



AGENDA
NANAIMO PERFORMING ARTS GUILD MEETING

July 8, 2025, 4:00 p.m. - 6:00 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

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Minutes of the Nanaimo Performing Arts Guild meeting held in the Service and Resource Centre Boardroom, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2025-APR-08, at 4:30 p.m.

5. PRESENTATIONS:

6. REPORTS:

a. Verbal Update: Paint and Flooring Upgrades

To be introduced by Wendy Wearne, Nanaimo Performing Arts Guild Chair.

b. Verbal Update: Tentative Upcoming OV Allocations

To be presented by Wendy Wearne, Nanaimo Performing Arts Guild Chair

7. OTHER BUSINESS:

a. Standing Item: Work Plan

To be introduced by Wendy Wearne, Nanaimo Performing Arts Guild Chair.

- Promotional Strategy

8. PROCEDURAL MOTION:

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 the 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,

(c) labour relations or other employee relations; and

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

9. ADJOURNMENT:



MINUTES
NANAIMO PERFORMING ARTS GUILD MEETING

Tuesday, 2025-APR-08, 4:30 P.M.
Boardroom, Service and Resource Centre
411 Dunsmuir Street, Nanaimo, BC

Present: A. Blundell, At Large
A. Breen, Manager, Culture and Special Events
J. Friesen, At Large
S. Letourneau, At Large
S. McLeod, At Large
B. Miner, At Large
W. Wearne, At Large

Absent: J. Kaese, At Large
H. Bright, At Large
B. Catterson, At Large
G. Segal, At Large

Staff: D. Osborne, Director, Parks, Recreation and Culture
J.B. Sine, Recreation Coordinator, Cultural Services
J. Vanderhoef, Staff, Legislative Services
D. Battaglia, Clerk, Parks
J. Logan, Zoom Moderator
H. Richardson, Recording Secretary

1. CALL THE MEETING TO ORDER:

The Nanaimo Performing Arts Guild Meeting (the Guild) was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- a. Add Agenda Item 8(d) Maintenance of Stage Lights at Old Victoria Arts Centre (the OV).
- b. Add Agenda Item 8(e) Potential Increased Occupancy at the OV.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Nanaimo Performing Arts Guild meeting held in the Boardroom of the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2025-MAR-04 at 4:30 p.m. be adopted. The motion carried unanimously.

5. RISE AND REPORT:

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

During the 2025-MAR-04 Special Guild Meeting, the Guild directed Staff to offer the Site Liaison position at the OV 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.

James D. Dean has accepted the Site Liaison position at the OV, effective 2025-APR-04 to 2025-OCT-04 with the potential of extending the contract to 2026-APR-04. The Guild will be responsible for the operation of the OV, with J. Dean being responsible for the day-to-day operations of the OV.

6. OTHER BUSINESS:

a. Appointment of Chair

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

Staff will arrange a training session for W. Wearne prior to the 2025-MAY-06 Guild meeting.

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

Introduced by Adrienne Breen, Manager, Culture and Special Events.
Highlights included:

- The 2025 budget for the OV has funds allotted for painting and flooring updates
- City staff will bring floor and paint samples to the 2025-MAY-13 meeting for members' input
- Planning a tour of the OV for Guild members to provide clarity around potential renovations required to the interior of the building
- Potentially scheduling the OV tour prior to the next Guild meeting

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

Introduced by Adrienne Breen, Manager, Culture and Special Events.
Highlights included:

- The Echo Players Society in Qualicum Beach, has offered to donate used seats from their theatre to the OV
- The seats would be available August 2025
- During the OV tour, the Guild can consider the feasibility of replacing the seats in the OV and test the current seats.
- More information is needed regarding the condition of the seats being offered
- Transportation costs would be extra unless volunteers coordinated the moving of the seats
- The City has funds set aside for future seating and disposal of seating; however, overall seating and space might need to be reviewed and considered as part of a future renovation

It was moved and seconded that the Nanaimo Performing Arts Guild (the Guild) defer consideration regarding the "Offer of Donated Seating" to the 2025-MAY-13 scheduled meeting and that members of the Guild seek feedback from their respective organizations regarding their needs for seating at the Old Victoria Arts Centre (the OV). The motion carried unanimously.

d. Maintenance of Stage Lights

Wendy Wearne, Member, the Guild, introduced. Highlights included:

- The OV stage lights are used extensively and have issues despite the technicians best efforts to maintain them
- A Western Edge light designer has offered to rehang the main bank of lights in the performance space if the OV will cover the cost of the lift rental

- The industry standard is to move towards LED lighting; however, more information will be needed regarding the budget implications of larger renovations
- Directing J. Dean to work with the technicians and Staff on what the rehang may involve, as well as possible upgrades to the lights, and asking them to attend a Guild meeting to report back their findings

It was moved and seconded that the Nanaimo Performing Arts Guild (the Guild) direct James D. Dean, Site Liaison for the Old Victoria Arts Centre, to work with City staff, and Old Victoria Arts Centre (the OV) lighting technicians, regarding repairs and/or updates to the lighting at the OV and report back to the Guild with options during a future Guild Meeting. The motion carried unanimously.

- e. Potential Increased Occupancy at the Old Victoria Arts Theatre
Wendy Wearne, Member, the Guild, introduced and noted that the OV Arts Theatre is an underused space that could be potentially accommodate instruction classes or City programs.

Guild and Staff discussion took place. Highlights included:

A desire to see the OV utilized successfully

- Increasing the use and activity at the OV to create a hub and flagship for the neighborhood to improve the neighborhood stigma
- Staff inviting the Community Safety Officers (CSO's) to provide information to the Guild at the next meeting
- Potential ways to promote and market the OV

It was moved and seconded that the Nanaimo Performing Arts Guild (the Guild) request that City staff review opportunities to promote the Old Victoria Arts Centre (the OV) as a bookable space and work with the Guild to consider ways to schedule programs in the space. The motion carried unanimously.

Guild and Staff discussion continued. Highlights included:

- Staff encouraged Guild members to promote the OV through word of mouth
- City grants (such as the Downtown Revitalization Grant) are available to aid arts and culture groups in operating their organizations

- The Guild could research grant opportunities to potentially assist other organizations
- Ensuring J. Dean has been advised of plans to promote the OV as there could be a potential increase in workload
- Potentially seeking community sponsors and/or donations from the community to cover the costs of rehearsal times in the OV
- The need for a business plan for the OV outlining details such as sponsorship and grants
- Holding a workshop session to draft a business plan during an upcoming meeting
- Potentially scheduling additional meetings to expedite OV business and prepare a business plan

It was moved and seconded that the Nanaimo Performing Arts Guild (the Guild) request that:

- City staff schedule a tour of the Old Victoria Arts Centre (the OV) prior to the start of the 2025-MAY-13 Nanaimo Performing Arts Guild meeting for the Guild to review potential renovations of the interior of the building;
- The 2025-MAY-13 Nanaimo Performing Arts Guild meeting (following the tour of the OV) be focused on renovations of the OV;
- City staff schedule a Special Nanaimo Performing Arts Guild meeting between the 2025-MAY-13 and 2025-JUN-10 scheduled meetings to conduct a workshop regarding a business plan for the OV.

The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 5:45 p.m. that the meeting adjourn. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

RECORDING SECRETARY