



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

February 2, 2011

7:00 p.m.

Council Chambers, Esquimalt Municipal Hall

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, January 12, 2011 Pg. 1 – 4

5. OLD BUSINESS

- (1) 2010 Year End Report
- (2) Finalization and Adoption of 2011 Arts, Culture and Special Events Advisory Committee Work Plan.

Proposed events discussed at January meeting:

- Senior's Spring Tea and Concert
- Jane's Walk
- Fall Harvest of Arts
- Art in the Park
- Free Public Ice Skating Event

6. REPORTS FROM SUB-COMMITTEES

- (1) Seniors Spring Tea and Concert
- (2) Jane's Walk
- (3) Fall Harvest of Arts

7. REPORTS ON ANNUAL COMMUNITY EVENTS

- (1) Buccaneer Days
- (2) Lantern Festival
- (3) National Children's Day Event
- (4) Celebration of Lights

8. REPORT FROM STAFF LIAISON

9. COMMUNICATIONS

- (1) Professional Development Workshop – Income Tax for Artists, February 27, 2011 Pg. 5
- (2) Capital Regional District Arts Advisory Council Pg. 6 – 7
- (3) Capital Regional District Arts Development Pg. 8 – 14

10. COMMITTEE MEMBER ANNOUNCEMENTS

11. NEXT MEETING

12. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, January 12, 2011

7:00 p.m.

Wurtele Room, Municipal Hall

PRESENT: Councillor Meagan Brame – Chair

Jamie Spears

Pamela Martin

Michael Newson

Norm Swan

Jordan Hockey

Charles Lavoie

STAFF: Karen Hay – Planning Technician (Staff Liaison - Recording Secretary)

Barbara Snyder – Director of Development Services (Staff Liaison)

REGRETS: Councillor Bruce McIlldoon

Moira Tait

1. **CALL TO ORDER**

Councillor M. Brame called the meeting to order at 7:05 p.m.

2. **LATE ITEMS**

Election of New Chair

Orientation

3. **APPROVAL OF THE AGENDA**

Moved by Norm Swan, seconded by Charles Lavoie that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of January 12, 2011 be approved as amended.

The motion **CARRIED**.

4. **INTRODUCTIONS**

Members of the Committee around the table introduced themselves.

5. **ORIENTATION**

Councillor M. Brame provided a brief orientation for new members.

6. **ELECTION OF CHAIR**

Norm Swan was elected for a second year as Chairperson for the year 2011.

Nominated by Councillor M. Brame, seconded by Pamela Martin.

Jordan Hockey was elected as Vice Chair for the year 2011.

Nominated by Michael Newson, seconded by Norm Swan.

7. **MINUTES**

Moved by Norm Swan, seconded by Councillor M. Brame that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of November 3, 2010 be approved as presented.

The motion **CARRIED**.

8. **NEW BUSINESS**

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

- Members were asked to review the hand out and whether they had any questions. No questions were asked.

(2) Membership List Contact Information

- Members were asked to check their own contact information for accuracy and let staff know if there were any required revisions.

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

- Councillor Brame: Is interested in involving youth more in community arts and culture events, especially the very young. Likes to see intergenerational events.
- Jamie Spiers: Esquimalt High leadership student involved in a wide variety of arts and interested in having a larger role in the community.
- Pamela Martin: Has always been very arts oriented, loves the opera and “creating pretty things” (dance and skating costumes). Involved with the Canadian Pacific Ballet through her daughter who dances. Interested in promoting the many amazing artists we have in Esquimalt.
- Charles Levoie: Lover of the arts. Involved with the West Bay Association, the Esquimalt Residents association and has contacts within the Francophone community and L'Ecole Victor Brodeur. Interested in being a liaison for, and involving these other associations in Esquimalt arts and culture events.
- Norm Swan: Involved in the Esquimalt community throughout his life so has many contacts throughout the community. Is interested in the arts, was involved in school.
- Michael Newson: Was a theatre and philosophy major in university, and wanted to be involved in “the fun committee”. He has many contacts through out the community and is interested in getting new immigrants involved.
- Jordan Hockey: Enjoys event planning, is involved with the Japanese community and is a music lover, his wife is a member of the Victoria Symphony.

(4) Meeting Schedule Dates and Times

- Meetings will be the first Wednesday of each month at 7:00 pm.

(5) Agenda Items and Distribution

- Agenda items should be forwarded to the Recording Secretary (Deborah Liske).
- Agendas will be emailed and copies will be available at the Recreation Centre for pickup.

(6) 2010 Year End Report

- Chair Norm Swan will prepare a draft for the February meeting.

(7) Work Plan Discussion

(a) Jane's Walk

Barbara Snyder, Staff Liaison gave a brief introduction to what Jane's Walks are and the person they honour, Jane Jacobs. For more information see:

<http://www.janeswalk.net>. Last year's event was held in West Bay. Jane's Walks are always held the first weekend in May which this year can be either May 7th or 8th. Members discussed possible neighbourhoods in which to host this year's walk. The Gorge area and Old Esquimalt Road towards Vic. West were both suggested.

Members were asked to give both areas some thought along with any other areas and to think of residents that could be involved in the walk and would be willing to talk about their neighbourhood.

(b) Seniors Tea

Moira Tait will be the coordinator for this event which will be held April 9, 2011.

Jamie Spiers and Charles Lavoie are asked to contact Esquimalt High and Victor Brodeur schools for volunteers.

(c) Harvest of the Arts

Usually takes place between Thanksgiving and Halloween at the Recreation Centre; which cannot be booked this early in the year.

(d) Art in the Park

Councillor Brame mentioned that this was suggested last year and the Mayor would like to see this go forward in some form. Maybe this could be an event that could be enhanced for the Centennial year 2012. Members discussed the different forms this event or series of events could take. It was suggested that it could be a late summer event, possibly an arts festival with music, dance and visual art. Members discussed the need for renting tents. Then some looked towards the future and the possibility of building a band shell; which would have to involve Parks and Recreation, and grants.

(e) Other ideas

The opportunity was given for members to suggest other ideas.

Norm Swan suggested he would like to see an event that involved free skating for a couple of hours. It was noted the ice is taken out of the arena just before Buccaneer Days and then for the next 6 weeks. Discussion took place as to a possible theme for this event, members will think further about this and other ideas.

(8) Esquimalt High School Fine Arts Evening, January 18, 2011, 7:00 p.m.

- Jamie Spiers told the group about this event that will run from 7:00 – 9:00 pm. The evening will involve a wide range of talents, and is sure to be very enjoyable. Tickets will be available at the door.

9. REPORTS FROM SUB-COMMITTEES / WORK PLAN ITEMS

(1) Fall Harvest of Arts

- Discussed under (7) Work Plan Discussion

(2) Celebration of Lights

- Councillor Brame gave a report on the success of this event which took place Tuesday, December 7th, 2010. The parade was larger than past years with 30 entrants, there was lots of entertainment outside the Archie Browning and larger

crowds in spite of the very windy conditions. They have a website at www.celebrationoflights.ca. They are collecting Canadian Tire money for more lights in the future.

(3) National Children's Day Event

- Councillor Brame reported on this event which took place on November 20th, nationwide. It was organized locally by the Early Childhood Development Committee. Great activities: free swimming, skating and arts and crafts. The face painter which this committee sponsored, was amazing. Parks and Recreation gave, and will continue to give their support to this event. Thoughts for 2012 are for 1912 children's games and costumes.

(4) Seniors Spring Tea and Concert 2011

- Discussed under (7) Work Plan Discussion

(5) Art in the Park

- Discussed under (7) Work Plan Discussion

10. COMMUNICATIONS

(1) Thank You Card from Esquimalt Lantern Festival

- The card was circulated to all members.

11. REPORT FROM STAFF LIAISON

No Report.

12. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Pamela Martin let members know about the Canadian Pacific Ballet production of Gaité Parisienne and Sleeping Beauty Act III, on February 12, 13 and 14.

13. NEXT MEETING

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, February 2, 2011 at 7:00pm.

14. ADJOURNMENT

The meeting adjourned at 8:10 p.m.

, Chair

This day of , 2011.

Professional Development Workshop – Income Tax for Artists

Sunday, February 27, 2011 1:30 – 3:30pm #409654

Cedar Hill Recreation Centre \$25

Learn about the fundamentals of taxation for individual artists, with an emphasis on the self-employed. Topics include how to account for multiple income sources, which expenses are deductible and how to stay organized.

Instructor, Tanya Sterling is a Chartered Accountant and Certified Senior Advisor with KPMG LLP in Victoria. She is also an Arts Advisory Council Member for CRD Arts Development and a professional dance instructor.

Registration: Saanich Recreation Centre, or phone (250) 475-7121 or on-line at www.saanich.ca Reconline.



Making a difference...together

Arts Advisory Council Appointments

The Capital Regional District is seeking an individual to serve on the CRD Arts Advisory Council. The Arts Advisory Council is a volunteer committee that adjudicates CRD funding programs and provides advice and policy recommendations on issues relating to the arts in the capital region.

Please submit a cover letter and a resume or written submission noting contact information, occupation, background and experience in the arts, special expertise and reasons for seeking an appointment.

Send or deliver applications by Friday, February 4, 2011 to:

Manager, CRD Arts Development
625 Fisgard Street, Victoria, BC, V8W 1R7
T: 250.360.3215 F: 250.360.3260
artsdevelopment@crd.bc.ca

Information for Applicants to the Arts Advisory Council

The CRD Arts Development Service and Arts Committee

Arts Development became a CRD service in May 2001. The CRD Arts Committee had its inaugural meeting September 2001. The Arts Development Service has programs which provide operational and project funding to not-for-profit organizations whose primary purpose is programming in the arts. It is also a co-funder of ArtsPOD, a program which provides support for organizational development and planning. ArtsPOD is a program partnership with the BC Arts Council, The Vancouver Foundation, the City of Vancouver and the Columbia Basin Trust.

The CRD Arts Committee is comprised of elected officials, appointed by the CRD Chair. It consists of seven representatives, one each from the contributing municipalities of Victoria, Saanich, Oak Bay, Esquimalt, Metchosin, Highlands and View Royal. The Arts Committee is responsible for support and development of the arts in the region through:

- overseeing operational and project support to arts organizations
- considering policies aimed at creating an environment conducive to a wide range of arts activities
- approval of overall Arts Development budget

Revised January 2011

Ineligible Applicants

A person is disqualified from being appointed to and from serving on the Council who:

- (i) is a member of the board of directors of any organization applying for funding through the CRD Arts Committee
- (ii) is a paid or unpaid staff member of any organization applying for funding through the CRD Arts Committee or
- (iii) has, directly or indirectly, by him/herself or through any other person, any interest in a contract with or for an organization applying for funding.

Capital Regional District

Arts Development

625 Fisgard St. Victoria, BC, V8W 1R7

T. 250.360.3215 artsdevelopment@crd.bc.ca

www.crd.bc.ca/arts

For Immediate Release

Launch of a new CRD Arts grant program - looking for good IDEAs

January 19, 2011 (Victoria, BC) - The CRD Arts Committee announces the launch of the IDEA Grant program. IDEA grants (Innovate, Develop, Experiment, Access) are a new, three-year pilot program of flexible, small arts grants. Each IDEA grant will provide up to \$1,000 in support of proposals that offer a potential arts impact within the CRD. IDEA grants will encourage new arts activity by supporting innovative ideas, one-time opportunities and will provide new access for organizations that are ineligible under other Arts Development programs.

“A small investment can make the difference between whether art happens or not,” said CRD Arts Committee Chair Vicki Sanders, “IDEA grants will build the arts capacity of organizations that until now we’ve been unable to support but which contribute to our communities in big ways.”

The first deadline is March 4, 2011 with a second deadline in June. Applicants must be registered not-for-profit organizations and based in one of the eight CRD municipalities that contribute to the Arts Development Service. The application form and grant guidelines are available at www.crd.bc.ca/arts.

The CRD Arts Development Service is supported by eight municipalities: Victoria, Saanich, Oak Bay, Esquimalt, Metchosin, Highlands, View Royal and Sidney. For further information please see www.crd.bc.ca/arts.

Interviews:

Vicki Sanders, Chair

CRD Arts Committee

vicki_sanders@telus.net

T. 250.592.0865

C. 250-896.0865

Information:

James Lam, Manager

CRD Arts Development Service

625 Fisgard Street

jlam@crd.bc.ca

T. 250-360-3205



Making a difference...together

Capital Regional District Arts Development Service

IDEA Grant Application **I**nnovate, **D**evelop, **E**xperiment, **A**ccess

This pdf contains the IDEA Grant guidelines, information on the application and an interactive, three page application form.

IDEA GRANT GUIDELINES

IDEA Grants (Innovate, Develop, Experiment, Access) is a pilot program of the CRD Arts Development Service. It is a flexible, small-awards program designed to respond to one-time opportunities and to encourage new, innovative or developmental arts projects and events. IDEA Grants are intended to widen arts participation by organizations that are not served by other CRD Arts Development programs.

Each IDEA Grant will provide up to \$1,000 to support organizations for projects, opportunities or events that offer a potential arts impact within the capital region. Events and projects must take place within one of the municipalities that contribute to the CRD Arts Development Service: Victoria, Saanich, Esquimalt, Oak Bay, View Royal, Highlands, Metchosin and Sidney.

Grant funds may not be used for the following:

- food, beverages, hospitality or travel expenses
- equipment purchases or other capital expenditures
- religious services, fundraising activities, contests or competitions
- expenses for activities that have already taken place

Applicants must:

- be registered, not-for-profit societies in British Columbia and be based in a municipality that contributes to the CRD Arts Development Service

Projects must:

- offer a potential arts impact within the capital region
- take place in a municipality that contributes to the CRD Arts Development Service

If you are interested in applying:

- you **must first** speak with Arts Development staff prior to application to answer your questions and to assist you to write a competitive proposal
- initiate the application process as far in advance as possible
- complete an IDEA Grants Application Form and submit one completed signed copy (see the required list of attachments on the application form)

Deadline for applications:

In the first year of the pilot program, there will be two application deadlines: March 4, 2011 at 4:30 PM, and June 2, 2011 at 4:30 PM.

General:

Applicants should receive notice of results within 45 days of each application deadline. Organizations may apply only once in a calendar year.

Funded organizations are required to acknowledge the support of the CRD Arts Development Service on any website or promotional material related to the project, and must complete the project within 12 months of receipt of funding. They must also submit a final report to the Arts Development Service with a description and evaluation of the project upon its completion. Final report forms are available from the Arts Development office.

For further information see www.crd.bc.ca/arts or contact the CRD Arts Development Service at 250-360-3215, artsdevelopment@crd.bc.ca



Making a difference...together

IDEA Grant Application Innovate, Develop, Experiment, Access

Information about the Application

This application is an interactive Adobe PDF. You will need Adobe Acrobat Reader which is available as a free download for Mac, Windows or Linux from www.adobe.com.

Click in any box to type. Tab or click to move to another box. Budget sections will total automatically. Print your PDF and submit it. You may also e-mail it if you have the ability to scan and attach your signature page.

Before Completing the Application

You must speak with Arts Development staff about your eligibility before applying. If you have any questions, make a list and call the Arts Development Office at 360-3215. Staff will be available to discuss them with you before you complete the application.

Completing and Submitting Your Application

Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.

In-kind contributions are goods and services you would normally purchase with cash but which are donated. Record the value of such donations under in-kind revenue. Because you will use these to produce your project, record an equal amount under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses. Ensure your total budget is balanced. The box titled "Surplus or deficit" should equal zero.

A complete application consists of (1) original copy of each of the following:

- A signed and completed application form
- List of your current Board of Directors with addresses and contact information
- Most recent Financial Statements approved and signed by your Board
- One (1) copy of any additional support/promotional material (if available)

If mailing your application use the "Print Form" button and deliver your complete submission to:

CRD Arts Development, 625 Fisgard Street, Victoria BC V8W 1R7

If emailing your application use the "Submit by Email" button. Attach your other documents to your email and **INCLUDE** a scan of the **signed** signature page. Please note the use of a cursive script font is not a substitute for a signature.

See the IDEA Grant guidelines for further information or contact the Arts Development office at 250.360.3215 or artsdevelopment@crd.bc.ca.

Adjudication

Acceptance of your application does not guarantee funding just as previous funding does not guarantee future support. You should hear about the results of your application about 45 days after the deadline.

Deadlines

The deadlines are firm – applications must be delivered to the Arts Development Office at 625 Fisgard Street, Victoria, by 4:30pm on the day of the deadline. Late applications will not be accepted.

Print Form

Submit by Email

Print completed form and mail.

If submitting by email attach your other documents and **INCLUDE** a scan of the **signed** signature page. Note: the use of a cursive script font is not a substitute for a signature.

Please read the guidelines and application information. Submit one signed copy.

Mail your application to: CRD Arts Development Box 1000, Victoria BC V8W 2S6
You can also hand deliver it to 625 Fisgard St., Victoria BC V8W 1R7

Application Date	<input type="text"/>	Organization name	<input type="text"/>			
Address	<input type="text"/>		City	<input type="text"/>	Postal Code	<input type="text"/>
email	<input type="text"/>		Website	<input type="text"/>		
BC Society Reg. #	<input type="text"/>	Date Registered	<input type="text"/>	IDEA Grant Request \$	<input type="text"/>	
In which municipality is your organization based?	<input type="text"/>			Project Start Date	<input type="text"/>	
In which municipality will your project take place?	<input type="text"/>			Project End Date	<input type="text"/>	
Project Title	<input type="text"/>					

What is the main purpose of your organization?

Tell us about your project or event and list key activities.

What will be accomplished and who will be served?

Organization name

Project Impact - tell us how your project will fulfill one or more of the purposes of an IDEA grant e.g. one-time opportunity, new, innovative, developmental, or providing access and explain its arts impact in the capital region.

Project Feasibility - tell us why you think you can complete this project (e.g. qualifications, past success, partnerships, support, etc.)
List key participants.

Need for Idea Grant Funds - what difference will these funds make to your project?

Organization name

BUDGET - Expenses

Note: in-kind expenses are goods/services normally paid in cash, but which have been donated. All or part of an expense may be in-kind. Cash revenues and expenses should balance. In-kind revenues and expenses should balance.

Item	Cash	In-kind	Details
1. Staffing and personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Materials, supplies, rentals	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Publicity/Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Other Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Sub total expenses	<input type="text"/>	<input type="text"/>	Total cash & in-kind expenses \$ <input type="text"/>

BUDGET - Revenues

(note: in-kind revenues are goods/services received as a donation rather than in cash. All or part of a revenue may be in-kind)

Item	Cash	In-kind	Details	Check if confirmed
6. Admissions/ticket sales	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7. Concessions/merchandise	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8. Donations from individuals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9. Donations from businesses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10. Other Government grants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11. Other revenues	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
12. IDEA grant request	<input type="text"/>			
13. Sub total revenues	<input type="text"/>	<input type="text"/>	Total cash & in-kind revenues \$ <input type="text"/>	
			Surplus or deficit \$	<input type="text"/> should = 0

Before submitting your application ensure you have:

1. answered all the questions and completed the budget section.
2. included a list of your Board of Directors (with names, addresses and positions).
3. included a copy of your most recent financial statements and a copy of your Society registration certificate.
4. retained a copy for your own records.

The undersigned are authorised by the named organization to make application to the CRD IDEA Grant program:

Name of person making application _____
 signature

Name of Board President _____
 signature

Date