

City of Maple Ridge
COMMUNITY HERITAGE COMMISSION
AGENDA
Thursday, November 8, 2018, 7:00 pm
Blaney Room, Maple Ridge City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – October 11, 2018
4. **DELEGATIONS**
5. **FINANCE**
 - 5.1. Financial Update
 - 5.2. Robertson Cemetery
 - 5.3. Maple Ridge Library Microfilm Reader Support Request Update
6. **CORRESPONDENCE**
7. **NEW AND UNFINISHED BUSINESS**
 - 7.1. 2019 Meeting Schedule
 - 7.2. Cultural Plan Implementation Update
8. **SUBCOMMITTEE REPORTS**
 - 8.1. Communications
 - 8.1.1. Fall Calendar
 - 8.2. Recognitions
 - 8.2.1. Heritage Week 2019
 - 8.3. Education
 - 8.3.1. Local Voices
 - 8.3.2. BC Heritage Fairs
 - 8.4. Digitization
 - 8.5. Heritage Resources Program
 - 8.6. Master Conservation Plan

- 9. **LIAISON UPDATES**
 - 9.1. BC Historical Federation
 - 9.2. Heritage BC
 - 9.3. Maple Ridge Historical Society
- 10. **QUESTION PERIOD**
- 11. **ROUNDTABLE**
- 12. **ADJOURNMENT**

QUESTION PERIOD

Question Period provides the public with the opportunity to ask questions or make comments. Each person will be given 2 minutes to speak. Up to ten minutes in total is allotted for Question Period.

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The Minutes of the Regular Meeting of the Community Heritage Commission, held in the Blaney Room, Maple Ridge City Hall, 11995 Haney Place, Maple Ridge, British Columbia, on October 11, 2018 at 7:03 pm.

COMMISSION MEMBERS PRESENT

Brenda Smith, Chair	Maple Ridge Historical Society
Eric Phillips	Member at Large
Julie Koehn	Maple Ridge Historical Society
Len Pettit	Member at Large
Russell Irvine	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

ABSENT

Councillor Craig Speirs	Council Liaison
Lindsay Foreman, Vice Chair	Member at Large

Note: Councillor Speirs was not in attendance.

1. ***CALL TO ORDER***

The Chair noted the resignation of Steve Ranta from the Commission and shared appreciation for the years of volunteerism by Mr. Ranta and Councillor Speirs.

2. ***APPROVAL OF THE AGENDA***

R/2018-049

It was moved and seconded

That the agenda for the October 11, 2018 Community Heritage Commission meeting be approved as circulated.

CARRIED

3. ***ADOPTION OF MINUTES***

R/2018-050

It was moved and seconded

That the minutes of the Maple Ridge Community Heritage Commission meeting dated September 13, 2018 be adopted.

CARRIED

4. **DELEGATIONS**

4.1. **Statements of Significance**

- Donald Luxton, Principal, Donald Luxton & Associates Inc.

Mr. Luxton gave a presentation on the draft Statements of Significance prepared for the City of Maple Ridge. Mr. Luxton reviewed and invited feedback on the eleven sites: the Whitehead property, the Sparling Residence, the Mussallem Residence, the Bank of Montreal, the Port Haney Post Office, the Turnock/Morse Residence, the Beeton/Daykin Residence, Westacre Farms, Jackson Farm, Spencer Milk House and the Miller Residence and property. There was discussion on the sites and possible leads for Mr. Luxton to find additional information on the history of Cecil Duncan Forrest's sale of Westacre Farms.

5. **FINANCE**

5.1. **Financial Update**

Russell Irvine noted that there are funds not yet directly committed to Commission projects.

5.2. **Robertson Cemetery**

The Staff liaison reviewed the latest developments in the process to acquire Robertson Cemetery. The Staff liaison provided clarification on the requirements requested by the Land Title Office in order to resubmit the defected notice. There was discussion the Commission equally splitting the costs of the required additional work with the Planning Department.

R/2018-051

It was moved and seconded

That the Community Heritage Commission provide a maximum of \$1000.00 to commence the additional survey research by Target Land Surveying to resolve the Land Title Office land transfer defect for the Robertson's Cemetery property.

CARRIED

5.3. **Business Plan 2019-2023**

For information. There was discussion of preparing a letter to accompany the Business Plan when presented to Council.

6. **CORRESPONDENCE – Nil**

7. **NEW AND UNFINISHED BUSINESS**

7.1. **2019 Committee Recruitment**

The Committee Clerk advised current members of term expiries and reported on the 2019 recruitment process.

8. SUBCOMMITTEE REPORTS

8.1. Communications

8.1.1. Fall Calendar

The Chair reminded of upcoming events as presented in September.

8.2. Recognitions

The Chair encouraged members to distribute Heritage Awards Nomination brochures and submit nominations.

8.2.1. Heritage Week 2019

The Chair encouraged a November meeting for the subcommittee.

8.3. Education

8.3.1. Local Voices

The Chair advised that the guest speakers for November 5, 2018 Local Voices include Vicki McLeod, Kat Wahamaa and Herb Bryce and that subscription to the Local Voices electronic newsletter continues to increase.

8.3.2. BC Heritage Fairs

The Chair advised that the 2019 packages have not yet been released.

8.4. Digitization

The Chair reported that the BC History Digitization Program is accepting submissions for project funding and that successful applicants will be provided matching funds for projects chosen that make content freely available. The Chair has been in discussion with the Records Management Coordinator who has requested Commission input and feedback on the grant application.

The Staff liaison reviewed the digitization update report and the different options for consideration. There was discussion that the subcommittee will work to detail a complete plan for future review.

R/2018-052

It was moved and seconded

That the Community Heritage Commission send a letter of support for the BC History Digitization Program grant to form part of the grant application by the City of Maple Ridge.

CARRIED

Note: Russell Irvine left the meeting 9:07pm and did not return.

8.5. Heritage Resources Program

The Staff liaison advised of options to proceed with identifying and hiring a consultant for the Heritage Incentive project. There was discussion on how to proceed with the project.

R/2018-053

It was moved and seconded

That Donald Luxton & Associates' current contract be extended for the Heritage Incentive Project in the amount of \$10,000.00.

CARRIED

8.6. Master Conservation Plan - Nil

9. LIAISON UPDATES

9.1. BC Historical Federation - Nil

9.2. Heritage BC - Nil

9.3. BC Museums Association - Nil

9.4. Maple Ridge Historical Society

Julie Koehn shared information from the September 27, 2018 Historical Society Board meeting and provided an update on the funds raised at the 2018 Music on the Wharf concert series. Ms. Koehn advised that the National Trust for Canada has set the theme for celebrating Heritage Week 2019 as 'Heritage: The Tie that Binds'. A Speaking of Art and History event is scheduled October 18, 2018 at the ACT with guest speaker Melanie Talkington who will be sharing her collection of antique Victorian corsets.

9.5. Council Liaison - Nil

9.6. Staff Liaison - Nil

10. QUESTION PERIOD - Nil

11. ROUNDTABLE - Nil

12. ADJOURNMENT – 9:19 pm.

B. Smith, Chair

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Community Heritage Commission - 2018 Financial Accounting

Expenses												
Program/Project	Vol. Hrs	Budget Amount from Jan 1, 2018	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Aug-18	Sep-18	Committed Funds Not Billed	2018 Running Total	Notes
Fundraising Income				\$138.00								
Meeting Refreshments					\$ 91.74	\$ 122.08					\$ 213.82	
EDUCATION												
Delegate Fees	30	\$500.00										
MICROFICHE MACHINE TO LIB SUPPORT		\$1,000.00								\$1,000.00		
fieldtrip (on hold)												
CHC Hosted Workshops (on hold)	50											
Networking Conference (on hold)	50											
TOTAL		\$1,500.00										
MEMBERSHIP SUPPORT PROGRAM												
Membership Annual Fees		\$900.00		\$ 100.00		\$ 10.00			\$100.00		\$ 210.00	
Membership Conference Fees	350	\$600.00					\$ 400.00		\$200.00		\$ 600.00	
TOTAL		\$1,500.00										
COMMUNICATIONS AND OUTREACH												
COMMUNICATIONS STRATEGY		\$5,000.00										
Advertising												
Newsletter	40	\$1,600.00										
Marketing Package	5	\$500.00										
mapleridge.ca	10											
TOTAL		\$7,100.00										
HERITAGE RECOGNITIONS PROGRAMS												
Heritage Awards	60	\$2,500.00	\$ 49.20	\$ 900.97	\$ 615.20	\$ 336.41		\$100.00			\$ 2,001.78	
KARINA LEBLANC UTILITY BOX WRAP		\$1,500.00								\$1,500.00		
Heritage Conversation	15	\$500.00										
Partnered Event	15	\$200.00										
Plaque Program	5	\$400.00										
Information Panels and Signage	40											
Heritage Marker Replacement	10	\$400.00										
Canada 150 - Reminisce Kits	30	\$2,500.00					\$ 214.45				\$ 214.45	
BC 160 (on hold pending provincial planning)	30											
Maple Ridge 5 yrs a City (2019 Project)												
TOTAL		\$8,000.00										
OPEN ACCESS DIGITIZATION PROJECT												
Phase I												
Phase II												
Phase III	50	\$6,000.00										
TOTAL		\$6,000.00										
ROBERTSON CEMETERY PROJECT												
Cemetery in CMR Ownership												
HERITAGE PLAN UPDATE												
Heritage Inventory Update		\$7,542.00	\$ 4,150.00					\$7,300.00			\$ 11,450.00	
Heritage Master Conservation Plan		\$30,000.00										
HERITAGE PLAN REVIEW		\$3,500.00										
TOTAL		\$41,042.00										
HERITAGE INCENTIVE REVIEW												
Heritage Incentives Review	50	\$20,000.00										
HERITAGE REGISTER UPDATE												
Heritage Register Update	30	\$10,000.00								\$10,000.00		
Yearly Total		\$95,142.00									\$14,690.05	
Monthly Total			\$ 4,199.20	\$ 1,000.97	\$706.94	\$468.49	\$614.45	\$7,400.00	\$300.00	\$12,500.00		

COMMUNITY HERITAGE COMMISSION

2019 MEETING SCHEDULE

<u>Meeting Date</u>	<u>Agenda Item Submission Deadline</u>
January 10, 2019	December 27, 2018
February 14, 2019	January 31, 2019
NO MARCH MEETING	
April 11, 2019	March 28, 2019
May 9, 2019	April 25, 2019
June 13, 2019	May 30, 2019
NO JULY AND AUGUST MEETINGS	
September 12, 2019	August 29, 2019
October 10, 2019	September 26, 2019
November 14, 2019	October 31, 2019
NO DECEMBER MEETING	

Notes:

- CHC meets on the second Thursday of the month at 7:00 pm.
- Bylaw states Commission “shall hold quarterly meetings”; with additional meetings at the discretion of the Chair
- CHC can hold subcommittee meetings between regular committee meetings
- **Reports and suggestions from members for agenda items are due two weeks prior to meeting date; please email the CHC Chair and Staff Liaison with the agenda item for consideration.**
- Agendas will be published one week prior to meeting date