



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, April 15, 2009

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Councillor Lynda Hundleby  
Councillor Don Linge  
Shelly Burchnall  
Liz Dill  
Sherri Robinson  
Colin MacLock

**STAFF:** Barbara Snyder – Director of Development Services (Staff Liaison)  
Deborah Liske – Recording Secretary

**GUEST:** Mayor Barbara Desjardins (Departed 7:33 p.m.)

**REGRETS:** Jim MacMillan-Murphy

#### 1. CALL TO ORDER

Barbara Snyder, Director of Development Services called the meeting to order at 7:04 p.m.

#### 2. LATE ITEMS

The following late items were introduced:

1. Add to Agenda item 7. **COMMUNICATIONS** (7) Letter from Captain M.J.M. Halle, Base Commander, CFB Esquimalt, dated April 2, 2009, Re: Non-voting Liaison Representative from CFB Esquimalt
2. Add to Agenda item 7. **COMMUNICATIONS** (8) Email from Hal Kalman, dated April 6, 2009, Re: Properties of Heritage Significance on Department of National Defence Property
3. Add to Agenda item 7. **COMMUNICATIONS** (9) Work Point Chronology – Bronze Plaque at Entrance to Fort Rodd Hill Historic Site

#### 3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby, seconded by Councillor Linge that the agenda of the Heritage Advisory Committee meeting of April 15, 2009 be approved as amended with the inclusion of the late agenda items.

The motion **CARRIED**.

#### 4. INTRODUCTIONS

Roundtable introductions took place.

#### 5. GREETINGS FROM MAYOR DESJARDINS

Mayor Desjardins welcomed and thanked everyone for participating on the committee. Mayor Desjardins noted that Esquimalt has a rich history and is looking forward to seeing what the committee accomplishes.

**6. NEW BUSINESS**

(1) Review of Committee Terms of Reference (TOR)

The Director of Development Services reviewed the Heritage Advisory Committee terms of reference.

(2) Membership List Contact Information

A confidential membership contact list was distributed.

(3) Committee Member Interests – What Each Member Brings to the Table

Committee members provided a brief background of their experiences and interests in heritage.

(4) Meeting Schedule Dates and Times

The Heritage Advisory Committee will meet on a monthly basis on the third Wednesday of the month. Meetings will start at 7:00 p.m. and will be held in the Council Chambers. As per the committee terms of reference, the committee will not meet in the months of July, August and December.

(5) Agenda Items and Distribution

A list of options for agenda distribution was distributed.

(6) Heritage Context Plan

The Director of Development Services distributed a copy of the Esquimalt Heritage Context Plan to committee members; noting the plan will also be available on the municipal website.

Councillor Hundleby noted that the previous Cultural Advisory Committee applied for a grant to hire a consultant to develop the plan. It was further noted that the Esquimalt Heritage Context Plan will provide the municipality with direction for future heritage management.

Mayor Desjardins departed the meeting at 7:33 p.m.

(7) Work Plan Discussion

Committee members discussed what they would like to accomplish as a committee.

The Director of Development Services reviewed the items of highest importance in the action plan listed on page 20 and 21 of the heritage context plan with committee members providing feedback on those items.

1.1 Create an official Community Heritage Registry

- Committee create or hire a contractor?
- Requires contacting individual property owners notifying them of inclusion on list.
- Municipality has less power to protect the building if it is not on the registry.
- Can an individual property owner opt out of being included in the registry – The Director of Development Services will investigate and report back.
- Suggested that photographs, history and context be included.

2.1 Introduce heritage management into the municipal planning process

2.2 Identify and train planner responsible for heritage

2.3 Strengthen property-flagging system – The Director of Development Services reported that this will be implemented.

- 4.1 Protect publicly-owned properties with designation
- 4.2 Introduce heritage incentives – The Director of Development Services will investigate.
- 4.3 Protect privately-owned properties with designation
  - The municipality has not designated any privately owned property in a number of years.
  - Without some sort of incentive people are not interested in designating their homes as heritage significant.
  - Suggested that the committee start to nominate heritage type homes to the heritage society to receive an award. It was further noted that the property does not need to have heritage designation to be nominated for the award.
  - Suggested that a list be developed of all homes that are about 100 years old; inform them of the centennial, provide a informational heritage designation pamphlet and history of their home (i.e.: home name etc.).
  - Suggested that a heritage home tour take place during the centennial in 2012.
  - Suggested that a information session be held to educate those with homes of heritage significance
  - Suggested that a jubilee book be developed; this would be a longer term goal.
- 4.5 Form heritage foundation – Councillor Linge will research the City of Victoria Heritage Foundation and report back at the next meeting.
- 5.1 Seek opportunities for cooperation with CFB Esquimalt
  - Committee members discussed the merits of representation from CFB Esquimalt on the committee. It was noted that late agenda item 7, under Communications, noted that at this time, CFB Esquimalt was declining to provide a representative.
  - Council meets with senior staff from CFB Esquimalt on a semi-annual basis.
  - Suggested that the committee assist the navy museum in some sort of capacity.
  - CFB Esquimalt is interested in creating a more welcoming atmosphere for the public.
- 5.2 Seek opportunities for cooperation with First Nations
  - The committee discussed the guard house on DND land; discussion with First Nations needs to be arranged; further suggested that First Nations War Veterans Association also be contacted.
  - Councillor Linge and Councillor Hundleby will discuss increasing interaction with First Nations with Mayor Desjardins.
- 7.3 Ensure that promotion of heritage events target all segments and that they are accessible to all

It was requested that committee members review the action list for further discussion of the committee work plan at the next meeting.

Committee members discussed hosting an event of some type. Suggestions included:

- Heritage week
- Tour of 100 year old homes
- Heritage fair
- Heritage teas for owners of homes of heritage significance – a avenue to assist in providing information about and encouraging heritage designation

Other items discussed for the work plan included:

- Update heritage policy
- Create heritage registry
- Anniversary of military in Esquimalt in 2010 – participate or include in some capacity
- Development of a heritage book

It was noted that committee members requested to review current municipal heritage policies, which include the Heritage Management Policy and Heritage Tree Policy. This item will be discussed further at the May meeting. Committee members would also like to review Built Heritage in Esquimalt – An Inventory by Dorothy Fields at the next meeting.

## 7. **COMMUNICATIONS**

- (1) Heritage BC Quarterly, Fall 2008
- (2) Heritage BC Quarterly, Winter 2009
- (3) Email from Heritage BC, dated March 27, 2009, Re: Heritage BC March 2009 Update
- (4) Hallmark Society Preserve, Volume 35, Number 4, Winter 2008
- (5) Hallmark Society Preserve, Volume 36, Number 1, Spring 2009
- (6) Article from the Royal United Services Institute of Vancouver Island, Navy's National Archives Preserved in Calgary
- (7) Letter from Captain M.J.M. Halle, Base Commander, CFB Esquimalt, dated April 2, 2009, Re: Non-voting Liaison Representative from CFB Esquimalt (**Late Item**)
- (8) Email from Hal Kalman, dated April 6, 2009, Re: Properties of Heritage Significance on Department of National Defence Property (**Late Item**)
- (9) Work Point Chronology – Bronze Plaque at Entrance to Fort Rodd Hill Historic Site (**Late Item**)

A committee member noted that the Work Point Chronology provides additional information that is not included in the context plan.

Moved by Councillor Hundleby, seconded by Colin MacLock that the Communications be received.

The motion **CARRIED**.

## 8. **ELECTIONS**

- (1) Elections of Chair and Vice-Chair

The Director of Development Services opened the floor to nominations for Chair.

Liz Dill was the only nomination received for chair. Liz Dill was appointed to the position of Chair of the Heritage Advisory Committee by acclamation.

The Director of Development Services opened the floor to nominations for Vice Chair.

Colin MacLock was the only nomination received for vice chair. Colin MacLock was appointed to the position of Vice Chair of the Heritage Advisory Committee by acclamation.

## 9. **ADJOURNMENT**

The meeting adjourned at 8:58 p.m.

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Liz Dill, Chair

This 20<sup>th</sup> day of May, 2009