with a link to the Community Wellbeing Strategy prior to the next meeting.

6. ROUNDTABLE

6.1 No business was raised.

7. DATE OF NEXT MEETING

7.1 The next regular meeting is scheduled for November 27, 2024.

8. ADJOURN

8.1 The Chair adjourned the meeting at 7:54 pm.

“Certified Correct by the Vice Chair”

Liza Feris, Vice Chair

November 27, 2024

Date