



REVISED

COMMUNITY HERITAGE COMMISSION

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2016 FEBRUARY 04

TIME: 6:00 PM

PLACE: Council Committee Room, Burnaby City Hall

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1. <u>CALL TO ORDER</u>	
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7. NEW BUSINESS

- a) Heritage BC Award - Heritage Burnaby Website

8. INQUIRIES

9. ADJOURNMENT



COMMUNITY HERITAGE COMMISSION MINUTES

Thursday, 2015 November 05

An 'Open' meeting of the Community Heritage Commission was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Thursday, 2015 November 05 at 6:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Colleen Jordan, Chair
 Councillor Nick Volkow, Vice Chair
 Ms. Margaret Bell, Citizen Representative
 Mr. Philip Finlayson, Citizen Representative
 Mr. James Jang, Parks Commission Representative (Alternate)
 Ms. Ruby Johnson, Honorary Member Emeritus
 Ms. Coni O'Neill, Citizen Representative
 Mr. Harry Pride, Historian
 Ms. Zoe Towle, Citizen Representative

ABSENT: Councillor James Wang, Member
 Ms. Les Lee Lowe, Burnaby Historical Society

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

The Chair called the meeting to order at 6:01 p.m.

2. MINUTES

a) Minutes of the Open meeting of the Community Heritage Commission held on 2015 September 10

MOVED BY COMMISSIONER O'NEILL
SECONDED BY COMMISSIONER BELL

THAT the minutes of the Open meeting of the Community Heritage Commission held on 2015 September 10 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE

MOVED BY COMMISSIONER PRIDE
SECONDED BY COMMISSIONER JANG

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) Correspondence from Commissioner M. Bell
Re: 2015 Heritage BC Annual Conference

Commissioner Bell submitted highlights from the Annual Heritage BC Conference (held in Rossland, BC) she attended in October 2015.

Commissioner Bell and Commissioner Finlayson noted that this year's Conference was interesting and very well organized.

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

MOVED BY COMMISSIONER FINLAYSON
SECONDED BY COMMISSIONER TOWLE

THAT the Commission send a letter of appreciation to Heritage BC.

CARRIED UNANIMOUSLY

Commissioner Finlayson further noted that he attended Rossland Museum which has some great collections, i.e. alpine skiing, World War I & II, mines, unions, etc.

b) Memorandum from Rebecca Pasch, City Archivist
Re: City of Burnaby Archives – Update

A memorandum was received from Ms. Rebecca Pasch, City Archivist providing an update on work at the City Archives.

Ms. Pasch noted the following:

- the Website Upgrades and Book Digitization Pilot Project, together with Archives Film Digitization Project are well received by the public. The updated website was demonstrated to Council on 2015 October 26;
- the File-pro Migration Project is underway – the work of migrating committee records and bylaws is expected to be completed by the end of the year;

- community members accessing a variety of records from the Archives holding (i.e. school and aerial photographs, annuals, newsletters, scrapbooks and moving images).

Councillor Jordan noted that Council members trying to promote some of the City's events and projects on the website and on social media, and invited Commission members to re-post and share interesting City's posts as well.

**c) Memorandum from Rebecca Pasch, City Archivist
Re: Burnaby Mountain Oral History Project - Update**

A memorandum was received from Ms. Rebecca Pasch, City Archivist providing a progress report on the Burnaby Mountain Oral History Project.

Ms. Pasch noted that first eight interviews have been completed. Those interviewed include:

- Steve Mancinelli – founding member of Burnaby Mountain Preservation Society and City of Burnaby Environmental Star recipient (2001);
- John Kirbyson – former City Parks and Recreation employee;
- Karen Morcke and Diane Hansen (joint interview) – Burnaby Mountain Preservation Society members;
- Maureen Olofson – Burnaby resident who lived on Burnaby Mountain as a child;
- Alekxos Sarter – current City Parks and Recreation employee;
- John Templeton, Alan James and Christine Leston (joint interview) – Stoney Creek Environment Committee members;
- Tony Fabian – former Parks and Recreation Commissioner and 2008 City of Burnaby Environment Award recipient;
- Rick Sporns – City Parks and Recreation employee.

The speaker noted that an interview with Dr. Ron Barker was cancelled due to illness.

**d) Memorandum from Rebecca Pasch, City Archivist
Re: Proposed Archives Expansion - Update**

A memorandum was received from Ms. Rebecca Pasch, City Archivist providing an update on activities concerning the proposed Archives expansion.

Mr. Dennis Back, City Clerk, noted that during a meeting with Mayor Corrigan and Councillor Jordan in July 2015, there were a number of suggestions made, including identification of various short term options. Ms. Pasch undertook to investigate these options.

***Commissioner Pride retired from the meeting at 6:20 p.m. ***

Councillor Jordan noted that in 2008, the City of Vancouver did archives study, and advised that the City is looking to hire a consultant to prepare a similar study. This matter will go to the Finance Management Committee.

Commissioner Pride returned to the meeting at 6:25 p.m. and took his place at the Commission table.

Ms. Johnson advised that she is part of the Capitol Hill Community Hall Association which was built by and is run by volunteers. The Association has a number of records; however, she was advised the City Archives is not accepting any new donations at this time.

The Commission requested Ms. Pasch meet with Ms. Johnson and investigate possible documents and donations transfer.

4. **NEW BUSINESS**

Helen Lee, Long Range Planner

Ms. Lee noted the Burnaby Remembers ad will be appearing in the local newspapers tomorrow. It was noted that the advertisement rate for next year will increase substantially.

The speaker further noted that advertising on social media, ceremonies and display at the City Hall are in place for the Remembrance Day 2015.

Ms. Lee noted that the owners of a house located at 6079 Canada Way, which is on the Burnaby Heritage Inventory, applied for a subdivision and the Heritage Revitalization Agreement details will be available at the next Commission meeting.

Ms. Lee advised that Canadian Association of Heritage Professionals (BC Chapter) will be having an annual meeting on 2015 November 27 at Shadbolt Centre for the Arts.

Councillor Volkow inquired if it was possible to attend.

Staff undertook to send a registration form to Councillor Volkow.

Councillor Jordan

Councillor Jordan advised that this is Commissioner Towle's last meeting. Councillor Jordan conveyed thanks and appreciation, on behalf of the Commission and the City, to Commissioner Towle for her involvement on the Heritage Commission.

5. INQUIRIES

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

6. ADJOURNMENT

MOVED BY COMMISSIONER O'NEILL
SECONDED BY COMMISSIONER BELL

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:49 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Colleen Jordan
CHAIR



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January 25, 2016

Councillor Colleen Jordan, Chair
City of Burnaby
Community Heritage Commission
4949 Canada Way
Burnaby, BC V5G 1M2

Dear Councillor Jordan:

Representatives of a Social Sciences and Humanities Research Council (SSHRC) federally-funded Partnership Development grant on a Digital Storytelling for Seniors project being conducted by Simon Fraser University request permission to attend the City of Burnaby's Community Heritage Commission meeting on Thursday, February 4, 2016 at 6:00 p.m.

We are requesting 15 – 20 minutes of the agenda to provide a presentation that will:

- Provide information on the current partnership between Burnaby and SFU
- Identify the impacts of the partnership in Burnaby and its residents
- Show a short (3-4 minute) documentary produced by one of Burnaby's older adult residents
- Describe the next steps, including application for a five-year grant and for a continuing partnership with ongoing support from the City by the Burnaby Village Museum with continued staff support and coordination for venues
- Request the Commission to provide a letter of support regarding the concept and value of this project

Dr. Michelle Vanchu-Orosco, Project Coordinator and Sarah Bollozos, Director of Major Gifts, both from the SFU Faculty of Education, will be attending.

Thank you for your time.

Sincerely,

Dr. David Kaufman
University Professor
Faculty of Education
Simon Fraser University

November 2015

SECTION 2 COUNCIL CORRESPONDENCE

City Manager
Deputy City Managers (2)
Community Heritage Commission

Friends:

**Re: Remembering Working People:
Plaques Around the Province Project**

The BC Labour Heritage Society was founded in 2005. We engage in partnerships and projects that help define and express the role that work and workers have played in the evolution of social policy and its impact on the present and future shaping of the province.

I am writing to invite your participation in the BC Labour Heritage Centre's new **Remembering Working People: Plaques Around the Province Project**. An information sheet and nomination forms are attached.

There are two important aspects to this project:

1. To identify and catalogue existing memorials that fit our criteria (detailed in the Project Description).
2. To install a new series of cast bronze plaques which will document events, actions, episodes, movements, experiences, groups, individuals or places that have not been recognized to date. In this phase of the project, our focus will be on locations outside of Metro Vancouver.

We are reaching out to as many labour and community groups as possible to fulfill our goals. Anyone can submit a nomination.

This is an exciting project that will increase public awareness of the history of working people in British Columbia in a permanent way.

Please contact our Project Manager, Donna Sacuta if you require further information.

Project website page: www.labourheritagecentre.ca/patp

Email: plaques@labourheritagecentre.ca

Sincerely,



Ken Novakowski, Chairperson

Encls.

November 2015

www.labourheritagecentre.ca/patpplaques@labourheritagecentre.ca

Remembering Working People: Plaques Around the Province Project

In 2010, the BC Labour Heritage Centre partnered with the Vancouver Convention Centre on the installation of a series of educational panels along the interior and exterior of the new Convention Centre. The Convention Centre covered the cost of producing the panels and we provided the research.



A series of plaques documenting events and people in British Columbia's labour history are on display at the Vancouver Convention Centre.

Building on this success, the Labour Heritage Centre has launched the “Remembering Working People: Plaques Around the Province Project”. Our aim is to extend the Convention Centre program to areas outside of Vancouver.

We are seeking nominations of events, groups, individuals and places throughout the province that demonstrate the contributions of working people to the history of British Columbia.

Our criteria includes, but is not strictly limited to:

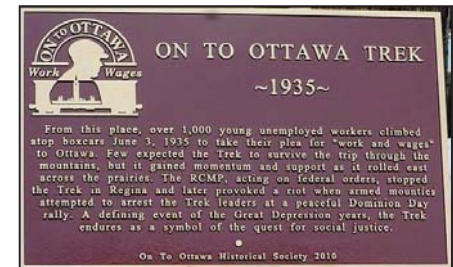
- defining **events, actions, episodes, movements, or experiences** that played a significant role in the history of the labour movement and working people in British Columbia
- **groups and individuals** that made a lasting contribution to labour and working history
- **places** that hold a direct association with a significant aspect of BC or Canadian labour history

When proposing a suitable event and location for a plaque, nominators will be asked to consider locations where they will be accessible to the public and contribute to an understanding of the foundations laid by working people in the province's history.

The Labour Heritage Centre will cover the cost of research and promotion of each plaque, including links to background materials on our website.

Costs

We have chosen Ornamental Bronze, located in Richmond, to produce the plaques. Ornamental Bronze is a union shop and their product meets our primary requirement for longevity. They produced the 2010 plaque for the commemoration of the On to Ottawa Trek, shown at right. The size of this plaque is 18" x 29". Each cast bronze plaque is individually crafted and will cost \$3,000 - \$5,000; depending on its size and complexity. We are asking nominators to contribute at least one-third of the cost of each plaque.



Our plaques will be modeled on the 2010 On to Ottawa Historical Society plaque in Vancouver, cast in bronze for longevity.

Inventory Project

Part of the Plaques Around the Province Project is the creation of an inventory of existing memorials that meet the same criteria. We are asking groups and individuals to make us aware of these commemorative locations. Two examples are shown below:



Plaque commemorating deaths of 26 miners at Granduc Mine, Stewart, BC.



Statue of social worker and activist Bridget Moran in Prince George.

Inventory Submission

BC Labour Heritage Centre Plaques Around the Province Project

Please help us identify locations of existing memorials to working people in British Columbia. Our criteria includes, but is not strictly limited to:

- defining **events, actions, episodes, movements, or experiences** that played a significant role in the history of the labour movement and working people in British Columbia.
- **groups and individuals** that made a lasting contribution to labour and working history
- **places** that hold a direct association with a significant aspect of BC or Canadian labour history

Describe the existing memorial that you feel fits our criteria. Use additional pages if necessary. Include a location, photos, related information or website (URL) address to help identify the location:

Your contact information:

Name

Address

Email:

Phone:

Return to:

BC Labour Heritage Centre
Suite 301-8988 Fraserton Crt
Burnaby, BC V5J 5H8

Or email to: plaques@labourheritagecentre.ca

Plaques Around the Province Project Manager: Donna Sacuta Cell: 604-833-1193

Remembering Working People Nomination Form

BC Labour Heritage Centre Plaques Around the Province Project

Our criteria for recognition includes, but is not strictly limited to:

- defining **events, actions, episodes, movements, or experiences** that played a significant role in the history of the labour movement and working people in British Columbia.
- **groups and individuals** that made a lasting contribution to labour and working history
- **places** that hold a direct association with a significant aspect of BC or Canadian labour history

1. Describe proposed event, etc. that you are nominating for recognition. Include as much information as you can about the nominated project; attach extra information and photos if necessary:

2. Can you suggest a location for a plaque:

3. Are you able to make a financial contribution to the plaque's construction, or assist with fund-raising?

Your contact information:

Name

Address

Email:

Phone:

Return to:

BC Labour Heritage Centre
Suite 301-8988 Fraserton Crt
Burnaby, BC V5J 5H8

Or email to: plaques@labourheritagecentre.ca

Plaques Around the Province Project Manager:
Donna Sacuta
Cell: 604-833-1193

November 2015

Happy New Year! We are excited to begin 2016 by presenting you with this year's Heritage Week poster.

Heritage BC held a photo contest to find images of **Distinctive Destinations** all over the province for our Heritage Week poster. Thank you to all those who entered!

Congratulations to the Britannia Mine Museum for their winning photo submission!

Heritage Week is celebrated in communities throughout British Columbia every year, commencing on national Heritage Day, the third Monday in February. Each year Heritage BC publishes and sends out Heritage Week posters to our members, other heritage associations, business associations, schools, libraries, and government.

This year's Heritage Week theme, which is set by the National Trust for Canada, is **Distinctive Destinations: Experience Historic Places**.

Heritage Week themes open up a myriad of possibilities to recognize community heritage buildings, places and history, organize special events and celebrations, and forge partnerships with local business interests.

This year, celebrate British Columbia's **Distinctive Destinations**, and plan your trip to a historic place! You can also check out <http://heritagebc.ca/events/heritage-week/ideas> to find 90 ideas on ways to celebrate Heritage Week **February 15-22, 2016** across British Columbia.

Be sure to send us a list of your activities or a link to your events page and we'll post it on our website and send it out on our email UPDATE.

A PDF copy of the 2016 Heritage Week poster is now available for download at <http://heritagebc.ca/heritage-week-2016>.

Happy Heritage Week planning from the Heritage BC Team!
Kathryn Molloy



Kathryn Molloy



Karen Dearlove



Maxine Schleger



Parks, Recreation & Cultural Services
Burnaby Village Museum

Home of the CW Parker Carousel

INTER-OFFICE MEMORANDUM

TO: COMMUNITY HERITAGE COMMISSION DATE: 2016 February 04

FROM: DEBORAH TUYTTENS

SUBJECT: BURNABY VILLAGE MUSEUM UPDATES

Another great Heritage Christmas Season at the BVM:

- 50,000 attended
- 31,000 carousel rides
- 1,500 volunteer hours
- Whole Foods sponsorship for Heritage Baking at Love Farmhouse

Staff are working on a “technology now and then” for summer 2016. The Stride Studios gallery will feature examples of early 20th century technology that performed tasks that can now be performed by a Smart phone, including: telegraph equipment, type-writers, adding machines, phonographs, cameras, and telephones. Visitors will have an opportunity to try out examples of 1920s technology in several of the permanent exhibit buildings.

A donation of material from Don and Barbara Copan was received just before Christmas, which included Don Copan’s Kushiro Cup. Don was the first recipient of the award in 1982.

Museum Curator Lisa Codd has been serving on the Steering Committee for the Festival of Learning, a partnership between the COB and SFU to commemorate the 50th anniversary of the University. Over 50 free learning events are planned for the week of May 1 to 7 throughout the City of Burnaby. As part of the event, the Museum is planning to host an indigenous plant tour of the museum site as part of Rhodofest, and to offer several tours and demonstrations on the Museum’s opening day on May 7. Also on May 7, we are partnering with the Burnaby Public Library on an “Analog Library” event at the Metrotown branch, focusing on pre-digital technology.

Programming

- Our Spring Break opening (Mar 14-24) now offers more interpreted exhibits, longer hours and free admission. This on top of our regular program offerings like crafts, children’s entertainers, tours, and activities.

<7 >

Subject: <7 >

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- For Spring Break, we are launching our new Adventure Guide booklet series. The booklet, which visitors may purchase for a fee, engages visitors in activities around the Village and includes a Carousel ticket. Get your tram ticket punched, receive a gold star from the Schoolhouse teacher, cash a cheque at the Bank, and take your shopping list to the General Store.
- Our two weeks of Spring Break camps are already filling up. Our After Camp Club is proving to be a real draw for working parents looking for full-day fun activities for their kids.
- Our Blacksmithing classes, which run almost every Saturday, are full and waitlisted. Lorne Gray, our senior blacksmith, has a real following!
- We are celebrating Family Day with special event at the Carousel for young children, including crafts, games and children's entertainment.
- We are holding our Volunteer Appreciation Tea on Feb 27th. Volunteers will be honoured with certificates, pins, and gifts.
- We are once again offering monthly Learning Workshops for all volunteers and staff on topics ranging from a fashion history of hats to working with special needs visitors.

Respectfully submitted,

Deborah Tuytens
Museum Services Supervisor

PHILIP FINLAYSON, BA

38-8763 Ash Grove Crescent | Burnaby BC, V5A 4B8 | 604-880-3346 | pfinlayson@house-wright.ca

31 January 2016

City of Burnaby
Community Heritage Commission
6161 Deer Lake Avenue
Burnaby BC,
V5G 4A3

To my Fellow Commission Members:

On 27 November 2015 I attended the annual Heritage & Cultural Planners & Professionals Meeting at the Shadbolt Centre in Burnaby BC. There I attended the presentation by Rebecca Pasch, which included a report on Heritage Burnaby's online collection. In following presentations there was some discussion on how to share collections of archival information and heritage resources with the public. In discussion during the breaks these two topics came together with great appreciation and admiration for what Burnaby has accomplished.

What I would like to put forward is that we look at the possibility of sharing the technology, including the software platform with other museums and archives, understanding that questions regarding licensing and cost may need to be addressed during this discussion.

Sincerely,

Philip Finlayson, BA
#38-8763 Ash Grove Cres
Burnaby BC,
V5A 4B8



Meeting 2016 Feb 04

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2016 January 25

FROM: CITY ARCHIVIST

FILE: 2410-20
Reference: Community Heritage Commission

SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2015

PURPOSE: To present the 2015 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 robust and engaging year in 2015 due in large part to our participation in Burnaby Community Heritage Commission initiated Capital Projects: the 'Heritage Burnaby Website Upgrades & Book Scanning Project', the 'Archives Film Digitization Project' and the 'Burnaby Mountain Oral History Project.' We were also participants in the Information Technology Department's 'File Pro Migration Project.'

Records broken this year include committing 40% of staff time to concurrent Capital Projects and a new record of 92 research requests received and fulfilled in one month.

The following report provides a summary of our operations throughout 2015.

HISTORY OF ARCHIVAL RECORDS PROGRAM [OVERVIEW]

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 professional management resources to maintain the archival material in perpetuity.

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

January 2015 saw the description of community records brought in by the SFU / Burnaby Centennial Committee as well as updates to community record descriptions already in our holdings, including the Image Bank Collection and records belonging to Mary Forsyth.

By February an issue had arose –the first estimate for City file transfers that Archives received for 2015 would fill least 135 bankers boxes (more than double the total amount for all of 2014 at 68 boxes). This realization put a fine point on our physical space issue as the 135 boxes would take up what is left on our shelves; and our current staffing levels could not handle the work of describing this many records at once. The good piece of news was that the transfers would be staggered; with 15 boxes imminent from Planning, 40 boxes from Engineering to be received in deliveries of 10 boxes at a time over the next few weeks, and a further 80 boxes from Planning coming sometime mid-year.

The Planning and Building Department transferred 8 boxes of records of enduring value to the Archives in March. Engineering transferred 40 boxes of records but then learnt that these records should not have come to the Archives and were sent back. All other City transfers were temporarily put on hold.

March also included the breaking of our previously held monthly record of 77 research requests (May 2012) with 92 research requests received and fulfilled in one month.

The report 'Business Case for the Expansion of the Archives' was brought forward to the Community Heritage Commission (CHC) at their regular meeting 02 April, and forwarded on to Council, which resulted in the suggestion of a Council workshop.

The CHC were presented with a workshop at their regular meeting 04 June and the City Clerk and Archives staff were fortunate to meet with Mayor Corrigan and Councillor Jordan in July to talk about the Archives where a number of suggestions were made as to what could possibly be done to extend the life of the current archives short of a new or expanded facility.

To: Community Heritage Commission
 From: City Archivist
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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In November, the City Clerk met with His Worship Mayor Corrigan with a response in which he described that there are ways and means of delaying or putting off an expansion of the Archives, but if we are to continue to meet our legal and organizational responsibilities in terms of preserving permanent City records, and in addition continue to accept community records which currently make up 9% of our holdings, we do need to continue to plan for a larger space in the foreseeable future.

The increasing move to digital records will not be the answer to our problem. And in fact the absence of an Electronic Document and Records Management System (EDRMS) further detracts from our ability to reduce our reliance on original paper copies.

The various options and alternatives that have been considered will not in themselves preclude the need for more archival storage space as a means of preserving the City and community permanent records and history.

Also in the fall, the Archives participated in BC Audio Visual Inventory Initiative (AVII), a province-wide survey to facilitate the creation of a comprehensive inventory of audiovisual holdings in British Columbia, by providing a detailed survey of City of Burnaby Archives A/V records.

Description of community records continued with Krewenchuk family and McQueen family records from this year, School District 41 records, Standen family and Massey family records from 2014, along with Myers family, Peter family, and Stiglish family records from 2013, as well as Planning and Building Department records transferred this year and backlogged records originally transferred from the Mayor's office. These records have now been 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.

HERITAGE BURNABY & PUBLIC PROGRAMMING

2015 began with the continuation of the Burnaby Community Heritage Commission 'Heritage Burnaby Website Upgrades & Book Scanning Project' and the 'Archives Moving Images Project.' Once the sub-committee met in January of 2015 and set Burnaby Mountain as the project's theme for the renewed 'Oral History Project,' a full 40% of Archives' staff time became committed to Capital projects.

Testing on the Website Upgrades (and Help documentation to be created by the IT team) began in the spring and the website officially launched 08 September 2015. At the recommendation of the CHC, the updated website was demonstrated to Council and citizens at the regular Council meeting 26 October 2015. A demonstration of Heritage Burnaby was also part of the Archives, Libraries and Museums Conference in Nova Scotia 17 September and the British Columbia Association of Heritage Professionals meeting 27 November.

To: Community Heritage Commission
 From: City Archivist
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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The renewed Oral History project included the digitization and description of SFU / Burnaby Centennial donation from 2014 of Oral History tapes in April but the bulk of the budget would be focused 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 was also a very significant year for Simon Fraser University as it celebrated its 50th anniversary. The Burnaby Mountain Oral History Project is well underway and on schedule. The target is to obtain twenty-four interviews with the completion date set for March of 2016.

The Burnaby Art Gallery Offsite Exhibition 'People with Cameras' at Bob Prittie Library Branch was created in collaboration with the City of Burnaby Archives. The exhibition featured photographs from the Archives holdings and the Offsite Exhibition talk was presented by Archives and gallery staff on the afternoon of May 24.

Archives staff were also participants in the Information Technology Department's 'File Pro Migration Project.' In March an auxiliary was engaged to do the work of migrating Council records – this work was completed in September and the auxiliary responsible has since assumed the job roles and duties of clerical staff at the Archives.

CONCLUSION

Our 2016 work schedule includes the completion of the Oral History Project as well as the continued pursuit of a solution to Archives space shortage. We will continue to tackle our 10 years' worth of backlogged [existing] holdings through accessioning, arranging and describing of records, in order to provide record access and research assistance to both City staff and the public.

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 archival records program 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 2016.

To: Community Heritage Commission
From: City Archivist
Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
2014
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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



Meeting 2016 February 04

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2016 January 28

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 77000 20
Reference: Heritage Alteration Permit

SUBJECT: HERITAGE ALTERATION PERMIT
CEPERLEY MANSION "FAIRACRES" - DECK RESTORATION
BURNABY ART GALLERY, 6344 DEER LAKE AVENUE

PURPOSE: To seek approval for the issuance of a Heritage Alteration Permit for this Designated Heritage Site.

RECOMMENDATION:

1. **THAT** Council approve issuance of a Heritage Alteration Permit for Ceperley Mansion located at 6344 Deer Lake Avenue, as outlined in this report.

REPORT**1.0 BACKGROUND**

The City, through the Engineering Department – Facilities Management Division, is undertaking the repair of a large exterior deck associated with regular maintenance of the Ceperley Mansion (Burnaby Art Gallery), a designated municipal heritage site since 1992. These proposed exterior works for this City-owned Designated Heritage Building require formal approval of a Heritage Alteration Permit. This report outlines this project for the consideration of the Community Heritage Commission and Council.

2.0 HERITAGE ALTERATION PERMITS

Under the *Local Government Act*, all structures protected by Heritage Designation Bylaws require that a Heritage Alteration Permit be issued by Council to legally provide for any proposed material and design alterations and building relocations. Burnaby's Community Heritage Commission reviews all Heritage Alteration Permit submissions for recommendation to Council for consideration.

3.0 HERITAGE VALUE

The Ceperley Mansion is one of the City of Burnaby's landmark heritage buildings. Built in 1911, the mansion building was designed in the Arts and Crafts style and is a significant architectural example of its type. On the exterior, the rustic style is seen in the use of natural materials such as cedar shingles and siding, cobblestone foundations and chimneys and the half-timbering in gable ends. The verandah across the eastern façade with its view over "Century Gardens" and the distant mountains is one of the key defining elements of the Ceperley Mansion.

To: Community Heritage Commission
 From: Director Planning and Building
 Re: Heritage Alteration Permit
 Ceperley Mansion "Fairacres" - Deck Restoration
 Burnaby Art Gallery, 6344 Deer Lake Avenue

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4.0 PROPOSED HERITAGE ALTERATION PERMIT WORKS

The City's Engineering Department – Facilities Management Division have commenced works to repair the upper east deck of the Ceperley Mansion under the annual building maintenance program for City-owned buildings (see *Attachment I*). The works are required to ensure the good maintenance and repair of the building and to provide for public and building occupant safety. The scope of the work includes the repair of existing structural members, replacement and restoration of decking and railings, and installation of a new waterproof deck membrane. Specifications for the project to repair the deck and its components will be reviewed by staff in conjunction with a structural engineer. The design for the project will also follow the Standards and Guidelines for Heritage Conservation in Canada which have been adopted by the City to guide heritage building projects. The proposed restoration works would exhibit a high degree of quality and craftsmanship to ensure its integration as part of the building's exterior design and respect for its heritage design features. As such, it is recommended that the Community Heritage Commission and Council approve this Heritage Alteration Permit.

5.0 NEXT STEPS

With Council adoption of the recommendation of this report, City staff will complete the necessary repair and maintenance works in compliance with the approved Heritage Alteration Permit. Funds required for the repair works are included in the 2015 Capital Plan for general civic building maintenance.


 Lou Pelletier, Director
 PLANNING AND BUILDING

HL:sla
Attachment

cc: City Manager
 Director Engineering
 Chief Building Inspector

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Ceperley Mansion "Fairacres"
Upper east deck restoration



PLANNING AND BUILDING DEPARTMENT
2016 JANUARY

Attachment 1