



PUBLIC MINUTES

MUNICIPAL HERITAGE ADVISORY COMMITTEE

January 21, 2025, 11:30 am

Committee Room E, Ground Floor, City Hall

PRESENT: Stevie Horn, Saskatoon Public Library, Chair
Sarah Marchildon, Downtown BID, Vice Chair
Daniel Ash, Public
Louis Aussant, Saskatchewan Association of Architects
Anne-Marie Cey, Broadway Business Improvement District
Michelle Loi, Public
Lloyd Moker, Sutherland Business Improvement District
Taylor Morrison, Saskatchewan REALTORS Association
Randy Pshebylo - Riversdale BID
Alyshia Reesor, Saskatoon Archaeological Society
Magel Sutherland, Meewasin Valley Authority
Lenore Swystun, Saskatoon Heritage Society
John Waddington, Public

Stephanie Clovechok, Discover Saskatoon

ABSENT: Heritage and Design Coordinator Kellie Grant
City Archivist Jeff O'Brien

ALSO PRESENT: Committee Assistant Holly Thompson

1. CALL TO ORDER

The Committee Assistant called the meeting to order on Treaty 6 Territory and the Traditional Homeland of the Métis People and confirmed roll call.

1.1 Committee Orientation [CK. 225-18]

Committee Assistant Thompson provided an overview of the committee process.

Moved By: R. Pshebylo

That the information be received.

CARRIED

1.2 2025 Membership - Municipal Heritage Advisory Committee [CK. 225-18]

City Council, at its Regular Business meeting held December 18, 2024, adopted a recommendation of its Governance and Priorities Committee that the following be appointed and reappointed to the Municipal Heritage Advisory Committee for the terms indicated:

To the end of 2026:

- Louis Aussant, Saskatchewan Association of Architects
- Lloyd Moker, Sutherland Business Improvement District
- Taylor Morrison, Saskatchewan Realtors Association
- Lenore Swystun, Saskatoon Heritage Society
- John Waddington, Public Member

The following were previously appointed by City Council to the end of 2025:

- Daniel Ash, Public Member
- Anne-Marie Cey, Broadway Business Improvement District
- Stephanie Clovechok, Discover Saskatoon
- Michelle Loi, Public Member
- Randy Pshebylo, Riversdale Business Improvement District
- Alyshia Reesor, Saskatoon Archaeological Society
- Magel Sutherland, Meewasin Valley Authority
- Stevie Horn, Saskatoon Public Library
- Sarah Marchildon, Downtown Saskatoon

The resource members for 2025 are:

- Councillor Scott Ford
- Heritage and Design Coordinator Kellie Grant
- City Archivist Jeff O'Brien

Moved By: L. Aussant

That the information be received.

CARRIED

1.3 Appointment of Chair and Vice Chair [CK. 225-18]

The Committee is requested to appoint a Chair and Vice Chair for 2025.

Stevie Horn was Chair and Sarah Marchildon was Vice Chair for 2024.

Committee Assistant Thompson opened nominations for Chair.

Sarah Marchildon nominated Stevie Horn for Chair. No further nominations were received.

Committee Assistant Thompson opened nominations for Vice Chair.

Stevie Horn nominated Sarah Marchildon for Vice Chair. No further nominations were received.

Moved By: S. Marchildon

That Stevie Horn be appointed as Chair of the Municipal Heritage Advisory Committee for 2025.

CARRIED

Moved By: S. Horn

That Sarah Marchildon be appointed as Chair of the Municipal Heritage Advisory Committee for 2025.

CARRIED

1.4 2025 Meeting Dates [CK. 225-18]

The meeting dates for 2024 are as follows:

- January 21
- February 18
- March 18
- April 15
- May 20
- June 17
- September 16
- October 21
- November 17

Moved By: T. Morrison

That the information be received.

CARRIED

2. CONFIRMATION OF AGENDA

Moved By: S. Marchildon

That the agenda be confirmed as presented.

CARRIED

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ADOPTION OF MINUTES

Moved By: A. Reesor

That the minutes of regular meeting held on November 19, 2024 of the Municipal Heritage Advisory Committee be adopted.

CARRIED

5. UNFINISHED BUSINESS

6. VERBAL UPDATES

6.1 REPORT OF THE CHAIR [CK. 225-18]

This is opportunity for the Chair to provide a verbal update on his/her activities since the last meeting.

No update was provided.

6.2 COMMITTEE OR RESOURCE MEMBER UPDATE [CK 225-18]

To provide an opportunity for a Committee or resource member to update on issues, trends, events, etc. that pertain to the Committee's mandate.

6.2.1 City Archivist J. O'Brien

A verbal update was provided on the following:

Archives Move

City Archivist O'Brien advised the Committee that the City Archives - open since July but the move isn't complete.

Acquisition of the Star Phoenix Collection

City Archives has obtained the collection and the Committee was informed that the new owner of the Star Phoenix building is not going to tear it down and is interested to maintain the whole front staircase.

City Archives Official Opening / Archives Week Event

Official opening event begins at 6:00 p.m. on February 2nd with a guided tour of the Archives and then the event being held at the Bassment at Civic Square East.

Moved By: R. Pshebylo

That the information be received.

CARRIED

6.2.2 Heritage and Design Coordinator K. Grant

A verbal update was provided on the following:

Doors Open Update

Doors Open event will be held on June 1st for 2025. The website for the event is now on the City's heritage page rather than being an external page. There will be a steering committee.

Heritage Conservation Program Strategy

The Heritage Conservation Program Strategy report is scheduled for consideration at the February 5th meeting of the Standing Policy Committee on Planning, Development and Community Services.

Moved By: S. Marchildon

That the information be received.

CARRIED

6.3 SUBCOMMITTEE UPDATES [CK. 225-18]

To provide an opportunity for a Subcommittee to report back on referred matters.

6.3.1 Events Subcommittee

This subcommittee was established to assist in the planning of the Municipal Heritage Awards and Doors Open Event.

6.3.2 Policy and Planning Subcommittee

This subcommittee was established to explore revisions to policy including, but not limited to The Heritage Property Act or the regulations thereunder and on Policy C10-020, Civic Heritage Policy.

6.3.3 Education and Awareness Subcommittee

This subcommittee was established to support heightened awareness of the value and issues regarding preservation of Saskatoon's historic resources and promote and publicize the heritage of Saskatoon (both intangible and tangible) and provide support to partners who tell the Saskatoon story.

6.3.4 Intangible Heritage Subcommittee

This subcommittee was established to develop a scope of work to further investigate intangible heritage and recommend an Intangible Cultural Heritage program for the City of Saskatoon.

Taylor Morrison advised the Committee that the subcommittee has provided questions to Indigenous agencies related to intangible heritage. An update will be provided at the next meeting.

Moved By: S. Marchildon

That the information be received.

CARRIED

7. REFERRAL FROM COUNCIL OR COMMITTEE

8. ANNUAL REPORT CONSIDERATION

In accordance with the Committee's Terms of Reference, it shall submit an annual report outlining the previous year's accomplishments.

As stated in the Terms of Reference, the Committee shall submit an annual report, in the prescribed form, outlining the previous year's accomplishments, to City Council through the Standing Policy Committee on Planning, Development and Community Services.

This report shall be submitted by March 31, 2024 and serve to demonstrate how the Committee remains relevant and current.

A draft copy of the 2024 Annual Report was provided for review.

During discussion, Committee requested that the Subcommittees review the Annual Report to reflect their work. Updates are to be provided to the Chair and Vice Chair to have the draft updated prior to the next meeting.

Moved By: S. Marchildon

That the matter be deferred to February meeting to allow for Subcommittees to review.

CARRIED

9. WORK PLAN CONSIDERATION

In accordance with the Committee's Terms of Reference, it shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year.

As stated in the Terms of Reference, the Committee shall submit a work plan for the upcoming year to City Council, through the Standing Policy Committee on Planning, Development and Community Services.

The 2024 work plan and overview were provided for the Committee's information.

The 2025 work plan was discussed at this meeting.

Moved By: S. Marchildon

That the matter be deferred to February meeting to allow opportunity to revise.

CARRIED

9.1 WORK PLAN AND REFERRALS TO STANDING POLICY [CK. 225-18]

This is a standing item on the agenda for the Committee, and/or any subcommittees, to provide updates regarding items on its work plan and any matters being referred to the Standing Policy Committee for consideration.

9.1.1 Discussion - Heritage Plan and Policy [CK. 710-0]

The Standing Policy Committee on Planning, Development and Community Services, at its meeting held on February 14, 2022 considered the following item and resolved that the Administration meet with Municipal Heritage Advisory Committee to determine what portions of the Official Community Plan and Heritage Plan and Policy need addressing/prioritization. These would be discussions only during regular Municipal Heritage Advisory Committee meetings.

This is a standing item to provide an opportunity to discuss the Heritage Plan and Policy.

The Heritage Plan and Policy can be found [here](#).

10. REVIEW OF SUBCOMMITTEE MEMBERSHIP [CK. 225-18]

An Advisory Committee may form subcommittees and working groups within its membership as necessary to address specific issues within its mandate. Subcommittees shall draw upon voting members of the Committee.

The Committee currently has the following subcommittees:

- *Events Subcommittee* - Established to assist in the planning of the Municipal Heritage Awards and Doors Open Event.
- *Policy and Planning Subcommittee* - Established to explore revisions to policy including, but not limited to the *The Heritage Property Act* or the regulations thereunder and on Policy C10-020, *Civic Heritage Policy*; and
- *Education and Awareness Subcommittee* - Established to support heightened awareness of the value and issues regarding preservation of Saskatoon's historic resources and promote and publicize the heritage of Saskatoon (both intangible and tangible) and provide support to partners who tell the Saskatoon story.
- *Intangible Heritage Subcommittee* - Established to develop a scope of work to further investigate intangible heritage, and recommend an Intangible Cultural Heritage program for the City of Saskatoon.

The Committee was requested to determine if a subcommittee is required and to appoint members to the Subcommittees for 2025.

Committee requested to amalgamate Intangible Heritage Subcommittee with the Policy and Planning Subcommittee.

The mandate for the Policy and Planning Subcommittee will also be updated to include intangible heritage.

Membership will be as follows:

- Events Subcommittee - Sarah Marchildon, Daniel Ash, and Stevie Horn
- Policy and Planning Subcommittee - Taylor Morrison, Louis Aussant, Lenore Swystun and Alyshia Reesor; and
- Education and Awareness Subcommittee - Michelle Loi, Daniel Ash and Stevie Horn.

Moved By: S. Marchildon

That the subcommittee members be confirmed as discussed.

CARRIED

11. **BUDGET - STATEMENT OF EXPENDITURES [CK. 1704-5]**

Attached was the 2024 year end budget actuals. The 2025 approved budget is \$17,900.

The 2024 budget allocation was as follows:

- Conferences, Education and Research - \$5,700
- Heritage Awards Program - \$9,200
- Doors Open Event - \$2,500
- Heritage Festival - \$300
- Memberships - \$200

The Committee was requested to review the budget and provide their 2025 budget allocation.

The budget allocation will be as follows for 2025:

- Conferences, Education and Research - \$5,700
- Annual Event Planning - \$12,000
- Memberships - \$200

Moved By: D. Ash

That the 2025 budget allocation be confirmed:

- Conferences, Education and Research - \$5,700
- Annual Event Planning - \$12,000; and
- Memberships - \$200

CARRIED

12. ADJOURNMENT

The meeting adjourned at 1:09 p.m.

S. Horn, Chair

Committee Assistant H. Thompson

