

Committee Room "E"
City Hall, Saskatoon, SK
Wednesday, June 4, 2014
at 11:36 a.m.

MINUTES

OPEN TO THE PUBLIC

MUNICIPAL HERITAGE ADVISORY COMMITTEE

PRESENT: Ms. Carla Duval-Tyler, Chair
Ms. Maggie Schwab
Councillor C. Clark
Ms. Signa Daum Shanks
Mr. Don Greer
Ms. Patti McGillivray
Mr. Robert McPherson
Mr. Lloyd Minion
Mr. Michael Williams
Ms. Darla Wyatt
Senior Planner Kotasek-Toth
Development Review Section Manager Dawson
Committee Assistant Fast

1. Minutes

RESOLVED: that the minutes of the meeting held on May 7, 2014 be approved.

2. Report of the Chair
(File No. CK. 225-18)

The Chair noted that in the Summer 2014 issue of Saskatoon HOME magazine there was an interesting article on the Riversdale neighbourhood.

RESOLVED: that the information be received.

3. Report of the Heritage Coordinator
(File No. CK. 225-18)

Darryl Dawson, Development Review Section Manager was in attendance to advise that Christine Gutmann, Heritage and Design Coordinator, has been seconded to other duties for up to three months. In the interim, to ensure heritage items are covered, Blaire Prima, Senior Planner in the Planning and Development Division will be taking the day-to-day calls, and higher level heritage items will be forwarded to Paula Kotasek-Toth. This is an interim measure to deal with workloads.

Senior Planner Kotasek-Toth advised that a University of Saskatchewan planning intern has been hired for three months and will begin work on June 9, 2014 on the Heritage Database and Register, as well as research and inventory of ghost signs, and other heritage matters.

RESOLVED: that the information be received.

4. Application for Funding Under the Heritage Conservation Program
City Gardener's Site, Victoria Park – 810 Spadina Crescent West
(File No. CK. 710-19)

The Committee Assistant submitted a report of the General Manager, Community Services Department dated May 12, 2014, regarding a request for funding for the City Gardener's Site, Victoria Park, 810 Spadina Crescent West, under the Heritage Conservation Program.

Senior Planner Kotasek-Toth reviewed the report noting that Meewasin Valley Authority would lead the design, fabrication, and installation of the signs.

Discussion followed regarding review of the interpretive signage prior to fabrication. Bob McPherson and Don Greer volunteered to review the final copy.

Senior Planner Kotasek-Toth also advised that a car hit the sign at the City Gardener's Site and half of the granite slab was destroyed. Work is being done to have the sign replaced.

- RESOLVED: 1) that the report be forwarded to the Planning and Operations Committee recommending that City Council approve funding, to a maximum of \$8,000, through the Heritage Conservation Program for interpretive signage at the City Gardener's Site; and
- 2) that Bob McPherson and Don Greer review the final copy of the interpretive signage prior to fabrication.

5. Civic Heritage Policy – Companion Document
(File No. CK. 710-1)

The Committee Assistant submitted an excerpt from the minutes of meeting held on May 7, 2014, regarding the above, at which time the Committee resolved that the information be received and the matter be placed on the next agenda for further discussion.

Development Review Section Manager Dawson addressed comments from Committee members regarding the naming of the document "Heritage Plan". He noted that the City's direction is these types of documents are plans, (i.e. Culture Plan, City Centre Plan, and Official Community Plan). The Heritage Plan describes the City's long-term approach to support the preservation of Saskatoon's historic resources by linking the Civic Heritage Policy with implementation actions identified in the Heritage Review. He noted that the Committee can within its mandate list items to be worked on and the timeframe to see action items implemented.

Senior Planner Kotasek-Toth noted that this is a public document, and intended for the general public to better understand heritage. The document will need to be promoted, and a PSA will be forthcoming as well as pamphlets and marketing documents to go along with it.

The following suggestions were made with respect to future versions of the Heritage Plan:

- Include a 'Recommended Readings' section at the end of the document
- Incorporate Footnotes or a Bibliography to link the Heritage Policy with actions
- Include website and contact information at the end of the document
- Expand the Table of Contents to match the subtitles
- Include an interview with someone to show success story of preserving a building and tie to how the City is making better incentives to save buildings
- Include action items and what has been completed

The Committee continued discussion regarding the Heritage Plan and the following is a summary of the points raised:

- Promote the Heritage Plan at various events this year (e.g. Word on the Street).
- Create automatic links in the digital document.
- Have the U of S planning student look at the document when it is on the website and see if it is user friendly, and if not, why.
- Clarify whether the action items are the City's role or MHAC's role.
- Ensure action items are implemented (e.g. updates at MHAC meetings).
- Indicate this is the "First Edition" of the Heritage Plan to allow for changes and improvements to future printings.

It was suggested to forward comments and/or grammatical errors to Senior Planner Kotasek-Toth and Development Review Section Manager Dawson to incorporate into the digital version and future printings of the document.

RESOLVED: that the report be forwarded to the Planning and Operations Committee and City Council for information.

6. 2013 Goals and Objectives
(File No. CK. 225-18)

The Committee Assistant submitted an excerpt from the minutes of meeting held on May 7, 2014, regarding the above, along with attachments referred to therein.

The Committee discussed including an "action items" list on future agendas. Senior Planner Kotasek-Toth indicated she could provide this for the next agenda, and advised if the Committee wished to undertake a project it is within the mandate.

Bob McPherson excused himself from the meeting at 12:55 p.m.

Maggie Schwab and Carla Duval-Tyler volunteered to draft goals and objectives for the Committee to review at the next meeting.

Discussion followed regarding marketing the Heritage Plan as one of the goals to focus on. Senior Planner Kotasek-Toth advised that the drafts of the marketing brochures should be ready for the September meeting.

RESOLVED: that Maggie Schwab and Carla Duval-Tyler provide draft goals and objectives for the Committee's review at the September meeting.

7. Task Group Membership
(File No. CK. 225-18)

The Committee Assistant submitted an excerpt from the minutes of meeting held on May 7, 2014, regarding the above.

Discussion followed with regard to waiting to form new Task Groups until the September meeting once the goals and objectives have been established.

It was suggested to meet with the planning student both prior to drafting the marketing brochures to go with the Heritage Plan, and again later in August when the drafts are ready. Charlie Clark, Don Greer, Maggie Schwab, and Carla Duval-Tyler volunteered to meet with the student in this regard.

- RESOLVED: 1) that Charlie Clark, Don Greer, Maggie Schwab, and Carla Duval-Tyler meet with the planning student with respect to drafting of the marketing brochures; and
- 2) that the matter of task group membership be placed on the September agenda for further discussion and review.

8. Statement of Expenditures
(File No. CK. 225-18)

The Committee Assistant submitted a current Statement of Expenditures for the Committee's Review.

RESOLVED: that the information be received.

9. Heritage Canada National Trust
Call for Nominations to the Board of Governors
(File No. CK. 225-18)

The Committee Assistant submitted a letter dated May 9, 2014 from Natalie Bull, Executive Director, requesting nominations for their Board of Governors, and advised the above-noted letter was sent by email to Committee members on May 21, 2014.

Committee members did not have a nomination.

Development Review Section Manager Dawson excused himself from the meeting at 1:17 p.m.

Discussion followed regarding membership in the Heritage Canada National Trust and attendance at the conference by the Chair or designate.

RESOLVED: that the information be received.

10. Invitation – 19th Annual Heritage Architecture Awards of Excellence
Wednesday, June 11, 2014, Government House, Regina, SK
(File No. CK. 225-18)
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The Committee Assistant submitted an invitation to the above-noted Awards Ceremony, and noted that this invitation was sent by email to Committee members on May 20, 2014.

Ms. Kotasek-Toth noted the Moose Jaw Trail Park was receiving an award and she would be attending the event as the City of Saskatoon's representative.

RESOLVED: that the information be received.

11. Invitation – Provincial Heritage Fair
Wednesday, June 4, 2014, Government House, Regina, SK
(File No. CK. 225-18)
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The Committee Assistant submitted an invitation to the above-noted Provincial Heritage Fair and noted that this invitation was sent by email to Committee members on May 27, 2014.

RESOLVED: that the information be received.

12. 2015 Budgetary Request
(File No. CK. 1704-5)

Report of the Committee Assistant:

“The Committee has been asked to submit a Budgetary Request for 2015, for inclusion in the overall budget for the City Clerk’s Office.

For the Committee’s information, the approved budget from 2014 is as follows:

Conferences: \$2,000
Education and Research: \$3,700
Heritage Awards Program: \$5,700
Doors Open Event: \$5,800
Heritage Festival: \$500
Memberships: \$200

TOTAL: \$17,900”

Discussion followed regarding the Committee’s 2015 budgetary requirements.

RESOLVED: that the following Municipal Heritage Advisory Committee budgetary proposal be approved for submission to the Planning and Operations Committee:

Conferences, Education and Research: \$5,700
Heritage Awards Program: \$5,700
Doors Open Event: \$5,800
Heritage Festival: \$500
Memberships: \$200

TOTAL: \$17,900

13. Publications
(File No. CK. 225-18)

The Committee Assistant submitted the following for information:

- a) Heritage Saskatchewan Newsletter – May 12, 2014 (sent by email dated May 13, 2014);
- b) Heritage Saskatchewan Newsletter – May 26, 2014 (sent by email dated May 27, 2014); and
- c) Heritage Connections – Saskatoon Heritage Society Newsletter – Spring 2014 (sent by email dated May 20, 2014).

RESOLVED: that the information be received.

The meeting concluded at 1:25 p.m.

Ms. Carla Duval-Tyler, Chair