

**MINUTES**  
**NANAIMO CULTURE AND HERITAGE COMMISSION**  
**MEETING HELD WEDNESDAY, 2015-OCT-07 HELD AT 4:30 PM**  
**IN THE BOARD ROOM OF THE SERVICE & RESOURCE CENTRE (411 DUNSMUIR STREET)**

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PRESENT:	Jill Stannard Wendy Pratt Dawn Marusin	Diana Johnstone, Chair Jacquie Howardson	Diane Brennan John Manning
REGRETS:	Mark Robinson Dan Appell	Richard Finnegan Ross MacKay	
GUESTS:	Ms. Debbie Trueman, General Manager, Nanaimo Museum Ms. Judy Nielsen, Nanaimo Arts Council		
	Dennis McMahon Marg Bonneau Barbara Ann Scott Carmen Mongeau	Kathy Galvin Patricial Mansell Lynda Colbeck Julie Sabiston	Vita Newington Keith Newington
	Michelle Dyck Kenton Dyck	Erica Hannah Steve Burg	
STAFF:	Suzanne Samborski, Senior Manager of Culture and Heritage Chris Sholberg, Culture and Heritage Planner Chris Barfoot, Culture and Heritage Coordinator Rebecca Buckler, Recording Secretary Kirsty MacDonald, Parks & Open Space Planner Chris Jackson, Manager of Legislative Services		

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**1. CALL MEETING TO ORDER:**

Chair D. Johnstone called the meeting to order at 4:30 pm.

**2. INTRODUCTION OF LATE ITEMS:**

None.

**3. ADOPTION OF AGENDA:**

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

**4. ADOPTION OF MINUTES:**

It was moved and seconded that the Minutes of the Nanaimo Culture and Heritage Commission meeting held 2015-SEP-02 be adopted as presented. The motion carried unanimously.

5. **PRESENTATIONS:**

(a) **Presentation by Friends of Nanaimo Jazz Society.**

Students of the Wellington Jazz Band performed for the Commission. Michelle Dick, president of the Friends of Nanaimo Jazz Society, thanked the Commission for the event grant received for their annual Jazz Affair in May, and presented the chair with a thank you plaque on behalf of the society.

The delegations left the meeting at 4:38 pm.

It was moved and seconded that the presentation be received as information. The motion carried unanimously.

(b) **Maffeo Sutton Park Improvement Plan  
by Kirsty MacDonald, Parks & Open Space Planner.**

K. MacDonald, Parks & Open Space Planner, attended the meeting to provide an overview of the Maffeo Sutton Park Improvement Plan. The presentation included an overview of the study area, goals of the plan, phased improvements and the planning process to date, and the three proposed improvement options that have been presented to the public for feedback.

W. Pratt and D. Brennan arrived at 5:05 pm.

Currently, Parks is seeking feedback on three proposed options, asking residents to select the option they prefer most. Each of the three options proposed show different ideas for the way the park can develop over the next 15 years. Members can send individual comments to K. MacDonald (kirsty.macdonald@nanaimo.ca) over the next month.

K. MacDonald left the meeting at 5:16 pm.

It was moved and seconded that the presentation be received as information. The motion carried unanimously.

(c) **Conflict of Interest Review  
by Chris Jackson, Manager of Legislative Services.**

C. Jackson, Manager of Legislative Services, attended the meeting to give Commission members an overview of conflict of interest as they approach the new grant process.

There are two types of conflict of interest: DIRECT and INDIRECT. Will the decision maker financially benefit from the decision being made? For example, immediate family, part of a church, of a non profit society, etc. or something that could be looked at as a biased situation?

There is also PERCIEVED conflict, which means maybe there there is no real conflict, but there is a definite perception. Perception can be everything. If a Commission member feels they are in conflict, they must declare the conflict and exclude themselves from the meeting. The Commission member cannot participate in the decision making or in the vote. Ultimately, the decision of a conflict rests with the individual. When in doubt, call staff for direction.

If one is on the board of a non-profit group that is applying for a grant, they would be in conflict with that application. If one is a member of a non-profit society that is applying for a grant, one could be in conflict with that application. Although being a non-benefiting member seems like a stretch, it's a fine line for perception.

It was moved and seconded that the information be received as presented. The motion carried unanimously.

C. Jackson left the meeting at 5:25 pm.

**(d) Community Art Venue by Dennis McMahon**

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D. MacMahon attended the meeting in order to give a presentation regarding the potential for a community art venue in Nanaimo. He noted that the OCP, the Cultural Plan, and the Nanaimo Art Gallery Vision all recognize the need to support the artistic community. He asked the Commission to place a priority on finding a suitable space. He provided the Saanich festival as an example and offered tickets to two Commissioners to the opening evening (2015-OCT-15).

It was moved and seconded that the information be received as presented. The motion carried unanimously.

D. McMahon and members of the gallery left the meeting at 5:40 pm.

Staff will follow up with the delegation after the meeting.

**6. CHAIR'S REPORT:**

No report.

**7. REPORTS OF ADVISORY BODIES & PARTNERS:**

- (a) Design Advisory Panel – No report.
- (b) Grants Advisory Committee – No report.
- (c) Nanaimo Community Archives Society – September 2015.
- (d) Port Theatre – n/a (September rec'd last month).
- (e) Nanaimo Art Gallery – September 2015
- (f) Nanaimo District Museum – August / September 2015.
- (g) Harbour City Theatre – August / September 2015.

It was moved and seconded that the above-noted reports be received as presented. The motion carried unanimously.

**8. REPORTS OF WORKING GROUPS:**

- (a) None.

9. **STAFF REPORTS:**

(a) **Process & Upcoming Dates for 2016 Culture & Heritage Grant Review  
by S. Samborski & C. Barfoot, Culture & Heritage Department.**

The deadline for grant applications is 2015-OCT-19 at 8:30 am, and staff will be compiling and distributing binders shortly after to each Commission member.

- November 18 – Final Recommendations @ Special Meeting
- December 02 – Report to Commission for Approval @ Regular Meeting
- December 03 – Staff to inform groups of recommendations
- Early January 2016 – Report to Council for Final Approval

If members feel they are in conflict with a particular application, they should mark their sheets as “IC” and do not make a dollar amount recommendation. If Commission members have questions during the evaluation process, they are highly encouraged to contact staff for clarification.

It was moved and seconded that the information be received as presented. The motion carried unanimously.

(b) **Activity Update (September 2015)  
by C. Barfoot, Culture & Heritage Coordinator.**

Staff Recommendation: That the report be received as information.

It was moved and seconded that the report be received as presented. The motion carried unanimously.

(c) **Activity Update (September 2015)  
by C. Sholberg, Culture & Heritage Planner.**

Staff Recommendation: That the report be received as information.

It was requested that staff complete a value statement and evaluation for the Harmac Arboretum (1500 Maughan Road) for possible inclusion in the Heritage Register. The motion was carried unanimously.

It was moved and seconded that the report be received as information. The motion was carried unanimously.

10. **CORRESPONDENCE:** (not related to a report to the Commission)

- (a) Charles Montgomery - Happy City:Your City,Your Life (2015-NOV-03).
- (b) TheatreOne news release (2015-AUG-21): Four new films kick off fringe flicks season.
- (c) News release (2015-SEP-04): City seeks public input on Heritage Conservation Program.
- (d) News release (2015-SEP-10): City seeking proposals for Temporary Outdoor Art until November 17, 2015.
- (e) News release (2015-SEP-22): City seeking public nominations for Culture and Heritage Awards until November 17, 2015.
- (f) News release (2015-SEP-29): Public invited to attend Heritage Basics presentation on Thursday, October 15, 2015.

- (g) Final report from Nanaimo Ukelele Festival (2015).
- (h) News release (2015-SEP-30): Nanaimo Museum's Brother XII / Lantern Tours.

It was moved and seconded that the above-noted correspondence be received as presented. The motion carried unanimously.

**11. NOTICE OF MOTION:**

None.

**12. OTHER BUSINESS:**

None.

**13. DELEGATIONS** (not related to a Report to the Commission): (10 MINUTES)

None.

**14. QUESTION PERIOD:** (*Agenda items only.*)

**15. NEXT MEETING:**

The next regular meeting is scheduled for **4:30 pm on Wednesday, 2015-NOV-04 in the Board Room**, of the Service & Resource Centre (411 Dunsmuir Street).

**16. ADJOURNMENT:**

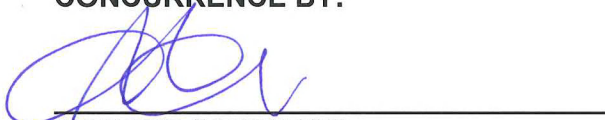
It was moved and seconded that the meeting be adjourned at 6:30 pm. The motion carried unanimously.

**APPROVED BY:**



DIANA JOHNSTONE, CHAIR  
NANAIMO CULTURE AND HERITAGE COMMISSION

**CONCURRENCE BY:**



SUZANNE SAMBORSKI  
SENIOR MANAGER, CULTURE AND HERITAGE

**CERTIFIED CORRECT:**

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CORPORATE OFFICER