

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

**HERITAGE ADVISORY COMMITTEE MEETING AGENDA**

**WEDNESDAY, FEBRUARY 22, 2023**

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

*(Members of the public may hear, or watch and hear, the meeting by attending the Raven Room 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 Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**2. Election of Chair for 2023**

RECOMMENDATION:

THAT [Name] be elected as Chair of the Heritage Advisory Committee for 2023.

RECOMMENDATION:

THAT [Name] be elected as [Acting or Co-Chair] of the Heritage Advisory Committee for 2023.

**3. Committee Meeting Schedule for 2023**

RECOMMENDATION:

THAT the Heritage Advisory Committee Meeting Schedule for 2023 be adopted as follows:

- March 29, 2023 at 4:30 p.m.;
- April 26, 2023 at 4:30 p.m.;
- May 31, 2023 at 4:30 p.m.;
- June 28, 2023 at 4:30 p.m.;
- July 26, 2023 at 4:30 p.m.;
- September 27, 2023 at 4:30 p.m.;
- October 25, 2023 at 4:30 p.m.;
- November 22, 2023 at 4:30 p.m.; and
- December 20, 2023 at 4:30 p.m.

RECOMMENDATION:

THAT all remaining Heritage Advisory Committee meetings for 2023 be held in-person at the Raven Room in the Municipal Hall.

OR

RECOMMENDATION:

THAT

1. all remaining Heritage Advisory Committee meetings for 2023 be held via electronic communication facilities only;
2. the Raven Room in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the Heritage Advisory Committee meeting proceedings; and
3. a staff member be in attendance in the Raven Room in the Municipal Hall for each of the scheduled meetings.

**4. Annual Committee Evaluation for 2022**

RECOMMENDATION:

THAT the report regarding Annual Committee Evaluation for 2022 be received for information.

**APPROVAL OF AGENDA**

**5. Approval of Committee Meeting Agenda**

RECOMMENDATION:

THAT the February 22, 2023 Heritage Advisory Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**6. Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT the December 21, 2022 Heritage Advisory Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**7. Heritage Project Updates**

RECOMMENDATION:

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

**8. Tri-Municipal Heritage Meeting Debrief**

RECOMMENDATION:

THAT the discussion regarding Tri-Municipal Heritage Meeting Debrief be received for information.

**9. Heritage Plaque Template**

RECOMMENDATION:

THAT the discussion regarding the Heritage Plaque Template be received for information.

**PUBLIC QUESTIONS**

**10. Public Questions**

**NEXT MEETING**

**11. Next Meeting**

The next Heritage Advisory Committee meeting is scheduled for March 29, 2023 at 4:30 p.m. via electronic communication facilities.

OR

The next Heritage Advisory Committee meeting is scheduled for March 29, 2023 at 4:30 p.m. and held in-person in the Raven Room at Municipal Hall.

**ADJOURNMENT**

**12. Adjournment of Committee Meeting**

RECOMMENDATION:

THAT the February 22, 2023 Heritage Advisory Committee meeting be adjourned.



- The District will shortlist proponents and will hopefully come to an agreement.
- The stewardship group will continue facilitating fundraising community fundraising, and building awareness about the house. The goal is to make this project a reality next year.

Question: There is one person who has been involved in supporting this, a developer who has specific experience with heritage. Will he respond to this bid? Response: There are several people who have expressed interest, any people or groups that have expressed interest have been notified the bid has gone up and have a chance to bid.

Question: How long do these processes usually take to process?

Response: We might know something in February, strategically if we can use Heritage Week, there is a lot of built-in publicity in the event.

Sometimes these bids come in with different requirements, they may not want to pay for more detailed studies unless they are going to get it, it can take months.

Action: Staff will send the link to the request for submissions of Expression of Interest (EOI) to the Committee.

## 5. 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.

The Committee left off the review at the November meeting at Strategy 6.

Committee Comments *with staff responses in italics*:

Strategy 6: Develop the District's capacity to manage heritage resources

- Comment on action 6.5 (Ensure that heritage planning and management is a fully acknowledged function in the Planning Department, and that adequate staff, training, and other resources are allocated to this function): West Vancouver is a wealthy community with a large number of heritage resources; it is important to have a full-time heritage Community Planner instead of only 50% of the position allocated to this role.

Strategy 7: Develop sources of revenue for fundraising conservation

- Comments on action 7.1 (Consider the creation of a West Vancouver Heritage Foundation, which would raise money to support private heritage conservation efforts):
  - Agree that creation of a West Vancouver Heritage Foundation as a stand-alone heritage foundation is a good idea; it is a good opportunity to raise awareness.
  - Navy Jack is an important site and has potential as being a recognized as a national historic site which would open up opportunities for federal funding.

Strategy 8: Develop a program of ongoing monitoring and renewal of the heritage management program

- Comments on action 8.2 (Invite community input on the strengths and weaknesses of the District's heritage management activities):
  - If there is going to be an opportunity for revisiting the Heritage Strategic Plan with a facilitator or consultant, having public involvement in updating the plan would be important.
  - Thinking ahead to February, we should discuss what can be achieved for the upcoming Heritage Week. *This is an item that will be on tri-municipal agenda; it will be a good opportunity to brainstorm ideas.*
  - Idea to add on to the survey created last year, with a slightly different angle; generate interest and get people going.

Strategy 9: Raise public awareness and appreciation of the District's natural, cultural and built heritage resources

- Comment on action 9.1 (Develop guided and self-guided tours of West Vancouver's heritage resources): The webpage could be updated to include all heritage walking tours available. Pamphlets would be a good idea as well. Tours are offered for the old growth conservancy; many residents might not know this.
- Comment on action 9.2 (Encourage and support festivals and special events that commemorate the diverse heritage of West Vancouver): The Navy Jack House's 150th anniversary is upcoming. There is a federal program ("Building communities through Arts and Heritage – Legacy Fund") which supports celebration of significant anniversaries. Given that the house is District-owned, once a timeframe for renovation/repurposing is determined, the HAC, with staff assistance, could make an application for funding in time for the opening of a renovated/repurposed facility. It is a continuous intake process and there is a turn around time of 24 weeks for review of applications.
- Comments on action 9.3 (Continue the West Vancouver Heritage Achievement Awards):
  - will review awards granted to community volunteers under the heritage category to see if there are any gaps.
  - awards which recognize both individuals and projects are good for raising public awareness; awards don't need to be yearly, could be every two to three years.

Strategy 10: Enhance partnerships between the District and the community to further the heritage program.

- Comment on action 10.2 (Make funds available to community heritage organizations to enhance their programming): The possibility of having some sort of fund established at the community foundation. The City of North Vancouver established a grant program modeled after the Vancouver Heritage Foundation Grant Program. I am hoping that they will update us on the funding for the grant program at the Tri-Municipal Heritage Meeting. *Municipal grant programs are on the agenda. There will be an opportunity to ask questions if not included as part of the presentation.*

This is a very comprehensive document. Committee members can review the document further and provide any further comments in writing to Staff.

It was Moved and Seconded:

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

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

CARRIED

## 6. 2023 Workplan

### Committee comments with staff responses in italics:

E. Syvokas indicated that many items on the work plan (Heritage Strategic Plan Update, Assessment of Support category resources, evaluation of unidentified heritage resources, municipal scan of relevant policy tools, and economic case for heritage retention) require a budget request. It is important that the committee focuses on where available resources and time should be prioritized, noting that there is limited staff resources remaining after responding to heritage inquiries, review of projects, supporting committee meetings.

Staff reviewed the workplan with the Committee.

### Committee comments with staff responses in italics:

Economic case for heritage retention:

- the Planning Department understands the complexities of putting through a development and the process so could likely provide a lot of the information required. The value of certain benefits could be quantified, such as a reduction of taxes or value of short-term rental use. *We do not have the in-house expertise; this would require hiring a consultant.*
- Heritage BC does some economic analysis. Someone could speak to Heritage BC on that item, they might have some good resources.
- This is an important piece of work to complete ahead of the strategic planning process. The idea is to encourage people to keep older buildings and enter into Heritage Revitalization Agreement's by giving people information on the business case for doing so. Knowing the magnitude of the economics around not bulldozing a house will inform what one might look at when looking at updating the Heritage Strategic Plan; if there is a big gap, we need to look at more tools. This work is important if we are going to try and get a head of the curve of demolitions.
- At a committee level I would like us to spend some time thinking about the economic business case and start to assemble information we know and identify gaps.

Identification of Unidentified Resources:

- identifying heritage resources will have more opportunities opened to them; a listing on the Heritage Register establishes eligibility for heritage conservation incentives. It is important to focus efforts on identifying

unidentified heritage resources. Try to push for this if it requires budget.  
When the suggestions were put out to the public, ideas were forthcoming.

#### The Heritage Strategic Plan Update:

- Updates done in other municipalities have also included updates to their Heritage Register. Assessment of support category resources and previously unidentified heritage resources are related to that process, and a municipal scan of policy tools could also be included. Is there a possibility to combine the Heritage Strategic Plan Update, the assessment of support category resources, identification and review of unidentified heritage resources, and the municipal scan of relevant policy tools in the scope of work for a consultant? *It makes sense for all of the projects which require funding to be completed concurrently. Future budget requests would be based on Council's new Strategic Plan which is anticipated to be developed in 2023. However, if the municipal scan is done at the staff level, it may be completed earlier, with no budget request, and may result in adding to the incentives available to get ahead of demolitions.*
- Securing the funds for an update to the Heritage Strategic Plan might not happen straight away. It has been 16 or 18 years since this was last done, costs have increased.

#### Insurance issue:

- this issue has been put to Heritage BC and the National Trust for Canada so hopefully they will find solutions.
- would be good to prod our insurance colleagues to come back to us on this issue.

#### Municipal Scan of Policy Tools:

- it seems logical if staff could do some of the work of identifying incentives and funding opportunities. It would be helpful and quicker than hiring a consultant to do this work. This needs to be prioritized so we have a better understanding. If the consultant budget request is significant, it might not happen. A staged process for the items requiring budget requests could be considered to make it more achievable.

#### Placards for Heritage Designated/HRA projects:

- this is achievable and on the way.

#### Tri-municipal meeting:

- there is much that can be gained by sharing information.
- opportunity to split up and collaborate on work between municipalities going forward.

*The Committee's work plan presentation to Council will be January 16, 2023; the presentation is a very high-level list of workplan items. Staff will circulate the work plan list of projects and members can add and modify it. Prioritize what can be done in house; what is achievable and what is possible for staff. The idea of engaging a consultant is something that needs to be considered, as well as how can we structure and stage the work so that it doesn't sound too onerous for budget*



requirements. If the request is too ambitious it may not get supported. *There is limited resources to focus on these projects, therefore need to determine which projects are priorities and achievable for the year.*

If the Committee has any further comments on the workplan, please send to Staff.

It was Moved and Seconded:

THAT the discussion regarding 2023 Workplan be received for information.

CARRIED

## **PUBLIC QUESTIONS**

### **7 PUBLIC QUESTIONS**

There were no questions.

## **NEXT MEETING**

### **8 NEXT MEETING**

The Committee would like to thank S. Abri for her contribution to the Committee.

It was Moved and Seconded:

THAT

1. the next Heritage Advisory Committee meeting be scheduled for January 25, 2023 at 4:30 p.m. via electronic communication facilities;
2. the Raven Room in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the Heritage Advisory Committee proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for the meeting.

CARRIED

## **ADJOURNMENT**

### **9 ADJOURNMENT**

It was Moved and Seconded:

THAT the December 21, 2022 Heritage Advisory Committee meeting be adjourned.

CARRIED

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Staff Representative