

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

7.

COUNCIL REPORT

Date:	March 17, 2022
From:	Christie Rosta, Cultural Services Manager
Subject:	Arts Facilities Advisory Committee 2022 Work Plan
File:	0116-20-AFAC

RECOMMENDATION

THAT

1. the report dated March 3, 2022 titled Arts Facilities Advisory Committee 2022 Work Plan be received for information; and
2. the Arts Facilities Advisory Committee 2022 Annual Work Plan be approved.

1.0 Purpose

The purpose of this report is to provide Council with the Annual Work Plan (**Appendix A**) that outlines the specific targets and priorities that the Arts Facilities Advisory Committee (AFAC) plans to achieve during the remainder of 2022.

2.0 Legislation/Bylaw/Policy

The AFAC's Terms of Reference No. 0282-20-0063 (September 27, 2021) (**Appendix B**) guides the work of the committee.

The District of West Vancouver's (District) Community Outreach and Engagement Policy outlines a spectrum of engagement that 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 Council Strategic Objective(s)/Official Community Plan

The work of the AFAC is in line with the following:

2021 – 2022 Council Strategic Goals and Objectives

- 6.1 Continue with Arts and Culture Facility planning by engaging with the community and developing plans for governance and fundraising.

Official Community Plan Bylaw 4985, 2018

One of the key Official Community Plan (OCP) actions for Local Economy and Employment is to support both residents and visitors with more flexible space uses for the creative sector and placemaking for a more attractive public realm. The OCP policies identify the importance of strengthening the District's commercial centres and nodes by emphasizing the Ambleside Municipal Town Centre as the heart of West Vancouver with commercial land uses including arts and culture spaces (2.3.1).

Enhancing public facilities and spaces

- 2.8.9 Maintain and optimize existing civic facility (e.g. community centres and libraries) and manage space flexibly or potentially expand to meet changing needs.
- 2.8.10 Seek opportunities to incorporate community and social service uses into private and public buildings in central, transit-accessible areas where possible.
- 2.8.11 Support the continual provision of community hubs (e.g. Child and Family Hub and Youth Services Hub) and explore the potential for neighbourhood hubs based on community partnerships.
- 2.8.12 Secure new community space or cash-in-lieu contributions through new development to meet changing community needs. Examples include (but are not limited to):
 - Child care and adult day centres;
 - Public plazas and gathering spaces;
 - Parks, trails, and public realm improvements; and
 - Community or cultural facilities.

Promoting an engaged community

- 2.8.17 Engage the community in planning for services, programs, and facilities, and municipal decision-making.

Embracing arts, creativity, and lifelong education

- 2.9.6 Incorporate public art into both public and private sector projects to enhance public spaces and the walking and cycling environment.
- 2.9.7 Recognize the role that the creative sector plays in the community with respect to cultural tourism and heritage, economic development, community identity, and quality of life.

4.0 Financial Implications

This phase of arts facility planning has \$150,000 of approved funding from the COVID-19 Safe Restart Grant to develop an additional community-wide engagement program on the next steps for arts and culture facilities in West Vancouver. These funds will also support the planning process to

develop a governance model and a capital funding plan to replace arts and culture facilities in West Vancouver.

The arts facility planning is in the early planning stages. Additional funds will be required to support the next planning phase, most likely in 2023, and will be requested as the project advances. The financial implications of the decisions around ultimately building an arts facility are significant in terms of capital costs, annualized asset maintenance costs, and ongoing operating costs (including staffing needs).

5.0 Background

As part of the AFAC's Terms of Reference (ToR), the committee is expected to identify a concise set of targets for the upcoming calendar year and create an annual work plan. The AFAC's 2022 Work Plan outlines specific targets that align with the committee's ToR, and that the work the committee plans to achieve supports the work, priorities, and underlying principles of the District.

5.1 Previous Decisions

At the July 26, 2021 regular Council meeting, Council passed the following resolutions:

THAT

- 1. the Arts & Culture Centre Site Selection – Engagement Summary Report be received for information;*
- 2. \$150,000 of the \$270,000 originally allocated from the COVID Safe Restart Grant be expended to develop an additional community wide engagement program on next steps for arts and culture facilities in West Vancouver, and the development of a governance model and a fundraising plan for the replacement of the facilities for arts and culture in West Vancouver; and*
- 3. staff report back to Council on the results of the community engagement, governance model, and fundraising plan.*

At the September 27, 2021 regular Council meeting, Council passed the following resolutions:

THAT

- 1. Arts Facilities Advisory Committee Terms of Reference Policy 0063 as approved on July 22, 2019 be rescinded; and*
- 2. proposed replacement of Arts Facilities Advisory Committee Terms of Reference Policy 0063, attached as Appendix B to the August 27, 2021 report titled Proposed Replacement of the Arts Facilities Advisory Committee Terms of Reference, be approved.*

5.2 History

The AFAC was formed in July 2018. The original ToR for the AFAC directed members to prepare a comprehensive arts and culture facilities plan that considered the demands for arts and culture programming and services; growth and evolution of artistic practices and audiences; types of spaces and opportunities for co-location; as well as physical, administrative, governance, and capital and operating funding needs.

From October 2018 to June 2019, the AFAC completed the first phase of facility planning and produced the Arts & Culture Facilities Plan, a comprehensive data-driven needs assessment.

From October 2019 to January 2021, the AFAC completed an arts facilities site identification analysis. The public consultation process for that analysis was held from May to June 2021 with inconclusive results. Further work is required to answer queries from the public.

6.0 Analysis

6.1 Discussion

The AFAC's next phase of planning will be to conduct a community-wide engagement process with the arts and culture community, community-user groups, and the public.

The workload for the AFAC is and will continue to be heavy. This phase will also include research and will recommend a sustainable governance model and a capital funding plan for a new replacement arts facility.

The AFAC will:

- (a) confirm an arts and culture facility vision and concept by engaging with the arts and culture community, community-user groups, and the public;
- (b) recommend a capital funding plan by researching best practices in capital fundraising for arts and culture facilities, confirming best practices, and developing a framework to guide capital fundraising; and
- (c) recommend a governance model by researching and collecting data on a variety of governance models; soliciting public input and participation from community organizations and groups; confirming values that will guide the development of a governance model; and ensuring the long-term sustainable operation of an arts and culture facility.

6.2 Sustainability

The AFAC's role is to make recommendations to staff and Council on the development of a new replacement arts facility that aligns with Council's vision to make West Vancouver a liveable, vibrant, and inclusive community.

6.3 Public Engagement and Outreach

With support from the Community Engagement Committee, a community engagement program will be developed to reach out to the community to provide information on the existing facilities and programs and determine the next steps. It is expected that this engagement will be held at least partially in person due to the significant improvement of the COVID-19 pandemic.

6.4 Other Communication, Consultation, and Research

The AFAC meets monthly. Subcommittees will be created depending on the status of work to be accomplished. All AFAC and subcommittee meetings are open to the public.

7.0 Options

7.1 Recommended Option

THAT

1. the report dated March 3, 2022 titled Arts Facilities Advisory Committee 2022 Work Plan be received for information; and
2. the Arts Facilities Advisory Committee 2022 Annual Work Plan be approved.

7.2 Considered Options

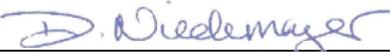
A considered option is for Council to request additional information.

8.0 Conclusion

The purpose of this report is to provide Council with the Annual Work Plan that outlines the specific targets and priorities that the Arts Facilities Advisory Committee plans to achieve during the remainder of 2022.

Author: 

Christie Rosta, Cultural Services Manager

Concurrence: 

Doti Niedermayer, Senior Manager, Cultural Services

Concurrence: 

Donna Powers, Director, Community Relations & Communications

Appendices

Appendix A: Arts Facilities Advisory Committee: 2022 Annual Work Plan

Appendix B: Arts Facilities Advisory Committee's Terms of Reference
No. 0282-20-0063 (September 27, 2021)

APPENDIX A

ARTS FACILITIES ADVISORY COMMITTEE: 2022 ANNUAL WORK PLAN																
ITEM	ACTIONS	Member/Staff	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN '23	FEB '23
1	Hold regular committee meetings															
2	Review objectives for overall program															
3	Review committee's Terms of Reference															
4	Orient new committee members															
5	Outline roles and responsibilities for members															
6	Review and confirm annual work plan															
7	Retain governance planning specialist															
8	Facility concept / vision planning, and engagement with community arts groups															
9	Governance research and planning															
10	Community engagement planning															
11	Community engagement															
12	Retain capital funding specialist															
13	Capital funding framework development															
14	Report back to Council - Engagement Summary / Update Report															

Title: Arts Facilities Advisory Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0063
File Number: 0282-20-0063

1. Mandate

- 1.1. The purpose of the Arts Facilities Advisory Committee (Committee) is to make recommendations to staff and Council on the development of a new arts and culture facility that aligns with Council's vision to make West Vancouver a liveable, vibrant, and inclusive community.

2. Role

- 2.1. The Committee's role in this phase of work is to advise on the development of a new arts and culture facility, focusing on governance and capital fundraising. The Committee will:
- (a) confirm an arts and culture facility vision and concept, by:
 - engaging with the arts and culture community, community user groups, and the public;
 - (b) recommend a framework for capital fundraising, by:
 - researching best practices in capital fundraising for arts and culture facilities; and
 - confirming best practices and developing a framework to guide capital fundraising; and
 - (c) recommend a governance model, by:
 - researching and collecting data on a variety of governance models;
 - soliciting public input and participation from community organizations and groups;
 - confirming values that will guide the development of a governance model; and
 - ensuring the long-term sustainable operation of an arts and culture facility.

3. Membership

- 3.1.** The Committee consists of a minimum of twelve (12) and a maximum of fourteen (14) voting members:
- (a) a minimum of eleven (11) and maximum of thirteen (13) volunteer members at large appointed by Council; and
 - (b) one (1) volunteer member of the Arts & Culture Advisory Committee, as recommended by the Arts & Culture Advisory Committee and appointed by Council.
- 3.2.** Volunteers seeking membership on the Committee will possess the following experience and/or qualifications, as available:
- (a) commitment and interest in the implementation of the West Vancouver Arts & Culture Strategy (2018-2023);
 - (b) skills and experience related to roles and responsibilities in arts, culture, and heritage delivery;
 - (c) experience in community governance structures;
 - (d) knowledge of fundraising for major capital projects;
 - (e) experience in strategic planning;
 - (f) individuals with:
 - an understanding of the local issues that are relevant to arts and culture facilities;
 - an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver; and
 - strong communication skills and the ability to work collaboratively as part of a team.
- 3.3.** Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years except as otherwise determined by Council.
- 3.4.** Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.5.** Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.6.** The Chair and Vice-Chair (or Co-Chairs, as the case may be) must be voting members of the Committee and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.7.** The Committee membership includes the following non-voting members:
- (a) one (1) member of Council, appointed annually to serve as the Council representative on the Committee; and
 - (b) one (1) staff liaison as determined by the Director of Parks, Culture & Community Services.

4. General Terms and Code of Conduct

- 4.1.** Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2.** Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- 4.3.** Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4.** Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5.** Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part of their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6.** West Vancouver Residency Requirement: All Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisements placed in local newspapers, social media, and on the website; applications received will be reviewed by Council.
- 4.7.** Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1.** The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2.** All Committee and subcommittee meetings must be held in a District facility.

District of West Vancouver **POLICY**

- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

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

7. Subcommittees

- 7.1. Subcommittees may be established by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council's consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Staff Assistance

- 10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
 - (a) Staff of the Parks, Culture & Community Services Division; and
 - (b) Staff of the Community Relations & Communications Division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2018/07/23	
Council minutes eDocs # (Council Policies only)	3786808	
Council report eDocs # (Council Policies only)	3780871	
Signature		

Replacement date	2019/07/22
Council minutes eDocs # (Council Policies only)	3925389
Council report eDocs # (Council Policies only)	3925596
Replacement description	To increase the membership of the committee from a maximum of seven members to a maximum of 10 members.

Replacement date	2021/09/27
Council minutes eDocs # (Council Policies only)	4296426
Council report eDocs # (Council Policies only)	4124423
Replacement description	To update the scope of work and to amend the Terms of Reference to reflect the next phase for development of a consolidated replacement arts facility.

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	