



**MINUTES**

**NANAIMO COMMUNITY HERITAGE COMMISSION (NCHC)  
HELD ON WEDNESDAY, 2013-MAY-01 AT 5:00 PM  
BOARD ROOM, SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)**

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<b>Members Present:</b>	Diane Brennan, Chair Bill Gard Kerrie Low Loyd Sherry	Jill Stannard John Hofman Charlene Riches John Manning
<b>Members Absent:</b>	Christine Meutzner	Geraldine Manson
<b>Staff Present:</b>	Chris Sholberg, Heritage Planner	Rebecca Tubbs, Recording Secretary

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**1. Call to Order**

Chair D. Brennan called the meeting to order at 5:09 pm.

**2. Approval of Agenda & Late Items**

The agenda was approved as presented.

It was moved and seconded that a sympathy card and flowers be sent to C. Meutzner on behalf of the Commission. The motion was carried.

**3. Adoption of Minutes (2013-APR-03)**

It was moved and seconded that the regular and in camera Minutes from 2013-APR-03 be adopted as presented. The motion was carried.

K. Low arrived at 5:10 pm.

**4. Correspondence, Periodicals, & Newsletters**

a) Letter to American Association for Local & State History:

For information. Based on the Commission's request at the last meeting, a letter has been sent on their behalf to the American Association for Local & State History.

b) Letter to Mayor & Council from Minister Steve Thomson, Ministry of Forests, Lands & Natural Resource Operations - Heritage BC's Call to Renew Support for Provincial Heritage Program:

For information. The letter is in response to a request from municipalities to renew BC's heritage commitment through a Heritage BC initiative. The Province has created a new heritage strategy for BC called "*Our Heritage, Historic Places*", detailing a new approach that ensures historic places remain vibrant parts of our communities.

c) ASBC – NB Newsletter:

For information.

The above correspondence was received as presented.

## 5. New Business

a) Review of Heritage Tax Exemption Program:

As mentioned at the last meeting, the City will review the heritage tax exemption program. The review is not intended to end the program, which has been in place for about ten years; but is intended to act as an evaluation of the current program. D. Brennan hopes the review will make a clear division between the Commission making decisions on heritage value and Council making decisions on tax exemptions. Currently, a building either qualifies for an exemption or does not. The Commission does not have the authority to define the length of exemption, but just to recommend yes or no. If yes, the applicant is eligible for a full length exemption (10 years).

Commission Comments:

- Consider a “level” system (for example, Level A, B & C) similar to the point evaluation system that is currently used.
- Consider how often a single property can apply for grant funding.
- Was this application more of a “building conservation” or “complete renovation”? Yes, the project had value, but how much of that value was heritage related vs. economic?
- Avoid making the process too complicated as it may deter applicants.
- Check out of examples from Vancouver and Victoria.

Staff will prepare a draft Council report that contains a list of options, and will present it to the Commission for approval at a future meeting.

b) Heritage Façade and Home Grant Summary:

For information. A summary of heritage grants awarded to-date was provided to members as information.

## 6. Ongoing Business

a) 2013 Heritage Awards – Awards Luncheon, 2013-MAY-22 – Status:

Congratulations to Jill Stannard for being awarded the John Thomson Heritage Memorial Award. Letters of award have been sent to the recipients. The luncheon will be held from 12:00 noon to 2:30 pm on Wednesday, 2013-MAY-22 at Beban Social Centre. All Commission members are welcome to attend.

b) Heritage Register Update – Buildings Approved:

The report was approved by Council. Updated copies of the register will be provided to members at the next meeting for their records.

## 7. Committee Reports

a) Snuneymuxw First Nation:

G. Manson was not in attendance.

b) Nanaimo Community Archives Society:

C. Meutzner was not in attendance.

c) Nanaimo District and Museum:

J. Manning had no report.

d) Design Advisory Panel:

Staff noted that a heritage alteration permit will be coming to the next DAP meeting for St. Paul's Anglican Church. The owners would like to demolish and replace the old hall (an addition to the original church building).

**8. Next Meeting**

The next meeting is scheduled for 2013-JUN-05 at 5:00 pm in the Board Room of the Service and Resource Centre (411 Dunsmuir Street).

***[Meeting date was subsequently changed to 2013-JUN-19].***

**9. Adjournment**

The meeting adjourned at 6:22 pm.

APPROVED

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Chair

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Date

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