

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**HERITAGE ADVISORY COMMITTEE MEETING AGENDA  
RAVEN ROOM, MUNICIPAL HALL  
SEPTEMBER 17, 2019**

**Members Present:** Paula Grossman, Dana Parr, Laura Anderson, Paul Hundal, John Mawson, Michael Geller

**Members Absent:** Annerieke van Hoek, Lianne McKenna, Brenda Clark

**Council Liaison:** Nora Gambioli

**Staff Present:** Michelle McGuire, Manager of Current Planning and Urban Design and Cindy Mayne, Executive Assistant to the Director of Planning and Development Services

**1. CALL TO ORDER**

The meeting was called to order at 4:43 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the September 17, 2019 Heritage Advisory Committee meeting agenda be approved as circulated.

**CARRIED**

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the June 18, 2019 Heritage Advisory Committee Meeting minutes be adopted as amended with the following amendments:

On bullet 3 of page M-2 change recommends to recommended.  
Change last bullet to add "however" it was not unanimous.

**CARRIED**

**4. PREVENTING HERITAGE DEMOLITIONS – STAFF REPORT UPDATE**

Staff provided an update on the council report:

- Council approved the report and recommendations; and
- a budget request has been submitted for the heritage planner position.

**Committee Comments:**

It was acknowledged that due to the budget timeline the earliest a heritage planner position could be filled would be in Q2/Q3 2020 (if the funding was approved).

Laura Anderson volunteered to coordinate work on potential outreach initiatives and partnering with existing relevant organizations. Other potential work from the heritage framework that could be initiated included compiling best practise examples including reaching out to City and District of North Vancouver liaisons for potential resources. The role would be a coordination role and the expectation is that other Committee members would participate and volunteer.

**ACTION ITEM:** Staff to send an email update out to Committee members.

**5. INSTREAM HRA UPDATES**

Updates from staff:

- Boyd House (985 Duchess) – Targeting first reading for October Council meeting. This has now been postponed to later in the fall.
- Hewitt House (3321 Radcliffe) - First reading was given on June 24, 2019 and the public hearing concluded on July 15, 2019. Consideration of 2nd and 3rd reading is scheduled for October 28, 2019.
- 660 Clyde Avenue (Woyat-Bowie Building/Executive Group proposal) – Targeting late fall for first reading.
- Binning House – The owner is working through the Heritage Alteration Permit (HAP) process to complete required maintenance based on the designation bylaw and heritage maintenance bylaw. Applicant has not formally withdrawn the HRA proposal, however this is anticipated once required maintenance is complete.
- Navy Jack House – Consultation is ongoing and survey is still open, survey ends September 27.
- 4441 Piccadilly North (Gentles Cottage) – The proponent hosted a public information meeting on June 27, 2019. The meeting was well attended. An application has been submitted and the proposal will be reviewed by the Committee in late fall.

**ACTION ITEMS:** Staff to add Instream HRA Updates as a standing item on agenda's going forward.

**ACTION ITEMS:** Staff to organize a tour of 4441 Piccadilly North.

**ACTION ITEMS:** Staff to update on status of Binning House to respond to questions raised about HAP.

**5.1 HAC TERMS OF REFERENCE – PUBLIC COMMENTARY**

Staff describe the general process for review of an HRA application:

- Submission of a preliminary proposal.

- Staff review and provide preliminary advice regarding policy, site planning, technical considerations and urban design.
- Proponent refines the proposal based on preliminary staff advice.
- Proponent hosts pre-application public information meeting (not hosted by staff, consistent practise with most municipalities).
- Proponent reviews public commentary and determines how they will respond prior to submitting an application.
- Once application is submitted staff circulate to staff, create a webpage and request that the applicant put up a site sign.
- Application reviewed by Heritage Advisory Committee and other relevant Committees (i.e. DRC, ACDI)
- Depending on public interest, staff may request the applicant to host another public meeting.
- Council consideration of first reading and setting the date for Public Hearing.
- Applicant hosts another public information meeting.
- Staff send notification of public hearing and post an advertisements in the newspaper.
- Public hearing, 2nd & 3rd reading and then adoption of bylaws.

The mandate of the committee based on the terms of reference is to assist in the review of HRA development applications. The terms of reference does not indicate that the Committee should receive public comments on proposals. Committee's role is to provide advice to staff and Council.

#### Committees Comments:

The committee discussed public commentary at meetings and receipt of correspondence. Some members indicated that they find it useful to review all letters received. Some members felt that the Committee should operate the same as DRC with staff summarizing relevant heritage information (not public opinion) from letters received.

The committee generally agreed with using the public participation comments for the chair from DRC with the following change:

- Change technical to heritage.

The Committee agreed to chair comments in general and that the specific wording would be confirmed by e-mail following from the meeting.

CARRIED

ACTION ITEMS: Staff to forward draft speaking notes for confirmation by e-mail.

## 6. PUBLIC QUESTIONS

One member of the public commented on public feedback at meetings, the Navy Jack consultation, clarification on appropriate public comments during meetings, information on upcoming Council agenda item on the Procedure Bylaw related to

public comments at meetings (October 29, 2019) and the suggestion to create a heritage umbrella group.

7. **NEXT MEETING**

Staff will send date to committee.

8. **ADJOURNMENT**

It was Moved and Seconded:

THAT the **September 17, 2019 Heritage Advisory** Committee Meeting be adjourned.

CARRIED

The meeting adjourned at 6:52 p.m.



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Paula Grossman, CHAIR



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Michelle McGuire, STAFF LIAISON