

**OAK BAY HERITAGE COMMISSION  
MINUTES of Tuesday, May 13, 2014  
Oak Bay Municipal Council Chambers**

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Present: Carl Peterson (Acting Chair), Pat Wilson, Joan Heagle, Marion Cumming, Richard Collier, Monica Walter, Cora Smith, Councillor Cairine Green, Roy Thomassen (staff), Mabel Jean Rawlins (Recording Secretary)

Regrets: Bronwyn Taylor (Chair), Caroline Posynick

Absent: Ben Clinton-Baker

Guests: Robert Taylor (Heritage Foundation President), Susan Ross, Phebe Chartrand

1. Call to order at 5:09 p.m.  
The Acting Chair said that a sympathy card had been sent to Larry McCann on behalf of Oak Bay Heritage.
2. Introduction of guests: Robert Taylor, President of Oak Bay Heritage Foundation, Phebe Chartrand and Susan Ross.
3. Adoption of agenda:  
Under New Business add 8.1. Report on Hallmark Awards Ceremony

*MOTION: to adopt the agenda as amended. Palmer/Wilson/carried*

4. Adoption of minutes of April 8, 2014

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

5. Heritage Alteration Permit

5.1. 1512 Beach Drive (The proponents did not attend the meeting):

- The applicant submitted more detailed sketches which addressed the concerns expressed by the Commission in April.
- The formal address of the house should be on each drawing for archival purposes.
- There is now no major impact to the character defining elements of the home.

*MOTION: to recommend that Council approve the alterations to 1512 Beach as submitted, with the conditions that there be wooden doors trim and that the colours are complimentary to or the same as the existing house. Wilson/Cumming/carried*

*5:25 p.m. Roy Thomassen left the meeting*

## 6. Chair's report:

### 6.1. Oak Bay Draft Official Community Plan (OCP) Review Update - Carl Peterson:

- A one page draft response was prepared by Carl Peterson.
- It is important to strengthen the heritage message within the OCP.
- The 2013 Heritage Plan, which was based upon widespread community consultation, should be included as an appendix to the OCP.

*ACTION: The Strategic Planning Committee will meet after this meeting to finalize the Commission's response to the Draft of the OCP.*

### 6.2. Active Transportation: Heritage Lecture by Guy Dauncey & the new OCP - Robert Taylor:

- The lecture was complementary to heritage ideals, not only climate change, greening, transportation, sustainability that are all part of the OCP, but also sensitive densification and complete streets design are areas which could complement heritage features and streetscapes.

### 6.3. Letters from Parks Canada re Trial Island Lighthouse Heritage Designation:

- Letters from Parks Canada to the Mayor and to the Commission thanking them for supporting the Trial Island Lighthouse project were received and filed.

## 7. Reports:

### 7.1. Council Liaison – Cairine Green:

- Deadline for OCP feedback extended to May 14<sup>th</sup>.
- 60 day protection order lifted on 2090 Byron Street so work can proceed, as recommended by the Commission.

*ACTION: Commission members are urged to attend OCP Open House from 1 to 4 o'clock on Saturday May 31<sup>st</sup> at Oak Bay Recreation Centre.*

### 7.2. Financial report - Roy Thomassen:

- To date we have expended 8% of our budget.
- The preliminary heritage budget was reduced by \$3,000 overall.

### 7.3. Building and Planning – Roy Thomassen – no report

### 7.4. Education - Ben Clinton Baker absent, Marg Palmer reported:

- Fall Lecture Series: September – Jean Sparks; October – Robert Amos.

*ACTION: The Education Committee will meet in June to identify a speaker for November*

### 7.5. Tourism – Ben Clinton Baker – no report

### 7.6. Website update – no activity

### 7.7. Heritage plan – Carl Peterson - see OCP review 6.1 above.

7.8. Community Register/Designation Committee – Pat Wilson:

- Two consultants have been hired. On June 18<sup>th</sup> Alistair Kerr will conduct a training session on preparing Statements of Significance. Liz Crocker will write the Statements of Significance after the site visits.
- The Committee visited two houses which meet the criteria for inclusion on the Heritage Register and the owners have requested designation:
  - o 1220 Transit: owners want to designate the home and some interior features. In addition, the homeowners will request that the double lot be legally made into a single lot.
  - o 2470 Bowker: owners wish to designate the home along with placing it on the register.
- Thank you to Councillor Cairine Green for her article in the newspaper last week.

7.9. Procedures for applicants – Roy Thomassen – no report

7.10. Heritage assessment criteria - Richard Collier - nothing new to add

7.11. Art in Chambers—Caroline Posynick – no report

7.12. Heritage Book and Database – Cora Smith:

- Clifton Dildy will prepare the data base design.
- Photographs of all the houses have now been taken.

7.13. Trial Island Lighthouse Designation - see item 6.3 regarding related correspondence.

7.14. Tod House management – deferred

7.15. Gonzales Hill Project – Joan Heagle:

- This project is evolving well. Working with CRD Parks, Joan Heagle is preparing wording for the sign based on the CRD signage format.

8. New Business:

8.1. Hallmark Awards Ceremony

- Richard Andersen received an award for his house at 1265 Roslyn Road which was designated last spring. Pat Wilson made the presentation on behalf of Heritage Oak Bay.

8.2. Presentation by Arts Laureate – our next steps:

- Action items from last month were reviewed. No further action will be taken now.

9. For Future Consideration:

- 9.1. As the approving officer, Roy Thomassen asked that 2031 Runnymede be put on the June meeting agenda.

10. Adjournment at 6:03 p.m.

*Wilson/Walter/carried*

**Next meeting: 5 p.m., Tuesday, June 10, 2014**