

**MINUTES**  
**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**  
Held at Saanich Municipal Hall, Committee Room No. 2  
**Friday, September 18, 2015 at 9:30 a.m.**

Present: Councillor Sanders (Chair), Lyris Agarar, Kay Beckett, Kathleen Brennan, John Crawford, Valerie Green, Ken Johnson, Anne Lansdell

Staff: Doug Henderson, Director of Parks and Recreation; Kelli-Ann Armstrong, Senior Manager, Recreation Services; Caroline Duncan, Archivist; Jane Evans, Heritage Planner; Brenda Weatherston, Community Arts Specialist (10:30 a.m.); Lee Johnson, Sustainable Energy Planner; Tania Douglas, Senior Committee Clerk

Absent: Roger Love

---

### **Minutes**

**MOVED by K. Beckett and Seconded by A. Lansdell: "That the Minutes of the Arts, Culture and Heritage Advisory Committee meeting held June 25, 2015, be adopted as circulated."**

**CARRIED**

### **ARCHIVES**

#### **Heritage Bus Tour**

The Archivist reported that the sold out tour was a success. Ken Johnson was a well-received speaker and the tea that was held at the Cedar Hill Golf Course was excellent. It was suggested that the tea be held there again as a regular venue. Councillor Sanders gave a ten minute talk to bus tour guests about the 50<sup>th</sup> Anniversary celebration of the Hall in December.

### **HERITAGE**

#### **50<sup>th</sup> Anniversary of the Municipal Hall**

Visual slides of the sign concept were shown and the Director of Parks and Recreation, the Senior Manager of Recreation Services and the Archivist noted:

- The sign project is moving along and construction should start in mid-October.
- The structure will be made of aluminum and have a sign embedded within.
- A structural engineer will ensure that the base is done properly.
- They are looking at possibly tying in future bicycle parking behind the structure.
- They are trying to get the rights to images of photos, owned by Ryerson University, that were taken of the Hall in 1966 for Canadian Architect Magazine.
- Archives is working on ideas for the front area display.
- Advertising will occur via the usual means of newspaper and social media, etc.

Committee members had the following comments:

- It would be good to ensure that the embedded sign is fade resistant.
- Ensure that the people in the photos chosen are not hidden/covered up.
- Hopefully the sign will be readable; ensure that fonts are clear and large enough.

Committee members and staff discussed having self-guided and/or guided tours and what they would look like. The following was noted:

- There is a 1965 self-guided tour guide booklet that can be given out.
- It is suggested that a guided tour occur around 6pm or earlier before the meeting.
- Volunteers will be given training/orientation prior to leading tours.
- Tours will not be in work areas, just the common area and main corridors.
- There will be a re-enactment of the first Council meeting and then business will be the Heritage Designation of interior elements of the Hall and landscape features.
- Guided tours provides more security.
- It would be a good idea to have a greeter at the entrance to direct people to the correct areas.
- Suggestions of who to invite were made: e.g. past mayors and staff, descendants of the Hall architect, other municipalities, Lieutenant Governor, etc.
- There will be cake after the short Council meeting is held; cake is to have a photo image of the Municipal Hall.

The Heritage Planner spoke to her list of character-defining elements proposed for inclusion in the upcoming Heritage Designation Bylaw. This information will be given to Council as a report and then go to a Public Hearing before hopefully being adopted. They are hiring a consultant to create a Conservation Plan.

It was noted that the dividers in Council Chambers were a gift from four other municipalities and that a plaque is needed for those rails. Historical photos show the rails and the original chairs – Archives still has a few chairs.

### **Other**

The Archivist provided a reminder about the fall lecture series happening in mid-October in partnership with the Greater Victoria Public Library. The advertisement is on page 18<sup>th</sup> in the GVPL program guide. She also informed committee members about a local history book by Dennis Minaker called 'Where Bulbs & Bungalows Met: A Neighbourhood History' in case anyone is interested.

## **ARTS**

### **Craigflower Bridge Public Art Project**

The Heritage Planner advised that they are working on applying for an Alteration Permit. The artwork will be installed by the end of October; an opening will follow.

### **Events**

The Community Arts Specialist talked about the upcoming Moon Festival Lantern Celebration being held on September 26<sup>th</sup> at Gordon Head Recreation Centre and Lambrick Park.

## **2015 STRATEGIC PLAN**

The Director of Parks and Recreation provided an overview of the 2015 Strategic Plan reporting and noted that this is a high level operational document. There used to be a 5-year plan but now it follows the four-year Council term. He noted the indicators used to measure goals and stated that the mid-range goals tie into the Citizen Survey that is done every three years.

The following was noted:

- In response to a comment that section C1a. does not place enough emphasis on committee interests, it was noted that the departmental plans do have tasks and initiatives at the operational level that are in line with the committee Terms of Reference.
- Cultural references include special events, gallery exhibits, music, heritage tours.
- Departmental plans help to ensure awareness of the strategic plan goals, as does quarterly reporting.
- There is correlation with the plan and with budget and resources.

**MOTION: Moved by K. Johnson and Seconded by A. Lansdell, “That the Arts, Culture and Heritage Advisory Committee endorse the 2015-2018 Strategic Plan Healthy Community Theme and recommends that Council proceed with the Strategic Plan in this regard.”**

**CARRIED**

Two committee members reported that they were part of a focus group for the Governance Review project. The longest serving and shortest serving advisory committee members from all the committees were invited by a consultant who has been hired to assist Council with the project to attend a meeting to obtain input for the project steering committee.

#### **BIKE RACKS AT THE MUNICIPAL HALL**

The Sustainable Energy Planner was in attendance to provide information on possible sites and designs for proposed bicycle racks at Municipal Hall and the annex. The following comments were noted:

- There is no current data on the number of staff who ride bicycles to work, however in the summer months there is overflow, and more spots are needed.
- Covered bicycle parking is desirable, but the priority would be to create more bike parking.
- The covered area at the back of the building would be ideal for bike parking and it could easily be secured. It is a little far from the annex, and is currently used to house vehicles for the Administrator and Mayor.
- Information on how many people park at Saanich would be of use; a bigger plan is needed. A number of people park their cars at the Hall and then either walk or ride their bikes into work at a different location.
- The University of Victoria could be a good resource as they have excellent bicycle parking facilities.

Committee members were thanked for their input. Staff will continue to look at design options and locations.

#### **SAANICH HERITAGE FOUNDATION REPORT**

Mr. Johnson provided information about Foundation events. The following was noted:

- The property at 574 Walter Street was donated to Saanich. It is a 1930's home in poor condition and the donator had wanted it to be used as a park.
- The Hallmark AGM is on Monday, September 21<sup>st</sup> at the James Bay New Horizons Centre.
- The Victoria Historical Society is hosting a lecture about bringing water to Victoria on Thursday, September 24<sup>th</sup> at James Bay New Horizons Centre.

- References were made to some recent articles in the Saanich News by the Saanich Archivist.
- The heritage registry has not expanded much, it is difficult to make contact with over 200 people. Owners of heritage properties will be contacted via letter with a request for email addresses in order to maintain communication.
- No movement has been made on 1542 Mount Douglas Cross Road.
- A free Heritage 101 lecture will be held on September 30<sup>th</sup> at the Craigflower Schoolhouse at 7:00 p.m. Information given will include designating your property, restrictions on properties, obtaining grants, etc. There is room for 36 guests.

#### **ADJOURNMENT**

The meeting adjourned at 11:25 a.m.

#### **NEXT MEETING**

Next meeting is Thursday, October 22, 2015.

---

Councillor Sanders, Chair

I hereby certify these Minutes are accurate.

---

Committee Secretary