



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 April 12, 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
Eric Phillips	Member at Large
Julie Koehn	Maple Ridge Historical Society
Kevin Bennett	Member at Large
Len Pettit	Member at Large
Russell Irvine	Member at Large
Steven Ranta	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

GUESTS

Erica Williams	President, Maple Ridge Historical Society
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1. CALL TO ORDER

Note: Councillor Speirs joined the meeting at 7:05 pm.

2. APPROVAL OF THE AGENDA

R/2018-015

It was moved and seconded

That the April 12, 2018 Community Heritage Commission agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

R/2018-016

It was moved and seconded

That the minutes of the March 8, 2018 Maple Ridge Community Heritage Commission meeting be amended to replace the text of the resolution in Item 11 "That the Hammond Cedar Mill plaque subcommittee also reviews a replacement of the "Welcome to Hammond" sign located at Tolmie Park." with the text "That the Hammond Cedar Mill plaque subcommittee also review a replacement of the "Tolmie Park" sign located at Tolmie Park."; and that the minutes as amended be adopted.

CARRIED

4. **DELEGATIONS - Nil**

Note: Julie Koehn joined the meeting at 7:10 pm.
Eric Phillips joined the meeting at 7:12 pm.

5. **FINANCE**

5.1. **Financial Update – 2018 Business Plan**

Russell Irvine provided a review of the overall budget. Discussion was held on the 2018 fundraising to date and the staff liaison will determine if the funds raised at the 2018 Heritage Awards have been deposited into the account. The staff liaison will contact the Finance Department regarding the anticipated roll over amount of \$26,059.00 and will provide an update at the next meeting.

R/2018-017

It was moved and seconded

That CHC Financial Report dated April 9, 2018 be received for information.

CARRIED

5.2. **2018 Conference Registration**

There was discussion on the budget allocation for CHC conferences in 2018.

6. **CORRESPONDENCE**

6.1. **Draft Heritage Vegetation Assessment Report – Planning File No. 2017-088-RZ**

Email dated March 28, 2018 from Chee Chan, Planner 1, City of Maple Ridge, providing an update on the draft report for the Haney House vegetation and the next steps of the process. The Chair acknowledged and thanked the subcommittee for their work in reviewing the draft heritage vegetation assessment report.

7. **NEW AND UNFINISHED BUSINESS**

7.1. **Membership**

7.1.1. **Calendar of Events**

The Chair reviewed the calendar of events and noted that CHC will be reporting to Council on May 8, 2018. Members were encouraged to attend the April 17, 2018 Council Workshop meeting to support the Heritage Inventory presentation and the update on the Cultural Plan. The staff liaison invited members to attend and participate in the discussion for the second open forum "Working with Developers and not against" hosted by Heritage BC on April 13, 2018 from 12:00-1:00pm in the Coho Room, City Hall.

7.1.2. Committee Assignments

The Chair and Committee Clerk reported on disseminating member contact information and advised that an authorization form will be forthcoming for members to review for consent to share their contact information amongst other Commission members.

7.2. Haney House Conservation Work

Julie Koehn advised that information on Haney House conservation work will follow in her report at item 9.4.

7.3. Heritage Conservation Master Plan

The Chair and staff liaison met with the Facilities Operations Manager on April 4, 2018. The Chair, Russell Irvine, and the staff liaison have begun the process of drafting an RFP to find a consultant to prepare a conservation master plan. The staff liaison is compiling the various conservation plans from City departments as they will form part of the RFP.

8. SUBCOMMITTEE REPORTS

8.1. Communications Subcommittee

The Chair noted that the Geocaching brochure is up for renewal. Kevin Bennett is awaiting receipt of the brochure from the Recreation Manager Arts & Community Connection so that the Canada 150 branding can be removed from brochure and then released to the public.

8.1.1. Request to Council for Communications Support - Nil

8.2. Recognitions Subcommittee

The Chair reported on discussion with the creator of the Heritage Awards brochure and advised that updates to the brochure are estimated at \$100.00. Kevin Bennett reported that the plaque has been delivered to Meridian Meats.

8.3. Education Subcommittee

8.3.1. Local Voices

Lindsay Foreman provided a report on the Local Voices event of April 9, 2018. The session was well attended and the event is developing a good following in the community. Ms. Foreman noted that speakers are being sought for the final session of the season, scheduled for May 7, 2018. The new season of Local Voices will start again in October, 2018. Sign up to the Local Voices email distribution list at <http://mapleridgemuseum.org/local-voices/>

8.4. Digitization Project Subcommittee

The Chair reported the subcommittee is moving closer to reassembling as staff turnover at City Hall is complete.

8.5. Open Government Portal and Heritage Marker Inventory Information

The Chair reported that Kevin Bennett will be working to enhance the data in the Heritage Marker Inventory as it is meant to house information on all the different markers in the community. The Chair, Mr. Bennett, the staff liaison and committee clerk met on April 3, 2018 to discuss the Inventory database and develop a process to review the current information in the Inventory and compile missing data. The staff liaison reported on discussions with the Parks Department and the Information Technology Department around different uses of the database.

8.6. Heritage Inventory Project Update

The Heritage Inventory Project is on the agenda for the April 17, 2018 Council Workshop meeting. There was discussion on the document and members appreciated the level of detail given to the feedback provided to the consultant. The Chair advised that moving forward this document will be regularly scheduled for updates and will become a 'living document'.

R/2018-018

It was moved and seconded

That the Heritage Resources of Maple Ridge Inventory be accepted and that the document be recommended to Council for endorsement.

CARRIED

8.7. Heritage Register Update

The staff liaison advised that a meeting with Donald Luxton is scheduled for April 16, 2018 and that the scope of work has been developed. The Chair noted that the Heritage Register update could begin once Heritage Resources of Maple Ridge is endorsed by Council.

R/2018-019

It was moved and seconded

That a Heritage Register Review subcommittee be formed including Russell Irvine, Brenda Smith, Lindsay Foreman and Amelia Bowden to conduct the heritage register review.

CARRIED

8.8. Robertson Family Cemetery Project

The staff liaison reported that the prepared paperwork is waiting for a procedural review by the Clerk's Department prior to submitting documents at the Land Titles Office.

8.9. Hammond Cedar Mill Plaque Subcommittee

Len Pettit provided an update on the project and subcommittee meeting. There was subcommittee discussion on changing the information, purpose and theme of the plaque and the subcommittee is considering a meeting with the Mill manager to review the plaque. The Council liaison advised of the opportunity to work with the Public Art Steering Committee to create a standardized stanchion guideline.

9. **LIAISON UPDATES**

9.1. **BC Historical Federation**

The Chair noted the Conference scheduled for May 24-27, 2018 in Nakusp.

R/2018-020

It was moved and seconded

That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Brenda Smith to attend the BC Historical Federation conference on May 24-27, 2018.

CARRIED

9.2. **Heritage BC**

The Chair reported that the notes and audio recording from the January 26, 2018 open forum are posted on the Heritage BC website. The next open forum is scheduled April 13, 2018 at Noon in the Coho Room, and the final open forum is set for June 8, 2018.

The annual Conference is scheduled May 10-12, 2018 at the New Westminster Quay.

R/2018-021

It was moved and seconded

That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Brenda Smith to attend the Heritage BC conference on May 10-12, 2018.

CARRIED

9.3. **BC Museums Association**

Lindsay Foreman provided a report on BC Museums Association regional workshop 'Caring for your Collections: The Long Road to Deaccessioning' on March 19, 2018 at the Gur Sikh Temple and Sikh Heritage Museum in Abbotsford. Luc Demarais was the keynote speaker and gave a presentation on how to clean up museum collections and his deaccessioning projects. Ms. Foreman advised that BCMA hosts monthly educational webinars.

9.3.1. **BCMA Visit**

The Chair reported on coordinating the visit with opening of Haney House, tentatively on June 3, 2018.

9.4. **Maple Ridge Historical Society**

Julie Koehn reported on the Maple Ridge Historical Society AGM held March 22, 2018 and noted that the Haney Family project was on display at the meeting. Ms. Koehn provided an update on Museum staff turnover. Window renovations continue at the Haney House and its opening is scheduled June 3, 2018.

9.5. **Council Liaison**

The Council liaison reported the plan to relocate the Mussallem residence from the Royal Crescent site BC Housing purchased for temporary modular supportive housing to the Maple Ridge Cemetery. At the Cemetery, the house could be repurposed as a caretaker residence, a customer service centre and small community gathering space.

10. **QUESTION PERIOD** - Nil

11. **ROUNDTABLE** - Nil

12. **ADJOURNMENT** – 9:04 pm.

A handwritten signature in black ink, appearing to read "Brenda Smith", is written over a horizontal line.

B. Smith, Chair

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