



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, May 20, 2009

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Liz Dill – Chair
Colin MacLock – Vice Chair
Councillor Don Linge
Shelly Burchnall
Jim MacMillan-Murphy
Sherri Robinson
- STAFF:** Barbara Snyder – Director of Development Services (Staff Liaison)
Deborah Liske – Recording Secretary
- REGRETS:** Councillor Lynda Hundleby

1. **CALL TO ORDER**

Chair Dill called the meeting to order at 7:00 p.m.

2. **LATE ITEMS**

There were no late items.

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Linge, seconded by Sherri Robinson that the agenda of the Heritage Advisory Committee meeting of May 20, 2009 be approved as presented.
The motion **CARRIED**.

4. **MINUTES**

Moved by Councillor Linge, seconded by Shelly Burchnall, that the minutes of the Heritage Advisory Committee meeting of April 15, 2009 be approved as presented.
The motion **CARRIED**.

5. **REPORT FROM THE CHAIR**

Chair Dill welcomed everyone and encouraged members to take on roles in order to complete the goals of the committee. Committee meetings will include discussion of heritage matters in the community.

Chair Dill noted that the 2009 – 2011 municipal strategic plan includes the following community goals (as they relate to heritage):

1. To develop management programs to identify, conserve and interpret heritage resources.
2. Implement heritage conservation programs.

The committee can utilize these community goals as a guide to follow.

6. **OLD BUSINESS**

- (1) Heritage Context Plan

Chair Dill reviewed the heritage context plan action plan list (which the committee discussed at the April 15, 2009 meeting) and noted the committee needed to determine long and short term goals.

- (a) Questions Arising from the April 15, 2009 Discussion of the Action Plan, Pages 20 – 21

- (i) Can an individual property owner opt out of being included in the registry?

The Director of Development Services reported that a homeowner cannot withhold having a property listed on the heritage registry. As a courtesy, the municipality will advise the homeowner that the property is included on the registry. In the case that a property is included on the registry and an application is made for a demolition permit, Council has the ability to impose a sixty day cooling off period prior to the issuance of a demolition permit.

- (ii) Heritage Incentives
(iii) City of Victoria Heritage Foundation Update

The Director of Development Services reported that a number of municipalities have heritage incentives that apply to buildings and properties that are designated heritage. The Director of Development Services will forward additional information to committee members.

Councillor Linge distributed information about the Victoria Heritage Foundation to committee members and noted that the City of Victoria has a heritage tax incentive program for both residential and non-residential buildings.

The Director of Development Services noted that Esquimalt has twelve buildings designated heritage.

Committee members discussed the processes for designating a building as heritage.

A committee member noted that the Victoria Heritage Foundation recently received \$10,000 to produce their next heritage book.

Councillor Linge further noted that additional information about the City of Victoria Heritage Foundation can be located on the City of Victoria website. Councillor Linge believes it would not be difficult to create a society or foundation in Esquimalt.

A committee member noted that the Victoria Heritage Foundation is made up of volunteers and is not administered by the City of Victoria.

Committee members discussed the merits of forming a heritage foundation in Esquimalt and the different objectives of a foundation and the Heritage Advisory Committee. A heritage foundation would focus on heritage conservation, whereas the advisory committee advises Council and supports / promotes community heritage initiatives.

Councillor Linge suggested that citizens of Esquimalt be invited to join a foundation. A foundation could apply for a municipal local grant and also request funding from the Esquimalt Heritage Advisory Committee.

A committee member suggested that a representative from the Victoria Heritage Foundation, possibly Jennifer Nell Barr, be invited to attend a future meeting to provide a presentation on the Victoria Heritage Foundation.

Committee members agreed to extend an invitation to a representative of the Victoria Heritage Foundation to attend either the June or September meeting to provide a presentation about the foundation; what it does, how it operates, and receives its funding. The Director of Development Services will draft an invitation under the chairs signature.

The committee discussed the need to develop a heritage registry and the order in which development should take place – develop registry, create foundation, then policy development. Committee members continued to discuss the difficulties and frustrations associated with the heritage designation process.

Councillor Linge volunteered to draft a bylaw for a heritage foundation and bring back to the September meeting.

It was noted that funding resources would need to be found in order to develop a heritage registry.

(ii) Increasing Interaction with First Nations

This item was deferred to the next meeting for follow-up.

It was noted that a private individual is in the process of purchasing the Work Point guard house. It was suggested that the new owner be invited to a future meeting of the committee to discuss the heritage significance of the building to the community.

(b) Action Plan Priorities for 2009 (Continued discussion from April 15, 2009 meeting)

The Director of Development Services reported that the Heritage Context Plan will be presented to Council in June for official adoption.

Chair Dill reviewed the heritage context plan action plan items of highest importance. Committee members noted that it is important that a flagging system on property files be implemented to identify properties of heritage significance. Committee members also enquired as to the possibility of the planner attaining increased training in heritage management.

- (2) Work Plan Discussion / Finalization
- (a) Finalized Action Plan Priorities
 - (b) Naval Anniversary Celebration
 - (c) Hosted Event

The committee discussed the necessity and the process for applying for a grant for the development of an official community heritage registry. Chair Dill and Shelly Burchnell volunteered to write the grant application. Grant information will be forwarded by the Director of Development Services.

Councillor Linge suggested that the committee concentrate on applying for a grant(s) to establish a heritage registry and to review, update and modernize existing municipal heritage policies to present to Council for adoption.

The committee discussed updating current municipal heritage policy and also researching other heritage policies for possible ideas and structure. Shelly Burchnell volunteered to research and gather information on other municipal heritage policies. Colin MacLock volunteered to develop new policy(s) once the information is collected. The Director of Development Services will assist in the formatting of the draft policy(s).

Committee members determined long term and short term goals for the committee. Long term goals will be the development of a heritage registry; updating heritage policy and the development of a heritage foundation. Short term goals will be the development and organization of activities for the 2010 Buccaneer Days / Naval Anniversary and 2012 Centennial Celebration.

Committee members discussed the development of activities for the 2010 Buccaneer Days / Naval Anniversary. It was suggested that the committee work on developing / determining some type of involvement with the naval anniversary celebration in 2010 and the municipal centennial celebration in 2012. Chair Dill will contact the Arts, Culture and Special Events Advisory Committee to learn what that committee is planning. It was further suggested that the Heritage Committee work in conjunction with the Arts, Culture and Special Events Advisory Committee.

Committee members discussed displaying photographs of the military / naval history of Esquimalt for the 2010 events. It was noted that the municipal archives can be utilized as a resource for photos and suggested that the committee work with local businesses to display photos in

storefront windows. It was further suggested that the committee work in conjunction with the CFB Esquimalt naval committee. The committee discussed and agreed that it would be proper protocol and beneficial to inform the Base Commander at CFB Esquimalt of the committees intention to develop concepts and ideas for activities during the Buccaneer Days weekend and Naval Anniversary in 2010. It was further noted that the Buccaneer Days Committee should also be contacted and informed of the Heritage Advisory Committees intent to develop activities. Committee members noted that the development of photographic displays for the 2010 events can start now.

Committee members discussed the development of activities for the municipal centennial celebrations in 2012. Committee members also discussed organizing a tea for owners of homes of heritage significance.

A committee member suggested that heritage plaques be developed that would include additional information about who the original owner of the home was (i.e.: baker, shipbuilder etc.). Committee members also discussed the development of a centennial book for 2012. It was noted that the centennial year could provide for an excellent opportunity to develop / add to the heritage registry. It was suggested that owners of homes that would be 100 years old in 2012 be contacted to suggest inclusion on the heritage registry and /or designated heritage. It was noted that it would be a fantastic accomplishment to register and designate one hundred homes built in 1912 in the centennial year.

- (3) Municipal Heritage Policies
 - (a) Heritage Designation – Council Policy No. HER-02
 - (b) Heritage Trees – Council Policy No. HER-03
 - (c) Heritage Policy and Resources – Management Plan – Council Policy No. HER-04

Chair Dill requested that committee members review the policies for further discussion at the next meeting. Shelly Burchnall volunteered to research heritage policies from other municipalities and report back at the next meeting.

- (4) Built Heritage in Esquimalt, An Inventory (Copy available separately)

Chair Dill suggested that committee members walk around Esquimalt and view the homes listed on the inventory. It was noted that the inventory is not up to date but some information is in place at the archives. It was noted further that the heritage registry would pick up from where the inventory left off and include up to date, relevant information.

7. NEW BUSINESS

- (1) Letter to National Historic Sites Directorate Re: Federal Heritage Buildings

The committee discussed the original intent of the letter, lack of a response and how the committee would like to proceed with this item.

Committee members requested that a letter under Mayor Desjardins signature be forwarded to the Directorate General, Parks Canada, extending an invitation to a representative from the National Historic Sites Directorate to attend a future meeting of the Heritage Advisory Committee.

Committee members noted that they would like to continue discussing increasing communication with the Department of National Defence and First Nations at the next meeting.

- (2) Marina Development and Impact on Workpoint Guardroom

This item was discussed earlier in the meeting.

Jim MacMillan-Murphy noted he will forward copies of archived photographs of the Work Point guard house to committee members.

8. **COMMUNICATIONS**

- (1) Email from Jan Thomas, dated April 7, 2009, Re: Heritage BC Conference 2009
- (2) Email from Heritage BC, dated April 20, 2009, Re: Heritage BC Update April 2009
- (3) Email from Jan Thomas dated April 21, 2009, Re: Heritage BC Conference 2009

Moved by Shelly Burchnall, seconded by Colin MacLock that the communications be received.
The motion **CARRIED**.

9. **ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

Liz Dill, Chair

This 16th day of September, 2009