



MEETING OF THE NORTH VANCOUVER RECREATION & CULTURE COMMISSION

Monday, March 10, 2025 at 1:00 pm

Via Teams

MEETING AGENDA

I. Call to Order - Indigenous Acknowledgement

Director calls the meeting to order:

- "On behalf of the Commissioners and those present, I express my gratitude to the Squamish Nation and Tsleil-Waututh Nation, and we appreciate the opportunity to learn, live and share experiences on these traditional and unceded territories. North Vancouver Recreation & Culture is committed to building relationships with First Nation communities and this acknowledgement is one small step in honoring their culture, history and stewardship of the land."

II. Election of Officers for 2025

Director conducts the election:

- a) Chair
- b) Vice-Chair

III. Approval of the Agenda

IV. Adoption of the Minutes of the Last Meeting

Attachment

V. Carry-over of 2024 Operating Funds to 2025

Attachment

VI. Director's Update

Attachment

VII. Other Business

- a) 2025 meeting planning

VIII. Next Meeting

The next meeting is scheduled for Tuesday, April 15, 2025 at 11:00 am.

IX. Adjournment to Closed Meeting at 1:30 pm

THIS PAGE LEFT BLANK INTENTIONALLY



Meeting of the North Vancouver Recreation & Culture Commission

Tuesday, November 19, 2024 at 4:30 pm

Via Teams

MEETING MINUTES

Commissioners in attendance:	Councillor Lisa Muri, DNV (Chair) Mayor Linda Buchanan, CNV (Vice-Chair) Councillor Angela Girard, CNV Mayor Mike Little, DNV David Stuart, DNV CAO Heather Turner, Director of Recreation & Culture
Regrets:	Dr. Leanne McCarthy, CNV CAO
Staff:	Mike Hunter, Deputy Director Howard Kiang, Manager of Maintenance & Engineering Karen Pighin, Cultural Services Supervisor Pamela Rooke, Manager of Finance Jennifer Wilson, Manager of Strategic Initiatives Veronica Labrosse, Executive Assistant

I. Call to Order – Indigenous Acknowledgment

Chair Muri called the meeting to order at 4:34 pm and provided the following Indigenous Acknowledgement:

- “On behalf of the Commissioners and those present, I express my gratitude to the Squamish Nation and Tsleil-Waututh Nation, and we appreciate the opportunity to learn, live and share experiences on these traditional and unceded territories. North Vancouver Recreation & Culture is committed to building relationships with First Nation communities and this acknowledgement is one small step in honoring their culture, history and stewardship of the land.”

II. Approval of the Agenda

Moved by Commissioner Girard; **seconded** by Commissioner Buchanan

THAT the meeting agenda be approved as circulated.

Carried

III. Adoption of the Minutes of the Last Meeting

Moved by Commissioner Girard; **seconded** by Commissioner Buchanan

THAT the minutes of the October 24, 2024 meeting be adopted.

Carried

IV. 2025 Arts & Culture Grants - Early Intake

Commissioner Turner introduced the report and Karen Pighin, Culture Services Supervisor, was in attendance to answer questions.

Moved by Commissioner Stuart; **seconded** by Commissioner Turner

THAT the Commission approve Arts & Culture grants in the amount of \$124,650 as set out below:

- TheaTERRA Productions Society: \$NIL
- Dance//Novella Arts Society: \$4,000
- Ruby Slippers Theatre: \$3,500
- Time Will Tell Arts Society: \$3,500
- Vancouver Inter-Cultural Orchestra Society: \$2,500
- Griffin Art Projects Society: \$15,000
- Lamondance Arts Society: \$18,000
- Vancouver Chamber Music Society: \$7,500
- The Gordon and Marion Smith Foundation for Young Artists: \$15,000
- Lions Gate Sinfonia Society: \$7,500
- The Blueridge Community Association: \$2,500
- Hong Kong House Cultural Society: \$8,000
- Vancouver International Mountain Film Festival Society: \$8,000
- The Blueshore Financial Centre for the Performing Arts: \$11,000
- North Shore Celtic Ensemble: \$3,650
- Lions Gate Hospital Foundation: \$15,000

Carried

V. 2025 Provisional Operating Budget Submission

Commissioner Turner provided an introduction to the report and spoke to the collaborative process with City and District Finance staff. Pamela Rooke, Manager of Finance, was in attendance to answer questions.

Moved by Commissioner Girard; **seconded** by Commissioner Buchanan

THAT the 2025 Provisional Operating Budget Submission as outlined in Appendix 1 be approved by the Commission and recommended to the City and District.

Carried

At this time, Commissioner Little joined the meeting.

VI. Capital Plan 2025 and Capital Financial Model 2025-2034

Commissioner Turner introduced the report and Howard Kiang, Manager of Maintenance & Engineering, was in attendance to answer questions.

Moved by Commissioner Girard; **seconded** by Commissioner Stuart

THAT the NVRC-City Capital Plan 2025-2034 be approved by the Commission for recommendation to the City (Appendix A);

AND THAT the NVRC-District Capital Plan 2025-2034 be approved by the Commission for recommendation to the District (Appendix B).

Carried

VII. Director's Update

Commissioner Turner spoke to items in the report.

VIII. Other Business

The Chair asked if there was Other Business.

- a) Commissioner Little asked to speak to the Remembrance Day ceremony at Cates Park and NVRC's role in the event. Chair Muri advised that the District will hold a meeting in January to review lead and support roles.
- b) Commissioner Turner provided an update on work with municipal staff regarding unhoused individuals camping outside or near NVRC facilities.
- c) Commissioner Little related some complaints he received regarding universal changerooms in NVRC facilities. Commissioner Turner advised that any complaints should be forwarded to staff, and that universal changerooms are an industry best-practice with many benefits.

Following a discussion on potential workshop items for 2025, there was no further business.

IX. Next Meetings

The next Closed Meeting is scheduled for Tuesday, December 10 at 1:00 pm via Teams. The next Regular Meeting is to be scheduled.

X. Adjournment

Moved by Commissioner Girard; **seconded** by Commissioner Stuart

THAT the meeting be adjourned.

Carried

The meeting was adjourned at 5:45 pm.

Approved:

Recorded by:

Lisa Muri, Chair

Veronica Labrosse, Executive Assistant

Date

Unadopted and unsigned



Commission Meeting Date:

March 10, 2025

Report Author: Pamela Rooke, Manager, Finance

Subject: Carry-over of 2024 Operating Funds to 2025

RECOMMENDATION:

THAT the Commission approves up to \$147,000 of unexpended 2024 operating funds be carried over to 2025 in order to complete planned initiatives; and that the decision be forwarded to the District and City of North Vancouver.

BACKGROUND:

In 2024, two projects were in progress: the implementation of the Microsoft SharePoint Document Management System and an Employee Engagement Survey to identify priority areas for improvement.

Both of these priorities were identified in the 2024 Service Plan, and with this carry-over funding, will be completed in 2025.

DISCUSSION:

The projects and estimated costs are:

- 1. Implementation of Document Management System (\$90,000)**
Funding is required for consulting services to complete the implementation of the SharePoint Document Management System. NVRC staff lack the expertise and capacity to successfully complete the final stages of implementation including developing standard user training, ensuring FOIPPA compliant document retention and security settings are applied and redesigning SharePoint file plans.
- 2. Employee Engagement Survey (\$57,000)**
In 2024, NVRC contracted a consulting firm to design and administer an employee engagement survey. The survey was completed in December and a summary report of priority areas for improvement has been received. In 2025, funding is required to support the follow up to the survey.

BUDGET IMPLICATIONS:

There are sufficient unspent funds from 2024 to accommodate this carry-over request.

The District's share of this \$147,000 carry-over request is up to \$97,000 and the City's share is up to \$50,000.

CONCURRENCE & COMMUNICATION PLAN:

The Commission's approval of the carry-over request is required by the City and District.

POLICY/AUTHORITY:

The District and City joint bylaw, cited as the *North Vancouver Recreation and Culture Commission Delegation Bylaw*, provides that in the event of an operating surplus at year-end, those funds are returned to the District and City in accordance with the funding formula. The District and City have made provisions within their operating practices to allow for the retention of a portion of the surplus as one-time carry-over funding to complete initiatives in the following year.



Heather A. Turner
Director of Recreation & Culture



Commission meeting date:

March 10, 2025

Subject: Director's update

This report provides information on staff actions on the Strategic Plan Goals since the last meeting.

Provide accessible programs and services to enhance the health and wellbeing of individuals and families

Pottery studio access changes for summer 2025:

- As shared with the Commission in spring 2024 and with interested members of the pottery community in December 2024, upcoming changes are planned to provide fair access for all community members, aligned with NVRC's role as a municipal entity serving the whole community. The changes have generated interest and inquiries, primarily from existing members. In February 2025, a summary document outlining feedback received between December 2024 and February 2025, along with responses, was shared with the pottery community. As final implementation details are being completed, input from participants and other stakeholders will be gathered in April.

Employee survey:

- Completed an externally delivered employee survey and received reports. Planning an extensive review and action planning process for priority areas in 2025. Employee input into needed improvements in operations, information and processes is very important to ensure customer service is exceptional.

Program offerings:

- Program registrations and participation increased significantly in 2024 and in most areas is equal to or beyond pre-pandemic numbers.

2025 North Shore News Readers Choice Awards:

- Delbrook Community Recreation Centre was voted "Favourite Recreation Centre" for the eighth year in a row and received a special Platinum Award for being the favourite for the past five consecutive years. Karen Magnussen Community Recreation Centre was a finalist in the category.
- Centennial Theatre was voted "Favourite Performing Arts Theatre" for the sixth year in a row and won a Platinum Award. Centennial has been the category winner since the Performing Arts Theatre award was first given out in 2020.

Provide and facilitate a range of recreation and arts experiences that enrich the livability and vibrancy of the North Vancouver communities

Lynn Creek Community Recreation Centre:

- Lynn Creek Community Recreation Centre is being readied by NVRC staff to serve the public. A gradual opening is occurring, with full services planned to follow the official opening which will be held on April 5, 2025.
- Community interest is high, based on full registrations for kids camps on February 14th and March break as well as public inquiries and excitement.

Coast Salish artworks:

- Local Coast Salish artworks by Ray Natraoro and Kolten Khasalus Grant have been installed in the lobbies of Lynn Creek, Lions Gate, and Delbrook Community Recreation Centres. These pieces help create a more welcoming and inclusive environment for First Nations community members while highlighting local artists.

Collaborate with and complement other recreation and arts service providers

Service partnerships:

- Conversations with Silver Harbour representatives are occurring on collaboration and space sharing opportunities when the new Harry Jerome Community Recreation Centre and Silver Harbour Seniors Activity Centre are open. Discussions have so far included ways to maximize use of both centres, joint program offerings, inter-generational opportunities (e.g. seniors and pre-schoolers and/or youth) and process efficiencies.

Sport conversations:

- Discussions with the Chair of the North Vancouver Sport Council have occurred regarding opportunities worth exploring.
- Local sport organizations have been advised and surveyed regarding outdoor venue and amenity fees and charges, space allocations and sport governance as part of the review that is currently underway. These organizations have also been advised of the revised mandate and strategic plan and the liaison role of NVRC staff regarding sport (indoor and outdoor).

Art Conversations:

- Discussions are scheduled in March with the main core funded arts organizations regarding the NVRC mandate and strategic plan, the liaison role of NVRC staff and to learn about the current opportunities and challenges of the organizations.

Promote community connections and a strong sense of belonging

Collaborations:

- Several restaurants in the City have agreed to give Centennial theatregoers a same-day dining discount. This is positive for both the theatre and local businesses.

Events:

- The plan for events in spring to fall of 2025 is finalized and includes many community-organized events supported by staff as well as ones offered by NVRC which are to connect people, celebrate and profile local artists, and build a sense of belonging.

Encourage all residents to recognize and appreciate the value of community recreation and arts

Communications and Marketing:

- The number of website users increased by 17.4% and the website views increased by 16% in 2024. Several improvements were implemented to make it easier for customers to find information on the website.
- Twenty-nine stories were published in the News and Stories section of the website during 2024 which was an increase of 93.34% over 2023. These stories were shared in NVRC email newsletters and social media channels.
- Instagram and Facebook accounts saw a 78% increase in impressions, 46% increase in shares and 11% increase in comments and in reactions. Instagram had a 22.5% increase in followers and NVRC's LinkedIn page had a 40.5% increase in followers.
- The monthly RecNews email newsletter had a 19.16% increase in subscribers and the new monthly Centennial Theatre email newsletter launched in January 2024 ended the year with nearly 10,000 subscribers.

Maximize the potential of a successful partnership between the City of North Vancouver and the District of North Vancouver

Collaborations:

- Staff of NVRC, CNV and DNV are working together on:
 - Indoor/Outdoor Recreation and Sport Facility/Amenity Assessment project,
 - Outdoor Fees & Charges, Space allocation and Sport Governance review,
 - Regular information sharing meetings

Cost-sharing:

- The review of the basis for cost-sharing between the two municipalities has been reactivated; with a goal of informing a process for the Commission to decide what to recommend to Councils before the end of 2025.



Heather A. Turner
Director of Recreation & Culture

THIS PAGE LEFT BLANK INTENTIONALLY