



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

November 4, 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, October 7, 2009 Pg. 1 – 3
  5. **NEW BUSINESS**
    - (1) Seniors Spring Tea and Concert
  6. **REPORTS FROM SUB-COMMITTEES**
    - (1) Buccaneer Days
    - (2) Fall Harvest of Arts
    - (3) Spring Garden Tour in 2010 / Art in the Park 2010
    - (4) Walking Events
    - (5) Website Calendar of Events
    - (6) Celebration of Lights
  7. **REPORT FROM STAFF LIAISON**
  8. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**
  9. **NEXT MEETING**
  10. **ADJOURNMENT**



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

**MINUTES  
ARTS, CULTURE AND SPECIAL EVENTS  
ADVISORY COMMITTEE**

Wednesday, October 7, 2009

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Councillor Meagan Brame  
Councillor Bruce McIldoon  
Nick Brame  
Janet Jones – Chair  
Norm Swan – Vice Chair

**STAFF:** Barbara Snyder – Director of Development Services (Staff Liaison)  
Karen Hay – Planning Technician  
Diane Knight – Recording Secretary

**REGRETS:** Avrille Gosling  
Moira Tait

**1. CALL TO ORDER**

Chair Jones called the meeting to order at 7:00 p.m.

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF THE AGENDA**

Moved by Councillor Brame, seconded by Nick Brame that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of October 7, 2009 be approved.  
The motion **CARRIED**.

**4. MINUTES**

Moved by Councillor McIldoon, seconded by Councillor Brame that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of September 2, 2009 be approved as presented.  
The motion **CARRIED**.

**5. OLD BUSINESS**

(1) Work Plan Finalization

Chair Jones presented the poster for the October 25<sup>th</sup> Harvest of Arts. She reported that the Atrium, Pioneer Rooms A and B have all been booked and the Fernhill Room tentatively in case it is required on that day. She noted that a special event permit is not required. A letter has been delivered to Esquimalt High School and Victor Brodeur School. She advised that the event is listed in SNAP Magazine, will be in Experience Esquimalt in the Times Colonist, more posters will be distributed and a sandwich board and balloons will be out on the day of the event.

Chair Jones advised that participating artists will be required to sign a one page liability waiver and they are able to sell their art at the show.

Vice Chair Norm Swan reported that the list of artists include the Esquimalt Art Group, Esquimalt Photography Club, a fellow playing guitar and there will also be a photographer from Emily Carr School attending the show. Chair Jones noted that the list used this year was the same list from last year. Councillor McIlldoon inquired about the CFAX art show. He will forward contact information to Vice Chair Swan. Chair Jones reported that the response from artists has been very good and she will continue to follow up with others.

Discussion took place regarding numbers of visitors attending the show. Councillor Brame will design a comment card possibly with a prize draw attached to encourage the public to submit the card. Suggestions include the artwork as a prize and for the public to choose their favourite artwork. Members of the group will help to solicit donations/prizes.

Having food available was also discussed. Councillor Brame suggested having coffee/tea and muffins available for the artists in the Fernhill Room.

Chair Jones will look after the following:

- contact Ritchie Morrison regarding invitation to Mayor/Council and Base Commander;
- research posting the event on the large board outside the Recreation Centre and the one outside the Sports Centre;
- order food as required; and
- follow up with advertising.

Chair Jones and Vice Chair Swan will follow up with the artists to identify supplies required for the event, i.e, chairs, easels, tables.

Nick Brame reported that Esquimalt High School may be a resource for the easels.

Barbara Snyder will forward the poster to the Esquimalt Chamber of Commerce.

- (2) Arts Grants
  - (a) Parks and Recreation Community Events Funding Update

Chair Jones reported that she has applied for \$750 in funding for the Esquimalt Parks and Recreation Community Events funding. Barbara Snyder will check with Carollyne Evans regarding whether there is a concern with members of this group participating in the Grants Committee.

- (3) Cataloging of Public Art

Karen Hays reported that this is an ongoing project.

- (4) Olympic Torch Relay - Update

Councillor Brame commented that a Public Forum on the Olympic Torch Relay will be held in Council Chambers tomorrow night, October 9. The Township still requires volunteers for the event. Nick Brame suggested that someone approach the Leadership Group at Esquimalt High in person to recruit student volunteers.

- (5) Children's Museum – Update

Councillor Brame will find out if the Children's Museum has found a location in Esquimalt.

## 6. **NEW BUSINESS**

There was none.

**7. REPORTS FROM SUB-COMMITTEES**

- (1) Buccaneer Days

Discussion took place on parade floats and what the Township is currently involved with. Councillor McIlldoon will research how the Township can enter the Island Farms parade on November 21<sup>st</sup>. He also suggested that the “Celebration of Lights” be added as a Sub-Committee.

- (2) Fall Arts Harvest  
(3) Spring Garden Tour in 2010 / Art in the Park 2010  
(4) Esquimalt Art Lending Library

It was determined to put this initiative on hold until the municipal art has been catalogued.

- (5) Walking Events

The Director of Development Services reported that the walking maps are being reprinted as the demand has been high. Map cards have been placed on the BC Ferries and at the Tourist Information Centre by Sidney.

- (6) Website Calendar of Events

The Communications Coordinator is responsible for the Calendar.

**8. REPORT FROM STAFF LIAISON**

No report.

**9. COMMUNICATIONS**

There was none.

**10. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Councillor Brame invited everyone to attend the Harvest of Arts on October 25<sup>th</sup>. Councillors Brame and McIlldoon offered to help with the set up. Vice Chair Swan advised that he will be there all day. The event opens at 9 am with a starting time of 11 am.

**11. NEXT MEETING**

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, November 4, 2009.

**12. ADJOURNMENT**

Moved by Nick Brame, seconded by Councillor McIlldoon that the meeting adjourn at 8:10 p.m.  
The motion **CARRIED**.

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Janet Jones, Chair

This      day of                      , 2009