



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES HERITAGE ADVISORY COMMITTEE

Tuesday, January 26, 2010

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Liz Dill – Chair  
Colin MacLock – Vice Chair (Arrived 7:06 p.m.)  
Councillor Randall Garrison  
Councillor Lynda Hundleby (Arrived 7:06 p.m.)  
David Sudbury  
Sherri Robinson

**STAFF:** Deborah Liske – Recording Secretary

**REGRETS:** Jim MacMillan-Murphy  
Barbara Snyder – Director of Development Services (Staff Liaison)

#### 1. CALL TO ORDER

Chair Dill called the meeting to order at 7:04 p.m.

#### 2. LATE ITEMS

The following late item was introduced:

1. Add to Agenda item **10 COMMUNICATIONS** (5) Letter from the Hallmark Society, received January 25, 2010, Re: Heritage Week Tour

#### 3. APPROVAL OF THE AGENDA

Moved by David Sudbury, seconded by Sherri Robinson that the agenda of the Heritage Advisory Committee meeting of January 26, 2010 be approved as amended with the inclusion of the late agenda item.

The motion **CARRIED**.

#### 4. INTRODUCTIONS

Councillor Hundleby and Colin MacLock arrived at 7:06 p.m.

Committee members provided brief introductions.

#### 5. ELECTIONS

- (1) Elections of Chair and Vice-Chair

The Recording Secretary 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 Recording Secretary 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.

Liz Dill continued the meeting as Chair.

6. **MINUTES**

Moved by Councillor Hundleby, seconded by Colin MacLock, that the minutes of the Heritage Advisory Committee meeting of November 18, 2009 be approved as presented.  
The motion **CARRIED**.

Moved by Councillor Hundleby, seconded by Sherri Robinson, that the minutes of the Special Heritage Advisory Committee meeting of December 8, 2009 be approved as presented.  
The motion **CARRIED**.

Moved by Councillor Hundleby, seconded by Colin MacLock, that the minutes of the Special Heritage Advisory Committee meeting of January 5, 2010 be approved as presented.  
The motion **CARRIED**.

7. **REPORT FROM THE CHAIR**

Chair Dill thanked committee members for participating in the special meetings that took place in December and January. Chair Dill reported that she has met with Ritchie Morrison, Communications Coordinator for the Township of Esquimalt, and will be working with Mr. Morrison to increase heritage awareness within the community by getting information about heritage, such as the Heritage Context plan, out to the public.

8. **NEW BUSINESS**

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

Committee members reviewed the Heritage Advisory Committee Terms of Reference.

Councillor Hundleby enquired if an Advisory Committee Orientation would be taking place. The Recording Secretary will follow-up with the Chief Administrative Officer to determine if an orientation will be scheduled.

Chair Dill requested reference material be provided to new committee members; Councillor Garrison and David Sudbury. Chair Dill to provide the Recording Secretary with a list.

Councillor Garrison enquired if the letters of invitation to the Esquimalt First Nation, Songhees First Nation and the Department of National Defence have been sent. It was noted the Director of Development Services can report on this item at the next meeting.

It was suggested a representative from the CFB Esquimalt Naval and Military Museum be invited to attend Heritage Advisory Committee meetings as a guest.

Committee members discussed how to communicate committee activities and information to the liaison representatives if they so choose not to attend regularly scheduled meetings. It was suggested the liaison representatives receive copies of committee meeting agendas and minutes. It was further discussed that the representatives from the Esquimalt First Nations, Songhees First Nation and Department of National Defence would need to be identified in order to receive information.

- (a) 2009 Year End Final Report

Chair Dill reviewed the requirement to submit to Council a final report at the end of each year describing the committees activities and accomplishments of the previous year. Chair Dill volunteered to draft the report to present to the committee for review and approval prior to being presented to Council.

Committee members discussed items to include in the report:

- Heritage Context Plan review – received grant monies to create the plan
- Statement of Significance workshop
- Created, developed and accepted heritage register
- Created one Statement of Significance to date
- Development of Heritage policy
- Working on a naval history in celebration of naval anniversary
- Exploring creation of a heritage foundation
- Celebrated Heritage week

Chair Dill will also review the 2009 committee minutes for additional information to include in the report.

Councillor Hundleby made an enquiry as to the amount of funds spent from the 2009 committee budget. The Director of Development Services will be required to report on this enquiry at a future meeting.

(2) Membership List Contact Information

A confidential membership contact list was distributed to committee members with the request that any revisions be provided to the Recording Secretary for updating prior to redistribution.

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

Sherri Robinson brings archival experience and has a passionate interest in heritage.

Colin MacLock has a long legacy of interest in the military in Esquimalt and would like the municipal website to include more information about the history of the army in Esquimalt. Mr. MacLock would also like to see the development of a comprehensive heritage policy.

Councillor Hundleby is interested in heritage and is looking forward to participating on the committee.

David Sudbury is interested in heritage as it relates to the community presently; heritage is a more vital, living thing and more than what we see around us.

Councillor Garrison is interested in the community and heritage is an important part of the community. Councillor Garrison believes there is an existing consciousness in the community when it comes to heritage but would like to bring heritage to those who are not aware of it.

Chair Dill appreciates the history that makes Esquimalt what it is and the connection that history creates for the community. Chair Dill also noted that heritage consists of more than built heritage; stories as well as buildings make up heritage. The committee has building blocks, such as policies and the heritage register to work from to increase awareness and from which the committee can share it's enthusiasm about heritage.

Sherri Robinson recommended committee members review a book called "The Economics of Historic Preservation: A Community Leader's Guide" by Donovan Rypkema. The book is very informative about the topic of preservation.

(4) Meeting Schedule Dates and Times

The Heritage Advisory Committee will meet on the third Wednesday of the month with meetings schedule for 2010 as follows:

- February 17<sup>th</sup>
- March 17<sup>th</sup>
- April 21<sup>st</sup>

- May 19<sup>th</sup>
- June 16<sup>th</sup>
- September 15<sup>th</sup>
- October 20<sup>th</sup> and
- November 17<sup>th</sup>

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

The Recording Secretary distributed an information sheet to committee members outlining quorum requirements, meeting cancellation notification, agenda items and agenda distribution for their review.

(6) 2010 Work Plan Discussion

For the benefit of new committee members, Chair Dill reviewed how the 2009 work plan was determined: Review of the Heritage Context Plan, focusing on high importance action items; determination of which items to work on and development of work plan.

Committee members discussed a work plan for 2010 and drafted the following:

1. Work with volunteers to prepare statements of significance to include in Heritage Register
  - Develop statements of significance for each property proposed for the Register
    - Group 1 – Buildings of Primary Importance in the 1984 inventory completed by Dorothy Field which include:
      - ❖ **649 Admirals Road** – Designated Heritage Building
      - ❖ **1379 Esquimalt Road** [St. Paul's Church] – Designated Heritage Building
      - ❖ 1382 Esquimalt Road
      - ❖ **1388 Esquimalt Road** – Designated Heritage Building
      - ❖ 754 Fairview [in the Industrial Park]
      - ❖ 507 Head Street [Capt. Jacobson House]
      - ❖ **622 Head Street** – Designated Heritage Building
      - ❖ 429 Lampson Street [English Inn & Resort]
      - ❖ **657 Lampson Street** – Designated Heritage Building
      - ❖ **670 Lampson Street** [Lampson Street School] – Designated Heritage Building
      - ❖ **727 Lampson Street** – Designated Heritage Building
      - ❖ 1253 Lyall Street
      - ❖ **1179 Munro Street** – Designated Heritage Building
      - ❖ **1182 Old Esquimalt Road** [now 706 Warder Place] – Designated Heritage Building
      - ❖ 1211 Old Esquimalt Road
      - ❖ 1214 Old Esquimalt Road
      - ❖ 1218 Old Esquimalt Road
      - ❖ **1221 Old Esquimalt Road** – Designated Heritage Building
      - ❖ **851 Wollaston Street** – Designated Heritage Building

Of the 19 sites listed above, 11 [those in bold type] have already been formally designated [by bylaw] as heritage buildings.
    - Work Point Precinct which include, but is not limited to:
      - ❖ Guardhouse at Work Point (Building 1001)
  - Photograph buildings and sites
  - Research the history of buildings and sites

2. Update Heritage Policies
  - o Review existing policies
  - o Research policies of other municipalities
  - o Collate work done to date
  - o Create new policies or update existing
3. Creation of a Heritage Foundation
  - o Consider the feasibility of a foundation for Esquimalt
  - o Review various types of foundations [municipal or stand alone]
  - o Have a representative of the Victoria Heritage Foundation attend a HAC meeting
4. Participate in BC Heritage Week, February 15th – 21st, 2010
  - o 2010 theme is "Heritage of Sports and Recreation"
  - o Displays to be placed in Sports Centre, Recreation Centre and Municipal Hall featuring historic photos of sports teams, athletes, sports fields, rinks, golf courses, etc.
5. Maintain / Increase Public Awareness of the importance of Heritage
  - o Displays; photos; walking tours; lectures
  - o Educating home owners about what heritage designation really means
  - o Encouraging owners of homes over 100 years old to apply for designations
  - o Work with Communications Coordinator to increase information about heritage on the municipal website
6. Research possible source of funding / grant opportunities

Committee members discussed the development of statements of significance. Chair Dill noted that Mark Aiken and Jennifer Nell Barr are willing to assist in drafting future statements of significance.

(7) Plaque for Wurtele Room Carving

Committee members discussed purchasing a plaque to honor and display alongside the First Nations carving by Floyd Joseph which depicts an eagle holding a salmon or whale in its claws. The carving is located in the Wurtele Room of the Municipal Hall.

Moved by Sherri Robinson, seconded by Colin MacLock that the Heritage Advisory Committee recommends that Council purchase a small engraved plaque in recognition of Floyd Joseph, carver of the First Nations art located in the Wurtele Room of the Esquimalt Municipal Hall. The motion **CARRIED**.

(8) Application for Heritage Alteration Permit – St Paul's Anglican Church

Sherri Robinson provided the committee with an overview of the St. Paul's Anglican Church Navy Memorial Window project.

Moved by Councillor Hundleby, seconded by Sherri Robinson that the Heritage Advisory Committee recommends that Council approve the Heritage Alteration Permit Application for the installation of the Memorial Window in the West Façade of St. Paul's Anglican Church. The motion **CARRIED**.

**9. WORK PLAN ITEMS**

- (1) Heritage Register Development
  - (a) Staff Report No. DEV-09-076, Re: Heritage Advisory Committee Development of Community Heritage Register

Prior to proceeding with the development of statements of significance, committee members would like to review the list of buildings to be included in the Community Heritage Register.

- (b) Excerpt of Minutes from the December 7, 2009 Regular Meeting of Council, Re: Heritage Advisory Committee Development of Community Heritage Register

Distributed for information.

- (c) Staff Report No. DEV-10-003, Re: Addition to Esquimalt Heritage Register and Acceptance of Statement of Significance for 330 Kinver Street

Chair Dill reported the Director of Development Services will be following up on the requirement of notifying the property owner and the Minister responsible for the Heritage Conservation Act within thirty days of the approval of Council.

- (d) Developing Process for Completing Statements of Significance

This item was deferred to the next meeting with the request that committee members review the list of buildings to include in the Community Heritage Register.

- (e) Budget for Professional Consultation for Completion of Statements of Significance

This item was deferred to the next meeting.

- (f) Compensation for Heritage Designation – Assisting Property Owners with Application

This item was deferred to the next meeting.

## (2) Updating Heritage Policy

Colin MacLock reported that he is continuing to work with Shelly Burchnall to update existing policies.

## (3) Heritage Foundation Development

- (a) Draft Bylaw

Chair Dill reported that Councillor Linge is continuing to work on a draft bylaw.

- (b) Invitation to Representative of the Victoria Heritage Foundation

Chair Dill has confirmed with Jennifer Nell Barr and Brigitte Clark, Executive Director of the Victoria Heritage Foundation will attend the March meeting to make a presentation and respond to questions.

## (4) 2010 Buccaneer Days / Naval Anniversary

Chair Dill reported that Jim MacMillan-Murphy is continuing to work on his compilation, "Esquimalt Remembers". Chair Dill further noted the committee can continue to discuss distribution of the chronicle and the coordination of a display at Buccaneer Days. It was suggested that historical photographs be included in the display.

## (5) Heritage Week 2010

Chair Dill reported on the progress of organizing displays for Heritage Week.

Chair Dill and the Director of Development Services, with the assistance of Sherri Robinson, are currently putting together a historical photo display for the foyer of the municipal hall of sport and recreational activities that have taken place in Esquimalt. A display of thirteen recent inductees in to the Greater Victoria Sports Hall of Fame (present and former residents of Esquimalt) will also be set up in the Recreation Centre. Posters celebrating Heritage Week will be displayed as well as the official proclamation of Heritage Week at the February 15<sup>th</sup> meeting of Council.

- (6) 2012 Centennial Celebration
  - (a) Report on Centennial Celebrations Select Committees Activities

Chair Dill requested that Sherri Robinson report back to the committee on any activities of interest to the Heritage Advisory Committee.

## 10. **COMMUNICATIONS**

- (1) Letter from Heritage BC, dated November 18, 2009, Re: Heritage Week 2010
- (2) Email from Heritage BC, dated January 4, 2010, Re: Heritage BC January 2010 Update
- (3) Hallmark Society Preserve, Volume 36, Number 4, Winter 2009
- (4) Heritage BC Quarterly, Fall 2009
- (5) Letter from the Hallmark Society, received January 25, 2010, Re: Heritage Week Tour  
**(Late Item)**

Moved by Councillor Garrison, seconded by Sherri Robinson that the communication items be received.

The motion **CARRIED**.

It was requested that information about the upcoming Heritage BC Annual Conference be brought forward to the next meeting.

## 11. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Sherri Robinson reported the Hallmark Society Awards will be taking place in May with the request for nominations coming out soon. It was suggested the committee consider putting forward nominations.

This item will be brought back for further discussion at the February meeting.

## 12. **NEXT MEETING**

The next meeting of the Heritage Advisory Committee will take place on February 17, 2010.

## 13. **ADJOURNMENT**

The meeting adjourned at 9:12 p.m.

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Liz Dill, Chair

This 17<sup>th</sup> day of February, 2010