



COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, April 26, 2023
7:00 – 9:00 pm
Hybrid Meeting (In-Person and via MS Teams)
MINUTES

Present: Jim Paul (Chair)
Anne Savill (Vice Chair)
Jennifer Clay
Mel Montgomery
Alastair Moore

Regrets: Rob Griesdale
Trevor Ford
Cllr Jim Hanson

Staff: Tina Atva, Manager of Community Planning
Isabelle Kim, Community Planner
Holly Adams, Community Planner
Mary Jukich, Committee Clerk

1. Call to Order

The Chair called the meeting to order at 7:02 pm.

Tina Atva, Manager of Community Planning and Holly Adams, Community Planner were introduced to committee members.

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 moved and Mel Montgomery s
To adopt the March 22, 2023 minutes.

CARRIED

4. Heritage Awards

The heritage award event was held on April 17, and the following feedback was provided by the committee members:

- The event was well attended and organized, and there was a lot of energy in the room which made the event more meaningful for the recipients.
- It was beneficial to invite previous award winners, and the event offered an opportunity for information sharing.
- In terms of attendance, staff will provide a breakdown of the attendees.

5. Staff Updates

(a) Plaques Program – Draft Template Design Update

- Feedback from the committee members on the draft plaque design was provided to the District's Communications Department. The Communications Department indicated that based on corporate branding guidelines there are some restrictions in terms of the design, and staff will be working internally to prepare a final design that will be presented to the committee members.
- On discussion, a concern was raised around timelines and whether there was a possibility that the draft design would be ready for the May meeting. Staff indicated that as this was a staff driven project and to ensure that the design aligns with guidelines, completion of a final design will depend on the department's capacity and workload.
- A question was also raised on whether the design guidelines will allow for QR codes. Staff indicated that a review of the corporate branding guidelines will be undertaken, as well as the QR codes in relation to the guidelines. On further discussion, a suggestion was presented that there could be a QR code on each plaque which could point to the main Community Heritage Register page.
- Committee members requested that information be provided around the constraints and branding guidelines so that feedback can be provided within the constraints.
- It was further suggested that committee members can provide feedback on the plaques at any time and it was not necessary to wait for the item to be brought to the monthly meeting.
- At the May meeting, staff will ensure that updates are provided on the progress of the plaques and committee members continue to use Basecamp in between meetings to provide feedback.

(b) HRA Guide

The draft HRA Guide was previously circulated to the committee members and staff are working on further revisions. The following comments were provided by the committee members:

- Staff were requested to provide a timeline with respect to when they expected completion of the draft document. Information was provided that the comments from the Legal Department will need to be reviewed and considered and the expectation was that the document may be ready in the next few months.
- Committee members indicated that their recommendation was to include a flowchart in the document.

(c) Council Heritage Tour

For this year, the approach for selecting possible properties was to consider properties from the past five years which had received heritage awards or heritage grants. On discussion, the following comments were provided by the committee members:

- If an in-person tour was not feasible due to scheduling conflicts, a virtual tour could be a compromise.
- Possible properties for the tour were the West Braemar House and the Moon House on Edgemont Boulevard.
- An in-person tour would be more effective in terms of engaging conversations with the homeowners and to understand the scope of the work.
- Staff reported that June 5 was scheduled in Council’s calendar for the tour as this date aligns with a regular Council meeting evening. The liaison for Council has also indicated Council’s preference that the properties are within walking distance from the District Hall as the Council meeting begins at 7:00 pm.
- Car pooling can be an option for properties that are not within walking distance.
- A hybrid option for the tour was also suggested wherein the tour would be filmed and provided to Council members for viewing at their convenience.

As next steps, committee members will reach out to the property owner of the Moon House to determine if they are willing to open the house for a tour.

(d) HAC Recruitment

Committee members were informed that two applications were recently received for committee membership. In terms of moving forward, staff will review the applications and also arrange to have a conversation with the potential candidates to determine interest and commitment to the committee.

During the discussion, a question was raised on whether there was a job description which could provide potential candidates with the requirements of committee membership. It was noted that at this time there was not a job description; however, part of the responsibility of the Clerks Department during the recruitment process was to review the applications and reach out to potential candidates, and then forward the applications to the staff liaison.

Committee members were also encouraged to promote the committee and share the recruitment process information within their own personal networks.

(e) Heritage Alteration Permit Guidelines

The development of the heritage alteration permit guidelines is underway and directed by the heritage strategic plan in terms of increasing education and awareness. The guidelines will provide clarity to members of the public with respect to the timing to apply for heritage alteration permits, as well as the requirement to approach the District before doing any work on heritage properties. Staff are undertaking research of guidelines from other municipalities, and one approach under consideration was to update the heritage procedures bylaws or to develop guidelines as educational materials.

6. Properties Tracker

The following properties were added to the Properties Tracker:

- 4220 Prospect Road
- 2211 Panorama
- 805 Forest Hills

7. Heritage Register – Revision History

Committee members noted that for clarity it may be beneficial to record the number of times the document has been revised and list the revision number on the front of the document.

In addition, committee members requested that staff consider whether it may be possible if the properties that are demolished or removed from the Register are maintained as an addendum to the Register. In this regard, staff indicated that work will be undertaken to determine if a list of the properties can be created and potentially maintained on Basecamp.

8. Heritage Strategic Plan & Community Heritage Advisory Committee Mandate

Committee members were requested to provide their feedback on the various committee projects and process, and the following comments were provided:

- Committee members requested that they be involved in the iterations for both the plaques and the HRA guide so that they have time to provide feedback. Concern was expressed that at times documents are returned to the committee in final version and there was no longer an opportunity to provide feedback.
- Some frustration was noted particularly around the timelines of the plaques project particularly as work was completed by the committee members several years ago and the project in fact is a “top down” and not driven by the suggestions provided by the committee members.
- A suggestion was presented that the committee members are willing to serve as a community proxy particularly as committee members live in the District and can provide “real time” feedback.

- It may be beneficial that there be ongoing communication with the committee members particularly around what the committee can or cannot do.
- Recently very few building proposals were brought to the committee for review which made the committee’s mandate clear in terms of consultation with the general public. Since there are fewer proposals for review, there could be frustration that nothing is moving with any speed. However, this could open up the timeframe of other items on the Strategic Plan that the committee could review.
- Although there is some progress being made, every agenda item is now in the hands of the District and there was frustration within the committee with respect to the turnaround time on projects/updates being brought back to the committee to allow members to provide input.
- In order for the committee members to feel like they are contributing, perhaps look at the other items on the Heritage Strategic Plan, such as the register additions. Some committee members have already put time into this item, and work could be undertaken on investigating every inventory property that did not get onto the register as potential additions.
- In terms of moving forward, having clear information on process and making sure the process is clear in terms of the role of the committee and the District.

In moving forward for the May meeting, staff will review the workplan and bring back some possible items for the committee to engage.

9. Any Other Business

No other business items were presented.

10. Adjournment

The meeting was adjourned at 8:51 pm.

Next Meeting: Wednesday, May 24, 2023