

Please review the [Operating Grant Guidelines and Checklist](#) prior to completing the [Client Profile form](#) and the [Operating Assistance Application form](#).

PURPOSE

The purpose of the Operating Assistance grant program is to identify, support and sustain the work of arts organizations that play a leadership role in the arts in North Vancouver by virtue of:

- The development, presentation, or production of their own programs.
- Their relationships with other groups in the creative and cultural sectors.
- Their mentoring and support of emerging arts groups and practitioners.
- Innovative partnerships with other sectors of the community and/or the creative economy.
- Their capacity to respond to and deliver on the municipalities' goals and objectives for arts and cultural development.

Introduction

This Information prepares you to apply for an Arts and Culture Operating Assistance grant from North Vancouver Recreation and Culture (NVRC).

NVRC has many grant programs for arts organizations. There are some differences between the application forms for Project and Programming and Operating Assistance grants, but the underlying principles are the same.

Check our web site at <https://www.nvrc.ca/artsandculturegrants> for a full list of programs. Operating Assistance grant clients are able to apply for some of the other grants. Please connect with the Grant Administrator with any questions.

Individual artists, collectives and ad hoc groups may be eligible for project and event grants.

Project and Event grants provide funding for arts group or artist to do an art project or arts activity. NVRC offers project grants in different arts areas, like theatre or music, and arts activities as well as community events with arts components and arts events. **Grant applicants must be registered non-profit societies.**

For those individual artists or groups who are not a registered non-profit society, you may want to consider collaborating with groups that fit the criteria or contact FANS <http://nsfans.ca/>. Funds for The Arts on the North Shore is a non-profit organization that provides individual artist grants. FANS is not affiliated with the NVRC, the City of North Vancouver, nor the District of North Vancouver.

Operating Assistance grants are only available to approved applicants. If you have not previously applied for an Operating Assistance grant, please email arts-grants@nvrc.ca.

Operating Grants

Operating grants provide ongoing assistance to arts organizations towards their operating expenses and are awarded on an annual or multi-year basis. Operating grants cannot be used to fund capital projects, programs that are part of an accredited college or university, fundraising, or events or projects that have already taken place. Funding is subject to the applicant maintaining a proven record of accountability; demonstrating the need for financial support to sustain the service; and to the availability of grant funds.

Organizations requesting operating grants must **at a minimum**:

Be actively producing or helping to bring the work of professional British Columbian artists to communities;

- Be incorporated as not-for-profit.
- Have a strong organizational foundation.
- Have been programming for at least two years.
- Be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences in North Vancouver.
- Show value as an organization in adding to the vibrancy of community life and celebrating North Vancouver's unique identity.
- Be located in North Vancouver, have a history of arts activity in North Vancouver for at least two years prior to the application and conduct the majority of their work in North Vancouver,
- Employ paid staff (full or part-time) through professional arts practices, exhibit sound and independent management structures, provide strong leadership, and offer either a year-round program or a full-season of arts programming.

The Operating Assistance Grant Application Package includes the following:

- Client profile
- Guidelines (this document)
- Application form
- Budget Report
- Statistics Report

Submitting Your Application

Presentation is the key to a well-received application. Your application is judged on content and organization, not weight!

Include only the materials requested and no more. Single space all text. Make sure your application is signed.

Documents should be separate and no links embedded within the application.

Always send the number of copies requested. These are sent to advisors and jurors and are an essential part of your application. Don't forget to make a copy for yourself.

Deadlines are strict, so always submit your application on time.

Applications should be electronic sent via programs such as Dropbox or WeTransfer with no time restrictions or passcodes required.

Type all information into the spaces provided. Handwritten, incomplete and/or illegible reports will **not** be accepted. Word Counts are provided. Please adhere to them.

Signatures cannot be typed. You may need to print, sign and scan to send. Be sure to keep your original copies as they may be requested within your grant cycle period.

Late applications will not be accepted and will be returned to the sender.

We do not accept applications by fax.

Describing the Organization and Programs Offered

Provide a high-level schedule of your organization's programs. This section does not require lots of detail, simple information that helps paint a picture of a typical year.

Does your organization have a Gallery program; an Exhibition program; an Education or Outreach program? Do you offer a Main Stage program; a Presentation program; an Incubator or Residency program?

Diversity Equity and Inclusion (DEI)

We have asked in the application form for you to share with us what your organization has done to ensure diversity, equity and inclusion. This isn't just in your programming but in your operations including your staff, board and membership.

The NVRC will do its best to support Individuals living with disabilities and provide access to our programs and services. We encourage you to contact us if you require an alternate format of our program guidelines or application forms or if you need assistance to complete an application based on need.

On Granting Decisions

All NVRC grants are recommended to the NVRC Commission by the NVRC Grants Review Committee. A group of professionals who have knowledge and experience in various art forms and organizational practices. This system allows us to allocate public funds in a responsible and accountable manner. Final grant approvals are given by NVRC Commission. Your Program Guidelines contain details about how applications are assessed and what is reviewed in the juried review of your application.

NVRC has limited funds for each granting program. The jury reviewing the grant applications must take into account the amount of money available and fund accordingly. Partial grants may be awarded. Not every worthy application receives funding. Sometimes there simply is not enough to fund all good applications.

Applications for Operating Assistance will be assessed using the following criteria that are based in the Arts and Culture Grants Policy:

- Demonstrated need for and intended outcomes of services.
- Alignment with Official Community Plans of the City and District of North Vancouver.
- Leadership within the arts community.
- Level of service, including number of people served.
- Quality of organizational management.
- Artistic merit.
- Evidence of financial need.
- Evidence of funding from other sources.
- Level of volunteer involvement.
- Evidence of community partners and support (financial or in kind).

In addition, the Committee looks for inclusivity, diversity and equity in the levels of service and organizational management.

In the Application form, be sure to complete in full including but not limited to:

- Who is applying – the contact person should also be the person signing the application.
- List any former organization names and the date of change.
- Fiscal and planning cycle.
- An overview of your planning timeline as it relates to the 2023 year or your fiscal timeline.
- Identify the key areas of work that can be identified in each quarter of your timeline.

- List clearly the amount of funding you are applying for and for how many years. Please keep in mind that the amount you request is the same amount recommended for subsequent years.
- Your funding history and context.
- Organizational Description, we want to get an idea of your organizations make-up and structure.
- Your staffing and volunteer situation.
- What the group or organization has achieved and statistics that back this up.
- List any strengths and/or milestones.
- List any challenges and plans to adjust or action to mitigate these challenges.

CLIENT PROFILE FORM

We have requested a detailed Client Profile form to be filled out and included with this application. This form now replaces the information previously requested in the Application form regarding Board and Governance details. The Client Profile form can be used in future applications with the addition of any updates such as board and staff changes or other major shifts in the organization's structure.

Please ensure you attach the list of documents below to your Client Profile form.

Operating Assistance Client Profile Form

- Annotated list of the Board of Directors, including name, board position and years of service.
- Organizational chart including: job titles, names and reporting structures as well as staff status: full-time (S-FTE), part-time (S-PTE), contract (S-CON), auxiliary (S-AUX). Please also indicate where roles are being filled by volunteers (V) and interns (I).
- Copy of your organization's Annual report to the AGM
- Copy of the Society's Constitution and/or Bylaws
- Any Board-level policies and/or procedures relating to: Human Resources and/or Diversity, Equity and Inclusion.
- **Proof of Good Standing**
 - Copy of your current BC Society Annual Report
 - Confirmation of Filing from BC Registries & Online Services; **or**
 - Comparable documentation from Canada Revenue Services with respect to charitable status

For more information regarding forms for Proof of Good Standing or confirm of filing from BC Registries & Online Services please see:

<https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/citizens-services/bc-registries-online-services>

On Budgets



In-kind contributions are non-cash items, like donated rehearsal space, borrowed equipment or pro bono services, which you will use in your project. If required, list these contributions and include their real-world dollar value in your budget. For example, you are getting a studio space that normally costs \$400/month for free. This is an in-kind contribution worth \$400.

When we ask for a budget, we want to know what your expenses are and how you plan to pay for them. A good budget starts with research and review. Research any costs involved that you may need to project and include them in your budget. Be thorough and think this through.

Examples of potential costs:

- Artists' fees
- Travel costs
- Materials and equipment
- Rental space

You may want to contact artist unions (e.g., the Writers' Union, CARFAC) to obtain information about contracts.

Assessment and Decision Marking Process

The NVRC grant decision-making process is through a Commission appointed Arts and Culture Grants Review Committee.

When grant applications close there is time required to gather and sort all information for the Committee. Once the Committee has adjudicated the applications, the recommendations are prepared in a report and are submitted to the North Vancouver Recreation and Culture Commission. Final approval can be anywhere from one and half to three and a half months after the deadline. This depends on many factors but once a decision has been made, NVRC will inform you by email of the results of your application within three full business days. Where the decision is made on a Friday, the applicant would hear by the following Thursday morning. Any deviations from this schedule will be emailed to applicants. Please do not call or email NVRC.

Grant notification email includes:

- The status of the grant: Awarded, Denied or Withdrawn.
- The recommended grant amount.
- Any conditions that must be met in order to release the grant payment(s), including a deadline for meeting conditions.

If you are awarded a grant, you must complete the following before the grant cheque can be requested through NVRC Finance:

- Acknowledge receipt of the notification.
- Verify your mailing address.
- Complete the grant acceptance form.
- Confirm that you understand your personal responsibility for the grant.
- Provide any electronic transfer information.

Grant Payment

The payment of your grant may be held if you or your co-applicant (if applicable) have a final report that:

- Is past its due date and has not been submitted.
- Has been submitted but requires revisions.
- Has been submitted but cannot be approved because of substantial or unresolved issues.
- Has been submitted but has not yet been reviewed by NVRC staff.
- Note that it may take a number of days for NVRC staff to review a final report. In this case, no action is required from you.

The payment of your grant will also be held if:

- You have been awarded a grant, but have taken responsibility for a past grant awarded to a group or collective that now has a final report in one of the above states.
- You have been awarded a grant as a group or collective, but one or more of the individuals taking responsibility for the grant have a final report in one of the above states.
- NVRC has asked you to repay all or part of a past grant and you have not yet done so.

If conditions are not met, the grant will be forfeited and not paid.

Grant payments may come in one full amount or be split into two or three payments within the grant cycle.

The NVRC sends grant cheques by regular mail or electronic transfer.

Assessment Feedback

Assessors read and score all project applications before the assessment meeting. In programs where the number of applications is much higher than the number of available grants, assessors review these

preliminary scores as a group at the beginning of the meeting. Amounts recommended may be determined by scoring.

Cultural Services will summarize assessors' comments about your application if it was among those discussed at the meeting. If your application was not discussed, the Cultural Services will share information about the program and deadline, as well as general advice on preparing a strong application.

If You Get a Grant

If you receive a grant, you must:

- Complete the project/strategic direction as outlined in your application to NVRC.
- Request prior approval for changes to the key collaborators, budget, programming, duration, timing of the funded work.
- Publicly acknowledge NVRC's support by using the NVRC logo in advertising, programs, brochures and other publicity materials for all the activities of the project.
- Submit a final report when you complete your project.
- Final reports must be submitted to arts-grants@nvrc.ca by the due date indicated.
- Where your final report budget shows a significant surplus of more than originally budgeted for, you are required to identify the cause and you may be required to repay some surplus amount to NVRC and/or have future grant years adjusted.
- Where you do not submit a final report, you may be required to repay the grant.
- Where the funds are not used as identified in the application form, you may be required to repay the grant or portion thereof.

NVRC will not approve changes that substantially alter the organization primary purpose, vision and/or goals as described in your application, or that make the project ineligible.

To Submit a Request for Approval of Project or Organization Changes

Approval is at the sole discretion of North Vancouver Recreation and Culture Commission. If the changes are not approved to your project or organization and if you do not deliver as outlined in the application, you may be required to return all or part of the grant. The amount of the grant funds to be returned will be calculated by the NVRC.

If you do not spend any or use the full NVRC grant money, you are required to contact Cultural Services at arts-grants@nvrc.ca and you will be directed to the appropriate department.

If you have spent some or all of the NVRC grant money, submit a request for approval of changes by email to arts-grants@nvrc.ca. Describe the adjustments and when they occurred, how far into the grant cycle and indicate how much of the grant you spent. State clearly that you are making changes and what those changes are and the amount impacted. You be contacted by Cultural Services to discuss

full or partial grant repayment. You will need to submit a final report on the spent portion of the grant.

Final Report Extensions

You will need to explain why you are requesting an extension and provide an updated timeline for completing the project or final report.

Requests will be considered when there are:

- Unanticipated changes to the organization (i.e., Covid resulting in the closure of an organization or the discontinuation of programming) that prevent you from operating in a way in which you reported in your application.
- Significant personal or administrative circumstances outside your control that prevent you from submitting the final report by its due date.

If the extension is approved, your final report due date will be updated.

APPLICATION – BUDGET FORM

Final New Items (Year One)

All requests for funding of NEW and ongoing items for Year One (2023 or 2023/24) must be identified in the Budget Submission and presented for consideration by the Grants Committee as new items.

New items may be funded only if monies are available after basic service provision objectives have been met.

Priority will be given to:

- Items that have been identified as priority goals or objectives for the organization in previous year's Annual Accountability Reports; **and**
- Items that correspond to Municipal goals and objectives as outlined in the Official Community Plans of the City of North Vancouver and/or the District of North Vancouver.

Final Additions to the Base Budget

Separate consideration may be given to the support of budget adjustments that are required due to **extraordinary changes** in base program delivery costs, such as significant energy costs, increased maintenance costs and the operating impacts of new program infrastructure.

These costs should be highlighted in the budget report and may be listed separately – i.e., in addition to the Year One Budget Formula outlined above.

The ability to support additions to an organization's base budget is subject to available funds in the Arts & Culture Grants Budget.

Final Funding Request Guidelines (Years Two & Three)

Budget Submissions for years two and three should show anticipated revenue and expenditure increases where it is reasonable to anticipate normal patterns of growth.

Cost of Living Increases

Applicants may incorporate a cost-of-living increase into their funding requests for years two and three only and up to a maximum of **2%** per year.

It will be at the discretion of the Grants Committee whether the applicant is recommended for multi-year funding and subsequently also for a cost-of-living increase as part of a multi-year funding agreement.

Grant Increase Requests

Applicants who have successfully been approved for multi-year funding may subsequently submit a Grant Increase Request in year two or three.

Any such increase in projected funding request should be identified as a Grant increase Request in the Budget Submission.

Grant Increase requests may be considered to address an expansion of existing services or the introduction of a new service that is currently being planned.

Funding for new activities, new programming and/or pilot projects, especially those that are not currently being planned, may also be available through the Programming & Project Assistance grant program.

Grant Increase Requests will not be accepted that seek additional funding to meet cost-of-living increases or that attempt to re-frame the case to support activities described as part of the initial application.

Financial Support

List sources of community support, corporate sponsorship, foundation grants or government funding that you are seeking or have secured.

Please identify the specific purposes for which this funding is intended and indicate whether this funding has been secured. If so, please indicate at what level?
(List all other sources of support)

Other Fundraising

This section requires a description of your fundraising initiatives and any plans for future expansion. How much money are you able to raise through fundraising? Speak to your fundraising capacity as an organization.

Financial Management & Cost Containment Strategies

Report on your organization's financial management practices as well as your cost containment and reduction strategies.

Operational Planning

Report on and evaluate your progress, including challenges and opportunities, in planning for the financial health and/or operational stability of the organization.

Provide updates on your previous year's Annual Accountability Report.

Attach any relevant documents that guide your operations or business practices.

Artistic Impact

Policy identifies three areas of evaluation that speak to **artistic impact**:

- Artistic merit.
- Leadership within arts community.
- Demonstrated or intended outcomes of the services provided.

Answers to each of the sections below should be kept to a max of 500 words.

Programming Detail

In this section, we are asking for a more detailed description of your planned/proposed programming for the upcoming year or season. You can use bullet points if you wish.

Please include information on the key people (artists, curators, performers and programmers), including other groups and organizations whose work you will be presenting or with whom you are planning to

work. In addition, please indicate where any of the above plans are confirmed or pending or simply an idea.

Note: Where detailed planning is not yet in place for the upcoming season, you may choose to provide information that applies to the current season. If so, please address any possible decisions and/or changes that may be pending for the coming year.

Artistic Programming Goals & Evaluation of Outcomes

In this section, please include:

- Creative and artistic objectives for the programs.
- Key objectives and desired outcomes.
- Describe how the programs offered fulfill the mission and mandate of the society.
- What are the metrics for success.
- Wherever possible, specify an outcome-based, performance measurement for each program objective.
- Speak to key successes and major challenges.

Based on your previous year's Annual Accountability Reports, please provide an update, report on and evaluate your organization's performance in respect of the goals, objectives and outcomes identified.

Artistic Leadership

Identify any important accomplishments and/or contributions to the community in the last 5 years.

Describe any mentorship, residency and incubator programs, as well as other work your organization does to support artistic, creative or cultural development.

Focus on those efforts that support local talent and/or emerging artists, **or** that foster the creation of opportunities for underserved populations.

Artistic Creativity & Innovation

Describe what your organization does, or planning does to:

- Move the art form into new and innovative areas.
- Move your own programming & practices into new and innovative areas.
- Offer something different or new to North Vancouver audiences.
- Engage diverse and underserved populations on the North Shore.

Artistic Partnerships & Collaborations

Provide an overview of the **creative** partnerships and collaborations and what you are working on together and how they have enriched your programming.

In the Community Impact section below, you will be asked to list all the partnerships and collaborators

Planning Ahead

Where you are looking ahead, be sure to describe the programming direction your organization is planning for the next three years of your multi-year grant request. Are you planning any changes to your artistic programs or are you focused on maintaining and building on your current programs?

If applicable, briefly outline any planned changes to your artistic program or your range of activities over the duration of your multi-year grant request. Speak to your goals and objectives in making changes.

Support Materials - Artistic Impact

In this section, please include the following support materials where appropriate and/or if available. Again, you don't need to include everything for every program. Provide a good snapshot of the organization, share images, video, reviews, that represent your organizations mandate and work.

- Resumes or descriptive bios for artists and other creative talent
- Photos* from previous year's activities
 - Minimum of 8, maximum of 15
 - Submit as print quality jpg files (no pdfs or slideshows)
- Any collateral materials used in previous year(s)
 - Program descriptions
 - Instructions to participants
 - Brochures
- Video and/or audio files
 - Include as video or wave files
 - Or provide a list of active links to your YouTube, Vimeo or other web video channel
- Third party descriptions
 - Reviews
 - Press coverage (television, radio and newspaper)
 - Feedback
 - Testimonials
- Audience surveys

Please note that for all materials that you submit, NVRC reserves the right to use any photos submitted for reporting and non-commercial promotional purposes – i.e., in staff reports and presentations, on the website or as part of materials that promote the programs and work of the NVRC

Please secure any necessary releases or permissions prior to submitting photos as part of this application.

Community Benefit & Impact

Policy identifies four sets of criteria that speak to ‘community benefit and impact:’

- Demonstrated need for services provided.
- Level of service.
- Evidence of community partners & support.

Statistic Report

The Statistic Report provides applicants with an opportunity to report on previous year’s activities and to provide estimates covering the duration of the current application.

Attendance & Participation

Please speak to the total numbers of people that attend or participate in your programs.

Target Audiences

In this section, we would like to know about key target audiences for different programs described. You should also look at who is missing and include them in the promotion plan and describe how you plan to reach them.

Promotion Plan

This is a challenge for many events but if you can please describe overall as an organization what you are doing to promote the organization. How do you plan to reach audiences. You may be looking to build your audience. Again, in this section you are asked to prepare an outline.

If you have a marketing/promotion plan on who and how, please attach it to your application. Make sure you outline the key elements of your promotional strategy, including outreach and marketing activities and any challenges you face or opportunities you may have (this section can be brief and bulleted, maximum 500 words)

Social Media

In the application document, this is where you identify the various social media platforms you use and the addresses. You should also identify not just that you have these accounts but how you use them to target your audience or any particular audience, when, where and why and which are more successful than others are.

Support Materials – Marketing Collateral / Community Impact

Be sure to include samples of the following support materials where appropriate and/or if applicable. This should not be examples of everything you do but a good snapshot of your organization, your audience, diversity, reach and how you promote your organization and programs. Please include a maximum of 6 of each no more than 1 MB each (where applicable) as separate attached documents or copies in a word document:

- Print ads
- On-line ads, social media promotion
- Posters and pamphlets
- Radio or TV spots
- Media coverage (television, radio or newspapers)

Participation Metrics

In addition to the **Statistics Report** that includes quantitative information, please be sure to speak to the quality of participation or depth of impact that arts programming may offer to those who take part.

Please speak to some of the qualitative metrics you employ in evaluating the success or the challenges of the programs you offer.

Describe the community impacts you see as **intended** or as **demonstrated** outcomes.

This is also a great time to attach up to a maximum of five (5) testimonials or letters of support.

Diversity, Access and Inclusion

We really want to know the efforts to which you are going and the steps you are taking with DEI work. For example, do you employ and/or do you program specifically to be inclusive or those living with disabilities (physical, developmental, emotional), those from the 2SLGBTQAI+ community, low-income people and families, underserved populations, various cultures, First Nations or Urban Indigenous people?

Please take the guessing out of this for the adjudicators. They aren't looking for programs are accessible too all, we want you to be specific and provide clear examples. Identify current or planned ways you are going to decrease barriers to participation. (Max 500 words)

Community Involvement

In the section above, we asked about information on those you collaborate with in programming. In this section, please provide a list of your **key** community partners. Describe their role in supporting the operations or programming of the society.

Budget Submission & Financial Information

Budget and financial information, please ensure you include:

- A completed Operating Assistance Grant Budget Form (**available on a separate MS Excel Form**)
- A copy of your Financial Statements for the most recently completed fiscal year.
(**Prepared in accordance with generally accepted accounting standards including at minimum an Income Statement and Balance**)

Required List of Documents/Attachments - Checklist

Please ensure the following documents are attached to your application. Incomplete applications will not be accepted.

PLEASE CHECK: ✓

Operating Assistance Budget Form

Operating Assistance Statistics Report

Financial Statements for the most recently completed fiscal year (Prepared in accordance with generally accepted accounting standards including at minimum an Income Statement and Balance)

Operating Assistance Client Profile Form

- Annotated list of the Board of Directors, including name, board position and years of service.
- Organizational chart including: job titles, names and reporting structures as well as staff status: full-time (S-FTE), part-time (S-PTE), contract (S-CON), auxiliary (S-AUX). Please also indicate where roles are being filled by volunteers (V) and interns (I).
- Copy of your organization's Annual report to the AGM
- Copy of the Society's Constitution and/or Bylaws
- Any Board-level policies and/or procedures relating to: Human Resources and/or Diversity, Equity and Inclusion.
- **Proof of Good Standing**
 - Copy of your current BC Society Annual Report
 - Confirmation of Filing from BC Registries & Online Services; **or**
 - Comparable documentation from Canada Revenue Services with respect to charitable status

□ Support Materials – Artistic Impact

Include the following support materials **where appropriate and/or if available**:

- Resumes or descriptive bios for artists and other creative talent
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- Submit as print quality jpg files (no pdfs or slideshows)
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- Program descriptions
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- Or provide a list of active links to your YouTube, Vimeo or other web video channel
- Third party descriptions
- Reviews
- Press coverage (television, radio and newspaper)
- Feedback
- Testimonials
- Audience surveys

□ Support Materials – Marketing Collateral – Community Impact

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- Print ads
- On-line ads, social media promotion
- Posters and pamphlets
- Radio or TV spots
- Media coverage (television, radio or newspapers)

Signatures

- Please submit signed forms with an electronic signature (if available) **or** with a separate scanned copy of the signature page.
- ****Once your application is approved, you will be required to submit by mail a copy of your application form (original application form only no additional documents) with your original signature (wet ink) to:**
Arts & Culture Grants

Karen Pighin, Cultural Services Supervisor
Delbrook Community Recreation Centre
851 West Queens Road,
North Vancouver, BC V7N 4E3

Application Submission

- Your application package should be submitted as an MS Word Form (not as a pdf).
- Electronic submissions should include direct links without any required passwords, email addresses or time limits. Your application is considered received when we can access all materials accordingly.

Enquiries

If you have any questions or require assistance, please contact us at: Email: arts-grants@nvrc.ca.

Karen Pighin, Cultural Services Supervisor
North Vancouver Recreation and Culture
Delbrook Community Recreation Centre
851 West Queens Road,
North Vancouver, BC V7N 4E3
Office: 604-983-6334