

City of Maple Ridge  
**COMMUNITY HERITAGE COMMISSION**  
**AGENDA**  
*Thursday, February 14, 2019, 7:00 pm*  
*Blaney Room, Maple Ridge City Hall*

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1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES** – December 13, 2018
4. **DELEGATIONS**
5. **QUESTION PERIOD**
6. **NEW AND UNFINISHED BUSINESS**
  - 6.1. 2019 Chair and Vice Chair Elections
  - 6.2. Heritage Resources Program
  - 6.3. Heritage BC membership renewal
  - 6.4. Business Plan Task Allocation
7. **FINANCE**
  - 7.1. Financial Update
8. **CORRESPONDENCE**
9. **SUBCOMMITTEE REPORTS**
  - 9.1. Recognitions
    - 9.1.1. Heritage Week 2019
10. **LIAISON UPDATES**
  - 10.1. Maple Ridge Historical Society
11. **ROUNDTABLE**
12. **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.



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 December 13, 2018 at 7:08 pm.

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**COMMISSION MEMBERS PRESENT**

Councillor Ryan Svendsen	City of Maple Ridge
Brenda Smith, Chair	Maple Ridge Historical Society
Julie Koehn	Maple Ridge Historical Society
Russell Irvine	Member at Large

**STAFF PRESENT**

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

**GUEST**

Yvonne Chui	Recreation Manager, Arts and Community Connection, Parks Recreation and Culture Department
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**ABSENT**

Lindsay Foreman, Vice Chair	Member at Large
Eric Phillips	Member at Large
Len Pettit	Member at Large

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1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2018-057

It was moved and seconded

**That the agenda for the December 13, 2018 Community Heritage Commission meeting be approved as circulated.**

CARRIED

3. **ADOPTION OF MINUTES**

R/2018-058

It was moved and seconded

**That the minutes of the November 8, 2018 Maple Ridge Community Heritage Commission meeting be amended to reflect the correct date; and that the minutes as amended be adopted.**

CARRIED

4. **DELEGATIONS**

4.1. **Cultural Plan Update**

- Yvonne Chui, Recreation Manager, Arts and Community Connection, Parks Recreation and Culture Department

Yvonne Chui gave a presentation on the Maple Ridge Cultural Plan and shared appreciation to Commission members for their engagement in developing the plan. Ms. Chui summarized key highlights of the Cultural Plan, guiding principles of cultural planning and six strategic priorities. Ms. Chui reported the implementation framework is targeted for Council presentation in the first quarter of 2019. Ms. Chui answered questions from the Commission.

5. **FINANCE**

5.1. **Financial Update**

Russell Irvine and the staff liaison provided an overview of the financial report as attached to the December 13, 2018 agenda. Mr. Irvine circulated year-end financial notes with an update on the projects and the funds not yet spend as well as funds committed but not yet billed. The staff liaison advised that a request for funding carryover has been submitted.

Mr. Irvine circulated a letter drafted by the Financial subcommittee relating to the 2019 budget and clarification around financial planning procedures and policy matters.

R/2018-059

It was moved and seconded

**That the Community Heritage Commission Financial Report as attached to the December 13, 2018 agenda be received for information.**

CARRIED

6. **CORRESPONDENCE - Nil**

7. **NEW AND UNFINISHED BUSINESS**

7.1. **Heritage Resources Program**

The amended Statements of Significance were circulated to Commissioners in November. The staff liaison aims to present the Statements of Significance to Council in February 2019 to coincide with Heritage Week. Mr. Irvine provided a high level overview of a statement of significance.

R/2018-060

It was moved and seconded

**That the 11 Statements of Significance be forwarded to Council for inclusion on the Maple Ridge Heritage Register.**

CARRIED

**7.2. BC History Digitization Program Grant Application – update**

The staff liaison reported that the grant application will be submitted by the December 17, 2018 deadline. As there are two streams of funding available under the grant opportunity, the City of Maple Ridge will be submitting an application to digitize approximately 6,500 bylaws from 1945 to 2018 and another application to digitize approximately 18,500 collector rolls from 1875 to 1981. There was discussion on cataloguing and indexing of the documents.

R/2018-061

It was moved and seconded

**That \$6,000.00 in the Digitization budget be allocated to the City's Bylaws and Tax Collector Rolls digitization project should the City be successful in one or more of the BC History Digitization Program Grant applications; and**

**That the Community Heritage Commission submit an incremental package to Council in 2019 for a minimum of \$6000.00 to be used for the inventory of these Maple Ridge Historic Municipal records.**

CARRIED

**7.3. 2019 Meeting Schedule Revision**

There was discussion on the 2019 meeting schedule and the need for an amendment due to the 2019 Council meeting calendar.

R/2018-062

It was moved and seconded

**That the 2019 Community Heritage Commission meeting schedule be updated to remove the January 10, 2019 meeting date and add a July 11, 2019 meeting and that the schedule as amended be adopted.**

CARRIED

**8. SUBCOMMITTEE REPORTS**

**8.1. Communications**

**8.1.1. Fall Calendar**

The Chair reviewed the calendar of events highlighting the January 26, 2019 Family Literacy Day at the Maple Ridge Public Library and the BC Heritage Roundtable scheduled January 28, 2019.

**8.2. Recognitions**

**8.2.1. Heritage Week 2019**

The Chair reported on events unfolding for Heritage Week including a discussion with Brian Murdoch, and walking tours of the cemetery and downtown.

### 8.3. Education

#### 8.3.1. Local Voices

The Chair advised that the February 4, 2019 session will have a heritage theme to launch into heritage week.

#### 8.3.2. BC Heritage Fairs

The Chair recently spoke about heritage fairs with Elaine Yamamoto, School District No. 42 Trustee.

### 8.4. Master Conservation Plan

Russell Irvine advised of a meeting scheduled December 13, 2018 for further discussion on the Master Conservation Plan.

### 8.5. Robertson Cemetery

The staff liaison reported on the surveyor's research. Unless an outstanding transfer can explain the change in the property's legal description it is unlikely that the Land Titles Office will be able to reconcile the land. There was discussion on possible methods in which the City of Maple Ridge could move forward with acquiring the land.

## 9. LIAISON UPDATES

### 9.1. BC Historical Federation

The Chair shared the quarterly publication of British Columbia History and advised it is also available for purchase online at [www.bchistory.ca](http://www.bchistory.ca).

### 9.2. Heritage BC

The Chair reported that Heritage BC will be sending out invitations to the Roundtable scheduled January 28, 2019 and that further details from organizer Nathan MacDonald, are forthcoming.

### 9.3. BC Museums Association – 2018 Conference Report

The Chair reviewed the report submitted by Lindsay Foreman.

R/2018-063

It was moved and seconded

**That the Community Heritage Commission**

- 1) Continue to observe/document how other BC communities are engaging the public with culture and heritage through different events and initiatives;
- 2) Continue their membership with/support of the BCMA and their initiatives; and
- 3) Continue to send a delegate to the annual BCMA conference, as this is the best approach to "keep our fingers on the pulse" in the museum sector.

CARRIED

9.4. **Maple Ridge Historical Society**

Julie Koehn reported on items addressed at the November 22, 2018, Board meeting of the Maple Ridge Historical Society.

10. **QUESTION PERIOD** - Nil

11. **ROUNDTABLE**

Councillor Svendsen reported on the recent Strategic Planning sessions in which Council participated.

12. **ADJOURNMENT** – 9:11 pm.

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B. Smith, Chair

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# Interoffice Memorandum

To: Community Heritage Commission  
 From: Amelia Bowden, Planner 1  
 Date: February 14, 2019  
 Subject: Business Planning Task Implementation

The Community Heritage Commission has identified a number of ongoing and new projects for 2019 in its Business Plan. With membership changes over the course of 2018, it is timely to review the workplan and subcommittee assignments.

The table below outlines Business Plan action items, which need to be prioritized for the upcoming year. Further, this is an opportunity to identify which subcommittees and members will spearhead each initiative, determine next steps for each project and set a project timeline.

Action Item	Status	Subcommittee and Lead	Next Steps	Timeline
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	Pending Council decision Feb.12			
Geocaches	Restocking to occur throughout 2019			
Heritage Marker Inventory Update	Decision on maintenance and next steps			
Open Access Digitization Project	Pending grant application. Funds re-directed if grant successful			
Host CHC Networking Conference	On hold pending Heritage BC intentions			
Communications Strategic Task Force				
BC 160	On hold pending provincial plans			
Maple Ridge 150	On hold pending civic plans			
Heritage Incentives Review	Consultant hired, preparing report			
Heritage Conservation Master Plan	Pending RFP			
Review Heritage Plan				

## Subcommittee Protocol

### **Mandate:**

- The purpose of the subcommittee will be determined by the Advisory Committee and formed by resolution.
- The composition of the subcommittee membership will be determined by the Advisory Committee and may include members of the public with specific skills.
- A timeframe for the expiration of the subcommittee will be established.
- Term lengths of subcommittee membership will be determined (if required).
- A schedule for written progress reports to be submitted to the Advisory Committee will be established (if required).

### **Schedule:**

- The meeting schedule will be established and communicated by the subcommittee Chair.

### **Chair Election:**

- A subcommittee Chair will be elected by the members of the subcommittee.

### **Meeting Notes:**

- The subcommittee Chair will assign the task of recording meeting notes to one or more subcommittee members.

### **Reporting:**

- The subcommittee will provide a verbal update at specified meetings of the Advisory Committee.
- The subcommittee will provide written reports to be circulated with the agenda when direction or resolution by the Advisory Committee is required.



## Community Heritage Commission - 2019 Financial Accounting

						Expenses		
Program/Project	Vol. Hrs	2018 Committed Funds Not Yet Billed	2019 Budget Amount	Opening Balance	Jan-19	2019 Committed Funds	2019 Running Total	Notes
Yearly Allocation				\$ 2,000.00				
Fundraising Income			\$ -	\$ 138.00				
Meeting Refreshments			\$ -					
<b>EDUCATION</b>								
Delegate Fees	30		\$ 500.00	\$ 500.00				
<b>MEMBERSHIP SUPPORT PROGRAM</b>								
Membership Annual Fees			\$ 690.00	\$ 690.00				
Membership Conference Fees	350		\$ -	\$ -				
<b>COMMUNICATIONS AND OUTREACH</b>								
<b>COMMUNICATIONS STRATEGY</b>								
Newsletter	40		\$ 1,600.00	\$ 1,600.00				
Marketing Package	5		\$ 500.00	\$ 500.00				
<b>HERITAGE RECOGNITIONS PROGRAMS</b>								
Heritage Awards	60		\$ 498.22	\$ 498.22				
KARINA LEBLANC UTILITY BOX WRAP		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00				
Heritage Conversation	15		\$ 500.00	\$ 500.00				
Partnered Event	15		\$ 200.00	\$ 200.00				
Plaque Program	5		\$ 400.00	\$ 400.00				
Heritage Marker Replacement	10		\$ 400.00	\$ 400.00				
Canada 150 - Reminisce Kits	30		\$ 2,285.55	\$ 2,285.55				
<b>OPEN ACCESS DIGITIZATION PROJECT</b>								
Phase III	50	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00				
<b>HERITAGE PLAN UPDATE</b>								
Heritage Inventory Update			\$ -	\$ (3,908.00)				
Heritage Master Conservation Plan			\$ 30,000.00	\$ 30,000.00				
<b>HERITAGE PLAN REVIEW</b>								
<b>HERITAGE INCENTIVE REVIEW</b>								
Heritage Incentives Review	50	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00				
ROBERTSON CEMETERY RESEARCH			\$ -	\$ (1,000.00)	\$ 1,000.00			
<b>Yearly Total</b>		<b>\$ 17,500.00</b>	<b>\$ 73,573.77</b>	<b>\$ 70,803.77</b>				
<b>Monthly Total</b>					<b>\$ 1,000.00</b>			