



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, September 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
Colin MacLock – Vice Chair

STAFF: Kim Maddin – Recording Secretary

REGRETS: Barbara Snyder – Staff Liaison

1. CALL TO ORDER

Chair Dill called the meeting to order at 7:00 p.m.

2. LATE ITEMS

The following late item was introduced:

1. Add to Agenda item **6. OLD BUSINESS** (4) Distribution of *Esquimalt Remembers*

3. APPROVAL OF THE AGENDA

Moved by Sherri Robinson, seconded by Councillor Garrison that the agenda of the Heritage Advisory Committee meeting of September 16, 2010 be approved with the inclusion of the late agenda item.

The motion **CARRIED**.

4. MINUTES

It was noted that an item was incorrect and should be removed from the minutes.

Moved by Jim MacMillan-Murphy, seconded by Councillor Garrison that the minutes of the Heritage Advisory Committee meeting of June 16, 2010 be approved with the following amendment:

1. On page 3, in the fifth paragraph under item **6. Old Business** (1) Heritage Property Merit Certificate Awards (a) Report on the condition of houses from the 2001 and 2004 Lists, the following should be removed: "549 Lampson – David Sudbury is preparing an SOS for this house".

The motion **CARRIED**.

BUSINESS ARISING AFTER MINUTES:

- It was noted for future the correct spelling of Macaulay Park ends with "ay", not "ey"
- It was noted that the Committee previously purchased a corporate lifetime membership to the Hallmark Society.

5. REPORT FROM THE CHAIR

Chair Dill expressed appreciation to committee members for attending the September 14, 2010 CFB Esquimalt Naval and Military Museum visit, which was hosted by Clare Sharpe.

A committee member queried whether Ms. Sharpe could, according to the Committee's Terms of Reference, sit as a DND liaison? Chair Dill clarified that the DND is separate from the museum. It was noted that as Ms. Sharpe is an Esquimalt resident perhaps she would have interest in participating as a community representative.

Chair Dill and a committee member went to the foundry and ordered six heritage designation plaques.

6. OLD BUSINESS

- (1) Heritage Property Merit Certificate Awards (Certificate of Recognition)
 - (a) Report on the condition of houses from the 2002 list

Chair Dill reported that 865 Wollaston was missing from the memorandum dated August 16, 2010 from Barb Snyder, Staff Liaison, re: Heritage Recognition Certificates (list of houses being considered).

It was determined by consensus that the following houses meet the criteria:

- 865 Wollaston is in excellent condition
- 927 Craigflower was recommended
- 627 Grenville maintains its original structure and is tidy
- 549 Lampson Street is well maintained
- 1007 Wollaston was recommended

It was determined by consensus the following houses do not meet the criteria:

- 1175 Colville has been risen from its foundation
- 888 Lampson has received unsympathetic additions and major alterations
- 1129 Munroe
- 1209 Lyall is the last surviving example of a storefront in Esquimalt. It has received some unsympathetic additions
- 638 Constance – the yard has not been maintained
- 809 Selkirk

Committee members discussed the award process:

- It was noted that this year's award process was initiated to complete a process started by a previous committee
- Committee members sought to clarify the criteria to be used for this process and for future selection, i.e. should the committee use 'generous' versus more rigid criteria:
 - 'generous' - selection based on a 'spirit of recognition' - recognizing owners for maintaining their house with heritage character, which would provide an incentive for people to maintain their homes, and a way for Esquimalt to thank people in the community for their efforts, versus
 - A 'higher level' of criteria, on par with Hallmark Society's standards
- There was general consensus that there be some rigor to the criteria, for both this year's and future years, noting that the awards will be presented alongside other awards at the Hallmark Awards
- Chair Dill noted that two levels of recognition were being considered, but that there is a middle ground; she also noted that the committee's mandate includes the heritage component and referred to the existing criteria from the "Recognizing Heritage Preservation Efforts in our Community" document:

- clean, tidy, well-kept
- architecturally unique
- sensitivity to the original architectural design
- preservation or replication of historical landscape features
- Design representative of a particular era or architectural style
- It was noted that there is as already an option for two separate awards for the 2011 Hallmark Awards presentation: Certificate of Recognition and Heritage Designation

The committee reached consensus that:

1. A nominated house must not have received a significant alteration. (An example of a significant alteration would be an added second story - even if it is sympathetic to the original design it would be considered a 'significant alteration' and would exclude the house from consideration.)
2. The criteria used for the selection process for the Certificate of Recognition should be the same for this year and future years, beginning with the October 18 launch and including the 2011 Hallmark Awards, and any awards to follow

Barb Snyder, Staff Liaison, has checked compliance on all houses put forward for recognition, except for those on the 2002 list. The Recording Secretary will ask the Acting Director of Development Services to check on ownership and compliance for the three recommended houses on the 2002 list (927 Craigflower, 1007 Wollaston, and 549 Lampson).

Moved by Councillor Hundleby, seconded by Jim MacMillan-Murphy that the Committee recommend the following addresses receive, pending staff review of ownership and compliance, a Certificate of Recognition at the Council meeting of October 18, 2010: 865 Wollaston Street, 927 Craigflower Road, 627 Grenville Avenue, 549 Lampson Street and 1007 Wollaston Street. The motion **CARRIED**.

- (b) Heritage Recognition Certificates – Memorandum from Barbara Snyder, Staff Liaison, dated August 16, 2010

It was noted the previous award was called "Certificate of Recognition". The Committee decided to keep this name as the language is simple. **Secretary's note:** References to the award have been modified in the minutes to reflect this name.

- (c) Certificate Sample Review

Committee members discussed ideas for the design of the certificate. The final decision was delegated to Chair Dill and David Sudbury. As the award will be presented by Council, Chair Dill will check with Ritchie Morrison as to whether it should include the logo versus the crest.

- (d) 2010 Award Ceremony
 - (i) Send letters to recipients

It was noted the letter should be signed by Chair of the Committee.

If a recipient can not attend the October 18 meeting then they will be invited to another Council meeting so that the Mayor can present the certificate. Chair Dill will draft the letter.

- (e) 2011 Awards

Chair Dill noted she will include an article in the *Esquimalt Current* with the names of the Certificate of Recognition recipients, as well as a reference to next year's awards.

It was noted there is another Esquimalt newsletter that will be in publication soon, name yet to be released.

Councillor Hundleby noted that the “photo disclaimer” at the bottom of the “Where are Esquimalt’s Great Houses” document is not needed.

(2) Meeting with Parks Canada Representative, John Aldag

Chair Dill asked the committee to finalize plans for the tour and meeting. The committee would like to discuss the following points with Mr. Aldag:

- The heritage significance of key sites in Esquimalt: DND military grounds and buildings, Macaulay Point gun emplacements, the Guard House, and Work Point with its 75 years history of coastal defense
- A visit to Signal Hill was suggested but it was noted that permission to visit may be required
- It was noted it is important to highlight the sites in terms of their importance to the community and its history, and conversely the negative effect resulting from the removal/absence of historically important buildings
- The significance the army played in Esquimalt in addition to the naval presence
- Discover more about his role, how Parks Canada makes decisions, and find out who the other decision makers are; how can the Committee participate in the decision making process
- Chair Dill will send an information package in advance which will include: an inventory of buildings, past correspondence, and the chronology of Work Point
- The Committee suggested the tour take place from 3-5 pm, and include a tour of Signal Hill if time allows. David Sudbury, Jim MacMillan, Councillor Hundleby, Vice Chair MacLock and Chair Dill plan to attend the tour. Members will offer to make dinner arrangements between the tour and the Committee meeting.

(3) Mount Adelaide Gate Post

- (a) Create interpretive sign

The Committee decided to consider this issue at a future date.

(4) Distribution of *Esquimalt Remembers*

The Committee asked the Recording Secretary to report back in regards to where the document has been distributed. It was suggested that Jim MacMillan present the remaining booklets personally to previously determined places, i.e. schools, archives, etc. It was suggested the Chair provide an introductory cover letter for this purpose. It was noted that as the Mayor and Council meet with the Base Commander approximately every 6 months, their next meeting would be an opportune time to present him with a copy.

7. NEW BUSINESS

There was none.

8. WORK PLAN ITEMS

(1) Heritage Register

- (a) Plaques, Monuments and War Memorials

Chair Dill has made several attempts at contacting Heritage BC about templates but has not yet received a response. She will check with Barb Snyder, Staff Liaison, upon her return to see if she has received any information.

It was noted that Memorial Park is designated and that a number of trees in the front of the park have been designated and have plaques. However, some trees in the back of the park have not been designated so this could be made a priority.

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

(i) Review, Update and Prioritize
Tabled to a future meeting.

- (c) Progress of Statements of Significance and Timelines
(i) Draft Statement of Significance for 429 Lampson Street

The Committee reviewed the draft Statement of Significance for the English Inn at 429 Lampson Street.

It was noted that the draft requires some corrections to the historical information. It was suggested that the following steps be taken before draft SOS's are presented to the Committee for decision:

- Thorough research should have taken place, be that through the archives, home owners, and other knowledgeable persons who have offered the Committee their expertise
- One electronic copy be circulated to members, utilizing the comments and tracking tools for input and revision, beginning with those persons most skilled at editing

The Committee thanked Barb Snyder, Staff Liaison, for creating the draft and noted it will serve as a template for future Statements of Significance.

ADDENDUM:

In addition to the resources available at the Esquimalt Archives (vertical files, newspaper clippings, city directories, and assessment rolls), some additional resources for checking dates and information are available on the internet:

- Victoria's *Victoria* – published until 1926 web.uvic.ca/vv
- The British Colonist (1858-1910) www.britishcolonist.ca
- www.familysearch.org
- [Vihistory.ca](http://vihistory.ca) (census 1881, 1891, 1901)
- Soldiers of the First War www.collectionscanada.gc.ca
- Vancouver Island Directory – historic city directory until 1919
- British Columbia City Directories 1860-1915
- 1911 Canada census

(2) Updating Heritage Policy

It was noted that Shelly Burchnall has created a matrix for the policy. Vice Chair MacLock will contact Nick Russell regarding whether he can assist with the Heritage Policy.

(3) Heritage Foundation Development
(a) Next Steps

Councillor Don Linge indicated he would attend the October meeting; however, it may work better if he attends the November meeting as the Committee is meeting with Mr. Aldag in October. David Sudbury offered to start the constitution draft if he can get an electronic version of the City of Victoria's constitution, which he could use to create a template and then forward to Councillor Linge for input.

(4) 2012 Centennial Celebration
(a) Heritage Advisory Committee's Participation

The Committee discussed ideas for participating in the Centennial:

- Use John Aldag's visit to tie the issue of Macaulay Point signage with the upcoming Centennial. However there was concern that this site has been vandalized repeatedly, and that signage may be a target
- It was noted that there are potential benefits to collaborating with the museum due to their resources, and that it would benefit the Committee to define a working relationship

- It was noted that any ideas for the Centennial would need to go through the Centennial Committee
- Councillor Garrison noted that the Committee has already accomplished a lot and that taking on additional projects risks stretching the resources of the Committee. He suggested that the Committee's 2010 Centennial legacy be the instating of the Heritage Foundation.

It was decided that Chair Dill, Jim MacMillan-Murphy, and David Sudbury will meet with Clare Sharpe to discuss possibilities for a cooperative project with the museum. It was noted that if an idea is suitable for the Centennial, then it will be forwarded to the Centennial Committee for review.

(5) Maintaining Public Awareness

(a) *Esquimalt Current*

Chair Dill will submit information on the upcoming Council presentation of the Certificates of Recognition.

(b) Other

Sherri Robinson will report back with more information about the new newsletter. Also, Chair Dill noted that the *Esquimalt Review* (the online newsletter) is another good avenue.

(6) Possible sources of funding/grant opportunities

(a) Heritage Trust Fund – Memorandum from Carollyne Evans re: Contribution from the Municipal Archives

Corporate Services has proposed a contribution of \$1000.00 towards the establishment of a Heritage Trust Fund with monies coming from the Municipal Archives budget. This proposal stems from Sherri Robinson's request that in exchange for her volunteer work as Interim Archivist, a portion of the Archivist's salary be contributed towards the establishment of the Fund.

- It was noted by both Councillor Garrison and Councillor Hundleby that while there is good intent in the proposal, the wording of the memorandum is problematic in that Township staff cannot transfer funds
- Councillor Hundleby noted that she spoke to the CAO and determined that strategic planning and processes need to be established (e.g. what are the terms of reference)
- Councillor Garrison noted that the proposal would then go to Council for decision
- Councillor Hundleby thanked Mrs. Robinson for the request in that it will provide seed money for the Fund
- A committee member referenced the need to create a constitution and bylaws

9. **REPORT FROM STAFF LIAISON**

There was no report.

10. **COMMUNICATIONS**

(1) Email from Heritage BC dated July 21, 2010, Re: Update July 2010

It was noted that the 2011 Heritage Week theme is "Parks and Protected Areas". Chair Dill suggested the Committee collaborate with Parks on a project for this occasion. Members suggested working on the designation of the currently undesignated portion of what is commonly known as High Rock Park. Councillor Hundleby suggested the Committee be proactive and have a recommended name for the park. It was noted a motion would be needed for Council and that the timeline to complete necessary steps is short with Heritage Week quickly approaching. Councillor Garrison will work on the motion with the Director of Parks and Recreation and report back to the Committee. Members are to bring suggestions for names for the Park and a rationale

to the next meeting.

- (2) Hallmark Society Newsletter – *Preserve*, Vol. 37, no. 3, Autumn 2010 edition
- (3) *Heritage BC Quarterly* – Summer 2010 edition
- (4) Letter dated August 19, 2010 from Larry Foster, Heritage BC re:
 - (a) *A Call to Renew BC's Heritage Program*
 - (b) *Heritage Legacy Fund of British Columbia*

The Heritage BC letter is regarding a call to action to the provincial government to renew B.C.'s heritage program, and requests affected persons/groups send letters of support.

Two options for response were suggested: writing individual letters, or the Committee could ask Council to send a letter.

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

The motion **CARRIED**.

Moved by Vice Chair MacLock, seconded by Jim MacMillan-Murphy, that the Heritage Advisory Committee ask the Mayor and Council to write a letter to the Premier and the Minister of Tourism, Culture and the Arts in response to Heritage BC's letter of August 19, 2010.

The motion **CARRIED**.

It was noted that committee members are free to write individual letters in response to the cutbacks.

11. COMMITTEE MEMBER ANNOUNCEMENTS/REPORTS

There were none.

12. NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on October 20, 2010.

13. ADJOURNMENT

The meeting adjourned at 9:34 p.m.

Liz Dill, Chair

This 20th day of October, 2010