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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, December 21, 2016 at 4:00 p.m.**
Meeting Room 107, 625 Fisgard Street, Victoria, BC

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|------------------|--------------|------------|---|------------|
| 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:

Adoption of the Arts Committee Minutes of November 23, 2016

Recommendation: That the Arts Committee minutes of November 23, 2016 be adopted.

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.

7. Correspondence:

November 2016, the Other Guys theatre company

December 2, 2016, Pacific Opera Victoria

Recommendation: That the correspondence be received for information.

8. New Business

9. Adjournment

Next meeting: January 25, 2017 at 4:00 p.m. Meeting Room 107

To ensure quorum, please advise Allison Boyd 250.360.3009 or aboyd@crd.bc.ca if you cannot attend.



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Meeting Minutes Arts Committee

Wednesday, November 23, 2016

4:00 PM

Room 107

Present:

Committee Members: C. Plant (Chair), M. Brame, B. Fallot, K. Kahakauwila, J. Loveday (4:05), T. Ney, K. Roessingh

Staff: J. Lam, Manager, Arts Development; B. Reems, Senior Manager, Legislative & Information Services (4:10); A. Boyd, Senior Administrative Secretary (recorder)

Also Present: M. Sing, Chair and P. Sullivan, Funding Chair, Arts Advisory Council (AAC)

Absent: Member D. Screech

Chair Plant called the meeting to order at 4:02 p.m.

1. APPROVAL OF THE AGENDA

Supplementary Item: 6.1 Appendix B: Draft Bylaw

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

2. ADOPTION OF MINUTES

2.1 Minutes of the Arts Committee of October 26, 2016

**MOVED by Member Roessingh, SECONDED by Member Kahakauwila,
That the Arts Committee minutes of October 26, 2016 be adopted.
CARRIED**

2.2 Arts Advisory Council Minutes of the October 4, 2016

2.2.1 Arts Advisory ABC's

**MOVED by Member Roessingh, SECONDED by Member Brame,
That the Arts Committee receive the Arts Advisory Council Minutes of October 4, 2016 and the
Arts Advisory ABC's for information.
CARRIED**

3. REPORT OF THE CHAIR

Member J. Loveday entered the meeting (4:05)

Chair Plant noted that he had enjoyed watching the various aspects of the strategic arts planning process unfold and expressed his opinion that it had been one that the Arts Service can be proud of. He noted that the Committee can look forward to the forthcoming report to discuss at our next meeting. He asked that when circulated questions about the report should be directed to the consultant Inga Petri with a cc: to J. Lam.

4. REPORT OF THE ARTS ADVISORY COUNCIL CHAIR

Chair M. Sing noted that they are reviewing the operating grant applications and that the plenary to discuss grant recommendations was scheduled on November 26.

In advance of her upcoming completion of eight years on the Arts Advisory Council Chair Plant thanked Chair Sing, for her Service including those during which she acted as Chair.

5. PRESENTATIONS/DELEGATIONS – None

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

J. Lam reviewed the Staff Report, noting the motion endorsing the proposed shift to a commission structure and provided a verbal update that included reference to the attached appendices including the draft bylaw.

B. Reems entered the meeting (4:10)

Discussion ensued on:

- The inception of the CRD Arts Committee in 2001 and its predecessor before the creation of the Arts Service, the Inter-municipal Committee.
- The evolution and modernization of terminology relating to committees and commissions at the CRD.
- A comparison between the roles and authority of a CRD Commission versus a Standing Committee and the types of documents that are created to define them.
- The timeframe for deciding on becoming a Commission or Committee.
- Remuneration for members of Board Committees vs Commissions, the source of remuneration and the appointment process for committee/commission members.

It was discussed that Arts Committee members may wish to inform their Mayor and Councils' of the prospective changes and bring back any feedback to the next meeting.

**MOVED by Member Ney, SECONDED by Member Kahakauwila,
That the Arts Committee table this item to the next meeting.
CARRIED**

B. Reems left the meeting (5:03)

6.2 Arts Plan Update (verbal update)

J. Lam provided a verbal update noting that the final report from Strategic Moves is due December 23rd, 2016. He noted the desirability of having the consultant provide an in-person presentation to the Committee and advised that he is examining the budget for available resources. The final plan is expected to include a quarterly implementation plan and evaluation measures for next 2 to 3 years.

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)

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

8. NEW BUSINESS

Township of Esquimalt, Arts Funding: Member Brame provided a verbal update noting that the previous council had been considering an examination of their contribution level to the Arts Service. She reported that the current council has tabled the matter for a year pending ongoing reporting and of activities related to the Arts Plan.

9. ADJOURNMENT

**MOVED by Member Kahakauwila, SECONDED by Member Brame,
That the meeting be adjourned at 5:14 p.m.
CARRIED**

CHAIR

RECORDER



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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.

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| Submitted by: | James Lam, Manager, Arts Development Service |
|---------------|--|

Attachments: Appendix A: Arts Comparison Commission vs Committee
Appendix B: Draft Bylaw 4143, CRD Arts And Cultural Grants Commission

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

Comparison between a Standing Committee versus a Commission

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| 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

the Other Guys
theatre company

RECEIVED

DEC 09 2016

November, 2016

CRD Arts Development
PO Box 1000
625 Fisgard Street
Victoria, V8W 2S6

Dear James and Heather,

Please find enclosed The Other Guys Theatre final report for our May 2015 funding. After many trials and tribulations, and with patience and assistance from the CRD Arts, we were able to successfully premiere *Flotsam & Jetsam: Life on the West Coast* in May 2016.

The show was exceptionally well received by both locals and visitors alike. I've enclosed samples of our media and review received. The great response led to the show being picked up by the Evergreen Theatre to open their season in Coquitlam and an additional run in February 2017 in Nanaimo with TheatreOne. I am cautiously optimistic that there will be other theatres that may want to present the piece in 2017 and we are working the connections. As previously mentioned, I would really like to create a mini CRD tour circuit to take the show out to each of the municipalities that fund the CRD Arts – but this will take some special funding and further work.

Thank you again for the funding and the patience in getting this show to its' premiere. With 22 original song/stories, the research and writing was a real workout for the creative team.

We are looking forward to the new year and our co-production premiere of Tobin Stokes' *Rattenbury: the Opera*, with Pacific Opera Victoria in November 2017!

Wishing you and yours a very jolly holiday and all best for a happy new year.

Best,



Mary Desprez
Company Manager
Other Guys Theatre

RECEIVED

DEC 03 2016

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December 2, 2016

Mr. James Lam, Manager, Arts Development
CRD Arts Development Office
625 Fisgard St
PO Box 1000
Victoria, BC V8W 2S6

Dear James:

On behalf of the Board of Directors of Pacific Opera Victoria, I am writing to express our thanks to the CRD Arts Advisory Council for their recent recommendation of a grant of \$220,450 for 2017 operating funding for Pacific Opera Victoria.

We appreciate that the Arts Advisory Council has recommended an increase in our funding again this year. This additional investment will help us to fulfill our mission and carry out our long-range strategic vision as we continue to add new operas to the Canadian canon, expand our engagement and training programs, and increase our community impact.

As always, we are pleased to offer complimentary tickets whenever possible to members of the Arts Committee and Arts Advisory Council, so as to further their understanding of Pacific Opera Victoria and of the arts in the Capital Regional District.

We are deeply grateful for the support that the CRD Arts Development Service provides, both to POV and to arts organizations throughout the region.

Sincerely,

A handwritten signature in black ink, appearing to be "Ian Rye", written over a white background.

Ian Rye, CEO