



## **COMMUNITY HERITAGE COMMISSION**

**Wednesday, February 12, 2020, 6:00 p.m.**  
**Committee Room #2, City Hall**

### **MINUTES**

#### **VOTING MEMBERS PRESENT:**

- |                          |                        |
|--------------------------|------------------------|
| Councillor Jaimie McEvoy | - Chair                |
| Maureen Arvanitidis      | - Community Member     |
| Samuel Boisvert          | - Community Member     |
| John Davies              | - Community Member     |
| Rosanne Hood             | - NWHPS Representative |
| Robert Petrusa           | - Community Member     |
| David Sarraf             | - Community Member     |

#### **REGRETS:**

- |                |                    |
|----------------|--------------------|
| Jenelle Davies | - Community Member |
|----------------|--------------------|

#### **STAFF:**

- |                 |  |
|-----------------|--|
| Britney Dack    | - Heritage Planner                     |
| Rob McCullough  | - Manager, Museums & Heritage Services |
| Janet Zazubek   | - Planning Analyst                     |
| Heather Corbett | - Committee Clerk                      |

The meeting was called to order at 6:01 p.m.

#### **1.0 ADDITIONS TO AGENDA**

There were no additions to the Agenda.

#### **2.0 ADOPTION OF MINUTES**

##### **2.1 Adoption of the Minutes of December 18, 2019**

#### **MOVED and SECONDED**

*THAT the minutes of the December 18, 2019 Community Heritage Commission meeting be adopted as circulated.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

### **3.0 PRESENTATIONS**

**Procedural Note:** Item 3.1 was considered before Item 2.1.

#### **3.1 Committee Orientation and Oaths of Office**

Heather Corbett, Committee Clerk, led a round of introductions and provided a Committee orientation presentation, reviewing the following documents:

- Community Heritage Commission (CHC) Terms of Reference;
- Committee Advisory Policy;
- Committee Rules of Conduct;
- City of New Westminster Respectful Workplace Policy;
- City of New Westminster Social Media Policy; and,
- Freedom of Information Permission Forms.

Ms. Corbett administered the Oath of Office to all members of the Committee present.

### **4.0 UNFINISHED BUSINESS**

There were no items.

### **5.0 NEW BUSINESS**

#### **5.1 Appointment of Alternate Chair to Community Heritage Commission**

##### **MOVED and SECONDED**

*THAT the Community Heritage Commission appoint John Davies as the Alternate Chair for the 2020-2021 term.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

#### **5.2 Sign Bylaw: Update on Review Process**

Janet Zazubek, Planning Analyst, summarized the staff memorandum dated February 12, 2020 related to recent updates made to the Sign Bylaw, noting that two were in reference to heritage buildings or areas.

**Procedural Note:** At 6:38 p.m., John Davies declared a Conflict of Interest with regard to item 5.3, as he lives within 100 metres of the property, and left the meeting room.

#### **5.3 815 Milton Street: Heritage Revitalization Agreement Amendment**

Britney Dack, Heritage Planner, summarized the staff memorandum dated February 12, 2020, regarding a proposed amendment to a Heritage Revitalization

Agreement (HRA) at 815 Milton Street, in order to raise the heritage house by 0.09 metres, regularize an existing setback, and allow for parking space size relaxations.

In response to questions from the Commission, Ms. Dack provided the following information:

- The purpose of lifting the heritage house by four inches is to increase the liveable space in the basement;
- The height of some of the space in the basement is sufficiently high to be counted towards the total FSR, and some is currently considered crawlspace; and,
- Staff has recommended the parking relaxation be included in this amendment so that, in case a legal suite is developed in the heritage house in the future (as would be permitted), the HRA would not need to be amended a third time.

**Procedural Note:** John Davies returned to the meeting at 6:52 p.m.

#### **5.4 Queen's Park Heritage Conservation Area: Refined Evaluation Checklist (Workshop)**

Britney Dack discussed some proposed revisions to the Queen's Park Heritage Conservation Area (QP HCA) evaluation checklist, as well as its history and use.

In response to questions from the Commission, Ms. Dack provided the following information:

- Retaining walls are not included in the revised checklist points system because they are not protected under the HCA;
- Retaining walls or landscape features may be protected by other instruments, such as Heritage Registration, HRAs or covenants;
- Mature trees are protected under the Tree Protection and Regulation Bylaw;
- The checklist is used for evaluating applications for demolition or removing protection;
- Evaluation checklists are filled out by staff based on information available to the City and an assessment which must be completed by a heritage professional and supplied by the applicant;
- The evaluation checklist serves as a recommendation to Council, but is not binding, and the decision to allow demolition or remove protection would always be at Council's discretion; and,
- The heritage value of the inside of the properties is not evaluated.

The Commission members paired off to practise using the checklist and evaluated sample properties using the revised criteria. The Commission provided the following comments and feedback on the ease of using the criteria document:

- The development potential and restoration potential sections were somewhat difficult to evaluate with the information provided, but are important parts of the overall score;
- In the context of the HCA, placing value on the landscaping and trees would be an important part of the scoring criteria because they contribute to the heritage feel of the neighbourhood, which is part of what is being protected and conserved;
- The initial HCA study showed that the greenery and landscaping of the Queen's Park neighbourhood was very important to residents and if taken away, would impact the character of the houses and neighbourhood;
- While the tree bylaw may protect trees and hedges, mature landscaping is very difficult to replace and warrants protection;
- The revised checklist is an improvement on the initial checklist and is more objective than subjective;
- The question about the importance of an historic person associated with a house may be hard to judge;
- The binary system makes sense and is reasonably easy to work with; and,
- The checklist effectively assesses all aspects of heritage value.

Ms. Dack noted that the next step is to finalize the checklist and put it before Council for final endorsement.

**MOVED and SECONDED**

*THAT the Community Heritage Commission recommend that Council include provisions to acknowledge mature trees and landscape in the refined Evaluation Checklist for the Queen's Park Heritage Conservation Area.*

**CARRIED.**

All members of the Commission present voted in favour of the motion.

**6.0 REPORTS AND INFORMATION**

**6.1 Heritage Week**

Rob McCullough, Manager of Museums and Heritage Services, discussed Heritage Week, taking place February 17 to 23, 2020, noting that the theme is "Bringing the Past into the Future".

Mr. McCullough noted that the Mayor had issued a proclamation at the Regular Council meeting of February 3, and distributed comments made at the Council meeting which had encouraged residents to experience various activities available in the City to celebrate heritage and raise awareness of the community.

**6.2 Heritage Orientation Coordination**

Britney Dack, Heritage Planner, discussed plans for providing the Commission with short sessions as orientation for this year's term, and presented a list of

proposed topics. It was decided that the topic of Truth and Reconciliation would be the topic covered at the next Commission meeting.

Commission members also noted that there would be interest in hearing from the climate action team and how their work relates to heritage, and information of the City's work on inclusion.

### **6.3 General Inquiries from the Commission**

#### **1. Definition of Frequent Transit Network**

Britney Dack, Heritage Planner, noted that a Frequent Transit Network is defined as an area that is well-served by frequent buses or skytrains, and noted that it is used when analyzing development applications. Ms. Dack also noted that she would add the term to the glossary provided to the Commission.

### **6.4 Demolition Permit Applications Issued December 11, 2019 to February 5, 2020**

<b>ADDRESS</b>	<b>YEAR BUILT</b>	<b>NEIGHBOURHOOD</b>
349 Keary Street	1907	Sapperton
223 Durham Street	1927	Glenbrooke North

### **7.0 CORRESPONDENCE**

### **8.0 NEXT MEETING**

**8.1 Next Meeting Date:** Wednesday, March 4, 2020 at City Hall in Committee Room #2 at 6:00 p.m., or at call of the Chair.

### **9.0 ADJOURNMENT**

**ON MOTION**, the meeting was adjourned at 7:58 p.m.

Certified correct,

**Original Signed**  
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**Councillor Jaimie McEvoy**  
**Chair**

**Original Signed**  
\_\_\_\_\_  
**Heather Corbett**  
**Committee Clerk**