



MEETING OF THE NORTH VANCOUVER RECREATION & CULTURE COMMISSION

Thursday, January 26, 2023, 6:00 pm

Oak Room, Delbrook Community Recreation Centre
851 West Queens Road, North Vancouver

MEETING AGENDA

I. Call to Order

Director Turner to call the meeting to order.

II. Election of Officers for 2023

a) Chair

b) Vice-Chair

III. Approval of the Agenda

IV. Adoption of the Minutes of the Last Meeting

Attachment

V. Director's Report

Attachment

VI. Arts & Culture Update

Presentation

VII. Proposed Schedule of 2023 Meetings

Attachment

VIII. 2023 Committee Appointments

Attachment

IX. Other Business

a) Report from School District #44

X. Next Meeting

The next meeting is scheduled for Thursday, March 30, 2023 at 5:30 pm.

XI. Adjournment



Meeting of the North Vancouver Recreation & Culture Commission

Wednesday, November 16, 2022, 6:30 pm

MEETING MINUTES

Attendees: Commissioner Franci Stratton (Chair)
Commissioner Betty Forbes
Commissioner Angela Girard
Commissioner John Moore
Commissioner Linda Munro
Commissioner Lisa Muri
Commissioner Kate Smyth
Commissioner Dave Wilson

Staff: Heather Turner, Director of Recreation & Culture
Michael Hunter, Deputy Director
Jennifer Wilson, Manager, Recreation & Culture Services
Howard Kiang, Manager, Maintenance & Engineering Services
Karen Bickford, Manager, Finance
Jennifer Wu, Financial Services Officer
Kimberly Fong, Financial Services Officer
Karen Pighin, Cultural Services Officer
Christine Walker, Coordinator, Centralized Services
James Vanderheide, DEI Project Manager
Veronica Labrosse, Executive Assistant

Regrets: Commissioner Holly Back
Commissioner Mary Carmichael

I. Call to Order

Chair Stratton called the meeting to order at 6:35 pm.

II. Approval of the Agenda

The Chair called for a motion to approve the agenda with an amendment: moving item V. b) 2023 Arts & Culture Grants, to item V. a), to allow the Arts & Culture Grants Review Committee Vice-Chair to attend for the item.

Moved by Commissioner Muri; **seconded** by Commissioner Forbes

THAT the meeting agenda be approved as amended.

Carried

III. Adoption of the Minutes of the Last Meeting

Moved by Commissioner Muri; **seconded** by Commissioner Moore

THAT the minutes of the September 29, 2022 meeting be adopted.

Carried

IV. Director's Report

Director Turner highlighted items from the report.

V. Items for Discussion/Decision

a) 2023 Arts & Culture Grants

The Chair advised that Karen Pighin, Cultural Services Officer, and Peter Zednik, Arts & Culture Grants Review Committee Vice-Chair, were in attendance, and Commissioner questions were answered.

Moved by Commissioner Moore; **seconded** by Commissioner Wilson

THAT the Commission approve Arts and Culture Grants in the amount of \$114,500 comprised of \$67,500 for Programming & Project Assistance Grants and \$47,000 for Celebrations & Events Grants.

Carried

The Chair thanked K. Pighin and P. Zednik for their attendance.

b) 2023 Fees & Charges

The Chair advised that Christine Walker, Coordinator, Centralized Services, was in attendance to answer questions. Director Turner provided report highlights.

Moved by Commissioner Girard; **seconded** by Commissioner Munro

THAT the Commission approves the 2023 Fees and Charges (Attachment 1).

Carried

c) Designation of the Freedom of Information and Protection of Privacy Head

Moved by Commissioner Muri; **seconded** by Commissioner Girard

THAT the Commission approve the designation of Michael Hunter, Deputy Director, as the Freedom of Information and Protection of Privacy Head for the North Vancouver Recreation & Culture Commission.

Carried

d) Reports from the Finance Committee of the Whole

i. 2023 Provisional Operating Budget Submission

Moved by Commissioner Wilson; **seconded** by Commissioner Moore

THAT the 2023 Provisional Operating Budget as outlined in Appendix 1 be approved for submission to the City and District of North Vancouver.

Carried

ii. Capital Plan 2023 and Capital Financial Model 2023-2032

Moved by Commissioner Muri; **seconded** by Commissioner Smyth

THAT the NVRC-City Capital Plan 2023 Funding Requests, in the amount of \$1,247,700, be approved by the Commission and recommended to City Council for approval (Appendix A);

THAT the NVRC-District Capital Plan 2023 Funding Requests, in the amount of \$1,935,300, be approved by the Commission and recommended to District Council for approval (Appendix B);

THAT the NVRC-City Capital Financial Model 2023-2032 be approved by the Commission for approval and recommended to City Council for approval (Appendix C); and

THAT the NVRC-District Capital Financial Model 2023-2032 be approved by the Commission recommended to District Council for approval (Appendix D).

Carried

VI. Items for Information

a) Diversity, Equity and Inclusion Update

Director Turner introduced Mike Hunter, Deputy Director, and James Vanderheide, DEI Project Manager, who followed with a presentation. Copies of the DEI report and timeline were distributed to the Commissioners.

Moved by Commissioner Stratton; **seconded** by Commissioner Muri

THAT the Commission receive this report for information.

Carried

The Chair thanked M. Hunter and J. Vanderheide, and expressed that she is looking forward to a progress report in 2023.

VII. Other Business

a) Report from School District #44

Commissioner Munro advised that Antje Wilson will be replacing her on the Commission as the School District #44 representative.

The Chair asked if there was further business and there was none.

VIII. Next Meeting

The Chair advised of the decision not to hold an in-person Commission Holiday Reception in December.

The next meeting is to be scheduled for early 2023.

IX. Adjournment

Moved by Commissioner Muri; **seconded** by Commissioner Girard

THAT the meeting be adjourned at 8:02 pm.

Carried

Approved:

Recorded by:

Franci Stratton, Chair

Veronica Labrosse, Executive Assistant

Date

Commission Meeting Date:

January 26, 2023

Subject: Director's Report

Proactively Respond to Recreation and Culture Needs

- In early January, staff hosted two in-services for 22 skate instructors (over 50% have been hired in the last three months). Due to the success of the hiring push, staff have been able to add more lessons than originally programmed for winter 2023, and are excited to offer school class bookings once again.
- Youth Night (previously Teen Swim) has returned at Ron Andrews Community Recreation Centre (CRC) on Friday nights for youth in grades 6-8. Activities currently include use of the pool and fitness centre where Health and Lifestyle staff provide supervised orientations of the space and equipment. There are approximately 80 youth who attend. The addition of games such as spike ball and table tennis tournaments are planned for this winter.
- Women's Only Swim opportunities have also returned to Ron Andrews CRC.
 - This winter, two lesson sets are offered and are 100% full.
 - Approximately 30 women per session participate in drop-in swims. Pre-pandemic, this swim was offered due to requests from women whose cultural practices did not include mixed-gender swimming. The need evolved to include all women who may be more comfortable with same-gender swimming.
 - Future plans include adding aquafit and fitness centre offerings.

Optimizing Human, Fiscal and Physical Resources and Systems

- Following up on the November 2022, presentation on NVRC's Diversity, Equity and Inclusion (DEI) initiative, staff continue to advance the implementation of the 2022-2023 DEI commitments.
 - NVRC has entered into a three-year membership with the Canadian Centre for Diversity and Inclusion (CCDI), enabling access to their online staff resources including webinars, conference, and Knowledge Repository.
 - CCDI is a Canadian company that partners with employers to support DEI within the workplace; they are a leading advisor for workplace diversity and inclusion in Canada, and currently partner with both the City and District of North Vancouver (as well as other local governments in Metro Vancouver).
 - In December 2022, approximately 50 NVRC staff completed a three-course Inclusion, Diversity, Equity and Accessibility (IDEA) Essentials Certificate Program delivered by CCDI's consulting team. This initial program was very well received and staff will be working with CCDI to identify training opportunities that can be delivered to all staff in 2023.

- IT staff have been working with the Recreation & Culture division over the last year on an important innovation regarding required forms for all NVRC camps and other registered programs through a brand-new addition to Perfect Mind (NVRC's current registration system) at the account level.
 - Historically NVRC has required paper forms to be filled out for children attending NVRC camps; these forms are required to be completed before children are dropped off on the first day of camp and can be challenging for customers who do not have access to a printer or who have registered for multiple weeks of camp.
 - Keeping this information contained within Perfect Mind is the ideal fit as it allows appropriate staff access to this information while not asking customers to maintain multiple accounts in different systems. Designing the solution at the account level means the form can be submitted once for all camps.
 - The development of this custom code to expand Perfect Mind's capabilities highlights the value of having this type of technical expertise in-house. Compared to the costs of a dedicated system designed to track participant emergency contact information and waiver forms, the cost savings are substantial.

Enhance Understanding of the Scope and Impacts of our Services

- In early December at Centennial Theatre, NVRC hosted "From Scarcity to Abundance: A Roadmap to Not-for-Profit Sustainability". The purpose of the workshop was to help non-profit organizations develop strategies for staff and volunteer recruitment and retention, better board engagement and to find new approaches to working effectively with funders. Twenty-four artists and/or organization representatives attended.
- In fall 2022, the Access and Inclusion staff coordinated a weekly chair/gentle yoga class at Harry Jerome CRC for Sutherland School's learning services students. Based on the success of that series, the program has been extended through winter 2023.
- North Vancouver was recognized as one of the top participating communities in Canada for Culture Days 2022. The community ranked seventh nationally among mid-size cities, offering 27 free events. As coordinator of Culture Days across the North Shore on behalf of the Culture Days provincial office, NVRC hosted 13 of the free community workshops highlighting the artists who work with NVRC and some of the programming offered. Culture Days activities in NVRC facilities had over 181 participants.

Extended our Effectiveness through Collaboration

- NVRC has retained the consulting firm RC Strategies to complete the Indoor/Outdoor Recreation and Sport Plan for the City and District of North Vancouver.
 - The project will review best practices and trends, identify future needs, and use a principle-based decision making framework to provide recommendations on capital investment priorities for recreation and sport infrastructure in the community.

- It will be led by a Steering Committee that includes senior staff from NVRC and both municipalities.
- Information reports will be provided to City and District Councils in the coming weeks to introduce the project, provide details on the project scope and community engagement plan.
- The work is anticipated to take approximately one year.
- NVRC has been coordinating with City and District staff on the development of a new agreement between the community field sports organizations (CSOs), represented by North Vancouver Sports Advisory Council, for the use of grass and gravel sports fields.
 - While hourly booking fees are charged for use of artificial turf fields, an alternative process has been in place for CSO use of grass and gravel fields since the early 2000's. This approach uses a per player levy paid as part of the field allocation process to simplify the administration and minimise resource requirements for facility bookings by the CSOs. The resulting revenue provides annual operating budget contributions to field maintenance in the City and District, as well as contributions to field related capital projects in the community.
 - Pending final approval, the proposed new agreement will maintain the current per play levy until the end of 2024, and will ensure that the City's and District's annual maintenance contribution can be adjusted to account for inflationary pressures.
 - NVRC will work with the City, District and CSOs to review best practices for field bookings, allocations and user fees prior to developing a longer-term approach.
- On December 27, Lions Gate CRC was used as a reception centre by North Shore Emergency Services (NSEM) and Skwxwú7mesh Úxwumixw (Squamish Nation) to provide support services for residents displaced by a fire in the International Plaza apartments on Marine Drive. Four multi-purpose rooms in the facility were used. The District library also opened earlier than scheduled on this day to provide books, puzzles and games for residents accessing the reception centre.



Heather A. Turner
Director of Recreation & Culture

Proposed Schedule of 2023 Meetings

Date 2023	Meeting/Conference/Event
January 26	<ul style="list-style-type: none"> • 5:30 pm: Closed Commission Meeting • 6:00 pm: Commission Meeting
March 30	Commission Meeting (Spring Break March 13-24)
May 18	Commission Meeting
June 22	Commission Meeting
July/August	<i>Summer Break (Commission Meeting held only if needed)</i>
September 21	Commission Meeting
November 16	<ul style="list-style-type: none"> • 5:00 pm: Finance Committee of the Whole (all Commissioners) • 6:30 pm: Commission Meeting

2023 Conferences and Events

Date 2023	Meeting/Conference/Event
TBD	Council & Commission tour of NVRC facilities
May 3-4	BCRPA Symposium; Vancouver, BC
November 30/ December 7	Commission Holiday Reception (TBD)

2023 Committee Appointments

Standing Committees	Number of Representatives	Representatives
Finance Committee of the Whole	All Commissioners	All Commissioners
Policy & Planning Committee	Three members, plus Chair (optional)	2022 members: Kate Smyth Dave Wilson (<i>Vacant</i>)
Arts & Culture Grants Review Committee	One non-voting Commission representative	2022 member: John Moore
Parkgate Partnership Committee	Two members, plus Chair	2022 members: Mary Carmichael Franci Stratton

Other Working Groups or Liaisons may be created if required, at the discretion of the Commission Chair, in consultation with the Director.