



MINUTES
OAK BAY HERITAGE COMMISSION
TUESDAY, FEBRUARY 26, 2019 AT 5:00 PM
DOWNSTAIRS MEETING ROOM MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Marion Cumming
Jane Hall
Joan Heagle
Susan Ross
Cora Smith

Bronwyn Taylor
Robert Taylor
Pat Wilson
Councillor Esther Paterson

MEMBERS ABSENT

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 5:00 pm.

2. Adoption of Minutes

It was moved and seconded that the minutes from January 15, 2019 be adopted.

The motion was carried.

None opposed.

3. Approval of Agenda and Late Items

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

4. Old Business

a) Draft 2019 Initiatives

It was moved and seconded that the January 15, 2019 motion to approve the Heritage Commission 2019 goals be rescinded.

The motion was carried.

None opposed.

(1) Commission Membership

Commission members commented that removing barriers to membership is important, noting that members need time to gain heritage experience and understanding, that the Commission needs a diversified skill set such as having an architect or designer on the membership, and that it may be better to have a start time of 5:30 pm.

B. Anderson noted that Council is undertaking a review of committees and commissions and this information may be useful as part of the review.

(2) Roles and Responsibilities of the Commission Chairperson and Staff Liaison

The Chair noted she will work with staff to determine roles and responsibilities, and commented that the 2019 goals would be provided to any new Commission members.

(3) Website Review

E. Paterson commented that some of the links on the District website do not work.

D. Jensen noted that, depending upon Council approval of the budget, the website will be upgraded this year.

(4) Heritage Documentation

Commission members noted that an updated master list of all heritage properties should be distributed for all binders and Commission members, and that all statements of significance should be vetted through the Commission.

(5) Heritage Revitalization Agreements

Commission members requested educational training be provided on an annual basis.

B. Anderson noted that the budget process is currently underway, and there may be training opportunities later in the spring once that process is finalized.

M. Cumming arrived at the meeting at 5:19 pm.

Commission members commented that they review a conservation plan in context with a proposed heritage revitalization agreement application, noting that staff prepare a heritage revitalization agreement for Council's subsequent consideration.

(6) Training and Education

Commission members stated a subcommittee could be created to develop an orientation and training program for new members.

It was moved and seconded that the Heritage Commission adopt the Oak Bay Heritage Commission Initiatives for 2019, and that the Initiatives be distributed for consideration as part of the commission review process.

The motion as carried.

None opposed.

5. New Business

Commission members thanked the Chairperson for researching and producing the Oak Bay Heritage Commission 2019 Initiatives.

6. Information Items

a) Council Liaison

E. Paterson advised that R. Taylor did a presentation on the history of St Patrick Street as part of Heritage Week, that Council is working on a four year strategic plan, and that funds have been allocated in the budget process for improvements to the website. E. Paterson also noted Council is very appreciative of commission and committee members.

b) Community Register / Designation

P. Wilson advised the owner of 524 Victoria Avenue is interested in designating her home, and that a statement of significance has been prepared for 915 Island Road but would like herself and D. Jensen to follow up with the property owner.

c) Education

M. Cumming advised she attended the Victoria session of the Heritage BC roundtable, noting that Heritage BC is looking into insurance concerns for heritage homes.

Commission members noted the Heritage BC Annual Conference is being held in Nanaimo, and also that Marg Palmer is organizing a signup sheet for volunteers to help with the 2019 night markets.

d) Tourism

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

e) Planning

D. Jensen advised there are six heritage revitalization agreement applications in process, and staff are waiting for additional information from applicants.

P. Wilson, M. Prince, A. Matthews and M. Miller met to discuss the proposed HRA for 1561 York Place.

f) Neighborhoods and Streetscapes

B. Anderson suggested, in response to a member inquiry, that one option for Commission members is to develop an inventory of greenways, laneways and pathways. P. Wilson suggested that the Heritage Foundation could potentially help collect the information.

Commission members indicated they would bring forward a motion regarding shoreline installations at an upcoming Commission meeting.

g) Housing Strategy

R. Taylor noted that heritage can be an essential part of supporting effective housing strategies, and that the Official Community Plan includes goals to conserve architectural, streetscape and garden heritage, and to support the conservation and rehabilitation of heritage and character buildings.

It was moved and seconded that the Heritage Commission recommend to Council that the Heritage Commission be actively involved in the development of the housing strategy.

The motion was carried.

None opposed.

h) Community Amenity Contributions

D. Jensen noted that staff are preparing a community amenity contribution policy, which will be brought to Council in the spring.

7. Next Meeting

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

8. Adjournment

The meeting was adjourned at 6:19 pm.