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Additional Circulation: J. Lam D. Lokken R. Lapham N. Chan R. Sharma M. Sing P. Sullivan A. Boyd
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ARTS COMMITTEE

Notice of Meeting on **Wednesday, November 23, 2016 at 4:00 p.m.**
Meeting Room 107, 625 Fisgard Street, Victoria, BC

C. Plant (Chair) M. Brame B. Fallot K. Kahakauwila J. Loveday
T. Ney K. Roessingh D. Screech B. Desjardins (Board Chair, ex-officio)

AGENDA

1. Approval of Agenda

2. Minutes:

2.1 Adoption of the Arts Committee Minutes of the October 26, 2016

Recommendation: That the Arts Committee minutes of October 26, 2016 be adopted.

2.2 Arts Advisory Council Minutes of the October 4, 2016

2.2.1 Arts Advisory ABC's

Recommendation: That the Arts Committee receive the Arts Advisory Council Minutes of October 4, 2016 and the Arts Advisory ABC's for information.

3. Chair's Remarks

4. Arts Advisory Council Chair's Remarks

5. Presentations / Delegations

6. Committee Business:

6.1 Restructuring of Arts Committee to a Commission

Appendix A: Arts Comparison Commission vs Committee

Appendix B: Draft Bylaw 4143, CRD Arts And Cultural Grants Commission

Recommendation: That the Arts Committee direct staff to proceed with the process to convert the Arts Committee to the Arts Commission.

6.2 Arts Plan Update (verbal update)

7. Correspondence:

October 29, 2016 Greater Victoria Youth Orchestra

November 1, 2016 G. Henderson Email Re: Thanks for CRD Support to WHOS

November 7, 2016 Intrepid Theatre (inside a thank you card)



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Recommendation: That the correspondence be received for information.

8. New Business

9. Adjournment

Next meeting: December 28, 2016 at 4:00 p.m. Meeting Room 107 *at the call of the Chair



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Meeting Minutes Arts Committee

Wednesday, October 26, 2016

4:00 PM

Room 107

Present:

Committee Members: C. Plant (Chair), M. Brame, J. Loveday, T. Ney, K. Roessingh, D. Screech

Staff: D. Lokken, General Manager, Technology & Initiatives (4:05), J. Lam, Manager, Arts Development; A. Boyd, Senior Administrative Secretary (recorder)

Also Present: M. Sing, Chair and P. Sullivan, Funding Chair, Arts Advisory Council (AAC); I. Petri and P. Huntsman, Strategic Moves

Absent: Members B. Fallot and K. Kahakauwila

Chair Plant called the meeting to order at 4:00 p.m.

1. APPROVAL OF THE AGENDA

**MOVED by Member Roessingh, SECONDED by Member Screech,
That the agenda be approved.**

Addition: D. Lokken, General Manager, Technology & Initiatives to provide an update on Governance of the Arts Committee.

**MOVED by Member Roessingh, SECONDED by Member Loveday,
That the agenda be approved as amended.
CARRIED**

2. ADOPTION OF MINUTES

Minutes of the Arts Committee of September 21, 2016

**MOVED by Member Brame, SECONDED by Member Loveday,
That the Arts Committee minutes of September 21, 2016 be adopted.
CARRIED**

3. REPORT OF THE CHAIR

Chair Plant welcomed guests, including Randy Joynt, Manager of External Affairs, Royal and McPherson Theatre Society. It was also noted that Chair Plant had an informal meeting with the ProArt Alliance of Greater Victoria, and they are very interested in assisting in the process of working with non-participating municipalities to join the Arts Service.

4. REPORT OF THE ARTS ADVISORY COUNCIL CHAIR

Chair Sing noted that the Advisory Council is currently adjudicating operating grants applications. There are 31 organizations that have applied. Council reviews the applications using a system that looks at artistic merit, community impact and administrative competence, and is based on a 22 question application that includes submission of proposed budgets and other specified documents.

Advisory Council members will meet in late November to produce a set of recommendations which are then forwarded to the Arts Committee for review and approval.

D. Lokken arrived at 4:05 p.m.

It was noted that this is Chair Sing's last year of eight years being on the Council.

5. PRESENTATIONS/DELEGATIONS

Diana Lokken, General Manager, Technology & Initiatives, advised that at the request of the CRD Board Chair, Legislative Services has been examining the standardization and continuity of the structure of CRD standing committees. Legislative Services has determined that the operating structure of the Arts Committee is more appropriately reflected in that of a Commission.

D. Lokken noted that a CRD standing committee exists at the discretion of the Board Chair, requires all members to be Directors and does not have delegated authority for decision-making. The current operating model does not reflect the latter two characteristics. A Commission is established by bylaw and may have characteristics assigned to it as required and permitted.

It was agreed that it was particularly important for the oversight committee for the Arts Service to have delegated authority for approving grant recommendations. In general it was felt that the current operating model was appropriate and that changes to the structure should retain current practices.

Committee members discussed:

- Contributors to the CRD Arts service will be appointed to the CRD Arts Commission
- Reports to the CRD Board will be for information and provide improved public exposure
- The current Committee as a Commission will continue to make decisions on the funding of grants, and
- The Commission Chair should be appointed by the CRD Board Chair.

**MOVED by Member Roessingh, SECONDED by Member Brame,
That the Arts Committee endorse changing the CRD Arts Committee to the CRD Arts Commission with an understanding that the CRD Arts Commission will have delegated authority of decisions on funding grants, that that the CRD Board Chair appoint a Chair for the CRD Arts Commission and participating Members are chosen by their Council be approved.
CARRIED**

D. Lokken will draft an amendment to the Arts Service Establishment Bylaw for approval by the Committee that will transfer the current operational model to that of a commission. J. Lam will inform absent Arts Committee Members of this new development.

D. Lokken provided an update on the drafting of an amendment to CRD Arts Service Bylaw No. 2884. The proposed amendment would require a municipality's Group 2 contribution level to be equivalent to 30% of its group 1 contribution amount. She noted that the amendment is complex however anticipated being able to bring a draft to the November committee meeting.

6. COMMITTEE BUSINESS:

6.1 Approval of the 2017 Arts Service Plan Update

J. Lam provided an overview of the 2017 Arts Service Plan update. He noted a change from the previous year, of approximately \$8,000 in the positive (box 2), which was due to changes in the application process resulting in significantly less auxiliary time.

It was noted that the future of IDEA Grants are pending on the Arts Service Plan Review.

**MOVED by Member Screech, SECONDED by Member Roessingh,
That the Arts Committee 2017 Service Plan Update be approved.
CARRIED**

6.2 Regional Public Art Policy

Chair Plant provided an overview of the public art tour he and Member Screech, took recently in Winnipeg. He would like to see a CRD Public Arts Policy, suggesting that funding could come from current budgets. It was noted that the Arts Committee will consider the suggestion after the completion of the Arts Strategic Plan.

6.3 Arts Plan Update

J. Lam provided a verbal update noting that November 3 is the Arts Summit meeting. 97 participants are registered and over 1100 participants have taken part in the preceding community engagement sessions which included individual interviews, group workshops and an open as well as a general population survey. The Summit consists of an afternoon and evening session, with a draft implementation report being circulated to the public beforehand. It was requested of the Committee to provide comments on the second document sent out, by tomorrow. Proposed activities are focused on communications, outreach, funding and regional convening.

J. Lam noted he has received positive public input on the transparency of the process and on the multiple ways the consultants have made themselves available to public comment and feedback.

**MOVED by Member Brame, SECONDED by Member Ney,
That the verbal update be received for information.
CARRIED**

7. CORRESPONDENCE:

September 17, 2016 Sidney Concert Society

**MOVED by Member Roessingh, SECONDED by Member Loveday,
That the correspondence be received for information.
CARRIED**

8. NEW BUSINESS - None

9. ADJOURNMENT

**MOVED by Member Roessingh, SECONDED by Member Ney,
That the meeting be adjourned at 4:59 p.m.
CARRIED**

CHAIR

RECORDER



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Meeting Minutes Arts Advisory Council

DRAFT

Tuesday, Oct 4, 2016

5:00pm

Room 107

PRESENT: **Committee Members:** L. Abram, A. Carson, C. Heiman, J. Hemond, S. Ives, S. Larche, M. Sing (Chair), P. Sullivan, R. Thompson (Vice Chair),

Regrets: B. Crook, D. Thorpe

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

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

1. Approval of Agenda

MOVED by P. Sullivan, **SECONDED** by J. Hemond, that the agenda be approved as distributed. **CARRIED**

2. Minutes

2.1 Draft Minutes of the June 7, 2016 Arts Advisory Council

MOVED by L. Abram, **SECONDED** by R. Thompson, that the draft Arts Advisory Council Minutes of June 7, 2016 be approved as distributed. **CARRIED**

2.2 Draft Minutes of the June 22, 2016 Arts Committee

MOVED by A. Carson, **SECONDED** by J. Hemond, that the draft Arts Committee Minutes of June 22, 2016 be received for information. **CARRIED**

In response to a question regarding the Arts Committee bylaw (Item 3), Mr. Lam advised that draft revisions to the bylaw are in process.

Mr. Lam also clarified that elected positions for the AAC finish in December, followed by annual elections in January.

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 Sing noted that she attended a recent Arts Plan community workshop. An update on the Arts Plan will to be provided by J. Lam later in the meeting.

5. Operating Grant Process Review

P. Sullivan, Funding Chair, reviewed the RANC worksheet, noting changes had been made in response to feedback received from AAC members. New this year are Notice of Significant Concern letters and responses. These will be included with the appropriate applications.

6. Regional Arts Plan – update

J. Lam gave an overview of the Regional Arts Plan activities to date: Inga Petri, of Strategic Moves, was hired to facilitate the implementation plan and, starting with arts community outreach, four pre-consultation meetings were held in June and an open survey was launched in July. Responses to both were high. Subsequently, in-person interviews and 10 community consultation meetings were conducted throughout the CRD during September and a general population survey is now open. Research, feedback and input activities are available on the website Placespeak.com/CRDArtsFuture. An Arts Champions Summit is planned for Nov 3rd where the draft Implementation Priorities and Plan for the CRD Arts Service's Strategic Arts Plan will be reviewed and discussed. Implementation is expected to start in 2017.

7. Correspondence

MOVED by C. Heiman, **SECONDED** by P. Sullivan, to receive the correspondence for information.

CARRIED

8. New Business

It was noted that the November AAC meeting is at the call of the Chair. A special December meeting is held if the appeal process requires it.

9. Adjournment

MOVED by S. Ives that the meeting adjourn at 6:14 pm.

CARRIED

CHAIR

RECORDER

Arts Advisory Council Meeting – Tuesday, October 4, 2016 - ABC'S (Activities by Council Summary)

AAC members recently attended the following events in the region:

- Art Gallery Of GV: Moss Street Paint In; Modernization in Meiji & TransPacific Transformations; China's Favourite Pottery For Tea, Yixing Ware; Kinky: Ancient Chinese & Japanese Erotic Images; Emily Carr exhibit
- Belfry - The Last Wife; Mom's the Word
- Blue Bridge Theatre: The Importance of Being Earnest; Animal Crackers
- Cedar Hill Art Centre - Federation of Canadian Artists
- Community Arts Council of Greater Victoria (Arts Centre at Cedar Hill): Chairisma: Seating in Western Maple, Camosun College Fine Furniture Class Graduating Exhibition; Faith Livingstone: Out of My Mind
- CRD ArtsPlan Implementation (pre-consultation meeting)
- Deluge Contemporary Art - Forsyth Evans Brown
- Ensemble Laude concerts at Beacon Hill Park, St. Mary's Church, First Church of Christ Scientist, Fundraiser for Bridges for Women; San Francisco Young Women's Choir with Ensemble Laude, Chapel of the New Jerusalem
- Esquimalt Sculpture Splash
- Integrate Arts Festival
- Intrepid Theatre; *Mr. P; Tomboy Survival Guide; Roller Derby*
- James Taylor
- Jazz Festival: Oliver Jones Trio and Halie Loren Opening Concert; 2 nights of Jazz Jams at Harbour Towers; Gregory Porter (Royal), Downchild Blues (Centennial Square), Ana Popovic (Centennial Square), Busty and the Bass (Distrikt 9); Jon Cleary, Centennial Square
- Kaleidoscope Theatre Festival: *Gruff: A Rollicking Musical for two Goats and a Troll* presented by Puente Theatre; *The Little Prince*
- Laila Biali, Dunnet Theatre, Oak Bay
- Madrona gallery-Morgana Wallace show
- Nellie Furtado and guests, Royal Theatre, Fundraiser for Syrian refugees
- Open Space - *Art, Science & Ecology Fair (included Bike Art display); New Music concert - Why Can't Minimal: Do This? Victoria Composers Collective*
- Rifflandia-Media Pass (access to all venues and concerts so to many to list)
- Royal BC Museum: *Aboriginal Cultural Festival*
- Shakespeare by the Sea - *Richard the Lionhearted*
- Sooke Fine Arts Show
- Sue Decker, Musician, Imagine Café, James Bay

- Tedeschi Trucks
- Theatre Inconnu -*Mating Dance of the Werewolves*
- Victoria Shakespeare Society: 12th Night, Winter's Tale
- Victoria Symphony Splash
- Winchester Gallery - Nathan Birch
- Xchanges Gallery: Dark Ocean - Natasha Van Netten

Outside of Victoria:

- Courtney Island Jazz Festival
- Museum of Northern BC. Prince Rupert, B.C.
- Nisga'a Museum, Laxgalts'ap, B.C.
- Audain Art Museum (Whistler) - Masterworks from the Beaverbrook Art Gallery and Permanent Collection



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**REPORT TO ARTS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 23, 2016**

SUBJECT **Restructuring of Arts Committee to a Commission**

ISSUE

Legislative Services and CRD Administration have noted that the Arts Committee does not operate in the manner consistent with the current board definition of a Standing Committee in a number of ways. A commission model appears to more closely align with the current practices of the committee.

BACKGROUND

At the October 26, 2016 Arts Committee meeting D. Lokken, General Manager of Information Technology and Initiatives provided information on the issue with the discussion raising the following points:

- The CRD standard for a Standing Committee calls for all members to be Directors.
- Standing Committees exist at the discretion of the Board Chair.
- Standing Committees report to the Board and do not have delegated authority for independent decision-making
- The Board Chair makes standing committee appointments, whereas municipalities have established various processes for putting forward an AC representative.

Following discussion a motion was adopted endorsing changing the CRD Arts Committee to a commission with an understanding that the CRD Arts Commission will have delegated authority for funding decisions, that that the CRD Board Chair appoint a Chair for the CRD Arts Commission and that participating members would be selected by their Council.

Subsequent to the October meeting the Arts Committee Chair requested that staff provide information detailing the comparison between a standing committee and a commission.

The comparison is based on current bylaws and Board policy and shows that the authority that can be assigned to a commission reflects the historical and key operational practices of the Arts Committee including delegated authority for approving grants. The commission structure would also allow members to be appointed anywhere from 1 to 4 years instead of only one year as for a standing committee. This would help to maintain continuity in the pursuit of strategic initiatives of the Service.

ALTERNATIVES

That the Arts Committee recommends:

1. That staff be directed to proceed with the process to convert the Arts Committee to the Arts Commission.
2. That the report be referred back to staff for further information.

CONCLUSION

While there are pros and cons to both standing committee structure and commission structure related to the operational status of the Arts Service oversight body, the desired practices and operating procedures, as reflected in the current Arts Committee, is more closely reflected in the structure of a commission.

RECOMMENDATION(S)

It is recommended that staff be directed to proceed with the process to convert the Arts Committee to the Arts Commission.

Submitted by:	James Lam, Manager, Arts Development Service
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Attachments: Appendix A – Arts Comparison Commission vs Committee
Appendix B - Draft Bylaw 4143

CRD Arts and Culture Support Service (The Giving of Arts and Cultural Grants)

Comparison between a Standing Committee versus a Commission

Service Establishment Purpose (bylaw 2884)	-Provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of this community -the Board may establish a committee to advise the Board on matters regarding the service - the Board may establish a committee to manage the administration & operation of the service
Role of Arts Advisory Council (bylaw 2973)	- An independent community based body to provide advice to the CRD Arts Committee Grants put forward by the Arts Advisory Council Recommend organization arts grants to CRD Board
Access to Cultural Events by Committee Members (bylaw 3439)	- elected official on Arts Committee or other related CRD committee or commission involved in arts & culture grants to be provided with 2 tickets to attend relevant cultural events as position duty
Arts Committee Mandate	-Coordinate policy for support programs and facility development for the arts in the region (per AAC Bylaw 2973)

	Standing Committee	Commission
Nomination of members	Recommendation of Council or Mayors to CRD Board Chair	Municipal Councils put council member put forward per reference in AAC Bylaw 2973
Appointment of members	CRD Board Chair	CRD Board ratifies municipal recommendation
Appointment of chair	CRD Board Chair	CRD Chair or Commission
Term of appointment	one year	one to four years
Voting	one vote per member	one vote per member
Grant recommendations	Arts Advisory Council	Arts Advisory Council
Grant approval	Arts Committee refer to Board	Delegated to Arts Committee per Bylaw 2884 & LGA 263 (1) (g)
Reporting of Grants awarded	Board approves, automatic report out from public meeting	Commission report decision up to Board

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4143**

**A BYLAW FOR THE ESTABLISHMENT OF AN ARTS AND CULTURAL GRANTS
COMMISSION**

AND WHEREAS by Bylaw No. 2884, the Capital Regional District (CRD) established a service for the provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of the community to be known as the Arts and Culture Support Service Establishment Bylaw;

AND WHEREAS by Bylaw No. 2884, the Board of the CRD have the authority to establish one or more committees to advise the Board on matters regarding the service and manage the administration and operation of the service;

NOW THEREFORE the Board of the Capital Regional District in an open meeting assembled enacts as follows:

1. MEMBERSHIP AND TERMS OF OFFICE

(a) A Commission to be known as the “Arts and Cultural Grants Commission” is hereby established and shall consist initially of the current CRD Arts Committee members appointed, whose terms will expire November 30, 2018 and thereafter shall consist of one member from each of the participating areas, as defined by Bylaw No. 2884 as amended, to be nominated by the participating area Council on or before November 30, for a term as follows:

- i. where the nominee is a CRD Director, the term of office shall be for a four-year term,
- ii. where the nominee is a not a CRD Director, the term of office shall be for a two-year term,

to be accepted and appointed by resolution of the Regional Board.

(b) No member may serve more than eight consecutive years after adoption of this bylaw.

- i. At the request of the CRD participant area Councils, under unique circumstances, the Regional Board may extend the aforementioned terms.

(c) In the event of the death, resignation or disqualification of a member of the Commission, the Regional Board shall appoint a successor for the remainder of the term.

(d) Each of the participant area Councils who nominate a non CRD Board Member

may nominate an alternate member, to be accepted and appointed by the Regional Board, to attend the Commission in the absence of the Council's appointed representative.

- (e) The CRD Board Chair shall appoint the Commission chair:
 - i. firstly, from amongst the members of the Commission who are CRD Directors.
 - ii. secondly, from amongst the council members of the Commission.

2. PROCEDURE

- (a) A quorum of the Commission is a majority of the members appointed from time to time.
- (b) The rules of procedure for the Commission shall be consistent with those of the Regional Board.
- (c) In voting on the Commission all members shall have one vote each.

3. DUTIES

- (a) The Commission shall work with the Arts Development staff in the carrying out of the duties of the Commission.
- (b) The Commission shall coordinate policy for support programs and facility development for the arts in the region.
- (c) The Commission shall receive advice from the Arts Advisory Council on policies to foster and promote:
 - i. support of the arts in the community.
 - ii. public awareness of and involvement in the arts.
 - iii. the creation, exhibition and performance of artistic works: and
 - iv. the development of artistic and other requisite skills and measures to be conducive to those ends.
- (d) The Commission is hereby delegated the authority of the Regional Board to award arts and cultural grants to organizations benefiting the participant municipalities, after receiving advice on these grants from the Arts Advisory Council.
- (e) The Commission shall, as soon as practicable, advise the CRD Board of the organizations which have been awarded Arts and Culture Grants, and the amounts of those awards.

- 4. In September of each and every year, the Commission shall forward to the Regional Board a proposed annual budget which shall include estimates for arts and cultural grants, administration, operation and other expenses, together with estimates for expected revenues, for the approval of the Regional Board and for inclusion in the

Regional Board's provisional and annual budgets.

5. This Bylaw may be cited as “Capital Regional District Arts Commission Bylaw No. 1, 2017”

READ A FIRST TIME THIS day of 2017

READ A SECOND TIME THIS day of 2017

READ A THIRD TIME THIS day of 2017

ADOPTED THIS day of 2017

CHAIRPERSON

SECRETARY

DRAFT



RECEIVED

NOV 07 2016

29 October 2016

James Lam, Manager
CRD Arts Development
625 Fisgard Street
Victoria, BC V8W 2S6

Dear James,

On behalf of Music Director Yariv Aloni, the players and board of the GVYO, I am writing to thank the CRD Arts Development Service and the members of the CRD Arts Committee and Arts Advisory Council for the support of the Capital Regional District to the Greater Victoria Youth Orchestra.

We have received your cheque of \$8,000 representing payment of the 2016 CRD Arts Development Operating Grant. Enclosed is a receipt for your records, as well as our brochure acknowledging your support.

As we approach the first main-stage concert of our 31st Season, we are proud to be recognized as a valued contributor to our region's vibrant culture. The endorsement and financial assistance that CRD has provided us over the course of three 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.

This year we present three main-stage concerts as our Season of Symphonies. In addition we will present an Education Concert for over 800 school students from the Greater Victoria region, on November 8 at University Centre. This will be the first time many of these young people will have heard live symphonic music; to hear it performed by their peers is a thrilling experience that highlights the potential within them all. Our players, too, take great pride in making this an enriching and inspiring event.

You and the CRD Arts Committee and Arts Advisory Council members will continue to receive complimentary invitations to our concerts as well as our newsletters and notice of Open Rehearsals. We hope to see you in the audience at our concerts!

With gratitude from us all,

Sheila Redhead
Manager, Greater Victoria Youth Orchestra

Encl: Receipt #6190
Brochure

-----Original Message-----

From: Colin Plant

Sent: Tuesday, November 01, 2016 2:28 PM

To: James Lam

Subject: Fwd: Thanks for CRD Support to WHOS

Please include in future AC correspondence.

Thanks.

C.

Colin Plant

Saanich Councillor/CRD Director

>>> G Henderson < > 11/01/16 2:26 PM >>>

Hello Director Plant -- the CRD Arts Committee is acknowledged and thanked in the WHOS play's current program. You are listed as the committee chair.

We've seen the play and enjoyed it as we always do, and now would ask you to convey to the committee our deep appreciation for that support.

The William Head stage program is a great boon to everyone -- inmates, local drama professionals, members of the audience, and the community at large. And, at the same time, the number of possible supporters for prison arts programs is limited.

Therefore we're very glad that your committee stepped up and hope that its support is maintained in the future to ensure that WHOS continues to benefit us all.

Best wishes and thanks again,

Irwin & Georgina Henderson

Dear James and the CRD Arts Advisory;

RECEIVED

NOV 07 2016

Thank you so much for your support of OUTstages and all things Intrepid. OUTstages brings queer theatre + performance to Victoria and we couldn't do it without your incredible support. This new festival had a great 2nd edition and we can't wait to celebrate OUTstages 3rd year next summer!

Thanks,

 Sammie Heather



JAMES,

Thank you for being an extraordinary part of making 2016 such a creative success for our 19th annual Uno Fest.

From bringing artists to Victoria for the first time for our audience's excitement, to aiding in the launch of a new solo performance, ~~and~~ investing in our local artists - the CRD Arts Development Service is a vital part in supporting Intrepid's vision.

Thank you for being a champion of the arts.

Sincerely,

Heather  Sammie 

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NOV 07 2016

Dear James,

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NOV 07 2016

Thank you so much for all your support of Intrepid Th and for helping make our 30th anniversary Fringe such an incredible success.

With grateful thanks,