



Making a difference...together

**Minutes of a Meeting of the ARTS COMMISSION
Held January 24, 2024, in Room 488, 625 Fisgard St., Victoria, BC**

EP = Electronic Participation

Members Present: P. Brent, D. Cavens, D. Lajeunesse, G. Lemon (EP), C. Plant (Acting Chair);
C. Smart (EP), K. Roessingh (EP)

Staff: C. Gilpin, Manager, Arts & Culture Service; A. Gibbs, Community Outreach Coordinator,
H. Heywood, Administrative Assistant (recorder)

Also present: Arts Advisory Council: Chair, J. Verano (EP); Vice Chair, S. Reid (EP);
Funding Chair, S. Donaldson

Regrets: M. Alto

The meeting was called to order at 4:00 pm.

1 Territorial Acknowledgement

Acting Chair Plant provided the following Territorial Acknowledgement:

I'd like to acknowledge we are meeting here today, those of us at the CRD Headquarters, on the traditional territories of the Lək̓ʷəŋən speaking nations, the Esquimalt and Songhees nations, and I am very grateful for the fact that these lands have been stewarded for thousands of years. With the nations and the work here we're trying to take meaningful action on reconciliation. One of the wonderful ways we can do that is through cultural sharing and the work we do on the Commission supports that. I know some of you are coming from different nations' territories today and I'm happy to see all of you here.

2 Approval of Agenda

MOVED by Member Cavens, SECONDED by Member Brent
That the agenda be approved as circulated.

CARRIED

3 Adoption of Minutes

MOVED by Member Brent, SECONDED by Member Cavens,
That the minutes of the November 22, 2023, Arts Commission meeting be adopted.

CARRIED

4 Chair's Remarks – None

C. Plant thanked the Arts Advisory Council and staff for their work and thanked the Commission for their stewardship of the Service.

5 Presentations/Delegations – None

6. Commission Business

6.1 Arts Advisory Council (AAC) Chair's Report (verbal)

AAC Chair Verano provided the following update:

The AAC election took place at the January meeting: J. Verano was acclaimed as Chair; S. Reid who was elected Vice Chair; S. Donaldson was acclaimed as Funding Chair.

Arts Commission Minutes – January 24, 2024

Three new AAC members joined the Council in January so there is now a full slate of 12 members. Grant adjudication duties have been assigned and everyone is ready to go.

The operating grant plenary took place in the fall and recommendations were reviewed by the AAC in January. Results will be presented by Funding Chair, S. Donaldson, later in the meeting.

In response to a question, the AAC Chair and staff clarified that, in the Operating Grant program, the funding supports the entire operations of an organization including annual programming. Due to many factors, programming may shift and change throughout the year. In the case of the project grant programs, organizations are funded for specific projects and events. If an organization is unable to carry out a specific project for which a grant was received, and the funding cannot be shifted to a similar project, the grant money must be returned. Notice of this policy is included in all program guidelines.

6.1.2 Arts Advisory Council Minutes January 9, 2024 – received for information

Acting Chair Plant congratulated the AAC members who were elected to fill the positions of Chair, Vice Chair, and Funding Chair and thanked them for taking on these roles.

6.1.3 Arts Advisory Council Activities by Council Summary – received for information

6.2 Manager's Report (verbal)

C. Gilpin reported on the following:

- 35 Project grant applications were received at the January Project Grant deadline. Grant recommendations will be presented at the March AC meeting.
- Equity, IDEA, Incubator and April Project grant programs were launched January 23rd. The application deadline for Equity, IDEA and Incubator grant programs is March 14th and the Project grant application deadline is April 18th.
- Online information sessions will take place before each deadline.
- In reference to the strategic plan, staff is in the planning stage of developing a new Communications and Outreach plan which will be presented to the AC in late spring.
- As directed by the Arts Commission, staff is in the process of planning and creating a report to look at how staff and Commission members can work towards scaling up regional participation in the Arts Service, to expand its scope and impact. The report will be presented in March.
- H. Heywood will retire at the end of March. Staff has started working with human resources to hire a replacement.

It was MOVED by Member Roessingh, and SECONDED by Member Brent, to note the Commission's appreciation and thanks for H. Heywood's 19 years of service to the CRD.
CARRIED

6.2.1 Outreach Report (attached)

- Items were covered in the Manager's report

The Manager's and Outreach reports were received for information.

6.3 Annual Operating Grant Recommendations

Arts Commission Minutes – January 24, 2024

C. Gilpin provided an overview of the adjudication process and the resulting recommendations from the annual Operating Grant application intake in September 2023. Of the 25 applications received, 22 were from returning applicants and three were new. The Operating Grant adjudication committee reviewed all applications in the three assessment categories: Artistic contribution and significance; Organizational capacity and governance; Community impact and involvement.

S. Donaldson, AAC Funding Chair, commented on the recommendations, providing details about organizations recommended for the first time, those recommended for increases, and those receiving notices of concern. Questions were invited from Commission members.

In response to questions, Funding Chair S. Donaldson provided clarification regarding the rationale for determining recommendations, the eligible expenses in the Operating Grant program, as well as rationale for the organization not recommended for funding.

The Commission thanked staff for the great report and the AAC for all the work that goes into the recommendations.

It was MOVED by Member Roessingh, SECONDED by Member Brent, that,

**The Arts Advisory Council recommends to the Arts Commission:
That the 2024 Annual Operating Grant recommendations be approved as presented, with the exception of the Greater Victoria Performing Arts Festival.**

CARRIED

C. Smart recused herself from the meeting at 4:33pm due to a potential conflict of interest.

It was MOVED by Member Cavens, SECONDED by Member Lajeunesse, that,

**The Arts Advisory Council recommends to the Arts Commission:
That the 2024 Annual Operating Grant recommendation for the Greater Victoria Performing Arts Festival be approved as presented.**

CARRIED

C. Smart returned to the meeting.

6.4. Joint Meeting of the Arts Commission and Arts Advisory Council

As per a motion at the November 22nd Arts Commission meeting, staff was asked to provide a report regarding the advisability of an annual joint meeting with the Arts Advisory Council. On January 9th the Arts Advisory Council discussed the idea of an annual joint meeting, including timing and potential topics. C. Gilpin provided details of the discussion and the resulting recommendation.

AAC Chair, J. Verano, noted the suggestion of a joint meeting was received very positively by the AAC members.

In reference to a question regarding the Strategic Plan, C. Gilpin noted the Commission will

Arts Commission Minutes – January 24, 2024

receive an annual update in January, as well as regular updates in the Manager's reports.

MOVED by Member Brent, SECONDED by Member Cavens,

That the Arts Advisory Council is invited to the May 2024 Arts Commission meeting to review the 2023 Annual Impact Report and, moving forward, is also invited on an annual basis to the Arts Commission meeting in which this report is presented.

CARRIED

7. New Business

Members were reminded of the Victoria Film Festival which opens on February 2nd and runs through February 11th.

8. Correspondence - None

9. Adjournment

**MOVED by Member Cavens, SECONDED by Member Roessingh,
That the meeting be adjourned at 4:45 pm.**

CARRIED

CHAIR

RECORDER