



# COMMUNITY HERITAGE ADVISORY COMMITTEE MEETING

Wednesday, October 30<sup>th</sup>, 2019

7:00 – 9:00 pm

District of North Vancouver Municipal Hall

Committee Room

## MINUTES

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**Present:** Philip Baynton  
Jennifer Clay (arrived at 8:40 pm)  
Daniel Francis  
Melanie Montgomery  
Anne Savill  
Amy Tsang  
Cllr Matthew Bond

**Regrets:** Jim Paul (Chair)  
Kirk Taylor

**Guest:** Peter Miller, North Shore Heritage Preservation Society

**Staff:** Nicole Foth, Community Planner  
Mary Jukich, Community Service Clerk

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### 1. Call to Order

The meeting was called to order by the Vice-Chair at 7:06 pm.

The Vice-Chair requested a round table of introductions to introduce Peter Miller and the committee members. Peter was invited as a member of the North Shore Heritage Preservation Society to participate in the heritage grants evaluation, as per the heritage grants program's Terms of Reference.

### 2. Adoption of Agenda

The following additions were made to the agenda:

- Under item #7 Committee Membership – Resignation of Rob Henderson.
- Under item #8 Any Other Business – Site Visit.

MOVED by Daniel Frances and seconded by Amy Tsang  
To adopt the amended agenda.

**CARRIED**

### 3. Adoption of the September 25<sup>th</sup>, 2019 Minutes

Cllr Bond should be listed as absent from the meeting.

MOVED by Amy Tsang and seconded by Philip Baynton  
To adopt the amended September 25<sup>th</sup>, 2019 minutes.

**CARRIED**

#### 4. Evaluation Criteria Review

Nicole Foth reported that the evaluation criteria were mainly based on the criteria used in the previous year with some slight modifications for this year. Members were requested to provide their feedback on the criteria and on discussion, no issues were raised.

CLlr Bond suggested that the HAC could request additional funds from Council for this year for the heritage grants.

#### 5. Heritage Grants – Evaluation of Received Applications

CLlr Bond declared a conflict of interest with the 3220 Mountain Highway (Lynn Valley Parent Participation Pre-School) application and as such, left the meeting and did not participate in the review and discussion.

Jennifer Clay previously communicated she applied for a grant this year and as such, was absent for this portion of the meeting, and did not participate in the review and discussion.

For 2019, there were 13 applications received, and approximately \$2,470 available funds for grant funding. Members were provided with information on each application, including type of work, estimated cost, and photos provided by applicants. Members individually ranked the applications based the criteria in the terms of reference as well as level of heritage significance, level of sympathetic choices (materials selection and design), and the project's ability to increase/retain significance. On review and discussion of the applications, the following comments were provided:

- Next year, it may be beneficial to provide the grant applications information to the members prior to the meeting to rank the applications in advance.
- Suggest to ensure that applicants are aware that submitting a grant application does not necessarily guarantee that grant funding will be awarded.
- It may be difficult to rank the applications if insufficient information is received to evaluate the project, such as types of materials.
- A question was raised on whether it may be possible to inform Council that there was a shortfall of funds for this year relative to the number of applications received, and if funding could be provided to fund two additional applications.
- A suggestion was presented it may be beneficial that when considering grant applications, a photograph be requested of the work completed prior to funds being released. Nicole

confirmed that funds are disbursed once an invoice and photos of the completed work are received.

- An application for 1509 Merlynn Crescent was received for the same work awarded in a 2018 grant, as they have not yet completed the work. An extension will be provided to them instead, so their application was not considered for 2019 funding.

There was a discussion on how to distribute the available funds, given the number of applications received. In this regard, members indicated their agreement that the top five ranked applications be awarded grants of approximately \$500.00, and that a request be brought forward to Council for additional monies to fund two additional applications.

MOVED by Daniel Francis and seconded by Mel Montgomery

The Community Heritage Advisory Committee recommends to Council the following applications are awarded the 2019 heritage grants with the amounts as listed:

▪ 3545 Dowsley Court	\$500.00
▪ 1255 Ridgewood Drive	\$500.00
▪ 234 West Windsor Road	\$470.00
▪ 2310 Duchess Avenue	\$500.00
▪ 3623 Sunnycrest Drive	\$500.00
For a total of	\$2,470.00

And the Community Heritage Advisory Committee recommends that Council consider providing additional 2019 heritage grant funding for the following applications:

• 3092 Allan Road	\$500.00
• 732 East 8 <sup>th</sup> Street	\$500.00
For a total of	\$1,000.00

And the Community Heritage Advisory Committee does not recommend 2019 heritage grant funding for the following applications:

- 3220 Mountain Highway
- 1202 Ross Road
- 3321 Fromme Road
- 404 West St. James Road
- 414 East St. James Road

**CARRIED**

## 6. Heritage BC Webinar Review

Amy Tsang provided a presentation on how to use Parks Canada's standards and guidelines when reviewing heritage buildings, with a focus on Character Defining Elements (CDEs) and preservation and rehabilitation.

**Action: Amy to post presentation on Basecamp.**

**7. Committee Membership**  
**Terms and Vacancies / Resignation of Rob Henderson**

Members were informed that Rob Henderson resigned and, as a result, there is a vacancy on the Committee. Two applications of interested candidates to serve on the Committee were received, and the name of one applicant will be put forward for Council's approval.

Amy Tsang will be finishing her term at the end of the year, and the Committee will be looking for a new landscape architect to fill the vacancy.

**8. Any Other Business**

- December Meeting  
This item was not addressed.

- Site Visit  
Jennifer Clay requested members to indicate if there was interest in doing a site visit to the Hollingsworth fourplex for discussion on the proposed plans for the site before the owner makes an application. As consensus on a date was not scheduled, it was suggested to post a few options on Basecamp, possibly for November 16<sup>th</sup> or November 20<sup>th</sup> to determine members' availability.

**Action: Jennifer to post possible site visit dates on Basecamp.**

**9. Adjournment**

The meeting was adjourned at 9:15 pm.

**10. Next Meeting**

The next meeting will be on Wednesday, November 27<sup>th</sup>, 2019.