

MINUTES
NANAIMO CULTURE AND HERITAGE COMMISSION
MEETING HELD WEDNESDAY, 2015-JUL-15 HELD AT 4:30 PM
IN THE BOARD ROOM OF THE SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)

PRESENT: D. Appell J. Stannard D. Johnstone, Chair
 J. Manning J. Howardson M. Robinson
 D. Marusin R. MacKay D. Brennan
 R. Finnegan

REGRETS: W. Pratt

GUESTS: Rick Hyne, Applicant (37 Commercial Street)
 Dennis McMahon, Resident

STAFF: S. Samborski, Senior Manager of Culture and Heritage
 C. Sholberg, Culture & Heritage Planner
 C. Barfoot, Culture & Heritage Coordinator
 R. Buckler, Recording Secretary

1. CALL MEETING TO ORDER:

Chair D. Johnstone called the meeting to order at 4:31 pm.

2. INTRODUCTION OF LATE ITEMS:

None.

3. ADOPTION OF AGENDA:

It was moved and seconded that the agenda be adopted as presented. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Nanaimo Culture and Heritage Commission meeting held 2015-JUN-03 be adopted as presented. The motion carried unanimously.

J. Howardson entered the meeting at 4:34 pm.

5. PRESENTATIONS:

None.

6. CHAIR'S REPORT:

D. Johnstone apologized for missing the Culture Splat on June 24. S. Samborski provided a verbal update on recent vandalism to the Spindle Whorl, noting that the artwork has been removed by Parks crew and delivered to the artist for strengthening and reinforcement.

D. Appell arrived at 4:41 pm.

It was moved and seconded that the Chairs Report be received as presented. The motion carried unanimously.

7. REPORTS OF ADVISORY BODIES & PARTNERS:

- (a) Design Advisory Panel – No report.
- (b) Grants Advisory Committee – No report.
- (c) Nanaimo Community Archives Society – No report.
- (d) Port Theatre – May / June 2015.
- (e) Nanaimo Art Gallery – June 2015.
- (f) Nanaimo District Museum – May / June 2015.

J. Manning added that the numbers are down for this year because schools are no longer paying to bus students in during school hours. The Museum is looking at using Moodle (an online program) to offer programming to elementary students online. As well, an important artifact was recently stolen (watch). Thankfully it was returned and the Museum will be installing a comprehensive security and video system, as well as building a new display case for the watch.

- (g) Harbour City Theatre – June 2015

It was moved and seconded that the above-noted reports be received as presented. The motion carried unanimously.

8. REPORTS OF WORKING GROUPS:

- (a) Art in Public Places Working Group.
- (b) Culture & Heritage Awards Working Group.

9. STAFF REPORTS:

- (a) **Heritage Conservation Program – Review & Update Initiative
by C. Sholberg, Culture & Heritage Planner.**
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Staff Recommendation: That the Culture and Heritage Commission receive the report for information.

C. Sholberg introduced the report, which outlines the process for the upcoming review and update of the heritage conservation program.

It was moved and seconded that the report be received as presented. The motion carried unanimously.

- (b) **Application for Heritage Façade Grant – Hall Block (37 Commercial Street)
by C. Sholberg, Culture & Heritage Planner.**
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Staff Recommendation: That the Culture and Heritage Commission recommend that Council approve a \$845.25 heritage façade grant for the exterior rehabilitation of the Hall Block, located at 37 Commercial Street, subject to conditions specified in the report.

C. Sholberg introduced the application, which is requesting a heritage façade grant for an exterior improvements to their building (awning replacement). As the

pinstripe awning material is no longer available, the applicant will use a solid color (forest green or burgundy) for the new awnings, which satisfies the City's guideline requirements for heritage buildings.

It was moved and seconded that the Culture and Heritage Commission recommend that Council approve a \$845.25 heritage façade grant for the exterior rehabilitation of the Hall Block, located at 37 Commercial Street, subject to conditions specified in the report.

The motion carried unanimously.

Applicant R. Hyne left the meeting at 5:00 pm.

(c) **Grant Application Review Process
by C. Barfoot, Culture & Heritage Coordinator.**

Staff Recommendation: That the Culture and Heritage Commission approves Option A) a full Culture and Heritage Commission funding review process, to administer the 2016 cultural funding allocations.

C. Barfoot introduced the report, which outlines options for the Culture and Heritage Commission funding review process for 2016 cultural funding allocations (Culture & Heritage Operating Grants; and Culture & Heritage Project Grants).

It was moved and seconded that the Culture & Heritage Commission approve Option A) a full Culture and Heritage Commission funding review process, to administer the 2016 cultural funding allocations. The motion was carried unanimously.

(d) **Activity Update (June 2015)
by C. Barfoot, Culture & Heritage Coordinator.**

Staff Recommendation: That the report be received as information.

It was moved and seconded that the report be received as presented. The motion carried unanimously.

(e) **Activity Update (June 2015)
by C. Sholberg, Culture & Heritage Planner.**

Staff Recommendation: That the report be received as information.

It was requested that staff schedule a tour of the Harmac Arboretum for Commission members (July or August).

It was moved and seconded that the report be received as presented. The motion carried unanimously.

10. **CORRESPONDENCE:** (not related to a report to the Commission)

- (a) Letter dated 2015-MAY-29 from Minister of Environment re: Entrance Island Lighthouse designated under Heritage Lighthouse Protection Act; AND Heritage Lighthouse Protection Act: Statement of Significance.

- (b) Letter dated 2015-JUN-03 from Nanaimo Conservatory of Music re: Council intention to change current funding structure for arts and culture grants.
- (c) Memo dated 2015-JUN-17 from Legislative Services Department re Assistance for Chairs of Committees (101 Boardroom Problems and How to Solve Them).
- (d) Letter dated 2015-JUN-22 from Nanaimo Blues Society re thank you for 2015 Grants.
- (e) Final report from Bookfest re 2015 arts & cultural festivals and events grant.
- (f) 2015 Heritage Paint Out / Shoot Out (2015-JUL-26).

Staff noted that on Sunday, 2015-JUL-26, the Commission will co-host the 18th annual Heritage Paint Out / Shoot Out. Painters and photographers meet at #4 Commercial Street at 10:00 am where they draw randomly for a heritage building location supplied by the City. They then spend the day painting and photographing their selected building, returning with a presentation-ready piece where the work is judged (at 2:00 pm) to receive cash prizes totalling \$500. The event is free to view and \$10 for Nanaimo Arts Council members, \$12 for non-members to enter (register on day of event).

Staff requested volunteers to assist with hosting the Culture & Heritage information booth and judging of artworks. Staff will send full event details and reminder to willing Commissioners via email after the meeting.

- (g) Key Date Calendar (2015) – Updated
- (h) Heritage BC Quarterly (Spring 2015)

It was moved and seconded that the above-noted correspondence be received as presented. The motion carried unanimously.

11. **NOTICE OF MOTION:**

None.

12. **OTHER BUSINESS:**

- (a) At the 2015-JUN-03 Culture and Heritage Commission Meeting, Commissioner Mark Robinson advised that he would be bringing forward the following Motion for consideration at the 2015-JUL-15 Culture and Heritage Commission Meeting:

That the Culture and Heritage Commission consider or discuss alternate deadline / intake processes for Heritage Façade Improvement Grant applications as opposed to the current process, which is on a first-come, first served basis.

The motion was seconded.

Discussion: Staff noted that letters are sent each year directly to all eligible building owners, encouraging them to apply. In 2014, there were no applications received; this year, there have been multiple. A comparison of the last five years shows that the majority of applications are considered during the first quarter of the year, but some mid-year. Staff feel that flexibility is a good thing – the more applications, the better. Intake can be difficult to anticipate.

Opposed: All members.

The motion was defeated.

13. **DELEGATIONS** (not related to a Report to the Commission): (10 MINUTES)

None.

14. **QUESTION PERIOD:** (*Agenda items only.*)

a) Nob Hill Stairs (J. Howardson).

For information. J. Howardson provided a quick verbal update on a project the Nob Hill Neighbourhood Association's Cavan Street stair-painting project. The Nanaimo Arts Council referred her to an artist (Rob Corriani) who has agreed to paint the stairs. It is hoped that painting will begin at the end of July.

15. **NEXT MEETING:**

There will be no meeting held in August. The next regular meeting is scheduled for **4:30 pm on Wednesday, 2015-SEP-02 at 4:30 pm in the Board Room**, of the Service & Resource Centre (411 Dunsmuir Street).

16. **ADJOURNMENT:**

It was moved and seconded that the meeting be adjourned at 5:50 pm. The motion carried unanimously.

APPROVED BY:



DIANA JOHNSTONE, CHAIR
NANAIMO CULTURE AND HERITAGE COMMISSION

CONCURRENCE BY:



SUZANNE SAMBORSKI
SENIOR MANAGER, CULTURE AND HERITAGE

CERTIFIED CORRECT:



CORPORATE OFFICER