MINUTES

Heritage Revitalization Advisory Commission (HRAC)
Thursday, March 15, 2018 at 5:00 p.m.
Council Chambers, City Hall

PRESENT: Acting Chair: Rob Johnson; Members: Bob Darling, Tamara Hutchinson, Harald Cowie, Ann Rogers (LDHS Member); Council Liaison – Councillor Rob Hutchins and Alternative Council Liaison – Councillor Duck Paterson; Staff Liaison – Angela Davies (Planner & Recorder)

REGRETS: Chair: Marnie Craig; Members: Bernardien Knol, Marina Sacht

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The meeting was called to order at 5:00 p.m.

1. AGENDA

It was moved, seconded and carried that the Agenda of March 15, 2018 be approved with the following additions:

- **4 (a) Façade/Sign Permit – 28 Roberts Street (Neck of the Woods General Store)**
- **4 (b) Sign Permit – 1010 First Avenue (Liquor Depot)**
- **6 (e) Downtown Banners**
- **6 (f) Knight's Clock Repair Update**
- **6 (g) Sign & Façade Permit Update**

2. MINUTES

It was moved, seconded and carried that the Minutes of January 18, 2018 be adopted.

3. COUNCIL REFERRALS/UPDATES

Councillor Paterson informed the Commission of the recent announcement of almost $1.8 million in funding from the Federal Gas Tax Fund for the Machine Shop/Comox Logging & Railway building.

4. SIGN/FAÇADE APPLICATIONS

(a) Façade/Sign Permit – 28 Roberts Street (Neck of the Woods General Store)

Members reviewed the proposed front and side fascia signage, awning signage and window signage, along with the proposed paint colour changes to the trim and door.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommend the proposed signage and façade updates for Neck of the Woods General Store at 28 Roberts Street.

(b) Sign Permit – 1010 First Avenue (Liquor Depot)

Members reviewed the proposed replacement of the existing fascia and

projecting signage, and free-standing sign panel. Members discussed the requirements for heritage downtown signage and suggested options to provide a better fit with the heritage downtown.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommend that the applicant for Liquor Depot at 1010 First Avenue work with staff to ensure the signage fits the heritage downtown signage guidelines.

5. HERITAGE PROJECT(S)

a) Heritage Strategic Plan Review

Planner A. Davies provided an overview of the Heritage Strategic Plan Review and Staff Report.

It was moved, seconded and carried that clarification be provided for the Heritage Strategic Plan Review, initiative #11.3 of the regarding the establishment of a downtown task force.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission approves the Heritage Strategic Plan Review.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommends that Council receive the Heritage Strategic Plan Review.

6. NEW BUSINESS/UPDATES

a) LDHS Liaison position

The Ladysmith & District Historical Society (LDHS) has appointed Ann Rogers as the LDHS Liaison to the Heritage Revitalization Advisory Commission.

b) Heritage Week review

Planner A. Davies provided a summary of the Heritage Week initiatives in Ladysmith including:

- Completion and release of the Heritage Strategic Plan Review
- Heritage Week Proclamation by Council
- Advertisements in the Chronicle newspaper and Take 5 magazine
- TOL website and social media posts
- Heritage Week sign boards installed on the TransCanada Highway
- Celebrations and events organized by LMS and LDHS including tours, discussions, and the grand opening for the Salish Wind canoe art installation at Transfer Beach Park.

Members expressed their support for the heritage awareness and educational opportunities provided through the Heritage Week events and promotion, and supported the nomination of these events and activities for a Heritage BC award. Staff later confirmed that the 2018 Heritage BC Awards had been presented in February.

c) CIP Great Places plaque location

Commission members were presented with potential locations for the CIP Great Places plaque, and were asked to provide suggestions or recommendations for the location.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission recommend to Council that the CIP Great Places plaque be placed on the heritage metal collage with shorter landscaping in front, or at the corner of Gatacre and First Avenue near the rainbow bench.

d) Heritage BC Conference – May 10th – 12th, New Westminster

An information package and available budget was provided. Commission members were asked to discuss which member(s) would like to attend the conference.

e) Downtown Banners

R. Johnson suggested that downtown banners contain archival images. Members agreed that more information was required.

f) Knight's Clock Repair Update

An update was provided that the repair of Knight's Clock was supported by Council. A replacement for the inner clock workings is being researched.

g) Sign & Façade Permit Update

Members asked for an update to the HRAC recommendation to Council for enforcement of changes to signs and facades without permits. A. Davies advised that downtown business owners were provided information about the requirement for sign permits or development permits in the December 2017 Business License Newsletter.

7. NEXT MEETING

Thursday, April 19, 2018 at 5:00 p.m., City Hall Council Chambers

8. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 7:25 p.m.

Acting Chair (R. Johnson)

RECEIVED:

Corporate Officer (J. Winter)