



COMMUNITY HERITAGE COMMISSION

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2015 FEBRUARY 05

TIME: 6:00 PM

PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

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1. <u>CALL TO ORDER</u>	
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CITY OF BURNABY

COMMUNITY HERITAGE COMMISSION**MINUTES**

An Open meeting of the Community Heritage Commission was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, **2014 December 04** at 6:00 p.m.

PRESENT: Councillor Colleen Jordan, Chair
 Councillor Nick Volkow, Vice Chair
 Ms. Margaret Bell, Citizen Representative
 Mr. Philip Finlayson, Citizen Representative
 Ms. Ruby Johnson, Honorary Member Emeritus
 Ms. Les Lee Lowe, Burnaby Historical Society Representative
 Mr. Harry Pride, Historian
 Ms. Zoe Towle, Citizen Representative

ABSENT: Mr. Lee Loftus, Parks, Recreation and Culture Commission Representative
 Ms. Coni O'Neill, Citizen Representative

STAFF: Mr. Dennis Back, City Clerk
 Mr. Jim Wolf, Senior Long Range Planner
 Ms. Helen Lee, Long Range Planner
 Ms. Deborah Tuytens, Museum Services Supervisor
 Ms. Rebecca Pasch, City Archivist
 Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 6:03 p.m.

1. **MINUTES**

a) **Minutes of the Community Heritage Commission
 Open Meeting held on 2014 September 04**

MOVED BY COMMISSIONER FINLAYSON:

SECONDED BY COMMISSIONER PRIDE:

“THAT the minutes of the Community Heritage Commission Open meeting held on 2014 September 04 be adopted.”

The Committee noted correction on page 5, point 4 – should read St. Stephen Anglican Church

CARRIED UNANIMOUSLY

2. REPORTS

MOVED BY COMMISSIONER TOWLE:
SECONDED BY COMMISSIONER LOWE:

“THAT the reports be received.”

CARRIED UNANIMOUSLY

- a) **Report from the Director Planning and Building**
Re: Heritage Alteration Permit
Roy & Catherine Cummins House
4156 Rumble Street

The Director Planning and Building submitted a report seeking approval for the issuance of a Heritage Alteration Permit for the Roy and Catherine Cummins House, a designated heritage site.

The Director Planning and Building recommended:

1. THAT the Community Heritage Commission recommend Council approve the issuance of a Heritage Alteration Permit for the Roy and Catherine Cummins House located at 4156 Rumble Street, as outlined in this report.

MOVED BY COMMISSIONER TOWLE:
SECONDED BY COUNCILLOR VOLKOW:

“THAT the recommendation of the Director Planning and Building be adopted.”

CARRIED UNANIMOUSLY

- b) **Report from the City Clerk & City Archivist**
Re: City Archives Oral History Capital Project

The City Clerk and City Archivist submitted a report providing information on the next phase of the oral history project.

The City Clerk and City Archivist recommended:

1. THAT the Community Heritage Commission provide guidance in determining a focus and definition for the next phase of the Oral History project.

MOVED BY COUNCILLOR VOLKOW:
SECONDED BY COMMISSIONER TOWLE:

“THAT the recommendation of the City Clerk and City Archivist be adopted.”

CARRIED UNANIMOUSLY

Arising from discussion, Commissioner Finlayson was granted leave by the Commission to introduce the following motion:

MOVED BY COMMISSIONER FINLAYSON:
SECONDED BY COMMISSIONER PRIDE:

“THAT the Commission form a Subcommittee to develop parameters for the next phase of the Oral History project, and report back to the Commission on 2015 February 05.”

CARRIED UNANIMOUSLY

Commissioners Zoe Towle, Les Lee Lowe, Harry Pride and Margaret Bell volunteered to participate on the Subcommittee.

3. NEW BUSINESS

a) **Ms. Rebecca Pasch, City Archivist**
Re: City of Burnaby Archives - Update

Ms. Pasch submitted a memorandum providing the following update on work at the City Archives:

- the Website Upgrades and Book Digitization Pilot Project is now well underway;
- the Film Digitization Project is on schedule to roll out with the larger upgrades project in February 2015;
- public programming opportunities have been extensive over the last three months;
- images from the photo collection are being utilized for the Burnaby Now newspaper’s “Then and Now”, and on the Facebook page for Burnaby Heights Merchants Association for “Throwback Thursdays” feature.

b) **Deborah Tuytens, Museum Services Supervisor**
Re: Burnaby Village Museum Updates (June)

Ms. Tuytens submitted a memorandum providing the following update on work at the Burnaby Village Museum:

- the Museum received sponsorship support (\$25,000) from Royal Bank of Canada for the 2014/2015 school program season – 20 schools will receive complimentary admission to the school programs;

- with the School District cooperation the programming department developed a new five-year Aboriginal Enhancement Agreement, which aims to support teachers and students learning about First Nations history and culture;
- a new program of monthly BVM Learning Workshops were scheduled for volunteers and staff;
- major development for the volunteer program at the Museum was the implementation of Better Impact, a web-based volunteer management software system;
- Heritage Christmas hours were extended this year on weekends from 1-9 p.m., on weekdays 1-5:30 p.m. until December 12th, and then daily 1-9 p.m. through January 2nd;
- the Museum is in process of transferring a collection of logging equipment to the Powel River Historical Museum & Archives;
- the Neighbourhood History Series, organized in partnership with the Burnaby Public Library, was a great success with 175 people in attendance and five lectures held at the four library branches and the Museum;
- the Digital Storytelling project continues in partnership with SFU. The project teaches local seniors to create short movies based on their life history. Eight people enrolled in the fall pilot project; four additional workshop will be offered in the spring;
- preparation continues to make the Museum's large collection of reference and historical books available to be searched on-line, as part of the Heritage Burnaby Upgrades Project;
- the City of Burnaby was the recipient of an Award for Outstanding Achievement from the BC Museums Association for providing free admission to the Museum.

c) **Commissioner Les Lee Lowe**
Re: Oral History 2015

Commissioner Lowe's comments were received during discussion of item 2(b) Reports – City Archives Oral History Capital Project.

Mr. Jim Wolf, Senior Long Range Planner

Mr. Wolf updated the Commission on the following matters:

- the Planning Department is in discussion with St. Stephen Anglican Church, Vancouver Heights Presbyterian Church and West Burnaby United Church on the sites' potential redevelopment;
- Amacon has finished signage for the Glen-Lyon heritage property – signs will be installed before the end of 2014;
- the Planning Department is extremely busy with the Kinder Morgan activities on Burnaby Mountain, which spiked media attention, public interest and information requests; the City's website is being updated as necessary;

Councillor Jordan

Councillor Jordan advised that an agreement has been reached with BCIT for long term programs for the Eagles Estate and the Baldwin House.

Commissioner Philip Finlayson

Commissioner Finlayson noted he attended the Heritage BC annual conference in Cloverdale. The conference was well attended, with many interesting speakers, lectures and presentations.

4. INQUIRIES

There were no inquiries brought before the Commission at this time.

5. ADJOURNMENT

MOVED BY COMMISSIONER FINLAYSON:
SECONDED BY COMMISSIONER PRIDE:

“THAT the Open meeting do now adjourn.”

CARRIED UNANIMOUSLY

The Open meeting adjourned at 7:19 p.m.

Ms. Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Colleen Jordan
CHAIR



Meeting 2015 February 05

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2015 February 05

FROM: CITY CLERK
CITY ARCHIVIST

FILE: 2410-20

SUBJECT: CITY ARCHIVES ORAL HISTORY CAPITAL PROJECT

PURPOSE: To recommend a theme for the next phase of the oral history project

RECOMMENDATION:

1. **THAT** the next phase of the Oral History Project focus on the history of Burnaby Mountain and its many uses including: hiking/biking, conservation area, education facilities.
2. **THAT** funding in the estimated amount of \$2,500 be allocated to digitize, describe, and index the ten oral history tapes recently received as a donation to the Archives from the editor of "Suburb of Happy Homes" that included oral history tapes of prominent Burnaby residents.

REPORT**1.0 BACKGROUND**

At the December 4, 2014 meeting of the Community Heritage Commission, the matter of the Oral History Project was discussed. The discussion was particularly centered on how to proceed with the next phase of the project, including what basis to select and identify the further participants in the interview process.

It was agreed that a subcommittee be established to consider the various options, and to bring forward a recommendation to the February meeting of the Commission.

The following members of the Commission volunteered to sit on the subcommittee:

- Margaret Bell
- Les Lee Lowe
- Harry Pride
- Zoe Towle

Due to other commitments Mr. Pride had to withdraw from the subcommittee.

To: Community Heritage Commission
 From: City Clerk & City Archivist
 Re: City Archives Oral History Capital Project
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2.0 DISCUSSION

The subcommittee met on January 20, 2015, and considered a range of options and approaches.

From that discussion, it was agreed that Burnaby Mountain would be a good theme to select for the next phase of the oral history project, focusing on the many uses that take place and are accommodated within the boundaries of Burnaby Mountain. These uses range from hiking, biking and conservation area to post-secondary education facilities and industry uses. 2015 is very significant year for Simon Fraser University as this is the year that it celebrates its 50th anniversary.

Beginnings of Burnaby Mountain

Also known as Admiralty Mountain, Barnet Mountain, and Snake Hill; Burnaby Mountain was first logged in 1903, and became a popular hiking area in the 1920s. The mountain was formally dedicated in 1942 as public park land, but by 1952, its boundaries were already being reconsidered to accommodate the development of the Trans Mountain Pipeline. Although the boundaries were adjusted to accommodate this project, significant conservation and park lands were left untouched, and in 1957, the City formally dedicated the area for park and recreation use.

Simon Fraser University and town site development

Named after early explorer, Simon Fraser, the University opened on September 9, 1965 with 2, 500 students. Noted Canadian architects Arthur Erickson and Geoffrey Massey designed the original Burnaby Mountain campus to foster interdisciplinary contact between students and researchers. Tall buildings would have been out of scale with the massive mountaintop ridge, so a series of horizontal terraced structures were designed to hug the ridge and dissolve into the landscape. The idea of establishing a town site around the university had been discussed by the municipality as early as 1964, but it was not until the mid-1990s that the idea came to fruition.

In 1995, the university transferred 820 acres of its land to the Burnaby Conservation Area and today, a network of 22 multi-use trails covering 23 kilometers crisscrosses this 576 hectare protected natural heritage site.

Project Details Discussed

The Sub-Committee recommends the interviews be conducted as 'single issue interviews', with the Mountain as the focus. Potential interviewees could include former SFU students, SFU professors (both retired and current), Parks and Recreation Commissioners (especially those responsible for the dedication of the Conservation Area), residents of the mountain, and so on.

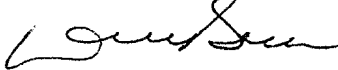
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 From: City Clerk & City Archivist
 Re: City Archives Oral History Capital Project
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A suggestion was also brought forward to include Focus Group sessions that would invite feedback from Community members in order to glean what they see as most the important issues as well as potential suggestions for interviewee candidates.

Recent Oral History Accession

In August of last year Leonard J Evenden, the editor of 'Suburb of Happy Homes / Burnaby / Centennial Themes' came into the Archives with a donation of textual records, books and audio cassette tapes created under the auspice of the SFU / Burnaby Centennial Committee. Archives staff have just begun the descriptive work for these records, and have made an impressive discovery of ten audio cassette tapes in which Burnaby residents were interviewed, many of whom have since passed away and include; former Mayor Bill Copeland, Ed Apps, Al Nixon, Don Brown, Toki Myashita, Kay Zimmerman, former Mayor Bill Lewarne, Merrill Gordon, Sev Morin, Annie Boulanger, and Eileen Kernaghen. All records were created by Leonard J Evenden and his assistant Rod Fowler. These need to be digitized, described, and indexed in order to make them accessible. Some of the budget could be allocated for this purpose with a projected cost of \$2500, thus leaving the remaining funds of \$22,500 in the overall Oral History Capital Project budget.

Respectfully submitted,



Dennis Back
 CITY CLERK



Rebecca Pasch
 CITY ARCHIVIST



Meeting 2015 Feb 5

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2015 February 05

FROM: CITY ARCHIVIST

FILE: 2410-20
*Reference: Community Heritage
Commission*

SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2014

PURPOSE: To present the 2014 Annual Report of the City of Burnaby Archives

RECOMMENDATION:

1. **THAT** this report be received for information.

REPORT

INTRODUCTION

The City of Burnaby Archives had a dynamic and inspiring year in 2014 due in large part to the Outreach programs we were invited to participate in, which have become an integral part of our operations.

IN BRIEF

The year began with Archives staff participation in the “Go! Vancouver” segment focusing on “Burnaby.” Spring brought us to the Burnaby Historical Society general meeting as guest speakers, presenting on “People, Places, Politics- the Importance of Community Record Keeping” and an ongoing photograph reproduction partnership with the Heights Merchants Association involving “Throwback Thursdays.” The Fall saw us involved in The Paver’s Ceremony Open House, representing the Clerks’ department alongside our colleagues in Elections, as well as participants in the BVM and BPL initiative “Burnaby Neighbourhood Talks” for both the “South Burnaby On Film” presentation at the Bob Prittie Metrotown Library and the “History in the Heights” event “Living on the Waterfront” at our own McGill Library Branch. Additionally, City Archives’ participation in the Burnaby Now newspaper feature “Then and NOW” continued throughout the year.

Community Heritage Commission Capital Projects, Community Record donations, City Record transfers, Records Management partnerships and new hires rounded out this evolving and energetic year.

The following report provides a detailed summary of our operations throughout 2014.

To: Community Heritage Commission
 From: City Archivist
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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HISTORY OF ARCHIVAL RECORDS PROGRAM

The City of Burnaby Archives opened in the new McGill Library in 2001 and functions as a division of the Office of the City Clerk. The Archives is the official repository for all inactive civic records of permanent administrative, legal, fiscal, historical, evidential and/or informational value to the City of Burnaby. Archival material is preserved as evidence of the functions, legal rights, obligations, policies, decisions, procedures, accountabilities, and operations of the City. It is the responsibility of the City Archives to ensure the preservation and accessibility of these vital records by providing proper facilities, environmental controls and resources to maintain the archival material in perpetuity.

Our City record description and digitization program has produced a current index of all Council minutes and reports dating back to 1934 and can be searched online with full-text versions of the documents, available from 1977 to the present. All City Bylaws, dating back to 1892, are also available as full-text pdf documents online as are descriptions and finding aids for all files and records in our holdings.

In addition, the Archives has supported the protection and preservation of the City's documentary heritage by way of its expanded collections mandate and the incorporation of the Burnaby Historical Society Community Archives collections into the City's holdings. This transfer saw over 100 meters of textual records and over 10,000 photographs moved to the Archives facility in 2007.

CURRENT ARCHIVAL RECORDS PROGRAM

City Manager's Reports that went to Council between 1970 and 1979 only exist on microfilm. We need to be able to access these records for operational purposes but our microfilm reader/printer no longer functions. The Archives is not alone on this issue; as we learned by attending the City-wide Microfilm Replacement Project meetings, many departments have already been impacted by lack of access to working film technology. The Archives put forward a proposal that was supported by the City Clerk to convert copies of these records to pdf format. Micro Com was contracted to accommodate these conversions which will ensure that these pertinent and often called-on reports are once again accessible to City Hall staff and the public. This project was completed in June of 2014.

In 2014, the Legal Department, Planning and Building Departments, Engineering, Finance Department, Mayor's Office, and the Office of the City Clerk transferred a total of 68 boxes of records of enduring value to the Archives. These records (along with 1,400 backlogged City Records from 2012) have now been processed catalogued and indexed according to the highest level of archival practices and standards, thus allowing the public and City Officials quick, efficient and direct access to information stored within them. Such a system plays a vital role in offering open, transparent and accountable governance.

To: *Community Heritage Commission*
 From: *City Archivist*
 Re: *CITY OF BURNABY ARCHIVES ANNUAL REPORT*
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In addition to the official City records, in August, our community collection saw the inclusion of a significant donation from Diane Smith, daughter of former Burnaby Historical Society member Mary Forsyth, and grand-daughter of former Commissioner of Burnaby, Richard Bolton. Records include Mary Forsyth's research papers of early families in the Big Bend Area of Burnaby, her father Richard Bolton, and award-winning walking tours in North Burnaby (created by Mary Forsyth).

Also of particular note, further accruals came in from the community- one being an organizational entity and one being a private family; from the South Burnaby Garden Club and from the R.H. Hardy family. Private donations such as those of School Annuals and Church photographs have built on existing record groups, adding even greater value and significance to our holdings.

HERITAGE BURNABY & PUBLIC PROGRAMMING

This past years' Public Programming and Outreach opportunities for the City of Burnaby Archives have been extensive.

Staff participated in the online Heritage Week "Heritage Afloat" feature on www.burnaby.ca in February by curating a selection of relevant photographs. These heritage assets were chosen from the current proliferation of images on www.heritageburnaby.ca.

Burnaby Historical Society hosted the City Archives as guest speakers at their April meeting. This was the first outreach presentation of the year for Archives staff, and was entitled "People, Places, Politics – The Importance of Community Record Keeping," formally giving thanks to the Society for their invaluable contribution to the City of Burnaby and its citizens.

City Archives photographs were used on the Facebook page for Burnaby Heights Merchants Association each Thursday, beginning in May, for "Throwback Thursdays."

In September the Archives participated in the Paver's Ceremony Open House. We were proud to be invited by our Department to participate, and it was a great success with 45 visitors to the Archives booth.

In October, as part of the five local history lectures co-hosted by Burnaby Village Museum and Burnaby Public Library, Archives staff presented on Archival record description best practices as part of the "South Burnaby on Film" talk at Metrotown. This sort of programming not only heightens awareness of the City of Burnaby Archives, but also elevates the larger Archival community. Thus, the Archives is doing its small part here in Burnaby!

In November, as part of the event "Living on the Waterfront", Archives staff presented a chronological compilation of photographs of life on the Burrard Inlet from both a personal and industrial perspective.

To: Community Heritage Commission
 From: City Archivist
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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The Burnaby Now newspaper has continued their relationship with the Archives, as a resource for their “Then and NOW” monthly photograph series throughout 2014.

Under the direction of the Community Heritage Commission, The City of Burnaby Archives and its Heritage Partners have continued to build on the existing infrastructure already in place through projects which capture and promote Burnaby’s recorded history; specifically, the film digitization project, and the book scanning and Heritage Burnaby website upgrades project. Our City Information Technology Department has been working closely with Andornot Consulting to ensure that the work is being completed to the technological specifications required by the City (and outlined in Andornot’s Statement of Work). We are grateful for the sterling job that Helen Mitten, our Project Lead for IT, and her team have been doing on these projects.

By fall of 2014, the Archives had met its responsibilities on the Archives Film Digitization Project. Archives staff processed, described and indexed all of the digitized moving images (home movies) that were previously in our holdings, as well as a number of born-digital moving images that were donated in early 2014. The film descriptions have been written to RAD (Rules of Archival Description) standard and include the same sophisticated name, subject and geographic indexing utilized for all photographs, oral histories, landmarks and artifact descriptions currently online at heritageburnaby.ca. In the last weeks of 2014, Andornot Consulting began to write the code that will allow these records to be viewed online, and the project is scheduled to roll out with the larger upgrades project in spring of 2015.

IN CONCLUSION

Our 2015 work schedule includes the completion of the Moving Image Project, The Website Upgrades and Book Scanning Pilot Project and the renewal of the Oral History Project. Moreover, daily operations will continue to see increasing numbers of City records transfers and Community record donations, thereby increasing the labour hours required to accession, arrange and describe those records, and provide access and research assistance to both City staff and the public.

Outreach events scheduled for 2015 include demonstrations on how to navigate the newly upgraded Heritage Burnaby website, City Archives’ participation in Simon Fraser University’s 50th Anniversary Celebration and our continued participation in the “Then and NOW” feature with the Burnaby NOW newspaper.

The resources that have been provided to allow a regular full-time archival assistant position and an increase in hours for the part-time auxiliary clerk have been integral to the success of our public programming and our ability to service vital capital projects throughout this year. Under the continued guidance and support of the Community Heritage Commission and Burnaby City Council, we look forward to building on these successes as we move into 2015.

To: Community Heritage Commission
From: City Archivist
Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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Respectfully submitted,



Rebecca Pasch
CITY ARCHIVIST

:rp

cc: City Manager
Deputy City Manager (C. Turpin)
City Clerk
Director Parks, Recreation and Cultural Services
Chief Librarian
Director of Planning and Building
Chief Information Officer



Office of the City Clerk

D. Back, City Clerk
R. Pasch, City Archivist

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 05 February 2015

FROM: REBECCA PASCH
CITY ARCHIVIST

FILE: 2410-20
Reference: *Community Heritage
Commission*

SUBJECT: CITY OF BURNABY ARCHIVES – UPDATE

For the information of the Chair and Members of the Community Heritage Commission, I provide below a brief update on work at the City Archives since our last meeting.

- The Community Heritage Commission's 'Website Upgrades and Book Digitization Pilot Project' is nearing completion. In January, the consulting company Andornot demonstrated their improvements to the Heritage Burnaby site, walking City staff through all functionality and design upgrades. A "show and tell" style training session on Umbraco was also given, to give City staff a first taste of this new style of webserver. The Archives Film Digitization Project was included in this demonstration. Next in line for the project is for City staff to begin the formal review of the work. Both projects are now anticipated to roll out in spring of 2015.
- The Oral History Sub-Committee that was struck on 06 December 2014 held their initial meeting on 20 January 2015. This meeting was both productive and involved, as Commissioners began to tackle the renewed Oral History Project through a first proposal of theme and content criteria. This Sub-Committee is supported by the City Clerk and staff from the City of Burnaby Archives and the Burnaby Village Museum.
- As part of the overall 2015 provisional budget, an increase in Auxiliary hours for the Clerk Typist II position was approved, thus resulting in a staffing level increase to 2.80 for the City Archives 2015 Operating Budget.

Respectfully submitted,

Rebecca Pasch
City Archivist