



DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	October 23, 2018
From:	Arleta Beckett, Community Services & Community Development Manager
Subject:	Gleneagles Community Centre Advisory Committee - 2018 Annual Report and 2019 Work Plan
File:	0116-20-GCCAC

RECOMMENDATION

THAT the report dated October 23, 2018 titled “Gleneagles Community Centre Advisory Committee - 2018 Annual Report and 2019 Work Plan” be received for information.

1.0 Purpose

To bring forward an annual report on the achievements of the Gleneagles Community Centre Advisory Committee in 2018 and to share the Committee’s 2019 Work Plan.

2.0 Legislation/Bylaw/Policy

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

The Gleneagles Community Centre Advisory Committee Terms of Reference No. 02-10-339 (2017), attached as **Appendix A**, supports community volunteers providing input, advocacy and advice on recreation programs and services related to Gleneagles Community Centre, the Western Civic Site and satellite facilities. It encourages community development and assistance in community fundraising initiatives to ensure full involvement in the community centre.

The District of West Vancouver’s Community Outreach and Engagement Policy outlines a spectrum of engagement which communicates the District’s commitment to engaging the community. Active participation by residents in governance is encouraged and citizens can become directly involved through working groups, committees, boards and other civic engagement opportunities that arise from time to time.

3.0 Background

The Gleneagles Community Centre Advisory Committee (GAC) would like to share the successes achieved in 2018 and provide insight into the 2019 Work Plan. This report is presented based on the requirement for annual reporting in General Council Committees Policy No. 02-10-280.

3.1 Previous Decisions

The GAC reports annually to Council on the upcoming year's work plan and the achievements of the current year.

3.2 History

The GAC is an Advisory Committee of Council, established in 2012, with duties to provide input, advocacy and advice on recreation programs and services related to Gleneagles Community Centre (GECC), the Western Civic Site and satellite facilities; to assist staff with communication and community development to ensure that community recreation services are meeting the western community's needs; to assist in community fundraising initiatives; and to provide a community link to business associations, resident associations and school partnerships in an effort to ensure full involvement in the GECC.

4.0 Analysis

4.1 Discussion

2018 Achievements

- The inaugural Spring Fest West at GECC on May 5 was a tremendous success with community participation from the Gleneagles Ch'axáy Elementary School students and Parent Advisory Committee; the Horseshoe Bay Business Association; Saplings Outdoor Program; demonstrations from the North Shore Pickleball Club, a local hen keeper and the Vancouver Electric Vehicle Association; musical performances by Karen Fowlie & Copper Cove Road and a local DJ; a pottery sale, silent auction; and visits from West Vancouver Police, Fire & Rescue, Transit and North Shore Emergency Management. Organized by the GAC, this event was a true community spirit-builder and brought several hundred community members together in a fun way to celebrate the spirit out west.
- GECC celebrated its 15th year in 2018 and the Communications team developed a collection of media collateral used to promote this milestone. The Pottery Studio created unique mugs to sell for \$15 dollars that showcase GECC's 15 years.
- Several new and recurring programs and partnerships emerged in 2018 including Saplings Lighthouse Park camp, Family Fun Nights, new arts programs (painting club and mixed media acrylics) and the

continued popularity of community special events (seasonal garage sales, Family Fun Night, Christmas Artisan Market).

- By the end of 2018, the Gleneagles Clubhouse will have hosted 38 private rentals e.g. celebrations of life and weddings, 63 bookings with Revolution Church, 17 community not-for-profit organization bookings, 15 commercial bookings and 120 bookings by the Gleneagles Golf Society.
- The Gleneagles Community Centre parking lot was used as a crew park for local film and television productions.

2019 Work Plan

The GAC developed a draft work plan for 2019 (**Appendix B**) to address areas of importance and to complete work carried forward from 2018. The highlights include:

- engage with North Shore Emergency Management for the provision of workshops and/or courses in emergency preparedness for western residents
- create opportunities within the GAC meetings to discuss new partnerships in the western part of West Vancouver and explore opportunities to partner with Horseshoe Bay and Caulfeild businesses
- explore partnerships with West Vancouver Memorial Library that result in enhanced services in the west
- build on success of Spring Fest West and host another free all-ages community event to celebrate the Gleneagles community

4.2 Sustainability

Ongoing support to the GAC is provided through the Community Services & Community Development Manager, the Recreation Supervisor at Gleneagles Community Centre and the Parks Maintenance Manager. 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. The partnership with the GAC promotes a healthy and caring community where western residents have access to services that maintain or improve their quality of life and promotes full participation in community.

4.3 Public Engagement and Outreach

Staff consult with the members of the GAC at regularly scheduled monthly meetings to ensure consistency in following the duties of the GAC relative to the GAC's Terms of Reference.

4.4 Other Communication, Consultation and Research

2018 achievements have been shared with the members of the GAC. The draft 2019 Work Plan was developed in partnership with the GAC and staff.

5.0 Options

5.1 Recommended Option

It is recommended that Council receive the October 23, 2018 report titled "Gleneagles Community Centre Advisory Committee - 2018 Annual Report and 2019 Work Plan" for information.

5.2 Considered Options

Council may request further information in addition to receiving this report.

6.0 Conclusion

This report is being provided to Council in order to share the achievements of the Gleneagles Community Centre Advisory Committee in 2018 and to make available the Committee's 2019 Work Plan.

Author:



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Concurrence:



Sue Ketler
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Appendices

Appendix A - Gleneagles Community Centre Advisory Committee Terms of Reference No. 02-10-339 (2017)

Appendix B - Gleneagles Community Centre Advisory Committee - 2019 Work Plan (draft)



District of West Vancouver

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.

Amendment Policy	Effective Date
02-10-339	December 3, 2012
02-10-339	December 16, 2013
02-10-339	December 15, 2014
02-10-339	December 16, 2015
02-10-339	December 11, 2017

Dates of amendments to the original policy are shown in the margin of this consolidation.

CONSOLIDATED TERMS OF REFERENCE

**District of West Vancouver
CORPORATE POLICY**

Administrative Services Division	Council Committee Terms of Reference Gleneagles Community Centre Advisory Committee
Policy #: 02-10-339	
File: 3040-01	

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, Culture & 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.

Amended
December 3,
2012

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.

Amended
December 3,
2012

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".

District of West Vancouver

CORPORATE POLICY

4.0 Membership

4.1 Voting Members:

Amended
December 3,
2012

- A minimum of five and maximum of six 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, Culture & Community Services: Western Residents Association, Gleneagles Golf Club Society, Horseshoe Bay Business Association, West Vancouver Community Centres Society, Gleneagles School and Rockridge School.

Amended
December 15,
2014

Amended
December 16,
2015

Prior to approval by the Director of Parks, Culture & 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.

Amended
December 11,
2017

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, as approved by the Director of Parks, Culture & Community Services: Caulfeild Business Association, Caulfeild Cove, Caulfeild Elementary School, Eagle Harbour Montessori School, Gleneagles Community Centre Physiotherapy Clinic Operator, Gleneagles Community Centre Café Operator, Gleneagles Golf Course Operator, Horseshoe Bay Residents Association and St. Francis-in-the-Wood Church.

Amended
December 16,
2015

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

Amended
December 11,
2017

- **Staff Liaison(s):** Staff from the Community Services Department and from the Parks Department.

5.0 Term

Amended
December 3,

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

District of West Vancouver

CORPORATE POLICY

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 the 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.

Amended
December 3,
2012

Approval Date: April 23, 2012 (see original policy as approved on April 23, 2012 in #541536)	Approved by: Council
Amendment Date: December 3, 2012 (amendments to "Purpose", "Policy", "Membership", "Term", and "Support Services" sections)	Approved by: Council
Amendment Date: December 16, 2013 (addition to "Membership" section 4.1)	Approved by: Council
Amendment Date: December 15, 2014 (addition to "Membership" section 4.1)	Approved by: Council
Amendment Date: December 16, 2015 (addition to "Membership" section 4.1; addition and amendments to "Membership" section 4.2)	Approved by: Council
Amendment Date: December 11, 2017 (amendments to "Membership" section 4.0)	Approved by: Council

GLENEAGLES COMMUNITY CENTRE ADVISORY COMMITTEE - 2019 WORK PLAN (draft reviewed by GAC October 2018)

ITEM	ACTIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	COMMENTS
1	Review 2019 Work Plan (adjust if necessary) and assign project leads. Submit a report to Council on annual achievements.													
2	Review the Gleneagles Community Centre Advisory Committee's Terms of Reference and submit reports to Council on any required changes.													
3	Develop marketing plans that build on the strengths and uniqueness of Gleneagles Community Centre such as Lighthouse Park daycamps, the Gleneagles Clubhouse, the Pottery Studio and the sense of community.													
4	As required, continue to convene meetings that involve staff, the Gleneagles Golf Club Society, Gleneagles Community Centre Advisory Committee (GAC) and the Gleneagles Golf Course operator for the establishment of food service from the Gleneagles Clubhouse that meets the seasonal needs of golfers.													
5	Building on the success of the inaugural Spring Fest West in 2018, hold a similar one-day free all-ages community event in 2019 that celebrates the uniqueness of the Gleneagles community.													
6	Continue to offer special events that are multi-age in interest such as Family Fun Night and Movie Nights.													
7	Staff and a GAC member to attend Horseshoe Bay Business Association meetings and create opportunities for community events and initiatives.													
8	Engage with North Shore Emergency Management for the provision of workshops and/or courses in emergency preparedness for western residents.													
9	Create and host an event to show appreciation to customers in all program areas.													
10	Create opportunities within GAC meetings to discuss new partnerships in the western part of West Vancouver; explore opportunities to partner with Horseshoe Bay and Caulfeild businesses.													
11	Explore partnerships with West Vancouver Memorial Library that result in enhanced services in the west.													
12	Review membership, identify vacancies and inform Legislative Services of need for committee members.													
13	Develop and approve 2020 Work Plan.													
14	Set committee meeting dates for 2020 and advise Legislative Services.													

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