



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 February 14, 2019 at 6:58 pm.

COMMISSION MEMBERS PRESENT

Councillor Ryan Svendsen	City of Maple Ridge
Eric Phillips	Member at Large
Len Pettit	Member at Large
Russell Irvine	Member at Large
Shane Gehring	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

ABSENT

Brenda Smith	Maple Ridge Historical Society
Julie Koehn	Maple Ridge Historical Society

Note: Councillor Ryan Svendsen chaired the meeting as the presiding member.

1. ***CALL TO ORDER***

2. ***APPROVAL OF THE AGENDA***

R/2019-001

It was moved and seconded

That the agenda for the February 14, 2019 Community Heritage Commission meeting be approved as circulated.

CARRIED

3. ***ADOPTION OF MINUTES***

R/2019-002

It was moved and seconded

That the minutes of the Maple Ridge Community Heritage Commission meeting dated December 13, 2018 be adopted.

CARRIED

4. ***DELEGATIONS*** - Nil

5. ***QUESTION PERIOD*** - Nil

6. **NEW AND UNFINISHED BUSINESS**

6.1. **2019 Chair and Vice Chair Elections**

The staff liaison opened the floor to nominations for a Chair

R/2019-003

It was moved and seconded

That Brenda Smith be elected Chair of the Community Heritage Commission for 2019.

CARRIED

The staff liaison opened the floor to nominations for a Vice Chair. No nominations were received and the item will be included on the next agenda.

6.2. **Heritage Resources Program**

The Council liaison reported on Council's endorsement of the seven new and three revised Statements of Significance at the February 12, 2019 Council meeting. The staff liaison advised of updates to the Sparling Residence and why it was not included for endorsement at this time. The staff liaison reported on the subsequent procedural requirements.

6.3. **Heritage BC Membership Renewal**

Russell Irvine provided context on the Heritage BC organization.

R/2019-004

It was moved and seconded

That the Community Heritage Commission authorize the expenditure of \$100.00 to renew membership with Heritage BC.

CARRIED

Mr. Irvine summarized the January 28, 2019 Heritage BC Roundtable and reported on programming Heritage BC aims to bring forward at the conference in Nanaimo.

R/2019-005

It was moved and seconded

That the Community Heritage Commission authorize Russell Irvine to serve as the Maple Ridge Community Heritage Commission delegate at the 2019 Heritage BC Conference; and That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Russell Irvine to attend the Heritage BC Conference on May 9 – 11, 2019.

CARRIED

6.4. Business Plan Task Allocation

The staff liaison reviewed the business plan items. There was discussion on subcommittee protocols and on forming subcommittees to achieve the noted actions.

A Planning and Projects subcommittee was proposed to perform project based work to advance heritage conservation and planning through formal policies, plans and initiatives.

A Recognitions subcommittee was proposed with purposes that included:

- Awards and Heritage Week;
- Management of existing, proposed, and requested heritage plaques, signage, and wraps;
- Development of recognition protocols, policies and practices.

R/2019-006

It was moved and seconded

That a Planning and Projects subcommittee be formed for 2019 consisting of Russell Irvine to participate on project based work to advance heritage conservation and planning through formal policies, plans and initiatives.

CARRIED

R/2019-007

It was moved and seconded

That a Recognitions subcommittee be formed for 2019 consisting of Eric Phillips, Len Pettit, Shane Gehring and Councillor Svendsen to manage heritage identification and develop recognition protocols, policies and practices.

CARRIED

Further discussion is warranted on additional proposed subcommittees and is to be included on the next agenda:

- Finance:
 - Budget;
 - Business Planning.
- Education and Communications:
 - Calendar of Events;
 - Preservation of historic records;
 - Education/ programming partnerships with other organizations.

7. **FINANCE**

7.1. **Financial Update**

Russell Irvine reviewed the Financial Report and highlighted several project line items. The staff liaison reported on the next steps of the Incentives Review project.

R/2019-008

It was moved and seconded

That the Community Heritage Commission Financial Report and 2019 Budget dated February 14, 2019 be received for information.

CARRIED

8. **CORRESPONDENCE** - Nil

9. **SUBCOMMITTEE REPORTS**

9.1. **Recognitions**

9.1.1. **Heritage Week 2019**

The staff liaison reported on the events scheduled to celebrate Heritage Week, February 18-24, 2019 on the theme 'The Tie That Binds':

- February 17, 2019 Cemetery Walking Tour;
- February 21, 2019 Heritage Awards, St. Andrew's Heritage Church Hall;
- February 23, 2019 My Very Own Book, Maple Ridge Public Library;
- February 24, 2019 Downtown Walking Tour;
- February 24, 2019 Behind the Scenes Tour, Maple Ridge Museum.

R/2019-009

It was moved and seconded

That a maximum of \$1,000.00 be allocated to the 2019 Heritage Awards event.

CARRIED

10. **LIAISON UPDATES**

10.1. **Maple Ridge Historical Society** - Nil

11. **ROUNDTABLE**

Members reported out on relevant local heritage topics and activities.

12. **ADJOURNMENT** – 8:43 pm.

"Original signed by Ryan Svendsen"

R. Svendsen, Acting Chair

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