

MEETING MINUTES

MEETING **Grants Allocation Panel**

DATE October 7, 2015

LOCATION City Hall Meeting Room A

TIME 5:00-8:00pm

PRESENT Jason Blokhuis, Morris Twist, Sally Wismer, Katharine Lammer, Greg Sayer, Kovarthanan Konesavarathan, Paula Russell, Ruth vanLoon
Karen Kawakami (City staff), Jennifer Slater (City staff)

REGRETS Lin Grist

ITEM #	DESCRIPTION
1	Welcome & Introductions Karen Kawakami welcomed Panel members.
2	Grants program background Karen reviewed the grants program development process and provided an overview of the program
3	Terms of Reference Karen provided and reviewed the Terms of Reference developed for the Grants Panel.
4	Privacy and conflict of interest Jennifer Slater, Program Manager Information, Privacy and Elections, explained privacy and confidentiality expectations and conflict of interest
5	Grants policy Karen provided and reviewed the Wellbeing Grants Policy and Procedures
6	Application cover letter, form and guidance sheet The following documents were provided and reviewed: <ul style="list-style-type: none">- Application cover letter- Application form- Application guidance sheet- Year-end reporting- Year-end reporting guidance
7	Application assessment and allocations The grant application review process was discussed. <ul style="list-style-type: none">- 2 copies of each application will be printed for Panel members

	<ul style="list-style-type: none"> - Each application will be reviewed by 2 panel members - Reviewing members will present each application to rest of panel - Allocations will be determined as a group
<p>8</p>	<p>Year-end reports</p> <p>The following documents were provided and reviewed:</p> <ul style="list-style-type: none"> - Year-end reporting template - Year-end reporting guidance <p>Year-end reports for 2015 grant recipients due by January 15, 2016</p> <p>Karen will review all reports and provide a summary to the Panel. The Panel will be advised of any concerns and the Panel will discuss the concern and provide direction.</p> <p>Beginning with 2016 grant recipients, the year-end report will be due by November 30th.</p>
<p>9</p>	<p>Application & processing timelines</p> <p>The deadline for applications is Friday, October 4, 2013 at 4pm. A secure document sharing site will be available for access by Panel members. As a result, financial statements will not be printed, but will be available electronically.</p> <p>Decision letters will be mailed to all applicants mid-February 2016. Payments for successful applicants will be prepared and sent by the end of February 2016</p>
<p>10</p>	<p>Election of a Chair and Vice-Chair</p> <p>Karen Kawakami called for nominations or volunteers for the position of Chair of the Grants Allocation Panel.</p> <p>Jason Blokhuis volunteered to be Chair. There were no other volunteers and no further nominations were made.</p> <p>Moved by Morris Twist and seconded by Sally Wismer "THAT Jason Blokhuis be appointed Chair of the Grants Allocation Panel for the current term."</p> <p style="text-align: center;">Carried</p> <p>Karen Kawakami called for nominations or volunteers for the position of Vice-chair of the Grants Allocation Panel.</p> <p>Katharine Lammer volunteered to be Vice-chair. There were no other volunteers and no further nominations were made.</p> <p>Moved by Sally Wismer and seconded by Morris Twist "THAT Katharine Lammer be appointed Vice-chair of the Grants Allocation Panel for the current term."</p>

	Carried
11	Next meeting The next meeting is October 21, 2015 to distribute the applications. Additional meetings are scheduled between November 4, 2015 and February 10, 2016.
12	Adjournment Meeting adjourned 7:30PM