



Making a difference...together

Additional Circulation:
C. Gilpin
R. Lapham
N. Chan
R. Lachance
V. Jeevanandam
C. Heiman
R. Ditor

ARTS COMMISSION

Notice of Meeting on **Wednesday, November 17, 2021, at 4:00 p.m.**
Room 651, 6th Floor, 625 Fisgard Street, Victoria, BC, and Electronic Participation

J. Loveday (Chair)	S. Epp	W. Gardner	C. Green	L. Hundley
	D. Lajeunesse	G. Lemon	C. Plant	K. Roessingh

AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Minutes
Recommendation:
 1. That the minutes of September 22, 2021, be adopted as read.
4. Chair's Remarks
5. Presentations/Delegations
 - 5.1. Cris Caravaca, Chair, Equity, Diversity, Inclusion Sub-Committee (Arts Advisory Council)
6. Commission Business
 - 6.1. Arts Advisory Council Update
 - 6.1.1. Arts Advisory Council Chair's Report (Verbal)
 - 6.1.2. Arts Advisory Council Minutes for Information – October 5, 2021
 - 6.1.3. Arts Advisory Council *Activities by Council Summary* – October 5, 2021
Recommendation: That the Arts Advisory Council Chair's verbal report, and minutes and *Activities by Council Summary* of October 5, 2021, be received for information.
 - 6.2. Terms of Reference for Equity, Diversity, Inclusion Subcommittee
Recommendation:
That the Terms of Reference for the Equity, Diversity, Inclusion Sub-Committee of the Arts Advisory Council be received for information.
 - 6.3. Outreach Update – Verbal
Recommendation: That the Outreach Update be received for information.
7. Correspondence
 - 7.1. Greater Victoria Youth Orchestra, 29 Sept. 2021, re: Arts & Culture Operating Grant
Recommendation:
That the correspondence from the Greater Victoria Youth Orchestra be received for information.
8. New Business
9. Adjournment

Next Meeting: January 26, 2022 (TBC)

To ensure quorum, please advise Nancy More (nmore@crd.bc.ca) if you or your alternate cannot attend.



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Minutes of a Meeting of the ARTS COMMISSION

Held September 22, 2021, in Room 488 & Electronically, 625 Fisgard St., Victoria, BC

EP = Electronic Participation

Present: Members: J. Loveday (Chair); **(via EP):** S. Epp, W. Gardner, C. Green, L. Hundleby, G. Lemon (4:05), C. Plant, K. Roessingh (4:11)

Staff: C. Gilpin, Manager, Arts & Culture Support Service; N. Chan, Chief Financial Officer; V. Jeevanandam, Community Outreach Coordinator (EP); N. More, Senior Administrative Secretary (recorder)

Also Present: Arts Advisory Council (via EP): C. Heiman, Chair

Absent: D. Lajeunesse

The meeting was called to order at 4:04 pm.

1 Territorial Acknowledgement: Chair Loveday gave the Territorial Acknowledgement.

2 Approval of Agenda

MOVED by Member Green, **SECONDED** by Member Hundleby,
That the agenda be approved as circulated.

CARRIED

3 Adoption of Minutes

C. Green entered the meeting at 4:05 p.m.

MOVED by Member Epp, **SECONDED** by Member Green,

1. That the minutes of the June 23, 2021, Arts Commission meeting be adopted as read.
2. That the minutes of the July 28, 2021, Arts Commission meeting be adopted as read.

CARRIED

4 Chair's Remarks

Chair Loveday remarked on the result of the recommendation from the Commission to the Capital Regional District Board on full participation in the Arts & Culture Support Service. He indicated there was support from the Board for a regional service and the proposed bylaw but not for moving forward with the Alternative Approval Process (AAP). He surmised that the result was not reflective of the good work towards regional participation, but rather an unwillingness for local governments to, in any way, force each other into a service. He remarked that full participation remains a priority, and remains a goal of the Arts Commission. How best to go about that, absent of the AAP, needs to be explored. Regarding item 6.5 on the agenda, he indicated that he would propose at that time to postpone consideration of the matter, so that strategies could be sought on how to continue the efforts towards full participation.

5 Presentations/Delegations: There were none.

6 Commission Business

6.1 Arts Advisory Council Update

6.1.1 Arts Advisory Council Chair's Report (Verbal)

Chair Heiman reported that the Council had met earlier in the month, and had elected Rachel Ditor as the Funding Chair, to take over the term vacated by M. Heinz. She provided highlights of R. Ditor's arts background and jury experience. The regularly scheduled Council Chair and Funding Chair elections take place in January.

The Council discussed the Equity, Diversity and Inclusion (EDI) sub-committee Terms of Reference at their September meeting. Chair Heiman thanked the Commission for their faith in the Council for carrying out that work. She reported that six members of the Council volunteered to sit on the sub-committee.

In conclusion, she remarked that adjudication for the operating grants will take place in November, for recommendation to the Commission in January, 2022.

K. Roessingh entered the meeting at 4:15 p.m.

The Commission requested to see the terms of reference of the EDI subcommittee. Staff will forward to the Commission for information.

C. Heiman clarified there was capacity to add members from the larger community to the sub-committee.

MOVED by Member Roessingh, **SECONDED** by Member Hundleby,
That the Arts Advisory Council Chair's verbal report be received for information.

CARRIED

6.1.2 Arts Advisory Council Minutes for Information

6.1.3 Arts Advisory Council *Activities by Council Summary*

MOVED by Member Roessingh, **SECONDED** by Member Green,
That the Arts Advisory Council minutes of September 14, 2021, and *Activities by Council Summary* of September 14, 2021, be received for information.

CARRIED

6.2 Outreach Update – Verbal

V. Jeevanandam reported the Arts Champion Summit will be Tuesday, December 7, 2021. It will be virtual. The theme will be Reframing Our Arts Future, themed around developing a regional arts understanding of equity. She provided highlights of the three planned sessions and guests, and plans for promoting the event.

In addition to the Summit, staff have met with some operating grant recipients to connect and learn about some of their ongoing challenges and provide information about other

sources of funding. Finally, regarding the 2020 progress report, the report and video are now available on the CRD website. The report was published through media release as well as social media, and physical copies have been offered to operating and project grant recipients.

MOVED by Member Roessingh, **SECONDED** by Member Hundleby,
That the verbal Outreach Update be received for information.

CARRIED

6.3 2022 Budget for Arts and Culture Support Service

C. Gilpin provided highlights of the report and drew the Commission's attention to the increase in the grants budget. Clarification was provided on the following points:

- Consideration of a budget increase over several years on hold until final results of full participation priority.
- Project grants budget levels.
- Administrative costs, including a one-time cost for updates to a customized database and fourth and final year of catching up to internal allocation obligations.

MOVED by Member Roessingh, **SECONDED** by Member Hundleby,
The Arts Commission recommends to the Capital Regional District Board:
That the 2022 Arts & Culture Service Budget be approved as presented.

CARRIED

6.4 2022 Service Planning – Arts & Culture

C. Gilpin provided highlights of the report. The Commission sought clarification on the following points:

- Potential changes in service levels regarding 100% participation: If the Commission opted to change the level of service, the process would be through updates to the service plan and be reflected in the budget.
- Whether the lack of 100% participation could be brought to light in the trends, risks and issues section of the service plan: Participation could be demonstrated in the section on scope of service, using language such as “9 out of 16 jurisdictions participate.”
- No new initiatives listed for 2022: Means there are none that need new resources for work planned for 2022.
- Progress on the strategic objectives: Objective 3(b) is the work on equity, diversity and inclusion. Once the subcommittee has completed its work, the resulting equity lens will inform the other objectives.
- Possible ways in which the next Arts and Culture Strategic Plan could be aligned to the next CRD Corporate Plan.

MOVED by Member Plant, **SECONDED** by Member Epp,
The Arts Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary – Arts & Culture be approved as presented and form the basis of the 2022-2026 Financial Plan.

CARRIED

6.5 Outcomes from Board Meeting (September 8, 2021), for Region-Wide Participation in the Arts and Culture Support Service

MOVED by Chair Loveday, **SECONDED** by Member Lemon,
That the matter be postponed until the next meeting.

MOVED by Member Plant, **SECONDED** by Member Lemon,
That the motion be amended as, “postponed to a future meeting as determined by the Chair.”

CARRIED

On the motion as amended, the Commission discussed the following points:

- There are conversations to be had to figure out the best approach for continuing the work toward full regional participation and possibly not all the information would be gathered before an October Arts Commission meeting.
- At the Board meeting, there were strong comments from some Directors that an AAP could open the door to other service expansions that would not benefit the jurisdictions they represent.
- There are three types of approval processes allowed by legislation; the AAP type can be described as a counter-petition process. A second type is a referendum, requiring polls and voting. The third process is consent on behalf of electors, in which municipal councils can resolve to consent on behalf of the electors, and an Electoral Area Regional Director can consent on behalf of the Electoral Area.
- Bylaws for establishment of amendment of a service are written to describe the approval process for the bylaw and participants of the service, and would need to be rewritten and the approval process started again if the approval process is not used or a participant drops out.
- The Chair will call a meeting in the near future.

The Chair called the question on the motion as amended:

MOVED by Chair Loveday, **SECONDED** by Member Lemon
That the matter be postponed to a future meeting as determined by the Chair.

CARRIED

7 Correspondence

7.1 Art Gallery of Greater Victoria, 6 Aug. 2021, re: 2021 Operating Grant

7.2 Pacific Opera Victoria, 5 Aug. 2021, re: 2021 Operating Grant

MOVED by Member Roessingh, **SECONDED** by Member Hundleby,
That the correspondence from the Art Gallery of Greater Victoria and Pacific Opera Victoria
be received for information.

CARRIED

8 New Business: There was no new business.

9 Adjournment

MOVED by Member Hundleby, **SECONDED** by Member Roessingh,
That the meeting be adjourned at 4:58 p.m.

CARRIED

CHAIR

RECORDER



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ARTS ADVISORY COUNCIL

Minutes of a Meeting of the CRD Arts Advisory Council Tuesday, October 5, 2021 at 5:00-6:00 pm Via Video Conference

AAC Members: D. Beaton-Smith, C. Caravaca, R. Ditor, W. Greaves, C. Haska, C. Heiman, A. Hershberg, E. Matheson, J. Veranno

Arts & Culture Staff: C. Gilpin, Manager, V. Jeevanandam, Community Outreach Coordinator, H. Heywood, Admin Assistant (recorder)

Regrets: K. Huhtala

The meeting was called to order at 5:05pm.

1. **Territorial Acknowledgement:** Chair Heiman gave the Territorial Acknowledgement

2. **Approval of Agenda**

MOVED by D. Beaton-Smith, **SECONDED** by C. Haska to approve the agenda as circulated. **CARRIED**

3. **Introductions by new members**

New members C. Caravaca, R. Ditor, and C. Haska introduced themselves to the Council, each providing a short background.

4. **Minutes:**

MOVED by E. Matheson, **SECONDED** by R. Ditor, that the minutes of the Arts Advisory Council meeting on 2021/09/14 be approved as circulated.

CARRIED

MOVED by R. Ditor, **SECONDED** by J. Veranno, that the minutes of the Arts Commission meeting on 2021/09/22 be received for information.

CARRIED

5. **Chair's Report**

C. Heiman will speak to Operating Grants, appearing later in the agenda.
C. Gilpin was asked to speak about Item #6.5 from the Arts Commission minutes.

6. **Manager's Report**

As requested, C. Gilpin provided a review of the recent work by staff, and CRD Board outcomes, regarding region-wide participation in the Arts & Culture Service, for the benefit of new members.

The CRD Regional Impact Award was presented at the recent Regional Arts Awards held in Sidney at the Mary Winspear Centre. Puente Theatre and Intrepid Theatre jointly received the award for their project, "Converge". The project included a residency and mentorship for BIPOC artists.

The 2022 Arts & Culture budget was endorsed by the Arts Commission at their September meeting. The Operating grant portion, available to the organizations applying this fall, includes

an increase of \$53,230 for a total of \$2,281,230. He noted that no new clients applied to the operating program and no directive was given by the Arts Commission for the disbursement of the additional funding.

Staff thanked members for participating in the ongoing work and acknowledged staff for their work in supporting the activities of the AAC. It was noted the Operating grant packages are still on schedule to be sent to AAC members on Oct 14th or 15th.

MOVED by R. Ditor, **SECONDED** by C. Haska to receive the Manager's Report for information.
CARRIED

7. Outreach Update

V. Jeevanandam reported that plans are underway for the 2021 Summit on December 7th; a "save the date" has gone out in the most recent Arts & Culture newsletter. It was noted that Jesse Wentz will be the keynote speaker for this event. Plans are in process to have recordings of the sessions so if members are unable to attend, links to the speakers will be available.

MOVED by D. Beaton-Smith, **SECONDED** by C. Haska to receive the Outreach Update for information.

CARRIED

8. Equity, Diversity, Inclusion Sub-Committee Report

C. Caravaca, Chair of the EDI sub-committee, acknowledged members R. Ditor, W. Greaves, C. Haska, K. Huhtala, and J. Veranno who form the committee.

At the first meeting members reviewed the Terms of Reference and the scope of work, as well as sharing their own lived experiences to help inform the committee. At the next meeting staff will provide a jurisdictional scan of commensurate EDI programs. Committee members were asked to provide input for the "Community Conversations" at the upcoming 2021 Summit on December 7th.

MOVED by C. Haska, **SECONDED** by W. Greaves to receive the EDI report for information.

CARRIED

9. Operating Grants

9.1 Adjudication Process

The Funding Chair, R. Ditor, noted there are 31 applications this fall, including 10 multi-year applicants. Experienced members were asked to provide input regarding adjudication time management. Members also discussed financial statements as reference material, assessment and scoring of applications, processing of scores, and COVID impacts on organizations. Members will have an opportunity to review the adjudication process and provide input, after the Plenary.

RANC documents and the scoring process were discussed for the benefit of new members.

Conflict of Interest and Notice of Significant Concern policies were reviewed. Where members perceive a conflict with an organization they are not provide an assessment. In the case of a conflict, members were asked to contact either R. Ditor or C. Gilpin as soon as possible.

9.2 Supplements

C. Gilpin reviewed the option of a "one time supplement" which could be considered as a way to disburse the additional \$53,230 in the Operating Grant budget. This will be discussed further at the Plenary.

10. New Business

None

11. ABCs

Activities attended by Council, as well as upcoming events, were discussed.

12. Correspondence

None

13. Adjournment

MOVED by A. Hershberg, **SECONDED** by C. Caravaca, that the meeting adjourn at 6:18pm.

DRAFT

Arts Advisory Council Meeting – Tuesday, October 5, 2021

ABC'S (Activities by Council Summary)

AAC members recently attended the following events in the region:

Belfry: *Same Old, Same Old*

Intrepid Theatre: Fringe - *Broad St. Uprising; Ridge*

Theatre Inconnu: *Jared*

Victoria Arts Council: *A Moment in Time - Samantha Dickie*

Vic Theatre - short video Chief Robert Joseph on residential school experience

Fibrations Festival

as well as events outside the region.

The Arts Advisory Council Equity, Diversity and Inclusion Sub-committee

Terms of Reference

1. Purpose

a) Mandate:

On October 28, 2020, the Arts Commission passed a motion:

“That the Arts Commission commits to an equity lens to operations and granting... That staff be directed to draft terms of reference for an Equity Advisory Sub-Committee to explore grant adjudication, accessibility of information, data collection and the development of an equitable access policy for all arts funding programs.”¹

The 2020-23 Strategic Plan for the Arts and Culture Support Service also commits to Make Access Equitable. This strategic direction aims to “Increase representation of art forms funded by the CRD” and to:

- 3a) Ensure support for new and emerging organizations.
- 3b) Support equity, diversity and inclusion through grant programs.
- 3c) Reduce barriers experienced by rural communities.

2. Definitions

- a) Equity refers to achieving parity in policy, process and outcomes for historically and/or currently underrepresented and/or marginalized people and groups while accounting for diversity. It considers power, access, opportunities, treatment, impacts and outcomes, in three main areas: representational equity, resource equity, and equity-mindedness.
- b) Equity-seeking communities are those that experience significant collective barriers in participating in society. This could include attitudinal, historic, social, systemic and environmental barriers based on a number of grounds.
- c) Diversity refers to differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and/or socio-economic situations.
- d) Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all.

2. Roles and Responsibilities

The Sub-Committee will:

- a) Provide guidance and advice to the Arts Advisory Council on matters related to equity, diversity, and inclusion;
- b) Make recommendations in the development of an equity, diversity and inclusion lens to apply to operations and granting programs of the Arts and Culture Support Service with a focus on

¹ This was a recommendation from the Equity Program evaluation report, also presented to the Arts Commission on October 28, 2020. It was clarified that this would be a Sub-Committee of the Arts Advisory Council.

adjudication, accessibility of information, data collection, and the development of an equitable access policy; and

- c) Conduct outreach or consultation with individuals or groups from equity-seeking communities to better understand their perspectives and needs regarding arts and culture support, and their aspirations for arts and cultural development in their communities.

3. Composition

- a) The Sub-Committee membership will be established by a call for volunteers at the Arts Advisory Council.
- b) The Sub-Committee will nominate and elect its own Chair and Vice-Chair at its first meeting.
- c) The Sub-Committee may recruit members from the wider community, who are not members of the Arts Advisory Council, on an invitation basis to bring diverse perspectives and lived experience to the Sub-Committee.
- d) As per 4(d) of the AAC establishing bylaw 2973, membership must consist of a majority of AAC voting members.
- e) The Sub-Committee may consist of no more than 12 total voting members.
- f) Staff of the Arts and Culture Support Service will attend meetings and participate as ex-officio Sub-Committee members to provide administrative support, points of information, and other resources, as necessary.
- g) Terms of appointment shall be to a maximum of eight (8) years with:
 - i. The first term to be for one (1) year,
 - ii. The second term to be for up to three (3) years, and
 - iii. Subsequent terms to be for up to two (2) years.

4. Procedures

- a) The Sub-Committee will meet on a monthly basis, or at the call of the Sub-Committee Chair for special meetings, as the need determines.
- b) The Sub-Committee will meet in person or through videocall, or a combination of the two, as abilities and circumstances warrant.
- c) The Sub-Committee will strive toward a consensus decision-making model, where possible.
- d) Each Sub-Committee member has one vote. Arts and Culture Support Service staff are ex-officio members and do not have a vote.
- e) Quorum is 50% of the Sub-Committee membership. Quorum is required for any motions to be proposed at a meeting.
- f) Motions will be carried if 50% plus one of members vote in favour. If there is an equal number of votes for and against, the motion fails.
- g) The Vice-Chair will perform the duties of the Chair, if the Chair is not available. If neither the Chair, nor Vice-Chair are present at a meeting, the Sub-Committee may designate an Interim Chair for that meeting.
- h) The Sub-Committee shall be conscious of and sensitive to the issues of conflict of interest. A Sub-Committee member who perceives an issue of possible conflict of interest of their own will raise it. The matter will be discussed and then resolved by the members of the Sub-Committee

who may direct the member to absent themselves, impose specified limitations on the member's involvement, or conclude that no action needs to be taken.

5. Resources and Support

- a) The staff of the CRD Arts and Culture Support Service will provide administrative support to the Sub-Committee, where requested, including taking minutes, coordinating outreach, drafting reports, and other administrative logistics.

6. Reporting

- a) The Chair of the Sub-Committee will provide verbal reports to the Arts Advisory Council as a standing item on the agenda of the Arts Advisory Council regular meetings.
- b) Any policy recommendations from the Sub-Committee will be transmitted to the Arts Advisory Council as a written report.
- c) All policy recommendations require endorsement from the Arts Advisory Council and final approval from the Arts Commission before they can be implemented.



September 29, 2021

Chris Gilpin, Manager
CRD Arts & Culture Support Service
625 Fisgard Street, PO Box 1000
Victoria, BC V8W 2S6

Dear Chris Gilpin,

On behalf of Music Director Yariv Aloni, the players and board of the GVYO, I write to thank the CRD Arts & Culture Support Service and the members of the Arts Commission and Arts Advisory Council for the support of the Capital Regional District to the Greater Victoria Youth Orchestra.

We have received the direct deposit payment of \$8,000 representing payment of the 2021/22 CRD Arts & Culture Operating Grant. Enclosed is a receipt for your records.

We apologize for the delay in writing you; now that our 36th Season has officially begun we are able to catch our breath and catch up with correspondence.

We are proud to be recognized as a valued contributor to our region's vibrant culture. The endorsement and financial assistance that the CRD has provided us over the course of three and a half decades has made it possible for us to fulfil our mission to provide the highest standard of orchestral training and to be a musical resource to our community.

We recently completed our week-long Summer Strings workshop for GVYO string players, which was a great success. Under the dedicated guidance of Music Director Yariv Aloni, our young orchestral players will present three main-stage concerts at The Farquhar at UVic. Rehearsals have begun for the November 14th concert featuring Mendelssohn's *The Hebrides* and Beethoven's *Symphony No. 8*. Repertoire for the February and April concerts is yet to be determined, but will be carefully programmed to draw out the best from our players, challenging them to attain technical proficiency while fostering the excitement of studying and performing great works of the symphonic canon.

You and the Arts Commission and Arts Advisory Council members will receive email updates and Society Newsletters as the season progresses. We thank you for your continuing support.

With gratitude from us all,

A handwritten signature in blue ink that reads "Sheila Redhead".

Sheila Redhead
Manager, Greater Victoria Youth Orchestra

Encl: Receipt #6989