

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**HERITAGE ADVISORY COMMITTEE MEETING AGENDA**

**WEDNESDAY, JANUARY 26, 2022**

**4:30 PM VIA ELECTRONIC COMMUNICATION FACILITIES**

*(Members of the public may hear, or watch and hear, the meeting by attending the Atrium in the Municipal Hall or via electronic communication facilities through the link provided on the Committee's webpage)*

*Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.*

**CALL TO ORDER**

**1. Call to order.**

*Note: Staff will confirm that the meeting is being conducted via electronic communication facilities, pursuant to s. 5.7(b) of Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**2. Welcome and Introductions**

Welcome to new members A. Hatch and L. Xu.

**3. Election of Chair for 2022**

RECOMMENDATION:

THAT [Name] be elected as Chair for 2022.

RECOMMENDATION:

THAT [Name] be elected as [Acting OR Co] Chair for 2022.

**4. Committee Meeting Schedule for 2022**

RECOMMENDATION:

THAT the Heritage Advisory Committee Meeting Schedule for 2022 be adopted as follows:

- February 22, 2022 at 4 p.m.
- March 30, 2022 at 4 p.m.
- April 27, 2022 at 4 p.m.
- May 25, 2022 at 4 p.m.
- June 29, 2022 at 4 p.m.
- July 27, 2022 at 4 p.m.

- September 28, 2022 at 4 p.m.
- November 30, 2022 at 4 p.m.

RECOMMENDATION:

THAT

1. all remaining Heritage Advisory Committee meetings, including subcommittee meetings, for 2022 be held via electronic communication facilities only;
2. the Atrium in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the Heritage Advisory Committee and subcommittee meeting proceedings; and
3. a staff member be in attendance at the Atrium in the Municipal Hall for each of the scheduled meetings.

**APPROVAL OF AGENDA**

**5. Approval of January 26, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the January 26, 2022 Heritage Advisory Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**6. Adoption of November 24, 2021 Meeting Minutes**

RECOMMENDATION:

THAT the November 24, 2021 Heritage Advisory Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**7. Overview of Mandates and Work Plans for Other Relevant Committees**

RECOMMENDATION:

THAT the presentation regarding Overview of Mandates and Work Plans for Other Relevant Committees be received for information.

**8. Heritage Project Updates**

RECOMMENDATION:

THAT the discussion regarding Heritage Project Updates be received for information.

**9. Membership Composition and Vacancies**

RECOMMENDATION:

THAT the discussion regarding Membership Composition and Vacancies be received for information.

**10. District Heritage Assets**

RECOMMENDATION:

THAT the discussion regarding District Heritage Assets be received for information.

**PUBLIC QUESTIONS**

**11. Public Questions**

**NEXT MEETING**

**12. Next Meeting**

The next Heritage Advisory Committee meeting is scheduled for February 22, 2022 at 4:30 p.m.

**ADJOURNMENT**

**13. Adjournment of January 26, 2022 Heritage Advisory Committee Meeting**

RECOMMENDATION:

THAT the January 26, 2022 Heritage Advisory Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
HERITAGE ADVISORY COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, NOVEMBER 24, 2021**

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Committee Members: P. Grossman (Chair); B. Clark; M. Geller; P. Hundal; J. Mawson; J. McDougall and Councillor S. Thompson attended the meeting via electronic communication facilities. Absent: S. Abri; and T. Wardell.

Staff: E. Syvokas, Community Planner; and C. Mayne, Committee Clerk, M. Panneton, Director of Legislative Services; Theodore Azuma, Committee & Policy Coordinator; Pascal Cuk, Manager Legislative Operations / Deputy Corporate Officer attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 4:37 p.m.

H. Nesbitt has resigned from the committee. We would like to thank Ms. Nesbitt for her contribution to the committee and wish her well.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the November 24, 2021 Heritage Advisory Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the October 7, 2021 Heritage Advisory Committee meeting minutes be adopted as circulated.

CARRIED

Staff updated the committee that going forward the minutes will be more action-oriented in keeping with corporate standard used for other committees of Council.

**REPORTS / ITEMS**

**4. Recruitment and Appointments to the Committee**

J. Mawson provided a briefing note on committee membership policy and procedures to the committee and the following points were raised for discussion:

- The Heritage Advisory Committee (HAC) had some vacancies arise in 2021 but the committee did not review/determine desirable skill sets for the potential committee members. The HAC could play a role in identification of desired skillsets/interests that would strengthen the committee.

- People we want to attract to the committee could miss vacancies that are advertised on the District of West Vancouver website and in the North Shore News. Suggest adding vacancies to the HAC webpage, identifying the specific skillset desired for the vacancy, making the application process clear and easy to understand and expanding the vacancy notification to include heritage community groups.
- At the end of a committee members term or if they step down, it would be beneficial to have an “exit” process in place to allow knowledge/ideas to be shared and to facilitate working documents/files to be handed over.

*Staff responses:*

*M. Panneton (Director of Legislative Services) agreed with Mr. Mawson’s suggestions. Staff will provide the committee a copy of vacancy notices in the future for committee members to circulate and has no objection to expanding vacancy notifications to other publications, social media, etc., subject to budget constraints.*

*M. Panneton informed that an exit survey had been developed and would be provided to the committee. This will assist in capturing knowledge and recommendations from outgoing members.*

*The Heritage Advisory Committee Terms of Reference lists specific experience and/or qualifications required for the minimum of seven (7) and a maximum of (9) voting members. If the committee wants to amend the Terms of Reference to include different qualifications staff could draft and bring forward a Council report to amend the Terms of Reference accordingly.*

It was Moved and Seconded:

THAT the discussion regarding Recruitment and Appointments to the Committee be received for information.

CARRIED

## **5. Heritage Landmarks Inventory – Laura Anderson (West Vancouver Historical Society)**

L. Anderson provided a presentation on how the West Vancouver Historical Society can support HAC in creating an inventory of community ‘landmarks’ with value as character defining elements of West Vancouver.

L. Anderson indicated the West Vancouver focus has been on buildings and landscapes. However, other heritage elements contribute to neighbourhood character such as plaques, benches/viewpoints, public art and murals. Some of these resources are on public land and some are on private land. The WVHS can serve as a community liaison to help identify and define these resources.

The committee went on to question/ provide the following comments with the staff comments in *italics*:

- Collaborating with community groups is a good direction to go in.
- Public art should be included in this inventory.
- A standard of evaluation of the resources identified would be required (would need to be reviewed by heritage consultant).

*Staff indicated that there are currently 10 non-buildings (trees, landscapes and monuments) included on the Community Heritage Register. There are no plaques or murals on the Register. Additions to the Register would require evaluation of their heritage merit through an SOS and nominations would need to be considered by Council.*

*Once all of the information is gathered through the creation of the heritage landmarks inventory it could be reviewed by a heritage consultant for potential additions to the Register as part of the Strategic Plan Update.*

- In terms of the District heritage assets list project, the long term goal is to compile a list of assets that the District and public feel are heritage, some will make it to the Heritage Register and some will not, but they can still be embedded in to GIS mapping. Many details have to be worked out, however there is crossover with this work and the heritage landmarks work by the WVHS and a liaison between the HAC and different interested parties would be beneficial.

L. Anderson indicated that there is significance to the community of certain murals such as the mural at 25th and Marine Drive. The redevelopment proposal went to the DRC, and the mural was not a factor in the consideration. This is a specific example of something that the HAC could be involved with in terms with looking at creative ways of helping protect these resources.

It was Moved and Seconded:

THAT the presentation regarding Heritage Landmarks Inventory – Laura Anderson (West Vancouver Historical Society) be received for information with thanks.

CARRIED

## **6. Work Plan Update**

Staff provided a presentation to the committee regarding the status of the work plan projects.

The committee went on to discuss the work plan with staff comments in *italics*:

- A suggestion was made regarding creating a fillable form for nominating heritage resources which could be posted to the website.
  - the committee can help by generating something concrete and deliverable to protect staff time.
  - could crowdsource this information and allow for citizen historians.

**ACTION:** Staff will look into adding this type of form to the website and will provide an update at a future meeting.

- Regarding the draft case study template:
  - the example from Richmond was nicely laid out. B. Clark offered to research a bit more on the template.
- What updates were made to the website?

*The website has been updated with a lot more information and useful links regarding heritage conservation opportunities and incentives, the Heritage Revitalization Agreement process etc.*

- Not sure the committee is ready to move forward with the review of the support category resources and the Strategic Plan Update. There is more work to be done in 1) identifying our heritage resources and 2) investigating the insurance issue and developing incentives. This work should be completed before we think about hiring a consultant as there might be additional resources to be assessed by a heritage consultant. Additionally, we are missing the piece of work around developing the economic business case around retaining a heritage home and developing the site through the HRA process vs. demolition and building new. The HAC could play a role in helping with a business case template to lay out potential options. The committee could also review the incentives that are currently offered and whether or not they are working or if they need to be strengthened. This is a priority if we are trying to get ahead of the curve of the demolitions. Some staff input may be required, but there is tremendous knowledge and experience on the committee that could be used to develop a business case on redevelopment of a property. Keep it high level. This potentially roles in to neighbourhood character and their changes.
- The support assessment is going to be expensive.
- Regarding the insurance issue (owners of heritage designated homes are having a difficult time obtaining insurance):
  - this has recently been brought to Council's attention.
  - the problem is it becomes a road block. Suggest adding this as an item to the work plan and consult with insurance agency industry to determine the issue and possible solutions. Consider asking industry experts to come to a committee meeting.

**ACTION:** Staff have reached out to heritage experts to discuss possible options to reduce the burden of insurance on heritage designated properties and will update the committee at a future meeting.

It was Moved and Seconded:

THAT consultation with the insurance industry in regards to the cost of insurance for houses that have been designated and examination of the economic case for heritage protection be added to the work plan.

CARRIED

It was Moved and Seconded:

THAT the discussion regarding Work Plan Update be received for information.

CARRIED

## **PUBLIC QUESTIONS**

### **7. PUBLIC QUESTIONS**

C. Reynolds commented that:

- The minutes are valuable, help those who cannot attend the meetings keep informed.
- There are additional heritage groups in West Vancouver that could be consulted such as the Old Growth Conservation Society.
- Would like to see the West Vancouver Historical Society presentation added to the website. *Staff note: committees must adhere to the corporate standard which is that third party presentations are currently not posted online.*
- Glad to hear that there are discussions around getting the tri municipal group back together.
- Insurance information needs to be addressed.

N. Smith, representing the North Shore Heritage Society indicated that she would update her group on the meeting.

## **NEXT MEETING**

### **8. NEXT MEETING**

Staff confirmed that the next Heritage Advisory Committee meeting is scheduled for December 16, 2021 at 4:30 p.m.

### **9. ADJOURNMENT**

It was Moved and Seconded:

THAT the November 24, 2021 Heritage Advisory Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:37 p.m.

Certified Correct:

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Chair

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Staff Liaison