



## Meeting Minutes

### Arts Commission

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Wednesday, March 26, 2025

4:00 PM

Board Room  
625 Fisgard St.  
Victoria, BC V8W 1R7

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#### PRESENT

Members: M. Alto, J. Bateman (EP), A. Boardman, N. Chambers, S. Epp (EP), K. Roessingh, C. Smart

AAC Member: S. Reid (Chair)

Staff: C. Gilpin, A. Gibbs, E. Sterling (Recorder)

EP – Electronic Participation

Regrets: P. Brent, G. Lemon

The meeting was called to order at 4:02.

#### 1. Territorial Acknowledgement

Chair Alto provided a Territorial Acknowledgement, reminding us that throughout the capital region we do our work and raise our families and live our lives on the territories of varying Indigenous people; here in the city it is the Lək'wəḡən People, the Songhees and the Xwsepsum (Kosapsum – traditional name of the Esquimalt) Nations. We do our work mindful of the history of centuries of care, recognizing past effort, and thinking of present and future need. Hychka Siem.

#### 2. Approval of Agenda

**MOVED by Member Roessingh, SECONDED by Member Smart,  
That the agenda for the March 26, 2025 Arts Commission meeting be  
approved. CARRIED**

#### 3. Adoption of Minutes

**MOVED by Member Rosessingh, SECONDED by Member Boardman,  
That the minutes of the Arts Commission meeting of January 22, 2025 be  
adopted as circulated. CARRIED**

#### 4. Chair's Remarks

Chair Alto thanked Member Smart for chairing January's meeting in her absence.

**5. Presentations/Delegations - none****6. Commission Business****6.1 Arts Advisory Council (AAC) Chair's Report (verbal)**

S. Reid shared that the AAC met on March 11<sup>th</sup> and approved the recommendations for the January Project Grants, which are being brought before the Commission today. As part of the scheduled Operating Grants review, the AAC received a staff discussion paper on possible improvements for the Operating Grant program and had a fruitful discussion. Overall, the program is working really well but there are certain refinements that have been identified to make it more effective and accessible. The AAC will be making recommendations to the Arts Commission in future months with potential implementation for the fall intake. It will be a busy spring with three separate grant intakes to be evaluated.

**6.1.2 Arts Advisory Council Minutes: March 11, 2025 Meeting – received for information****6.1.3 Arts Advisory Council Activities by Council Summary: March 11, 2025 –  
received for information****6.2 Manager's Report (verbal)**

C. Gilpin shared that CRD Arts hosted information sessions for all project-based grant programs and they were well attended. Three grant intakes closed on March 13<sup>th</sup>, and 19 Equity, 19 Grow Forward, and 28 IDEA grant applications were received, including the first ever application from Highlands. Application numbers are significantly higher, showing great demand for CRD Arts granting programs, especially the brand new Grow Forward program, replacing Incubator. Funding recommendations from these three programs will come to the Arts Commission in May.

An update from View Royal – the deliberation of their Arts Service participation level is back on their docket for April 1<sup>st</sup>. Chair Alto and C. Gilpin made a presentation to their council back on October 1<sup>st</sup>, 2024. CRD staff have been in touch with the finance department at View Royal.

Highlight from the Outreach report: there is a date for the Arts Champion Summit. It will be November 4<sup>th</sup> at the Baumann Centre and the event could draw 80 -100 arts leaders and supporters. All are welcome to attend and there will be more details to come very soon.

C. Gilpin received an email from the Victoria Nikkei Cultural Society – they received a 2024 Equity grant of \$7,500 for the Japanese Garden Public Art Project at Esquimalt Gorge Park – according to their administrator, the CRD Arts endorsement has allowed them to leverage \$180,000 in additional funding.

**6.2.1 Outreach Report (attached)**

### **6.3 2025 January Project Grant Recommendations**

C. Gilpin reported that there were 34 applications. A team of 3 assessors scored them according to the evaluation criteria, and then met in February to make funding recommendations. Out of the 34 applicants, 17 were recommended for funding, with more being funded at 100% of request amount than in previous intakes. Unsuccessful applicants will be notified in time to reapply at the April deadline should they wish to do so. When April Project Grant recommendations are brought to the Arts Commission, there will be a report on the number of organizations who reapplied after being unsuccessful in January.

In response to questions, C. Gilpin explained how feedback is given to applicants: notification letters are sent with some comments, and organizations are welcome to set up a phone call with him to receive more in-depth feedback. There is no appeal process. Granting programs are reviewed on a regular basis. This year there is a review of all the criteria for Operating Grants, and next year it will be project-based grants.

**MOVED by Member Roessingh, SECONDED by Member Chambers,  
That the 2025 January Project Grant Recommendations be approved as  
presented. CARRIED**

### **6.4 Inappropriate Behaviour Disclaimer Language**

C. Gilpin explained that many arts funders already have this kind of language in place but CRD Arts did not. It has already been reviewed by CRD's Legal department and Workplace Health and Safety department. This kind of language has proven helpful as a deterrent.

**MOVED by Member Roessingh, SECONDED by Member Boardman,  
That the Inappropriate Behaviour disclaimer language be added to grant  
program guidelines upon launching each intake, included in all future grant  
notification letters, and any relevant sections of the CRD website.  
CARRIED**

## **7. New Business - none**

## **8. Correspondence**

Chair Alto suggested a motion to receive five thank you letters from grant recipients.

**MOVED by Member Roessingh, SECONDED by Member Chambers,  
That the Arts Commission receive letters of thanks from Pacific Opera Victoria,  
Intrepid Theatre, Dance Victoria, Victoria Symphony, and Impulse Theatre.  
CARRIED**

## **9. Adjournment**

**MOVED by Member Roessingh SECONDED by Member Chambers,  
That the March 26, 2025 Arts Commission meeting be adjourned at 4:40 pm.  
CARRIED**

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Chair

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Recorder