



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

September 2, 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 Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2025-MAY-13 at 5:02 p.m.

**5. PRESENTATIONS:**

**6. REPORTS:**

**a. Verbal Report re: OV Arts Centre Filming Project Update**

To be introduced by Peter Petralia, At Large Member, Nanaimo Performing Arts Guild.

**b. Verbal Report re: OV Arts Centre Painting and Flooring Update**

To be introduced by Holly Bright, At Large Member, Nanaimo Performing Arts Guild.

**7. OTHER BUSINESS:**

**a. Business Plan**

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

Supporting documents include:

- 2024-2026 Work Plan Outline
- OV Arts Centre Tech Report, James D. Dean, Site Liaison, OV Arts Centre

**b. Discussion re: Potential for Stage Redesign**

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

**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;

(c) labour relations or other employee relations; and

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

**9. ADJOURNMENT:**



## **MINUTES**

### **NANAIMO PERFORMING ARTS GUILD MEETING**

Tuesday, May 13, 2025, 5:02 P.M.  
Boardroom, Service and Resource Centre  
411 Dunsmuir Street, Nanaimo, BC

Present: W. Wearne, Chair  
A. Blundell, At Large  
A. Breen, Manager, Culture and Special Events  
H. Bright, At Large  
B. Catterson, At Large\* (joined at 5:02 p.m.)  
J. Friesen, At Large  
S. Letourneau, At Large  
S. McLeod, At Large  
B. Miner, At Large  
G. Segal, At Large

Staff: D. Johnston, Acting Director, Parks, Recreation and Culture  
J-B. Sine, Recreation Coordinator, Cultural Services  
D. Battaglia, Zoom Moderator  
H. Richardson, Recording Secretary

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

The Nanaimo Performing Arts Guild (the Guild) Meeting was called to order at 5:02 p.m.

#### **2. INTRODUCTION OF LATE ITEMS:**

- a. Add – Agenda Item 7(d) Programming Strategy Principles
- b. Add – Agenda Item 7(e) Resignation of NPAG Member
- c. Add – Agenda Item 7(f) NPAG Website Update
- d. Add – Agenda Item 7(g) Adding Items to Agenda
- e. Add – Agenda Item 7(h) Frequency of Meetings

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

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

It was moved and seconded that adoption of the minutes of the Nanaimo Performing Arts Guild held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Tuesday, 2025-APR-08 at 4:30 p.m. be deferred to the next scheduled Nanaimo Performing Arts Guild Meeting on Tuesday, 2025-JUN-10. The motion carried unanimously.

**5. PRESENTATIONS:**

a. Presentation and Collaborative Feedback Session: Flooring and Paint Samples

Adrienne Breen, Manager, Culture and Special Events, and Brent Burgoyne, Carpentry Tradesperson, Facility Operations Section, introduced and noted the following:

- When the City took over management of the Old Victoria Arts Centre (the OV), funding was allocated to refreshing the flooring and painting in the 2025 budget
- An extensive planning process is involved for further upgrades and renovations
- Previous user groups indicated that new flooring and painting was needed. These recommendations were put into the funding cycle and approved with work to be completed in 2025
- An accessibility audit will likely follow in 2026
- As the Guild does not have not-for-profit status, there are limitations to the grants they would qualify for
- The City owns the OV building and the City's allocation team coordinates with the Site Liaison to allocate the OV regarding financial matters
- The Culture Team will be looking into available grants

Flooring and paint options were provided for consideration.

The samples provided included:

- Low pile, commercial grade, carpet tile
- Vinyl flooring (bathrooms or kitchen areas)
- Paint samples and swatches

Adrienne Breen, Manager, Culture and Special Events, noted that painting is planned for the interior walls of the first and upper floors of the OV. Once paint samples are chosen, a timeline will be created which will not interfere with bookings at the OV.

Guild discussion took place. Highlights included:

- Any surfaces that reflect light needs to be black as light coloured paint is more reflective and will affect the lighting on the stage
- The beams over the stage, walls behind the curtains and upstairs balcony need to be dark
- The entrance and/or green rooms could be painted in a lighter shade
- Integrating a colour scheme and keeping with the branding of the OV logo outside
- Timing would be based on contractor availability

Adrienne Breen, Manager, Culture and Special Events, noted that the flooring under the theatre seats, in the main theatre area (lobby), and in the green room needs to be replaced. Staff will investigate the feasibility of redoing the lower-level floor.

Guild discussion took place and a flooring preference was identified as a hard flooring with sound dampening underlay that is suitable for dance, with a surface that is both accessible and easily cleaned. Carpeting in the entry and on stairs should be considered.

It was moved and seconded that Staff return to a future Guild meeting with a costing report (including options for the Guild's consideration) based on the following recommendations of the Guild:

- Surfaces that reflect light need to be black

- The beams over the stage, walls behind the curtains and upstairs balcony should be dark
- The entrance and green rooms could be painted in a lighter colour
- Integrate a colour scheme that aligns with the OV Arts logo on the outside of the building
- Consider hard flooring with sound dampening underlay and an accessible and easily cleaned surface
- Consider using carpeting for the entry and on stairways

The motion carried unanimously.

## **6. OTHER BUSINESS:**

### **a. Discussion re: Offer of Donated Seating by ECHO Players Theatre**

Wendy Wearne, Guild Chair, introduced discussion on the offer of chairs from the ECHO Players Theatre. Committee conversation took place. Highlights included:

- The importance of meeting multi-use, mobility and general accessibility needs
- The ECHO chairs are theatre chair that would be brought in to the refreshed space
- The chairs are free, except for the cost of transport and installation
- The current OV chairs are uncomfortable and noisy
- Ensuring the condition of the ECHO Players' chairs to make it worthwhile to replace the OV chairs

It was moved and seconded that discussion regarding the ECHO Players chairs be deferred to the 2025-JUN-10 Nanaimo Performing Arts Guild meeting, during which time Bill Miner, Guild Member, will liaise with ECHO Players regarding the condition of the chairs for refit purposes. The motion carried unanimously.

The Guild provided a list of questions for B. Miner, Guild Member, to ask regarding the chairs, including:

- Comfort and overall condition of chairs
- What is the reason ECHO Players is replacing their chairs
- Do the chairs need to be secured to the floor
- What is the deadline for removing the chairs from the Village Theatre
- Are the chairs accessible, and could they be moved to accommodate wheelchair users
- Are replacement parts available for the chairs
- Are the chairs easy to set up and take down

- Are the chairs suitable for a multi-use space

b. Verbal Report re: Security Fencing and Security Measures - 25 Victoria Road / Old Victoria Arts Centre

Adrienne Breen, Manager, Culture and Special Events, noted that feedback from user groups, and the previous operator, was received by Staff regarding security concerns. This project includes fencing in front of the venue, with a six-foot-tall wrought iron gate to secure the front entrance of the OV and be locked after hours. A variance is required as the design of the fencing layout must factor in sidewalk space. Funding has been secured, with construction scheduled for June 2025. The anticipated completion timeline is within six weeks.

c. Verbal Report re: Culture and Special Events Manager Role and Voting Status

A. Breen, Manager, Culture and Special Events, is currently a voting member on the Guild, and the City of Nanaimo Culture and Events Manager. Staff feel Ms. Breen would be better able to support the Guild if she were a non-voting Staff Liaison. Ms. Breen will be taking this request forward to Council along with a request that the Nanaimo Performing Arts Guild Terms of Reference be altered to make her position a non-voting Staff Liaison.

d. Programming Strategy Principles

Gregory Segal, Guild Member, suggested that the Guild set principles for programming including:

- Thinking outside the box for a multi-use facility
- Diversity, disciplines of arts, culture, community groups
- The OV is a community building i.e. social and cultural hub
- Maximize use of the OV, setting short and long-term goals
- Exposure via standard advertising means, social media and word of mouth
- Reaching out to the creative community with a call for submissions for events and ideas that would help subsidize the Guild
- Communicate events that are already happening
- Subsidize use for youth and the public
- Potentially hosting an Open House or Theatre Workshop

It was moved and seconded that discussion regarding a programming strategy be deferred to the 2025-JUN-02 Special Nanaimo Performing Arts Guild Meeting. The motion carried unanimously.

e. Resignation of NPAG Member

A. Breen, Manager, Culture and Special Events, advised the Guild that Jacqui Kaese had resigned from the Nanaimo Performing Arts Guild and that Ms. Kaese passed on her gratitude to the Guild for the opportunity.

f. NPAG Website Update

A. Breen, Manager, Culture and Special Events, noted the following:

- Promotion and marketing for the OV is maintained through the City's social media avenues
- There are pre-existing OV social media pages that were created by a co-managing group. Those are no longer current and are providing incorrect information
- Staff have created a Facebook page for the OV, with a link to information regarding the Guild, contact and allocations information (including storage), and plan to provide an embedded map shortly
- Moving forward, the Guild will only use City social media accounts
- As the OV is a City-owned facility, fees and charges are set by Council, and subsidized rates are not permitted
- Staff can coordinate programming at the OV, which means that the Guild could create programs through the City
- Requested that Guild members posting promotional photos of the OV on the new Facebook page, tag their photos with #PRC\_Nanaimo

It was moved and seconded that agenda item (d) Adding Items to Upcoming Agendas, and agenda item (e) Frequency of Meetings, be deferred to the 2025-JUN-10 Nanaimo Performing Arts Guild Meeting. The motion carried unanimously.



**7. ADJOURNMENT:**

It was moved and seconded at 7:00 p.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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RECORDING SECRETARY

## DRAFT Nanaimo Performing Arts Guild Work plan 2024 – 2026

<b>DRAFT WORK PLAN: NANAIMO PERFORMING ARTS GUILD</b> The goal of the work plan is to support, encourage and celebrate the continued presentation of a wide variety of performing arts activities at the Old Victoria Arts Centre (The OV Arts Centre) in alignment with the terms of reference for the Nanaimo Performing Arts Guild, City Plan and the Integrated Action Plan Priorities for Culture.	
Topic	Overview
Increase public use and enjoyment of the OV Arts Centre as a performing arts space	<ul style="list-style-type: none"> <li>• Draft, finalize and initiate a Nanaimo Performing Arts Guild business plan with priority actions in the following areas:                             <ul style="list-style-type: none"> <li>○ <u>Communications plan</u> including website design, social media, event attendance, open houses, booking calendar, inclusion, accessibility, etc. When the work is complete, share that the OV is newly painted and floored.</li> <li>○ <u>Provide recommendations for staffing/site support</u> (including technician support)</li> <li>○ Take inventory of all of the services the OV has to offer and let public know what kind of events can be hosted there.</li> <li>○ Take an inventory of all inventory and supplies that the OV has to offer and put it on the website so groups can see what is available.</li> <li>○ In collaboration with Culture staff, plan a series of open house/performance opportunities and public tours at the OV Arts Centre to increase awareness and use of the facility. Invite guest speakers and include outside pre-show music.</li> <li>○ Book in guest authors, master classes and special one-time programs – flower arranging is one example.</li> </ul> </li> </ul>
Work collaboratively to advance strategic and operational improvements to the Old Victoria Arts Centre	<ul style="list-style-type: none"> <li>• Develop recommendations concerning the ongoing maintenance and operational needs of the Old Victoria Arts Centre, connected to both the facility accessibility audit and to user group experience.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Accessibility/assistive services. Public and user group safety – physical and mental - optics (consideration for inclusion in the Communication Plan as well)</li> <li>○ Accessible parking needs to be developed</li> <li>○ Affordability to be considered in the revised version of the Work Plan.</li> </ul>
Resource	<ul style="list-style-type: none"> <li>• Advise as required on the future creation of additional small multi-use performance spaces in the City of Nanaimo.</li> <li>• Receive presentations to advance awareness &amp; share knowledge.</li> <li>• Seek out and apply for grants for the OV.</li> </ul>
Items referred by Culture & Events, Facilities and/or OV Arts Centre Site Liaison	<ul style="list-style-type: none"> <li>• Review &amp; provide recommendations on issues and projects brought forward by staff. <ul style="list-style-type: none"> <li>○ The community looks to the Guild for knowledge and further growth of cultural groups</li> <li>○ Maintenance staff are considering protective fencing and will seek direction from the Guild.</li> <li>○ Consider programming ideas from City Recreation Coordinators.</li> </ul> </li> </ul>
<p><b>City Plan Connection:</b> C4.5.2 – Establish flexible and innovative cultural facilities that anticipate and enable a wide range of cultural programs and can accommodate a variety of production, exhibition and performance experiences; C4.5.3 – Make arts and culture visible and accessible throughout the city, in each of the designated Urban Centres, with a special focus on Downtown; C4.5.5 Provide spaces for arts and culture programming within City owned facilities; C4.5.9 Maintain existing cultural infrastructure and support planning for enhanced facilities; C4.5.10 Recognize and promote the role that culture and the creative sector play in the community with respect to community identity and quality of life; C4.5.12 – Collaborate with partners to identify cultural planning and development opportunities; C4.5.15 – Work with partners to establish creative hubs that provide a range of spaces and resources to support artists and arts organizations.</p>	

## OV Arts Centre Tech Report

Compiled by OV Arts Centre Site Liaison, James D. Dean, with input from Technician, Justin MacFadden

### Wants:

- New Dimmer Racks, preferably sensor 3 units (The ones we use are not going to last forever and they're past end of life)
- 6-10 x Source4 LED Lights  
<https://www.etconnect.com/Products/Entertainment-Fixtures/Source-Four-LED-Series-2/Features.aspx>
- 2 x Colorsource PAR Lights  
<https://www.etconnect.com/Products/Entertainment-Fixtures/ColorSource-PAR/Features.aspx>
- 1 DMX Splitter
- 10 x 25' DMX cables
- 10 x 50' DMX cables
- 10 x 25' Powercon Daisy chain cables
- 1 XLR connector cable
- DI Box
- 2 x Microphone stands
- 2 x Microphones

### Needs:

- A cleaning day for the existing dimmers to hopefully extend their life until newer ones can be purchased
- A day to rejig the grid hang, reducing load and rewiring all lights for ease of access
- A new AC spool and cable ends for building new AC jumpers (estimate about 15 x male ends and 15 x female ends)