

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 28, 2018 at 6:00pm

MINUTES

PRESENT:

Steve Tornes, Chair
Naz Kohan, Vice Chair
Arash Ehteshami
Cassandra Buckley
Jasreen Janjua
Jolene Kennett
Etienne Normandin
Tina Parbhakar
Heather Urquhart

Holly Back, Councillor

ABSENT:

STAFF:

Heather Evans, Community Planner
Edytha Barker, Committee Clerk

9 members – quorum = 5

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

1. WELCOME NEW MEMBER

New member, J. Kennett, was introduced and members introduced themselves.

2. ELECTION OF CHAIR AND VICE CHAIR

H. Evans began chairing the meeting and commenced elections for Chair. Nominations were called for from the floor. S. Tornes was nominated and accepted the nomination. A. Ehteshami was nominated and declined the nomination. E. Normandin was nominated and declined the nomination. N. Kohan was nominated and accepted the nomination.

S. Tornes and N. Kohan both spoke about what they could bring as chair. A vote was held by ballot and S. Tornes was elected by majority vote.

H. Evans then called for nominations from the floor for Vice Chair. N. Kohan was nominated and accepted the nomination, A. Ehteshami was nominated and declined the nomination. N. Kohan was declared Vice Chair by acclamation.

S. Tornes then took over the meeting as Chair.

3. APPROVAL OF AGENDA

The agenda of February 28, 2018 was approved with the addition of Recognition of Unceded Territory at the beginning of the meeting and the addition of a Round Table at the end of the meeting.

4. APPROVAL OF MINUTES OF LAST MEETING

The minutes of the meeting of January 24, 2018 were adopted as circulated.

5. ACKNOWLEDGEMENT OF UNCEDED TERRITORY

6. PRESENTATION

The SPAC orientation was deferred to the March meeting.

7. UPDATES

a. Councillor

- The biennial Heritage Awards were presented at Council Monday night.
- A Harry Jerome Ideas Fair was held in City Hall. It was well attended, a lot of good ideas came forward; this shows that we are listening to what the community wants.
- Mayor Mussatto was voted North Shore's favourite politician in the North Shore News poll.

b. Staff

- There will be a community conversation on the Child Care strategy held at the City library tomorrow night. This is open to all members of the community and childminding will be provided. It will involve a presentation of the needs analysis and will focus on the results of the parents and guardians survey. There will also be a World Café style discussion, depending on time and numbers. MLA Bowinn Ma will be attending the last 10-15 minutes to talk about the Province's child care funding. There was also a meeting earlier this week with stakeholder agency, representatives from VCH, child care resource and referral centre. Some ideas that came out were very innovative and surprising; these included funding and consistency of information provided. Over the next week there are two other meetings coming up; another stakeholder meeting (with NS Community Resources, Multicultural Society, etc.), and a meeting with child care providers.
- The CNV and the DNV are establishing a steering committee to provide input on Phase One of the creation of the municipalities' Community Well Being Strategy. They are hoping to have a volunteer from SPAC and also APC (Advisory Planning Commission), as well as representatives from 2 DNV committees, the library, rec centre, VCH, etc. The purpose of committee is to advise the municipalities on what the focus of Phase 1 of the project will be, create draft materials and decide the best way to reach stakeholders. Only one volunteer is required, as they are trying to keep the membership to ten members maximum.
 - i. Both H. Urquhart and C. Buckley expressed interested. H. Evans will meet with them after the SPAC meeting tonight to discuss.

8. DISCUSSION ITEMS

a. 2017 Annual Report and 2018 Work Plan

A copy of a draft 2017 Annual Report and 2018 Work Plan was circulated. S. Tornes asked members to think about what they would like to see in the work plan for 2018 and email suggestions and comments to him or N. Kohan.

Some initial ideas were that mentioned included:

- Look at the grant review process, talk about how to divide up work, improve efficiencies; perhaps a sub-committee of SPAC could be formed to bring forward recommendations.
- Regarding the last two bullets on the last page of the report members wondered how we have achieved these:
 - To be kept informed on significant community agency responses to changes in funding for health and social service agencies;
 - To stay abreast of other funding opportunities offered by the City, other levels of government, the private sector and other agencies.
- Members would like more information on other grants and funding sources at the City.
- Bullet points on the final page of the report should be organized in priority order and perhaps say “include but not limited to”.
- Would be good to add that we are always welcome to receiving input from the community.

E. Barker will send committee members a Word version of the draft report.

6:40 pm - 5 minute break

b. Community Grants Application Review Process and Group Assignments

H. Evans showed a short PowerPoint presentation on the grant review process. The applications were handed out to the four groups and groups got together for approximately 5 minutes to discuss their review strategy.

SPAC members are to bring any questions for the applicants to the March meeting. E. Barker will email members the review form, memo and matrix.

c. Financial Statements Workshop Overview

S. Tornes and E. Barker attended a workshop help by the North Shore Inter-Agency Network on Financial Statements and Financial Budgeting for charities and non-profit organizations. Much of it was geared to the charities and non-profits but there were some good tips for people reviewing a non-profit's financial statements. These included:

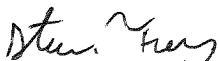
- The CPA's "Guide to Financial Statements of Not-for-Profit Organizations" is available free online and is an excellent resource.
- Non-profits and charities have a choice of two revenue recognition methods: deferral and restricted fund. Most will use the deferral method.
- The deferral method shows surpluses on donor-restricted funds are deferred to the balance sheet and recognized as revenue as expenses are incurred.
- The restricted fund method recognizes 100% of revenue received in the year unless specifically restricted by donors to be used in future years.

5. ROUND TABLE

- T. Parbhakar mentioned that last year there seemed to be a few recurring themes that members found when reviewing the grant applications. Often more information is needed from applicants or things were incorrectly reported or filled out. Perhaps SPAC should take a pro-active approach and investigate the possibility of holding an information session for applicants. SPAC members were asked to note recurring issues and send emails to staff to track them.
- H. Evans gave an update from J. Buitenhuis:
 - The City is sponsoring a screening of the film “Angst”, which is about youth anxiety. It will be held at the Pipeshop on Friday, March 2. Two hundred and fifty seats sold out!
 - A new “PLAYbook” has been printed; it describes the goals and visions of the PLAY program.
 - School the City will be launching soon! This will be a new booklet with 25 activities that teachers, planners and those working with young people can use to get feedback from students and youth on municipal projects and plans. Each activity is broken down by age group and section of the CNV4ME Strategy addressed. Consultants will be testing all activities with over 500 students over the next few months. A workshop will be held for City staff in late April on how to use the toolkit.
 - The City will be hosting the initial meeting of the “30Network”. This is a group of 30 urbanists under 30 that will be addressing the topic of public engagement in the City of North Vancouver. The initial meeting will be followed by a public event and ideas fair at the Pipeshop.
 - The Early Years Planning Table has launched a Connect 4 Kids website based on the City’s youth website (nsyouth.ca). Check it out at www.connectforkids.ca.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m.



Chair

March 28th, 2018

Date