



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Wednesday, January 14, 2010

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Councillor Meagan Brame  
Councillor Bruce McIldoon  
Norm Swan  
Moira Tait  
Nick Brame  
Charles Lavoie

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

**REGRETS:** Avrille Gosling

#### 1. CALL TO ORDER

The Director of Development Services called the meeting to order at 7:04 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 January 14, 2010 be approved as presented.  
The motion **CARRIED**.

#### 4. INTRODUCTIONS

Committee members provided brief introductions.

#### 5. MINUTES

Moved by Councillor McIldoon, seconded by Norm Swan that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of November 4, 2009 be approved as presented.  
The motion **CARRIED**.

#### 6. NEW BUSINESS

(1) Review of Committee Terms of Reference (TOR)

The Director of Development Services noted the Committee Terms of Reference attached to the agenda for reference.

(2) Membership List Contact Information

A confidential membership contact list was distributed to committee members with the request that any revisions be provided to the Recording Secretary for updating prior to redistribution.

(3) Committee Member Interests – What Each Member Brings to the Table

Each committee members provided a brief overview of their individual arts, cultural and special events interests.

Councillor McIlldoon, who sits on the CRD Arts Committee, noted that an increase in financial support from the CRD Arts Committee would be helpful to support arts and culture. Councillor McIlldoon is a supporter of arts and culture.

Norm Swan is interested in arts and culture and brings a youth aspect to the committee.

Moira Tait is a senior and works with seniors and brings a seniors aspect to the committee. Ms. Tait is interested in physical fitness and aging well.

Charles Lavoie has contacts in the francophone community as well as in education and at the provincial government level. Mr. Lavoie also noted that he is a board member of the Esquimalt Residents Association and a past President of the West Bay Residents Association.

Karen Hay (Staff Liaison) noted that it is vital to have good arts and culture to have a healthy community.

Barbara Snyder (Staff Liaison) participates in the arts community and is interested in seeing the arts integrated in the community.

Nick Brame belongs to the Esquimalt High School Leadership Program and will be a good resource for youth.

Councillor Brame works with young children, noting that intergenerational activities are important and activities need to be multigenerational.

(4) Meeting Schedule Dates and Times

The Arts, Culture and Special Events Advisory Committee will meet on the first Wednesday of the month with meetings schedule for 2010 as follows:

- February 3<sup>rd</sup>
- March 3<sup>rd</sup>
- April 7<sup>th</sup>
- May 5<sup>th</sup>
- June 2<sup>nd</sup>
- September 1<sup>st</sup>
- October 6<sup>th</sup> and
- November 3<sup>rd</sup>

Meetings will start at 7:00 p.m. and will be held in the Council Chambers. As per the committee terms of reference, the committee will not meet in the months of July, August and December.

(5) Agenda Items and Distribution

The Recording Secretary distributed an information sheet to committee members outlining quorum requirements, meeting cancellation notification, agenda items and agenda distribution for their review.

(6) Work Plan Discussion

Committee members discussed including the following items in the 2010 Arts, Culture and Special Events Advisory Committee work plan:

- Seniors Tea and Concert on March 20<sup>th</sup>
- Buccaneer Days

- Walking Tours / Events / Maps
  - five guided themed historical walking tours; one per month starting in May (Councillor McIldoon will contact Sherri Robinson for interest in being guide)
  - include dates in community newsletter, recreation guide and on municipal website
  - start planning garden tour for 2011 – contact Esquimalt Garden Club and gardeners in the community
- Fall Harvest of the Arts
- Celebrations of Lights

## **7. OLD BUSINESS**

### **(1) Seniors Spring Tea and Concert**

Moira Tait provided the committee with a report on the status of the senior's spring tea and concert noting that Pioneer Room A and B (Recreation Centre) is available on Saturday, March 20<sup>th</sup> from 9:00 am to 4:00 p.m. and the Hampton Singers have confirmed performing. The Saxe Point Daycare will provide children's art work to display. Ms. Tait is continuing to coordinate additional performers. Ms. Tait requested assistance from committee members in organizing the event.

Nick Brame will approach the Esquimalt High School Leadership group to request assistance with set-up, serving and clean-up. Charles Lavoie will assist with contacting École Brodeur School. Ms. Tait will draft letters to each school requesting their assistance for the event. Mr. Brame and Mr. Lavoie will deliver the letters to the appropriate schools.

Ms. Tait noted she is currently working on coordinating transportation for seniors to attend the event. Any suggestions to solve the transportation issues are appreciated.

Committee members discussed refreshments; determining that tea, coffee, juice, water and sweets would be served. Country Grocer will be contacted to discuss providing refreshments.

Event would be scheduled to take place from 1:00 – 3:00 p.m.

It was suggested the Esquimalt Garden Club be contacted to assist with flower centre pieces for the tables.

Posters will need to be designed and distributed to advertise the event. Posters for the Recreation Centre and the Sports Centre can be provided to Scott Hartman and Jeff Byron.

Melissa McHugh, Adult Recreation Programmer, has volunteers that can coordinate a RSVP phone line at the Recreation Centre.

Committee members discussed applying for Parks and Recreation Community Events Funding. Ms. Tait will start working on the application.

Councillor McIldoon and Norm Swan will assist Ms. Tait with organizing the event and will report back to the committee with a progress report at the February meeting.

## **8. REPORTS FROM SUB-COMMITTEES**

### **(1) Buccaneer Days**

Councillor McIldoon noted the Buccaneer Days committee is looking for musical entertainment for the parade. It was suggested the Reynolds High School or Spectrum High School bands be approached. Charles Lavoie extended a offer to assist with finding musicians for the parade.

(2) Fall Harvest of Arts

Councillor Brame will enquire about room availability for October 23<sup>rd</sup> or 24<sup>th</sup> and report back to the committee.

It was suggested that signage be increased and welcome signs be included in the signage. It was also suggested that children's art be displayed in the atrium. Committee members noted that they would like to see a broader representation of mediums including sculpture, metal, etc.

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

Committee members discussed organizing a garden tour for 2011. It was noted discussions with the Esquimalt Garden Club should take place soon in order to start planning the event. Ms. Tait will contact the club.

(4) Walking Events

Walking events were discussed in more detail during the 2010 work plan discussion.

The Director of Development Services provided committee members with information about "Jane's Walks." "Jane's Walks" take place the first weekend in May in many communities. These walks have been organized to engage the community and get people to talk about their communities. The Director of Development Services suggested a "Jane's Walk" be organized in Esquimalt and the West Bay area be utilized. It was further suggested a "Jane's Walk" be the first organized walk by the committee in May. Additional information about "Jane's walks" can be found at [www.janeswalk.net](http://www.janeswalk.net).

This item will be discussed further at the next meeting.

(5) Website Calendar of Events

The Director of Development Services reported the Communications Coordinator is working hard to fill and keep the website calendar up to date. It was noted the walking tours and seniors tea can be included on the website calendar once they are finalized.

(6) Celebration of Lights

Councillor Brame reported the celebrations of lights was a very successful event this year with increased numbers gathering to watch. This was the fourth year for the celebration of lights and the CoL committee is learning more each year. BC Transit reported they were very happy and the parade did not interrupt their schedules. The CoL committee is exploring participation in other parades and events. The CoL committee is also looking for someone to design a website for the event; this will assist with sponsorship and promotion of the event. Please contact Councillor Brame with suggestions. It was noted the celebrations of lights takes place on the first Tuesday in December.

**9. REPORT FROM STAFF LIAISON**

No report

**10. COMMUNICATIONS**

(1) Notice of Opening of the Griffin Gallery

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

**11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

No announcements / reports.

**12. NEXT MEETING**

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, February 3, 2010.

**13. ELECTIONS**

(1) Elections of Chair and Vice-Chair

The Director of Development Services opened the floor to nominations for Chair.

Norm Swan was the only nomination received for Chair. Norm Swan was appointed to the position of Chair of the Arts, Culture and Special Events Advisory Committee by acclamation.

The Director of Development Services opened the floor to nominations for Vice Chair.

Moira Tait was the only nomination received for Vice-Chair. Moira Tait was appointed to the position of Vice-Chair of the Arts, Culture and Special Events Advisory Committee by acclamation.

**14. ADJOURNMENT**

The meeting adjourned at 8:31 p.m.

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Norm Swan, Chair

This 3<sup>rd</sup> day of February, 2010