COMMUNITY HERITAGE ADVISORY COMMITTEE
MINUTES

Wednesday, June 24, 2026
Hybrid (In Person and MS Teams)
7:00 – 9:00 pm

Present: James Mitchell
Jim Paul (Chair)
Greg Warner
Trisha McCarthy
Claudio Soligon
Cllr Jim Hanson

Regrets: Mitchell Baker

Staff: Zeralynne Te, Manager of Community Planning
Holly Adams, Community Planner
Mary Jukich, Committee Clerk

1. Call to Order

The Chair called the meeting to order at 7:00 pm.

Committee members were introduced and welcomed to the committee.

2. Adoption of Agenda

MOVED by Jim Paul and seconded by Greg Warner
To adopt the agenda.

CARRIED

3. Adoption of Minutes

MOVED BY Jim Paul and seconded by Greg Warner
To adopt the April 22, 2026 minutes.

CARRIED

Committee members reviewed the May 27, 2026 meeting notes.

4. June 15, 2026 Special Council Meeting

At the June 15, 2026 Special Council meeting, Council considered a staff report wherein a motion was brought forward from the Heritage Advisory Committee for the following heritage incentives:

- Fast track building permits and Heritage Revitalization Agreements (HRAs) to reward owners for completing essential maintenance and retaining heritage buildings;
- Extend the building permit expiry date to compensate owners for the added costs and timelines needed to complete permitted heritage building work; and
- Reduce or eliminate permit fees for heritage buildings.

Staff are now in the scoping phase of the project and will provide an options and implications report to Council, and then Council will make a decision on whether they wish to move forward with some or all of the incentives.

5. Heritage Strategic Plan Goals

A brief background was provided regarding the role of Community Planning in supporting the heritage program work in the District of North Vancouver and supporting the committee. Some of the work includes the heritage grants program, awards program, coordination of the development applications that potentially have an HRA or heritage designation, as well as supporting education and awareness of heritage in the District with projects such as the art contest, heritage Council tours, and other initiatives that promote Heritage Week.

In terms of Community Planning's ability to move forward the implementation of the Heritage Strategic Plan goals, generally direction is needed from Council to initiate the work.

On discussion, the following comments were provided by committee members:

- A question was raised on the priorities of the District compared to those of the committee. Staff indicated that the Heritage Strategic Plan is from 2019 and the priorities may have shifted and are also subject to change, for example the impact of the new housing legislation to the protection and retention of heritage buildings.

- Concern was raised that there have been several committee discussions with respect to the plaque program; however, this program to date has not moved forward possibly because it may require a budget and as a result may not be able to move forward.

- At a previous committee meeting, an idea was presented with regard to bringing awareness to heritage by developing display boards for community events and whether this idea could be pursued. Staff responded that in terms of actioning this item, the item could be discussed at a committee meeting and information provided, possibly as a presentation, around the committee's vision for the idea. Staff would then consider the idea in terms of work and budgeting and may subsequently need to prepare a report to Council for consideration.

6. Walking Tour Brochures and July HAC Meeting

The District is developing a series of neighbourhood walking tour routes which includes a neighbourhood description and walking map of local heritage homes. The project has been underway for some time, and the original idea was to be able to view the routes on personal mobile devices. However, the project has encountered some technical issues and to move forward, a hard copy paper document has been developed with the map of the heritage properties.

It was suggested that as a test run of one potential walking route, at the July 22nd committee meeting and after the administrative items of the meeting, the committee members undertake the walking

tour and each committee member be responsible for presenting a brief background of the heritage properties on the walking tour map.

7. Properties Tracker

The following properties tracker update was provided:

- 1120 Harold Road – For sale and has been on the market for 89 days as of June 24;
- 3490 Church Street – For sale and has been on the market for 268 days as of June 24;
- 2211 Panorama Drive – Has been on the market for lease for approximately 284 days;
- 3526 Everglade Place – Application received first reading by Council and was referred to a public hearing on July 7;
- 3545 Dowsley Court – Sold on June 23;
- 3090 St. George – Sold on June 11;
- 234 Windsor – The listing was taken down; and
- 9674 Canyon Road – Application received for a Building Permit.

8. Workplan Tracker

The workplan tracker was recently updated.

9. Staff Updates

(a) 3526 Everglade Place

The public hearing is on July 7th and committee members are encouraged to attend and submit comments. It was noted that the applicant recently made a presentation to Council during First Bylaw reading and continues to advocate for the application.

(b) Heritage Awards

The heritage awards ceremony recently took place on June 22, and committee members were acknowledged for assisting with the selection of the recipients.

(c) Community Heritage Grants Program Launch

The community heritage grants program was launched on June 15th and applications are now open up to and including September 6th. The heritage grant program will be advertised through mail-out of postcards to owners of properties that have heritage features, as well as ads in the North Shore News, online advertising, social media, etc.

(d) Committee Engagement and Recruitment

Three members have recently resigned from the committee and advice from the Clerk's Department is for staff to wait until after the Municipal election to begin the recruitment process to fill the vacancies. In terms of the lower number of committee members and reaching quorum at meetings, staff indicated that there have been some discussions about the possibility of revising the terms of reference to remove the requirement for quorum and this will be further explored.

Committee members were reminded that the September and October meetings are particularly important for full attendance by all members because the heritage grant applications will be reviewed and approved during those two months.

There have also been discussions with the committee chair and staff regarding recruitment and some transition between members who have previously served on the committee in terms of historical knowledge around heritage, and those ideas will be provided to the Clerk's Department.

10. Any Other Business

A suggestion was presented on whether there was interest for a past committee member, Bob Muckle, to attend at a committee meeting for a presentation of his work and publications. Committee members also indicated their interest in a presentation of the insurance requirements for heritage properties, or possibly a field trip to, or presentation from, the North Vancouver Archives, or Deep Cove Heritage.

11. Adjournment

The meeting was adjourned at 8:10 pm.

Next Meeting: Wednesday, July 22, 2026