



# COMMUNITY HERITAGE ADVISORY COMMITTEE MINUTES

Wednesday, February 28, 2024  
Hybrid (In Person and via Zoom)  
7:00 – 9:00 pm

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**Members:** Jim Paul (Chair) Anne Savill  
Mel Montgomery Cllr Jim Hanson  
Jennifer Clay

**Regrets:** Rob Griesdale (Vice Chair)

**Guest:** Genevieve Lanz, Deputy Municipal Clerk

**Staff:** Isabelle Kim, 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

The following items were added under Other Business:

- DNV Heritage Building Maintenance
- CNV Update

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

**CARRIED**

## 3. Adoption of Minutes

MOVED by Jim Paul and seconded by Mel Montgomery  
To adopt the January 24, 2024 minutes.

**CARRIED**

## 4. Committee Training

Genevieve Lanz, Deputy Municipal Clerk provided a presentation on the roles and responsibilities of committee members, confidentiality, conflict of interest, code of ethics, meeting procedures and the committee's terms of reference and orientation manual.

## 5. Workplan

Isabelle Kim provided a further review of the 2024 Community Heritage Advisory Committee Workplan. During the discussion, committee members requested clarification on whether Bill 44 would affect heritage particularly around incentives. Staff reported a formal update has not yet been prepared, but that information will be shared as it becomes available. It was suggested that committee members begin a conversation on Basecamp and that Bill 44 be readdressed in June.

In terms of a report to Council, committee members discussed whether they would be reporting to Council this year, and it was suggested that it may be beneficial to begin a conversation on Basecamp in order to develop a strategy for structuring the report.

In addition, a brief overview was provided of Submittal, the new evaluation software that will be used for this year's heritage grant process, as well as the evaluation and assessment questions.

## **6. Community Heritage Awards**

The District recently posted information for nominations for heritage awards as well as advertising for the scavenger hunt.

Jennifer Clay provided a brief update on the recent walking tours noting that the event was successful with good participation.

Two nominations were received for heritage awards, the Capilano Suspension Bridge Park specifically the heritage education offered through the park's story centre and guided tours. The second nomination was for Grouse Mountain specifically the educational programs including the First Nations cultural program. Committee members were also informed that the heritage awards ceremony will take place on April 22.

MOVED By Jennifer Clay and seconded by Anne Savill

That the Capilano Suspension Bridge Park and Grouse Mountain Exhibit and Educational Programs be nominated for a heritage award under the category of heritage advocacy.

**CARRIED**

## **7. Staff Updates**

### **(a) Heritage Procedures Bylaw Update**

Staff are working on an update to the heritage procedures bylaw and provide more details on how heritage procedures should function overall and the key work is around delegation of approval authority and making the process clear and more streamlined in order to encourage heritage preservation. It is anticipated that at the next meeting there will be a presentation on the general updates.

### **(b) Heritage Plaques**

Upcoming work will focus on reaching out to homeowners around the current work and the potential replacement of existing plaques.

### **(c) Heritage Walking Tour StoryMaps**

The heritage walking tour StoryMaps were not completed in time for Heritage Week. However, the District did test out the walking tour for Lynn Valley.

### **(d) Recruitment**

Committee members were informed that David Lefebvre has resigned from the committee.

Committee members were requested to volunteer to participate in testimonial videos. Jim Paul, Jennifer Clay, and Mel Montgomery volunteered to participate in the opportunity.

## **8. Properties Tracker**

Staff provided an updated on the properties tracker including information on the following properties:

- 114 West Windsor – realtor inquiry
- 2211 Panorama Drive – permit application
- 1279 West Keith Road – renovation inquiry
- 233 Wooddale Road – purchase and subdivision inquiry
- 267 West Queens – building alteration inquiry

## **9. Any Other Business**

- DNV Heritage Building Maintenance

Clarification was provided around maintenance work/plan of District buildings that as part of agreements with tenants that they do the maintenance work and there are no maintenance inspections undertaken.

- CNV update  
An update was provided on CNV heritage staffing and heritage development applications.

## **10. Adjournment**

The meeting was adjourned at 9:00 pm.

**Next Meeting: Wednesday, March 27, 2024**