



## COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, September 28, 2022  
7:00 – 9:00 pm - Via MS Teams

### MINUTES

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<b>Present:</b>	Anne Savill (Chair) Philip Baynton Alastair Moore Jennifer Clay	<b>Regrets:</b>	Mel Montgomery Jim Paul (Vice-Chair) Cllr Mathew Bond Trevor Ford Rob Griesdale
<b>Guest:</b>	Devon Smart, Polygon		
<b>Staff:</b>	Jason Smith, Senior Community Planner Mary Jukich, Committee Clerk		

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#### 1. Call to Order

The Chair called the meeting to order at 7:05 pm.

#### 2. Adoption of Agenda

MOVED by Alastair Moore and seconded by Jennifer Clay  
To adopt the agenda.

**CARRIED**

#### 3. Adoption of Minutes

MOVED by Jennifer Clay and seconded by Alastair Moore  
To adopt the July 27, 2022 minutes.

**CARRIED**

#### 4. 1202 Ross Road

Devon Smart, Development Manager, Polygon Development provided a presentation of the proposed project site. On behalf of Polygon, Mr. Smart also acknowledged that the committee's letter was received outlining the committee's concerns with respect to the existing house at 1202 Ross Road, particularly around the degradation of the materials and structure and whether Polygon could stop any further degradation. Mr. Smart reported that a tarp had been placed over a portion of the building to prevent any further water from entering the building. At this time, Polygon has not yet developed a strategy of moving forward with the site as a whole and are still in negotiations with acquiring the remaining site to the east of the strip mall. It is anticipated that in the next few weeks, a decision will be made on proceeding with the site and the committee members were invited to provide feedback as to how the site could be used, and that the committee's feedback would be brought back to the company for consideration.

On completion of the presentation, the following comments were provided by the committee members:

- A prolonged delay in acting on the building could jeopardize its existence. The presenter indicated that at this time there are several moving factors including the housing market and the upcoming election that could have an impact on decisions around the site assembly and ultimately the house.
- As the house was currently being preserved with only a tarp and the fact that water was already inside was of concern, and more protective action be taken including turning on the furnace, repairing the roof and examining the inside of the house to determine rodent infestation.
- The community will benefit if the house is retained and incorporated into the development of the site, remaining prominent and used as a gathering place for the community.
- In terms of drawings, permits, building, etc., the development cycle could take up to five years before work begins on the site and the house may not be able to withstand five years without any sort of preservation. The house will need to be brought up to standard as it may be a contravention of bylaws to allow the house to fall into dereliction and for liability purposes needs to be heated and utilitied.
- Information was provided that the step code requirements would kick in on new density granted and if there was a desire when applying for the development application that could be negotiated especially if the house was being retained on site.
- A suggestion was presented that Polygon hire a heritage consultant who will prepare a statement of significance indicating what aspects of the building are most significant and should be retained. Part of the development process is completing a heritage revitalization agreement and developing a heritage conservation plan indicating how the asset is maintained going forward.
- Committee members requested that if the furnace in the house was in working order, that it be turned on to keep the inside of the house dry as development proposals take time and the key immediate interest was to do whatever possible to ensure the house remains in a workable condition to avoid demolition through neglect and this would garner goodwill from both the committee and the District.
- **Action: The presenter inform the committee whether or not the furnace is in working order.**
- Committee members suggested that the Polygon construction team be invited to attend a Heritage Committee meeting in order for the committee to fully understand the project.
- Committee members also requested that if a building inspection is completed on the house, Polygon not act on the advice until the Heritage Committee is consulted.
- Confirmation was provided that the house is on the Heritage Register which provides a certain amount of protection to the property particularly if demolition is considered.

**Action: A link with the relevant heritage documents will be provided to Mr. Smart.**

## **5. Website – Calgary Example**

Committee members were previously requested to review the Heritage Calgary website and to provide their comments as to what aspects could be adopted for the District website. It was noted that the Heritage Calgary website was comprehensive and their mandate indicates that they may be acting as a heritage advisory committee. In terms of the District website, a suggestion was presented that it may be useful to include a map wherein heritage properties are shown on the GEO web property viewer and to possibly include a photograph and property information from the heritage register.

## **6. Tri-Municipal Joint Heritage Committee Meeting**

Jason Smith reported that he recently met with the City of North Vancouver and District of West Vancouver staff liaisons with respect to scheduling another tri-municipal joint heritage committee meeting. Committee members suggested that since the previous joint meeting was hosted by West Vancouver District, that the District of North Vancouver host this meeting. In terms of format, it was suggested that the format from the previous meeting be followed wherein each staff liaison provided a presentation on the work completed to date and that the meeting be scheduled for January.

During a broader discussion, information was provided that fundraising efforts have started for the restoration of the Navy Jack house, and committee members were invited to support these efforts.

## **7. Update on Heritage Register Criteria**

Jason Smith reported that as a result of staff leaving the District, there was limited staff resources for the heritage portfolio, but work is underway in recruiting new staff.

Shannon Lambie will continue to advance the work on the HRA Guide and is incorporating feedback received from development planning with the intention of having the document go through a legal review, and it is anticipated that the document will be brought back to the committee by December.

In terms of the Heritage Register Criteria, Shannon has received feedback from the committee and has identified the next steps, but for now further work will be put on hold.

Budget was previously provided to community planning for a temporary, possibly two-year position to oversee the heritage portfolio. Staff are now in the process of reviewing applications, and hopefully a new hire will be in place by the October meeting. In the meantime, Jason Smith will serve as the staff liaison on the committee and Shannon will assist with the heritage grants process.

As the committee membership is one member short, members were requested to indicate if they wished to recruit a landscape architect to fill the vacancy. It was suggested that as there may not be many people who specifically specialize in heritage landscape architecture, to broaden the criteria and indicate that any landscape architect with an interest in heritage buildings could fill the vacancy.

## **8. Update on HRA Guide**

This item was addressed under item #7.

**9. Recruitment – Landscape Architect**

This item was addressed under item #7.

**10. Update on Heritage Planner Recruitment**

This item was addressed under item #7.

**11. Properties Tracker**

Committee members reviewed the properties tracker document and information was provided that items in red indicated a new update since the last committee meeting. The following items were noted:

- As a building permit was required, a hold was put on the current electrical and gas work at 732 East 9<sup>th</sup> Street.
- No changes for demolitions.

**12. Any Other Business**

Jason Smith informed the committee members that the deadline for heritage grant applications has closed, and 14 applications were received.

**2357 Riverside Drive Tour**

The 2357 Riverside Drive tour was successful, with approximately 40/50 people attending.

**New Chair for 2023**

Anne Savill informed the committee that although she will remain on the committee, she will not be putting her name forward to serve as chair. In this regard, members were requested to consider volunteering for this role for next year.

**In Person Likely Possible for October Meeting**

Renovations to the District Hall committee room have been completed to accommodate hybrid meetings and members could attend the meeting either in-person, or on-line.

At the October 26 meeting, committee members will be reviewing the heritage grant applications and quorum will be required. In this regard, members were requested to indicate their availability for this meeting.

**Action: An email will be sent to the committee so that members can confirm their availability for October 26.**

**13. Adjournment**

The meeting was adjourned at 8:39 pm.

**14. Next Meeting: Wednesday, October 26, 2022**