Date: November 18, 2015
From: Jill Lawlor, Community Recreation Manager
Subject: Gleneagles Community Centre Advisory Committee 2015 Annual Report and 2016 Work Plan, and Terms of Reference Amendment
File: 0116-20-GCCAC

RECOMMENDATION
1. That the report dated November 18, 2015 titled “Gleneagles Community Centre Advisory Committee 2015 Annual Report and 2016 Work Plan, and Terms of Reference Amendment” be received for information;

2. AND THAT the Gleneagles Community Centre Advisory Committee revised Terms of Reference be approved.

1.0 Purpose
To bring forward an annual report on the achievements of the Gleneagles Community Centre Advisory Committee in 2015, to share the Committee’s 2016 Work Plan, and to obtain Council’s approval on a revised Terms of Reference for the Gleneagles Community Centre Advisory Committee.

2.0 Legislation/Bylaw/Policy
Gleneagles Community Centre Advisory Committee Terms of Reference 02-10-339.

3.0 Background
The Gleneagles Community Centre Advisory Committee (GAC) would like to share the successes achieved in 2015 and provide insight into the work plan for 2016. GAC recommends a change to the Terms of Reference to be inclusive of Caulfeild Cove and the Cafe Operator as well as changing the language to describe the non-voting members rather than name their organizations, allowing for Committee continuity should business ownership change. This change would allow the new Cafe and new Clubhouse operators to join the Committee.

3.1 Previous Decisions
At the April 23, 2012 regular meeting, Council passed the following resolutions THAT:
1. A Gleneagles Community Centre Advisory Committee be established to ensure that the mechanism for residents to provide input into programs and services offered through Gleneagles Community Centre and satellite facilities is formally in place;

2. the proposed Terms of Reference for the Committee be approved.

At the December 3, 2012 regular meeting, Council passed the following resolution THAT:

The Gleneagles Community Centre Advisory Committee revised Terms of Reference be approved.

At the December 16, 2013 regular meeting, Council passed the following resolution THAT:

The Gleneagles Community Centre Advisory Committee revised Terms of Reference be approved.

At the December 15, 2014 regular meeting, Council passed the following resolution THAT:

The Gleneagles Community Centre Advisory Committee revised Terms of Reference be approved.

3.2 History

Resident involvement in the Gleneagles Community Centre (GECC) has been in place since the facility opened in 2003. Since this time, a group of residents from the community has met regularly to provide input into programs and services. In 2007, the group of residents was informally referred to as GAC.

The GAC has grown over the years. Over the past three years the Committee has expanded in composition and scope, and there has been a concerted effort by community centre users and local service groups, including the Western Residents Association, Horseshoe Bay Residents Association, Horseshoe Bay Business Association, Gleneagles Physiotherapy, Monaghan Golf, Gleneagles Golf Society, Clubhouse Operator, Eagle Harbour School, Gleneagles Elementary School, Rockridge Secondary School, and St Monica’s Church to work together to ensure that the programs and services offered through the Gleneagles Community Centre and satellite facilities (Gleneagles Golf Course) meet the diverse needs in the community.

The GAC received formal recognition of its status as an advisory committee from Council on April 23, 2012.
4.0 Analysis

4.1 Discussion

2015 Achievements:

- Completion of the installation of the new professional grade gas pottery kiln and new Pottery Garage Workshop, in partnership with the District.

- Partnership between the Horseshoe Bay Business Association, West Vancouver Police Department Foundation and the District to purchase a large inflatable screen for movies and video games for indoor or outdoor use.

- Designed and developed in partnership with staff from the Operations Centre a prototype bike fix-it centre, that can be found at the front of the Gleneagles Community Centre.

- Continued partnership with Gleneagles Elementary School to complete a pottery project each year and expanded to include Caulfeild Elementary School students as well.

- Partnership with Gleneagles Elementary School and local artist to develop painted winter scenes on canvases that were digitally photographed and developed in to a photo quilt printed on a decal and placed on the glass at the GECC.

- Continued to host the successful Family Fun Nights, themed and supported by the community, and also hosted the annual Artisan Festival.

- Strong summer camp performance by Ambleside Adventure, Monaghan Golf and the sailing programs.

- Soft launch of EPACT software to manage all emergency medical information of camp participants for GECC Kids Club.

- GAC hosted a Community Picnic in partnership with the Horseshoe Bay Business Association.

2016 Work Plan:

- Full launch of EPACT software to manage all emergency medical information of camp participants for all camps.

- Develop a brand specific for pottery to continue to raise the profile.

- Partner with the Horseshoe Bay Business Association to offer movies in the park with the new Open Air Cinema (large inflatable screen).
- GAC will host the second annual Community Picnic in partnership with the Horseshoe Bay Business Association.
- Work with Parks to develop a strategic plan for the Adventure Playground on site at GECC.
- Launch a new customer appreciation event.

Recommended Changes to Terms of Reference:
To ensure representation from local community organizations, the revised Terms of Reference (Appendix A) recommends an amendment to allow for a representative from Caulfeild Cove to sit as a voting member on the GAC and the Cafe Operator to sit as a non-voting member on the GAC. The recommendation also includes changing the non-voting members' business names to the type of business to allow for Committee continuity in case of a change of business ownership.

4.2 Sustainability
Ongoing support to the GAC is provided through the Community Recreation Manager, the Recreation Supervisor at the GECC, and the Manager of Parks Arboriculture and Horticulture. Initiatives implemented within staff work plans, and in the area of fiscal management, ensure that municipal resources are being monitored and used with care and purpose.

4.3 Public Engagement and Outreach
Staff consults with the members of the GAC at regularly scheduled monthly meetings to ensure consistency in following the duties of the Committee, relative to the Committee's Terms of Reference.

4.4 Other Communication, Consultation, and Research
2015 achievements have been shared with the members of the GAC. The 2016 Work Plan was developed in partnership with the GAC and staff.
Upon Council's approval of the proposed amendments to the Terms of Reference, the updated Terms of Reference will be placed on the GAC webpage (on the District's corporate website), and notification of the approved amendments will be shared with the GAC at its next meeting.

5.0 Options
5.1 Recommended Options
THAT the report dated November 18, 2015 from the Community Recreation Manager titled "Gleneagles Community Centre Advisory Committee 2015 Annual Report and 2016 Work Plan and Terms of Reference Amendment" be received for information;
AND THAT the Gleneagles Community Centre Advisory Committee revised Terms of Reference be approved.

The Committee recommends a change to the Terms of Reference to be inclusive of Caulfeild Cove (voting member) and the new Cafe Operator (non-voting member) as well as changing the language to describe the non-voting members rather than name their organizations, allowing for Committee continuity should business ownership change. This change would allow the new Clubhouse operator to join the Committee as a representative of the Clubhouse.

5.2 Considered Options:

THAT the report dated November 18, 2015 from the Community Recreation Manager titled “Gleneagles Community Centre Advisory Committee 2015 Annual Report and 2016 Work Plan and Terms of Reference Amendment” be received for information;

AND THAT the Gleneagles Community Centre Advisory Committee revised Terms of Reference remain unchanged.

The GAC would still operate as a Committee but would not be as inclusive if the Terms of Reference remain unchanged. The Committee would need to prepare a report and come before Council to recommend any new non-voting members who represent one of the leases (Physiotherapy, Cafe, Clubhouse Operator, and Golf Club Operator) on the Gleneagles site.

6.0 Conclusion

This report is being provided to Council to bring forward an Annual Report on the achievements of the Gleneagles Community Centre Advisory Committee in 2015, to share the Committee’s 2016 Work Plan, and to obtain Council’s approval on a revised Terms of Reference for the Gleneagles Community Centre Advisory Committee. The changes to the Terms of Reference make the Committee more inclusive and ensure committee continuity.

Author: Jill Lawlor
Community Recreation Manager

Concurrence: Sue Ketler
Senior Manager of Community Services

Appendix A: Proposed Revised Terms of Reference for the Gleneagles Community Centre Advisory Committee
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Terms of Reference – Gleneagles Community Centre Advisory Committee
02-10-339

Effective Date: April 23, 2012

Consolidated for Convenience Only

This is a consolidation of the policies below. The amendment policies have been combined with the original policy for convenience only. This consolidation is not a legal document. Certified copies of the original policies should be consulted for all interpretations and applications of the policy on this subject.

<table>
<thead>
<tr>
<th>Amendment Policy</th>
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<tbody>
<tr>
<td>02-10-339</td>
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The policy numbers in the margin of this consolidation refer to the policies that amended the original policy (Terms of Reference – Gleneagles Community Centre Advisory Committee, 02-10-339, 2012). The number of any amending policy that has been repealed is not referred to in this consolidation.
District of West Vancouver
CORPORATE POLICY

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<th>Administrative Services Division</th>
<th>Council Committee Terms of Reference</th>
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<tr>
<td>Policy #: 02-10-339</td>
<td>Gleneagles Community Centre Advisory Committee</td>
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West Vancouver will inspire excellence and lead by example. Collaborative government and a spirit of personal civic commitment will power the innovations that shape our shared future. The strength of this relationship will secure our treasured quality of life and will be the measure of our success as a community.

Purpose

1.0 The Gleneagles Community Centre Advisory Committee (GAC) is established as an advisory committee to Council and staff of the Parks and Community Services Division to further the aims of the Division in sustaining and enhancing local community recreational development and build community pride through involvement in community services.

Policy

2.0 Duties

2.1 Provide input, advocacy, and advice on recreation programs and services related to Gleneagles Community Centre, Western Civic site and satellite facilities.

2.2 Assist staff with communication and community development to ensure that community recreation services are meeting the western community’s needs.

2.3 Assist in community fundraising initiatives if they arise as well as provide a community link to business associations, resident associations, and school partnerships in an effort to ensure full involvement in the community centre.
District of West Vancouver
CORPORATE POLICY

3.0 Origin of Work

In accordance with the direction of the District’s Balanced Scorecard: Section 2.4.2: “Strengthen partnership and service agreements to empower community leadership and governance”.

4.0 Membership

4.1 Voting Members:

Amended December 3, 2012

- A minimum of five and maximum of 6 members at large appointed by Council;

Amended December 16, 2013

- One representative(s) from each of the following organizations, as approved by the Director of Parks and Community Services: Western Residents Association, Horseshoe Bay Residents Association, Gleneagles Golf Society, Horseshoe Bay Business Association, St. Monica’s Church, St. Francis-in-the-Wood Church, Caulfeild Business Association, West Vancouver Community Centres Society, Caulfeild School, Eagle Harbour School, and Gleneagles School, Rockridge School, and Caulfeild Cove.

Prior to approval by the Director of Parks and Community Services, a letter must be submitted from their sponsoring organizations stating that the organization supports the representative to the GAC. However, if selected, the GAC member will not represent that organization/community but bring a perspective to the programs and services related to the Western Civic Site.

Qualifications for individuals seeking membership on the GAC will include:

- Demonstrated commitment to provide input, advocacy and advice on programs and services related to Western Civic Site.
- Ability to attend a minimum of five meetings per calendar year.
- Non-partisanship.

4.2 Non-Voting Members:

Amended December 3, 2012

- One representative(s) from each of the following organizations located on the Gleneagles site, as approved by the Director of Parks and Community Services: Physiotherapy Clinic Operator, Gleneagles Community Centre Cafe Operator, Clubhouse Operator, Golf Club Operator.

- Council Representative: one Council member, as appointed by Council, as a non-voting member.

- Staff Liaison(s): Staff from the Community Services Department, and from the Parks Department.
District of West Vancouver
CORPORATE POLICY

5.0 Term

Members are appointed by Council or approved by the Director of Parks and Community Services for one, two and three year terms, to enable overlap and continuity from year to year to a maximum of 6 years.

Annual terms conclude on December 31.

The GAC will be presided over by a Chair to be elected from among the members. The term of office of this Chair will be for one year, and may be renewed once to a maximum two years.

The Vice-Chair will be elected from among the members. The Vice-Chair will preside over meetings should be Chair be absent. The term of office will be one year, and may be renewed once to a maximum of two years.

6.0 Meeting Schedule

The GAC will meet a minimum of five times annually. A meeting schedule will be established at the beginning of each calendar year.

7.0 Rules of Procedure

Meetings shall be conducted in accordance with the General Council Committee Policy, the Council Procedure Bylaw, and the Community Charter.

8.0 Support Services

A designated staff person will provide clerical support services, including the preparation of agendas and posting of notices, and taking meeting minutes.

9.0 Policy Approvals, Reviews, Amendments

To be made by Council.

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## District of West Vancouver

**CORPORATE POLICY**

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