

**DISTRICT OF NORTH VANCOUVER  
COUNCIL WORKSHOP**

Minutes of the Council Workshop for the District of North Vancouver held at 5:03 p.m. on Tuesday, October 4, 2016 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

**Present:** Acting Mayor D. MacKay-Dunn  
Councillor M. Bond (5:05 pm)  
Councillor J. Hanson  
Councillor R. Hicks  
Councillor L. Muri

**Absent:** Mayor R. Walton  
Councillor R. Bassam

**Staff:** Mr. D. Stuart, Chief Administrative Officer  
Mr. D. Milburn, Acting General Manager – Planning, Properties & Permits  
Ms. J. Paton, Manager – Development Planning  
Ms. L. Brick, Deputy Municipal Clerk  
Ms. S. Vukelic, Confidential Council Clerk

**Also in**

**Attendance:** Ms. Jennifer Clay, Community Heritage Advisory Committee  
Mr. Rob Henderson, Community Heritage Advisory Committee  
Mr. James Paul, Community Heritage Advisory Committee  
Ms. Nancy Paul, Community Heritage Advisory Committee

**1. ADOPTION OF THE AGENDA**

**1.1. October 4, 2016 Council Workshop Agenda**

**MOVED by Councillor HANSON  
SECONDED by Councillor MURI**

THAT the agenda for the October 4, 2016 Council Workshop be adopted as circulated.

**CARRIED**

Absent for Vote: Councillor BOND

**2. ADOPTION OF MINUTES**

**2.1. July 11, 2016 Council Workshop**

**MOVED by Councillor HANSON  
SECONDED by Councillor MURI**

THAT the minutes of the July 11, 2016 Council Workshop meeting are adopted.

**CARRIED**

Absent for Vote: Councillor BOND

**2.2. July 18, 2016 Council Workshop**

**MOVED by Councillor HANSON  
SECONDED by Councillor MURI**

THAT the minutes of the July 18, 2016 Council Workshop meeting are adopted.

**CARRIED**

Absent for Vote: Councillor BOND

**2.3. July 19, 2016 Council Workshop**

**MOVED by Councillor HANSON  
SECONDED by Councillor MURI**

THAT the minutes of the July 19, 2016 Council Workshop meeting are adopted.

**CARRIED**

Absent for Vote: Councillor BOND

**3. REPORTS FROM COUNCIL OR STAFF**

**3.1. Community Heritage Advisory Committee Presentation**

File No. 13.6800.01/000.000

Ms. Jennifer Clay, Community Heritage Advisory Committee, provided an update on the District's Community Heritage Advisory Committee and their concerns.

Ms. Clay advised the Committee's mandate, as outlined in the District's Official Community Plan (OCP), includes the protection and enhancement of heritage sites, supporting community involvement and the establishment of a Heritage Plan. She advised that the District does not currently have a Heritage Plan.

Ms. Clay advised that the District has eight designated heritage properties, two Heritage Conservation Covenants and three Heritage Revitalization Agreements.

Mr. Dan Milburn, Acting General Manager – Planning, Properties & Permits, advised that a designated Heritage Property would need a Heritage Alteration Permit to alter the home. He noted that alterations to designated homes are limited to ensure that the character of the heritage home is maintained. He advised that a Heritage Covenant is registered on title rather than a motion passed by Council for a Heritage Revitalization Agreement (HRA).

Councillor BOND arrived at this point in the proceedings.

Ms. Clay advised that there are 137 registered heritage properties in the District.

Ms. Clay explained the District's current heritage program includes the following:

- Heritage Register;
- Annual Heritage Awards;
- Heritage Procedures Bylaw;
- North Vancouver Museum and Archives; and,
- Community Heritage Advisory Committee.

Ms. Clay provided an overview of the composition of the Committee and advised that prior to 2005 the Committee was deemed a Commission, a status that the current Committee would like to revert back to.

Ms. Clay advised that the Committee has a budget of \$5,660 a year which goes towards the cost of the Annual Heritage Awards.

Ms. Clay explained that the purpose of the Committee is to educate, promote and to create awareness regarding heritage matters. She noted that the Committee also reviews permits for modifications on heritage properties and administers Community Heritage Grants.

Ms. Clay advised that the Committee would like to create a Heritage Plan which will move forward with the goals of the OCP and establish a vision, mission, priorities and core values. Staff advised that consultants, in joint consultation with community groups and owners of homes on the Heritage Registry, would help create a Heritage Plan.

Ms. Clay suggested updating the District website to include more advanced information, including the following:

- Searchable Heritage Register;
- Geographic Information Systems (GIS) overlay;
- Heritage Revitalization Agreement "How to" Booklet;
- Heritage Award application forms;
- Heritage Grant applications; and,
- Heritage Plaque Program.

Ms. Clay elaborated on the administration features that the Committee would like to enhance and requested resources to fulfill the administrative needs.

Council discussion ensued and the following questions and comments were noted:

- Questioned the practicality of maintaining homes at the end of their life cycle;
- Queried the importance of maintaining heritage houses that require extensive work;
- Queried the difference between a Commission versus a Committee;
- Commented regarding the administrative needs of the Committee;
- Commented regarding the Heritage Grant Program;
- Spoke to the importance of educating the community regarding maintaining heritage homes;
- Spoke to the importance of having Council representation on the Committee;
- Questioned the best way to educate the public about heritage matters; and,

- Requested that the Committee compose a short list of heritage homes for Council to tour.

Staff suggested that a future discussion be held regarding the policy and options for promoting heritage preservation.

**4. PUBLIC INPUT**

Nil

**5. ADJOURNMENT**

**MOVED by Acting Mayor MACKAY-DUNN**

**SECONDED by Councillor MURI**

THAT the October 4, 2016 Council Workshop be adjourned.

**CARRIED**  
(6:28 pm)



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Mayor



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Municipal Clerk