

MINUTES of the meeting of the OAK BAY HERITAGE STEERING COMMITTEE, held in the Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Oak Bay B.C., on Thursday January 11, 2007.

PRESENT: Mayor Christopher Causton, Chairman
Jane Nielsen
Jean Sparks
W. John Harker
Don Reksten
Christopher Watts
STAFF: Nigel Beattie, Sandi Piercy
REGRETS: Glen Ibbott

Mayor Christopher Causton called the meeting to order at 8:40 am.

CHAIR'S REMARKS

The Chair welcomed everyone back after two months. The committee was informed of the resignation of Glen Ibbott, who will be moving to Vancouver. There will be a new appointee at the next meeting. The committee agreed that the 8:30 am meeting time was still acceptable. The Community Initiatives Committee was explained with the hope that Heritage will work with this committee to keep some projects progressing.

ADOPTION OF MINUTES

MOVED by Christopher Watts
Seconded by Jean Sparks, THAT THE MINUTES OF THE MEETING OF THE OAK BAY HERITAGE STEERING COMMITTEE HELD ON THURSDAY NOVEMBER 16, 2006, BE ADOPTED with the following amendment:
REGRETS: Glenn Ibbott, Christopher Watts

CARRIED

BUSINESS ARISING FROM THE MINUTES

Information Panel

It was suggested by Jane Nielsen that a panel be created to better inform both the Heritage Steering Committee and others involved in heritage. A breakfast meeting in the small lounge at the Oak Bay Recreation Centre for up to 30 people is the vision. Nigel will make the contacts for the speakers and Jane will coordinate the room and food with Recreation Oak Bay. The date will be set for early March or late February.

NEW BUSINESS

Heritage Marker Policy

The policy was reviewed by the committee. It was suggested that the policy be renamed as a guideline. Small amendments will be made to the document and it will be circulated to Council

MOVED by John Harker

Seconded by Christopher Watts, THAT THE HERITAGE MARKER GUIDELINES BE AMMENDED WHERE THE WORD *POLICY* IS TO BE REPLACED WITH *GUIDELINES*. THE AMMENDED DOCUMENT WILL BE CIRCULATED TO COUNCIL FOR INFORMATION PURPOSES ONLY.

CARRIED

Public Signs

Camas Trail

It was suggested that the Camas Trail be marked with markers smaller than those of the Centennial Trail. The trail originally ended in Nottingham Park where a trading post once existed. Jean Sparks will speak to Larry McCann about the maps with the trail marked and the historical significance of the trail.

Kiwanis Sign

Jean Sparks is working with Kiwanis to find photographs of Oak Bay Avenue near Foul Bay Road for a *Interpretive History Marker/Sign* to be installed.

St. Michael's Sign

Christopher Watts is working with Cliff Yorath and Nancy Richards to have a sign installed at the original site of the school on Roslyn Avenue. Brenda Locksell, St. Michael's archivist, was recommended. Christopher will set up a meeting with St. Michael's.

REPORT FROM THE DIRECTOR OF BUILDING AND PLANNING

Nigel Beattie discussed the one week program he took from December 4 -9 at the University of Victoria: *Heritage Conservation Planning and Leadership*. He has prepared a binder of information on the course. Nigel's focus was on the process involved for heritage tax incentives. The paper written by Nigel will be circulated at the next meeting. Nigel has also prepared a binder for viewing: *Standards and Guidelines for the Conservation of Historic Places in Canada*.

The budget was circulated. There was a surplus at the end of the 2006 year.

HERITAGE COMMUNITY SERVICES

Kildonan

Jane Nielsen will write a letter of thanks to Kildonan for the Christmas party.

Fundraising

A Heritage Ball was suggested as a fundraiser for 2007. A partnership with Rotary was recommended for this type of fundraiser.

Pen and Ink Drawings

Jane Nielsen will work with illustrators to have several more drawings hung in the Council Chambers this year.

HERITAGE ADVISORY PANEL

The Heritage Advisory Panel has the same members for 2007. The panel is currently discussing the floor space ratio bylaw. The panel will set up a meeting that will include Nils Jensen.

ARCHIVES UPDATE

The archives are currently working on several statements of significance; once they are complete the Heritage Advisory Panel will read them.

The Information Technology support that is needed in the archives could also enhance the process in which buildings are flagged before renovations or demolition. Ideally all the buildings in Stuart Stark's book, *Oak Bay's Heritage Buildings: More than just Bricks and Boards* will be flagged along with buildings that are designated or on the register. The Heritage Advisory Panel would be informed and the building owner would be offered the opportunity to meet with Heritage Advisory Panel to discuss the changes. Nigel Beattie will speak to Bill Cochrane about the possibility of this system.

CENTENNIAL COMMITTEE UPDATE

The Time Capsule will be unveiled at 10:00 am on January 25 at Queen's Park. The Centennial Committee is hosting a volunteer thank you on January 25; this will be the final event of the centennial.

NEXT MEETING

The next meeting of the Heritage Steering Committee will be on Thursday February 8, 2007 at 8:30 am

ADJOURNMENT

The meeting adjourned at 10:08 am.