

**ARTS COMMISSION**

Notice of Meeting on **Wednesday, September 28, 2022, at 4:00 p.m.**  
Room 488, 4th Floor, 625 Fisgard Street, Victoria, BC, and Electronic Participation

J. Loveday (Chair)	S. Epp	W. Gardner	C. Green	L. Hundleby
	D. Lajeunesse	G. Lemon	C. Plant	K. Roessingh

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**AGENDA (Revised)**

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Minutes of June 22, 2022  
Recommendation: That the June 22, 2022, minutes of the Arts Commission be adopted as read.
4. Chair's Remarks
5. Motion to Close the Meeting  
That the meeting be closed in accordance with the *Community Charter*, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.
6. Presentations/Delegations
7. Commission Business
  - 7.1. Equity, Diversity, and Inclusion Implementation Plan – Phase 4 Recommendations  
Recommendation: The EDI Sub-Committee recommends to the Arts Advisory Council to recommend to the Arts Commission:  
That EDI Lens Phase 4 modifications to the IDEA, Incubator, Equity, and Projects grant programs be implemented for application intakes in 2023.
  - 7.2. 2023 Budget for Arts and Culture Support Service  
Recommendation: The Arts Commission recommends to the Capital Regional District Board:  
That the 2023 Arts & Culture Service Budget be approved as presented.
  - 7.3. Arts & Culture Outreach Report
  - 7.4. Arts Advisory Council Update
    - 7.4.1. Arts Advisory Council Chair's Report (Verbal)
    - 7.4.2. Arts Advisory Council Minutes for Information – September 13, 2022
    - 7.4.3. Arts Advisory Council *Activities by Council Summary*, September 13, 2022
8. Correspondence
  - 8.1. Art Gallery of Greater Victoria, 8 August 2022, re: 2022 Operating Grant
9. Arts in Our Own Communities
10. New Business
11. Adjournment

Next Meeting: in 2023



Making a difference...together

## Minutes of a Meeting of the ARTS COMMISSION

Held Wednesday, June 22, 2022, in Room 488, 625 Fisgard St., Victoria, BC

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EP = Electronic Participation

**Present: Members:** J. Loveday (Chair); **EP:** S. Epp, L. Hundleby, D. Lajeunesse, G. Lemon, C. Plant, K. Roessingh

**Staff:** Chris Gilpin, Manager, Arts Development Service; V. Jeevanandam, Community Outreach Coordinator; N. More, Senior Administrative Secretary (recorder)

**Also Present: Arts Advisory Council:** J. Verano, Chair (EP)

**Absent:** C. Green, W. Gardner

The meeting was called to order at 4:02 pm.

### 1 Territorial Acknowledgement

### 2 Approval of Agenda

**MOVED** by Member Roessingh, **SECONDED** by Member Hundleby,  
That the agenda be approved as circulated.

**CARRIED**

### 3 Adoption of Minutes

**MOVED** by Member Roessingh, **SECONDED** by Member Lemon,  
That the minutes of the May 25, 2022, Arts Commission meeting be adopted as previously circulated.

**CARRIED**

### 4 Chair's Remarks

Chair Loveday remarked on the summer weather, the number of live events and the summer festival and event season. He was excited to see everything lined up for the next few months and in person and seeing what the region has to offer and hopefully a chance to see each other at the events. He wished luck to all the organizations with their summer programming.

### 5 Presentations/Delegations There were none.

### 6 Commission Business

#### 6.1 Arts Advisory Council Update

##### 6.1.1 Arts Advisory Council Chair's Report (Verbal)

J. Verano reflected on the last six months of work, and expressed gratitude to the adjudication committee for their work, the new people on the Council for their quick learning, and the extra time spent on the EDI framework and implementation. She also expressed thanks to staff for their support and efficiency. As the Council does not meet over the summer, she acknowledged staff work would continue, and she and the Council would look forward to updates in September. She also expressed thanks to the

Commission for the trust and confidence put in the Council. The Commission responded with their thanks in kind.

**6.1.2 Arts Advisory Council Minutes for Information**

**6.1.3 Arts Advisory Council Activities by Council Summary**

**6.2 April 2022 Project Grant Recommendations**

K. Roessingh and Chair Loveday declared potential conflict of interest with consideration of three organizations within the recommendations of the report.

C. Gilpin provided highlights of the report.

The Committee sought clarification on the eligibility criteria for organizations with or without paid voting board members. J. Verano indicated the Council would examine the issue and some discussion has been held already. One goal is to be more transparent and better communicate the purpose of that criteria.

The Committee touched on art creation, production, presentation and the fit within eligibility criteria of festivals and other events or programming that support art and culture makers.

**MOVED** by Member Plant, **SECONDED** by Member Lemon,  
That April 2022 Project Grant recommendations, with the exception of UJAM, Planet Earth Poetry Reading, and the Victoria Poetry Project Society, be approved.

**CARRIED**

The Commission appreciated the thoughtful approach of the adjudication and remarked on the amount of applications compared to the Service budget.

**K. Roessingh recused himself from the meeting at 4:33 p.m. due to his paid involvement with UJAM.**

**MOVED** by Member Plant, **SECONDED** by Member Hundleby,  
That the April 2022 Project Grant recommendation pertaining to UJAM be approved.

**CARRIED**

**K. Roessingh returned to the meeting at 4:33 p.m.**

By consensus, the Commission approved C. Plant to take over chairing the meeting.

**J. Loveday recused himself from the meeting at 4:34 p.m. due to participation in Planet Earth Poetry Reading and the Victoria Poetry Project Society as an artist.**

**MOVED** by Member Roessingh, **SECONDED** by Member Hundleby,  
That the April 2022 Project Grant recommendations pertaining to Planet Earth Poetry Reading and the Victoria Poetry Project Society be approved.

**CARRIED**

**J. Loveday returned to the meeting at 4:34 p.m. and resumed chairing the meeting.**

### 6.3 Outreach Update

V. Jeevanandam reported that Doug Jarvis of ProArts will be on the advisory group for planning the next Arts Summit.

#### 6.3.1 CRD Arts & Culture: 2021 Progress Report

V. Jeevanandam described each section of the progress report and how the report will be publicized. She provided highlights of the report, such as the 20 year anniversary and the connection of health and well-being to arts participation.

The Commission expressed satisfaction with the progress report and its artistic format. Staff took into account a correction flagged by the Commission, to be made before publication. Printed copies would be mailed to the elected officials of the participating jurisdictions.

Arising from the matter of the Progress Report, the Commission discussed the appropriateness of a new motion and consented to hearing it under New Business.

## 7 New Business

### 7.1 Arts & Culture Service Participation

Arising from discussion of the 2022 Progress Report and indications in the report on the benefits of participation in the Service, and taking into account the new Board after the upcoming elections, the Commission discussed highlighting for the CRD Board the importance of continuing to advocate for 100% participation in the CRD Arts & Culture Support Service, for consideration at their next strategic planning session, and including an understanding of the costs in relative terms.

**MOVED** by Member Roessingh, **SECONDED** by Member Hundleby,  
The Arts Commission recommends to the Capital Regional District Board:  
That 100% participation in the CRD Arts & Culture Support Service be considered as a strategic initiative for the 2022-2026 Board.

**CARRIED**

### 7.2 Arts in Our Own Communities

The Commission members shared noteworthy arts and culture events in their communities.

The Commission discussed that such a sharing in roundtable format could be added as a standing agenda item.

## 8 Motion to Close the Meeting

**MOVED** by Member Hundleby, **SECONDED** by Member Lemon,

1. That the Chair of the Arts Advisory Council be admitted to the closed session of the meeting.
2. That the meeting be closed in accordance with the *Community Charter*, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being

considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.

**CARRIED**

**The Commission moved to the closed session at 5:39 p.m.**

**The Commission rose from the closed session at 5:46 p.m. with the following report:**

That Dylan Clark, Sue Donaldson, Richard Gale, and Sarah Reid be appointed to the Arts Advisory Council for an initial term, up to one year long, ending December 2022 to align with the term expiry timeline of other Arts Advisory Council members.

**9 Adjournment**

**MOVED** by Member Hundleby, **SECONDED** by Member Plant,  
That the meeting be adjourned at 5:18 p.m.

**CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER

**REPORT TO EQUITY, DIVERSITY AND INCLUSION SUB-COMMITTEE  
MEETING OF TUESDAY, SEPTEMBER 06, 2022**

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**SUBJECT**     **Equity, Diversity and Inclusion Lens on Project-Based Grants, Phase 4**

**ISSUE SUMMARY**

To apply an Equity, Diversity, and Inclusion (EDI) lens to the granting and operations of the CRD Arts and Culture Support Service, a phased implementation framework has been approved. Phases 1 and 2 have been implemented and Phase 3 is approved and in progress. The Phase 4 modifications, based on learnings from the implementation of Phase 1, have been proposed.

**BACKGROUND**

On October 28, 2020, the Arts Commission passed a motion: "That the Arts Commission commits to an equity lens to operations and granting."

On December 7, 2021, the CRD held its Arts Champions Summit, "Reframing our Arts Future", which was attended by arts leaders throughout the capital region who participated in community conversations, resulting in the What We Heard report that synthesized community feedback.

On January 26, 2022, the Arts Commission approved an EDI Implementation Framework in five phases, along with Phase 1 modifications to project-based grants, as recommended by the EDI Subcommittee and Arts Advisory Council.

On May 25, 2022, the Arts Commission approved Phase 2 modifications to Operating Grants and Phase 3 modifications to Process, Budget and Outreach, as recommended by the EDI Subcommittee and Arts Advisory Council.

The EDI implementation framework takes a phased approach, which provides more time for staff to roll out communications on proposed changes and allows clients more time to understand how changes may affect their application. Phase 1 and 2 modifications have been implemented; Phase 3 modifications are in process and will be implemented through 2023 (Appendix A).

Phase 4 recommendations evaluate the learnings from the implementation of Phase 1 on project-based grant programs in 2022, namely: IDEA Grants, Incubator Grants, Equity Grants, as well as Projects, Series and Extended Programming Grants (Appendices B and C).

**ALTERNATIVES**

*Alternative 1*

The EDI Sub-Committee recommends to the Arts Advisory Council to recommend to the Arts Commission that EDI Lens Phase 4 modifications to the IDEA, Incubator, Equity, and Projects grant programs be implemented for application intakes in 2023.

*Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Financial Implications*

The Phase 4 modifications to project-based grant programs have no implications on the 2023 budget for the Arts and Culture Support Service.

### *Service Delivery Implications*

In order for staff to implement changes to grant programs with application intakes in 2023, modifications must be approved before November 29, 2022, which is when the granting program opens for project-based grants with program guidelines posted online. If these Phase 4 changes are approved, they would affect the application and adjudication processes for the 2023 Equity, IDEA, Incubator, and Projects, Series, and Extended Programming Grants programs.

Modifications to application processes would be communicated directly to past recipients through email and publicly through social media. A glossary of terms has been added to the CRD website to enhance clarity on EDI concepts and language in the guidelines and application form. Leading up to grant deadlines, staff would provide digital tools and information sessions providing applicants with the resources to meaningfully engage with all changes from relevant EDI Phases.

The impacts of these changes would be evaluated in the application, adjudication, and final reporting processes by staff and the EDI Subcommittee in the spirit of continuous improvement. This would allow potentially for further EDI lens improvements to these project-based programs before their 2024 intakes.

### *Alignment with Existing Plans & Strategies*

The 2020-23 Strategic Plan for the Arts and Culture Support Service commits to “Make Access Equitable”. This strategic direction aims to “Increase representation of art forms funded by the CRD” and to: “3a) Ensure support for new and emerging organizations. 3b) Support equity, diversity and inclusion through grant programs. 3c) Reduce barriers experienced by rural communities”. The stated outcome is that “[a]rts funding contributes to a more equitable society”.

Phase 4 of the EDI implementation framework to project-based grants continues to advance these objectives. These Phase 4 modifications are less transformative than the ones included in Phases 1 – 3. Instead, they are refinements that continue to advance these plans and strategies through continuous improvement and a dedication to lower barriers for clients to access funding support.

## **CONCLUSION**

As directed by the Arts Commission, the EDI Sub-Committee continues to examine how to apply an EDI lens to the granting and operations of the Arts and Culture Support Service, on behalf of the Arts Advisory Council. This report proposes actions for Phase 4 that reflect learnings from the implementation of Phase 1 and would apply EDI-focused improvements to project-based grants.

**RECOMMENDATION**

The EDI Sub-Committee recommends to the Arts Advisory Council to recommend to the Arts Commission that EDI Lens Phase 4 modifications to the IDEA, Incubator, Equity, and Projects grant programs be implemented for application intakes in 2023.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer

Appendix A: Implementation Framework for EDI Lens Integration

Appendix B: EDI Phase 4 – Recommended Policy and Administrative Modifications to Project-Based Grants

Appendix C: EDI Phase 4 – Revised Guidelines and Application Forms for Project-Based Grants



## Appendix A: Updated Timeline for EDI Implementation Framework

Figure 1: High-Level Implementation Timeline



Table 1: Detailed Implementation Plan

Timeline	Action	Lead Responsibility	Grants Affected	Status
Fall 2020	Conduct program evaluation of the first three intakes of Equity Grants.	Staff	Equity	Done
Oct 2020	Provide direction that an EDI lens be applied to grants and operation and form EDI sub-committee.	Arts Commission	n/a	Done
Sept 2021	Appoint EDI Subcommittee. Approve Terms of Reference.	Arts Advisory Council	n/a	Done
Oct 2021	Conduct Jurisdictional Scan of EDI practices by Canadian arts funders.	EDI Sub-Committee	n/a	Done
Dec 2021	Host Arts Champions Summit focused on equity and cultural self-determination.	Staff / EDI Sub-Committee	n/a	Done
Dec 2021	Provide direction to staff for “Phase 1 – EDI Lens on Project-Based Grants”	EDI Sub-Committee	Projects (April) IDEA Equity Incubator	Done

Timeline	Action	Lead Responsibility	Grants Affected	Status
Jan 2022	Synthesize takeaways from jurisdictional scan and targeted consultations into “Phase 1 – EDI Lens on Project-Based Grants”	Staff	Projects (April) IDEA Equity Incubator	Done
Jan 2022	Review and approve “Phase 1 – EDI Lens on Project-Based Grants”	EDI Sub-Committee	Projects (April) IDEA Equity Incubator	Done
Jan 2022	Review and approve “Phase 1 – EDI Lens on Project-Based Grants”	Arts Advisory Council	Projects (April) IDEA Equity Incubator	Done
Jan 2022	Review and approve “Phase 1 – EDI Lens on Project-Based Grants”	Arts Commission	Projects (April) IDEA Equity Incubator	Done
Jan-Feb 2022	Delivery of ‘What We Heard’ summit document included results of Summit survey	Staff	n/a	Done
Feb 2022	Implement Phase 1 policy recommendations and open grant application intake	Staff	IDEA Equity Incubator	Done
Mar 2022	Implement Phase 1 policy recommendations and open grant application intake	Staff	Projects (April)	Done
Feb 2022	Provide direction to staff for “Phase 2 – EDI Lens on Operating Grants” and “Phase 3 – EDI Lens on Budget, Planning and Outreach”.	EDI Sub-Committee	Operating & All	Done
April 2022	Review and approve “Phase 2 – EDI Lens on Operating Grants” and “Phase 3 – EDI Lens on Budget, Planning and Outreach”.	EDI Sub-Committee	Operating & All	Done
April 2022	Conduct consultations with Operating Clients into “Phase 2 – EDI Lens on Operating Grants”.	Staff	Operating	Done
May 2022	Review and approve “Phase 2 – EDI Lens on Operating Grants” and “Phase 3 – EDI Lens on Budget, Planning and Outreach”.	Arts Advisory Council	Operating & All	Done
May 2022	Review and approve “Phase 2 – EDI Lens on Operating Grants” and “Phase 3 – EDI Lens on Budget, Planning and Outreach”.	Arts Commission	Operating & All	Done

Timeline	Action	Lead Responsibility	Grants Affected	Status
June 2022	Provide direction for “Phase 4 – Evaluate Impacts on Project-Based Grants”.	EDI Sub-Committee	Projects IDEA Equity Incubator	Done
Jul 2022	Implement Phase 2 policy recommendations and open Operating Grants application intake	Staff	Operating	Done
Summer 2022	Conduct orientation for new Arts Advisory Council members, including rationale of EDI strategy	Staff	n/a	Done
Summer 2022	Synthesize learnings from Phase 1 and EDI Sub-committee into “Phase 4 – Evaluate Impacts on Project-Based Grants”	Staff	Projects IDEA Equity Incubator	Done
Summer / Fall 2022	Implement Phase 3 policy recommendations	Staff	All	In Progress
September 6, 2022	Review staff report for “Phase 4 – Learnings from Phase 1 on Project-Based Grants” and recommend next steps, as necessary, to AAC	EDI Sub-Committee	Projects IDEA Equity Incubator	In Progress
September 13, 2022	Review staff report for “Phase 4 – Learnings from Phase 1 on Project-Based Grants” and recommend next steps, as necessary, to AC	Arts Advisory Council	Projects IDEA Equity Incubator	In Progress
September 28, 2022	Review staff report for “Phase 4 – Learnings from Phase 1 on Project-Based Grants”	Arts Commission	Projects IDEA Equity Incubator	In Progress
Fall 2022	Adjudicate Operating Grants with Phase 2 changes.	Arts Advisory Council	Operating	Not Started
Winter 2022/23	Implement Phase 4 policy recommendations and open application intakes	Staff	Projects IDEA Equity Incubator	Not Started
Winter 2022/23	Conduct orientation for new Arts Commission members, including history & rationale of EDI strategy	Staff	n/a	Not Started
Spring 2023	Arts Champions Summit with focus on consultations to determine strategic priorities for the next Arts Service Strategic Plan	Staff and Advisory Planning Committee	All	In Progress
Spring 2023	Phase 5 – Provide direction on approach to planning process for new Arts Service Strategic Plan.	Arts Commission	n/a	Not Started

## **Appendix B: EDI Phase 4 – Recommended Policy and Administrative Modifications to Project-Based Grants**

### **Summary of Proposed Changes: Guiding Principles and Priorities**

- Build on learnings from Phase 1 (project-based grants) and Phase 2 (operating grants) and integrate approved changes from Phase 3 (budget, process, outreach).
- Prioritize increasing support to organizations embedded in equity-seeking communities, which include—but are not limited to—those that identify as Indigenous people, people who are racialized, LGBTQ2+ people and Deaf people, and/or people with disabilities.
- Keep in mind that organizations embedded in equity-seeking communities in the capital region are usually smaller, grassroots organizations with less administrative capacity than established arts institutions. These smaller organizations tend to benefit from a more nimble approach that embodies strategic thinking, learning and doing in their day-to-day functioning rather than one that depends heavily on multiple, codified policies and plans.
- Lower unnecessary barriers to access for project-based grants by reducing administrative complexity for all applicants, while maintaining due diligence.
- Integrate further action on strategic initiative 3.c.) from the 2020-23 Strategic Plan for the Arts and Culture Support Service: “[r]educe barriers experienced by rural communities”.
- Raise the visibility on artist, Indigenous Elder, and Cultural Carrier compensation while understanding that different organizations have different levels of financial resources.

### **Recommended Modifications**

The implementation of Phase 1, EDI lens on project-based grants, affected the application and adjudication processes for Equity, IDEA, Incubator and Projects (April intake) grant programs in 2022. After each adjudication, members of the Arts Advisory Council provided feedback on the process, including how the EDI lens worked and where further improvements could be made. The main takeaway from these discussions was that the EDI changes are working well and should be kept for future intakes. There were several suggested improvements, which were further evaluated by staff for administrative feasibility. In June 2022, the EDI Subcommittee and Arts Advisory Council held reviewed a discussion paper on the eligibility criteria around board compensation in project-based grants.

These recommended Phase 4 improvements would enhance the EDI lens in the project-based through a two-pronged approach of:

- 1.) application and eligibility changes that directly reflect EDI considerations, and
- 2.) administrative changes that clarify the application process to increase ease of understanding.

#### **I. Policy improvements to bolster equity outcomes:**

*Refer to Appendix C to see where all recommended Phase 4 policy changes appear in the Program Guidelines and Application Forms.*

- A. More visibility on artist compensation (modify question in Projects and add to Equity)
- Question in application form (with modification bolded): How does your project contribute to the development of arts in the CRD **and, if applicable, what is your approach to paying artists or honoraria for Indigenous Elders or Cultural Carriers if they are involved in arts events (refer to your project budget where appropriate)?**

Rationale

- Policy problem: Current applications have limited information on artist compensation, which prevents assessors from evaluating the degree to which the organization is providing reasonable compensation to artists, Indigenous Elders and Cultural Carriers, who tend to be underpaid.
- Policy solution: Gather more information about compensation of artists, Indigenous Elders, and Cultural Carriers to better understand and assess how organizations are providing economic opportunities and reasonable compensation to the arts community.
- Outcome: Applications that have clear and reasonable approach to paying artists, Indigenous Elders, and Cultural Carriers score better and rank higher, which will encourage more organizations to consider how they can provide better and more sustainable financial support to the arts community.
- *Note: a similar question asking organizations to describe their approach to artist, Indigenous Elder, and Cultural Carrier compensation has been already added to the Operating Grants program as part of Phase 2 of the EDI Implementation Framework.*

- B. Increase consideration for projects in rural areas (modify question in Projects, IDEA, and Incubator)

- Question in application form (with modification bolded): If your project engages equity-seeking groups, **people in rural areas**, or underrepresented arts and cultural practices, describe who will benefit and how?

\*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, explain how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols. **For the purposes of this program, rural areas of interest must be within jurisdictions that participate in the CRD Arts and Culture Support Service.**

Rationale

- Policy problem: arts activities in rural areas of participating jurisdictions and significant fewer resources and audiences in some rural areas have significant less access to arts activities due to geographic barriers (for example, ferry costs for Southern Gulf Islands).
- Policy solution: add rural areas as a consideration in a scored question that highlights to applicants the importance of benefits to providing access to the arts in these areas and integrates this consideration in to the scoring and ranking of the adjudication team.
- Outcome: more funded projects have clear benefits for people in rural areas.
- *Note: this policy change would provide action on strategic initiative 3.c.) in the Arts and Culture Support Service Strategic Plan: “[r]educe barriers experiences in rural communities”.*

- C. Expand eligible governance structures (modify eligibility criteria in Equity, IDEA, Incubator)
- Remove from program guidelines: "... voting members of the Board must not receive remuneration of any kind from the applicant organization."

#### Rationale

- Policy problem: Many small and emerging non-profit organizations started as unincorporated artist collectives, where there is no differentiation between staff and board. In the transition to becoming non-profit organizations, some of these artist collectives wish to maintain their collectivist governance structure where voting board members are also paid as artists or staff. The collectivist model tends to be preferred in artist collectives embedded in equity-seeking communities. Such organizations may have their own internal policies to regulate issues where conflicts of interest arise.
- Policy solution: for small granting programs and programs designed to reduce barriers to access (Equity, Incubator, IDEA), where the focus is on the project and not the organization, eligibility should be expanded to allow non-profit organizations with different types of governance structures to apply. However, in programs such as Projects, which is considered an "Operating Light" program, the emphasis is on both the organization and the project and the current eligibility criteria, which support more checks and balances in an organization, should be clarified and maintained.
- Outcome: more emerging and collectivist non-profit organizations can apply for some project-based grants, increasing the options for CRD funding.
- Notes: *this change aligns eligibility criteria to current criteria of BC Arts Council and Canada Council for the Arts approach, which provides more flexibility in funding different kinds of governance structures in non-profit organizations.*  
*For Projects Grants, the current requirement would be clarified with an eligibility question at the beginning of the application form to ensure that applicant organizations meet the criteria. The requirement is already part of the program guidelines.*

- D. Add a "Highly Recommended" category
- In the adjudication process: add "Highly Recommended" category for unsuccessful applications below the funding threshold that demonstrate significant merit, especially applications from organizations embedded in equity-seeking communities.

#### Rationale

- Policy problem: each year, there are some returned grants (average 1-3) due to unforeseen complications or there has been a spontaneous donation from a non-participating jurisdiction (\$10,000 from Sidney in previous year), which creates more resources for grants; however, currently, there is no mechanism to direct these funds into the arts community during the fiscal year. Usually they are added to the Operating Reserve for future initiatives.
- Policy solution: having identified unsuccessful applications of merit that could be funded, during the adjudication process, these would be reviewed in September/October and any

remaining arts granting funds would form a staff report to fund Highly Recommended applicants (after they had been contacted to ensure their project was still feasible).

- Outcome: any surplus arts granting funds are directed back into the arts community within the same fiscal year, prioritizing applications with merit from organizations embedded in equity-seeking communities.
- *Notes: this category exists and is used regularly in funding processes conducted by the BC Arts Council and the Canada Council for the Arts.*  
*These funding recommendations would still require Arts Advisory Council endorsement and Arts Commission approval.*

## II. Administrative and process improvements for greater clarity, access, and ease of understanding:

- List ineligible non-participating jurisdictions in program guidelines.
- In Projects, Question #1, remove: “and its relationship to your mandate” and clarify that the answer to this question should focus on the basic project details of What, Where, and When, which has been a common applicant mistake. Clarify What, Where and When in project description to encourage more specifics.
- In Project Budget, add column for “this request is for” to show how requested funds will be spent. Add note in Project Budget to clarify that the total of this new column should sum to the grant request amount.
- New resources to assist a prospective Project Leads to connect with Sponsor Societies in order to apply to Equity Grants.
- Continued pro-active outreach to non-profit organizations who have not applied to CRD arts funding before, focused on equity-seeking groups, who are currently producing and/or presenting arts programming in participating CRD jurisdictions to notify them of their funding eligibility.
- As approved in Phase 3, item G, of the EDI Implementation Framework, CRD commits to a “[p]lain language review of grant guidelines and application forms”. As part of that review, a revised “Commitment to Equity” section has been included with a plain language approach to increase ease of understanding.
- Simplifying and consolidating final report forms for project-based grants so that similar feedback and data is being collected from activities supported by all four grant types.

**Appendix C – EDI Phase 4 – Revised Guidelines and Application Forms for Project-Based Grants**

Added text is highlighted.  
Removed text is ~~highlighted with strikethrough formatting~~.

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## Equity Grants – Guidelines

### Statement of Purpose

The purpose of the Capital Regional District (CRD) Arts & Culture Support Service is to provide assistance that will result in a benefit to the residents of the region. Equity Grants support arts initiatives by applicants from communities that are at risk of exclusion or that have difficulty accessing funding support for systemic reasons. Supported activities include but are not limited to, support of artistic growth, development, production and dissemination.

Applicants establish eligibility through self-identification of their community and/or art form on the supplied self-identification form. The lead applicant(s) must be a registered society or be working with a Sponsor Society (see below for details on eligibility).

Examples of eligible communities include, but are not limited to:

- Indigenous
- Racialized persons or people of colour
- Deaf
- LGBTQ2
- Those living with the challenges related to a physical disability
- Those living with the challenges related to mental illness
- Other (you tell us, on the self-identification form)

Examples of eligible activities include, but are not limited to:

- visual arts
- dance/improvisation
- storytelling/spoken word
- artistic craft/printmaking/fibre arts/etc.
- theatre/performance
- film/media arts
- music
- arts festivals/arts programming
- Other (you tell us, on the application form)

Equity Grants support arts activities that provide benefits or create impacts within one or more of the municipalities or electoral areas that contribute to the CRD Arts & Culture Support Service. The CRD Arts & Culture Support Service is funded by Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

### Eligibility

Unfortunately we are unable to fund individual artists. Legislation governing the CRD only permits the Arts & Culture Support Service to fund registered not-for-profit societies. Approved funds resulting from a successful application must be paid to a society and because of this an applicant must be either:

- A) a society from a self-identified community, registered in BC; OR,
- B) an individual or group from a self-identified community who is not a society but who is leading a project and has found a society willing to act as, what we call, a Sponsor Society.

Whether the project leader is a society themselves or working with a Sponsor Society, the society making the application must:

- be a not-for-profit society registered in British Columbia.
- have an active Board of Directors. **voting members of the Board must not receive remuneration of any**

kind from the applicant society;

- be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical address on its BC NFP Society registration document.<sup>1</sup>
- present their project in a jurisdiction that contributes to the Arts & Culture Support Service.<sup>1</sup>
- be able to provide financial statements and other society information to establish accountability for the project.

## Who can be a Sponsor Society?

Potential Sponsor Societies include:

- Non-arts mandated societies
- Arts-mandated societies, including those meeting the eligibility for the CRD Project Grant program; such organizations may apply concurrently as a Sponsor Society to the Equity Grant program and to the Project Grant program

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are also ineligible.

When the project leader is not a society but working with a Sponsor Society for the purposes of making an application, the project leader and the Sponsor Society should take care to ensure they agree on the administrative responsibilities related to managing the project from application to final reporting. A Sponsor Society may provide in-kind administrative and promotional support, but complete creative control must be maintained by the project leader, who must receive 100% of any CRD Equity Grant funding. A memorandum of understanding (MOU) must be included, detailing the payment schedule of grant funds to the project leader.

## Ineligible Activities

The following are generally considered ineligible activities for support under this program:

- Equipment purchases or other major capital expenditures
- Fundraising activities, contests or competitions
- Scholarships
- Expenses for activities that have already taken place (activities cannot be funded retroactively)

## General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package. Organizations may apply only once in a calendar year.
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- The maximum grant available through the Equity Grant program is \$10,000.
- 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.
- Ensure your project starts no earlier than June 1, 2023 and ends no later than June 1, 2024.
- Ensure the cash budget and the in-kind budget\* each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

**\*Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

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<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

## Evaluation

### Consideration will be given to how your project:

- provides access and support to communities or audiences at risk of exclusion;
- contributes to and benefits the arts in the self-identified community;
- contributes to and benefits the arts in the Capital Region;
- creates partnerships and collaborations;
- provides new programs and events for CRD audiences;
- expands the view of the arts and its role in various cultures and communities; and
- uses the skills of participants to achieve the artistic and other goals of the proposal.

### Financial Statements require from the not-for-profit society making the application:

Annual Budget	Submit the following type of Financial Statements for the most recently completed financial year:
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
\$150,000 - \$300,000	Compilation Statements with a Notice to Reader  Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page. The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.
<\$150,000	Self-generated Financial Statements – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

The applicant is responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

## Assessment

- Applications are assessed by the CRD Arts Advisory Council. Their recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Notification of awards may take up to 10 weeks following submission.
- Applicants are notified of the results of their application after the CRD Arts Commission has reviewed recommendations.
- Eligibility and acceptance of your application does not guarantee funding just as a successful application does not guarantee future support.

## **Commitment to Equity**

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

## **Process Support**

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## **Conditions of Funding**

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on print and digital promotional material related to the activity, tag @crdartsandculture on Facebook, Twitter and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Further guidance for how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- An Equity Grant must be used for the project for which it was intended.
- Projects must be completed within 12 months of receipt of funding.
- Submission of a final report within two months of project completion, using the CRD report form or by arranging a phone call or video call to submit a verbal report.
- Submit one high-quality digital photo of the project to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). Images may be included in the CRD website, social media, presentations, and other promotional materials to show arts activity in the CRD; provide photo credit if required.

In the event the project is not completed or a final report not submitted, we may request the return of the grant and/or refuse to accept future applications for Equity Grants.

## **Deadlines**

There is one annual deadline for Equity Grants. Applications received after the deadline will not be considered.

## **Submitting an Application**

**Provide** a digital copy of the complete application by 4:30pm on the deadline. If you have difficulty meeting this requirement please contact us at 250.360.3215.

## Application Checklist

### What to submit:

- ☐ completed self-identification form
- ☐ a scan of page one, Part A, signed
- ☐ completed Part A (applicant info & answers to questions) and Part B (project budget)
- ☐ a list of current Board of Directors with full names, residential addresses and Board positions
- ☐ Financial Statements (see Financial Statement requirements)
- ☐ a copy of your BC not-for-profit Society registration certificate (if not previously submitted)
- ☐ for Sponsor Society applicants, an MOU of the payment schedule to the project lead

## Equity Grants – Application Form

The following questions should be answered by the Project Lead.

Begin typing in the shaded area following each question; the text boxes have a limit of approximately 250 words per answer. Do not use additional attachments.

Be concise and use plain language. Write as if you're describing your organization and project to someone who doesn't know anything about you.

1. Were you aware of other Arts & Culture Support Service programs before applying to Equity grants?  
☐ Yes ☐ No
2. Provide a brief description about who is leading this project e.g. key personnel, and the identified community that is involved.
3. Describe the arts project and the main activities for which you are requesting support (What, Where, and When).
4. What benefits and/or impacts will the project have for your identified community and/or for the broader community of the Capital Region?
5. How does your project contribute to the development of arts in the CRD, including your approach to paying artists or honoraria for Indigenous Elders or Cultural Carriers if they are involved in arts events (refer to your project budget where appropriate)?
6. Who is the expected audience or participant group(s) and what is the projected attendance? How will they benefit or be impacted?
7. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.
8. Note any partnerships or collaborations between groups of people, organizations or across communities.

## Incubator Grants – Guidelines

### Statement of Purpose

The purpose of the Capital Regional District (CRD) Arts & Culture Support Service is to provide assistance that will result in a benefit to the community. The CRD **Incubator Grant** program enhances sustainability and resiliency in the arts by funding short term staffing, mentoring, workspace, training or other resources that assist in the acceleration of organizational development or in the development of new arts projects. In particular, the program is aimed at emerging organizations that are engaged in innovative, experimental or new artistic practices, and/or that have difficulty accessing startup funding or specialized expertise that will help to advance their practice.

Examples of activities that may be supported include, but are not limited to:

- Shared staff resources
- Special training
- Access to specific expertise through mentoring
- Access to workspace to develop an idea

Incubator Grants support activities that provide benefits or create impacts within one or more of the municipalities or electoral areas that contribute to the CRD Arts Service. The CRD Arts & Culture Support Service is funded by Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

### Eligibility

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia.
2. have programming in the arts as their primary mandate and purpose.
3. have an active Board of Directors. ~~voting members of the Board must not receive remuneration of any kind from the applicant society;~~
4. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical address on its BC NFP registration document.<sup>1</sup>
5. present their project in a jurisdiction that contributes to the Arts & Culture Support Service.<sup>1</sup>
6. offer a potential arts impact within the capital region.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

### Ineligible Activities

- Food, beverages, hospitality or travel expenses
- Equipment purchases or other major capital expenditures
- Religious activities, fundraising activities, contests or competitions
- Scholarships
- Board development
- Expenses for activities that have already taken place (activities cannot be funded retroactively)

Applicants may not be receiving support from other CRD Arts & Culture Support Service programs and may only receive one Incubator Grant per calendar year.

### General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package. Organizations may apply only once in a calendar year.

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<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- The maximum grant available through the Incubator Grant program is \$5,000.
- 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.
- Ensure your project starts no earlier than June 1, 2023 and ends no later than June 1, 2024.
- Ensure the cash budget and the in-kind budget\* each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

**\*Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

## Evaluation

### Consideration will be given to activities that result in:

- creation of new collaborations and partnerships.
- development of organizational capacity within the funded organization.
- skill development in staff.
- creation of new organizations.
- creation of new arts projects.
- creation of new programs and events, or audience development.
- capacity of participants to achieve the artistic and production goals of the proposal.
- benefits created for the arts or audiences in the Capital Region.

### Financial Statements require from the not-for-profit society making the application:

Annual Budget	Submit the following type of Financial Statements for the most recently completed financial year:
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
\$150,000 - \$300,000	Compilation Statements with a Notice to Reader  Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page. The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.
<\$150,000	Self-generated Financial Statements – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

The applicant is responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

## Assessment

- Applications are assessed by the CRD Arts Advisory Council. Their recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Notification of awards may take up to 10 weeks following submission.
- Applicants are notified of the results of their application after the CRD Arts Commission has reviewed recommendations.
- Eligibility and acceptance of your application does not guarantee funding just as a successful application does not guarantee future support.

## Commitment to Equity

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

## Process Support

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## Conditions of Funding

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on posters, programs, website and any other promotional material related to the activity, tag @feedtheartsyyj in related social media and, whenever possible, acknowledge the CRD Arts & Culture Support Service verbally. Guidance for how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- An Incubator Grant must be used for the activity for which it was intended.
- Activities must be completed within 12 months of receipt of funding.
- Submission of final report within two months of activity completion, using the designated CRD report form.
- Optional but recommended – submit one or more high-quality digital photos of the activity to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). Images may be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.



In the event the activity is not completed or a final report not submitted, the CRD may request the return of the grant and/or refuse to accept future applications for Incubator Grants.

## **Deadline**

There is one annual deadline for Incubator Grant applications. Please check website for current information.

## **Submitting an Application**

**Provide** a digital copy of the full application by 4:30pm on the deadline. Applications received after the deadline will not be considered.

## **Application Checklist**

### **What to submit:**

- ☐ a scan of page one, of Part A, signed
- ☐ completed Part A (applicant info & answers to questions) and Part B (budget)
- ☐ a list of current Board of Directors with full names, residential addresses and Board positions
- ☐ annual Financial Statements (see Financial Statement requirements)
- ☐ a copy of your BC not-for-profit Society registration certificate (if not previously submitted)

## **Incubator Grants – Application Form**

Begin typing in the shaded area following each question; the text boxes have a limit of approximately 250 words per answer. Do not use additional attachments.

Be concise and use plain language. Write as if you're describing your organization and activity to someone who doesn't know anything about you.

### **Part I**

1. What is your organization's mandate (e.g. from your constitution)?
2. Were you aware of other Arts & Culture Support Service programs before applying to Incubator Grants?  
☐ Yes ☐ No  
If not, how did you hear about the program?

### **Part II**

1. Provide a brief description about who is leading this activity and their capacity to bring it to a successful outcome.
2. Describe the activity or program for which you are requesting support (What, Where, and When).
3. Describe what capacity or knowledge will be developed within your organization as a result of a successful application, including what skills development or training will staff or personnel acquire and how will it assist them in their work.
4. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.
5. Describe any partnerships or shared resources that may be created and/or developed as a result of a successful application.

## 6. Community benefits.

- a. What benefits and/or impacts will the activity have for your art form and/or for the broader community in the Capital Region?
- b. If your project engages equity-seeking groups, **rural areas**, or underrepresented arts and cultural practices, describe who will benefit and how.\*

\*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, explain how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

## IDEA Grants – Guidelines

**IDEA (Innovate, Develop, Experiment, Access) Grants** is a program of the CRD Arts & Culture Support 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 encourage and support arts participation by organizations that are not eligible for other CRD Arts & Culture Support Service programs.

IDEA Grants support organizations for new projects, opportunities or events that offer a potential arts impact within the capital region. Recurring activities will be considered if they address the main goals of the program which are to be innovative, developmental, experimental, and/or to provide access.

The CRD Arts & Culture Support Service is funded by the following jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, Southern Gulf Islands.

## Eligibility

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia.
2. have an active Board of Directors. **voting members of the Board must not receive remuneration of any kind from the applicant society;**
3. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical office address on its BC NFP Society registration document.<sup>1</sup>
4. present their project in a jurisdiction that contributes to the Arts & Culture Support Service.<sup>1</sup>
5. offer a potential arts impact within the capital region.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

## Ineligible Activities

- food, beverages, hospitality or travel expenses
- equipment purchases or other capital expenditures
- religious services, fundraising activities, contests or competitions
- scholarships
- Expenses for activities that have already taken place (activities cannot be funded retroactively)

## General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package. Organizations may apply only once in a calendar year.
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.

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<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

- The maximum grant available through the IDEA Grant program is \$3,000.
- 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.
- Ensure your project starts no earlier than June 1, 2023 and ends no later than June 1, 2024.
- Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

**Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

**A complete application consists of one copy of each:**

- A completed application form, signed by the person authorizing the application.
- A set of financial statements per *Guidelines for Financial Statements* (below).
- A list of your current Board of Directors with addresses, contact information and Board positions.
- A copy of your BC non-profit society registration certificate (if not previously submitted).

**Financial Statements required from the not-for-profit society making the application:**

Annual Budget	Submit the following type of Financial Statements for the most recently completed* financial year:
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
< \$300,000	<p>Compilation Statements with a Notice to Reader (NTR)</p> <p>Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page.</p> <p>The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.</p>

You are responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

**Assessment**

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Notification of awards may take up to 10 weeks following submission. Please plan accordingly.
- Applicants are notified of the results of their application by email after the CRD Arts Commission has reviewed recommendations.
- **Funding cannot support activities that have started or that have been completed before the approval of funds.** Please contact staff if in doubt.
- Eligibility and acceptance of your application does not guarantee funding just as receipt of funding

does not guarantee future support.

## **Commitment to Equity**

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

## **Process Support**

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## **Conditions of Funding**

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on print and digital promotional material related to the activity, tag @crdartsandculture on Facebook, Twitter and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Further guidance for how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- An IDEA Grant must be used for the activity for which it was intended.
- Activities must be completed within 12 months of receipt of funding.
- Submission of a final report within two months of activity completion, using the designated CRD form.
- Submit one or more high-quality digital photos of the activity to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). Images may be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

In the event the activity is not completed or a final report not submitted, the CRD may request the return of the grant and/or refuse to accept future applications for IDEA Grants.

## **Deadline**

There is one deadline annually for IDEA Grant applications. Please check the website for current information.

## **Submitting an Application**

Provide a digital copy of the full application by 4:30pm on the deadline. Applications received after the deadline will not be considered.

## Application Checklist

### What to submit:

- ☐ A scan of page one, of Part A, signed
- ☐ A completed Part A (applicant info & answers to questions) and Part B (budget)
- ☐ List of current Board of Directors with full names, residential addresses and Board positions
- ☐ Financial Statements (see Financial Statement requirements)
- ☐ Copy of your BC not-for-profit Society registration certificate (if not previously submitted)

## IDEA Grants – Application Form

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

Be concise and use plain language. Avoid jargon. Write as if you're describing your organization and project to someone who doesn't know anything about you.

- I. 1. What is your organization's mandate (e.g. from your constitution)?
2. Were you aware of other Arts & Culture Support Service programs before applying to IDEA Grants?

☐ Yes ☐ No

If not, how did you hear about the program?

## II. Questions

1. Describe the project for which you are requesting support (What, Where, and When). How did you determine the need for the activities described in your proposal?
2. Who are the key personnel and what are their qualifications? What are the key activities related to this project? Note highlights or anticipated issues.
3. How does your project fulfill one (or more) of the purposes of the IDEA program?
4. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.
5. Community benefits
  - a) What benefits and/or impacts will the activity have for the art form and/or for the broader community in the Capital Region?
  - b) If your project engages equity-seeking groups, **rural areas**, or underrepresented arts and cultural practices, describe who will benefit and how.\*

\*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, explain how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

## Projects, Series, and Extended Programming – Guidelines

### Statement of Purpose

**Projects, Series & Extended Programming Grants** (Project Grants) provide support for emerging or established arts organizations to produce or present one-time projects, a short series of events, or extended programming, taking place over a period of time leading up to the next year's project grant deadlines. Project Grants are not available to organizations receiving assistance through the CRD Annual or Multi-year Operating Grant program.

Project Grant assistance acknowledges that, in order for the arts to remain accessible to the region's audiences and participants, they require an investment of public sector funds. Through an investment in our arts organizations and institutions, the CRD is contributing to the development of a healthy, diverse and vibrant community.

Project Grants provide support to arts organizations of regional significance whose primary mandate is public programming in the arts. The CRD Arts & Culture Support Service is funded by the following jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, Southern Gulf Islands.

### Eligibility

Applicants that have not previously received a Project Grant should contact the Arts & Culture Support Service office prior to application to confirm eligibility and discuss their proposal.

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia;
2. have programming in the arts as their primary mandate and purpose;
3. have been active for at least six months prior to the application deadline;
4. have an active Board of Directors; voting members of the Board must not receive remuneration of any kind from the applicant organization;
5. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered physical office address on its BC NFP Society registration document;<sup>1</sup>
6. have a project that takes place within the contributing jurisdictions.<sup>1</sup>

Organizations having outstanding or incomplete CRD Project Grants may be eligible to apply at the discretion of the Manager of the Arts & Culture Support Service. Payment of any additional Project Grant awards will be conditional upon receipt of a satisfactory Final Report on the outstanding project.

### Ineligible Organizations

Some organizations or activities are beyond the scope of this grant program, regardless of their merit. Project Grants are not available for individual artists, for programs of civic departments or branches (e.g. libraries or community centres) nor are they intended for the activities of clubs or for organizations whose primary mandate involves social service, heritage, religious, sports or educational purposes.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are also ineligible.

### Ineligible Activities

- Contests and competitions
- Conferences, workshops and other forms of training
- Scholarships
- Capital expenditures
- Food, beverages and other hospitality costs

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<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

- Touring, travel expenses, or tourism promotion
- Elimination or reduction of accumulated deficits
- Expenses for events or activities that have already taken place

## General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package. Organizations may apply only once in a calendar year.
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- 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.
- Ensure your project starts no earlier than April/July 1, 2023 and ends no later than April/July 1, 2024.<sup>1</sup>
- Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

**Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

## Financial Statements required from the not-for-profit society making the application:

Annual Budget	Submit the following type of Financial Statements for the most recently completed financial year:
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
\$150,000 - \$300,000	<p>Compilation Statements with a Notice to Reader</p> <p>Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page.</p> <p>The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.</p>
<\$150,000	Self-generated Financial Statements – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

The applicant is responsible for ensuring the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts & Culture staff if you have questions.

<sup>1</sup> The Projects grants intake with a January intake can fund projects from April 2023 – April 2024; the April intake can fund projects taking place from July 2023 – July 2024.

## Evaluation

Consideration will be given to:

- a demonstrated ability to carry out the project.
- the capacity of participants to achieve the artistic goals of the project.
- the appropriateness of the project budget. Applicants are encouraged to develop diverse sources of revenue such as ticket sales, donations, support from foundations, other levels of government, etc.
- the impact on the development of the arts in the capital region.
- the contribution to the artistic development of artists, the art form and to the organization itself.
- the needs of other applications received at the same deadline.

## Assessment

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Applicants are notified of the results of their applications by email following approval by the CRD Arts Commission.
- Notification can take up to ten weeks following the deadline. **Projects cannot be funded retroactively.**
- Eligibility and acceptance of your application or receipt of previous grants does not guarantee future or ongoing funding.

## Commitment to Equity

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

## Process Support

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## Conditions of Funding

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on print and digital promotional material related to the activity, tag @crdartsculture on Facebook, Twitter and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Further guidance for



how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.

- Project Grants must be used for the project for which they were requested.
- Projects must be completed within 12 months of receipt of funding.
- A Project Grant Final Report must be submitted using the provided form within two months of completion of the project, and prior to submitting a new application.
- Submit one or more high-quality digital photos of the event to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). Images **may** be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

Organizations should notify Arts & Culture Support Service staff if there are significant changes to the timing or nature of a funded project. In the event the project is not completed and/or a final report not submitted, the CRD may request the return of the grant and/or consider future applications to be ineligible.

## Deadlines

There are two application intakes each year. Please check the website for current information.

## Submitting an Application

A digital copy of the completed application must be received by 4:30pm on the published deadline. No late applications will be accepted.

## Application Checklist

### What to submit:

- ☐ a scan of page one, Part A, signed
- ☐ completed Part A (applicant info & answers to questions) and Part B (budget pages)
- ☐ a list of current Board of Directors with full names, residential addresses, Board positions a
- ☐ a copy of annual Financial Statements per the Project Grant Guidelines (see above)
- ☐ a copy of the organization's BC non-profit Society registration certificate (if not previously submitted)

## Projects, Series, and Extended Programming – Application Form

Read the Project Grant Guidelines before completing this application.

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

Be concise and use plain language. Avoid jargon. Write as if you're describing your organization and project to someone who doesn't know anything about you.

Part I.

1. What is your organization's mandate (e.g. from your constitution)?
2. Were you aware of other Arts & Culture Support Service programs before applying to Project Grants?  
☐ Yes ☐ No  
If no, how did you hear about this program?

## Part II.

1. a) This application is for: (please check one of the following):

- a one-time project ☐
- a short series of events ☐
- extended programming ☐

b) Describe the project for which you are requesting support (What, Where, and When).

2. How does your project contribute to the development of artists, the art form and the development of the arts in the CRD, including your approach to paying artists or honoraria for Indigenous Elders or Cultural Carriers if they are involved in arts events (refer to your project budget where appropriate)?
3. Briefly describe your organization's history of previous programming.
4. Identify technical, artistic, administrative or other key personnel for this project. Note any particular skills and experience or any obstacles influencing the success of this project.
5. Who is the anticipated audience and what is the projected attendance?
6. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.
7. Community benefits
  - a. What benefits will your project have on the region (e.g. social, economic, artistic, etc.)?
  - b. If your project engages equity-seeking groups, rural areas, or underrepresented arts and cultural practices, describe who will benefit and how.\*

\*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, explain how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

**REPORT TO THE ARTS COMMISSION  
MEETING OF WEDNESDAY, SEPTEMBER 28, 2022**

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**SUBJECT**     **2023 Budget for Arts and Culture Support Service**

**ISSUE SUMMARY**

The 2023 service plan and budget for the Arts and Culture Support Service has been prepared by staff and is ready for review by the Arts Commission.

**BACKGROUND**

On May 11, 2022, the CRD Board approved the 2023 Service Financial Planning Guidelines, which proposed to limit increases in core operations kept to 3% in the planning process.

On May 25, 2022, the Arts Commission resolved “[T]hat staff be directed to follow the timeline as set out in the Financial Plan Preparation Guidelines that have been approved by the CRD Board and to prepare a service plan and budget for review by the Arts Commission in September 2022 to be considered as part of the recommended change for the final budget package.”

On September 21, 2022, the Committee of the Whole reviewed Community Need Summaries for each CRD division, which include service levels (Appendix A), as well as draft financial plans that will inform Budget 2023 (Appendix B). Input from the Arts Commission will be considered by the CRD Board as part of the final budget review in March 2023.

In 2023, the requisition increase for the Arts and Culture Service for participating areas is \$83,099 or 2.99%, which is within the planning guideline limits. The total budgeted costs are \$3,117,780, an increase of \$111,378 or 3.7% over 2022. Key budget components include:

- Grants budget of \$2,684,670, an increase of \$93,440, or 3.6%; and
- Administrative costs of \$433,110, an increase of \$17,938, or 4.3%.
  - To meet increased operational demand, a staffing adjustment to the existing Administrative Assistant position shifts from 0.8 FTE (part-time, 4 days per week) to 1.0 FTE (full-time, 5 days per week) at a cost of \$8,555 in 2023.

The balance of the Operating Reserve is estimated to be \$319,743 by the end of 2023 including interest.

**ALTERNATIVES**

*Alternative 1*

The Arts Commission recommends to the Capital Regional District Board:  
That the 2023 Arts & Culture Service Budget be approved as presented.

*Alternative 2*

The Arts Commission recommends to the Capital Regional District Board:  
That the 2023 Arts & Culture Service Budget be approved as amended.

## **IMPLICATIONS**

### *Financial Implications*

On May 25, 2022, the Arts Commission approved the utilization of the Operating Reserve funds to support expenses related to the EDI Implementation Framework in 2023, including a doubling of the budget for Equity Grants and additional funds to support reducing barriers to access in the application and adjudication processes. As presented in this financial plan, the Operating Reserve would be drawn down by \$53,000 in 2023 to support these expenses and meet financial planning constraints.

As part of the Phase 3 modifications of the EDI Implementation Framework to budget allocations, the grant funding lifts would be allocated with:

- \$25,000 to double the Equity Grants budget; and
- \$68,440 with a top priority of adding new high-performing applicants to Operating Grants and a secondary priority of increasing the project-based grants budget.

## **CONCLUSION**

The Arts & Culture Service Budget for 2023 notes changes and additions in alignment with direction provided by the Commission and accommodates increases related to contract increases and internal allocations within the CRD approved Financial Planning Guidelines.

## **RECOMMENDATION**

The Arts Commission recommends to the Capital Regional District Board:  
That the 2023 Arts & Culture Service Budget be approved as presented.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

## **ATTACHMENTS**

Appendix A: 2023 Arts & Culture Community Need Summary  
Appendix B: 2023 Arts & Culture Service Budget

# Community Need

2023 Summary



## Arts & Culture

### Strategy

#### Target Outcome

We envision strategic investment to maximize the artistic, social and economic contributions that arts and culture make to the quality of life in the region.

#### Strategic Context

##### Strategies

- [Arts and Culture Support Service Strategic Plan](#)

##### Trends, risks and issues

- Municipal investment in the arts recognizes the contribution that arts organizations make to the quality of life and the economic benefits that accrue to the region through the activities of funded organizations.
- Sustaining and increasing investment in the arts is strongly tied to local and global economic trends that affect municipalities' ability and desire to provide support. In 2022, the CRD Arts and Culture funding programs supported 95 organizations that provided programming that supported a wide range of artistic activity by local and regional artists.
- Many arts and cultural organizations have also demonstrated tremendous resilience, adaptability, and innovation throughout the pandemic with 84.3% of surveyed Operating and Project Grant recipients developing alternative programming, relying heavily on digital formats such as live-streaming and virtual gatherings.
- Statistics Canada reports that, on a national level, arts and culture work rebounded strongly in 2021, with a 15% increase in hours worked from 2020, largely due to the loosening of event and gathering restrictions in the second half of 2021. The 25.5 million hours worked in 2021 represent the highest level on record and 7% above the pre-pandemic high in 2019. This trend is expected to continue with the reopening and relaunch of many performing arts events and festivals.

# Community Need

## 2023 Summary

### Services

Core Services Levels	
Service	Levels
<b>Arts &amp; Culture Support Service</b> Supports, promotes and celebrates arts and cultural activities for the benefit of the community through funding programs and outreach activities.	<ul style="list-style-type: none"> <li>• Deliver five granting programs: Operating Grants, Project Grants, IDEA (Innovate, Develop, Experiment, Access) Grants, Equity Grants, and Incubator Grants.</li> <li>• Provide support to organizations on not-for-profit structure, governance, and capacity development in general and as it relates to Arts Service programs.</li> <li>• Provide support to Arts Commission by maintaining accountable processes for allocation of program budgets.</li> <li>• Respond to inquiries on funding (CRD and other sources) within three business days.</li> <li>• Collect data about trends and impact of arts and culture for internal use and for dissemination to arts communities.</li> <li>• Manage publically available online database of regional public art.</li> <li>• Connect and facilitate dialogue within the regional arts community and with CRD through biennial summit, social media presence, e-newsletter, and funding application workshops.</li> </ul>
<b>The McPherson Playhouse Service</b> Contribution agreement for the municipal support of the theatre.	<ul style="list-style-type: none"> <li>• Provides capital and operational support for pleasure, recreation and community uses related to the McPherson Playhouse Theatre</li> </ul>
<b>The Royal Theatre Service</b> Contribution agreement for the municipal support of the theatre.	<ul style="list-style-type: none"> <li>• Provides capital and operational support for pleasure, recreation and community uses related to the Royal Theatre.</li> </ul>
<b>Support Services</b> The core services listed rely on the support of several corporate and support divisions to effectively operate on a daily basis. These services are reported on in the Accountability Community Need Summary.	<ul style="list-style-type: none"> <li>• Services include Asset Management, Facility Management, Financial Services, Information Technology &amp; GIS, Information Services, Human Resources &amp; Corporate Safety, Corporate Communications, Legislative Services, Legal Services, Risk &amp; Insurance and Real Estate Services.</li> </ul>

# Community Need

## 2023 Summary

Initiatives					
Ref	Initiative	Description	Year(s)	2023 impacts <sup>1</sup>	
12d-1	Arts Administrative Assistant	Staffing adjustment to existing position to meet operational demand	2023 – ongoing	+0.2 FTE Ongoing	\$9K Requisition

## Business Model

Funding
<p><b>Who contributes</b></p> <ul style="list-style-type: none"> <li>Arts &amp; Culture Support Service: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Metchosin, Highlands, Sooke, and Southern Gulf Islands.</li> <li>The McPherson Playhouse Service: Victoria</li> <li>The Royal Theatre Service: Saanich, Victoria, Oak Bay</li> <li>Support Services: varies per service</li> </ul> <p><b>Funding Sources</b></p> <ul style="list-style-type: none"> <li>Requisitions</li> </ul>

Reporting Structure
<ul style="list-style-type: none"> <li><a href="#">Arts &amp; Culture Support Service: Arts Commission</a></li> <li><a href="#">Theatres: Royal and McPherson Theatres Services Advisory Committee</a></li> </ul>

<sup>1</sup> Budget impacts reflect full program costs, including cost of staffing

# Community Need

## 2023 Summary

Performance			
Definition and Source	2021 Actual	2022 Forecast	2023 Target
<b>Metric 1: Social contributions</b>			
(A) total number of CRD-funded events	(A) 4,010	(A) 4,500	(A) 5,000
(B) total attendees at CRD-funded arts events	(B) 1,718,803	(B) 1,900,000	(B) 2,000,000
(C) total number of grants distributed	(C) 83	(C) 95	(C) 100
(D) first-time grant recipients	(D) 17	(D) 20	(D) 20
Data from 2021 Arts & Culture Progress Report (A-D)			
<b>Metric 2: Economic contributions</b>			
(E) total funding invested (via CRD grants) in grant recipients	(E) \$2,545,500	(E) \$2,601,270	(E) \$2,684,670
(F) total culture GDP (\$M) generated in CRD	(F) \$800.0*	(F) \$840.0	(F) \$882.0
(G) total culture jobs generated in CRD	(G) 10,000**	(G) 10,500	(G) 11,000
Data from 2021 Arts & Culture Progress Report (E), Statistics Canada (F) & (G)			
*estimate: most recent actual is \$805.3M (2020)			
**estimate: most recent actual is 9,722 (2020)			

## Discussion

### Link to Target Outcome

Funding programs and other activities of the Arts & Culture Service recognises the contribution that arts organizations make to the economy and quality of life, the provincial and national visibility they bring to the region and their role in providing a wide range of activities for citizens and visitors.

### Discussion

#### Metric 1 – Social Contributions

- (A) The number of events and workshops rose, due to the adaptation of arts organizations in moving activities and programming online, as well as the restarting of in-person events in the last two months of 2021.
- (B) 2021 was a transitional year with in-person attendance increasing in November and December when event and gathering restrictions were loosened. Preliminary indications are that in-person attendance continues a robust recovery in 2022 due to pent up demand.



# Community Need

## 2023 Summary

- (C) In 2021, there was resurgence of applicants to project-based grant programs. This was a direct result of the loosening of event and gathering restrictions. Organizations began planning more arts activities and looking for grants to fund them. With budget priorities directed to project-based grants, including \$25,000 in new funding dedicated to Equity Grants, it is expected that the number of grant recipients will continue to increase, which allows more art projects to be activated.
- (D) CRD Arts and Culture conducts promotion of its programs and targeted outreach to eligible organizations, all in an effort to enlarge the pool of grant applicants. Funding more first-time applicants is an effective method of diversifying the variety of arts projects activated and audiences engaged.

### Metric 2 – Economic Contributions

- (E) Total arts grant funding has remained consistent throughout the pandemic and continues to have modest increases in 2022. Funding lifts will be dedicated to new high-performing applicants to Operating Grants, and to project-based grants.
- (F) The most recent GDP data from Statistics Canada is from 2020, which shows the pandemic pullback in activity. With the restart of arts activities in 2021 and 2022, it is expected that GDP will rebound to prior levels at minimum.
- (G) The most recent jobs data from Statistics Canada is from 2020. Jobs were impacted by the pandemic, but through federal relief funding, such as the Canada Emergency Wage Subsidy, most employees at arts non-profit organizations were retained in 2020. Artist and contract workers were more adversely affected, although they too received support from federal programs, such as the Canada Emergency Response Benefit or Employment Insurance.

# **CAPITAL REGIONAL DISTRICT**

## **2023 BUDGET**

### **Arts Grants and Development**

#### **COMMITTEE OF THE WHOLE**

**Service:** 1.297 Arts Grants and Development

**Commission:** Finance

**DEFINITION:**

To establish a service for the provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of the community. Bylaw No. 2884, July 3, 2001.

**SERVICE DESCRIPTION:**

CRD municipalities invest in the arts for the economic impact and employment they provide, for their contribution to the quality of life, for the provincial and national visibility arts organizations provide to the region, and for providing a wide range of educational, participatory and audience opportunities for citizens and visitors. This service provides grants for NFP arts sector organizations within the CRD. An arms length committee, the CRD Arts Advisory Council, adjudicates grant applications based on parameters and total budget limits set by the CRD Arts Committee. Operating grants provide annual, ongoing assistance to larger arts organizations that meet established criteria for artistic, organizational and financial accountability. Project grants support three types of smaller organizations: those that work on a Project-to-Project basis, new and emerging arts organizations, those undertaking special, one-time initiatives or development projects. IDEA grants encourage the development of arts programming capacity within non-arts mandated not-for-profit organizations.

**PARTICIPATION:**

Municipalities of Victoria, Saanich, Oak Bay, Esquimalt, and View Royal (Group 1 participating area) and Highlands, Metchosin and Sooke (Group 2 participating area).

**MAXIMUM LEVY:**

Greater of \$1,980,000 or \$0.102 / \$1,000 for hospital assessed values of Group 1 participating area.

**MAXIMUM CAPITAL DEBT:**

N/A

**COMMISSION:**

Arts

**Change in Budget 2022 to 2023**

Service: 1.297 Arts Grants

**Total Expenditure****Comments****2022 Budget****3,006,402****Change in Salaries:**

Base salary change

6,323

Inclusive of estimated collective agreement changes

Step increase/paygrade change

-

Other (explain as necessary)

8,555

Conversion of position from 0.8 to 1 FTE

Total Change in Salaries

14,878

**Other Changes:**

Operating Grants

68,440

Expansion of operating grant program to include EDI support

Project Grants

25,000

Expansion of project grants to provide Equity grants and EDI support

Other

(5,246)

Reduction for 2022 one-time costs

8,306

Total Other Changes

96,500

**2023 Budget****3,117,780****Summary of % Expense Increase**

2022 IBC Salary Annualization

0.0%

2023 IBC Expense

0.3%

Reduction in one-time 2022 costs

-0.2%

Expanded grant programs

3.1%

Balance of increase

0.5%

% expense increase from 2022:

**3.7%**

% Requisition increase from 2022 (if applicable):

**3.0%**

Requisition funding is 91.9% of service revenue

**Overall 2022 Budget Performance**

(expected variance to budget and surplus treatment)

*There is a projected favourable variance of \$35,938, resulting from lower operating cost net \$20,606, higher internal recoveries \$5,332 and a voluntary municipal contribution of \$10,000. The surplus will be transferred to the Operating Reserve Fund.*

			BUDGET REQUEST				FUTURE PROJECTIONS			
	2022 BOARD BUDGET	2022 ESTIMATED ACTUAL	2023 CORE BUDGET	2023 ONGOING	2023 ONE-TIME	2023 TOTAL	2024 TOTAL	2025 TOTAL	2026 TOTAL	2027 TOTAL
ARTS GRANTS										
<u>ARTS GRANTS:</u>										
Operating Grants	2,281,230	2,281,230	2,349,670	-	-	2,349,670	2,396,663	2,444,596	2,493,488	2,543,358
Project Grants	310,000	310,000	319,300	15,700	-	335,000	341,700	348,534	355,505	362,615
<b>Total Grants Payment</b>	2,591,230	2,591,230 0.00%	2,668,970 3.00%	15,700	-	2,684,670 3.61%	2,738,363 2.00%	2,793,130 2.00%	2,848,993 2.00%	2,905,973 2.00%
<u>ADMINISTRATION COSTS:</u>										
Salaries and Wages	297,973	287,014	304,296	8,555	-	312,851	328,330	335,403	342,627	350,007
Internal Allocations	77,473	77,473	79,551	-	-	79,551	82,140	84,270	86,351	88,496
Insurance Cost	580	580	660	-	-	660	690	720	750	780
Opearting Cost - Other	39,146	29,499	40,048	-	-	40,048	40,849	41,666	42,499	43,348
<b>Total Administration Costs</b>	415,172	394,566 -4.96%	424,555 2.26%	8,555	-	433,110 4%	452,009 4.36%	462,059 2.22%	472,227 2.20%	482,631 2.20%
<b>TOTAL OPERATING COSTS</b>	3,006,402	2,985,796 -0.7%	3,093,525 2.9%	24,255	-	3,117,780 3.7%	3,190,372 2.33%	3,255,189 2.03%	3,321,220 2.03%	3,388,604 2.03%
<u>CAPITAL / RESERVE TRANSFER</u>										
Transfer to Operating Reserve Fund	-	35,938	-	-	-	-	-	-	-	-
Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL / RESERVES TRANSFER</b>	-	35,938	-	-	-	-	-	-	-	-
Internal Recoveries	(13,614)	(18,946)	(13,893)	-	-	(13,893)	(14,193)	(14,498)	(14,811)	(15,131)
<b>OPERATING LESS RECOVERIES</b>	2,992,788	3,002,788 0.33%	3,079,632 2.90%	24,255	-	3,103,887 3.71%	3,176,179 2.33%	3,240,691 2.03%	3,306,409 2.03%	3,373,473 2.03%
<u>FUNDING SOURCES (REVENUE)</u>										
Estimated balance C/F from current to Next year	-	-	-	-	-	-	-	-	-	-
Balance C/F from Prior to Current year	-	-	-	-	-	-	-	-	-	-
Revenue - Other	-	(10,000)	-	-	-	-	-	-	-	-
Transfer from Operating Reserve Fund	(25,000)	(25,000)	(28,745)	(24,255)	-	(53,000)	(39,000)	(39,000)	(39,000)	(39,000)
Payments In Lieu of Taxes	(185,956)	(185,956)	(185,956)	-	-	(185,956) -	(185,956)	(185,956)	(185,956)	(185,956)
<b>TOTAL REVENUE</b>	(210,956)	(220,956) 4.74%	(214,701) 1.78%	(24,255)	-	(238,956) 13.27%	(224,956) -5.86%	(224,956) 0.00%	(224,956) 0.00%	(224,956) 0.00%
<b>REQUISITION</b>	(2,781,832)	(2,781,832)	(2,864,931) 2.99%	-	-	(2,864,931) 2.99%	(2,951,223) 3.01%	(3,015,735) 2.19%	(3,081,453) 2.18%	(3,148,517) 2.18%
<b>AUTHORIZED POSITIONS:</b>	2.80	2.80	2.80	0.20	0.00	3.00	3.00	3.00	3.00	3.00

**1.297 Arts and Cultural Grants**  
**Operating Reserve Summary**  
**2023 - 2027 Financial Plan**

**Profile**

**Arts and Cultural Grants**

Established by Bylaw No. 4145 to enable CRD services to set aside operating funds to cover cyclical expenditures, unforeseen operating expenses, special one-time operating projects, as well as to mitigate fluctuations in revenue.

**Operating Reserve Schedule - FC 105300**

Operating Reserve Schedule Projected year end balance	Est Actual	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	305,205	319,743	270,343	231,343	192,343	153,343
Planned Purchase	(25,000)	(53,000)	(39,000)	(39,000)	(39,000)	(39,000)
Transfer from Ops Budget	35,938					
Interest Income*	3,600	3,600				
<b>Total projected year end balance</b>	<b>319,743</b>	<b>270,343</b>	<b>231,343</b>	<b>192,343</b>	<b>153,343</b>	<b>114,343</b>

**Assumptions/Background:**

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**1.297 Arts grants and Development**  
**Asset and Reserve Summary**  
**2023 - 2027 Financial Plan**

**Asset Profile**

**Arts grants and Development**

Assets held by the Arts grants and Development service consist of computers and office equipment.

**Equipment Replacement Fund Schedule (ERF)**

**ERF Fund: 1.297 Arts Grants and Development Equipment Replacement Fund**

Equipment Replacement Fund	Estimate	Budget				
	2022	2023	2024	2025	2026	2027
Beginning Balance	6,245	4,695	4,695	4,695	4,695	4,695
Planned Purchase (Based on Capital Plan)	(1,550)	-	-	-	-	-
Transfer from Ops Budget	-	-	-	-	-	-
Interest Income*	-	-	-	-	-	-
<b>Ending Balance \$</b>	<b>4,695</b>	<b>4,695</b>	<b>4,695</b>	<b>4,695</b>	<b>4,695</b>	<b>4,695</b>

\* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included.

**REPORT TO ARTS COMMISSION  
MEETING OF WEDNESDAY, SEPTEMBER 28, 2022**

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**SUBJECT**     Arts & Culture Outreach Report

**ISSUE SUMMARY**

This report describes the latest promotions and plans to advance the Capital Regional District (CRD) Arts & Culture Support Services Strategic Plan, Goal 1 “Increase community awareness.”

**BACKGROUND**

*2021 Progress Report Distribution*

The *CRD Arts and Culture: 2021 Progress Report* is intended to provide a broad overview of the social, economic, and artistic impact of the CRD Arts & Culture Support Service through the activities of grant recipients.

After presentation at the July 12, 2022, CRD Board meeting, the 2021 Progress Report was distributed to all mayors, directors and council members in both participating and non-participating areas in the region. Additionally, non-participating jurisdictions received an introductory letter with information about the benefits of joining the service. The report was also distributed to the region’s arts sector and general public through the service’s email newsletter, social media content through a [short video](#)<sup>1</sup>, through direct email to current recipients and through a media release. The report received media pick-up through Black Press publications (Appendix A).

*Operating Grant Outreach*

To support Operating Grant applicants both with the application generally as well as changes associated with the Equity, Diversity and Inclusion (EDI) Framework, staff conducted an online information session on August 11. Information about the session was disseminated through social media, an e-newsletter, and a direct email to current recipients and prospective applicants. Eight applicants attended the session live, while another two watched a recording. Staff received feedback through the online survey and through email that the session was helpful.

*2023 Arts Champions Summit Planning*

Staff have begun early planning of the next Arts Champions Summit tentatively scheduled for March 2023, forming a Summit Advisory Committee composed of representatives from the arts sector. Guidance from this group is intended to ensure the Summit aligns with the sector’s priorities. The first meeting took place on September 22, 2022, with discussions focusing on format and themes. Staff also conducted a consultation with Bradley Dick, an accomplished artist and ləkʷəŋən Cultural Facilitator to support Summit planning.

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<sup>1</sup> <https://www.youtube.com/watch?v=6ITBG6VpCRE>



## **IMPLICATIONS**

### *Alignment with Existing Plans & Strategies*

The methods described in this report support 2020-2023 Strategic Plan Goal 1 “Increase community appreciation and knowledge of regional arts, the benefits of arts and the value of public sector funding delivered through the Arts Service.”

## **CONCLUSION**

CRD Arts & Culture continues to develop and implement communication strategies to increase community appreciation for the value of its funding, and to support the region’s arts sector.

## **RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Vimala Jeevanandam, Community Outreach Coordinator
Concurrence:	Chris Gilpin, MPA, Manager, Arts and Culture

## **ATTACHMENT**

Appendix A: Progress Report, Media



Atomic Vaudeville, producer of The Batshits, was among the recipients of a CRD arts and culture operating grant in 2021. (Photo by Pedro M. Siqueira/Atomic Vaudeville)

# Arts funding in the CRD provides multiple benefits

2021 progress report offers insights into the impact for artists, community

VICTORIA NEWS STAFF / Jul. 18, 2022 2:30 p.m. / [COMMUNITY](#)

Arts funding in the Capital Regional District is having an impact in a variety of ways, board members heard this week.

The CRD Arts and Culture 2021 progress report, presented at the July 13 board meeting, showed the grants not only helped those directly involved in creative programming and performance return to what they do best, the availability of such activities and events positively affected people's mental health and well-being.

According to the report, 2021 saw participating jurisdictions (Saanich, Oak Bay, Victoria, Esquimalt, View Royal, Highlands, Metchosin, Sooke, Southern Gulf Islands)

invest more than \$2.5 million into CRD arts and culture initiatives, funding that was provided to 83 local non-profit organizations and artist-led partnerships.

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The funding helped develop more than 4,000 events and employ over 3,600 people, the vast majority of which were paid artists. The employment numbers showed a rebound of sorts from the pandemic-driven downturn of 2020, but have yet to draw even with the pre-pandemic funding impact seen in 2019. The events were attended by nearly 1.72 million people, although 93 per cent of them did so online, the report states.

“While the arts sector was particularly hard hit by the pandemic through 2021, arts organizations in the region continued to take on the challenges that came with the

safe reopening, providing programming that supported the well-being and health of the region,” CRD arts commission chair Jeremy Loveday said in a release.

While CRD numbers were not included, the report stated that 34 per cent of B.C. residents took part in creative activities in 2021 and the average B.C. resident spent eight hours a week engaged in such pursuits, up from five hours in pre-pandemic 2019. A telling statistic was that 24 per cent of people surveyed replied the most important reason to do so was to improve mental health, up 12 per cent from the 2019 figure.

“Those that attended said the performances were medicine,” reads a reported quote from a representative of Culture Den Society, on the group’s presentation of the film MOTHER: embodied earth performance.

A participant in Our Place Society’s Music Therapy at New Roads program said it “helped me rediscover who I am as a musician, poet and artist; bringing joy and passion to a form of art I had forgotten about in my addiction,” they wrote.

The full report, with stories from grant recipients, can be found online at [bit.ly/3Rzp5AV](https://bit.ly/3Rzp5AV).

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Making a difference...together

**Minutes of a Meeting of the CRD Arts Advisory Council**  
**Tuesday, September 13, 2022 at 5:00 – 6:00 pm**  
(EP=Electronic Participation)

**AAC Members:** C. Caravaca (EP), S. Donaldson (EP), R. Gale, W. Greaves (EP),  
C. Haska (EP), C. Heiman (Acting Chair), A. Hershberg (EP-5:26), S. Reid  
(EP)

**Arts & Culture Staff:** C. Gilpin, Manager, V. Jeevanandam, Community Outreach Coordinator,  
H. Heywood, Admin Assistant (recorder)

**Regrets:** D. Clark, R. Ditor, J. Verano

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1. **Territorial Acknowledgement** – Chair Heiman gave a territorial acknowledgement
2. **Introduction of New Members**
3. **Approval of Agenda**

**MOVED** by C. Haska, **SECONDED** by R. Gale, to approve the agenda as circulated.

**CARRIED**

4. **Minutes:**

- 4.1 Adoption: 2022/06/14 Arts Advisory Council
- 4.2 Received for information: 2022/06/28 Arts Commission

**MOVED** by C. Haska, **SECONDED** by C. Caravaca, that the June 14, 2022 minutes of the Arts Advisory Council be approved as presented.

**CARRIED**

5. **Chair's Remarks**

C. Heiman, Acting Chair, welcomed new members. Council was advised that E. Matheson has resigned and R. Ditor has taken a leave for September.

C. Heiman remarked on the EDI work that will be reviewed later in the agenda.

Members were advised to expect a new Arts Commission Chair next year as J. Loveday will not be participating in the municipal elections.

For the benefit of new members it was noted they may start receiving information and invitations to events from funded organizations. Attending events is a valuable way to familiarize yourself with these organizations and their activities.

Any events attended should be submitted for inclusion in the ABCs list which is then forwarded to the Arts Commission for information.

In response to a question, C. Gilpin provided a brief overview of the Arts Commission appointment process and timeline.

## 6. **Manager's Report**

C. Gilpin updated members on staff activities over the summer including an orientation for new members and an Operating Grant info session for annual applicants to introduce the new EDI questions.

The Operating grant application deadline is September 15th.

Upcoming activities include a "lunch and learn" for new CRD Board members on January 25, 2023 which will provide an opportunity for staff to introduce the Arts & Culture Service and answer questions.

There will be reappointments of new members at the September Arts Commission meeting, as well as a review of the process for recruiting and appointing new members.

## 7. **Outreach Report**

The 2021 Progress Report was presented to the Arts Commission and then to the CRD Board during the summer as well as copies distributed to all municipal mayors and council members. A letter was included for the non-participating municipalities with information about the Arts & Culture Service.

The next Arts Champions Summit is being planned for March 2023. An advisory group has been formed with members of the arts sector. Consultation has also taken place with Bradley Dick, a well-respected local Indigenous artist and community leader from Songhees Nation.

### **A. Hershberg joined the meeting at 5:26pm.**

## 8. **Equity, Diversity, Inclusion Sub-Committee Report**

C. Caravaca, EDI Chair, provided a summary of the EDI sub-committee's discussion and the timing of next steps for Phase 4. The report presented today is fully supported by the EDI Sub-committee.

## 9. **Committee Business**

### 9.1 **Equity, Diversity, Inclusion Lens on Project-Based Grants, Phase 4**

C. Gilpin provided an review of Phases 1 – 3 of the EDI implementation process to date, followed by an overview of the proposed Phase 4 modifications as outlined in the staff report.

Phase 4 modifications are a result of feedback gathered from grant recipients, the arts community, AAC members, and adjudication committee notes. Changes reflect an EDI lens applied to the applications, eligibility criteria and administrative requirements, with a goal of reducing barriers for applicants. The board compensation criteria was modified for IDEA, Equity, and Incubator programs only, as discussed at the June EDI and AAC meetings.

In response to a question, C. Gilpin noted that while new EDI questions were added to applications, other questions were removed thereby not increasing the administrative burden.

Members reviewed the proposed changes including terminology and impacts of the changes. An amendment to an application question was discussed and it was,

**MOVED** by R. Gale, **SECONDED** by S. Donaldson, that the wording in Appendix B, Part I. A. be

amended from "...including your approach..." to "...if applicable, what is your approach..." .

**CARRIED**

It was then **MOVED** by C. Haska, **SECONDED** by A. Hershberg, that the Arts Advisory Council recommends to the Arts Commission that EDI Lens Phase 4 modifications to the IDEA, Incubator, Equity, and Projects grant programs be implemented for application intakes starting in spring 2023.

**CARRIED**

#### 10. Motion to Close the Meeting

**MOVED** by C. Haska, **SECONDED** by C. Caravaca,

1. That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.

**CARRIED**

**The Council moved to the closed session at 5:48 p.m.**

**The Commission rose from the closed session at 5:54 p.m. with the following report:**

That Richard Gale, and Sarah Reid be appointed to the EDI sub-committee for an initial one year term, as per the Terms of Reference of the EDI sub-committee.

#### 11. Adjournment

**MOVED** by C. Haska, **SECONDED** by W. Greaves, that the meeting be adjourned at 5.55 pm.

**CARRIED**

## **Arts Advisory Council Meeting – Tuesday, September 13, 2022**

### **ABC'S (Activities by Council Summary)**

AAC members recently attended the following events in the region:

Art Gallery of Greater Victoria: Maud Lewis; Adorned curated by Jamie Isaac; Moss  
Street Paint-In

Belfry Theatre: Intimate Apparel

Blue Bridge Theatre: We Can't Pay, We won't Pay; Ride the Cyclone

Caravan World Rhythms: VILDA - Finnish/Sami accordion duo

Deluge: Robert youds / handmade velvet satellite; Hilma af Klint and Paula Rego 2  
documentaries - film series on women artists

Hapax theatre: Lay Down all Dogs

Hermanns Jazz Club- 3 Generations of Arntzens

Intrepid: Fugitives concert (part of Out There Fest); Fringe Festival - Eleanor's Story;

Up Until Now; mr coffeehead; Woman Caught Unaware; Sci-Fi Sampler; Peace Talks;

Is This Yours?; Shift, Sawney's Legacy; Ourobouros; Tree

Open Pit Theatre: Radio Silence

Paper Street Studio: Yes and Yesteryear

Spoon at Capital Ballroom

SSI Arts Council exhibition: JSINSET □ ŠWELOKE, work by WSAN'EC Master carver

Charles Elliott and his family, curated by Rose Spahan, exhibition essay by Cathi

Charles Wherry

Supply Art / open studio tours at ministry of casual living / 780 Blanchard

Tig Notaro (Hello Again) at the Royal Theatre

Vancouver Fringe Festival: Bathsheba and the Books (Handmade Ivy)

Victoria Jazz Fest: Gregory Porter; Immanuel Wilkins Quartet

Victoria Arts Council: Life's Work; A Visual Memoir by B A Lampman

Victoria Film Festival: Phantom of the Open; Fire of Love; Vengeance

Victoria Shakespeare Festival: As You Like it

Wonderment Festival: Piqsiq. Lekwungen dancers



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August 17, 2022

Chris Gilpin  
Manager, CRD Arts & Culture Support Service  
Victoria, BC

By email: [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

Dear Chris,

I acknowledge receipt of your letter dated August 4, 2022 and confirm that we are in receipt of the funds transfer in the amount of \$448,000 representing full payment of our 2022 Operating grant.

On behalf the AGGV Board of Directors, staff, volunteers and members we would like to sincerely thank the Arts & Culture Support Service and the CRD for the support.

We will acknowledge the support of the CRD Arts & Cultural Support Service in our print and promotional activities. In addition, I will mention this greatly appreciated backing when representing the Gallery.

Do not hesitate to contact me if you have any questions concerning our programming initiatives or operations. I look forward to an opportunity to meet in person.

With kind regards,



Nancy Noble  
Director and CEO  
Art Gallery of Greater Victoria

