



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, March 17, 2010

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Liz Dill – Chair
Colin MacLock – Vice Chair
Councillor Randall Garrison
Councillor Lynda Hundleby (Arrived 7:07 p.m.)
David Sudbury
Sherri Robinson
Jim MacMillan-Murphy

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

GUESTS: Jennifer Nell Barr (Departed 7:58 p.m.)
Brigitte Clark (Departed 7:58 p.m.)

1. CALL TO ORDER

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

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

Moved by Vice Chair MacLock, seconded by David Sudbury that the agenda of the Heritage Advisory Committee meeting of March 17, 2010 be approved as presented.
The motion **CARRIED**.

4. MINUTES

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

5. PRESENTATION

Chair Dill welcomed Brigitte Clark and Jennifer Nell Barr of the Victoria Heritage Foundation to the meeting and thanked Ms. Barr for her assistance in creating the Statement of Significance for 330 Kinver Street.

Roundtable introductions took place.

Councillor Hundleby arrived at 7:07 p.m.

Ms. Clark and Ms. Barr were in attendance to provide the committee with a presentation on the Victoria Heritage Foundation. The presentation provided committee members with an overview of how the foundation was created, how it has evolved and what the foundation does.

The City of Victoria established the foundation (a not-for-profit organization under the Societies Act) in 1983 to administer and disperse annual grants to owners of designated heritage homes for

the rehabilitation and preservation of these homes. The number of requests for heritage designation has increased over the years, in part to the accessibility of grants to assist with conservation of the home. The House Grants program is available to owners of heritage designated or heritage covenanted houses within the City of Victoria to assist with the cost of preserving and rehabilitating exterior and interior features. The foundation administers the program on behalf of the City, which also provides annual funding. Grant awards are based on a percentage (up to twenty-five percent) of the project costs to a maximum of \$16,500 per year, with a ten year limit per home of \$16,500. Work must be completed within the year the grant is obtained. The foundation has volunteer members that can provide guidance and assistance to homeowners; including locating qualified contractors and trades people experienced with heritage restoration. Victoria is known for its heritage homes and having a home designated does not seem to detract from the resale value; if anything, it appears to increase value.

The foundation has also published books, brochures and walking tours with remaining funding. The "This Old House" books are very popular, having sold thousands, and are proven to be a great educational tool to the City, heritage planners, homeowners and the foundation by providing historical information and photographs. Revenue from the books goes directly back to the foundation. Heritage restoration brochures have also been produced to provide tips to homeowners on paint, wood siding, wood windows, masonry and true heritage colors.

The foundation does not fund raise but applies for grants and has been successful in receiving additional funding through grants. Administrative costs are paid for from grant funding received. The foundation would not be able to accomplish what it has without the dedication of all its volunteers. Foundation volunteers have catalogued all house plans and are currently working on cataloguing plumbing permits. The foundation would like to catalogue documents they feel could be utilized by homeowners to assist in the maintenance of the character of heritage homes.

It was noted local government legislation does not allow funding to be given directly to the homeowner. It was suggested Rick Goodacre of Heritage BC be contacted to review acceptable ways to distribute funding.

The current foundation board is comprised of an engineer, lawyer, accountant, two realtors, a home inspector and a carpenter. The current House Grants Committee consists of an engineer and two carpenters; the committee make-up depends on who volunteers for the committee. It was noted the appointment of volunteers by Council to the foundation does not work. The Foundation accepts any volunteer who would like to participate.

Heritage conservation should not be limited to only completing inventories, homes need to be included on the register and officially designated.

It was noted the District of Saanich administers their heritage program which has its drawbacks.

The foundation hosts annual parties to provide the opportunity to socialize and network to work toward the common goals of heritage conservation.

Additional information about the foundation can be found at www.victoriaheritagefoundation.ca. A list of house grants awarded by the House Grants Committee in 2009 was distributed to committee members for information; along with a list of funding received from the City of Victoria for the Funding Assistance Program.

It was noted the foundation can assist the Heritage Advisory Committee with information to draft a constitution, do's and don'ts and how to get a foundation started.

Committee members thanked Ms. Clark and Ms. Barr for attending the meeting and making the presentation.

Ms. Clark and Ms. Barr departed the meeting at 7:58 p.m.

Committee members discussed the presentation noting the following points:

- Suggested the committee request the utilization of permissive tax exemptions for foundation funding.
- Improvements to homes will pay back in dividends.
- Develop a business case / plan.
- Provide Council with options along with recommendations.
- There will be an increase to tax revenue, value and tourism when homeowners improve heritage homes.
- Victoria Heritage Foundation has a paid Executive Director; Esquimalt may not be able to accommodate paid staff.
- City of Victoria has a paid Heritage Planner
- Victoria Heritage Foundation is very separate from the City of Victoria.
- Committee could consider providing grants through the Heritage Advisory Committee not a foundation.
- Foundation could consist of individuals with heritage experience and the Heritage Advisory Committee sub-committee would facilitate the grants.
- Someone would have to coordinate foundation volunteers.
- Frustrations have been expressed when homes of heritage significance are destroyed.
- A value needs to be attached to homes in order to make the project tangible.

Chair Dill noted the committee has a start from which to build a foundation. The committee will need to work to keep moving ahead by gathering information about the foundation and progress from there. Chair Dill will request a copy of the Victoria Heritage Foundations' constitution for the committee to review.

6. REPORT FROM THE CHAIR

No report

7. OLD BUSINESS

- (1) Increasing Interaction / Communications with First Nations and Department of National Defence – Update from Staff Liaison

Barbara Snyder, Staff Liaison reported the letters will be sent out shortly.

- (2) Heritage Buildings on DND Land
(a) Letter to Dr. Larry Ostola – Update from Staff Liaison

Deborah Liske, Recording Secretary reported the letter has been sent.

- (3) Hallmark Society Awards

Moved by Councillor Garrison, seconded by Councillor Hundleby that the Hallmark Society Awards be tabled to the September meeting.
The motion **CARRIED**.

- (4) Heritage Property Merit Certificate Awards
(a) Acknowledgement from Community Heritage Commissions

Barbara Snyder, Staff Liaison reviewed the program with committee members noting the program acknowledges homeowners for their preservation of the heritage character of their home.

Committee members discussed continuing with the awards program and agreed to review homes in the community and bring forward suggestion to review at the May meeting to determine a list of recipients for 2010. Chair Dill requested a list of homes recognized in previous years. Ms. Snyder

and Sherri Robinson will coordinate. Ms. Robinson noted the merit awards can also be presented at the Hallmark Society Awards.

(5) Heritage BC Conference

Chair Dill reviewed the conference information and enquired if any committee members were interested in attending. Chair Dill noted an interest in attending the conference.

Moved by Councillor Garrison, seconded by Jim MacMillan-Murphy that the Heritage Advisory Committee approve the attendance of Chair Liz Dill at the Heritage BC Conference with associated costs to attend the conference being paid for out of the Heritage Advisory Committee budget.

The motion **CARRIED**.

It was noted additional committee members may be able to attend if funding is available in the committee budget.

(6) Plaque for Wurtele Room Carving

- (a) Memorandum from Carollyne Evans, Manager of Corporate Services, dated February 24, 2010, Re: Recognition Plaque for First Nations Carving

Committee members reviewed the memorandum and discussed the purchase of a plaque. Chair Dill will research costs. Inscription on plaque will include artist's name, name of piece and date piece was created.

(7) 330 Kinver Street – Statement of Significance

- (a) Copies of Letters to Ministry of Tourism, Culture and the Arts, and Alan Noel Patterson, dated February 23, 2010, Re: 330 Kinver Street, Addition to Esquimalt Heritage Register
- (b) Statement of Significance with Required Revisions

Committee members reviewed the noted revisions required for the statement of significance for 330 Kinver Street.

Barbara Snyder, Staff Liaison noted once the required revisions, including confirmation on the date and age are completed, a revised SoS will need to be forwarded to the Ministry of Tourism, Culture and the Arts as well as the owners of the property.

Committee members noted this is a good example of the need to notify the homeowner of the process and to also include them in the gathering of information.

David Sudbury will contact the Land Titles Office and Sherri Robinson will review the archived assessment book to locate the required revisions.

8. NEW BUSINESS

(1) Arts, Culture and Special Events Hosted Walking Tours

Committee members discussed the walking tours being organized by the Arts, Culture and Special Events Advisory Committee. A committee member noted they felt walking tours of heritage homes was the mandate of the Heritage Advisory Committee.

Barbara Snyder, Staff Liaison noted the Arts, Culture and Special Events Advisory Committee is interested in hosting walking tours to get people out and participate in their community. Chair Dill noted the activities of the Advisory Committees will overlap.

Moved by David Sudbury, seconded by Councillor Garrison that the Heritage Advisory Committee sanctions the walking tours being organized by the Arts, Culture and Special Events Advisory Committee.

The motion **CARRIED**.

9. WORK PLAN ITEMS

- (1) Heritage Register
 - (a) List of Plaques, Monuments and War Memorials

Jim MacMillan-Murphy distributed an inventory of plaques, monuments and war memorials noting he is working on coordinating information which will include the location, description and significance of each item. Mr. MacMillan-Murphy will bring this information back to the next meeting.

- (b) Building / Item Selection – Prioritized List

Committee members reviewed the priority list of buildings / items for completion of statements of significance noting which buildings / items they wished to create statements of significance for. An updated list will be distributed to committee members.

Sherri Robinson noted house files are available in archives.

- (c) Develop Process for Completing Statements of Significance

Committee members discussed completing statements of significance by utilizing the following criteria:

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

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

Committee members noted they will not be utilizing professional consultation at this time but will explore possible honorariums for volunteers outside the committee membership that assist.

- (2) Updating Heritage Policy

Colin MacLock noted he will continue to work on updating the policy.

- (3) Heritage Foundation Development

This item was discussed after the presentation from the Victoria Heritage Foundation.

- (4) 2010 Buccaneer Days / Naval Anniversary

Chair Dill noted she has spoken with Ritchie Morrison, Communication Coordinator about utilizing the coat of arms and municipal logo on the “Esquimalt Remembers” compilation by Jim MacMillan-Murphy. Mr. Morrison will need to complete additional research regarding the acceptable usage and will advise once he receives a completed draft of the compilation. It was noted the coat of arms and municipal logo can not be utilized on the same document at the same time.

Mr. MacMillan-Murphy distributed a revised draft of “Esquimalt Remembers” and noted he felt the municipal coat of arms has a connection to the Navy in Esquimalt.

Councillor Hundleby suggested the municipal coat of arms on page 2 be highlighted by making it bigger and providing an explanation of the pieces that make up the crest; including the significance of colors, etc.

Committee members discussed revisions to the document. Mr. MacMillan-Murphy encouraged committee members to forward any feedback.

Councillor Hundleby noted Council received a PowerPoint presentation on the activities being organized for the naval anniversary and it looks like it will be an amazing event.

- (5) 2012 Centennial Celebration
 - (a) Report on Centennial Celebrations Select Committees Activities

Sherri Robinson noted the Centennial Committee is working on a centennial walkway for Memorial Park. Individuals will be able to purchase engraved bricks for placement in the walkway.

Chair Dill noted the Heritage Advisory Committee will need to start considering ideas for 2012 and requested this item be included on the May agenda.

10. REPORT FROM STAFF LIAISON

No report.

11. COMMUNICATIONS

- (1) Email from Heritage BC, dated February 12, 2010, Re: Update: February 2010
- (2) Letter from Heritage BC, dated February 20, 2010, Re: Notice of Annual General Meeting & Call for Nominations to the Board of Directors
- (3) Hallmark Society Preserve, Volume 37, Number 1, Winter 2010

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

The motion **CARRIED**.

12. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Councillor Hundleby noted the volunteer recognition reception will be taking place on April 11th and would like to see everyone there.

13. NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on April 21, 2010.

14. ADJOURNMENT

The meeting adjourned at 9:26 p.m.

Liz Dill, Chair

This 21st day of April, 2010