



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, February 17, 2010

7:00 p.m.

Council Chambers, Municipal Hall

**PRESENT:** Liz Dill – Chair  
Colin MacLock – Vice Chair (Arrived 7:06)  
Councillor Randall Garrison  
Councillor Lynda Hundleby  
David Sudbury  
Sherri Robinson  
Jim MacMillan-Murphy

**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 7:02 p.m.

#### 2. LATE ITEMS

There were no late items.

#### 3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby, seconded by Jim MacMillan-Murphy that the agenda of the Heritage Advisory Committee meeting of February 17, 2010 be approved as presented.  
The motion **CARRIED**.

#### 4. MINUTES

Moved by David Sudbury, seconded by Sherri Robinson that the minutes of the Heritage Advisory Committee meeting of January 26, 2010 be approved as presented.  
The motion **CARRIED**.

Vice-Chair MacLock arrived at 7:06 p.m.

#### 5. REPORT FROM THE CHAIR

Chair Dill noted she will strive to ensure meetings end by 9:00 p.m.

#### 6. OLD BUSINESS

- (1) Increasing Interaction / Communications with First Nations and Department of National Defence – Barbara Snyder to draft letters for Mayor's signature

Committee members discussed the request to send letters inviting representatives from the Esquimalt and Songhees First Nations and the Department of National Defence. Barbara Snyder reported that letters have not been sent. Councillor Hundleby noted that letters have been sent in the past with each party indicating they are unavailable to participate. Councillor Hundleby further noted that verbal invitations were also extended with all parties declining to participate.

It was determined a standard letter will be sent to the parties to attend meetings. Councillor Garrison further suggested a letter be sent to the Esquimalt and Songhees First Nations, with the committee Chair arranging a follow-up with band administrators.

Committee members continued to discuss the need for a representative from DND noting a need exists to inform DND of the committees heritage concerns on DND property. Committee members noted their interest in finding out who is designated to oversee heritage on the base and to arrange a future meeting with that representative to discuss heritage issues.

Chair Dill will review and approve the draft letters prior to being distributed.

- (2) Heritage Buildings on DND Land
  - Letter to Dr. Larry Ostola – Barbara Snyder to follow-up on completion

The Recording Secretary will follow-up to determine if this letter has been sent.

- Letter to Base Commander, CFB Esquimalt – Barbara Snyder to draft

Discussed under item # 1.

- (3) Heritage Incentives – Committee members requested additional details on the origin of the information provided at the September meeting

Committee members were informed this information was collected by the Development Services Department.

- (4) 2009 Year End Final Report

Committee members reviewed the Heritage Advisory Committee year end final report.

Moved by Vice-Chair MacLock, seconded by Councillor Hundleby that the report be received and presented to Council.  
The motion **CARRIED**.

- (5) Report on Heritage Advisory Committee Budget Expenditures for 2009

Barbara Snyder, Staff Liaison reported expenses were accrued for heritage week displays.

- (6) Finalization and Adoption of 2010 Heritage Advisory Committee Work Plan

Committee members reviewed the 2010 Heritage Advisory Committee work plan.

Moved by Councillor Garrison, seconded by Jim MacMillan-Murphy that the work plan be adopted.  
The motion **CARRIED**.

- (7) Hallmark Society Awards

The committee discussed nominations for the Hallmark Society awards. Chair Dill will contact the Hallmark Society to determine if late submissions will be accepted.

Committee members discussed forwarding nominations for next year's awards. Chair Dill and David Sudbury will work on coordinating a list of requirements for preparing an award nomination and report back to the committee.

Committee members discussed heritage property merit certificate awards. These certificates recognize property owners who have restored or improved buildings of heritage character. The committee would like to discuss this item further at a future meeting.

**7. NEW BUSINESS**

- (1) Heritage BC Conference

Chair Dill enquired if any committee members are interested in attending the conference. Chair Dill and Jim MacMillan-Murphy noted an interest in attending. Committee members requested additional information once it becomes available.

**8. WORK PLAN ITEMS**

- (1) Heritage Register Development  
(a) Review List of Buildings (Group 1) to be Considered for Statements of Significance

Committee members reviewed the list of properties proposed for the register, requesting to add Anne Hathaway's Cottage and amending 1218 Old Esquimalt Road to read # 3 – 704 Rockheights Avenue.

It was noted St. Paul's Church, 1379 Esquimalt Road, will be developing a statement of significance and will include interior and exterior features. Sherri Robinson will provide to the committee upon completion. It was also noted the owner of 657 Lampson Street will be completing a statement of significance for the property. Vice-Chair MacLock and Jim MacMillan-Murphy have commenced work on a statement of significance for the Work Point Guardhouse.

Committee members discussed the heritage importance of the sailors walk and cairn.

Moved by David Sudbury, seconded by Jim MacMillan-Murphy that plaques, monuments and war memorials be added to the list of items to include in the heritage register.

The motion **CARRIED**.

Jim MacMillan-Murphy will develop a list of plaques, monuments and war memorials for review by the committee.

Committee members discussed the heritage importance of local parks.

Moved by Councillor Hundleby, seconded by David Sudbury, that Memorial Park, Macaulay Point Park and Highrock Park be added to the list of items to include in the heritage register.

The motion **CARRIED**.

Updated list of properties and items to include in the heritage register and to develop statements of significance for:

- 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 and Anne Hathaway Cottage]
  - ❖ 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 [now # 3 – 704 Rockheights Avenue]
  - ❖ 1221 Old Esquimalt Road – Designated Heritage Building
  - ❖ 851 Wollaston Street – Designated Heritage Building
- Work Point Precinct which include, but is not limited to:
    - ❖ Guardhouse at Work Point (Building 1001)
  - Plaques, Monuments and War Memorials
  - Parks
    - ❖ Memorial Park
    - ❖ Macaulay Point Park
    - ❖ Highrock Park
- (b) Develop Process to Determine Selection of Places

Committee members discussed factors to determine the order of completion of statements of significance.

Moved by Councillor Hundleby, seconded by Vice-Chair MacLock that the Heritage Advisory Committee will utilize the following criteria for determining a prioritized list from which to create statements of significance for properties and items to be included in the heritage register:

1. Most threatened
2. Fewest examples of years and styles
3. Highest significance / value to community
4. Volunteer / people resources

The motion **CARRIED**.

- (d) Develop Process for Completing Statements of Significance

Committee members discussed processes for completing statements of significance.

Chair Dill noted Jennifer Barr and Mark Aitken are willing to assist with the development of future statements of significance. Sherri Robinson noted the municipal archives are a great resource to utilize to develop statements of significance. Chair Dill further noted homeowners may also be interested in assisting in the development of statements of significance for their properties.

Councillor Garrison noted the need to contact the property owner prior to the start of the development of statements of significance to inform of intent and invite participation. It was suggested the Chair of the committee be designated to contact property owners.

Committee members discussed how to encourage property owners to become interested in including their properties and participating in the development of statements of significance. It was suggested the development of statements of significance be tied in to the 2012 centennial celebrations.

Moved by Councillor Garrison, seconded by Sherri Robinson, that the Chair of the Heritage Advisory Committee be designated to contact property owners prior to the development of statements of significance to inform of the intent to develop a statement of significance for the property and to invite and encourage the property owners participation.

The motion **CARRIED**.

Chair Dill requested committee members review the list of properties and items to include in the heritage register and create a prioritized list to discuss at the next meeting.

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

Committee members discussed the need to determine a budget for the development of statements of significance. Determining a budget is difficult as each property or item has individual factors that determine the complexity in developing statements of significance.

Chair Dill noted Jennifer Barr and Mark Aitken are willing to assist with the development of future statements of significance which will assist in reducing associated costs.

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

This item will not be discussed further as the committee is not exploring heritage designation at this time.

(2) Updating Heritage Policy

Vice-Chair MacLock – no report.

(3) Heritage Foundation Development

No report.

(4) Heritage Week 2010

Committee members discussed the display created for the foyer of the Municipal Hall to commemorate Heritage Week. Heritage Week was also officially proclaimed by Council with a proclamation posted on the municipal notice board.

Chair Dill noted the difficulties associated in receiving responses from local sports groups but received excellent assistance from the municipal archives and thanked them very much for providing the photographs to create a wonderful display.

(5) 2010 Buccaneer Days / Naval Anniversary

Jim MacMillan-Murphy provided the committee with an overview of activities taking place on the weekend of Buccaneer Days and the Naval Anniversary.

Mr. MacMillan-Murphy also reported he is working on condensing the size of “Esquimalt Remembers” by removing some photographs and will bring a revised draft to present to the committee at a future meeting.

Barbara Snyder, Staff Liaison suggested Mr. MacMillan-Murphy contact Ritchie Morrison, Communications Coordinator, to discuss the utilization of the Municipal crest and logo.

(6) 2012 Centennial Celebration

(a) Report on Centennial Celebrations Select Committees Activities

Sherri Robinson reported the Centennial Celebrations Select Committee is continuing to move ahead with organizing activities. It was noted the Heritage Advisory Committee can organize their own activities to celebrate the centennial if they choose.

**9. REPORT FROM STAFF LIAISON**

Barbara Snyder, Staff Liaison provided the committee with information about Jane’s Walk.

“Jane’s Walks” were conceptualized after Jane Jacobs an urbanist and activist who believed in the importance of local residents having input on how their neighbourhoods develop. Jane Jacobs encouraged people to familiarize themselves with the places where they live, work and play; and the way to do this is to get out and walk. The walk allows individuals to take pride in their community.

Ms. Snyder noted the Arts, Culture and Special Events Advisory Committee will be hosting a Jane’s Walk in May. The walk will focus on the West Bay area, highlighting local history as well as new development. Participants will be encouraged to contribute to the ongoing dialogue that will take place during the walk. The Art, Culture and Special Events Advisory Committee may be requesting input from the Heritage Advisory Committee on heritage facts about the area.

**10. COMMUNICATIONS**

- (1) Letter from Canadian Heritage, received February 2, 2010, Re: Celebrate Canada 2010 Funding Program and Guidelines

Chair Dill suggested the committee may want to consider applying for this funding for a 2012 event.

- (2) Heritage BC Quarterly, Winter 2010

Moved by Councillor Hundleby, seconded by David Sudbury that the communication items be received.

The motion **CARRIED**.

**11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

Sherri Robinson reported St. Paul’s Church will be hosting a recital on March 3<sup>rd</sup> with various other concerts taking place on Sunday afternoons; the Old Cemeteries Society has developed new tours and have included one for St. Paul’s; and a concert will be held on March 26<sup>th</sup> at the Esquimalt High School to celebrate its 50<sup>th</sup> year.

**12. NEXT MEETING**

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

Chair Dill noted that Jennifer Barr and the Executive Director of the Victoria Heritage Foundation will be attending the March meeting.

**13. ADJOURNMENT**

The meeting adjourned at 9:20 p.m.

---

Liz Dill, Chair

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