



REVISED

## COMMUNITY HERITAGE COMMISSION

### NOTICE OF OPEN MEETING

DATE: THURSDAY, 2019 FEBRUARY 07

TIME: 6:00 P.M.

PLACE: Council Committee Room, Burnaby City Hall

### A G E N D A

- |   | <u>PAGE</u> |
|---|-------------|
| 1. <u>CALL TO ORDER</u>   |             |
| 2. <u>MINUTES</u>   |             |
| a) Minutes of the Open meeting of the Community Heritage Commission held on 2018 November 15  | 1           |
| 3. <u>PRESENTATION</u>  |             |
| a) <b>The Arts and Crafts Movement in Vancouver...and Burnaby!</b><br><u>Presenter:</u> Jim Wolf, Senior Long Range Planner                                     |             |
| 4. <u>CORRESPONDENCE</u>  |             |
| a) Memorandum from the Deputy City Clerk<br>Re: Rezoning Reference #17-10006<br>School District 41 Board and Administration Offices<br>Broadview Community Plan | 7           |
| 5. <u>REPORT</u>  |             |
| a) Report from the City Archivist<br>Re: City of Burnaby Archives Annual Report 2018  | 18          |
| 6. <u>NEW BUSINESS</u>  |             |
| 7. <u>INQUIRIES</u>   |             |
| 8. <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 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 GILLISSECONDED BY COMMISSIONER MARCHIONI

THAT this Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

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

---

Lauren Cichon  
ADMINISTRATIVE OFFICER

---

Councillor Colleen Jordan  
CHAIR



Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

## INTER-OFFICE MEMORANDUM

TO: DIRECTOR PLANNING AND BUILDING      DATE: 2018 DECEMBER 11

FROM: DEPUTY CITY CLERK      FILE: 49500-20

**SUBJECT: REZONING REFERENCE #17-10006**  
**SCHOOL DISTRICT 41 BOARD AND ADMINISTRATION OFFICES**  
**BROADVIEW COMMUNITY PLAN**  
ITEM NO. 8(10), MANAGER'S REPORTS, COUNCIL 2018 DECEMBER 10

Burnaby City Council, at the Open Council meeting held on 2018 December 10, received the above noted report and adopted the following recommendations contained therein:

1. THAT a Rezoning Bylaw be prepared and advanced to First Reading on 2018 December 10 and to a Public Hearing on 2019 January 29 at 6:00 p.m.
2. THAT a Heritage Designation Bylaw be prepared and advanced to First Reading on 2018 December 10 and to a Public Hearing on 2019 January 29 at 6:00 p.m.
3. THAT a copy of this report be forwarded to the Burnaby Heritage Commission for information.
4. THAT the following be established as prerequisites to the completion of the rezoning:
  - (a) The submission of a suitable plan of development.
  - (b) The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.

.../2



- (c) The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- (d) The completion of a Heritage Conservation Plan of the historic "Schou Street School" within the development site.
- (e) The dedication of any rights-of-way deemed requisite.
- (f) The consolidation of the net site into one legal lot.
- (g) The granting of any necessary Easements, Covenants, and Statutory rights-of-way.
- (h) The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- (i) The review of required on-site loading facilities by the Director Engineering.
- (j) The provision of facilities for cyclists in accordance with this report.
- (k) The review of a detailed Sediment Control System by the Director Engineering.
- (l) Compliance with the guidelines for surface and underground parking.
- (m) The submission of a detailed Comprehensive Sign Plan.
- (n) The submission of suitable on-site stormwater management system best practices to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.
- (o) The deposit of the applicable GVS & DD Sewerage Charge.



Blanka Zeinabova  
 Deputy City Clerk

BZ:rj

Copied to: City Solicitor



Item .....
Meeting ..... 2018 Dec 10

## COUNCIL REPORT

**TO:** CITY MANAGER 2018 December 05

**FROM:** DIRECTOR PLANNING AND BUILDING

**SUBJECT:** **REZONING REFERENCE #17-10006**  
**School District 41 Board and Administration Offices**  
**Broadview Community Plan**

**ADDRESS:** 4041 Canada Way

**LEGAL:** Lots 1-7, Block 47, District Lot 69, Group 1, New Westminster District Plan 1321

**FROM:** P3 Park and Public Use District

**TO:** CD Comprehensive Development District (based on P3 Park and Public Use District, P2 Administration and Assembly District, and the Broadview Community Plan as guidelines, and in accordance with the development plan entitled "Schou Education Centre School District 41" prepared by Omicron)

**APPLICANT:** Colliers International  
19<sup>th</sup> Floor - 200 Granville Street  
Vancouver, BC V6C 2R6  
Attn: Gordon Easton

**PURPOSE:** To seek Council authorization to forward this application to a Public Hearing on 2019 January 29.

---

**RECOMMENDATIONS:**

1. **THAT** a Rezoning Bylaw be prepared and advanced to First Reading on 2018 December 10 and to a Public Hearing on 2019 January 29 at 6:00 p.m.
2. **THAT** a Heritage Designation Bylaw be prepared and advanced to First Reading on 2018 December 10 and to a Public Hearing on 2019 January 29 at 6:00 p.m.
3. **THAT** a copy of this report be forwarded to the Burnaby Heritage Commission for information.

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #17-10006  
 School District 41 Board and Administrative Offices  
 Broadview Community Plan  
 2018 December 05..... Page 2

4. **THAT** the following be established as prerequisites to the completion of the rezoning:

- a. The submission of a suitable plan of development.
- b. The deposit of sufficient monies, including a 4% Engineering Inspection Fee, to cover the costs of all services necessary to serve the site and the completion of a servicing agreement covering all requisite services. All services are to be designed to City standards and constructed in accordance with the Engineering Design. One of the conditions for the release of occupancy permits will be the completion of all requisite services.
- c. The installation of all electrical, telephone and cable servicing, and all other wiring underground throughout the development, and to the point of connection to the existing service where sufficient facilities are available to serve the development.
- d. The completion of a Heritage Conservation Plan of the historic "Schou Street School" within the development site.
- e. The dedication of any rights-of-way deemed requisite.
- f. The consolidation of the net site into one legal lot.
- g. The granting of any necessary Easements, Covenants, and Statutory rights-of-way.
- h. The submission of a suitable Solid Waste and Recycling Plan to the approval of the Director Engineering.
- i. The review of required on-site loading facilities by the Director Engineering.
- j. The provision of facilities for cyclists in accordance with this report.
- k. The review of a detailed Sediment Control System by the Director Engineering.
- l. Compliance with the guidelines for surface and underground parking.
- m. The submission of a detailed Comprehensive Sign Plan.
- n. The submission of suitable on-site stormwater management system best practices to the approval of the Director Engineering, the deposit of sufficient monies for its provision, and the granting of a Section 219 Covenant to guarantee its provision and continuing operation.

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #17-10006  
 School District 41 Board and Administrative Offices  
 Broadview Community Plan  
 2018 December 05..... Page 3

- o. The deposit of the applicable GVS & DD Sewerage Charge.

## REPORT

### 1.0 REZONING PURPOSE

The purpose of the proposed rezoning bylaw amendment is to permit the heritage designation of the “Schou Street School”, and construction of a new adjoining building for the offices of the Burnaby School District.

### 2.0 BACKGROUND

- 2.1 On 2017 December 06, Council received the report of the Planning and Building Department regarding the rezoning of the subject site, and authorized the Department to continue to work with the applicant towards the preparation of a suitable plan of development for presentation to a Public Hearing on the understanding that a more detailed report will be submitted at a later date.
- 2.2 The subject property is currently occupied by the Schou School constructed in 1914, which is on the Burnaby Heritage Register. The adjoining annex was constructed in 1979, along with surface parking and an open field adjacent Broadview Park. To the north of the subject site, across Norfolk Street is a ground oriented townhouse development. To the east across Gilmore Avenue is the Carleton Gardens seniors housing development. To the south across Canada Way is the Burnaby Ismaili Centre. Directly to the west is Broadview Park. Vehicular access to the site is from Norfolk Street.
- 2.3 The protection of the “Schou Street School” as an integral component of the development proposal will be accommodated through the application of a Heritage Designation Bylaw to provide for its adaptive reuse and long term protection as a designated Heritage Site. The 1914 “Schou Street School” is listed on the Burnaby Heritage Inventory. The heritage designation will include detailed a heritage assessment, conservation plan, restoration and preparation of a maintenance plan prepared by a qualified heritage consultant. A landscape plan pursuing plant and hardscape materials compatible with the heritage building design will be required, including retention of the existing Horse Chestnut trees.
- 2.4 The applicant has now submitted a plan of development suitable for presentation to a Public Hearing.

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #17-10006  
 School District 41 Board and Administrative Offices  
 Broadview Community Plan  
 2018 December 05..... Page 4

### 3.0 GENERAL COMMENTS

- 3.1 The proposed development plan is for the revitalization of the historic Schou Street School to accommodate the School District 41 Board chambers and offices, international student programming, Information Technology and computer training lab. The existing annex building will be demolished and replaced with a new signature building connected to the heritage structure, which will house the School District 41 offices. Some of the key elements in the heritage restoration is the removal of the exterior stucco, to be replaced with cedar shingle siding consistent with the original siding material, as well as the replacement of the original cupola that was removed as part of subsequent renovations. Other key elements will be retained and restored including the front entry porch and stairs. A detailed heritage conservation plan has been received by Donald Luxton and Associates Inc. with several recommendations for retention, restoration and replacement. A detailed set of architectural conservation plans will be provided as part of the Building Permit submission prior to Third Reading of the Rezoning Amendment Bylaw.

The required parking and loading for the site is based on office uses of 1 space per 46m<sup>2</sup> (495.16 sq.ft.). This results in a parking requirement of 63 stalls and loading requirements of 2 loading bays. Given the anticipated demand by School District 41 employees, board chairs, visitors and patrons the provision of parking has been increased to 120 spaces. 20 parking spaces are located under the new building, with 100 parking stalls located at surface along Norfolk Street and adjacent Broadview Park.

- 3.2 The Director Engineering will assess the need for any further required services to the site, including, but not necessarily limited to:

- construction of Canada Way across the development frontage to its final Arterial Secondary standard with a separated sidewalk, street trees, and street lighting;
- construction of Gilmore Avenue to its final Local Road standard with separated sidewalks, street trees, and street lighting;
- construction of Norfolk Street to its final Local Road standard with separated sidewalks, street trees, and street lighting; and,
- storm, sanitary sewer and water main upgrades as required;

To support the foregoing servicing requirements, an approximate 1.5 m (5 ft.) dedication will be required as part of the subject rezoning application.

- 3.3 Any necessary easements and covenants and statutory rights-of-way for the site are to be provided, including, but not necessarily limited to:

- Section 219 Covenant guaranteeing the provision and ongoing maintenance of stormwater management facilities; and,

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #17-10006  
 School District 41 Board and Administrative Offices  
 Broadview Community Plan  
 2018 December 05..... Page 5

- Section 219 Covenant guaranteeing the ongoing maintenance of heritage components in accordance with the approved Schou Street School heritage conservation plan.

- 3.4 A suitable engineered design to the approval of the Director Engineering will be required for a site specific on-site stormwater management system in line with best practices, as well as a Section 219 Covenant to guarantee its provision and continuing operation. The deposit of sufficient monies to guarantee the provision of the stormwater drainage and landscape features will be required.
- 3.5 Engineering Environmental Services Division will need to review a submission of a detailed plan of an engineered Sediment Control System prior to Final Adoption.
- 3.6 Bicycle storage space and surface parking racks are to be provided for the office users and visitors is required.
- 3.7 The submission of a suitable Solid Waste and Recycling Plan for to the approval of the Director Engineering is required.
- 3.8 The submission of a detailed loading management plan to the approval of the Director Engineering is required.
- 3.9 The GVS&DD Sewerage Charge is applicable.

#### 4.0 DEVELOPMENT PROPOSAL

##### 4.1 Site Area

Gross Site	-	7,672.00 m <sup>2</sup> (82,581 sq.ft.) (subject to detailed survey)
Dedications	-	180.99 m <sup>2</sup> (1,948 sq.ft.) (subject to detailed survey)
Net Site	-	7,491.01 m <sup>2</sup> (80,633 sq.ft.) (subject to detailed survey)

##### 4.2 Density

##### Permitted and Provided

Floor Area Ratio (FAR)	-	0.38 FAR
Office/Institutional Gross Floor Area (GFA)	-	2,900 m <sup>2</sup> (31,215 sq.ft.)

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #17-10006  
 School District 41 Board and Administrative Offices  
 Broadview Community Plan  
 2018 December 05..... Page 6

4.3 Height (above grade) - 2-3 storeys

4.4 **Parking**

**Vehicle Parking**

<u>Parking</u>	<u>Required</u>	<u>Provided Spaces</u>
2,900.00 m <sup>2</sup> @ 1/46 m <sup>2</sup>	- 63	120
Loading	- 2	2

**Bicycle Parking**

Required and Provided Spaces

Commercial – 10% of required parking	- 10 in lockers
	- 2 in racks

Lou Pelletier, Director  
 PLANNING AND BUILDING

JBS:tn/rh  
**Attachments**

cc: City Solicitor  
 City Clerk

P:\49500 Rezoning\20 Applications\2017\17-10006 4041 Canada Way\Council Reports\Rezoning Reference 17-10006 PH Report 20181210.Docx

To: City Manager  
 From: Director Planning and Building  
 Re: REZONING REFERENCE #17-10006  
 School District 41 Board and Administrative Offices  
 Broadview Community Plan  
 2018 December 05..... Page 6

4.3 Height (above grade) - 2-3 storeys

4.4 **Parking**

**Vehicle Parking**

<u>Parking</u>	<u>Required</u>	<u>Provided Spaces</u>
2,900.00 m <sup>2</sup> @ 1/46 m <sup>2</sup>	- 63	120
Loading	- 2	2

**Bicycle Parking**

Required and Provided Spaces

- |                                      |                 |
|--------------------------------------|-----------------|
| Commercial – 10% of required parking | - 10 in lockers |
|                                      | - 2 in racks    |

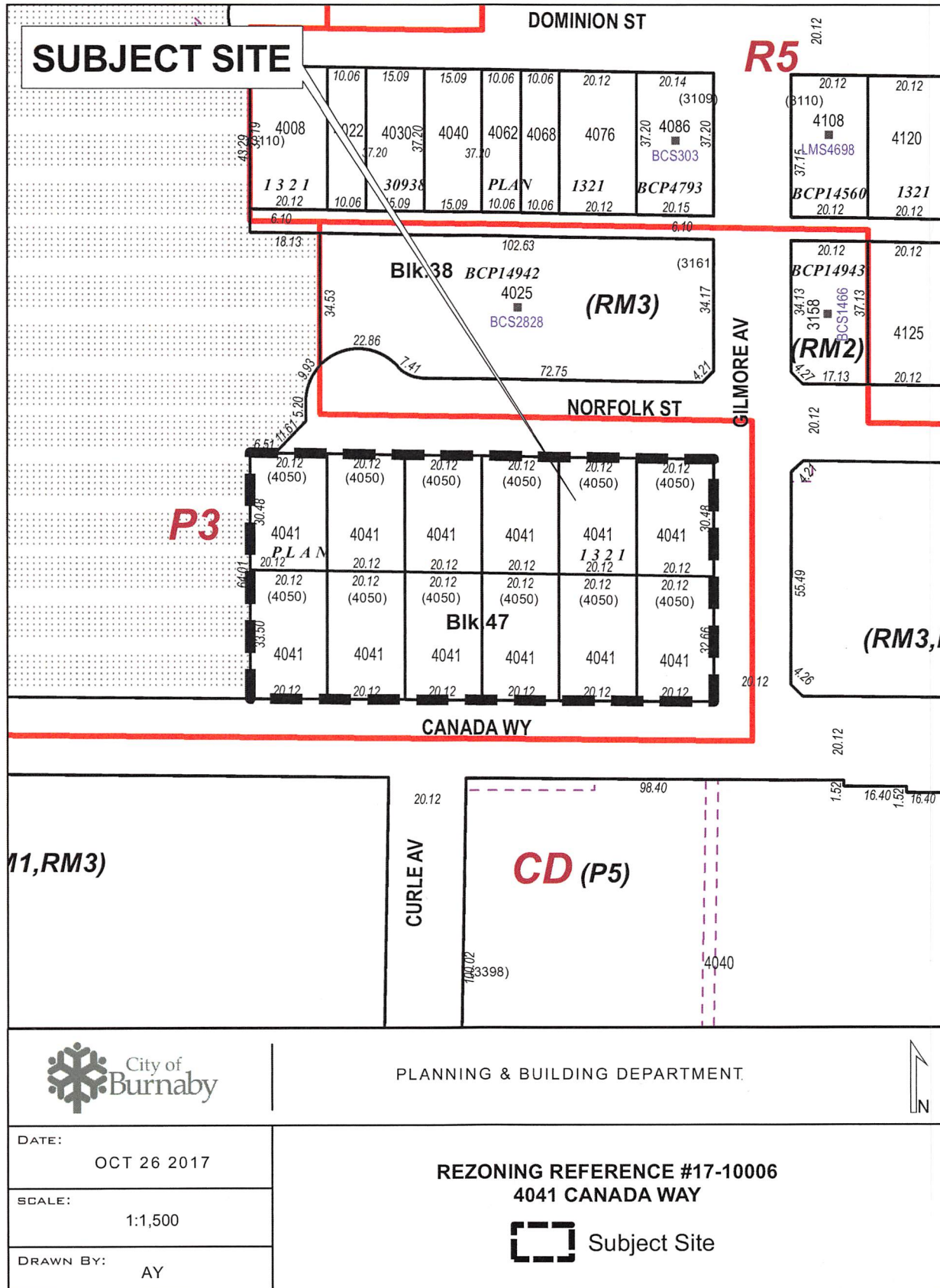
  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

JBS:tn/rh  
**Attachments**

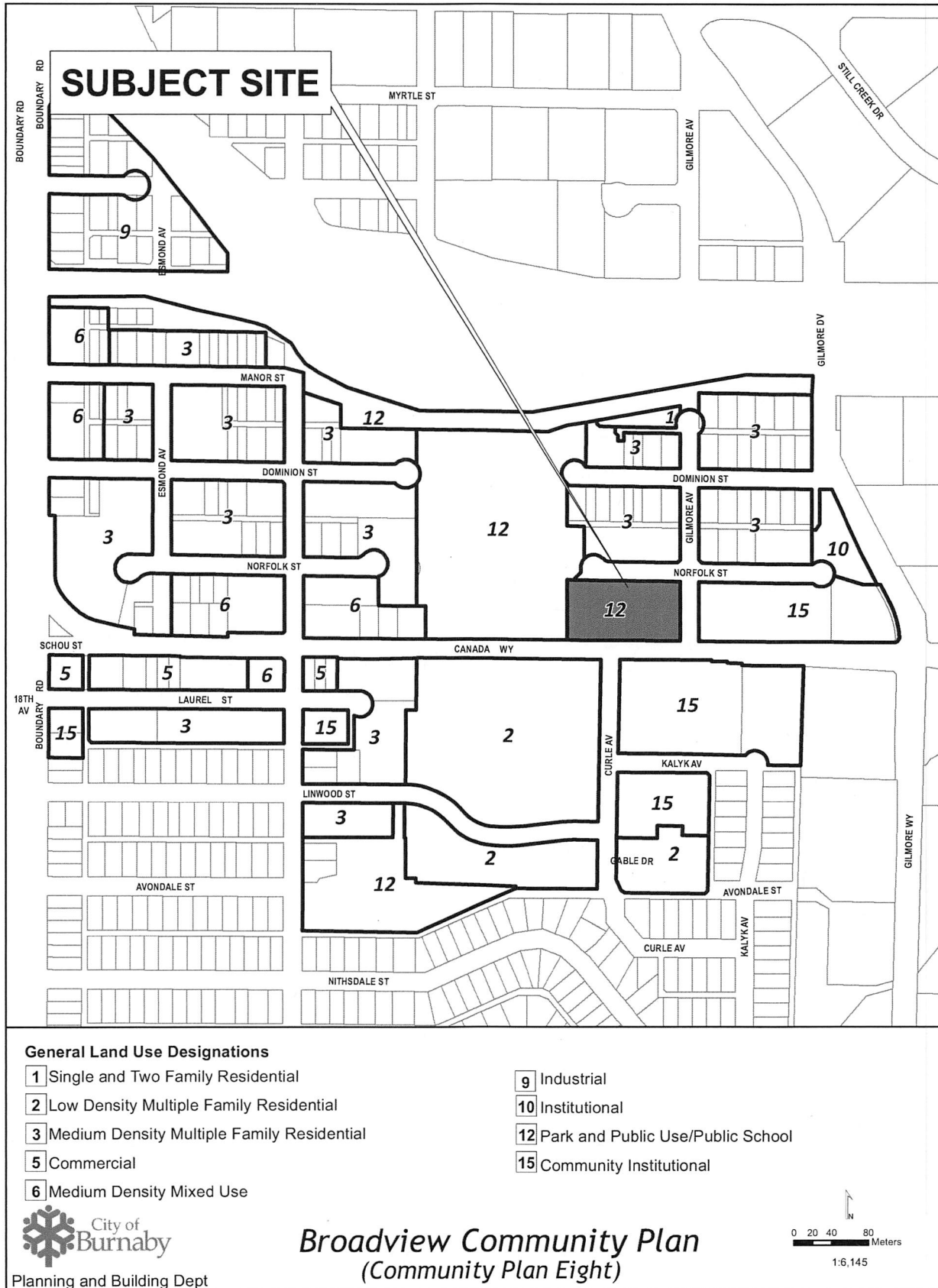
cc: City Solicitor  
 City Clerk

P:\49500 Rezoning\20 Applications\2017\17-10006 4041 Canada Way\Council Reports\Rezoning Reference 17-10006 PH Report 20181210.Docx





Sketch #1





Meeting 2019 Feb 07

## COMMISSION REPORT

**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2019 Jan 21

**FROM:** CITY ARCHIVIST

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

**SUBJECT:** CITY OF BURNABY ARCHIVES ANNUAL REPORT 2018

**PURPOSE:** To present the 2018 Annual Report of the City of Burnaby Archives

---

**RECOMMENDATION:**

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

**REPORT**

**1.0 INTRODUCTION**

2018 was a prolific year at the City of Burnaby Archives (the Archives). A temporary increase in Archives staff meant that we were able to make significant improvements to our current archival record program as well as to our preservation program. The Archives was able to: develop a new strategy for unrestricted photographs that allows for the free download of high resolution images from Heritage Burnaby; process City record transfers on the day they were transferred to us (rather than adding them to our backlog); and make incredible progress in the development of our digital record preservation program.

The City continues to explore new ways of temporarily extending the life of the current archives facilities, and in 2018, off-site storage continued as the most viable short-term solution. It is important to keep in mind that the various options and alternatives considered and implemented do not preclude the need for more archival storage space as a permanent solution for preserving the City and community records.

The following report provides a summary of our operations throughout 2018.

To: Community Heritage Commission  
 From: City Archivist  
 Re: City of Burnaby Archives Annual Report 2018  
 2019 Feb 07 ..... Page 2

## 2.0 POLICY SECTION

### Goal

- A Connected Community
  - Digital connection –  
Provide online access to core City services and information
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
  - Serve a diverse community –  
Ensure City services fully meet the needs of our dynamic community
- A Healthy Community
  - Lifelong learning –  
Improve upon and develop programs and services that enable ongoing learning
- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery
  - Human resources –  
Foster an environment for teamwork, efficiency and excellence to deliver customer service in alignment with our core values
  - Communication –  
Practice open and transparent communication among staff, Council and the community
  - Reliable services, technology and information –  
Protect the integrity and security of City information, services and assets
  - Technology and innovation –  
Support technology development and innovation to empower staff and to advance community objectives

## 3.0 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.

To: Community Heritage Commission  
 From: City Archivist  
 Re: City of Burnaby Archives Annual Report 2018  
 2019 Feb 07 ..... Page 3

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.

#### **4.0 CURRENT ARCHIVAL RECORDS PROGRAM**

In a continued effort to improve efficiency and streamline processes, the Archives implemented a new strategy for providing access to images in 2018. Our goal, as always, is to ensure that we are making our holdings available to the largest community possible, without any unwarranted restrictions on their use.

In November, nearly 1,000 photographs on Heritage Burnaby were updated to have high resolution JPEGs (access copies) available for viewing and downloading by the public. The Archives is working to provide high resolution access copies online for photographs without privacy or copyright restrictions, and these photographs are the first phase of this project. All of the photographs updated in this phase belong to the Burnaby Historical Society Photograph Collection or are part of a fonds or collection previously in the custody of the Burnaby Historical Society (BHS). This phase also acts as a legacy project for the BHS who disbanded December 2018.

Eighty-eight boxes of permanent records that were newly transferred this year from the Legal Department, the Realty and Lands Division of the Public Safety & Community Services Department and the Planning Department were described using our automated system. These records have now been described and indexed according to the highest level of archival practices and standards, thus allowing the public and City staff quick, efficient, and direct access to this information.

#### **5.0 RECORDS PRESERVATION**

Archives staff must take explicit action in order to safely house and provide access to our 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

To: Community Heritage Commission  
 From: City Archivist  
 Re: City of Burnaby Archives Annual Report 2018  
 2019 Feb 07 ..... Page 4

humidity to slow down deterioration and copies can be created to reduce the handling of originals. The Archives also receives preservation support from Burnaby Village Museum (BVM) conservation staff. This year BVM staff helped the Archives improve storage conditions for the maps and plans in our holdings.

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. In collaboration with the Information Technology (IT) Department, the Archives created a preservation system through a subscription to Archives Canada Digital Preservation Service (ACDPS) and began taking the first steps towards preserving digital records. This included establishing workflows, external media imaging and testing software. We addressed the digital records we hold on CD and DVD-ROMs, external hard drives, and USB flash drives. Archives staff are now utilizing two open-source software tools in our workflow: BitCurator, to create bit-for-bit copies (called "disk images") of this media, and Fixity, to verify the integrity of those copies.

The Archives is responsible for ensuring the ability to access authentic and reliable digital records over time and across changes in computing technology. By creating accurate disk images, we are mitigating the risks of storage medium failure and obsolescence common to external media, making these records accessible to researchers, and preparing them for long-term storage in our ACDPS preservation system.

## 6.0 OUTREACH

The Archives hosted the spring session of the Lower Mainland Municipal Archivists Forum (LMMAF) in the Community Room at the McGill Branch, Burnaby Public Library. Archives staff provided a tour of the City's archival holdings and presented on last year's updates to the Heritage Burnaby website: 'Sort by Date' for all records, better search result navigation and linking associated reports (PDF) to their respective bylaws ([www.heritageburnaby.ca](http://www.heritageburnaby.ca)). The LMMAF provides an opportunity to discuss a wide range of common archival issues, share best practices and resources, discuss challenges, and discover areas of potential collaboration or cooperation. It was founded in 2016 by the City Archivist at Coquitlam, Emily Lonie, who identified a need for a mechanism to enable regular communication with other municipal archivists in the area.

In November, the Archives had a productive meeting with the City's Corporate Communications & Marketing Departments and the Archives now has a plan for two social media campaigns in 2019: celebrating Heritage Week in February and BC Archives Week in November.

The Archives also focused on increasing its profile within the City through presentations to Records Management Coordinators and to the Clerk's Department.

To: Community Heritage Commission  
From: City Archivist  
Re: City of Burnaby Archives Annual Report 2018  
2019 Feb 07 ..... Page 5

## CONCLUSION

Archives staff will continue to work in close partnership with the City's IT Department in 2019, focusing on the digital records currently in Archives' holdings and ingesting them into our newly acquired ACDPS preservation system.

Our 2019 work schedule also includes processing our backlogged records, and the continued pursuit of a solution to the Archives storage space shortage. You will also see the Archives on social media for the first time.

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 2019.

Respectfully submitted,



Rebecca Pasch  
CITY ARCHIVIST

:rp

Copied to: City Manager  
Director of Corporate Services  
Chief Information Officer  
Director of Planning and Building  
City Clerk