



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, May 19, 2010

7:00 p.m.

Council Chambers, Municipal Hall

PRESENT: Liz Dill – Chair
Colin MacLock – Vice Chair
Councillor Lynda Hundleby
David Sudbury
Sherri Robinson
Jim MacMillan-Murphy
STAFF: Kim Maddin – Recording Secretary
REGRETS: Councillor Garrison

1. CALL TO ORDER

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

2. LATE ITEMS

The following late items were introduced:

1. Add to Agenda item **8. Work Plan Items** (1) (f) Heritage Plaques, Purchase for Designated Homes
2. Add to Agenda item **8. Work Plan Items** (2) (g) Mount Adelaide Gate Post

3. APPROVAL OF THE AGENDA

Moved by David Sudbury, seconded by Councillor Hundleby, 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

Sherri Robinson requested an amendment to the April 21, 2010 minutes. Under 6. Presentation (1), Bruce Devitt, Centennial Celebrations Select Committee, Centennial Memorial Walkway (page 2, second paragraph): "Funds raised will go towards the costs associated to host the Centennial Celebrations" should have been noted as "Funds raised will go towards defraying the costs of the Centennial Memorial Walkway".

Moved by Sherri Robinson, seconded by Councillor Hundleby, that the minutes of the Heritage Advisory Committee meeting of April 21, 2010 be approved with the following amendment:

1. Under item **6. Presentation** (1) Bruce Devitt, Centennial Celebrations Select Committee, Centennial Memorial Walkway, the last sentence of the second paragraph should read:

Funds raised will go toward **defraying the costs of the Centennial Memorial Walkway.**

The motion **CARRIED.**

5. REPORT FROM THE CHAIR

Chair Dill reported that Vice Chair MacLock received the Mark Madoff Award for his work to save the Officers' Quarters at Work Point Barracks. The award is presented to recognize extraordinary contributions in the field of heritage preservation. Committee members extended their congratulations to Vice Chair MacLock.

Chair Dill reported that she participated in Jane's Walk, as did Vice Chair MacLock as the final speaker. It was enjoyable and informative, and drew a good number of participants. Chair Dill noted that many of the post-war houses on Dunsmuir Street were in very good condition. She also had an opportunity to speak with some of the residents of the area, and networked with people who expressed interest in working on this committee or subcommittees. Chair Dill will write a note to the Arts and Culture Committee for a job well done.

Chair Dill displayed the engraved plaque recognizing Floyd Joseph, carver of the First Nations art in the Wurtele Room. Darwin Robinson will mount the plaque on wood. Councillor Hundleby noted additional significance in the carving as it was given as a gift by the municipalities of Greater Victoria. Chair Dill noted that recognition is the first step in creating pride, and thanked Sherri Robinson for bringing the idea to the committee.

6. OLD BUSINESS

(1) Heritage Property Merit Certificate Awards

(a) Confirmation of Recipients in 2001 and 2004 – Report from Chair

From Sherri Robinson's research it has been determined that three lists were made in the period of 2001-04 (2001, 2002, and 2004 – no list was created in 2003), and that none of the properties from these lists received the award.

Chair Dill noted that as some time has passed since these houses were added to the lists, the condition of the houses may have changed.

Mrs. Robinson distributed a sample letter that was sent in the past to Merit Award recipients as well as a list of criteria, which the committee reviewed. The committee noted that this version asked for nominations from the community and included a nomination form.

The committee discussed how to determine who will receive the award. One member noted that the committee does not need to give all the houses a certificate. It was also noted that the criteria highlights consideration to houses built before 1930, and that this information might be found in Dorothy Field's inventory.

Chair Dill requested that members first check on the state of the houses before proceeding with the awards.

The lists were assigned to three members for report back at the June meeting: David Sudbury - 2001 list, Vice Chair MacLock - 2002 list, and Chair Dill - 2004 list.

(b) 2010 Award Ceremony – Date to be Determined

Chair Dill proposed October as an ideal month to hold the ceremony as it would allow for

some time to prepare after reconvening in September. (It was noted lead time would be needed to send out letters.) The committee decided to hold the presentation during a Council meeting and October 18 was selected as a suitable date. The committee will take this opportunity to promote nominations for next year's Heritage Property Merit Awards, for presentation at the Hallmark Society Awards.

Moved by Councillor Hundleby, seconded by Vice Chair MacLock, that the Merit Award Ceremony take place on Monday, October 18, 2010.
The motion **CARRIED**.

Copies of the previous criteria, nomination form, and a notice letter sent to a prior Merit recipient were distributed to committee members.

(c) Presentation of Certificate at 2011 Hallmark Society Awards – Report from Chair

It was noted that the Hallmark Society holds the Hallmark Society Awards to recognize designated houses. Chair Dill inquired with the Society as to whether the committee can present Esquimalt's Merit Awards at next year's Hallmark Awards. Chair Dill was referred to a board member who is away at this time but she will make contact with him upon his return.

Committee members discussed the need for succinctness in the criteria and whether the criteria should remain the same. General consensus was that this would be a test run of the current criteria; if it is determined after the Awards that the criteria require revisions, the committee will address it at that time.

(d) Certificate Review – Sample Certificate for Wording and Format

The committee will ask Barb Snyder, Staff Liaison, to review the sample certificates that are available and make recommendations. Tabled for further discussion at the June meeting.

(e) Selection and Award Process

Tabled to the June meeting.

(2) Parks Canada Representative Attendance At a Future Meeting
(a) Set Date for a Meeting

Chair Dill will make initial contact with John Aldag from Parks Canada by phone, to be followed-up with a letter.

The committee discussed how to make the best use of Mr. Aldag's visit:

- The committee considered whether it should: invite him to a portion of a future meeting, hold a teleconference with him, and/ or hold a bigger event that would be open to the public
- It was suggested to use this opportunity to talk about: the Guard House, which has lost its designation; the protection of heritage buildings on DND lands; and the current process for protecting properties
- Chair Dill would like clarification on what his role and function is in working with communities and what responsibilities and authority he has
- Other suggestions for his visit included a walking tour and a visit to the Naval museum
- The committee will provide Mr. Aldag with some background information ahead of time (e.g. a PowerPoint presentation, walking tour maps) and have some questions prepared for him

- It was suggested the letter include a statement about what the committee is expecting from him and about the community's general interest in heritage

Chair Dill will propose Mr. Aldag visit on the 20th of October, which would allow for the option of a walking tour in decent weather. Chair Dill will provide other options for September/October if this date is not convenient.

(b) Brainstorm Questions

Discussed under **6. Old Business** (2)

7. NEW BUSINESS

- (1) Submission of a Heritage Article in the Township of Esquimalt Community Newsletter, the Esquimalt Current, by the Heritage Advisory Committee – Published Tri-Annually

Chair Dill reported that Barb Snyder, Staff Liaison, would like the committee to consider submitting a heritage-related article to the Township's community newsletter, which is published tri-annually (February, June, and October).

It was noted the Victoria News also has an Esquimalt section, and that any submissions to the News should go through Ritchie Morrison, Communications Coordinator. Chair Dill requested that both items be added to the agenda under Work Plan items.

Chair Dill will follow up with Mr. Morrison about submitting to a future publication of the Esquimalt Current.

- (2) Invitation to Visit CFB Esquimalt and Military Base Museum – Identify Suitable Dates in Fall 2010

Chair Dill reported that the Heritage Advisory Committee has received an invitation to visit the Military Base Museum. She also reported that the museum contact, Clare Sharpe, expressed interest in being part of the Heritage Committee.

It was determined the committee will meet with Ms. Sharpe to establish relations with the Naval Museum, before meeting with Mr. Aldag.

The proposed dates for the museum visit are Tuesday, September 14 and Tuesday, September 21, 2010, during the evening when Ms. Sharpe is available.

Chair Dill will contact Ms. Sharpe to arrange a date to visit the museum.

8. WORK PLAN ITEMS

- (1) Heritage Register
a) Staff Report from Barbara Snyder, Staff Liaison, dated May 7, 2010, Re: Statements of Significance

The committee reviewed the staff report from Barbara Snyder to the Heritage Advisory Committee, re: Statements of Significance.

Moved by Councillor Hundleby, seconded by David Sudbury, that the committee receive the report.

The motion **CARRIED**.

Councillor Hundleby requested the staff report be forwarded to Council along with the Heritage Advisory Committee minutes.

b) Plaques, Monuments and War Memorials

Jim MacMillan-Murphy reported that the document will be ready by June. Tabled to the June meeting.

c) List of Properties, Places and Items (For Completing a Statement of Significance For)

i. Review, Update and Prioritize

A committee member discovered a house on Lampson Street that is not on the list. It was noted that the house has some interesting history and will be 100 years old in the same year as Esquimalt's Centennial. Chair Dill noted that it is in excellent condition.

ii. Add – 948 Old Esquimalt Road

Moved by Jim MacMillan-Murphy, seconded by Vice Chair MacLock, to add 539 Lampson Street and 948 Old Esquimalt Road to the priority list of properties, places, and items. The motion **CARRIED**.

d) Progress of Statements of Significance and Timelines

Chair Dill noted that the timeline goal to complete the Statements of Significance is the end of the year.

e) Contacting Homeowners

i. Notice Letter – Report from Chair Dill

Chair Dill reported that Barb Snyder, Staff Liaison, consulted with Laurie Hurst, CAO, about the process of contacting homeowners and if it was appropriate for the committee chair to write the Statement of Significance letter. It was noted that the process is done differently in other municipalities.

It was decided that the letter should be softly-worded and should come from the Committee. Chair Dill drafted the letter and Ms. Snyder reviewed it. Chair Dill included the context of the Centennial anniversary to connect the Statements of Significance to a sense of Esquimalt's community pride.

The committee reviewed the letter and made some suggestions:

- The wording was changed to improve the flow of the letter
- Committee members discussed who the contact person should be – the Staff Liaison or the Chair. Concerns focused around staff liaison and committee chair responsibilities and schedules, as well as the need for the contact to have background information in response to potential queries from home owners. It was noted that the Staff Liaison volunteered to be the contact and this is reflected in the draft letter. However, Chair Dill will accept any calls forwarded from Ms. Snyder if she can be of assistance; this can be reconsidered if the calls are overwhelming.
- The committee considered whether more information should be provided, for example a question and answer sheet, to address potential inquires from the letter recipients. It was decided to keep the focus on the intent of the letter, which is meant to be a letter of introduction only.

- A committee member suggested putting out some press in advance, to provide notification to the community and potential recipients

Councillor Hundleby queried as to how many homes will be a hundred years old during the Centennial, and asked if the committee would like to separately recognize these houses? Chair Dill asked the committee to hang onto this idea for future consideration.

David Sudbury suggested the committee send the revised letter to the three homeowners he has approached, and volunteered to include his name as the person who will contact them.

Moved by Vice Chair MacLock, seconded by David Sudbury, that the committee send the revised letter to the three homes that Mr. Sudbury is preparing Statements of Significance for, for report back to the committee at the June meeting.

The motion **CARRIED**.

The Recording Secretary will notify Mr. Sudbury when the letters have been mailed.

f) Heritage Plaques, Purchase for Designated Homes (**Late Item**)

The committee would like to purchase plaques in anticipation of awarding homes with heritage designation. The approximate cost of 10 plaques is \$1500. The plaques are made from a high-quality bronze meant to withstand this climate. They will be 'generic' (addresses will not be inscribed on plaques), oval-shaped, and the same size and material used by other municipalities.

Moved by Vice Chair MacLock, seconded by Jim MacMillan-Murphy, that the committee purchase up to 10 heritage designation bronze plaques, as long as there are available funds in the budget.

The motion **CARRIED**.

g) Mount Adelaide Gate Post (**Late Item**)

A committee member was approached about repairing a pillar and installing a plaque highlighting the significance of this site. The member circulated a picture of the damaged pillar to the committee and noted some interesting geographical and ecological features about the site.

Councillor Hundleby would like the committee to approach the previous owner of 831 Dunsmuir to assist with making an interpretive sign. She also suggested involving the West Bay Association.

Chair Dill suggested the use of grants as a possible way to obtain funds for interpretive signs.

Chair Dill recommended the involved members gather more information on the significance of this site for further discussion at the June meeting.

(2) Updating Heritage Policy

Vice Chair MacLock is continuing work on the policy. The goal for completion is September and no later than the end of the year.

(3) Heritage Foundation Development
(a) Next Steps

This item has been deferred to the September meeting. The committee will invite Councillor

Linge to present at the beginning of the meeting; Chair Dill will ensure he has a copy of the Victoria Foundation document.

- (4) 2010 Buccaneer Days / Naval Anniversary
 - a) Esquimalt Remembers

Jim MacMillan-Murphy presented an updated copy of his document, Esquimalt Remembers. The draft was reduced to 20 pages. Mr. MacMillan-Murphy will send a PDF copy to committee members.

Chair Dill had a discussion with Ritchie Morrison, Communications Coordinator, around the correct use of the crest and logo; it was clarified that the committee could use one or the other, not both, with the approval of Mr. Morrison.

The committee discussed production and distribution options for the document:

- There was discussion over production format and costs, and the desire to have the document ready for Buccaneer Days
- It was noted that if the committee plans to distribute the document from a booth at Buccaneer Days, this would need to be arranged soon
- There was concern over the short window of opportunity to seek approval of the document through Council, should it be required
- It was noted that as the committee will not be meeting again before Buccaneer Days, an amount for production costs should be set at this meeting
- There was further discussion about who the document could be promoted to, e.g. schools
- It was suggested the committee should charge for the work or ask for a donation, as there is inherent value in the document
- It was noted that committees to the Council are not allowed to fundraise. Whereas the example of the Centennial Committee was presented as evidence that committees can take funds (selling of bricks for the Centennial Walkway), it was noted they are not an advisory committee but a “select committee” to which different rules apply

Moved by David Sudbury, seconded by Jim MacMillan-Murphy, that the committee spend up to 700 dollars for production and distribution of the Esquimalt Remembers booklet to have ready for Buccaneer Days.

The motion **CARRIED**.

Chair Dill will talk to Mr. Morrison about the most respectful way to get the document ready for Buccaneer Days; whether the logo should be included on the document; and to establish a cost for the document’s production.

Chair Dill will also inquire to whether the production of the document requires endorsement of Council.

Chair Dill will arrange a booth with Buccaneer Day organizers.

Chair Dill will ask Barb Snyder, Staff Liaison, to inquire with the Finance Department whether collected money can go back to the Heritage Committee.

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

A committee member noted the Centennial Committee has compiled a list of ideas for which they are looking for interested persons to take on. The committee will contact Diane Knight, Secretary to the Mayor & CAO, to request a copy of the list. Tabled to June meeting.

b) Heritage Advisory Committee's Participation

Chair Dill requested that all committee members come to the June meeting with some ideas to emphasize heritage in 2012. The committee will brainstorm ideas without discussion at the June meeting.

9. REPORT FROM STAFF LIAISON

There was none.

10. COMMUNICATIONS

- 1) Email from Heritage BC, dated May 10, 2010, Re: May 2010 Update

Moved by Councillor Hundleby, seconded by David Sudbury, that the committee receive the correspondence.
The motion **CARRIED**.

11. COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS

There were none.

12. NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on June 16, 2010.

13. ADJOURNMENT

The meeting adjourned at 9:29 p.m.

Liz Dill, Chair

This 19th day of May, 2010