



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

January 14, 2010

7:00 p.m.

Esquimalt Council Chambers

- 
1. **CALL TO ORDER**
  2. **LATE ITEMS**
  3. **APPROVAL OF THE AGENDA**
  4. **INTRODUCTIONS**
  5. **MINUTES**
    - (1) Minutes of the Arts, Culture and Special Events Advisory Committee meeting, November 4, 2009 Pg. 1 – 3
  6. **NEW BUSINESS**
    - (1) Review of Committee Terms of Reference (TOR) Pg. 4 – 5
    - (2) Membership List Contact Information
    - (3) Committee Member Interests – What Each Member Brings to the Table
    - (4) Meeting Schedule Dates and Times
    - (5) Agenda Items and Distribution
    - (6) Work Plan Discussion
  7. **OLD BUSINESS**
    - (1) Seniors Spring Tea and Concert Pg. 6 – 7
  8. **REPORTS FROM SUB-COMMITTEES**
    - (1) Buccaneer Days
    - (2) Fall Harvest of Arts
    - (3) Spring Garden Tour / Art in the Park
    - (4) Walking Events
    - (5) Website Calendar of Events

(6) Celebration of Lights

**9. REPORT FROM STAFF LIAISON**

**10. COMMUNICATIONS**

(1) Notice of Opening of the Griffin Gallery

Pg. 8

**11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

**12. NEXT MEETING**

**13. ELECTIONS**

(1) Elections of Chair and Vice-Chair

**14. ADJOURNMENT**



**CORPORATION OF THE TOWNSHIP OF ESQUIMALT**

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

Wednesday, November 4, 2009

7:00 p.m.

Council Chambers, Municipal Hall

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

**STAFF:** Karen Hay – Planning Technician  
Deborah Liske – Recording Secretary

**REGRETS:** Barbara Snyder – Director of Development Services (Staff Liaison)

**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 Councillor McIldoon that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of November 4, 2009 be approved as presented. The motion **CARRIED**.

**4. MINUTES**

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

**5. NEW BUSINESS**

(1) Seniors Spring Tea and Concert

Maira Tait proposed organizing and hosting a seniors spring tea and concert in conjunction with Silver Threads.

Committee members discussed the concept making the following suggestions:

- Event take place on a week day morning at the end of March in the seniors centre room at the Recreation Centre (Ms. Tait will determine a date with Melissa McHugh).
- Councillor Brame volunteered to bring children from the daycare to perform.
- Contact leadership department at Esquimalt High and Ecole Victor-Brodeur schools to assist with set-up and serving
- Invite the jazz combo and choir from Esquimalt High and Ecole Victor-Brodeur schools to participate (letter of invitation to be drafted for delivery by Nick Brame).

- Invite Brenda Lavergne's daughter to perform.
- Invite residents from the Renaissance Retirement Home and Grafton Lodge to attend.
- Invite the Centennial Celebrations Select Committee to participate at the event to start promotion of the 2012 Centennial Celebration – suggested displays of old photographs.

It was noted the Victoria Curling Classic will be taking place at the Archie Browning Sports Centre from March 25 – 28, 2010.

Ms. Tait will organize the event and welcomes assistance from committee members.

## 6. REPORTS FROM SUB-COMMITTEES

### (1) Buccaneer Days

Councillor Brame reported that Mayor Desjardins requested her participation on the Naval Centennial Committee and will report back to the committee as information becomes available. It was noted the community will be very busy during Buccaneer Days weekend. It was also noted that discussions are currently taking place to reconfigure the layout of the midway for 2010 and participation by the military in the parade is doubtful.

### (2) Fall Harvest of Arts

Chair Jones provided the committee with a written and verbal report on the success of the Fall Harvest of Arts. Chair Jones noted great feedback was received from twenty comment forms and recreation staff were very helpful. Local high schools were contacted but did not respond to participate. Costs associated with the execution of the event were very reasonable – no room rental fee. Great response from local businesses to display posters advertising event. Sandwich boards from Parks and Recreation were utilized and placed on sidewalks on Fraser Street in front of the Recreation Centre and also at Fraser Street and Esquimalt Road. Chair Jones also took numerous photographs of the event.

It was determined costs associated with hosting the event would be paid out of the Arts, Culture and Special Events Advisory Committee budget if the committee is not successful in receiving a Parks and Recreation Community Events grant.

Committee members discussed providing honorariums to artists who participated at the event and noted that this item will need to be discussed in greater depth prior to any future events.

It was suggested more artists be located in the atrium to create more interest and that lighting will need to be considered for future events.

Moved by Councillor McIldoon, seconded by Vice Chair Swan, that the Arts, Culture and Special Events Advisory Committee provide a \$ 50.00 honorarium to the artists that participated (signed the liability waiver) in the Harvest of the Arts event hosted by the Esquimalt Arts, Culture and Special Events Advisory Committee on October 25, 2009.

The motion **CARRIED**.

Chair Jones also has photographs to accompany the honorariums.

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

Committee members discussed a spring garden tour / art in the park event for 2010 with concerns being raised on the weather dependency of these types of events. It was suggested that the committee focus on organizing a garden walking tour; noting that an event of this type requires a large amount of lead time. It was noted that June would be a good time to host a garden walking tour and there are very enthusiastic gardeners in the Grafton area.

(4) Walking Events

A committee member suggested the committee consider organizing a walking tour utilizing the Township of Esquimalt Walking Tours. It was further suggested the committee work with the Esquimalt Chamber of Commerce and the Seniors Centre. Additional ideas included having guided tours with a rally point to start where coffee and muffins can be served before or after the walk. This concept will be discussed further at the January meeting.

(5) Website Calendar of Events

It was reported the Communications Coordinator is doing a very good job of posting local events on the municipal website. Councillor Brame noted she has a contact at the Military Family Resource Centre that will help with getting information out to the community.

(6) Celebration of Lights

It was reported the Esquimalt Celebration of Lights will be taking place on December 1<sup>st</sup>. The parade will take place from 6:00 – 6:30 p.m. and the Celebration of Lights committee is looking for volunteers to help organize the parade and activities that take place in the front parking lot of the Archie Browning Sports Centre. The Lights committee is also looking for sponsors and anyone that could assist with sewing a mascot costume.

**7. REPORT FROM STAFF LIAISON**

No report.

**8. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Councillor McIldoon reported the CRD Arts Committee would like to increase funding to localized municipal / community events.

Chair Jones announced that her term on the Arts, Culture and Special Events Advisory Committee will expire on December 31, 2009 and she will not be seeking reappointment.

Committee members thanked Chair Jones for her dedication and hard work on the Committee.

**9. NEXT MEETING**

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, January 6, 2010.

**10. ADJOURNMENT**

The meeting adjourned at 8:23 p.m.

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, Chair

This      day of                      , 2010



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

<b>TITLE: Terms of Reference – Arts, Culture and Special Events Advisory Committee</b>	<b>NO. ADMIN - 48</b>
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**PURPOSE**  
The purpose of the Arts, Culture and Special Events Advisory Committee is to advise Council, recommend policies and actively support and promote the arts, culture and special events.

**MANDATE**  
The Arts, Culture and Special Events Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide a community perspective on services, programs, events and facilities related to the arts and culture.
- Identify sources of funding and grants to support arts, culture and special events related activities.
- Promote and support special events.
- Foster public awareness, recognition and support for local artistic talent and multiculturalism.
- Provide leadership in, and actively promote community activities related to the arts, cultural and special events.
- Provide liaisons, linkages and networks to assist community activities and clubs

The Arts, Culture and Special Events Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

**MEMBERSHIP**  
The Committee will consist of seven (7) members including:

- Two (2) members of Council as appointed by the Mayor.
- Five (5) community representatives appointed by the Council, representing the broad interests of the community.
- The Esquimalt First Nation, Songhees First Nation, Department of National Defence, School District No. 61, School District No. 93 and the Parks and Recreation Advisory Committee will be invited to assign non-voting, liaison representatives to the Committee.

**TERMS**  
Members will be appointed by Council for two-year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may

<b>EFFECTIVE DATE:</b> February 9, 2009	<b>APPROVED BY:</b> Council February 9, 2009	<b>REF:</b> Staff Report ADM-09-014	<b>RESCINDS NO.</b> ADM - 36	<b>PAGE 1 OF 2</b>
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<b>TITLE: Terms of Reference          – Arts, Culture and Special Events          Advisory Committee</b>	<b>NO. ADMIN - 48</b>
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be re-appointed for up to three consecutive terms. All appointees sit at the pleasure of Council and may be removed at Council's discretion.

**MEETINGS**

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

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**Seniors Spring Tea & Concert March 20**

Room booked for 9:am – 4:00pm

Entertainment

High school Jazz band –

email Ross Ingstrup @ [ringstrup@sd61.bc.ca](mailto:ringstrup@sd61.bc.ca)

Nov 19/09 – **awaiting reply**

Choir – Silver Threads – Hampton Singers –

xLorna Nelson - 250-384-4338 – **awaiting decision**

Singers – Brenda laVerne?

Day Care group -Magen Brame – email- unable to attend will contribute art work - **DONE**

Victoria Ballroom dancers – contact through website-**pending**

**Nadan Ensemble** – letter to Admiral sent – **awaiting reply**

Tea & Snacks:

Melissa has lots of volunteers looking for something to do.

Can use Phone at Rec. Center manned by volunteers to take calls

Caterers - ??

Set up/Cleaners - Esq. High School leadership dept.?

Servers - Boudier School?

Drivers - Lions, Churches, Handy dart

Posters - Karen Hay – municipal Hall

The Renaissance	Grafton St. Lodge	Library
St. Pauls Church	United Church	Catholic Church
Plaza	Archie Browning Ctr.	Rec Centre
Municipal Hall		

Rec Centre - Francis Mathieson – 250-412-8525

**Pioneer Room A&B – Sat. March 20**

9am – 3pm

or (Melissa) **Senior Centre –**

Volunteers – set up phone # re RSVP

School out for spring break two weeks in March. Back to school March 22-26

Budget – Request through Esq. Parks & Rec.

Liability, Waivers & W.C.B.??

<b>Item</b>	<b>Amount</b>	<b>Expense</b>	<b>Balance</b>
Municipal Hall	\$750.00		
Honorariums Jazz Band		100.00	
Food			
Flowers			
Decorations			
Posters, Melissa sandwich boards			



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(250) 220-5829

Let us introduce ourselves. I am Melinda Urquhart and my spouse Jenny Urquhart are now the owners of a new web based art gallery. Our goal is to provide artists in the Victoria area, a place to sell their works; without all of the hassles. Saving them not only their time, but as the prices of gas continue to rise, we want to ease pocket books. There is no limit to the amount of pieces an artist can submit.

We believe that as an artist, they should be given the peace of mind to focus on their works and not all of the issues of selling. Once they have opted to contact us, we will meet at their residence to review and photograph their works to place on our site. There is no risk. The artist retains their works at their residence until sold.