

AGENDA
ARTS, CULTURE AND HERITAGE ADVISORY COMMITTEE
Cedar Hill Arts Centre, Activity Room
Thursday, November 21, 2019 from 6:00 pm to 8:00 pm

*** Territorial Acknowledgement ***

1. ADOPTION OF MINUTES

- October 17, 2019 meeting (attachment)

2. CHAIR'S REMARKS

3. HERITAGE

- a. Verbal update from Saanich Archives (Archivist)
- b. Saanich Heritage Foundation minutes: April 9, May 14, June 11, September 10, and October 8, 2019 (attachments)

4. ARTS

- a. Graffiti Art Program (attachment) (Community Arts Specialist)
- b. Public Art (attached recommendation for Motion to Council)

5. REPORT FROM WORKING GROUP

- Committee discussion (attachment)

6. POET LAUREATE

- Committee discussion (attachment)

7. FUTURE AGENDA ITEMS

*** Adjournment ***

Next meeting: Thursday, January 16, 2020

In order to ensure a quorum, please call Tania Douglas at 475-1775 ext. 3505 or 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 Cedar Hill Arts Centre, Activity Room
Thursday, October 17, 2019 at 6:00 pm

Present: Councillor Plant (Chair), Irene Corman, John Ellis, Jim Hesser, Leanna Rathkelly, Michele Sealey

Staff: Kelli-Ann Armstrong, Senior Manager, Recreation Services; Cameron Scott, Manager of Community Planning; Nadine Kawata, Planner; Tania Douglas, Senior Committee Clerk

Regrets: Sean Burns, Kate Sykes-Waller, Christine Willes

Guests: Pam Beyette, Public Artist and Art Planner
Ned Taylor, Saanich Councillor

Minutes

MOVED by J. Hesser and Seconded by M. Sealey: "That the Minutes of the Arts, Culture and Heritage Advisory Committee meeting held September 19, 2019 be adopted as circulated."

CARRIED

CHAIR'S REMARKS

The following was noted:

- The Chair expressed appreciation to members for their service and valuable input, and noted that Saanich is accepting applications for the 2020 municipal appointments to Advisory Committees. Members are encouraged to send in their resume and application.
- The Manager of Legislative Services has confirmed that an orientation session will be offered to new Advisory Committee members in early 2020.
- The CRD Arts Commission will be striking a task force to review future facility needs for performing arts, and this committee may wish to provide input on this when the opportunity arises. It was noted that some schools and churches in Saanich host arts events but there is not a specific theatre dedicated to the performing arts. It is unknown who will Chair the task force.
- Eight of 13 municipalities form the CRD Arts Commission (they provide funding for arts services) but 100% participation in arts services is needed. The remaining five municipalities are encouraged to become part of the Commission; discussions on the benefits of joining will occur at some point.

*** Councillor Ned Taylor arrived at 6:28 pm ***

PUBLIC ART PRESENTATION

I. Corman introduced Pam Beyette, a public artist and art planner from Seattle. Ms. Beyette presented information about planning and designing integrated art elements in the Seattle Justice Centre. The following was noted:

- The project was originally for just the courthouse, but then morphed into the Justice centre with a project budget of about \$800,000. Due to the scale of the project, Ms. Beyette brought on three other artists to work with.

- Much collaboration occurred with people who use the buildings and Ms. Beyette described the elements incorporated in the design of entrances, spaces, sculptures, door handles, etc.
- Public artists typically do the design work and then have fabricators make the pieces.
- A description was given about the thought that went into incorporating art pieces in public spaces and the particular meaning of the art pieces.
- After the work was completed, the project team shared information on their creative journey from start to finish (including rejected ideas) in order to show the creative process at work.
- A catalogue including fabricators, pieces, collaborators, etc. was also incorporated into the works to recognize all those who participated in the creation of the building.

A discussion occurred about public art and how it is funded through capital projects. In Seattle, there is an arts commission and advisory board that has access to a sophisticated network to access artists around the country. They have an art plan to lay out strategies before moving forward with projects and this helps to incorporate some design elements (eg. curved walls) without having the cost come out of the capital funding. Equally important for public art projects is the research that is done in order to identify sense of community ideas and values for the area. The projects have to be representative of the community and use appropriate materials (eg. tiles, metal, wood).

Ms. Beyette replied to questions from the committee and the following was noted:

- The best way to support artists new to public art is to have a program that includes lectures and mentors that can help artists with mini-projects and to show them examples of public art places.
- Having artists involved from the very beginning of the project planning stages is very beneficial.
- Planning is critical and it is also important to not politicize artwork. The panel that chooses public art should have an understanding of the facility being built and have a feel for the surrounding community.
- Policy documents guiding public art are available on the internet.

Motion: MOVED by M. Sealey and Seconded by J. Ellis, “That the verbal presentation from Pam Beyette, public artist and art planner, regarding public art in Seattle be received.”

CARRIED

The Chair thanked Ms. Beyette for her presentation and ideas. He referred to the Facilities Master Plan that identifies ten buildings scheduled for upgrades, and agreed that having an artist involved at the beginning of these upgrades could be beneficial.

It was suggested that Council be asked to encourage staff to include artists at the planning stages of developments. I. Corman will draft something for consideration at the next meeting.

SAANICH PUBLIC ART

The Manager of Community Planning and the Planner were present to provide information about the Planning department’s role in the public art process. Committee members were asked what they think public art is, and the following comments were noted:

- An area where the space causes the public cause to think/ponder.
- Art where the public can be interactive (eg. earth drums or the airplane mobiles in Calgary airport).

- Something that belongs to the public.
- Something given to the community to beautify or enhance an area.
- Some members think about public art being music or performing arts. Others think about sculptures.
- Art that embraces some idea or moment that makes it come alive; does not have to be permanent.

The Manager of Community Planning provided the definition of public art as defined in the Comprehensive Arts Policy. In this case, public art is artwork that is intended for installation and integration in indoor and outdoor public areas, created by local or other artists for a specific site and at no direct cost to the public. He noted that Saanich's art Jury is a critical component of the process that ensures any civic public art project is chosen via an equitable process. Most recent public art projects in Saanich include the Craigflower Bridge project and the Earth Drums project at Cedar Hill.

The Manager of Community Planning replied to questions and comments from committee members:

- Projects can be initiated via staff, advisory committees, developers and Council.
- Planning looks at the Local Area Plans and significant places that may be suitable for public art.
- It may be worthwhile to have a public art competition at the end of each Local Area Plan update.
- Local Area Plans provide a blueprint to guide how the community changes. Part of the process to develop the plan involves asking the community for opinions on appropriate public art locations.
- The new public art liaison in the Planning department is Nadine Kawata.
- It is not clear whether the Lindsay trail project is a trails project or a parks development project.
- Some of the budget allotted for public art is also for maintenance (eg. tile replacement at the recreation centre or refreshment of murals).
- There is about \$250,000 in the public art fund at this time.
- Earth drums had a budget of \$75,000.
- Planning may now have the capacity for an annual project now that there is a staff member with time dedicated to public art, depending on the scale of project.
- They have not yet discussed artwork for the Royal Oak Firehall upgrade.
- About 1/3 of one Planner's time is spent on public art.

Motion: MOVED by L. Rathkelly and Seconded by M. Sealey, "That the verbal presentation from the Manager of Community Planning regarding public art in Saanich be received."

CARRIED

GRAFFITI ART

Councillor Taylor presented some examples of graffiti art located at Bondi beach, Australia, and in Valparaiso, Chile, to open a dialogue about having graffiti/wall art in Saanich. It was noted that when done properly, graffiti art can reduce vandalism. Coatings can be applied to artwork to help remove tags/vandalism if needed.

Questions raised included: how to select artists, where would the art be located, is there staff support to coordinate this, and, would the art be permanent or temporary. It was noted that funding may be available, and a suggestion was made to ask Council to apply for any available grants. There is an annual mural festival in Vancouver that receives funding from corporate sponsors and grants, and the artwork is of permanent nature.

Staff members noted that this item was discussed a number of years ago. Minutes of those discussions will be retrieved and the Community Arts Specialist will be asked to provide information at the next meeting.

UPDATES FROM SEPTEMBER 19, 2019 MEETING

The Senior Manager of Recreation Services provided members with the schedule for updating the Parks and Recreation Master Plan and the Arts and Culture Strategy.

The three user groups of the Royal McPherson Theatre Society continue to work on a resolution on the facility rent issue.

UPDATE FROM WORKING GROUP

Members have been working on improving committee orientation and reviewing policy documents. The update from the Senior Manager of Recreation Services regarding policy document reviews was acknowledged. A suggestion was made that it would be positive to have affirmation from Council that arts are a priority.

The Chair suggested that if the working group would like to make any recommendations to Council, they provide a report to this committee for consideration.

FUTURE ITEMS

- Poet laureate.
- Public art:
 - I. Corman to bring draft motion for consideration regarding planning art at early stages of projects.
 - One piece of public art per year.
 - Graffiti Art.
- Dance

ADJOURNMENT

The meeting adjourned at 8:05 pm. The next meeting is Thursday, November 21, 2019.

Councillor Plant, Chair

I hereby certify these Minutes are accurate.

Committee Secretary

MINUTES OF THE
SAANICH HERITAGE FOUNDATION MEETING
HELD AT SAANICH MUNICIPAL HALL
COMMITTEE ROOM #2
TUESDAY, APRIL 9, 2019 AT 4:00 P.M
FOLLOWING THE HERITAGE WORKSHOP
IN THE KIRBY ROOM AT 1:30 P.M.

Present: Mark Brown, President; Ross O'Connell, Vice President; Sheila Colwill; Veronica McEllister; Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and Councillor Ned Taylor, Council Liaison

Regrets: Art Joyce, Treasurer

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Minutes: **MOVED** by S. Colwill and **Seconded** by V. Sanders: "That the Minutes of the March 12, 2019, Regular Meeting be adopted as circulated."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

B. Shuya advised there was nothing new to report.

2019 Gardening/Lawn Proposal from Richmond Property Group

Monthly gardening/lawn maintenance proposal – April to October, 2019 in the amount of \$2,928.98 for Stranton Lodge (same amount as 2018).

MOVED by R. Townsend and **Seconded** by B. Shuya: "That the 2019 monthly gardening proposal for 1248 Burnside Road West (Stranton Lodge) in the amount of \$2,928.98 be approved."

CARRIED

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- She met onsite with Trevor from Arbor Renovations and a contractor from Prestige Windows regarding the final measure for the new windows.
- The windows should be ready for installation the first or second week of May. There could be some unforeseen costs associated with the installation so Trevor will work on a cost/plus basis. The total could be in the neighbourhood of \$2,000 to \$3,000.
- She will meet with the tenants and see if there are any general maintenance issues that need to be dealt with.
- The tenants are doing a good job with maintaining the gardens and lawn and she would like to continue to reimburse them to maintain them for 2019.
- In 2018 they were paid \$500 in May and \$500 in October for a total of \$1,000 to maintain the gardens and the lawn.

MOVED by B. Shuya and **Seconded** by S. Colwill: "That the tenants at 4139 Lambrick Way (Dodd House) be reimbursed \$500 in May and \$500 in October (for a total of \$1,000) for maintaining the gardens and lawn for 2019."

CARRIED

ITEM 3 b.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of March 31, 2019 via email to the Secretary:

Grant Account:	\$35,234.92	GIC's: \$33,069.02
Operating Account:	\$ 2,755.40	
Hall House Account:	\$ 5,103.01	GIC's: \$28,631.59
Dodd House Account:	\$35,182.28	GIC's \$30,967.30

2019 HALLMARK AWARDS NIGHT – MAY 7, 2019

The Secretary stated:

- The 2019 Hallmark Awards night is being held May 7, 2019 at St. Ann's Academy; two Saanich properties were designated in 2018 and will receive heritage plaques: 6187 Hunt Road and 3956 Stan Wright Lane.
- An invitation was sent to the owners of 6187 Hunt Road inviting them to the event to receive their heritage plaque.
- Information on the two properties is being prepared by V. Sanders who is also receiving a plaque and will be sent to the Hallmark Society ahead of time for the presentations.

The event is open to the public and everyone is welcome to attend. The new President, M. Brown will present the heritage plaques; V. Sanders will advise the Hallmark Society.

1996 FERNDALE ROAD – UPDATE ON 2017 GRANT APPLICATION TO REPLACE 12 WINDOWS

The Secretary stated:

- The owner of 1996 Ferndale Road emailed her April 1, 2019 regarding submitting a 2019 grant application to repair/replace some of the brick work on the exterior of the dwelling; they had one quote in the amount of \$5,000 to \$10,000. The deadline for submissions was December 31, 2018.
- The owners weren't able to complete the window restoration project from their 2017 grant application despite a six-month extension to November 30, 2018.
- She advised the owner that he would have to submit a new application for the 2020 grant year for window replacement as the time period had expired and the 2017 allotted grant funds were no longer available. The owner will also have to submit a 2020 application for the exterior brick work.

ARCHIVAL MATERIAL AND HERITAGE REGISTER

S. Colwill stated:

- She found an old VHS tape that she had that was used at Heritage Fairs during the 1980's. She had it formatted onto a CD and memory stick.
- The information is still relevant; perhaps it could be posted on the Saanich website and sent to Archives.

V. Sanders stated:

- The Foundation should consider looking into grants through Heritage BC to update the Heritage Register; in 2017 the Foundation applied for a grant through the Heritage Legacy Fund but was not successful.

ADJOURNMENT

The meeting adjourned at 5:15 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, May 14, 2019 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, MAY 14, 2019 AT 5:30 P.M**

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and Councillor Ned Taylor, Council Liaison

Regrets: Veronica McEllister

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Guests: Alex McGowan, Senior Manager, Building Sciences, WSP; and Scott Gassen, Building Sciences Consultant, WSP

Minutes: MOVED by K. Whitworth and Seconded by S. Colwill: "That the Minutes of the April 9, 2019, Regular Meeting be adopted as circulated."

CARRIED

4216 WILKINSON ROAD – WILKINSON ROAD JAIL (DESIGNATED)

B. Shuya stated:

- He was contacted by Alex McGowan, P. Eng. at WSP who are applying for a Building Permit for heritage restoration work on the Wilkinson Road Jail.
- Parts of their application include rebuilding the stone wall along Wilkinson Road, wood window restoration and new roofing on the centre roof.

Alex McGowan, P. Eng, WSP, provided a brief overview and the following was noted:

- Restoring the wall, windows and roof are all basically maintenance issues that need to be dealt with hopefully this fiscal year.
- The wall is out of plumb and portions of the wall are broken. They propose to dig up and dismantle a portion of the wall and put in a new footing; they will be using the same fieldstones from the wall and the same bricks from the top of the wall.
- The windows are not original and they all need to be replaced. The sashes are damaged or hanging out of their frames and they are weather damaged. They are painted with a lead paint that needs to be changed out and the sealed glass panes have failed. Vintage Woodworks will replicate the windows and they will have a low-e coating which will not alter the colour or appearance of the windows but will be more energy efficient.
- The roof of the main building consists of three (3) copper roofs with a batten seam. Weather damaged a portion of the roof and it has been temporarily patched. The roof is not visible from the road because of the crenelated parapets and towers.
- They are proposing to use a 2-ply SBS membrane and are prepared to replace the copper with copper, but they are also considering other products such as a powder coated profile metal roof or asphalt. The powder coated profile metal roof will last the longest.

Committee discussion noted:

- It is reasonable to perform maintenance and repairs on a heritage designated structure and if there are no alterations made then a Heritage Alteration Permit (HAP) is not required.
- However, this building permit application is going through the heritage process and depending on what materials are used, especially for the roof, a HAP may or may not be required.
- The wall when it was constructed, would have used a lime mortar as that was all that was

available at that time; lime mortar is still available today.

Members approved the proposed work in principle, but asked for more detailed information on the mortar to be used, as well as the bricks that will be used to rebuild the wall cap before making a final recommendation.

Messrs. McGowan and Gasson left the meeting at 6:00 p.m.

2019 HOUSE GRANTS PROGRAM – APPROVAL OF RESTORATION GRANT APPLICATIONS AND ASSIGNMENT OF FOUNDATION LIAISONS

MOVED by B. Shuya and Seconded by K. Whitworth: “That the following 2019 Grant Applications be approved and Foundation liaisons be assigned:

1955 Saltair Cres. – Rebuild two chimneys – R. O’Connell - Liaison
35% Grant portion based on lowest quote - \$6,146.43

Vista Masonry \$17,561.25

3710 Craigmillar Ave. – Porch and stair replacement/restoration – S. Colwill - Liaison
35% Grant portion based on lowest quote – \$5,791.80

Sean Novak Carpentry 16,548.00

3844 Holland Ave. – Replace roof – R. Townsend - Liaison
35% Grant portion based on lowest quote – \$4,360.50

Top Pair Roofing 13,230.00

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

B. Shuya advised there was nothing new to report.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- The windows were installed and they look beautiful.
- Trevor had a helper for the three days it took to install. They installed new framing to accommodate the new windows which were insulated and sealed. New trim was installed, caulked, and primed and the interior and exterior of the window frames were painted. The interior wall was patched, repaired and repainted where the windows were installed.
- Trevor also cleaned the gutters and replaced the downspout screens.
- He repaired and glued some of the damaged cupboards in the kitchen; installed new weather stripping on the rear door, and repaired the trellis.

TREASURER’S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of April 30,

2019:		
Grant Account:	\$35,235.64	GIC: \$20,288.68 (due April, 2020) GIC: \$13,020.92 (due May, 2019)
Operating Account:	\$ 2,755.45	
Hall House Account:	\$ 6,217.02	GIC: \$23,528.58 (due June, 2019) GIC: \$5,103.01 (due Nov. 2019)
Dodd House Account:	\$36,574.97	GIC: 20,761.28 (due Oct. 2019) GIC: 10,206.02 (due Nov. 2019)

The Treasurer's Report was received for information.

PLANNING SESSION – MARK BROWN, PRESIDENT

The President recorded the following notes from the roundtable discussion with members of Saanich Heritage Foundation.

Roles and Responsibilities of the Foundation

What we must do:

- The Foundation recommends (to Council) regarding funding for conservation of Designated Heritage properties (usually buildings)
- The Foundation recommends (to Council) regarding the Designation of Heritage Properties (as well as the removal of Designations)
- The Foundation acts as property manager for two Saanich owned Heritage Properties|

What we ought to do:

- Within the limitations of a volunteer organization, the Foundation ought to consider the management of any other registered and Designated Heritage buildings in the Saanich owned portfolio of properties
- The Register of Heritage properties ought to be reviewed especially in consideration of Statements of Significance of Designated properties
- The Application for Funding (for repairs and conservation of Heritage buildings) form should be reviewed and (likely) revised
- The Foundation has specific function requirements for an "architectural" member and a "contractor" member; these roles and individuals should be identified

Communication

Communication with other office and agencies of Saanich

- The Arts, Culture and Heritage Committee do not have a representative for Heritage at this time; we need to explore solutions for this gap in communication

Communication with other Heritage bodies

There was no discussion of this

Communication with public

- It was reported that Saanich News is interested in featuring Heritage issues in the newspaper;

Other

Training and workshops in the future

-
- The training (orientation) workshop presented by Heritage BC was viewed as a success and future technical workshops should be investigated both to enhance knowledge of Foundation members as well as possible service to Heritage property owners in Saanich
 - Review of the Register (of Heritage properties)

This was discussed in the first section

- Statements of Significance
- Student works program
- The Foundation should look into securing approval to hire a student subsidized by the Federal Government (Young Canada Works?) To carry out Heritage project(s) for the Foundation (review of Register etc.)

ADJOURNMENT

The meeting adjourned at 7:30 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, June 11, 2019 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, JUNE 11, 2019 AT 5:30 P.M

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Veronica McEllister Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and Councillor Ned Taylor, Council Liaison

Regrets: Sheila Colwill

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Guests: Alex McGowan, Senior Manager, Building Sciences, WSP

Minutes: MOVED by R. Townsend and Seconded by K. Whitworth: "That the Minutes of the May 14, 2019, Regular Meeting be adopted as circulated."

CARRIED

4216 WILKINSON ROAD – WILKINSON ROAD JAIL (DESIGNATED)

Alex McGowan, P. Eng, WSP, was present at the meeting as a follow up to the presentation he made at the May 14, 2019 SHF meeting and the following was noted:

- The roofing material on the centre roof section was originally copper, but the Owner would prefer to replace it with profiled metal roofing, as per most of the other roofing on the property. The roof surfaces are not visible from anywhere except directly overhead.
- WSP's default on heritage buildings is to replace like-for-like, but to improve thermal performance and waterproofing, and to reduce maintenance costs, the Owner would like to change the material.
- Based on their estimates, copper roofing will cost \$480,000 compared with \$180,000 for profiled metal roofing, or \$80,000 to 100,000 for 2-ply SBS. The lifespan of metal roofing is about 40 years and about 15 years with the SBS.
- WSP has contacted a local CAHP-designated professional for a proposal on the proposed conservation work in accordance to the *Standards and Guidelines for the Conservation of Historic Places in Canada* but they do not have a report back yet from them.

Committee discussion noted:

- If the Owner were to replace the roof with copper then a Heritage Alteration Permit (HAP) would not be required.

B. Shuya and M. Brown proposed that the Foundation endorse replacing the roof with copper as discussed in the package of information from WSP as that option would not require a Heritage Alteration Permit (HAP).

There was no support from other Foundation members as they agreed that the necessary information from the Heritage Consultant was not provided in order for them to make a decision on the proposed application.

Mr. McGowan left the meeting at 5:50 p.m.

423 BOLESKINE ROAD (CRAWTHER RESIDENCE) - (REGISTERED)

Application for a Building Permit to repair work done without a permit.

The Planner stated:

- The owner is applying for a Building Permit to renovate his house which is listed on the Saanich Heritage Register.
- The owner completed a number of renovations without a permit and is now applying to re- renovate the house to restore it to its original form. He is proposing to remove a set of exterior stairs and a landing with a door that provides access into the attic. When the door is removed it will be replaced with a window. He will also remove a toilet and shower from the attic space.
- The owner also installed three new skylights on the west-facing roof which he would like to retain.

Committee discussion noted:

- If the only access to the attic space is by way of the exterior stairs then the owner will have to create an internal access.
- A Registered dwelling on Hobbs Street installed skylights and were permitted to retain them.
- The skylights should be openable in order to provide ventilation to the attic.

MOVED by R. O'Connell and Seconded by K. Whitworth: "That the Saanich Heritage Foundation supports the owner retaining the existing skylights on the west-facing roof."

CARRIED, with B. Shuya voting against.

Committee discussion noted:

- Common sense has to prevail. Another property was permitted to install skylights; we need to be consistent.

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

B. Shuya advised there was nothing new to report.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

The Secretary advised that the final invoice for the window installation had been paid.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of June 10, 2019:

Grant Account:	\$35,236.39	GIC:	\$20,288.68 (due April 4, 2020)
		GIC:	\$13,177.17 (due May 7, 2019)
Operating Account:	\$ 2,005.47		
Hall House Account:	\$ 6,343.22	GIC:	\$23,528.58 (due June 12, 2019)
		GIC:	\$5,103.01 (due Nov. 2, 2019)
Dodd House Account:	\$30,833.86	GIC:	20,761.28 (due Oct. 2, 2019)
		GIC:	10,206.02 (due Nov. 2, 2019)

When the Foundation receives their 2019 grant cheque from Council in the amount of \$35,000, the Secretary will deposit it into the Grant Account and transfer \$17,000 to the Operating Account for Secretarial and miscellaneous costs.

The Treasurer's Report was received for information.

ADJOURNMENT

The meeting adjourned at 7:00 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, September 10, 2019 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, SEPTEMBER 10, 2019 AT 5:30 P.M**

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Veronica McEllister; Vicki Sanders; Brad Shuya; Robert Townsend; Katherine Whitworth; and

Regrets: Councillor Ned Taylor, Council Liaison

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Minutes: MOVED by B. Shuya and Seconded by R. Townsend: "That the Minutes of the June 11, 2019, Regular Meeting be adopted as circulated."

CARRIED

SECRETARIAL INVOICE – JANUARY 1, 2019 TO JUNE 30, 2019

Memorandum from the Secretary of the Saanich Heritage Foundation to the Manager of Financial Services requesting that the Foundation be invoiced (care of Legislative Services) for Secretarial services and administrative costs provided from January 1, 2019 to June 30, 2019 in the amount of \$8,553.02 and \$107.50 for postal charges and mileage for a total of \$8,660.52.

MOVED by K. Whitworth and Seconded by V. Sanders: "That a cheque be issued from the Operating Account in the amount of \$8,660.52 for Secretarial services and other associated administrative costs for the period of January 1, 2019 to June 30, 2019."

CARRIED

ADVISORY COMMITTEE APPOINTMENTS

Email from Legislative Services advising that all Committee and Board appointees who have their terms expiring December 31, 2019 will be required to submit a resume and application form this year in order to apply for a committee for 2020 – reappointments will not be automatic as in past years. Ads will be posted in the Times Colonist and Saanich News in October.

B. Shuya and R. O'Connell advised that they would not be seeking re-appointment for 2020.

4216 WILKINSON ROAD – WILKINSON ROAD JAIL (DESIGNATED) - UPDATE

At the June 11, 2019 Foundation meeting, B. Shuya and M. Brown proposed that the Foundation endorse replacing the roof on the Jail with copper as that option would not require a Heritage Alteration Permit (HAP). There was no support from other members as they felt more information from the applicant in order to make an informed recommendation on the proposed application.

The Planner stated:

- According to Schedule "A" attached to Bylaw 4691 the façade of the building and the front grounds are designated heritage. The roof is not included in the designation so a HAP is not required.
- The applicant was notified. The owner has since decided to replace the roof with a torch-on material.
- Work has started on replacing the windows and restoring the portions of the stone wall as

required. She will be kept informed of the progress.

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

B. Shuya advised there was nothing new to report with respect to the house itself, but would like someone on the Foundation to volunteer to take over for him as property management liaison going forward in 2020 as he will not be seeking reappointment. V. McEllister volunteered and B. Shuya will contact the tenant to set up a meeting to introduce her.

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- She had to contact Victoria Pest Control last week to deal with a wasp nest by the back door at Dodd House.
- The fireplace was serviced and the carbon monoxide detector was replaced with one that should last for 10 years.
- Trevor from Arbor Renovations spent half a day doing miscellaneous repair/replacement projects such as replacing the front door latch, fixing the shed door, cleaning the windows, replacing the light fixture in the bedroom with one that provides brighter illumination, replacing the doorbell.
- She would like to have the exterior of the house repainted next year and will start getting quotes; Trevor said that he could provide a quote.
- She wants to have the Laurel hedge and some tree branches pruned in the fall.
- The tenants asked if they could add some bark mulch and river rock to the garden beds and she told them they could; they did a great job.
- She has receipts for the various products totalling \$443.25 that she paid for and would like to be reimbursed.

MOVED by B. Shuya and Seconded by K. Whitworth: "That a cheque in the amount of \$443.25 be issued to S. Colwill from the Dodd House Account."

CARRIED

V. McEllister advised that the Victoria Heritage Foundation House Grants Program requires funded paint projects to follow the specifications provided by the Master Painters and Decorator's Association (MPDA). Members agreed it would be a good idea to review those specifications at the October meeting.

The Secretary was asked to put annual rent increases for both Stranton Lodge and Dodd House on the October agenda for review.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of September 10, 2019:

Grant Account:	\$53,239.55	GIC: \$20,288.68 (due April 4, 2020)
		GIC: \$13,177.17 (due May 7, 2019)
Operating Account:	\$19,156.17	
Hall House Account:	\$ 7,977.10	GIC: \$23,528.58 (due June 12, 2019)
		GIC: \$5,103.01 (due Nov. 2, 2019)

K. Whitworth and V. Sanders volunteered to review the Foundation's Constitution with respect to membership and make recommendations regarding a heritage advisory component.

ADJOURNMENT

The meeting adjourned at 7:05 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, October 8, 2019 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, OCTOBER 8, 2019 AT 5:30 P.M**

Present: Mark Brown, President; Ross O'Connell, Vice President; Art Joyce, Treasurer; Sheila Colwill; Veronica McEllister; Vicki Sanders; Katherine Whitworth

Regrets: Brad Shuya; Robert Townsend; and Councillor Ned Taylor, Council Liaison

Staff: Megan Squires, Planner; and Shirley Leggett, Secretary

Minutes: MOVED by A. Joyce and Seconded by R. O'Connell: "That the Minutes of the September 10, 2019, Regular Meeting be adopted as circulated."

CARRIED

1248 BURNSIDE ROAD WEST (STRANTON LODGE) – UPDATE

V. McEllister provided the following update as she will be taking over for B. Shuya as property liaison for 1248 Burnside Road West, when he leaves at the end of the year:

- She met with the President on site to meet the tenant and to get a look at the house and property.
- The President had contacted West Coast Chimney and Masonry Ltd. to provide an estimate on some stucco chimney work that is needed and the quote was sent to the Secretary.
- The Secretary gave her a copy of a paid invoice from the same company that did some stucco/chimney repairs in November 2018 and it was lower than this latest quote.
- It looks like there is a hole in the concrete at the top of the chimney; she'll speak with the President to clarify that this latest quote is for repairs that are different from last years' work.
- She noted that there are a few cracks in the foundation and that the back door needs to be replaced.
- There are some trees near the power lines that should be removed/pruned.
- The exterior of the dwelling should be re-painted in the next year or two.

The Secretary noted that she had been contacted by B. Shuya's office saying that they had received an invoice from the tenant for a fridge that she just purchased for Stranton Lodge and that they would forward it to the Foundation.

The Secretary informed members that the tenant had purchased a new fridge in the summer of 2018 as part of the kitchen renovation and that she had been already been reimbursed for it.

V. McEllister will speak with B. Shuya to get clarification.

Committee discussion noted the following:

- The Parks Department should be contacted to see if they will deal with the trees and if not, then a tree company should be contacted.
- The Parks Department also needs to be contacted to see about the necessary permits before any work is done.

Annual Rent Increase – Stranton Lodge

The Secretary advised that the last rent increase was October 1, 2018 and that it can be raised again February 1, 2020 providing the tenant is given three full rental months' notice. The

allowable increase is \$25.04 according to the Residential Tenancy Branch.

Annual Rent Increase – Dodd House

The Secretary advised that the last rent increase was October 1, 2018 and that it can be raised again February 1, 2020 providing the tenant is given three full rental months' notice. The allowable increase is \$36.19 according to the Residential Tenancy Branch.

MOVED by K. Whitworth and Seconded by A. Joyce: "That the monthly rents for both Stranton Lodge and Dodd House be increased by the allowable amounts effective February 1, 2020 and that the tenants be given three full rental months' notice."

CARRIED

4139 LAMBRICK WAY (DODD HOUSE) – UPDATE

S. Colwill stated:

- Trevor from Arbor Renovations had to come back and look at the smoke alarms as they were beeping. Even though they are wired in, they have two AA emergency back-up batteries that had to be replaced.
- He also repaired the entrance screen door.
- Pacific Fireplaces serviced the fireplace.

TREASURER'S REPORT – UPDATE

The Treasurer provided the following Statement of Receipts and Disbursements as of September 10, 2019:

Grant Account:	\$53,240.64	GIC: \$20,288.68 (due April 4, 2020)
		GIC: \$13,177.17 (due May 7, 2019)
Operating Account:	\$10,369.45	
Hall House Account:	\$ 8,521.74	GIC: \$23,528.58 (due June 12, 2019)
		GIC: \$5,103.01 (due Nov. 2, 2019)
Dodd House Account:	\$34,989.37	GIC: 20,761.28 (due Oct. 2, 2019)
		GIC: 10,206.02 (due Nov. 2, 2019)

MOVED by A. Joyce and Seconded by S. Colwill: "That the Treasurer's Report as of October 8, 2019 be received for information."

CARRIED

VICTORIA HERITAGE FOUNDATION (VHF) GRANTS PROGRAM – EXCERPT FROM THE GUIDELINES AND CONDITIONS RE PAINTING

At the September meeting, V. McEllister advised that the Victoria Heritage Foundation House Grants Program requires funded paint projects to follow the specifications provided by the Master Painters and Decorator's Association (MPDA).

V. McEllister stated:

- The VHF has a paint inspector that meets with the applicant and their contractor to go over what is expected with respect to the paint requirements. She can invite him to a SHF

meeting and he can explain what is expected as part of their grant process.

Committee discussion noted:

- The VHF paint requirements are a lot more detailed and stringent than the requirements in the SHF Guidelines.
- Hiring a professional inspector to inspect funded paint projects to ensure that the specifications are followed could be costly to homeowners, and it will likely make it more difficult to get paint quotes if contractors know they have to follow the MPDA specifications and inspections.
- We could incorporate all or just some parts of the VHF paint requirements into our own Guidelines and if we do so, it would make sense to start with the nine Saanich owned buildings.
- It's too late to change our Guidelines now as the deadline for all restoration applications is December 31, 2019.
- Perhaps there could be a sub-committee in 2020 to review our Guidelines and see how extensive we want to make changes to our paint requirements or other requirements for that matter.

DRAFT UPTOWN-DOUGLAS CORRIDOR (UDC) PLAN – PUBLIC INPUT

The Planner provided the following overview of the UDC Draft Plan:

- Based on community input, a Draft Plan has been developed to guide change in the Uptown-Douglas Corridor (UDC) over the next 30 years. The Plan is in its fifth phase (of 6) Refine and Review.
- The Plan seeks to create a complete community and shared place for all Saanich residents and provide a roadmap to create such a place that has abundant housing and employment opportunities, high quality public spaces and a balanced mobility network.
- The UDC area included two major regional transportation corridors: Douglas Street, linking the region's urban core to the western communities via the Trans-Canada Highway and Blanshard Street, providing connections to the Greater Victoria International Airport and the BC Ferries Terminals via the Pat Bay Highway. The Galloping Goose and Lochside Trails are also key transportation corridors and landmarks.
- There are 8 key directions that highlight fundamental changes that are central to achieving the Plan's Vision and will be delivered through the policies of the Draft Plan: put pedestrians first; create a landmark, multi-modal transit hub; lead growth with residential; conserve light industrial; accelerate rapid transit along Douglas Street; create a network of active and engaging public places; transform Oak Street into a neighbourhood street; and convert grey to green.
- An important part of the identity of the community is its natural and built heritage.
- The UDC area contains a number of heritage registered or designated buildings, with most in close proximity to Boleskine Avenue and Harriet Road.
- Section 10, Social and Well-Being, includes direction on the preservation and revitalization of heritage resources.
- Staff offered 4 pop-up events, 3 open houses, a large landowner meeting and prepared a survey to gauge the level of public interest and support. The survey closes on October 11th.

RECOMMENDATIONS TO SAANICH HERITAGE FOUNDATION REGARDING BYLAW CHANGES WITH RESPECT TO MEMBERSHIP

V. Sanders stated:

- At the September SHF meeting she and K. Whitworth were charged with reviewing the SHF Bylaws with respect to membership.
- She contacted Brent Reems, Saanich Director of Building, Bylaw, Licensing and Legal Services.
- In order to address the issue regarding appointments to the SHF, the bylaws would need to be amended.
- She and K. Whitworth are recommending the following suggestions:

Part 5 - Directors and Officers - Clause 25(2) - Currently it reads:

"There shall be nine (9) directors of the Society each of whom shall be appointed by the Council of the Corporation of the District of Saanich after consultation with the Arts, Culture and Heritage Advisory Committee".

Suggested Change: *"There shall be nine (9) directors of the Society. Eight (8) directors will be appointed by the Council of the Corporation of the District of Saanich. One (1) director representing the Arts, Culture and Heritage Advisory shall be appointed by the ACH Committee."*

Clause 26 (1) – Currently it reads:

"The directors shall be appointed for an annual term to be determined by the Saanich Municipal Council.

Suggested addition "A"

"The maximum number of two (2) only new directors may be appointed by the Saanich Municipal Council in a calendar year."

Suggested change "B"

1. *"The directors shall be appointed for a four (4) year term by the Saanich Municipal Council;*
2. *A director may serve no more than eight (8) consecutive years; and*
3. *A director can apply for re-appointment following a one (1) year break in service."*

Part 4 – Proceedings at General Meetings

15 **Special Business is:**

(b) All business conducted at an annual general meeting, except the following:

(v) – The election of directors. **Suggested change:** *"Nominations will be taken from the floor for the positions of President, Vice President, and Treasurer."*

The President stated that he had a conversation with Councillor Ned Taylor regarding the membership issue and told him that succession planning needed to be addressed as two of the Foundation's long-time members are leaving at the end of 2019 and will not be seeking re-

appointment. The President suggested that members provide feedback to V. Sanders and K. Whitworth on their suggestions regarding membership.

2020 HERITAGE BC WORKSHOP - FOCUS COULD BE ON STATEMENTS OF SIGNIFICANCE (SOS)

The President went ahead and contacted Laura Saretsky from Heritage BC and she can facilitate another workshop in 2020. He would like the focus to be on Statements of Significance (SOS) and cultural landscapes.

ADJOURNMENT

The meeting adjourned at 7:30 pm.

NEXT MEETING

The next Regular meeting of the Saanich Heritage Foundation will be held **Tuesday, November 12, 2019 at 5:30 p.m.** in Committee Room #2.

..... CHAIRPERSON

GRAFFITI ART PRESENTATION

Lana Burns and Susan Haddon, Quadra Cedar Hill Association, presented an idea to committee members regarding graffiti art on the cinder block building at Cedar Hill Recreation Centre. The following was noted:

- A cinder block building located on the grounds of the Cedar Hill Recreation/Arts Centre is constantly being tagged.
- The building at CHRC is in disrepair; the roof is falling down and the windows/door are covered by plywood. It would be nice to remove the rot and make it more inviting.
- There is nothing inviting about the building; considering the centre houses daycare, seniors programs, arts programs, etc., it would be nice to allow urban mosaic art or graffiti art to be painted on the building.
- An example given: the Wildfire Bakery on Quadra Street has graffiti art; artists are to paint during non-business hours.
- The building at CHRC could even be painted to advertise that this is an arts centre.
- Usually the agreement is between the artist and the property owner and any words must meet the sign bylaw requirements.

A discussion ensued and the following comments were noted:

- Art on the building should stop any tagging; taggers usually do not deface art.
- Art can be a reason to visit a city; in 2013 the first Urban Art Festival was held in Montreal; artists pieces were left on various buildings for one year and the festival brought in over 800,000 visitors.
- Graffiti art on the building would tie in well with the Arts Centre.
- The Arts School in Victoria have rotating art done on their walls by students.
- Saanich's Sign Bylaw regulates wall signs and the Unsightly Premises Bylaw requires that murals be approved by Council or the Jury process outlined in the Comprehensive Arts Policy.
- Concern was expressed that controls should be in place to ensure that public art content is appropriate.
- A suggestion was made to review other municipality's policy on urban art.

Motion: MOVED by K. Beckett and Seconded by A. Lansdell, "That the Arts, Culture and Heritage Advisory Committee recommends that staff reviews the policy and/or procedures surrounding urban art in the City of Victoria, and another comparable municipality, and report back to committee in this regard."

CARRIED

Committee members requested that pictures of buildings with graffiti/urban art be included in the report.

The Senior Manager of Recreation Services stated she will contact the Parks Department about the status of the building, as it is possibly earmarked for removal.

ARTS UPDATE

Comprehensive Arts Policy

The Manager of Community Planning noted that the Public Arts Policy was identified as an important item and will be discussed at upcoming Strategic Planning meetings of Council. A public engagement process would need to occur if going forward with adding a street art/graffiti item to the policy. The Chair noted that the fund distribution section Part 2, Section 7.1, 'Civic Public Art Program' in the Arts Policy needs more parameters/clarification.

Street Art/Graffiti - Response to Sept 19, 2014 motion

The Community Arts Specialist provided a background on how the street art/graffiti item was introduced to the committee. It was noted that the Planning Department has policies regarding murals and there is no mechanism for a rotating street/urban/graffiti art program. Examples of other city's policies on urban art were provided. It was acknowledged that graffiti is a concern and noted that urban art murals and graffiti are two separate issues. The Chair noted there are community volunteers that are given supplies by Saanich Public Works to help cover graffiti. No action to be taken on this issue at this time.

Arts Centre Update

The Community Arts Specialist circulated information about the Embrace Aging Through the Arts and Community, an art exhibition being held between March 19 – April 2, 2015 at the Cedar Hill Arts Centre. She noted that positive feedback is always received with this event. Also, exhibits in the café gallery will be shown in conjunction with the Community Arts Council of Greater Victoria.

To: Councillor Plant

From: Irene Corman, member of Arts, Culture and Heritage Committee

Re: Recommendation for Motion to Council

Date: October 18, 2019

Recommendation:

That there be a motion from the Arts, Culture and Heritage Committee to Saanich Council regarding Public Art in the Saanich Municipality. This motion could read:

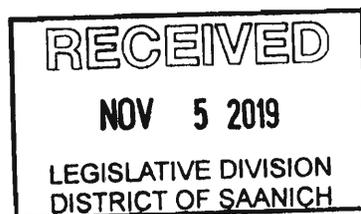
Given that 1% of the funding for every above ground capital project must be directed to public art, that the planning for that project is in accordance with a Master Plan to be generated that covers all artistic endeavours for the Municipality and that ensures public art is integral to the planning process for the project. Planning for public art would begin at the same time as the beginning of the planning for the project. This refers not only to new projects, but also to capital renovations.

Background:

In cities and municipalities where public art reflects and enhances the life and sense of place of a community and where it is known, viewed and loved, there is a carefully developed plan in place that is public, successful, and effective. Two links of models in Arts, Culture and Heritage that can be referenced in Saanich's planning process are:

<https://www.4culture.org/>

<https://www.seattle.gov/arts>



ITEM 4 b.

Saanich Arts Culture and Heritage Advisory Committee Working Group Document Review

Introduction

The purpose of this document is to review Saanich documents that outline municipal policy and strategic goals for Arts, Culture, and Heritage.

Information is gathered from five Saanich documents and highlights the relevance of those documents, and the policies that guide Arts, Culture and Heritage in Saanich. Additional information was gathered from other sources that provide context and relevance to ACH from SACH committee meetings, staff input, and the Saanich Municipal Website.

Gaps between what the documents outline and what Saanich's business practices and implementation of policies are then identified.

Recommendations are provided to address those gaps.

Documents

1. District of Saanich Strategic Plan (2015-18)
2. Sustainable Saanich, Official Community Plan (2008)
3. Saanich Arts and Culture Strategy (2009)
4. Comprehensive Arts Policy (2002)
5. Parks Recreation and Culture, Master Plan

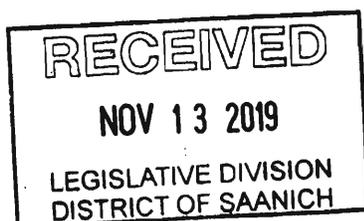
Scope

Although these documents concern Arts, Culture, and Heritage this document's primary focus is on policy as it impacts Art and Culture.

Findings

The document review searched for any references to policy that would impact SACH. The information in this section is laid out as follows

- Document name
- Relevance of Document to ACH
- Policies and Strategic Planning
- Where appropriate, *in italics*, are concerns and information gathered from
 - SACH Committee meetings
 - Staff
 - Saanich Website
 - Saanich Budget and Financial Statement



1. District of Saanich Strategic Plan

This document does not specifically refer to policies regarding ACH. However, there are several **Community Themes** and **Corporate Themes** that refer to the continued implementation of the Arts and Culture strategy of 2009 as defined in the Saanich Vision from the Official Community Plan (OCP).

This document is referenced because, in terms of governance, it is the document that guides every document in Saanich. Accordingly, "Continued implementation of the Arts and Culture strategy" is a clear directive.

2. Sustainable Saanich, Official Community Plan

Section 5 of the OCP concerns the Social Well-Being of Saanich Residents.

Section 5.2 outlines how Strengthening Community will achieve that social well-being through policies created specifically for: Community Involvement and Partnerships, Recreation, Arts and Culture, and Heritage within defined Community Values.

(Note: While not disregarding the importance of Recreation and Heritage, the purpose of this document is to examine Arts and Culture in Saanich. Accordingly, those subsections (Recreation and Heritage) of section 5.2 will not be discussed in this document.)

At one of the SACH committee meetings when we discussed the age of the documents and when some of them may be updated Councillor Plant indicated that there is currently no plan to update the OCP, this statement was confirmed at the September SACH meeting.

This appears to be odds with the following statement from Saanich's website regarding the OCP:

"How does an OCP stay current?"

To stay relevant, the OCP must evolve over time. At regular intervals (every 5 to 10 years) and with the input of Council, staff, key stakeholders and the public, the OCP is updated through a public process to:

- *Check if its vision, goals and objectives are still valid, and*
- *Update current practices, policies and procedures."*

Community Values

Arts, Culture, and Heritage are mentioned as separate items within the Community Values. The **Arts Values** are represented by:

- Recognition, promotion, and support for excellence and diversity within the arts community.
- Individual and community social, emotional, and physical well-being through participation and enjoyment of a variety of artistic opportunities.

A. Community Involvement and Partnerships

Arts, Culture, and Heritage are not specifically referred to, but would be considered an integral part of Community Involvement & Partnerships through:

- Public Art Spaces
- Music Performances at Community Association events
- Numerous Artistic partnerships in the CRD. Most notably as active fully participating partners with the CRD Arts initiative.
- Providing resources for Saanich residents to engage in Volunteerism in Saanich and Regional Arts Organizations

Policies

The following policies outline suggested practices for implementing strategies and some strategic initiatives designed to ensure that Community Involvement is practiced in Saanich:

1. Continue to work with Neighbourhood Associations, service organizations, sports groups, business and other stakeholders to support and strengthen the community.
2. Continue to develop and enhance community pride and identity through the creation and implementation of events and on-going community services and programs.
3. Support school districts, post secondary institutions, and the faith community in allowing citizens access to their facilities for community use.
4. Support the integration of institutional uses, amenities and services in "Centres" (Map 4), in order to create community focal points.
5. Continue to work with the Greater Victoria Public Library to maintain and improve services for residents and reinforce the community-building of the Library.
6. Encourage and support a wide range of educational and learning opportunities which aid in community capacity building, and strive to meet a broad range of community needs.
7. Continue to encourage citizen involvement in civic affairs.
8. Enhance communication and community feedback through an interactive municipal web site, Geographic Information Systems, community association newsletters, the media, and use of educational and informational materials for public distribution.
9. Encourage applicants with development proposals to hold public information meetings before plans are submitted for statutory review and public hearings, and to inform and consult with area residents and other stakeholders.
10. Continue to support the "Saanich Volunteer in Your Community" initiative.
11. Continue to improve access to and availability of information regarding community services and volunteer opportunities.
12. Cooperate and partner with other municipalities for the delivery of select services and programs, where appropriate.
13. Create volunteer programs and leadership training to support the provision of community and leisure services.

It is difficult to determine which, if any of these policies are being followed. Initiatives involving Arts and Culture are designated to several Saanich Departments, notably Parks and Recreation, and Planning.

At the June SACH the working group asked if there were any specific metrics or statistics available regarding arts and culture activities in the municipality. The answer indicated that there was no specific information other than what would be grouped with Parks and Recreation or Saanich's contribution to the CRD Arts Program.

B. Arts and Culture

There are several high-level ideas and statements in this section that pay homage to how Saanich values the arts and its importance in our society. It also outlines how the Arts in Saanich also act as a “bridge” with the municipalities in the rest of our region.

- It states that “Arts and Culture are intrinsic to neighbourhood and community identity.”
- It references several positive outcomes from arts including education, revenue generation, and employment. Additionally, it hypothesizes that the “arts and associated industries” could be a differentiator for potential residents.
- The comprehensive arts policy is referred to, as well as multiple synergies and strategic partnerships including the CRD Arts Programs
- Neighbourhood Development Grants and Matching Grants

Policies

The following policies outline suggested practices for implementing strategies and some strategic initiatives designed to ensure that Community Involvement is practiced in Saanich:

1. Support regional arts programming, policy development and facility planning through the Capital Regional District and Arts Advisory Council and Committee.
2. Work with other municipalities, school districts, Chambers of Commerce, Tourism Victoria, and other agencies to plan and coordinate arts initiatives.
3. Encourage ongoing participation in Regional Arts funding to support cultural facilities and initiatives.
4. Support the continued implementation of the “Comprehensive Arts Policy”.
5. Develop and implement a strategy for the delivery of community arts and cultural service.
6. Encourage community programming for a variety of artistic disciplines.
7. Continue to promote the use of parks, civic buildings and public spaces for public art, performances, festivals, and exhibitions.
8. Encourage and support private sector involvement in the arts.
9. Support the integration of public art in the design of public and private developments.
10. Consider accommodating studio, rehearsal, and classroom or workshop space in commercial, institutional, and rural areas.

11. Continue to work with School Districts 61 and 63 and post-secondary institutions to promote community awareness of arts programs in the education system.
12. Continue to encourage opportunities for community theatre in Saanich.
13. Continue to support the creation of an Arts Centre at Cedar Hill Community Centre.

Of those 13 strategies only the CRD and Regional initiatives are fully realized and implemented, as is the creation of an Arts Centre at Cedar Hill Community Centre. The other 10 policies/strategies have varying levels of implementation or realization.

There are some bold initiatives in this document, including Number (5.), the development and implementation of community arts and cultural service. This has been implemented to a degree, but it appears to focus largely on Visual Arts and Community Arts programs. Additionally, this represents an opportunity to capitalize on ongoing discussions with the film/tv industry to satisfy some elements of the Sustainable Saanich Community Plan

Point 4 calls for the continued implementation of the “Comprehensive Arts Policy”.

3. Comprehensive Arts Policy (CAP) (2002)

The CAP as written is a blueprint for our municipality to build a truly vibrant Arts community that supports community, professional, and commercial artistic pursuits while providing a return on investment to municipal stakeholders through community engagement and economic development.

“VISION

“Saanich as a lively and creative community accessible to artists, to a broad range of artistic expression and to the participation of all its residents.

“GOALS

“The Comprehensive Arts Policy commits to the future. It seeks to invest in the community and professional arts, both locally and regionally, and to make Saanich a place rich in the arts.”

The CAP also provides several definitions to avoid confusion in terminology, presumably so that each stakeholder as defined may benefit from this policy.

- Section 1 para 4 acknowledges that there may be confusion regarding the definition of “Art” and provides clarity by defining “Art” as being inclusive of visual and performing arts.
- Section 2 partitions the arts into two sub-categories: community and professional. Those sub-categories receive individual treatment in the CAP.
- Section 3 identifies Jobs and Economic development as a benefit of investing in the arts.

In concert, these three sections define what “Art” is for Saanich and who the three subgroups of stakeholders are:

- Community
- Professional
- Commercial

As discussed at the April SACH committee meeting, it is acknowledged that this policy could be utilized more. This policy specifically outlines a Vision and Goals for the arts that are, arguably, largely unrealized 17 years after the document was written and adopted by council.

Through the creation of the Arts Centre at Cedar Hill, Saanich has done significant work to increase the profile of the visual arts in Saanich, but there doesn't seem to be a similar program for the performing arts. The Cedar Hill facility is home to several education groups and societies, but the performing arts outcomes are more difficult to quantify. Similarly, based on a review of the Saanich Budget, the revenue and expenses for the Arts Centre at Cedar Hill are folded into the Parks and Recreation Budget through the Cedar Hill financial statements which include the Golf Course and the recreation centre.

The CAP doesn't specifically call for reporting metrics. To determine how impactful this investment is to Saanich it would be beneficial to be able to determine specifically (through metrics) the return on investment Saanich has received from the facility in terms of:

- *Community outreach*
- *Professional engagement*
- *Commercial opportunities*
- *Revenue*

Data in CAP

The CAP provided data relevant to 2002 in the document. That data has not been updated or made available anywhere we could find. Critical figures such as Arts Investment, would be relevant in any annual report to Saanich council and residents.

Section 5

The figures provided in the CAP show that Saanich's investment in the arts was significantly lower than other communities. Presumably this figure was used to show that Saanich should invest more in the arts.

- *What is the current investment per capita?*
 - *We believe the annual report would be improved if this metric were included.*

Section 7 deals with the Public Art Program and subsection 7.1 with several financial matters.

What is the current status of this program and its related funding and financial accounts?

- *Section F of the Arts and Culture Strategic Plan refers to these funds, but that document is now 10 years old.*

Sub-section 7.2 refers to a Jury, Public Art Liaison, and Public Art Coordinator

- *What is the status of that Jury, Public Art Liaison, and Public Art Coordinator?*
 - *Section F of the Arts and Culture Strategic Plan refers to some of these positions, but that document is now 10 years old.*
 - *Saanich and its advisory committees would have a better understanding were they to have a report detailing which positions specifically have job descriptions that include the arts, what department they are in, and what qualifications and skill sets are required in the hiring process.*

4. Saanich Arts and Culture Strategy

Created in 2009, this document outlines six specific goals with multiple objectives and strategies for reaching them.

Goals

- Provide Spaces for Cultural and Artistic Activities
- Increase Arts and Culture awareness
- Build Creative Capacity
- Develop and Nurture Healthy, Vital Neighbourhoods Through the Arts
- Expand Youth Leadership Opportunities in the Arts
- Support Economic Development Through the Arts

This is a robust Strategic Plan. Several of the goals were achieved, while others lay dormant. That isn't a criticism, but rather an observation and acknowledgement of things remaining to be done.

An interesting observation from this strategic plan is that, although it is a Strategic Plan for Arts and Culture, most of the responsibility for implementing the action plan is with the Parks and Recreation Department. The one notable exception is the creation of an award which was the responsibility of the SACH.

Although this award has not been awarded in several years, the SACH is in the process of resurrecting it.

5. Parks, Recreation and Culture Master Plan

As noted earlier, Parks and Recreation are directly responsible for implementing the bulk of the Saanich Arts and Culture Strategic Plan.

If section F of the Strategic Plan is still valid then the HR investment from Saanich to the Arts is barely more than a ¼ time position which lays within the Parks and Recreation Department.

Issue (Gap) Identification

These five documents from Saanich concerning Arts and Culture provide valuable information and context for how Saanich supports the Arts. After reviewing the documents there are several points of concern regarding the Arts in Saanich. The three most pressing are 1) the age of the documents, 2) Saanich Resource Allocation, and 3) a lack of a SMART approach, including collecting and reporting metrics.

Age of Documents

These documents, apart from the Parks and Recreation Plan, are well out of date. That is not to say that the information isn't relevant, but they most certainly could use updating to reflect today's relevant information and to implement a SMART approach to defining goals and metrics for periodically (preferably, annually) judging progress towards their achievement.

At the October 2019 SACH meeting it was noted that some of these documents are up for review and updating in the next couple of years and that Saanich acknowledges the documents are out of date.

Resources and Outcomes

Where does the resource come from to update the documents and what is the expected outcome of that update process?

Based on the information in the documents, there isn't a full-time, or even half-time employee dedicated to the arts. Information available to us does not represent the current state in Saanich, but it does highlight why updates to the documents are needed to ensure Saanich is able to assess whether its goals are being met. Similarly, while updating the documents to reflect the current state is important, so too is aligning the content of those documents to reflect the capacity of the municipality to deliver on the initiatives in those documents.

Throughout the documents there was a "generalist" approach to strategy, goals, and outcomes. In business planning the acronym SMART is used as a test to determine the relative strength of strategies and/or goals. Is the strategy/goal:

- Specific;
- Measurable (and measured);
- Achievable/Assignable;
- Realistic/Relevant;
- Timely/Time-Related

Using the SMART tool as an analytic device most of the strategies and goals in Saanich's documents do not pass this test. Many only satisfy 2-3 and some satisfy none.

Lastly, many of the documents outline opportunities. How does Saanich intend to develop those opportunities without staff resources to develop or implement them?

Metrics

Currently, based on information available the most significant investment that Saanich makes to the arts is through its participation in the CRD Arts Program. When queried about Saanich spending on the arts, that CRD investment is held as a (or 'the') significant achievement for Saanich and acts as a model for the rest of the region to follow, which it is.

That CRD investment figure only represents a portion of what Saanich invests in the arts. It does not account for the money that was invested into the Arts Centre, salaries, programs run through Parks and Recreation, or other Saanich arts initiatives. It also doesn't address any quantitative Return on Investment.

Throughout Saanich documents there are numerous references to qualitative ideology and statements regarding the **value of the arts**. Those references and statements are used to qualify why investment in the arts is necessary. Although commercial arts ventures are presented as an opportunity this seems completely orphaned in any Saanich programming, services, or economic development strategy. Anecdotally, through observation it is possible to report that the Arts Centre is used and that the Parks and Recreation events are well attended but there appears to be no formal reporting mechanism to determine what the return is to Saanich for its investment in the arts.

That last point is the crux of the matter. Information on Saanich's investment in Arts and Culture is not readily available in the manner that contemporary government transparency and accountability warrant and require. By measuring and reporting investments in Arts and Culture Saanich would reinforce how it values them and would better follow its policies described in the documents we reviewed.

Recommendations

At least two of the Saanich documents will be updated in the next two fiscal years which presents an opportunity to improve business practices that raise the profile of the arts in Saanich and that maximize return on investment in them.

Accordingly, the working group recommends to the SACH that they:

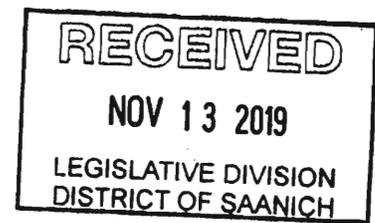
1. Ask for clarification or reaffirmation from Council that the statements regarding the arts as an essential element in the Municipality of Saanich are still relevant and a municipal initiative worth investing in.

If 'yes', that Council direct staff to:

2. Review and propose amendments to documents to align those documents with the current state of Art and Culture in Saanich.
 - Include a review that identifies how many positions in CRD are involved directly and indirectly with the Arts.
 - Consider establishing (reclassifying?) positions to arts specifically, so that appropriate qualifications, competencies, and criteria are included in job positions.
3. Establish policies that employ the SMART tool and require financial reporting of investment on arts (examples):
 - Include all spending:
 - Salaries
 - Arts Centre
 - Arts Programming
 - Other relevant data
 - Development of metrics to determine ROI and include them in the annual report
 - Should include arts specific financial reporting
 - Expenses
 - Revenue
 - Participation (Saanich and CRD)
 - Per capita spending

Conclusion

Community Association events and the Saanich Arts Centre at Cedar Hill are the most visible evidence of Arts in Saanich. Saanich has the largest population in the CRD. It is home to artists, entrepreneurs, arts organizations, arts professionals, arts consumers, arts participants and too many other sub-categories to mention. Regionally, most of the money that is spent on the arts by residents and municipalities (through CRD investment) is spent in the City of Victoria. That is unlikely to change, but there is significant opportunity to celebrate Saanich Arts and Artists IN Saanich. The documents reviewed outline the opportunities for Arts and Culture in Saanich and led to the realization that many of those opportunities remain unrealized. The working group's recommendations seek to improve the probability of realizing those opportunities for the benefit of Saanich citizens.



Saanich Poets Laureate Positions

Report to Saanich Arts Culture & Heritage Advisory Committee

Michele Sealey

Recommendation

I recommend that the Saanich Arts, Culture, and Heritage Advisory Committee ask Saanich Council to create the concurring positions of Poet Laureate and Youth Poet Laureate.

Background

In the times of ancient Greece, the term “laureate” originated when laurel sprigs were fashioned into wreaths of honour, and used to crown people of importance. In 1688 England, the term “Poet Laureate” was coined for a writer chosen by the monarchy to compose poetry for royal occasions. In Canada today, we select Poets Laureate for a variety of reasons.

Under the title of Arts and Artists, UNESCO recognises that creativity is a precious resource with a potential to generate economic benefits while also enhancing our overall wellbeing. They promote arts and artists as UNESCO recognises that strengthening creativity is a key factor for sustainable development. Their initiatives target primarily young artists.

The League of Canadian Poets notes that Poets Laureate (PL) are chosen to reflect the cultural life of the city in which they live and write through poetry; sometimes reading in city council meetings, sometimes reading at official city events, sometimes reading at other non-affiliated events in their city and throughout Canada. PL encourage and promote the importance of literature, culture, and language in Canadian society and work to strengthen the public's relationship to literature. The position of PL recognises the contributions of poets to the cultural life of the community in which they are appointed while also acknowledging the existence of a demand for recognition of the arts by the wider community.

Our purpose, as members of the Arts, Culture and Heritage Advisory Committee, is to recommend policies on community arts, culture, and heritage promotion, including specific community interests. Our mandate includes developing and recommending policies to Council, and fostering “public awareness, recognition, and support for local artistic talent...”.

The public profile of PL would certainly do the above, as well as provide a perspective on issues in our community that affect our community. Such positions will also encourage the promotion, education and awareness of local arts and culture. Poetry as a literary form of artistic expression, and as a reflection of a point in time of a culture, falls under the purview of the Arts, Culture, and Heritage Advisory Committee.

ITEM 6

Examples

VICTORIA

Selected by nomination, Victoria's Poet Laureate and Youth Poet Laureate serve as literary and cultural ambassadors.

Poet Laureate - 4yr position - joint City of Victoria and GVPL

The "people's poet" is an honorary position that was established by City Council in 2006 to honour, celebrate and reflect the life of the city through literature and poetry. An established poet is selected to assume the role of literary ambassador and champion for the arts in the City. During his/her term, the PL acts as a champion for poetry, language and the arts, and creates a unique artistic legacy through public readings and civic interactions. Victoria's PL reflects the life of the city through a variety of civic functions, participates in public poetry events, and develops one or more special projects.

Youth Poet Laureate - 1yr position - joint City of Victoria and GVPL

Drawing on the amazing expertise of a new generation of Victoria poets, the City Youth PL seeks to give the community access to strong youth voices. As the first of its kind in Canada, the City is in a unique position to be a leader in the art and youth engagement scene by engaging youth in a validating, authentic position that celebrates youth's contribution to their community. Reaching vulnerable youth populations and encouraging peer to peer education and inspiration, the Youth PL will pave the way for hundreds of youth to engage on a civic level through their artistic voice

NANAIMO

Poet Laureate - 3yr position - through Nanaimo Culture & Heritage

The purpose of a PL is to serve as a "people's poet", raising the profile of the local literary arts by creating and presenting works that are relevant to the life and culture of our city.

Youth Poet Laureate - 2yr position - through Nanaimo Culture & Heritage

The Youth PL serves as a "young people's poet", raising awareness of poetry, the literary arts and the positive impact literature and poetry can have on community life. Mentored by the Poet Laureate, the Youth PL organises community-based youth poetry projects, and presents original work to Council; the Youth Advisory Council; and the community at various civic events.

COMOX VALLEY

Poet Laureate - 2yr position - through Comox Valley Arts

The Comox Valley PL creates works during a two-year term to celebrate or commemorate significant community events (i.e. Miners Memorial, Canada Day, etc.), and will serve as a touchstone for the mood of the community. This is an honorary position, which receives a small stipend per year for performing these duties, as well as significant recognition throughout each year for the work and contribution a PL will make to the literary fabric of our community.

JUAN DE FUCA

Now has it's own PL, the award winning poet and author, Wendy Morton.

SURREY

Poet Laureate - 2yr position - through Surrey Libraries

The Surrey PL programme was developed in partnership with the City's Cultural Development Advisory Committee and Surrey Libraries, as well as with the following partner groups: Surrey Arts Services, Surrey International Writers' Conference, Arts Council of Surrey, Creative Writing at SFU, KPU Creative Writing, Semiahmoo Arts, and Surrey Muse. Surrey's PL will act as an ambassador for the City and its people, advocating for literacy, promoting literary arts, and helping to raise the status of poetry, language, and the arts in the everyday consciousness of residents. The PL will engage with the people of Surrey through readings, civic events, and community projects.

NEW WESTMINSTER

New West's PL acts as a literary ambassador for the City and community; advocating for literacy and the literary arts and helping to raise the status of poetry, language and the arts in the everyday consciousness of New West residents. The PL also develops meaningful engagement opportunities that enrich the lives of residents and visitors.

EDMONTON

Poet Laureate - 2yr position - joint City, Library, and Arts Council

Historically, a PL served as the official chronicler of state events and occasions. In ancient times, the Laureate was the central means for recording and communicating history. More currently, the role of a PL is to reflect the life of a city through readings of poetry. As an ambassador for the literary arts, the PL incorporates poetry into a range of official and informal city activities. The creation of this position confirms the city's support for the arts in general, and for the literary arts in particular. Edmonton's Poet Laureate Program is supported jointly by the City, Edmonton Public Library, and the Edmonton Arts Council.

The League of Canadian Poets notes that a Poet Laureate position is usually a paid (honorarium) position with guided expectations and responsibilities.

Conclusion

There are various types of laureate positions that a Municipality might consider: the general Arts Laureate, as well as the more specific Poets Laureate, Visual Arts Laureate, Performing Arts Laureate, Writer Laureate, etc, plus Artist In Residence.

We have to start somewhere, and a tangible way for Saanich to show its commitment to our arts and culture is to consider appointing a Poet Laureate and a Youth Poet Laureate for the Municipality of Saanich.