

THE CORPORATION OF THE CITY OF NORTH VANCOUVER  
**Regular meeting of the Social Planning Advisory Committee**  
**Held via WEBEX**  
**On Wednesday, February 23, 2022 at 6:00pm**

---

---

**MINUTES**

---

---

**PRESENT:**

Etienne Normandin-Poitras, Chair  
Timothy Hinkson  
Catherine Kingfisher  
Kate Galicz, Vice Chair  
June Maynard  
Tina Parbhakar  
Martyna Purchla

**ABSENT:**

Angela Girard, Councillor  
Anna Boltenko  
Raashi Ahluwalia

**STAFF:**

Cristina Rucci, Community Planner  
Edytha Barker, Admin. Coordinator II

**9 members – quorum = 5**

**1 Councillor (non-voting) 2 staff (non-voting)**

---

---

**1. CALL TO ORDER AND APPROVAL OF AGENDA**

The meeting was called to order at 6:05 pm by the Community Planner, acting as Chair.

The approval of the agenda was moved and seconded and the agenda was approved as circulated.

**2. WELCOME NEW MEMBERS**

New members introduced themselves. Committee members introduced themselves.

**3. SPAC OVERVIEW AND ELECTION OF CHAIR AND VICE CHAIR**

The Community Planner showed a PowerPoint presentation.

Key points included:

- Effective procedures, including conflict of interest and public attendance.
- Terms of Reference
- Role of Chair and Vice Chair
- How SPAC communicates to Council.

The Community Planner then commenced the elections. Nominations were called for from the floor for the position of Chair. T. Parbhakar was nominated and declined the nomination. E. Normandin-Poitras was nominated and accepted the nomination. There being no further nominations, E. Normandin-Poitras was declared Chair by a show of hands.

The Community Planner then called for nominations from the floor for the position of Vice Chair. K Galicz was nominated and accepted the nomination. There being no further nominations, K Galicz was declared Vice-Chair by acclamation.

E. Normandin-Poitras took over as Chair of the meeting.

#### **4. ACKNOWLEDGEMENT OF UNCEDED TERRITORY**

#### **5. APPROVAL OF MINUTES OF LAST MEETING**

The approval of the minutes of the meeting of January 26, 2022 was moved and seconded and the minutes were adopted as circulated.

#### **6. UPDATES**

##### **a) Councillor**

- Not available.

##### **b) Staff**

- CNV is in the process of submitting Phase 2 of a grant application to UBCM for follow up to Poverty reduction plan. The three North Shore municipalities will be applying together and this has been endorsed by Council. If successful, the grant will be used to fund a general in-person 1-on-1 solutions navigator to fill in the gaps and help navigate the system.

#### **7. PRESENTATION AND DISCUSSION**

##### **a) Community Grants Review Process and Group Assignments**

The Community Planner presented.

##### Key points included:

- Timelines, process and review teams
- Tools for reviewing grant applications; reviewers' worksheet, checklist for financial statements.
- Confidentiality of grant applications – review only online, you will receive a digital file, please do not print.

##### Questions/Comments from the Committee:

- A process review needs to happen. The new Chair will work make this a priority this year.
- The Chair would like to have the discussion and recommendations as a whole group to happen and be decided in one meeting.
- The group discussed whether we need one review form per group or per person. It was decided that both would be helpful. The more information available the better.
- Comments that are made by the whole SPAC group can be recorded in the matrix.
- Would like to see a different way of applications being assigned to groups.

## 8. ROUND TABLE

- Would like to go back to in person meetings as soon as possible. Several members agree.
- A review of the grant review process needs to happen; this has been on our agenda much too long. Would like to have a subcommittee to review and make recommendations on the grant process. The Chair asked for volunteers for sub committee / sub group to put forward recommendations to Council about changing the grant review process.
- Would like to think about how we could distribute long standing (returning) and new applications more evenly between groups. Doesn't build expertise within the group to review the same applications from year to year.

## 9. ADJOURNMENT

There being no further business, the meeting adjourned at 7:57 p.m.

  
\_\_\_\_\_  
Chair

March 23, 2022  
\_\_\_\_\_  
Date