



**MINUTES**  
**OAK BAY HERITAGE COMMISSION**  
**TUESDAY, JANUARY 15, 2019 AT 5:00 PM**  
**COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE**

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**MEMBERS PRESENT**

Marion Cumming  
Jane Hall  
Joan Heagle  
Susan Ross  
Bronwyn Taylor

Robert Taylor  
Pat Wilson  
Councillor Esther Paterson

Mayor Kevin Murdoch

**MEMBERS ABSENT**

Cora Smith

**STAFF PRESENT**

Bruce Anderson, Director of Building and Planning  
Deborah Jensen, Manager of Planning  
Krista Mitchell, Building / Planning Clerk

**OTHERS PRESENT**

Members of the Public: 3

**1. Call to Order**

The meeting was called to order at 5:05 pm.

**2. Adoption of Minutes**

It was moved and seconded that the minutes from December 11, 2018 be adopted as amended.

The motion was carried.  
None opposed.

**3. Approval of Agenda and Late Items**

The agenda was approved as amended by adding the Heritage Goal report as item 6(a) and November minutes as item 6(b).

**4. Correspondence**

B. Taylor noted that the link to the public roundtable session, being held February 5<sup>th</sup> at Craigdarroch Castle, has been sent to Commission members.

**5. Information Items**

B. Taylor noted that microphones will be used at future meetings.

B. Taylor introduced the 2018 annual report.

Commission members noted the report was well written and comprehensive.

It was moved and seconded that the 2018 annual report be adopted and forwarded to Council.

The motion was carried.  
None opposed.

## 6. New Business

### a) Heritage Commission Goals for 2019

B. Taylor introduced the 2019 goals, noting that the goals are meant to facilitate and expedite business processes and communication, and in particular heritage revitalization agreements.

It was moved and seconded that the Heritage Commission 2019 goals be approved.

The motion was carried.

None opposed.

B. Taylor confirmed that Commission members P. Wilson, R. Taylor, B. Taylor and Councillor E. Paterson were involved in writing the report.

Commission members noted they wanted to identify where the Commission has been stumbling and how do they work better with the Planning department.

Councillor E. Paterson clarified that she focussed on the District website to determine what works and what doesn't, noting that a website refreshment is in order.

It was moved and seconded that the Heritage Commission 2019 goals be deferred to the February Heritage Commission meeting for discussion.

The motion was carried.

None opposed.

### b) Heritage Commission November 2018 Minutes

D. Jensen advised the November 2018 minutes will included on the next available Council agenda, noting they were delayed due to confirming content and the December holiday schedule.

## 7. Reports of Subcommittees / Other

### a) Council Liaison

E. Paterson noted that the Council strategic priority sessions are coming up soon, that public engagement is important, and congratulated the Commission and Foundation members for their work in 2018.

### b) Heritage Conservation Area Working Group Update

Mayor K. Murdoch advised the working group has been disbanded, and that a final report that includes the list of scheduled properties will soon be coming forward to Council.

Mayor K. Murdoch also advised the land use application for 1561 York Place has been referred back to the applicant and staff, noting the approved building permit is not subject to the proposed design guidelines.

### c) Community Register / Designation

P. Wilson reported that there are two potential additions to the Register.

K. Murdoch left the meeting at 5:27 pm.

d) Education

Commission members agreed to defer discussion on heritage revitalization agreement training to a future Commission meeting.

e) Tourism

M. Cumming reported she has not recently attended a Tourism meeting.

f) Planning

D. Jensen provided an update on active land use applications, confirming that the 1561 York Place application had been referred back to staff, and that staff are still working with the applicants for both the 2031 Runnymede Avenue and the 77 Beach Drive heritage revitalization agreement applications.

In response to questions from a previous Commission meeting, D. Jensen provided an overview of community amenity contributions, noting that they are a tool that can be used through rezoning applications and that they do not apply to heritage revitalization agreements. She also noted that Council has directed staff to prepare a community amenity contribution policy, which would set out how they are calculated and the resources they would be used for.

B. Anderson commented that heritage revitalization agreements are fundamentally about heritage protection, with the intent to protect heritage resources.

D. Jensen noted that heritage revitalization agreements are intended as a tool that benefits both the community and the applicant, where the District takes the opportunity to designate the heritage resource and set out a maintenance agreement to ensure the home is protected and maintained.

B. Anderson confirmed that the Corporate Services department will be undertaking recruitment for committee positions in June, where membership positions have currently been extended to June.

Commission members commented that the Foundation has been discussing what barriers may deter people from volunteering on committees.

D. Jensen confirmed that quorum is scaled as to the majority of members appointed to the Commission.

## 8. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, February 12, 2019 in the Council Chambers of Municipal Hall.

## 9. Adjournment

The meeting was adjourned at 6:03 pm.