

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 June 14, 2018 at 7:04 pm.

COMMISSION MEMBERS PRESENT

Councillor Craig Speirs	Council Liaison
Brenda Smith, Chair	Maple Ridge Historical Society
Lindsay Foreman, Vice Chair	Member at Large
Len Pettit	Member at Large
Russell Irvine	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

GUESTS

Erica Williams	President, Maple Ridge Historical Society
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ABSENT

Kevin Bennett	Member at Large
Steven Ranta	Member at Large
Eric Phillips	Member at Large
Julie Koehn	Maple Ridge Historical Society

1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

R/2018-031

It was moved and seconded

That the agenda for the June 14, 2018 Community Heritage Commission meeting be amended to add Item 7.5 Public Art Steering Committee Request for Partnership, and that the agenda as amended be approved.

CARRIED

3. **ADOPTION OF MINUTES**

R/2018-032

It was moved and seconded

That the minutes of the Maple Ridge Community Heritage Commission meeting dated May 10, 2018 be amended to reflect the correct spelling of Lindsay Foreman's name on Resolution R/2018-029 and that the minutes as amended be adopted.

CARRIED

4. **DELEGATIONS**

4.1. **Historic Sites and Monuments Board Commemorative Designations Program**

- Christa Hanson, Commemorations Officer Parks Canada Agency

Ms. Hanson gave a presentation on the Historic Sites and Monuments Board and on the thematic framework of National Historic Sites in Canada. Ms. Hanson reviewed the application process to nominate a person, place or event for consideration of national historic significance. Ms. Hanson answered questions from the Commission and clarified the timeline of a nomination process and standards of plaque casting.

5. **FINANCE**

5.1. **Financial Update**

Russell Irvine provided a review of the 2018 financial accounting to date.

R/2018-033

It was moved and seconded

That the Community Heritage Commission financial accounting report be received for information.

CARRIED

5.2. **2019 Business Plan**

The Chair reviewed past practices and timelines of assembling the Community Heritage Commission Business Plan and advised that members may receive communication from her over the summer break in order to establish a draft business plan. There was discussion on developing a five year business plan. The Chair will present a draft Business Plan to the Commission in the Fall for discussion and review.

6. **CORRESPONDENCE - Nil**

7. **NEW AND UNFINISHED BUSINESS**

7.1. **Heritage Conservation Master Plan**

The Staff liaison reported that information is under review by the subcommittee.

7.2. **Heritage Resources Program**

The Staff liaison reviewed the legislation and regulation of placing privately owned property on the Community Heritage Register. The Commission discussed moving forward with updates to the Community Heritage Register. There was discussion on registering the properties nationally and working with Federal Officials to ensure Maple Ridge entries on the National Heritage Register are added.

R/2018-034

It was moved and seconded

That a maximum of \$10,000.00 be allocated to Donald Luxton & Associates to conduct Phase 1 of a Community Heritage Register Update to:

- a) **Prepare Statements of Significance for the following properties and add to the Maple Ridge Community Heritage Register:**
 - 1. West Acres
 - 2. Sparling Residence
 - 3. Jackson Farm
 - 4. Mussallem Residence
- b) **Review, edit and revise the existing Statements of Significance for the following properties:**
 - 1. Bank of Montreal
 - 2. Miller Residence
- c) **Review, edit and revise the existing Statement of Significance for the following property and add to the Maple Ridge Community Heritage Register:**
 - 1. Beeton/Daykin Residence
- d) **Add the following properties with their existing Statements of Significance to the Maple Ridge Community Heritage Register:**
 - 1. Turnock/Morse Residence
 - 2. Whitehead Residence and Cottage

CARRIED

7.3. Stanchion Guideline Update

The Staff liaison advised that herself and the Chair met with the Recreation Manager Arts and Community Connection, the Manager of Parks Planning and Operations, and the Manager of Parks and Open Spaces to discuss the opportunity to standardize stanchions in Maple Ridge and working with the Public Art Steering Committee and Parks, Recreation and Culture Department to do so. The Chair reported that the meeting also discussed the maintenance and life cycle of stanchions and the budget associated with maintenance. The Recreation Manager Arts and Community Connection believes members of the Public Art Steering Committee would be interested in working with the Commission to establish guidelines. There was discussion on forming a subcommittee to develop stanchion design and life cycle costs.

R/2018-035

It was moved and seconded

That a subcommittee be formed to develop stanchion design and life cycle costs consisting of Brenda Smith, Councillor Speirs, and Amella Bowden.

CARRIED

7.4. Geocaching

The Staff liaison advised of the cost of professionally reprinting the geocaching brochures and provided a sample of a lower resolution brochure that could be printed in house. There was discussion on the printing costs and it was decided that the Staff liaison will produce copies of the brochure for distribution.

7.5. Public Art Steering Committee Request for Partnership

The Staff liaison reported on the opening of the Karina LeBlanc field at Merkley Park and the Council liaison informed of the public art installed at the field. The Staff liaison conveyed the Public Art Steering Committee request that the Community Heritage Commission contribute \$1500 to jointly wrap a large utility box on the site with the history of the Merkley family. There was discussion on the wrap providing an opportunity to share the history of the Merkley family as well as to speak to the history of agriculture in the area.

R/2018-036

It was moved and seconded

That the Community Heritage Commission work in conjunction with the Public Art Steering Committee and contribute \$1500 to the utility box wrap at Merkley Park.

CARRIED

8. SUBCOMMITTEE REPORTS

8.1. Communications

The Chair reviewed upcoming events. The Chair advised that the Haney House reopening is scheduled for July 15, 2018 and invited members to attend.

8.2. Recognitions

8.2.1. Heritage Week – 2018 Report

The Chair reviewed the comprehensive report, the expenses occurred for Heritage Week 2018, and noted the name correction of Bruce to Brian Murdoch on page two of the report.

R/2018-037

It was moved and seconded

That the 2018 Heritage Week Report dated May 10, 2018 be received for information.

CARRIED

8.3. Education

8.3.1. Local Voices

Lindsay Foreman advised that the Fall line up of potential speakers is growing.

R/2018-038

It was moved and seconded

That the Local Voices – Neighbours Talking with Neighbours report dated June 5, 2018 be received for information.

CARRIED

8.3.2. Heritage Fairs

Lindsay Foreman reported there were no schools in School District No. 42 who participated in a Heritage Fair in 2018 and that work is underway to achieve participation in 2019. Heritage Fair information has been shared with local teachers with the hope that a Fair can be incorporated into their 2019 syllabus. Ms. Foreman will be in contact with teachers and the organizer of the Fraser Valley Regional Heritage Fair, Kris Foulds, in September.

8.4. Heritage Marker Inventory Information

The Chair advised that Kevin Bennett continues to work on the database updates.

8.5. Robertson Family Cemetery Project

The Staff liaison noted that a report went to Council and the Council liaison advised the report was approved.

8.6. Digitization - Nil

9. LIAISON UPDATES

9.1. BC Historical Federation

The Chair reviewed the BC Historical Federation Conference report and provided a summary of discussions at the conference and the grants provided by the BC Historical Foundation.

R/2018-039

It was moved and seconded

**That the Maple Ridge Community Heritage Commission continue its membership in BC Historical Federation; and,
That the Maple Ridge Community Heritage Commission budget for sending delegates to the 2019 Heritage BC Conference and the 2019 BC Historical Federation Conference be incrementally increased; and,
That the Maple Ridge Community Heritage Commission actively participate in nominating Maple Ridge citizens for Awards of Recognition and Merit.**

CARRIED

9.2. Heritage BC

The Chair reported on the conference and the Heritage Planner position created in 2017 through a collaboration between Heritage BC and the Columbia Basin Trust.

R/2018-040

It was moved and seconded

That the Maple Ridge Community Heritage Commission continue its membership in Heritage BC; and,

That the Maple Ridge Community Heritage Commission participate in the community roundtable discussions planned by Heritage BC to take place during 2018.

CARRIED

9.3. BC Museums Association

The Chair reported that the BC Museums Association conference will take place October 21-23, 2018 in Kelowna.

R/2018-041

It was moved and seconded

That \$200.00 from the Community Heritage Commission budget be used towards the registration fee for Lindsay Foreman to attend the BC Museums Association Conference on October 21 - 23, 2018.

CARRIED

9.4. Maple Ridge Historical Society - Nil

9.5. Council Liaison


The Council liaison reported on the approval of the Robertson Cemetery and on recent development applications. The Council liaison answered questions about the Mussallem residence.

10. QUESTION PERIOD - Nil

11. ROUNDTABLE

Brenda Smith brought in charcoal from the Heritage BC conference and relayed the story of its reproduction from kilns on the Gulf Islands. Ms. Smith reported that the Visitor Centre at the junction of Highways 5 and 97C is closed and a visitor information booth is located in a Heritage House museum in the village of Merritt.

12. ADJOURNMENT - 9:08 pm.


B. Smith, Chair

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