

**MINUTES**  
**Heritage Revitalization Advisory Commission (HRAC)**  
**Thursday, November 16, 2017 at 5:00 p.m.**  
**Council Chambers, City Hall**

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**PRESENT:** Acting Chair: Rob Johnson; Members: Bernardien Knol, Marina Sacht, Harald Cowie; Council Liaison – Councillor Rob Hutchins; Staff Liaison – Angela Davies (Planner & Recorder)

**REGRETS:** Members: Marnie Craig, Bob Darling, Tamara Hutchinson

**GUESTS:** Corporate Officer - Joanna Winter; Tylor Nelson (CrossFit Ladysmith)

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The meeting was called to order at 5:05 p.m.

**1. NOMINATION/ELECTION OF CHAIR**

The Commission decided to postpone the election of the Chair until all nominees for Chair are in attendance.

**2. AGENDA**

It was moved, seconded and carried that the Agenda of November 16, 2017 be approved with the following addition to New Business/Updates: 7(d) Update on Kinsmen Public Washroom proposal.

**3. MINUTES**

It was moved, seconded and carried that the Minutes of October 19, 2017 be adopted.

**4. COUNCIL REFERRALS/UPDATES**

Councillor Hutchins provided a Council update and discussed the Great Places in Canada Award for First Avenue.

**5. SIGN/FAÇADE APPLICATIONS**

a) CrossFit Ladysmith – 521 First Avenue

T. Nelson from CrossFit Ladysmith outlined plans for signage. The Commission noted that a larger sign would suit the façade and provide more business visibility.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommends support for the proposed projecting and window signage for CrossFit Ladysmith at 521 First Avenue, and recommends that a larger façade sign be considered in the future.

b) 30 Roberts Street

Members discussed staff recommendations for changes to the façade at 30 Roberts Street, and the current development permit guidelines and process.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommends to Council that the Town mail heritage conservation and development permit information to downtown property owners, and consider providing this information annually.

**6. HERITAGE PROJECT(S)**

a) Heritage project timeline

Staff Liaison A. Davies discussed the Planner's timeline for Heritage projects. Members agreed that the Heritage Inventory discussion be moved to the February HRAC meeting.

**7. NEW BUSINESS/UPDATES**

a) Heritage Awards

Members discussed options for heritage awards, and agreed that the awards include a variety of contributions to heritage in Ladysmith, such as buildings, sites, monuments, parks or trails.

It was moved, seconded and carried that Heritage Revitalization Advisory Commission recommends that Council consider the establishment of an annual Heritage Award to recognize outstanding contributions to heritage in Ladysmith.

b) Canada 150

M. Sacht provided a summary of the interview process to date. Members are asked to provide recommendations to M. Sacht for individuals to interview.

c) Financial support for heritage buildings

Members discussed options for financial support for downtown building owners and the existing tax exemptions.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission (HRAC) recommend to Council that a copy of the City of Victoria's bylaw regarding financial support for heritage buildings be provided for discussion at the next HRAC meeting.

d) Update on Kinsmen Public Washroom proposal

A. Davies provided the Council motion from July 17, 2017 regarding the downtown washroom.

**CS 2017-230**

*Moved and seconded:*

*That Council:*

1. *Support the concept of a public washroom being placed in the alley between the buildings at 521 and 531 First Avenue, subject to:*
  - i. *The Kinsmen Club presenting a more complete proposal for the washroom and site including:*
    - *A site/landscape plan and building design with exterior façade details respecting ADP and HRAC comments, and the Downtown Development Permit Area guidelines; and*
    - *A review of safety and Crime Prevention through Environmental Design (CEPTED) impacts of the proposed washroom and solutions to mitigate impacts.*

- ii. *Review by Development Services staff and the Heritage Revitalization Advisory Commission of the site/landscape plan and building design;*
  - iii. *Approval by Infrastructure Services for the water and sanitary service solutions for the proposed washroom.*
  - iv. *The Town following the requirements in Section 40 of the Community Charter to commence closure and removal of road dedication to allow a washroom building to be located on that portion of the alley.*
2. *Approve the site/landscape plan and building design and maintenance costs prior to installation.*

*Motion carried.*

**8. NEXT MEETING**

Thursday, December 21, 2017 at 5:00 p.m., City Hall Council Chambers

**9. ADJOURNMENT**

It was moved, seconded and carried that the meeting be adjourned at 6:50 p.m.

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Acting Chair (R. Johnson)

RECEIVED:

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Corporate Officer (J. Winter)