



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, April 20, 2011

7:30 p.m.

Kanaka Room, Recreation Centre

PRESENT: Liz Dill – Chair
Councillor Bruce McIldoon
Councillor Lynda Hundleby
Sherri Robinson
Kara Ronse
Jim MacMillan-Murphy

STAFF: Barb Snyder – Staff Liaison
Karen Hay – Staff Liaison
Kim Maddin – Recording Secretary

REGRETS: David Sudbury – Vice Chair
Colin MacLock
M. Duncan

1. CALL TO ORDER

Chair Dill called the meeting to order at 7:30 p.m.

2. LATE ITEMS

The following late item was introduced:

1. Added to agenda Item 7. **NEW BUSINESS**, 1. Election of Temporary Vice Chair

3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby, seconded by Kara Ronse that the agenda of the Heritage Advisory Committee meeting of April 20, 2011 be approved as amended.
The motion **CARRIED**.

4. MINUTES

Moved by Councillor McIldoon, seconded by Jim MacMillan-Murphy that the minutes of the Heritage Advisory Committee meeting of March 16, 2011 be approved as presented.
The motion **CARRIED**.

5. REPORT FROM THE CHAIR

Chair Dill reported that Vice Chair Sudbury's request for a leave of absence until July was approved by Council.

Chair Dill welcomed Karen Hay, Planning Technician, to the meeting. Barb Snyder, Staff Liaison, announced that that Ms. Hay will be attending meetings as a staff resource.

6. OLD BUSINESS

(1) Communications with John Aldag

Chair Dill had no additional information to report from Mr. Aldag. She plans to follow-up with the contacts Mr. Aldag provided for Fort Rodd Hill and the Fisgard Lighthouse.

(2) Memorial Park

Councillor Hundleby requested information from Parks about the undesignated trees in Memorial Park; neither she nor the Staff Liaison have heard anything further so Councillor Hundleby will send them a reminder note.

The Committee reviewed the March 24, 2011 memorandum from Barb Snyder, Staff Liaison, re: Heritage Alteration Permit for Memorial Park.

Moved by Sherri Robinson and seconded by Jim MacMillan-Murphy, that the Committee recommend that Council approve the Heritage Alteration Permit for Memorial Park to allow the installation of the Centennial Brick Walkway.
The motion **CARRIED**.

(3) Dockyard Tour

Chair Dill was referred to Vicky Laidlaw for arranging a tour of the dockyard for the Committee. Tours are approximately two hours long, will begin the end of May and will be provided by one of the regular tour guides. It was noted that accessibility is fairly difficult as the area is very hilly. Chair Dill proposed two dates in May but they did not work for all members; Chair Dill will work on finding dates where the Councillors on the Committee can attend and will invite the rest of Council as well.

7. NEW BUSINESS

(1) Election of Temporary Vice Chair (**Late Item**)

It was noted that in Vice Chair Sudbury's absence it would be desirable to elect a temporary Vice Chair to support the Chair when needed.

Moved by Councillor Hundleby and seconded by Jim MacMillan-Murphy that the Committee elect a member to the position of Temporary Vice Chair in Vice Chair Sudbury's absence. The motion **CARRIED**.

Kara Ronse was nominated; there were no other nominations. Ms. Ronse accepted the nomination and was awarded the position by acclamation.

8. WORK PLAN ITEMS

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

Jim MacMillan-Murphy will provide an update at the next meeting.

- (b) List of Properties, Places and Items (For Completing Statement of Significance for)
 - (i) Addition of 464 Head St.

A Committee member noted this home was built in 1907 by a Mr. Wise, who served as an Esquimalt Councillor. It is one of the oldest homes of the 'shotgun' style in Esquimalt.

Barb Snyder, Staff Liaison, reminded the Committee that an SOS needs to be created for each house it adds to the register. She recommended that someone take on the SOS for 464 Head Street (there were no volunteers).

It was noted that in the case of buildings that will potentially be moved, an SOS should focus on the significance of the building as opposed to its location.

Chair Dill requested the information for 464 Head Street be forwarded to her.

Moved by Sherri Robinson and seconded by Jim MacMillan-Murphy that 464 Head Street be added to the list of properties to be given a Statement of Significance.
The motion **CARRIED**.

A member brought up an additional item – the fate of the old Municipal Hall, and the Committee's lack of action towards saving it. It was noted:

- Two heritage studies were completed that determined the Hall could be saved, but there was no action on the recommendations
- In the past few years, the HAC has not voiced concerns or attempted to protect the Hall

Some members noted they were not familiar with the history of the process leading to the decision for demolition, which is slated for June 15 of this year. The Councillors and Staff Liaison provided some background for the Committee on developments that lead to this decision:

- There have been open houses, presentations, questionnaires, et cetera over the years
- The issue was raised with a previous Council
- The cost of upgrading the old Hall to make it accessible outweighed the costs of a new building
- More recent reports to Council noted concerns over considerable mold and dealing with asbestos; that the cost to remedy these issues was considerable
- The Official Community Plan supports a new village concept, which is planned for the land upon which the old Hall sits - this project would provide economic possibilities

Additional concerns and suggestions were brought forward by members:

- The fate of the memorials at the old hall site - there has been mention of protecting the memorials in the Council minutes
- A suggestion was made that the old Hall could be sold to a private person – then the costs would not be assumed by the municipality
- It was noted the HAC was not operating/in its current configuration for a period of time, which likely contributed to the gap of knowledge around this issue

Moved by Sherri Robinson, seconded by Kara Ronse, that the Committee write a letter

indicating its disappointment with Council's decision to allow the only piece of municipally-owned heritage to be demolished.

The motion **CARRIED** with one opposition.

(ii) Addition of 12 designated buildings to Register

It was noted that at the last heritage policy meeting, Donald Luxton, Heritage Consultant, suggested the twelve heritage designated buildings be added to the Heritage Register with the intention of creating SOS's for them.

Moved by Sherri Robinson and seconded by Jim MacMillan-Murphy, that the Committee recommend that Council approve the addition of the existing twelve Heritage Designated Buildings and Memorial Park to the Register, with SOS's to follow.

The motion **CARRIED**.

Staff will prepare a report to Council.

(c) Progress of Statements of Significance (SOS) and Timelines

(i) 429 Lampson St.

This item requires consultation with Donald Luxton; Barb Snyder, Staff Liaison, will follow up.

(ii) Community Heritage Register (four addresses to be added)

The Recording Secretary is working on standardizing the formatting for the SOS's; once complete they will be forwarded in a report to Council for their approval.

(iii) Standardized Format

(iv) Report to Council

(2) Updating Heritage Policy

At the last heritage policy meeting Donald Luxton created a one sheet summary of the Township's heritage policies. Mr. Luxton indicated that the heritage policy final draft would be ready by May 11; however, it was noted this date may not satisfy the contract requirement. The Committee determined it will request a 'substantially completed draft' be ready by April 25, to be put forward for Council's approval at the May 2, 2011 Council meeting, with the final draft to be completed within a week from that meeting. Chair Dill will contact Mr. Luxton.

(3) Heritage Foundation Development

(a) Developing a Constitution

Chair Dill reported she has not been in further contact with Don Linge. She suggested the Committee wait for the completion of the heritage policy before progressing with the constitution, as there are guidelines in the policy around its development.

Chair Dill noted that Donald Luxton suggested a feasibility study for using Victoria's constitution as a template; however, the Committee is comfortable using Victoria's as a

model and did not feel a study was necessary.

(b) Establishment of a Trust Fund

It was noted that the establishment of a trust fund is related to the development of a constitution.

A suggestion was made to invite Louise McDonald from the Victoria Foundation to speak about how the Foundation works.

It was also suggested that the Committee could propose forwarding any unused allotted Committee monies to the trust fund.

(4) 2012 Centennial Celebration

(a) Possible Joint Project with Parks and Recreation

Barb Snyder, Staff Liaison, reported that she followed-up with Parks about the cost to fix up Macaulay Point – monies were spent on landscaping (e.g. trail maintenance, invasive species removal, etc.)

Chair Dill will be pursuing formal conversations with federal contacts.

(5) Maintaining Public Awareness

(a) *Esquimalt Current*

Chair Dill noted the next edition will be published in May and that she will be submitting an article around this year's Certificate of Recognition awards. The tentative date for the presentation will be May 16.

(b) Heritage Recognition Certificates 2011

The Committee approved the following addresses:

- 475 Head Street
- 481 Head Street
- 1153 Lyall Street
- 948 Old Esquimalt Road – recognize this year and hopefully designate next year

Addresses that were suggested that will not receive awards this year:

- 1303 Lyall St.
- 442 Admirals Road – have previously received a certificate
- 812 Colville Road – received a certificate in 1999
- 936 Arm Street

Vice Chair Sudbury will make the certificates and Barb Snyder, Staff Liaison, will purchase the frames. The Recording Secretary will send the notification letters to the owners.

(c) Website Update

Chair Dill noted that a Heritage page will be added to the Township website, which will feature the purpose, mandate and policy of the Committee. Currently there are is a

recognition and a heritage site section under a Culture and Heritage page. The Committee suggested adding houses on the Community Heritage Register and links to heritage resources in the province.

(d) *Shoaling Waters*

Chair Dill spoke with the editor about submitting; the next deadline is June.

(e) *Buccaneer Days Display*

Chair Dill has been in contact with Valerie Jennings about Buccaneer Days; there will be a need to recruit some volunteers at the May meeting.

9. **REPORT FROM STAFF LIAISON**

Barb Snyder, Staff Liaison, reported that she met Alan Hodgson, an architect that developed a number of houses on Carlise Street. His father was also an architect that designed a number of commercial buildings in Esquimalt. Mr. Hodgson has in his possession some photos from the early 1900's. Ms. Snyder proposed that these photos be incorporated into the Centennial activities, and that the Committee check with the Centennial Committee about tying the photos into Heritage Week. The Committee also expressed interest in asking Mr. Hodgson make a presentation during Heritage Week 2012.

10. **COMMUNICATIONS**

- (1) Email dated March 24, 2011 from Heritage BC re: Update: March 24, 2011
- (2) Memorandum from Barbara Snyder, Staff Liaison, dated March 24, 2011 re: Heritage Alteration Permit – Memorial Park – Centennial Memorial Walkway

Item discussed under 6. OLD BUSINESS, 2. Memorial Park.

- (3) Letter from Helen Edwards, Hallmark Society re: Awards Night 2011 and South Vancouver Island Regional Heritage Fair

Chair Dill reported that the Committee is entitled to three tickets to this event as members of the Hallmark Society. Chair Dill is planning to attend the Tuesday, May 3 Awards Night.

Moved by Councillor Hundleby, seconded by Jim MacMillan-Murphy that the Committee receive the communication items.
The motion **CARRIED**.

11. **COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

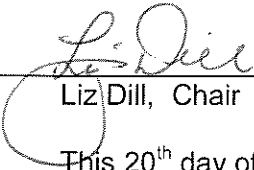
Chair Dill proposed to the Committee that the June 15 meeting be moved to June 8; however as this date does not work for the Councillors, Chair Dill will propose another date at the next meeting.

12. NEXT MEETING

The next regular meeting of the Heritage Advisory Committee will take place on Wednesday, May 18, 2011 at 7 p.m. in the Council Chambers.

13. ADJOURNMENT

The meeting adjourned at 9:50 p.m.



Liz Dill, Chair

This 20th day of April, 2011