



# MINUTES

## Heritage Revitalization Advisory Commission (HRAC)

Tuesday, October 20, 2015 at 5:00 p.m.

Council Chambers, City Hall

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**PRESENT:** Chair – Marnie Craig; Members – Ann Rogers, Tamara Hutchinson, Allen McDermid, Maureen Martin; LDHS Member – Bernardien Knol; Council Liaison – Mayor Aaron Stone; Staff Liaison & Recorder – Lisa Brinkman

**GUEST:** Applicant - Kevin Owens

**ABSENT:** Jennifer Robinson

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

**1. AGENDA**

It was moved, seconded and carried that the Agenda of October 20, 2015 be approved with the addition of i) a sign permit application review for 17 Gatacre Street and ii) a discussion regarding new signs in the downtown with no sign permit.

**2. NOMINATION/ELECTION OF CHAIR**

M. Craig called for nominations of chair three times. M. Craig was nominated and accepted the nomination as Chair. M. Craig was acclaimed as Chair.

**3. MINUTES**

It was moved, seconded and carried that the Minutes of June 16, 2015 be adopted.

**4. COUNCIL REFERRALS/UPDATES**

Mayor A. Stone provided an update regarding the temporary location of Locomotive #11 and the Humdurgin.

**5. SIGN/FAÇADE APPLICATIONS**

A sign permit application was presented by L. Brinkman for Evergreen Cremation Ltd. at 17 Gatacre Street. Applicant K. Owens responded to HRAC members questions.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission supports the window sign designs and window frosting for the Evergreen Cremation Ltd. at 17 Gatacre Street.

The HRAC members discussed two recently installed signs in the downtown that were not reviewed by the HRAC and did not receive a sign permit from the Town of Ladysmith.

It was moved, seconded and carried that the Heritage Revitalization Advisory Commission requests that a letter be sent to the business owner of Royal LePage Realty and Barnacle Barney's Restaurant who have recently installed signs in the downtown and require that they follow through with the sign permit application process.

**6. HERITAGE PROJECT UPDATES**

- a. Heritage Walk 1: Artifacts Brochure  
5000 new brochures were printed and are available throughout the Town.

b. Transfer Beach Pictorial

The draft pictorial designs have been referred to the Stz'uminus First Nation for their input.

c. Heritage Building Plaques

The graphic designer has done some basic prep for the 13 plaques. Plaque text has been supplied by the HRAC members. Photos are still being sought. Editing is still required. Letters to the property owners is still required. TOL Public Works will install the plaques.

**6. NEW BUSINESS**

None.

**7. CORRESPONDENCE**

None.

**8. UPDATES**

ADP Meeting

Ann Rogers provided an update regarding the proposed Ladysmith and District Credit Union Development Permit application that was presented at the September 14 Advisory Design Panel meeting.

Ann Rogers also presented a document which provides a rationale as to why she feels the HRAC members could have a greater role in commenting on proposed developments in the downtown. The HRAC members, Mayor A. Stone and L. Brinkman discussed the current development approval process for new buildings in the downtown.

**9. NEXT MEETING**

Tuesday, November 17, 2015 at 5:00 p.m. – Council Chambers, City Hall.

**10. ADJOURNMENT**

It was moved, seconded and carried that the meeting be adjourned at 6:30 p.m.

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Chair (M. Craig)

RECEIVED:

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Corporate Officer (S. Bowden)