



COMMUNITY HERITAGE COMMISSION

NOTICE OF OPEN MEETING

DATE: THURSDAY, 2018 NOVEMBER 15

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> | |
| a) Minutes of the Open meeting of the Community Heritage Commission held on 2018 September 06 | 1 |
| 3. <u>PRESENTATIONS</u> | |
| a) City of Burnaby Archives Digital Presentation
<u>Presenters:</u> Rebecca Pasch, City Archivist and Alix Nay, Archival Assistant | |
| b) City of Burnaby Heritage Program Overview
<u>Presenter:</u> Jim Wolf, Senior Long Range Planner | |
| 4. <u>CORRESPONDENCE</u> | |
| a) Memorandum from the City Archivist
Re: City of Burnaby Archives - Update | 7 |
| 5. <u>NEW BUSINESS</u> | |
| 6. <u>INQUIRIES</u> | |
| 7. <u>ADJOURNMENT</u> | |



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, 2018 September 06 at 6:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Colleen Jordan, Chair
 Councillor Sav Dhaliwal, Vice Chair
 Ms. Karin Alzner, Parks, Recreation and Culture Commission Representative
 Ms. Diane Gillis, Citizen Representative
 Ms. Ruby Johnson, Honorary Member Emeritus
 Mr. Richard Liu, Citizen Representative
 Mr. Lee Loftus, Citizen Representative
 Ms. Tammy Marchioni, Citizen Representative
 Mr. Harry Pride, Historian
 Mr. Roger Whitehouse, Burnaby Historical Society Representative

ABSENT: Councillor Nick Volkow, Member (*due to illness*)

STAFF: Mr. Jim Wolf, Senior Long Range Planner
 Ms. Deborah Tuytens, Museum Services Supervisor
 Ms. Rebecca Pasch, City Archivist
 Ms. Kathryn Matts, Administrative Officer

The Chair called the meeting to order at 6:00 p.m.

2. MINUTES

a) Minutes of the Community Heritage Commission Open meeting held on 2018 June 07

MOVED BY COMMISSIONER MARCHIONI
SECONDED BY COMMISSIONER LOFTUS

THAT the minutes of the Community Heritage Commission Open meeting held on 2018 June 07 be adopted.

CARRIED UNANIMOUSLY

3. **CORRESPONDENCE**

MOVED BY COMMISSIONER PRIDE
SECONDED BY COMMISSIONER WHITEHOUSE

THAT the correspondence be received.

CARRIED UNANIMOUSLY

a) **Correspondence from Heritage BC**
Re: Parliament Petition for Heritage Building Funding

Correspondence was received from Mr. Paul Gravett, Executive Director of Heritage BC, providing information on a parliamentary petition that calls on the Minister of the Environment to ensure funding for historic places in the Federal Budget 2018. Information on the petition and a link to its location on the website were provided.

b) **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. Ms. Pasch advised that the Archives staff is currently in discussions with the Marketing Department in an effort to determine the best social media strategy for the Archives. The Archives is currently collaborating with the Information Technology Department on preservation management of digital records. In addition, the Archives has successfully transferred a total of 77 boxes of records of enduring value since the start of 2018.

4. **REPORTS**

MOVED BY COMMISSIONER LIU
SECONDED BY COMMISSIONER ALZNER

THAT the reports be received.

CARRIED UNANIMOUSLY

a) **Report from the City Archivist**
Re: City Archives Photograph Collection Access and Use

The City Archivist submitted a report providing information on the updated protocol for unrestricted photographs housed at the City of Burnaby Archives.

The City Archivist recommended:

1. THAT this report be received for information

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COMMISSIONER GILLIS

THAT the recommendation of the City Archivist be adopted.

CARRIED UNANIMOUSLY

b) Report from the Director Planning and Building
Re: Heritage Revitalization Agreement & Heritage Alteration
Permit
George S. & Jessie Haddon House, 5558 Buckingham Avenue

The Director Planning and Building submitted a report seeking authorization for a Heritage Revitalization Agreement and a Heritage Alteration Permit for the George S. and Jessie Haddon House.

The Director Planning and Building recommended:

1. THAT Council authorize the preparation of a Heritage Revitalization Agreement Bylaw to provide for the addition of a family room for the George S. and Jessie Haddon House located at 5558 Buckingham Avenue.
2. THAT Council approve the issuance of a Heritage Alteration Permit to authorize the alterations to this protected heritage resource, as outlined in the report.

MOVED BY COMMISSIONER MARCHIONI
SECONDED BY COMMISSIONER LOFTUS

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

- amended

MOVED BY COMMISSIONER PRIDE
SECONDED BY COMMISSIONER WHITEHOUSE

THAT Attachment #3 of the report be **AMENDED** to show the existing footprint of the house.

CARRIED UNANIMOUSLY

MOVED BY COMMISSIONER LUI
SECONDED BY COMMISSIONER ALZNER

THAT the report of the Director Planning and Building be adopted as **AMENDED**.

CARRIED UNANIMOUSLY

c) **Report from the Director Planning and Building**
Re: Heritage Designation Bylaw / Heritage Revitalization
Agreement Lonsdale Guardhouse Residence, 6985 Canada Way

The Director Planning and Building submitted a report seeking authorization to prepare a Heritage Designation Bylaw and Heritage Revitalization Agreement to provide for the retention of the Lonsdale Guardhouse Residence, as outlined in the report.

The Director Planning and Building recommended:

1. THAT Council authorize the preparation of a Heritage Revitalization Agreement Bylaw to provide for the retention and protection of the Lonsdale Guardhouse Residence.
2. THAT a Heritage Designation Bylaw be prepared to designate the Lonsdale Guardhouse Residence as a protected heritage site.
3. THAT the Heritage Revitalization Agreement and Heritage Designation Bylaw be forwarded to a public hearing at a future date.
4. THAT Council approve the listing of the Lonsdale Guardhouse Residence on the Burnaby Community Heritage Register as a protected heritage property.

MOVED BY COUNCILLOR DHALIWAL
SECONDED BY COMMISSIONER GILLIS

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

CARRIED UNANIMOUSLY

5. **NEW BUSINESS**

Change to November Meeting – Chair Jordan

Chair Jordan advised that there was a conflict with the November 01 meeting of the Commission and it would need to be re-scheduled.

MOVED BY COMMISSIONER MARCHIONI
SECONDED BY COMMISSIONER LOFTUS

THAT the Community Heritage Commission meeting scheduled to be held on Thursday, 2018 November 01 be CANCELLED and re-scheduled to Thursday, 2018 November 15 in the Council Committee Room.

CARRIED UNANIMOUSLY

Burnaby Village Museum Update – Deborah Tuytens

Ms. Tuytens, Museum Services Supervisor, advised of the well-attended summer season at the Burnaby Village Museum, as well as the successful Labour Day event with just under 6,000 visitors.

It was noted that Burnaby Village Museum is now closed for the season but there are several events upcoming:

- World Rivers Day, Sunday September 23 from 11:00 a.m. - 4:30 p.m.
- Haunted Village, October 26 – 29 from 6:00 p.m. - 9:00 p.m.
- Heritage Christmas, November 24 – January 4th

School Book Project – Jim Wolf

Mr. Wolf, Senior Long Range Planner provided an update on the School Book Project. The project is now under contract and scheduled for completion by the end of the year.

Mr. Wolf advised that Helen Lee, former Senior Planner accepted a position with the City of Vancouver.

MOVED BY COMMISSIONER PRIDE
SECONDED BY COMMISSIONER WATERHOUSE

THAT a letter be sent to Ms. Helen Lee thanking her for her service to the Commission.

CARRIED UNANIMOUSLY

6. INQUIRIES

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

7. ADJOURNMENT

MOVED BY COMMISSIONER LUI
SECONDED BY COMMISSIONER ALZNER

THAT the Open meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 7:12 p.m.

Kathryn Matts
ADMINISTRATIVE OFFICER

Councillor Colleen Jordan
CHAIR

DRAFT



Office of the City Clerk

K. O'Connell, City Clerk
R. Pasch, City Archivist

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2018 November 5

FROM: REBECCA PASCH
CITY ARCHIVIST

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

SUBJECT: CITY OF BURNABY ARCHIVES – UPDATE

For the information of the Chair and Members of the Community Heritage Commission, the following report outlines the activities and initiatives undertaken by the City Archives since the last CHC meeting:

- The work of updating online images for approximately 900 unrestricted photographs from the Burnaby Historical Society photograph collection (from low resolution to high resolution) is now complete. Both the public and City staff can freely download these images from Heritage Burnaby on their own, without any further output of time from Archives' staff.
- Archives staff must take explicit action in order to safely house and provide access to its records so that they will be meaningfully available in perpetuity. For analogue records, this process is straightforward: they can be put in proper storage enclosures and kept in an environment with the correct temperature and relative humidity to slow down deterioration, and copies can be created to reduce the handling of originals. For digital records, preservation is a much more difficult and tenuous job. Ongoing and evolving challenges such as hardware obsolescence, mechanical failure, and deterioration of digital media make digital records a highly vulnerable record group. The City Archives is responsible for ensuring the ability to access authentic and reliable digital records over time and across changes in computing technology. Our presentation at the November 5 meeting outlines our new digital record preservation strategy, which includes a subscription to Archives Canada Digital Preservation Service (ACDPS).

Respectfully submitted,

Rebecca Pasch
City Archivist