



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 Wednesday, December 8, 2004 at 7:00 p.m.

COMMISSION MEMBERS PRESENT

Heather McBride, Vice-Chair
Sheila Nickols
Councillor Ernie Daykin
Claire Todd

Community at Large
Maple Ridge Historical Society
Council Liaison
Community at Large

STAFF PRESENT

Jim Charlebois
Jayne Aster

Staff Liaison, Planning Department
Committee Clerk

REGRETS

Kimie Takusagawa
Rosanne Rothenberg
Lisa Codd, Chair

Community at Large
Maple Ridge Historical Society
Community at Large

1. Call to Order & Introductions

In the absence of quorum the Vice-Chair called the meeting to order at 7:11 p.m.

2. Adoption of the Agenda

Add:
Item 5.4 Budget Approval
Item 5.5 Budget
Item 6.3 Heritage Commission Membership

MOVED BY: H. McBride

SECONDED BY: C. Todd

That the Agenda for December 8, 2004 be adopted as amended.

CARRIED

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

MOVED BY: E. Daykin

SECONDED BY: C. Todd

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

CARRIED

4. *Delegations or Presentations - Nil*

5. *Current Projects*

5.1 *HPI Project*

Last month the Commission included \$1500 for one additional record. Jim Charlebois said he hasn't met with the team yet. He has put together a package for the project team with all the remaining sites, examples, etc. Between now and the end of the year we have to submit a progress report to the province to request the first 25% of funding. By end of January we will have a first draft of all the records.

5.2 *Heritage Newsletter*

Jim Charlebois handed out the final printed version of the newsletter template. We have 5000 of them. The Commission talked of having two newsletters early in 2005; one in January and one in February. January would have the call for nominations and would announce Heritage Week with a tie in to St. John the Divine. February's issue would profile Heritage Award winners. We are hiring someone to do the feature for the Heritage Week theme, Sacred Places. Heather McBride will edit the newsletter. Erin Chester will do the research and preparation and will be asked to write one feature article. Erin will be coming to the January meeting

MOVED BY: C. Todd

SECONDED BY: S. Nickols

That the Commission allocate \$500 toward the writing and research for the February newsletter.

CARRIED

5.3 Heritage Week

Heritage Week awards will be Wednesday, February 23rd from 6:30 p.m. to 10 p.m. at the ACT. Invitations will be sent out informally early in January to Council with a formal invitation in February.

5.4 Budget Approval

MOVED BY: C. Todd

SECONDED BY: S. Nickols

That the Commission allocate \$1000 towards purchase of gift certificates for Heritage Award winners.

CARRIED

5.5 Heritage Commission Budget

The previous items leave less than \$100 left in our general account.

Funding from the province will go into our interest account.

6. *New Business*

6.1 Whonnock Cemetery – 100th Anniversary

Sheila Nickols reported she was approached about putting a plaque on the Whonnock Cemetery. There is general agreement toward this but it won't happen before Heritage Week. Timing would be better around May/June 2005. It was agreed to put a request out in January's newsletter for nominations for buildings that deserve a plaques.

MOVED BY: S. Nickols

SECONDED BY: H. McBride

That the Commission place a plaque at the Whonnock cemetery in the spring of 2005.

CARRIED

6.2 Commission Meeting Dates

The next regular Commission meeting would be January 4, 2005. Continuing with the first Tuesday of each month works for the Commission. Lisa Codd's other obligation on Tuesday evenings is over, so the Commission will keep the same schedule for 2005. The Awards Committee will have a pre-meeting before the next regular meeting on January 4th.

Jim Charlebois informed the Commission that due to the municipal hall being closed the week between Christmas and New Year's the agenda will not be mailed out before the next meeting but will be handed out at the meeting.

Sheila Nickols asked for a reminder email to be sent out.

6.3 Heritage Commission Membership

Kimie Takusagawa's and Claire Todd's terms end this year. Claire will come back as a Community-at-Large member. Claire will email Jim her intention and interest. Jim will be getting a letter from the Heritage Society regarding the appointment of Sheila, Roseanne, and Lisa.

The Commission will approach potentially interested people, previous heritage winners, previous Commission members, former Councillors, and professional groups to recruit members to the Commission.

The Commissioners had a general discussion on membership, sub-committees, and methods of approach to potential new members, and also discussed who would contact whom. A suggested approach is to send a letter along with the January newsletter to potential new members.

The Commissioners discussed creating interest among property owners, informing them of a program that assists with research and restoration to the authentic period of their property.

7. Committee Reports

Sheila Nickols is now on the Heritage Legacy Trust Board. They met last month in Victoria. Sheila reported there are six people on board; 2 from Land Conservancy, 2 from B.C. Heritage Society, and 2 members-at-large. Grants are given out on March 31st. There has been no real advertising at this time as applicants already had their names in. The trust is for all of B.C. for groups restoring buildings, etc. They have no website

as yet. Two grants are awarded every year under two categories; Special Projects and Building Restoration. We would apply under the Special Projects category. Claire Todd questioned the process of how the trust applications are being processed.

The Commission had a general discussion on fund raising, foundations, donation processes, and infrastructures.

8. *Correspondence*

Jim Charlebois distributed the Fall Heritage Newsletter and an application form from the City Program of Simon Fraser University at Harbour Centre.

9. *Next Meeting*

The next meeting is scheduled for January 4, 2005 in the Blaney Room at Maple Ridge Municipal Hall at 7:00 p.m.

10. *Adjournment*

MOVED BY: C. Todd
SECONDED BY: H. McBride

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:52 p.m.

Chairperson
/ja