



Notice of Meeting and Meeting Agenda Regional Arts Facilities Select Committee

Wednesday, January 29, 2020

11:00 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

Colin Plant (Chair), David Screech (Vice-Chair), Lisa Helps, Gary Holman, Jeremy Loveday, Rob Martin, Cliff McNeil-Smith, Rebecca Mersereau, Kevin Murdoch, Ned Taylor, Ken Williams

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. Minutes of the November 27, 2019 Regional Arts Facilities Select Committee meeting

Recommendation: That the minutes of the Regional Arts Facilities Select Committee meeting of November 27, 2019 be adopted as circulated.

Attachments: Minutes: November 27, 2019

4. Report of the Chair

5. Presentations/Delegations

6. Committee Business

6.1. Request for Proposal for a Consultant to Facilitate a Discussion on the Region's Arts Facilities Needs

Recommendation: That the Regional Arts Facilities Select Committee approve the RFP and direct staff to proceed with engaging a consultant.

Attachments: Staff Report: RFP for Consultant to lead Facilities Discussion
Appendix A: RFP for Consultant to lead Facilities Discussion



Capital Regional District

625 Fisgard St.
Victoria, BC V8W 1R7

7. Notice(s) of Motion

8. New Business

9. Adjournment

Next Meeting: At the call of the Chair

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.



Meeting Minutes Regional Arts Facilities Select Committee

Wednesday, November 27 2019

2:00 PM

Room 651
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT

Directors: C. Plant (Chair), D. Screech (Vice-Chair), M. Alto (for L. Helps), C. McNeil-Smith, R. Mersereau, K. Murdoch, J. Loveday, R. Martin, K. Williams, Z. de Vries (for N. Taylor)

Staff: E. Gorman, Deputy Corporate Officer; N. Chan, Chief Financial Officer; J. Lam, Manager, Arts Development; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director Holman

The meeting was called to order at 2:01 pm.

1. Territorial Acknowledgement

Chair Plant provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Martin, SECONDED by Director Murdoch
That Mr. Lorne De Large be added as a delegation to the agenda to speak to item 4.1.
CARRIED

MOVED by Director Martin, SECONDED by Director Murdoch
That the agenda for the November 27, 2019 Regional Arts Facilities Select Committee be approved as amended.
CARRIED

3. Report of the Chair

Chair Plant thanked all members of the committee, especially Vice-Chair Screech, for serving.

The Chair stated that the purpose of this committee is to explore the region's performing arts facility needs and potential partnerships, setting the stage for future work.

The Chair asked each member what they hope this committee will achieve. Chair Plant would like to turn our eye to how we can make existing facilities better, identify and address any gaps, as well as exploring future partnerships.

Vice-Chair Screech would like to look at our structure and its equitability for the region.

Director Loveday wants to look at the opportunities as well as the gaps to better serve the people.

Director Martin would like to explore the gaps in regards to underserved areas - specifically the Westshore – as well as publicly funded vs private theatres, to bring the greatest success to the region.

Director McNeil-Smith would like to reach out to the region's facilities and obtain the shared challenges.

Director Mersereau hopes that we might gain a better understanding of the complement of facilities available in the region, to better inform the Capital Regional District's role.

Director Murdoch would like to look at public and private facilities to understand the long-term needs of the community.

Director Williams would like to see consideration given to the performers behind the stage to incorporate a more fully featured facility.

Alternate Director Alto sees this as an opportunity to discuss future partnerships from a regional perspective.

Alternate Director De Vries declined to comment.

4. Presentations/Delegations

4.1. Delegation – Ian Rye; Resident of Victoria: Re: Agenda Item 5.1. Regional Arts Facilities Select Committee Terms of Reference.

Steven White (for Ian Rye) spoke to Agenda Item 5.1. Regional Arts Facilities Select Committee Terms of Reference.

4.2. Delegation – Lorne DeLarge; President of Royal McPherson Theatres Society: Re: Agenda Item 5.1. Regional Arts Facilities Select Committee Terms of Reference.

Lorne DeLarge spoke to Agenda Item 5.1. Regional Arts Facilities Select Committee Terms of Reference.

5. Committee Business

5.1 Regional Arts Facilities Select Committee Terms of Reference

N. Chan spoke to Regional Arts Facilities Select Committee Terms of Reference.

Discussion ensued on the following:

- Definition of the word “Arts”
- Designation of “Regional Arts Facility” process
- Consultant resourcing and facility user feedback
- Establishing working groups

MOVED by Director Murdoch, SECONDED by Director Loveday

That the Regional Arts Facilities Select Committee receive this report and the Terms of Reference for information.

CARRIED

5.2. Next Steps

MOVED by Alternate Director Alto, SECONDED by Vice-Chair Screech

That staff create an RFP based on the comments heard in the discussion at the select committee today.

MOVED by Director Murdoch, SECONDED by Director Loveday

That the motion be amended to add the words “...and that the RFP be brought back to the committee for review and approval.” After the words “select committee today”.

CARRIED

MOVED by Director Murdoch, SECONDED by Director Loveday

That staff create an RFP based on the comments heard in the discussion at the select committee today and, that the RFP be brought back to the committee for review and approval.

CARRIED

7. Adjournment

MOVED by Director McNeil-Smith, SECONDED by Director Alternate Director Alto

That the November 27, 2019 Regional Arts Facilities Select Committee meeting be adjourned at 3:20 pm.

CARRIED

Chair

Recorder



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**REPORT TO REGIONAL ARTS FACILITIES SELECT COMMITTEE
MEETING OF WEDNESDAY, JANUARY 29, 2020**

SUBJECT Request for Proposal for a Consultant to Facilitate a Discussion on the Region's Arts Facilities Needs

ISSUE SUMMARY

The Regional Arts Facilities Select Committee have requested staff to draft a Request for Proposal (RFP) to engage a consultant that would facilitate a regional discussion on the region's performing arts facilities needs.

BACKGROUND

At their meeting of October 30, 2019 the Regional Arts Facilities Select Committee discussed the purpose of the committee relative to Board Initiative 12a-1 to "facilitate a discussion on the region's arts facilities needs". Committee members noted their expectations for what the committee would achieve and directed staff to draft an RFP for a proposal that would fulfil those expectations.

ALTERNATIVES

Alternative 1

The Regional Arts Facilities Select Committee approve the RFP and direct staff to proceed with engaging a consultant.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

The engagement of a consultant to facilitate a discussion on the region's arts facilities needs is in alignment with current Board initiatives. The consultant will consult and engage the regional community on issues related to performing arts facilities in the capital region and will deliver a report that includes recommendations on future work to be done in this area.

\$40,000 has been allocated to support this initiative in 2020.

CONCLUSION

The Regional Arts Facilities Select Committee was created by the CRD Board to oversee activities associated with their initiative to facilitate a discussion on the region's arts facilities needs (initiative 12a - 1).

RECOMMENDATION

The Regional Arts Facilities Select Committee approve the RFP and direct staff to proceed with engaging a consultant.

Regional Arts Facilities Select Committee – January 29, 2020
Request for Proposal for a Consultant to Facilitate a Discussion on the Region’s Arts Facilities Needs

Submitted by:	James Lam, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: REQUEST FOR PROPOSAL - Facilitation of a Discussion on the Region’s Arts Facilities Needs

**CAPITAL REGIONAL DISTRICT
REQUEST FOR PROPOSAL (FT2020-002)**

xxxx xx 2020

Facilitation of a Discussion on the Region's Arts Facilities Needs

1. Purpose

The purpose of this Request for Proposal is to select a qualified proponent to fulfill the 2019-2022 CRD Board Initiative 12a-1 to "facilitate a discussion on the region's arts facilities needs."

2. Background:

The Capital Regional District (CRD) is the regional government on Southern Vancouver Island, British Columbia providing fully regional and sub-regional services. The CRD is comprised of 16 jurisdictions (13 municipalities and three electoral areas) serving a population of 413,000. The majority of the population is based in the municipalities of Victoria, Saanich, Esquimalt, Oak Bay and View Royal, and continues to experience significant growth particularly in the West Shore communities of Langford and Colwood.

Board Initiative 12a-1 in the CRD 2019-2022 Corporate Plan calls for the Board to "facilitate a discussion of the region's arts facilities needs." This initiative is being overseen by the Regional Arts Facilities Select Committee created for this purpose by the CRD Board. The membership of the Select Committee is comprised of 11 Board Directors/Alternates.

There have been several past reports related to regional arts facilities. The most recent of these was "Report to Capital Regional District Regarding a Performing Arts Facility Needs Analysis" delivered in December 2000.

"Conclusions" (p.20) of the report summarizes comments on long-term needs (some no longer applicable), considerations related to locations of potential major new facilities (downtown Victoria), and "Key ingredients to move forward" (not acted on). The introduction (p. 1) of the report notes that "... if history is not to be learned from, it is bound to be repeated."

Arts facilities that serve the interests and needs of the region intersect with the interests and needs of local jurisdictions. Location, audiences, ownership, funding, user groups, market, changing tastes, technology and operational sustainability are significant issues of concern in relation to the development of buildings that are typically once in a generation undertakings.

Neither the CRD nor local jurisdictions currently have capital support for the development of arts facilities nor is there a coordinated structure for arts facilities planning in the region. Recent local initiatives exploring the development of performing arts facilities include the Westshore Centre for the Performing Arts (2013) and the Community Arts Theatre at Stelly's (2016) neither of which have been built.

3. Request for Proposal - Overview

The CRD Board has expressed its interest in facilitating a discussion on the region's arts facilities needs in Board Initiative 12a-1 of the CRD 2019-2022 Corporate Plan.

The CRD website is <https://www.crd.bc.ca/>.

The CRD Corporate Plan can be found here https://www.crd.bc.ca/docs/default-source/crd-document-library/plans-reports/crd-corporate-plan.pdf?sfvrsn=4c45ccca_6

The successful proponent will identify parties with interests in the issues, gather information on the region's performing arts facility needs, provide an analysis of those needs, and develop recommendations for future work. The proponent will deliver their findings in a written report to the Select Committee with their recommendations.

Issues to be considered in the discussion may include but are not limited to:

- the current inventory and oversight of performing art facilities, their functions and roles within the current ecosystem
- gap analysis
- equity
- considerations related to the intersection of local and regional interests
- funding and sustainability
- challenges
- suggested modifications and improvements (short and long term)
- partnerships
- other relevant issues as may arise

4. Scope of Work

- a) Demonstrate an understanding of the scope of the project
- b) Provide a detailed schedule of activities noting key milestones
- c) Consult with CRD staff and the Select Committee as required to ensure a shared understanding of the expected deliverables
- d) Work with the project manager to understand issues and incorporate solutions to satisfy internal and external user needs
- e) Review relevant past reports on arts facilities in the capital region
- f) Identify parties with interests in the issues for inclusion in the discussion
- g) Design and implement a regionally representative public participation process in alignment with professional standards through which to gather key data and information
- h) Deliver a report that documents the process, provides analysis and provides key recommendations for future work.
- i) The budget for the proposal is \$40,000 inclusive of all taxes and fees.

5. Execution

The project must be complete by **xxxx xx, 2020**.

6. Instructions and Conditions

The proponent is responsible for informing themselves as to the contents and requirement of this proposal. Each proponent is responsible to ensure they have obtained and considered all information necessary to understand the requirements of the request for quotation. The CRD will not be responsible for any loss, damage, or expense incurred by the proponent as a result of any inaccuracy or incompleteness in this proposal, or as a result of any misunderstanding or misinterpretation of the terms.

If clarification is required contact James Lam at 250-360-3205 jlam@crd.bc.ca .

The CRD reserves the right to reject any and all quotations received and to cancel this project at any time.

7. Form of Proposal:

Please include:

- Confirmation of the ability to complete the project as described by xxxx xx, 2020
- A summary of experience and qualifications of the individual or team responsible for the project
- Three references for similar, previous work
- An outline of the approach to public participation, work plan and timeline
- Your quote with a budget containing a breakdown of costs and all applicable taxes.

8. Closing Date for Submissions of Quotation:

Submit your quotation to the undersigned **by noon, local time on xxxx xx 2020**. The quotation can be mailed, couriered or emailed to:

Regional Arts Facilities RFP
Att: James Lam, Manager
CRD Arts & Culture Support Service
625 Fisgard Street, P.O. Box 1000
Victoria, BC V8W 2S6
Telephone: (250) 360-3205
jlam@crd.bc.ca