



MINUTES
OAK BAY HERITAGE COMMISSION
TUESDAY, DECEMBER 12, 2017 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Heather Cochran
Marion Cumming
Cairine Green
Jane Hall
Joan Heagle

Margaret Palmer
Susan Ross
Cora Smith
Robert Taylor
Councillor Kevin Murdoch

MEMBERS ABSENT

Monica Walter

STAFF PRESENT

Deborah Jensen, Acting Director Building and Planning

OTHERS PRESENT

Members of the Public: 1

1. Call to Order

The meeting was called to order at 5:00 pm.

2. Approval of Agenda and Late Items

The agenda was approved as presented.

3. Correspondence

None.

4. Information Items

a) Heritage Conservation Area Working Group – Update

H. Cochrane advised the Working Group has been discussing potential boundaries for the conservation area, with a presentation from Michael Prince contributing to this discussion.

b) Planning Updates

D. Jensen provided an update on some planning applications, noting the following:

- A revised site layout for 960 Foul Bay Road was presented to Committee of the Whole, and a heritage revitalization agreement will now be considered by Council.
- No new information is available for 785 Island Road, other than it is for sale.
- A demolition application for 2264 Windsor Road has expired, and the property is under new ownership.

- The Building Bylaw sets out a tiered fee structure for demolitions, and where work is in contravention of the Bylaw, the fees are doubled.

Commission members noted they would like to see 785 Island Road protected for heritage where it was once owned by an author; and commented that three homes will be built at 2264 Windsor Road, but the new owner has stated he will build houses consistent with the streetscape, will construct a plaque, and artifacts found in the basement will be provided to Oak Bay Archives.

Commission members commented that building fines seem low, that the fee structure should be reviewed while recognizing that fees need to be reasonable, and a process is needed for penalties where a heritage designated home might be demolished.

5. Old Business

a) Heritage Commission – Annual Work Plan (cont'd)

Heritage Plan - Review Process

Commission members discussed the Commission's mandate to develop and maintain the Heritage Plan, and setting up a subcommittee to review the Heritage Plan, who will meet in January. Members also noted the need for clarification regarding the 'lead' on specific action items, and who that would be, and requested the Heritage Plan be a standing item on the Commission agenda.

Statement of Significance Review Process

D. Jensen clarified that additions to the Heritage Register go through a formal application process that would initially be reviewed by staff, including collection of documentation on the history of the site and initial preparation of a statement of significance. She also clarified that the final preparation of the statement of significance would be joint between staff and the registration subcommittee, including a site visit and revisions to the statement.

Budget – Lectures / Administration

Commission members questioned whether the budget line item for lectures in the Commission budget could be moved back to the Heritage Foundation as the current structure is causing duplication of effort.

R. Taylor left the meeting at 5:47 pm.

D. Jensen noted that expenditures submitted by Commission members should be approved by the Commission, which also applies to a current request for mailing and stationary supplies.

J. Heagle confirmed 56 letters were sent to owners asking them to designate their homes.

It was moved and seconded that the expenditure incurred for correspondence sent to heritage registered properties encouraging designation be approved.

The motion was carried.

None opposed.

The Chair advised District administrative staff will provide clerical support and send out all future correspondence sent on behalf of the Commission and noted the formality will provide additional authority.

Newsletters

Commission members requested funding for copies of newsletters produced by the Heritage Foundations at approximately \$1.00 per sheet, noting the four page colour newsletters are produced three times per year, and will submit a formal request.

Commission members also commented the District should consider tax incentives for heritage preservation as a method for building the heritage toolkit.

Councillor Murdoch noted policies need to be reviewed, with evidence showing that they work, but also need to consider cost of building upgrades.

The Chairperson advised she is working on the annual report, and comments from the Commission should be sent to her to they can be incorporated into the report.

6. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, January 9, 2018 in the Council Chambers of Municipal Hall.

7. Adjournment

The meeting adjourned at 6:04 pm.