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**Minutes of a Meeting of the Arts Commission
Held Wednesday, June 28, 2017, in Room 107, 625 Fisgard St., Victoria, BC**

Present: **Commission Members:** Director C. Plant (Chair), M. Brame, B. Fallot, J. Loveday, K. Roessingh

Staff: J. Lam, Manager, Arts Development Service; A. Donaldson, A/Senior Manager, Financial Services; and N. More, Committee Clerk (recorder)

Also Present: C. Heimanan, Vice Chair, and P. Sullivan, Funding Chair, Arts Advisory Council

Absent: K. Kahakauwila, T. Ney

The meeting was called to order at 4:05 pm.

1. Approval of Agenda

The Chair noted that the next meeting would likely be re-scheduled due to the Union of BC Municipalities Annual General Meeting during the week of the regularly scheduled Arts Commission meeting in September.

MOVED by M. Brame, **SECONDED** by K. Roessingh,
That the agenda be approved with the addition of the supplementary agenda and the following additions to New Business: 7.1 Bylaw Update, 7.2 Staffing Update, 7.3 City of Victoria Request for Clarification on the Bylaw.

CARRIED

2. Adoption of Minutes

MOVED by J. Rogers, **SECONDED** by K. Roessingh,
That the minutes of the May 24, 2017, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks

Chair Plant remarked on the discussion by the Capital Regional District Board pertaining to the Arts Commission recommendation for an increase to the staff establishment chart in support of community outreach for the Arts Development Service. The Board approved the recommendation on June 14, 2017.

4. Presentations/Delegations: There were none.

5. Committee Business

5.1. Arts Advisory Council Chair's Report (Verbal)

C. Heiman provided highlights of the Arts Advisory Council proceedings of the past month.

5.1.1 Arts Advisory Council Minutes for Information

MOVED by K. Roessingh, **SECONDED** by J. Rogers,
That the June 6, 2017, minutes of the Arts Advisory Council be received for information.

CARRIED

5.1.2 Arts Advisory Council *Activities by Council Summary* of June 6, 2017

MOVED by M. Brame, **SECONDED** by K. Roessingh,
That the Arts Advisory Council *Activities by Council Summary* of June 6, 2017, be received for information.

CARRIED

5.2. Project Grant Recommendations from the April 2017 Deadline

K. Roessingh and J. Loveday each announced potential conflicts of interest related to organizations on the list of recommended grant approvals.

MOVED by M. Brame, **SECONDED** by J. Rogers,

1. That applications from the Blue Bridge Repertory Theatre and the Canadian Light Music Society (Palm Court Orchestra) be severed from the list of recommendations and dealt with after the main list; and
2. That the application from the Sidney & Peninsula Literary Society be severed from the list and be dealt with last.

CARRIED

J. Lam provided highlights of the staff report. P. Sullivan remarked on the grant applications and the adjudication process. The Commission discussed the guidelines and process around incomplete applications and late applications.

The Commission suggested staff provide financial reporting to show stages of allocation use, such as through percentage points, at regular intervals throughout the year. J. Lam spoke of the budget documents expected in the fall.

MOVED by K. Roessingh, **SECONDED** by J. Loveday,
That the April 2017 Project Grant recommendations, as severed, be approved.

CARRIED

K. Roessingh recused himself from the meeting at 4:32 pm due to a potential conflict of interest arising from his relationships with the Blue Bridge Repertory Theatre and the Canadian Light Music Society (Palm Court Orchestra).

The Commission briefly discussed the Blue Bridge Repertory Theatre application.

MOVED by J. Rogers, **SECONDED** by J. Loveday,

That the April 2017 Project Grant recommendations for the Blue Bridge Repertory Theatre and the Canadian Light Music Society (Palm Court Orchestra) be approved.

CARRIED

K. Roessingh returned to the meeting at 4:40 pm.

J. Loveday recused himself from the meeting at 4:40 pm due to a potential conflict of interest arising from his relationship with the Sidney & Peninsula Literary Society.

MOVED by K. Roessing, **SECONDED** by J. Rogers,
That the April 2017 Project Grant recommendation for the Sidney & Peninsula Literary Society be approved.

CARRIED

J. Loveday returned to the meeting at 4:41 pm.

5.3 Arts Implementation Plan Update

J. Lam reported that the addition to the staff establishment chart was approved by the Board, the new position was posted internally, with no candidates found, and then posted externally on June 26. July 10 was the closing date and applications were being received.

J. Lam clarified that the hiring process would involve the CRD Human Resources and Organizational Development Department, rather than the Commission itself.

Other aspects of the implementation plan are on track and another update would be provided in September.

MOVED by M. Brame, **SECONDED** by J. Loveday,
That the Arts Implementation Plan verbal update be received for information.

CARRIED

6. Correspondence

6.1. Impulse Theatre, June 20, 2017, re: Thank you

MOVED by J. Rogers, **SECONDED** by K. Roessingh,
That the correspondence be received for information.

CARRIED

7. New Business

7.1. Bylaw Update

Chair Plant reported on the response of Saanich Council to CRD Bylaw 4127. The Commission discussed the requisition process and formula. J. Lam provided clarification on the bylaw approval process as it involved the municipalities, the Municipal Inspector, the CRD Board and the Arts Commission.

7.2. Staffing Update

Discussed under 5.3.

7.3 City of Victoria Request for Clarification on the Bylaw

The Commission discussed the Victoria Council request for more information on Bylaw 4127.

MOVED by J. Rogers, **SECONDED** by K. Roessingh,
That staff send a letter to the City of Victoria clarifying why level 2 was being added.

CARRIED

8. Rise and Report from May 24, 2017

At the closed portion of the May 24, 2017, meeting the Arts Commission made the following appointments to the Arts Advisory Council for an initial one-year term ending April 2018:

- Ian Pears; and
- Bronwyn McLean

9. Adjournment

MOVED by M. Brame, **SECONDED** by J. Rogers,
That the meeting be adjourned at 5:19 pm.

CARRIED

CHAIR

RECORDER