

## 2017-2018 Work Plan Vancouver Civic Theatres Board

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### Mandate

The jurisdiction and function of the Board is to advise Council generally on the operation of those Civic Theatres known as The Queen Elizabeth Theatre, Queen Elizabeth Playhouse, Orpheum Theatre and The Annex, and on matters related to the use and improvement of such theatres, and in particular:

- A. The forms of entertainment and types of organizations which should be specially encouraged to use the Theatres;
- B. The advantages to be derived from adopting policies or methods of operating Theatres which are in practice elsewhere;
- C. The integration of other facilities and concessions in the operation of the Theatres;
- D. The annual budget of the Theatres as prepared by the Manager and submitted to Council in the same manner as departmental budgets;
- E. The schedule of rates and rentals which are to be charged for the Theatres as prepared by the Manager and submitted to Council in accordance with normal civic procedure;
- F. Such other matters as may from time to time be referred to the Board by Council for advice and recommendation;
- G. To bring to the attention of Council any matter relating to the Theatres which, in the opinion of the Board, merits actions on the part of the Council.

The [Vancouver Civic Theatres Board Bylaw](#) explains the Board's function and responsibilities.



## 2017-2018 Objectives

### VCT Board Work Plan 2017-2018

#### **Objective 1: Review of VCT Rental rates for 2018/19**

The schedule of rates and rentals which are to be charged for the Theatres as prepared by the Manager and submitted to Council in accordance with normal civic procedure

#### **Objective 2: VCT 2018 Budget Review**

The annual budget of the Theatres as prepared by the Manager and submitted to Council in the same manner as departmental budgets

#### **Objective 3: VCT New Business Model Review**

The advantages to be derived from adopting policies and/or methods of operating theatres which are in practice elsewhere.

#### **Objective 4: Advocacy to Council on behalf of VCT**

To bring to the attention of Council any matter relating to the Theatres which, in the opinion of the VCT Board merits action on the part of the Council

#### **Objective 5: Review of VCT Board By-laws and VCT Board composition**

The advantages to be derived from adopting policies and/or methods of operating theatres which are in practice elsewhere.



VCT Board Work Plan 2017-2018

Timeline	Action Items	Committee Resources	Expected Outcomes	Partners/Stakeholders
Identify target start and completion dates.	Identify specific action items integral to accomplish the stated objective.	Identify working groups, subcommittees, and/or committee member(s) responsible to lead the objective, as appropriate.	Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through annual reports.	Identify opportunities or needs to collaborate with groups / organizations within or outside of the City (ex. City staff).
<b>Review of VCT Rental Rates for 2018/19</b>				
6/5/2017 - 6/30/2017	VCT Management to send draft VCT Rental Rates for 2018/19 before June 5 <sup>th</sup> 2017 to be reviewed by the VCT Board and discussed at June 23 <sup>rd</sup> 2017 Board meeting	NA	VCT Rental Rates 2018/19 reviewed and accepted in accordance with normal civic procedure	VCT management
<b>VCT 2018 Budget Review</b>				
6/5/2017 - 6 /30/2017	VCT Management to send draft VCT Budget for 2018 before June 5 <sup>th</sup> 2017 to be reviewed by the VCT board and discussed at June 23 <sup>rd</sup> 2017 Board meeting	NA	VCT Budget to 2018 reviewed and accepted in accordance with normal civic procedure	VCT management
<b>VCT New Business Model Review</b>				
9/5/2017 - 10/26/2017	VCT Management to provide Draft report on alternate business and governance models prepared by AMS Research & Planning for VCT Board input and comments before September 5 <sup>th</sup> 2017. To be discussed at September and October Board meetings		Provide VCT management with input on alternate business and governance models as presented.	VCT Management

Advocacy to Council on behalf of VCT				
Ongoing	VCT Board to continue their advocacy on matters (but not limited to) such as: <ol style="list-style-type: none"> <li>1. VCT to keep future net revenues designated for presenting/co-presenting its own events</li> <li>2. Increase to the Theatre Rental Grants (TRG) funding</li> <li>3. Act as ambassadors of VCT</li> <li>4. Review and understand how VCT addresses diversity of programming and organizations, international trends and consider any risks.</li> </ol>			Council
Review of VCT Board By-laws and VCT Board composition				
6/1/2017 - 9/21/2017	VCT Board Chair and Vice Chair to initiate with City Clerk potential review of VCT Board By-laws; seek advice and input from COV Legal dept and work on revisions.		Revised VCT Board By-law - recommendation to Council	City Clerk office; GM Community Services; City Legal dept.; VCT Management
6/1/2017 - 12/21/2017	Review of a matrix of board members' competencies  Input into VCT Board nominating process review		Recommendation to Council on best practices	City Clerk office; GM Community Services; VCT Management