



2017 Heritage Advisory
Commission Annual Report

*Celebrate the Past
Look Towards the Future*



CITY OF
COURTENAY
Heritage Advisory Commission

Cover graphic from Craig Carson photo

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Introduction

Message From the Chair

Once again, as Chairman of the City of Courtenay Heritage Advisory Commission, I am happy to bring this report forward. I would like to thank Mayor Larry Jangula and members of Council for their continued support and appreciation of our contribution to the importance of conserving the heritage of our wonderful city. This can only be accomplished by the joint “efforts and will” of Council, staff and our Commission. Public awareness is a vital part of the success and we have seen this increase.

In October 2012 we produced the document entitled “Strategic Directions & Actions for Heritage Conservation in Courtenay” and it was endorsed by City Council at that time. As the document stated “it is not meant to be a comprehensive strategic plan, rather, it presents a series of ideas for discussion and consideration”. Some of these have been accomplished, but much more needs to be done.

In my last report I advised you of the resignation of two long-serving and valuable members, Maude Hobson and Dot Levitt. Since that time both have passed away. Sadly, long-time Commission member Harry Squire also passed away suddenly in October 2015.

We have advertised for new members and Ross Dingwall and Andrew Ireson were appointed in November 2015. Ross and Andrew have been a great addition to our Commission bringing with them a wealth of knowledge and heritage interest.

My last report was in the middle of Courtenay’s Centennial Year and the wonderful series of activities and productions which reminded us of all of the hard work and cooperation that has brought us to what we are so proud of. A reminder of those hundred years was captured in the 12 display panels we developed and these were used extensively through the year and since that time. We assisted in several of the Centennial Activities with our resources and knowledge of our community’s history.

This year’s report will highlight our activities since my last report in 2015 including our current projects, public engagement events, education of our membership, budget and our short-term work plan.

Once again, thank you for your support and interest in Heritage. It is a pleasure to be an important part of heritage conservation in Courtenay.

Lawrence Burns

Commission Members

The City of Courtenay Heritage Advisory Commission has been active since 1980. The Commission's mandate is to advise Council on heritage matters, and to undertake and provide support for heritage conservation programs in the City.

There are currently nine active members serving on the Heritage Advisory Commission and one staff appointee. Members are listed below with the date that they joined the Commission listed in brackets.

Lawrence Burns (June 1996)
Ross Dingwall (November 2015)
Julie Fortin (January 2002)
Linda Grant (January 2006)
Deb Griffiths (September 2008)
Judy Hagen (January 1995)
Andrew Ireson (November 2015)
Cliff Piercy (September 2008)
Roberts Smith (January 1995)

Staff appointee: Erin Ferguson (November 2010)

Key Projects

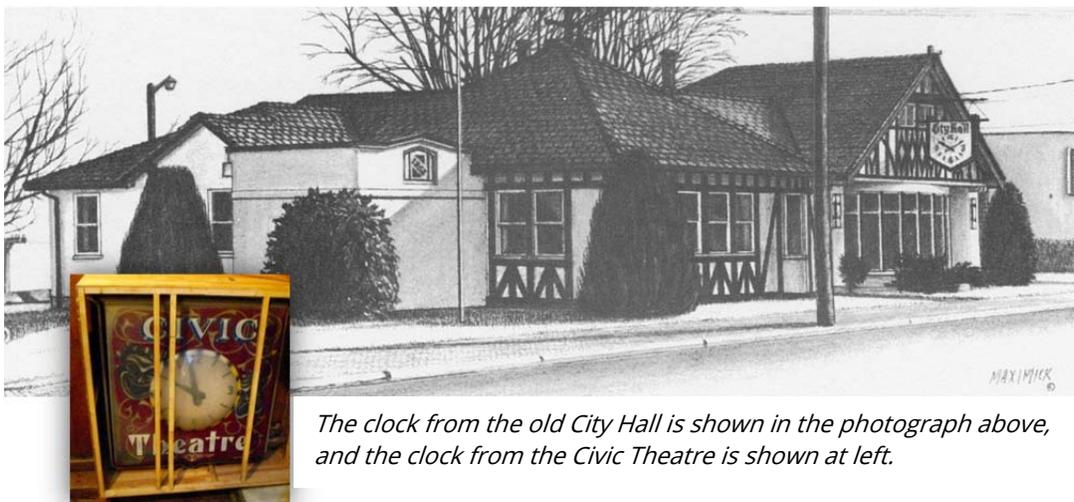
2015 was a busy year supporting activities for the City's Centennial. The Heritage Advisory Commission's main project was a series of panels titled "A Walk Through Time", documenting 100 years of Courtenay's heritage. These panels are still available for viewing on the City website. Work hasn't slowed down, and the Commission is currently busy working on a downtown business inventory in addition to several other key projects.

Downtown Commercial Building Inventory

The Commission has been working to create an inventory of commercial buildings in the downtown for the past year. While 5th Street is recognized in the City's Heritage Register, the recognition is for the street itself with little information on the actual buildings. The downtown commercial building inventory fills this gap and has been a significant undertaking. Commission members have held numerous workshops collecting information on the building from museum archives, memory, phone books, conversations with long-time residents, and newspaper articles in order to assemble the history of a building or property. This information can later be used to support other heritage planning initiatives such as updating the Heritage Register, heritage awareness activities such as the Stewart Block information board featured at the Cumberland Heritage Faire, and possibly in the future, assisting in the creation of a downtown heritage conservation area.

City Clocks

The City has two large outdoor heritage clocks in storage at the Public Works Yard. One was removed from the previous City Hall following the fire in 1995 and the other was removed from the Sid Williams Theatre during renovations. The Commission would like to see these clocks restored and placed in a prominent location provided that they are still functional. The Commission has been in contact with a specialist in this field, who is willing to assess the clocks and make recommendations. The outcome of this assessment will be presented to Council for consideration.



The clock from the old City Hall is shown in the photograph above, and the clock from the Civic Theatre is shown at left.

40 Houses Plaque

In 2015, Council approved the addition of the 40 Houses to the City's Heritage Register. Plans for the installation of a commemorative plaque recognizing the historical significance of the '40 Houses Neighbourhood' are nearing completion. The plaque will be unveiled Saturday, June 24 at 2:00 pm. The plaque will be located near the intersection of 17th Street and McPhee Avenue and mounted on a rock within the City road right-of-way. Future plans include the installation of interpretive signage along the Rotary Trail Along the Rails greenway to provide further information on the heritage value of this neighbourhood.



Other Initiatives

Courtenay Train Station

In May 2015 the Commission met with members of the Rotary Club, who have worked in cooperation with the City to install the "Trail Along the Rails", and who were working to restore the original E & N Railway Station, presently in a state of disrepair. As the railway station is protected by *Heritage Designation Bylaw No. 2456, 2007*, Council authorization was required prior to commencing renovation. As part of the approval process, the Commission reviewed the proposal in relation to the Bylaw requirements and the Statement of Significance and recommended that Council authorize the changes through a Heritage Alteration Permit which was granted by Council in September 2015.

The Heritage Alteration Permit has now lapsed and Rotary has since abandoned the project due to increasing project costs and the lengthy approvals process involving multi levels of government.



War Memorial Sites

Heritage BC requested information on all of the local community war memorial sites and their locations. The Commission coordinated the collection of this information with local heritage groups and museums. This resulted in the identification of numerous sites across the Comox Valley.

Education

Heritage BC Annual Conference

The Commission sends one or two members to the annual Heritage BC conference. Since the last report, members have attended conferences in Rossland, Granville Island (Vancouver), and Victoria. Members have found these conferences to be a source of inspiration and a valuable opportunity to connect with heritage professionals and other community members who share a keen interest in preserving and promoting community heritage.

Heritage BC Webinars

Heritage BC offers training webinars to assist with many areas of heritage planning. Commission members have attended webinars on the following topics:

- Heritage Legislation in BC
- Heritage Basics
- Heritage Conservation Areas in BC
- Writing Statements of Significance

Cumberland Workshop on Drafting Statements of Significance

The Village of Cumberland Heritage Advisory Commission held a workshop on drafting Statements of Significance and extended an invitation to members of other Comox Valley local governments and heritage commissions to attend.

A statement of significance documents the heritage value of a site and it is required before a property can be included in a Community Heritage Register. The community heritage register and the information found in the statement of significance is the foundation for all heritage conservation planning initiatives.

The workshop was led by heritage consultant Elana Zysblat who provided a wealth of knowledge and experience related to the components of a well drafted statement of significance and provided examples as to the importance of these documents in preserving community heritage.

Budget

The annual budget for the Heritage Advisory Commission was reinstated to \$5,000 in 2017. The table on the following page provides a draft work plan and corresponding budget items where the approximate costs are known. For several projects, the costs will be determined as part of the project scope and will require funding outside of the annual operating budget.

Partnerships

The Heritage Advisory Commission receives assistance from staff in the Development Services, Legislative Services, Public Works, and Parks departments, and the Commission works closely with Courtenay and District Museum staff. The Courtenay and District Museum provides ongoing support with many of the Commission's initiatives including providing free meeting space, research assistance, photographs, and editing work. Without the generosity of these partnerships, and the assistance of many members of our community, the Heritage Advisory Commission would not be able to undertake the breadth of activities that they have over the years.

In-Kind Contributions & Additional Support

In addition to the annual operating budget, the Commission receives assistance in the form of staff time and additional City resources related to meetings, heritage planning, plaque installations, graphic displays, and other commemorative projects.

The Commission also receives in-kind support from the Courtenay and District Museum for research assistance, use of photographs in the Museum's collection, and meeting and storage space.

The Heritage Advisory Commission meetings occur on the fourth Wednesday of every month from September until June. Outside of these monthly meetings, Commission members often hold workshops or work individually on smaller project initiatives. Since February 2017, Commission members have worked approximately 75 hours on heritage conservation and promotion activities outside of scheduled monthly meetings.

Draft Work Plan

Project	Priority	Time Frame	Project Lead	Partners	Estimated Cost
Commercial Building Inventory - Information Gathering - Booklet - Statement of Significance	High	2017 2018 5 years		Museum, DS	\$500* TBD \$1,000/SOS
40 Houses Plaque Installation	High	2017	L. Burns	LS, PW, DS	\$1,000
40 Houses Information Board - Information gathering - Graphic Design - Production & Installation	Medium	2 years		Museum, LS, DS	\$200* TBD \$1,500
Rail with Trail Information Boards	Medium	5 years		Museum, LS, DS	\$5,000 - \$10,000
Annual Heritage Fair Display	High	Annual		Museum, DS	\$200
Clocks	High	2017-2018 - appraisal - restoration - installation	A. Ireson	PW	\$1,400 TBD TBD
Website HAC Message/Branding	Medium	2 year		DS	TBD
History of Local Street Names - Booklet	Medium	5 year			TBD
Accessible Archival Space	High	2017		City, Museum	TBD
Update Heritage Register - Adds & Notification - Create Statement of Significance	Medium	Ongoing		DS, Consultant	\$250 \$1,000 per item
Documentation of Houses that have Moved	Medium	5 year			\$500
Housing Inventory Update - New photos of houses - Update with demo information - Summary of property info - Add annexed areas	Medium	2 year 2 year 5 year 5 year			\$200*
Heritage BC Conference	-----	Annual event			\$1,500

* includes costs of ordering archival photos from Courtenay Museum, Provincial Archives and any associated research costs

DS – Development Services LS- Legislative Services PW – Public Works/Parks



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