



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, April 21, 2010

7:00 p.m.

Council Chambers, Municipal Hall

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

1. CALL TO ORDER

Chair Dill called the meeting to order at 7:03 p.m.

2. LATE ITEMS

The following late items were introduced:

1. Add to Agenda item **10. COMMUNICATIONS** (2) Letter from Heritage BC, dated April 14, 2010, Re: 2010 Heritage BC Election of Directors
2. Add to Agenda item **10. COMMUNICATIONS** (3) Email from Heritage BC, dated April 20, 2010, Re: April 2010 Update

3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby, seconded by Vice Chair MacLock that the agenda of the Heritage Advisory Committee meeting of April 21, 2010 be approved with the inclusion of the late agenda items.

The motion **CARRIED**.

4. MINUTES

Moved by Councillor Garrison, seconded by Sherri Robinson that the minutes of the Heritage Advisory Committee meeting of March 17, 2010 be approved as presented.

The motion **CARRIED**.

5. REPORT FROM THE CHAIR

Chair Dill expressed her appreciation to Council for hosting the volunteer recognition dinner and acknowledged the award of merit presented to Sherri Robinson for her many years of volunteerism and dedication to the community.

Chair Dill also noted she received a request to speak about float homes in the Westbay area as part of the Jane's Walk scheduled in May.

6. PRESENTATION

- (1) Bruce Devitt, Centennial Celebrations Select Committee, Centennial Memorial Walkway

Bruce Devitt was not able to attend the meeting. Sherri Robinson provided the committee with an overview of the Centennial Celebrations Select Committee Centennial Memorial Walkway initiative for the 2012 Centennial celebrations

The Centennial committee has initiated the creation of the Centennial Memorial Walkway which will be located in Memorial park. Inscribed paving bricks will be available to purchase for \$100 and \$200 each. Funds raised will go towards defraying the costs of the Centennial Memorial Walkway.

Committee members reviewed a map identifying the walkway location in the park. Ms. Robinson noted an original Esquimalt Waterworks manhole cover will be refurbished and included in the walkway. Ms. Robinson further noted the Centennial committee is discussing strategies for highlighting the initiative and has suggested providing the information packages to local churches to assist in promotion. Ms. Robinson also noted the suggestion to include local businesses by soliciting sponsorship of pavers in the name of past members of municipal Council and the Legislative assembly who have made significant contributions to the community and may no longer have living family members in the community or capital region.

Chair Dill suggested owners of designated heritage houses be approached to encourage participation in the memorial walkway. Ms. Robinson encouraged committee members to promote the initiative and encourage individuals to purchase pavers. Ms. Robinson noted Mr. Devitt's tireless effort in putting the Memorial Walkway project together. Ms. Robinson further noted the project will be presented to Council for approval at a future meeting of Council.

Copies of the projects promotional material, including an application form, park diagram and photographs, was distributed to committee members for information.

Moved by Councillor Hundleby, seconded by David Sudbury that the presentation be received for information.

The motion **CARRIED**.

7. OLD BUSINESS

- (1) Heritage Property Merit Certificate Awards

A list of past recipients of heritage property merit certificate awards was distributed to committee members. Chair Dill reviewed the list. Sherri Robinson circulated a form utilized for determining past recipients.

A committee member noted their home is included on the list and did not receive a certificate. Barbara Snyder, Staff Liaison noted there may be a discrepancy with the list; properties listed as receiving certificates in 2004 may have only been nominated and not awarded certificates.

Committee members discussed how to move forward with this initiative. Suggestions included:

- Review homes listed for 2004 and determine whether they received recognition.
- Recognize those homes this year.
- Review the process and criteria for future awards.
- Tie awards in with Heritage week 2011.
- Present awards at Hallmark Society Awards in May 2011.

Sherri Robinson will review archive files to confirm past recipients of heritage property merit certificate awards, in particular those who were noted as receiving awards in 2001 and 2004.

Moved by Councillor Garrison, seconded by David Sudbury that the Heritage Advisory Committee present heritage property merit certificate awards to homeowners who were included on the awards list of past recipients but did not received recognition in 2001 and 2004 and that an awards presentation for those to receive recognition take place in September or October of 2010. The motion **CARRIED**.

Moved by Councillor Hundleby, seconded by Vice Chair MacLock that the Heritage Advisory Committee work towards resuming the presentation of the heritage property merit certificate awards and make the presentation to 2011 recipients at the Hallmark Society Awards in 2011. The motion **CARRIED**.

Chair Dill will contact the Hallmark Society to discuss the possibility of presenting the Esquimalt heritage property merit certificate awards at the 2011 Hallmark Society Awards.

Committee members continued to discuss awards presented in the past and noted the certificate may need to be redesigned. Chair Dill requested the committee review the certificates and discuss process for 2011 at the next meeting.

Ms. Robinson noted Sandy Rozon welcomes news items for the Experience Esquimalt section of the Times Colonist and the committee should consider providing information to highlight the awards.

- (2) Heritage BC Conference
 - (a) Conference Fees

Chair Dill reviewed the fees for the upcoming Heritage BC conference and noted she will not be available to attend the whole conference and enquired if anyone else was interested in attending. Committee members discussed attendance at the conference. Barbara Snyder, Staff Liaison noted that she would not be available to attend. Councillor Hundleby noted she is available and interested in attending the tours that Chair Dill is unable to attend. It was agreed a full conference package would be purchased and Chair Dill would attend the conference with Councillor Hundleby attending the tours on Saturday.

- (3) 330 Kinver Street – Statement of Significance
 - (a) Follow-up on Required Revisions

Barbara Snyder, Staff Liaison noted she is currently working on the revisions to the statement of significance for 330 Kinver Street and will forward revised documents to the necessary stakeholders.

8. WORK PLAN ITEMS

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

This item was deferred to the May meeting as Jim MacMillan-Murphy was not in attendance to lead the necessary discussion.

Colin MacLock noted the recent unveiling of a cairn to commemorate the anniversary of the Queen's Own Rifles of Canada regiment at the regiment's former barracks at Work Point

- (b) Building / Item – Review and Prioritize
- (c) Progress of Statements of Significance and Timelines
- (d) Contacting Homeowners

Chair Dill noted the committee will need to review and update the list of properties, places and items (for completing statements of significance for) as there are properties that need to be protected and are not included in the inventory. Committee members discussed the need to be proactive in creating statements of significance.

Chair Dill volunteered to draft letters to owners of recently acquired properties that have heritage significance to the community. The suggested letters would welcome the new owners to the community and also note the significance of their property to the community.

Committee members discussed the difference between an item being included on the heritage register and heritage designation. Having an item included on the register does not require the item to be designated as heritage. The register is a list of properties, places and items that have heritage significance to the community. Heritage designation is done by bylaw, usually at the request of the property owner.

Committee members discussed the concept of hosting an information meeting for owners of properties the committee would like to include on the heritage register and develop statements of significance for. Committee members discussed the need to be aware of the protection of an individuals' privacy and personal information. It was noted the register does not include information about the present owner and statements of significance will include descriptions of the house and / or land as it pertains to the heritage significance of the community.

It was suggested the committee review the process the Victoria Heritage Foundation utilized to gather information for the "This Old House" books – invite people to a function to explain the intent and process of the register and statements of significance.

It was also suggested the committee proceed with preparing statements of significance for the properties for which the homeowner has agreed to participate or shown an interest in assisting with the creation of statements of significance. These positive successes could then be utilized to promote the importance and benefit of the register and statements of significance to both homeowners and the community.

Moved by Councillor Garrison, seconded by Vice Chair MacLock that the Heritage Advisory Committee proceed with forwarding letters under the signature of the Chair, to the homeowners of 1214 Old Esquimalt Road, # 3 – 704 Rockheights Avenue and 1209 Lyall Street advising the homeowners of the committee's intent to create statements of significance for their properties and inviting their assistance in moving forward with the creation of such statements.
The motion **CARRIED**.

Chair Dill will draft a letter advising homeowners of the intent to create statements of significance.

Committee members discussed an addition to the List of Properties, Places and Items to Complete Statements of Significance For.

Moved by Councillor Hundleby, seconded by Vice Chair MacLock that 847 Carrie Street, as listed in Group 2 of Buildings of Primary Importance in the 1984 Inventory by Dorothy Field, be added to the Heritage Register list.
The motion **CARRIED**.

(2) Updating Heritage Policy

Vice Chair MacLock reported he is continuing to work with Shelly Burchnall on updating the policy.

(3) Heritage Foundation Development
(e) Next Steps

This item was deferred to the September meeting.

(4) 2010 Buccaneer Days / Naval Anniversary

As Mr. MacMillan-Murphy was not in attendance at the meeting, Chair Dill will contact Mr. MacMillan-Murphy to enquire on the progress of “Esquimalt Remembers”.

Committee members discussed allowable usage of the Municipal crest and it was noted the current municipal policy would need to be adhered to.

(5) 2012 Centennial Celebration

(a) Report on Centennial Celebrations Select Committees Activities

No report.

Chair Dill noted committee members will need to consider how the committee would like to participate in the 2012 centennial celebrations. This item will be discussed further at the May meeting.

9. REPORT FROM STAFF LIAISON

Barbara Snyder, Staff Liaison reported a response from Dave Tabernor, Department of National Defence Real Estate Services Branch had been received. Mr. Tabernor indicated he will attend meetings of the Heritage Advisory Committee when a specific item or topic arises that would necessitate his attendance.

10. COMMUNICATIONS

(1) Letter from Larry Ostola, Parks Canada, dated March 26, 2010, Re: Invitation to Attend Committee Meeting

Chair Dill reviewed the letter from Parks Canada with the committee.

Moved by Councillor Hundleby, seconded by Sherri Robinson that the communications item be received.

The motion **CARRIED**.

Committee members discussed inviting Mr. Aldag to a future meeting of the Heritage Advisory Committee, noting that Mr. Aldag would be travelling from the lower Mainland and consideration would need to be made with respect to a meeting date and time. It was also suggested committee members brainstorm questions they would like to ask the representative and discuss further at the May meeting.

(2) Letter from Heritage BC, dated April 14, 2010, Re: 2010 Heritage BC Election of Directors **(Late Item)**

Committee members reviewed resumes of the Heritage BC Director Nominees and selected two nominees.

Moved by Councillor Garrison, seconded by Councillor Hundleby that the committee submit a Heritage BC 2010 Election Ballot indicating the committees selection for two candidates.

The motion **CARRIED**.

NOTE: The candidates selected by the committee for the ballot have not been entered in to the minutes of this meeting in order to maintain the confidentiality of the ballot.

- (3) Email from Heritage BC, dated April 20, 2010, Re: April 2010 Update (**Late Item**)

Moved by Councillor Garrison, seconded by Councillor Hundleby that the communications item be received.

The motion **CARRIED**.

11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

Sherri Robinson noted the Arion Male Voice Choir will be performing at St. Paul's Church on May 2nd and Chair Dill noted the Orpheus Male Choir will be performing at the First United Church on May 14th.

12. NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on May 19, 2010.

13. ADJOURNMENT

The meeting adjourned at 9:15 p.m.

Liz Dill, Chair

This 19th day of May, 2010