

THE CORPORATION OF THE CITY OF NORTH VANCOUVER
Regular meeting of the Social Planning Advisory Committee
Held in City Hall, Conference Room 'A'
On Wednesday, February 22, 2017 at 6:00pm

MINUTES

PRESENT:

Steve Tornes, Chair
Arash Ehteshami, Vice Chair
Cassandra Buckley
Jasreen Janjua
Joanna Linsangan
Mary Tasi
Heather Urquhart

ABSENT:

Holly Back, Councillor
Tina Parbhakar

STAFF:

Heather Evans, Community Planner
Edytha Barker, Committee Clerk

9 members – quorum = 5

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

1. ELECTION OF CHAIR AND VICE CHAIR

H. Evans chaired the meeting. She showed a short PowerPoint presentation explaining the roles of Chair and Vice Chair and the voting process. Elections for Chair were commenced. The Committee unanimously agreed to vote by ballot. Nominations were called for three times from the floor. M. Tasi, S. Tornes and A. Ehteshami nominated themselves. A vote was held by ballot and S. Tornes was elected as Chair.

Nominations for Vice Chair were called for from the floor. A. Ehteshami was nominated and accepted the nomination. M. Tasi was nominated and accepted the nomination. A vote was held by ballot and A. Ehteshami was elected as Vice Chair.

S. Tornes then assumed the role of Chair for the remainder of the meeting.

2. APPROVAL OF AGENDA

A. Ehteshami wished to add an item under Discussion Items. The agenda was approved with the addition of this item as Item B, Selection of Grant Applications by Members vs. Assignment.

3. APPROVAL OF MINUTES OF LAST MEETING

The minutes of the meeting of January 25, 2017 were adopted as circulated.

4. PRESENTATION

H. Evans gave a PowerPoint presentation on the SPAC committee an orientation for those that are new and reminder for others.

5. UPDATES

- Councillor – N/A

- Staff –
 - H. Evans attended a meeting at the North Shore Multicultural Society. She is on a working group for representations of immigrants on boards and committees. NSIIP (North Shore Immigrant Improvement Partnership) have received a grant from Canada 150 to do a recruitment of immigrants to be on boards and committees
 - H. Evans also attended a Seniors Coalition meeting; one of the things discussed was an Allies in Aging Hub. Organizations have gotten together to look at seniors on the move which involves reframing mobility for seniors. They are looking at options, pinch points, things we can do to help.
 - Budget discussions are underway at Council. At the February 6 Council meeting, the subject of Core funded agencies came up. CNV has 9 Core Funded agencies that receive a consistent amount of Council funding on a yearly basis. Council has requested information on how services are coordinated and if there is any duplication of services.
 - The Public Hearing regarding the zoning bylaw amendment to allow allowing both a coach house and a secondary suite on a single lot has occurred. It went very well and the bylaw is moving forward
 - Auditions for CityFEST auditions are scheduled for March 31.
 - The deadline for nominations for Civic Youth Awards and applications for the Youth Centennial Scholarship is coming up March 8. The deadline for Children & Youth Grants has been moved to September 15.
 - A new part-time position has been created called Public Space Assistant and the incumbent has started. This person will be assisting J. Buitenhuis with events and a Placemaking initiative.
 - CNV has held one successful “School the City” event and another one is scheduled for next week. This involves high school students coming into to City Hall to participate in planning processes.

6. DISCUSSION ITEMS

a. 2016 Annual Report and 2017 Work Plan

H. Evans introduced the topic. This is a report that SPAC sends to Council each year.

S. Tornes asked for ideas from the committee to include in the report.

Ideas included:

- The tour last spring at the Harvest Project was very informative. Would like to continue the tours.
- Tours of the applicants and core funded agencies are helpful and meaningful.

- Would be great to visit one youth focused agency, one adult focused agency and one senior focused agency.
- It's great to see where the City's funding is going and what it's being used for.

Committee members would like to visit Hollyburn Family Services Society as well as some of the smaller agencies. North Shore Multicultural Society and Capilano Community Services are also of interest. Members also mentioned wishing to visit VCH's Foundry North Shore once it opens in the spring.

Action Item: The Committee Clerk will forward a draft report to the Chair and Vice Chair within the next week.

b. Selection of Grant Applications by Members vs. Assignment

A. Ehteshami introduced a topic for discussion. He asked for opinions from SPAC regarding members being able to select specific grant applications for review as opposed to being assigned them. The benefits of this would include: better engagement with the applications, utilization of special skills or experiences that some members could use to help guide their decision making and that organizations may perhaps get better feedback about their applications, especially those agencies that may not have dedicated grant writers working with them. Drawbacks would include the administrative complexity for City staff in accommodating SPAC members' requests as well as the chance of some organizations receiving more interest and therefore discussion and advocacy and others not receiving enough.

Members and staff had a robust discussion regarding this. Some members felt it would be very difficult administratively and others, while acknowledging the difficulties, felt that would be a good idea to have committee members with specific skill sets or knowledge base review pertinent grant applications.

The committee unanimously agreed that the best compromise would be to continue having staff allocate applications to the review groups as has been the practice but to also have staff accommodate members' wishes if there are certain applications they would like to review that are not in their allocated group.

Break 7:00 – 7:10 pm

c. Community Grants Application Review Process

H. Evans showed a PowerPoint presentation on the application review process. The presentation included an overview of the grants timeline, tools for reviewing the grants, how teams should or could collaborate when reviewing grants, and next steps.

The evaluation criteria was discussed. H. Evans asked members that have been through the review process before to share to how they use the criteria to evaluate the applications. E. Barker reminded members that it is important to fill out and submit a review worksheet for each application reviewed.

H. Evans advised that Finance will let us know the exact amount available for Community Grants in a few weeks; it is approximately \$180,000. Members were

asked how much of this should be held back for the fall intake of applications. This will be discussed and voted on next meeting.

Members were advised of their review groups and given their portion of applications (approximately 20 per group). 87 grants were received in total. Groups were then given 10 – 15 minutes to discuss with their partners how they wished to go about reviewing the grants together.

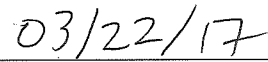
7. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:45 p.m.

DATE OF NEXT MEETING – March 22, 2017



Chair



Date