



## **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 November 15 at 6:00 p.m.

#### **1. CALL TO ORDER**

PRESENT: Councillor Colleen Jordan, 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 Sav Dhaliwal, Vice Chair  
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. Lauren Cichon, 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 2018 September 06](#)

MOVED BY COMMISSIONER MARCHIONI  
SECONDED BY COMMISSIONER ALZNER

THAT the minutes of the Community Heritage Commission Open meeting held on 2018 September 06 be adopted.

CARRIED UNANIMOUSLY

### 3. **PRESENTATIONS**

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER WHITEHOUSE

THAT the presentations be heard.

CARRIED UNANIMOUSLY

a) **City of Burnaby Archives Digital Presentation**  
**Presenters: Rebecca Pasch, City Archivist and**  
**Alix Nay, Archival Assistant**

**Ms. Pasch**, City Archivist and **Ms. Nay**, Archival Assistant, provided a PowerPoint presentation on the digital preservation in the City of Burnaby Archives.

Ms. Pasch highlighted Archives acts as an official corporate memory, constitutes to the cultural heritage, provide the actions and decisions through trustworthy documentation and ability to access information. The speaker further noted Archives holds the earliest bylaws, minutes, contracts/agreements, tax assessments and land registers and advised there are approximately 175,000 digital records already in Archives' custody.

Ms. Nay provided the following preservation challenges when it comes to digital records:

- physical challenges (hardware obsolescence, mechanical failure, deterioration of digital records);
- software obsolescence (without the right software, files can lose their formatting, functionality or become inaccessible);
- data corruption (when a code is changed from its original form);
- multiplicity (when there are multiple copies stored in multiple locations under multiple file names and formats);
- archivability (determining to what extent the digital records should be preserved); and,
- cloud storage (risk of security, data ownership and privacy risks coming from preserving records via third parties).

Archives are strategizing on how to reduce the risks involved with digital records. The solutions are the following:

- identification (classify the file formats and versions of digital records resulting in what step to take for each file);

- normalization (minimize the number of file formats to actively manage by converting files into open preservation formats);
- metadata (record the contextual, administrative, descriptive and technical information to prove the authenticity of the digital record);
- fixity (generate and run checksums for each record to detect any errors during the record transmission or storage); and,
- secure storage (store records with trusted cloud providers that follow the BC FIPPA legislation, City requirements and internal requirements – including keeping multiple copies of the data stored in two different provinces).

In September this year, Archives purchased a subscription to the Archives Canada Digital Preservation Service, which includes the digital preservation software program Archivematica and secure cloud storage by OVH and Microsoft Azure. Currently, Archives is in the process of drafting the configuration rules and staff are testing the results. The speakers highlighted that Burnaby is the second municipality in British Columbia to be utilizing Archivematica.

Commissioner Whitehouse inquired whether the City charges third parties for any requested files and the copyright of documents.

Staff advised Archives does not charge residents for requested files and requirements are in place for the copyright of documents (which are on a case by case basis).

**b) [City of Burnaby Heritage Program Overview](#)**  
**Presenter: Jim Wolf, Senior Long Range Planner**

**Mr. Wolf**, Senior Long Range Planner, provided a PowerPoint presentation on the City of Burnaby Heritage Program. The speaker provided an update on the Ceperley Barn Fire and an overview of Deer Lake Park's history.

The Ceperley Barn fire occurred in January 2018 and it is still not known how the fire was caused. Staff advised two reports will be provided to the Commission in the future regarding the Ceperley Barn Fire.

Mr. Wolf highlighted and shared photographs of the following:

- Picken House, located on Cariboo Road near the Brunette River. The house was built in 1927; however, in 2003, it was partially destroyed by arson. The house since then has been restored.

In the October 26, 2018 Burnaby Now newspaper has an article for "Request for Expressions of Interest of the Picken House, Burnaby Lake Regional Park". Metro Vancouver Regional District invited expressions of

interest from natural resource stewardship organizations interested in the rental of office or programming space. The deadline to submit the expression of interest is Friday, November 23. Further information can be found at: <https://issuu.com/burnaby-now/docs/bbyfri20181026>

- the City's boundaries have not changed much since 1892. Mr. Wolf displayed photographs of what Burnaby looked like in the 1800's;
- the "Pontifex" House, now bounded at Centaury Park Way, Gilpin Street and Canada Way and became the site of City Hall. The same architect also built the Burnaby Art Gallery;
- the "Fairacres" House located on Deer Lake Avenue. Even though Mr. Henry Ceperley's name is on the house, it was discovered Mr. Robert Fripp built the home. In 1939, "Fairacres" was used for five monks to establish a priory by the local Catholic Diocese. In 1966, the City acquired the building as an art gallery and was designated as a heritage property in 1992;
- the Oakalla Prison Farm which was built in 1911 and completed in 1915 located next to Deer Lake. In the 1970s, the farm was shut down and the acres of land were transferred to the City to include for Deer Lake Park;
- the "Townley" Estate, located at 6110 Price Street. The house was sold to the City in 1979 and leased as a private residence. The house was dedicated as a heritage site in 1992;
- the "Anderson" House, located at 6450 Deer Lake Avenue, currently used as institutional offices;
- the "Elworth" House, located at 6501 Deer Lake Avenue, currently known as the Burnaby Village Museum;
- the "Hart" House, located at 6664 Deer Lake Avenue, built by Frank Macey. The City had purchased the property in 1979, and for eight years. The house has been used on occasion for films. In 1988, the Hart House was opened as a restaurant.
- the "Edgar" House, located at 6450 Deer Lake Drive, has been used for different movies;
- the "Eagles" House, located at 5655 Sperling Avenue, was built in 1929. The home and gardens are preserved as a heritage property in the City.

- the “Baldwin” House, located at 6543/6572 Deer Lake Drive, built by Mr. Arthur Erickson in the 1960’s.

The Chair inquired if the windows were redone at the Baldwin residence.

Staff undertook to investigate.

#### 4. CORRESPONDENCE

MOVED BY COMMISSIONER PRIDE  
SECONDED BY COMMISSIONER LIU

THAT the correspondence be received.

CARRIED UNANIMOUSLY

##### a) 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 updating online images for around 900 unrestricted photographs from Burnaby Historical Society’s photograph collection and taking action to safely house and provide access to its records to be available for a lifetime. Ms. Pasch advised the work of updating online images is now complete. Anyone can download the images from Heritage Burnaby. Further information can be found at: <https://heritageburnaby.ca/news/high-resolution-photos-now-available/>

#### 5. NEW BUSINESS

##### Deborah Tuytens – Burnaby Village Museum Event Updates

**Ms. Tuytens** noted that this year’s Heritage Christmas at Burnaby Village Museum will be presented by Concord Pacific. The Museum will open on Saturday, November 24<sup>th</sup>. The proceeds from the carousel ride tickets will be donated to the Burnaby Christmas Bureau.

Ms. Tuytens advised that only 3,000 people attended the Burnaby Village Museum for Halloween due to the weather.

#### 6. INQUIRIES

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

7. ADJOURNMENT

MOVED BY COMMISSIONER GILLIS  
SECONDED BY COMMISSIONER MARCHIONI

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 7:45 p.m.

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Lauren Cichon  
ADMINISTRATIVE OFFICER

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Councillor Colleen Jordan  
CHAIR