



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, June 16, 2010

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Liz Dill – Chair  
Councillor Lynda Hundleby  
David Sudbury  
Jim MacMillan-Murphy  
Councillor Randall Garrison
- STAFF:** Barbara Snyder – Staff Liaison  
Kim Maddin – Recording Secretary
- REGRETS:** Colin MacLock – Vice Chair

#### 1. CALL TO ORDER

Chair Dill called the meeting to order at 7:06 p.m.

#### 2. LATE ITEMS

There were none.

#### 3. APPROVAL OF THE AGENDA

Moved by Councillor Garrison, seconded by David Sudbury, that the agenda of the Heritage Advisory Committee meeting of May 19, 2010 be approved.  
The motion **CARRIED**.

#### 4. MINUTES

A committee member noted that the minutes required three amendments.

Moved by Jim MacMillan-Murphy, seconded by David Sudbury, that the minutes of the Heritage Advisory Committee meeting of May 19, 2010 be approved with the following amendments:

1. On page 4, in the second paragraph under item **7. New Business** (2) Invitation to Visit CFB Esquimalt and Military Base Museum – Identify Suitable Dates in Fall 2010, 'Mr. Ostola' should be replaced with 'Mr. Aldag' to read:

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

2. On page 5, in the third paragraph under item **8. Work Plan Items** (1) Heritage Register (e) Contacting Homeowners (i) Notice Letter – Report from Chair Dill, the word 'relooked' should be replaced with 'reconsidered' to read:

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.

3. On page 6, in the second paragraph under item **8. Work Plan Items** (1) Heritage Register (g) Mount Adelaide Gate Post (**Late Item**), the words 'the committee' should be added to read:

Councillor Hundleby would like the committee to approach the previous owner of 831 Dunsmuir to assist with making an interpretive sign.

The motion **CARRIED**.

## 5. **REPORT FROM THE CHAIR**

Chair Dill reported that she visited St. Paul's to take pictures of the church and the Naval Memorial window for publication in the Township's newsletter, the *Esquimalt Current*. She noted the church is facing some challenges.

Both Chair Dill and Councillor Hundleby attended sessions at the Heritage BC Conference. Chair Dill noted it was a great learning experience as well as an opportunity to connect with knowledgeable people in the heritage preservation world. She gained information about: the different levels of heritage preservation, restoration and rehabilitation; the parallel between sustainability and heritage; and the importance of establishing meaning to the community.

Councillor Hundleby attended the Friday dinner, and on Saturday participated in the tours of lower Yates Street and Beacon Hill Park. The lower Yates Street tour highlighted four of several previously derelict buildings that have been refurbished. Steve Barber, Heritage Planner with the City of Victoria, hosted the Beacon Hill Park Tour: he provided information about the park's heritage and maintenance. Councillor Hundleby would like the committee to invite him to a public meeting to share his informative PowerPoint presentation.

Councillor Hundleby also brought back some information to share with the committee:

- The Canadian Register of Historic Places
- Two books from the artist Robert Amos (designer of the 2010 Heritage Week poster)
- A CD outlining the restoration work they are doing on lower Yates Street

Both Chair Dill and Councillor Hundleby found the conference to be an excellent experience and thanked the committee for sending them.

Chair Dill also participated in the June 16, 2010 Naval Namesake Ceremony, where she met Captain Marcel Halle, Base Commander of CFB Esquimalt.

Chair Dill met the Township's new archivist, Greg Evans, and plans to invite him to the September Heritage Committee meeting.

## 6. **OLD BUSINESS**

- (1) Heritage Property Merit Certificate Awards
  - (a) Report on the condition of houses from the 2001 and 2004 lists

David Sudbury checked on the condition of the six houses from the 2001 list. He brought with him the criteria and a walking map and took pictures of the houses. He noted that two of the criteria are very close and that clarification may be required ("architecturally representative" and "architecturally unique").

*[Staff Liaison's note: 'Architecturally representative' means it represents a particular, recognizable style of architecture, e.g. Edwardian or Italianate. 'Architecturally unique' means it is unique to the community or it is a completely different form of architecture, e.g. a hybrid of architectural styles or possesses a collection of architectural details that make it unique. Captain Jacobson's house is an example of both: it is architecturally representative of the Steamboat Gothic style and architecturally unique as the only example of that style in Esquimalt.]*

The results of the 2001 list were as follows:

- 809 Selkirk Avenue appeared to meet the criteria as it has recognizable heritage value
- 1211 Old Esquimalt Road is already designated so it should be removed from the list
- 638 Constance Street was the most unique of the houses. It met the “architecturally representative” criteria; however, the yard has not been maintained
- The 1175 Colville Road house was non-descript in that it is one of thousands of post-war houses. It is however in good shape and its landscaping made it stand out, so it was decided it meets the criteria.
- 809 Selkirk Avenue has not been maintained
- 464 Head Street did not meet the criteria
- 826 Esquimalt Road has not been maintained

Chair Dill reported on the 2004 list. She noted her challenge with determining what era the houses were from, as well as not having a reference to what the houses looked like when first nominated. Her assessments were therefore mainly based on aesthetic appeal.

- 487 Head Street is a small, presentable house. One committee member believed it was worth recognizing, if others were in agreement. However, it was noted that the original owners no longer live there so the committee will not present this property with an award.
- 1382 Esquimalt Road is a cottage on the Group 1 list. The exterior has not been maintained.
- 627 Grenville Street is a beautiful home painted in heritage colours and is nicely landscaped. It meets the criteria.
- 651 Grenville Street has not been maintained, and has been remodeled as well as moved from its original location
- 638 Grenville Street has not been maintained
- 454 Admirals Road has received an unsympathetic addition
- 865 Wollaston meets the criteria
- 888 Lampson Street added a sympathetic addition; it was determined that it meets the criteria
- 1129 Munro Street did not meet the criteria

Vice-Chair MacLock was not present to speak to the 2002 list. The committee shared their general observations of some of the houses:

- 1209 Lyall Street is the last example of a storefront in Esquimalt. It was noted that there is interesting shingling on the house. The front of the building is non-descript but the backyard is beautifully kept.

Chair Dill will follow up with Vice-Chair MacLock.

Committee members discussed some points around house nomination and selection:

- The committee discussed how particular it should be when applying the criteria to the houses. Barb Snyder, Staff Liaison, noted that at the time these houses were placed on the list, many of the houses with obvious heritage merit had already been recognized. It is therefore possible that the houses were put on list with less attention to the criteria.
- The committee discussed whether it should focus on recognizing houses on a ‘heritage designation level’, or whether it should reconsider the traditional interpretation of what is heritage (e.g. very old, big, and/or elaborate) to include post-war houses and houses from the 1970’s
- A committee member suggested the committee continue to use the current criteria this year, and to base decisions on what the house looks like today
- Barb Snyder noted that for any houses considered for recognition, the committee should ensure the property is in not in contradiction in other manners
- It was decided that awards would be presented to owners who completed the work and still reside in the house
- It was noted that members found some challenges with this selection process, as the

committee is not privy to the history of the houses nor why they were originally nominated. It was suggested this process would work better if the nominations originated from the community, for review by the committee.

- A committee member noted that the houses that receive the award will set a standard for neighbors and community members to nominate other houses
- It was noted that recognizing heritage is important for increasing public awareness

The next steps in the selection and award process are:

- Verifying the current owners are the same as when the house was nominated
- Ensuring the houses are in compliance in other matters (Staff Liaison to verify)

Once these steps are completed the letters will be sent out. The Merit Award presentations will take place at the Oct 18, 2010 meeting of Council.

(b) Selection and Award Process

Discussed in **6. Old Business** (1) (a).

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

Chair Dill received confirmation that Esquimalt can present its Merit Certificate Awards at the 2011 Hallmark Society Awards (along with other municipalities who will be presenting their awards). The October 18, 2010 Awards Presentation will be the launch for this year's Merit Awards as well as the promotional launch for next year's awards. Chair Dill will keep the committee informed as to the date of the Hallmark Awards.

The Hallmark Society inquired if the committee was a member of the Hallmark Society. Barb Snyder believed the committee has been a past member; she will check if the membership is current or whether it requires renewal. It was noted that the benefits of belonging to the Hallmark Society are: a newsletter, contacts, and use of their services (e.g. hosting our presentations). The group membership fee is \$50.

(d) Certificate Review – Report from Staff Liaison

Barb Snyder, Staff Liaison, reported that in previous years the staff used CorelDraw to make certificates but the Township no longer has this program. She recommended using a certificate store. However, David Sudbury reported his daughter has offered to make some representative samples. Mr. Sudbury will send the samples via email before the re-convening of the committee in September.

(2) Meeting with Parks Canada Representative, John Aldag  
(a) Brainstorm Questions

Chair Dill emailed Mr. Aldag with some information about the Heritage Committee and provided him with some general history of Esquimalt. Mr. Aldag will attend the October 20, 2010 meeting and is interested in the offer of a day tour of heritage sites in Esquimalt. It was noted that several ideas for his visit were brainstormed at the May meeting.

The committee discussed additional ideas for Mr. Aldag's visit:

- Broach the idea of creating heritage information signage for the Macauley Point gun emplacements in Macauley Park, which is leased by the Township from the Department of National Defense
- The committee should define questions around DND processes and how to secure advance notice/gain inclusion to DND decision-making process involving heritage
- It was determined that an inventory of buildings on the DND site (i.e. barracks, chapels, quartermaster's store) would be helpful in advance of the meeting. The committee will ask Vice-Chair MacLock if he can provide an inventory.

- The tour should highlight how closely intertwined the community and the navy are. Suggested sites to include were: Macauley Point, the Lampson Street School (currently used for navy training) and the Veteran’s Cemetery.
- A committee member suggested all the questions be provided to Mr. Aldag before the meeting. Chair Dill will work with Vice-Chair MacLock to compile some questions.

Additional suggestions for questions or walking tour sites should be emailed to the Chair.

- (3) Naval Museum – Chair Dill to present date of visit.

The evening of September 14, 2010 has been selected for the Naval Museum tour. Committee members are to meet at the Municipal Hall at 6:45 pm and carpool to the museum. The tour starts at 7 pm and will be hosted by Clare Sharpe.

The Recording Secretary will make name tags in preparation for the Naval Museum tour and Mr. Aldag’s visit.

- (4) Heritage Plaques, Purchase for Designated Homes

At the May meeting the committee approved purchase of up to 10 plaques if funding allowed. After reviewing funds it was decided to proceed with the purchase of six plaques, to be arranged by Chair Dill.

- (5) Mount Adelaide Gate Post

No additional information. Tabled to the September meeting.

**7. NEW BUSINESS**

There was none.

**8. WORK PLAN ITEMS**

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

Jim MacMillan-Murphy reported he added information to the Plaques, Monuments and War Memorials document to indicate locations and the significance of the items. He will begin prioritizing the items and creating some Statement of Significance drafts. A suggestion was made to begin with items in Memorial Park due to the upcoming Centennial. A committee member asked if a template might be available to assist the process. Chair Dill to contact Heritage BC to see if a template exists for sites (not buildings). Barb Snyder, Staff Liaison, will also put a notice on the Canadian Municipalities Cultural Listserve to check where other municipalities do Statements of Significance for memorials.

- (b) List of Properties, Places and Items (For Completing a Statement of Significance For)  
(i) Review, Update and Prioritize

There were none.

- (c) Progress of Statements of Significance and Timelines

Councillor Garrison had a discussion with the Director of Parks and Recreation about the process for designating parks in the Township. The area known as “High Rock/Cairn Park” (no official name) is one of two areas zoned and used as a park that has never received legal designation by

Council as park land. The director advised that a simple resolution of Council is all that is needed and that this could come forward in the fall.

- (d) Contacting Homeowners
  - (i) Notice Letter – Report from David Sudbury

The notice letter was delivered to the three recipients nominated at the May meeting. David Sudbury stopped in at one of the addresses, 1209 Lyall St., and plans to set up a meeting with the owners. Mr. Sudbury noted the letter was effective and that it was a good idea to include the name of the person who will be contacting the home owner; he recommended the committee continue use of this letter to notify home owners about Statements of Significance.

- (2) Updating Heritage Policy

No report.

- (3) Heritage Foundation Development
  - (a) Next Steps

It was noted that Councillor Don Linge has been invited to attend a fall Heritage Committee meeting and that he will work on the constitution. Councillor Linge may be away in September so he will advise the Committee as to his availability.

This item has been deferred to the September meeting.

- (4) 2010 Buccaneer Days / Naval Anniversary
  - (a) *Esquimalt Remembers* – Distribution at Buccaneer Days – Report from Jim MacMillan-Murphy and Chair

Chair Dill reported that a quality document was produced in time for distribution at the Buccaneer Days. The document was well-received with many people assuming it was for sale (not free). A postcard was distributed at Buccaneer Days noting that copies of the document could be picked up at the Municipal Hall.

The production cost was approximately \$6 per document and 50 copies were made, for a total of \$350 for one allocation.

The committee discussed the production and distribution of the document:

- A less expensive version could be considered but general consensus was that it is worthy of a nice presentation
- Barb Snyder, Staff Liaison, checked with the CAO about selling the document: the CAO's opinion was that the document should not be sold
- Due to the cost of production, the document will not be made available in the booklet format for public distribution. Instead, the Communications Coordinator, Ritchie Morrison, will put the document on the Township's website and copies can be printed upon request at the administration office
- The remaining booklets will be distributed to selected persons and places, for example: the retiring and new base commander, councilors, special visitors, the Naval Museum, schools, the library and the archives
- A committee member felt the committee should pursue cost recovery to aid the non-profit dissemination of the document. It was suggested that the committee look into whether the municipality or the Centennial Select Committee could sell them.

The committee acknowledged Jim MacMillan-Murphy for his work and Ritchie Morrison, Communications Coordinator, for being so accommodating in helping with the production of *Esquimalt Remembers*.

The committee will proceed with printing the next 50 copies due to the document being well-received and to fulfill the committee's desire to supply the document to the above noted places. Chair Dill to talk to Ritchie Morrison about the next allotment.

- (5) 2012 Centennial Celebration
  - (a) Report on Centennial Celebrations Select Committees Activities
    - (i) Review Centennial Committee's activity list

No report.

- (b) Heritage Advisory Committee's Participation
  - (i) Brainstorm ideas

The committee discussed several ideas for the 2012 Celebration:

- McCauley Park gun emplacements signage
- Obtain a copy of Heritage BC's "90 ideas for celebrating Heritage Week" for ideas
- Organize a tour or workshop around "the post-war house"
- A "heritage tea", possibly sponsored by the Old English Inn, where old-time pictures are posted
- Hold a series of heritage workshops - example topics could be "researching your home's history", "heritage paints"
- Street banners
- Oral histories – model after the First Nations tradition of storytelling
- Walking tours – have a question and answer sheet that could be submitted for a prize
- Publish a picture in the paper with a caption asking the public to guess: "What is this?"

Councillor Hundleby noted there is a 'one grant per municipality' limit, and that the Centennial Select Committee would have taken advantage of all available grants. As the Heritage Committee has limited funds, activities considered should be low-cost.

Chair Dill requested the committee continue to brainstorm contributions.

- (6) Maintaining Public Awareness
  - (a) Submission of Heritage Articles to:
    - (i) The Township of Esquimalt Community Newsletter, the *Esquimalt Current*

Chair Dill noted that the following was submitted for the next edition of the *Esquimalt Current*:

- Information regarding the *Esquimalt Remembers* document
- An article about St. Paul's Church, with a photo of the naval memorial window
- A brief article about the Heritage Advisory Committee

- (ii) The *Victoria News*

Sandy Rozon is interested in doing an article that will outline this year's Esquimalt's Merit Awards and which will promote next year's awards.

## 9. **REPORT FROM STAFF LIAISON**

There was none.

## 10. **COMMUNICATIONS**

- (1) Email from Heritage BC, dated May 19, 2010, Re: Heritage BC 2009 Annual Report
- (2) Hallmark Society Newsletter – *Preserve*, Summer 2010 edition

(3) *Heritage BC Quarterly* – Spring 2010 edition

Moved by Councillor Hundleby, seconded by Councillor Garrison, that the committee receive the communication items.

The motion **CARRIED**.

**11. COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS**

Councillor Garrison was sent as a representative for the unveiling of the interpretive signs for the Gorge Waterway. The environmental interpretive signs were the first stage; the next stage will be focused on heritage. Councillor Garrison noted that the Japanese Gardens are being rebuilt with future plans to rebuild the Japanese Tea House; he suggested the committee work with the Gorge Waterway Initiative and Parks to ensure the Gardens are included in the work plan for future signage.

The Arts, Culture, and Special Events Committee is holding a walk in Esquimalt Gorge Park on June 27, 2010 at 10 am, showcasing the history of the park.

Councillor Hundleby enjoyed the Naval Centennial fireworks from the Admiral's residence.

Chair Dill will send a reminder email for the September 14, 2010 tour.

**12. NEXT MEETING**

The next meeting of the Heritage Advisory Committee will take place on September 15, 2010.

**13. ADJOURNMENT**

The meeting adjourned at 9:16 p.m.

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Liz Dill, Chair

This 15<sup>th</sup> day of September, 2010