



**MINUTES**  
**OAK BAY HERITAGE COMMISSION**  
**TUESDAY, SEPTEMBER 10, 2019 AT 5:00 PM**  
**COUNCIL CHAMBERS MUNICIPAL HALL, 2167 OAK BAY AVENUE**

---

**MEMBERS PRESENT**

Marion Cumming  
Jane Hall  
Joan Heagle

Bronwyn Taylor  
Robert Taylor  
Pat Wilson  
Councillor Esther Paterson

**MEMBERS ABSENT**

Susan Ross  
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: 11

**1. Call to Order**

The meeting was called to order at 5:04 pm.

**2. Adoption of Minutes**

It was moved and seconded that the minutes from July 9, 2019 be adopted as amended.

The motion was carried.

None opposed.

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

The agenda was approved as amended with the addition of 5(d), 6(f), and 6(g).

**4. Old Business**

None

**5. New Business**

a) Uplands – National Historic Site Designation

Commission members suggested that Council formally recognize the working group. Once the National Historic Site Designation is complete the Heritage Commission will extend an invitation to thank the working group at a future meeting.

b) Tod House

D. Jensen distributed a letter dated August 7, 2019 from Mayor Murdoch regarding Tod House.

B. Anderson reported that consultants, HeritageWorks Ltd., have been retained to undertake an assessment of the Tod House and property. It is anticipated that the Commission will be involved as having a key role in reviewing possible upgrades, and the Commission report regarding Tod house is in the file.

Commission members noted that interior of Tod house is very remarkable and pleased to see that work is being proposed. It is to be determined what era the home will be restored to.

c) Prospect Heritage Conservation Area  
Introduction to the review process

B. Anderson gave a brief update and overview of the process. Some of the comments were:

- Working group for the Prospect Heritage Conservation Area gave Proposed Guidelines that included; the Heritage Conservation Area guidelines, Statement of Significance, and a draft Schedule list of protected properties.
- Staff, directed by Council, are preparing a draft Official Community Plan amendment to provide for the new Heritage Conservation Area.
- Heritage Conservation Area will provide continued protection for the area.
- The review process will involve finalizing the Schedule and consultation with residents, who may be on the schedule and are in support of the Heritage Conservation Area.
- Official Community Plan bylaw amendment for consideration will involve notifying individual residents in the Heritage Conservation Area, as well a public hearing.
- A public information session is to be held once the proposed Schedule and the draft Official Community Plan bylaw amendment are complete. The Official Community Plan document would proceed to ADP, APC and the Heritage Commission for review and recommendation prior to proceeding to formalizing the bylaw with Council.
- First reading of the bylaw for the Heritage Conservation Area is anticipated in late November or early December.
- Draft schedule properties will be required to have heritage value.

D. Jensen requested the assistance of the Commission to collect and determine the heritage value of the proposed Schedule of properties; specifically the history, cultural or social value, architectural value, historical context, special design or scientific advancement within the Prospect Heritage Conservation Area.

Commission members who are a part of the Community Register / Designation subcommittee confirmed to be of assistance in gathering information. Commission members further requested the Proposed Schedule of Properties be modified to reflect properties that already are listed on the Community Heritage Register or Designated, and expressed concern over the deadline for completing the work. Staff confirmed they would provide a modified list.

d) 1558 Beach Drive

Commission members noted that 1558 Beach Drive will be on the Council agenda for September 12<sup>th</sup>. Commission members expressed concern over the application to move the building, demolish the foundation and garage as the building has significant social and building history, currently the streetscape has three heritage designated homes, support retention of the property, and the property is part of the history of the whole area.

It was moved and seconded to recommend that Council use every effort possible to protect the property at 1558 Beach Drive, and include consideration of a heritage control period leading up the Heritage Conservation Area.

The motion carried  
None opposed.

## 6. Information Items

### a) Council Liaison

No report.

### b) Community Register / Designation

P. Wilson requested educational training on heritage designated land.

### c) Education

B. Taylor reported that the Oak Bay Community Association host Thursday night "Embrace the Walk". Other events include:

- Archives are hosting talks at the Oak Bay branch September 18, 2019.
- Heritage September lecture "Illustrated History of Art Deco in Oak Bay".
- October lecture will be "St Patrick Street" with Robert Taylor and Janet Morningstar.

### d) Tourism

M. Cumming report that she has not recently been invited to attend a Tourism meeting.

### e) Planning

D. Jensen provide an updated on active land use applications. Some of the updates are:

- Heritage Revitalization Agreement for 2031 Runnymede Avenue was adopted by Council.
- Public hearing for 1416 St David Street is scheduled for September 12<sup>th</sup> possibly followed by a Heritage Revitalization Agreement, Heritage Designation bylaw and a Heritage Alteration Permit approved by Council.
- 602 Newport Avenue Heritage Revitalization Agreement was adopted by Council and staff are anticipating a subdivision application.
- Nothing to report on 785 Island Road, 77 Beach Drive and 960 Foul Bay Road.

D. Jensen noted that the Commission budget has approximately \$9300.

Commission members requested that funds be put towards the continuation of Art in Chambers sketches.

### f) Green space report

J. Hall reported that Green space report is not yet complete.

J. Hall will attend the APC October 1, 2019 meeting.

R. Taylor will chair the October and November meetings.

g) Heritage BC Webinars

Commission members were encouraged to participate in upcoming webinars.

**7. Next Meeting**

The next regular meeting of the Heritage Commission is scheduled for Tuesday, October 8, 2019 in the Council Chambers of the Municipal Hall.

**8. Adjournment**

The meeting was adjourned at 6:10 pm.

