



City of Maple Ridge  
Community Heritage Commission  
**AGENDA – REGULAR MEETING**  
Thursday, January 26, 2023 at 7:00 pm  
Held via Zoom Teleconference

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**Meeting Access Information**

Community Heritage Commission (CHC) meetings are held in a hybrid format. Members of the CHC and the public are asked to join the meeting in-person in the Blaney Room at Maple Ridge City Hall or remotely using the following access information:

Join the meeting from your computer, tablet or smartphone

<https://mapleridge-ca.zoom.us/j/82450156627?pwd=MCTVUlpWdWwxalp6MTJaczdPVIAYdz09>

Or join the meeting using your phone

Dial: 1-778-907-2071 Meeting ID: **824 5015 6627** Passcode: **128110**

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1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES – September 8, 2022**
4. **DELEGATIONS – NIL**
5. **NEW AND UNFINISHED BUSINESS**
  - 5.1. Welcome/Member Introductions
  - 5.2. Advisory Committee Overview
  - 5.3. Chair and Vice Chair Selection
  - 5.4. 2023 Meeting Schedule
  - 5.5. 2023 CHC Work Plan
  - 5.6. Heritage Plan Update
  - 5.7. Draft Heritage Financial Incentives Pilot Program Framework
  - 5.8. Draft Municipally Owned Heritage Resources List
  - 5.9. Heritage Awards Event Planning
6. **LIAISON UPDATES**
  - 6.1. Maple Ridge Historical Society
  - 6.2. Council Liaison
  - 6.3. Staff Liaison
7. **TASK FORCE UPDATES - NIL**
8. **QUESTION PERIOD FROM THE PUBLIC**
9. **ROUNDTABLE**
10. **RESOLUTION TO EXCLUDE THE PUBLIC**

*Recommendation:*

**THAT, pursuant to section 90 of the *Community Charter*, this portion of the meeting be closed to the public as the subject matter being considered relates to the following:**

**90(1)(a) – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.**

11. ADJOURNMENT

**Next Meeting: April 13, 2023**  
**Agenda Items Submission Deadline: March 30, 2023**

**QUESTION PERIOD**

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



City of Maple Ridge  
Community Heritage Commission  
**MEETING MINUTES**  
September 8, 2022 Regular Meeting

The Minutes of the Regular Meeting of the Community Heritage Commission, held via Zoom teleconference on Thursday, September 8, 2022 at 7:00 pm.

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**COMMISSION MEMBERS PRESENT**

Councillor Gordy Robson	Council Liaison
Ross Dunning, Vice Chair	Maple Ridge Historical Society Representative
Julie Koehn	Maple Ridge Historical Society Representative
Romana Osborne	Member at Large

**STAFF PRESENT**

Krista Gowan	Staff Liaison, Planner 1
Arsh Dhillon	Committee Clerk, Legal and Legislative Services

**ABSENT**

Jared Bissky, Chair	Member at Large
Graham Strang	Member at Large

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**1. CALL TO ORDER – 7:03 p.m.**

**2. APPROVAL OF THE AGENDA**

R/2022-CHC-013

It was moved and seconded

**That the agenda for the September 8, 2022 Community Heritage Commission Regular Meeting be approved as circulated.**

CARRIED UNANIMOUSLY

**3. ADOPTION OF MINUTES**

R/2022-CHC-014

It was moved and seconded

**That the minutes of the May 12, 2022 Community Heritage Commission Regular Meeting be adopted.**

CARRIED UNANIMOUSLY

**4. DELEGATIONS – NIL**

**5. NEW AND UNFINISHED BUSINESS**

**5.1. BC Historical Federation Conference Summary**

J. Koehn, Maple Ridge Historical Society Representative, provided an overview of the conference. There is a trend to provide a holistic perspective in historical documents.

**5.2. GETifest Invitation September 17, 2022**

K. Gowan, Staff Liaison, provided details and information regarding the event.

### **5.3. Heritage Register Process Webpage**

R. Dunning, Maple Ridge Historical Society Representative, provide an overview of results from research conducted of other municipalities webpages and access to heritage or historical webpages. K. Gowan, Staff Liaison, stated that the Community Heritage Commission can review and recommend how to make the heritage information on the City of Maple Ridge website more accessible.

### **5.4. Heritage Award Planning**

K. Gowan, Staff Liaison, provided an overview of the Heritage Awards planning. Updates included venue, dates, and methods of advertisement. The nomination deadline is October 31, 2022. The list of nominees will be provided to the Committee members at the next Community heritage Commission meeting.

### **5.5. Municipally Owned Heritage Resources List**

K. Gowan, Staff Liaison, provided the background of the Municipally Owned Heritage Conservation Master Plan project. Committee members will provide K. Gowan, Staff Liaison, their list of municipally owned properties in order of priority. The results will be discussed at the next Community Heritage Commission regular meeting.

### **5.6. Committee Membership Review**

K. Gowan, Staff Liaison, provided a brief overview of the Community Heritage Commission membership and recruitment process.

### **5.7. 2023 Work Plan**

K. Gowan, Staff Liaison, presented a draft 2023 Work Plan for the Community Heritage Commission. Committee members provided their recommendations for the 2023 Work Plan. A revised copy of the 2023 Work Plan will be provided at the next Community Heritage Commission regular meeting.

R/2022-CHC-015

It was moved and seconded

**That the 2023 Community Heritage Commission Work Plan be endorsed.**

CARRIED UNANIMOUSLY

## **6. LIASION UPDATES**

### **6.1. Council Liaison – NIL**

### **6.2. Staff Liaison**

The Staff Liaison provided an update on the following:

- 12061 Laity Street HRA was given Final Reading on July 26, 2022
- Event at Memorial Park for Truth and Reconciliation Day on September 30, 2022
- Heritage Plan Draft being presented November 10, 2022

### **6.3. Maple Ridge Historical Society**

J. Koehn provided an update on the Maple Ridge Historical Society.

**7. TASK FORCE UPDATES**

**7.1. Heritage Awards - NIL**

**7.2. Heritage Plan - NIL**

**8. QUESTION PERIOD FOR THE PUBLIC – NIL**

**9. ROUNDTABLE**

Members discussed relevant community heritage events and initiatives.

**10. ADJOURNMENT – 7:56 p.m.**

The next regular meeting of the Community Heritage Commission will be held on Thursday, November 10, 2022 at 7:00 p.m.

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Ross Dunning, Vice-Chair





January						
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<b>MEMBERSHIP RECRUITMENT</b>						
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<b>CALL FOR VOLUNTEERS</b>						
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24/31	25	26	27	28	29	30
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**Meeting:**

Community Heritage Commission (CHC)

**Meeting Time/ Location:**

7:00 pm - Zoom OR Blaney Room, Maple Ridge

**Dates:**

- Thursday, January 26, 2023 at 7:00 PM
- Thursday, April 13, 2023 at 7:00 PM
- Thursday, June 8, 2023 at 7:00 PM
- Thursday, September 14, 2023 at 7:00 PM
- Thursday, November 9, 2023 at 7:00 PM

**TO:** Commission Members  
**FROM:** Staff Liaison

**MEETING DATE:** January 26, 2023

**SUBJECT:** Draft Financial Heritage Incentives Pilot Program Framework

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### **Background**

In 2019, the Community Heritage Commission hired Don Luxton & Associates to undertake a Heritage Incentives Review study to see how other municipalities are encouraging the conservation of heritage resources.

The Heritage Incentives Review found that Maple Ridge has enabled many regulatory tools, but suggested greater success of heritage conservation is achieved with programs that include both regulations and financial incentives. The draft recommendation presented from this review was to establish a Heritage Financial Incentive Program to assist private homeowners with conserving their heritage property. The recommend funding amount of \$80,000 per annum, which would be divided among eligible conservation projects.

The Heritage Incentives Review can be found at <https://www.mapleridge.ca/2303>

### **Pilot Program Summary**

The Heritage Financial Incentive Pilot Program is being proposed as a 5-year pilot program with \$80,000 available per year to incentivize private property owners of heritage buildings to protect and maintain their heritage asset.

### **Who can apply?**

The funding would be for private homeowners who have taken the steps to formally protect their property (such as the Heritage Register or a Heritage Designation Bylaw) and are looking to conserve the exterior heritage attributes of their property (e.g. wood siding, original windows and porch details) or improve structural integrity of the building to enable the longevity (e.g. foundations).

### **What projects would be eligible?**

Conservation projects that reinforce the building's heritage value and integrity of the building as a heritage structure would be eligible. The following guidelines are proposed:

- a) All projects should follow the Standards and Guidelines of Conservation of Historic Places.
- b) Repair or Restoration should, as much as possible, retain the original exterior features of the building and when replacement of these features is necessary, new materials will replicate the original in terms of design, colour, and texture
- c) Heritage values of a property should be conserved by adopting an approach that calls for minimal intervention
- d) Where new finishes are proposed, the finishes should be chosen to reflect the time period and style of the building

### **Funding**

The program proposed is an annual stream of funding that has two tiers; Heritage Register and Protected Heritage Properties. If a property is only on the Heritage Register, the amount of funding is

much lower than a property that is protected by a Heritage Designation Bylaw and/or Heritage Revitalization Agreement.

Funding Stream:

1. Heritage Register Only
  - a) For projects that are on the Heritage Register, up to 10% of project costs, to a maximum of \$5,000.
  - b) Funds are distributed based on number of eligible applications
  
2. Protected Heritage Properties
  - a) For projects that are Designated or have a Heritage Revitalization Agreement, up to 50% of project costs to a maximum of \$25,000.
  - b) Funds are distributed based on number of eligible applications

**Application Requirements**

Property owners of heritage resources or their agent must submit a complete application along with:

- Photographs of the heritage property and existing conditions
- Details on conservation work being undertaken, such as materials and design
- Drawings as applicable
- Proposed timeline for completion of work
- Cost estimates from at least two contractors

**Distribution of Funds**

One application intake period is proposed. The Community Heritage Commission will review applications, inform applicants of outcomes, report the successful applications to Council and distribute funds after a project has been completed.

**TO:** Commission Members  
**FROM:** Staff Liaison

**MEETING DATE:** January 26, 2023

**SUBJECT:** Municipally Owned Heritage Resources Lifecycle Master Plan

**Table 1 Draft Priority List for Municipally Owned Heritage Resources for Conservation Master Plan**

Order	Name	Address
1	Managers House (Museum)	22520 116 Avenue
2	Haney House	11612 224 Street
3	Spencer Farm Milk House	23448 Jim Robson Way, (105 Avenue)
4	Port Haney Brick Company Office	22520 116 Avenue
5	Saint Andrews Presbyterian Church	22279 116 Avenue
6	Haney Post Office	22375 Callaghan Avenue
7	Ceed Centre/ Japanese Kindergarten	11739 223 Street

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