



## COMMUNITY HERITAGE ADVISORY COMMITTEE

Thursday, November 26, 2020

3:00 – 5:00 pm

Via MS TEAMS

### MINUTES

---

**Present:** Jennifer Clay  
Philip Baynton  
Daniel Francis  
Rob Griesdale  
Mel Montgomery  
Alastair Moore  
Jim Paul (Vice-Chair)  
Anne Savill (Chair)  
Cllr. Matthew Bond

**Regrets:** None

**Guests:** Ardavan Taheri (Applicant)

**Staff:** Nicole Foth, Community Planner  
Mary Jukich, Community Service Clerk

---

#### 1. Call to Order

The Chair called the meeting to order at 3:05 pm.

#### 2. Adoption of the Agenda

MOVED by Jennifer Clay and seconded by Mel Montgomery  
To adopt the agenda.

**CARRIED**

#### 3. Adoption of the Minutes

MOVED by Jim Paul and seconded by Rob Griesdale  
To adopt the October 28, 2020 Minutes

**CARRIED**

#### 4. 144 West Queens Road – Permit Application

Nicole Foth introduced the application and applicant, Ardavan Taheri. The property is on the Heritage Register. It had a Stop Work Order placed on it, and now this application is for the permits.

The applicant provided an overview of the project and the following items were noted:

- The main scope of the work is inside of the house, but some of the windows will be replaced as they are no longer functional.
- The location of some windows will also be changed, specifically on the north side (rear) where two new windows will be added.
- The wood windows are being replaced with double pane vinyl windows.
- If the siding needs to be replaced, the same design and finishes will be used.
- The fireplace and chimney will be removed.

The following questions and comments were presented to the applicant:

- Clarification was requested that if the windows are being replaced, then certain cosmetic work would be required. Information was provided that the detailing around the windows would be maintained, and the new and old details would be matched. There were no proposed changes to the casing around the windows, the siding nor the colour of the house.
- A question was raised on whether the chimney was removed as a result of a structural issue. Information was provided that the previous owner had inserted a gas fireplace inside the old fireplace and was no longer working. The current owner would like the fireplace removed. It was noted that a structural engineer was hired to review the drawings to ensure that the previous removal of the chimney and now the fireplace will not compromise the structure of the house.
- A question was raised on what type of windows was being proposed. It was noted that they would be new double pane vinyl windows.
- A question was raised on whether the rectangular decorative windows on the front veranda (south elevation) with the diamond pattern at the top would be maintained. The applicant indicated that the decorative stain glass feature at the top of the veranda window will be mounted in front of a new window of the same shape but in vinyl.
- The applicant also noted that no changes were being proposed to the diamond shaped stained glass windows on either side of the front door. If necessary, the diamond shaped will go into a frame and installed in front of a new double pane window.
- A comment was noted that in terms of heritage, the committee encourages property owners to restore windows using original materials, in this case wood rather than vinyl, as vinyl takes away the heritage character of a property. Vinyl would not have been the original material.

- A question was raised on whether the owner had considered preserving the original wood framed windows and making the existing windows work. Information was provided that wood windows are expensive and not in the homeowner's budget.

The applicant left the meeting and the Committee recommended that in general the homeowner try to preserve the original look of the house and ensure consistency of materials.

MOVED by Jim Paul and seconded by Daniel Francis

THAT the Community Heritage Advisory Committee has reviewed the proposal, and supports the general concept as presented SUBJECT to addressing to the satisfaction of staff the following items noted by the Committee in its review of the project:

- Encourage restoration and repair of existing wood frame windows, and/or consider installing interior or exterior storm windows. If not, consider sensitive window style for heritage context in vinyl or fiberglass;
- Preserve the decorative stained/leaded glass rectangular windows on the south elevation (front) and west elevation (side);
- Preserve the decorative diamond-shaped windows on the south elevation (front);
- Would appreciate clarification on whether the existing front door with the oval window is to be retained;
- Suggests that the house is painted in a consistent colour scheme;
- Appreciates the applicant is proposing to match existing wood shingle siding.

**CARRIED**

## 5. Heritage Grant Program Review

In response to the feedback on the draft document, the following comments were provided:

- Suggestion to increase the Heritage Planning Grant to 75% of the project cost instead of 50%. The standard for many grants for government funding is 33% or 50% to ensure that there is private investment. This will be flagged for further review and to determine whether the cap be increased.
- Tax exemptions for the Heritage Designation Grant. Information provided via the Finance Department indicated that according to the legislation for tax exemptions, there has to be some kind of performance or objectives met in exchange for tax exemption. This could become administratively complicated. This may not be a good match for the Heritage Designation Grant because the committee would likely want to support designating a house that is already in good condition. The idea of tax exemption for heritage properties is in hope that the money is used to reinvest into the house. A tax exemption is a more indirect way of investing in a heritage property, rather than grants that give money directly for proposed work.

- Retroactively award grants for projects more than 1 year in the past in case there are fewer applications than budget. Other heritage grant programs in the region are only for work going forward to allow an opportunity to review and provide suggestions prior to completing the project. Allowing for retroactively awarding grants is unique in the existing program. It may not be an issue as the higher grant funding may attract more interest. This item will be brought forward to the Manager for further review.

The document will remain posted on Basecamp and members were encouraged to continue to add further comments and feedback through December.

## 6. Heritage Awards 2020 – Preliminary Discussion of nominations

As background, the heritage awards are done annually, usually in the spring to bring more awareness of heritage and show appreciation and encouragement for people who undertake heritage projects. The heritage award categories are maintenance and restoration of structures, heritage advocacy, heritage landscape, and compatible new design in the heritage context. This year, guidelines for nominations were developed as a result of last year's award cycle, and the guidelines are now posted on the nomination webpage.

Members reviewed and discussed a list of potential nominations that were posted on Basecamp, and some further research will be undertaken on the potential nominations.

A suggestion was presented to consider nominating a real estate company that promotes westcoast modern homes. Clarification was requested on whether an award can be given to a for-profit company.

**Action: Staff will look into whether a company could be eligible for a heritage award.**

Mel Montgomery recused herself from the discussion on the basis that she is in the same industry as the topic of conversation, and privy to industry conversations.

The following additional suggestions were discussed, and will be further explored:

- Lynn Valley Link Trail.
- The Totem Pole at Cleveland Elementary School.
- The dawn redwood tree also at Cleveland Elementary School.

As the heritage awards will be presented in the spring, this item will be brought back for further discussion in January/February.

## 7. 361 East Kings Road

Staff informed the Committee that the owner of 361 East Kings Road wishes to continue with demolition. The house is on the Register and a report was brought to Council earlier this year.

The homeowner has indicated that he is amenable that interested heritage people could come and remove some heritage items from the house. Staff will not be coordinating that work itself but can connect someone interested with the owner.

**8. Farewell to Daniel Francis**

On behalf of the Committee, Nicole Foth thanked Daniel for his work and contributions to the Committee.

**9. Any Other Business**

No other business was presented.

**10. Adjournment**

The meeting adjourned at 5:00 pm.

**11. Next Meeting: Wednesday, January 27, 2021, 3:00 – 5:00 pm.**