



# COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, October 26, 2022  
7:00 – 9:00 pm – Hybrid (MS Teams and Committee Room)

## MINUTES

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

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**1. Call to Order**

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

**2. Adoption of Agenda**

MOVED by Mel Montgomery and seconded by Trevor Ford  
To adopt the agenda.

**CARRIED**

**3. Adoption of Minutes**

MOVED by Alastair Moore and seconded by Jim Paul  
To adopt the September 28, 2022 minutes.

**CARRIED**

**4. 2022 Heritage Grant Application Review**

Shannon Lambie provided an overview of the 2022 heritage grant applications received. In terms of the process, the application intake closed at the end of September and then staff undertook a preliminary review of the applications. Once the Heritage Committee completes their evaluation, a report will be prepared to be presented to Council for consideration. For this year, 14 applications were received for a total of \$48,252, and as \$50,000 was set aside for the heritage grants, there was sufficient funding for all eligible grants. It was also noted that the applications received this year were all in the heritage conservation category.

Information was provided on each application, including type of work, estimated cost, and eligible grant amount for each property. The following properties were considered for a heritage grant:

- 2865 Masefield Road
- 3747 Edgemont Boulevard
- 3096 Fromme Road

- 461 East Kings Road
- 1045 Cortell Street (Walnut Tree designated as a heritage tree)
- 2310 Duchess Avenue
- 732 East 8<sup>th</sup> Street
- 1058 Ridgewood Drive (Parish of St. Catherine's)
- 5748 Sunshine Falls Lane
- 267 West Queens Road (application for exterior painting)
- 267 West Queens Road (application for window repair)
- 732 East 9<sup>th</sup> Street
- 416 East Kings Road
- 585 Shannon Crescent

MOVED by Mel Montgomery and seconded by Trevor Ford

The Community Heritage Advisory Committee approves the following recipients for 2022 heritage grants:

- 2865 Masefield Road
- 3747 Edgemont Boulevard
- 3096 Fromme Road
- 461 East Kings Road
- 1045 Cortell Street (Walnut Tree designated as a heritage tree)
- 2310 Duchess Avenue
- 732 East 8<sup>th</sup> Street
- 1058 Ridgewood Drive (Parish of St. Catherine's)
- 5748 Sunshine Falls Lane
- 267 West Queens Road (application for exterior painting)
- 732 East 9<sup>th</sup> Street
- 416 East Kings Road
- 585 Shannon Crescent

**CARRIED**

In terms of the 267 West Queens Road (application for window repair), committee members indicated some concerns with the proposed work and as only one application per property may be approved, this application was not approved.

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

Staff reported that there have been no further discussions around the tri-municipal joint heritage committee meeting. It is anticipated that the meeting will be hosted by the City of North Vancouver and will possibly take place in January or February 2023.

**6. Update on Heritage Register Criteria**

The work on the heritage register criteria has been put on pause due to staff capacity.

**7. Update on HRA Guide**

Staff reported that the HRA Guide is going through a legal review and it is expected that this item will be brought to the November committee meeting.

**8. Recruitment – Landscape Architect**

At the September meeting, committee members were requested to reach out to their networks in order to fill the landscape architect vacancy on the committee. Staff reported that as per the committee terms of reference, the landscape architect position could be filled with someone from outside of the District.

In moving forward, committee members will reach out to their contacts in an effort to fill the vacancy.

**9. Update on Heritage Planner Recruitment**

Work continues in recruiting for the heritage planner.

**10. 1202 Ross Road – Devon Smart, Polygon**

Devon Smart has responded to the resource material package, and the committee is waiting for Polygon to respond to the committee's concerns.

**11. Website – Calgary Example**

The committee previously reviewed the Calgary heritage website and committee members were requested to provide any further comments. Committee members were reminded that some of the suggestions from the previous discussion were to consider including a link to GEO web, as well as information graphic visuals, similar to flowcharts.

**12. Properties Tracker**

Staff reported that a demolition permit for 3073 Fromme has been issued. However, staff are working with the owner in order to salvage some materials.

### **13. Any Other Business**

#### **2357 Riverside Drive Tour**

- Members who did not attend the 2357 Riverside Drive tour were encouraged to visit the property.

#### **New Chair for 2023**

- Members were requested to consider whether they would be interested in volunteering to serve as the Chair of the committee for 2023.

A further issue was raised on whether the committee could take actions on committee work items, including plaques, tours, etc. particularly as there have been previous discussions around these items. Committee members indicated that some work items have been paused and has resulted in some frustration as there is not much push forward based on the strategic plan particularly as committee members previously indicated that they were willing to work on those projects if direction was provided by the District.

Staff reported that based on the purpose of the terms of reference, the committee could undertake the plaque program and assist implementing some of the strategic plan items identified. In terms of resources, funds are available for work items, and in terms of staff resources, the District continues to look for ways to provide more resources to the heritage portfolio and hiring a heritage planner.

Staff suggested that in moving forward to have a further discussion in November and/or as the committee does the work plan in the new year, to identify one or two projects that could be undertaken once the HRA guide and register criteria is complete.

### **14. Adjournment**

Prior to the adjournment, Cllr Bond was acknowledged and thanked for his work and contribution to the committee.

The meeting was adjourned at 8:35 pm.

### **15. Next Meeting: Wednesday, November 23, 2022**