



**AGENDA**  
**NANAIMO PERFORMING ARTS GUILD MEETING**

April 8, 2025, 4:30 p.m. - 6:30 p.m.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Pages

**1. CALL THE MEETING TO ORDER:**

[Note: This meeting will be live streamed and video recorded for the public.]

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

**a. Minutes**

3 - 6

Minutes of the Special Nanaimo Performing Arts Guild meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2025-MAR-04 at 4:00 p.m.

**5. RISE AND REPORT:**

**a. Appointment of Site Liaison Position - 25 Victoria Road / Old Victoria Arts Centre**

During the 2025-MAR-04 Special In Camera Nanaimo Performing Arts Guild (the Guild) Meeting the Guild directed Staff to offer the Site Liaison position at the Old Victoria Arts Centre to James D. Dean for a contract duration of six (6) months commencing 2025-MAR-24 with the potential for extension to one (1) year.

**6. PRESENTATIONS:**

**7. REPORTS:**

**8. OTHER BUSINESS:**

**a. Appointment of Chair**

[Note: This topic was carried forward as no Chair was appointed at the 2025-MAR-04 meeting. Guild members are invited to consider this volunteer position.]

That [insert member name] be appointed as Chair of the Nanaimo Performing Arts Guild.

**b. Verbal Update re: Painting and Flooring Options - 25 Victoria Road / Old Victoria Arts Centre**

To be introduced by Adrienne Mercer Breen, Manager, Culture and Special Events.

**c. Verbal Update re: Offer of Donated Seating - 25 Victoria Road / Old Victoria Arts Centre**

To be introduced by Adrienne Mercer Breen, Manager, Culture and Special Events.

**9. ADJOURNMENT:**



## MINUTES

### SPECIAL NANAIMO PERFORMING ARTS GUILD MEETING

Tuesday, March 4, 2025, 4:00 P.M.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Present: A. Blundell, At Large  
A. Breen, Manager, Culture and Special Events  
H. Bright, At Large (entered at 4:02 p.m.)  
J. Friesen, At Large  
J. Kaese, At Large\* (disconnected at 5:32 p.m.)  
S. Letourneau, At Large  
B. Miner, At Large\* (joined at 4:03 p.m., disconnected at 5:20 p.m.)  
G. Segal, At Large\*  
W. Wearne, At Large

Absent: S. McLeod, At Large  
B. Catterson, At Large

Staff: D. Osborne, Director, Parks, Recreation and Culture  
N. Vracar, Deputy Corporate Officer/Acting Chair  
J. Brett Sine, Recreation Coordinator, Cultural Services  
H. Richardson, Administrative Coordinator, Parks,  
Recreation and Culture  
D. Battaglia, Clerk, Parks  
J. Logan, Clerk, Recreation and Culture  
J. Vanderhoef, Zoom Moderator  
L. Young, Recording Secretary

#### 1. CALL THE MEETING TO ORDER:

The Special Nanaimo Performing Arts Guild (the Guild) Meeting was called to order at 4:00 p.m.

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

## 2. ADOPTION OF AGENDA:

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

H. Bright entered the Boardroom at 4:02 p.m.

B. Miner joined the meeting electronically at 4:03 p.m.

## 3. PRESENTATIONS:

### (a) Introduction of Guild Members

Introduced by Nikolina Vracar, Deputy Corporate Officer/Acting Chair.

Guild members and Staff briefly introduced themselves and outlined what they hoped to accomplish with the Guild.

### (b) Committee Orientation/Meeting Procedures

N. Vracar, Deputy Corporate Officer/Acting Chair, provided an on-screen presentation included in the agenda package and outlined the role of the Guild, principles of decorum and meeting procedures.

### (c) Background - 25 Victoria Road/Old Victoria Arts Centre

Adrienne Breen, Manager, Culture and Special Events, provided an on-screen presentation included in the agenda package advising the following:

- The Guild was established to oversee the Old Victoria Arts Centre (the OV) facility
- The City purchased the OV at 25 Victoria Road in May 2008
- There have been many upgrades to the facility including remediation of the face of the building, replacement of the roof, upgrade of the electrical panels/heating equipment, and replacement of the boiler. Pending work includes the front door threshold and new fencing along the front of the building
- The Interim Operating Agreement with Spotlight Academy was extended to 2025-MAR-23
- The OV is an attractive facility for users due to its downtown location, lighting grids and lights, sound system, stage, and reasonable cost to book

Guild and Staff discussion took place regarding the current model of operating the OV. Spotlight Academy is currently operating the OV under an Interim Operating Agreement. Spotlight Academy acts as the point person

for users of the OV, Allocations Staff, and contractors who need access to the space.

**4. OTHER BUSINESS:**

(a) Draft 2025 Key Date Calendar

N. Vracar, Deputy Corporate Officer/Acting Chair, provided an overview of the draft 2025 Key Date Calendar included in the agenda package.

It was moved and seconded that the “Nanaimo Performing Arts Guild Key Date Calendar – 2025” be adopted. The motion carried unanimously.

(b) Selection of Chair and Alternate Chair

N. Vracar, Deputy Corporate Officer/Acting Chair, invited the Guild members to volunteer for appointment as either the Chair or Alternate Chair of the Guild, and noted Chair training would be provided.

No Guild members sought appointment as the Chair; therefore, this topic will be added to the next meeting agenda.

It was moved and seconded that Jason Friesen be appointed as Alternate Chair of the Nanaimo Performing Arts Guild for the term ending 2026-DEC-16. The motion carried unanimously.

**5. PROCEDURAL MOTION:**

It was moved and seconded that the meeting be closed to the public in order to deal with agenda items under the *Community Charter*:

Section 90(1) A part of a meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection 90(2).

The motion carried unanimously.

The Nanaimo Performing Arts Guild moved In Camera at 5:20 p.m.

The Nanaimo Performing Arts Guild moved out of In Camera at 6:06 p.m.

**6. ADJOURNMENT:**

It was moved and seconded at 6:07 p.m. that the meeting adjourn. The motion carried unanimously.

---

DEPUTY CORPORATE OFFICER/ACTING CHAIR

CERTIFIED CORRECT:

---

RECORDING SECRETARY