



COMMUNITY HERITAGE ADVISORY COMMITTEE

Wednesday, October 25, 2023
7:00pm – 9:00pm
Via MS Teams
MINUTES

Present: Anne Savill (Vice Chair)
Rob Griesdale
Jim Paul (Chair)
Mel Montgomery
Jennifer Clay
Cllr Jim Hanson

Regrets: David Lefebvre

Guests: Paul Phillips, EDG Homes
Josh Sullivan-Phillips, EDG Homes
Paola Aggarwal, Donald Luxton
Sam Boisvert, Donald Luxton

Staff: Isabelle Kim, Community Planner
Holly Adams, Community Planner
Mary Jukich, Committee Clerk

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

2. Adoption of Agenda

MOVED by Jim Paul and seconded by Jennifer Clay
To adopt the agenda.

CARRIED

3. Adoption of Minutes

MOVED by Jim Paul and seconded by Mel Montgomery
To adopt the September 27, 2023 minutes.

CARRIED

4. 1120 Harold Road – Detailed Application for HRA

EDG Homes and Donald Luxton provided a presentation on the 1120 Harold Road HRA application. As background, the project was previously brought to the committee in 2021 and feedback was provided from both the committee and the District. At that time, the owner reviewed the feedback and determined the proposal, with the recommended changes would not be viable and accordingly reached out to EDG Homes.

EDG Homes noted that the project has changed from that presented in 2021 in terms of detailing and following the recommendations provided by the committee and District planners. The intention

of the project is to retain the heritage home, stratified into two units, add 1 new building stratified into two units, and two coach houses for a total of six housing units.

On completion of the presentation, committee members provided the following comments:

- A concern was raised around the overall colour palette as it seems the colour of the heritage house changed. In addition, one of the comments from 2021 was to make the colour palette more vibrant as the proposed colour does not “pop”. As well, the house was previously known as the “yellow house” and the proposed colour makes it look like another new build.
- The picket fence takes away from the treatment of the balustrade and there was no fence there originally. Information was provided that the purpose of the picket fence was to provide outdoor private green space for every unit.

MOVED by Mel Montgomery and seconded by Rob Griesdale

The Heritage Advisory Committee has reviewed the proposal and supports the general concept as presented.

CARRIED
4 Yes
1 Opposed

5. Community Heritage Grant Applications

Jennifer Clay did not participate in the discussion or vote of this item.

This year, the District transitioned from a paper-based process to Submittable, an online grant management platform. For this year, in total 16 applications were received; 13 applications under the heritage conservation category, two applications in the planning category, and one application in the awareness and education category.

This year, the total eligible grant amount requested was a total of \$44,198.46. With the \$52,000 (\$50,000 plus inflation) from the District’s heritage grant budget and \$1,894 from the North Shore Community Heritage Grants Fund, there was sufficient funding for all eligible grants.

Holly Adams provided an overview of the 2023 heritage grant applications. Information was provided on each application, including type of work, estimated cost, and eligible grant amount for each property. The following properties were considered for a heritage grant:

- 585 Shannon Crescent – Replacement of cedar siding
- 2357 Riverside Drive – New cedar shake roof; chimney/fireplace; valves
- 116 East Carisbrooke Road – Replace single pane windows
- 267 West Queens Road – Window Repair
- 606 East Windsor Road – Replace windows, house painting, and rebuild back deck
- 3092 Allan Road – Restore gate and fence, railing, cedar siding and broken windowpane

- 156 West Queens Road – Fabricate storm windows
- 2310 Duchess Avenue – Stain cedar shingles and carpenter ants
- 154 West Saint James – Window replacement
- 2865 Masefield Road – Replace siding
- 3400 Institute Road (St. Clement’s Church) – Stair replacement
- 167 East Saint James – Repair stairs
- 712 Baycrest Drive – Overall repair
- 145 East Windsor Road – Preparation of a Statement of Significance and Conservation and Maintenance Plan
- 732 East 8th Street – Preparation of a Statement of Significance
- Deep Cove Heritage Society – Printed community heritage newsletter

The Community Heritage Advisory Committee provided direction to staff to bring forward the following recipients for Council’s consideration for the 2023 heritage grants:

- 585 Shannon Crescent – Replacement of cedar siding
- 2357 Riverside Drive – New cedar shake roof; chimney/fireplace
- 267 West Queens Road – Material Cost of Window Repair
- 606 East Windsor Road – Replace windows, house painting, and rebuild back deck
- 3092 Allan Road – Restore gate and fence, railing, cedar siding and broken windowpane
- 156 West Queens Road – Fabricate storm windows
- 2310 Duchess Avenue – Stain cedar shingles and carpenter ants
- 2865 Masefield Road – Replace siding
- 3400 Institute Road (St. Clement’s Church) – Stair replacement
- 167 East Saint James – Repair stairs
- 145 East Windsor Road – Preparation of a Statement of Significance and Conservation and Maintenance Plan
- 732 East 8th Street – Preparation of a Statement of Significance
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Committee members discussed if heritage conservation education for homeowners completing construction work on their own property should be eligible for future grant applications under the Heritage Awareness and Education category. Staff advised that any changes to grant’s eligibility would require an update to the Community Heritage Grants Policy.

6. Presentation to Council

Staff reported that the District has a Committee Procedures Bylaw that invites committees to present to Council once per year, as well as an opportunity for any members of the committee to get training on committee procedures. On discussion, committee members indicated that in terms of the presentation to Council, it may be beneficial for the committee to raise the issue of incentives. It was suggested there be a discussion on Basecamp and that consideration be given to bringing forward to Council two or three tangible and effective ideas for preserving heritage. Staff will notify Clerks that there is interest from the committee to present at Council, as well as interest in the committee training.

7. Staff Updates

(a) Committee Recruitment

In terms of committee recruitment, the landscape architect, building specialist positions remain vacant, and as Trevor Ford is no longer on the committee, the archivist/historian position is now also vacant.

8. Properties Tracker

This item was deferred to the next meeting.

9. Any Other Business

The November committee meeting time will be used as a celebration dinner and a way to celebrate and thank members for their work.

10. Adjournment

The meeting was adjourned at 9:20 pm.