



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

April 6, 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, March 2, 2011 Pg. 1 – 4

5. OLD BUSINESS

- (1) 2010 Year End Report Pg. 5

6. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES

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

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. COMMITTEE MEMBER ANNOUNCEMENTS

10. NEXT MEETING

11. ADJOURNMENT



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES

ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE

Wednesday, March 2, 2011

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Norm Swan – Chair
Councillor Bruce McIldoon
Councillor Meagan Brame
Moira Tait
Jamie Speirs
Pamela Martin
Charles Lavoie

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

REGRETS: Jordan Hockey – Vice Chair
Michael Newson
Barbara Snyder – Director of Development Services (Staff Liaison)

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 Moira Tait that the agenda of the Arts, Culture and Special Events Advisory Committee meeting of March 2, 2011 be approved as presented.
The motion **CARRIED**.

4. MINUTES

Moved by Councillor Brame, seconded by Charles Lavoie that the minutes of the Arts, Culture and Special Events Advisory Committee meeting of February 2, 2011 be approved as presented.
The motion **CARRIED**.

5. OLD BUSINESS

(1) 2010 Year End Report

Chair Swan noted he has compiled a rough draft which will be formatted and presented to the committee for approval at the April meeting.

Moved by Councillor Brame, seconded by Moira Tait that this item be brought back to the April meeting.
The motion **CARRIED**.

6. WORK PLAN ITEMS / REPORTS FROM SUB-COMMITTEES

(1) Seniors Spring Tea and Concert

Moira Tait provided the committee with an update on the organization of the spring tea noting the following:

- Event is April 9th from 1 – 3 pm in Pioneer Room A and B and atrium. These rooms as well as the kitchen have been booked and confirmed.
- Will be meeting with maintenance to review room set-up
- Poster will be the same as last year with “seating will be limited” added
- Individuals are already contacting to attend
- Reservation line will be set up and manned by volunteers
- Attendance will be limited to 100
- Arrangements have been made with municipal food services for coffee, tea, tablecloths, china and cutlery
- A representative from the Centennial Celebrations Select Committee will be attending to speak about the 2012 centennial celebrations
- Budget will need to be increased due to the increase in attendees
- Charles Lavoie has contacted Ecole Brodeur School requesting assistance from leadership students to assist as well as artwork from the younger children to display
- Jamie Speirs has contacted the leadership group at Esquimalt High School to request their assistance
- Saxe Point Daycare will also provide children’s artwork
- A request for the Esquimalt High School Jazz band has been made, no response received as of yet
- A dance school / troop will also be approached for entertainment
- Mayor Desjardins has been invited to attend
- A representative from the Lantern Festival has also requested to attend and make a presentation about the festival

Committee members discussed the event and suggested the following:

- The Centennial Celebrations Select committee be contacted to discuss a date for the 2012 event
- Invite the ladies from the Royal Victorian Fashion Society
- Contact Daniel Lapp to enquire about fiddlers

The senior’s tea and concert sub-committee will meet on March 27th.

(2) Jane’s Walk

Committee members continued discussion on hosting a Jane’s Walk through the industrial area of Esquimalt. Charles Lavoie reported he is waiting for a response from Tom Woods about the Trackside Gallery and would like to contact someone at the Esquimalt Chamber of Commerce. Councillor Brame suggested the Chamber of Commerce Administrative Assistant, Tania Dyck be contacted to arrange a meeting.

(3) Fall Harvest of Arts

This item was deferred to the May meeting.

(4) Free Skate on Celebration of Lights Night

Councillor Brame reported a Celebration of Lights Committee meeting will be taking place on March 17th. Committee members discussed Michael Newson’s email regarding the consideration to hire a lighting company to provide special lighting for the event. Councillor Brame noted she will discuss this idea with Mr. Newson.

Moved by Councillor Brame, seconded by Chair Swan that the email from Michael Newson be received.

The motion **CARRIED**.

(5) Art in the Park (2012)

Councillor Brame reported the Esquimalt Chamber of Commerce is currently discussing hosting a music in the park event and is interested in partnering with this committee. Councillor Brame provided Pamela Martin with the contact information of the individual from the Chamber of Commerce who is working on the event.

Ms. Martin suggested including food concessions for the event. Committee members agreed it would be a good idea. Ms. Martin will contact local school parent advisory committees, the Lions and Kiwanis clubs to determine interest and report back to the committee.

7. REPORTS ON ANNUAL COMMUNITY EVENTS

(1) Buccaneer Days

Councillor McIlldoon reported the executive of the Buccaneer Days committee has met and they are working on plans for this year. Councillor McIlldoon noted he will report back to committee members as plans progress.

(2) Lantern Festival

Charles Lavoie reported the Lantern Festival Committee has met and is working on organizing lantern workshops and applying for grants. Mr. Lavoie will enquire as to the theme for this year.

(3) National Children's Day Event

Councillor Brame reported the National Children's Day committee is working on organizing an event for 2011 similar to 2010. The committee is looking for items such as toys, games and children's clothing from the 1912 era for the 2012 event.

(4) Celebration of Lights

Councillor Brame reported the Celebration of Lights committee will be meeting on March 17th and is currently collecting Canadian Tire money to assist with purchasing new lights.

8. REPORT FROM STAFF LIAISON

No report.

9. COMMUNICATIONS

- (1) Memorandum from Carollyne Evans, Manager of Corporate Services, dated February 21, 2011, Re: Centennial Event: 2012 UBCM Convention

Councillor McIlldoon reviewed the memorandum from Ms. Evans with committee members. Committee members discussed hosting a tour. The following ideas were suggested:

- Luncheon at Old English Inn
- Lunch in tent in Gorge park
- Tours of Japanese Gardens, Dockyard, military museum and Macaulay Point (seashore walk)
- Showcase military
- Take place from 10 a.m. to 3:00 p.m.

It was noted UBCM will need to be advised of any plans to host a tour by May 2012.

Moved by Councillor Brame, seconded by Jamie Speirs that the Arts, Culture and Special Events Advisory Committee add discussions to consider organizing a Partners Tour for the 2012 UBCM Convention to the 2011 committee work plan.

The motion **CARRIED**.

10. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Councillor Brame reported the Centennial Celebrations Select committee is selling centennial pins as a fundraiser for centennial events.

11. NEXT MEETING

The next meeting of the Arts, Culture and Special Events Advisory Committee will take place on Wednesday, April 6, 2011.

12. ADJOURNMENT

The meeting adjourned at 8:03 p.m.

Norm Swan, Chair

This 6th day of April, 2011

MEMORANDUM

DATE: March 22, 2010
TO: Mayor and Council
FROM: Norm Swan, Chair, Arts, Culture and Special Events Advisory Committee
SUBJECT: **ARTS, CULTURE AND SPECIAL EVENTS ADVISORY COMMITTEE ACTIVITIES AND ACCOMPLISHMENTS IN 2009**

The Terms of Reference for the Arts, Culture and Special Events Advisory Committee states that “the Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year”. This report sets out the Committee's activities and accomplishments from January to December 2010.

The committee successfully organized and hosted a spring tea for seniors at the Esquimalt Recreation Centre. The Esquimalt High School jazz band provided entertainment and leadership students assisted with serving refreshments to those in attendance. The event was well attended and provided for an excellent opportunity for positive interaction between youth and seniors.

The committee hosted guided walking tours of Esquimalt in the months of May, June, July and August. “Jane’s Walk” took place in May and consisted of a tour of the West Bay area to highlight livable communities as models for the future. The first annual Jane’s Walk was very successful with approximately twenty individuals participating. The committee also utilized the “*So Easy to Explore*” walking tours and hosted walks in June, July and August. The June walk included a tour of the Gorge park area; July’s tour was of the Lampson Street / Highrock area; and the August tour was of Memorial and Highrock parks.

The committee hosted the 2nd annual “Fall Harvest of the Arts” at the Esquimalt Recreation Centre in October. This event has grown in size with both an increase in artist participation and attendance. The scope of artistic mediums represented is becoming more diverse as the event becomes better known in the community.

The committee also participated in the Esquimalt Lantern Festival by creating an “aquarium” installation to represent the theme for the event, the ocean. The installation consisted of a 3 foot by 2 foot “aquarium” full of various examples of sea life. The installation was a huge success and was warmly received by those participating in the festival.

The committee sponsored a face painter for the National Children’s Day Event which took place at the Recreation Centre on November 20th. This event was a huge success and is being planned to become an annual event.

Respectfully submitted,

Norm Swan, Chair
Arts, Culture and Special Events Advisory Committee

NS/dl