



cenCORPORATION OF THE TOWNSHIP OF ESQUIMALT

**MINUTES
HERITAGE ADVISORY COMMITTEE**

Wednesday, June 15, 2011

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Liz Dill – Chair
Councillor Lynda Hundleby – arrived 7:09 p.m.
Councillor McIldoon – arrived 7:09 p.m.
Sherri Robinson
Jim MacMillan-Murphy
M. Duncan – departed at 8:34 p.m.
Colin MacLock
- STAFF:** Barb Snyder – Staff Liaison – arrived 7:09 p.m.
Karen Hay – Staff Liaison
Kim Maddin – Recording Secretary
- REGRETS:** David Sudbury – Vice Chair
Kara Ronse

1. CALL TO ORDER

Chair Dill called the meeting to order at 7:07 p.m.

2. LATE ITEMS

The order of the following items was changed:

1. Moved agenda Item **10. COMMUNICATIONS**, 2. Letter dated May 19, 2011 from Liz Dill, HAC Chair to Mayor and Council re: Old City Hall to Item **6. OLD BUSINESS**, 3. Old City Hall (a)
2. Moved agenda Item **10. COMMUNICATIONS**, 3. Letter dated May 20, 2011 from Professor Peter Such, Victoria College of Art, re: Old City Hall to Item **6. OLD BUSINESS**, 3. Old City Hall (b)
3. Moved agenda Item **10. COMMUNICATIONS**, 1. Memo from Barb Snyder, Staff Liaison, re: Esquimalt Community Heritage Register to Item **8. WORK PLAN ITEMS**, 1. Heritage Register, (b) List of Properties, Places and Items (for Completing Statement of Significance for), (ii).

The following late items were introduced:

4. Added to agenda Item **6. OLD BUSINESS**, 4. Heritage Trees Update
5. Added to agenda Item **7. NEW BUSINESS**, 1. Lampson St. Memorial Trees

3. APPROVAL OF THE AGENDA

Moved by Colin MacLock, seconded by Sherri Robinson that the agenda of the Heritage

Advisory Committee meeting of June 15, 2011 be approved as amended.
The motion **CARRIED**.

4. MINUTES

Councillor Hundleby recused herself during the review and approval of the minutes.

It was noted that M. Duncan was not included in the list of members recorded as present – the Recording Secretary will amend.

Moved by Jim MacMillan-Murphy, seconded by M. Duncan that the minutes of the Heritage Advisory Committee meeting of May 18, 2011 be approved as amended.
The motion **CARRIED**.

5. REPORT FROM THE CHAIR

Chair Dill reported that she spoke with Mark Aitken, a designated heritage home owner in Esquimalt, about talking to the owners of 948 Old Esquimalt Rd. regarding heritage designation - he agreed to do so.

Chair Dill reported that some members attended the Dockyard tour.

Chair Dill reported that she attended the Tourism Victoria Brown Bag Lunch 'n' Learn, 'Military Heritage and the Relationship to Tourism', presented by Geoffrey Bird of Royal Roads University. The presentation was very informative. She also met representatives from Fort Rodd Hill as well as some Royal Roads students who expressed interest in working with the Committee.

Chair Dill reported that she set up a Heritage Advisory Committee display board for Buccaneer Days, which included information on heritage designation, recognition certificates and the Community Heritage Register. The Chair met some of the owners of heritage designated homes who shared their heritage stories with her.

The Chair showed the display board to the Committee and noted it will be put on display in the Hall lobby along with nomination forms for heritage designation and recognition certificates.

A newly updated heritage recognition nomination form has been uploaded to the website.

6. OLD BUSINESS

(1) Memorial Park

A member noted that an upcoming community event being held in Memorial Park will include a bouncy castle and they were concerned that it be located in a respectful area away from the cenotaph. It was noted that in recent years, events have been set-up where the memorial aspect of the cenotaph was not respected, e.g. a band played on the steps of the cenotaph.

Members suggested a policy be created by Parks to inform event organizers about how the park can be used. It was noted there is a children's area in the back of the park and

that area can be used for activities.

A member has already written the Director of Parks and Recreation about concerns around proper protocol for the use of Memorial Park. Councillor Hundleby will also call the director about immediate concerns regarding the location of the bouncy castle for the upcoming event.

Moved by Jim MacMillan-Murphy and seconded by Sherri Robinson that the Committee recommend to Council that a usage policy be developed to recognize the memorial significance of the designated area of Memorial Park.
The motion **CARRIED**.

- (2) Copy of letter dated May 27, 2011 to the Honourable Pat Bell re: A Call to Renew British Columbia's Heritage Program

The Committee reviewed the letter that was re-sent addressed to the new Minister of Tourism as well as the response to the first letter the Committee sent [in support of renewing the heritage program].

The Recording Secretary noted that she is working on the letter in the form of a resolution which is due to the UBCM by the end of June.

- (3) Old City Hall

At 7:43 pm, Councilor McIlldoon and Councillor Hundleby recused themselves during discussion of the Old City Hall. It was noted they had been instructed not to comment on this item because public discussion of the old Hall was closed after the public hearing.

- (a) Letter dated May 19, 2011 from Liz Dill, HAC Chair to Mayor and Council re: Old City Hall

Chair Dill noted that this concern came to the Committee too late, and that the Committee needs to take a proactive approach as opposed to a reactive one. It was noted that the June 20th meeting of Council will include the Committee's letter alongside demolition tender recommendations for the old Hall.

A member noted that the issue has been brought forward in the past and that it is a responsibility of the Committee to advise Council.

A member reported that they met with the Mayor who made suggestions for alternative locations for an art school.

A member suggested that the matter be looked at positively in that the concern was at least brought forward.

- (b) Letter dated May 20, 2011 from Professor Peter Such, Victoria College of Art, re: Old City Hall

It was noted that Professor Such's letter presented a different viewpoint about restoration options for the Old Hall.

Councillor Hundleby and Councillor McIlldoon returned to the meeting after the close of this discussion.

(4) Heritage Trees Update (**Late Item**)

A Staff Report dated May 6, 2011 from Andy Katschor, Manager of Parks Services was distributed re: Heritage Tree List Update.

The municipal arborist completed an inventory of all the big trees in Esquimalt and created a list of additions for the Heritage Tree Registry. It has been 35 years since the original Tree Registry was done and it had not been updated since.

It was noted that three trees are in Memorial Park. Also, some of the trees listed in 1976 have since died.

The additional trees still need to be formally added to the Tree Registry and the existing list has to be confirmed.

Councillor Hundleby noted that there were two trees on DND land but the list only noted one – she will follow-up.

7. NEW BUSINESS

(1) Lampson St. Memorial Trees (**Late Item**)

In 1917, memorial elm trees were planted for four fallen students as part of a cross-Canada initiative. There are four trees by the entrance as well as others planted at Old Esquimalt and Lampson Street; however, there is no marker indicating the significance of the trees.

It was noted that Victoria High School took down memorial trees because they were not marked or recorded for their memorial significance.

Members noted that the Parks Department and the property owners (School District) should be notified about the trees for their records, as well as the DND as they lease the land. As the trees are not identified in the Tree Registry, Councillor Hundleby will raise the issue with the Director of Parks and Recreation.

Barb Snyder, Staff Liaison, will look into whether money is available for buying plaques. It was noted that Veterans Affairs could also be a resource for plaque funds.

8. WORK PLAN ITEMS

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

Jim MacMillan-Murphy is working on the inscriptions piece. Items will be set up to include a picture, inscription, and location. The Committee hopes to see the work completed in time to use in a Centennial activity.

- (b) List of Properties, Places and Items (For Completing Statement of Significance for)
 - (i) Addition of 12 Designated Buildings to Register

These buildings will be included in the memo from Barb Snyder, discussed below.

- (ii) Memo from Barb Snyder, Staff Liaison, re: Esquimalt Community Heritage Register

Barb Snyder, Staff Liaison, distributed a draft staff report of additions to the Community Heritage Register; it was noted that there may be some modifications required to the list.

It was noted the Committee is maintaining lists for the Community Heritage Register, Heritage Designation, and a prioritized list of items to complete Statements of Significance for. It was suggested that a spreadsheet or table be created to keep track of the status of each address. The spreadsheet should include the street address, its name(s) (if applicable), the three lists as well as a 'last updated' column. The Recording Secretary will work on the spreadsheet for the next meeting.

Chair Dill also recommended that the Committee place a moratorium on adding to the Priority List, until Statements of Significance can be created for each one (with the exception of addresses under immediate threat of demolition).

M. Duncan departed at 8:34 pm.

- (c) Progress of Statements of Significance (SOS) and Timelines
 - (i) 429 Lampson St.

Tabled to the September meeting.

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

Discussed above.

- (iii) Standardized Format

The Recording Secretary circulated an SOS template for review. She will email the template to the Committee to use along with the SOS guidelines provided by Barb Snyder, Staff Liaison.

A member noted it is important for individuals to conduct careful research for SOS's because going back to check facts can be very time-consuming for volunteers in the archives.

(2) Heritage Foundation Development

This item will be deferred to the September meeting when Vice Chair Sudbury returns from leave.

(3) 2012 Centennial Celebration

Chair Dill noted the form for nominating homes for recognition awards has been updated and that the Committee should be prepared to think about nominations in the Fall.

One thing to consider is how to determine which houses are 100 years old and older? It was noted that these searches must be done manually in the archives as they are not listed electronically.

Chair Dill reported she talked to Clare Sharpe, who has been working with a photography group on a 'now and then' display of DND sites; she noted that the Committee could partner with the Naval Museum on this project.

The Committee is still interested in holding a scavenger hunt and geo-caching activities for the Centennial.

(4) Maintaining Public Awareness

(a) *Esquimalt Current*

Chair Dill has submitted information to Ritchie Morrison, Communications Coordinator, for the next edition.

(b) Website Update

Chair Dill reported that Ritchie Morrison will update the History section on the website to include the history portion of the new Heritage Policy. A link to access the full Heritage Policy will also be added. Some older references to the Cultural Advisory Committee have also been replaced with Heritage Advisory Committee.

(c) *Shoaling Waters*

Chair Dill submitted an article that made mention of the Community Heritage Register, SOS's, Heritage Designation and Certificates of Recognition. It will be published in the July/August edition.

(d) Buccaneer Days Display

Chair Dill reported she experienced some organizational issues and that the display did not end up next to the Archives' table as she had planned.

9. REPORT FROM STAFF LIAISON

Karen Hay, Staff Liaison, reported that she attended the Creative City Summit in London, Ontario, which is a conference for cultural workers. It is a beautiful city with a lot of heritage buildings.

Barb Snyder, Staff Liaison, reported that she attended the PIBC conference in Nanaimo and met the previous Esquimalt Archivist, Susan Green, who is now with the provincial Heritage Branch.

10. COMMUNICATIONS

(1) Letter dated June 1, 2011 from Minister Steve Thompson (responsible for heritage conservation), re: our letter dated March 11, 2011 expressing concern about British Columbia's Heritage Program

(2) Email dated June 8, 2011 from Frederick Driver re: Save Old Esquimalt Town Hall

Moved by Sherri Robinson and seconded by Jim MacMillan-Murphy that the Committee accept the communication items.

Councillor McIldoon and Councillor Hundleby recused themselves during voting on the motion.

The motion **CARRIED**.

11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS

It was noted that Centennial T-shirts are now available.

A member attended the open house for the Work Point Guard House. It was noted the open house occurred during an inspection. Previous members from the Queen's Own Rifles and other military groups attended and had some wonderful stories to share.

12. NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on September 21, 2011 at 7 p.m. in the Council Chambers.

There are meetings scheduled on October 19 and November 23.

13. ADJOURNMENT

The meeting adjourned at 9:01 p.m.

Liz Dill, Chair

This 21th day of September, 2011