



CITY OF VICTORIA

**Heritage Advisory Panel Meeting Minutes**

**August 12<sup>th</sup>, 2025 at 12:00 p.m.**

The City of Victoria is located on the homelands of the Songhees Nation and Xwsepsum Nation.

**PANEL MEMBERS PRESENT:** Steve Barber, Katie McEvoy, Ben Clinton-Baker, Liberty Brears, Veronica (Nikki) Strong-Boag, Valerie Lindholm, Alissa Wrean (Chair), Rosemary Sleigh, Nathalie Picard

**OTHERS PRESENT:**

**PANEL MEMBERS** N/A

**STAFF PRESENT:**

Kristal Stevenot – Senior Heritage Planner  
Laura Saretsky – Heritage Planner  
Kamryn Allen – Administrative Assistant

**APPLICANT  
ATTENDEES:**

**A) Heritage Designation Application No.000216 for  
2407 Fernwood Road**

**B) Heritage Alteration Permit Application No.000272  
for 700 Government Street**

Glenn Reid (Greater Victoria Harbour Authority Project Manager), Judy Kits (First Nations Engagement Director), Richard Davies (Communications Manager), Cynthia Sam (First Nations Engagement Coordinator)

**1. Call to Order**

The meeting was called to order at 12:01 p.m.

*The Chair extended a welcome to Panel members and presenters*

**2. ADOPTION OF AGENDA**

That the August 12, 2025 agenda be approved as presented.

**Moved By:** S. Barber

**Seconded By:** V. Lindholm

**Carried Unanimously**

**3. READING OF MINUTES**

Minutes from the meeting held June 10, 2025

**Moved By:** N. Strong-Boag  
**Seconded By:** V. Lindholm

S. Barber identified transcription errors in the motion on page 5, and proposed the minutes be amended to correct these.

That the minutes from the meeting held June 10<sup>th</sup>, 2025, be approved as amended.

**Carried Unanimously**

#### **4. Business Arising from the Minutes**

- Is there a place to access the draft Residential Heritage Conservation Area Guidelines that were presented to the panel at the June meeting, for those who were unable to attend?
  - Yes, the current draft version is available on the OCP project website. These are slightly different from what the panel saw in June as staff made some updates based on panel comments.
- Have the panel's motions related to the OCP been shared with Council?
  - Yes, they were included with the report for the first and second readings of the OCP bylaws on July 24<sup>th</sup>. The public hearing will be September 11<sup>th</sup>.

#### **5. Announcements**

- Deondre Smiles has the left the panel.

#### **6. Applications**

##### **A) Heritage Designation Application No.000216 for 2407 Fernwood Road**

Staff provided a brief introduction to the Panel with a presentation.

**The Panel asked the following questions of clarification and made the following comments:**

- Guidelines on how Statements of Significance are written in other municipalities, does the City of Victoria have any that we can share?
  - No, we don't, but we tell people to follow what the province will accept.
- That is also based off what the Canadian Registration accepts.
- Can a document be shared?
  - Yes, there is a document on the Province's website and the Heritage BC website, they also have lots of resources on heritage information in general.
- Suggested changes to the Statement of Significance: The house at 3407 Fernwood Road is a two-and-a-half-storey, wood-frame, Craftsman-style home located in Victoria's Fernwood neighborhood; Heritage Value section to be updated: Constructed in 1911, the house is of aesthetic value for its craftsman style.
- The other paragraphs discuss the property in more general terms and are less specific. They focus more on broader themes, which may be what ultimately gets carried forward to the British Columbia Register.

- Those are Victoria-specific themes tied to the Official Community Plan and will not be forwarded to the province.

**Motion:** That the Heritage Advisory Panel recommend that Council approve Heritage Designation Application No. 000216 for the property located at 2407 Fernwood Road.

**Moved By:** V. Lindholm

**Seconded By:** S. Barber

**Carried, Unanimously**

**B) Heritage Alteration Permit Application No. 00272 for 700 Government Street**

Staff provided a brief introduction to the Panel with a presentation.

Judy Kits provided a brief presentation

**The Panel asked the following questions of clarification and made the following comments:**

- Consideration of including braille or audio access for individuals who are hearing or visually impaired.
  - The panel includes two QR codes, one of which links to a video with audio that welcomes people to the territory. Braille has not yet been considered, as the primary focus has been on incorporating Lekwungen language.

*Nathalie joined the meeting at 12:27*

- Songhees-led tours are returning to the harbour this summer. The existing panels are already incorporated into these tours, and we hope the new panels will continue to support the guides while placing greater emphasis on the Lekwungen language. They should also highlight lesser-known information about the harbour's significance to First Nations.
- Do you know what material the panels are going to be wrapped in?
  - Type of thin vinyl, less than a millimeter thick with an adhesive back.
- Is there a plan in place for the upkeep and maintenance of the vinyl wrap, particularly regarding UV protection?
  - The built-in colouring should hold up better than the panels installed in 2014. While there is little, we can do to prevent vandalism, they are protected against UV damage.
- Is the Harbor Authority prepared to replace them?
  - Yes, we think it'll be about 10 years before they need to be
- The only real alteration to the concrete is the drilling. No removal of the tile?
  - No, we will not be drilling that area just the exposed aggregate concrete.
- You said there were two QR codes for access, is there any reason why there couldn't be access on the other panels including all the information?
  - I don't think we'd have a problem doing that though we have not integrated it yet. We can revise the link that goes to the video.

- Regarding the vinyl that is one millimeter or less in thickness, have signs made with this material been tested? You've stated they will last 10 years, but given the high salt content in the atmosphere, it's hard to believe they would actually last that long.
  - The previous signs did hold up, but they faded due to UV exposure. That issue has since improved, and the new panels are built with an internal aluminum structure. All of our marina ramps are also aluminum, which essentially does not deteriorate, it may lose its shine over time, but it will outlast the surrounding concrete. In addition, we will be using stainless steel anchors, which are proven to last a very long time, along with a rubber or vinyl washer placed between the anchors and the aluminum to prevent dissimilar metal contact and reduce corrosion.
  - The content will need to be refreshed as the world continues to change. Having these in place for 5–7 years would be ideal, after which we would likely want to update the information regardless.

**Panel Discussion:**

- Think it's a great design; I was just there this morning thinking they need to replace the sign.
- Does anyone know how far away the busker space is now?
  - They tend to find space organically. Sometimes they're placed by the staircase, but there are plenty of other suitable locations as well.
- Commend the applicant for a very professionally designed and well thought of application.
- Pleased to see colour in this application.
- Great location outside the Royal BC Museum and allows people flexibility and not having to commit to an hour inside the museum and can get some knowledge right in the harbor.

**Motion:** That the Heritage Advisory Panel recommend to Council that Heritage Alteration Permit No. 00272 for 700 Government Street be approved with the following requirements:

- That electronic access be available for all panels.

**Moved By:** N. Strong-Boag

**Seconded By:** S. Barber

**Carried Unanimously**

**7. ADJOURNMENT**

**Moved By:** K. McEvoy

**Seconded By:** L. Brears

That the Heritage Advisory Design Panel meeting of August 12<sup>th</sup>, 2025 be adjourned at 12:50 p.m.

**Carried Unanimously**