



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 September 13, 2018 at 7:07 pm.

COMMISSION MEMBERS PRESENT

Brenda Smith, Chair	Maple Ridge Historical Society
Lindsay Foreman, Vice Chair	Member at Large
Julie Koehn	Maple Ridge Historical Society
Len Pettit	Member at Large
Russell Irvine	Member at Large

STAFF PRESENT

Amelia Bowden	Staff Liaison, Planner 1
Amanda Allen	Committee Clerk

ABSENT

Councillor Craig Speirs	Council Liaison
Eric Phillips	Member at Large
Steven Ranta	Member at Large

1. ***CALL TO ORDER***

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

R/2018-042

It was moved and seconded

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

CARRIED

3. ***ADOPTION OF MINUTES***

R/2018-043

It was moved and seconded

That the minutes of the Maple Ridge Community Heritage Commission meeting dated June 14, 2018 be adopted.

CARRIED

4. ***DELEGATIONS - Nil***

4. **FINANCE**

4.1. **Financial Update**

Russell Irvine provided a review of the 2018 financial accounting to date. There was a review and discussion on the line items and anticipated costs for the last quarter of 2018.

4.2. **Maple Ridge Library Microfilm Reader Support Request**

The Chair provided background on microfilm readers in the Lower Mainland and spoke to the software options in a new microfilm reader. The Chair advised on discussions with the Library Manager and on the potential of utilizing the microfilm as a draw for tourism. There was discussion on the budget and how existing Community Heritage Commission funds could be reallocated.

R/2018-044

It was moved and seconded

That the Community Heritage Commission reallocate \$1000.00 from the Field Trip budget item to support the Maple Ridge Public Library request for a new microfilm reader.

CARRIED

4.3. **Business Planning**

The Staff liaison reported on the timeline for Business Planning and that the 2019 Budget is set and any incremental requests would need to come from Planning Department funds. There was discussion on Found Milestones and a communications strategy for 2019 and the Business Plan was modified to reflect identified amendments.

R/2018-045

It was moved and seconded

That the Community Heritage Commission adopt in principle the Community Heritage Commission Business Plan 2019-2023 as amended.

CARRIED

4.4. **BC Museums Association Membership Dues**

The Staff liaison advised that membership with the BC Museums Association is up for renewal. The Chair reminded that Lindsay Foreman will be attending the 2018 BC Museums Association Conference and there was discussion on appointing Ms. Foreman as the Maple Ridge Community Heritage Commission delegate.

R/2018-046

It was moved and seconded

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

CARRIED

R/2018-047

It was moved and seconded

That the Community Heritage Commission authorize Lindsay Foreman to serve as the Maple Ridge Community Heritage Commission delegate at BC Museums Association Annual General Meeting.

CARRIED

5. **CORRESPONDENCE** - Nil

6. **NEW AND UNFINISHED BUSINESS**

6.1. **Heritage Resources Program**

The Staff liaison reported on two streams of work within the Heritage Resources Program, the Heritage Register update and the incentive review. Statement of Significances will be circulated early October and Mr. Luxton will be invited as a delegation at the October meeting. The Staff liaison outlined the next steps to take throughout the Fall to achieve completion of the Heritage Register update.

The Staff liaison presented a work outline for the Incentives Review project. There was discussion on hiring a consultant to complete the scope of work and how to proceed with the next steps of the project.

R/2018-048

It was moved and seconded

That a maximum of \$10,000.00 be allocated to a Consultant to lead a Heritage Incentive Project involving the following work:

- 1. Prepare a Research and Background Report on Incentives Best Practices and Opportunities;**
- 2. Host a Stakeholder Workshop for Heritage Inventory private property owners to discuss benefits of joining the Heritage Register. Present Incentives and receive feedback on what property owners need from the City of Maple Ridge;**
- 3. Host a Public Open House on Incentives Program;**
- 4. Report back to Council with a summary of engagement process and recommended incentive plan.**

CARRIED

Note: Item 7.6 was dealt with following Item 6.1.

6.2. **Environment Committee Report to Parliament**

Russell Irvine provided a history of the Environment Committee report and on the Commission's action to develop an Incentives Review project. The Federal Government is currently preparing the 2019 budget and an electronic petition has been initiated calling upon the Minister of Environment and Climate Change to work with Minister of Finance and create a multi-million dollar fund in the Budget 2019. Mr. Irvine will continue to monitor and report at the November meeting.

6.3. Resignation of Commissioner

The Chair advised that Kevin Bennett has resigned from the Commission. Appreciation and gratitude for Mr. Bennett's work and volunteerism was shared.

7. SUBCOMMITTEE REPORTS

7.1. Communications

7.1.1. Fall Calendar

The Chair reviewed upcoming events.

7.2. Recognitions

The Chair reminded of the October 19, 2018 deadline for Heritage Award nominations. The Staff liaison brought copies of the nomination brochure for members to distribute around the community. The Chair advised that the subcommittee will reconvene in November. The Staff liaison responded to queries on the Merkley Park utility wrap and advised the wrap is not yet complete.

7.2.1. Stanchion Design - Nil

7.3. Education

7.3.1. Local Voices

Lindsay Foreman advised that Local Voices begins October 1, 2018 and provided an update on meetings over the Summer with Library staff. Ms. Foreman noted that the November 5, 2018 Local Voices will tie in with media literacy week.

7.4. Heritage Marker Inventory Information

The Chair reported on the progress with the Heritage Marker Inventory database.

7.5. Digitization

The Chair provided a digitization report dated September 4, 2018. The Chair reported on the August 28, 2018 meeting with the Records Management Coordinator and on the discussions with regards to the Inventory, the Catalogue and digitization priorities. The Chair spoke to potentially developing partnerships with post-secondary institutions however Maple Ridge has no qualified archivist. The Chair reviewed a list of contacts that may provide student support and possible funding options. There was discussion on how to proceed with project. The Chair will circulate the report to subcommittee members.

7.6. Heritage Conservation Master Plan

The Staff liaison advised that RFP has not yet been issued. There was discussion on whether to proceed or delay the Heritage Conservation Master Plan. There was agreement to proceed with issuing the RFP.

8. **LIAISON UPDATES**

8.1. **BC Historical Federation**

The Chair advised of planning initiatives within the organization. A summit of leaders in the heritage world will be held in Maple Ridge at the end of October. The Chair noted help is required to host the event and invited interested members to contact her for further information.

8.2. **Heritage BC**

The Chair noted that members are not receiving Heritage BC newsletters. The Staff liaison will investigate.

8.3. **BC Museums Association**

Lindsay Foreman attended an Industrial Artefacts Conservation Workshop in Richmond on September 7, 2018 and reported on the lectures, tips, and hands on activities. Ms. Foreman advised that the workshop is part of the small museums workshops initiatives and a working group for the program is underway.

8.4. **Maple Ridge Historical Society**

Julie Koehn advised that the Haney House reopening was well attended. Ms. Koehn reported on the 2018 Music on Wharf concert series.

8.5. **Council Liaison - Nil**

8.6. **Staff Liaison**

The Staff liaison reported that Heritage Inventory is posted on City of Maple Ridge website and that payment for the project is completed. Nomination forms for the 2019 Heritage Award are available on the City website. The Grant de Patie plaque will be mounted adjacent to the bus shelter on Dewdney Trunk Road and 248 Street. The Staff liaison provided an update on the Robertson Cemetery progress and will bring a report to the next meeting.

9. **QUESTION PERIOD - Nil**

10. **ROUNDTABLE**

Lindsay Foreman shared opinions on a recent column in the September 11, 2018 online edition of the Maple Ridge Pitt Meadows News titled "Looking Back: Asking the Right Questions".

11. **ADJOURNMENT - 9:29 pm.**


B. Smith, Chair