

**CITY OF NANAIMO**

**MINUTES OF THE MEETING OF THE NANAIMO COMMUNITY HERITAGE  
COMMISSION HELD ON WEDNESDAY, 2003-FEB-05, AT 5:00 P.M.  
IN CONFERENCE ROOM #1, CITY HALL ANNEX, 238 FRANKLYN STREET**

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**PRESENT:** Christine Meutzner, Chair  
John Nimmo  
Bill Gard  
John Hofman  
Mary Durdle  
Debra Bodner  
Joan Perry (5:10 p.m.)  
Councillor Loyd Sherry

**REGRETS:** David Hill-Turner

**ABSENT:** Geraldine Manson

**STAFF:** Chris Sholberg, Heritage Planner  
Holly Pirozzini, Recording Secretary

**1. CALL TO ORDER**

The meeting was called to order at 5:00 p.m.

**2. ADOPTION OF MINUTES**

MOVED by J. Nimmo, SECONDED by M. Durdle, that the minutes of the meeting held on 2003-Jan-08, be adopted.

CARRIED

**3. BUDGET REVIEW**

C. Sholberg confirmed that budget restraints in 2003 have reduced the working budget for the Heritage Commission to \$4,400. In January, \$300 was allotted to the Hirst plaque replacement, consequently the current budget is \$4,100.

**4. LATE ITEMS**

The Chairperson and C. Sholberg advised that they have late items to discuss at the end of the regular agenda.

**5. CORRESPONDENCE/PERIODICALS/NEWSLETTERS**

- (a) Nanaimo Historical Society Newsletter
- (b) Nanaimo Arts Council Newsletter
- (c) Canadian Heritage News
- (d) Nanaimo District Museum Newsletter

- (e) John Naylor obituary

Items 5(a) to (d) were received for information only.

MOVED by B. Gard, SECONDED by J. Nimmo, that the Commission send a letter of appreciation to John Naylor's wife, expressing gratitude for his commitment to heritage.

CARRIED

## 6. **NEW BUSINESS**

Amended Draft Work Plan for 2003 – C. Sholberg presented an amended *draft* of the Annual Work Plan for 2003 and suggested that the Commission carefully review it, taking into consideration the reduced budget. It was also suggested that a Commission Member be assigned to begin work on each task/project identified in the Work Plan.

J. Perry arrived at the meeting.

TASK	COMMISSION MEMBER ASSIGNED
Develop a <b>Heritage Building Documentation Policy</b>	C. Meutzner already completed a large amount of work, and will continue to work with C. Sholberg to finalize the policy.
Develop an <b>Interpretive Plaque Policy</b>	C. Meutzner, M. Durdle and J. Perry will report back at the next meeting regarding specifics, such as standardization of plaque size, materials, cost-sharing, etc.
Create <b>Heritage Conservation Area #2</b> in the Old City Neighbourhood	C. Sholberg advised this project could be handled by a volunteer student from Malaspina University/College, as part of his/her thesis. C. Meutzner will arrange a meeting with C. Sholberg and Malaspina Instructors to discuss accomplishing this as a field project, and the possibility of student involvement in future heritage projects.
Create new <b>Heritage Walk Brochure</b> for area outside Downtown	C. Sholberg advised that a \$1,500 outlay will be required to accomplish this in-house. The Commission could hold off on this item until building selection is completed for the Old City Residential Area. As an alternative to the Old City, J. Perry and J. Hofman will start developing a walking route for the Newcastle Townsite (Stewart Avenue area).

Develop Promotional Plan for <b>Miners' Memorial</b>	C. Meutzner suggested increasing the estimated time to 1 year for completion of this task. J. Perry provided a copy of a WCB document dealing with mines, which was produced in order to obtain a Master's degree.
Create commemorative plaque for <b>Departure Bay Snuneymuxw Burial Site</b>	G. Manson to provide the SFN wording for the plaque.
Update <b>Heritage Register</b>	C. Sholberg advised that he would bring forward nominations to the Commission in the Fall.
Hold <b>Heritage Summit</b>	C. Sholberg advised that this will be held annually on Nov. 27 <sup>th</sup> , Princess Royal Day, and that he would take care of all arrangements.
Co-sponsor annual <b>Heritage Paint Out</b>	C. Sholberg advised that he would work with the Arts Council who co-ordinate this event last year.
Update <b>Downtown Design Guidelines</b>	C. Sholberg advised that this project would be funded through the Development Services Department, but that the Commission would play an advisory role. Subject to budget approval, DSD would likely start this project in the late spring/early summer.

L. Sherry left the meeting at 5:45 p.m.

Create <b>Cemetery Preservation Master Plan</b>	C. Meutzner suggested that instead of completing a master plan, the Commission could develop a short <i>Maintenance policy</i> for cemeteries. J. Hofman suggested creating a shelter or other non-invasive structure to protect the Pioneer Park Cemetery on Comox Road. J. Perry suggested focussing on an interim solution to prevent further decay.
Create <b>Southend Heritage Walk Map Kiosk</b>	C. Sholberg will co-ordinate this project with Charles Tjorhelm, Southend Citizen's Association, to be located at the corner of Farquhar and Nicol Streets (\$3,000 estimated cost). Money would likely come from amenity payments made for local development.

Develop <b>Interpretive Plaques for Pioneer Plaza Upgrade</b> project	C. Sholberg and C. Meutzner will collaborate with the Parks, Recreation and Culture Department on this project.
Investigate feasibility of establishing a <b>Heritage House Grant Program</b>	C. Sholberg is working on this and will report back to the Commission later in the year.

- (b) Heritage Building Documentation Policy – C. Sholberg reviewed the proposed policy and minor changes were made.

MOVED by J. Nimmo, SECONDED by D. Bodner, that the Heritage Building Documentation Policy be accepted as amended and referred to Council.

CARRIED

D. Bodner left the meeting at 6:30 p.m.

- (c) Replacement of Missing Heritage Walk Plaque at 486 Franklyn Street – C. Sholberg advised that the owner of the building has requested replacement of the heritage plaque. The Commission requested C. Sholberg to approach the owner for cost-sharing in this project.

MOVED by J. Perry, SECONDED by J. Nimmo, that \$500 be allocated for the replacement of the Franklyn Street heritage walk plaque.

CARRIED

- (d) Election of Chairperson/Vice-Chairperson for 2003 – C. Meutzner advised that this item would be deferred until Council ratifies the Heritage Advisory Commission appointments at the regular Council meeting to be held on 2003-Feb-10.

**7. OLD BUSINESS**

- (a) Heritage Week (Feb.17 – 23) – status – C. Meutzner reported that the Downtown Nanaimo Partnership is promoting Heritage Week with an invitation to participate in “A Guided Interpretive Heritage Walk” to downtown heritage buildings. This event will take place on Saturday, Feb. 22, at 1:00 p.m., beginning at the Bastion, at a cost of \$25/person. C. Meutzner added that the walk will culminate in “High Tea” at the Dorchester Hotel where she will provide an informative presentation on downtown Heritage public buildings. C. Sholberg and C. Meutzner will be interviewed by the New VI television network on Feb. 18, regarding Heritage Week and the Heritage Commission.
- (a) Catherine Gisborne Memorial - status – C. Sholberg advised that this item was withdrawn from the Work Plan.
- (b) Departure Bay Burial Site – status – G. Manson was absent from the meeting.

- (c) Tree Protection Bylaw Update – status – C. Sholberg advised that Gerry Genovese, the City's Arborist, is continuing to work on an update to the Bylaw, which will be brought to a future Commission meeting for information purposes.

## **8. COMMITTEE REPORTS**

- (a) Plan Nanaimo Advisory Committee – J. Perry reported that she attended a PNAC meeting on 2003-Jan-23 where a series of amendments to the Official Community Plan were reviewed. J. Perry highlighted these amendments, and noted that none had an impact on existing heritage resources.
- (b) Snuneymuxw First Nation - G. Manson was absent from the meeting.
- (c) Nanaimo Community Archives Society – no report.
- (d) Nanaimo District and Museum – no report.
- (e) Housing, Design and Development Sub-Committee – no report.
- (f) Design Advisory Panel – no report.

## **9. LATE ITEMS**

- (a) Downtown Brochure – C. Meutzner reported that the Downtown brochure is being distributed by Tourism Nanaimo, but that they should also be distributed by other businesses (i.e. Yacht Club) and hotels in the north end of Nanaimo. B. Gard volunteered to deliver brochures to the Ramada Hotel, Grand Hotel, Long Lake Hotel, etc.
- (b) Holland/Morrison Residence – 763 Albert Street – C. Meutzner reported that this heritage building has been recently boarded up. C. Sholberg advised that he will investigate the status through the Building Inspection Division and report back to the Commission.
- (c) Pamela Mar Nomination for John Thomson Memorial Heritage Award – C. Meutzner reported that she has provided a biography to the Mayor who will present the award to Pamela Mar at the Annual General Meeting of the Nanaimo Community Archives Society on Thursday, 2003-Mar-27. C. Sholberg will send a formal invitation letter to Pamela Mar requesting her attendance. A report will be sent to Council seeking endorsement for the nomination.
- (d) Heritage House Tour – C. Meutzner reported that this event will occur in September and will feature three homes in the Old City area and three homes in the Newcastle/Townsite area (around Stewart Avenue). She will have brochures and tickets printed, indicating that the Heritage Commission is a major sponsor.

MOVED by J. Nimmo, SECONDED by B. Gard, that a contribution of \$300 be made towards the Heritage House Tour promotion with the Heritage Commission being a sponsor.

CARRIED

- (e) Inactive Bank Account at RBC – C. Sholberg reported that he has been contacted by RBC Dominion Securities advising that \$100 has been in an inactive Heritage Commission account for a number of years. He added that he

will close the account and have this money transferred into the Heritage Commission's 2003 budget. The Commission further requested that a portion of the money be offered to the Loaves and Fishes Society to have the original Mine Rescue Station sign located at 1009 Farquhar Street repainted.

- (f) Heritage Week – C. Sholberg reported that Heritage Week (Feb. 17 to Feb. 23) has been officially declared by the City.
- (g) Haslam Hall Plaque – 15 Wallace Street - C. Sholberg reported that a letter has been sent to the owner of Tim Hortons Donuts, requesting support for placement of a heritage plaque based on Haslam Hall (formerly located on this site). The letter also requested cost-sharing of manufacturing the plaque.

**10. NEXT MEETING**

The next meeting will be held on Wednesday, 2003-Mar-05, at 5:00 p.m.

**11. ADJOURNMENT**

MOVED by J. Nimmo, SECONDED by J. Hofman, that the meeting adjourn at 7:10 p.m.

CARRIED

APPROVED:

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Chair

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Date