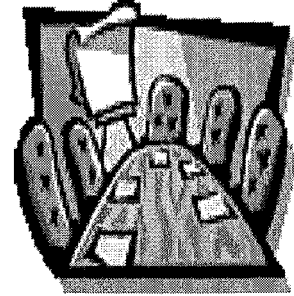


THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees
FROM: Anne Cooper, Superintendent of Schools
DATE: September 12th, 2012
ACTION: The Revelstoke Performing Arts Centre
Advisory Committee Terms of Reference



The Revelstoke Performing Arts Centre Advisory Committee has reviewed this draft Terms of Reference that was fashioned both through discussions that we were having at our Advisory Committee meetings and with the input of Jim Cook, Revelstoke Performing Arts Centre Advisory Committee member. We feel that the Terms of Reference will provide the necessary direction to the work of the Committee over the next number of months and years.

Recommendation:

“THAT the Board approve the Revelstoke Performing Arts Centre Advisory Committee Terms of Reference.”



School District 19
(Revelstoke)

Revelstoke Board of Education

Revelstoke Performing Arts Centre

Advisory Committee Terms of Reference

July 2012

1. Preamble

The Revelstoke Board of Education, through Neighbourhood Learning Center funding from the Ministry of Education, owns a new 275 seat performing arts theatre located within Revelstoke Secondary School.

The Revelstoke Cultural Strategy states that one of the community priorities is to “ensure that Revelstoke has adequate cultural facilities in which to present the community’s cultural offerings.”

A Cultural Strategy for the City of Revelstoke, strategy 4, pp. 22

2. Core Principles

The Performing Arts Centre, operating as a Neighbourhood Learning Centre, will be a significant cultural destination. It will be an inviting place where citizens will access services, events and cultural opportunities.

The Centre will be recognized for excellence in the performing arts; providing opportunities for both performing arts appreciation and performing arts education.

Use of the centre will be encouraged and maximized to promote and sustain culture and the arts in Revelstoke.

As the Board does not receive any operating funding, the Performing Arts Centre must recover all of its operating costs, including capital replacement funding. The operational and management plan must ensure that there is no financial burden placed upon the Board of Education

3. Mandate and Scope

The Board has established a Performing Arts Centre Advisory Committee. The objective of the Revelstoke Performing Arts Centre Advisory Committee is to provide input to the Revelstoke Board of Education regarding the operation and management of this new theatre.

The Committee will operate with the following mandate and scope:

- 3.1 to provide advice to guide the formulation of policies related to the Performing Arts Centre.

- 3.2 to provide advice regarding the day to day operation of the Performing Arts Centre.
- 3.3 to provide advice on matters relating to the management of the theatre, including but not necessarily limited to:
 - 3.3.1 the vision, purpose, goals and objectives for the performing arts centre;
 - 3.3.2 the development of a business plan, including review of annual operating and capital budgets developed by staff
 - 3.3.3 increasing awareness and the profile of the Performing Arts Centre in the community
 - 3.3.4 reviewing space/time requirements for school district and community arts groups.
 - 3.3.5 suggesting fees for use

4. Composition

4.1 Membership

The committee shall consist of ten (10) members as follows:

- One Revelstoke Board of Education Trustee
- The Superintendent of Schools
- Revelstoke Secondary School Principal
- One District Exempt staff member
- Four appointees from the Revelstoke Arts Council
- A representative from the City of Revelstoke's Economic Development Commission
- A representative from the City of Revelstoke's Parks, Recreation and Culture Department

4.2 Chairperson

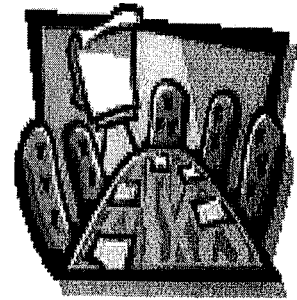
The Trustee representative will serve as the Chairperson for meetings of the Advisory Committee. In his/her absence, the Superintendent shall chair.

5. Meetings

- 5.1 The Advisory Committee will meet monthly or as needed.
- 5.2 The attendance of six members at any meeting shall constitute a quorum.
- 5.3 A meeting summary shall be prepared for each meeting and presented at regular meetings of the Revelstoke Board of Education.

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees
FROM: Anne Cooper, Superintendent of Schools
DATE: September 12th, 2012
ACTION: Revelstoke Performing Arts Centre Fee
Guidelines



The attached fee guidelines have now received a significant amount of vetting and revision through our Revelstoke Performing Arts Centre Advisory Committee over 5 meetings. Our committee views that it represents a reasonable approach for fees initially, particularly when we are unsure of total operating costs.

Recommendation:

“THAT the Board establish and publish the Fee Guidelines for the Revelstoke Performing Arts Centre as per the attached Fee Guidelines.”



School District 19
(Revelstoke)

Revelstoke Board of Education Revelstoke Performing Arts Centre Fee Guidelines

Group Categories	Class 1 School District	Class 2 Non-profit Local	Class 3 Non-profit Non-local/Conference	Class 4 Commercial & Other Functions
Non-Refundable Processing Fee:	N/C	N/C	\$20.00 with the Building Use Application (Applications are not accepted without it)	
Security Deposit				
Refundable security deposit	N/C	N/C	\$200.00	\$300.00
PAC Rental:				
Per performance (each booking includes one rehearsal at no cost any additional rehearsals will be \$50 per 3 hour session)	RSS and district special events only N/C	\$200.00 + 10% gate	\$400.00 + 10% gate	\$600.00 + 10% gate
Staffing Fees:				
Hourly Rate				
PAC Host-Required	School district Employee on site	\$20.00 an hour for the entire program + 1 hour (In addition to PAC Rental and Custodial fees)		
Custodial Services	Internal	\$30.00 an hour (In addition to PAC Rental and PAC Host fees)		
Lighting/Audio/Stage Technician	\$32.00 an hour each for Technician (If used: in addition to the PAC Rental, PAC Host and Custodial Fees)			
Equipment/Staging				
Additional Flat Fee if Used				
Orchestra Pit Cover - Removal/Reinstallation	Internal	\$200.00	\$200.00	\$200.00