



## CORPORATION OF THE TOWNSHIP OF ESQUIMALT

### MINUTES HERITAGE ADVISORY COMMITTEE

Wednesday, September 21, 2011

7:00 p.m.

Council Chambers, Municipal Hall

- PRESENT:** Liz Dill – Chair  
Councillor Lynda Hundleby  
Councillor McIlldoon  
Sherri Robinson  
Colin MacLock – arrived 7:06 pm  
Jim MacMillan-Murphy – arrived 7:07 pm  
David Sudbury – Vice Chair - arrived 7:35 pm  
M. Duncan – departed 8:57 pm
- STAFF:** Barb Snyder – Staff Liaison  
Karen Hay – Staff Liaison  
Kim Maddin – Recording Secretary

#### 1. CALL TO ORDER

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

#### 2. LATE ITEMS

The order of the following items was changed:

1. Moved agenda Item **8. WORK PLAN ITEMS**, 1. Heritage Register, (c) Progress of Statements of Significance and Timelines, (ii) Community Heritage Register to **8. WORK PLAN ITEMS**, 3. Centennial Celebration, (ii) Nominations for Recognition Awards
2. Exchanged order of agenda Items **6. OLD BUSINESS**, 4. Old Town Hall and **6. OLD BUSINESS**, 5. Lampson St. Memorial Trees

The following late items were introduced:

1. Added to agenda Item **7. NEW BUSINESS**, 3. Committee Re-appointments
2. Added to agenda Item **10. COMMUNICATIONS**, 12. Hallmark Society newsletter, *Preserve*, Volume 39, Number 1, Autumn 2011

#### 3. APPROVAL OF THE AGENDA

Moved by Councillor Hundleby and seconded by M. Duncan that the agenda of the Heritage Advisory Committee meeting of September 21, 2011 be approved as amended. The motion **CARRIED**.

4. **MINUTES**

It was noted that “centograph” should be replaced with “cenotaph” on three instances on page two.

Moved by M. Duncan and seconded by Colin MacLock that the minutes of the Heritage Advisory Committee meeting of June 15, 2011 be approved as amended.  
The motion **CARRIED**.

5. **REPORT FROM THE CHAIR**

Chair Dill reported that Kara Ronse has resigned from the committee.

There was an article in the Times Colonist featuring 948 Old Esquimalt Road, which is one of the addresses that received a Recognition Certificate from the Committee earlier this year.

6. **OLD BUSINESS**

(1) A Call to Renew British Columbia’s Heritage Program

- Letter dated June 27, 2011 from Laurie Hurst, CAO, to UBCM, re: Submission of Resolution for 2011 UBCM Conference

The resolution will be voted on at the UBCM conference next week.

- Letter dated July 11, 2011 from Deputy Minister Dana Hayden, re: Response to Committee’s letter of May 27, 2011

The Committee has not received a response from the new minister responsible for heritage.

Moved by Councillor Hundleby and seconded by M. Duncan that the letters be received as information.  
The motion **CARRIED**.

(2) Memorial Park – Usage Policy

Councillor Hundleby determined from previous discussions with Scott Hartman, Director of Parks and Recreation, that a usage policy already exists and that it may be a matter of educating staff so they can better transmit the policy to park users.

Committee members expressed concerns that the cenotaph is a graveyard and the park is designated as heritage, but the monument and the park are not being respected as such. Recent infractions have involved children chalking the cenotaph.

Members presented some suggestions for improving compliance with the protocols:

- re-erect a divider between the two parks (a previous fence was removed, without approval of the Committee)
- Write an informative article for the Esquimalt Current about the protocol
- Erect a green sign in the park which states the significance of the cenotaph

Action item: Councillor Hundleby will follow-up with the Director of Parks and Recreation to relay recent concerns and inquire with Parks staff as to how the Committee can best resolve issues occurring in the heritage portion of Memorial Park.

(3) Heritage Trees

It was noted at the previous meeting that the Heritage Tree Registry was being updated and that there were some gaps in the list.

Committee members questioned what happens when heritage trees are removed. The following points were brought forward:

- Should a heritage tree be replaced, and if so, should the same type of tree be planted?
- Consideration should be made to whether the original tree was an appropriate species and in an appropriate location
- A plaque for a removed tree would be removed and stored
- It was noted that Parks policy is 'no net loss of trees within the municipality', which means a tree will be replaced, but not necessarily in the original location
- It was noted that the Parks Department is currently considering a tree replacement program

There was consensus that Parks should inform the Committee when a heritage tree is removed, so that the registry can be updated.

(4) Lampson St. Memorial Tree (**Late Item**)

At the previous meeting it was noted there are four memorial trees at the Lampson St. School which do not have a marker, and therefore have no protection from being removed.

Action Item: Councillor Hundleby and Chair Dill will begin inquiries with the school board as to whether they would allow plaques for the trees and if they would be interested in sharing costs.

(5) Old Town Hall (**Late Item**)

Chair Dill noted that the Committee did not receive a reply to its letter of May 19, 2011 to Mayor and Council re: Old City Hall. The letter indicated that the Committee looked forward to a response.

Councillor McIlldoon believed the letter was received by Council as a communication item.

Action Item: The Recording Secretary will review the minutes of the June 20, 2011 meeting of Council to determine Council's response to the letter.

Chair Dill provided members an opportunity to debrief after the demolition of the Old Town Hall. The following sentiments were expressed:

- Disappointment the building was demolished
- The absence of Committee members at the Council meeting discussing the fate

- of the Old Hall was a disappointment felt by many
- Having more time to discuss the issues by delaying the demolition decision would have been beneficial
  - Concern that the Committee desires to promote heritage preservation in the community, but the municipality and Committee has not lived up to this mandate in regards to the old hall
  - The end result was through purposeful neglect - it began eight years ago when the new building was erected and the old building neglected

Discussion ensued on ways to commemorate the old hall:

- The planning department has some nice photos of the old hall – they could be turned into images for wrapping hydro boxes
- A mural could be created of the old hall and hung on the back wall of the Council Chambers
- Erect a cornerstone plaque on any future development on the old hall site

Chair Dill and other members expressed the hope that the Committee learned something through this process.

## 7. **NEW BUSINESS**

### (1) Walking Tour Brochures

The stock of brochures is limited and it was noted it may be time for a new printing.

In response to a query about walking tour text content, Barb Snyder, Staff Liaison, recommended that the author of the walking tour maps be contacted regarding changes or additions as the Committee does not maintain responsibility for their content. The walking tours were created by Sherri Robinson, volunteer; a second revision was created as part of a UBCM tourism grant.

Mrs. Robinson believed there were a thousand printed of each walking tour at last printing.

Barb Snyder, Staff Liaison, noted that the municipality no longer has a tourism budget – walking tour map funds will need to be included as a budget request this year if they are to be reprinted.

### (2) Guardhouse Tenancy

It was reported that 445 Head Street is the newly designated address of the Guardhouse. Jack Bates is 'guardian' of the guardhouse and the new tenants are the army cadets, who will be using the building as an office and for storage. It was noted that they are appropriate tenants and a nice connection to the building.

Mr. Bates inquired whether there were any potential for tax incentives for this facility.

Action Item: Chair Dill will inform Mr. Bates there is a 'permissive tax exemption' policy in Esquimalt to which tenants can apply for, and suggest that he speak with Karen Blakely, Director of Finance.

(3) Committee Reappointments (**Late Item**)

Barb Snyder, Staff Liaison, reported that Council appointees to committees usually take place at the inaugural meeting which is on December 5, 2011; resident appointments are subsequent to that.

It was noted that as the new Council will undergo several orientation sessions, their appointments to advisory committees may not take place for several months. Appointed citizens with expiring terms will continue on until February.

8. **WORK PLAN ITEMS**

(1) Heritage Register

(a) Plaques, Monuments and War Memorials

Jim MacMillan-Murphy reported that his memorial files were lost in a computer crash. He still has his collection of photographs but will need to re-compile the information using hard copies and by revisiting some sites to record information.

It was noted there is a binder of information on monuments at the Archives that Mr. MacMillan-Murphy could access and that perhaps they could be merged into one document.

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

(i) Addition of 12 Designated Buildings to Register – SOS notification letter to Minister

It was noted that four notification letters and corresponding SOS's that were approved by Council were forwarded to the Minister of Jobs, Tourism, and Innovation.

Councillor Hundleby noted she intends to work on the SOS she volunteered for.

A member noted they were pleased to see the SOS work completed thus far as is represented in the notification letter.

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

(i) 429 Lampson St.

It was noted that Barb Snyder, Staff Liaison, had started work on the SOS but stopped when it appeared that Donald Luxton was also working on it.

Action Item: Ms. Snyder will follow up with this item.

(ii) 1388 Esquimalt Road and 11 Designated Buildings

Barb Snyder, Staff Liaison, prepared an SOS for 1388 Esquimalt Road from information she had and with pictures from Karen Hay, Staff Liaison. It was noted that the SOS contains an error and will need to be revised.

(iii) 1209 Lyall Street – letter to new owners

It was noted that the original letter was returned because the owners moved, therefore another SOS notification letter was sent to the new owners.

(iv) Standardized Format – Change Wording of SOS letters

The wording of the 1209 Lyall St. letter was changed due to concerns arising from an SOS recipient. This version includes more information about the meaning of a 'statement of significance', i.e. that it does not affect the right of the owner to repaint, etc.

There was consensus that the letter should not contain too much information, that a simple letter is best.

Action Items: The Committee decided to change the word in the opening sentence of the letter from 'identified' to 'recognized'. The Recording Secretary will also ensure all members have a paper copy of the SOS template.

It was also noted that an SOS recipient was concerned that pictures were taken of the back and side of their property without permission to enter the property.

Discussion ensued and the following points were made:

- Members need to be contacted in advance before entering their property
- One member felt that permission should be sought before taking any pictures, even from the street, as a courtesy
- It was noted that those pictures go onto agendas and become part of the public record
- It was noted that legislation allows the Committee to write a Statement of Significance for a property without consulting the homeowners

The Recording Secretary is also working on a spreadsheet for identifying the status of 'levels of recognition' for prioritized properties.

(v) Preparing SOS' – Hiring a Professional

It was noted that Council allotted the Committee a budget of \$6000 for professional services to use this year. Last year's professional services funds were used towards the Heritage policy (money was carried over from the previous year and was identified for policy work).

It was proposed that the professional services budget money be used towards hiring a professional to prepare some SOS's.

Discussion ensued and the following points were made in favour of hiring a professional:

- The Committee has put work into building the prioritized list, but only a small number have been produced in the past two years
- SOS's are important as they give properties a little bit of protection
- There is not a lot of members who can commit to producing the SOS's
- The Committee should use monies that are available
- Staff has access to a list of candidates if the committee decides to pursue hiring a

professional

The following points were made against outsourcing SOS work:

- A member noted they can not support hiring a professional when Council has not provided monies to start a heritage fund
- Concerns that archives volunteers will produce a large portion of the work for the hired professional

Councillor McIlldoon noted that the Committee is allotted the funds by Council and it is to be decided by the Committee how it will be used; normally a budget meeting would be held in January to determine how monies will be spent.

Alternative proposals were made for use of the funds:

- Establishment of a Heritage Foundation
- Use monies towards both SOS's and a heritage fund
- Use the services of a professional to work on the more complicated buildings

It was also suggested that new members be mentored to write SOS's by more experienced members of the Committee.

Moved by Vice Chair Sudbury and seconded by Jim MacMillan-Murphy that the Committee explore the availability and costs for professional services to prepare SOS's. The motion **CARRIED**.

Staff will forward the names of contacts to Vice Chair Sudbury to follow up.

## (2) Heritage Foundation Development

Vice Chair Sudbury would like to move ahead in the process – he invited interested members to join him in a meeting with Steve Barber, Senior Heritage Planner with the City of Victoria. It was noted that Council will require background information in order to approve the concept.

## (3) 2012 Centennial Celebration

### (a) Scavenger Hunt

It was proposed that the scavenger hunt could be held as a one day activity with the following outline:

- Provide a number of set routes to follow
- Routes could have interpreters at each stop; use a bus with drop off points; stop at historical homes using walking tour maps

It was also proposed that the hunt be promoted as an independent activity, which could be done over a period of time:

- Geocaching idea – can walk about yourself; would require a GPS to find established coordinates; waypoint information located on the website. Perhaps the geocaching groups could be contacted directly
- Ask people to collect stamps; put clues on the website; enter names into a draw for prizes

It was noted that the Centennial Committee is close to finalizing their plan so they should

be given a date for the activity soon.

Mr. MacMillan-Murphy intends to revisit the plaques so he will take his GPS along and record waypoints.

Action item: Mr. MacMillan-Murphy will connect with the Centennial Committee about a day or time to commence the scavenger hunt.

(b) Nominations for Recognition Awards – 934 Selkirk Ave

A nomination was submitted for 934 Selkirk Avenue, a B & B, however they may not be in compliance with certain regulations. Councillor Hundleby noted all future nominations should be forwarded through development services before being put forward for consideration by the Committee.

(c) Other

It was noted that if members are interested in researching 100 year old houses they should contact Archives for information.

There were no further communications to report with Clare Sharpe (on doing a joint project).

It was noted that the Centennial is an ideal time to go forward with ideas around commemorating the old Town Hall.

It was noted that the marble piece with the engraved dedication was saved from the Old Hall. It is believed that a pillar with all the workers' names engraved on it was taken away with other demolition materials.

Sherri Robinson is writing a book on the history of Esquimalt, expected publish date of next June.

(4) Maintaining Public Awareness

(a) *Esquimalt Current*

An article about heritage homes and building permits will be included in the next edition.

It was noted that the 'Shoaling Waters' publication is folding as it was not sufficiently supported.

(b) Website Update

It was reported that the heritage page has been updated to include the new heritage policy and heritage information.

(c) Times Colonist – "Experience Esquimalt"

A member expressed concerns about the recent monthly one page article, "Experience Esquimalt", that comments made by the Mayor did not include up-to-date information available on the website.

The member will follow up with Ritchie Morrison, Communication Coordinator, and the Mayor to see if they can include omitted information in future articles.

**9. REPORT FROM STAFF LIAISON**

There was no report from Barb Snyder or Karen Hay, Staff Liaisons.

**10. COMMUNICATIONS**

- (1) Heritage BC Quarterly – Spring 2011 edition
- (2) Letter dated June 29, 2011 from Carole and Jim Witter, re: Certificates of Recognition for 475 and 481 Head Street
- (3) Email dated July 1, 2011, re: Update: June 2011
- (4) Letter dated June 16, 2011, re: Notice of Annual General Meeting and Call for Nominations to the Board of Directors
- (5) Hallmark Society newsletter, *Preserve*, Volume 38, Number 1, Spring/Summer 2011
- (6) BC Heritage Branch Correspondence re: Building Capacity for Heritage Conservation Survey: 2010 Summary Report
- (7) Email dated August 3, 2011 from Heritage BC, re: Update: August 2011
- (8) Letter dated August 12, 2011 from Heritage BC, re: 2011 Election of Directors
- (9) Email dated August 22, 2011 from Larry Foster, Heritage BC, re: Group Member Survey
- (10) Email dated September 12, 2011 from Rick Goodacre, Heritage BC, re: Provincial Gaming and Budget Consultations
- (11) Email dated September 12, 2011, from Heritage Canada Foundation, re: HCF early bird pricing
- (12) Hallmark Society newsletter, *Preserve*, Volume 39, Number 1, Autumn 2011 (**Late Item**)

It was noted under item 10. 8 that the Committee has one vote for the election of directors. Members felt that geographic representation should be considered as well as professional expertise and hands-on expertise.

Moved by Councillor Hundleby and seconded by Vice Chair Sudbury that Chair Dill complete the ballot for Heritage BC's Board of Directors on behalf of the Committee. The motion **CARRIED**.

Chair Dill noted that she completed the Heritage BC Group Member survey.

Chair Dill noted that the Provincial Gaming letter can be followed up by individuals if they choose.

It was noted that the Heritage Canada Foundation is a Federal conference, and there are funds for a member to attend part of it. The cost is \$550 for the entire conference. Chair Dill will not attend but she is looking forward to the Provincial conference.

Moved by Vice Chair Sudbury and seconded by Sherri Robinson that the Committee designate Colin MacLock as a representative to attend the Heritage Canada Foundation Conference 2011 with an allocation of funds up to the full three day registration fee. The motion **CARRIED**.

Moved by Councillor Hundleby and seconded by David Sudbury that the Committee accept the communication items. The motion **CARRIED**.

**11. COMMITTEE MEMBER ANNOUNCEMENTS / REPORTS**

A member noted that the first Centennial event, a concert at St. Paul's Church, will be happening this weekend. It will be the first of three concerts.

**12. NEXT MEETING**

The next meeting of the Heritage Advisory Committee is scheduled to take place on October 19, 2011 at 7 p.m. in the Council Chambers.

Chair Dill asked if the meeting could be moved to October 26, 2011.

Barb Snyder, Staff Liaison, will look into whether a meeting room can be booked for this date. Vice Chair Sudbury will make himself available to chair the meeting on October 19 if required.

**13. ADJOURNMENT**

The meeting adjourned at 9:49 p.m.

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Liz Dill, Chair

This 26th day of October, 2011