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ARTS COMMISSION

Notice of Meeting on **WEDNESDAY, April 25, 2018, at 4:00 p.m.**
Room 107, 1st Floor, 625 Fisgard Street, Victoria, BC

C. Plant (Chair)
J. Loveday

M. Brame
T. Ney

E. Bremner-Mitchell
K. Roessingh

K. Kahakauwila
J. Rogers

AGENDA

1. Approval of Agenda
 2. Adoption of Minutes of March 28, 2018
Recommendation: That the March 28, 2018, minutes of the Arts Commission be adopted as read.
 3. Chair's Remarks
 4. Presentations/Delegations
 5. Commission Business
 - 5.1. Arts Advisory Council Update
 - 5.1.1. Arts Advisory Council Chair's Report (Verbal)
 - 5.1.2. Arts Advisory Council Minutes for Information
Recommendation: That the Arts Advisory Council Minutes of April 3, 2018, be received for information.
 - 5.1.3. Arts Advisory Council *Activities by Council Summary* of April 3, 2018
 - 5.2. Criteria for Applicant Eligibility
Recommendation: That the Arts Commission receive this report for information.
 - 5.3. Assessment of Organizations with Deficits
Recommendation: That the Arts Commission receive this report for information.
 - 5.4. Arts Implementation Plan Update (Verbal)
 - 5.5. IDEA Grants Discussion
 6. New Business
 7. Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.
 8. Adjournment
- Next Meeting: June 27



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Minutes of a Meeting of the ARTS COMMISSION

Held WEDNESDAY, MARCH 28, 2018, in Room 107, 625 Fisgard St., Victoria, BC

Present: Members: C. Plant (Chair), E. Bremner-Mitchell, P. Madoff (4:55, for J. Loveday), T. Ney, K. Roessingh, J. Rogers,

Staff: James Lam, Manager, Arts Development; J. Nichols, Community Outreach Coordinator, Arts Development; H. Heywood, Administrative Assistant (recorder)

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

Absent: M. Brame, J. Loveday, K. Kahakauwila

The meeting was called to order 4:00 p.m.

1 Approval of Agenda

MOVED by Member Roessingh, **SECONDED** by Member Rogers
That the agenda be approved as circulated.

CARRIED

2 Adoption of Minutes

MOVED by Member Roessingh, **SECONDED** by Member Rogers
That the minutes of the February 28, 2018, Arts Commission meeting be adopted as previously circulated.

CARRIED

3 Chair's Remarks

Chair Plant clarified that Commission members must have an alternate officially appointed by their respective Council in order to send an alternate to the Commission meeting. He acknowledged and thanked the Arts Advisory Council for their work in bringing the January 2018 Project Grant recommendations forward to this meeting. Chair Plant commented on changes to the Arts Commission, officially welcomed the Southern Gulf Islands and noted the District of Sooke has requested more information about the Arts Service. He also drew the Commission's attention to Item 5.2, Correspondence from Sidney, which officially states their intention to withdraw from the Arts Service at the end of 2018.

He advised members the City of Victoria is in the process of community consultation regarding regional facilities and that the operation of the Royal McPherson Theatre Society may be brought forward to the Commission for discussion in the next few months. Although not in their mandate, this may provide an opportunity for the Commission to act as a convener, as outlined in the Arts Strategic Implementation Plan.

Chair Plant remarked on the publicity in social media about the new Equity and Incubator grants and thanked staff for their work in bringing these new grants forward.

4 Presentations/Delegations - none

5 Commission Business

5.1 Arts Advisory Council Update

5.1.1 Arts Advisory Council Chair's Report (Verbal)

P. Sullivan remarked on on-going work for the new grants, including development of adjudication criteria around deficits, as well as eligibility and assessment criteria for project and operating grants. There are three grant deadlines in May and all recommendations will come forward at the June Commission meeting.

5.1.2 Arts Advisory Council Minutes for Information

MOVED by Member Roessingh, **SECONDED** by Member Bremner-Mitchell,
That the Arts Advisory Council minutes of March 6, 2018, be received for information.

CARRIED

5.1.3 Arts Advisory Council *Activities by Council Summary of March 6, 2018*

As presented.

The Commission expressed appreciation for the work the Arts Advisory Council does in adjudication as well as for the work provided in their advisory capacity.

5.2. Project Grant Recommendations from the January 2018 Deadline

J. Lam reviewed the purpose of the Project Grant program and the adjudication process followed by the Arts Advisory Council. In response to questions, C. Heiman provided clarification on application requirements, adjudication, and rationale for those applications not recommended for funding. Members were advised they could contact staff if they wish to review specific applications. Applicants that were unsuccessful are eligible to apply at the second application deadline, May 3, 2018.

J. Lam reviewed the criteria the organizations must be based and present their project in a participating municipality. Further discussion will take place under new business.

An events list of funded projects will be circulated to the Arts Commission and to the Arts Advisory Council for information. Funded applicants are listed on the Arts Service website with links to their individual websites.

MOVED by Member Ney, **SECONDED** by Member Roessingh,
That the Arts Commission approve the January 2018 Project Grant recommendations as presented.

CARRIED

5.3 Arts Implementation Plan Update (Verbal)

J. Nichols provided a summary of recent activity, particularly in relation to the new grant programs and the Arts Advisory Council position, including updates to the Arts Development website, a media release, e-newsletter, related social media campaigns, and direct emails to partner organizations and member municipalities. Results include a substantial increase in numbers visiting all social media platforms.

Grant workshops will be held in Victoria, Metchosin and through a conference call with Southern Gulf Islands during the first week of April. “Office Hours” in Centennial Square will provide informal drop-in opportunities for information about grants. For those who can’t attend a workshop, a phone-in option will be available.

A Community of Practice has been convened with municipal arts and culture staff, the most recent meeting having been on March 14. This provides an opportunity for municipal staff to collaborate on topics such as the upcoming Arts Summit on June 6. More information on this will be provided to the Commission in April.

It was suggested that staff investigate participating in Instagram as a means of capturing a different demographic.

Alternate Member P. Madoff entered the meeting at 4:55 p.m.

6. Correspondence

6.1 Town of Sidney, March 16, 2018, re: Notice to Withdraw from CRD Arts & Culture Support Service—CRD Bylaw No. 2884—Arts & Culture Support Service Establishment

MOVED by Member Rogers, **SECONDED** by Member Roessingh,
That the correspondence from the Town of Sidney be received for information.

CARRIED

Member Bremner-Mitchell noted that Sidney remains in the Service through 2018.

7 New Business:

7.1 Criteria for Organizations to be Based in a Participating Jurisdiction

In response to a question J. Lam advised members that one of the eligibility criteria requires an organization to be located in a participating municipality, based on their physical address. The Arts Service standard for a physical mailing address follows that required for registration under the BC Societies Act.

Staff was asked to provide a brief report at the April meeting outlining the principles behind this eligibility requirement.

8 Motion to Close the Meeting

MOVED by Member Bremner-Mitchell, **SECONDED** by Member Roessingh,
That the Commission close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.

CARRIED

The Commission moved to the closed session at 5:05 p.m.

The Commission rose from the closed session at 5:08 p.m. and reported the following:

That Deborah Etsten and Emmy Humber each be re-appointed for terms of three years ending March 2021; and that Bronwyn McLean and Ian Pears each be re-appointed for terms of three years ending May 2021.

9 Adjournment

MOVED by Member Ney, **SECONDED** by Alternate Member Madoff,
That the meeting be adjourned at 5:09 p.m.

CARRIED

CHAIR

RECORDER



Making a difference...together

Minutes of a Meeting of the Arts Advisory Council, Capital Regional District Held Tuesday, April 3, 2018 in Room 107, 625 Fisgard St.

Present: B. Crook, D. Etsten, C. Heiman, J. Hemond, S. Ives, B. McLean, P. Sullivan, D. Thorpe, L. Tomaszewska

Staff: J. Lam, Manager, Arts Development; J. Nichols, Community Outreach Coordinator, H. Heywood, ADO Administrative Assistant (recorder)

Regrets: E. Humber, I. Pears

Chair Sullivan called the meeting to order at 5:00 pm

1. Approval of Agenda

MOVED by J. Hemond, **SECONDED** by D. Thorpe, that the agenda be approved as distributed.

CARRIED

2. Minutes **MOVED** by D. Etsten, **SECONDED** by B. Crook, that the Arts Advisory Council Minutes of March 6, 2018, be approved as distributed.

CARRIED

MOVED by S. Ives, **SECONDED** by B. McLean, that the draft Arts Commission Minutes of February 28, 2018, be received for information.

CARRIED

3. **ABC'S (Activity By Council Summary)**

A list of arts events attended by AAC members was distributed and reviewed for information.

4. **Chair's Report**

Chair Sullivan remarked on recent changes to the Arts Service: the withdrawal of the Town of Sidney who have invoked the two-year withdrawal clause contained in the Establishing Bylaw and no longer be a member of the Service as of January 1, 2019; Southern Gulf Islands has joined. She also noted that Sooke is considering joining and advised members of the West Shore Community Arts Council's recent move from Metchosin to Langford, making the organization ineligible to apply for Arts funding under the current guidelines.

5. **Project Grant Adjudication – Review Results of Pairwise Exercise**

J. Lam reviewed the project grant weighting exercise and the results from the March AAC meeting when members assigned relative importance to each criteria in the adjudication matrix. Discussion followed regarding the use of the system for the May project grant adjudication, scoring of applications in terms of established categories (Poor, Marginal, Satisfactory, Good, Very Good) and that the numbered weighting be applied by staff, as determined through the initial exercise.

By consensus, the Committee approved the recommendation to use the weighted Project Grant matrix for piloting at the May 2018 deadline.

6. **Arts Implementation update**



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J. Nichols spoke to her report highlighting the upcoming information sessions about the new grants, including drop in “Office Hours” in Centennial Square, in the CRD Engagement Centre and in Metchoshin.

There has been great response on social media to the “How to Apply” equity grant video with over 600 views in one week. Staff thanked J. Hemond for narrating the video.

The Summit invitations will be sent out this week and those who volunteered for the Summit will be contacted soon.

7. Operating Grants – Review Multi-year Funding Eligibility Options

J. Lam spoke to the staff report and draft multi-year funding program guidelines. He reviewed the proposed process which would invite eligible applicants into the program incrementally over a three year period. AAC members were asked to consider the level of financial statements that should be required of applicants. The levels of assurance from various types of financial statements were discussed.

By consensus, the Committee approved a recommendation that audited statements be required to qualify for eligibility to the proposed multi-year funding program.

The next steps will be to identify the audited cohort and determine a way to survey this group for their feedback. Members were asked to review the proposed Guidelines and forward any further comments to staff.

8. Recommendation on Funding of Organizations with Deficits

Sub-committee Chair, C. Heiman, noted that the subcommittee was struck to consider the preference of the Arts Commission to address the fundability of organizations with deficits within the assessment process, rather than through an eligibility criteria. In addition to recommendations on this issue, she noted that the subcommittee was recommending that there should be an eligibility criteria establishing a clear, minimum standard of financial performance.

On the issue of assessing organizations with deficits she referred to the staff report, outlining six principles for considering applications from organizations facing a deficit. She presented proposed revisions to the scoring matrix that embedded these principles in the assessment process for both operating and project grants. AAC members were requested to provide any feedback to staff.

On the issue of an eligibility criteria that would define a minimum standard of financial performance, the subcommittee proposed draft language that included references to the Bankruptcy and Insolvency Act. There was consensus to move ahead with this approach; staff will consult with CRD Finance and legal staff to develop wording for the criteria consistent with other CRD policies and present to the AAC at the next meeting.

Staff reviewed the proposed revisions to the project grant RANC matrix.

By consensus, the Committee approved the Project Grant RANC revisions related to the assessment of deficits/surpluses as presented.

Staff will work on applying the same principles to the Operating Grant assessment.

9. Review of Incubator and Equity Grant draft RANC



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Staff presented the proposed adjudication (RANC) matrix for both the Incubator and Equity programs.

By consensus, the Committee approved in principle the scoring matrixes for the Equity and Incubator Grant Programs. Members were asked to send any additional comments to staff by April 30th.

10. Correspondence - None

11. New Business - None

12. Adjournment

MOVED by S. Ives that the meeting adjourn at 6:30pm.

CARRIED

DRAFT

Arts Advisory Council Meeting – Tuesday, April 3, 2018 - ABC'S (Activities by Council Summary)

AAC members recently attended the following events in the region:

AGGV - *Form As Meaning; Picturing the Giants: The Changing Landscapes of Emily Carr; Beyond the Edges: Art and Geometry*

Belfry Theatre (Spark Festival) – *Tomorrow's Child; Mouthpiece; Who Killed Will Spalding; Cafe Daughter*

Dance Victoria – Company Wayne McGregor, *Atomos*

The Arts Centre at Cedar Hill - Main Gallery: *Aberdeen Art Program: Embrace Aging through the Arts and Community*

Victoria Arts Council – *10th Annual LOOK SHOW*

Victoria Film Festival - *Frog*

UVic - Kent Monkman talk at Transgender conference

As well as events outside the region:

Allan Doyle Concert, Vancouver



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REPORT TO THE ARTS COMMISSION MEETING OF WEDNESDAY, APRIL 25, 2018

SUBJECT Criteria for Applicant Eligibility

ISSUE

Commission members requested a summary description of organizational eligibility as it relates to being based in participating municipality.

BACKGROUND

Funding provided through the Arts Service is governed by Sections 176(1)(c) and 182 of the *Local Government Act*. These sections allow “the provision of assistance for the purpose of benefiting the community” but prohibits assistance to an industrial, commercial or business undertaking. The minimum structure of a fundable entity under these sections has been determined to be a registered, not-for-profit society.

The basic principle of a CRD service is that municipalities that participate in a service should benefit from the service. As a way to ensure that the benefits from activities produced by funded groups accrue to contributing municipalities the program guidelines stipulate that applicants must be “based in the CRD”.

For the purposes of eligibility for Art Service funding, the standard for being “based in the CRD” is established by the organization’s physical address i.e. not a PO Box. The requirement for a physical address mirrors the standard required by the BC Registrar of Societies.

A situation has arisen where an organization had received funding through project grants when it had been based in a participating municipality. This organization has recently moved its physical address to a nonparticipating municipality. Under the current policy, this organization, by virtue of no longer being based in a participating municipality, is now ineligible to apply to Arts Service programs as it is no longer based in a participating municipality.

ALTERNATIVES

Alternative 1

That the Arts Commission receive this report for information.

Alternative 2

That the Arts Commission refer the recommendations back to staff for further information.

CONCLUSION

The current guidelines reflect a framework designed to maintain the principle that municipalities that contribute to a service receive the benefits of the service.

RECOMMENDATION

That the Arts Commission receive this report for information.



James Lam, Manager
CRD Arts Development Service



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REPORT TO THE ARTS COMMISSION MEETING OF WEDNESDAY, APRIL 25, 2018

SUBJECT **Assessment of Organizations with Deficits**

ISSUE

From time to time organizations may develop deficits. This can occur for a variety of reasons and have varying degrees of materiality. The Arts Commission requested that the Arts Advisory Council develop a means to ensure that deficits were considered in the application process.

BACKGROUND

An earlier Arts Advisory Council recommendation on this issue proposed an eligibility criteria in which organizations with three consecutive deficits would be ineligible to receive funding. The Arts Commission considered this recommendation but after deliberation requested instead that deficits be considered in the adjudication process, rather than as an eligibility criteria, in order to provide greater flexibility in determining whether or not an organization merited funding support.

Based on the Arts Commission's request, the Council has implemented changes to the adjudication process that include an assessment of the materiality and impact of an existing or projected deficit on a given organization's operations. The Council adopted six adjudication principles to be considered when assessing an organization with a deficit(s):

1. **Accountability**: The organization has implemented the appropriate actions and record keeping that demonstrates the necessary financial accountability.
2. **Community Benefit**: The organization demonstrates that its contribution strengthens and vitalizes the arts ecology in a way that the benefits outweigh the risks of funding.
3. **Leadership**: The organization demonstrates that it has an administrative and artistic leadership team (board and staff) to move it forward and out of a deficit situation.
4. **Planning**: The organization acknowledges an operating deficit and demonstrates a viable plan for deficit reduction.
5. **Reasonableness**: The organization demonstrates that its deficit is a short- to medium-term proposition.
6. **Sustainability**: The organization's sustainability is not affected by deficit.

Scoring criteria related to each principle were embedded in the scoring matrix. The application of the principles and the revised scoring matrix will be implemented at the next Project Grant intake.

The Council continues to feel there is a need for a clearly worded eligibility requirement that defines the minimum financial standards required of an organization seeking public sector funding from the CRD. Council has proposed wording that Staff are reviewing with CRD finance and legal staff to determine consistency and alignment with other CRD funding policies. The Arts Advisory Council will provide a recommendation for the Commission's consideration in a future report.

ALTERNATIVES

Alternative 1

That the Arts Commission receive this report for information.

Alternative 2

That the Arts Commission refer the report back to staff for further information.

IMPLICATIONS

The funding of grant applicants requires risk assessment that is based on both policy and adjudication. The establishment of policy is the responsibility of the Arts Commission. The establishment of adjudication is the responsibility of the Arts Advisory Council.

The recommendation in this report places the risk assessment of supporting organizations with deficits within the adjudication phase rather than in the eligibility phase of the application process.

CONCLUSION

The stated preference of the Arts Commission is to have the circumstances of organizations with deficits assessed within the adjudication phase of the grant application process. The Arts Advisory Council has enhanced their adjudication processes to accommodate this preference.

RECOMMENDATION

That the Arts Commission receive this report for information.



James Lam, Manager
CRD Arts Development Service

Statement of Purpose

IDEA Grants (Innovate, Develop, Experiment, Access) is a program of the CRD Arts Development Service. It is a flexible, small-awards program designed to respond to one-time opportunities and to encourage new, innovative or developmental arts projects and events. IDEA Grants are intended to encourage and support arts participation by organizations that are not eligible for other CRD Arts Development programs.

Each IDEA Grant will provide up to \$2000 to support organizations for new projects, opportunities or events that offer a potential arts impact within the capital region. Recurring activities will be considered if they address the main goals of the program which are to be innovative, developmental, experimental and/or to provide access.

The CRD Arts Development Service is funded by the following municipalities: Esquimalt, Highlands, Metchosin, Oak Bay, Saanich, Sidney, Victoria, View Royal.

Eligibility Criteria

Applicants not previously receiving IDEA funding should contact the Arts Development office prior to application to confirm eligibility and discuss their proposal. Organizations may apply only once in a calendar year.

Applicant organizations must:

- be a not-for-profit society registered in British Columbia.
- have an active Board of Directors; voting members of the Board must not receive remuneration of any kind from the applicant organization
- be based in one of the municipalities that contributes to the Arts Development Service
- have a project that offers a potential Arts impact within the contributing municipalities

Ineligible Activities

- Food, beverages, hospitality or travel expenses
- Equipment purchases or other capital expenditures
- Religious services, fundraising activities, contests or competitions
- Scholarships
- Expenses for activities that have already taken place

General

- Start your application process early.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your budget is balanced. The box "Surplus or Deficit" should be zero.
- In-kind contributions are goods and services you would normally purchase with cash but which are donated. Record the value of such donations under in-kind revenue. Because you will use these to produce your project, record an equal amount under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

Evaluation

Consideration will be given to:

- a demonstrated ability to carry out the project.
- the capacity of participants to achieve the artistic goals of the project.
- the appropriateness of the project budget (applicants should receive funding from diverse sources (ie. ticket sales, donations, support from foundations and other levels of government, etc.).
- the impact on the development of the arts in the Capital Regional District.
- a comparison to other applications received.

Guidelines for Financial Statements – one of the following is required:

- Audited Financial Statements for the most recently completed fiscal year, where the total annual budget exceeds \$750,000
- Review engagement financial statements for the most recently completed fiscal year, where the total annual budget is between \$300,000 and \$750,000
- Financial Statements with an attached Notice to Reader for the most recently completed fiscal year, where the total annual budget is less than \$300,000

Note: If your most recent fiscal year-end financial statements were completed more than 6 months prior to the application deadline, also submit approved interim financial statements that fall within that six month period. It is your responsibility to ensure the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts Development staff if you have questions.

Assessment

- Applications will be assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Committee.
- Applicants will be notified of the results of their application by mail after the CRD Arts Committee has confirmed the recommendations of the CRD Arts Advisory Council.
- Notification of awards can take up to eight weeks following the deadline. **Projects cannot be funded retroactively.** If in doubt, please contact us.
- Acceptance of your application does not guarantee funding just as previous funding does not guarantee future support.

Conditions of Funding

- Acknowledgement of support by including the CRD Arts Development logo on posters, programs, website and any other promotional material related to the project and, whenever possible, acknowledge CRD Arts Development verbally; logos available on the Arts Development website at www.crd.bc.ca/service/arts-funding or, contact the Arts Development Office.
- IDEA Grants must be used for the project for which they were requested.
- Project must be completed within 12 months of receipt of funding.
- Submission of a final report using the CRD report form provided, within two months of completion, accompanied by one digital photo of the event for possible inclusion in CRD promotional material.

In the event the project is not completed or a final report not submitted, the CRD Arts Committee may request the return of the grant monies received by the applicant organization and/or refuse to accept any future applications for IDEA Grants.

Deadlines

There are two application intakes each year. Please check the website for current information.

Submitting an Application

No late applications accepted. A digital AND a hard copy must be received by 4:30pm on the published deadline.

What to submit:

- Completed Part A (applicant info & answers to questions), and Part B (budget pages)
- List of current Board of Directors with addresses, contact information, occupations and Board positions
- Financial Statements per Guidelines for Financial Statements (above)
- Copy of the organization's BC non-profit Society registration certificate (if not previously submitted)
- Other support material (optional)

How to submit:

1. **Complete** all materials listed in 'What to Submit'
2. **Save** a copy of Parts A & B to your computer
3. **Email** 'What to Submit' documents (except for other support materials) to artsdevelopment@crd.bc.ca
4. **Compile** a hard copy set of 'What to Submit' documents, any additional support material, and submit by the published deadline to:

CRD Arts Development Service

PO Box 1000, 625 Fisgard St.

Victoria, BC V8W 2S6 (Courier: V8W 1R7)