



**MEETING OF THE NORTH VANCOUVER RECREATION & CULTURE COMMISSION**

**Tuesday, April 15, 2025 at 11:00 am**

**Via Teams**

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**MEETING AGENDA**

**I. Call to Order - Indigenous Acknowledgement**

- "On behalf of the Commissioners and those present, I express my gratitude to the Squamish Nation and Tsleil-Waututh Nation, and I 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**

**III. Adoption of the Minutes of the Last Meeting** Attachment

**IV. 2025 Arts and Culture Operating Assistance Grants** Attachment

**V. Director's Update** Attachment

**VI. Outdoor Amenity Fees Framework, Allocation Policies Review and Sport Governance/Advisory System Review** Attachment

**VII. Next Meeting**

The next meeting is scheduled for Tuesday, May 27 2025 at 11:00 am.

**VIII. Adjournment (no Closed meeting)**

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## Meeting of the North Vancouver Recreation & Culture Commission

Monday, March 10, 2025 at 1:00 pm

Via Teams

### MEETING MINUTES

Commissioners in attendance: Councillor Lisa Muri, DNV (Chair)  
 Mayor Linda Buchanan, CNV (Vice-Chair)  
 Councillor Holly Back, CNV  
 Mayor Mike Little, DNV (1:13 pm)  
 Dr. Leanne McCarthy, CNV CAO  
 David Stuart, DNV CAO (1:04 pm)  
 Heather Turner, Director of Recreation & Culture

Staff: Mike Hunter, Deputy Director  
 Dave Hutch, CNV  
 Caroline Jackson, DNV  
 Rhonda Schell, DNV  
 Adam Vasilevich, DNV  
 Cheryl Archer, DNV  
 Allison James, DNV

Guests: Michael Roma, RC Strategies

#### I. Call to Order – Indigenous Acknowledgment

Commissioner Turner called the meeting to order at 1:03 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.”

Commissioner STUART arrived at this point in the proceedings (1:04 pm).

**II. Election of Officers for 2025**

**Moved** by Commissioner BACK; **seconded** by Commissioner MCCARTHY

**THAT** Commissioner MURI is elected Chair of the North Vancouver Recreation & Culture Commission for 2025.

**Carried**

Absent for Vote: Commissioner Little

**Moved** by Commissioner MURI; **seconded** by Commissioner MCCARTHY

**THAT** Commissioner BUCHANAN is elected Vice-Chair of the North Vancouver Recreation & Culture Commission for 2025.

**Carried**

**III. Approval of the Agenda**

**Moved** by Commissioner BACK; **seconded** by Commissioner MCCARTHY

**THAT** the meeting agenda be approved as circulated.

**Carried**

Absent for Vote: Commissioner Little

**IV. Adoption of the Minutes of the Last Meeting**

**Moved** by Commissioner BUCHANAN; **seconded** by Commissioner STUART

**THAT** the minutes of the November 19, 2024 meeting be adopted.

**Carried**

Absent for Vote: Commissioner Little

Commissioner LITTLE arrived at this point in the meeting (1:13 pm).

**V. Carry-over of 2024 Operating Funds to 2025**

Commissioner Turner introduced the report, reviewed the procedure for carrying over funds from previous years, and answered questions from the Commission. In response to Commission questions regarding the staff survey, Commissioner Turner advised that individual answers to survey questions are not shared to protect staff confidentiality.

**Moved** by Commissioner MCCARTHY; **seconded** by Commissioner BUCHANAN

**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.

**Carried**

**VI. Director’s Update**

Commissioner Turner spoke to items in the report and the following additional items:

- Consideration of a preferred Canadian purchasing approach is in its early stages and requires additional research to determine possible implications and alignment with the municipalities’ approaches;
- Consideration of possible modifications to washrooms and changerooms in light of current standards to respect gender identity, which will require careful consideration of financial and other implications; and,
- In response to Commission questions regarding pottery programs, Deputy Director Mike Hunter advised that a consultation process with users is in progress, including a summary report and follow-up meetings.

**VII. Other Business**

The Chair asked if there was Other Business.

- a) Meetings have been scheduled up to the summer break and some may be cancelled if they are not required.

**VIII. Next Meetings**

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

**IX. Adjournment**

**Moved** by Commissioner BACK; **seconded** by Commissioner LITTLE

**THAT** the meeting be adjourned.

**Carried**

The regular meeting was adjourned at 1:34 pm.

**Approved:**

**Recorded by:**

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Lisa Muri  
Chair

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Cheryl Archer  
Confidential Council Clerk

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Date

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**Commission Meeting: April 15, 2025**

**Report Author:**  **Jennifer Wilson, Manager of Strategic Initiatives**

**Subject:**  **2025 Arts and Culture Operating Assistance Grants**

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**RECOMMENDATION:**

**THAT** the Commission approve three-year Operating Assistance grants to North Shore Celtic Ensemble in the amount of \$30,000 in 2025 plus anticipated increases of 2% for inflation in each of 2026 and 2027; and

**THAT** the Commission approve three-year Operating Assistance grants to the Vancouver International Mountain Film Festival Society in the amount of \$37,000 in 2025, plus anticipated increases of 2% for inflation in each of 2026 and 2027.

**BACKGROUND:**

The Arts and Culture Grants program includes four different grant streams:

- Operating Assistance Grants (awarded Q1);
- Programming and Project Assistance Grants (awarded Q2 and Q4);
- Celebrations and Events Grants (awarded Q2 and Q4); and,
- Community Public Art Grants (awarded Q2 and Q4).

Operating Assistance grants may be approved for up to three years to provide stable funding for the organizations receiving the funds. The Commission in March 2023 approved three-year Operating Assistance grants for North Vancouver Community Arts Council (NV Arts), Presentation House Theatre, and Seymour Art Gallery, and in April 2024 approved three-year Operating Assistance grants to BC Photography and Media Arts Society (The Polygon Gallery).

This report outlines funding recommendations from the Arts & Culture Grants Review Committee (ACGRC) in response to requests for Operating Assistance Grants from North Shore Celtic Ensemble and the Vancouver International Mountain Film Festival Society.

The purpose of Operating Assistance grants is to support the work of groups and organizations that play a leadership role in the arts in North Vancouver and to provide a reliable baseline of support at the local level that enables groups to leverage funding from other levels of government.

The ACGRC members are appointed by the Commission to provide an independent assessment of funding requests submitted to the Arts and Culture Grants Program. The

committee consists of volunteers who are North Vancouver residents with experience and expertise in various areas of arts and cultural programming and the non-profit sector.

**DISCUSSION:**

The ACGRC's recommendations are based on evaluation criteria as per the Arts and Culture Grants Policy and reflect the assessed merits, impacts and benefits of the proposed activities; the financial need; and capacity of the applicants.

The two Operating Assistance grant applications in 2025 are summarized below:

**North Shore Celtic Ensemble (NSCE)**

NSCE was founded in 1999 and has been receiving Arts & Culture operating grants since 2016. Recognizing that many children begin music lessons only to lose interest in their teens, the group's mission is to be a well-recognized performing arts group that supports the development of musicians from an early age. The organization delivers quality performances by youth and adult musicians at concerts, festivals, and other events. They also aim to build and strengthen connections in the community through performances for hospice residents, seniors and others that might not otherwise be able to attend a concert.

The AGCRC recognizes that the NSCE is an active and accomplished group that has a focus on youth development and that provides several quality community outreach performances. The AGCRC appreciates the creation of numerous collaborations and applauds the organization for their strategic planning process and evaluation of staffing needs and volunteer roles.

NSCE's last 3-year funding ended in 2024 and they are requesting another 3-year funding commitment for 2025, 2026 and 2027. The 2025 request is for \$30,000, which is an increase from their 2024 grant of \$27,563. The increase in 2025 is based on the organization's financial needs to manage their operations, and to deliver quality music performances and education programming.

The AGCRC recommends three-year funding; \$30,000 in 2025 plus anticipated increases of 2% for inflation for each of 2026 and 2027. The organization's 2025 operating budget is \$248,000; an increase of \$13,000 over 2024.

**Vancouver International Mountain Film Festival Society (VIMFF)**

VIMFF has brought a community of outdoor enthusiasts, filmmakers, photographers, environmental activists, and local businesses together for over 28 years. The festival has received Arts & Culture operating grants since 2019. VIMFF has expanded to year-round activities and is no longer focused solely on the Main Festival in February.

VIMFF's last 3-year funding ended in 2024, and they are now requesting another 3-year funding commitment for 2025, 2026 and 2027. The request is for an increase to

VIMFF's funding from \$34,729 in 2024 (in which they have reported a deficit of \$52,747). The organization requested funding of \$50,000 in 2025, \$55,000 in 2026 and \$60,000 in 2027. The additional funding request is based on an increase in production costs and staff hours/wages; and a decrease in ticket sales and sponsorship. The organization's operating budget in 2025 is \$717, 600 which is a decrease of \$35,200 compared to 2024.

The AGCRC recognizes the quality of VIMFF's robust programming, citing a commitment to diversity, equity, and inclusion. The AGCRC recommends three-year funding; 37,000 in 2025 plus anticipated increases of 2% for inflation in each of 2026 and 2027.

**FINANCIAL IMPLICATIONS:**

The 2025 provisional Arts and Culture Grants budget is \$962,953. The NVRC operating budget request for these grants is typically increased by 2% per year to help grant recipients offset rising costs.

With the recommended \$67,000 for 2025 Operating Assistance Grants combined with previously approved multi-year grants and early intake grants, there would be \$94,482 remaining in the budget for the for Programming and Project Assistance Grants, and Celebrations and Events Grants to be awarded later this Spring.

**CONCURRENCE AND COMMUNICATION PLAN:**

The Arts and Culture Grants Program and funding requirements are communicated through the North Vancouver Recreation & Culture Commission website. Application details are shared on the NVRC website, arts newsletter, and social media channels and at the bi-monthly North Shore Arts and Culture roundtable. Staff host seasonal workshops and individual meetings with prospective applicants and provide information and guidance on the grant streams, eligibility, and the application process. The ACGRC adjudicates applications and makes recommendations to the Commission.

Upon Commission approval, applicants are notified within three business days, provided with a Notice of Award, and required to submit a signed Grant Acceptance Form prior to the award's issue.

Applicants have the option of appealing the decision. All grant recipients must comply with the terms and conditions of the grant program and use the awarded funds as outlined in their application.

The CNV and DNV Councils are informed annually of the organizations, services and initiatives funded through the Arts and Culture Grants Program.

**POLICY/AUTHORITY:**

The authority to allocate funding in accordance with the Arts and Culture Grants Policy is delegated to NVRC by the City of North Vancouver and District of North Vancouver.

**CONCLUSION:**

The recommended grants in this report are consistent with NVRC's mandate and goals and align with the goals and objectives of the Official Community Plans for both the CNV and DNV. They support the artistic sector by investing in artistic leadership and encouraging the advancement of artistic and cultural practices. They also nurture a creative, engaged, and inclusive community that fosters diversity, inclusion, and reconciliation.



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Jennifer Wilson  
Manager of Strategic Initiatives



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Heather A. Turner  
Director of Recreation and Culture



**Commission meeting date:**

**April 15, 2025**

**Subject: Director's update**

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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**

Employee survey:

- Employee input into needed improvements in operations, information and processes is important to ensure customer service is exceptional. The results of the completed employee survey have been shared with staff and focus groups have been scheduled to identify actions. An information report will be provided to the Commission that shares the main themes that were identified as well as the plan moving forward.

**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:

- In March, Lynn Creek CRC opened with reduced hours to welcome community members and showcase “try it” programs. This allowed staff to engage with the community, gather feedback on desired programs, and gain operational insights ahead of full operations.
- The official opening occurred on Saturday, April 5 and regular hours of operation began on Monday, April 7.

Centennial Theatre utilization:

- In 2024 Centennial Theatre was booked 147 days; an increase of over 25% compared to 116 days in 2023.
- Rental revenue was \$477,000; an increase of 45% over 2023 (\$327,800) and concession revenue increased 38% over 2023.
- Gross ticket sales revenue for CT Presents and rentals, inclusive of all service charges was \$1,709,800; an increase of 48% (\$1,149,200) from 2023.

Community Events:

- The Live & Local summer concert series is expanding in 2025 with 10 new concerts. There will be 22 concerts in July and August with six at Lynn Valley Village, five at Lions Gate Village, four in Seyllynn Park, four in Panorama Park, two in Edgemont Village and one at Ray Perrault Park. The District provides funding in addition to the NVRC budget for many of the concerts that occur in the District.

### **Collaborate with and complement other recreation and arts service providers**

- On April 1, NVRC in collaboration with the District of West Vancouver hosted the 2025 Arts Forum. The forum occurs every two years and brings together arts, culture and heritage organizations to connect, learn and be inspired. This year the program included Artificial Intelligence & the Arts and First Nations Cultural Safety. The event was attended by approximately 50 people representing 22 organizations.
- Discussions with Silver Harbour have continued regarding collaboration once the new Harry Jerome and Silver Harbour facilities are in full operation.

### **Promote community connections and a strong sense of belonging**

- The updated mandate and primary liaison role of NVRC has been communicated to the key arts organizations and to sport organizations.
- Seven NVRC facilities set up haft-sin tables for Norouz. It is an arrangement of seven items that all begin with the letter S in Farsi that have symbolic meaning and help mark the new year and start of spring.

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

- Proactive media outreach resulted in a large feature article in the North Shore News promoting Lynn Creek Community Recreation Centre and the opening event on April 5: [See inside North Vancouver's new Lynn Creek Community Centre.](#)

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

#### Cost-sharing:

- A staff working group is refreshing the work done several years ago regarding the basis for cost-sharing between the two municipalities in preparation for a discussion with the Commission later in 2025.



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Heather A. Turner  
Director of Recreation & Culture



**Commission Meeting Date:**

**April 15, 2025**

**Subject: Outdoor Amenity Fees Framework, Allocation Policies Review and Sport Governance/Advisory System Review**

**RECOMMENDATION:**

**THAT** the North Vancouver Recreation & Culture Commission (NVRC) receive this report for information.

**PURPOSE:**

This report is to provide the Commission with an update on the Outdoor Amenity Fees Framework, Allocation Policies Review and Sport Governance/Advisory System Review and to outline the anticipated timing and scope of future reports.

**BACKGROUND:**

The scope of this project includes three components: development of a framework for outdoor amenity fees, review of allocation policies for both outdoor and indoor venues/amenities and options for the sport governance/advisory system and how it relates to NVRC, the City and the District. The project is led by NVRC staff in coordination with City and District staff and supported by a consultant.

While fees for outdoor amenities will ultimately require approval by both Councils, the Commission is now responsible to recommend fees and charges for these amenities.

**DISCUSSION:**

With high demand for sport amenities and rising maintenance and construction costs, a review of key policies and practices related to outdoor fees and indoor/outdoor allocations was initiated. The result will be a structured, defensible, and aligned approach. The scope also includes assessing optimal sport governance and advisory systems.

**Fees and Charges**

Municipalities provide a range of goods and services that contribute to the quality of life of residents. Some offer broad public benefits, improving the community, others directly benefit individuals or groups who use them and many benefit both the community and the users. The cost of providing those goods and services is typically funded through fees and charges, property taxes, or a combination of both.

Fees and charges policies support consistent and transparent decision-making on fees and charges. The fees are the same for both the City and District in order to allow for a consistent allocation process across North Vancouver. The outdoor amenity fees haven't been reviewed or

adjusted since 2013. The amenities that currently have charges attached are sports fields, lacrosse boxes, outdoor volleyball courts, and track. The review will result in recommendations on how these fees and charges are determined, what other amenities should have attached fees and what those fees should be.

The primary objectives are:

- **Equitable:** To create a balanced system where fees and charges ensure cost recovery fairness, distributing the costs of providing services or maintaining facilities fairly and equitably among those who benefit from them, and spaces are allocated in an appropriate manner to maximize use.
- **Adaptable:** To develop a model that demonstrates how fees and charges can be adjusted to keep pace with rising costs and able to adjust as activity demands and trends evolve.
- **Sustainable:** To develop a model for setting fees that recognizes the need to balance affordability for sports organizations with ensuring facilities are maintained in optimal condition and renewed as required.
- **Accessible:** To maximize the use of spaces and facilities to ensure more equitable access.
- **Transparent:** To demonstrate that user fees are based on logical, equitable, sound rationale, and well communicated to user groups and residents.

In North Vancouver, there are currently two models for charging organized groups for field use:

- **Seasonal Player Levy:** Local Community Sport Organizations collect a seasonal levy from each player for the use of grass and gravel sports fields. The Levy has been in place since 2004 as a means to collect fees from users for operating and capital contributions to fields and is formalized in a Memorandum of Understanding between the Sport Council, City and District. Levy fees were typically increased by approximately 3% every 5 years but have not increased since 2020. The current MOU remains in effect until the end of 2025.
- **Hourly Fees for Fields:** Hourly fees for the use of artificial turf fields (ATF) were established in 2001 with the construction of Confederation Field (City) and William Griffin Field (District). In 2004 hourly fees expanded to include use of all-weather and grass sports fields for private or non-local organizations who don't pay the seasonal player levy.

When setting fees, the review will consider the cost of providing the services, public and private benefits, accessibility, public input, participation, utilization of the amenities, and a regular process to review them.

#### Allocations

Allocation policies state who gets priority access and why. This project includes a review of the NVRC's Allocation of Outdoor Playing Surfaces Policy and Allocation of Recreation & Culture Facilities Policy. The existing policies were last updated in 2008 and 2014, respectively.

#### Sport Governance

The North Vancouver Advisory Sport Council (Sport Council) is an independent not-for-profit organization that encourages local sport organizations to be part of it. The Sport Council has not had a clear role with local government or the NVRC for some time and is currently going through an internal process of assessment and renewal.

In late 2024, Councils approved a revised mandate for NVRC which includes being the primary municipal liaison for local recreation and sport. This project creates an ideal platform to examine governance and advisory system options.

Consultation with local sport organizations is imbedded into this project. To date, they have been informed about the purpose and timing of the project and have been surveyed to gather relevant data, information and opinions.

The consultants are working with the staff team with a goal to have draft principles, goals, objectives and decision-making frameworks by this fall. There will be another consultation process with the sport organizations to get their feedback prior to recommendations being made to the Commission. The Commission's decision on fees and charges will be recommended to Councils for implementation as early as 2026. Recommended changes regarding allocation policies and sport governance that impact NVRC will be communicated as appropriate.

#### **BUDGET IMPLICATIONS:**

There are no financial implications directly associated with this report. This review will develop principles to set fees and charges for reserved use of outdoor venues and an appropriate level of municipal investment.

#### **CONCURRENCE & COMMUNICATION PLAN:**

This project is overseen by a steering group comprised of staff from NVRC, CNV, and DNV. There is also consultation throughout the project with the North Vancouver Sports Advisory Council and local sport organizations. Changes that impact groups will be well communicated through a few mechanisms and a project webpage is hosted on NVRC's website to provide project updates.

#### **POLICY/AUTHORITY:**

NVRC has responsibility to "oversee the development of policies, plans, strategies and evaluation related to recreation and arts services, spaces, operations, processes and fees in response to changing needs and priorities". Changes to fees and charges for outdoor venues requires approval by both Councils. Revisions to allocation policies and other recommendations may require Commission approval

#### **CONCLUSION:**

Currently, outdoor sport amenities are funded through a combination of user fees, levy, and municipal taxes. There are two fee systems for sport fields and not all outdoor amenities have a booking fee. While user fees determine the cost of using an amenity, allocation policies establish who receives priority access. The allocation of North Vancouver's indoor and outdoor spaces is governed by two policies, and they have not been reviewed in years.

The project scope includes a review of sport governance models and approaches to sports advisory systems. The intent is to strengthen the relationship between local sport organizations and NVRC so that North Vancouver's sport delivery system continues to deliver important community and individual benefits.

This project will result in a clear, structured approach to setting fees for outdoor spaces, ensuring fairness and transparency. It will establish guiding principles for the equitable allocation of indoor and outdoor spaces, aligning with municipal goals and values. It will also define a forward-thinking governance model that positions recreation and sport to thrive well into the future.



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Jennifer Wilson



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Michael Hunter



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Heather A. Turner  
Director of Recreation & Culture