

**AGENDA**  
**ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE**  
**Saanich Municipal Hall, Committee Room No. 2**  
**Thursday, January 17, 2019 from 6:00 pm to 8:00 pm**

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- 1. CHAIR'S COMMENTS / INTRODUCTIONS**
  
- 2. ADOPTION OF MINUTES**
  - September 27, 2018 meeting (attachment)
  
- 3. 2019 MEETING SCHEDULE**
  - Memo dated January 17, 2019 from the Senior Committee Clerk (attachment)
  
- 4. TERMS OF REFERENCE**
  - Discussion (attachment)
  
- 5. ARCHIVES (Archivist)**
  - 2018 review (attachment)
  
- 6. HERITAGE**
  - Saanich Heritage Foundation (unadopted) November 13, 2018 minutes (attachment)
  - Heritage discussion
  
- 7. ARTS**
  - Arts strategy update
  - Report from the Manager of Community Planning (attachment)

**\* Adjournment \***

**Next Meeting: Thursday, February 21, 2019 at 6:00 pm**

**In order to ensure a quorum, please call Tania Douglas at 475-1775 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, September 27, 2018 at 9:30 am**

Present: Councillor Brice (Chair), Lyris Agarat, Sean Burns, Nathalie Chambers, Michele Sealey, Kate Sykes-Waller, Ned Taylor (non-voting student liaison)

Staff: Kelli-Ann Armstrong, Senior Manager, Recreation Services; Cameron Scott, Manager of Community Planning; Evelyn Wolfe, Archivist; Brenda Weatherston, Community Arts Specialist; Tania Douglas, Senior Committee Clerk

Regrets: John Crawford, Ken Johnson, Leanna Rathkelly

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### Minutes

**MOVED by L. Agarat and Seconded by K. Sykes-Waller: "That the Minutes of the Arts, Culture and Heritage Advisory Committee meeting held June 28, 2018 be adopted as circulated."**

**CARRIED**

### CHAIR'S REMARKS

The Chair noted that:

- Due to the upcoming municipal election, the October 25, 2018 ACH meeting is cancelled.
- A huge amount of effort was given by the people who volunteered their time for the Canada 150 celebrations and also by the people who spearheaded the Shelbourne Memorial Avenue project. The Chair asked committee for their support in her forwarding their names to Council for recognition awards.

A comment was made that it would be good to look at recognizing First Nations' arts and culture in the future.

**Motion: MOVED by S. Burns and Seconded by N. Chambers, "That the Arts, Culture and Heritage Advisory Committee recommends that members of the Memorial Avenue Committee and the Canada 150 Ambassadors be considered as recipients for community service awards as part of the next Arts, Culture and Heritage Awards program. The recipients' names will be forwarded to Council for consideration at the Chair's discretion."**

**CARRIED**

**With L. Agarat and M. Sealey abstaining**

### ARCHIVES

The Archivist presented information about the activities of the Archives department.

- Archives staff collect documents which they clean, organize, catalogue, store and make available to the public online and in person.
- There are three part time staff members that work in Archives and their workload is full with the number of inquiries and visitors increasing greatly over the years.
- The History Talks series and group visits have been very successful.
- This year an event is booked at Fort Rodd Hill for the World War I remembrance and

- other pop-up events have been done over the year as well.
- Schools are able to take advantage of the Archives' school lending kit, which supports the BC Social Studies curriculum and this has received good feedback.
  - Archives contributes to History Pin, provides a monthly newsletter and regularly updates exhibit spaces in the municipality.

The Archivist advised that the heritage bus tour used to be the only community engagement event. This was last done in 2016 and then in 2017 staff arranged to hold a fashion show which was very successful. This year there was no event due to staff reductions affecting operations.

A comparison of the heritage bus tour versus history talks and group visits (in terms of costs and staff time) was given. The bus tour results in a financial loss, takes about ten to 15 times more staff hours, is not accessible for all people, and is costly for participants. The history talks and group visits are free to the public, include many more participants and takes minimal staff time to organize. There was no negative feedback received when the fashion show replaced the bus tour last year. Archives staff recommends that the bus tour be discontinued so the focus can be made on other outreach programs.

Committee members agreed that it makes sense to focus more on online services and discontinue the bus tour based upon the information received. A suggestion was made that pop-up historical talks could be given in the community or in seniors' homes.

**Motion: MOVED by S. Burns and Seconded by M. Sealey, "That the Arts, Culture and Heritage Advisory Committee supports the recommendation by Archives staff to discontinue the heritage bus tour in order to focus on more viable community outreach programs."**

**CARRIED**

## **HERITAGE**

### **Memorial Avenue update**

The Senior Manager, Recreation Services, noted that Council endorsed the Memorial Avenue Committee's recommendation earlier this year and the Memorial Avenue re-dedication ceremony will take place on September 29, 2018 at 10:30 am. The street will be closed from 10:30 am – 12:30 pm, Naden Pipe Band and members of the military will proceed down the street, a traditional First Nations blessing will be given and Mayors, MLA's and the Governor General will be in attendance.

## **ARTS**

### **Municipal Exhibits program – request for ACH Jury member**

The Community Arts Specialist noted that applications have been received from groups wishing to exhibit their work in the Cedar Hill Arts Centre. She requested a representative from this committee with visual arts experience to sit on a panel that approves exhibits. The time commitment would be maybe 2-4 hours in mid-October.

### **Public Art update**

The Manager of Community Planning described the Canada 150 Public Art Competition process and announced that artist Carey Newman's "Earth Drums" were chosen as the

pieces to be placed in Cedar Hill. A description and model of the art piece was given and it was noted that the three square box drum totems each represent a different theme: past, present, future; elder, adult, youth; and, air, land, water. Carey Newman is a 5<sup>th</sup> generation master carver and a witness blanket participant. The goal is to have the art pieces installed by November 2018.

**Cedar Hill Arts Centre update**

The Cedar Hill Arts Centre had a very busy summer with lots of youth camps and programs as well as adult programs. A new youth initiative, Saanich Youth Arts Council, will start up in the fall of 2018. Three open mike nights for poetry and spoken word are already scheduled. The Youth Arts Council will ultimately develop their own vision with the assistance of the Cedar Hill Recreation staff. Staff have reached out to the Native Friendship Centre and have a youth mentor; they still need to reach out to the indigenous school liaisons and the Inter-Cultural Association. A youth art internship is also planned for this fall.

It was noted that this year's Moonfest was successful with over 3,000 people attending.

An announcement was made that the Community Arts Specialist will be leave the Arts Centre and move back to municipal hall. Committee members wished her well in her new position.

**ADJOURNMENT**

The meeting adjourned at 10:50 am. The next meeting is scheduled for Thursday, November 22, 2018.

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Councillor Brice, Chair

I hereby certify these Minutes are accurate.

\_\_\_\_\_  
Committee Secretary



LEGISLATIVE SERVICES

# Memo

**To:** Arts, Culture and Heritage Advisory Committee  
**From:** Tania Douglas, Senior Committee Clerk  
**Date:** January 17, 2019  
**Subject:** Proposed 2019 Meeting Dates

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As per Section 85(a) of Council Procedure Bylaw 2015, No.9321, each committee shall establish a regular schedule of meetings including the date, time and place of the committee meetings.

Below is the proposed meeting schedule for 2019. All meetings will be held in Committee Room No. 2.

February 21	6:00 – 8:00 pm
March	no meeting
April 18	4:00 – 6:00 pm (building closes 6pm promptly due to Friday stat)
May 16	4:00 – 6:00 pm
June 20	4:00 – 6:00 pm
September 19	6:00 – 8:00 pm
October 17	6:00 – 8:00 pm
November 21	6:00 – 8:00 pm

No formal motion is required to approve this schedule, committee consensus will suffice.

A handwritten signature in cursive script that reads "Tania Douglas".

Tania Douglas  
Senior Committee Clerk  
Secretary to Arts, Culture and Heritage Advisory Committee

# Arts, Culture and Heritage Advisory Committee

## Terms of Reference

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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.



# SAANICH ARCHIVES - 2018 REVIEW

Saanich Archives  
3100 Tillicum Rd. Victoria BC V9A 6T2  
Monday to Friday 10:00 am – 2:30 pm  
250-475-5494 ex. 3478  
Website: [saanich.ca/archives](http://saanich.ca/archives)  
Photo search: [saanich.accesstomemory.org](http://saanich.accesstomemory.org)

## Collections



In 2018, Archives staff processed and preserved **42** separate groups of items -- 31 new donations or transfers, and 11 previously unaccessioned collections from the vault. Examples of items added:

- collection of documents relating to Albert Henry Todd, Gordon Head pioneer
- Parks Department ledger starting in 1958, an early record of parks development in Saanich
- handwritten letter from Nellie McClung and a collection of her books
- painting of the old Colquitz General Store

We digitized **808** items to be added to our online resources including such items as:

- 107 page detailed atlas of Saanich and Greater Victoria from 1948
- photos from the Underwood family collection
- photos relating to tennis at Cedar Hill Rec Centre
- 88 early postcards from the Henderson/Todd family collection

## Reference



During our open hours, which are Monday to Friday 10 am to 2:30 pm, we handled the following numbers of inquiries in 2018:

- **Email – 314**
- **In-person – 344**
- **Telephone – 110**

People contact or visit the Archives for information on various subjects. This past year we had people looking for:

- history of their house
- information for a high school reunion
- World War II military facilities in Gordon Head
- Shelbourne/Memorial Avenue
- World War 1 soldiers from Saanich
- old directories or fire insurance maps

## Community outreach

Much of our community engagement is done online through our website [saanich.ca/archives](http://saanich.ca/archives) and photo search site [saanich.accesstomemory.org](http://saanich.accesstomemory.org) . Other public programmes include:

**History talks (3) – 76 attended**

- Saanich dairy farms -- by Ron Greene
- 100 years of the Dominion Astrophysical Observatory – by Lorne Hammond
- Street of Unfinished Dreams: Shelbourne Memorial Avenue – by Valerie Green



**Group tours of Archives (6) – 52** attended, including a Grade 1 class from Tillicum Elementary School, community groups, and Saanich staff from different departments. A tour includes an orientation to our reference room resources and exhibits, and a look behind the scenes at some of the interesting collections in the Archives vault.

**School lending kit** – signed out **8** times in 2018. The school lending kit has 5 different activities based on the B.C. Social Studies Curricula (2010) for Grades 3 – 8. Teachers can borrow the kit for free and use the activities with photos and documents from our collections to bring local history to life in the classroom.

**Exhibits – 2** large exhibits in 2018:

- Saanich Goes to the Dogs! (Feb 2018 Cedar Hill Arts Centre cubes) -- information and historical photos of Saanich residents and their dogs, including Saanich Police dogs
- The Archives wrapped up the multi-year Saanich Remembers WW1 project with a final exhibit entitled “So That None Shall Go Unrecorded” (Oct/Nov 2018 Cedar Hill Arts Main Gallery) – commemorated the centennial of the end of WWI, and showcased the contributions of Saanich residents. Online exhibit available on our website:

[https://www.saanich.ca/assets/Parks~Recreation~and~Culture/Documents/WWI\\_2018\\_Virtual\\_Exhibit.pdf](https://www.saanich.ca/assets/Parks~Recreation~and~Culture/Documents/WWI_2018_Virtual_Exhibit.pdf)



Several smaller exhibits in the Archives including:

- Beyond Bread and Butter – an exhibit about food in local history
- Dominion Astrophysical Observatory – a display of documents related to the Observatory for the centennial of this heritage site

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

Present: Brad Shuya, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Robert Townsend

Regrets: Mark Brown; Ken Johnson; and Katherine Whitworth

Guests: Vicki Sanders

Staff: Megan Squires, Planner; Shirley Leggett, Secretary

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Minutes: **MOVED** by S. Colwill and **Seconded** by A. Joyce: "That the Minutes of the October 9, 2018, Regular Meeting be adopted as circulated."

CARRIED

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

The President stated:

- The tenant purchased a new smaller fridge to fit into the alcove in the kitchen. It was supposed to be part of the overall kitchen renovation however, she never bought it in time.
- The old fridge was hauled away and recycled and the Secretary sent the tenant a cheque to reimburse her for the purchase.
- The irrigation company visited the property to winterize the irrigation system; the invoice will be sent to the Secretary.
- He spoke to another company that is willing to repair the spalling stucco on the chimney and have it repointed; he's waiting to get a quote but it could be \$1,000 to \$1,500.

In response to a question, the President stated:

- The chimney is for a fireplace that the tenant is not supposed to use; the flues are terra cotta.
- He is hoping to have the work completed by Christmas.

The Vice President stated:

- It might be a good idea for the chimney to be capped in order to preserve the inside of it.

The President agreed and advised that capping the chimney as well as repairing the stucco could cost up to \$2,000.

**MOVED** by S. Colwill and **Seconded** by R. Townsend: "That up to \$2,000 be approved in principle for chimney repairs at 1248 Burnside Road West."

CARRIED

S. Colwill advised that Trevor from Arbor Renovations is going to clean the leaves from the gutters for both Hall House and Dodd House in December.

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

S. Colwill stated:

- She confirmed the window order with Prestige Joinery and the Secretary sent them a deposit cheque.
- Trevor from Arbor Renovations is going to install the windows and he will coordinate the timing with Prestige, hopefully in April or May.

- It will likely cost closer to \$2,500 for Trevor to install the windows as there will be additional cost for repainting and insulating the last section of the window wall.

### **TREASURER'S REPORT – UPDATE**

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

Grant Account:	\$58,035.37	GIC's: \$33,069.02
Operating Account:	\$11,568.98	
Hall House Account:	\$ 2,074.88	GIC's: \$28,395.93
Dodd House Account:	\$27,589.52	GIC's \$30,846.28

**MOVED by R. O'Connell and Seconded by A. Joyce: "That the Statement of Receipts and Disbursements for the period ending October 31, 2018 be received for information."**

**CARRIED**

### **UPDATING THE HERITAGE REGISTER – YOUNG CANADA WORKS – (May Agenda)**

At the May 8, 2018 regular meeting, the Secretary was asked to bring forward to the November agenda, the issue of updating the Heritage Register and possibly submitting an application in January 2019 to Young Canada Works (YCW) to hire a student to do research on the project.

Information from the Government of Canada website regarding Young Canada Works in Heritage Organizations (employers). The information includes who as an employer, is eligible to apply for funding, details on the summer job program, how to apply, and application deadline of January 15, 2019.

A roundtable discussion ensued and the following was noted:

- We need to consider the logistics of who is going to oversee the project; Saanich would be the employer, not the Heritage Foundation itself.
- There would need to be a payroll system set up to pay the summer student; the position would involve a leadership/mentorship role and the Foundation is not set up for that.
- There's also the issue of where the student would work from and who would oversee the project. There needs to be a project outline.
- Perhaps the Archives Department could be involved to oversee the project; that would provide a place for the student to work from and they would have access to the historical records.
- The application deadline is January 15, 2019; we are not ready to submit an application to hire a student yet – it will have to wait until 2020 when we have all the details in place.
- Perhaps the Planner can contact Archives and see if they would be interested in being involved in updating the Heritage Register and overseeing a summer student through the YCW program.

### **ONE DAY WORKSHOP FOR A MUNICIPAL HERITAGE COMMITTEE – HERITAGE BC**

At the October meeting, members discussed the idea of having someone from Heritage BC hold an afternoon workshop here at the Municipal Hall on heritage conservation early in 2019 for Foundation members, interested planning staff, and members of Council.

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A roundtable discussion ensued and the following was noted:

- It was initially proposed that the workshop be held in February 2019 but that may be too soon; March may be more realistic.
- There could possibly be up to seven planning staff interested in attending.
- The proposed tentative workshop outline sounds fine: Heritage Basics, writing Statements of Significance, and time for questions and answers. The workshop would last 2 hours, 45 minutes and cost \$1,000.
- The Foundation will be having a new Council liaison and we don't know who that will be; there could also be new members on the Foundation as of January 2019.

**ADJOURNMENT**

The meeting adjourned at 6:20 pm.

**NEXT MEETING**

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, January 15, 2019 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

NOT ADOPTED

# Memo

**To:** Arts, Culture and Heritage Advisory Committee  
**From:** Cameron Scott, Manager of Community Planning  
**Date:** January 10, 2019  
**Subject:** Update on Public Art and Heritage Items

The purpose of this memo is to provide the Arts, Culture and Heritage Committee (ACH) with an update on a number of public art and heritage items related to community planning.

## **Canada 150 Public Art Project**

In September of this year, the winner of the Canada 150 Public Art competition was announced as Carey Newman's Earth Drums. The project includes three hollow square box drums made with red cedar and with a tactile surface for drumming. The work will be located in Cedar Hill Park close to the intersection of Finlayson Road and Cedar Hill Road.

The artist has completed significant work on the piece and it is planned for installation in early 2019. Notification will be sent to the ACH Committee regarding further progress and the art work opening. More information can be found at: <https://www.saanich.ca/EN/main/parks-recreation-culture/arts/public-art/current-public-art-competition.html> .

## **Comprehensive Arts Policy**

The ACH Committee provided feedback on potential updates to the Comprehensive Arts Policy in 2014. The update of the policy has not yet been identified as a work plan priority by Council. The information provided by the committee will help inform the policy update when it is undertaken.

## **Heritage Management Plan**

No current updates are planned for the Heritage Management Plan. Staff continue to use the Management Plan for guidance on development applications, work programs and protection of heritage assets.

## **SCP Salmon Totem**

The Salmon Totem, which lies at the entrance to Saanich Commonwealth Place, is over 20 years old and in is in need of maintenance. Saanich staff are drafting a report on potential options for the Totem that will be brought forward to Council. Conversations have been had with the artist, Roy Henry Vickers, on these potential options.

cc: Sharon Hvozdzanski, Director of Planning