

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
HERITAGE ADVISORY COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, NOVEMBER 30, 2022**

Committee Members: P. Grossman (Chair), L. Anderson, M. Geller, A. Hatch, P. Hundal, and H. Telenius; and Councillor C. Cassidy attended the meeting via electronic communication facilities. Absent: S. Abri, B. Clark, and J. Mawson.

Staff E. Syvokas, Community Planner (Staff Liaison); and C. Mayne (Committee Clerk) attended the meeting via electronic communication facilities.

1. CALL TO ORDER

The meeting was called to order at 4:35 p.m.

Chair introduced and welcomed the new Council Liaison, Christine Cassidy.

Chair thanked Councillor Thompson for her time on the Committee.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the November 30, 2022 Heritage Advisory Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the September 28, 2022 Heritage Advisory Committee meeting minutes be amended by:

- Correcting the spelling of Michaels Geller's last name on the Committee Members list;

AND THAT the minutes be adopted as amended.

CARRIED

REPORTS / ITEMS

4. Proposed Heritage Sign for 985 Duchess Avenue

E. Syvokas introduced the topic and explained a memo was circulated with the agenda package. The purpose of the memo was to obtain feedback from the Committee on a proposed heritage sign at 985 Duchess Avenue. This is the Boyd House which was municipally designated through the Heritage Revitalization Agreement process in 2020. A condition of the Heritage Revitalization Agreement was that an information "heritage sign" be installed at the bottom of the panhandle to inform the public of the heritage asset.

The sign is proposed to be metal, have approximate dimensions of 18" x 18" and be installed on a 6" x 6" post.

The memo seeks comments from the Committee on two questions:

1. Are there any specific improvements (whether materiality, design or text) that should be incorporated into the final sign?
2. Should streetside informational signs of this nature be required in all future Heritage Revitalization Agreement's within the District?

Committee Comments with staff responses in italics

Regarding Question 1:

- The proposal has too much text and is not easy to read; reducing the text is suggested to encourage people to read it.
- The picture of the house should be more prominent, so it catches the eye.
- Suggest adding a link to the sign for where to get more information.
- The colors are pale, may not stand out enough.
- Is the photo of Ron Thom necessary?
- It is a Ron Thom designed house, having a picture of him is appropriate.
- Suggest making the photos larger and reducing the text - general rule of thumb is 50% photos and 50% text.
- Regarding the proposed location of the sign on Duchess Avenue:
 - it might be confusing for people as the house is up the slope, behind a bunch of bushes, so it is not visible from the street.
 - it is important to have a photo of the house on the sign because you cannot see the house.
 - it may make more sense to put the sign in the lane adjacent to the house; the lane is fairly active.
 - is there any flexibility in moving the location from the street to the lane?

Staff would have to look at the wording in the Heritage Revitalization Agreement bylaw. An amendment may be required to change the location. Alternatively, rather than changing the location it might be helpful to have a context map on the sign showing the relationship of the Boyd House and the infill dwelling. The street would be a more public location that would be seen by a larger audience than just those who live in the immediate area.

- Is this sign intended to be similar to the heritage plaques in Vancouver?

The heritage plaques in Vancouver are very minimal in content and are posted on the building. This sign is proposed to be more informational and would be used specifically for properties designated through Heritage Revitalization Agreement's. We have not determined if this is a template, but it could be.

- There is too much text and it looks a bit dated (could appear to be from the 80's or 90's). Suggest making it more contemporary. This is not the best image of the house and there could be better images to help people understand the text.
- There is no reference to the indigenous history to the land; the sign shouldn't focus on the architect only.
- I would like Council to decide if the sign has a land acknowledgment.

Regarding Question 2:

- Would like to see a mock up before we consider using this as a template and would like to see a photo of an example of another similar sign.
- Coming up with a template is a good idea.
- We should have heritage signs. In the future might do a walking tour or driving tour, so would be a good idea to have signs.
- Was the sign for the Boyd House designed as a one-off or as a template?

This sign was designed specifically for this project; however, this sign could act as a template that can be used for future heritage projects. Installing signs at heritage sites could be part of education and awareness of heritage resources program. Therefore, getting this one right is key. Staff will work with the project's File Manager to revise the sign based on the committee's comments and then create a mock up for the Committee to review at a future meeting.

- L. Anderson indicated that she has examples of good metal interpretive signs. *Please send them to staff.*
- Support these signs for Heritage Revitalization Agreement projects. Suggest exploring 2 different templates with different but cohesive graphic styles for 1) west coast modern and 2) pre-1940's development; there would be value in identifying each category.
- What is the timing for this sign?
Staff to not have a specific timeframe required at this time; however, construction of the infill dwelling on the site has not yet begun, so there is time to get the design right.
- Don't want signs to become a hindrance; people may not want to have one in front of their house. If design is attractive and appealing maybe they would be more inclined to support a sign. I would vote for not having it as a requirement and let people decide.

It was Moved and Seconded:

THAT

- Staff bring back a proposal for a more standardized plaque layout for future Heritage Revitalization Agreement projects, as well as a further mock up for the proposed sign for the Boyd House;

- Staff come up with two different templates, one reflecting West Coast Modern architecture and one reflecting pre-1940's and other architecture; and
- Streetside information signs of this nature be encouraged in all future Heritage Revitalization Agreement projects.

CARRIED

It was Moved and Seconded:

THAT the discussion regarding Proposed Heritage Sign for 985 Duchess Avenue be received for information.

CARRIED

5. Proposed Meeting Dates for 2023

Staff have tentatively booked committee meeting dates for 2023 to secure meeting rooms. The dates have been booked for the last Wednesday of the month, with the exception of August (to be consistent with other District committee schedules). At the January 2023 meeting the Committee will have to establish by resolution the schedule of meetings for the year.

Committee Comments with staff responses in italics:

- Can meetings be hybrid?
A funding request to account for the cost and resource implications associated with this meeting format has been submitted for consideration as part of the 2023 budget process. If this budget request is approved, this option will likely not be available until 2024. In January the Committee will have to vote to hold meetings in-person or online.
- If meetings were held in-person, could this be possible in the Council Chamber?
Council Chamber is not an option for committee meetings.
- If we have Heritage Revitalization Agreement proposal on the agenda, can we choose to have an in-person meeting but otherwise hold the meetings electronically?
.Legislative Services would like the Committee to set the same default format for all meetings in 2023. This is to provide the public, committee members, Councillors, and staff with transparency, consistency, and predictability. However, staff's understanding is that the Committee could decide to schedule in-person meetings for review of projects provided the required notification requirements are met.

Councillor Cassidy will speak to Legislative Services about holding hybrid meetings.

It was Moved and Seconded:

THAT the discussion regarding Proposed Meeting Dates for 2023 be received for information.

CARRIED

6. Heritage Project Updates

E. Syvokas provided an update on the following items:

1. In response to the motion that the HAC brought forward at the September 28 meeting regarding that the HAC being involved in the process for handling plaques that require updating, it has been determined that park plaques are outside of the Committee's scope. As decisions regarding these plaques are outside of Planning staff's hands.
2. With regards to the public engagement results for the Klee Wyck Park site, Parks staff had indicated that they intended to present the survey results to the HAC, however after consultation with the Communications department it was determined that this was not possible until the results are provided to Council. I will send the results summary provided to Council once it is available.
3. Lighthouse Park Lease: Fisheries and Ocean Canada (DFO) is the lead Federal department with regards to Lighthouse Park (LHP) as the park is federal land leased to the District. The District is waiting for the DFO to present their process for the review of the Lighthouse Park lease.
4. The heritage landscape resources from the heritage inventory and the Heritage Register have been added to WestMap. This will flag them for staff to be reviewed as part of building permit and development applications.
5. Tentative date for the tri-municipal heritage meeting – Tuesday, January 17 at 6 p.m. Date to be confirmed.
6. Update from Navy Jack Citizens Group- the "Friends of Navy Jack House Society" - this group is fundraising towards the costs of the house, facilitating stewardship and advocacy over the long term and building awareness of the house:
 - o a campaign launch event was held at the Kay Meek Arts Centre in September
 - o Currently they have raised about \$25,000 through crowdfunding
 - o Campaign is looking for a "lead donor" to contribute a substantial proportion of the community's \$1.6M share of the costs (the District has committed \$1M in matching funds from Community Amenity Contributions)
 - o The District is hanging further information boards on the Spirit Trail side of the House, as well as putting up artist's renderings of what a renovated structure might look like.

Committee Comments with staff responses in italics:

- Regarding the plaques, why was the public not informed when they were removed and when they are going to be returned? Why would the Heritage Advisory Committee not have input on the plaques which are discussing heritage?

In terms of the 3 plaques removed in Ambleside Park, Lighthouse Park and Navy Jack Point Park, were removed as they contained outdated language. Parks staff are working with First Nations on language. The District is working

government to government, therefore this work has been determined to be outside of the Committee's scope. CAO's office is the lead for the project. Planning staff are not involved and therefore unable to comment on the process; the direction provided by the CAO's office and Senior Staff is that this is outside of the Committee's scope. In terms of other plaques, need to follow up with the Parks, Culture and Community Services Department as they manage these signs.

- Would like to see informational signs for heritage trails in the Lower Caulfeild Heritage Conservation Area. There are a number of heritage trails through the area. One trail goes between two houses on the Heritage Register, Kilby House I and II. Would be a great place to have a plaque describing the trail and the heritage houses. This could be the first of many signs in the area. The community might not want the trails well known, so would not recommend putting the sign at trail heads, but would probably support information well placed.

Staff will look into this with Parks Senior Managers.

- The Historical Society is creating a self-guided walking tour in Caulfeild, with plans to create in other neighbourhoods as well. Plaques or historical information boards could be incorporated. Discreet signs are an asset and an enhancement of the heritage value of potential tours of the community. Hollyburn Heritage Society has a walking tour of Hollyburn Lodge area. There are other community walking tours being planned; potential for comprehensive community plan for consistency.
- Regarding the idea that the historical records should be added to not removed, where on this Committee do we register or record our comments on this position by the District?

The Committee's previous comments on the park plaques that were removed and the motion from the previous meeting were provided to Parks, Culture and Community Services. The direction came from the CAO's office and Senior Staff.

- The information boards that were put up at the Navy Jack House are excellent. The District is hanging further information boards on the Spirit Trail side of the House, as well as putting up artist's renderings of what a renovated structure might look like.

It was Moved and Seconded:

THAT the verbal presentation regarding Heritage Project Updates be received for information.

CARRIED

7. Implementation Status of the 2006 West Vancouver Heritage Strategic Plan

E. Syvokas indicated that this agenda item is a continuation of the review of the 2006 Heritage Strategic Plan. The purpose of this agenda item is to go through each strategy in the Plan to see if the Committee has any comments on the implementation status of the action items. Following this meeting staff will add any received comments to the document and then will review outstanding actions

against the workplan to see if action items are captured in the workplan or if any warrant being added for discussion at the next meeting.

The Committee left off the review at the October meeting at Strategy 5.

Strategy 5: Introduce heritage incentives to encourage the conservation of heritage resources

Committee Comments with staff responses in italics:

Action 5.1 Introduce non-monetary incentives to encourage conservation of properties listed on the Community Heritage Register:

E. Syvokas indicated that this action has been implemented mainly through land use incentives but consideration of bed and breakfast or short-term vacation rental use, could be considered for properties on the Heritage Register; as there could be neighbourhood concerns, may be best evaluated through the Strategic Plan Update which would have a public engagement process. Could also consider a plaque program and a dedicated heritage awards program.

- Is this action specific to Heritage Revitalization Agreement applications?

Properties listed on the Heritage Register are considered eligible for municipal conservation incentives.

- Given that there are not many Heritage Revitalization Agreement projects, may want to encourage owners to maintain their properties in other ways and not only through a Heritage Revitalization Agreement, such as offering incentives for being listed on the Heritage Register.
- Other municipalities use the term “character homes” which are not officially recognized on a heritage register, but are eligible for incentives.
- Conserving a heritage home is a benefit to the community whether it is on a heritage register or not.
- Incentives could include relaxing the rules to make it easier to have a secondary suite in a heritage home. For instance, in West Vancouver there is a requirement that the suite be sprinklered. Having a secondary suite in Vancouver in an older house in Vancouver is a lot easier; they want people to legalize suites. Secondary suites are good for someone older that can help pay to maintain the house and would be a huge incentive. Also, parking, why do you have to have a dedicated parking spot for a secondary suite on your property.

There is no longer a requirement to provide a parking spot for a secondary suite if the property is within 400 m of a bus stop.

- Suggest adding this topic to the tri-municipal meeting agenda, maybe the other North Shore municipalities have some ideas?

Staff will request to add a discussion around incentives available outside of Heritage Revitalization Agreement's to the agenda.

- The BC Building Code defines ‘heritage building’ as “a building which is legally protected on officially recognized as a heritage property...”. Incentives could be

provided to properties listed on the Heritage Register or to a 'character home' if DWV creates this definition.

Action 5.2 Consider financial incentives to encourage conservation of properties listed on the Community Heritage Register.

The application fees for heritage projects haven't increased, a financial incentive for those projects.

- Consideration of property tax abatement is worth a discussion; would be a carrot that could encourage a lot of people.
- Relatively inexpensive to the municipality.

This could be explored through a municipal scan to see what other municipalities are doing.

- It always comes down to money; less fees would be an incentive.
- When most properties are sold, individuals viewing the house are planning redevelopment, real estate agents should be informed of incentives for heritage conservation.

A letter was sent to local real estate agents and owners of properties on the Heritage Register to inform them of the benefits and incentives available for heritage conservation, staff provide information on heritage properties on an enquiry basis as well as when building permit applications are received, and a big update the website was made to make it more user friendly, provide case studies of projects that have gone through the Heritage Revitalization Agreement process etc.; ongoing work to try to get in front of demolitions through education.

Action 5.3 Provide accelerated consideration for conservation-related development proposal.

Staff prioritize heritage applications; consideration could be given to prioritizing building permit applications for heritage projects.

Action 5.4 Provide technical assistance to owners of properties on the Community Heritage Register.

Technical assistance has been related to municipal processes.

- Is Heritage BC on the list of community organizations that staff reference?

Yes, great resource.

- How does information about incentives get communicated to the community?

Properties that have been identified as having heritage value are flagged in our system and on WestMap, information is available on the website, and hopefully real estate agent outreach has added knowledge as well.

- Suggest providing the public with a road map on rules that can be relaxed. That kind of technical assistance would work.

- Equivalencies are available for any building that meets the definition of 'heritage building' in the BC Building Code. The definition has the 2 routes, legally protected and officially recognized. A list of relaxations is provided in table 1.1.1.1.5 of the BC Building Code. Many municipal inspectors and plan checkers across BC are unaware that it exists.
- It is up to the municipality to provide interpretation of what is official recognition. Not all municipalities do the same. Recognition of character homes could add benefit.
- Need a culture of awareness of heritage within Municipal Hall; get everyone sensitive to heritage and in particular, conservation of West Coast Modern architecture.
- The culture of awareness within the community is also important. There is a gap in the community's knowledge about heritage and incentives available. Outreach and education are important.
- Having signage at Heritage Revitalization Agreement sites is a great way to educate people.

Re: Action 6.5

- Is a 0.5 FTE position sufficient staff resources to be dedicated to heritage or is there a way to get a full-time planner for this?

Budget requests for 2023 have already been submitted. Staff clarified that budget requests have already been submitted for 2023 and that typically funding requests are tied to Council's Strategic Plan (which currently does not include heritage objectives). This could be considered at a later date if Council recognizes heritage conservation as a priority. This issue could be raised in update from the Committee to Council in January.

It was Moved and Seconded:

THAT the discussion regarding Implementation Status of the 2006 West Vancouver Heritage Strategic Plan up to Strategy 5 be received for information.

CARRIED

PUBLIC QUESTIONS

8. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

9. NEXT MEETING

Staff confirmed that the next Heritage Advisory Committee meeting is scheduled for December 21, 2022 at 4:30 p.m. via electronic communication facilities.

Staff to poll the Committee for availability.

ADJOURNMENT

10. ADJOURNMENT

It was Moved and Seconded:

THAT the November 30, 2022 Heritage Advisory Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:41 p.m.

Certified Correct:



Chair



Staff Liaison