



**Massey Theatre Working Group
Agenda**

Tuesday, February 18, 2025, 5:00 p.m.

Committee Room 2, Second Floor

New Westminster City Hall, 511 Royal Avenue

We recognize and respect that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.

Pages

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair will open the meeting and provide a land acknowledgement.

2. CHANGES TO THE AGENDA

Recommendation

THAT the Agenda for the February 18, 2025 Massey Theatre Working Group meeting be approved.

3. ADOPTION OF MINUTES

3.1 Minutes - May 13, 2024

3

Recommendation

THAT the Minutes of the Massey Theatre Working Group meeting held on May 13, 2024 be adopted as circulated.

4. REPORTS AND PRESENTATIONS

4.1 Review of the Massey Theatre Working Group Terms of Reference

6

Verbal presentation by Todd Ayotte, Manager, Community Arts & Theatre.

4.2 2025 Staff and Working Group Work Plan

9

Verbal presentation by Todd Ayotte, Manager, Community Arts & Theatre and Jessica Schneider, Executive Director, Massey Theatre Society.

4.3 2025 Meeting Schedule

5. END OF MEETING

Recommendation

THAT the meeting adjourn.



Massey Theatre Working Group

MINUTES

Monday, May 13, 2024, 5:00 p.m.

**Open to public attendance in Committee Room G
Lower Level, City Hall**

PRESENT: Councillor, Co-Chair, Ruby Campbell
Councillor Nadine Nakagawa
Peter Leblanc, Chair, Massey Theatre Society
Mariane Kazemir, Massey Theatre Society
Jessica Schneider, Executive Director, Massey Theatre Society
Todd Ayotte, Manager, Community Arts and Theatre
Tobi May, Senior Manager, Civic Buildings

STAFF PRESENT: Blair Fryer, Acting Director of Community Services
Marius Miklea, Assistant Corporate Officer

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair called the meeting to order at 5:00 p.m. and recognized with respect that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. ADOPTION OF THE AGENDA

MOVED AND SECONDED

THAT the Massey Theatre Working Group adopt the meeting agenda for May 13, 2024.

CARRIED UNANIMOUSLY

3. **ADOPTION OF MINUTES**

MOVED AND SECONDED

THAT the Massey Theatre Working Group adopt the Minutes of the April 4, 2024, meeting.

CARRIED UNANIMOUSLY

4. **BUSINESS ARISING FROM THE MINUTES**

None.

5. **MOTION TO GO INTO CLOSED MEETING**

MOVED AND SECONDED

THAT the Massey Theatre Working Group go into a meeting which is closed to the public in accordance with Section 90 of the *Community Charter*, on the basis that the subject matter of all agenda items relate to matters listed under Section 90 and where required, Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

90(1)(c) labour relations or other employee relations; and

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY

The Massey Theatre Working Group entered into the closed session at 5:05 p.m.

6. **NEW BUSINESS**

None.

7. **END OF MEETING**

MOVED AND SECONDED

THAT the Massey Theatre Working Group terminate the meeting at 7:19 p.m.

CARRIED UNANIMOUSLY

Certified a true and correct copy
of the Minutes of the Massey
Theatre Working Group of the
City of New Westminster held on
May 13, 2024.

Ruby Campbell

CHAIR

Marius Mikle

ASSISTANT CORPORATE OFFICER

Massey Theatre Working Group
 Terms of Reference
 Approved by Council: September 2023
 Revised by Council: November 2024

Name	Massey Theatre Working Group
Mandate/Purpose	<ul style="list-style-type: none"> • To maintain an active and transparent relationship between the City and Society; • To work together collaboratively to ensure successful operations and stewardship of the Massey Theatre and Complex; • To plan for the long-term sustainability of this major civic cultural asset, its operations and programming.
Scope	<ul style="list-style-type: none"> • Support the planning, coordination and implementation of joint operational processes and procedures; • Review major decisions as defined in the Lease and Working Agreement; • Advise on and support capital and infrastructure planning (both City and Society-led projects), the prioritization of facility renewal work and the development of strategies in response to operational impacts; • Provide input regarding internal and external communications strategies;

	<ul style="list-style-type: none"> • Provide input to guide and strengthen the unique opportunities and potential of the relationship model; • Review and make recommendations for changes to the Lease, existing Working Agreement and other agreements as required; • Advise on the negotiation and renewal of the Working Agreement; • Oversee mediation and/or mitigation of any conflicts in relation to the Lease and Working Agreement.
Membership and Resource Members	<p>Working Group Membership will include:</p> <ul style="list-style-type: none"> • Two (2) Council Members • Two (2) MTS Board Members <p>Resource Members-are non-voting and include:</p> <ul style="list-style-type: none"> • Executive Director, MTS • Manager, Civic Buildings and Properties or designate as identified by the Director of Engineering • Manager, Community Arts and Theatre or designate as identified by the Director of Community Services. <p>Other City staff, MTS staff, consultants and community stakeholder advisors may be invited as needed as a resource to the Working Group.</p>
Meeting Frequency	<p>Meetings will be scheduled a minimum of two (2) times per year.</p> <p>Additional meetings will be scheduled as needed.</p>
Governance	<i>Community Charter</i> , Section 142

	<p>Advise the civic capital renewal team, art services and major project teams as needed in relation to facility operations, maintenance, renewal and shared investment.</p> <p>Advise, communicate with and report to Council and the MTS Board as required.</p>
Rules of Procedure	<p>Committee procedures are governed by these Council-approved Terms of Reference and by:</p> <p>Council Procedure By-law No. 6910, 2004, as amended or replaced, in whole or in part.</p> <p>“Rules of Conduct: Standing Committees and Advisory Bodies” as provided to members and available on the City’s website.</p> <p>Whenever possible, the group will be asked to aim for consensus. When consensus is not possible, minority opinions will be captured in meeting notes, reports to Council, and other methods of reporting.</p>
	<p>A minimum of three (3) Working Group members are required for quorum.</p>

MEMORANDUM

To: Massey Theatre Working Group **Date:** Feb 12, 2025
From: Todd Ayotte, Manager, Community Arts and Theatre **File:** DOC#2657192
Subject: **Massey Theatre Working Group – Work Plan Matrix**

Staff (City and MTS) have developed the attached draft work plan matrix for review and discussion. The intention of this matrix is to capture the pertinent initiatives identified by the Working Group in 2024 in order to:

- Clarify roles and responsibilities;
- Prioritize initiatives; and,
- Develop a timeline to address.

These items were reviewed in alignment with the Mandate and Purpose of the Working Group as defined in the Terms of Reference.

INITIATIVE	RESPONSIBILITY		PRIORITY	TIMELINE
MAINTAIN AN ACTIVE AND TRANSPARENT RELATIONSHIP BETWEEN THE CITY AND SOCIETY	WORKING GROUP	STAFF (CNW/MTS)		
Identify the systems and practices which impact the working relationship.	✓			
Recommend processes for negotiation and/or conflict resolution to be undertaken outside the Working Group.	✓			
Ensure transparency, consultation and openness within the relationship and with stakeholders.	✓			
Identify ways to strengthen and support greater awareness of the relationship between the City and Society.	✓			
Streamline communications processes (ongoing).	✓			
Establish and maintain the systems and protocols for transparent and open communications.		✓		
Work collaboratively to respond to emerging challenges and opportunities to a common goal to maximize the benefit of the facility and community programming.		✓		
Coordinate scheduled/unscheduled maintenance on an annual basis (multi-year view; City and Society scheduled maintenance).		✓		
Establish processes to fast track and respond to emergent opportunities for approval.		✓		
Plan and implement annual Joint Leadership Meeting.		✓		

INITIATIVE	RESPONSIBILITY		PRIORITY	TIMELINE
WORK TOGETHER COLLABORATIVELY ENSURE SUCCESSFUL OPERATIONS AND ADVANCE SHARED GOALS FOR THE COMPLEX	WORKING GROUP	STAFF (CNW/MTS)		
Identify and coordinate granting and fundraising strategies to capitalize on opportunities to best leverage investment from the City and Society.		✓		
Identify, review and report on alignment of City and Society cultural and utilization goals.		✓		
Review existing Working Agreement and make recommendations for changes (existing Agreement expires October 31, 2026).		✓		
Identify gaps and/or needed revisions/clarifications in the Lease and advance as needed.		✓		

INITIATIVE	RESPONSIBILITY		PRIORITY	TIMELINE
WORK TOGETHER COLLABORATIVELY TO PLAN FOR THE LONG-TERM SUSTAINABILITY OF THE COMPLEX, ITS OPERATIONS AND PROGRAMMING	WORKING GROUP	STAFF (CNW/MTS)		
Identify strategies to celebrate and promote the facility, operations, programming and working relationship.	✓			
Develop a long-term sustainability plan for the facility, its operations and programming; establish baseline service levels.		✓		
Develop a long-term integrated asset management and resourcing plan.		✓		
Establish priorities and strategies for future capital investment (base and specialized)		✓		