

S.C.A.R.F. fonds

Original and photocopy, 62cm, 1986-1990

Scope and content:

The SCARF fonds are a collection of minutes, research files, financial files and working files compiled and used by the SCARF Steering Committee during the SCARF feasibility study. In their entirety, these files give a clear indication as to the activities and hardships facing the SCARF organization.

Series E 80/1/1-4: Minutes, 6cm, 1986-1988 (original)

- 1) 1986, "Minutes and meeting notes - Fall 1986" This file contains a newsletter announcing the formation of a steering committee, meeting agendas, terms of reference for the feasibility study, action plans and meeting minutes, 1cm
- 2) 1987, "Minutes - 1987 July", This file contains scheduals, attendance, minutes, agendas, one large poster and committee reports, 1cm
- 3) 1987, "Minutes - 1987 July/December", This file contains minutes, correspondences, agendas, contacts and committee reports, 1cm
- 4) 1986-1988, "Kam theatre minutes", One black folder containing minutes, meeting agendas, minutes, contact lists, newsletters and correspondences, 3 cm

Series E 80/2/1-11: Research files, 10cm, 1970 1985-1987, (original)

These files were compiled by the SCARF steering committee to be used by their consultants in conducting their feasibility study. These files are arranged alphabetically.

- 1) "Bank of Montreal Project", 1985-1986; This file contains a letter of intent issued by the Kam Theatre to purchase the Bank of Montreal building on the corner of Victoria Ave. and Simpson St. to be converted to a small theatre. Also contained within are space needs assessments for Kam Theatre and blueprints for the proposed theatre. One picture of the bank and negatives were removed, 8pgs
- 2) "Consultant information", 1986-1987; This file contains study proposals and background information on various consulting firms. These proposals were used by SCARF in order to determine which consultant to select for the feasibility study, 8cm
- 3) "Consultant Visits", 1988; This file contains correspondence between SCARF and the Lakehead school board regarding Cornwall School. Also contained within is a space requirement study and presentation information, 2cm
- 4) "Cultural facility needs assessment - the city of Gloucester, 1989", 1989; One study similar in scope as the proposed SCARF feasibility study conducted by the city of Glouchester to determine whether a new arts building should be constructed, 42pgs
- 5) "Earlier T.O.F.F. spring 1986 back to 1970", 1970-1986; This file

contains correspondence between Kam Theatre and the Ministry of Culture, program information, background information on the Lakehead Council for the arts and generally contains information regarding Thunder Bay attempts to develop the arts industry, 1cm

6) "Feasibility study: Building and sites to be considered", 1986; This file contains reports and research on various locations around Thunder Bay where the SCARF building could be constructed or an existing building be renovated, 1cm

7) "Local interviews in the course of the study and consultant visits", 1988; This file contains a list of people who were interviewed and correspondence sent from the Victoriaville Village to the SCARF steering committee regarding an address change, 7pgs

8) "Models - other shared arts spaces", 1987; This file contains reports, newspaper clippings and correspondences regarding shared artistic spaces in: Winnipeg, Surrey, Toronto, Hamilton, St. Johns, Peterborough, and Ottawa. These were to be used as examples for the potential SCARF facility, 3cm

9) "Publicity releases", 1987; This file contains press kits, newspaper clippings and publication material used by the SCARF steering committee to promote support for the project, 1cm

10) "Study terms of reference", 1987; This file contains two copies of the terms of reference or study parameters used for the SCARF feasibility study, 20pgs

11) "Terms of reference - preliminary drafts", 1986-1987; This file contains several draft copies of the terms of reference, 4cm

Series E 80/3/1-4: Reports, 6cm, 1988-1989, (original)

1) March 1988, One copy of the "In-term Report" submitted to SCARF by Brian Hall Architect et al. which summarizes their findings prior to the submission of the final report. This report is bound with green covers, 1cm

2) October 1988, One copy of the "Final Report", which was the original submission from the SCARF consultants. There are original edits and of the report which is loose leaf, 2cm

3) November 1988, "Edited report" This file contains one loose leaf copy of the final report with handwritten edits made by the SCARF steering committee, 2cm

4) 1988-1989, "Revised final report", This file contains one bound copy of the final SCARF feasibility study as revised by both SCARF and Brian Hall et al., 2cm

Series E 80/4/1-10: Community support files, 7cm, 1986-1988, (original)

These files were compiled by SCARF in order to assess the level of interest in constructing the SCARF facility as well as in their search for financial support. The files are listed alphabetically by name of support group.

1) "ANNPAC", 1987-1988; This file contains newspaper clippings, newsletters and correspondence between ANNPAC and SCARF, 2cm

- 2) "Artists North/L.V.A", 1987; This file contains one advertisement for an upcoming Sylvia Wagner exhibit at the Thunder Bay Art Gallery, a letter of support from Lakehead Visual Arts to SCARF and two questionnaires filled out by Artists North of Superior, 16pgs
- 3) "Cambrian/Drury", 1986; This file contains one letter of support from the Eleanor Drury Childrens Theatre and two questionnaires, 12pgs
- 4) "Choral group male choir", 1987-1988; This file contains one program from a production of *My Fair Lady*, one letter of support from the executive committee of the male choir and another letter of support from the Lakehead Choral Group, 4pgs
- 5) "Kam/Moonlight", 1986-1988; This file contains two programs from moonlight productions which feature advertisements for SCARF within the program, two letters of support and two questionnaires. Also contained within are several administrative correspondence, 28pgs
- 6) "Monitor North/NFB", 1986-1987; This file contains one list of the board of directors at monitor north, two letters of support for SCARF and two questionnaires, 17pgs
- 7) "Music Festival/ Music Camp", 1988; This file contains one letter sent on behalf of the SCARF steering committee to the president of the Lakehead Music festival gauging their potential interest, one survey and one program for the 1988 Lakehead Music Festival, 86pgs
- 8) "Ontario arts council", 1987; This file contains one brief of SCARF's goals inviting a representative of the Ontario Arts Council to attend a meeting in Thunder Bay and one thank you letter sent to the Ontario Arts Council by SCARF thanking them for attending, 5pgs
- 9) "Potters Guild/ TBRAC", 1987; This file contains letter of support for SCARF from the Thunder Bay Regional Arts Council, one copy of an annual report issued by TBRAC, two letters of support for SCARF from the Thunder Bay Potter Guild and one survey, 1cm
- 10) "Spina Bifida/Magnus", 1988; This file contains one list of the board of directors for Magnus Theatre, one photocopy of an article regarding handicapped access, one request for support addressed to the Northwestern Women's Centre, one program for a Magnus premiere of *Dracula* and two questionnaires. 26pgs
- 11) "Symphony/LU - Division of Fine Arts", 1988; This file contains one set of preliminary design prints for the SCARF facility, one letter sent to the president of Lakehead University regarding the lease of Cronwall School, one needs assesment provided by LU, newspaper clippings, one quiz and one synopsis of the Thunder Bay Symphony Orchastra's Budget, 22pgs

Series E 80/5/1-12: Working files, 17cm, 1986-1990, (original)

This series contains correspondence involving SCARF, financial information, grant applications and administrative files used by SCARF in their day to day operations. They are filed alphabetically.

- 1) "application to minsitry of culture for feasibility study grant", 1987; This file contains correspondence between SCARF and the MCC

regarding the status of the study, newsreleases from the MCC, application information, applications and correspondence, 2cm

- 2) "Bay Credit Union Accounts.", 1987-1989; This file contains cheque books, receipts and bank statements, 11pgs
- 3) "Consultant Financial Reports", 1987-1988; This file contains financial receipts, invoices and statements from the Brian Hall et al. for the costs of conducting the study, 1cm
- 4) "Correspondence with consultants", 1987-1988; This file contains Correspondence between SCARF and their consultants, 31pgs
- 5) "Deposit slips and acknowledgments of payments", 1987; This file contains one chequebook, deposit slips and correspondence between SCARF and donors, 10pgs
- 6) "Extra copies and originals", 1986; This file contains two selected chronologies - one original and one photocopy. Also contained within is one summary of donations, 15pgs.
- 7) "Grant application and fundraising data", 1985-1987; This file contains a report on grant applications, grant project initiatives, one article examining the arts council spending program and one application guide to the community facilities improvement program, 1cm
- 8) "Grant application to the ministry of northern development", 1987-1988; This file contains several correspondences between the Ministry of Northern Development and Mines with SCARF, 9pgs
- 9) "Invoices identified by cheque number", 1987-1988; This file contains receipts, cheques and invoices for SCARF incidental expenses, 23pgs
- 10) "Job development Project, Kam Marketing", 1987-1989; This file contains memorandums, articles, budgets, applications and notes regarding the creation of several positions within SCARF, 1cm
- 11) "Kam Theatre", 1987-1989; This file contains legal correspondence between the MCC and Kam Theatre regarding the status of the SCARF project and the funding received, budgets, hiring, policies for the potential SCARF project, minutes and one copy of the Kaministiquia Theatre's letter of patent, 2cm
- 12) "Kam Theatre - CEC Job strategy grant", 1986-1989; This file contains one guide to job development, fundraising strategies, grant application forms, budgets and job development program forms, 1cm
- 13) "Kam Theatre correspondence", 1989; This file contains a single correspondence from the Ministry of Culture and Communications to the Kam Theatre regarding a recent telephone conversation, 1pg
- 14) "Kam Lease", 1988; This file contains several past due notices issued by Thunder Bay Hydro to the Kam Theatre as well as several draft copies of the Kam Theatre lease, 12pgs
- 15) "MacLean Hunter Video Bingo", 1988; This file contains correspondence regarding licencing and three information packets on how to conduct video bingo. 1cm
- 16) "Mailing Lists", 1986-1989; This file contains several lists of contracts used by SCARF, 1cm

- 17) "Miscellaneous correspondence sent and received", 1985-1989; This file contains several miscellaneous correspondence between SCARF and various governmental organizations, 34pgs
 - 18) "1989 SCARF grant emergency action", 1989; This file contains budgets, invoices, bank statements, applications for facility funding and newsletters, 1cm
 - 19) "Presentation to Thunder Bay City Council - June 1987", 1987; This file contains correspondence, lists of supporters, one presentation made to the city of Thunder Bay and one report from the Thunder Bay Committee of the whole regarding support for the SCARF initiative, 20pgs
 - 20) "SCARF 1988", 1988; This file contains the terms of reference for the SCARF feasibility study, correspondence between SCARF, MCC and Brian Hall, one mission statement and invoices, 1cm
 - 21) "SCARF final report to MCC", 1989; This file contains an application for grant money from the MCC, one budget and one complete audit for the feasibility study process, 4pgs
 - 22) "SCARF financial statements", 1986-1989; This file contains receipts, cheques and deposit slips for Kam Theatre, 1cm
 - 23) "SCARF - Royal Bank", 1988-1990; This file contains bank statements, cheques and deposit slips for Kam Theatre, 16pgs
 - 24) "Steering Committee Finance", 1988-1990; This file contains budgets, receipts and correspondence regarding government grants. Also included within is one loan agreement with the Royal Bank, 1cm
 - 25) "Steering Committee members and contacts" 1986-1990c; This file contains lists of contacts and play programs, 1cm
 - 26) "Unidentified invoices", 1987-1988; This file contains several receipts and invoices for costs associated with the feasibility study, 11pgs
- Series E 80/6/1-4:** Miscellaneous, 1cm, 1986-1990 (original and photocopy)
- 1) Letterhead, 1986-1990; This file contains one copy of the SCARF letterhead, 1pg
 - 2) Newsletter, 1988; This file contains one copy of *Imprint* newsletter. This newsletter is produced by the Thunder Bay Art Gallery and gives details about several local art exhibits, 4pgs
 - 3) "Road Map for Feasibility Study", 1989; One copy of an action plan for completion of the SCARF feasibility study compiled by the SCARF Steering Committee, 1pg
 - 4) Schedule, 1986-1989c; One large poster sized schedule for SCARF speakers at various locations in Thunder Bay, 1pg

Biographical Sketch:

SCARF was an organization founded with the purpose of establishing a Shared Creative Action Resource Facility in Thunder Bay. SCARF was affiliated with the Kam Theatre and used their organization host for their activities. The most significant actions taken by the Steering Committee of SCARF was the initiation of a feasibility study conducted by Brian Hall and Associates to determine whether the proposed facility would work in Thunder Bay. It was believed that such a facility was essential to allow

local artists to overcome the isolation associated with living in Northwestern Ontario. Ultimately Cornwall School was selected as the best potential site for the new facility and at a cost of six million dollars this concept was presented to the city of Thunder Bay with the support of sixteen other artistic groups. Unfortunately for SCARF the Kam Theatre with which SCARF was affiliated went into receivership. This caused federal and provincial authorities to pull grant funding and as debt mounted SCARF ultimately failed to achieve its goal.

Associated Material:

See 2006.137.1 - 2006.137.7