



**DISTRICT OF SOOKE
COMMUNITY GRANT REVIEW COMMITTEE**

Minutes of Meeting held
November 7, 2016 at 7:00 pm
Council Chamber, 2225 Otter Point Road, Sooke

Committee Members Present:

Councillor Kerrie Reay, Chair
Councillor Bev Berger
Coleen Heenan
Michelle Stratford

Staff:

Brent Blackhall, Director of Financial Services
Sarah Temple, Corporate Services Assistant

1. Call to Order

The meeting was called to order at 7:00 p.m.

Committee Chair Kerrie Reay welcomed those in attendance and introduced members of the Community Grant Review Committee.

Councillor Reay stated that the Community Grant Review Committee would not be reviewing arts-related grant applications due to an outstanding Council resolution from June 27, 2016, that reads:

THAT staff provide a report clarifying the current process for Category A & B grants, including recommendations for process improvements
AND THAT all future arts related Community Grant applications be referred to the SPA Committee.

Three applications have been designated as arts related the Sooke Community Choir, Sooke Harbour Players and Sooke River Bluegrass Festival Society. These applications will be referred to the Monday, November 14, 2016 Regular Council meeting.

**2. Approval of the Agenda: B. Berger – C. Heenan
MOVED**

TO approve the agenda, with the removal of three arts related applications – the Sooke Community Choir, Sooke Harbour Players, and the Sooke River Bluegrass Festival.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

**3. Approval of Minutes B. Berger – M. Stratford
MOVED**

TO approve the minutes of May 11, 2016 as circulated.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

4. Public Input:

- There was no input from members of the public.

5. Staff Report/Presentation:

The Director of Financial Services provided an overview of the eligibility criteria and screening procedures for Community Grants applications, as outlined in Policy 5.1, *Community Grant Program Policy, 2013*. The Director of Financial Services also provided an overview of the staff report outlining the total requests for grant funding and the amounts available for disbursement.

6. September 30, 2016 grant applications:

Presentations were made from the following groups:

Sooke Christmas Bureau

Kim Metzger and Mike Thomas, representing the Sooke Christmas Bureau, spoke regarding their organization's application for a Category B Community Grant. Funds requested would provide fresh produce, turkeys and ham for Christmas food hampers.

Committee discussion:

- There is a maximum of \$7,000 permitted for a Category B grants, as stipulated in Policy 5.1, *Community Grant Program Policy, 2013*.
- Discussion of Category B grants as one-time projects. Clarification that Category B also allows for the enhancement of projects.

MOVED B. Berger – C. Heenan

THAT the Community Grant Review Committee recommend that Council introduce an annual seasonal line item to the *2017 – 2021 Five Year Financial Plan* for Sooke Christmas Bureau food hampers, to a maximum of \$15,000.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

MOVED B. Berger – C. Heenan

THAT the Community Grant Review Committee recommend that Council award a Category B Grant in the amount of \$7,000 to the Sooke Christmas Bureau for 2016 Christmas Food Hampers.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

Sooke Food Bank

Kim Metzger and Mike Thomas, representing the Sooke Food Bank, spoke regarding their application for storage totes, signage, computer services, and office supplies.

Ms. Metzger spoke further regarding the importance of the Grow-A-Row coordinator position at the Sunriver Community Gardens and the volume of fresh fruits and vegetables that are

produced by that program for distribution to the Food Bank. Funding has recently been lost for this position and the impact on the Food Bank is the equivalent of approximately \$7,000 in local produce.

Committee discussion:

- Clarification that wages cannot be paid with Category B Grant funds, for the Grow-A-Row coordinator, or for a computer service.
- Clarification that office supplies are also not an eligible expense.

ACTION: Representatives from the Sooke Food Bank to attend an upcoming Council meeting as a Delegation to speak to the need for funding for a Grow-A-Row coordinator.

MOVED B. Berger – M. Stratford.

THAT the Community Grant Review Committee recommend that Council award a Category B Grant in the amount of \$4,100 to the Sooke Food Bank for phones, storage totes, and signs.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

Team Sooke/Juan de Fuca Refugee Sponsorship Committee

Sid Jorna, representing Team Sooke/Juan de Fuca Refugee Sponsorship Committee, spoke regarding their organization's application for a Category B Community Grant. Funds requested would be used to purchase Annual Bus passes for a family of four from Iraq, who are expected to arrive in Sooke in March 2017.

Committee discussion:

- Clarification regarding BC Transit free bus pass program for refugee families. The program comes to an end in December 2016.
- Fundraising \$50,000 speaks volumes to the commitment of the committee and to the generosity of the community.
- Discussion regarding the parameters of the Category B Grant category and how a benefit to the community at large is defined.
- Clarification of economic and social benefit gained through sponsorship of refugee families.
- Council heard from the Team Sooke/Juan de Fuca Refugee Committee at the beginning of their fundraising process and suggested the Committee seek a Community Grant.

MOVED B. Berger – C. Heenan

THAT the Community Grant Review Committee recommend that Council award a Category B Grant in the amount of \$3,600 to the Team Sooke/Juan de Fuca: Refugee Sponsorship Committee for the provision of bus passes.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

7. Next Scheduled Meeting: To be determined

8. Adjournment:

MOVED B. Berger – M. Stratford
TO adjourn the meeting at 7:40 p.m.

CARRIED

In Favour:

K. Reay, B. Berger, C. Heenan, M. Stratford

Chair

Corporate Officer