

Minutes

Monday, February 03, 2020

Burgoyne Woods Room at 5:00pm

Attendance:

Councillor Carlos Garcia, Chair

Councillor Karrie Porter

Sandy Middleton: Arts and Culture Advisory Committee, Chair

Brian Narhi: Heritage Advisory Committee, Chair

Heritage Permit Advisory Committee, Co Chair

Michael O'Neill: Museum Advisory Committee, Chair

Tami Kitay, Director Planning and Building Services

Regrets:

Councillor Kevin Townsend, Vice Chair

Catherine Chin-Yet: Public Art Advisory Committee, Chair

Robert De Wolfe: Heritage Permit Advisory Committee, Co Chair

Jeff McCormick, Director of Fire and Emergency Services

Staff Liaisons:

Kathleen Powell: Public Arts Advisory, Arts and Culture Advisory, Museum Advisory Committees

Lori Mambella: Manager Programs and Culture Services

Chloe Richer: Heritage Advisory and Heritage Permit Advisory Committees

Julie Hughes: Pillar Liaison

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1. **Call meeting to order: Chair Garcia**
 - 5:10pm
 2. **Recognition of Traditional Territories**
 3. **Additions/Deletions to the Agenda**
 - n/a
 4. **Motion to approve the agenda**

That the Cultural Sustainability Committee adopt the agenda as presented

Moved by: S. Middleton
Carried

5. Motion to adopt the minutes of the previous meetings, Nov 19

That the minutes of Nov 19 are approved

Moved by: B. Narhi
Carried

6. Presentations

- n/a

7. Business arising from the minutes

- n/a

8.1 Business

i) Public Art Advisory Committee: K Powell, staff

- 2020 Juried Exhibit theme: *More than Words*: Truth and Reconciliation
- *People and Places* is the new exhibit from St. Catharines Museum that will be installed at the PAC
- The Centennial Totem Pole has been taken down and has been relocated. Staff are monitoring the pole condition
- In response to Mayor's motion to establish a task force if Council decides that a memorial is being pursued for Neil Peart, the PAAC will be part of that process and also possibly the Heritage Advisory Committee
- Councillor Porter advises that she will be presenting a friendly amendment to Councillor Garcia's motion, requesting that hoarding around new developments be dedicated graffiti sites, at upcoming Council meeting when a Staff Report on Graffiti is presented. This will involve the PAAC
- Work Plan 2020, see appendix 1
- Item 1, please refer to T. Kitay
- Item 2, please refer to Scott Ritchie

Motion to receive the update and the 2020 PAAC Work Plan

That the update and the 2020 Public Art Advisory Committee work plan update be received

Moved by: M. O'Neill
Carried

ii) Arts and Culture Advisory Committee: Sandy Middleton, Chair

- 2019 SCCIP funding approved was \$341,587

- Council approved the 2020 SCCIP budget for \$400,000
- SCCIP funding applications are being currently being accepted for Culture Days programming
- A Culture Days information session is scheduled for Feb 27
- Nominees for the Arts Awards will be announced first week of February
- Arts Awards will be held May 1
- Currently working on Culture Plan 2020 while preparing for the process of renewing the Culture Plan 2021
- Councillor Porter recommends that the ACAC to present to the Budget Committee on the funds required for a consultant to draft the Culture Plan 2021
- Work plan presented, see appendix 2

Motion to receive the update and 2020 Arts and Culture Advisory Committee Work Plan

That the update and the 2020 Arts and Culture Advisory Committee work plan be received

Moved by: M. O'Neill

Carried:

iii) a. Heritage Advisory Committee: Brian Narhi, Chair

- Willowbank presented an assessment on the Lord and Burnham Greenhouse
- The HAC will give further consideration to adaptive reuse
- P. Chapman presented on possible sites to erect a plaque for the NS and T rail terminal
- M Britton presented on the heritage value of Facer Street neighbourhood
- Welland House study was completed and a staff report will be coming to council on Feb 24
- Heritage inventory is ongoing
- Doors Open 2021 is being planned
- Work Plan presented, see appendix 3

Motion to receive the update and the 2020 Heritage Advisory Committee Work plan

That the update and the 2020 Heritage Advisory Committee work plan update be received

Moved by: T. Kitay

Carried

iii) b. Recruitment of new citizen member

Motion to recommend Marty Mako for membership to the Heritage Advisory Committee

That Marty Mako be recommended for membership to the Heritage Advisory Committee

Motion by: B Narhi
Carried

iv) Heritage Permit Advisory Committee: C. Richer, staff liaison

- 3 permit applications from Port Dalhousie were considered
- C. Richer presented training on design guidelines
- Work plan presented, see appendix 4

Motion to receive the update and the 2020 Heritage Permit Advisory Committee Work plan

That the update and the 2020 Heritage Permit Advisory Committee work plan be received

Motion by: S. Middleton
Carried

v) Museum Advisory Committee: Michael O'Neill, Chair

- Implementation of the Museum's Interpretive Plan continues. Current projects include improvements to the traffic flow and front entry, including planning for replacing the front desk. The first major exhibit to be developed will be a new Welland Canal gallery which is expected to be completed by the end of Q2.
- New exhibits for 2020: Positive about being Positive (Positive Living), Coming Home (celebration of the end of WW 2), Black History Month
- Family History Workshops presented over two Saturdays in February
- Family Day at the Museum activities are planned
- Sensory Sunset pilot project being held on first Tuesday evening of each month for patrons with sensory sensitivities
- The Carousel is closed for the season and staff are monitoring the water level situation as the weather warms up.
- The Morningstar Mill is closed for the season; volunteers continue to work on projects to get the site ready for next season
- Councillor Porter recommends that the MAC present to the Budget Committee on the required funding for the Museum Plan
- Work plan presented, see appendix 5

Motion to receive the update and the 2020 Museum Advisory Committee work plan

That the update and the 2020 Museum Advisory Committee work plan be received

Motion by: B. Narhi

Carried

9 Other business

- n/a

- 10. Date of next meetings: Tues Apr 21, 5pm to 6pm, BW
Tuesday July 21, 5pm to 6pm, BW
Tuesday, October 20, 5pm to 6pm, BW**

11. Motion to Adjourn

That the Cultural Sustainability Committee adjourn at 6:15pm

Moved by:

Carried

Appendices: #1, #2, #3, #4, #5

Appendix 1

Report from: Public Art Advisory Committee

Report to: Cultural Sustainability Committee

Date of Report: 2020 January

2019-2020 Work Plan

Item 1

Item:	Percent for Public Art Policy and Plan Development	
Description:	<p>Percentage for Arts policies provide an opportunity for development applications for new developments and those requesting variances in their developments to direct a percentage of the value of their development towards public art either on the development site or in another location within the community. This policy would tie into the City's already approved Official Plan policy framework and municipal planning legislation.</p> <p>This type of policy provides the municipality with an additional avenue for public art development within the community.</p>	
Estimated Start:	Q1 2020	
Estimated Finish:	2 years.	
Relationship to Strategic Plan:	<p>1.4 partnerships to attract, retain, and grow the economy of the City.</p> <p>2.1 Establish area-specific plans for the redevelopment of key sites in the City to promote strong, compatible, connected neighbourhoods that enhance the quality of life</p> <p>4.1 support of the creative cluster & • stable sustainable cultural support and funding</p>	
Involvement with other Advisory Committee(s):	Cultural Sustainability Committee, Arts and Culture Advisory Committee, Planning and Building Services, general community consultation.	
Risks:	There is limited risk to this policy and plan development as a great deal of consultation both internally and externally would have to take place before a draft policy would be ready for council approval.	
Steps	Tentative Schedule	Required Resources
1. Draft policy – staff and PAAC to draft a policy for	2020	Staff and PAAC time

review and discussion with internal and external stakeholders.	2020	Staff and PAAC time
2. Policy and plan review by CSC. To ensure cross departmental support.	Q4 - 2020	Staff resources with support from PAAC
3 – Report to Council	TBD	
4 – Plan implementation	TBD	Staff time

Item 2

Item:	Garden City Sculpture Garden	
Description:	This action item would explore the potential for a sculpture garden located in the downtown area that can be easily accessed and visited. The Public Art Advisory Committee is committed to advising on opportunities for the community to engage with dynamic public art spaces that reflect the diversity of community. A sculpture garden located in the downtown core, would further develop the city's identity as a thriving art community. With proximity to the downtown core, it would provide further opportunities for visitors and residents to engage with public art.	
Estimated Start:	Spring 2020	
Estimated Finish:	3-5 year timeline	
Relationship to Strategic Plan:	1.4 partnerships to attract, retain, and grow the economy of the City. 2.1 Establish area-specific plans for the redevelopment of key sites in the City to promote strong, compatible, connected neighbourhoods that enhance the quality of life 4.1 support of the creative cluster & • stable sustainable cultural support and funding	
Involvement with other Advisory Committee(s):	Arts and Culture Advisory Committee, Museum Advisory Committee, Accessibility Advisory Committee, Downtown Development and Revitalization Committee	
Risks:	Vandalism, accessibility, financial maintenance, safety	
Steps	Tentative Schedule	Required Resources
1. Motion to accept a sculpture garden in St. Catharines as a desirable and feasible plan for the PAAC.	PAAC meeting	n/a
2. Discussion of proposal to be presented at City Council. Proposal will include details on	2020	Proposal of idea and PAAC members willing to present at Council meeting.

proposed location, funding and maintenance plan, timeline and draft of Call to Artists.		
3. City Council will determine whether plans move forward.	N/A	N/A

Item 3

Item:	Pop Up Art – Winter
Description:	Getting business leaders in the city to sponsor public pop up art installations –Brock U, The Pen Centre, Ice Dogs, some of the banks, perhaps business areas with help from local BIA. Indoor and outdoor.
Relationship to Strategic Plan:	Creating new forms of short term public art for the community Encouraging interest in public art and potentially creating an annual event. 1.4 partnerships to attract, retain, and grow the economy of the City. 2.1 Establish area-specific plans for the redevelopment of key sites in the City to promote strong, compatible, connected neighbourhoods that enhance the quality of life 4.1 support of the creative cluster & • stable sustainable cultural support and funding
Involvement with other Advisory Committee:	Cultural Sustainability Committee, Arts and Culture Advisory Committee, representative from the private sector development community, Accessibility Advisory Committee, Downtown Development and Revitalization Committee
Reporting:	YES
Risks:	People might not like the art work, work with PAAC and artists to select art work that would interest individuals and families. No financial backing from business to commission the work.

Steps	Tentative Schedule	Required Resources
1. Gauging interest from local business.	Six Months	Staff resources with support from PAAC committee
2. Getting a cost for art together to present to business	Six Months	Staff resources with support from PAAC committee
3. Artist call	Eight Months	Staff resources with support from PAAC committee
4. Getting work installed	One Month	Funds

Item 4

Item:	Utility Box Art	
Description:	Taking electrical boxes all over town and making them into public art. Vinyl wrap public artworks.	
Relationship to Strategic Plan:	<p>Making the city interesting, putting art in a public area, beautifying the city.</p> <p>1.4 partnerships to attract, retain, and grow the economy of the City.</p> <p>2.1 Establish area-specific plans for the redevelopment of key sites in the City to promote strong, compatible, connected neighbourhoods that enhance the quality of life</p> <p>4.1 support of the creative cluster & • stable sustainable cultural support and funding</p>	
Involvement with other Advisory Committee:	Cultural Sustainability Committee, Arts and Culture Advisory Committee, representative from the private sector development community, Accessibility Advisory Committee, Downtown Development and Revitalization Committee	
Reporting:	YES	
Risks:	People not liking the artwork on the boxes. Resolved by having community input on selected works. Deciding which boxes or area should get them first.	
Steps	Tentative Schedule	Required Resources
1. speaking with hydro and asking for approval. Research on what has been done in other cities	Winter 2020	Staff resources with support from PAAC committee
2. Budget breakdown	Spring 2020	Staff resources with support from PAAC committee
3. EOI/RFP	Winter 2021	Staff resources with support from PAAC committee
4. Community Input	Spring 2021	Staff resources with support from PAAC committee
5. Artist Selection and Installation	Spring/Summer 2021	Staff resources with support from PAAC committee

Appendix 2

Report from: Arts and Culture Advisory Committee

Report to: Cultural Sustainability Committee

Date of Report: January 2020

2020 Work Plan

Item 1

Item:	Support Culture Plan Subcommittee (CPS) in implementing Culture Plan 2020 priorities.	
Description:	Help, where required, with the venue inventory that the CPs is planning to undertake. In addition to the inventory, a note of heritage designation status could also be added for each venue.	
Estimated Start:	February 2020	
Estimated Finish:	December 2020	
Relationship to Strategic Plan:	Cultural Pillar – Council’s updated Strategic Plan aims to focus on “support of the creative cluster and promotion of cultural talent, festivals, events and venues” which would be directly addressed through this item.	
Involvement with other Advisory Committee(s):	Input from the Public Art Advisory Committee would be beneficial, mainly in relation to artist workspaces and studios. This could also be an opportunity to liaise with the Heritage Advisory Committee.	
Reporting:	The CPS would report to ACAC, who would then report to the Cultural Sustainability Committee.	
Risks:	None currently identified.	
Steps	Tentative Schedule	Required Resources
1. CPS identifies first steps.	February 2020	Staff to help, including providing information from previous venue inventories.
2. The remainder of the steps will be updated at a later date, once they have been identified.		
3.		
4.		

Item 2

Item:	Support CPS in the process of updating the Culture Plan for 2021 and beyond.	
Description:	ACAC could work with the CPS on creating a Request for Proposals in relation to hiring a consultant to create the new Culture Plan.	
Relationship to Strategic Plan:	Cultural Pillar – Council’s updated Strategic Plan includes a strategic goal to: “Update the Culture Plan 2020 – Inspire St. Catharines (2015) to reflect the next phase of cultural investment and momentum through measured, sustained strategies”.	
Involvement with other Advisory Committee:	Input from the Public Art Advisory Committee, plus the Heritage and Museum Advisory Committees would be important to have a well-rounded approach to updating the Culture Plan.	
Reporting:	ACAC would report to the CSC, and then a report to Council would likely follow.	
Risks:	Potential that no funding is budgeted for a Culture Plan renewal in 2021.	
Steps	Tentative Schedule	Required Resources
1. CPS identifies first steps.	February 2020	Staff to provide help with research/resources compiled during previous culture plan process.
2. The remainder of the steps will be updated at a later date, once they have been identified.		
3.		
4.		

2019 Accomplishments

Item:	SCCIP Increase
Timeline	October – December, 2019
Description:	Advocate for an increase to the SCCIP 2020 budget.
Outcome	City Council approved \$400,000 for SCCIP for 2020.
Resources Used:	ACAC wrote a letter to the Mayor and City Council, advocating for an increase to SCCIP. Staff was tasked with providing some statistics regarding SCCIP applicants.
Relationship to Strategic Plan:	This relates to Council’s updated Strategic Plan, which aims to focus on “stable sustainable cultural support and funding.”

Appendix 3

Report from: Heritage Advisory Committee

Report to: Cultural Sustainability Committee

Date of Report: December 12, 2019

2020 Work Plan

Communications Plan

Description:

With the St. Catharines Heritage Advisory Committee (SCHAC) WordPress blog having ended its publication, it is important to reuse the content, as well as focus on other priorities such as library displays, walking tours, brochures and effectively advertising the Heritage Designated Property Grant.

Strategic Alignment:

The Communications Plan will celebrate Heritage Preservation in the City of St. Catharines.

Involvement with other Advisory Committees / Public:

The SCHAC can work with the St. Catharines Heritage Permit Advisory Committee (SCHPAC) in promoting the Heritage Designated Property Grant.

Project Risks:

The SCHAC will need to work with Communications staff to ensure all policies are followed regarding logo use and related items.

Schedule and Resources:

1. Step: Established the Public Outreach and Education (POE) Sub-Committee.
Tentative Schedule: Sub-Committee members were appointed in August 2019.
Resources Required: N/A
2. Step: Sub-Committee to determine Communications priorities.
Tentative Schedule: The first POE Sub-Committee meeting was held in September 2019. Priorities identified included a library display for spring 2020, Memorial P.S. artifacts, downtown walking tours, Doors Open St. Catharines, and the Significant Individuals List.
Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op Student to attend Sub-Committee meetings.
3. Step: Sub-Committee to draft Communications Plan.
Tentative Schedule: January 2020 to April 2020.

Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op Student to attend meetings and provide input.

- 4 Step: Draft Communications Plan to be reviewed by Communications staff.
Tentative Schedule: May 2020
Resources Required: Communications Staff to provide input.
- 5 Step: Communications Plan to be presented to SCHAC for approval.
Tentative Schedule: June 2020
Resources Required: SCHAC to provide input.

Heritage Resource Inventory

Description:

The Heritage Resource Inventory has not been actively worked on in several years. It is important for the Inventory to be completed and go before Council for their consideration of adding properties to the Municipal Heritage Register.

Strategic Alignment:

The Heritage Resource Inventory will address Heritage Preservation in the City of St. Catharines.

Involvement with other Advisory Committees / Public:

The Museum Advisory Committee may be an excellent resource for researching properties in St. Catharines.

Project Risks:

Some property owners may have concerns regarding listing or designating their property/properties. The SCHAC may have a role in educating property owners regarding what it means when a property is listed or designated.

Schedule and Resources:

1. Step: Establish Research & Inventory (R&I) Sub-Committee.
Tentative Schedule: Sub-Committee members were appointed in August 2019.
Resources Required: N/A
2. Step: Sub-Committee to determine workload in researching properties on the Inventory.
Tentative Schedule: The first R&I Sub-Committee meeting was held in September 2019. Each Sub-Committee member committee to filling out 2-3 property survey recording forms by the next month's meeting.
Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op Student to attend Sub-Committee meetings.

3. Step: Sub-Committee members to begin research with the assistance of Heritage Planning staff.
Tentative Schedule: September 2019 to present
Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op
Student to attend meetings and provide input/training on the research process.
4. Step: Sub-Committee members to present findings and recommendations to the SCHAC.
Tentative Schedule: December 2019 to Ongoing
Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op
Student to assist with presenting findings.

Appendix 4

Report from: Heritage Permit Advisory Committee

Report to: Cultural Sustainability Committee

Date of Report: November 28, 2019

2020 Work Plan

Review and update Rating System for Demolitions

Description:

Rating System for Demolitions Sub-Committee and Heritage Planning staff to update the 2006 system that has been temporarily discontinued by the St. Catharines Heritage Permit Advisory Committee (SCHPAC).

Strategic Alignment:

The Demolition Rating System will celebrate the City's rich history, diversity, arts and cultural assets.

This work item relates to the Cultural Renaissance Objective of addressing Heritage Preservation.

Involvement with other Advisory Committees / Public:

For larger development proposals, including those where a demolition is proposed, a joint meeting between the SCHPAC and the St. Catharines Heritage Advisory Committee may be held.

Project Risks:

N/A

Schedule and Resources:

- 1 Step: Establishment of Rating System for Demolitions Sub-Committee.
Tentative Schedule: Sub-Committee members were appointed in July 2019.
Resources Required: SCHPAC to approve motions.
- 2 Step: First meeting of the Sub-Committee.
Tentative Schedule: The first Sub-Committee meeting was held in August 2019 and the second meeting was held in November 2019. It was determined that at least one additional Sub-Committee meeting would be required.
Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op Student to attend Sub-Committee meetings.
- 3 Step: Additional Meeting(s) of the Sub-Committee.

Tentative Schedule: December 2019; ongoing as needed.

Resources Required: Heritage Planner (Staff Liaison) and Planning Co-op Student to attend the meeting(s), present policy analysis and facilitate discussion.

- 4 Step: Sub-Committee and/or Heritage Planning staff presents proposal to SCHPAC.

Tentative Schedule: February 2020.

Resources Required: Heritage Planner (Staff Liaison) to facilitate discussion.

Appendix 5

Report from: Museum Advisory Committee

Report to: Cultural Sustainability Committee

Date of Report: 2020 January

2020 Work Plan

Item 1

Item:	Policy Development
Description:	The Museum's operating policies have not been updated in several years and this term of the committee will be spent working on policy updates and development with a goal of fully renewed policies by the end of the committee term.
Estimated Start:	Q4 2019
Estimated Finish:	4 years
Relationship to Strategic Plan:	<p>This item aligns with the Strategic Plan's guiding Principle to promote operational and service excellence. Well developed operating policies provide a strong framework for all the work done within the Museum.</p> <p>This item also aligns with the Cultural Renaissance pillar of the Strategic Plan in the provision of stable support to the cultural sector.</p>
Involvement with other Advisory Committee(s):	Cultural Sustainability Committee
Risks:	The is little to no risk with this item

Steps	Tentative Schedule	Required Resources
1. Committee and staff review current policy and research policy best practices in the sector.	2-4 months per policy	Staff resources with support from MAC
2. Revise and draft a new policy for discussion by Committee and staff.	2 months per policy	Staff resources with support from MAC

3. Once all policies have been reviewed and new policies drafted, the policies will be taken to the Cultural Sustainability Committee for endorsement and then Council for approval.	Year 3 of committee term	
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Item 2

Item:	Development of a new Museum Strategic Plan	
Description:	A current Museum Strategic Plan is a requirement from the Ministry of Culture for continued funding through the Community Museum Operating Grant Program. Additionally, a strong directional document for the Museum's future growth is important in sustaining forward momentum. The Museum's current plan expires at the end of 2020.	
Estimated Start:	Spring 2020	
Estimated Finish:	6 months-1 year	
Relationship to Strategic Plan:	<p>This item aligns with the Strategic Plan's guiding Principle to promote operational and service excellence. Well developed operating policies provide a strong framework for all the work done within the Museum.</p> <p>This item also aligns with the Cultural Renaissance pillar of the Strategic Plan in the provision of stable support to the cultural sector.</p>	
Involvement with other Advisory Committee(s):	All committees of council will have an opportunity to participate in a new strategic plan development through the provision of input and comment on the plan as it develops.	
Risks:	If the plan is not renewed, the Museum could lose this source of funding.	
Steps	Tentative Schedule	Required Resources
1. Development of RFP	Q2-3 2020	Staff time
2. Procurement Process to hire a consultant for the new plan	Q4 2020-Q1 2021	Budget for new plan, staff time.
3. Plan development including public consultation.	Q2-4 2021	
4. Plan draft and endorsement from CSC	Q1 2022	
5. Plan approval by Council	Q1 2022	Budgetary consideration of recommended directions as laid out in the new plan.

Item 3

Item:	Museum Accessions	
Description:	The main purpose of the Museum Advisory Committee is to act as accessions committee for the Museum. This includes considering objects for addition or removal from the Museum's collections. This activity is ongoing throughout the term of this committee.	
Relationship to Strategic Plan:	<p>This item aligns with the Strategic Plan's guiding Principle to promote operational and service excellence. Well developed operating policies provide a strong framework for all the work done within the Museum.</p> <p>This item also aligns with the Cultural Renaissance pillar of the Strategic Plan in the provision of stable support to the cultural sector.</p>	
Involvement with other Advisory Committee:	none	
Reporting:	YES	
Risks:	There is a cost to storing objects for the collections. A strong collections management policy helps to mitigate this risk to ensure that the Museum only collects objects that meet the policy requirements.	
Steps	Tentative Schedule	Required Resources
1. Staff provide MAC with a report.	monthly	Staff time
2. MAC considers acquisitions and makes recommendations.	monthly	Committee time
3. Artifacts are processed based on recommendations.	n/a	Staff time