



**MINUTES**  
**OAK BAY HERITAGE COMMISSION**  
**FRIDAY, JANUARY 17, 2020 AT 10:00 AM**  
**COUNCIL CHAMBERS MUNICIPAL HALL, 2167 OAK BAY AVENUE**

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**MEMBERS PRESENT**

Janice Appleby  
Jane Hall  
Bronwyn 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

**1. Call to Order**

The meeting was called to order at 10:01 am.

D. Jensen thanked previous Heritage Commission members Marion Cumming, Joan Heagle, Susan Ross and Robert Taylor for their volunteer service.

a) Elections

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

The motion was carried.  
None opposed.

**2. Adoption of Minutes**

It was moved and seconded that the minutes from December 10, 2019 be adopted.

The motion was carried.  
None opposed.

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

The agenda was approved as presented.

The motion was carried.  
None opposed.

**4. Old Business**

a) Prospect Heritage Conservation Area

For consideration and recommendation of the bylaw amendment to introduce The Prospect Heritage Conservation Area into the Official Community Plan.

B. Anderson noted that staff are excited for the possibility of the HCA to be brought into the Official Community Plan, noting it is an initiative for heritage conservation. He provided an overview of the updated draft Prospect Heritage Conservation Area, Statement of Significance that supports the OCP amendment, and draft Guidelines; noting that the Official Community Plan amendment includes a number of sections for a new Heritage Conservation area, including policy statements, a schedule of properties, map designation and the guidelines. He also advised that additional properties have been added to the draft list of scheduled properties.

B. Anderson noted the draft Prospect Heritage Conservation Area and supporting documents had previously been reviewed by the Commission, and requested the Commission consider a recommendation to consider approving The Prospect Heritage Conservation Area as an amendment to the Official Community Plan. He also advised the Heritage Conservation Area is expected to be considered at Committee of the Whole on January 20, 2020. Some of the other comments were:

- Commission can make a recommendation to approve, approve with modifications, or deny as based on the documentation that incorporates changes from the Advisory Design Panel, Advisory Planning Commission and the Heritage Commission.
- The HCA will be a long term continued protection tool for the District. It allows for recognition of special heritage values and character of the Prospect neighbourhood.

### ***Commission Comments***

It was moved and seconded that it be recommended to Council, that Objective Number 5 be added, to recognize, preserve and protect the indigenous archeological history and features of the neighbourhood.

The motion was withdrawn.

B. Anderson noted that archaeology is managed by the Province; however archaeology and First Nations use is acknowledged through the HCA.

It was moved and seconded that it be recommended to Council that they instruct staff to proceed to implement the appropriate BC archaeological policy to all of Oak Bay.

The motion was carried.

None opposed.

Commission members asked for clarification on the OCP amendment exemptions number 6, 7 and 8.

B. Anderson clarified that building permit exemptions would be for those items that are minor in nature, for example, installing a dryer vent, and that all municipal departments are made aware of the heritage conservation area such that guidelines would apply but the District would be exempt from issuing itself a heritage alteration permit. He also confirmed VIS1752 applies to the strata subdivision at the north end of York Place.

Commission members suggested creating a map specific to properties listed on the Schedule of Properties, and asked for clarification on the association between the schedule and the statement of significance.

B. Anderson noted that general practice is to have a map attached to the OCP that delineates the boundaries of an HCA, and a separate listing of properties contained within the schedule. He also advised that properties contained on the schedule are protected and any future activity on these properties would include a review of the heritage values as outlined in a statement of significance. He also noted that Council can consider future revisions to the guidelines through a bylaw amendment process.

D. Jensen clarified that properties listed on the schedule are protected as a whole, unless only specific features are identified. She also noted that the statement of significance prepared for the Prospect neighbourhood is not part of the bylaw.

It was moved and seconded that it be recommended to Council that 1670 Prospect Place and 1545 York Place be removed from the schedule until a review is done by the Heritage Commission.

The motion was withdrawn.

Commission members stated they would like a process where any further additions to the schedule will be vetted by the Heritage Commission, and Council should continue to consider final approval of a heritage alteration permit.

B. Anderson clarified that the Heritage Commission is involved in the review of a heritage alteration permit application, and future review could include participation of the Advisory Design Panel pending Council's determination.

It was moved and seconded that it be recommended that Council give final approval or denial of all heritage alteration permits for The Prospect Heritage Conservation Area.

The motion was carried.

None opposed

Commission members suggested the chronology laid out in the statement of significance could include First Nations use before 1858, and that the reference to the Annandale gates be amended to reflect its current status.

B. Anderson clarified the First Nations context would be included in the chronology, and that the intent of the gate reference is to illustrate what is special about the neighbourhood, noting the reference to Annandale would be removed.

Councillor E. Paterson confirmed the Heritage Conservation Area is an amendment to the Official Community Plan, as are the guidelines that are included as a separate document. She noted that an amendment to the Official Community Plan would have to go through a public hearing process, and that the process for considering a heritage alteration permit is not part of the Official Community Plan.

It was moved and seconded to recommend that Council consider approving the Prospect Heritage Conservation Area as an amendment to the Official Community Plan.

The motion was carried.

None opposed.

It was moved and seconded to recommend to Council that the process for considering all heritage alteration permit applications include a referral to the Heritage Commission for comment.

The motion was carried.

None opposed.

## 5. New Business

None.

## 6. Information Items

### a) Council Liaison

E. Paterson advised that heritage week is February 17<sup>th</sup> to February 23<sup>rd</sup>.

## b) Community Register / Designation

Commission members requested funds to receive further training for preparing statements of significance.

## c) Education

J. Hall advised that Terry Williams will be hosting a film on coast modern architecture on February 19<sup>th</sup> , and that the walking trails map has been distributed.

## d) Tourism

No report.

## e) Planning

D. Jensen provided information on the following:

- The proposed Heritage Conservation Area will be considered by Council on January 20, 2020.
- An open house is being held for the Housing Needs Report on January 22, 2020.
- An open house is being held for the Tree Protection Bylaw on January 29, 2020.
- A quorum of the Heritage Commission is the majority of voting members, and with the current makeup of the Commission, quorum is set at three members.

## f) APC Commission Attendance

P. Wilson will attend the upcoming APC meeting on February 4, 2020.

## 7. Next Meeting

The next regular meeting of the Heritage Commission is scheduled for Tuesday, February 11, 2020 in the Council Chambers of Municipal Hall.

## 8. Adjournment

The meeting was adjourned at 11:55 am.

Certified as fair and accurate:

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Chair

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Recorder