



The Minutes of the Regular Meeting of the Community Heritage Commission, held in the Blaney Room, at Municipal Hall, 11995 Haney Place, Maple Ridge, British Columbia, on Tuesday, April 6, 2004 at 7:00 pm.

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**COMMISSION MEMBERS PRESENT**

Lisa Codd, Chair	Community at Large
Claire Todd	Community at Large
Sheila Nickols	Maple Ridge Historical Society
Ken Swain	Community at Large
Councillor Ernie Daykin	Council Liaison

**STAFF PRESENT**

Jim Charlebois	Staff Liaison, Planning Department
Jayne Aster	Committee Clerk

**REGRETS**

Heather McBride, Vice-Chair	Community at Large
Rosanne Rothenberg	Maple Ridge Historical Society
Kimie Takusagawa	Community at Large

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***1. Call to Order & Introductions***

There being a quorum present, the Chair called the meeting to order at 7:07 pm.

*1.1 Introduction of New Committee Clerk*  
Jayne Aster was introduced to the Commission.

***2. Adoption of the Agenda***

Additions  
*6.3 Maple Ridge Historical Society Letter*  
*7.3 Heritage Week*

7.4 *Heritage Discussion Paper*

MOVED BY: L. Codd  
SECONDED BY: C. Todd

**That the Agenda for April 6, 2004 be adopted as amended.**

CARRIED UNANIMOUSLY

3. *Adoption of the Community Heritage Commission Minutes of Regular Meeting*

MOVED BY: L. Codd  
SECONDED BY: E. Daykin

**That the Minutes of the Community Heritage Commission March 2, 2004 Regular Meeting be adopted as circulated.**

CARRIED

4. *Delegations or Presentations - Nil*

5. *Current Projects*

5.1 *Statements of Significance – Update*

C. Todd reported Phase One consisting of 16 statements were completed and sent on to the Heritage Branch and will be posted on the national web site when it is launched. The Heritage Register will be updated based on these new statements and will be presented to Council for approval. J. Charlebois did a breakdown on the project costs, staff and Commission members' time, and consultant's costs. Phase Two may include help from an architect and past Commission members and archivist, and will be determined by the sub-committee in the near future. It was noted that volunteers put in 55 hours per week and staff time was about 85 hours.

5.2 *269<sup>th</sup> Street Renaming – Update*

The Commission received a letter from the Whonnock Community Association asking for our support in renaming 269<sup>th</sup> Street to Byrnes Road in honour of a highly respected pioneer family. The Commission supports this and a memo has been written for a report to Council along with a recommendation of support.

6. *New Business*

6.1 *Advance Business Planning*

The Commission needs a long-term look at our business plan, our structure and recruitment policy, how we might work with other societies in the community, and how

can we be doing our job more effectively. Diane Jansen, who has done organizational review work for the Commission in the past, has said she would facilitate a business planning session. Details about D. Jansen's fees and approach will be ascertained next week and reported to the Commission at the May meeting.

**ACTION REQUIRED:**

- *C. Todd will contact Diane Jansen to confirm her availability and ask her for a fee breakout and a copy of her curriculum vitae.*
- *J. Charlebois will send Diane Jansen a copy of the Commission's by-law.*

MOVED BY: K. Swain  
SECONDED BY: E. Daykins

*Motion that the Commission allocates up to a maximum of \$1,000 to hire a facilitator for the purpose of a planning session in June.*

CARRIED

MOVED BY: L. Codd  
SECONDED BY: E. Daykin

*Motion that the planning session start at 6:30 p.m. on June 1, 2004 and it be catered.*

CARRIED

*6.2 Heritage Tea - Update*

The Heritage Teas was a smash hit with 419 people attending. \$2,000 was taken in which went to expenses. Several Council members attended including Mayor K. Morse and her father.

*6.3 Letter from MR Historical Society*

A letter written to the Mayor and Council regarding an application received by the Municipality to exclude lots located at 23425 and 23465 Dewdney Trunk Road from the Agricultural Land Reserve was presented. This area is a beautiful view corridor of the Golden Ears. The Commission is committed to following this issue and being involved in any public process. Councillor Daykin spoke of the process at Council and stated that Council forwards everything to the Land Reserve Commission, then deals with the land use after that.

**7. Program Committee Reports**

*7.1 Heritage Awards – Update*

Steve Danbert, S. Nickols, E. Daykin and C. Todd are on this committee. It was noted we should try a stand-alone event next year and invite the general public. The event was very successful with 50 invited guests in attendance. The press did not come but press releases were generated afterward. S. Nickols reported that following the awards event a BC Heritage Society nomination was put together for Ed Villiers. J. Charlebois will bring to the May meeting copies of articles and letters of support for Villiers.

*7.2 Budget Update*

The budget is not yet updated so J. Charlebois could not provide a current update. This is expected by May's meeting.

*7.3 Heritage Week*

The Heritage Week event was February 20<sup>th</sup> and 21<sup>st</sup> at the library. Military history was this year's theme with military displays and three speakers. The Commission donated to the Maple Ridge Historical Society to help with the event. However turnout was disappointing and has prompted the Commission to rethink their participation and needs to be very clear on expectations when partnering with other groups.

*7.4 Heritage Discussion Paper.*

The final version of the HDP was distributed. Copies will be forwarded to recent Commission members as a courtesy.

**8. Correspondence**

*8.1 Email from Steve Danbert*

A letter of thanks has been drafted for L. Codd to sign, and the Mayor has signed a certificate of appreciation, which will be mailed to Steve.

A certificate of appreciation was shown for S. Belley former committee clerk, which will be sent to her.

There followed discussion on advertising for at least two 2-year term vacancies for the Commission in time for the business planning session in June.

**ACTION REQUIRED: J. Charlebois will advertise for the Commission's vacancies.**

*8.2 Whonnock Community Association*

For the information of the Commission, J. Charlebois reported the WCA wants to launch a web site. J. Charlebois has recommended to the WCA that it does not launch the site in its present format as most of the material is municipally owned and produced. An update will be provided at the May meeting.

*8.3 Heritage Society Annual Convention*

J. Charlebois also passed out registration forms for the annual convention of the Heritage Society. The Commission will decide if we want to send one or two people for all or part of it.

**9. *Next Meeting***

The next meeting is scheduled for Tuesday, May 4, 2004, in the Blaney Room at Maple Ridge Municipal Hall at 7:00 pm.

**10. *Adjournment***

MOVED BY: C. Todd  
SECONDED BY: E. Daykin

**That the meeting be adjourned.**

CARRIED

The meeting adjourned at 8:25 pm.

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Chairperson  
/ja