



Making a difference...together

**Minutes of a Meeting of the ARTS COMMISSION**  
**Held March 29, 2023, in Room 488, 625 Fisgard St., Victoria, BC**

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EP = Electronic Participation

**Members Present:** M. Alto (Chair); S. Epp, D. Lajeunesse, C. Smart

**EP:** P. Brent, D. Cavens, C. Plant, K. Roessingh

**Staff:** Chris Gilpin, Manager, Arts Development Service; V. Jeevanandam, Community Outreach Coordinator; H. Heywood, Administrative Assistant (recorder)

**Also present:** J. Verano, Arts Advisory Council Chair, S. Donaldson, Arts Advisory Council Funding Chair

**Regrets:** G. Lemon

The meeting was called to order at 4:01 pm.

**1 Territorial Acknowledgement**

**2 Approval of Agenda**

**MOVED** by Member Lajeunesse, **SECONDED** by Member Epp,  
That the agenda be approved as circulated.

**3 Adoption of Minutes**

**MOVED** by Member Epp, **SECONDED** by Member Smart,  
That the minutes of the February 22, 2023, Arts Commission meeting be adopted.

**CARRIED**

**4 Chair's Remarks** - No remarks

**5 Presentations/Delegations** – None

**6. Commission Business**

**6.1 Arts Advisory Council (AAC) Update**

**6.1.1 Arts Advisory Council Chair's Report**

J. Verano referred to the ABCs and commented on the opportunities for AAC members to attend arts events in Victoria which is very much appreciated.

S. Donaldson was thanked for her work as Funding Chair and particularly for the January project grant adjudication process. It was noted there are four more grant deadlines coming up this spring.

Staff were thanked for their work and support.

Looking forward to the Arts Champions Summit in May, members were encouraged to attend if possible.

**6.1.2 Arts Advisory Council Minutes and ABCs, March 14, 2023, were received for information.**

## **6.2 Manager's Report**

C. Gilpin advised members that the Equity, Incubator, and IDEA grant application deadline was March 16<sup>th</sup> and staff are currently reviewing submissions for completeness prior to adjudication. Recommendations will be brought forward to the May meeting.

The second project grant intake is currently open with an application deadline of April 20<sup>th</sup>.

### **6.2.1 Outreach Report**

C. Gilpin provided an overview of outreach activities:

An online information session for potential Equity, Incubator, and IDEA grant applicants had 23 attendees which is a significant increase over last year. The next information session will be on April 5<sup>th</sup> for the project grant program. Outreach through Arts & Culture social media channels is proving an effective way to connect to the community.

Planning continues for the Arts Champions Summit which will take place on May 17<sup>th</sup>, 10:30am - 2pm. Invitations and registration details will be emailed in early April. Attendance, in-person and online, will be limited so early registration is recommended.

A presentation to Langford Mayor & Council by Chair Alto and C. Gilpin has been scheduled for Monday, April 17<sup>th</sup>. Nelson Chan, CRD CFO, will also attend in support. It was discovered that in the City of Langford's Official Community Plan it specifies joining the CRD Arts Service. The presentation will provide details on joining at Tier 1 and Tier 2.

In response to a question, staff confirmed that Metchosin Council voted to remain as a participant in the CRD Arts & Culture Service. Member Epp commented on the excellent presentation to Metchosin.

## **6.3 January 2023 Project Grant Recommendations**

C. Gilpin summarized the staff report, process, and recommendations for January Project Grants, noting twenty-eight applications were received which is in line with the three-year average of 27. Twenty applications (71%) are recommended for funding while eight organizations are not recommended. Some grant requests were scaled back to enable funding to as many organizations as possible.

S. Donaldson, AAC Funding Chair, commented on the high success rate of applicants compared to other funding agencies. Of the 28 applications there were two new applications, one was successful, one was not.

Commission members discussed the process and results including:

- changes in the application due to the implementation of the EDI framework
- eligibility and assessment criteria in the Guidelines
- organizations not recommended for funding
- communication of results

Members noted their appreciation of the hard work by the adjudication team and there is confidence in the process as presented in the staff report.

**MOVED** by Member Smart, **SECONDED** by Member Lajeunesse,  
That the January 2023 Project Grant recommendations be approved as presented.

**CARRIED**

**7. Commission schedule**

The May 24<sup>th</sup> Arts Commission meeting needs to be rescheduled. Members discussed possible dates.

**CARRIED**

**8. New Business**

**8.1 Project Grant Eligibility**

**MOVED** by C. Plant, **SECONDED** by D. Lajeunesse:

That the Arts Commission ask the AAC to reconsider the Project Grant application process as it relates to an organization’s eligibility to apply only once per year, and to consider the option for an unsuccessful applicant to apply for a new project at the second intake, in the same year.

**CARRIED**

It was noted that any changes need to be presented to the Arts Commission by October 2023 for implementation in 2024.

**9. Correspondence**

**9.1 Point Ellice House Museum & Gardens**

C. Gilpin provided background related to this correspondence, noting previous correspondence received by the Arts Commission in 2022, and subsequent discussions regarding Point Ellice House and funding for heritage activities in relation to the scope of the Arts & Culture programs.

In response to a request for information regarding support in BC for museums and heritage properties, staff noted there is a funding program, Public Museums and Indigenous Cultural Centres, through BC Arts Council as well as funding through Heritage BC.

**MOVED** by C. Plant, **SECONDED** by D. Lajeunesse, that the correspondence of January 27, 2023, from Point Ellice House be received for information.

**CARRIED**

**Adjournment**

**MOVED** by Member Plant, **SECONDED** by Member Lajeunesse,  
That the meeting be adjourned at 5:10 pm.

**CARRIED**

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CHAIR

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RECORDER