



## COMMUNITY SERVICES ADVISORY COMMITTEE

Meeting – Wednesday, October 21, 2020

7:00 – 9:00 pm - BY MS TEAMS

### MINUTES

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<b>Present:</b>	CS Kim	<b>Regrets:</b>	Ashraf Amlani
	Constantine McQuade		Meggie Hou
	Stephanie Perrais		Cathy Harvey
	Victor Schwartzman		Maxwell Lai
	Claire Shepansky (Chair)		Ellison Mallin
	Matina Spiropoulos		
	Pamela Wilkinson		
	Donna Zwickel		

**Staff:** Tina Atva, Manager, Community Planning  
Mary Jukich, Committee Clerk

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#### 1. Welcome

The Chair called the meeting to order at 7:15 pm.

#### 2. Adoption of Agenda

Constantine McQuade moved and Victor Schwartzman seconded:  
To adopt the agenda.

**CARRIED**

#### 3. Adoption of Minutes

Victor Schwartzman moved and CS Kim seconded:  
To adopt the August 10, 2020 minutes.

**CARRIED**

#### 4. Update from Manager, Community Planning

Tina Atva, Manager, Community Planning thanked the members for their work on the permissive tax exemption applications and the community service grants and also noted Council's appreciation for the Committee's work.

The interview process for the social planning position to replace Cristina Rucci is almost complete, and the new hire may be in place for the November meeting.

Some work underway in Community Planning includes:

- Last year Council appointed a Housing Task Force to look at recommendations for affordable and social housing in the municipality, and the Task Force recently submitted their interim report to Council.
- A targeted review of the Official Community Plan (OCP) had been underway since May 2019; however, this was paused in mid-March because of Covid-19. On October 19, a report was brought to Council with recommendations on how to restart the process. The four focus areas of the plan are housing, transportation, economy and employment

lands and climate emergency. Assessing how the issues and possible actions have been impacted from a COVID-19 and social equity perspective will also be undertaken.

- There are two upcoming Council workshops, one on sea level rise and the second on child care.

As some organizations that received community services grants may not be able to run their programs because of Covid-19 and social distancing issues, a question was raised if there were any internal guidelines or policy indicating whether the grant could be deferred or the cheques returned or used for other purposes.

Staff noted the report that went to Council in June noted that agencies could request pivoting their funding and repurposing it in response to COVID-19. CSAC had been consulted in this request.

**Action: Staff will confirm that emails were sent to agencies and find out what portions of grants were proposed to be redirected and how that money would be spent.**

As Claire Shepansky has completed her membership term on the Committee, Claire was thanked and acknowledged for her work and contributions to the Committee, as both a member and Chair.

## 5. Recruitment and Committee Membership

Members were acknowledged for serving on the Committee as well as the members who have indicated that they wished to be reappointed for a further two-year term. The report indicating appointments and re-appointments was completed and forwarded to the Advisory Oversight Committee who will make their recommendations on appointments. Approvals will be provided by mid-November.

## 6. Review of this Year's Grant Process

Prior to the discussion on the grant process, the Committee was informed that for the time being, there would be no in-person meetings.

Members were requested to provide feedback around this year's grant process in terms of what went well, and possible improvements, and the following comments were provided on what went well:

- Setting a schedule well in advance for presentations.
- The meetings were well organized, and all handouts and information provided in advance of the meetings.

- Focus on driving through the agendas and implementing time limits on discussion.
- There were both advantages and disadvantages doing the agency interviews by telephone.
- Consider whether there are any opportunities for the agencies to give a presentation to the entire Committee.

The following comments were provided on possible improvements:

- Shortening the schedule was not ideal as it crammed a lot of work into a short amount of time. (This was required in mid-spring due to COVID-19 impacts, and the need to have the committee's recommendations in time for Council's consideration. Note that several Council meetings were paused, along with most advisory committee meetings. CSAC was able to meet given the time sensitive nature of grant approvals.)
- A general comment was made that it was challenging to meet every week and review 6/7 applications. For this year, there was a sense of rushing towards the end, and it would have been more beneficial to take more time to review and discuss the applications in more detail.
- Staff relayed appreciate for the committee's extensive time commitment in reviewing community service grants. Finding efficiencies in the review process and schedule will continue to be discussed for next year.
- The conference call platform for meetings was difficult as well as challenging without any visual cues, and there would have been more benefit using a MS Teams platform. (note: MS Teams was used starting in October 2020.)
- A suggestion was presented that it may be useful to have the previous year's accountability forms with the application forms to ensure proper reporting on how agencies disbursed the funds.

## 7. Discussion on Pending Items

- Capital Expenditures  
This item will be addressed at the November meeting.
- Suggestion of delaying a vote in order to request additional information from the organization  
This item was raised during the review of one of the organizations and there was uncertainty on whether the Committee could postpone the vote.

**Action: Staff will review the Terms of Reference and follow up.**

- Scheduling a workshop for information sharing on filling out grant applications  
As there were a number of organizations wherein the numbers did not balance, and it was difficult for the Committee to understand the agency's financials, a suggestion was presented to create some form of a video, or a virtual session, or even a "How to Sheet" on filling out the budgeting section of the grant applications. On discussion, it was noted that the "How to Sheet" might be easier to get in place more quickly as a video would require more time and coordination (e.g. with District Communications staff). In this regard, the idea of a "How to Sheet" can be explored and something put on the website.

**Action: Staff will look into the idea of the "How to Sheet"**

## 8. New Business

No new business was presented.

## 9. Next Meeting Date

Members discussed if there was a need for a November meeting and a decision will be made based on whether there are sufficient agenda items.

## 10. Adjournment

The meeting adjourned at 8:30.

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### 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.