



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
HERITAGE ADVISORY COMMITTEE**

Wednesday, January 19, 2011

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Liz Dill – Chair
Vice Chair David Sudbury
Councillor Bruce McIldoon
Councillor Lynda Hundleby
Colin MacLock
Sherri Robinson
Kara Ronse
Meagan Duncan
- STAFF:** Barb Snyder – Director of Development Services, Staff Liaison
Kim Maddin – Recording Secretary
- GUEST:** Penny Robertson – Donald Luxton and Associates
- REGRETS:** Jim MacMillan-Murphy

1. **CALL TO ORDER**

Councillor McIldoon called the meeting to order at 7:00 p.m.

2. **LATE ITEMS**

The following late items were introduced:

1. Added to agenda Item **10. COMMUNICATIONS**, 9. Letter from Clare Sharpe, CFB Esquimalt Naval and Military Museum, dated January 18, 2011, re: Heritage Week 2012 activities
2. Added to agenda Item **9. WORK PLAN ITEMS**, 2. Heritage Register Development, c) SOS for Work Point Guard House

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Hundleby, seconded by David Sudbury that the agenda of the Heritage Advisory Committee meeting of January 19, 2011 be approved as amended. The motion **CARRIED**.

4. **INTRODUCTIONS**

Councillor McIldoon welcomed the new Committee and asked members to do a round of introductions.

5. **ELECTIONS**

- (1) Elections of Chair and Vice-Chair

Councillor McIlldoon requested nominations for the position of Chair. David Sudbury nominated Liz Dill; the nomination was seconded by Councillor Hundleby. Ms. Dill noted that she can't give as much time as she would like, and that she would accept the nomination on the condition she was able to share more of the work load. Liz Dill was awarded position of Chair by acclamation. Councillor McIlldoon turned the meeting over to the Chair.

Chair Dill requested nominations for position of Vice Chair. Sherri Robinson nominated David Sudbury, which was seconded by Councillor Hundleby. David Sudbury was elected to the position of Vice Chair by acclamation.

6. MINUTES

Moved by Sherri Robinson, seconded by Colin MacLock that the minutes of the Heritage Advisory Committee meeting of November 17, 2010 be approved.

Councillor Hundleby requested a friendly amendment that the minutes be approved with the following change:

1. On pages 3 and 6, remove "abstention from vote" as advisory committee members must abide by Council rules, and are therefore not allowed to abstain from the vote.

The motion **CARRIED**.

7. REPORT FROM THE CHAIR

Chair Dill welcomed new members Kara Ronse, Meagan Duncan and Councillor Bruce McIlldoon and their new energy. She reported the Committee has received compliments by Council on previous work but there is still lots to do, such as work for the 2012 Centennial, updating the heritage policy, proceeding with the SOS's, and further developing the heritage register that was created last year.

New members asked that Committee acronyms and terms be explained. Chair Dill noted some members are very new to heritage issues, while others have been involved in heritage for years, and that members can ask questions and learn along the way.

Chair Dill has emailed John Aldag from Parks Canada for an update on items discussed at the October meeting.

8. NEW BUSINESS

(1) Orientation and Review of Committee Terms of Reference (TOR)

Barb Snyder, Staff Liaison, provided a brief introduction to the Committee with a PowerPoint presentation, covering:

- The Terms of Reference, Esquimalt's Heritage Context Plan, heritage policies, the Heritage Management Plan, and Section 27 of the Local Government Act
- Purpose and mandate of the Committee
- Past and ongoing projects, 2011 work plan, 2010 year end report
- Agendas and conducting meetings; conflicts of interest; attendance and quorums

Ms. Snyder noted that the recording secretary and staff liaison will not form part of a quorum.

Ms. Snyder informed the committee there is a budget between \$3000 - 6000 for Committee projects, including: events, hiring consultants, and purchasing materials. Once the budget is approved, the Committee does not need to go back and get individual approval as long as it fits into the budget it has received.

It was noted it is possible to hold an in-camera (non-public) meeting if needed.

(2) Membership List Contact Information

The Contact List was provided in the orientation package that was distributed at the meeting.

(3) Committee Member Interests – What Each Member Brings to the Table

Colin MacLock has been a member of previous incarnations of the Heritage Committee. He is campaigning for more awareness around the legacy of the army component of the DND dating back to the late 1800's.

Bruce McIldoon is a member of Council and a life-long resident of Esquimalt. He believes that Esquimalt's heritage is what the community should be famous for. He is also a member of the Arts, Culture, and Special Events Committee.

Kara Ronse is a third generation Esquimalt resident. She is a realtor and is passionate about old houses and architecture. She also sits on the GI Committee at the Victoria Real Estate Board and is working on her Masters in Conflict Analysis.

Sherri Robinson is a founding member of the Esquimalt Archives and has been a member of previous Heritage Committees.

David Sudbury has a general interest in heritage. He grew up in house built in 1857.

Linda Hundleby is a Council member and a third-term member of the Heritage Committee. She has lived in Esquimalt for 30 years and feels the Committee is a learning place.

Meagan Duncan works with seniors. She has been a member of the Access Awareness Committee. She likes to learn and may bring a lot of the community to the Committee.

Barb Snyder has worked for the municipality for over 16 years and has lived here for ten. She has a strong interest in heritage, especially around architecture and old buildings.

Penny Robertson has been in the heritage field since 2002. She recently moved back to Victoria from Vancouver and will be the Committee's local representative for Donald Luxton and Associates. She has also recently been appointed to the Board of Directors for the Victoria Heritage Foundation.

Liz Dill will be serving her second term and third year as Chair. Her main interest is the

stories, the history of the buildings, and creating awareness to show the community that heritage is a deep part of who they are today. She is excited about the projects the Committee is putting forward.

Kim Maddin is an Administrative Clerk and the Recording Secretary for the Committee; she will provide agendas, minutes and notices of meetings.

(4) Meeting Schedule Dates and Times

Meetings are held the third Wednesday of the month at 7pm. Chair Dill noted that she works hard to end meetings by 9 pm.

(5) Agenda Items and Distribution

Hard copies of the agendas are made ready for pick-up at the Recreation Centre reception desk the Friday before the meeting. Kim Maddin, Recording Secretary, noted that electronic versions will also be sent out, but the electronic version contains the agenda and draft minutes only and not the attachments listed on the agenda.

(6) 2010 Year End Report

Chair Dill asked members if there were any items they would like added to the year end report. Members suggested the following items:

- Monies that were to be carried over from last year for contracting for heritage policy development
- Policy update
- Kinver Avenue – was speedily dealt with
- John Aldag from Parks Canada
- The Heritage Register and Certificate of Recognition awards
- Jim MacMillan-Murphy's "Esquimalt Remembers"
- Athletic display at Parks and Recreation

Chair Dill requested that the Recording Secretary make copies of the 2009 Year End Report and 2010 Work Plan for members for the next meeting.

(7) 2011 Work Plan Discussion

Chair Dill noted that the work plan is our general outline, and the template has room for flexibility. Work plan items are part of each agenda. She noted they would probably be carrying on with the 2010 work plan, as it is quite general.

9. WORK PLAN ITEMS 2011

(1) Updating Heritage Policy

- a) Penny Robertson, Donald Luxton and Associates

Donald Luxton and Associates were recommended by Nick Russell, who was approached about helping with the policy work but was already committed. Mr. Luxton has been involved with heritage for a long time and will attend the next meeting.

Colin MacLock provided Penny Robertson with some history of the development of the policy; he will email her a copy of the draft policy he created with Shelly Burchnell.

Ms. Robertson noted the Committee already has a framework - the next steps are to move forward with the policies, some which are in place and some that are outdated. She wanted to focus the evening's discussion on what is working and what is not, and from there begin to lay out a strategic policy.

Ms. Robertson provided an outline of the project schedule:

- February 9 - she will send out a draft (a week before the next meeting)
- March 9 - will send out a final draft
- A final report by April

Ms. Robertson asked the Committee for feedback on the existing heritage program - its strengths and weaknesses. The following is a summary of main points discussed:

- Need a foundation with some funds, a reason to encourage people to preserve heritage. In the past there was a heritage fund that Council failed to match, so it disappeared – the fund helped many of the early designated houses and helped refurbish the guns for Memorial Park.
- Important buildings have been lost because the Committee lacked the tools to save them
- Need to get the message out and increase awareness that heritage is really important in Esquimalt. People need to know there is a heritage policy and the reasons why they should feel it is important. Start in the municipality so that we can 'sell' it - it is about the stories, to get the community interested and involved
- Need the framework and communications plan to ensure the Committee can promote what it knows, so that new members understand its focus, and to not lose information when Committees and Council change
- 'Heritage is yesterday' – be more radical/open to what is heritage
- Have it accessible for everyone (e.g. large print to make it easy for seniors, etc).
- Certain members bring support to various facets of heritage – these interests should be written into the policy so that the focus is not lost if the member leaves
- Build into the policy the communication partnerships the Committee has within the community (other stakeholders such as the military and First Nations).

It was noted there is desire to include the heritage of DND persons, places and events; however, the DND is a separate entity and as such its buildings are not within our jurisdiction.

The question was raised if there is a 'go-to' person for the public when applying for heritage status for a building. Barb Snyder, Staff Liaison, noted that the municipality does not have a Heritage Planner – an interested person should visit the archives for information, and contact herself regarding any application as that is part of her job. Ms. Snyder distributed the application and noted it is available on the website.

Ms. Robertson noted that many communities are expanding what they define as heritage, the focus is much more values-based now. It is up to the Committee to determine what heritage means to the community - then community members can identify with it.

Chair Dill noted that Council will need to endorse the policy.

Ms. Robertson will bring the Committee a copy of standards and guidelines for best practices of conservation for the next meeting. A member expressed concerns that the guidelines be used as best practices and not as restrictive bylaws. Ms. Robertson agreed that heritage should be appealing so that people do not become discouraged.

Ms. Robertson asked members to recap the issues they felt were priorities for the policy. They listed the following:

- Heritage Foundation – determining its immediate need
- Adding the initiatives that the Committee has worked on but are not yet included in the policy, such as the Heritage Register and Certificates of Recognition
- Include memorials, which Jim MacMillan-Murphy is working to categorize
- Have Esquimalt's DND and army history in the policy and on our website; make it more comprehensive.
- A communication strategy
- Accessibility – in the concrete sense; also, language that is not too academic, i.e. is clear enough for people with no background in heritage to understand

Ms. Robertson noted the challenge of the lack of funding right now. One member felt that ideally the goal would to not be reliant on federal and provincial grants.

The Committee thanked Ms. Robertson.

Chair Dill noted the challenge of discussing the content of the Heritage Policy within the time frame of the regular meeting, and that Donald Luxton recommended a two hour meeting to go over the draft. The Committee was presented with the option of two separate meetings or one longer meeting to cover the heritage policy.

The Committee agreed to hold an extra meeting on Tuesday, February 15 at 7 p.m. in the Wurtele Room to discuss the draft heritage policy. Ms. Robertson moved the date for the first policy draft from February 9 to February 8, to allow for one week for members to review.

The regular meeting on will be held on Wednesday, February 16 at 7 p.m. in the Council Chambers. The Recording Secretary will provide hard copies of the policy the week before. Chair Dill noted another meeting will need to be scheduled in March in order to review the final draft.

- b) Plaques, Monuments and War Memorials
 - i. Memorandum dated November 25, 2010 from Barbara Snyder, Staff Liaison, re: Heritage Trees

Barb Snyder noted the memo includes the informational report to the Heritage Advisory Committee and the recommendation to Council requesting the trees in the undesignated portion of Memorial Park be designated.

A member made the suggestion to designate the undesignated portion of Memorial Park as well as the undesignated trees, the reasons being it is green space and is not ever going to be developed.

Committee members discussed this proposal:

- It was noted that there have been other discussions and plans for the park in the past. For example there was serious consideration given to installing a water park there, and the fact that the park was memorial did not affect those plans
- There were concerns expressed that the park is memorial and that it should retain that essence
- It was suggested the playground equipment could be moved and the boundary lines that were drawn could be re-looked in the future; alternately, it was noted that the playground has been a fixture of the park for many years
- The question was raised that if by designating the undesignated portion, do the trees in that area automatically become designated? The answer was no, the trees would still need to go onto the Heritage Register
- The question arose of what permanent protection means? What significance does it have for the land, what can be done and what restrictions are there once the designation is in place? (An example was given that the memorial guns, being designated, can not be removed.) Are there other requirements and how will it affect Parks?
- Barb Snyder, Staff Liaison, believed that designation of the park is outside of this Committee's jurisdiction; she recommended that the Committee speak to someone from the Parks Department, and noted the Parks and Recreation Committee should also be consulted
- Chair Dill noted the proposal would be a good project for Heritage Week.

It was noted that items have been added and removed from this park without communication with the HAC. A recent example is the Centennial Committee memorial brick walkway project which went to Council without HAC consultation.

Vice Chair Sudbury summarized that having designation means there is process around changes to the park, and that persons would need to contact the HAC if they propose to make changes in the Park.

Moved by Vice Chair Sudbury and seconded by Meagan Duncan that Memorial Park in its entirety be given heritage designation.
The motion **CARRIED**, with one opposed.

Moved by Vice Chair Sudbury and seconded by Meagan Duncan that the Committee send an updated memorandum indicating its desire to collaborate with Parks and Recreation in designating Memorial Park in its entirety as a joint project for Heritage Week 2011.
The motion **CARRIED**.

Vice Chair Sudbury and Sherri Robinson will speak to Parks and Recreation about the above proposal.

On a related note, Barb Snyder, Staff Liaison, referred to the Committee's previous recommendation to pursue designation of the undesignated portion of High Rock Park. Her research indicates there are bylaws that were adopted in the 1980's that designated High Rock as a park, accompanied by a map schedule that matches the area marked on maps. Ms. Robinson requested a copy for the Archives.

(2) Heritage Register Development

- a) List of Properties, Place and Items (for completing Statement of Significance for) – added 1376 Esquimalt Rd (to be distributed)

Tabled to the next meeting.

- b) Draft Statement of Significance for 429 Lampson Street and other SOS's.

Colin MacLock will email the 429 Lampson St. SOS draft to the Recording Secretary.

Vice Chair Sudbury sent his SOS's to the Committee via email and has received some input; he will bring them back to the next meeting.

Colin MacLock reported that the Work Point draft SOS is done – he will email it for placement on the next meeting's agenda.

Chair Dill explained the concept of SOS's for the new members:

- The process starts with individuals who do the research and create a draft
- The Committee has a letter it sends the owner that encourages them to be part of the process
- The draft is circulated by email for input
- Final step - it comes back to committee for recommendation to move ahead

A member asked if the Committee needed to have the owner's approval, to which Chair Dill explained it is not necessary but the Committee tries to be proactive. Being on the register does not mean that the owner can not make changes, but it does buy a little time, a 'waiting period' to give the owner time to consider before they make changes.

c) SOS for Work Point Guard House (**Late Item**)

Discussed in 2. HERITAGE REGISTER DEVELOPMENT, b) Draft Statement of Significance for 429 Lampson Street and other SOS's.

(3) Heritage Foundation Development

- a) Constitution

Tabled to the next agenda.

(4) 2012 Centennial Celebrations

It was reported the Centennial Committee is holding an open house on February 8, 2011. Tabled to the next agenda.

- a) Meeting with Clare Sharpe, Naval and Military Museum

Tabled to the next agenda.

(5) Public Awareness

- a) *Esquimalt Current*
b) Other

Tabled to the next agenda.

- (6) Heritage Week 2011
 - (a) Proclamation

It was noted that the Committee needs to ask Council to set up a motion.

Moved by Councillor Hundleby and seconded by Vice Chair Sudbury that the Mayor proclaim BC Heritage Week Feb 21-27 2011 as Heritage Week in Esquimalt.
The motion **CARRIED**.

- (b) High Rock – designating undesignated portion

Discussed in 9. WORK PLAN ITEMS, a) Plaques, Monuments and War Memorials, i. Memorandum dated November 25, 2010 from Barbara Snyder, Staff Liaison, re: Heritage Trees.

10. COMMUNICATIONS

- (1) Memorandum dated October 22, 2010 from Barbara Snyder, Staff Liaison, re: Heritage Week Information
- (2) Letter from Heritage BC, re: Heritage Week 2011: February 21-21, Parks and Cultural Landscapes
- (3) Heritage BC, *Quarterly*, Fall 2010
- (4) Hallmark Society, *Preserve*, Volume 37, Number 4, Winter 2010
- (5) Email from Heritage BC, dated December 8, 2010, re: Update: December 2010
- (6) Email from Heritage BC, dated December 16, 2010, re: Media Release – Government Spending Announcement

Chair Dill noted that Rick Goodacre would like to attend the next meeting to speak to the Committee about the withdrawal of funding,

- (7) Email from Heritage BC, dated January 6, 2011, re: Update: January 2011
- (8) Letter from Heritage BC, dated January 4, 2011, re: Request for support of province's heritage program

The Committee recommended the letter be forwarded to Council for a response.

- (9) Letter from Clare Sharpe, CFB Esquimalt Naval and Military Museum, dated January 18, 2011, re: Heritage Week 2012 activities (**Late Item**)

Tabled to the next meeting.

11. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

There were none.

12. **NEXT MEETING**

An extra meeting of the Heritage Advisory Committee will be held to discuss heritage policy updates on Tuesday, February 15, 2010 at 7 p.m. in the Wurtele Room. The next regular meeting of the Heritage Advisory Committee will take place on Wednesday, February 16, 2011 at 7 p.m. in the Council Chambers.

13. **ADJOURNMENT**

The meeting adjourned at 9:53 p.m.



Liz Dill, Chair

This 16th day of February, 2011