



MINUTES
OAK BAY HERITAGE COMMISSION
TUESDAY, MARCH 8, 2016 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Marion Cumming
Cairine Green
Joan Heagle
Jan Mears
Margaret Palmer

Susan Ross
Robert Taylor
Pat Wilson
Councillor Kevin Murdoch

MEMBERS ABSENT

Richard Collier

Monica Walter

STAFF PRESENT

Deborah Jensen, Planner
Roy Thomassen, Director Building and Planning

Krista Mitchell, Building / Planning Clerk

OTHERS PRESENT

Members of the Public: 2

1. Call to Order

The meeting was called to order at 5:05 pm.

2. Approval of Agenda and Late Items

The agenda was approved as presented.

3. Adoption of Minutes

It was moved and seconded that the Minutes from February 10, 2016 be adopted as presented.

The motion was carried.
None opposed.

4. Correspondence

J. Sparks advised information on heritage homes can be compiled through a review of Archives documents.

5. Chair's Report

C. Green was contacted by the editor of the Oak Bay News for information on the demolition of homes in the area. C. Green referred them to Council's strategic plan.

It was moved and seconded that the Chair's Report be accepted as presented.

The motion was carried.

None opposed.

6. Old Business

a. Heritage Brochures

D. Jensen reported that a review of quotes to prepare a heritage brochure has resulted in shortlisting to two potential firms, and discussions with them will take place next week. She also advised that new design software has been purchased so staff will be able to prepare documents in house.

Commission members requested that different styles of homes be represented on the brochure, and that they be involved with review of the brochure before a final document is produced.

D. Jensen confirmed that the Commission would receive a draft for review before a final document is produced, and that this format can then be used for future brochures.

b. Streamline Paper Flow

(i) Supporting Materials

A Commission member asked for clarification regarding distribution of the agenda packages.

D. Jensen confirmed that agenda packages will be emailed to Commission members and, where larger reports or plans are included, hard copies will be made available at the District office and at the meeting.

(ii) Commission Minutes

It was confirmed that copies of the Heritage Commission agenda and minutes will be brought to the meetings.

7. New Business

a. Grant Program Survey

A Commission member provided the results of the survey. Some of the comments were:

- 18 of 74 surveys sent out were returned, 13 from registered properties and 5 from designated properties.
- Some registered property owners were not aware of grant funding opportunities.
- Some owners commented that they would like to change the March 31 deadline.
- Five owners wanted to increase the amount of grant money.

b. Tod House Update

A Commission member questioned whether the municipality has any plans to update Tod House as it is an important piece of architecture.

R. Thomassen commented the District is currently undertaking a building analysis as part of asset management, and that Tod House is included in the review. A report on building status will be presented to Council in May.

R. Thomassen stated a condition assessment showed the chimney and building need work, but information is still being gathered as to the cost and extent of work required.

Commission members commented that repairs to Tod House need a higher degree of sensitivity than what has previously been done, and requested a tour of the home.

c. Demolition, Waste Management and Mitigation Policy

Commission members suggested house demolitions may be an issue for discussion at a future meeting as there is a loss of character materials through demolitions, for example, wood floors. Commission members also commented there needs to be more recycling of materials, the OCP speaks to protecting neighbourhoods and streetscapes, and questioned how they could help educate the community about demolition options.

K. Murdoch commented that this is an important topic and worth reviewing in context of the Commission.

R. Thomassen commented that waste management was not part of the heritage mandate and that applicants who apply for a demolition permit have already made plans respecting removal of the home.

D. Jensen commented that there is no legislation requiring homeowners to keep buildings.

R. Thomassen said a heritage conservation area is used to deal with specified areas.

d. Covenants and Their Use

A Commission member inquired as to the purpose of covenants.

R. Thomassen replied covenants are voluntarily registered against the property for various reasons, such as preventing demolition on a designated property, but that covenants can be rescinded by Council.

e. Succession Planning and Commission Operations

The Commission asked about recruiting new members for succession planning, and commented they are losing members with specialized skills such as architects.

D. Jensen confirmed Corporate Services is responsible for maintaining committee membership, advertising for new membership, and advising existing members when terms are expiring. Council is ultimately responsible for appointing members to the committees.

K. Murdoch advised Council can consider areas of expertise during the selection process.

f. Guest Speakers (Architect, Heritage)

A Commission member suggested the Commission have guest speakers at future meetings, who could present to both the Foundation and Commission.

8. Reports of Subcommittees/ Other

a. Council Liaison (K. Murdoch)

No report

b. Education (M. Palmer)

A Commission member advised of the following lectures, and that a volunteer is needed to organize lectures for next year.

- September 14, 2016 - Kate Humble
- October 19, 2016 – Jim Wolf
- November 16, 2016 – Jennifer Barr
- Photography exhibit is postponed.

J. Mears volunteered to take photographs of the homes prior to their being demolished.

J. Heagle left the meeting.

c. Tourism (M. Cummings)

M. Cummings will contact Councillor T. Croft for Tourism contact information.

d. Community Register/ Designation (P. Wilson)

A Commission member advised 2671 Margate Street will need to be on the agenda for the Hallmark awards

e. Planning and Development

D. Jensen gave a brief summary of the following properties:

- Statement of Significance for 2671 Margate Street is being finalized.
- 3125 Uplands Drive is currently being reviewed by the Advisory Design Panel.
- The Development Application form has been updated to include information on the Heritage Revitalization Agreement process.

9. Information Items

The Chairperson reiterated that the Oak Bay news contacted the Chairperson about demolitions in Oak Bay.

10. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, April 12, 2016.

11. Adjournment

The meeting adjourned at 6:10 pm.