

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 September 13, 2007.

PRESENT: Christopher Watts, Interim Chair
Jane Nielsen
Jean Sparks
Stephanie Sainas
STAFF: Nigel Beattie, Sandi Piercy
REGRETS: Mayor Christopher Causton
Don Reksten,
W. John Harker

Christopher Watts called the meeting to order at 8:32 am.

CHAIR'S REMARKS

The Chair welcomed everyone back from the summer break.

ADOPTION OF MINUTES

MOVED by Stephanie Sainas
Seconded by Jean Sparks, THAT THE MINUTES OF THE MEETING OF THE OAK BAY HERITAGE STEERING COMMITTEE HELD ON THURSDAY JUNE 14, 2007 BE ADOPTED.

CARRIED

NEW BUSINESS

Tod House

The committee toured the house on June 14, 2007. The condition of the house was similar to the condition on the last site inspection. There will be new tenants in the house as of October 1, 2007. The tenants have a one year lease and the gardening will be contracted out separately.

A small local company, City Harvest, creates agricultural plots in urban areas. The garden of Tod House could also be gardened for food. As the homestead was once a farm house, it would be appropriate to have some gardens providing food on the property. The Heritage Steering Committee (HSC) expressed their enthusiasm for this idea.

Subject to Council approval and consultation, the HSC is in favour of City Harvest undertaking an appropriate farming initiative at Tod House.

Web site funding

The committee is aware of several grants available to heritage proponents for web site development. A response has not yet been received to the grant submission regarding archival and web site development (initiated by Jean Sparks over the summer) submitted to the 2010 Games Catalyst Grant program [see below]. If that turns out to be unsuccessful, the Committee will turn to other funding avenues.

REPORT FROM THE DIRECTOR OF BUILDING AND PLANNING

Budget

Nigel Beattie presented the current budget; current budget commitments are few.

The HSC would like to have a more detailed plan for the allocation of funds, which could include the entire range of its potential activities, e.g. education and programs, public relations for the Heritage Register, business cards and/or bookmarks, pen and ink drawings and web site development.

The HSC and Foundation mandates with regards to the allocation of funds also need to be clarified. The Committee expressed an interest in revisiting the issue at its next meeting.

Web site

Given the current in house work commitments facing the Oak Bay Municipal staff, they are not in a position to undertake any further work on the Heritage pages. As such, web site development will have to be accomplished through an external contract. Jean Sparks has applied for a 2010 Provincial Catalyst Grant [see above] which could help with the cost of the site development; however, the grant has not yet been approved. A program at the University of Victoria, *The New Web: Interactive and Collaborative Technologies*, is offered in January and a member of the committee who has taken the course would be an asset to the development of the site. To adequately develop the site, a sub committee will need to be formed. Christopher Watts has agreed to sit on that committee.

Strategic Planning

Nigel continued with his efforts over the summer to arrange an opportunity for Gerry McGeough to meet with the HSC to discuss its next Strategic Plan. He is still pursuing this.

In the meantime, it was agreed that the HSC, as a first step, should meet to discuss the rationale for and methodologies for developing a renewed Strategic Plan on **Wednesday October 3 at 4:30** in the downstairs committee room.

The following should be addressed as part of the strategic planning exercise:

- Allocation of funds

- More detailed budgeting

- Distinction between the HSC and the Heritage Foundation mandates

- Review of how the current structure is working

Pamphlets

The heritage pamphlets that are available at the desk are being paid for only by a minority of purchasers. The cost per pamphlet to the buyer is \$2.00, but receipts are generally amounting to only one quarter of that. It is considered too expensive for the HSC to subsidize the pamphlets to this extent. Nigel will consult with municipal staff about a display for the brochures or any other suggestions that might help to resolve this matter.

HERITAGE COMMUNITY SERVICES

Marion Cumming of the Heritage Community Services has submitted a written proposal to the HSC for funding of the construction of cairns to recognize the significance and contribution of the Salish culture to Oak Bay. These would be placed at several sites around Oak Bay. Marion has donated \$1000.00 to the project to get it started.

The proposal was well-received by the committee. Committee members will consider the proposal and come back to the October meeting, at which time they will come to a decision.

Wednesday September 19, Ian Graeme will be speaking about Bowker Creek at the Windsor Pavilion.

Other lectures of note are at the University of Victoria:

Keeping our Roots: Heritage Green Spaces	October 23	7:00pm	FREE
Sacred Green Spaces in Victoria	November 15	7:00pm	FREE

COMMUNITY INIATIVES COMMITTEE

The Community Initiatives Committee has been acknowledged as an official Spirit Community for the province of British Columbia's celebrations in 2008. The Spirit Committee is looking for project proposals from the HSC that could potentially get funding through the BC 2008 grant process. Marion Cumming's proposal will be a highlight of the application.

ARCHIVES

Development of the next section of the Register has commenced. 56 letters have been sent out to members of the community. On the basis of some of the reactions to these letters, the Committee concluded that there is still a need for enhanced public education about the Register.

Jean Sparks has found two artists to do the next home drawings for the Council Chambers. She will be discussing the homes for the pen and ink drawings with them. The honorarium is \$200.00 and the framing will be approximately \$200.00

MOVED by Jean Sparks,
Seconded by Jane Nielsen, THAT THE HERITAGE STEERING COMMITTEE ALLOCATE
\$800.00 FOR TWO HONORARIA AND THE FRAMING OF THE ARTWORK FOR THE
COUNCIL CHAMBERS.

CARRIED

NEW BUSINESS

The Oak Bay Volunteer Services (OBVS) is celebrating 30 years of work in the community. OBVS is looking for donations to assist them in marking these three decades of volunteer work. The HSC would like to support the OBVS with modest funding for saving the records of the volunteers and archival supplies, which could be considered within the HSC mandate. However, the HSC members felt the need to consider and be clear about the budget parameters [see above]. The HSC will discuss this matter further at the October meeting.

NEXT MEETING

The Heritage Steering Committee will meet to discuss the Heritage Strategic Plan will on October 3, 2007 4:30 – 6:30pm.

The next meeting of the Heritage Steering Committee will take place on Thursday October 18, 2007 at 8:30 am.

ADJOURNMENT

The meeting adjourned at 10:12 am.