



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

MEMBERS PRESENT

Marion Cumming
Cairine Green
Joan Heagle
Susan Ross

Susan Ross
Pat Wilson
Monica Walter
Councillor Kevin Murdoch

MEMBERS ABSENT

Richard Collier
Margaret Palmer

Robert Taylor

STAFF PRESENT

Roy Thomassen, Director of Building and Planning
Krista Mitchell, Building / Planning Clerk

OTHERS PRESENT

Members of the Public: 1

1. Call to Order

The meeting was called to order at 5:03 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 October 12, 2016 be adopted as presented.
The motion was carried.
None opposed.

4. Correspondence

None.

5. Chair's Report

C. Green reported that she attended the cenotaph workshop, with discussion consisting of making the cenotaph more inclusive, maintaining and improving safety, and using the site as a place of reflection or peaceful space. Results of the workshop will be circulated in the future.

C. Green advised Jan Mears has resigned from the Heritage Commission, and she will be meeting with the Mayor and Councillor K. Murdoch to discuss new member recruitment. She also encouraged members to help in recruiting qualified volunteers as a broad perspective of expertise is needed, and current members will be contacted by corporate services. Applicants can fill out the application form located on the website before November 15, 2016.

C. Green noted general support was expressed for heritage issues at Council's strategic priorities session, and the proposed heritage conservation area could set a precedent for the municipality.

It was moved and seconded to receive the Chair's report.

The motion was carried.

None opposed.

6. New Business

a. Volunteer Recruitment

C. Green will contact R. Collier and to obtain information on organizations where there may be an opportunity to retain new qualified recruitments.

b. On this Spot App

C. Green will contact C. Duncan, archivist, for information on a heritage homes app.

c. Cenotaph Update

R. Thomassen commented that a report on the cenotaph will be brought forward for comment from the Heritage Commission, noting there are structural and accessibility issues with this heritage site.

7. Old Business

a. Tod House Update

R. Thomassen advised information for Tod House will be brought back to the Heritage Commission in early 2017 once Council has considered a building assessment report.

b. Heritage Brochure

C. Green thanked Councillor K. Murdoch for supplying excellent photographs for use in the heritage brochure.

Commission members noted the draft brochure makes no reference to streetscapes, that the layout and variety of pictures is excellent, and that references to the vision and strategic plan should be incorporated.

Commission members determined proposed content changes should be sent to J. Heagle and P. Wilson for consolidation, and advised they prefer green as the primary shade in their documentation.

8. Reports of Subcommittees / Other

a. Council Liaison

K. Murdoch noted that heritage was a large part of strategic planning priority session, and that additional information on the proposed heritage conservation area is expected to be presented at the December Committee of the Whole. He also noted that the application deadline for Heritage Commission membership is November 15; that 63% of residents who completed the community survey supported funding heritage preservation; and that *Imagining Uplands*, a new book by Larry McCann, will be launched November 16.

b. Education

S. Ross advised that books for Larry McCann's launch will be available at a cost of \$55.00; that a March 8 session will focus on heritage tools including heritage designation, heritage registration, heritage conservation areas, and the roles of the Foundation and Commission; and that a builder from City Green Solutions and homeowners will discuss improving efficiencies of home renovations.

S. Ross also commented that Windsor Pavilion lectures are proving very popular and may have to look at the Oak Bay United Church or Monterey Centre as possible venues.

c. Tourism

M. Cumming will attend a future meeting of Oak Bay Tourism.

d. Community Register / Designation (P. Wilson)

No report.

e. Planning and Development

- HCA Update

R. Thomassen advised that a presentation on the proposed heritage conservation area will be before the December Committee of the Whole, and that a process and costs for consideration of the conservation must still be determined

A Commission member commented that Denise Cook will be writing the Statement of Significance for the neighbourhood, and a draft will be ready prior to the December Committee of the Whole meeting.

- 960 Foul Bay Road

R. Thomassen reported that an application for a heritage revitalization agreement has been received, with the applicant proposing to relocate the house on one of five lots, and the existing home be renovated to include multiple units.

- Housing Retention

R. Thomassen advised that the Heritage Commission response on housing retention had been forwarded to the Advisory Planning Commission for their comments.

- Heritage Register Application

R. Thomassen advised the updated Heritage Register application form is available both on the website and at Municipal Hall.

Commission members noted they would prefer a green colour for the application form, and that they are available to help residents complete the application.

A Commission member inquired how modifications can be made to existing Statements of Significance.

9. Information Items

S. Ross and C. Green will discuss the Christmas event for the Commission.

10. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, December 13, 2016.

11. Adjournment

The meeting adjourned at 5:52 pm.

