

Heritage Advisory Committee

Minutes

Date: Thursday, September 20, 2018
Location: Knox Mountain Meeting Room (#4A)
City Hall, 1435 Water Street

Committee Members Present: Abigail Riley (Chair), Lorri Dauncey (Vice Chair), Stoke Tonne* and Amanda Snyder

Committee Members Absent: Ryan Esbjerg (Alternate) and Bob Haynes (Alternate)

Staff Present: Planner, Lydia Korolchuk and Legislative Coordinator (Confidential), Clint McKenzie

(*denotes partial attendance)

1. Call to Order

The Chair called the meeting to order at 12:07 p.m.

Opening remarks by the Chair regarding conduct of the meeting were read.

2. Minutes

Moved by Abigail Riley/Seconded by Amanda Snyder

THAT the Minutes of the August 16, 2018 Agricultural Advisory Committee meeting be revised to show Committee Member Abigail Riley opposed to the motion for Item 2.1 and be adopted.

Carried

3. End of Term Committee Review

- Staff outlined the end of term for the Committee coincides with the end of the upcoming Council term and the civic election on October 20, 2018. An end of term review for the Committee provides a summary of committee objectives, resourcing, general comments and feedback to Council. Discussion included:

- The Committee reviewed six applications in 2018, ten in 2017, and eight in 2016.
- Knowledge of Committee – expand representation on the Committee to include knowledge of the structural components of a heritage application. Adding members with engineering, building knowledge and heritage restoration experience would benefit the Committee.
- Zoning in conservation area is resulting in oversized heritage restorations not fitting into the existing neighbourhood.
- Expansion of the role of the Committee – should Committee play a role in heritage education and awareness in the community (e.g. involvement in heritage awards).
- Heritage character along Bernard – should the street be added as a designated heritage area?
- Scope for the Committee for heritage alteration permits to be reviewed are defined as Major – demolitions or additions of 30 square metres that are visible from a street. Some minor permits

should be included in the scope of the Committee if they have a significant impact to the structure of the building.

Stoke Tonne left the meeting at 1:02 p.m.

- Suggestions included:

- Continue with the two-hour meeting time starting at 12:00 p.m.
- Meeting room provides limited space between the Committee and applicants.
- Alternates would benefit from attending meetings more regularly.
- A refresher during the term on meeting procedures would benefit the Committee.
- Presentation resources: an outline of the front elevations to the houses on either side of an application with setbacks would assist in considering if significant massing issues exist.
- Supporting role by the Committee in identifying potential updates to the heritage register.
- Introduction of all applicants prior to the start of the meeting.
- Committee review of the heritage guidelines in the upcoming OCP review.
- OCP Heritage Conservation Areas – ranking criteria (scorecard) needs to be updated.
 - Design guidelines and scorecard are not always enough to evaluate an application; a design rationale template required by the applicant would result in less subjective review comments.
- Members encouraged the work of the Committee to continue into the next Council term and welcomed the opportunity to stay on the Committee.

4. Next Meeting

The next meeting is scheduled for October 18, 2018.

5. Termination of Meeting

The Chair declared the meeting terminated at 1:26 p.m.

Abigail Riley, Chair