

**OAK BAY HERITAGE COMMISSION
MINUTES of Tuesday, April 8, 2014
Oak Bay Municipal Downstairs Meeting Room**

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

Guests: Susan Wishart, Barbara Adams (see Appendix to minutes)

Regrets: Councillor Cairine Green

Absent: Ben Clinton-Baker

1. Call to order at 5:10 p.m.
Members of both the Heritage Foundation and the Commission met with Barbara Adams, Oak Bay Arts Laureate from 4:30 p.m. to 5:03 p.m. See Appendix A to these minutes for notes from that session.

2. Introduction of guest: Susan Wishart, owner of 2090 Byron Street. (see item 5.1)

3. Adoption of agenda

MOTION: to adopt the agenda as circulated. Walter/Wilson/carried

4. Adoption of minutes of March 11, 2014:

MOTION: to adopt the minutes as circulated. Wilson/Heagle/carried

5. Heritage Applications Referred by Municipal Council:

5.1. 2090 Byron Street (a package of information was circulated, plus photos of the house):
There is a request for an alteration to a building on the Heritage Register that was built in 1893. The homeowner wants to add a deck to the back of the house.

MOTION: to recommend to Council that the alteration be approved, and that the owner consider suggestions for symmetry of the windows, and railings or pickets around the deck, in order to respect the integrity of the house.

Collier/Peterson/carried

The Chair thanked the homeowner for making her presentation to the Commission.

At 5:25 p.m. Susan Wishart left the meeting.

5.2. 1512 Beach Drive:

- A package of information was circulated; the homeowner was not present
- Roy Thomassen said that the homeowner is requesting a Heritage Alteration Permit to put a balcony off the front bedroom dormer. The information that the owner provided did not show details of how the proposal would be executed.

MOTION: to ask owner to come back with a detailed solution with more attention to the details of the door, the railing, and the materials, to be more compatible with the rest of the house, and to avoid cutting into the patterned shingles of the dormer above.

Peterson/Wilson/carried

6. Chair's report:

6.1. Request for comments regarding the Oak Bay Draft Official Community Plan Review Update

ACTION: The Strategic Planning Committee of Carl Peterson, Richard Collier, Cora Smith and Pat Wilson, along with volunteers from the Heritage Foundation, will prepare feedback to the Draft Official Community Plan.

6.2. Five letters were received supporting the heritage designation of Trial Island Lighthouse

6.3. Researcher for Gonzales Hill Park project – Expected completion date is June 30, 2014

ACTION: Joan Heagle has volunteered to do this research. She is in contact with the CRD regarding process and details.

7. Reports:

7.1. Council Liaison - Councillor Cairine Green was not present.

- It was reported that Council approved the Commission's recommendation regarding deer fencing for the Native Plant Garden.
- In future, similar situations could be resolved in a more timely manner if members of the Commission meet with staff informally to discuss, before making recommendations to their respective bodies.

7.2. Financial report - Roy Thomassen – no report

7.3. Building and Planning - Roy Thomassen

- 2176 Windsor is moving forward re HRA process
- Met today with owners of Blair Gowie; they are looking at various repairs plus a subdivision under an HRA.
- Two requests for designation have been received: 1220 Transit (a double lot - the owner wants to designate land, building and some interior features) and 2470 Bowker. Both will go to Council next Monday.

7.4. Education - Ben Clinton Baker was not present:

- April lecture by Guy Dauncey

ACTION: Marion Cumming will talk to Lorraine Hilton about putting this event on the events calendar

- Fall lecture series:
 - o September – Jean Sparks will present “An Illustrated Social History of Early Oak Bay”.
 - o October - Robert Amos will speak about his paintings of houses after 1970
 - o November – unconfirmed

ACTION: all Commission members will email Marg Palmer (copy to Robert Taylor, Foundation President, and Ben Clinton-Baker, Vice President) the names of possible lecturers to put onto a speakers' list.

7.5. Tourism – Ben Clinton-Baker – no report

7.6. Website update – no activity

7.7. Heritage plan – Carl Peterson – see 6.1

7.8. Community Register/Designation subcommittee – Pat Wilson:

- Two applications for designation have been submitted – see 7.3.
- The Committee is working with several homeowners to prepare materials for more heritage registrations and designations.

7.9. Procedures for applicants:

- HRAs - Because each application is so different, it is hard to come up with a consistent procedure; however, a process is emerging out of two applications that are now in process: e.g. the need to involve a Heritage consultant.
- Registration, Designation - in progress as we are processing new applications. Minor changes can be made to the application form: e.g. a house can be placed on the Register and not be designated; if the house is designated, it automatically goes on the Register.

7.10. Heritage Assessment Criteria - Richard Collier:

The assessment criteria are being used as the guideline for preparing new Statements of Significance.

7.11. Archives – The Chair read a report from Jean Sparks.

Archives is planning a variety of events for the week of September 15, 2014, to celebrate its 20th anniversary.

7.12. Art in Chambers—Caroline Posynick:

Robert Amos has completed his drawing and it has been scanned for a print.

ACTION: Joan Heagle will send Carolyn Posynick details regarding how to make the prints.

7.13. Heritage Database – Cora Smith:

Photos are still being taken of Oak Bay properties with heritage significance.

7.14. Trial Island Lighthouse – Bronwyn Taylor:

- The package has been sent to Parks Canada with 5 letters of support.
- Cards are selling extremely well and are available in various locations in Oak Bay, and at the Maritime Museum in Bastion Square.
- The final decision to designate will not be made by Parks Canada for another 6-12 months.

ACTION: All members are asked to send personal letters, and to encourage others to send letters in support of the Heritage designation of the Trial Island Lighthouse.

7.15. Tod House management – no report

8. New Business:

8.1. Presentation by Arts Laureate, Barbara Adams – see Appendix to the minutes.

9. For Future Consideration:

9.1. Proposed development in 1200 block of Beach Drive - for information only at this time

10. Announcement:

10.1. Celebration of Earth Day April 25 and 26 at St. Ann's Academy.

11. Adjournment at 6:05 p.m.

Collier/Posynick/carried.

Next meeting: 5 p.m., Tuesday May 13, 2014
(Carl Peterson will chair. Bronwyn Taylor will be away.)