

City of Maple Ridge
COMMUNITY HERITAGE COMMISSION
AGENDA
Thursday, September 13, 2018, 7:00 pm
Blaney Room, Maple Ridge City Hall

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES – June 14, 2018**
4. **DELEGATIONS**
 - 4.1 **FINANCE**
 - 4.1.1 **Financial Update**
 - 4.2. **Maple Ridge Library Microfilm Reader Support Request**
 - 4.3. **Business Planning**
 - 4.4. **BC Museums Association Membership Dues**
5. **CORRESPONDENCE**
6. **NEW AND UNFINISHED BUSINESS**
 - 6.1. **Heritage Resources Program**
 - 6.2. **Environment Committee Report to Parliament**
 - 6.3. **Resignation of Commissioner**

For information only
7. **SUBCOMMITTEE REPORTS**
 - 7.1. **Communications**
 - 7.1.1. **Fall Calendar**
 - 7.2. **Recognitions**
 - 7.2.1. **Stanchion Design**
 - 7.3. **Education**
 - 7.3.1. **Local Voices**
 - 7.4. **Heritage Marker Inventory Information**
 - 7.5. **Digitization**
 - 7.6. **Heritage Conservation Master Plan**

- 8. LIAISON UPDATES
 - 8.1. BC Historical Federation
 - 8.2. Heritage BC
 - 8.3. BC Museums Association
 - 8.4. Maple Ridge Historical Society
 - 8.5. Council Liaison
 - 8.6. Staff Liaison
- 9. QUESTION PERIOD
- 10. ROUNDTABLE
- 11. 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.

/aa



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 June 14, 2018 at 7:04 pm.

COMMISSION MEMBERS PRESENT

| | |
|-----------------------------|--------------------------------|
| Councillor Craig Speirs | Council Liaison |
| Brenda Smith, Chair | Maple Ridge Historical Society |
| Lindsay Foreman, Vice Chair | Member at Large |
| Len Pettit | Member at Large |
| Russell Irvine | Member at Large |

STAFF PRESENT

| | |
|---------------|--------------------------|
| Amelia Bowden | Staff Liaison, Planner 1 |
| Amanda Allen | Committee Clerk |

GUESTS

| | |
|----------------|---|
| Erica Williams | President, Maple Ridge Historical Society |
|----------------|---|

ABSENT

| | |
|---------------|--------------------------------|
| Kevin Bennett | Member at Large |
| Steven Ranta | Member at Large |
| Eric Phillips | Member at Large |
| Julie Koehn | Maple Ridge Historical Society |

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2018-031

It was moved and seconded

That the agenda for the June 14, 2018 Community Heritage Commission meeting be amended to add Item 7.5 Public Art Steering Committee Request for Partnership, and that the agenda as amended be approved.

CARRIED

3. **ADOPTION OF MINUTES**

R/2018-032

It was moved and seconded

That the minutes of the Maple Ridge Community Heritage Commission meeting dated May 10, 2018 be amended to reflect the correct spelling of Lindsay Foreman's name on Resolution R/2018-029 and that the minutes as amended be adopted.

CARRIED

4. **DELEGATIONS**

4.1. **Historic Sites and Monuments Board Commemorative Designations Program**

- Christa Hanson, Commemorations Officer Parks Canada Agency

Ms. Hanson gave a presentation on the Historic Sites and Monuments Board and on the thematic framework of National Historic Sites in Canada. Ms. Hanson reviewed the application process to nominate a person, place or event for consideration of national historic significance. Ms. Hanson answered questions from the Commission and clarified the timeline of a nomination process and standards of plaque casting.

5. **FINANCE**

5.1. **Financial Update**

Russell Irvine provided a review of the 2018 financial accounting to date.

R/2018-033

It was moved and seconded

That the Community Heritage Commission financial accounting report be received for information.

CARRIED

5.2. **2019 Business Plan**

The Chair reviewed past practices and timelines of assembling the Community Heritage Commission Business Plan and advised that members may receive communication from her over the summer break in order to establish a draft business plan. There was discussion on developing a five year business plan. The Chair will present a draft Business Plan to the Commission in the Fall for discussion and review.

6. **CORRESPONDENCE** - Nil

7. **NEW AND UNFINISHED BUSINESS**

7.1. **Heritage Conservation Master Plan**

The Staff liaison reported that information is under review by the subcommittee.

7.2. **Heritage Resources Program**

The Staff liaison reviewed the legislation and regulation of placing privately owned property on the Community Heritage Register. The Commission discussed moving forward with updates to the Community Heritage Register. There was discussion on registering the properties nationally and working with Federal Officials to ensure Maple Ridge entries on the National Heritage Register are added.

R/2018-034

It was moved and seconded

That a maximum of \$10,000.00 be allocated to Donald Luxton & Associates to conduct Phase 1 of a Community Heritage Register Update to:

- a) **Prepare Statements of Significance for the following properties and add to the Maple Ridge Community Heritage Register:**
 - 1. **West Acres**
 - 2. **Sparling Residence**
 - 3. **Jackson Farm**
 - 4. **Mussallem Residence**
- b) **Review, edit and revise the existing Statements of Significance for the following properties:**
 - 1. **Bank of Montreal**
 - 2. **Miller Residence**
- c) **Review, edit and revise the existing Statement of Significance for the following property and add to the Maple Ridge Community Heritage Register:**
 - 1. **Beeton/Daykin Residence**
- d) **Add the following properties with their existing Statements of Significance to the Maple Ridge Community Heritage Register:**
 - 1. **Turnock/Morse Residence**
 - 2. **Whitehead Residence and Cottage**

CARRIED

7.3. Stanchion Guideline Update

The Staff liaison advised that herself and the Chair met with the Recreation Manager Arts and Community Connection, the Manager of Parks Planning and Operations, and the Manager of Parks and Open Spaces to discuss the opportunity to standardize stanchions in Maple Ridge and working with the Public Art Steering Committee and Parks, Recreation and Culture Department to do so. The Chair reported that the meeting also discussed the maintenance and life cycle of stanchions and the budget associated with maintenance. The Recreation Manager Arts and Community Connection believes members of the Public Art Steering Committee would be interested in working with the Commission to establish guidelines. There was discussion on forming a subcommittee to develop stanchion design and life cycle costs.

R/2018-035

It was moved and seconded

That a subcommittee be formed to develop stanchion design and life cycle costs consisting of Brenda Smith, Councillor Speirs, and Amelia Bowden.

CARRIED

7.4. **Geocaching**

The Staff liaison advised of the cost of professionally reprinting the geocaching brochures and provided a sample of a lower resolution brochure that could be printed in house. There was discussion on the printing costs and it was decided that the Staff liaison will produce copies of the brochure for distribution.

7.5. **Public Art Steering Committee Request for Partnership**

The Staff liaison reported on the opening of the Karina LeBlanc field at Merkley Park and the Council liaison informed of the public art installed at the field. The Staff liaison conveyed the Public Art Steering Committee request that the Community Heritage Commission contribute \$1500 to jointly wrap a large utility box on the site with the history of the Merkley family. There was discussion on the wrap providing an opportunity to share the history of the Merkley family as well as to speak to the history of agriculture in the area.

R/2018-036

It was moved and seconded

That the Community Heritage Commission work in conjunction with the Public Art Steering Committee and contribute \$1500 to the utility box wrap at Merkley Park.

CARRIED

8. **SUBCOMMITTEE REPORTS**

8.1. **Communications**

The Chair reviewed upcoming events. The Chair advised that the Haney House reopening is scheduled for July 15, 2018 and invited members to attend.

8.2. **Recognitions**

8.2.1. **Heritage Week – 2018 Report**

The Chair reviewed the comprehensive report, the expenses occurred for Heritage Week 2018, and noted the name correction of Bruce to Brian Murdoch on page two of the report.

R/2018-037

It was moved and seconded

That the 2018 Heritage Week Report dated May 10, 2018 be received for information.

CARRIED

8.3. **Education**

8.3.1. **Local Voices**

Lindsay Foreman advised that the Fall line up of potential speakers is growing.

R/2018-038

It was moved and seconded

That the Local Voices – Neighbours Talking with Neighbours report dated June 5, 2018 be received for information.

CARRIED

8.3.2. Heritage Fairs

Lindsay Foreman reported there were no schools in School District No. 42 who participated in a Heritage Fair in 2018 and that work is underway to achieve participation in 2019. Heritage Fair information has been shared with local teachers with the hope that a Fair can be incorporated into their 2019 syllabus. Ms. Foreman will be in contact with teachers and the organizer of the Fraser Valley Regional Heritage Fair, Kris Foulds, in September.

8.4. Heritage Marker Inventory Information

The Chair advised that Kevin Bennett continues to work on the database updates.

8.5. Robertson Family Cemetery Project

The Staff liaison noted that a report went to Council and the Council liaison advised the report was approved.

8.6. Digitization - Nil

9. LIAISON UPDATES

9.1. BC Historical Federation

The Chair reviewed the BC Historical Federation Conference report and provided a summary of discussions at the conference and the grants provided by the BC Historical Foundation.

R/2018-039

It was moved and seconded

**That the Maple Ridge Community Heritage Commission continue its membership in BC Historical Federation; and,
That the Maple Ridge Community Heritage Commission budget for sending delegates to the 2019 Heritage BC Conference and the 2019 BC Historical Federation Conference be incrementally increased; and,
That the Maple Ridge Community Heritage Commission actively participate in nominating Maple Ridge citizens for Awards of Recognition and Merit.**

CARRIED

9.2. **Heritage BC**

The Chair reported on the conference and the Heritage Planner position created in 2017 through a collaboration between Heritage BC and the Columbia Basin Trust.

R/2018-040

It was moved and seconded

That the Maple Ridge Community Heritage Commission continue its membership in Heritage BC; and,

That the Maple Ridge Community Heritage Commission participate in the community roundtable discussions planned by Heritage BC to take place during 2018.

CARRIED

9.3. **BC Museums Association**

The Chair reported that the BC Museums Association conference will take place October 21-23, 2018 in Kelowna.

R/2018-041

It was moved and seconded

That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Lindsay Foreman to attend the BC Museums Association Conference on October 21 - 23, 2018.

CARRIED

9.4. **Maple Ridge Historical Society - Nil**

9.5. **Council Liaison**

The Council liaison reported on the approval of the Robertson Cemetery and on recent development applications. The Council liaison answered questions about the Mussallem residence.

10. **QUESTION PERIOD - Nil**

11. **ROUNDTABLE**

Brenda Smith brought in charcoal from the Heritage BC conference and relayed the story of its reproduction from kilns on the Gulf Islands. Ms. Smith reported that the Visitor Centre at the junction of Highways 5 and 97C is closed and a visitor information booth is located in a Heritage House museum in the village of Merritt.

12. **ADJOURNMENT – 9:08 pm.**

B. Smith, Chair

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Maple Ridge Public Library | 130 - 22470 Dewdney Trunk Road | Maple Ridge, BC | V2X 5Z6
Tel: 604-467-7417 | Fax: 604-467-7404

September 2, 2018

Maple Ridge Community Heritage Commission
Attention: Brenda Smith, Chair

Re: Maple Ridge Public Library Microfilm Equipment – Request for Funding

Dear Chairperson Smith and Community Heritage Commission members:

On behalf of the Maple Ridge Public Library, I would like to ask the Community Heritage Commission to consider making a contribution of funds toward the replacement of the library's microfilm reader. The library's current reader, purchased in 1998 with the support of a number of community organizations, has reached the end of its life. After speaking with users of the equipment and considering all possible strategies, including both the digitization of our current microfilm collection and an end to providing access to microfilmed resources entirely, we have concluded that the best course of action would be to replace the broken equipment with a new reader.

The library's own microfilm collection consists of items dating from the current decade back to 1860, including extensive runs of The Haney Gazette, Maple Ridge News, Maple Ridge Pitt Meadows News, Daily British Columbian and Mainland Guardian, in addition to assorted Government indexes, directories and Census reports. This collection, currently inaccessible, has been used regularly over the years by elementary school students, members of local history and family history groups, individuals researching their own ancestry and library staff providing reference service to customers from the Maple Ridge community and from afar. Beyond this, a reader gives the community access to films from other libraries, archives and government institutions who make their collections available through inter-library lending services. Technology available in a newer reader would safeguard the local collection by making it possible to save files to PDF for outgoing inter-library loans.

Our local microfilm collection is a valuable Maple Ridge resource. Providing access to this collection and to other microfilmed materials is an important service to the community, and given the ever-growing public appetite for ancestry research, a potential draw to people in other lower mainland areas with no public access to similar equipment.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script that reads 'JoAnn Sleiman'.

Jo-Ann Sleiman
Acting Library Manager
Maple Ridge Public Library

City of Maple Ridge

Public Works & Development Services - Community Heritage Commission Business Plan 2019 – 2023

Committee Purpose

- The Community Heritage Commission (CHC) is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District. Bylaw 5908-2000.
- The CHC, as a Committee of Council, serves as interface among Council, City staff and the larger community, bringing diverse skills and heritage interests to the implementation of the CHC mandate.
- The CHC implements the Community Heritage Plan 2013 – 2020. With the mandate to:
 - Align the vision and work-plan of the CHC with the heritage policies in the Maple Ridge Official Community Plan;
 - Define a clear pathway for the CHC to achieve a heritage vision;
 - Inspire community engagement in local heritage conservation;
 - Increase public awareness of the community benefits of heritage conservation and infrastructure;
 - Promote the development of heritage infrastructure; and
 - Identify the gaps in the existing heritage management program and using this to inform the CHC work plan.

Committee Structure and Members

- The CHC is made up of one member from Council, two members from the Maple Ridge Historical Society and members from the community-at-large (appointed by Council).

Business Perspective/Environmental Scan

- The CHC uses the Heritage Plan document, endorsed by Council in 2013, to help guide the work program for each year. While striving to achieve the community's goals for heritage, the plan does recognize that flexibility is important in order to take advantage of new opportunities that arise in any given year.
- The Plan continues to support the CHC's use of the strong framework that Maple Ridge has built for education and conservation. This year, the CHC Business Plan includes a provision to formally review the Heritage Plan in 2019. Meanwhile, the current Business Plan aligns with the Heritage Plan.
- CHC continues to advocate for the security of and access to the re-housed municipal historic archives. The CHC celebrates the successful move of the collection to interim housing.
- The CHC continues to develop an improved response to financial planning and constraints.
- The CHC intends to continue working towards an effective heritage communication strategy that will include providing City staff and the community with digital access to historic records of the CMR, such as early Council meeting minutes and municipal bylaws, and the updated Heritage Inventory.

Ongoing Deliverables

- Annual Heritage Week Celebration and Education (with community partners), third week in February, includes Heritage Awards event, workshop, walking tours, History Is...Conversation.
- Heritage Marker Inventory (with Parks, Recreation and Culture Department) database maintenance and promotion.

- Open Archives Digitization Project (with Clerks Department and community partners): Phase I - Inventory, and Phase II - Cataloguing
- Updates to Heritage documentation such as the Heritage Inventory and Heritage Register.
- Communications including: heritage brochures and advertising, Heritage Here newsletter, participation in community events and projects.
- Local Voices - Neighbours Talking with Neighbours Program (in partnership with Maple Ridge Public Library).
- Liaison with Heritage organizations including: British Columbia Historical Federation, British Columbia Museums Association, and Heritage BC.

Found Milestones

- Collaboration with the Public Art Steering Committee provided funds to install a power box wrap outlining the Merkley family history.

Prior Years' Deliverables

| Action Item | Status or Outcome | % Complete (and ETA if not 100%) |
|--|---|----------------------------------|
| Update the Heritage Inventory | Final updated Heritage Inventory document submitted by consultant. | 100% Q3 2018 |
| Encourage the production of Statements of Significance to support the maintenance of the Heritage Inventory and facilitate promotion of tangible and intangible heritage features to the Heritage Register | A consultant has been hired to prepare 10 new Statements of Significance that will be added to the Heritage Register. | 75% Q4 2018 |
| Having the updated Heritage Inventory available for use by interested parties and to restore its value as a community resource | The 2018 Heritage Inventory is available electronically on the City website. | 100% Q3 2018 |
| To partner with other community groups and agencies in the community to plan celebrations of Canada's 150 Anniversary in 2017 | <ul style="list-style-type: none"> • Created 7 new heritage themed geocache sites. These sites will be monitored and maintained for three years, pending transfer to a partner. • Geocaches will be maintained by CHC for three years. Materials for restocking are in store. | 100% 90% Q4 2019 |

| Action Item | Status or Outcome | % Complete (and ETA if not 100%) |
|--|--|-------------------------------------|
| Heritage Marker Inventory Update | ACCESS database has been updated. Transfer to GIS for online mapping is ongoing. | 80% Q4 2018 |
| Open Access Digitization Project Phase I | Phase I is substantially completed. As archives have been moved, some double checking is still required. | 80% Q2 2018 |
| Host CHC Networking Conference with Heritage BC | On Hold | 2017- Q4 2019 |
| Field Trip: Each year the CHC strives to sponsor and organize a field trip for CHC members, City Council and staff, Maple Ridge Historical Society, and community at large to broaden understanding and appreciation of heritage. | On Hold | Q4 2018 |
| Communications Strategy Task Force CHC is mandated in Year 1 (2013) of The Heritage Plan to develop and implement a Communications Strategy. CHC has yet to achieve this goal and will contact other committees of Council to see if they have similar needs and want to enter a partnership on this project. | | 0% Q4 2018 |
| British Columbia 160 CHC will identify opportunities to participate in provincial celebration of the declaration of the Colony of British Columbia in 1858 at Fort Langley. | On Hold | 0% Q4 2018 |
| Maple Ridge 150 Celebration Planning Maple Ridge was incorporated as a municipality in 1874 and became a city in 2014. Both occasions are worthy of celebration and the CHC will start discussions on planning for community events. | On Hold | 0% Q4 2018 |
| Heritage Incentives Review Supports for heritage property owners, including the City of Maple Ridge, will be reviewed and publicized to encourage tangible recognition and conservation of local heritage assets. | Consultant selected to prepare background report. Community Consultation scheduled for Fall 2019. | 20% Q2 2019 |
| Heritage Conservation Master Plan The Master Plan will provide a coherent management | RFP drafted and planned for Fall 2018 release | 10% Q2 2019 |

| Action Item | Status or Outcome | % Complete (and ETA if not 100%) |
|---|-------------------|-------------------------------------|
| and development tool for municipally and privately owned heritage assets. | | |

New Deliverables for 2019 (*highlights only*) – Any incomplete items from prior years may also form part of the 2019 workplan.

| Action Item | Lead | ETA |
|----------------------|------|---------|
| Review Heritage Plan | CHC | Q3 2019 |



Interoffice Memorandum

To: Community Heritage Commission
From: Amelia Bowden, Planner 1
Date: September 13, 2018
Subject: Heritage Register and Statements of Significance Update

Donald Luxton & Associates is in the process of preparing new Statements of Significance and updates to additional Statements of Significance, as identified below.

Step One:

Prepare Statements of Significance for the following properties and add to the Maple Ridge Community Heritage Register:

- *Westacre Farms*, 23575 124 Avenue
- Jackson Farm, 24554-24572 102 Avenue
- Mussallem Residence, 21404 Dewdney Trunk Road

Step Two:

Review, edit and revise the existing Statements of Significance for the following Heritage Register

properties:

- Bank of Montreal, 22355 River Road
- Port Haney Post Office, 22371 River Road
- Miller Residence, 28594 104 Avenue
- Spencer Milk House, 23448-23498 105 Avenue

Step Three:

Review, edit and revise the existing Statement of Significance for the following properties and

add to the Maple Ridge Community Heritage Register:

- Beeton/Daykin Residence, 12016 York Street
- Sparling Residence, 11530 Anderson Place
- Turnock/Morse Residence, 22325 St. Anne Avenue
- Whitehead Residence and Cottage, 11406 205 Street (revised as one combined SOS)

Over the summer, the owners of the new Heritage Register sites have been contacted (two of the three sites are city owned). Historic photos and additional research was collected for the Mussallem Residence and Westacre Farms.

Draft Statements of Significance are anticipated later this month, and will be circulated electronically to the Heritage Resources sub committee for review.

Don Luxton is scheduled to attend the October 11, 2018 CHC meeting for further discussion.

A report to Council will then be prepared to forward the Statements of Significance to the BC Register.

Heritage Resources Program – Incentives Work Plan

1. Research and Background Report on Best Practices and Opportunities.
 - a. Consultant to prepare report.
2. Stakeholder Workshop with Heritage Inventory Private Property Owners to discuss benefits of joining the Heritage Register. Present Incentives and receive feedback on what property owners need from City.
 - a. Planning Department to book and cover cost for meeting space and refreshments October 2018 at St Andrew's Church. Need to Invite people 6 weeks in advance. Contact Tom Little to book space 604-463-1377.
 - b. Planning Department to compile list of invitees (owners on the Heritage Inventory, Registry and Designation Property Owners), mail out invitation letter 6 weeks in advance, receive and manage RSVPs.
 - c. Consultant to prepare presentation and feedback materials.
 - d. Consultant to design format of workshop and lead event.
 - e. Planning Department to review presentation, materials and workshop format and provide comments.
 - f. Planning Department to provide printing and other workshop materials (markers, notepads, easels etc); day of support for set up and take down and hosting.
3. General Public Open House on Incentives Program, receive feedback and make changes. To occur 2 weeks after stakeholder workshop. Location: Maple Ridge Library Fraser Room
 - a. Planning Department to book and cover cost for meeting space and refreshments
 - b. Planning Department to advertise/promote event through website listing, Facebook posts, newspaper advertising, email reminder to workshop attendees.
 - c. Consultant to prepare presentation and feedback materials.
 - d. Consultant to design format of open house and lead event.
 - e. Planning Department to review presentation, materials and workshop format and provide comments.
 - f. Planning Department to provide printing and other workshop materials (markers, notepads, easels etc); day of support for set up and take down and hosting.
 - g. Consultant Deliverable: Summary Report outlining public consultation outcomes, and recommended incentive plan.
 - h. Planning Department and Community Heritage Commission to review and comment on Summary Report.
4. Reporting out to Council
 - a. Planning Department to prepare report cover with staff recommendations for policy and/or regulatory options necessary to implement Heritage Incentives. Final Summary Report to be attached
 - b. Consultant to present summary of engagement process and recommended incentive plan.