

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**ARTS FACILITIES ADVISORY COMMITTEE  
GOVERNANCE SUBCOMMITTEE MEETING AGENDA  
TUESDAY, NOVEMBER 22, 2022  
2 PM VIA ELECTRONIC COMMUNICATION FACILITIES**

*(Members of the public may hear, or watch and hear, the meeting by attending the Raven Room in the Municipal Hall, or via electronic communication facilities through the link provided on the Committee's webpage)*

**Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.**

**CALL TO ORDER**

**1. Call to Order**

*Note: Chair will confirm that the meeting is being conducted via electronic communication facilities, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**APPROVAL OF AGENDA**

**2. Approval of Subcommittee Meeting Agenda**

RECOMMENDATION:

THAT the November 22, 2022 Governance Subcommittee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**3. Adoption of Subcommittee Meeting Minutes**

RECOMMENDATION:

THAT the November 3, 2022 Governance Subcommittee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**4. Governance Structure Discussion – Anvil Centre**

RECOMMENDATION:

THAT the discussion regarding Governance Structure Discussion – Anvil Centre be received for information.

**5. Governance Structure Discussion – City of Richmond**

RECOMMENDATION:

THAT the discussion regarding Governance Structure Discussion – City of Richmond be received for information.

**6. Governance Structure Discussion – To be Determined**

RECOMMENDATION:

THAT...

**PUBLIC QUESTIONS**

**7. Public Questions**

**NEXT MEETING**

**8. Next Meeting**

The next Governance Subcommittee meeting is scheduled for December 20, 2022 at 2 p.m. via electronic communication facilities.

**ADJOURNMENT**

**9. Adjournment of Subcommittee Meeting**

RECOMMENDATION:

THAT the November 22, 2022 Governance Subcommittee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ARTS FACILITIES ADVISORY COMMITTEE  
GOVERNANCE SUBCOMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
THURSDAY, NOVEMBER 3, 2022**

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Committee Members: J. Webb (Chair), G. Froome, and B. Helliwell attended the meeting via electronic communication facilities. Absent: C. Sully.

Staff: D. Niedermayer, Senior Manager, Cultural Services (Staff Liaison); and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 3:12 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the November 3, 2022 Governance Subcommittee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the September 20, 2022 Governance Subcommittee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Governance Structure Discussion – Kay Meek Arts Centre**

Chair introduced Charles Hotel, Board Secretary, and Jon-Paul Walden, Executive Director, of Kay Meek Arts Centre. C. Hotel gave an overview of the operating/governance model of Kay Meek Arts Society. Kay Meek Arts Society is a not-for-profit society and registered charitable organization, and as such, able to issue tax receipts for donations. There are seven paid staff who manage operations and programming. The building and land are owned by School District 45 (SD45) who is responsible for all capital costs, infrastructure and building maintenance. The Kay Meek Arts Society is responsible for building contents (audio, seating, lighting) as well as operating costs for the Kay Meek Arts Society and Kay Meek Arts Centre. Costs for hydro and gas are divided with SD45.

The recent capital campaign for a new elevator, building upgrades and creation of new space was overseen and managed by the Kay Meek Arts Society who were also responsible for all hired contractors.

There is a Joint Use Agreement between SD45 and Kay Meek Arts Society to provide SD45 use of theatre space at the Kay Meek Arts Centre for approximately 40 days per year for which SD45 is charged use of technical services (if required). The schedule is worked out with both parties.

Kay Meek Arts Society rents out space to community groups but there are no permanent “residents” at the Kay Meek Arts Centre.

There is a Fee for Service Agreement between the District of West Vancouver and Kay Meek Arts Society for annual funding for services and programs delivered on behalf of the District of West Vancouver. The Agreement is approved by Council.

Lessons learned: Benefits of being a separate Society is the access to other government and private funds and a Board that is solely focused on the governing of the Kay Meek Arts Centre. Challenges include: the time required to focus on grant writing and fundraising; and staff pension plans and benefits for a small organization.

It was Moved and Seconded:

THAT the discussion regarding Governance Structure Discussion – Kay Meek Arts Centre be received for information.

CARRIED

## **5. Governance Structure Discussion – Enhance West Van**

Chair introduced Jodi Weiderick, Executive Director of Enhance West Van. Enhance West Van is a registered charity, as well as a non-profit society, and can issue tax receipts for donations. Enhance West Van operates independently of the District of West Vancouver with a Board of Directors. The benefit of having a separate Board of Directors is that there is a group of residents focused solely on the Community Centre, providing input to the programming and fundraising efforts for enhancements not covered by the District. Enhance West Van is responsible for their own budgeting, investment, filing and banking systems. There are two staff. There is a Joint Operating Agreement (JOA) between the Society and the District of West Vancouver to co-govern the West Vancouver Community Centre (WVCC), Aquatic Centre, and Ice Arena. The current JOA has a five-year term and is approved by Council. The Executive Director reports to the Enhance West Van Board of Directors and the Senior Manager of Community Services. Enhance West Van has a mandate to engage with community citizens and evaluate services at the WVCC on an annual basis.

Enhance West Van raises funds through donations, events sponsorships, community grants, small fundraising campaigns, and Pumpkin Fest, which is their largest annual fundraising event. The Society does not fund core programming, but rather special initiatives and programs such as the Youth Crisis Fund and the Movement Therapy Program. As an arms-length society with charitable status, Enhance West Van can access funding that is not accessible to municipal government or from individuals who prefer to donate to community charitable organizations.

J. Weiderick mentioned other operational models on the North Shore including Parkgate Society who has a joint operating agreement with North Vancouver Recreation and Culture Commission (NVRCC) to provide and operate services “under a unique community governance model”. Another good example is the North Shore

Neighbourhood House that also provides programs and services for children, families, youth and seniors out of John Braithwaite Community Centre through a co-governing partnership with the NVRC and the City of North Vancouver. Staff to contact these organizations for more information on governance models.

It was Moved and Seconded:

THAT the discussion regarding Governance Structure Discussion – Enhance West Van be received for information.

CARRIED

## **6. Governance Structure Discussion – Lower Mainland Arts Centre**

Chair introduced Vali Marling, General Manager at the Anvil Centre in New Westminster. Due to technical difficulties, this discussion was deferred.

It was Moved and Seconded:

THAT the discussion regarding Governance Structure Discussion – Lower Mainland Arts Centre be deferred to the next meeting.

CARRIED

## **PUBLIC QUESTIONS**

### **7. PUBLIC QUESTIONS**

B. Shard: Queried regarding: allowing for public input following each agenda item so that questions can be posed directly to presenters who may not be present during Public Questions and Comments at the end of a meeting; committee membership; and the Fee for Service agreement with Kay Meek Arts Society; and commented regarding the cost of renting the Kay Meek Arts Centre.

## **NEXT MEETING**

### **8. NEXT MEETING**

Staff confirmed that the next Governance Subcommittee meeting is scheduled for November 22, 2022 at 2 p.m. via electronic communication facilities.

### **9. ADJOURNMENT**

It was Moved and Seconded:

THAT the November 3, 2022 Governance Subcommittee meeting be adjourned.

CARRIED

The meeting adjourned at 4:21 p.m.

Certified Correct:

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Chair

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Committee Clerk