



## COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, July 27, 2022  
7:00 – 9:00 pm - Via MS Teams

### MINUTES

---

<b>Present:</b>	Anne Savill (Chair) Jim Paul (Vice-Chair) Cllr Mathew Bond Alastair Moore Jennifer Clay Rob Griesdale	<b>Regrets:</b>	Mel Montgomery Philip Baynton Trevor Ford
-----------------	--	-----------------	---

**Staff:** Arielle Dalley, Community Planner  
Mary Jukich, Committee Clerk

---

#### 1. Call to Order

The Chair called the meeting to order at 7:06 pm.

#### 2. Adoption of Agenda

MOVED by Rob Griesdale and seconded by Jim Paul  
To adopt the agenda.

**CARRIED**

#### 3. Adoption of Minutes

MOVED by Jennifer Clay and seconded by Jim Paul  
To adopt the July 6, 2022 minutes.

**CARRIED**

#### 4. Letter to 1202 Ross Road

Members were informed that Jennifer Clay had updated the letter and the revisions were mostly housekeeping and reformatting the document.

**Action: Jennifer Clay will complete the revisions, and Anne Savill will forward the letter to the owner by email and regular mail.**

#### 5. Website

Members were requested to review the City of Calgary website and provide their comments on Basecamp on some of the items that could be used for the District website by the September meeting.

#### 6. Heritage Revitalization Agreement Guide – Revised Draft

Arielle Dailey reported that work continues on the revised draft of the Heritage Revitalization Agreement Guide, and it is anticipated that the document will be finalized by the September meeting.

Members reviewed the current draft and the following additional comments were provided:

- Information was provided that once the content is finalized, the document will be formatted to be more visually appealing, ensuring that the document is user friendly.
- Whether a flow chart will be created, similar to West Vancouver, which could outline the steps outlined in the document. Staff will review the West Vancouver flow chart and discuss with Communications whether a flow chart is recommended.
- Some wordsmithing and reformatting revisions were requested, including some clarification around the benefits of heritage revitalization and possibly include wording to highlight that it is quite a sustainable initiative to do an HRA and retain a heritage building.
- Possibly include additional information on cost estimates such as an example cost sheet, or an infographic, and maybe include approximate costs under each step.
- Clarification be provided for the process around public hearing and timing for public feedback.
- Whether the document will be dated and include a revision number to ensure the most recent version of the document is available, and it may be beneficial to include “2022” behind the word “guide” in the footnote.

## **7. Heritage Register Criteria Guide – Early Draft**

Arielle Daily presented an overview of the Heritage Register Criteria Guide which was developed based on members’ comments around the West Vancouver and City of Vancouver examples. On discussion, the following comments were provided:

- A suggestion was presented that it may be beneficial that the professionals should verify and determine what is considered to be heritage rather than indicating a specific number of years.
- A link to the BC Heritage Professional website be included in both the Heritage Register Criteria Guide and the Heritage Revitalization Agreement Guide.
- A concern was raised that the website does not include the inventories or the landscape inventory. Staff reported that the Heritage Inventory and Modern Heritage Inventory were recently posted to the website after concluding a privacy review. Staff will look into posting the landscape inventory.

## **8. Meeting format (in-person/hybrid) poll and discussion**

Members were requested to complete a one question survey on their preference for the meeting format going forward in September, and responses were requested by August 15<sup>th</sup>.

**9. Properties Tracker**

The following items were added to the properties tracker:

- A stop work order was issued on 732 East 9<sup>th</sup> Street for renovations conducted without permits.
- In terms of the Murdo Frazer cabin, the District is in the tender process in terms of selecting the contractor, and once selected, the contractor will manage the security of the site.

**10. Any Other Business**

- Hold on Plaques Work

The work on plaques will be put on hold until staff have determined some parameters around this item.

- 2357 Riverside Drive – Tour

The property owner has completed some recent work with a heritage grant, to restore some of the wood walls and floors and has reached out whether there was some interest for the Committee to visit the property. In this regard, Anne Savill will contact the property owner and determine a possible date for a site tour.

**11. Adjournment**

The meeting was adjourned at 8:30 pm.

**12. Next Meeting: Wednesday, September 28, 2022**