

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
HERITAGE ADVISORY COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, FEBRUARY 22, 2023**

---

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

Staff: Staff E. Syvokas, Community Planner (Staff Representative); and C. Mayne, Executive Assistant to the Director of Planning & Development Services (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 4:31 p.m.

**2. Election of Chair for 2023**

It was Moved and Seconded:

THAT Paula Grossman be elected as Chair of the Heritage Advisory Committee for 2023.

CARRIED

B. Clark absent at the vote

It was Moved and Seconded:

THAT Brenda Clark be elected as Acting Chair of the Heritage Advisory Committee for 2023 subject to her approval.

CARRIED

B. Clark absent at the vote

**3. Committee Meeting Schedule for 2023**

It was Moved and Seconded:

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.

CARRIED

B. Clark absent at the vote

It was Moved and Seconded:

THAT

1. by default, remaining Heritage Advisory Committee meetings for 2023 be held via electronic communication facilities with the option to have in-person meetings as required;
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.

CARRIED

B. Clark absent at the vote

**4. Annual Committee Evaluation for 2022**

It was Moved and Seconded:

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

CARRIED

B. Clark absent at the vote

**5. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the February 22, 2023 Heritage Advisory Committee meeting agenda be amended by:

- Adding an agenda item regarding our workplan process;

AND THAT the agenda be approved as amended.

CARRIED

B. Clark absent at the vote

**6. ADOPTION OF MINUTES**

It was Moved and Seconded:

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

CARRIED

B. Clark absent at the vote

## REPORTS / ITEMS

### 7. Heritage Project Updates

E. Syvokas provided the following updates:

#### Navvy Jack House

The District issued a Request for Expressions of Interest (RFEOI) for experienced firms to restore and operate the Navvy Jack House, which includes construction and operation (after restoration) of a food and beverage establishment. The RFEOI closed on January 16 and the District is currently in the shortlisting process.

#### 3321 Radcliffe Avenue

A building permit application was received for modifications to the Hewitt House at 3321 Radcliffe Avenue, which is listed on the Community Heritage Register. A Development Variance Permit (DVP) was approved in 2001 for the existing house to allow siting variances as the house was relocated from the property next door. As the current proposal to modify the house was required to comply with the approved DVP, it enabled staff to work with the applicant and get a heritage consultant involved in the process to ensure that the proposed modifications did not detract from the heritage value or character-defining elements of the house.

#### 4777 Pilot House Road

The District has received a preliminary proposal for a Heritage Alteration Permit to allow for demolition of the existing house at 4777 Pilot House Road, relocation of an existing heritage house to the subject property by barge from Vancouver, and construction of a coach house at the rear of the property.

The heritage house, known as the "Doctor-Stewart house" was originally located on Larch Street in Kerrisdale and was on the City of Vancouver's Heritage list and twice won a Vancouver heritage award.

The applicant is hosting a preliminary public information meeting on March 1st from 5-7 p.m. at St. Francis-in-the-Wood Church. More information is available on the District's website.

The Committee went on to questions, with staff responses in italics.

- Is the plan to just modify the Radcliffe House? *Changes are proposed to the interior and exterior to make it more liveable. Staff have worked with the heritage consultant that worked on the Statement of Significance prepared for the house and they supported the changes.*
- Will 4777 Pilot House Road be treated as a variance? *The proposal will be reviewed through a Heritage Alteration Permit because it is in Lower Caulfeild Heritage Conservation area.*
- If there are more houses in that area, would it go to the committee in the future? If a house is on the register, would it come to the committee? *If the house was listed on the Heritage Register, it would come to the Heritage Advisory Committee for review. However, the house in question is not on the Heritage Register nor is it identified as a heritage resource in West Vancouver's heritage inventories. Further, it does not meet the criteria for addition to the West*

*Vancouver Heritage Register as it does not have association with West Vancouver's heritage. However, the project will be referred to the Lower Caulfeild Advisory Committee which is the appropriate committee set up by Council to review projects in this heritage conservation area.*

- Wonder if there would be value to applicant or Council to have any thoughts from the Heritage Advisory Committee.
- Staff's decision that it does not come before our committee is reasonable considering it is not part of West Vancouver history; as such it is not under our purview.
- Once it is relocated will it be on the Register? *No, as it does not meet the criteria for addition to the Register.*

It was Moved and Seconded:

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

CARRIED

B. Clark absent at the vote

B. Clark joined the meeting at 5:18 p.m. via electronic communication facilities and agreed to be the Acting Chair.

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

E. Syvokas summarized the meeting and follow up actions as follows:

Good discussion at the meeting; interesting to hear what the other two North Shore municipalities are doing; finding out what is working and sharing ideas.

- **Heritage Week**
  - Walking tours discussed briefly but not enough time to put something together for heritage week.
  - Brainstormed other ideas – however, these would need more lead time.
  - What the District of West Vancouver was able to do within the available short timeframe was a minor social media campaign to promote Heritage Week (Feb 20-26):
    - which will direct residents to the District's website to find out about incentives available for heritage conservation.
    - Provides information about the West Coast architectural style and the designers and builders who designed and constructed these homes.
  - Promote the North Shore Culture Compass Bingo; a bingo game to celebrate Heritage Week and encourages residents to explore local heritage and culture.
    - Players can pick up a Culture Compass BINGO card from destinations across the North Shore or print out a BINGO card from the website.

- Players receive an entry by engaging in 5 different cultural activities throughout the month. The grand prize is a staycation on the north shore.
- West Vancouver Art Museum and the Silk Purse Arts Centre, as well as visiting heritage buildings such as the Navy Jack House are on the bingo card.
  - Also working on adding the nomination form for unidentified heritage resources to the website. If completed in time will also see if possible to promote via social media.
- **Incentives**
  - Heritage Plaque Program – City of North Vancouver offers and District of North Vancouver considering.
  - Tax Incentives – City of Calgary is looking at offering.
  - Incentives outside of an Heritage Revitalization Agreement.
    - Grants-
      - District of North Vancouver offering grants – different amounts based on status.
      - City of Edmonton up to \$75,000 available in return for formal designation; have designated 145 homes in last 22 years.

The Committee went on to discuss, with staff responses in italics.

- Tax incentives appear to be working well in other cities.
- It was very worthwhile to hear the stories; resulted in an article in the North Shore News about how to improve heritage preservation on the North Shore.
- Interesting to hear the discussion around improving the understanding for building inspectors regarding equivalencies in the Building Code, to reduce the cost in restoration and not have the code be a barrier. Heritage BC is working towards creating awareness and that was well received.
- Will the forms for the public to suggest unidentified heritage resources be available ongoing? *The form will be added to the website and will be available online all year round. The intent was for the form to added to the website in time to promote it during heritage week; however, that may not be possible.*

It was Moved and Seconded:

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

CARRIED

## 9. Heritage Plaque Template

E. Syvokas provided the following information:

- At the November 2022 meeting the committee reviewed the proposed heritage plaque for the Boyd House at 985 Duchess Avenue and had some concerns that it had too much text and had some suggestions for changes to the graphics. A

motion was also approved that two templates to be created with different but cohesive graphic styles for 1) West Coast Modern and 2) pre-1940's and other architecture.

- At the tri-municipal heritage meeting the City of North Vancouver's (CNV) staff member showed the City's heritage plaque template. It was suggested that this template could be used by the other two municipalities for potential cost savings.
- The District of North Vancouver (DNV) HAC discussed the CNV template at their January meeting and supported this idea of using the same template.
- The idea of all three municipalities using the same basic template with different crests has merit in terms of having a standardized, recognizable, and unified look across the North Shore. However, it would offer less flexibility in terms of design.
- Staff recently met with the communications team to discuss the CNV template and the potential of modifying it for West Vancouver. They liked the idea of having a template with a standard number of words, 1 photo and a crest and suggested that they could tweak the CNV template to make it more modern for west coast modern projects, yet still be recognizable and cohesive with the design of the CNV plaques.
- Staff would like to hear from the committee as to whether they recommend using the template from the CNV or creating 2 different templates specifically for West Vancouver as originally discussed.

The Committee went on to discuss, with staff responses in italics.

- Not in favour of using CNV's template. CNV's plaque serves as a template for quality and information that is suitable, however West Vancouver should have its own unique design.
- I like the design; cost savings in using this template. Support one design for all heritage, don't need signs for different era homes.
- The North Vancouver plaque is more elegant than the one reviewed previously, I support using it as a starting point. Still feel there is value in having two designs. The City and District of North Vancouver are not famous for their West Coast Modern architecture to the same degree as West Vancouver. I think it would be a lost opportunity to not have one for West Coast Modern and one for everything else. The template could be modified with a West Coast Modern graphics etc.
- Highlighting West Coast Modern is a good idea.
- West Vancouver thinks of itself as the centre of West Coast Modern architecture, but the West Coast Modern League might take issue with that. There are well known examples here, but they are not limited to the District of West Vancouver. There are 1000 homes across the whole North Shore. Like the idea of something that represents West Vancouver but has flavours that highlight West Coast Modern.
- One of the unique things with West Vancouver is the topography. Homes were built on difficult terrain, and this resulted in creative design which should be highlighted.

*Staff could see what our communications team could accomplish by modifying this template. The DNV is also interested in using this template and is interested*

*in creating a template for West Coast Modern architecture. Our communications team have indicated that they could work with DNV's communication team on creating a West Coast Modern template.*

- *Is the CNV's plaque currently in use? Yes, this is the template they use. A member of the District of North Vancouver's Heritage Advisory Committee did an inventory of the CNV's plaques recently and reviewed approximately 12 signs that have been installed. If a property is designated, property owners can receive a sign for free; if the property is on the Register, they pay 50% of the cost.*
- *We need criteria for plaques, pros and cons, costing of materials etc. CNV compared costs of their aluminum sign with the stamped bronze sign used in Vancouver and the aluminum sign is substantially less expensive. The DWV does not currently have a plaque program nor is there currently a budget for plaques. The applicant for the most recent Heritage Revitalization Agreement project is required to install a heritage plaque at their cost which we would then use as the template for future Heritage Revitalization Agreement projects. If a program is developed and funding is made available, we could then potentially look at providing signs for other heritage sites.*
- *It is something you want to get right the first time. Needs to be timeless and simple and adaptable to different buildings and assets. Talking about the template being adaptable and cost savings, is it stamped metal? The graphics are on a laminate material mounted on aluminum.*
- *Need a strategy how to use it and where they are placed. The plaques in CNV have been posted in a variety of ways such as on a post, on a fence, on a house, on a gate etc. We would need to develop criteria for where and how the plaques are posted. This can be worked out; however, first staff needs direction on whether to follow and modify DNV's template or carry on with a made in West Vancouver plaque.*
- *Regarding the cost savings that were discussed, the city waits until they have enough to do a large order and then gets them manufactured all at once.*
- *How quickly could you have something to show the group? Must put in a request with the Communications Department so cannot provide a definitive timeframe.*

**ACTION:** some members volunteered to work on this offline and determine if there is value in talking to other two municipalities and will report back to the committee.

**It was Moved and Seconded:**

**THAT** the discussion regarding the Heritage Plaque Template be received for information and a small group review it and bring back to the Committee.

**CARRIED**

## **9.1 Workplan Discussion**

The Committee went on to discuss, with staff responses in italics.

- The workplan table of a dozen or so items was shared. There were two of the items that jumped out:
  - 1) The issue of the refresh of the strategic plan; and

## 2) A municipal policy review.

- Some of the items on the workplan are going to take a fair amount of time and need resourcing to make a reality. From a process point of view some thought should be given to the workplan with specific attention to scope, timeframe, and resources required.
- A briefing note style with recommendations could be used for each workplan item which is shared ahead of meetings, so people have time to put their thoughts together prior to the meeting. For us to be effective we need to plan out this work and how it all fits together.
- To be effective we need to be proactive and plan our year out. We need more preparatory material in front of us, well prepared briefing notes, with discussion points and suggestions. Agendas that have timeslots beside the items is helpful for managing the time.

*Several of the items on the workplan require budget requests. Typically funding requests are tied to Council's Strategic Plan (which currently does not include heritage objectives). Future budget requests would be based on Council's new Strategic Plan which is anticipated to be developed in 2023. A budget request for an update to the Heritage Strategic Plan could be considered later if Council recognizes heritage conservation as a priority within their Strategic Plan. In the meantime, staff resources will be focussed on completing a municipal scan of relevant policy tools (with no budget request required), to identify best practices and potentially changes to the District's current heritage program, such as recommending additional incentives that could be made available.*

- Is there any effort in being made to get heritage conservation included in Council's Strategic Plan? *The committee has a Council Liaison who attends meetings and reports back to Council. Further the committee provides an annual report to Council; the report for 2023 highlighted the committees workplan priorities and items requiring funding.*
- If we really did want to be proactive, we could arrange a meeting with the Mayor to make him excited about heritage. Engaging the Mayor could be a good way to get heritage included in the Strategic Plan.
- Part of our role is to advise Council; would hope we would be welcomed and to be included in their plan.
- The 2018 Official Community Plan has policies about protecting heritage.
- A report isn't going to cut it; an event is a more effective way. Don't think this should be left very long as Council is working on refreshing their Strategic Plan.
- We could have an in-person meeting to discuss the workplan and have a slideshow of Heritage Revitalization Agreement projects that have been approved and discuss the economic and tourism benefits of heritage conservation and invite Mayor and Council.
- Can staff do this? *This would require a lot of resources and is not feasible within the next couple of months.*
- The committee could do a delegation to Council on the importance of West Coast Modernism to get them excited and raise the profile of heritage. Would need to



make a request and find out about timing.

It was Moved and Seconded:

THAT the Committee request a delegation to Council at an upcoming meeting on West Coast Modernism and the importance of heritage.

CARRIED

It was Moved and Seconded:

THAT the discussion regarding workplan discussion be received for information.

CARRIED

## PUBLIC QUESTIONS

### 10. PUBLIC QUESTIONS

There were no 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.

## ADJOURNMENT

### 12. ADJOURNMENT

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 6:22 p.m.

Certified Correct:

  
\_\_\_\_\_  
Chair

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