



MINUTES
NANAIMO COMMUNITY HERITAGE COMMISSION
HELD ON WEDNESDAY, 2010-FEB-03 AT 5:00 PM
CITY HALL BOARD ROOM (455 WALLACE STREET)

Present:	William E. Gard, Chair Loyd Sherry Joan Perry	Charlene Riches Jill Stannard Christine Meutzner
Staff:	Chris Sholberg, Heritage Planner	Rebecca Tubbs, Recording Secretary
Regrets:	John Manning Sandra Penn	John Hofman Karen Hovestad
Guests:	Odette Lamaree, Nanaimo Arts Council Margaret Graham, Harris House Judd Sharer, Garland Farm House	Bruce Barnard, Commercial Hotel Matt Hussman, DNPS

1. Call to Order

Chair W.E. Gard called the meeting to order at 5:00 p.m. in the City Hall Board Room.

2. Approval of Agenda & Late Items

The agenda was approved as presented with the addition of the following late items:

- a) Letter Re: Pacific Biological Station:
C. Sholberg distributed to members a letter that he received from the Historic Sites and Monuments Board of Canada, stating that the Pacific Biological Station historic site application is still being processed.
- b) Review of Committee Terms of Reference:
C. Sholberg informed members that Council has extended their appointed terms until 2012-March-31.

3. Adoption of Minutes (2010-Jan-06)

MOVED by J. Stannard, SECONDED by C. Riches, that the 2010-Jan-06 Minutes be adopted as presented.

CARRIED.

4. Delegation

- a) Odette Laramee, Nanaimo Arts Council re: 2010 Heritage Paint/Shoot-Out:
W.E. Gard welcomed Ms. Laramee to the meeting. The Commission had recently discussed the idea of holding the 2010 Heritage Paint/Shoot-Out during a different time of year than usual (September). It was also discussed that the Paint/Shoot-Out be held in conjunction with another downtown event, such as the Annual Coal Mine Festival (early August).

Any suggested dates will have to be confirmed with the Arts Council Board. Ms. Laramee informed the Commission that their downtown gallery will most likely not be available for use as the judging location. The Commission would like to keep the event in the downtown area.

The Commission asked Ms. Laramee and C. Sholberg to proceed in arranging a date for the event. C. Sholberg explained that funds from the Commission's budget will need to be committed to cover the cost of the event.

MOVED by C. Meutzner, SECONDED by C. Riches, that a total of \$500.00 of the budget be committed toward expenses of the 2010 Heritage Paint/Shoot-out (date to be determined), subject to approval of the 2010 budget by Council.

CARRIED.

W.E. Gard thanked Ms. Laramee for attending the meeting.

5. Budget Review (\$2,500)

C. Sholberg explained the Commission's operational budget is \$2,500 and is subject to approval of the City budget by Council. Other expenses, such as reproduction printing of brochures, will be drawn from a separate Community Planning budget.

6. Correspondence, Periodicals, & Newsletters

- a) Arts Council Newsletter

7. New Business

- a) Heritage Façade Grant Program – Application review:

C. Sholberg welcomed the applicants in attendance and explained the process of application consideration. He explained façade grant applications were originally considered by the DNPS, but due to reorganization, this duty has been transferred to the Commission. Applicants were invited to the meeting to answer any questions that the Commission may have regarding their application.

- Application for Nash Hardware (19 Commercial Street):
The applicant was not in attendance. C. Sholberg explained that they have applied for a grant amount of \$20,000. They are looking at improving both the front and rear façade, replicating structural awning, repainting, and restoring ceramic tile work on the storefront.

Application consideration:

C. Meutzner asked to what extent are the applicants responsible for achieving the look they propose in their grant application. C. Sholberg noted that the applicant must complete the proposal as approved, or they may not receive their grant. C. Meutzner would like to see a sample of the proposed tiles.

M. Hussman said the owner is very keen on restoring the building to its original 1940s period look, but needs help in figuring out some of the details.

MOVED by C. Riches, SECONDED by J. Perry, that Nash Hardware (19 Commercial Street) receive a \$7,000 Heritage Façade Grant, subject to approval of the 2010 façade grant budget by Council.

CARRIED.

- Application for Harris House (375 Franklyn Street):
Ms. Graham, owner, attended the meeting to speak to her application. She explained that she would like to restore the exterior woodwork and brick so that the exterior of the house can be painted in the existing paint scheme. Work is to be completed once the weather improves.

L. Sherry asked Ms. Graham if the cost estimate provided includes interior painting. Ms. Graham explained that the interior of the house has already been completely repainted. The estimate is for the exterior only. She feels that the bid is very competitive.

W.E. Gard thanked Ms. Graham for attending the meeting.

Application Consideration:

Some members feel that the estimate is too high for painting. M. Hussman noted that there is a distinction between routine maintenance and improvements and feels that painting falls under routine maintenance.

C. Sholberg noted that the Commission has approved paint jobs regularly in the past. It could be argued that paint helps to preserve the structure as well as adds cosmetic value.

MOVED by C. Riches, SECONDED by J. Perry, that the Harris House (375 Franklyn Street) receive a \$3,000 Heritage Façade Grant, subject to approval of the 2010 façade grant budget by Council.

CARRIED.

- Application for Commercial Hotel / Painted Turtle (121 Bastion Street):

Mr. Barnard, owner, attended the meeting to speak to his application. He explained that he has applied for the grant to help complete the awnings on the exterior of the building. Water has been damaging the interior of the building on the portion of the hotel that has not had awnings installed. Although the damage has been repaired, the awnings will be required to keep it protected.

Mr. Barnard noted that since the building was acquired, they have invested up to \$700,000 in improvements. He recognized that the building has already received a number of incentives and property tax exemptions, but stated that the work has not been completely finished.

W.E. Gard thanked Mr. Barnard for attending the meeting.

Application Consideration

C. Meutzner noted that the portion of the hotel that is included in the application is a much more recent addition. She does not feel comfortable with awarding a heritage façade grant to a portion of the building that is not historic. She wonders why the Heritage Commission would be able consider heritage façade grant applications for buildings that are not heritage buildings.

C. Sholberg explained that a similar situation took place with the Flying Fish building, explaining that the portion of the building of historic significance is actually the back. Although the portion of the hotel that is included the application is not historical, the building is considered part of a whole site.

M. Hussman noted that the DNPS has a program that provides financial incentives for non-heritage buildings that are looking to make improvements. The program has stricter guidelines than the City's program; funds are matched 1 to 4 and applicants can only apply once every ten years. The application in question could be eligible for this program.

M. Hussman continued to explain that if this application was submitted to the DNPS, he would like to see more explanation of what will be done and how an awning would solve their water drainage issues.

L. Sherry would like C. Sholberg to discuss with senior staff how many times one application can dip into the same pot of funding. He pointed out that there have been many renovations made to that corner of downtown, noting that there are many other buildings in the area that require renovations.

The Commission agreed that faults in this application include the possibility of double dipping, the possibility that the awning may not solve their water

drainage issues, and that the part of the building in question is not of historical importance.

The Commission feels that the heritage façade grant application program should be revised. C. Sholberg will update the application form and bring a revised version back to the Commission for review and discussion.

MOVED by C. Meutzner, SECONDED by J. Stannard, that the Commission decline the Heritage Façade Grant application for the Commercial Hotel (121 Bastion Street).
CARRIED.

b) Heritage Home Grant Program – Application Review:

- Application for Garland Farm House (476 Eighth Street):

C. Sholberg explained that this property has received grant money in the past in the amount of \$1,600 and that the improvements were completed satisfactorily. The maximum grant allowance is \$2,500 per property.

C. Sholberg explained that, in most cases, applicants apply for a grant, and when they complete the work, the grant is paid. In this case, the work could not wait until the next round of grants and had to be done immediately as it was causing water damage to the house.

Mr. Sharer, owner, attended the meeting to speak to his application. Mr. Sharer explained that the damage was caused due to strong winds blowing shingles off the roof. The shingles that blew off did not meet their expected lifetime because they were originally installed incorrectly. On realizing this, Mr. Sharer contacted a contractor who used a shingle that could be installed correctly; nailed directly onto the strapping.

After the damage had occurred, Mr. Sharer contacted his insurance company. Upon sending them a photo of the damaged roof, they informed him that the whole roof had to be replaced.

W.E. Gard thanked Mr. Sharer for attending the meeting.

Application Consideration:

MOVED by C. Meutzner, SECONDED by C. Riches, that the Garland Farm House (467 Eighth Street) receive a \$900 Heritage Home Grant, subject to approval of the home grant 2010 budget by Council.

CARRIED.

M. Hussman asked C. Sholberg whether or not the Island Corridor Foundation has applied for a façade grant for the E&N Railway Station. C. Sholberg has not received any applications. M. Hussman said to expect them to apply this year.

The Commission debated whether to award all of the grant money at this meeting, or to reserve some funds for any future applications. C. Sholberg noted that if the funds are not used within the year, they are returned to general revenue.

W.E. Gard suggested that C. Sholberg present applications to the Commission as he receives them, instead of waiting until a few have been submitted (even if the funds have already been set), so that members have an idea of the applications that have been submitted.

The Commission would like some changes to be made to the application process for façade grants. They suggest that advertisements be submitted for 2011 and that a deadline for applicants be set. Then, the Commission would not have to think about “what if”. This would ensure that funds are being awarded appropriately.

W.E. Gard and M. Hussman excused themselves from the meeting (6:24). C. Riches took over as Chair.

c) 2010 Work Plan – draft report:

C. Sholberg introduced the workplan for 2010 noting that once the workplan is approved by the Commission, it will go to Council for approval.

2010 WORKPLAN RECOMMENDATIONS

Heritage Summit – Upcoming: 2010-Feb-17

Funds for this event are to be committed. Would like to use Museum as regular location for future Summits.

Heritage Art Event – Upcoming.

The 13th annual Heritage Paint/Shoot-out will take place this year in August.

Heritage Register – Ongoing

Heritage Register is updated at least once per year.

Heritage Home Grant Program – Ongoing

There is a total budget of \$12,000 for heritage home grants. The amount of \$900 has just been committed toward roof repair of the Garland Farm House.

Heritage Façade Grant Program – Ongoing

There is a total budget of \$20,000 for the heritage façade grants. C. Sholberg will bring any applications he receives to the Committee for review immediately. The application process will be revised and presented to the Commission at a later meeting. Discuss idea of advertising for applications and setting application deadline at that time.

Heritage Plaques – Ongoing.

Plaques will be developed for Colliery Dam Park, and Neck Point Park (Deane Finlayson Property). Costs for plaques will be covered by the Parks, Recreation & Culture Department.

Heritage Walk Brochures – Ongoing.

C. Sholberg explained that the Commission has discussed in the past the idea of creating a sixth heritage walk brochure for the Old City area. C. Meutzner feels that they have enough things to do right now and wonders where the funds will come to produce it.

L. Sherry suggested contacting places such as Tourism Nanaimo and other organizations that use the brochures and suggest cost sharing. C. Sholberg will approach Parks, Recreation & Culture and Tourism Nanaimo with a cost sharing idea.

J. Perry noted that the South End brochure really needs to be updated. The Commission would like all four existing brochures to be reviewed before they are reprinted and before any new ones are created. In summary, no new brochure will be created. Funds will be used for reprinting the existing brochures once they have been reviewed and updated.

Publication featuring Heritage Buildings – Ongoing.

The Commission had decided to create a series of posters using their publication reserve funds.

Historic Plaque and Signage Review – Ongoing.

C. Sholberg said that he has been creating a sign inventory and will bring it to the next meeting for the Commission's information.

Heritage Action Plan – Ongoing.

This item was discussed at the last meeting and it was decided that a review of the Action Plan would take place during the fall. The Commission would like to arrange a public open

house at the Jingle Pot Road Brick Cottage as an opportunity to receive input from the public regarding the Action Plan.

8. Ongoing Business

- a) 2010-Feb-17 Heritage Summit – Update and Commit \$500.00:

MOVED by C. Meutzner, SECONDED by C. Riches, that a total of \$500.00 of the budget be committed toward expenses of the 2010 Heritage Summit (2010-Feb-17), subject to approval of the 2010 budget by Council.

CARRIED.

- b) Heritage Nanaimo Posters – review paper and resolution quality for each quote:

C. Sholberg provided members with samples of each photo paper that had been quoted at the last meeting. The Commission agreed to work with Kwik Kopy for printing.

C. Meutzner suggested creating only one poster that features the most iconic buildings in Nanaimo, instead of having three posters of different categories. She noted that if these posters are about featuring architecture in heritage, categories should not matter. This would also reduce the price of printing.

C. Sholberg will bring one poster mockup that combines the most iconic heritage buildings to the next meeting for comparison with the three posters already designed.

9. Committee Reports

- a) Plan Nanaimo Advisory Committee:

J. Hofman not in attendance.

- b) Snuneymuxw First Nation:

S. Penn not in attendance.

- c) Nanaimo Community Archives Society:

C. Meutzner reported that they are still waiting to hear the news on the Gaming Funds. It is likely they will not be received and that the Archives will lose a position. Restructuring may need to take place and they may need to discontinue operating as a non-for-profit organization.

- d) Nanaimo District and Museum:

J. Manning not in attendance.

- e) Design Advisory Panel:

No report.

10. Next Meeting

The next regular meeting is scheduled for 2010-Mar-03 in the City Hall Board Room at 5:00 pm.

11. Adjournment

The meeting adjourned at 6:53 p.m.

APPROVED:

Chair

2010-March-03

Date

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