



REVISED

COMMUNITY HERITAGE COMMISSION

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2017 FEBRUARY 02
TIME: 6:00 PM
PLACE: Council Committee Room, Burnaby City Hall

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
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5. **NEW BUSINESS**
6. **INQUIRIES**
7. **ADJOURNMENT**



COMMUNITY HERITAGE COMMISSION

MINUTES

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, **2016 November 03** at 6:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Colleen Jordan, Chair
 Councillor James Wang, Member
 Ms. Maurya Biswell, Citizen Representative
 Mr. Philip Finlayson, Citizen Representative
 Ms. Diane Gillis, Citizen Representative
 Ms. Ruby Johnson, Honorary Member Emeritus
 Mr. Lee Loftus, Parks, Recreation and Culture Commission Representative
 Ms. Les Lee Lowe, Burnaby Historical Society Representative
 Ms. Coni O'Neill, Citizen Representative
 Mr. Harry Pride, Historian

ABSENT: Councillor Nick Volkow, Vice Chair

STAFF: Mr. Jim Wolf, Senior Long Range Planner
 Ms. Helen Lee, Long Range Planner
 Ms. Lisa Codd, Museum Curator
 Ms. Kate O'Connell, Deputy City Clerk
 Ms. Blanka Zeinabova, Administrative Officer
 Ms. Nikolina Vracar, Administrative Officer

The Chair called the Open meeting to order at 6:17 p.m.

2. MINUTES

a) Minutes of the Community Heritage Commission Open meeting held on 2016 June 02

MOVED BY COMMISSIONER O'NEILL
SECONDED BY COMMISSIONER LOWE

THAT the minutes of the Open meeting of the Community Heritage Commission held on 2016 June 02 be adopted.

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COMMISSIONER BISWELL
SECONDED BY COMMISSIONER LOFTUS

THAT the delegation's presentation be received.

CARRIED UNANIMOUSLY

- a) **The Heights Neighbourhood Association**
Re: Documentary Film - 100th Anniversary of Gilmore Community School
Speaker: Margaret Manifold

Ms. Margaret Manifold and Ms. Katie Rodgers appeared before the Commission on behalf of the Heights Neighbourhood Association and provided a screening of a documentary film celebrating 100th years of Gilmore Community School. Ms. Manifold conveyed thanks to the City for their generous donation towards this project, as well as thanked the City Archives and the Burnaby Village Museum for their support.

4. CORRESPONDENCE

MOVED BY COMMISSIONER PRIDE
SECONDED BY COUNCILLOR WANG

THAT the correspondence be received.

CARRIED UNANIMOUSLY

- a) **Correspondence from the Ministry of Transportation and Infrastructure**
Re: Nominations for New 'Stop of Interest' Signs

Correspondence was received from the Honourable Todd Stone, Minister of Transportation and Infrastructure, advising that the Province announced the addition of up to 75 new 'Stop of Interest' signs throughout BC, bringing further awareness and recognition to history and provincial heritage, and seeking nominations for new signs.

Arising from discussion, the following motion was introduced:

MOVED BY COMMISSIONER LOFTUS
SECONDED BY COMMISSIONER FINLAYSON

THAT this matter be **REFERRED** to staff for report.

CARRIED UNANIMOUSLY

b) Correspondence from On This Spot Enterprises
Re: BC History Tourism App

Correspondence was received from Mr. Andrew Farris, Founder and CEO, On This Spot Enterprises, regarding an interactive historical walking tour app, seeking sponsorship and the rights to use historic photo resources.

Staff advised that the City provides free content on the Heritage Burnaby website.

c) Correspondence from Jane's Walk
Re: Jane's Walk in Burnaby

Correspondence was received from Ms. Amilia Cervantes, Program Assistant, Jane's Walk, seeking City's participation in Jane's Walk, a global movement of free, community-led walking tours inspired by Jane Jacobs, as well as seeking City organizers for the 2017 global festival to be held 2017 May 5 – 7.

Arising from discussion, the following motion was introduced:

MOVED BY COMMISSIONER LOFTUS
SECONDED BY COMMISSIONER BISWELL

THAT this matter be **REFERRED** to staff for review.

CARRIED UNANIMOUSLY

d) Memorandum from the City Clerk
Re: Citizen Appointments to the Community Heritage Commission - Ms. Diane Gillis

A memorandum was received from the City Clerk advising that Council, at its meeting held on 2016 June 27, appointed Ms. Diane Gillis as a citizen representative on the Community Heritage Commission for a two (2) year term.

e) Memorandum from the City Archivist
Re: City of Burnaby Archives - Update (August)

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

- the 1970s Council records accessibility project is 53% completed;
- a temporary Archival Assistant position was hired to work on the records backlog;

- research requests have been more complex in nature this year;
- staff have put forward the Burnaby Mountain Oral History Project for consideration for the Governor General's History Award for Excellence in Community Programming.

f) Memorandum from the City Archivist
Re: City of Burnaby Archives - Update (October)

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

- the Archives participated in the Burnaby City Hall and RCMP Open House with a great success;
- over 1,000 City-generated photographs were processed from appraisal, accession, through to description and rehousing since June, as well as the 1970s Council record project has been completed;
- the Burnaby Mountain Oral History Project was shortlisted for the Governor General's History Award for Excellence in Community Programming.

g) Memorandum from the Museum Services Supervisor
Re: Burnaby Village Museum Updates (September)

A memorandum was received from Ms. Deborah Tuytens, Museum Services Supervisor, providing an update on work at the Burnaby Village Museum. The update included the following:

Summer Highlights:

- the temporary exhibit 'Technology Before the Smartphone' was popular with visitors;
- the Museum hosted First Nations education programs for the public twice a week (i.e. Aboriginal Medicinal Plant Tours and interactive weaving demos);
- a large collection of uniforms, badges, and documents related to the history of Girl Guides in Burnaby was donated to the Museum;
- curatorial staff continued to improve physical condition and documentation of large objects (i.e. Oakalla prison cell walls and doors, Eagle Ford neon sign).

Fall Projects:

- the Burnaby Neighbourhood History speaker series run from September to November - this program, in partnership with Burnaby Public Library and Burnaby Historical Society, features free talks and walking tours;
- major renovations are underway to the Orientation Plaza;

- a project is underway to create workstations for volunteers to research and document the collections;
- a researcher specializing in First Nations history has joined the staff at the Museum, and will be developing research materials that can be used by school program staff.

Museum staff advised that this year's Halloween was very successful with almost 4,300 children attending, and Christmas is expected to be very busy as well.

5. **REPORTS**

MOVED BY COMMISSIONER GILLIS
SECONDED BY COMMISSIONER O'NEILL

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the City Clerk and the City Archivist** **Re: Project Proposal – Celebrating Diversity**

This report was **WITHDRAWN** from the agenda prior to the meeting.

b) **Report from the Director Planning & Building** **Re: Burnaby Remembers Program – 2016**

The Director Planning and Building submitted a report seeking expenditure authorization for the Burnaby Remembers Program for Remembrance Day – 2016 November 11.

The Director Planning and Building recommended:

1. THAT Council be requested to approve an expenditure of \$2,000.00 (inclusive of GST) for the Burnaby Remembers Program, as outlined in this report.

MOVED BY COMMISSIONER LOWE
SECONDED BY COMMISSIONER BISWELL

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

CARRIED UNANIMOUSLY

c) **Report from the Director Planning & Building**
Re: Frederick & Alice Hart Estate "Avalon" - Heritage Site
Interpretive Plaque, 6664 Deer Lake Avenue

The Director Planning and Building submitted a report seeking approval for the final design of the interpretive plaque for the Frederick and Alice Hart Estate "Avalon".

The Director Planning and Building recommended:

1. THAT Council be requested to approve the design and installation of the interpretive plaque for the Frederick and Alice Hart Estate "Avalon", as outlined in this report.

MOVED BY COMMISSIONER LOFTUS
SECONDED BY COMMISSIONER PRIDE

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

CARRIED UNANIMOUSLY

d) **Report from the Director Planning & Building**
Re: Remembering Working People: Plaques Around the
Province Project

The Director Planning and Building submitted a report seeking authorization for the nomination of historic events and locations that recognize the history of working people in Burnaby.

The Director Planning and Building recommended:

1. THAT Council be requested to approve the expenditure of up to \$5,000.00 (inclusive of GST and/or PST) to fund the production of plaques under BC Heritage Centre's *Remembering Working People: Plaques Around the Province Project*, as outlined in this report.

MOVED BY COMMISSIONER FINLAYSON
SECONDED BY COUNCILLOR WANG

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

CARRIED UNANIMOUSLY

6. NEW BUSINESS**Lost in 50s Neon Sign**

Ms. Lee provided an update on the 'Lost in the 50s' neon sign. It was noted that the City owns the property on Edmonds Street, and there is no development proposal at this time.

Burnaby School History Book

Commissioner Pride advised that stories not featured in the Burnaby School History Book will be compiled and sent to the Library and the Archives.

Burnaby 125 / Canada 150 Celebrations

Ms. Lee advised that staff is working on the plaque program to commemorate Burnaby's 125th anniversary of Incorporation and Canada's 150th anniversary of Confederation in 2017. A report will be coming to the Commission in the near future.

Charting Change Interactive Atlas

Ms. Lee queried if the Commission members would be interested in a preview of the 'Charting Change' website.

The Commission requested a presentation at the next meeting.

Philip Finlayson

Councillor Jordan advised that this is Commissioner Finlayson's last meeting. The Chair conveyed thanks and appreciation, on behalf of the Commission and the City, to Commissioner Finlayson for his participation on the Heritage Commission.

7. INQUIRIES

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

8. ADJOURNMENT

MOVED BY COMMISSIONER LOWE
SECONDED BY COMMISSIONER BISWELL

THAT this Open Commission meeting do now adjourn.

CARRIED UNANIMOUSLY

The Commission meeting adjourned at 7:21 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Colleen Jordan
CHAIR

Clerks

From: Paul Gravett, Heritage BC <pgravett@heritagebc.ca>
Sent: January-04-17 2:40 PM
To: Clerks
Subject: CALL TO ACTION: support the proposed heritage tax credit

Dear ,

On December 6, Peter van Loan, Conservative critic for Canadian Heritage and National Historic Sites, introduced a Private Member's Bill for the rehabilitation of historic buildings in Canada. Designed to support those who invest in our cultural heritage, this Bill will have the potential to encourage rehabilitation of properties in the Canadian Register of Historic Places.

This is an important opportunity for the heritage community and supporters to come together to support the long-awaited heritage tax credit.

In collaboration with the National Trust of Canada, we are offering three easy steps to support the passage of this Bill.

1. **First, use our template letter to write to your Member of Parliament**, and let your MP know about historic places in your riding that could benefit from the tax credit.
2. **Write a letter to the Minister of Environment**, who is responsible for built heritage in Canada.
3. **Let us know what action you've taken!** Copy us on your emails or send us a copy of your letters to info@heritagebc.ca.

Everything you need to [support the proposed tax credit is on our website](#), including the downloadable template letter and a list of MPs.

Thank you for participating in our effort to establish a heritage tax credit.

Regards,

Paul

Paul Gravett
 Interim Executive Director



NEW ADDRESS
 1459 Barclay Street
 Vancouver, BC V6G 1J6

www.heritagebc.ca
[Facebook: Heritage BC](#)
[Twitter: @HeritageBCanada](#)

SECTION 2 COUNCIL CORRESPONDENCE (2017.01.19)
 Community Heritage Commission (2017.02.02)
 City Manager
 Deputy City Manager
 Dir. Planning
 Dir. Parks, Recreation and Cultural Services
 City Archivist

Ibrahim, Sabreena

From: Paul Gravett <pgravett@heritagebc.ca>
Sent: January-12-17 12:35 PM
To: Clerks
Subject: FUNDING ANNOUNCEMENT: Province of B.C. Launches New Funding Program



To mark the 150th anniversary of Canada's Confederation, the Province is launching a funding program to celebrate B.C. communities and their contribution to Canada. The Government of British Columbia will invest \$8 million in museums and heritage sites throughout the province.

In announcing *British Columbia / Canada 150: Celebrating B.C. Communities and their Contributions to Canada*, Peter Fassbender, Minister of Community, Sport and Cultural Development said, "Arts, culture and heritage are at the core of British Columbia's cultural identity. We have a wealth of stories to contribute to Canada 150 and an opportunity to celebrate the diversity of our province. Investing in long-term cultural legacies will support our communities in sharing B.C.'s stories for generations to come."

"This is an extraordinary opportunity for public and not-for-profit museums, art galleries, archives, cultural centres, historic places and heritage sites," says Heritage BC Chair Gord Macdonald. "This investment will stimulate work and creativity throughout the province, so that our heritage and culture will be honoured today and enjoyed by future generations."

Heritage BC is proud to support the BC Museums Association (BCMA) in administering the *British Columbia / Canada 150* program. "We are thrilled to be working with our colleagues at BCMA. This relationship will present new possibilities of bringing together the heritage and museum sectors, and we hope and expect this is the beginning of a lasting collaborative partnership," adds Macdonald.

Grants will assist with:

1. **Developing infrastructure:** Projects that improve or develop new museums spaces and/or facilities.
2. **Conserving historic places and heritage sites:** Projects that preserve, rehabilitate and restore formally registered, designated or recognized historic places.
3. **Building lasting legacies:** Projects that physically represent B.C.'s unique and diverse histories, culture and heritage (i.e., permanent exhibitions, monuments, public art, statues, interpretation, plaques and signage). Projects must include a permanent, publicly accessible physical component.
4. **Sharing our history:** Projects that promote the sharing of collections and expertise between the Royal BC Museum, B.C.'s provincial museum and archives and the wider museum community to reveal the diverse historical narratives of British Columbia (e.g. collaborative exhibition design and development, curatorial exchanges and knowledge sharing and publications).

The program application deadline is **February 10, 2017**. [Application forms and guidelines can be found here](#). If you have any questions or need assistance with your application, Please contact the BCMA's program officer at grants@museumsassn.bc.ca or 250-356-5700.



City of
Burnaby

Parks, Recreation & Cultural Services
Burnaby Village Museum

Home of the CW Parker Carousel

INTER-OFFICE MEMORANDUM

TO: COMMUNITY HERITAGE COMMISSION DATE: 2017 February 02

FROM: DEBORAH TUYTTENS

SUBJECT: BURNABY VILLAGE MUSEUM UPDATES

Christmas:

- Successful Christmas season with attendance of 51,755 – 2nd highest on record
- New light displays very popular. The Nine Ladies dancing in the rain proved to be a very popular photo stop on social media.
- New Christmas singalong entertainer attracted hundreds of visitors each day for impromptu group carol sings.

Coming up:

- Spring Break March 13 – 24, 2017.
- Staff are working with a Burnaby School District focus group comprised of the district aboriginal enhancement teacher and head teachers from Lakeview and Morley to help update our school programs to meet the new BC curriculum, which focused on First Nations perspectives and cultural diversity. We anticipate being able to incorporate several First Nations stations into Spring Discovery Days. We are also working on a new Teacher's Package with lessons and activities about First Nations history.
- Staff are working on a "Burnaby Then and Now" photography exhibit for the summer, to celebrate Burnaby's 125th anniversary
- We are also anticipating a larger Canada Day with additional entertainment as part of the Burnaby 125/Canada 150 events
- Research into the Museum's pharmacy exhibit is underway with assistance of a team of volunteers. The project will include research into Burnaby's early pharmacies and pharmacists, as well as enhancing our knowledge of the items on display. We plan to use the research to create new interpretive materials for the space.

Respectfully submitted,

Deborah Tuytens
Museum Services Supervisor



Financial Management Committee
c/o Office of the City Clerk

D. Back, City Clerk
K. O'Connell, Deputy City Clerk

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2017 January 31

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

SUBJECT: "BURNABY THEN AND NOW"
CELEBRATING BURNABY 125 WITH HERITAGE MARKERS
(ITEM 6(H), FMC REPORT, COUNCIL 2017 JANUARY 30)

Burnaby City Council, at the Open Council meeting held on 2017 January 30, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council approve expenditure not to exceed \$60,000 (including 5% GST) from the City's Gaming Fund to implement the Burnaby 125 Heritage Marker project, as outlined in this report.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

As directed, a copy of the report is attached for your information.

Blanka Zeinabova
Administrative Officer

Copy: Director Planning & Building
Director Parks, Recr. & Cult. Services
Director Finance



Meeting 2017 January 30

COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: "BURNABY THEN AND NOW"
CELEBRATING BURNABY 125 WITH HERITAGE MARKERS**

RECOMMENDATIONS:

1. THAT Council approve expenditure not to exceed \$60,000 (including 5% GST) from the City's Gaming Fund to implement the Burnaby 125 Heritage Marker project, as outlined in this report.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

REPORT

The Financial Management Committee, at its meeting held on 2017 January 25, received and adopted the attached report seeking Council's approval and funding for a project to celebrate the City's 125th anniversary, as outlined in this report.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Councillor P. McDonell
Member

Copied to:	City Manager Deputy City Manager Director Planning & Building Director Parks, Rec. & Cult. Services Director Finance
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Meeting 2017 Jan 25

COMMITTEE REPORT

TO: FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2017 January 19

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 1650-20
Reference: Burnaby 125

SUBJECT: “BURNABY THEN AND NOW”
CELEBRATING BURNABY 125 WITH HERITAGE MARKERS

PURPOSE: To obtain Council approval and funding for a project to celebrate the City’s 125th anniversary as outlined in this report.

RECOMMENDATIONS:

1. **THAT** the Committee request Council approval for an expenditure not to exceed \$60,000.00 (including 5% GST) from the City’s Gaming fund to implement the Burnaby 125 Heritage Marker project as outlined in this report; and
2. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

REPORT**1.0 BACKGROUND**

Arising from a discussion at its Open meeting held on 2016 October 19, the Financial Management Committee requested staff to prepare a proposal to initiate a project to install additional historic plaques around the City to commemorate the City’s 125th anniversary. This initiative would serve to provide a legacy to mark this milestone event and provide additional opportunities for the public to learn about the City’s rich history. This report outlines a proposal to develop a heritage interpretation program to create and install heritage markers around the City and seeks Council approval to implement and fund the project through the use of Gaming funds.

2.0 BURNABY THEN AND NOW

Burnaby has a rich and diverse history spanning 125 years. Since its incorporation as a Municipality in 1892, the City has grown from a small rural, pioneer community to a vibrant urban centre. To celebrate Burnaby’s 125th anniversary, it is proposed to create and install a series of heritage markers at key locations throughout the City. The theme for these markers, “Burnaby Then and Now”, is intended to celebrate Burnaby’s unique stories provided by local residents and would focus on five key themes:

- i) Working People – the lives of Burnaby citizens;
- ii) Taking a Stand – Collective action and advancing human rights;
- iii) Protecting the Environment – Waterways, green spaces and parks;

To: Financial Management Committee
 From: Director Planning and Building
 Re: Burnaby Then and Now –
 Burnaby 125 Heritage Markers

2017 January 19..... Page 2

- iv) Celebrating Diversity – Multi-cultural Burnaby – all themes are past and present; and
- v) Urban Development – Transportation, urbanization and building a modern city.

The creation and installation of the proposed heritage markers would form part of a larger public engagement exercise conducted throughout the year, including collaboration and outreach with other community partners, including seniors' groups, neighborhood associations, historical groups and other community-based organizations. This project will be advanced as part of Burnaby Village Museum's existing heritage programs planned for 2017. After these stories are captured, they will be used to create permanent interpretive signs using the words of Burnaby people through quotes, photographs and stories. As each series of heritage markers are created, a final design and proposed civic locations will be shared with the Community Heritage Commission for their review and approval.

The project will be launched on 22 September 2017 as part of the Burnaby 'Neighborhood History Series' of the Burnaby Village Museum which runs until 11 November 2017. Finally, the stories, artifacts and photographs collected during the course of the project will be catalogued and digitized for inclusion on the Heritage Burnaby website with an online digital version of the installed heritage markers. Members of partner groups and the community would be invited to attend these presentations and encouraged to continue collaborating on gathering and sharing stories and information.

3.0 FINANCING

Council approval is sought for the use of Gaming funds not to exceed \$60,000.00 (inclusive of 5% GST) to implement the project. The use of Gaming funds for this project is consistent with Council guidelines to support heritage, cultural and environmental projects.

4.0 NEXT STEPS

The Burnaby 125 Heritage Marker project will provide a more complete and inclusive picture of Burnaby's history through local stories and historical images, and would complement the existing interpretive plaques and signs previously established under the City's ongoing Heritage Program. With the concurrence of the Committee and Council, staff will proceed to advance the project as outlined in this report with regular updates to the Community Heritage Commission and the Parks, Recreation and Culture Commission.


 Lou Pelletier, Director
 PLANNING AND BUILDING

HL:sa

Copied to: City Manager
 Deputy City Manager
 City Clerk
 Director Parks, Recreation and Cultural Services
 Community Heritage Commission

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Meeting 2017 Feb 02

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2017 January 11

FROM: CITY ARCHIVIST

FILE: 2410-20
Reference: Community Heritage Commission

SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2016

PURPOSE: To present the 2016 Annual Report of the City of Burnaby Archives

RECOMMENDATION:

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

REPORT**INTRODUCTION**

2016 was a busy and productive year at the City of Burnaby Archives.

A temporarily expanded archives staff meant that we were able to tackle 60% of our initial City record backlog. All open 1970s Council records are now directly accessible online as full-text pdf documents, as are thousands of newly added photographs, through Heritage Burnaby (www.heritageburnaby.ca).

This year also included the completion of the Burnaby Community Heritage Commission initiated 'Burnaby Mountain Oral History Project' which was shortlisted for the 'Governor General's History Award for Excellence in Community Programming.'

Although allotting staff time to explore new ways of extending the life of the current archives has had a positive effect, it is important to keep in mind that the various options and alternatives that have been considered and implemented 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.

The following report provides a summary of our operations throughout 2016.

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

To: *Community Heritage Commission*
 From: *City Archivist*
 Re: *CITY OF BURNABY ARCHIVES ANNUAL REPORT*
2016
 2017 February 02.....Page 2

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.

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, now available from 1970 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

Archives staff began the year by completing the work of gathering quantitative data of its entire holdings, including backlogged records. Data measured includes how much space the physical records in the Archives' holdings occupy, which City departments regularly transfer their records of permanent value (and which do not), and which record types are frequently requested. This data was required to assist in making decisions about storage space requirements, and how the Archives will operate going forward. To facilitate this work Archives staff participate in by-monthly meetings with the Records Management division of the City on an on-going basis.

Information Technology staff have been successful in working together with Archives staff to develop a more efficient, automated process for the transfer of City records. This newly implemented system has cut City record processing time in half.

Do to the extra capacity coming from temporary positions within the Archives, over 4,000 City-generated photographs were processed from appraisal, accession, through to description and rehousing and 1,000 more were updated with access jpegs. All descriptions have been written to RAD (Rules of Archival Description) standard and include the same sophisticated name, subject and geographic indexing utilized for all other photographs, landmarks and artefact descriptions currently online at heritageburnaby.ca. As well, all open Council records from 01 January 1970 through 31 December 2014 are now immediately accessible. This is a great benefit, as it reduces the staff time required to respond to requests for this record set by as much as 92%.

Backlogged permanent records processed this year include those from the Planning Department, Manager's Office, Mayor's Office, Office of the City Clerk, Parks, Recreation and Cultural

To: Community Heritage Commission
 From: City Archivist
 Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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Services Department and Engineering Department. We have also described backlogged records originally transferred to us from the Royal BC Museum & Provincial Archives.

As well, 61 newly transferred records boxes from the Legal Department, the Office of the City Clerk and the Planning Department were described using the new automated system.

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

In February, the Heritage Burnaby Website Upgrade Project received a 2016 Heritage BC Award for Heritage Education & Awareness at the Recognition level. The upgraded website is a user-friendly finding aid for City Council records, Community records, bylaws, heritage landmarks, oral histories, digitized film footage, digitized publications and more held at the City Archives, the Burnaby Village Museum, and with the Burnaby Heritage Planning Program.

The Burnaby Mountain Oral History Project formally launched on Heritage Burnaby in April. This CHC initiated project, which focused on the many uses that take place and are accommodated within the boundaries of Burnaby Mountain, was short-listed in August for the '2016 Governor General's History Award for Excellence in Community Programming.'

The fall brought three more opportunities for outreach; in September the Archives participated in the Burnaby City Hall and RCMP Open House, in October we were part of the Burnaby Public Library's 60th Anniversary at the McGill Branch, and in November we provided transfer training internally to City staff.

CONCLUSION

Our 2017 work schedule includes processing both our backlogged [existing] and newly transferred holdings through accessioning, arranging and describing of records, in order to provide record access and research assistance to both City staff and the public. Archives staff will continue to work closely with the Information Technology Department in 2017, as we collaborate on preservation management for the digital records currently in Archives' holdings.

Our priority remains the continued pursuit of a solution to Archives space shortage.

The regular operating budgeted positions of one full-time archival assistant and one part-time auxiliary clerk typist have been integral to the success of our archival records program.

The 2016 addition of two stabilization-funded positions; one temporary full-time archival assistant (August-December) and one auxiliary clerk typist (March-December) allowed us to gain significant ground on our City record backlog and implement our automated processing system.

To: Community Heritage Commission
From: City Archivist
Re: CITY OF BURNABY ARCHIVES ANNUAL REPORT
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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 2017.

Respectfully submitted,



Rebecca Pasch
CITY ARCHIVIST

:rp

cc: City Manager
Deputy City Manager
City Clerk
Director of Planning and Building