



MINUTES
OAK BAY HERITAGE COMMISSION
TUESDAY, DECEMBER 13, 2016 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Richard Collier
Marion Cumming
Cairine Green
Joan Heagle

Margaret Palmer
Susan Ross
Pat Wilson
Councillor Kevin Murdoch

MEMBERS ABSENT

Robert Taylor

Monica Walter

STAFF PRESENT

Deborah Jensen, Manager of Planning
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 5:05 pm.

2. Approval of Agenda and Late Items

The agenda was approved as presented with the addition of items 6(c) and 6(d).

3. Adoption of Minutes

It was moved and seconded that the Minutes from November 8, 2016 be adopted as presented.

The motion was carried.
None opposed.

4. Correspondence

None.

5. Chair's Report

C. Green reported that three members of the Heritage Commission, R. Collier, P. Wilson and J. Mears, will be leaving and wished them well in their next endeavours.

C. Green reported that the Oak Bay Heritage Commission 2016 Annual Report will be forwarded to Council, with further discussion noted under 6(b), and advised J. Heagle will host the post-Christmas party at her home in January.

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

The motion was carried.
None opposed.

6. New Business

a. 3125 Uplands Road – Preliminary Review

This item was removed from the agenda.

b. Annual Report

A Commission member commented that the report was thorough and well written.

M. Cumming advised she attended the Oak Bay Tourism Committee meeting on June 16, 2016 and had discussed the installation of two or three bronze plaques on heritage buildings along Oak Bay Avenue. She also provided brochures about the Lekwungen monuments and suggested a tourist walking tour would be of interest if the Heritage Conservation Area is approved.

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

The motion was carried.
None opposed.

c. New Member Orientation

Commission members asked outgoing members for any information they could provide that would be valuable for new members of the Heritage Commission.

R. Collier advised he would provide some information for new members.

D. Jensen noted that a procedures manual is being prepared for the Advisory Planning Commission and a similar manual may be beneficial for the Heritage Commission.

d. Christmas Party

J. Heagle will host a post-Christmas party after the January 10, 2017 Heritage Commission meeting, with more details to follow.

7. Old Business

None.

8. Reports of Subcommittees / Other

a. Council Liaison

b. Education (M. Palmer)

M. Palmer advised that new banners will be made for use at public events such as the night market, that Pam Copley will speak at a March 2017 lecture, and that the Hallmark society has requested a neighbourhood exhibit displayed at a heritage event. She also advised that alternative venues had been explored for heritage lectures but the decision was made to stay at the Windsor Pavilion.

M. Palmer advised she will not be organizing the fall lecture series.

C. Green noted that there are funds available for advertising.

R. Thomassen noted that the proposed heritage conservation area would likely be part of the planning budget.

c. Tourism

M. Cumming advised she is waiting for an invitation to attend an Oak Bay Tourism meeting.

C. Green suggested inviting an Oak Bay Tourism representative to a Heritage Commission meeting.

d. Community Register / Designation

P. Wilson advised an application has been received for 2390 Oak Bay Avenue to be added to the Heritage Register.

e. Planning and Development

D. Jensen gave a brief summary of the proposed heritage conservation area (HCA). Some of the comments were:

- Neighbourhood residents attended and gave a presentation on the December 5, 2016 Committee of the Whole meeting, which is available on the District website. A staff report was also presented at that same meeting.
- Council referred the HCA proposal to the January 13, 2017 priorities session.
- If it moves forward, the HCA will involve an OCP amendment and a public engagement process.

D. Jensen noted consideration could be given to preparing a values statement versus a statement of significance for properties being added to the Heritage Register, noting the difference in time and cost between the two options, and what we are trying to achieve.

Commission members commented on funding available to heritage homes through the Heritage Foundation, past process for adding homes to the Heritage Register, and how new additions may be viewed dependent upon what Council decides for housing retention.

K. Murdoch arrived at 5:54 pm.

K. Murdoch advised new appointments are being finalized for the Heritage Commission.

9. Information Items

10. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, January 10, 2017.

11. Adjournment

The meeting adjourned at 6:01 pm.