



COMMUNITY HERITAGE COMMISSION

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2018 FEBRUARY 01

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>	
2. <u>MINUTES</u>	
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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, **2017 November 16** at 6:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Colleen Jordan, Chair
 Councillor Sav Dhaliwal, Vice Chair
 Ms. Ruby Johnson, Honorary Member Emeritus
 Mr. Lee Loftus, Parks, Recreation and Culture Commission Representative
 Ms. Les Lee Lowe, Burnaby Historical Society Representative
 Ms. Tammy Marchioni, Citizen Representative
 Mr. Harry Pride, Historian

ABSENT: Councillor Nick Volkow, Member *(due to illness)*
 Ms. Diane Gillis, Citizen Representative
 Ms. Coni O'Neill, Citizen Representative

STAFF: Mr. Jim Wolf, Senior Long Range Planner
 Ms. Deborah Tuytens, Museum Services Supervisor
 Ms. Lisa Codd, Museum Curator
 Ms. Rebecca Pasch, City Archivist
 Ms. Blanka Zeinabova, Administrative Officer

The Chair called the Open meeting to order at 6:05 p.m.

2. MINUTES

a) **Minutes of the Community Heritage Commission
 Open meeting held on 2017 September 07**

MOVED BY COMMISSIONER LOWE
SECONDED BY COMMISSIONER PRIDE

THAT the minutes of the Community Heritage Commission Open meeting held on 2017 September 07 be adopted.

CARRIED UNANIMOUSLY

3. PRESENTATION

MOVED BY COMMISSIONER MARCHIONI
SECONDED BY COUNCILLOR DHALIWAL

THAT the presentation be heard.

CARRIED UNANIMOUSLY

**a) The Case of the Missing Minutes: Rediscovering Burnaby's
Incorporation the First Year of Council
Presenter: Jim Wolf, Senior Long Range Planner**

Mr. Jim Wolf, Senior Long Range Planner, provided a PowerPoint presentation on the history of Burnaby's incorporation and its first Council in 1892. It was noted that the first municipal Clerk was Mr. Alex Philip (1892-1894) and the second Clerk was Mr. Alfred Smither (1894-1899). Council met in New Westminster where the minutes were kept as well; however, in 1898 the Great Fire destroyed Columbia Street. At the Council meeting on 1898 September 24, Council resolved to allow the Clerk \$30 for making a copy of the minute book and \$5 for copying the accounts, as well as authorized him to purchase the new books needed.

In 1962, Ms. Margaret Ades, daughter of Mr. Alfred Smither, advised that she had some of her father's minute books, and donated them to the Burnaby Historical Society.

In 2005, Council minutes from 1895-1898 were found in the Provincial Archives in Victoria. They were restored, and are now stored in the City's Archives.

In conclusion, Mr. Wolf noted that the City is missing all Council minutes from 1892 September 22 to 1894 March 24. It was noted that meetings were held weekly, and approximately 80 Council meetings need to be located in local newspapers. To date, the City recovered all Council meeting accounts between 1892 September 22 to 1893 April. Staff will continue researching and compiling the missing accounts, transcribe the newspaper articles into Word documents, and create an online research tool for users to access on Heritage Burnaby.

4. CORRESPONDENCE

MOVED BY COMMISSIONER LOFTUS
SECONDED BY COMMISSIONER LOWE

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Correspondence from the Salish Sea Trust**
Re: Salish Sea - Call for Nomination for a UNESCO
World Heritage Site

Correspondence was received from Ms. Laurie Gourlay, Interim Director, the Salish Sea Trust, seeking support from the City by signing ePetition to add the Salish Sea to Canada's Tentative List for UNESCO World Heritage Sites.

b) **Correspondence from the Salish Sea Trust**
Re: Grand Finale 2017

Correspondence was received from Ms. Laurie Gourlay, Interim Director, the Salish Sea Trust, requesting the City's recognition of December 11th as "A Day for Our Common Future", as well as seeking support for the 41 UNESCO World Heritage Site applications submitted in 2017 from across Canada. It was noted that 10 successful bids will be announced in December.

Arising from discussion, the following motion was introduced:

MOVED BY COMMISSIONER PRIDE
SECONDED BY COMMISSIONER MARCHIONI

THAT the Commission recommend Council support the Salish Sea Trust's application for the Salish Sea to be included on Canada's Tentative List for UNESCO World Heritage Sites.

CARRIED UNANIMOUSLY

c) **Memorandum from the City Archivist**
Re: Heritage Burnaby Website - Archives Response

A memorandum was received from Ms. Rebecca Pasch, City Archivist, in response to an inquiry made by the Commission in September regarding the Heritage Burnaby website referencing 1892 to 1894 missing records. It was noted that a brief history of the Great Fire in New Westminster and its impact on the City of Burnaby's early records was added, as well as a description of all Council records on Heritage Burnaby Research page, explaining which Council records are missing and why.

d) **Memorandum from the 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. The update included the following:

- The Truth and Reconciliation Commission Final Report (2016) includes a Call to Action specifically for the Archives – to identify and collect copies of all records relevant to the history and legacy of the residential school system for the National Centre for Truth and Reconciliation (NCTR).

Staff began gathering the data last fall and conducted a full survey of the City's holdings. As there were no residential schools in Burnaby, records are primarily related to the treaty negotiations in the Lower Mainland and in the Province of British Columbia.

- The Archives has been working towards best practices for preservation, i.e. wrapping and conserving 20 leather-bound Council minute books; rehousing in upright enclosures a collection of glass plate negatives; and migrating photograph preservation masters to a secure drive maintained by the IT department.

5. **REPORT**

MOVED BY COMMISSIONER MARCHIONI
SECONDED BY COUNCILLOR DHALIWAL

THAT the report be received.

CARRIED UNANIMOUSLY

a) **Report from the Director Planning and Building** **Re: Heritage Burnaby – “Migration Stories Project”**

The Director Planning and Building submitted a report outlining a new partnership with Simon Fraser University for the creation of a digital project for Heritage Burnaby.

The Director Planning and Building recommended:

1. THAT the Community Heritage Commission approve the “Migration Stories Project”, as outlined in this report, as a partnership project with Simon Fraser University to enhance Heritage Burnaby.
2. THAT Council be requested to approve the expenditure of \$10,000 towards Phase I of the “Migration Stories Project”, as outlined in this report.
3. THAT a copy of this report be sent to Dr. David Kaufman, Faculty of Education at Simon Fraser University.

MOVED BY COMMISSIONER LOFTUS
SECONDED BY COUNCILLOR DHALIWAL

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

CARRIED UNANIMOUSLY

6. **NEW BUSINESS**

Brian Elder – Missing Minutes

Councillor Jordan advised that she received a letter from Mr. Brian Elder advising that Reeve Schou (Burnaby Reeve 1893-1903) was also a special correspondent for two local newspapers, the Vancouver 'News-Advertiser' and the New Westminster 'British Columbian', and sent Council minutes to both newspapers. These minutes were previously searched out, photocopied and sent to the City Archives.

Deborah Tuytens - Heritage Christmas

Ms. Tuytens noted that this year Heritage Christmas at Burnaby Village Museum will be presented by Concord Pacific. The Museum will open on November 25th; with a tree lighting ceremony on December 2nd at 6:00 p.m. Proceeds from carousel rides tickets will be donated to the Burnaby Christmas Bureau.

Lisa Codd - Burnaby Neighbourhood History Series

Ms. Codd advised that the Burnaby Neighbourhood History Series were very successful, with the largest attendance at the Chinese-Canadian Stories.

Jim Wolf - Miscellaneous Updates

Mr. Wolf advised that staff is working on a project with the Burnaby School Board. More details will be forthcoming.

The speaker further advised that the exterior restoration of Mathers House restoration will begin in 2018.

Mr. Wolf noted that staff have completed a sample chapter for the Burnaby School Book History project to be reviewed by the Book Committee.

Councillor Jordan - Appreciation

Councillor Jordan advised that this is the last meeting for Commissioners O'Neill, Lowe and Loftus. The Chair conveyed thanks and appreciation to the Commissioners for their 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 MARCHIONI

THAT this Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 7:32 p.m.

Blanka Zeinabova
ADMINISTRATIVE OFFICER

Councillor Colleen Jordan
CHAIR



Meeting 2018 Feb 01

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2018 January 10

FROM: CITY ARCHIVIST

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

SUBJECT: CITY OF BURNABY ARCHIVES ANNUAL REPORT 2017

PURPOSE: To present the 2017 Annual Report of the City of Burnaby Archives

RECOMMENDATION:

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

REPORT

INTRODUCTION

2017 was a very productive year at the City of Burnaby Archives.

A temporary increase in archives staff resulted in a significant shift towards best practices in preservation for a number of record groups held at the City Archives, including born-digital records, glass plate negatives, microfilm, and Council minute books.

The most significant outcome of the work completed in 2017 is that now all open Council records are directly accessible online as full-text PDF documents through Heritage Burnaby (www.heritageburnaby.ca).

The City continues to explore new ways of temporarily extending the life of the current archives, and in 2017, off-site storage was implemented as the most viable, short-term, stop-gap solution. 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 2017.

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

To: *Community Heritage Commission*
 From: *City Archivist*
 Re: *CITY OF BURNABY ARCHIVES ANNUAL REPORT*
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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 1894 and can be searched online with full-text versions of the documents, now available from 1894 to the present. All City Bylaws, dating back to 1892, are 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 metres of textual records and over 10,000 photographs moved to the Archives facility in 2007.

CURRENT ARCHIVAL RECORDS PROGRAM

Building on the success of a temporarily expanded digitization program in 2016, which updated our Heritage Burnaby website with PDF versions of 1970s open Council records, the 2017 program focused on providing online access to the remaining records in this vital record group – those dated from 1894 to 1969.

Now a current index of all Council minutes and reports from 1894 to present day is entirely searchable online with full-text versions of the documents freely available to view. Among these records are some of the oldest known surviving records created by the Corporation of Burnaby.

In the early years of Burnaby's incorporation, the Municipal Council met for its weekly meetings in some rather unusual places, like the tram station, local schools, and private homes. There was no permanent and secure place in Burnaby where official records could be housed. To remedy this situation, in March 1898, the Municipal Council authorized the purchase of a large safe that could hold all the records and would be housed in a municipal building in New Westminster.

Six months later a devastating fire destroyed the entire downtown section of New Westminster. The minute books from 1892-1893 were destroyed completely and the others were thought to be lost or destroyed as well. In October of 2004, the British Columbia Archives in Victoria miraculously found the 1894-1898 records in their holdings and donated them to the City of Burnaby where they went through immediate conservation treatment.

Now that these records and all actions of Council since are available electronically, anyone with access to a computer can gain a unique window into the actions, decisions, and events that transpired from Burnaby's earliest years and the workings of some of Burnaby's first Mayors and City Council members, through to present day Mayor and Council.

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This creates the dual benefit of helping ensure open and accountable government while still having a positive impact on the staff time: the time normally required to respond to requests for Council records from both City staff and the public is now reduced by as much as 92%.

The success of this project also attracted the attention of local media and was featured in the 15 September 2017 edition of the Burnaby Now.

44 boxes of permanent records that were newly transferred this year from the Legal Department, the Office of the City Clerk and the Finance Department were described using our 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.

RECORD PRESERVATION

Through partnership with the City's Information Technology (IT) department, we are taking the steps to preserve the digital records currently in our holdings.

In February we completed a Digital Asset Register to accurately assess the what (media type), when (reason for retention), where (storage location), how (source) and why (access use) involved in this record group. From the Digital Asset Register, we were able to conduct a maturity check for all digital assets in our holdings. The maturity check assessed where we are at with our digital preservation activities, identified risks and issues, and determined next steps.

Photograph preservation masters (TIFFs) were migrated from CDs to a secure permanent drive maintained by the IT department. Any missing surrogate records were replaced by scanning & copying the analogue originals. This has resulted in 2,250 updated photograph descriptions and 1,500 new digital access copies available online at www.heritageburnaby.ca.

The Archives has been working towards best practices for preservation of physically fragile records as well. Twenty of the forty-nine leather-bound Council minute books in the Archives were fraying due to age. These vital records have now been wrapped to forestall further deterioration.

Seventy-six glass plate negatives taken by photographer J.W. Phillips between 1910 and 1914 are some of the most fragile and historically significant community records held at the Archives. These negatives have now been carefully rehoused in new, upright enclosures to ensure their preservation.

PUBLIC PROGRAMMING

The year began and ended with outreach; in February, the Archives participated in the Burnaby Public Library's screening of the documentary on the 100th Anniversary of Gilmore Avenue School at the McGill Branch, and in November we provided an engaging workshop to the Grade 10 Photography class from Alpha Secondary School.

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CONCLUSION

Archives staff will continue to work closely with the City's IT department in 2018, as together we take the next steps required in preservation management for the digital records currently in Archives' holdings. Preserving the most at-risk materials in our holdings – those that are born-digital or material for which we only hold electronic copies (digital content) – is our next step.

Our 2018 work schedule also includes processing both our backlogged [existing] records, and the continued pursuit of a solution to Archives space shortage.

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 2018.

Respectfully submitted,



Rebecca Pasch
CITY ARCHIVIST

:rp

cc: City Manager
Deputy City Manager
Chief Information Officer
Director of Planning and Building
City Clerk



Meeting 2018 Feb 01

COMMISSION REPORT

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2018 January 25

FROM: DIRECTOR PLANNING AND BUILDING

FILE: 77000 05
Reference: Heritage Revitalization Agreement & Heritage Designation

SUBJECT: HERITAGE DESIGNATION BYLAW /
HERITAGE REVITALIZATION AGREEMENT
GEOFFREY & KATHLEEN BURNETT HOUSE
7037 CANADA WAY

PURPOSE: To seek Council authorization to prepare a Heritage Designation Bylaw and Heritage Revitalization Agreement to provide for the retention of the Geoffrey and Kathleen Burnett House.

RECOMMENDATIONS:

That the Community Heritage Commission receive this Heritage Designation Bylaw and Heritage Revitalization Agreement proposal and forward this report to Council with the following recommendations:

1. **THAT** Council authorize the preparation of a Heritage Revitalization Agreement Bylaw to provide for the retention and protection of the historic Geoffrey and Kathleen Burnett House at 7037 Canada Way, as outlined in this report.
2. **THAT** a Heritage Designation Bylaw be prepared concurrent with the Heritage Revitalization Agreement for this site.
3. **THAT** the Heritage Revitalization Agreement Bylaw and Heritage Designation Bylaw be forwarded to a public hearing at a future date.
4. **THAT** Council approve the listing of the Geoffrey and Kathleen Burnett House on the Burnaby Community Heritage Register as a Protected Heritage property.

REPORT**1.0 BACKGROUND**

The Planning and Building Department received an enquiry from the property owner of 7037 Canada Way regarding the development options for this existing R5 Residential District property. At present, the property is occupied by the Geoffrey and Kathleen Burnett House (the "Burnett House"), a heritage building identified on the City's heritage inventory. Under the current zoning, the existing lot has two-family dwelling development potential and also meets the R5 zoning regulations to permit subdivision to create two new single family lots, but the house would need to be demolished

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 Re: Heritage Designation Bylaw/Heritage Revitalization Agreement
 Geoffrey and Kathleen Burnett House
 7037 Canada Way

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in order to achieve the development potential. However, in consideration of the City's Heritage Program and the long-time owners' desire to retain and protect this historic and architecturally significant house as a designated City heritage site, staff have worked with the owners to develop a suitable proposal for the property utilizing a Heritage Revitalization Agreement (see *Attachment #1*). This proposal would allow for the creation of two separate lots: Lot 1 which could be developed with a new single-family dwelling based on the development guidelines approved under the HRA, and Lot 2 would provide for the retention, conservation and designation by bylaw of the existing Burnett House as a City heritage site.

2.0 HERITAGE DESIGNATION

2.1 Local Government Act – Heritage Designation Bylaw Process

Under the terms of the Local Government Act, provision is made for the designation by bylaw of property that “... has heritage value or character...” (Section 611). The intention of the designation bylaw is to retain the heritage asset and to ensure that any future design changes to a heritage building and site would require a Heritage Alteration Permit that would be subject to review of the Community Heritage Commission and consideration of Council.

Section 612 of the Local Government Act specifies the formal procedures to be followed as part of the designation process which includes a Public Hearing, notification to the owners; a report outlining the heritage value of the property; the relationship to community or Official Community Plan objectives; the effect of the designation upon the use; the condition and viability of the property; and the possibility of the need for financial support.

Specifically the Act requires:

- that a Public Hearing be held.
- that 10 days prior to the Public Hearing, notice must be served on all owners and occupiers of the property.
- that newspaper notices be published in two consecutive issues of a newspaper with the last publication to be at least three days prior but not more than 10 days prior to the Public Hearing.
- that a report be prepared which includes the information in this report which is to be available to the public.
- that a completed bylaw be filed in the Land Title Office with the Province and with the owners.

2.1.1 Heritage Character Statement

Built in 1914 for Geoffrey Kirby Burnett (1890-1987) and his wife, Kathleen Wallen (1888-1978), this British Arts and Crafts style house was designed by New Westminster architect R.W. Coventry Dick & Son. Mr. Burnett was a local surveyor and civil engineer and was responsible for many of the original land surveys of Burnaby. The house features a steeply-gabled roof over the side entry porch, with square timber columns, and includes other decorative details such as half timbering in the gables, first storey casement windows with leaded transom lights and decorative window hoods on the side elevation (see *Attachment #2*).

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2.1.2 Compatibility of Conservation with Community Plan

The planning for the conservation of heritage resources is outlined in Burnaby's Official Community Plan. Burnaby has established a goal "To provide opportunities for increased awareness and the conservation of the City's unique natural, cultural, archaeological and built heritage."

2.1.3 Compatibility of Conservation with Uses of the Property and Adjoining Land

The conservation of this heritage house is considered compatible within its well-developed neighbourhood context of predominantly single and two-family dwellings. The retention, conservation and designation of this house through bylaw will add another significant heritage building to the City's list of protected heritage resources. The Burnett House is an important landmark in the historic Edmonds neighborhood and its preservation provides another opportunity to retain and interpret the early history and heritage of Burnaby.

2.1.4 Condition and Economic Viability of the Property

The Burnett House remains in good condition and has been well maintained by the current owners who have lived there for the past 23 years. The economic viability of the property is considered secure given that the Heritage Revitalization Agreement would provide the current or future owner the option to subdivide and create a new lot and its development for a single family dwelling, and would provide sufficient incentive to retain and maintain the existing heritage house.

2.1.5 Possible Need for Financial Support to Enable Conservation

The building will continue to be owned as a private dwelling and maintained accordingly. The adoption of the HRA by Council will allow for the future subdivision of the lot and the creation of an additional single family lot utilizing a panhandle following the City's guidelines within the boundary of the existing property. The provision of an additional lot will provide the required financial incentives to retain the existing heritage building under the proposed HRA. There are no additional economic incentives that would be required to ensure its continued protection and conservation. Staff would continue to work in cooperation with the current and future owners of the property to ensure that the heritage character of this City heritage site is protected and conserved.

3.0 HERITAGE REVITALIZATION AGREEMENT (HRA)

3.1 Local Government Act – Heritage Revitalization Agreement Process

A Heritage Revitalization Agreement is a written agreement between a local government and a property owner and provides the authority under the Local Government Act to vary or supplement provisions of a bylaw which concerns land use designation and subdivision. A local government must hold a Public Hearing on the matter before entering into a Heritage Revitalization Agreement if it would permit a change to the use or density of use that is not otherwise authorized by the existing zoning of the property.

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The purpose of this Heritage Revitalization Agreement (HRA) is to provide for the long-term protection and conservation of the Burnett House, a significant Burnaby heritage building located at 7037 Canada Way. The current long-time owner of the property wishes to ensure that its character-defining features are protected by the City of Burnaby and any subsequent owners into the future. The City's Official Community Plan statement concerning the conservation of heritage has specifically outlined the need to establish incentives to encourage the conservation and facilitate the retention of significant privately-owned heritage buildings. It is proposed that the City enter into a HRA to ensure retention of the house and provide necessary zoning variances to allow for the future panhandle subdivision and development of the existing R5 Residential District property. As the proposed HRA for the Burnett House will provide a variance to the property's R5 zoning to accommodate the creation of an additional lot, a Public Hearing is required.

3.2 Proposed Heritage Revitalization Agreement

In consideration of the City's Heritage Program, it has been deemed desirable to retain and protect the historic and architecturally significant Burnett House as a designated City heritage site. In order to retain the house, staff have worked with the current owner of the property to provide a future applicant or anyone who has reached an agreement to purchase the property with a development proposal for the two lots. The subdivision would be based on the layout as shown in *Attachment #3* and generally meets the requirements of the R5 zone, however, require some variances as set out in the development proposal, described below. At the time of subdivision, all other Zoning Bylaw, Building Code and other City regulations and requirements would continue to apply.

4.0 DEVELOPMENT PROPOSAL

The HRA will set out the following requirements to guide the subdivision, retention of the heritage house, and development of the proposed new lot.

4.1 Proposed Lot 1 (New Lot)

The following requirements must be met in order to develop a single family house on Lot 1:

- (i) The required setbacks for the single family dwelling are proposed as follows:
 - Front Yard: 5.0 m
 - Rear Yard: 6.0 m
 - Side Yard – West: 4.57 m (for vehicle access easement purposes)
 - Side Yard – East: 1.5 m
- (ii) The maximum allowable lot coverage is 40% of the lot area, and the maximum achievable as restricted by the required front, rear and side yard setbacks is approximately 28% which will allow for a building envelope of 210 sq.m. (2,260.42 sq.ft.). The maximum gross floor area (GFA) permitted can be achieved through the inclusion of a basement. Please note that an up-to-date survey must be submitted to the Planning Department at the time of formal application.
- (iii) The incorporation of a garage/carport into the envelope of the proposed dwelling or a parking pad within Lot 1, provided it is outside the provided easement area that provides lane access for Lot 2. The garage/carport cannot exceed 42 sq. m. (452.1 sq. ft.).

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- (iv) Vehicular access will be restricted to a private access easement located at the north side of the property as shown in the attached sketch (*Attachment #3*). A Section 219 restrictive covenant and access easement agreement will be required to ensure this area is retained for access purposes. The City is to be a third party to this agreement.
- (v) The panhandle portion of the proposed lot is to be 4.57 m (15.0 ft.) wide.
- (vi) The proposed dwelling must not exceed a height of 9.0 m (29.5 ft.).
- (vii) Spatial separation requirements, as outlined in the BC Building Code, must be met.
- (viii) The existing structure on proposed Lot 1 was constructed without permits and must be removed prior to final approval of the subdivision.

4.2 Proposed Lot 2 (Existing Heritage House)

With regard to the existing house to be retained under the HRA:

- (i) The owner must agree to a Heritage Designation Bylaw which protects the Burnett House as a City heritage site.
- (ii) The maximum GFA to be permitted is 290.70 sq. m. (3,129.09 sq. ft.) which is based on a survey of the existing heritage house dated 2017 June 12 and conducted by 360 Land Surveying Ltd. Similarly, the maximum Above Grade Floor Area (AGFA) to be permitted is 238.40 sq. m. (2,566.14 sq. ft.) based on existing construction which exceeds what is allowable under the R5 Residential District zoning.
- (iii) A reduced rear yard setback of 5.5 m shall be provided (3.0 m to the deck).
- (iv) Any future alterations to the existing house, including potential future reconstruction of the original north verandah, must be approved by the Planning Department. Provisions in the proposed HRA would allow for future reconstruction of the verandah, subject to final design approval, under a Heritage Alteration Permit.
- (v) An off-street parking area must be provided within the property line and outside the provided easement area of the proposed Lot 2.
- (vi) Vehicular access will be restricted to the proposed easement to the west of the property that will be accessed via Lot 1. A Section 219 restrictive covenant will be required to ensure the area will be used for vehicle access.

It will be incumbent upon an applicant to obtain all the necessary approvals from the City, including Building Permits, Heritage Alteration Permit or any other necessary approval as required.

5.0 POLICY SECTION

The heritage designation of the Geoffrey and Kathleen Burnett House and the proposed Heritage Revitalization for its retention and protection, as outlined in this report, is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following 3 goals and 3 sub-goals of the plan:

A Connected Community

- Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments

A Healthy Community

- Community involvement – Encourage residents and businesses to give back to and invest in the community

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A Dynamic Community

- Community development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

To learn more about the City of Burnaby's Corporate Strategic Plan, please visit www.burnaby.ca/CSP.

6.0 CONCLUSION

The protection of the Burnett House through a Heritage Designation Bylaw and a Heritage Revitalization Agreement offers the City of Burnaby an opportunity to protect and revitalize a significant heritage building and an important City heritage resource in the Edmonds neighborhood. Burnaby's Heritage Program has increasingly used more creative means to provide for the economic revitalization and protection of the City's remaining stock of heritage resources. The current proposal to retain the Burnett House through a Heritage Revitalization Designation Bylaw and Heritage Revitalization Agreement will ensure the long-term protection of this heritage residence. The Heritage Revitalization Agreement presented in this report provides a suitable plan for public review and consideration at this time. With Council approval of the recommendations of this report, the subject bylaws would be prepared and advanced to public hearing at a future date.


 Lou Pelletier, Director
 PLANNING AND BUILDING




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Attachments

Copied to: City Manager
 City Solicitor
 Chief Building Inspector
 City Clerk

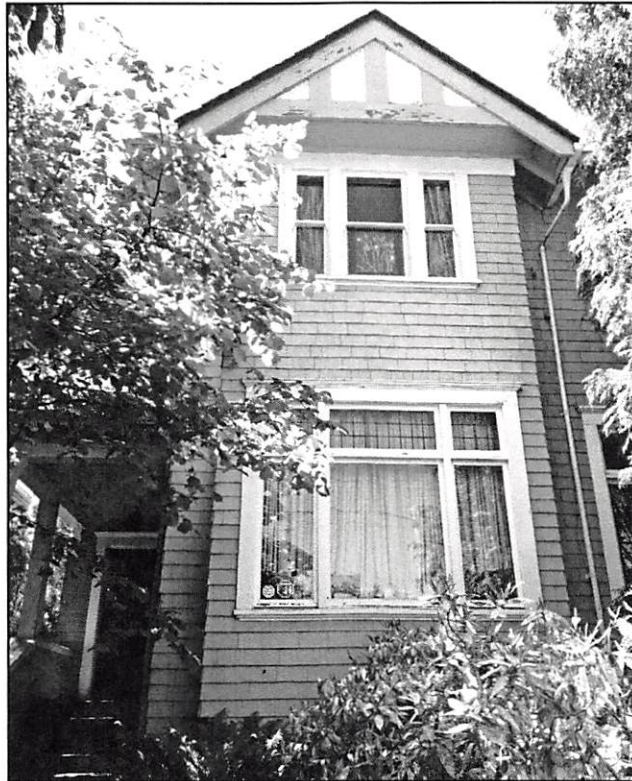
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	<p>PLANNING & BUILDING DEPARTMENT</p> 	
<p>Date: JAN 23 2018</p>	<p>Geoffrey and Kathleen Burnett House 7037 Canada Way</p> <p> Subject Site</p>	
<p>scale: 1:1,110</p>		
<p>Drawn By: AY</p>		

Geoffrey and Kathleen Burnett House
7037 Canada Way

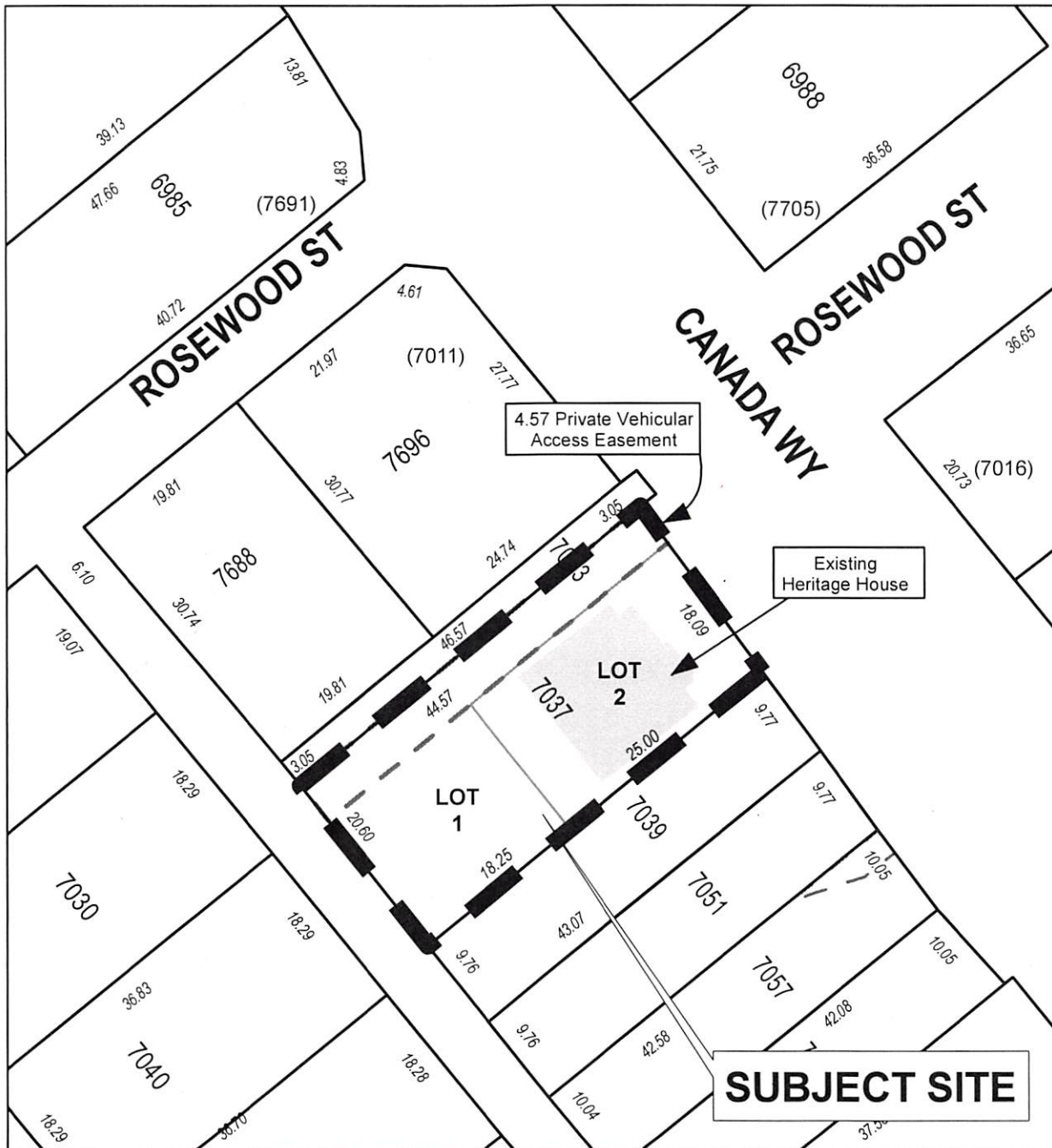
Attachment #2



Front elevation



Side elevation



PLANNING & BUILDING DEPARTMENT



Date:
JAN 23 2018

scale:
1:650

Drawn By:
AY

PROPOSED SUBDIVISION GUIDE PLAN
7037 CANADA WAY

 Subject Site