



## HERITAGE ADVISORY COMMITTEE MEETING

Wednesday, June 26, 2019

7:00 – 9:00 pm

District of North Vancouver Municipal Hall

Committee Room

### MINUTES

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**Present:** Anne Savill (Vice Chair)  
Jennifer Clay  
Amy Tsang  
Melanie Montgomery  
Rob Henderson  
Daniel Francis  
Philip Baynton  
Kirk Taylor

**Regrets:** Jim Paul (Chair)  
Cllr. Matthew Bond

**Staff:** Nicole Foth, Community Planner  
Kim Go, Community Service Clerk

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#### 1. Call to Order

The Vice Chair called the meeting to order at 7:01 pm.

#### 2. Adoption of Agenda

Updates from previous meeting and looking into building dates in our archives have been added under item #8.

MOVED BY Melanie and seconded by Amy  
THAT the amended agenda dated June 26, 2019 be adopted.

**CARRIED**

#### 3. Adoption of the April 24, 2019 Minutes

MOVED BY Dan and seconded by Rob  
THAT the April 24, 2019 minutes be adopted.

**CARRIED**

#### 4. Heritage Strategic Plan (HSP) workshop

The tentative date for the workshop is July 22, 2019. The presentation will be about ten minutes long, and the consultant for the HSP live. Members had the following comments:

- Suggested to have someone from the committee to present with Mr. Luxton. Ask Jim (Chair) if interested; if unavailable or not interested, Jennifer is interested.
- Expressed disappointment that the HSP is not yet approved.
- Encouraged committee members to attend the workshop for support and be available if Council has questions.

Action: Nicole to follow up with Jim (Chair) to see if he's interested in being part of the presentation.

#### **5. Parks Canada's Heritage Standards and Guidelines – action 1.1 (Amy)**

Amy presented an overview of the document and highlighted where she thinks the information is applicable for the committee. These points were highlighted:

- The three key steps to conservation planning are understanding, planning, and intervening.
- The 14 standards are quite broad but the document provides more information and examples.
- The bulk of the document is about the guidelines, which provide greater detail on how to apply the standards. The five guidelines are cultural landscapes, archaeological sites, buildings, engineering works, and materials. Suggest to review these sections.

Action: Amy to review cultural landscapes section, post the presentation, and provide the link to the Parks Canada's Heritage Standards and Guidelines document on Basecamp.

Action: Kirk to review building section.

Action: Nicole to post question on Basecamp to ask another member to review the materials section.

#### **6. HAC Development Review Guide**

The HAC Development Review Guide has been reviewed by management, finalized, and posted on Basecamp. The document shows what the committee is looking for from applicants for review of heritage properties. Comments from the committee:

- It's clear and can be customized. Can assist applicant with the guide to determine what is applicable to their specific application.
- The motion options at the end of the document are great.
- It focuses on the exterior of the building and it provides transparency for applicants.
- General discussion and recommendations by the HAC will take place after the applicant gives presentation and leaves room.

Development Review Guide to be now used for HAC's review of applications with heritage component.

#### **7. Heritage Grants Program**

There was a discussion about the Heritage Grants Program. The committee's goal is to maximize the use of the grants, and to encourage owners to apply. Comments from the committee:

- There were fewer applications received last year than the previous. It would be nice if we could reconsider previous applicants.
- The timeframe of one year prior or within one year should be extended to qualify more applicants.

- The committee would like to streamline the process and lessen the requirements to encourage more applications, including removing the title search requirement by the owner.
- HSP has action to review grants program; consider increasing grant amount.
- Suggestion to send formalized letter instead of postcards.
- Any changes to Terms of Reference need to be approved by Council. Committee members suggested to remove North Shore Preservation Society from the grant approval process, removing the title search requirement, and extending timeframes.
- The committee agreed to have the wording on the website changed this summer, and will revisit proposing changes to the Terms of Reference after this year's applications. An example of suggested wording: "You must be the property owner; a title search will be performed by the District"

## **8. Any Other Business**

### **Building Dates**

Nicole asked for volunteers to visit the North Vancouver Museum & Archives to look at building dates to update a list of properties that have differing dates. The compiled list is on Basecamp.

Action: Dan and Anne volunteered to work together to gather the information for the list.

### **Update on 1120 Harold Rd**

Rob had a meeting with potential buyers and the District. The Planning Department provided support and made it clear that the final decision rests with Council. The proposal was to restore the property and small infill. Rob is working with a different potential buyer looking at restoring the property and infill with adults with disabilities. The property information sheet is available on Basecamp.

### **Update on 1160 Ridgewood Drive**

In early May, the Fire Department boarded-up buildings to protect them. A property information sheet is available on Basecamp. Members suggested to share the information more proactively.

### **Other Updates and Comments**

- Rob and Jim presented to Council; have not heard back from Council.
- Reminder to please provide agenda items in advance, so time can be allotted for and others have time to gather information to contribute to the topic.

## **9. Adjournment**

The meeting was adjourned at 9:05pm.

## **10. Next meeting: Wednesday, July 24, 2019 No meeting in August**