



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

A G E N D A **ARTS, CULTURE AND SPECIAL EVENTS** **ADVISORY COMMITTEE MEETING**

October 7, 2009

7:00 p.m.

Esquimalt Council Chambers

1. **CALL TO ORDER**
2. **LATE ITEMS**
3. **APPROVAL OF THE AGENDA**
4. **MINUTES**
 - (1) Minutes of the Arts, Culture and Special Events Advisory Committee meeting, September 2, 2009
5. **OLD BUSINESS**
 - (1) Work Plan Finalization on Esquimalt's Harvest of Arts
 - (2) Arts Grants
 - (a) Parks and Recreation Community Events Funding - Update
 - (3) Cataloging of Public Art - Update
 - (4) Olympic Torch Relay - Update
 - (5) Children's Museum - Update
6. **NEW BUSINESS**
7. **REPORTS FROM SUB-COMMITTEES**
 - (1) Buccaneer Days
 - (2) Fall Arts Harvest
 - (3) Spring Garden Tour in 2010 / Art in the Park 2010
 - (4) Esquimalt Art Lending Library
 - (5) Walking Events
 - (6) Website Calendar of Events
8. **REPORT FROM STAFF LIAISON**

9. COMMUNICATIONS

10. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

11. NEXT MEETING

12. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, September 2, 2009

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Councillor Meagan Brame
Councillor Bruce McIldoon
Nick Brame
Avrille Gosling

STAFF: Barbara Snyder – Director of Development Services (Staff Liaison)
Karen Hay – Planning Technician
Deborah Liske – Recording Secretary

REGRETS: Janet Jones – Chair
Norm Swan – Vice Chair
Moiria Tait

1. CALL TO ORDER

In the absence of Chair Jones and Vice Chair Swan, Barbara Snyder, Director of Development Services (Staff Liaison) called the meeting to order at 7:03 p.m.

Moved by Councillor McIldoon, seconded by Nick Brame, that Councillor Brame be assigned the position of alternate chair for the September 2, 2009 meeting of the Arts, Culture and Special Events Advisory Committee due to the absence of Chair Jones and Vice Chair Swan.
The motion **CARRIED**.

2. LATE ITEMS

The following late item was introduced:

1. Add to Agenda item **6. NEW BUSINESS** (2) Children's Museum

3. APPROVAL OF THE AGENDA

Moved by Nick Brame, seconded by Councillor McIldoon that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of September 2, 2009 be approved with the inclusion of the late agenda item.
The motion **CARRIED**.

4. MINUTES

Moved by Councillor McIldoon, seconded by Nick Brame that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of June 3, 2009 be approved as presented.
The motion **CARRIED**.

5. OLD BUSINESS

- (1) Work Plan Finalization

Councillor Brame reviewed the Esquimalt Arts Event work plan with the committee. The following items were discussed:

- Event to be called Esquimalt's Harvest of Arts
- Take place Sunday, October 25th 11:00 a.m. – 4:00 p.m. Esquimalt Recreation Centre
- A formal, open call-out for artists from Esquimalt and Victoria West to take place
- Create artists list; including contact information; medium, showcase; display requirements
- Forward letter of invitation of participation to art teacher at Esquimalt High School and Victor Brodeur School
- Coordinate waiver for participating artists
- Portia Mann will advise if a special events permit is required
- Advertising:
 - Esquimalt Municipal Newsletter – Free
 - Municipal News Release – Free
 - Municipal Website – Free
 - Victoria News Community Calendar – Free
 - Snap Magazine – Free
 - Splash Page – Free
 - GO Magazine – Free
 - Times Colonist Craft Fair & Events Lists – Sept 18th deadline – published Oct 6 – Cost
 - Victoria News – published Oct 21 & Oct 23 – cost
 - Monday Magazine – week of event – cost
 - Colored Posters for window displays in Esquimalt Road businesses and Esquimalt plaza
 - Poster board sign to direct from Esquimalt road / Fraser street to Recreation Centre
- Invitations:
 - Mayor & Council
 - All Advisory Committee members
 - Admiral and Base Commander of CFB Esquimalt
 - CRD Arts Committee
 - Current Mailing List
- Insurance
- Light refreshments for artists for set-up
- Honorarium including swim passes for artist participants
- Donation to school art program for youth artist participation (swim passes for individuals)
- Rental of easels and / or display stands (Island Displays) – suggested that high schools be approached to see if they would be interested in building the easels or displays stands

(2) Arts Grants

- (a) Parks and Recreation Community Events Funding

Moved by Nick Brame, seconded by Avrille Gosling, that Chair Jones be authorized to apply on behalf of the Arts, Culture and Special Events Advisory Committee for the Esquimalt Parks and Recreation Community Events funding in the amount of \$750.00.

The motion **CARRIED**.

Include the cost of the rental / purchase of easels / display stands in the funding request.

(3) Cataloging of Public Art

Councillor Brame reported that upon consultation, it was determined that a simple database can be created to catalogue public art.

The committee discussed how to commence the project with the suggestion that each department identify public art in their workspace areas. It was further suggested that photographs be taken

and hyperlinked to the database table. The Director of Development Services will develop a template and report back to the committee when completed.

(4) Military Plaques in Archie Browning Sports Centre

The Director of Development Services reported that the small plaques are in storage at the public safety building and that the larger plaques from the exterior of the Sports Centre were not salvageable when they were removed.

6. NEW BUSINESS

(1) Olympic Torch Relay

Councillor Brame reported that the Olympic Torch Relay will be taking place in Esquimalt on October 30th starting at approximately 11:00 a.m. Celebration stations will be set up at Victor Brodeur school and Memorial Park. It has been requested that the committee organize the musical entertainers for the celebration stations. Risers and staging will be required. Vicki Klyne, Parks and Recreation is the contact for this event. Organizers have requested that individuals wear red and white and line the street during the event. Esquimalt schools have been asked to participate by completing an art project that reflects the relay and by lining the route on the day of. Schools are requesting free art supplies to assist with the art project. The Esquimalt Photography Club will be taking photographs of the event which will be displayed at a later date at the Recreation Centre. The next meeting of the Torch Relay Committee will be October 9th or 10th. Anyone interested in providing assistance or participating is welcome to attend.

(2) Children's Museum (**Late Item**)

The Director of Development Services reported that the Children's Museum is currently looking for a temporary site of 6,000 square feet and a permanent site of up to 20,000 square feet to house the museum. The museum has the opportunity to showcase materials from the Vancouver Children's Museum during the Olympics and remainder of 2010. The museum would be open to the public from 10:00 a.m. – 6:00 p.m. and the organizers are looking for a space on a bus route. Committee members discussed possible locations that may be suitable.

7. REPORTS FROM SUB-COMMITTEES

(1) Buccaneer Days

Councillor McIldoon reported that this years Buccaneer Days was very successful.

(2) Fall Arts Harvest

Councillor Brame reminded committee members to keep October 25th open and that volunteers will be need.

(3) Spring Garden Tour in 2010 / Art in the Park 2010

It was suggested that the Spring Garden Tour / Art in the Park concepts be explored with the artist who participate in the Harvest of Arts event in October.

(4) Esquimalt Art Lending Library

Councillor Brame has completed researched on hangers for displaying art. This concept would require the purchase and mounting of a wooden rail, metal clips and chains.

It was previously determined that the Council Chambers would be an ideal location to display public art, but a recent emergency event highlighted that the Council Chambers was not an appropriate location as the room is designated as the municipal Emergency Operations Centre. Concerns were raised that in the event that the EOC is required to become operational, the risk of possible damage to the art is too high. Committee members discussed other locations for display purposes and it was suggested that the Esquimalt Painters Group be consulted for their preferences.

(5) Walking Events

Councillor Brame noted the success of the new Esquimalt Walking tours. The Director of Development Services noted a very successful art tour where a map is produced that lists the businesses that have art displayed in their shop windows. It was suggested that this idea be considered for the future. It was also suggested that the committee consider organizing a walking studio tour.

The Director of Development Services noted that the Parks and Recreation department will be releasing new fitness walking routes.

(6) Website Calendar of Events

The Director of Development Services reported that the Tourism Project Manager had developed a calendar of events for the summer. It was noted that the Tourism Project Manager contract is coming to a conclusion and that the task of keeping a calendar of events current and up to date would need to be taken over by someone else. It was suggested that the Communications Coordinator continue with this initiative.

8. REPORT FROM STAFF LIAISON

No report.

9. COMMUNICATIONS

- (1) Email from Heritage BC, received June 12, 2009, Re: New Provincial Minister Responsible for Heritage

Moved by Councillor McIldoon, seconded by Nick Brame that the communications item be received for information.
The motion **CARRIED**.

- (2) Letter from Trudy VanDop and Samantha Allen, received June 22, 2009, Re: Arts & Cultural Guide to British Columbia

Moved by Nick Brame, seconded by Councillor McIldoon that the communications item be received for information.
The motion **CARRIED**.

10. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

The Director of Development Services reported that the Esquimalt Lantern Festival will be taking place on September 19th from 6:00 – 11:00 p.m. starting at Captain Jacobson Park.

Councillor Brame noted the abundance of events taking place in September for Cops for Cancer.

11. **NEXT MEETING**

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, October 7, 2009.

12. **ADJOURNMENT**

Moved by Nick Brame, seconded by Councillor McIlldoon that the meeting adjourn at 8:31 p.m.
The motion **CARRIED**.

Councillor Meagan Brame, Alternate Chair

This 7th day of October, 2009

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