



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

March 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, February 2, 2011 Pg. 1 – 4

5. OLD BUSINESS

- (1) 2010 Year End Report

6. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES

- (1) Seniors Spring Tea and Concert
(2) Jane's Walk
(3) Fall Harvest of Arts
(4) Free Skate on Celebration of Lights Night
(5) Art in the Park (2012)

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) Memorandum from Carollyne Evans, Manager of Corporate Services, dated February 21, 2011, Re: Centennial Event: 2012 UBCM Convention Pg. 5 – 6

10. **COMMITTEE MEMBER ANNOUNCEMENTS**

11. **NEXT MEETING**

12. **ADJOURNMENT**



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, February 2, 2011

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Norm Swan – Chair
Jordan Hockey– Vice Chair
Councillor Bruce McIldoon
Councillor Meagan Brame
Jamie Speirs
Pamela Martin
Michael Newson
Charles Lavoie

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

REGRETS: Moira Tait

1. CALL TO ORDER

Chair Swan 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 Michael Newson that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of January 2, 2011 be approved as presented. The motion **CARRIED**.

4. MINUTES

Moved by Michael Newson, seconded by Vice Chair Hockey that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of January 12, 2011 be approved with the following amendment:

Under 8. NEW BUSINESS (7) Work Plan Discussion (b) Seniors Tea
Moira Tait will be the coordinator for this event which will be held April 9, 2011.
Jamie Speirs and Charles Lavoie are ~~asked~~ **willing** to contact Esquimalt High and Victor Brodeur schools for volunteers.

The motion **CARRIED**.

5. OLD BUSINESS

(1) 2010 Year End Report

Chair Swan is working on the draft for review by the committee at the next meeting.

- (2) Finalization and Adoption of 2011 Arts, Culture and Special Events Advisory Committee Work Plan.

Committee members discussed finalization of the committees 2011 work plan noting the following:

- Jane's Walk
 - highlight industrial area / businesses in Esquimalt
 - scheduled for first weekend in May
- Senior's Spring Tea and Concert
 - scheduled for April 9th
 - high school students to assist with serving
 - children's art
- Fall Harvest of Arts
 - scheduled for a Sunday between Halloween and Thanksgiving
- Art in the Park
 - schedule for September 16, 2012
 - utilize Japanese Garden at Gorge Park
- Free Skate on Celebration of Lights Night

Moved by Chair Swan, seconded by Pamela Martin that the Arts, Culture and Special Events Advisory Committee approves Councillor Brame reporting to the Centennial Celebrations Select Committee on the selection of September 16, 2012 for an Art in the Park event in Esquimalt Gorge Park in celebration of the municipal centennial and the addition of this event in the centennial calendar of events.

The motion **CARRIED**.

Moved by Councillor Brame, seconded by Pamela Martin that the 2011 Arts, Culture and Special Events Advisory Committee adopt the following Work Plan for 2011:

- Jane's Walk
- Senior's Spring Tea and Concert
- Fall Harvest of Arts
- Art in the Park
- Free Skate on Celebration of Lights Night

The motion **CARRIED**.

Committee members discussed participation on work plan sub-committees and determined the following:

- Jane's Walk
 - Charles (Lead)
 - Karen to assist with posters
- Senior's Spring Tea and Concert
 - Moira (Lead)
 - Bruce, Norm, Michael & Pamela to assist
- Fall Harvest of Arts
 - Pamela – Promotion & Advertising
 - Jordan – set-up on day of
 - Norm – Artists
 - Councillor Brame – Room Booking & Food
- Art in the Park
 - Pamela (Lead)
- Free Skate on Celebration of Lights Night
 - Councillor Brame (Lead)

Jamie Speirs provided the committee with an overview of the successful Esquimalt High School fine arts evening.

6. REPORTS FROM SUB-COMMITTEES

- (1) Seniors Spring Tea and Concert

Discussed under **5. OLD BUSINESS** (2) Finalization and Adoption of 2011 Arts, Culture and Special Events Advisory Committee Work Plan.

- (2) Jane's Walk

Discussed under **5. OLD BUSINESS** (2) Finalization and Adoption of 2011 Arts, Culture and Special Events Advisory Committee Work Plan.

- (3) Fall Harvest of Arts

Discussed under **5. OLD BUSINESS** (2) Finalization and Adoption of 2011 Arts, Culture and Special Events Advisory Committee Work Plan.

7. REPORTS ON ANNUAL COMMUNITY EVENTS

- (1) Buccaneer Days

No report.

- (2) Lantern Festival

Charles Lavoie noted he will be meeting with the art teachers of Macaulay and Ecole Brodeur schools to discuss lantern workshops.

Councillor Brame enquired if a workshop could be hosted or ideas provided for preschool aged children. Mr. Lavoie will enquire for Councillor Brame.

- (3) National Children's Day Event

Councillor Brame reported an event will be planned for 2011 and 2012 with a special event planned for 2012 to celebrate the centennial.

- (4) Celebration of Lights

Councillor Brame reported the committee is starting discussion for 2011 festivities.

8. REPORT FROM STAFF LIAISON

No report.

9. COMMUNICATIONS

- (1) Professional Development Workshop – Income Tax for Artists, February 27, 2011

Moved by Councillor Brame, seconded by Michael Newson that the communication item be received.

The motion **CARRIED**.

- (2) Capital Regional District Arts Advisory Council

Councillor McIldoon provided the committee with an overview of the advisory council.

- (3) Capital Regional District Arts Development

Councillor McIldoon reviewed the arts grant program.

Moved by Councillor McIldoon, seconded by Chair Swan that communication items 2 and 3 be received.

The motion **CARRIED**.

10. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Councillor Brame reminded committee members of the Centennial Celebrations open house on Tuesday, February 8th at 7:00 p.m. in the Council Chambers.

11. NEXT MEETING

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, March 2, 2011.

12. ADJOURNMENT

The meeting adjourned at 8:00 p.m.

Norm Swan, Chair

This 2nd day of March, 2011



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

MEMORANDUM

DATE: February 21, 2011

TO: Norm Swan, Chair, Arts, Culture & Special Events Advisory Committee
Janet Jones, Chair, Centennial Celebrations Select Committee

FROM: Carollyne Evans, Manager of Corporate Services

SUBJECT: Centennial Event: 2012 UBCM Convention

Council at its Committee of the Whole meeting held Monday, February 14, 2011 received Staff Report ADM-11-014 regarding options available to Council should they wish to hold a Centennial event during the week the Union of BC Municipalities is holding its Annual Convention in Victoria September 23 to 28, 2011.

At the COTW meeting some other ideas came forward such as incorporating Esquimalt activities into a day program for the spouses of delegates.

Council asked that this matter be referred to both your committees for input, ideas and suggestions.

If you have any questions, please call me at 250.414.7135 or by email at carollyne.evans@esquimalt.ca.

Carollyne Evans



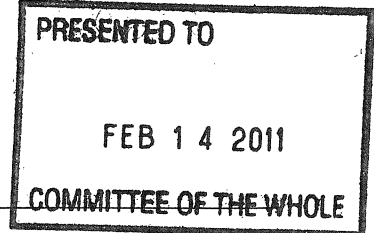
CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall, 1229 Esquimalt Road, Esquimalt, B.C. V9A 3P1
Telephone (250) 414-7100 Fax (250) 414-7111

STAFF REPORT

DATE: February 8, 2011
TO: Laurie Hurst, Chief Administrative Officer
FROM: Carollyne Evans, Manager of Corporate Services
SUBJECT: Centennial Event: 2012 UBCM Convention

REPORT NO. ADM-11-014



RECOMMENDATION:

This is for Council's information.

BACKGROUND:

Staff was asked to research the process for scheduling an Esquimalt Centennial event during the UBCM convention in 2012 which will be held September 23 – 28 at the Victoria Convention Centre.

DISCUSSION:

Staff contacted UBCM and there are different approaches to take depending upon the event that is being organized. Below is a general outline of the avenues available:

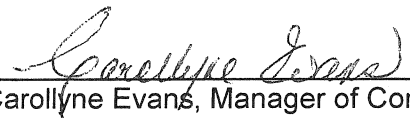
1. A reception and networking event could be organized outside of the UBCM program [i.e., evenings] at either the Victoria Convention Centre or at an external hotel. The Township of Esquimalt would pay all costs.
2. An informational display and/or workshop could be accommodated at a booth at the Tradeshow. Current pricing is \$1,000.
3. A clinic workshop could be arranged through UBCM and form part of the UBCM day-time program. There would be no charge by UBCM, however, the Township would pay its own costs for delivering the workshop and would not be reimbursed by UBCM.

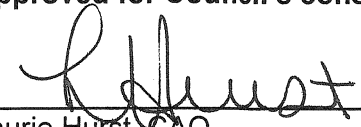
Should Council wish to schedule a clinic workshop at the Convention, a letter detailing the proposal needs to be sent to the Convention Committee by May of the Convention year so the Committee can review all proposals and make its selections.

ALTERNATIVES:

This is for Council's information.

Submitted by:


Carollyne Evans, Manager of Corporate Services

<p>Approved for Council's consideration:</p> <p> Laurie Hurst, CAO</p> <p>Dated: Feb 9/11</p>
--