

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ARTS FACILITIES ADVISORY COMMITTEE (AFAC) MEETING MINUTES  
RAVEN ROOM, MUNICIPAL HALL  
WEDNESDAY, FEBRUARY 20, 2019**

---

Committee Members: B. Burgers; M. Evans; E. Fiss; R. Seyednejad; P. Tutsch; J. Webb (Meeting Chair); J. Wexler; and Councillor C. Cameron. Absent: D. Tiffany; and S. Tsangarakis (Habib).

Staff: C. Rosta, Events & Festival Manager; D. Niedermayer, Senior Manager, Cultural Services; and L. de Jesus, Recording Clerk.

**1. CALL TO ORDER**

The meeting was called to order at 9:26 a.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the February 20, 2019, Arts Facilities Advisory Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the January 23, 2019, Arts Facilities Advisory Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Arts & Culture Advisory Committee (ACAC) Status Update**

D. Niedermayer reported that the ACAC finalized its guiding principles and is in the final stages of approving its 2019 work plan which will be presented to Council when confirmed. The ACAC is developing the most effective approach in terms of connecting with various committees of Council related to arts and culture as well as community arts groups.

The ACAC has requested to meet with the AFAC Co-Chairs or committee of the whole once the working papers for the Arts Facilities report are in draft form. Quentin Talbot-Kelly of Cornerstone Planning Group (Cornerstone) will consider best approach and timing and get back to the ACAC.

Quentin Talbot-Kelly of Cornerstone asked if there will be overlap with respect to inquiries the ACAC may be making with community arts groups and what Cornerstone is doing to complete the facilities report. D. Niedermayer confirmed that at this point, there will be no overlap and that communication between the two committees will be comprehensive to avoid potential overlaps.

**Action:** D. Niedermayer will provide the AFAC with a copy of the ACAC's finalized guiding principles and a copy of the work plan when approved.

Cornerstone will confirm with D. Niedermayer as to the most suitable time for AFAC and ACAC to meet.

## 5. Facilities Analysis Update

Cornerstone had its facilities tour of Gleneagles Community Centre, West Vancouver Art Museum, West Vancouver Archives, Silk Purse Arts Centre and Music Box on February 19th. Further tours of other facilities will be scheduled.

The Project Scope as discussed at the previous AFAC meeting has been updated. The delivery date of the consultant's report is not affected.



The Facilities Needs Assessment of the Arts & Culture Strategy was fairly comprehensive so the current engagement strategy will involve connecting with District-owned facilities, schools, places of worship and community groups/facilities to follow-up on outstanding questions. With groups that did not respond to the Facilities Needs Assessment, they will be contacted again for facility survey participation.

It was raised in discussions whether the Gleneagles Golf Course & Clubhouse should be included in the facilities report. Mayor Booth indicated that there is a request for proposals for the restaurant space as the District would like to have that service offered by the golf season.

Cornerstone spoke about facility utilization and its initial round of analysis for certain District-owned facilities. There was an inquiry about the number of estimated facilities and organizations being included in the report. Cornerstone provided a preliminary list and distributed copies to the Committee.

Cornerstone presented the Committee with a working Table of Contents, as well as a draft report previously prepared for another organization as a point of reference to what the Committee may expect to receive from the consultant. In the short term, Cornerstone will complete the engagement process, collect and analyze the survey information obtained and complete the facilities tour.

There was discussion regarding the need for a central space for the community to easily obtain arts and culture programming information in West Vancouver. Staff confirmed that this was identified in the Arts & Culture Strategy and will be part of the implementation plan.

**Action:** AFAC members to provide Cornerstone with names of groups or facilities not yet included in the facilities list no later than March 1st.

Cornerstone will provide the Committee with a copy of a previously completed report.

## 6. Community Survey Update

Q. Talbot-Kelly provided the Committee with an update on Cornerstone's progress and timeline. Cornerstone received the raw data from the Facilities Needs Assessment that was conducted for the Arts & Culture Strategy and reviewed the responses. There was some missing information and Cornerstone as identified the key groups to reach out to provide information needed for the current Facilities Report. A change in the strategy is to deviate from creating a new survey to determining missing information from the previous study and completing any information that has not been included. This will involve a following up with various groups.

## 7. Next Meeting

The next meeting is set for Monday, March 18, 2019 at 9:15 a.m.

## PUBLIC QUESTIONS

### 8. PUBLIC QUESTIONS

C. Stringer inquired if the consultant's report is on track for completion. As at the date of the meeting, the consultant has not identified reasons for any delay.

### 9. ADJOURNMENT

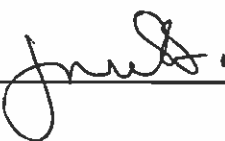
It was Moved and Seconded:

THAT the February 20, 2019, Arts Facilities Advisory Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 10:47 a.m.

Certified Correct:

Co-Chair 

Committee Clerk 