



COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, September 27, 2023
7:00pm – 9:00pm
Via MS Teams
MINUTES

Present: Anne Savill (Vice Chair)
Rob Griesdale
Jim Paul (Chair)
Mel Montgomery
David Lefebvre

Regrets: Jennifer Clay
Trevor Ford
Cllr Jim Hanson
Isabelle Kim

Staff: Julia MacKenzie, Business Systems Support Analyst
Holly Adams, Community Planner
Mary Jukich, Committee Clerk

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

2. Adoption of Agenda

MOVED by Jim Paul and seconded by Anne Savill
To adopt the agenda.

CARRIED

3. Adoption of Minutes

MOVED by Jim Paul and seconded by Mel Montgomery
To adopt the July 26, 2023 minutes.

CARRIED

4. Introductions

New committee member, David Lefebvre was introduced and welcomed to the committee.

A brief overview was provided of the committee's work which includes review of applications for heritage revitalization, development applications and building permits for heritage homes. The committee may also be requested to provide feedback on heritage projects such as the recently discussed heritage plaques to be installed in different properties, and the walking tour Storymap. Some of the larger, current heritage projects include producing a heritage revitalization agreement public handout guide, working on drafting a new heritage procedures bylaw to replace the current document, installing heritage plaques in process and the heritage grants and awards.

5. Community Heritage Grants Submittable Presentation and Demonstration

Each year, the District awards heritage grants to promote heritage conservation. For this year, the District has transitioned from a paper-based process to Submittal, an online grant management

platform. Julia MacKenzie provided the committee members with a demonstration on how to access the program, and review and process the grant applications.

In terms of timelines for this year's grant applications, staff will send notice to committee members advising on next steps and the date to have their reviews complete. At the October 25th meeting, committee members will have a further opportunity to go through the applications and scoring and then determine the eligible amounts and the recommendation to Council.

6. Highlight of Grant Applications

A preliminary review using the new Submittal software was undertaken of the applications received. On discussion, committee members indicated their preference that in-person dialogue and a group discussion was necessary for reviewing the applications. In this regard, it was suggested that members can determine the scoring, and at the October meeting, there will be further discussions with respect to the applications and an opportunity for any required adjustments.

During the discussion a concern was raised around the amount of information included within some of the applications and whether there was still an opportunity to request additional information. Staff indicated that if additional information is required, staff will reach out to the applicants.

7. Staff Updates

(a) 3712 – 3718 Edgemont Boulevard – Demolition Permit

At the September 11 meeting, Council voted to stop withholding the demolition permit so that the applicant can move forward with the demolition permit.

(b) Heritage Walking Tour StoryMaps

At the previous meeting, information was requested with respect to the colours of the icons and the feedback received by the digital services team will be posted on Basecamp.

(c) Committee Recruitment

Committee members were informed that Alastair Moore resigned from the committee.

In terms of recruitment, there are currently two vacancies on the committee. The District is advertising via social media, newspaper, website, etc. for new members and the deadline for applications is October 4th. Jim Paul has agreed to be re-appointed to the committee for a further term.

The District of North Vancouver previously formed a relationship protocol agreement with Tsleil-Waututh Nation and out of that a protection and promotion of culture and heritage technical committee was formed and recently had its first meeting. During the discussion, it was suggested that in terms of fostering relationships, to possibly invite the new committee to a Heritage Committee meeting.

8. Properties Tracker

An update and review was provided on the properties tracker.

9. Any Other Business

To ensure quorum at meetings, committee members will continue to indicate their attendance by accepting or declining meeting invitations, and/or provide an email to the committee clerk and/or the staff liaison.

10. Adjournment

The meeting was adjourned at 8:58 pm.

Next Meeting: Wednesday, October 25, 2023