Mission Statement
In carrying out its mandate, Bowen Island Municipality will work towards conducting operations in a way that:

- Improves the economic, environmental and social well-being for present and future generations;
- Encourages and fosters community involvement;
- Enhances the small, friendly, caring character of the community;
- Maintains an open, accountable and effective operation; and
- Preserves and enhances the unique mix of natural ecosystems and green spaces that Bowen Island possesses.

NOTICE: That a Heritage Commission Meeting will be held at Municipal Hall, 981 Artisan Lane on Monday, September 18, 2017 at 7:00 PM for the transaction of business listed below.

Stefania Shortt, Committee Clerk

AGENDA
Heritage Commission Meeting
Monday, September 18, 2017

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OPENING OF COMMITTEE MEETING

1. APPROVAL OF AGENDA
   1.1 Introduction of Late Items

   Recommendation:
   That the Heritage Commission approve the agenda and Late Items agenda (if applicable) for the September 18, 2017 meeting.

2. ADOPTION OF MINUTES
   2.1 Minutes of the May 25, 2017 Heritage Commission Meeting

   Recommendation:
   That the minutes of the Heritage Commission meeting held May 25, 2017 be adopted.
3. **PUBLIC COMMENTS**

   Public Comment is an opportunity for members of the Public to comment regarding items on the agenda or any other comments or issues they may wish to bring to the Committee’s attention.

4. **BUSINESS ARISING FROM THE MINUTES**

   4.1 Lieben Site Visit - July 9, 2017 - Discussion (All) (10 min)
   4.2 Davies Orchard Planning - Update (Councillor Maureen Nicholson) (15 min)
      a. Excerpt from the minutes of the Regular Council meeting held June 12, 2017

5. **SUBCOMMITTEE REPORTS**

   5.1 Legislation and Incentives Subcommittee (5 min)
   5.2 Inventory Research Subcommittee (5 min)
   5.3 Community Engagement Subcommittee (5 min)

6. **ORGANIZATION UPDATES**

   6.1 Bowen Heritage (5 min)
   6.2 Bowen Island Museum and Archives (5 min)
   6.3 Bowen Island Arts Council (5 min)

7. **NEW BUSINESS**

   7.1 Work Plan - Review and Update for Submission to Council (All) 9 - 15 (10 min)

8. **INFORMATION ITEMS**

   8.2 Resignation of Jack Little from the Heritage Commission 16

9. **NEXT MEETING**

   To be discussed.

10. **ADJOURNMENT**

    8:10 PM
Minutes of the Heritage Commission Meeting held Thursday, May 25, 2017 at 7:00 PM at Municipal Hall, 981 Artisan Lane, Bowen Island, BC.

COMMITTEE IN ATTENDANCE
Councillor Maureen Nicholson, Chair
Melissa Harrison, Vice Chair
Allie Drake
Rob Forbes
Jack Little
Dave Pollard
Josephine Riley
Andrew Todd
Peter Vaisbord

STAFF IN ATTENDANCE
Stefania Shortt, Committee Clerk

OTHERS IN ATTENDANCE
John Dowler *(left at 7:51pm)*

REGRETS
Rondy Dike
Emma Chow, Island Community Planner 1

OPENING OF MEETING
The Chair called the meeting to order at 7:06 PM.

APPROVAL OF AGENDA
1.1 Introduction of Late Items

*It was Moved and Seconded*
That the Heritage Commission approve the agenda for the May 25, 2017 meeting.  

ADOPTION OF MINUTES
2.1 Minutes of the February 23, 2017 Heritage Commission Meeting

*It was Moved and Seconded*
That the minutes of the Heritage Commission meeting held February 23, 2017 be adopted.

PUBLIC COMMENTS
Judi Gedye expressed concerns regarding the two options provided by Metro Vancouver Parks for the Davies Orchard Revitalization project.
DELEGATION

4.1 John Dowler re: Heritage Loop Trail QR Codes

John Dowler, proponent of the Heritage Loop Trail project, provided a presentation regarding developing Bowen Trails using QR codes. Discussion ensued relevant to:

- Partnering with Metro Vancouver
- Heritage walking tours
- Increasing the size of the proposed trail signs
- Technology alternative to QR codes including Layar coding
- Promoting the heritage loop trail off-island
- Bowen Island Trail Map online feature
- Geo-fencing to identify landmarks on trails (Geo-Fence)

It was noted that John Dowler would be presenting the proposal to the Parks, Trails and Greenways Advisory Committee on Tuesday, June 13, 2017 at 7:00 PM.

One committee member expressed concern that resources were being allocated towards experiencing history through phone technology rather than towards preserving actual heritage artifacts such as the Davies Orchard Cottages.

**It was Moved and Seconded**
That the Heritage Commission support in principle the Heritage Loop Trail project as presented by John Dowler at the May 25, 2017 Heritage Commission meeting. CARRIED (Andrew Todd in opposition)

BUSINESS ARISING FROM THE MINUTES

5.1 Councillor Maureen Nicholson, Chair, Update re: Davies Orchard Planning

Councillor Maureen Nicholson, Chair, advised that the Metro Vancouver Parks Committee and Parks staff had come to Bowen Island to visit Crippen Park and had held an open Metro Parks Committee meeting at Municipal Hall on April 26, 2017. This meeting was also attended by members of the Bowen Island community. The two options for Davies Orchard under discussion were:

1) **Open Space Focused Plan**: Preserved 4 of the 10 cottages ($800,000)
2) **Heritage Focused Plan**: Preserved 6 of the 10 cottages ($1.3 mil)

Councillor Nicholson reviewed the steps involved in moving forward with the project: a May 2017 meeting of the Metro Vancouver Regional District Board, further public consultation in the summer, a meeting between Metro Parks staff and Bowen Island Municipal...
Council, a decision by the Metro Vancouver Board regarding the recommended option, budgeting in the fall, and finally implementation in 2018. Discussion ensued.

**It was Moved and Seconded**
Whereas the Bowen Island Official Community Plan Policy 234 states that the “existing cabins in Crippen Regional Park have a heritage value derived from the Union Steamship era” and that “any efforts to restore and maintain the cabins will be encouraged and supported”; and

Whereas most of the approximately 200 Union Steamship Company cottages have been lost since the USC resort ceased operations; and

Whereas Davies Orchard contains the last remaining tract of cottages, with only 10 of the original 20 cottages remaining in the park; and

Whereas the cottages represent the only example of a steamship era holiday precinct that remains intact within British Columbia,

Therefore it be resolved that the Commission recommends that Council encourage the Metro Vancouver Board to put forward for public consultation, in addition to options presented at the Metro Parks Committee meeting of April 26, 2017, alternatives to retain and re-use all of the existing 10 cottages in Davies Orchard.

CARRIED

(Councillor Maureen Nicholson Opposed)

5.2 Peter Vaisbord re: Lieben National Historic Site Designation

Peter Vaisbord provided information regarding the process of applying to the federal government for national historic site designation and included a document that the City of Vancouver had submitted in order to achieve heritage designation for Chinatown. He noted that:

- There had been a two-year time frame between submission of the Chinatown proposal and designation
- Written consent of property owners (the provincial government in the case of Lieben) was required
- BIAC would support the historic site designation of Lieben

The Commission discussed the possible benefits of designation which included:

- Eligibility for grants that could support the implementation of site remediation, path restoration, trail building, informative signage and the possible construction of an amphitheatre
- Raising recognition and celebrating the location for its historical significance for the artistic community in Canada

Concerns included:

- Accessibility issues
• Ongoing maintenance

**Action Item:**
- Schedule a site visit to Lieben on a weekend in July 2017 (not July 15th) and invite PTGAC to join (Stef Shortt).

**SUBCOMMITTEE REPORTS**

6.1 Legislation and Incentives Subcommittee
Melissa Harrison, Vice Chair, provided a document that outlined heritage information from Victoria and West Vancouver.

6.2 Inventory Research Subcommittee
Not discussed.

6.3 Community Engagement Subcommittee
Not discussed.

**ORGANIZATION UPDATES**

7.1 Bowen Heritage
Not discussed.

7.2 Bowen Island Museum and Archives
Rob Forbes provided images of the improvements being planned for the Museum and Archives site and updated the Commission on the following:
- Foundational work had begun including hooking up to Snug Sewer
- Planting and landscaping would begin in Fall 2017
- More fundraising would be required to support landscaping
- The large storage building could be beautified by creating an eyebrow roof featuring heritage style portals and photos.

7.3 Bowen Island Arts Council
David Pollard advised that the Bowen Island Arts Council would be presenting the draft Cultural Master Plan to BIM Council on Monday, May 29th, 2017, and that the plan included heritage recommendations. It was noted that Council was considering three other Master Plans that day in addition to a public art policy.

7.4 Metro Vancouver Parks
See Davies Orchard Item 4.1 above.

**NEXT MEETING**
Thursday, September 14, 2017 at 7:00 PM

**ADJOURNMENT**
The meeting adjourned at 8:53 PM.

Certified Correct:
HC: Councillor Nicholson, Chair, Heritage Commission re: Recommendation from the Heritage Commission meeting held May 25, 2017

Councillor Nicholson, Chair, Heritage Commission provided Council with background relating to the recommendation from the Heritage Commission. Discussion ensued.

Council requested that staff advertise the Community Conversation regarding the two concept options for Davies Orchard being held this Saturday, June 17th on the website and social media.

**RES#17-226**

*It was Moved and Seconded*

Whereas Metro Vancouver is currently undertaking a public consultation process in relation to the Davies Orchard Cottages and the two options identified; and

Whereas Bowen Island Municipal Council has supported Metro Vancouver in this process;

Therefore be it resolved that Council not consider the recommendation from the Heritage Commission meeting held May 25, 2017 to encourage the Metro Board to add to the two options already identified by Metro Vancouver Parks a third option to retain all of the Davies Orchard Cottages.

CARRIED UNANIMOUSLY
Heritage Strategic Plan

Work Program

Overview

This 6-month work program outlines the functional framework for developing a Heritage Strategic Plan. The work program shall be submitted to Council for approval in accordance with the terms of the establishment bylaw (Bylaw No.392, 2015). The following includes assigned roles, detailed schedule, detailed cost estimates, and detailed tasks.

Scope

The final deliverable of the work program is the Heritage Strategic Plan, which will guide the priorities and actions of Bowen Island Municipality over the next 5 years. This plan will be built upon a community vision and address the objectives of:

- Establishing criteria for determining heritage value
- Maintaining a heritage register
- Establishing policies and procedures for evaluating land use and planning matters with heritage implications
- Undertaking and supporting activities for the advancement of heritage within the municipality
- Annual evaluation and reporting on the progress of the plan

Process

The foundation of the Heritage Strategic Plan will consist of a thorough review and analysis of the state of heritage conservation on Bowen Island. The general public and key stakeholders will help establish the heritage vision through a community engagement process. The plan will then be drafted based on the findings of the review, consultation, and research on best practices and implementation tools.

The process will be carried out in three phases:

1. **REVIEW** existing situation
2. **ENGAGE** stakeholders
3. **PLAN** for the future

The tasks in this work program should be completed within six months.
Roles & Responsibilities

The key project roles and responsibilities are as follows:

1. **Project Sponsor** is Mayor & Council:
   - Approves work program
   - Provides support and resources
   - Adopts Heritage Strategic Plan

2. **Project Manager** is Councillor Maureen Nicholson:
   - Ensures timely completion of tasks
   - Communicates with project sponsor regarding project progress and key issues

3. **Project Team** is the Heritage Commission:
   - Carries out tasks
   - Communicates with project manager regarding task progress and issues

4. **Supporting Resources** are, as needed, municipal staff, consultants, Heritage BC, etc:
   - Provide additional help to complete tasks, as needed

5. **Key Stakeholders** are as identified in Appendix A:
   - Help establish vision and potential strategies
## Detailed Schedule

### Phase 1: REVIEW

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<td>2.3 Visioning workshop</td>
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<td>2.4 Draft strategies</td>
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<td>2.5 Public open house</td>
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⭐ *Council update*
Detailed Cost Estimates

Two cost estimates are presented, based on amount of work to be done by staff. The bulk of costs for this work program is for public engagement. If possible, keeping the work in-house (Option A) would be almost $5,000 less than contracting a consultant (Option B). In both options, budget is allocated for a heritage consultant to and review potential register items and help establish heritage values for the community.

**Option A: Mostly in-house**

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**Option B: More consultant**

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Detailed Tasks

1.1 Develop heritage register

To identify and research key heritage sites.

Project manager: Coordinate information between project team and support staff. Update project sponsor.
Project team: Identify key public heritage sites. Prepare Statements of Significance for identified sites.
Support staff: Heritage consultant to review Statements of Significance for proper language and structure.

1.2 Inventory potential sites

To develop a list of sites for further discussion through public engagement and for potential future inclusion in the heritage register.

Project team: Review existing inventories and archives. Compile list of potential sites.

1.3 Review policies & legislation

To understand existing and available tools for heritage conservation.

Project team: Review applicable legislation for heritage conservation.
Support staff: Review existing municipal policies for heritage conservation.

1.4 Review activities & initiatives

To identify effective heritage promotion strategies to continue or build upon.

Project team: Review past and ongoing activities and initiatives for heritage conservation.

1.5 Summarize findings

To create a clear and concise foundation of knowledge to inform the next phase of work.

Project manager: Coordinate information from above tasks and support staff.
Support staff: Compile findings in a succinct summary.
2.1 Public project launch

To foster public support with project awareness, accurate information, and strategic communications.

Project manager: Coordinate information between project team and support staff. Approve materials for publication.
Project team: Develop content for public communications.
Support staff: Draft communication materials.

2.2 Citizen questionnaire

To gather public feedback on community values around heritage conservation.

Project manager: Coordinate information between project team and support staff.
Project team: Develop content for questionnaire.
Support staff: Design and administer questionnaire.

2.3 Visioning workshop

To develop a community-based vision through consensus-building between community representatives and key stakeholders.

Project manager: Coordinate information between project team and support staff. Approve materials for publication.
Project team: Help develop content for workshop.
Support staff: Draft workshop materials. Coordinate logistics, including invitations and venue booking.
*Workshop facilitator: Design and facilitate the workshop. This role may be assigned to one or more of the above roles, or to a consultant, as determined by the project manager.

2.4 Draft strategies

To develop heritage strategies based on engagement findings and best practices.

Project manager: Coordinate information between project team and support staff. Update project sponsor.
Project team: Research best practices to address community needs, as identified in engagement.
Support staff: Draft heritage strategies.
2.5 Public open house

To report back to the community on the outcome of the project engagement and next steps.

Project manager: Coordinate information between project team and support staff. Help answer questions at open house.
Project team: Help develop content for open house. Help answer questions at open house.
Support staff: Draft open house materials. Coordinate logistics, including invitations and venue booking. Help answer questions at open house.

2.6 Adopt heritage register

To establish an official record of properties defined as heritage character or value.

Project manager: Coordinate information between project team and support staff.
Support staff: Establish register in accordance with *Local Government Act* section 598.
Project sponsor: Establish register by resolution.

3.1 Draft Heritage Strategic Plan

To prepare a comprehensive and coherent plan to guide heritage priorities and actions over the next five years.

Project manager: Review findings and develop plan structure. Coordinate information between project team and support staff.
Project team: Help develop content for plan.
Support staff: Draft plan.

3.2 Adopt Heritage Strategic Plan

To adopt the plan and enable implementation.

Project manager: Update project sponsor.
Support staff: Prepare plan for adoption.
Project sponsor: Adopt plan by resolution.
Hi Stef,

Andrea and I will be moving from Bowen at the end of October, which means I'm resigning from the Commission. It was a pleasure being a member, even if the time was brief. Hopefully, the work done on the heritage register will not have been a waste of time.

Best regards,

Jack