



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, November 18, 2009

7:00 p.m.

Wurtele Room, Municipal Hall

PRESENT: Liz Dill – Chair
Colin MacLock – Vice Chair
Councillor Don Linge (Arrived 7:23 pm)
Councillor Lynda Hundleby (Arrived 7:23 pm)
Shelly Burchnall
Jim MacMillan-Murphy
Sherri Robinson (Departed 7:32 pm)

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

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 Sherri Robinson, seconded by Jim MacMillan-Murphy that the agenda of the Heritage Advisory Committee meeting of November 18, 2009 be approved as presented.
The motion **CARRIED**.

4. **MINUTES**

Moved by Colin MacLock, seconded by Sherri Robinson, that the minutes of the Heritage Advisory Committee meeting of September 16, 2009 be approved as presented.
The motion **CARRIED**.

5. **REPORT FROM THE CHAIR**

Chair Dill noted this was the last meeting of the Heritage Advisory Committee for 2009.

The Director of Development Services reviewed the committee appointment process with the committee. Shelly Burchnall noted she will not be seeking reappointment and expressed her enjoyment of her time on the committee. Chair Dill thanked Ms. Burchnall for her time and dedication to the committee. It was noted that Colin MacLock has applied for reappointment on the committee.

Chair Dill noted the flag was replaced on the flag pole at Memorial Park for the Remembrance Day ceremony and also commented on the amazing turnout for the ceremony. Sherri Robinson also noted the flag pole at Memorial Park was re-painted prior to the Remembrance Day ceremony.

Chair Dill noted the video clip about CFB Esquimalt forwarded to committee members by Councillor Hundley was very interesting and informative.

6. OLD BUSINESS

- (1) Heritage Buildings on DND Land
(a) Letter to Dr. Larry Ostola

The Director of Development Services will follow up to confirm completion. Chair Dill requested a copy of the letter.

- (b) Letter to Base Commander, CFB Esquimalt

The Director of Development Services will draft a letter for Chair Dill's signature.

- (c) Tabled motion from September 16, 2009

The motion was tabled until the completion of the statement of significance.

- (2) Heritage Incentives

Committee members requested additional details on the origin of the information provided at the September meeting. This item was deferred to a future meeting.

7. WORK PLAN ITEMS

- (1) Heritage Register Development
(a) Preparing Statements of Significance Workshop

Committee members discussed the Statements of Significance workshop and noted the workshop was very informative and provided a good understanding and new perspective of what heritage designation is and how to proceed. Committee members noted the knowledge gained in the workshop will allow for the committee to start the processes for designation of items of heritage significance.

Councillor Hundleby and Councillor Linge arrived at 7:23 p.m.

Committee members continued their discussion on statements of significance (SoS). Key points of the discussion included:

- SoS provides for the opportunity to gather historical information.
- Items and structures can be recognized even if they no longer exist.
- SoS encourages the community to become involved.
- SoS allows for the practice of due diligence by the municipality.
- SoS need to be created for the right reasons.
- SoS are the responsibility of the municipality to complete.
- Community values play a significant role in developing SoS.
- Develop SoS from the community's perspective.

Sherri Robinson departed the meeting at 7:32 p.m.

Chair Dill noted the heritage context plan outlines the value of heritage to the community and SoS provide the opportunity to highlight what is significant to the community.

Committee members discussed utilizing the Township of Esquimalt Strategic Plan vision statement as the basis from which to work when creating statements of significance (SoS) for the heritage register.

- (b) Next Steps

Chair Dill reported that information is in place for the designated buildings listed in group one of the Built Heritage in Esquimalt – An Inventory.

Committee members discussed how to proceed in developing statements of significance.

Moved by Councillor Hundleby, seconded Shelly Burchnall, that the Heritage Advisory Committee develop statements of significance for the non-designated group one buildings as listed in the Built Heritage in Esquimalt – An Inventory by Dorothy Field; and the Work Point precinct; starting with the Guardhouse (Building 1001).

The motion **CARRIED**.

Committee members discussed processes for informing Council and property owners of the development of a heritage register for Esquimalt.

Moved by Colin MacLock, seconded by Shelly Burchnall that a report under Chair Dill's signature be presented to Council outlining the Heritage Advisory Committees intention to commence the development of a heritage register and statements of significance (SoS) for buildings of historic significance to Esquimalt.

The motion **CARRIED**.

Committee members would like to complete and present the first SoS to Council prior to or during Heritage Week (Feb 15 – 21, 2010).

Committee members discussed including non-built heritage, including heritage trees in the heritage register project.

- (2) Updating Heritage Policy
 - (a) Report on Review Process

Shelly Burchnall provided the committee with an update on the status of the heritage policy review. Ms. Burchnall is committed to complete the review and will meet with Colin MacLock to work on bringing the policy up to date. It was noted the policy needs to be updated and some parts need to be removed.

Committee members discussed the necessity of a provision in the policy pertaining to the development and maintenance of a heritage register.

- (3) Heritage Foundation Development
 - (a) Draft Bylaw

Councillor Linge reported that he is currently working on the draft and will present the draft at the January meeting.

- (b) Invitation to Representative of Victoria Heritage Foundation

Chair Dill suggested that Jennifer Barr be invited to the March meeting to give a presentation; Chair Dill will coordinate.

- (4) 2010 Buccaneer Days / Naval Anniversary

Committee members reviewed "Esquimalt Remembers", compiled by committee member Jim MacMillan-Murphy. "Esquimalt Remembers" chronicles the naval service in Esquimalt for the past 100 years.

Committee members discussed distribution of the document. Suggestions included posting on the municipal website; providing excerpts to Victoria News; distributing copies at Buccaneer Days and providing a copy to the Base Commander at CFB Esquimalt.

Committee members discussed the requirement to ensure copyrights are in place and proper acknowledgments are made. It was also noted that Council will need to approve and adopt the document prior to distribution if the document will include the corporate crest or logo.

It was noted the joint Council / DND meetings allows for an opportunity to present the document to the Base Commander.

Mr. MacMillan-Murphy will continue work on the draft and bring an updated version to the January meeting.

Mr. MacMillan-Murphy provided committee members with photographs of items of importance to Esquimalt's naval history and introduced discussion on establishing a naval centennial monument park in Esquimalt to coincide with the centennial celebrations.

The Director of Development Services noted the Esquimalt Village project includes the relocation of the Sailors Walk to Memorial Park. The Director of Development Services will research discussions pertaining to the relocation of the cairn and report back to the committee.

Councillor Hundleby noted the relocation of the Sailors Walk to Memorial Park has the potential to assist in the designation of the remainder of Memorial Park as a heritage site.

It was suggested that the items of importance to Esquimalt's naval history as supplied by Mr. MacMillan-Murphy be included in the list for completion of future statements of significance.

(5) Heritage Week 2010

Committee members requested the official proclamation of heritage week by Council again this year.

Chair Dill reported on her progress in contacting sports groups and has received some feedback from those interested in putting together photographs to display for heritage week.

It was suggested the municipal archives be contacted as a possible source for heritage sporting photographs.

(6) 2012 Centennial Celebration

Chair Dill noted the need for communication between the Heritage Advisory Committee (HAC) and the Centennial Celebrations Select Committee (CCSC) as both committees are working on items for the centennial.

It was noted that Sherri Robinson is a member of both the HAC and the CCSC and it was requested that a report on the activities of the CCSC be provided at the HAC meetings. This item will be a standing item on the HAC agenda.

8. OLD BUSINESS

(1) Increasing Interaction / Communications with First Nations and Department of National Defence

Councillor Linge reported on his consultation with Mayor Desjardins and it was suggested the committee extend an invitation of participation to the Esquimalt First Nation, Songhees First Nation and the Department of National Defence.

Committee members, through the Director of Development Services, respectfully requested Mayor Desjardins draft a letter to the Esquimalt First Nation, Songhees First Nation and the Department of National Defence inviting their participation on the Heritage Advisory Committee

9. REPORT FROM STAFF LIAISON

No report.

10. COMMUNICATIONS

- (1) Email from Heritage BC, dated September 14, 2009, Re: Message to Members
- (2) Email from Heritage BC, dated October 19, 2009, Re: Community Heritage Networking Conference

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

Moved by Colin MacLock, seconded by Shelly Burchnall that Chair Dill attend the Community Heritage Networking Conference on behalf of the Esquimalt Heritage Advisory Committee, with the costs of registration and transportation being reimbursed from Heritage Advisory Committee budget funds.
The motion **CARRIED**.

11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

No announcements / reports.

12. NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on January 20, 2010.

13. ADJOURNMENT

The meeting adjourned at 9:10 p.m.

Liz Dill, Chair

This 26th day of January, 2010