

**AGENDA**  
**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**  
**Saanich Municipal Hall, Committee Room No. 2**  
**Thursday, March 29, 2018, from 9:30 a.m. to 11:30 a.m.**

---

**1. ADOPTION OF MINUTES**

- January 25, 2018 (attachment)

**2. CHAIR'S REMARKS**

- a) Update to Committee on March 19<sup>th</sup> Council meeting regarding Shelbourne Memorial Tree Proposal
- b) Letter sent in recognition of the exhibit "Behind the Lines: Contemporary Syrian Art"
- c) Terms of Reference (attachment)

**3. CORDOVA BAY AND CADBORO BAY LOCAL AREA PLAN UPDATE**

- Presentation from Planning department

**4. STRATEGIC FACILITIES MASTER PLAN**

- Committee discussion and feedback recorded for submission to the Program Manager

**5. ARCHIVES (Archivist)**

- Proposal for the 2018 ACH sponsored event

**6. HERITAGE**

- a) Saanich Heritage Foundation report (K. Johnson)
- b) Minutes from the November 14, 2017, January 9, 2018 and February 13, 2018 Saanich Heritage Foundation meetings
- c) Canada 150 Ambassador's Report (attachment)

**7. ARTS**

- a) Canada 150 Public Art Jury Process update (Planning Department) (attachment)
- b) Arts Centre update from Recreation staff

**8. CALL FOR FUTURE AGENDA ITEMS**

**\* Adjournment \***

**Next Meeting: April 26, 2018**

In order to ensure a quorum, please call Tania Douglas at 475-5494 ext. 3505 or  
[tania.douglas@saanich.ca](mailto:tania.douglas@saanich.ca) if you are unable to attend.

**Go Green!**

**Members are encouraged to bring their own mug to the meeting.**

**MINUTES**  
**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room No. 2  
**Thursday, January 18, 2018 at 9:30 am**

**Present:** Councillor Brice (Chair), Lyris Agarat, John Crawford, Ken Johnson, Leanna Rathkelly

**Staff:** Kelli-Ann Armstrong, Senior Manager, Recreation Services; Evelyn Wolfe, Archivist; Brenda Weatherston, Community Arts Specialist; Stacy McGhee, Program Manager, Strategic Facilities Planning; Tania Douglas, Senior Committee Clerk

**Regrets:** Sean Burns, Nathalie Chambers, Michele Sealey, Kate Sykes-Waller

---

The Chair opened the meeting by reading out an Expression of Respect and thanked the committee members for adjusting their schedules to attend the meeting today.

**Minutes**

**MOVED by K. Johnson and Seconded by L. Rathkelly: "That the Minutes of the Arts, Culture and Heritage Advisory Committee meeting held November 23, 2017 be adopted as circulated."**

**CARRIED**

**CHAIR'S REMARKS**

The Chair noted that there are three new committee members, and hopefully we will meet them at the next meeting. She also expressed that she is grateful of an upcoming art exhibit called "Behind the Lines: Contemporary Syrian Art", which will be at the Arts Centre at Cedar Hill between January 24 – February 5.

**SCHEDULE OF REGULAR COMMITTEE MEETINGS**

Committee members agreed to the 2018 meeting schedule as presented.

**MOVED by J. Crawford and Seconded by K. Johnson: "That the proposed schedule of 2018 meeting dates and agenda items be approved, as per the report dated January 12, 2018 from the Senior Manager, Recreation."**

**CARRIED**

**COMMITTEE MANDATE**

**Composition and Terms of Reference**

The Committee Terms of Reference were discussed. Members expressed a desire to improve on promotion, education and awareness related to arts, culture and heritage issues in the community.

**Motion: MOVED by K. Johnson and Seconded by L. Agarat, "That the Arts, Culture and Heritage Advisory Committee Terms of Reference (version 2013) be adopted."**

**CARRIED**

ITEM 1

## **2018 Work Plan**

The Senior Manager, Recreation Services, lead a discussion about the 2018 work plan, and provided a recap about the items that were proposed as topics at the November 2017 meeting. The following comments from staff and committee members were noted:

- Presentations from other agencies is a possibility.
- Is there a way committee can stimulate/nurture recommendations to Council
- Can committee somehow go out and create a greater community appreciation? How can we bring something of value to the community?
- The Plane tree recommendation endorsed by Council recognizes heritage trees; this provides an opportunity for a tie-in to the 100<sup>th</sup> Anniversary of the end of WWI.
- Are we fulfilling our mandate? It seems like we respond well, but don't develop well.
- Community Associations: some are more active than others. Are they represented fairly? A suggestion to identify which areas are more/less active was raised. Staff may be able to map out items like public art pieces and music in the park/other events to help give an idea of areas that could use more support from the committee.
- A list could be provided to Community Associations to show all the events that are held in their area – to help raise awareness.
- Providing information about available community grants could help in raising awareness.
- This issue is broad and involves all advisory committees in some way; Community Associations should be shown how issues filter down into the seven advisory committees. It was noted that the advisory committee mandates are all different; some committees tie into each other, some do not.
- The past Chair had at one time visited the Community Associations and made presentations to 'plant a seed' and promote the various Saanich events.
- It would be great to have a history on many different areas and make these available to the public (eg. Girling farm history, Swan lake hotel history).
- There is information on some places (eg. Girling farm) at the Archives, however this information is not posted onsite for people passing by.
- What does the committee want to have done by the end of the year that has had an impact on the community?

The Chair asked staff to create a draft concept of actions to undertake, and to lay out a practical map/outline for committee to follow, that will help the committee enhance their mandate. She also noted that promotion, education and awareness will be good areas of focus.

The Senior Manager of Recreation Services noted that the mapping could probably be done for the March 2018 meeting, and this should help show any gaps that the committee is concerned about. The Community Arts Specialist noted that the CRD Arts Development Service is implementing a plan this year, and one of their items to focus on is to increase awareness of the arts.

A request was made to have the CRD Arts representative make a presentation to this committee. A suggestion was also made to have a cultural demographic presentation from staff if possible.

## STRATEGIC FACILITIES MASTER PLAN

The Senior Manager of Recreation Services introduced the Program Manager, Strategic Facilities Planning who presented high level information on the Strategic Facilities Master Plan. The following was noted:

- Many services are delivered by and through our facilities. Some facilities are over 40 years old and experiencing multiple issues.
- The district has a history of good maintenance and repair to the facilities, and some are nearing their end of life. There could be risks to service delivery if we lose efficiency.
- Looking ahead, present concerns include:
  - Maintenance becomes more reactive, rather than pro-active.
  - Crowded working conditions will only worsen.
  - Few buildings have been seismically upgraded.
  - Utility costs rise due to energy inefficient buildings
  - Recreational centres although manageable now, will need increased attention.
- Staff have considered future demands on service delivery and operational needs.
- A plan was created that addresses the issue through the analysis of three criteria; capacity, condition and risk.
- Facilities were reviewed according to condition and conformance to building code (including Seismic) and industry standards and practices. An analysis of the ten major facilities was compiled and prioritized.
- A framework outlining all the necessary steps was presented. There will be public consultation and information sessions.
- An online survey is available on the Saanich website until the end of February.

Staff responded to questions, and committee provided feedback as noted:

- The 1% of the budget for municipal building renovation projects in excess of \$250,000 is important to note as it provides opportunity for public art.
- There could be an opportunity to have a proper Civic Plaza at the Hall site.
- The Public Works yard is about 13 acres; there may be opportunity to rezone perimeter areas for other uses.
- The design of buildings is important in areas where people walk by; the Advisory Design Panel will be involved for projects as appropriate.
- Major critical facilities are the priority. In 2019 staff will be able to determine funding available for buildings such as Les Passmore, Goward House, etc.
- It was suggested that the Plan also identify the buildings that are next in line after the priority buildings.

## ARCHIVES

The Archivist provided an update and the following was noted:

- Heritage Week is February 19-25.
- An exhibit "Saanich goes to the dogs" which celebrates canines from the 1900s to 1960s will be at the Arts Centre between February 7 and March 7.
- Historian Ron Greene will present "North Dairy to Homestead Farm: Dairy Farming in Saanich" on February 21<sup>st</sup> from 1:00-2:00pm at the Saanich Centennial Library.
- The Archives department would be happy to host a tour of the Archives for committee members.
- The research for the 100<sup>th</sup> anniversary of the observatory was done by Dr. Lorne Hammond, BC Museum Curator of History. He is in charge of a traveling exhibit and could be asked to make a presentation to committee.

## HERITAGE

### Heritage Foundation Report

K. Johnson noted the following update:

- The Heritage Foundation is in its grant phase and they have received requests that will be submitted to Council for the budget process this year.
- Work is being done to maintain Hall House in Knockan Hill Park; a kitchen restoration is being done at a cost of just under \$20,000.
- The Hallmark society received a matching grant of \$17,500 to repair/re-roof the Craigflower Schoolhouse.

### Canada 150 Report

It was reported that the Canada 150 time capsule will be displayed at various locations.

The Chair noted high praise for the tremendous amount of work done by the Ambassadors, and the Community Arts Specialist stated she has observed many people looking at the Canada 150 display. It was suggested that the display panels could be photographed for display for smaller areas, as the panels take up so much space.

## ARTS

- The Family Arts Festival will be held on Family Day, February 12, 2018 from 11-3pm at Cedar Hill Arts Centre. In attendance will be members from the Symphony, the Conservatory of Music, the Library and various performing groups. Also in attendance will be the UVic English Language centre and the Canada 150 Ambassadors along with the time capsule.
- Last December's exhibit "I've not always been Canadian" was well received.
- A Syrian art exhibit includes work from 19 artists from Syria will be at the arts centre, and the opening reception will include a violin performance by violinist Sari Alesh.
- UVic Faculty of Art Education will have art to display in the gallery.
- A Community Services update was given: a grant was received to partner with a mosque to provide activities for Muslim girls; queer youth are being provided with open mike opportunities; Youth Empowerment Society and the Arts Centre is presenting 'Souper Bowls of Hope' in April.

Committee member L. Rathkelly updated members on her recent experience in being a juror to help choose the displays at the Arts Centre. There were great discussions and diverse proposals and she expressed appreciation for fellow jurors.

## ADJOURNMENT

The meeting adjourned at 11:20 am.

---

Councillor Brice, Chair

I hereby certify these Minutes are accurate.

---

Committee Secretary

# Arts, Culture and Heritage Advisory Committee

## Terms of Reference

---

The purpose of the Arts, Culture and Heritage Advisory Committee is to advise Council and recommend policies on community arts, culture, and heritage promotion, including services, facilities, and specific community interests.

### **Mandate**

The Arts, Culture and Heritage Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on services, programs, events, and facilities related to arts, culture, and heritage promotion, education and awareness.
- Foster public awareness, recognition, and support for local artistic talent, heritage, and archival preservation.

### **Meetings**

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

### **Membership**

The Committee will consist of nine (9) members including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Eight community representatives appointed by the Council.

School District Nos. 61 and 63 may each assign a trustee to the Committee as a non-voting liaison.

The Community Arts Council of Greater Victoria may assign a member to the Committee as a non-voting liaison.

The Saanich Youth Council may assign a member to the Committee as a non-voting liaison.

### **Staff Support**

The Parks and Recreation Department is the primary contact and together with the Planning Department and Archives Section will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

**MINUTES OF THE  
SAANICH HERITAGE FOUNDATION MEETING  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #1  
TUESDAY, NOVEMBER 14, 2017 AT 5:30 P.M.**

Present: Brad Shuya, President; Art Joyce, Treasurer; Ken Johnson; Alvin Lau; Robert Townsend

Regrets: Ross O'Connell, Vice President; Sheila Colwill; Kelsey Dupuis; Andrew Rushforth; and Councillor Sanders

Guests: Donna Riddell, Artistry Design Group Ltd. Re: Stanton Lodge

Staff: Shirley Leggett, Secretary

---

Minutes: That the Minutes of the September 12, 2017 and Oct. 17, 2017 Regular Meetings be adopted as circulated."

CARRIED

**1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**

The President stated:

- The tenant contacted him on October 30<sup>th</sup> because the hot water tap in the kitchen was leaking a steady drizzle down the tile backsplash where the base of the fitting goes into the wall and she had to shut the hot water valve off on the hot water heater in order to stop it from leaking. Apparently it has been leaking for about a year.
- He contacted Archie Johnstone Plumbing and Heating (they replaced the hot water tank in October).
- The old faucet had a rotted out/old nipple on the hot supply line which has caused quite a bit of damage over time on the counter top; there is also some black rot.
- The plumber tried to cut out the section of the tile to get a better grip on the nipple coming out of the wall but it was completely rusted and broke off.
- The plumber told the tenant that he couldn't work on it anymore until a hazardous materials investigation was carried out. He capped off the water to the kitchen and entirely removed the faucets and taps. He also told the tenant that the kitchen tap water would not have been fit to consume given the rusted out pipe fitting.
- He contacted Island EHS to carry out a limited non-destructive hazardous materials investigation which was carried out prior to repair of the plumbing leak. No asbestos was found around or under the sink. Mould was found under the sink. Lead containing paint are present on the interior and surfaces of the building.

At the October meeting, the President stated that he would contact a designer to come and take a look at the kitchen and come up with design options and proposed costs. Members agreed that up to \$2,500 could be allocated for the designer to develop a proposal with project costs.

Donna Riddell, Artistry Design Group Ltd. was in attendance to present two Design Options for the kitchen sink wall. Highlights of the presentation include the following:

- The benefits of updating the kitchen sink wall include the removal of existing mould and rotted pipes and enhanced storage and countertop space.
- The cabinets would be installed to code with the distance of the underside of the upper cabinets 18" from the countertop (presently there is only 8"). There would be proper sink shut-offs valves to lessen the chance of flooding should a pipe break.
- The existing countertop is 1" lower than standard height and 3" narrower; new countertop will be a standard height and depth; recycle bins are a convenience.

ITEM 6b

- The tenant has a portable dishwasher that she moves over to the sink to hook up to the faucet. A dishwasher could be installed or just plumbed in to the right of the sink.

Design Option 1

- Standard 30" high laminate flat slab door style upper cabinets with soft close drawers; nickel knobs and D-pull hardware; standard crown moulding
- Standard matte finish laminate countertops with stainless steel drop-in double sink
- Country style chrome faucet such as Moen, Delta or similar brand; tiled backsplash in subway pattern similar to the bathroom
- Two recycle bins left of the sink
- Ballpark pricing to supply and install the above noted is approximately \$9,000 plus GST

Design Option 2

- White painted lacquered flat panel door style in square Shaker or Ogee in edge profile (complements the vintage doors in the house)
- Custom 38" high upper cabinets; standard crown moulding scribed to ceiling; laminate interiors with soft close drawers; country style nickel cup hardware
- Quartz, granite or Corian countertops with eased square front edge profile; no backsplash
- Farmhouse-style fireclay sink (Franke brand or similar) or stainless steel under-mount sink
- Country-style Moen, Delta or similar brand faucet with pull-out spray; tiled backsplash in subway pattern
- Two recycle bins left of sink
- Ballpark pricing to supply and install the above noted is approximately \$12,000 plus GST
- ❖ Ballpark figure of 18 to 25 days to carry-out the restoration work (could be longer depending on what structural work needs to be done) with a ballpark price of \$3,000 to \$5,300; actual estimates and quotes from trades and suppliers are required.
- ❖ Costs of materials for possible wall reconstruction, insulation, drywall, mud, paint electrical or plumbing fixtures not included. Work required by HAZMAT not included.
- ❖ Elements of Option 1 and 2 can be combined to create a new option

\*\*\*\*\*

Ms. Riddell left the meeting at 6:35 p.m.

\*\*\*\*\*

A roundtable discussion took place and the following was noted:

- The cost of the proposed renovation could likely cost about \$20,000 when the consultant's fees and building permit fees are added in.
- These are just ballpark figures – we need to get actual quotes for the cabinets, faucets and countertops.
- Laminate countertops would be fine – no need to incur the extra cost for quartz or granite; a subway tile backsplash would be similar to what's in the bathroom.
- The porcelain drop-in sink as shown was nice as it suits the old style kitchen but we need to need to get a price. Could look at other options with a drop-in stainless steel sink.
- Option 2 with the 38" high upper cabinets would provide more storage space; flat panel design with cup pull hardware.
- Rough in the plumbing for a dishwasher at some point is a good idea; if a dishwasher is installed now, the tenant could get rid of the portable and there would be more room in the kitchen.



- Recycle bins take up cabinet space so not a good idea in a kitchen this small.

**4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**

S. Colwill advised the Secretary via email that:

- The final payment of \$400 can be sent to the tenant for garden/lawn maintenance; the property is being kept tidy.
- Trevor from Arbor Renovations will be cleaning the gutters for both Dodd House and Hall House in the next couple of weeks.

**TREASURER’S REPORT – UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of November 11, 2017:

Grant Account:	\$36,154.45	GIC's: \$32,819.85
Operating Account:	\$ 9,715.82	
Hall House Account:	\$16,939.35	GIC's: \$28,353.43
Dodd House Account:	\$18,012.88	GIC's \$30,423.37

**ADJOURNMENT**

The meeting adjourned at 6:50 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, January 9, 2018 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

MINUTES OF THE  
**SAANICH HERITAGE FOUNDATION MEETING**  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #1  
**TUESDAY, JANUARY 9, 2018 AT 5:30 P.M.**

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Mark Brown; Sheila Colwill; Ken Johnson; Alvin Lau; Robert Townsend; Katherine Whitworth; and Councillor Sanders

Staff: Stacy McGhee, Program Manager, Strategic Facilities Planning and Shirley Leggett, Secretary

---

Minutes: MOVED by A. Joyce and Seconded by B. Townsend: "That the Minutes of the November 14, 2017 Regular Meeting be adopted as circulated."

CARRIED

New members Mark Brown and Katherine Whitworth were introduced and welcomed to the Foundation.

**DISTRICT OF SAANICH DRAFT STRATEGIC FACILITIES MASTER PLAN –  
PRESENTATION FROM THE PROGRAM MANAGER, STRATEGIC FACILITIES PLANNING**

The Program Manager of Strategic Facilities Planning, was present at the meeting to provide a brief overview of the Saanich Draft Strategic Facilities Master Plan with an emphasis of the process specific to future considered work on the Municipal Hall as it's a heritage designated building and the following was noted:

- In recent years the District has identified the need for a more comprehensive and long term strategy to co-ordinate and manage its facilities.
- The draft Master Plan provides a template for capital investment for the next 20 years focuses.
- Three facilities have been identified as needing more than scheduled and preventable practices: the Parks and Public Works Yard, Fire Hall 2, and the Police Department; Parks and Public Works is the highest priority.
- Currently the Municipal Hall requires physical improvements in three key area: IT upgrades, mechanical and electrical upgrades and building envelope.
- A consultants' report from 2016 concludes that the Municipal Hall will undergo capacity pressures over the next 20 years to a modest 19% area increase.
- Architectural layout options could address the present critical need for additional meeting space and a rationalized layout offering the public one-location, one-floor access to all municipal services; improved accessibility and an increase in the capacity of Council Chambers could also be considered.
- The Municipal Annex is one of the oldest buildings on the Vernon campus and although maintenance has kept the building functioning well through various uses and services over the past 56 years, the structure is one of the more concerning the District's portfolio.
- Seismic capacity is a low 9% and though the seismic remediation plan for the Municipal Hall primarily proposes thickening of the stair and elevator cores and select walls without negative impact to functionality or appearance, the remediation, building layout impacts and cost proposed for the Annex are significant.
- Continuing capital investment is not recommended, given the age of the building, deficiencies in the current layout and suitability as a workplace, as well as the required whole-building upgrades for envelope and mechanical and electrical systems.

Foundation members asked the Program Manager questions with respect to the Municipal Hall and what the plans were for future growth and the following comments from members were noted:

- It is important that there be a conservation plan that addresses the preservation of both the exterior and interior of the Municipal Hall.
- The exterior and some elements of the interior as well as the landscaping have been designated heritage. The J.C. Scott report pertaining to the Municipal Hall is considered the guide for maintaining the integrity of the interior.

Members were asked to send any additional comments they had with regard to the Strategic Plan to the Secretary to forward to the Program Manager of Strategic Facilities Planning.

### **2018 HOUSE GRANTS PROGRAM – RESTORATION GRANT APPLICATIONS (SUMMARY)**

The owners of the following properties submitted 2018 Restoration Grant Applications for the following projects:

#### **1955 Saltair Cres. – Exterior paint** **35% Grant portion based on lowest quote - \$4,691.13**

Oak Bay Painters	\$18,165.00
Brad McDonnell Painting	13,403.25
Zen Painting Inc.	19,993.05

Members suggested that the applicant compare the prep work associated with the Brad McDonnell Painting quote to the other two quotes to make sure that it is comparable given that it is significantly lower.

#### **3710 Craigmillar Ave. – Replace/repair exterior shingle siding** **35% Grant portion based on lowest quote – \$5,586.00**

Sean Nowak Carpentry	\$20,291.25
Brokop Roofing	15,960.00

#### **1040 Burnside Road West – Repair foundation** **35% Grant portion based on lowest quote – \$9,371.25**

Built-Rite Construction	\$49,245.00
True Level Concrete	26,775.00

\*\*\*\*\*  
Councillor Sanders left the meeting prior to the discussion of 3956 Stan Wright Lane as she is the owner of the property.  
\*\*\*\*\*

#### **3956 Stan Wright Lane – Replace roof (designation pending)** **35% Grant portion based on lowest quote - \$7,218.89**

Square Deal Roofing	\$20,625.41
Brokop Roofing	24,675.00
Victoria Roofing	TBA



---

### 1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

At the November meeting, Donna Riddell, Artistry Design Group Ltd. was in attendance to and presented two Design Options for the kitchen sink wall at Stranton Lodge. Members liked some of the features from both options so the designer developed the following Option 3:

- White painted lacquered flat panel door style in square Shaker or Ogee in edge profile (complements the vintage doors in the house)
- Custom 38" high upper cabinets; standard crown moulding scribed to ceiling; laminate interior with soft-close drawers; country style cup nickel hardware
- Laminate countertop in standard finish, with an eased-square front edge
- Top mounted drop-in sink with faucet on deck of sink
- Country style faucet such as Moen, Delta or similar brand with pull-out spray
- Furniture style feet at toe kick in sick area
- Tiled back and side splashes in subway style design as in cottage's bathroom

Committee members agreed that roughed-in plumbing and electrical for a dishwasher should be included.

**MOVED by K. Johnson and Seconded by A. Lau: "That Design Option 3 for the kitchen sink wall as presented by Artistry Design Group Ltd. for 1248 Burnside Road West (Stranton Lodge) be approved."**

**CARRIED**

### 4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- Trevor from Arbor Renovations did a condition assessment of the chimney at Stranton Lodge and took some pictures; he also took a picture of the condition of the east side gutter.
- The chimney is starting to spall (the stucco is starting to fall away in places) and we should decide how to deal with it.
- It could mean that all of the stucco is loose and it may need to be removed and then replaced and repointed.

A roundtable discussion ensued and it was agreed that S. Colwill will ask Trevor to provide a price for materials and labor to restore the chimney.

### TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of Dec. 31, 2017:

Grant Account:	\$36,155.96	GIC's: \$32,819.85
Operating Account:	\$ 9,715.98	
Hall House Account:	\$15,872.90	GIC's: \$28,395.93
Dodd House Account:	\$19,440.84	GIC's \$30,508.37

### ADJOURNMENT

The meeting adjourned at 7:20 pm.

---

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, February 13, 2018 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

**MINUTES OF THE  
SAANICH HERITAGE FOUNDATION MEETING  
HELD AT SAANICH MUNICIPAL HALL  
COMMITTEE ROOM #2  
TUESDAY, FEBRUARY 13, 2018 AT 5:30 P.M.**

**Present:** Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Mark Brown; Sheila Colwill; Ken Johnson; Alvin Lau; Robert Townsend; Katherine Whitworth; and Councillor Sanders, Council Liaison

**Regrets:** Shirley Leggett, Secretary

**Staff:** Jane Evans, Planner; Glenys Verhulst, Sustainability Planner; and Rebecca Newlove, Sustainability Manager

---

**Minutes:** Moved by K. Whitworth and Seconded by S. Colwill: "That the Minutes of the January 9, 2018 Regular Meeting be adopted as amended."

### **BIKE PARKING / SITE OPTIONS AT MUNICIPAL HALL**

Glenys Verhulst, Sustainability Planner, gave a presentation on Municipal Hall Bike Parking, the current and future demand, and options for the location of additional bike parking facilities. The following information was included in the presentation:

- Currently the demand for bike parking exceeds supply, even in winter;
- The OCP refers to bicycle parking/storage and encourages facilities in all building development;
- This project aligns with the:
  - 2050 climate targets that include an 80% reduction in community and corporate GHG emissions;
  - 2018 Active Transportation Plan targets an increase in bike transportation from now until 2050;

Criteria for locating bike parking include:

- Proximity to entrances (reception for visitors, kitchen and annex for staff)
- Visibility for Security
- Space for shelter in addition to bike racks
- Ease/visibility of bike access from common bike routes
- Lighting
- Impact on existing green/rec space
- Impact on existing car parking
- Impact on muster areas
- Impact on underground services
- Other concerns (e.g. sunlight/views from office windows)
- Heritage Designated Area/Heritage Considerations

A list of locations were reviewed in relation to the criteria. A matrix table comparing each location with the criteria is attached.

Foundation members made the following comments:

- More bike parking opportunities are required and would be a good addition to the Municipal property.
- The location on the plaza is not ideal as it will impede the clear view of the hall and views to Swan Lake which is an important aspect of the plaza and Municipal Hall design. A shelter on the patio would provide room for expansion in the future. Bike stalls without a structure could

be considered for the patio area. Any addition of a structure on or in the patio area would require design that is sensitive to the heritage character of the Municipal Hall.

- A question was raised as to whether staff considered removing a parking stall to accommodate bike parking. Staff responded that there are restrictions on removing vehicle parking stalls.
- Consideration should be given to realigning parking for small vehicles and then using leftover space to carve out bike parking space.
- Consider a location at the north end of the parking area, bordering Swan Lake Nature Sanctuary.
- A question was raised about consideration for pay parking. Staff responded that this alternative has been reviewed in the past and is not being considered as part of this review.
- Option #1 located in front of the Annex building appears acceptable as it is not within the area of the heritage designation.
- Option #2 with an increase in bike stands is acceptable. If any weather protection is to be installed the design should come back to the Foundation for review.
- The location at the main door and Municipal reception is not acceptable. The garden and soft landscaping at this location are considered an important front entry presentation feature. Juxtaposition of soft landscaping and the concrete and glass structure is a design feature.

Foundation members agreed that the project should go forward with the creation of additional staff bicycle parking at option #1 (in front of the Annex) and option #2 (bike parking at the staff kitchen) with any weather protection at this location being sensitive to the Municipal Hall design.

The Foundation is willing to review other ideas or structure design as a next step in the future of the project.

### **1836 FELTHAM ROAD – SUBDIVISION APPLICATION**

The Planner presented information on the proposed subdivision for 1836 Feltham Road.

- The applicant wishes to subdivide the property to create one new lot.
- The lot sizes proposed are in keeping with the RS-10 (Single Family Dwelling) Zone and no variance are required.
- The Registered heritage home at 1836 Feltham Road will be retained and the owner has renovated the home in keeping with the heritage character.
- The new lot will be accessed off of San Lorenzo Avenue that borders the rear of the property.
- The heritage home will not be affected by the subdivision. The heritage home will continue to be viewed from the street.

Comments from Foundation members included:

- The Foundation is happy to hear that the owner is intending to retain the heritage registered home. The home is an interesting juxtaposition of styles and appears to be actively maintained.
- The Foundation recommends that the home be protected by heritage designation bylaw as a condition of subdivision. Staff will look into the possibility of making this request.

**MOVED by K. Whitworth and Seconded by K. Johnson: "That the Saanich Heritage Foundation has no objection to the proposal to subdivide 1836 Feltham Road as shown in drawings submitted Nov. 14, 2017 and recommends that the heritage home be protected by a heritage designation bylaw as a condition of subdivision."**

**CARRIED**

### **3601 CEDAR HILL ROAD – SUBDIVISION APPLICATION**

The Planner presented information on the proposed subdivision for 3601 Cedar Hill Road.

- The applicant wishes to subdivide the property to create two new lots.
- The lot sizes proposed are in keeping with the RS-6 (Single Family Dwelling) Zone and no variance are required.



- The Registered heritage home at 3601 Cedar Hill Road will be retained and the owner plans to retain, renovate and restore the home.
- The new lots will be accessed off of Cedar Hill Road and the existing heritage home and remaining property will be accessed off of Elm Street.
- The applicant plans to retain and restore the stone wall and wooden gate along the Cedar Hill Road frontage.

Comments from Foundation members included:

- The Foundation appreciates the applicant's commitment to heritage home retention and restoration.
- Although the land in front of the heritage home on the property provides historical context to the historic home the Foundation sees the benefit of the subdivision approval for the future retention, restoration and possible designation of the heritage home.
- The Foundation recommends that the home be designated by a heritage designation bylaw as a requirement for subdivision approval. Staff will look into the possibility of this requirement.
- The stone wall along Cedar Hill Road should be recognized within the Heritage Register as a feature on the land in connection to the heritage home.
- Council may wish to include the stone wall as a landscape feature within the designation bylaw.

**MOVED by S. Colwill and Seconded by K. Whitworth: "That the Saanich Heritage Foundation has no objection to the proposal to subdivide 3601 Cedar Hill Road and recommends that the heritage home be protected by a heritage designation bylaw as a condition of subdivision. The Foundation also recommends that the owner retain and restore the stone wall and pillars that run along the Cedar Hill Road right of way and requests that the District include recognition of the stone wall and pillars in the Heritage Register and within the heritage designation bylaw."**

**CARRIED**

**1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE**

Lowest quotes for proposed kitchen renovation included:

Project Management - Donna Riddell, Artistry Design Group Ltd	\$2,800 + GST
Demolition and preparation contractor – Gordon Fair Contracting	\$5,379 + GST
Plumbing – City Service Plumbing & Heating – Labour	\$ 671
- Fixtures	\$ 440
Electrical – Bernie Osborne Electric (2008) Ltd.	\$1,195 + GST
Tile and installation – DECORA Ceramic Tile & Natural Stone	\$1,008.25
Cabinets – CEANESSE	\$5,494.79

- Budget for the project was determined to be \$20,000.00.
- A contingency should be included within the budget.
- Final quotations will be distributed to Foundation members for approval via email.
- Should consider taking the opportunity present a summary of this project to Council as a showcase for best practices in managing a heritage home rental.

**MOVED by S. Colwill and Seconded by A. Joyce: "That the Foundation give approval in principal of \$20,000 including GST for the kitchen renovation project at 1248 Burnside Road West.**

**CARRIED**

- There was discussion about the water bill and questions as to whether there could be a possible leak driving the water bill up.

- B. Shuya will request that the tenant read the water meter before and after be away from the property for a length of time.

**4139 LAMBRICK WAY (DODD HOUSE) – UPDATE**

S. Colwill plans to do a spring site survey to identify any deficiencies at the property.

**TREASURERS REPORT - UPDATE**

The Treasurer provided the following Statement of Receipts and Disbursements as of January 31, 2018:

Grant Account:	\$36,155.96	GIC's: \$32,822.85
Operating Account:	\$ 9,716.06	
Hall House Account:	\$17,725.26	GIC's: \$28,395.93
Dodd House Account:	\$21,917.1	GIC's \$30,508.37

**MOVED by A. Lau and Seconded by S. Colwill: "That the Statement of Receipts and Disbursements as provided by the Treasurer be received for information."**

**CARRIED**

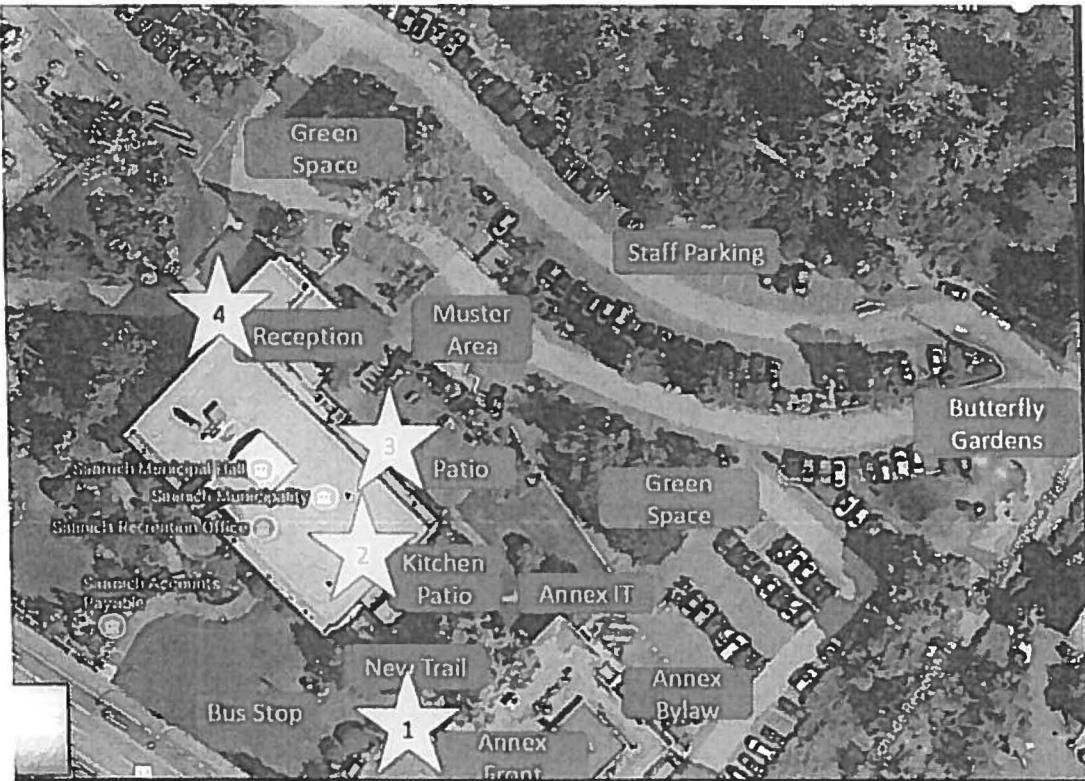
**ADJOURNMENT**

The meeting adjourned at 6:45 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held Tuesday, March 13, 2018 at 5:30 p.m. in Committee Room #2.

.....CHAIRPERSON



	Close to Entrances	Security	Shelter	Access	Lighting	Outside of Heritage Area	Trees/Native Species	Car Parking	Muster Areas	Underground	Staff Concerns
Annex Front (staff)	✓	✓	✓	x	✓	✓	?	✓	✓	✓	✓
Kitchen Patio (staff)	✓	✓	x	✓	✓	x	✓	✓	✓	✓	✓
Patio (public/staff)	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓
Reception (public)	✓	✓	n/a			x	✓	✓	✓	✓	✓
Green Space	x	x	x	✓	x	x	x	✓	✓	✓	✓
Staff parking	x	x	x	✓	x	✓	x	x	✓	✓	✓
Butterfly Gardens	x	x	✓	✓	x	✓	x	✓	✓	✓	x
Annex IT	✓	✓	✓	✓	✓	✓	low	✓	✓	✓	x
Annex Bylaw	✓	✓	✓	✓	✓	✓	low	✓	✓	✓	x
Muster Area	✓	x	x	✓	x	x	✓	✓	x	x	✓
Bus Stop	x	✓	✓	x	x	x	low	✓	✓	✓	✓
New Trail	✓	x	✓	x	✓	x	x	✓	✓	✓	✓

February 16, 2018  
Report to Arts, Culture and Heritage Committee  
Councillor Vicki Sanders

### Saanich's Canada 150 Year of Celebration

Saanich's celebration of Canada 150 was a mosaic of the people of Saanich coming together at Saanich and Community events to celebrate their pride in Saanich. Young and old were captured in photo and on social media.

The first event was the Saanich Family Arts event at the Cedar Hill Recreation Centre in February 2017. The Saanich 150 Ambassadors introduced the signature Saanich 150 selfie station, took photos and handed out stickers and tattoos. As the Ambassadors participated in more events the "Spin to Win" wheel for prizes and door prizes was added. The Saanich 150 photo frame was added to the toolkit for quick grab and go events. By December 2017 Saanich 150 Ambassadors participated in over 50 events.

The #Grateful4Saanich project engaged Saanichites by asking them to take a photo of what they liked about Saanich and post on social media. The Saanich Canada 150 Ambassador's mascot "Sesqui Sam" was introduced with photos of him visiting his favorite sites in Saanich. The project was so successful that we created a "hands on" component at Saanich events. Participants wrote and drew on art boards why they were #Grateful4Saanich.

To showcase Saanich's Canada 150 celebrations an exhibition was held at the Cedar Hill Arts Centre in January 2018. The #Grateful4Saanich panels plus companion photographs were displayed showing the pride of Saanichites celebrating Canada's sesquicentennial. The Music in the Park panels and photos are currently on display at the municipal hall. The remaining panels will be on display for the month of March.

The Saanich Canada 150 Time Capsule was unveiled at the reception held during the "Saanich Canada 150 ~ #Grateful4Saanich exhibition. The time capsule has been made possible by the sponsorship of five Saanich businesses. The time capsule will be installed at Saanich Municipal Hall in early spring. A special postcard has been designed for the public to contribute their comments. The public is also being encouraged to donate artifacts to the time capsule. A copy of the Victoria Daily Colonist Centennial Edition (June 30, 1967) has been donated. The time capsule will be opened in 2067 to celebrate Canada's 200<sup>th</sup> birthday.

Ambassadors are actively soliciting contributions to the time capsule. It will be available at the municipal hall during March as part of the #Grateful4Saanich exhibition. The Saanich 150 Ambassadors will make the time capsule available at "pop-ups" at other locations in Saanich. Many post cards were filled out at Family Day at the Cedar Hill Recreation Centre on February 12. The time capsule has been scheduled to tour several seniors' residences and organizations in the next few months.

The Ambassadors began in 2016 reaching out to the community for ideas for Saanich to celebrate Canada 150. Some of which are still underway and will be completed in 2018. One project underway is the addition of the inscription "Pathway to Higher Learning" to the sidewalk to be installed on Finnerty Road from Arbutus Road to Sinclair.

With the final event of sealing Saanich's time capsule the Saanich Canada 150 Ambassadors will have participated in more than sixty events and activities celebrating Canada's Sesquicentennial.

ITEM 6 c)

Summary of Saanich's Canada 150 Events and Activities  
February 22, 2018

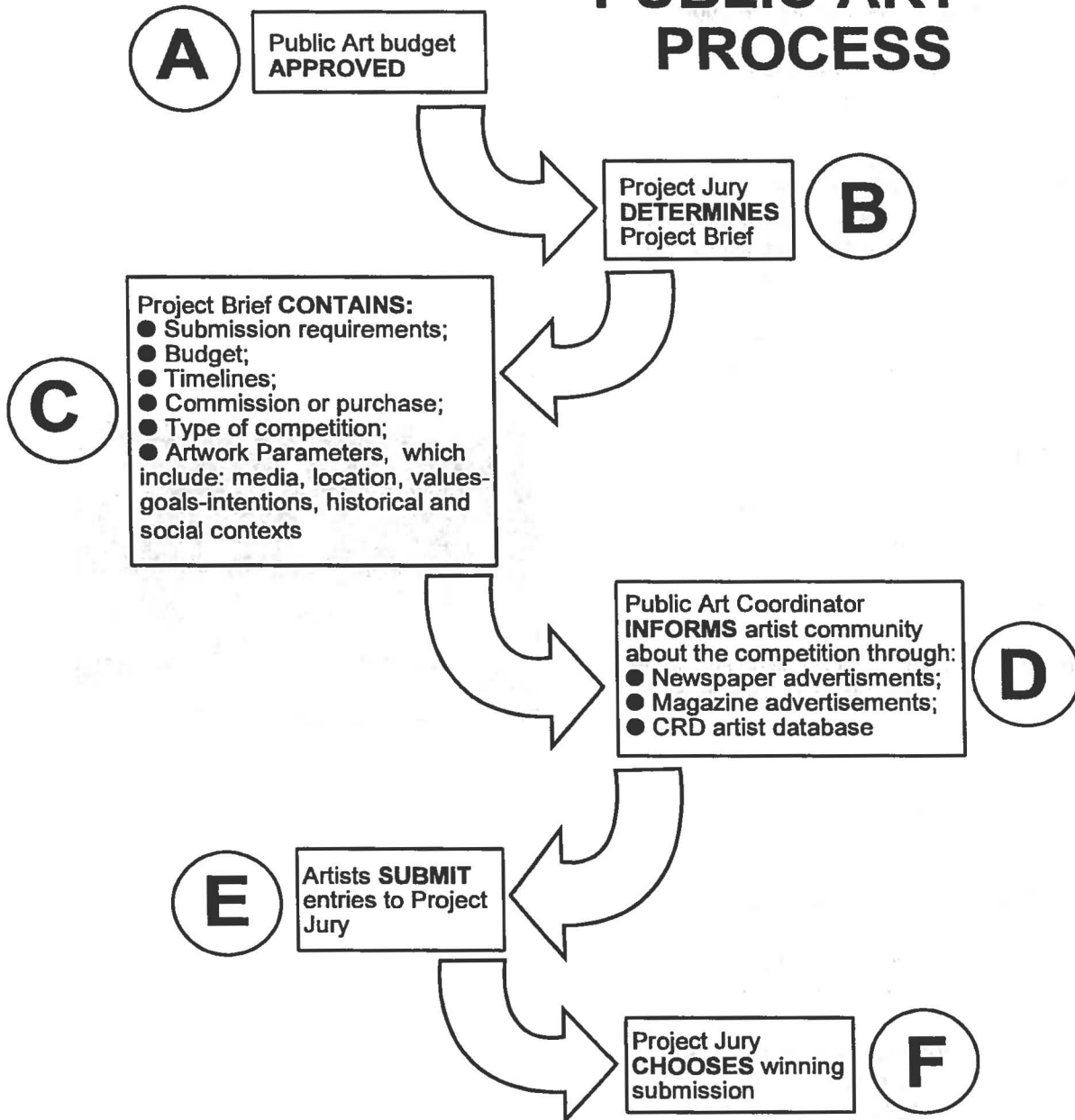
1	01/14/17	Friends of Mt. Douglas Park - Carcuss Toss
2	01/22/17	Island Illustrators Society
3	01/25/17	Saanich Archives - WW 1 presentation and the Rice Collection
4	02/15/17	AquaVitae: Glen Moffat talk on early bars and saloons in Saanich
5	02/17/17	St. Margarets School
6	02/17/17	Berwick House Shelbourne
7	03/03/17	Horticulture Centre of the Pacific - Canada 150 Garden of the Year
8	03/09/17	Royal Oak Historical Society
9	03/25/17	Lego Mania
10	03/28/17	Quadra Cedar Hill Community Association AGM
11	04/03/17	Gorge Tillicum Community Association AGM
12	04/09/17	Vimy 100
13	04/09/17	Viewmont Little Free Library opening
14	04/25/17	Hallmark Society - Summer of Love
15	04/26/17	Silver Threads Volunteer Appreciation Luncheon
16	04/27/17	Tracksell Drive Block Watch
17	05/02/17	Saanich Municipal Hall Heritage Interior Designation
18	05/16/17	#Grateful4Saanich and Sesqui Sam launch
19	06/24/17	Saanich Family Picnic
20	06/26/17	Seaton Splash Mural "Ascension" Presentation to Council
21	06/27/17	Swan Lake
22	06/29/17	Gateway Toastmasters
23	06/29/17	Uvic Nite Shifters Toastmasters
24	07/01/17	Canada Day Picnic
25	07/04/17	Music In The Park - Goward House
26	07/09/17	Strawberry Festival
27	07/11/17	Music In The Park - Majestic Park
28	07/15/17	Vic Derman Park Dedication
29	07/18/17	Music In The Park - Beckwith Park
30	07/25/17	Music In The Park - Brydon Park
31	07/27/17	Pacific Christian School - Japanese student exchange
32	08/01/17	Music In The Park - Hyacinth Park
33	08/08/17	Music In The Park - Rutledge Park
34	08/14/17	Music In The Park - Rutledge Park

Summary of Saanich's Canada 150 Events and Activities  
February 22, 2018

35	08/15/17	Cadboro Bay Festival
36	08/22/17	Music In The Park - Rudd Park
37	08/25/17	Greek Festival
38	08/29/17	Youth Music In The Park - Rudd Park
39	09/10/17	Falaise Neighbourhood Picnic
40	09/16/17	Camosun Fall Festival
41	09/16/17	Saanich Council Canada 150 photo
42	09/21/17	Saanich Volunteer Services 25th Anniversary
43	09/21/17	International Day of Peace - Rodi Hoenson
44	09/23/17	Cedar Hill Park 50th Anniversary
45	09/29/17	Seaton Splash Mural "Ascension"
46	09/29/17	Ascension Opening
47	09/29/17	VNFC Ascension Ceremony
48	10/04/17	HCP Golden Spruce
49	10/19/17	Time Capsule Sponsor Recognition
50	10/21/17	Pearkes Arena 50th Anniversary
51	10/22/17	Saanich Archives - Ivan Sayers Fashion Show
52	10/27/17	Saanich Archives Lecture - Street of Unfinished Dreams - Valerie Green
53	11/01/17	Saanich Archives Lecture - Local Heros of WW I - Bart Armstrong
54	12/05/17	Saanich "Deck the Hall"
55	01/03/18	Saanich "Grateful4Saanich" Art - Cedar Hill Art Gallery
56	02/07/18	Saanich "Grateful4Saanich" Art - Municipal Hall 2nd floor and administration galleries
57	03/05/18	Goward House presentation
58	03/06/18	Saanich "Grateful4Saanich" Art and Time Capsule - Municipal Hall 1st floor gallery and display case
59	03/07/18	Berwick House Royal Oak

Figure 1

# SAANICH PUBLIC ART PROCESS



ITEM 7