

**OAK BAY HERITAGE COMMISSION  
MINUTES  
Tuesday, March 11, 2014  
Oak Bay Municipal Council Chambers**

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Present: Bronwyn Taylor (Chair), Pat Wilson, Marg Palmer, Carl Peterson, Cora Smith, Monica Walter, Caroline Posynick, Richard Collier, Marion Cumming, Joan Heagle, Roy Thomassen (Staff), Mabel Jean Rawlins (Recording Secretary)

Regrets: Ben Clinton-Baker, Councillor Cairine Green

Guests: Bart Johnson, Reia Johnson, Phyllis Thompson, Robert Taylor, Phebe Chartrand, Councillor Kevin Murdoch

1. Call to order at 5:07 p.m.
2. Introduction of guests:  
Bart & Reia Johnson, owners of 1630 York Place; Robert Taylor, the newly elected President of the Heritage Foundation; and Phebe Chartrand and Phyllis Thompson, members of the Heritage Foundation.
3. Adoption of agenda:
  - Move item 7.2 to follow item 4
  - Item 6.1: Councillor Kevin Murdoch will report on the fence for the Native Plant Garden

*MOTION: to adopt the agenda as amended.*

*Walter/Wilson/carried*

4. Adoption of minutes of February 11, 2014

*MOTION: to adopt the minutes as circulated*

*Peterson/Wilson/carried*

7.2 1630 York Place, design review:

- This house is not registered or designated. There is a covenant that states it cannot be demolished or changed without the approval of Council.
- The owners want to add exterior stairs. Drawings of the proposed stairs were circulated.
- The house is in a strata complex. At the gate you only see a portion of the house. The stairs will go between two wings and will not be visible to the street.
- The staircase will have 3 landings with 16 stairs between the landings. A handrail is necessary for the lowest stairs.

*MOTION: to recommend to Council that the renovation proposal be approved as submitted.*

*Wilson/Peterson/carried  
Monica Walter abstained*

- The Chair thanked the Johnsons for presenting their proposal to the Commission.

5. Chair's report:

- 5.1. Election of vice-chair – The Chair called for nominations. Carl Peterson was nominated by Richard Collier, and acclaimed as Vice Chair of the Heritage Commission.

5:19 p.m. Councillor Kevin Murdoch arrived at the meeting.

6. Reports:

- 6.1. Council Liaison – Councillor Murdoch reported in Councillor Green’s absence:
- The Commission’s earlier recommendation (see minutes of December 10, 2013) for a wooden lattice fence with wire on top is not viable due to maintenance and liability issues, according to fence construction experts.
  - The fence should be installed as soon as possible so that the spring flowers are not destroyed by the deer
  - The options are:
    - o Metal picket fence is not in keeping with the purpose and heritage of the garden as a natural area. Deer may still be able to enter between the pickets.
    - o A large wooden open lattice fence is more in keeping with the purpose of the garden. Light will not be obstructed by a lattice fence.

*MOTION: to endorse the wood lattice fence option* *Peterson/Wilson/carried.*

*ACTION: Roy Thomassen will take this to the next Committee of the Whole meeting.*

5:28 p.m. Councillor Kevin Murdoch left the meeting.

- 6.2. Financial report - Roy Thomassen:  
Well within our budget which is still going through the approval process.
- 6.3. Building and Planning – Roy Thomassen:  
Delete “Alteration permit process for homes on register” from future agenda as this action is complete
- 6.4. Education - M. Cumming for Ben Clinton-Baker:
- Advertising: posters were distributed for next week’s lecture; ads should appear in the March 14/14 Oak Bay News; information has not yet been placed on the municipal website events calendar.

*ACTION: Ben Clinton-Baker placed the ad for the upcoming lecture.*

*ACTION: Marion Cumming will contact municipal staff to put information about the lectures on the website events calendar.*

- Selection of Subcommittee

*ACTION: Marg Palmer, Robert Taylor, Ben Clinton-Baker, Phebe Chartrand and Tara Smith will meet to assign tasks for future public lectures.*

6.5. Tourism – Ben Clinton Baker – no report

6.6. Website update – Bronwyn Taylor:

- Pat Wilson and Bronwyn Taylor met with the technical consultant to clarify the guidelines and recommendations for the municipal website. Currently the municipal website is a placeholder for Heritage. Municipal staff has been trained to make changes to the Municipal website.

5:45 p.m. Carl Peterson left the meeting.

6.7. Heritage plan – Carl Peterson – no report

6.8. Heritage Conservation Areas:

*ACTION: remove this item from future agenda*

6.9. Community Register/Designation subcommittee – Pat Wilson:  
Hiring a consultant – some proposals have been received and a decision will be made shortly.

6.10. Procedures for applicants – Roy Thomassen:

- HRAs: it is challenging to have a replicable process because each application is unique.
- New Westminster applies an excellent model for HRA's for both commercial and residential properties.

*ACTION: Roy Thomassen will have a report ready for the April meeting.*

- Heritage Alteration Permits for designated properties: Roy Thomassen circulated a flow chart that outlined the process.
- Registration, Designation – Roy Thomassen:
  - o Windsor Rd. - requires a heritage consultant to be involved
  - o "Blair Gowie" – nothing further has come forward
  - o "Foreen" on McNeil Ave. – work is being done on the site that has no heritage involvement.

6.11. Heritage Assessment Criteria – Richard Collier:

Four members of the Commission applied the new Assessment Criteria to Pat Wilson's house. The process worked well, generating good questions about the property. This process will be applied when there is a new application for registration.

6.12. Archives – Jean Sparks via email:

The Archives Spring Newsletter was emailed to Heritage contacts for information only, with the correction to NOT use volunteers' phone numbers under Appointments.

6.13. Art in Chambers—Caroline Posynick:

- The following drawings will be completed by the fall of 2014:
  - o the Oak Bay Cenotaph by Robert Amos, rather than Gonzales Observatory,
  - o the Emily Carr cottage by Marion Cumming.

6 p.m. Pat Wilson left the meeting.

6.14. Heritage Book and Database – Cora Smith:

- Municipal funding must wait until the budget has been approved.
- The Heritage Foundation approved up to \$1500 for this project to help it get started.

## 6.15. Trial Island Lighthouse – Bronwyn Taylor:

- The student recognition event at Municipal Hall was very successful. Senator Pat Carney spoke, and the Mayor and Arts Laureate made presentations to the students who created the collage.
- Sale of art cards: revenue of \$210 was generated. \$150 of that was donated to the school for art supplies. The remainder of the cards are on sale in various locations in the municipality.
- The collage is currently on display in the Maritime Museum.
- There is some interest in reproducing the collage in poster size.

*ACTION: Phebe Chartrand will discuss this with Tara Smith.*

## 6.16. Tod House management – no report

## 7. New Business:

## 7.1. Gonzales Hill Park - Bronwyn Taylor:

- Former Mayor Christopher Causton wrote to the chair regarding the fact that there is no information posted at Gonzales Hill Park about its history, unique location, and why the CRD owns the property. CRD Parks will produce a sign if the research is provided by Oak Bay Heritage and Archives.

*6:06 p.m. Joan Heagle left the meeting.*

*MOTION: to approve in principle that research on Gonzales Hill Park will be done by Oak Bay Heritage, using archives material. Cumming/Posynick/carried*

*ACTION: A researcher will be named to take on this project.*

## 7.2. 1630 York Place, design review – see above following item 4.

## 8. For Future Consideration:

- 8.1. The Oak Bay Arts Laureate will make a presentation at the April meeting

## 9. Adjournment at 6:30 p.m.

*Collier/carried*

**NEXT COMMISSION MEETING: 5 p.m., Tuesday, April 8, 2014**