



## PUBLIC AGENDA

### MUNICIPAL HERITAGE ADVISORY COMMITTEE

**WEDNESDAY, APRIL 1, 2015, 11:30 A.M.  
COMMITTEE ROOM A, SECOND FLOOR, CITY HALL**

Ms. C. Duval-Tyler, Chair  
Ms. M. Schwab, Vice Chair  
Councillor C. Clark  
Mr. S. Deprez  
Ms. D. Funk  
Mr. D. Greer  
Ms. J. Lawrence  
Ms. P. McGillivray  
Mr. R. McPherson  
Ms. S. Marchildon  
Mr. L. Minion  
Mr. L. Moker  
Mr. B. Penner  
Ms. L. Swystun  
Mr. M. Velonas  
Mr. M. Williams

1. CALL TO ORDER
2. CONFIRMATION OF AGENDA
3. ADOPTION OF MINUTES
  - 3.1 Minutes of regular meeting held on February 4, 2015.
4. REPORT OF THE CHAIR [File No. CK. 225-18]
5. REPORT OF THE HERITAGE COORDINATOR [File No. CK. 225-18]

## **6. REPORTS FROM ADMINISTRATION**

### **6.1 Proposed Amendment to The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356 [Files CK. 710-1 and PL. 710-17-1]**

Attached is a report of the A/General Manager, Community Services Department dated April 1, 2015, regarding the above.

#### **Recommendation**

That the report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with the recommendation that the City Solicitor be requested to prepare the required bylaw to amend The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356.

### **6.2 Proposed Alterations to Municipal Heritage Property – 715 Broadway Avenue (The Broadway Theatre) [Files CK. 710-22 and PL. 907]**

Attached is a report of the A/General Manager, Community Services Department dated April 1, 2015, regarding the above.

#### **Recommendation**

That the Municipal Heritage Advisory Committee approve the proposed alterations to 715 Broadway Avenue under The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356.

## **7. COMMUNICATIONS**

### **7.1 Architectural Heritage Society of Saskatchewan [File No. CK. 225-18]**

The Committee's membership in the Architectural Heritage Society of Saskatchewan for 2015-16 has been renewed. The annual renewal is \$20.00.

#### **Recommendation**

That the information be received.

## **7.2 Farnam Block [File No. CK. 710-1]**

Attached is a letter dated March 5, 2015 from Heritage and Design Coordinator Kambeitz addressed to the Saskatoon Archaeological Society in response to their letter dated February 2, 2015 addressed to Councillor Clark. A copy of the February 2, 2015 letter is also attached.

### **Recommendation**

That the information be received.

## **8. 2015-2016 HERITAGE AWARDS PROGRAM [File No. CK. 710-38]**

This matter is on the agenda to commence planning for the next Heritage Awards Program, beginning with the Call for Submissions in September. Prior to that time, any changes will need to be completed to the program, and a Request for Proposals for the position of Administrator will need to be issued.

Attached is the Final Report of On Purpose Leadership for the 2013-2014 Heritage Awards Program which contains recommendations for the next Program, beginning on Page 6 of the report (Attachment A). The Committee received a presentation from On Purpose Leadership on the above-noted report at its April 2, 2014 meeting at which time it was resolved that the Heritage Awards Task Group undertake to perform a review of the program, using the Final Report as a reference.

Also attached is the RFP for the 2013 Heritage Awards Administrator position (Attachment B), for the Committee's review and for changes to be made prior to issuing in April/May 2015 with a submission deadline of Friday, June 12, 2015 (tentative).

A review of the membership of the Heritage Awards Task Group is also required if the Committee wishes to refer the matter to the subcommittee.

### **Recommendation**

That the direction of the Committee issue regarding a review of the recommendations submitted by the past Administrator (On Purpose Leadership), and a review of the terms of the upcoming contract for the Heritage Awards Administrator position.

**9. STATEMENT OF EXPENDITURES [File No. CK. 225-18]**

Attached is the current Statement of Expenditures for the Committee's review.

The MHAC Publications account has a balance of approximately \$12,250.00. There are approximately 35 "Exploring the Wonder City" books remaining, if the Committee wishes to reprint.

The booklet was first printed in 2002 and the Committee approved a second printing in 2006. The Committee revisited the idea of reprinting the booklet again in 2010; however, it was not reprinted at that time. A copy of the booklet will be available for viewing at the meeting.

**Recommendation**

That the direction of the Committee issue.

**10. PUBLICATIONS [File No. CK. 225-18]**

- a) Heritage Saskatchewan Newsletter – February 2, 2015 (sent by email dated February 2, 2015);
- b) Heritage Saskatchewan Newsletter – February 17, 2015 (sent by email dated February 18, 2015);
- c) Heritage Saskatchewan Newsletter – March 3, 2015 (sent by email dated March 3, 2015);
- d) Heritage Saskatchewan Newsletter – March 16, 2015 (sent by email dated March 17, 2015);
- e) Heritage – The Magazine of Heritage Canada the National Trust – Volume XVIII, No. 1 (copy available for review at the meeting).

**Recommendation**

That the information be received.

**11. OTHER BUSINESS**

This is a standing item on the agenda to give Committee members an opportunity to share information on heritage events or what they are involved with within their workplaces.

**12. ADJOURNMENT**

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# Proposed Amendment to The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356

## Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation that the City Solicitor be requested to prepare the required bylaw to amend The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356.

## Topic and Purpose

The purpose of this report is to amend The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356, (Approval of Alterations Bylaw) to simplify and improve the approval process for minor repairs or alterations to designated municipal heritage buildings, as outlined in the City of Saskatoon (City) Heritage Plan.

## Report Highlights

1. The Administration has been delegated approval of alterations to designated municipal heritage properties under the Approval of Alterations Bylaw. The Approval of Alterations Bylaw does require that the Municipal Heritage Advisory Committee (MHAC) be consulted for any repairs or alterations.
2. The proposed amendment to the Approval of Alterations Bylaw would exempt minor repairs and alterations from referral to MHAC in order to simplify and improve the process for property owners.

## Strategic Goals

Under the City’s Strategic Goal of Sustainable Growth, this report supports the preservation of the character of heritage buildings and historical landmarks. This report also supports the Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city’s built, natural, and cultural heritage.

## Background

The City’s Heritage Policy and Program Review (completed in August 2012) indicated that the requirement to consult MHAC prior to minor alterations or repairs caused unnecessary delays in the approval process.

## Report

### Approval of Alterations Bylaw

The Approval of Alterations Bylaw delegates to the Administration the authority to approve alterations to designated municipal heritage properties (refer to Attachment 1 for the Approval of Alterations Bylaw). The Approval of Alterations Bylaw also states that MHAC must be consulted for all alterations and repairs

## **Proposed Amendment to The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356**

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### Exemption of Minor Repairs and Maintenance

To simplify and improve the review process, the Administration is recommending that the Approval of Alterations Bylaw be amended to exempt minor repairs and alterations from referral to MHAC.

Minor alterations and repairs would be those that do not affect the building's heritage and would include, but are not limited to, the following:

- property cleanup and repair of landscape features;
- minor exterior repairs, painting, or replacement of roofing material where there is little or no change in colour or design;
- re-pointing of masonry elements; and
- weatherproofing.

By removing this requirement, delays in the approval process for simple repair projects and minor maintenance can be reduced.

### **Options to the Recommendation**

City Council could decline to approve the proposed amendment to the Approval of Alterations Bylaw and maintain the status quo.

### **Public and/or Stakeholder Involvement**

There is no public/stakeholder involvement.

### **Other Considerations/Implications**

There is no policy, financial, environmental, privacy, or CPTED implications or considerations. A communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

No follow-up is required.

### **Public Notice**

Public notice is not required.

### **Attachment**

1. The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356

### **Report Approval**

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development  
Reviewed by: Alan Wallace, Director of Planning and Development  
Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

S:\Reports\DS\2015\MHAC – Proposed Amendment to Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356\kt

**Bylaw No. 8356**  
**The Heritage Property**  
**(Approval of Alterations) Bylaw, 2004**

The Council of The City of Saskatoon enacts:

**Title**

1. This Bylaw may be cited as The Heritage Property (Approval of Alterations) Bylaw, 2004.

**Purpose**

2. The purpose of this Bylaw is to delegate to the civic administration the authority to approve alterations to designated property or property for which a notice of intention has been registered as provided for in Section 23 of *The Heritage Property Act*, S.S. 199-80, Chapter H-2.2, as amended.

**Delegation of Authority**

3.
  - (1) City Council hereby delegates to the General Manager of the Community Services Department of The City of Saskatoon the authority granted to it under Section 23 of *The Heritage Property Act*, S.S. 1979-80, Chapter H-2.2.
  - (2) The General Manager of the Community Services Department is authorized to further delegate the authority granted under this Bylaw or any function connected with the exercise of the authority granted under this Bylaw to any City employee.

**Consultation with Municipal Heritage Advisory Committee**

4. Prior to granting approval of any application made pursuant to Section 23 of *The Heritage Property Act*, the General Manager of the Community Services Department

or the person to whom the General Manager's authority has been delegated, must consult with the Municipal Heritage Advisory Committee.

**Coming into Force**

5. This Bylaw shall come into force and take effect on the day of its final passing.

Read a first time this	4 <sup>th</sup>	day of	October, 2004.
Read a second time this	4 <sup>th</sup>	day of	October, 2004.
Read a third time and passed this	4 <sup>th</sup>	day of	October, 2004.

\_\_\_\_\_  
Donald J. Atchison  
Mayor

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Janice Mann  
City Clerk

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## Proposed Alterations to Municipal Heritage Property – 715 Broadway Avenue (The Broadway Theatre)

### Recommendation

That the Municipal Heritage Advisory Committee approve the proposed alterations to 715 Broadway Avenue under The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356.

### Topic and Purpose

The purpose of this report is to request approval for alterations to The Broadway Theatre, located at 715 Broadway Avenue, under The Heritage Property (Approval of Alterations) Bylaw, 2004, Bylaw No. 8356.

### Report Highlights

1. The Broadway Theatre was designated as a Municipal Heritage Property in 1997. Designation is limited to the exterior of the building and the theatre lobby.
2. As part of a restoration/renewal project, The Broadway Theatre is proposing to make alterations, as outlined in this report, to the theatre lobby and the stucco exterior.

### Strategic Goals

Under the City of Saskatoon's (City) Strategic Goal of Sustainable Growth, this report supports the preservation of the character of heritage buildings and historical landmarks. This report also supports the Strategic Goal of Quality of Life. As a community, we find new and creative ways to showcase our city's built, natural, and cultural heritage.

### Background

In 1997, City Council designated The Broadway Theatre as a Municipal Heritage Property. The designation is limited to the exterior of the building and the theatre lobby. The Administration currently approves alterations to municipal heritage properties, in consultation with the Municipal Heritage Advisory Committee (MHAC).

### Report

#### The Broadway Theatre

The heritage value of the Broadway Theatre resides in its Art Moderne architecture, its association with the Broadway Avenue commercial district, and its importance as an artistic venue for film festivals, musical performances, and special events. The key character-defining elements that contribute to the theatre's heritage value include, but are not limited to, the following:

- a) the building's exterior features, including the stucco façade, glass blocks surrounding the show windows, main entrance doors, the marquee, and overhanging sign; and

## **Proposed Alterations to Municipal Heritage Property - 715 Broadway Avenue (The Broadway Theatre)**

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- b) the building's lobby features, including the oval ticket box, the doors leading into the screening area, the valence lighting, and the terrazzo flooring (see Attachment 1).

### Proposed Alterations

The Broadway Theatre is proposing to make alterations to the lobby and stucco exterior. The proposed restoration project is being done to remain true to the architectural and historic style of the building. The interior restoration has been inspired through research and historic photographs of the original space (see Attachment 2).

Attachment 3 and 4 contain drawings of the proposed alterations, which include:

- a) new paint (including the ceiling and doors);
- b) new concession counter and millwork, with the addition of valence lighting and vintage glass block;
- c) new ticket booth counter with glass block integration to match the concession;
- d) LED valence lighting (same lighting concept as the original, but upgraded);
- e) polishing the existing terrazzo floors;
- f) interior signage; and
- g) new exterior paint colours for stucco.

The Administration has reviewed the proposal and is of the opinion that the proposed alterations restore the lobby to a more compatible design with the original. Further, the proposed exterior paint colours do not impact The Broadway Theatre's heritage significance.

### **Other Considerations/Implications**

There are no options, policy, financial, environmental, privacy, or CPTED implications. A communication plan is not required at this time.

### **Due Date for Follow-up and/or Project Completion**

No follow-up is required.

### **Public Notice**

Public notice is not required.

### **Attachment**

1. Current Lobby and Character Defining Element Photographs
2. Historical Photography: 1946 Grand Opening
3. The Broadway Theatre Restoration Plan
4. The Broadway Theatre - Exterior Renovations

### **Report Approval**

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Lynne Lacroix, Acting General Manager, Community Services Department

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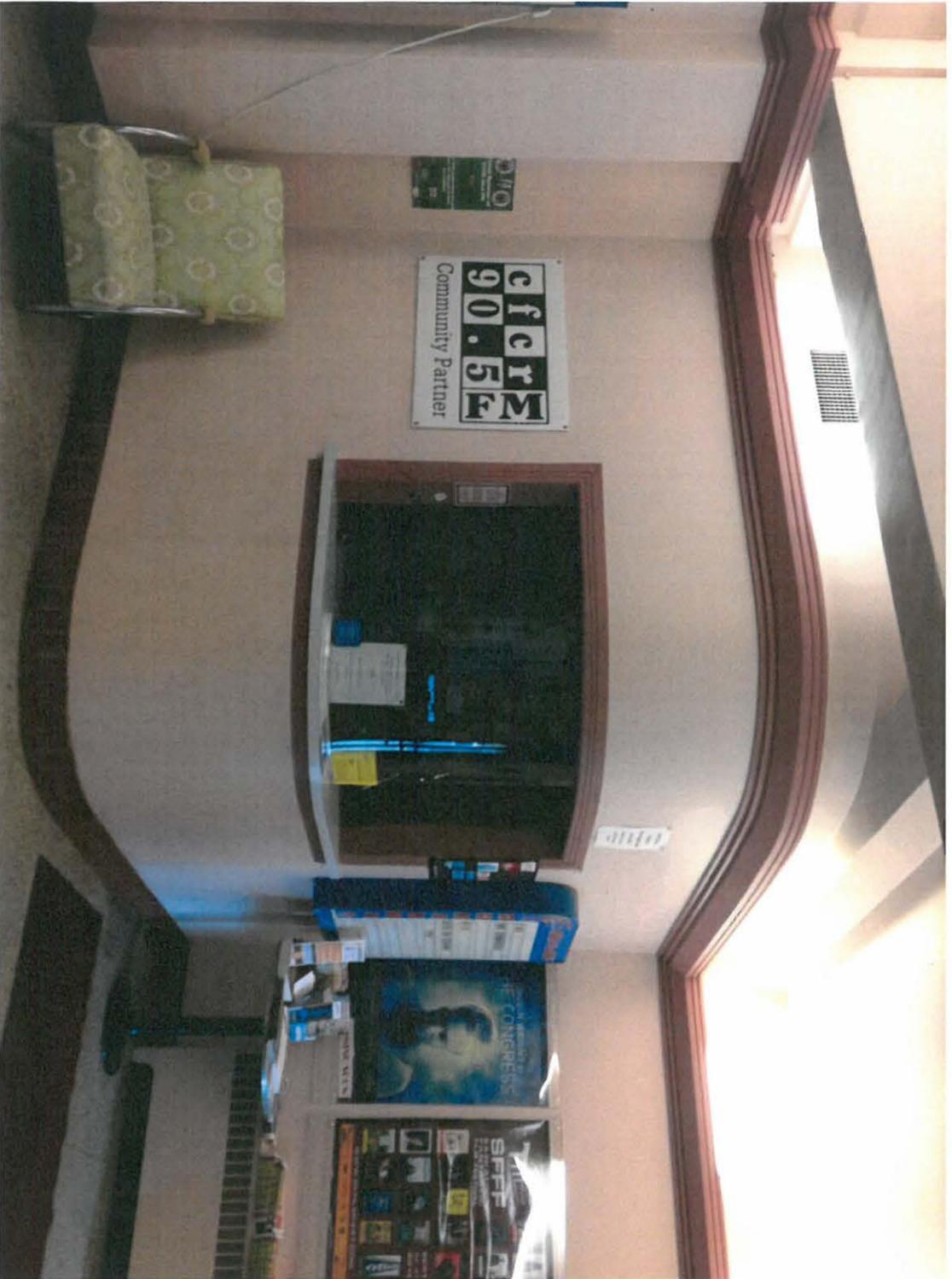


The Broadway Theatre: Lobby

Attachment 1

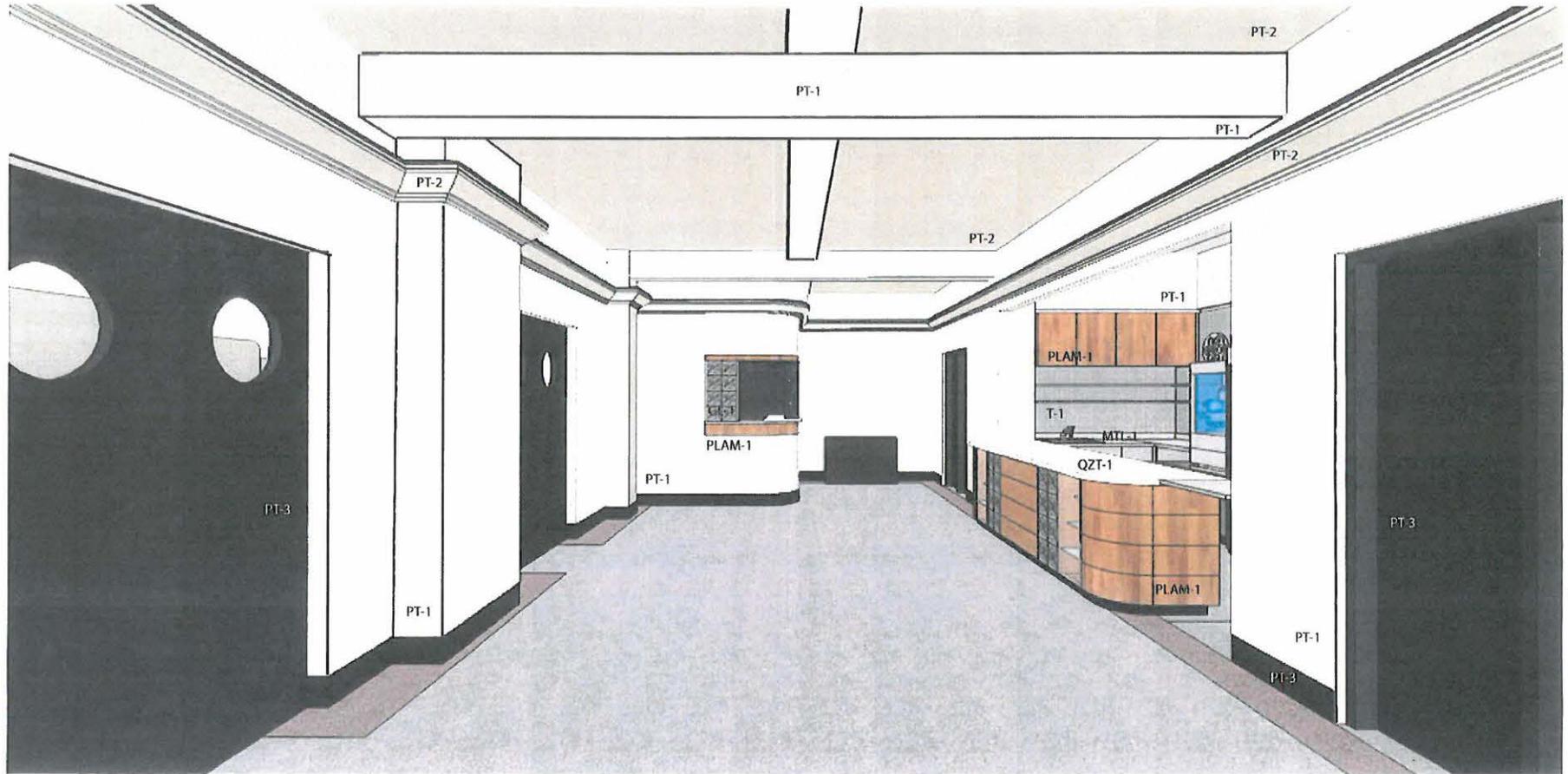


The Broadway Theatre: Concession

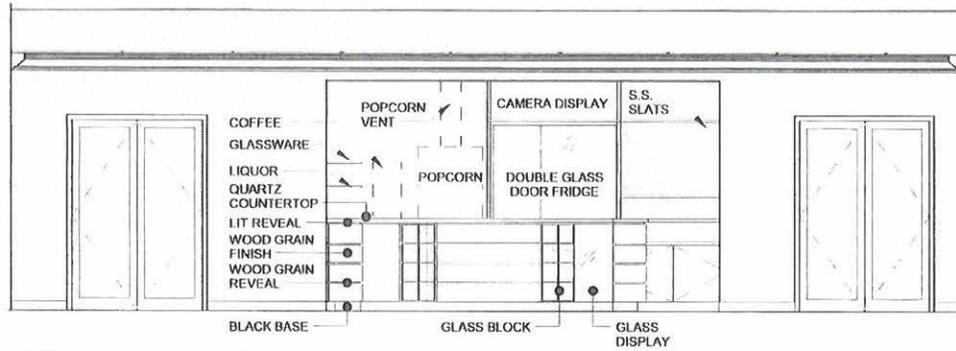


The Broadway Theatre: Ticket Box

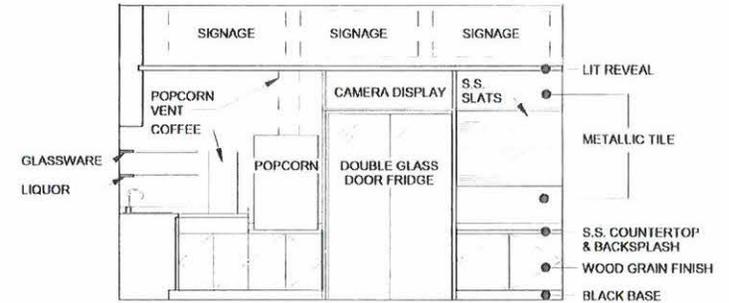




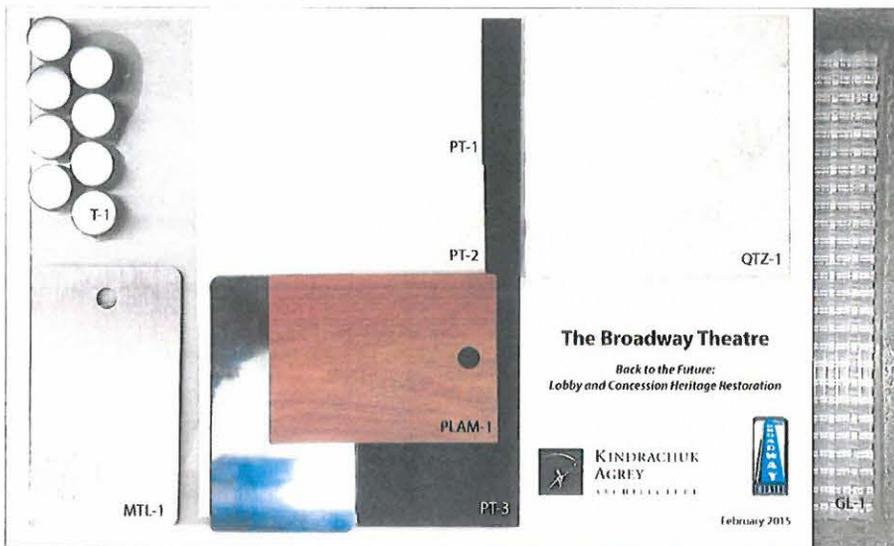




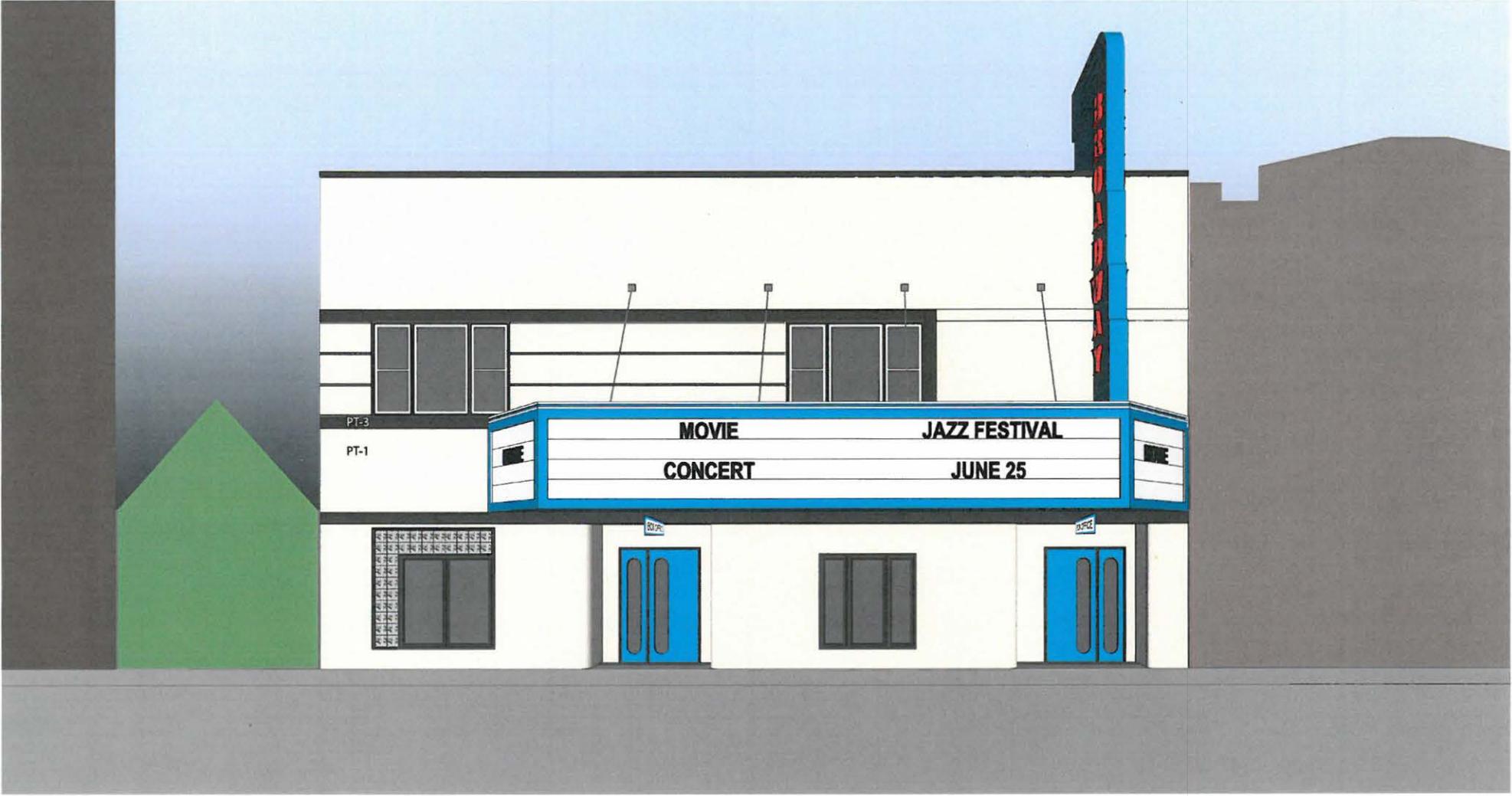
1 CONCESSION-FRONT ELEVATION  
A2.1 A5.1 1:50



2 CONCESSION-WEST ELEVATION  
A2.1 A5.1 1:50



DWG CODE	PRODUCT	MANUFACTURER	STYLE/PATTERN/COLOUR	SIZE	COMMENTS
GL-1	GLASS	-	VINTAGE GLASS BLOCK	-	ACCENT
MTL-1	STAINLESS STEEL	-	-	-	COUNTERTOPS
PLAM-1	PLASTIC LAMINATE	FORMICA	WILD CHERRY/5904	-	MILLWORK
PT-1	PAINT	GENERAL PAINT	CLW 1007W/BLAEBERRY/LRV 75	-	FIELD COLOUR
PT-2	PAINT	GENERAL PAINT	CLW 1014W/SNOWSHOE TRAIL/LRV 78	-	ACCENT COLOUR
PT-3	PAINT	GENERAL PAINT	BLACK	-	ACCENT COLOUR
QTZ-1	QUARTZ	CAMBRIA	TORQUAY	-	COUNTERTOPS
T-1	WALL TILE	AMES TILE	METAL MOSAICS/PENNY ROUNDS/STAINLESS STEEL	12" x 12"	CONCESSION BACKSPLASH



A0.4

2015.03.01

**The Broadway Theatre**  
*Back to the Future: Lobby and Concession Heritage Restoration*



A0.5

2015.03.01

**The Broadway Theatre**  
*Back to the Future: Lobby and Concession Heritage Restoration*



KINDRACHUK  
AGREY  
ARCHITECTURE



710-1  
1.2

March 5, 2015

Saskatoon Archaeological Society  
c/o Karin Steuber  
Box 328 RPO University  
Saskatoon SK S7N 4J8

Dear Karin Steuber:

**Re: Farnam Block – Heritage Resource Impact Assessment  
650 Broadway Avenue**

This communication is in response to your letter dated February 2, 2015 recommending a Heritage Resource Impact Assessment (HRIA) for 650 Broadway Avenue. Please note that Section 63 of *The Heritage Property Act, S.S. 1979-80, Chapter H-2.2*, requires the Minister of Parks, Culture and Sport to request an assessment of this nature. The City does not have the authority to request an HRIA.

If you have any questions, please feel free to contact me at 306-975-2645.

Regards,



**Catherine Kambeitz, MCIP, Heritage and Design Coordinator**  
Planning and Development Division

CK:ck

cc. Councillor Clark, City of Saskatoon  
Municipal Heritage Advisory Committee, City of Saskatoon  
Patti McGillivray, President, Saskatoon Heritage Society  
Office of the City Clerk, City of Saskatoon



710-1



# Saskatoon Archaeological Society

Box 328 RPO University, Saskatoon, SK S7N 4J8  
Phone: (306) 244-4650 Fax: (306) 966-5640  
Email: saskatoon.archaeology@gmail.com



February 2<sup>nd</sup>, 2015

Councillor Charlie Clark  
City of Saskatoon  
222 – 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5

Dear Councillor Clark,

The Saskatoon Archaeological Society wishes to strongly express our members' support for protection and preservation of the historic Farnam Block building on Broadway Avenue. The Farnam Block is a testament to the formation of Saskatoon as a city having been constructed in 1912. This Building is an important example of early 20<sup>th</sup> Century architecture and as such should be protected for its historical significance.

Our Society is dedicated to bringing awareness and education of our city and province's rich archaeological heritage. This includes the entirety of the 10,000 years of history that can be found in Saskatchewan. Saskatoon showcases pieces of this long history from archaeological sites such as bison hunting camps, the early settlement of Temperance colonists, field hospitals during the Riel Resistance such as the Marr Residence to early manifestations of Saskatoon as a growing city as seen in buildings such as the Farnam Block.

As our city is growing in terms of population and the economy, it is important not to forget where it all started. Preservation of historic buildings such as the Farnam Block help ground us in understanding our past and appreciating the hard work and determination of early entrepreneurs such as Arlington Ingalls Farnam. Sites such as these should not be destroyed but instead designated as Municipal Heritage Properties.

It has been brought to our attention that behind the Farnam Block building, under the parking lot there may be underground structures such as vaults and/or tunnels. For this reason, we recommend that an archaeological assessment (Historical Resources Impact Assessment or HRIA) should be undertaken in order to fulfill the requirements of the Heritage Property Act (1979-80, c.H-2.2, s.63.) prior to any alterations to the property.

We believe that our civic heritage deserves more consideration and financial support than it has been receiving. We ask that you consider protecting the Farnam Block building on Broadway Avenue.

Respectfully,

Karin Steuber  
President

Cc: Catherine Kaimbeitz, Heritage Coordinator, City of Saskatoon  
Patti McGillivray, President, Saskatoon Heritage Society  
Municipal Heritage Advisory Committee, City of Saskatoon  
Office of the City Clerk, City of Saskatoon

J.A)

*Heritage Awards Final Report*



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## Event History

Every two years, the City of Saskatoon, through its Municipal Heritage Advisory Committee (MHAC), recognizes work in heritage preservation in Saskatoon through public recognition and the presentation of award certificates. The Municipal Heritage Awards Program occurs in the year opposite to Doors Open Saskatoon—another City of Saskatoon heritage initiative.

The Heritage Awards are an opportunity for Saskatoon residents to nominate an individual, business, or group that they know to have made a difference in the preservation and conservation of the City's heritage. The awards draw attention to the heritage value of subjects and properties within the City of Saskatoon.

Heritage value is defined as the aesthetic, historic, scientific, cultural, social or spiritually important, or significant elements for past, present or future generations.<sup>1</sup>

## 2013-2014 Awards

This year, the Heritage Awards were presented on Monday, February 9<sup>th</sup> in City Council Chambers during the public portion of the regularly scheduled council meeting. More than 20 individuals, businesses, or groups were recognized including property owners, architects, designers, and journeypersons.

Winners were named in six of the eight available categories:

- Restoration-Exterior – Nutana Collegiate Institute
- Honourable Mention – Restoration Exterior – A.L. Cole Pumphouse
- Adaptive Re-Use – Affinity Credit Union Campus
- Sensitive Addition – Affinity Credit Union Campus
- Heritage Space – Stonebridge Special Use Parks
- Education – Saskatoon Heritage Society and Don Kerr, Editor for the Saskatoon History Review

No winners were named in the Volunteer Service, Restoration-Interior and Sensitive Infill categories this year.

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<sup>1</sup> Parks Canada, Standards and Guidelines for the Conservation of Historic Places in Canada, Her Majesty the Queen in Right of Canada, 2003, p.2.

### ***City of Saskatoon Support***

**Joyce Fast**—Lead, Coordination

**Lori O'Brien**—Coordination

**Christine Gutmann**—Heritage Expertise

### ***Program Coordination***

*On Purpose Leadership, represented by:*

**Megan Orr**—Event and Meeting Coordinator

**Kim Ali**—Project Manager

### ***Municipal Heritage Advisory Committee Chair***

**Carla Duval Tyler**

### **Jury Panel**

- Troy Smith, Saskatchewan Association of Architects – and Chair of Jury Panel
- Happy Grove, Interior Design Association
- Don Greer, Municipal Heritage Advisory Committee
- Bob McPherson, Municipal Heritage Advisory Committee
- Peggy Sarjeant, Saskatoon Heritage Society

### **Overview of Event Day**

The Heritage Awards celebration is made up of the following three components:

#### ***Awards Presentation***

The presentation of the Heritage Awards took place in City Council Chambers during the public portion of the regularly scheduled Council meeting starting at 6 PM. This has a number of benefits including the formal/official setting, and the attendance of all councillors, the Mayor, and Saskatoon media.

#### ***Photo Displays***

Photo exhibits are displayed in the City Hall lobby in the week the Heritage Awards are presented. A power point photo exhibit is put on display at the awards reception for the duration of this event. The photo exhibits are a major attraction and resources should continue to be set aside for this component. A consideration for future years may be that we allow award recipients to take home one copy of their mounted photos and photo captions at the

end of the night. MHAC committee members also suggested that a permanent exhibit at City Hall may be feasible.

### ***Reception***

Award recipients are invited to partake in a brief reception following the presentation of their awards. This is an opportunity for them to mix and mingle with other award recipients as well as meet representatives of the design and heritage communities. The reception was held across the street from City Hall at The Basement. It was a relaxed yet classy setting; perfect for the celebration mood we want to honour the winners with. Outside catering was brought in and beverages were provided by the venue. Alcoholic beverages were available at the Basement bar for purchase and soft drinks were provided for at no charge.

## **Marketing & Communication**

### ***Online Content***

The City of Saskatoon issued a news release to alert the media and general public that the Awards Program was accepting nominations, and another one to notify them of this year's winners and the date and time of the presentation. The City posted information and a downloadable application form at 'H' for Heritage Awards during the Call for Nominations.

### ***Newspaper Advertising***

Ads were placed in the Saskatoon StarPhoenix and Bridges in October. Additional ads were placed in the Star Phoenix when the date was pushed back. . See Appendix for copies of the advertisements.

### ***News Articles***

The Saskatoon Express printed an article in their March 17 edition.

The Saskatchewan's Architectural Society Magazine (WORTH) produced a two page centre spread complete with pictures highlighting the Heritage Award winners for their spring publication 2013-2014.

### ***Television Coverage***

Global Saskatoon and CTV reported on the Heritage Awards Program on their February 9 evening newscast, and on their morning shows February 10. Shaw covered the presentation portion in its coverage of the City Council meeting.

## ***Direct Marketing Initiatives***

We used electronic media as much as possible to reduce costs and broaden the reach of our marketing efforts. Posters were distributed electronically to the following people and places, who were also asked to forward the poster along to interested persons, businesses, and organizations:

- Updated City distribution list of architects, designers, journeypersons and their professional associations
- Saskatoon Heritage Society
- Meewasin Valley Authority
- Local History Room, Frances Morrison Library
- Saskatoon Real Estate Board
- Representatives of Design Week (Gov't of Saskatchewan)
- Prairieland Park
- BIDs: Broadway, Riversdale, The Downtown Partnership, Sutherland
- University of Saskatchewan
- Western Development Museum
- City of Saskatoon Commercial Facades Program
- City of Saskatoon Heritage Coordinator

## **Program Review**

### **What went well?**

Joyce Fast and her City Clerk's Office staff were a tremendous resource and support to On Purpose Leadership in carrying out the event. Christine Gutmann was available as needed and provided counsel and feedback.

The post event celebration held at the Bassment was very successful with more than 100 people attending.

The Saskatoon media are very interested in the program.

The recipients are very appreciative of the honour, and the certificates and awards ceremony are a great way to recognize them.

### **What should be done differently?**

The deadline for awards was pushed back from November 8 to November 29, which led to complications with the review process. The jury was not able to meet to do the tours until December 16, which lead to a delay in the decisions, and the work that needed to be completed prior to the event. It is noted that 90% of the applications come in on the last day or two before the deadline.

There were a number of questions and issues that came up in the judging process. Some of the issues are related to the clarity of the language in the Awards Criteria. The criteria and process needs a thorough review.

We provided the opportunity for electronic submissions, as well as offline submissions. Very few took up the offer on providing their submissions online. Offline submissions are often hand written so hard to read. Receiving the submissions online provides a much more efficient process.

## **Coordinator Recommendations**

### ***Re-evaluate Marketing and Advertising Strategies***

- Focus early marketing on developing community awareness—the Heritage Awards present a strong opportunity for community engagement
- Set up and maintain electronic database so individuals in stakeholder groups (architects, designers, journeypersons) can be communicated with efficiently
- Choose a deadline date and stick to it.
- Increase advertising investment to improve visibility of the event day.
- Book a paid advertisement in the Star Phoenix announcing the winners.

- Continue to provide Heritage Award winner information to local publications such as HOME Magazine, WORTH Magazine, etc. to increase public knowledge of Heritage Awards and initiatives.

### ***Awards Presentation***

- During the presentation of the awards at City Hall, present photos of the buildings on the screen in city hall chambers.

### ***Judging Process***

- Develop a guideline summary for judges, and ensure a resource person is present at the judging meeting that can answer questions regarding the judging criteria.
- Clarify process for judge selection including conflict of interest, etc.
- Clarify intention of Volunteer Award (recognition for lifetime achievement? Significant impact?).
- Review the judging evaluation sheet and provide guidance.
- Require all submissions to provide a full electronic copy of all materials. There are precedents from different committees in the City of Saskatoon (for instance public art) that maintain this requirement. This process is far more efficient for the judges as we can provide them the materials electronically, less expensive as the city doesn't have to make copies and prepare hard copies binders of all the materials, and more efficient for preparing the awards ceremony materials.
- Develop an online survey for routine feedback from participants, judges and winners.
- Add an additional component to the Coordinator Responsibilities to work with a review committee to review the criteria, the process and the implementation (March – June of the year previous to the next presentation. This review needs to be at minimum t six months before the process is implemented which happens in September. There would need to be additional funds to pay the coordinator for these responsibilities.

# Appendix A – Heritage Awards Advertising

THE STARPHOENIX, SATURDAY, OCTOBER 12,  
and BRIDGES, THURSDAY OCTOBER 27

THE STARPHOENIX, SATURDAY, NOVEMBER 16, 2013 and  
SUNDAY PHOENIX, NOVEMBER 17, 2013



## CALL FOR NOMINATIONS

The City of Saskatoon, through its Municipal Heritage Advisory Committee, is recognizing work in heritage preservation in Saskatoon through the presentation of Awards Certificates, under the following:

**(A) BUILDING, SITES & GROUNDS**

The six project categories are:

(i) Restoration - Exterior	*definitions for each category are provided on the application form.
(ii) Restoration - Interior	
(iii) Adaptive Re-Use	
(iv) Sensitive Infill	
(v) Sensitive Addition	
(vi) Heritage Space	

**(B) VOLUNTEER PUBLIC SERVICE**  
This category is open to both individuals and groups who have demonstrated a long-term commitment to archaeology, history, museums, historic buildings and sites, genealogy and folklore.

**(C) EDUCATION**  
This category is open to both individuals and groups for undertaking endeavours which enhance the public understanding and appreciation of the City's natural and human heritage.

Entry forms are available on the City's website at [www.saskatoon.ca](http://www.saskatoon.ca) (select "h" for Heritage Awards) and from Main Reception Desk, Front Lobby, City Hall, Saskatoon, Saskatchewan S7K 0J5.

The deadline for submissions is Friday, November 8, 2013 at 5:00 p.m. Any program completed prior to September 1, 2013 is eligible, including non-award winning submissions from past years.

For further information contact Sarah Nixon at 652-1479  
or e mail [snixon@onpurpose.ca](mailto:snixon@onpurpose.ca).

Co-Sponsored by:

 **The StarPhoenix**



## CALL FOR NOMINATIONS

The City of Saskatoon, through its Municipal Heritage Advisory Committee, is recognizing work in heritage preservation in Saskatoon through the presentation of Awards/Certificates, under the following:

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The deadline for submissions has been extended to Friday, November 29, 2013 at 5:00 p.m. Any program completed prior to September 1, 2013 is eligible, including non-award winning submissions from past years.

For further information contact Megan Orr at  
(306) 652-1479  
or e mail [morr@onpurpose.ca](mailto:morr@onpurpose.ca).

Co-Sponsored by:

 **The StarPhoenix**

# Appendix B – Article in Saskatoon Express

Publication Date: March 17 – 23 edition



## Wilson School

Wilson School as it looked when it was built in 1915  
(Photo by Leonard A. Hilliard, A-1313, Saskatoon Public Library)

### Credit union committed to preserving history

**Lucas Richert**  
for the Saskatoon Express

A hundred years after its construction, North Park's Wilson School not only represents the past, it also sheds light on how we can reuse old buildings and develop an architecturally diverse city.

Cities across Canada have struggled with how they should grow and develop. Should a city grow outward? Or upward? Should older buildings make way for newer ones? Or do we need a middle ground?

As planners, politicians and property owners try to answer these questions, the concept of "adaptive reuse" ought to be considered. Adaptive reuse refers to the process of reusing an old site or building for a purpose other than the one it was built or designed for. And many people have viewed it as a significant element in both land conservation and the reduction of urban sprawl.



Wilson School is now home to Affinity Credit Union  
(Photo by Sandy Hutchinson)

What it mostly means is doing traditional restoration of an old building's exterior. Meanwhile the interior is gutted to create space with a modern look and the type of amenities people would expect in a new property.

And it is this kind of look — minimalist and sort of hip, yet flaunting the interesting parts of the building's heritage — that has made it a financially viable style of historic preservation.

In Toronto, business owners, architects and city officials have dealt with this.

"If you keep knocking down old heritage buildings and keep putting up modern buildings that could go anywhere on the planet, pretty soon you've lost the things that make Toronto Toronto," Ron Myers, the manager of the Architectural Conservancy of Ontario, has said.

The exact same idea applies to Saska-

toon. And Wilson School is an excellent model of adaptive reuse in action. Now home to Affinity Credit Union, Wilson School shows how a charming heritage property can be adapted, transformed, and reused. Which in turn helps connect us to our history.

And Affinity Credit Union, along with Meridian Development Corp., has been rewarded for the effort.

In early February it received awards from the City in the Adaptive Reuse and Sensitive Addition categories for re-purposing the building into office space for use by Affinity as its corporate campus.

Wilson School was built in 1914, just as the First World War began. It officially opened a year later. At the time of its opening, newspapers emphasized that it was "another reason for civic pride." It had a classic design but ultra-modern. Unvent registers in every room.

In 1994, due to lack of enrollment, the doors were closed, and students moved to North Park School. Then the Saskatchewan Indian Federated College purchased the building for \$450,000. Later it became home to the First Nations University of Canada.

Now 20 years later the 69,000-square-foot building offers an open-concept working space. And in keeping with the credit union's environmental strategy, it incorporates many green building features.

Other small examples of heritage and adaptive reuse on the site include keeping the old Wilson's School plaque and repurposing the original Tyndal steps into exterior benches and a reception feature. Other materials from the building were also reused during construction, including metal glass, lumber and insulation.

"As a local credit union, we are committed to heritage conservation and have a strong commitment to being good stewards of the city's heritage resources," Affinity CLO Mark Lane said in an interview with The StarPhoenix.

"Throughout the construction process, it was important for us... to maintain the look of the original building and to ensure it would be pleasing to the local community."

Wilson School remains a reason for civic pride, just as it was when it was built.

This article was provided by the Municipal Heritage Advisory Committee.

## Appendix C - WORTH Magazine

# 2013-14 Saskatoon AH

**T**he Municipal Heritage Awards program is a bi-annual program, presented by the City of Saskatoon through its Municipal Heritage Advisory Committee (MHAC).

The awards are open to any business, professional, or individual that can demonstrate a significant contribution to heritage preservation in the city of Saskatoon. Nominations are opened to the general public in the fall, after which time they're reviewed by an independent panel of judges representing MHAC, the architecture and design industry, and the Saskatoon Heritage Society.

"The Heritage Awards acknowledge some of the considerable efforts being put forth to ensure the preservation and restoration of buildings of heritage value in our community," said Carla Duval-Tyler, MHAC Chair. "These awards recognize what

is often an immense amount of personal energy, time, and a financial commitment for something that benefits the entire city. Awards were presented at City of Saskatoon's Council Meeting on February 10, 2014.

The **Restoration-Exterior** category recognizes the recovery or representation of a historic place or time while protecting heritage value. Nutana Collegiate Institute is the 2013-2014 winner.

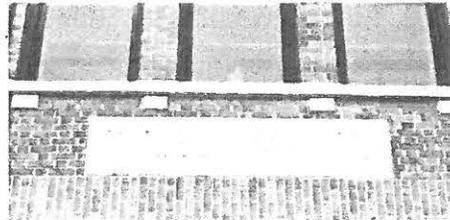
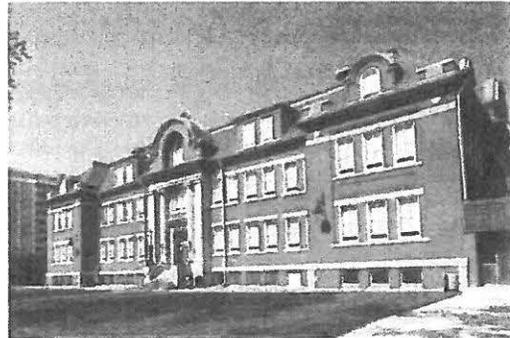
The intent of the renovation of the 100 year old building was to dramatically improve the condition and the quality living environment while maintaining the historic aspects and qualities of the facility. Historic features of this project included the replacement of the exterior windows



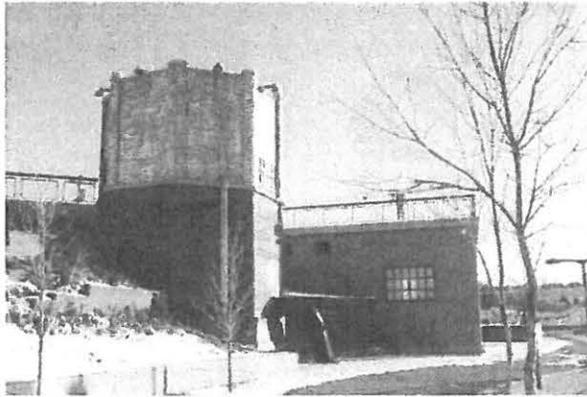
with a sympathetic design vinyl windows, masonry repointing and replacement of overhead power and telephone lines with new underground

services. The A.L.Cole Pumphouse received an honourable mention in this category. The Pumphouse Restoration project was intended to make the building accessible to potential tenants, remove debris, remove items of no interpretive value and undertake building envelope improvements to mitigate further decay of the structure. It was important to support and strengthen downtown / Riversdale relationships to the Riverfront.

In the **Adaptive Re-Use and Sensitive Addition Categories**, Affinity Credit Union Campus took home the prize.



# HAC Award Recipients



and protect the remnant Moose Jaw Trail in a natural setting while commemorating its significance in Saskatoon's history.

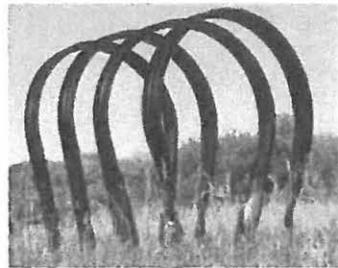
As well, it is intended to serve the recreational needs of Stonebridge residents by providing a pathway system and children's play area, as well as



interpret the Trail. The challenge was to provide a meaningful experience for park users through non-destructive means that minimised visual intrusion.

An award for Education was presented to the Saskatoon Heritage Society, Don Kerr, Editor for the Saskatoon Heritage Review an annual publication of the Saskatoon Heritage Society. By providing an avenue for the publication of local history articles and stories, the Review encourages research into our city's history and architecture and educates the public about our buildings and our heritage. The magazine is made available to the public locally through bookstores, gift shops and libraries.

*Submitted by the  
Saskatoon MHAC*



Affinity Credit Union recognized the importance of recycling something old and viewed it as a large step toward sustainable design. The overall goal was to provide a high quality, energy performance,

"Class A" office building for Affinity to use as their corporate headquarters. The former Wilson School brings together the administrative staff from four Affinity Credit Union facilities throughout the city.

The original 1928 building had to have structural upgrades to the four slabs and columns. The project now serves as an office building for approximately 200 administration staff with 170 parking spaces.

The Heritage Space Award was presented to the Stonebridge Special Use Parks. The Stonebridge Special Use Parks are intended to preserve

**Appendix D: Photo of Recipients**



J.B)



**CITY OF SASKATOON  
MUNICIPAL HERITAGE ADVISORY COMMITTEE**

**2013 HERITAGE AWARDS ADMINISTRATOR**

**REQUEST FOR PROPOSAL  
JUNE, 2013**

The City of Saskatoon is inviting proposals to be submitted for the administration of Saskatoon's 2013 Heritage Awards Program, as outlined on the attached log of duties.

**PROGRAM DESCRIPTION:**

The Heritage Awards Program is where applications are received from the general public for an award under one of several categories, regarding construction to restore, repair, renovate, redevelop, and/or replicate a heritage building in the City. This program commences with the establishment of the appropriate application forms and advertising brochures by the fall of 2013 and is completed in February, 2014 when the awards are presented at a meeting of City Council.

**HERITAGE AWARDS ADMINISTRATOR:**

The work of the Heritage Awards Administrator begins in the fall of 2013 and continues until the end of February, 2014 when a final evaluation has been completed. The maximum contract amount for the Heritage Awards Administrator is \$3,400 with one-half payable in 2013, and one half payable at the completion of the program in 2014. The contract fee is a \$2500 base fee for five or fewer applications + \$225/per additional application up to a maximum of \$3400).

The Program Administrator will report to and work with the Deputy City Clerk and when deemed appropriate, the Administrator will meet with the Municipal Heritage Advisory Committee. The Advisory Committee will determine the scope and format of the 2013 program and the Deputy City Clerk is available to work with the Administrator when questions arise. Otherwise the Administrator undertakes the duties listed in the log, under the timeframe given.

## **DUTIES OF THE HERITAGE AWARDS ADMINISTRATOR:**

The duties of the Heritage Awards Administrator are listed on the attached log, complete with contacts for various duties, and timelines that ensure all steps are completed in time for the award of the prizes on or near Heritage Day in 2013, which is normally the second Monday in February (and depends on whether City Council will be meeting on that date – if not the Monday prior to Heritage Day).

## **QUALIFICATIONS and EXPERIENCE**

Please indicate what qualifications and experience you have regarding each item of the scope of work and duties to be undertaken.

Include recent examples of projects that you have completed that are similar in nature to the requirements of this project.

Include a minimum of three references who can be contacted (with e-mail address or telephone numbers).

Indicate what associations or background in heritage or culture that you may have.

The City of Saskatoon will provide some support and resources to the Heritage Administrator, as outlined on the log, as follows:

- Access to examples of previous material used for the program
- Access to copying service for the brochure and application forms already prepared under the guidance of the Municipal Heritage Advisory Committee
- Access to secretarial service (booked in advance)
- Access to mailing service
- Access to mailing list for applications and brochures
- Access to volunteers from Municipal Heritage Advisory Committee for presentations at City Council and the reception that follows
- Access to final evaluation by previous Administrator

If you believe that you have the right combination of skills and experience to take on this exciting challenge, please submit an application or proposal no later than 4:00 p.m., Friday, June 14, 2013.

**PROPOSAL EVALUATION:**

Proposals will be evaluated by the Municipal Heritage Advisory Committee based on the following considerations:

- Quality of the Proposal
- Qualification and Experience
- References

**CONTACT INFORMATION:**

Enquiries and further information about the Program may be directed to the City Clerk's Office, c/o Ms. Marlene Hall, Deputy City Clerk at (306)975-3240 or e-mail [marlene.hall@saskatoon.ca](mailto:marlene.hall@saskatoon.ca).

Mail your proposal to the following:

Ms. Marlene Hall, Deputy City Clerk  
City Clerk's Office  
City Hall  
222 Third Avenue North  
Saskatoon, SK S7K 0J5

**HERITAGE AWARDS ADMINISTRATOR 2013-2014  
MONTHLY LOG**

**LATE AUGUST - SEPTEMBER**

**1. Heritage Awards Administrator Confirms:**

- **2013-2014 Budget** for Heritage Awards Program (\$5,600/2013 + \$5,600 2014 = \$11,200 Total)
- Meewasin Valley Authority, [(306)665-6887] (Contact: Mike Velonas - \$500 donation)
- Technical support from Paula Kotasek, Heritage & Design Coordinator, [(306)975-2993] ( Regarding a meeting with judges to explain categories, review applications to ensure building permits have been issued and arrange for photos to be taken at Council) Municipal Heritage Advisory Committee Secretary, City Clerk's Office [(306)975-3240] (Copying, mailing, and any procedural questions)

**2. Set Dates:**

- Deadline for entries (5:00 p.m., Friday, November 1, 2013)
- First judges' meeting (at least a week after entry deadline) \* judges meet at City Hall in one of the Committee Rooms over lunch—City Clerk's Office to arrange for room and lunch (need to let them know number attending)
- Site visits (set aside two days - mid November)
- Final judges' meeting- allot 2-2.5 hours (immediately after last site visit, and let Secretary know so that room can be booked and lunch ordered [(306)975-3240])

**3. Arrange Panel of Judges (5 members):**

- Saskatchewan Association of Architects (Contact: Margaret [(306)242-0733])
- Interior Designers Association of Saskatchewan (Contact: Lina Eidem, [(306)242-0140])
- Municipal Heritage Advisory Committee (two members) – MHAC Secretary will advise
- Saskatoon Heritage Society (Contact: Peggy Sarjeant, [(306)652-9801])

**4. Review Updated Poster and entry forms:**

- Contact Municipal Heritage Advisory Committee Secretary, City Clerk's Office [(306)975-3240]
- Ensure deadline date on poster and applications is correct (Need sponsor logos for these documents)
- Ensure contact information on poster and applications is correct
- Ensure correct co-sponsors are listed and Heritage Awards and/or City logo are included on all documents, including reception invites – the borders on the invites should be heritage awards logo not graphic design.

**5. Administrator mails out posters to:**

- Professional Organizations (may need to update distribution list) - Architects, interior designers, home and commercial renovation contractors, and landscapers
- Ask them if they could assist with advertising by sending the Poster notice out in their newsletter or to their mailing list of contacts, and/or interoffice e-mail, and/or post on bulletin board.
- Obtain letterhead and envelopes from City Clerk's Office for mail-outs (various)

6. **Telephone architects, interior designers, etc. to tell them about program:** follow-up to ensure they received the poster and whether they might be able to assist with advertising.
7. **Contact (telephone) other agencies and individuals regarding eligible projects or volunteer nominees:**
  - Saskatoon Heritage Society (Peggy Sarjeant – [(306)652-9801]
  - BIDs (Broadway, Riversdale, The Partnership, Sutherland) – Mr. Terry Scaddan, Executive-Director, [(306)664-6453]; Mr. Randy Pshebylo, Executive-Director, Riversdale BID, [(306)242-2711]; Ms. Sarah Marchildon, Executive-Director, Broadway BID, [(306)655-2001]; Sheldon Wasylenko, Executive-Director, Sutherland BID, [(306)373-8663]
  - University of Saskatchewan (Contact: Colin Tennent, Architect, [(306)966-4537]
  - Western Development Museum (Contact: Tom Waiser, Manager, [(306)931-1910]
  - Genevieve Russell, City of Saskatoon, Commercial Facades Program [(306)975-2620]
  - Paula Kotasek, Heritage & Design Coordinator, City of Saskatoon [(306)975-2993]
8. **Advertising:**
  - Check with Municipal Heritage Advisory Committee Secretary, City Clerk's Office, regarding budget for Heritage Awards Program Advertising as the office also makes charges to the budget for their portion of work on the program [(306)975-3240]
  - Contact Heather Arnold, Office Supervisor, City Clerk's Office [(306)975-2782] regarding timelines and costs for placement of ads in newspaper (SP last week September and first week October, and Bridges – last Sunday in September and first Sunday in October)
  - Note: Star-Phoenix sponsored one set of ads (September) in the past. (Last time the contact at SP was Miren Luczka in Promotions [(306)657-6336]

## OCTOBER

1. **Write members of Judges' Panel:**
  - Set up mailing list of judges
  - Thank them for agreeing to be a Heritage Awards judge
  - Inform/remind them of dates for meetings and site visits
  - Inform them that you will provide them with schedule after deadline for entries
  - Enclose list of judges' names, addresses and phone numbers
  - Enclose list of "rules" that have been developed for judges (Paula Kotasek-Toth) (306)975-2993
2. **Determine if new binders and dividers are needed** (normally these are re-used from previous year – if in good condition). If new binders and/or dividers are required, these can be ordered through City Clerk's Office – (contact Lori or Heather at [(306)975-3240]. The City Clerk's Office will send each application to the Heritage Coordinator to confirm that a Building Permit was obtained for the work on the project.
3. **Make enquiries regarding production of Heritage Awards certificates and framing** – Certificates can be printed in-house with a good quality printer (use 'Parchtone Text', in a 60lb, color: Aged, paper from Mister Print). Alternately, have Mister Print print the certificates.  
**\*\* have framing done before December 15 as is costly and needs to come out of budget before year-end, especially if MVA Sponsorship money has been received.**

4. **City Clerk's Office will make copies of application/entry submissions for each judge** and coordinator, six copies, as they come in, and these will be placed in judges' binders. Administrator will use binder with original of applications and Administrator as well as all judges should be asked to **return the binder to City Clerk's Office once finished with them.**
  
5. **Determine the dates of City Council meetings in February** (these will be scheduled by City Clerk's Office in November/December, 2013). Heritage Awards presentations should be scheduled to coincide with Heritage Day (the third Monday of February), or else on the Council meeting immediately preceding Heritage Day (February 10<sup>th</sup> in 2014). Ask MHAC Secretary to write a letter to the City Clerk requesting that the Heritage Awards Presentations take place at 6:00 p.m. prior to any other business on the public participation section of the Council agenda, once you confirm the date for the presentations.

#### **LATE OCTOBER – EARLY NOVEMBER:**

##### **1. Organize Site Visits:**

1. Review entries and determine geographical locations of sites, in order to try and set up a sequence of coordinated site visits: Note: for those buildings where exterior will be looked at, schedule visits before dark
2. Best to start with private home owners (often less flexible)
3. Determine from each applicant, whether they would be available for your proposed time for their site visit
4. Confirm time of visit with each entry's representative and/or owner
5. Timing of visits will include an estimate for each site visit as well as travel time between sites
6. For judges' convenience, try to arrange all visits for one day
7. Organize final judges' meeting immediately following last site visit

##### **2. Organize first judges' meeting (pre-site-visit):**

8. Preferably, a luncheon meeting 12:00 – 1:00
9. Confirm meeting room booking at City Hall (Contact: City Clerk's Office), Committee Room "B"
10. Arrange catered lunch, including sandwiches, fruit, squares, juice and coffee, through City Clerk's Office (this can be changed to another caterer such as Grandma Lee's etc.)
11. Get Parking Permits (six needed) from City Clerk's Office in advance and send out to judges so they do not have to plug a meter. - (Ask them not to park at meters around perimeter to City Hall)

##### **3. Prepare for meeting:**

12. Binders containing copies of all entry forms and accompanying documentation for each judge (provided by Clerk's Office – sent to judges in advance if possible)
13. Arrange original photographs for presentation to judges if necessary include other relevant information such as list of judges, site visit schedule, proposed agenda for first meeting, etc.

## NOVEMBER

### 1. **First Judges' Meeting:**

14. Distribute binders containing:
  - Agenda – List of names, addresses, and phone numbers of judges and coordinator
  - Tentative site visit and meeting schedule
  - Photocopies of all entries
- Elect panel chair
- Review all entries
- Post or circulate original photos, blueprints, etc.
- Discuss any significant changes or problems
- Finalize site visit schedule (consider car pool)

### 2. **Site Visits:**

15. Accompany judges to each site and make introductions
16. Ensure that the visits go smoothly and are on schedule
17. Observe judging process and make notes of comments made by judges about each project – alternately, prepare an evaluation sheet for judges and collect them afterwards
18. If lunch break is taken, pay everyone's lunch and keep receipt for reimbursement

### 3. **Final Judges' Meeting (Chaired by Elected Chair):**

19. Judges evaluate each entry and determine which should receive a Heritage Award or Honourable Mention
20. Record Judges' comments to be included in letters to applicants (for both winning and non-winning entries)
21. Judges determine appropriate categories for winning entries
22. Judges determine which individuals or organizations involved with each entry should receive an award (list)

### 4. **Draft Letters to all applicants (winners and non-winners):**

23. Send draft letters to all judges for approval
24. Print letters (and carbon copies) on City of Saskatoon letterhead
25. All letters signed by Chair of Municipal Heritage Advisory Committee
26. Send letters to applicants and copies to all involved

### 5. **Add list of winning projects and judges' panel to Heritage Award files**

27. City Clerk's Office will book the display in the lobby area through Communications Branch, (internal use only), once the date of the presentations at Council is known (week of February 10, 2014)

## LATE NOVEMBER – DECEMBER

### 1. Award Certificates – Production (before December 15):

28. Determine number of certificates to be printed
29. Determine number of certificates to be framed (not Hon. Mentions)
30. Draft text for each certificate
31. Confirm wording and spelling with each award winner
32. Optional: Calligraphers: Joni Millar or Beth Matheson [(306)933-9562]
33. OR: Computer-generated certificates
34. Printer – Mister Print (8<sup>th</sup> Street).
35. Purchase gold foil seals (example in binder), take to City Clerk's for imprint of City of Saskatoon seal (berries and leaf)
36. Arrange for Mayor and City Clerk (or consider MHAC Chair in lieu of City Clerk) to sign certificates through Heather Arnold in City Clerk's Office
37. Framer – Lana at Arlington Gallery in Market Mall (invoice to be sent to City Clerk's Office for payment)
38. Ask picture framer for "Erin Green" color matting – Lana should know as she's done these many times over the years.

### 2. Return original photos, etc. to unsuccessful applicants, through City Clerk's Office

- ### 3. Start making arrangements for Reception (The Bassment last time, can use City Hall Cafeteria [(306)382-7100] as an option) –
- obtain commitment from MHAC members (5-6) to assist with hosting, directing, or serving/set-up if needed. Need access to refreshments, punch, coffee/tea and possible dainties. If the facility charges are too high, MHAC members might be willing to assist with setting up trays of dainties from Costco?

## JANUARY

### 1. Produce Invitations Awards Presentation and Reception:

39. Revise/update the invitation – change dates; ensure Heritage Awards logo is included
40. Order 300 invitations and envelopes from Mister Print
41. Proof read invitation before confirming order.

### 2. Address Labels for Envelopes:

42. Contact Award winners, ask for names and addresses of guests
43. MHAC – (MHAC Secretary will deliver invitations to MHAC members)
44. Saskatoon Heritage Society – (obtain number required and send them to Peggy Sarjeant for distribution (306)652-9801)
45. Invitations for Administration – Heritage Coordinator, Assistant, and Community Development Branch Manager
46. Sort out duplicates (eg. If one person is on more than one committee)
47. Check Heritage Directory for any addresses missed
48. Add Award winners and Judges
49. Add names of those who didn't win
50. Label envelopes and enclose invitations; do not seal
51. The City Clerk's Office will arrange for mailing.

**3. Letters to Award Winners regarding Award Ceremony at City Council Meeting:**

- 52. Provide schedule/agenda (arrive 5:30 p.m. at latest, presentation of awards starts at 6:00 p.m. sharp) City Council Chamber, Main Floor, City Hall Administrator will arrange recipients in order of awards, to enter Chambers and sit in reserved seats. This is to try and ensure there is no need to step over someone seated, once their name is called.
- 53. Advise on matters of protocol (no thank-you speeches; photographs from public gallery only; see Administrator AFTER if any concerns)
- 54. Arrange with Heritage & Design Coordinator (Paula Kotasek-Toth (306)975-2993, to take 'official' photos during the awards ceremony

**4. Press Release:**

- 55. Draft and submit to Municipal Heritage Advisory Committee Chair for approval
- 56. Attach list of Award winners by category
- 57. Press release to go through City Clerk's Office to Communications Branch for distribution

**5. Mayor/City Clerk's Speech:**

- 58. Mayor introduces awards program, congratulates recipients, etc. and then City Clerk announces names while Mayor hands out awards
- 59. Draft and submit speech to Municipal Heritage Advisory Committee Chair for approval, prior to release to Mayor and City Clerk.
- 60. Send to Mayor's Office (Carol) for approval with copy to City Clerk and Council Clerk (note: City Clerk should be provided with phonetic pronunciation of names)
- 61. Arrange meeting with Mayor to finalize the presentation process. He will call you up to the dais/ or the extra table they are using to assist with presenting so that the correct awards are given to the correct winners— therefore, he needs to know who you are beforehand.

**6. Heritage Awards Display:**

- 62. Confirm that City Clerk's office has booked two Expo Display systems if required—one for City Hall Lobby & one for Reception if needed (either through Jeff O'Brien, City Archivist – [(306)975-7811] and Yvonne Brooks, Communications Office [(306)975-3207] or through Lorna, Leisure Services, [(306)975-3337] One display unit is required for Mon-Friday of Awards (for photos of winning entries to be set up in City Hall lobby) and the other is required for the Reception unless you use a video presentation of winning entries at that venue. If the Reception is off site the Heritage Administrator will need to obtain a portable video unit if not using the expo display unit.
- 63. City Clerk's Office will:
  - o Book lobby for the week of February 10<sup>th</sup>, 2014 through Communications Office – for Heritage Awards Display Unit. \*\* Confirm this coincides with Council meeting for presentation of awards.
  - o Arrange time and date of pick-up and transport of display unit to reception if need be.
- 64. Awards Coordinator will:
  - o Ensure that there are two or three photographs of each winner on the display—mounted through Phase Two on 2<sup>nd</sup> Avenue, which will also look after mounting of captions, category headers, intro to judges, etc. (note: may be able to re-use some materials from years past):
  - o Try to include a "before" picture of each project
  - o If necessary, arrange for a portrait sitting for winner of Volunteer Award (keeping budget in mind)
  - o Purchase Velcro stickers for backs of photos and captions if not provided by Phase Two.

## FEBRUARY

1. **Confirm that City Clerk's office has set up display unit in City Hall lobby (late Friday or early Monday) – for week of February 10<sup>th</sup>, 2014 \*\* Confirm that there is a Council meeting that week.**  
**Coordinator to affix photos, captions, etc. to displays on Monday by 4:00 p.m. before presentations at Council at 6:00 p.m.**
  
2. **Arrange for reception following Council meeting:**  
**\*\* Was held at The Bassment in February 2012.**
  65. If not ordering squares through Cafeteria, might pick up from Costco or SuperStore (MHAC Committee Members have volunteered in past to help cut up dessert squares)
  66. Book reception (if using City Hall Cafeteria - call [(306)382-7100] 7:00-9:00 p.m.
  67. If required, arrange for delivery of trays to the reception area on the day of the reception
  68. Check with the venue regarding tea, coffee, napkins, etc.
  69. Décor might include candles/tealights and fresh flowers. Celebratory!
  
3. **Day of Awards Presentation and Reception:**
  70. Set up Council Chambers, including extra table(s) if required (awards, handout at entry re winners and reserved seating) Should be box of materials in City Clerk's Office for Heritage Awards.
  71. Take in certificates and place, in order of presentation, on Mayor's dais/extra table (unwrap framed certificates and place in order of award)
  72. Tape "Reserved" signs on first three or four rows of gallery seating in centre section for Award winners (need to count number of attendees) Guests do not sit in the reserved seats.
  73. Place extra copies of Press Release, invitations, on back table at the entry to Council Chambers
  
4. **Heritage Awards Presentation Ceremony:**
  74. Heritage Awards Administrator to arrive at Council Chambers by 5:00 p.m. Line up award recipients in the lobby once they arrive, according to the order they will be presented.
  75. Show recipients and guests to their seats at 5:40 p.m. or earlier just prior to the start of the Council meeting at 6:00 p.m.
  76. Show them where they go to receive their Award from Mayor
  77. Check that all Award winners have arrived
  78. If someone is missing, arrange to have one of the others pick up certificate when they go up, or do that yourself when their name is called.
  79. Confirm that Heritage Coordinator or designate will act as photographer to take photo of Mayor presenting award for each recipient (Heritage Awards Coordinator [(306)975-2993] Paula Kotasek-Toth
  80. It is recommended that you meet with Mayor prior to the presentation night or just prior to Council on event night in order to review the procedures that will be followed during the presentation. Call his office to make an appointment [(306)975-3202].. [City Clerk will introduce the presentations, Mayor will say a few words, Mayor will call you up to dais to assist him with the presentations, ensure correct award is given to each recipient]

**5. Heritage Awards Reception:**

- 81. Ensure everyone feels welcome – MHAC members will assist with this.
- 82. MHAC volunteers will assist with set-up, hosting, and dismantling of photo display at reception, if need be.

**6. Dismantle display in the cafeteria (or other venue) that evening:**

- 83. Return all except original photographs to Award winners, through City Clerk's Office
- 84. City Clerk's Office to arrange for return of Expo display system that might have been used at Reception, to the owner, however if the reception was off site, then Heritage Awards Administrator will be responsible to return the display unit if it was used.
- 85. City Clerk's Office will arrange for dismantling of display in City Hall lobby at the end of the week on Friday (February 14<sup>th</sup>) following the presentations (and therefore needs to know where that display unit came from – hopefully Jeff O'Brien).

**7. Provide final report to MHAC and arrange via the Chair or the Secretary, to meet with the Committee at the first meeting in March or April to review your final report. The Committee meets the first Wednesday of each month. (Indicate what worked and what did not work and any recommendations that would improve the program.)**

**Municipal Heritage Advisory Committee**  
**2015 EXPENDITURES**

<b>City Clerk's Office</b>	<b>2015 Budget</b>	<b>2015 Actuals</b>
<b>Conferences, Education and Research</b>	\$5,700	
Heritage Sask-Forum & AGM Registration (P. McGillivray)		\$150.00
P. McGillivray - Heritage Sask-Forum & AGM (Regina)		\$489.52
		\$639.52
<b>Heritage Awards Program</b>	\$5,700.00	
<b>Doors Open Event</b>	\$5,800.00	
		\$0.00
<b>Heritage Festival</b>	\$500.00	
Heritage Festival Registration Fee		\$50.00
		\$50.00
<b>Memberships</b>	\$200.00	
Saskatoon Heritage Society - Membership Renewal		\$30.00
Heritage Saskatchewan - Membership Renewal		\$50.00
Architectural Heritage Society of Saskatchewan		\$20.00
		\$100.00
<b>TOTALS</b>	<b>\$17,900.00</b>	<b>\$789.52</b>

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