



MINUTES
OAK BAY HERITAGE COMMISSION
TUESDAY, OCTOBER 10, 2017 AT 5:00 PM
DOWNSTAIRS MEETING ROOM, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Heather Cochran
Marion Cumming
Cairine Green
Jane Hall
Joan Heagle
Margaret Palmer

Susan Ross
Cora Smith
Bronwyn Taylor
Robert Taylor
Monica Walter
Councillor Kevin Murdoch

MEMBERS ABSENT

n/a

STAFF PRESENT

Deborah Jensen, Acting Director of Building and Planning
Krista Mitchell, Building and Planning Clerk

OTHERS PRESENT

Members of the Public:

1. Call to Order

The meeting was called to order at 5:09 pm.

2. Approval of Agenda and Late Items

The agenda was approved as presented with the addition of items under Section 6.

3. Adoption of Minutes

It was moved and seconded that the Minutes from July 11, 2017 be adopted as presented.
The motion was carried.
None opposed.

It was moved and seconded that the Minutes from July 18, 2017 be adopted as presented.
The motion was carried.
None opposed.

4. Correspondence

The Chairperson gave a brief summary of a visit to the historic heritage town of Trinity, Newfoundland.

5. Information Items

The Community Association of Oak Bay is sponsoring author Larry McCann, who will be speaking on the topic of heritage and development, to be held at the Royal Victoria Yacht Club, lecture time to be announced.

6. New Business

- a. Heritage Conservation Area Working Group
 - Heritage Commission Participation

It was moved and seconded that Heather Cochran represent the Heritage Commission of the HCA working group.

The motion was carried.
None opposed.

Councillor K. Murdoch reported that he will be the Chair of the HCA group. He noted that on October 19 and 21, Murray Miller will hold a lecture on heritage conservation.

- b. Heritage Commission - Annual Workplan Prep for Upcoming Meeting on October 17

The Chairperson commented that a brief summary of the planning session will be forwarded to members in preparation of the planning session; and gave a summary of some of the items circulated in March, including: what are the near term, long term and midterm priorities for the Commission, what are the Commission responsibilities and staff responsibilities such as statement of significance preparation, and what are the strengths and challenges for the Commission moving forward.

The Chairperson also noted other topics that have recently been discussed, including: operational issues; streamlining Commission and staff efforts to support heritage; heritage conservation areas, heritage revitalization agreements, heritage alteration permits, and other tools that can support heritage in Oak Bay; expansion of the heritage register; budget management, and internal and external communication.

- c. Lost Souls Project

A draft letter is being modified before being sent out to owners that were listed on an old Heritage Registry, but not on the Oak Bay Community Heritage Register.

- d. Tod House

D. Jensen commented that funds have been budgeted to repair the chimney and the roof.

The Chairperson commented that municipal owned heritage designated buildings in Trinity Newfoundland are not habited, rather they are open to the public for tours.

- e. Update to Heritage Brochure

Commission members requested minor wording changes and lightening of images when the heritage brochure is reprinted.

- f. Display Tablecloths

It was moved and seconded that the Heritage Commission's share was \$128.26 of the total cost for display tablecloths used by Archives, Heritage Commission and the Heritage Foundation.

The motion was carried.
None opposed.

K. Murdoch departed the meeting.

g. Fencing at San Carlos

D. Jensen advised the Patio Court homes are on a private road, and would investigate whether the approved heritage revitalization agreement included a clause about fencing not being allowed.

7. Reports of Subcommittees / Other

a. Education

M. Palmer advised Stuart Stark will hold a lecture at the Windsor Pavilion on October 20th, and that they will ask for speaker's permission to record the lectures and add them to the website. M. Palmer also suggested a workshop led by Lui Carvello be held, and inviting Council to attend.

D. Jensen advised discussions are underway for Lui Carvello to host a heritage workshop.

b. Tourism

M. Cumming advised Oak Bay Tourism is working on an updated walking tour brochure, which will be cost shared by the Heritage Foundation and Oak Bay Tourism. M. Cumming also advised two framed photographs of the Trafalgar Park Cairn will be presented at an upcoming meeting of Council.

c. Community Register / Designation

A mail out campaign is underway to owners that have homes with historical value, encouraging them to be added to the Oak Bay Community Heritage Register or undergo designation with bylaw. Also, the annual Christmas cards will be mailed out.

Joan Heagle asked that the minutes be adjusted to reflect. A mail out campaign is underway to owners on the Community Heritage Register encouraging them to consider designation of their homes.

d. Planning and Development

D. Jensen gave a brief update of current heritage initiatives, noting:

- Council endorsed the heritage revitalization agreement for 2031 Runnymede Avenue, and staff are now working with the applicant respecting the details of the agreement before returning to Council.
- Council endorsed the heritage revitalization agreement for 644 Beach Drive, and staff are now working with the applicant respecting the details of the agreement before returning to Council.
- Council referred the heritage revitalization agreement application for 960 Foul Bay Road back to staff, so that they can continue working with the applicant on the design.
- The process to update the existing statements of significance to the new format is almost complete.
- Some Commission member terms are expiring December 31, 2017, including Marion Cumming, Monica Walter, and Marg Palmer.

8. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, November 14, 2017.

9. Adjournment

The meeting adjourned at 5:59 pm.