



MINUTES
OAK BAY HERITAGE COMMISSION
TUESDAY, JANUARY 09, 2018 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Heather Cochran
Marion Cumming
Cairine Green
Jane M. Hall
Joan Heagle

Susan Ross
Cora Smith
Bronwyn Taylor
Robert Taylor
Pat Wilson
Councillor Kevin Murdoch

STAFF PRESENT

Deborah Jensen, Acting Director of Building and Planning
Christine Currie, Development Services & Licensing Clerk

OTHERS PRESENT

Members of the Public: 2

1. Call to Order

D. Jensen called the meeting to order at 5:00 pm.

2. Elections

It was moved and seconded that Cairine Green be elected as Chair.

The motion was carried.
None opposed.

It was moved and seconded that Bronwyn Taylor be elected as Vice Chair.

The motion was carried.
None opposed.

C. Green welcomed back returning Commission members and members of the public.

C. Green noted that a succession plan be implemented for the future election of officers, and offered to provide mentorship for future Chairs.

3. Adoption of Minutes from November 14, 2017

It was moved was seconded that the minutes from November 14, 2017 be adopted.

The motion was carried.
None opposed.

4. Adoption of Minutes from December 12, 2017

It was moved and seconded that the minutes from December 12, 2017 be adopted as amended.

The motion was carried.
None opposed.

5. Approval of Agenda and Late Items

The agenda was approved as amended.

The Chair advised that M. Walters has resigned from the Commission and confirmed that the District will be advertising for another member to fill the position.

6. Correspondence

None.

7. Information Items

The Chair noted that P. Wilson had sent results of a BC Heritage webinar, which will be circulated to the Commission.

8. New Business

a) Annual Report

Commission members noted the report was well written and comprehensive.

It was moved and seconded that the annual report be adopted.

The motion was carried.
None opposed.

b) 2264 Windsor Road Plaque

Commission members noted a plaque similar to one located at Roslyn and Windsor Roads would be appropriate for 2264 Windsor Road, as per correspondence received from the property owner. Commission members noted further consideration should be given to how the plaque will be financed, what wording will be included on the plaque, whether other options should be considered as plaques are starting to deteriorate, and how the heritage value of the previously heritage registered house should be used as a guideline for the contents of the plaque. Commission members also commented that plaque installation is a broader issue than just the input from the Commission.

K. Murdoch noted that where plaques are sited on public property, Council may want to develop a policy for when recognition is deemed appropriate.

Commission members requested staff review process and policy for commemorative monument installations, and to follow up with the 2264 Windsor Road property owner.

9. Old Business

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

The Chair noted the Annual Work plan is a work in progress that will continue into the new year.

A subcommittee to review 2013 Heritage Plan will report back to the Commission in the spring; subcommittee members include R. Taylor, H. Cochran, C. Smith, and P. Wilson.

b) Education Opportunities

S. Ross advised Laura Saretsky with Heritage BC could present on heritage issues, excluding legal items, at a cost of \$750 and is available in January and February.

Commission members confirmed a legal seminar would be preferable, to be held in the fall following the election, where staff, Commission members and Council could attend.

D. Jensen noted she is still in discussions to set up a legal session with Lui Carvello, but no date has been set.

A Commission member indicated good webinars are offered on a variety of topics through BC Heritage, which are good for basic training.

c) Budget

D. Jensen advised the budget line item for lectures in the Commission budget has been set for this year, and would not be transferred to the Heritage Foundation.

10. Reports of Subcommittees / Other

a) Council Liaison

None.

b) Heritage Conservation Area Working Group Update

K. Murdoch noted that a Request for Proposals was issued to contract a heritage consultant, and that an evaluation process and interviews for three candidates will take place over the next two weeks. He also noted that key skills the Groups was looking for included an in-depth knowledge of heritage conservation areas, experience with public consultation, and the skills and legal knowledge of the bylaw drafting process.

K. Murdoch recognized concern expressed by Commission members respecting the heritage value of the stone wall along Prospect Place, at 1561 York Place, and advised the Commission that the wall was part of the heritage conservation area discussion.

D. Jensen noted that the property owner has an active building permit to construct a new house and, as the wall is currently not designated, they could proceed with activity. She also advised that the owner is proposing to heritage designate the wall as part of a rezoning application.

It was moved and seconded that, consistent with the Heritage Commission's position last year on the Heritage Conservation Area, the Commission reiterates its concern that the rock wall along Prospect Place should be retained intact.

The motion was carried.
None opposed.

c) Heritage Plan

R. Taylor advised the subcommittee had met and focused on the current status of the Heritage Plan and have identified items for consideration, and will report back to the Commission in February.

d) Education

S. Ross advised a spring lecture will be held on March 7, 2018 with speaker Kevin Murdoch, and a meeting will be held to discuss fall lectures.

e) Tourism

M. Cummings advised she has approached the owners of Monterey Mews and the Bell Block about plaques but has yet to hear back.

R. Taylor noted that the updated Oak Bay Historical Walking Tour Map, in partnership with Oak Bay Tourism, has been finalized and is ready for printing.

f) Community Register / Designation

J. Heagle advised applications has been received to heritage designate homes at 1208 Oliver Street, 1526 Beach Drive, and 799 Linkleas Road.

P. Wilson commented that a meeting be held with staff to confirm the designation process.

g) Planning and Development

D. Jensen advised the rezoning application for 1605 York Place has been approved and the heritage home has now been designated.

11. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, February 13, 2018 in the Downstairs Meeting Room of Municipal Hall.

12. Adjournment

The meeting was adjourned at 6:22 pm.