

**MINUTES**  
**NANAIMO CULTURE AND HERITAGE COMMISSION**  
**MEETING HELD WEDNESDAY, 2015-MAY-06, HELD AT 4:30 PM**  
**IN THE BOARD ROOM OF THE SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)**

---

**PRESENT:** D. Appell J. Stannard D. Johnstone  
J. Manning J. Howardson M. Robinson  
D. Marusin W. Pratt

**REGRETS:** R. McKay D. Brennan  
C. Barfoot, Culture & Heritage Coordinator

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

---

**1. STAFF CALL TO ORDER THE INAUGURAL MEETING OF THE NANAIMO CULTURE AND HERITAGE COMMISSION (2015-2018) / WELCOME REMARKS TO NEW MEMBERS OF THE COMMISSION:**

S. Samborski, Senior Manager of Culture and Heritage, called the inaugural meeting of the Nanaimo Culture and Heritage Commission to order at 4:34 pm, welcoming the new members.

**2. SELECTION OF CHAIR, AND AN ALTERNATE CHAIR, FOR THE NANAIMO CULTURE AND HERITAGE COMMISSION FOR A ONE-YEAR TERM:**

D. Johnstone was nominated to act as Chair.

It was moved and seconded that D. Johnstone be elected as Chair of the Nanaimo Culture and Heritage Commission for a one-year term (ending 2016-MAY-06). The motion carried unanimously.

Chair D. Johnstone called for an Alternate Chair. J. Howardson was nominated to act as Alternate Chair.

It was moved and seconded that J. Howardson be elected as Alternate Chair of the Nanaimo Culture and Heritage Commission for a one-year term (ending 2016-MAY-06). The motion carried unanimously.

**3. INTRODUCTION OF LATE ITEMS:**

**4. ADOPTION OF AGENDA:**

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

**5. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the combined Cultural Committee / Nanaimo Community Heritage Commission meeting held 2015-MAR-04 be adopted as presented. The motion carried unanimously.

**6. PRESENTATIONS:**

**(a) New Member Orientation Session  
by S. Samborski, Senior Manager of Culture and Heritage.**

---

S. Samborski provided a verbal overview of new member orientation packages, including terms of reference, mandate and objectives, key date calendars, contact information, corporate structure, bylaws and meeting procedures, budget details, publications and forms, and grants and incentives. Future meetings will include topic-based presentations as a continued education tool.

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

Meetings are traditionally held on the second Wednesday of each month, as needed, (excluding August and December) at 4:30 pm in the Service & Resource Centre Board Room (unless otherwise noted).

It was moved and seconded that the Nanaimo Culture and Heritage Commission continue to meet on the first Wednesday of each month (with the exception of August & December) at 4:30 pm. The motion carried unanimously.

**7. CHAIR'S REPORT:**

No report.

**8. 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 – February / March 2015
- (e) Nanaimo Art Gallery – March / April 2015
- (f) Nanaimo District Museum – January / February / March / April 2015
- (g) Harbour City Theatre – March / April 2015

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

9. **APPOINTMENTS TO WORKING GROUPS:**

(a) **Art in Public Places Working Group.**

---

Discussion and selection of three (3) members to serve on the Art in Public Places Working Group for the period of their current term of appointment to the Nanaimo Culture & Heritage Commission (term ending 2018-MAR-31).

This item was deferred until the next meeting (2015-JUN-03).

(b) **Culture & Heritage Awards Working Group.**

---

Discussion and selection of four (4) members to serve on the Culture & Heritage Awards Working Group for the period of their current term of appointment to the Nanaimo Culture & Heritage Commission (term ending 2018-MAR-31).

This item was deferred until the next meeting (2015-JUN-03).

10. **RECOMMENDATION FOR GRANTS ADVISORY COMMITTEE:**

(a) Discussion and recommendation to Council of one (1) member to serve on the Grants Advisory Committee for the period of their current term of appointment to the Nanaimo Culture and Heritage Commission.

---

The Grants Advisory Panel advises Council on the amount of financial assistance which the municipality should grant to applicants, including permissive tax exemptions. A copy of the Committee's terms of reference was distributed as information. D. Appell volunteered to serve on the Grants Advisory Panel, with M. Robinson volunteering to act as alternate.

It was moved and seconded that D. Appell be recommended to Council to serve on the Grants Advisory Committee for the period of his current term of appointment to the Nanaimo Culture and Heritage Commission (term ending 2018-MAR-31). The motion carried unanimously.

It was moved and seconded that M. Robinson be recommended to Council to serve (as alternate) on the Grants Advisory Committee for the period of his current term of appointment to the Nanaimo Culture and Heritage Commission (term ending 2018-MAR-31). The motion carried unanimously.

11. **RECOMMENDATION FOR DESIGN ADVISORY PANEL:**

(a) Discussion and recommendation of one (1) member of the to attend Design Advisory Panel meetings in a resource capacity as required for downtown projects for the period of their current term of appointment to the Nanaimo Culture and Heritage Commission.

---

The Design Advisory Panel serves as an advisory body to Council responsible to review form and character development permit applications and to provide

recommendations to staff in its negotiations with applicants. A copy of the Panel's terms of reference was distributed as information. R. Finnegan volunteered to serve on the Design Advisory Panel as a resource to heritage-related items.

It was moved and seconded that R. Finnegan be elected to serve on the Design Advisory Panel for the period of his current term of appointment to the Nanaimo Culture and Heritage Commission (term ending 2018-MAR-31). The motion carried unanimously.

12. **STAFF REPORTS:**

- (a) **Activity Update (March / April 2015)**  
**by C. Sholberg, Culture & Heritage Planner.**
- 

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.

- (b) **Activity Update (March / April 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.

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

- (a) Letters dated 2015-MAR-04 from Nanaimo Sings! Choral Festival re thank you for 2015 grants.
- (b) Letter dated 2015-MAR-09 from Ukulele Festival Committee re thank you for 2015 festivals and events grant.
- (c) Letter dated 2015-MAR-13 from Heart of the Island Chorus re thank you for 2015 operating grant.
- (d) Letter dated 2015-MAR-17 from Nanaimo Chamber Orchestra re thank you for 2014 operating grant.
- (e) Letter dated 2015-MAR-19 from Mr. A Munro re: Notice of Intention for Port Theatre
- (f) Thank you from Dick Olynik Trio re Support for Monterey Jazz Festival

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

14. **NOTICE OF MOTION:**

15. **OTHER BUSINESS:**

16. **DELEGATIONS** (not related to a Report to the Commission):

17. **QUESTION PERIOD:**

18. **ADJOURNMENT:**

It was moved and seconded that the meeting be adjourned at 6:31 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:**

  
\_\_\_\_\_  
DEP. CORPORATE OFFICER