



## COMMUNITY HERITAGE COMMISSION A G E N D A

Thursday, June 18, 2020, 5:00 p.m.  
Council Committee Room, City Hall  
4949 Canada Way, Burnaby, BC

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1. <u>CALL TO ORDER</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, 2020 February 06** at 6:00 p.m.

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

PRESENT: Councillor Colleen Jordan, Chair  
 Councillor Paul McDonell, Vice Chair  
 Councillor James Wang, Member  
 Ms. Karin Alzner, Parks, Recreation & 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, Citizen Representative

STAFF: Ms. Rebecca Pasch, Archivist  
 Ms. Deborah Tuytens, Cultural Heritage Manager  
 Ms. Lisa Codd, Heritage Planner  
 Ms. Monica Macdonald, Administrative Officer

The Chair called the Open meeting to order at 6:02 p.m.

The Chair, Councillor Colleen Jordan, recognized the ancestral and unceded homelands of the hə́nqəmíñəh and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this shared territory.

#### **2. MINUTES**

##### **a) Minutes of the Community Heritage Commission Open meeting held on 2019 November 28**

MOVED BY COMMISSIONER ALZNER  
SECONDED BY COUNCILLOR MCDONELL

THAT the minutes of the Community Heritage Commission Open meeting held on 2019 November 28 be adopted.

CARRIED UNANIMOUSLY

**3. CORRESPONDENCE****a) Correspondence from Heritage BC  
Re: Heritage BC 2020 Conference Announcement**

Correspondence was received from Heritage BC announcing the Heritage BC Annual Conference: *THE CULTURE OF HERITAGE, Place and Space* to be held 2020 May 7-9 in Chilliwack, B.C.

Arising from discussion, the Commission introduced the following motion:

MOVED BY COUNCILLOR WANG  
SECONDED BY COMMISSIONER PRIDE

THAT the Commission recommend Council authorize an expenditure of up to \$4,500 for the Community Heritage Commission members to attend the Heritage BC Annual Conference to be held in Chilliwack, B.C. on 2020 May 7-9.

CARRIED UNANIMOUSLY

**b) Memorandum from the Cultural Heritage Manager  
Re: Burnaby Village Museum (BVM) Updates**

A memorandum was received from the Cultural Heritage Manager providing the following report on the 2019 BVM attendance and status update on initiatives:

- 2019 Heritage Christmas - record attendance of over 72,000 visitors;
- BVM attendance in 2019 was 291,000 (2018 - 262,000);
- *Winter Wonder* school program - 5413 students from 13 school districts;
- South Asian Research/BVM History/Colonialist Legacy History Research projects - ongoing;
- Indigenous programming - new staff member joining BVM soon;
- Carousel pavilion exterior work completion in 2020 spring, and Herbalist exhibit renovation completion in 2020 July; and,
- BVM will open for Spring Break from 2020 March 16-27.

Further, staff advised that they are planning commemoration events for the Museum's 50<sup>th</sup> birthday in 2021.

**4. REPORTS****a) Report from the City Archivist  
Re: City of Burnaby Archives Annual Report 2019**

The City Archivist submitted the Archives' 2019 Annual Report, and presented a music video by musician Stephen Bradley (Steve Kravac) consisting of images and lyrics of Capitol Hill. Mr. Bradley was raised in the area and was one of the more notable Archives' researchers last year.

The City Archivist recommended:

1. THAT the report be received for information.

MOVED BY COMMISSIONER MARCHIONI  
SECONDED BY COMMISSIONER LOFTUS

THAT the recommendation of the City Archivist be adopted.

CARRIED UNANIMOUSLY

**b) Report from the Director Planning and Building**  
**Re: Pacific Northwest History Conference**

The Director Planning and Building submitted a report seeking authorization to deliver two presentations at the Pacific Northwest Labour Heritage Conference to be held 2020 May 8-10 at the Simon Fraser University campus in Vancouver, and for expenditure funding for related expenses.

The Director Planning and Building recommended:

1. THAT an allocation of up to \$800 be authorized for expenditure from the 2020 Boards, Committees and Council Budget to participate in the Pacific Northwest Labour Heritage Conference in support of public education about the community's significant history of working class activism.

MOVED BY COMMISSIONER LIU  
SECONDED BY COMMISSIONER WHITEHOUSE

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

CARRIED UNANIMOUSLY

**c) Report from the Director Planning and Building**  
**Re: Community Heritage Commission Training on Identification and Stewardship of Indigenous Heritage Resources**

The Director Planning and Building submitted a report seeking Council authorization for expenditure funding for training for Commission members to advance the work of Truth and Reconciliation through the City's heritage program.

The Director Planning and Building recommended:

1. THAT the Community Heritage Commission recommend that Council authorize an allocation of up to \$1,500 from the 2020 Boards, Committees, and Council budget for a consultant to provide members of the Community Heritage Commission with training on best practices for local governments on recognizing and providing stewardship for Indigenous heritage resources.

MOVED BY COMMISSIONER GILLIS  
SECONDED BY COMMISSIONER ALZNER

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

CARRIED UNANIMOUSLY

**5. NEW BUSINESS**

**Richard Liu – Barkerville Heritage Trust Invitational Lunch**

Commissioner Liu advised that the Barkerville Heritage Trust, in partnership with Tourism Burnaby, is hosting an Invitational Lunch on Saturday, 2020 February 08 at 11:30 a.m. at the Delta Hotels Burnaby Conference Centre. Approximately 50 people have accepted the invitation, including the Mayor and some Councillors, Burnaby MLAs and Tourism Burnaby.

**6. INQUIRIES**

**School History Book**

Commissioner Pride inquired regarding the School History Book Project.

Staff advised that a status update will be provided at the 2020 April 02 meeting.

**7. ADJOURNMENT**

MOVED BY COMMISSIONER ALZNER  
SECONDED BY COUNCILLOR MCDONELL

THAT this Open Commission meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open meeting adjourned at 6:45 p.m.

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Monica Macdonald  
ADMINISTRATIVE OFFICER

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Councillor Colleen Jordan  
CHAIR



City of  
Burnaby

Planning and Building Department

## INTER-OFFICE MEMORANDUM

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

**DATE:** 2020 June 02

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 77000 01

*Reference: Heritage-General*

**SUBJECT: HERITAGE PROGRAM UPDATES**

This memorandum provides updates on several heritage initiatives advanced through the Community Heritage Commission (CHC).

### **Pacific Northwest History Conference**

At its 2020 February 24 meeting, Council approved the CHC's recommendation to allocate up to \$800 from the 2020 Boards, Committees and Council budget to participate in the Pacific Northwest Labour Heritage Conference in support of public education about the community's significant working class activism.

The conference has been subsequently cancelled due to COVID-19, and will not be rescheduled.

### **Community Heritage Commission Training on Identification and Stewardship of Indigenous Heritage Resources**

At its 2020 February 24 meeting, Council approved the CHC's recommendation to authorize an allocation of up to \$1,500 from the 2020 Boards, Committees and Council budget for a consultant to provide members of the CHC with training on best practices for local governments on recognizing and providing stewardship for Indigenous heritage resources.

A speaker was scheduled to provide the training at the 2020 June 04 Commission meeting, which was subsequently cancelled. The training will be rescheduled when notice is received that in person meetings of the CHC can resume.

### **2-Year CHC Work Plan: Review of Civic Monuments**

At its 2019 November 28 meeting, the CHC approved a work plan for 2020 and 2021. *Item 4.1.2 Stewardship of Civic Heritage Resources* identifies a review of civic monuments and landscape features as a work plan item. The work pertains to several City-owned masonry objects that are

## CHAIR AND MEMBERS COMMUNITY HERITAGE COMMISSION

Subject: Heritage Program Updates

2020 June 02 ..... Page 2

protected by a Heritage Designation Bylaw as well as those identified on the Heritage Inventory. They include cenotaphs, arches, and concrete and stone features. A list is provided below:

- **Central Park Entrance Gate & Walls**, 3883 Imperial Street (Heritage Designation Bylaw)
- **Jubilee Grove Arch**, 3883 Imperial Street (Heritage Designation Bylaw)
- **South Burnaby Cenotaph**, 6789 Nelson Avenue (Heritage Inventory)
- **Burnaby South High School Cenotaph**, 6650 Southoaks Crescent (Heritage Designation Bylaw)
- **North Burnaby Cenotaph**, 250 Willingdon Avenue (Heritage Designation Bylaw)
- **W.J. Mathers House (Altnadene) Gate & Wall**, (Heritage Designation Bylaw)
- **Fairacres Gate**, 6344 Deer Lake Avenue (Heritage Designation Bylaw)
- **Fairacres Greenhouse Foundation Wall**, 6344 Deer Lake Avenue (Heritage Designation Bylaw)
- **North Pacific Lumber Company Ruins**, 8181 Barnet Road (Heritage Inventory)

The work plan item outlines a review of the City's heritage masonry resources by staff, with recommendations to follow. As a result of this review, Planning and Parks staff are preparing a scope of work for a heritage consultant to conduct condition assessments of these civic monuments and landscape resources. A report will be advanced to the CHC at its next meeting that outlines a suggested approach to these resources, and identifies cost implications.

### Tram Memories

At its 2019 February 06 meeting, the CHC requested staff to report on the cost and advisability of reprinting *Tram Memories: In Celebration of Restoration of Interurban 1223*.

A cost estimate of \$1,250 for reprinting 100 copies of the book has been received. Staff also inquired into the cost of digitization of this publication, and learned that digitization of this book could proceed in coordination with digitization of *Inkwells to Internet: A History of Burnaby Schools* (a separate report on the Burnaby School History Publication Project is included in the agenda package). Digitization of both books can be achieved for an estimated cost of \$4,500.

Staff will proceed with reprinting 100 copies of *Tram Memories*, and will include its digitization in the project to digitize *Inkwells to Internet*. The costs associated with reprinting and digitizing the book will be covered through available operating funds.



E.W. Kozak, Director  
PLANNING AND BUILDING

LC/sa/tn

cc: City Manager  
City Clerk





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: 2020 June 09

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 March 18, 2020 closure of all City of Burnaby public facilities temporarily suspended all in-person services at Archives. Along with our daily work of responding to research requests and preserving digital records, staff successfully transitioned to working from home while focusing on increasing the team's digital preservation management (DPM) knowledge and improving user access to our online resources. We conducted twice-weekly DPM training sessions, trained Clerk's staff to publish current Council records on Heritage Burnaby, and published new PDFs of 1970s Council records that were previously missing pages. We also created a number of resource guides for City staff and the public, including: Frequently Asked Questions (FAQs), Archives fact sheet, Buildings Reference Guide, and Genealogy Reference Guide.
- The temporary lay-offs that took effect May 26 reduced Archives and Burnaby Public Library staff by 50%. Although the building remains closed to the public, our reduced workforce is back onsite and successfully maintaining social distance.
- Because we are closed to the public, the Archives is unable to accommodate any in-person visits, including: family or private organization donations, paper-based City record transfers, or research visits to the Reading Room. Once McGill Library re-opens to the public for in-person computer access, we will again be able to accept paper-based records and provide in-person research services by appointment.
- In the interim, we continue to do our best to reach satisfaction on all City staff and public research requests via phone and email. We also continue to acquire born-digital records through email and the City's Secure File Transfer Protocol (SFTP) site.

*CHAIR AND MEMBERS COMMUNITY HERITAGE COMMISSION**Subject: City of Burnaby Archives - Update**2020 June 09 ..... Page 2*

- The Archives reached a milestone this month: we have processed all of the records that were originally tallied at the launch of our digital preservation program in 2017. Using Archivematica, more than 8,900 files totaling 640 GB have been converted to preservation formats and are now stored in secure remote and local network storage.
- We are also teaming up with Corporate Communications and our Heritage Burnaby partners: Heritage Planning, Burnaby Public Library, and Burnaby Village Museum to strategize new technological ways to promote heritageburnaby.ca and virtually engage with the community.

Respectfully submitted,



Rebecca Pasch  
City Archivist



Financial Management Committee  
c/o Office of the City Clerk

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

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2020 MAY 28  
COMMUNITY HERITAGE COMMISSION

FROM: ADMINISTRATIVE OFFICER FILE: 2410-20

SUBJECT: CHILD CARE CENTRE FOR CITY EMPLOYEES  
(ITEM 4.3, REPORTS, COUNCIL MEETING 2020 MAY 25)

Burnaby City Council, at the Open Council meeting held on 2020 May 25, received the above noted report and adopted the following recommendations contained therein:

1. THAT the City-owned property at 6570 Deer Lake Avenue be used as a site for a child care centre that would offer priority placement for the children of City of Burnaby and Burnaby RCMP employees.
2. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

Arising from discussion, Council introduced and adopted the following motion:

THAT a copy of the report be forwarded to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information.

As directed, a copy of the report is attached.

Monica Macdonald  
Administrative Officer



Meeting 2020 May 25  
COUNCIL REPORT

## **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: CHILD CARE CENTRE FOR CITY EMPLOYEES**

### **RECOMMENDATIONS:**

1. THAT the City-owned property at 6570 Deer Lake Avenue be used as a site for a child care centre that would offer priority placement for the children of City of Burnaby and Burnaby RCMP employees.
2. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

### **REPORT**

The Financial Management Committee, at its meeting held on 2020 May 12, received and adopted the attached report presenting a proposal for a child care centre for the children of City employees.

Respectfully submitted,

Mayor M. Hurley  
Chair

Councillor S. Dhaliwal  
Vice Chair

Copied to: City Manager Director Finance Director Planning and Building Director Parks, Recreation and Cultural Services Director Public Safety and Community Services City Solicitor
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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2020 May 06

**FROM:** DIRECTOR PLANNING AND BUILDING  
DIRECTOR FINANCE

**FILE:** 13000 02

**SUBJECT:** CHILD CARE CENTRE FOR CITY EMPLOYEES

**PURPOSE:** To present a proposal to create a child care centre for the children of City employees.

#### RECOMMENDATIONS:

1. **THAT** the City-owned property at 6570 Deer Lake Avenue be used as a site for a child care centre that would offer priority placement for the children of City of Burnaby and Burnaby RCMP employees.
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

### REPORT

#### 1.0 INTRODUCTION

Finding quality, affordable child care is one of the more stressful times in the lives of young families. To address the child care needs of our community, the City initiated work on a Child Care Needs Assessment and Strategy for Burnaby in 2019 September. As part of the assessment process, the City conducted a survey of City of Burnaby employees regarding their child care needs. Of the 361 respondents to the survey, 197 employees responded that they have children ages 0 to 5 years old, and of those 73 percent indicated that they would use City child care services for a reasonable and affordable fee in the vicinity of City Hall/Works Yard.

In addition to supporting families, the availability of quality, affordable child care plays a significant role in the location decisions of businesses and helps employers and retain employees. With this in mind, the City has explored the possibility of creating a child care centre for the children of City employees. This report provides information on the process to find a site and an operating model for the proposed facility.

To: Financial Management Committee  
 From: Director Planning and Building  
 Director Finance  
 Re: Child Care Centre for City Employees  
 2020 May 06 ..... Page 2

## 2.0 POLICY SECTION

The City's initiatives in child care are guided by its Child Care Policy, adopted in 1994 and revised in 2000. The Policy's vision states that the City is committed to:

- assisting with the creation of a comprehensive and inclusive child care system in Burnaby;
- supporting families and children in their search for child care options; and,
- working with the Board of Education, government ministries, child care providers, community service providers, and others in pursuing the City's child care objectives.

Further, the Child Care Policy states that the City will work to improve the availability, accessibility, and affordability of child care by providing appropriate and sufficient opportunities for the establishment of child care facilities within the context of the Official Community Plan, community plans, the Burnaby Zoning Bylaw, and other City regulations.

These policy statements are also identified as key objectives in the City's Social Sustainability Strategy, adopted in 2011. The Strategy recognizes the role child care plays in people's economic security and its contribution towards the development of complete communities (communities with a range of housing, services, transportation options and amenities within their own boundaries). Similarly, the City's Environmental Sustainability Strategy supports the development of complete communities that are walkable, bikeable and transit-supported. City policies recognize that while the provision and regulation of child care is the responsibility of the Provincial government, the City can play a supportive role.

The availability of quality child care in the community also aligns with the following goals and sub-goals of the *Corporate Strategic Plan*:

- ***A Connected Community***
  - Partnership – Work collaboratively with businesses, educational institutions, association, other communities and governments
- ***An Inclusive Community***
  - Serve a diverse community – Ensure City services fully meet the needs of our dynamic community
- ***A Dynamic Community***
  - Economic opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries

## 3.0 SURVEY OF CITY EMPLOYEES

On 2019 October 31, a survey was sent to all City employees through the All Subscribers email list and to Burnaby RCMP members and civilians. Supervisors were asked to distribute the survey to employees without access to email. The deadline to respond was 2019 November 22.

To: Financial Management Committee  
 From: Director Planning and Building  
 Director Finance  
 Re: Child Care Centre for City Employees  
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Key findings from the survey are as follows:

- 361 employees responded, of whom 74% were regular full-time (RFT), 4% were regular part-time (RPT), 10 % were temporary full-time (TFT) and 13% were auxiliary.
- the majority of respondents worked at City Hall including the West Building and Deer Lake 1 and 2 (46%), followed by the RCMP building (19%), recreation facilities (14%) the works yards (10%), the library (5%), fire stations (3%), and other facilities (3%).
- of the 361 respondents, 197 (55%) had children age 0 to 5 years old, and of these, 73% indicated they would use City child care services, for a reasonable and affordable fee, in the vicinity of City Hall/Central Valley area.
- 69% of those with children age 0 to 5 years old said they would use child care services on a full-time basis (5 days a week, all day) and 31% said they would use the services on a part-time basis.

Employees were also asked to provide comments on their responses. A sample of these comments are found in *Appendix 1 attached*.

Based on the findings of the survey, staff have explored potential sites and operating models for City child care services, as discussed below.

#### 4.0 POTENTIAL SITES

Based on the findings of the survey, staff researched possible City-owned properties to accommodate a child care centre for 50 to 60 children aged 0 to 5 years old. This would provide for two 12 space infant/toddler programs (24 spaces), one 25 space for three to five year old program, and one eight space multi-age program that would accommodate children transitioning from infant/toddler care to three to five year old care. The search included the consideration of commercial space available in the City-owned Deer Lake 2 building at 4940 Canada Way as well as a number of City-owned residential properties in the area of City Hall/Deer Lake. Through this work, it was determined that commercial space at Deer Lake 2 would be costly to renovate for child care purposes due to the building's design and that ongoing operating costs would be high because of the commercial maintenance standards of the building. Of the residential properties considered, most are occupied by tenanted single family dwellings. If any of these properties were used it would involve relocation of the tenants and the demolition of the existing housing since it would be more cost effective to build a purpose-built child care centre than to renovate and add additional space to any existing structure.

Through the property search, the Hill Residence at 6570 Deer Lake Avenue emerged as a potential option. The site is within Deer Lake Park, zoned P3 District (rezoning would not be required) and has a suitable site area of 16,600 sq. ft. (see *Appendix 2 attached*). The Hill Residence is a 1925 modest, one-storey wood frame house. The house is considered to have low heritage value and is on the City's heritage inventory but is not included on the Heritage Register. The building is in

To: *Financial Management Committee*  
 From: *Director Planning and Building*  
       *Director Finance*  
 Re: *Child Care Centre for City Employees*  
 2020 May 06 .....Page 4

poor condition and has been vacant for a number of years. It is currently being considered as a location for other City office uses. It is estimated that over \$1 million would be required to remediate the building to use as office space, and would be even more costly to adapt for public assembly use.

If this site were used for a child care centre, it would involve demolishing the house and building a purpose-built child care centre since renovation/remediation of the building would not be cost effective. A purpose-built centre would also result in lower operating and maintenance costs for the operator of the facility which in turn would help to reduce parent fees. In addition, the City would be able to apply for a Ministry of Children and Family Development (MCFD) capital grant for the facility which would reduce the City's required investment in the child care centre over the longer term.

Should the City proceed with using Hill Residence, it is recommended that staff explore ways to recognize the heritage of the site.

## **5.0 COST ESTIMATE**

Staff engaged a quantity surveyor to provide a high level cost estimate for demolishing the existing structure and building a purpose-built, single storey, wood framed building of about 5,500 sq. ft. The estimated cost for a fully fitted, finished and equipped building would be approximately \$3,500,000.

As noted above, the City would be eligible to apply for an MCFD capital funding grant of up to \$2,280,000, or \$40,000 per space for a 57-space centre. Therefore, with the grant, the net cost to the City would be approximately \$1,220,000. The current intake period for MCFD capital funding is 2020 May, followed by a 2020 November intake. To take advantage of the current intake period, staff have submitted an application for funding. Should Council decide not to proceed with the project, the City will rescind the grant application.

In order to proceed with the award of contracts for design and construction, funding approval is being requested. The bylaw funding will address the majority of project expenditure which is expected to take place in 2021. There is MCFD funding expected to be available for this work which will be provided at project completion, at which time bylaw funding will be returned.

These expenditures will be included in the 2021 – 2025 Financial Plan and sufficient Capital Reserve Funds are available to finance the childcare centre.

## **6.0 OPERATING MODEL**

As noted in the survey of City employees, the majority of respondents with children 0 to 5 year olds indicated they would use City child services for a reasonable and affordable fee. It is therefore proposed that a City employee child care centre be operated by a non-profit child care provider, selected through a Request for Proposals process, on similar terms as the City's existing child care centres. These centres are provided to the operators on a rent-free basis but the operators are



To: *Financial Management Committee*  
 From: *Director Planning and Building*  
*Director Finance*  
 Re: *Child Care Centre for City Employees*  
 2020 May 06 ..... Page 5

required to pay for all of their operating costs (e.g. heat, light and other utilities, regular maintenance, landscaping, cleaning, furniture replacement, staff wages and benefits, and insurance). This model allows the operators to charge reasonable parent fees while establishing a collective agreement with employees that provides a competitive wage and benefits package. The collective agreements assist with employee retention which contributes to the quality of care within each centre.

In addition, the non-profit operator of the City child care services would be required to opt-in to the Provincial child care fee reduction initiative. Through this initiative, a fee reduction is provided directly to the operator to reduce parent fees by \$350/month for infants and toddlers, and \$100/month for children 3 years to school age. The childcare cost for an infant/toddler would be approximately \$1,100 - 1,300 per month and 3 – 5 year old approximately \$900 – 1,000 per month which is comparable to the other exiting non-profit childcare centres operated from City facilities. Market rates currently are closer to \$1,500 and \$1,000 respectively.

Further, the Province has also introduced an Affordable Child Care Benefit that goes directly to eligible families. Families that earn up to \$111,000 may qualify for a child care subsidy. The amount of subsidy is based on income. For example a two-parent family with two children under 5 years old with a total income of \$90,000 would receive \$733 per month per child. The non-profit operator of the City child care would be expected to assist families in applying for the Affordable Child Care Benefit.

Under this model, it is important that the operator operate at full enrollment. For this reason, it is proposed that priority placement in the facility be given to the children of City of Burnaby and Burnaby RCMP employees but if the operator is unable to fill all the spaces at particular time then any vacant space be offered to families in the wider community.

Through the proposed operating model and Provincial subsidies, parent fees would be slightly lower than average childcare fees for group child care in Burnaby.

## **7.0 CONCLUSION**

The availability of quality, affordable child care is a major benefit for young families. It is also a significant factor in helping businesses to recruit and retain employees. With these benefits in mind, staff have explored options for providing child care services for City of Burnaby and Burnaby RCMP employees.

Based on this research, it is recommended that the City-owned property at 6570 Deer Lake Avenue be used as the site for a child care centre that would offer priority placement for City and Burnaby RCMP employees.

It is also recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

To: Financial Management Committee  
 From: Director Planning and Building  
 Director Finance  
 Re: Child Care Centre for City Employees  
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With Council approval of the recommendations, staff will provide Council with further information on the progress of the project including any capital funding received by the City from the Ministry of Child and Family Development.



E. W. Kozak, Director  
 PLANNING AND BUILDING



Noreen Kassam  
 DIRECTOR FINANCE

MM:sa/tn

**Attachments**

cc: City Manager  
 Director Parks, Recreation and Cultural Services  
 Director Public Safety and Community Services

R:\Long Range Clerical\DOCS\MM\Committee Reports\2020\Child Care For City Employees (2020.05.12).Docx

## Appendix 1

### Sample of Comments Received on the City/RCMP Child Care Services Survey

*I have been on a waitlist for 18 months for a licensed daycare. I was unable to come back to work from maternity leave and had to use 2 months of deferred vacation as I was unable to secure childcare.*

*Very few group child care facilities are open early enough to get to work on time at 8am. I would imagine a facility specifically for City staff would accommodate an 8am start time.*

*The waitlists for licenced centres that are reasonably priced and open the hours that the City Hall Complex operates are years long. ... If the City of Burnaby were to provide on site childcare for their employees it would also attract a lot of potential candidates.*

*It would be extremely convenient to be able to drop off and pick up my child near my own work and be able to work 8am to 4:45pm schedule without needing to stress about asking to come in later or leave earlier.*

*It would help with employee recruitment, retention, and employee health (i.e. stress, business, peace of mind, etc.).*

*It would be a tremendous achievement for the City as an employer to offer childcare services for staff. As a parent that might be the most important benefit of all. Thank you for entertaining and considering the idea. It tells me as an employer the City cares about its staff and our community.*

*We desperately need day care as it is a deciding factor for us to continue work or not.*

*I think this would be an amazing benefit to the City staff and would increase staff motivation to come to work and do a great job and also help with retention of valued employees.*

*I know that for me and for my colleagues, finding a day care space has been a nightmare, when you do find a space it's typically far from where you work or live and it's expensive. I think if the City did provide Day Care it would be a huge boost to employees and would ease the pressure on other daycares in Burnaby and surrounding areas.*

*As an exempt staff member, it is important to support the needs of our employees, and having safe and convenient child care options at or near to work is not only beneficial to the individual employee and their family, but also beneficial to the workplace - employees have less stress about finding care, fewer challenges in making pick up and drop off times, and are able to return to work in a timely way if their care is secured.*

*When assessing the need for establishing child care service for City employees, I hope you will take into consideration prospective parents, and the fact that availability of such service may impact our decision-making regarding starting a family and/or staying on as City employees.*

*I have worked for the library for more than 25 years... and the toughest challenges in working was finding and maintaining adequate, affordable and reliable day care.*



Drawn By: RW



**Meeting 2020 June 18**  
**COMMISSION REPORT**

<b>TO:</b>	CHAIR AND MEMBERS COMMUNITY HERITAGE COMMISSION	<b>DATE:</b> 2020 June 10
<b>FROM:</b>	DIRECTOR PLANNING AND BUILDING	<b>FILE:</b> 1650 20
<b>SUBJECT:</b>	<b>COMMEMORATING DIVERSE COMMUNITY HERITAGE IN BURNABY</b>	
<b>PURPOSE:</b>	To outline an approach to recognize the histories and contributions of the diverse settlement and Indigenous communities in Burnaby.	

**RECOMMENDATION:**

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

**REPORT**

**1.0 INTRODUCTION**

At the 2019 June 24 meeting, Council received a report from the Community Heritage Commission (CHC) that requested support for a project to research the history of Chinese migration to Burnaby, and the contributions of Chinese Canadians to the development of the community.

Council approved the report's recommendations, and acknowledged the value of a project to research and share the contributions of Chinese Canadians to the history of Burnaby. Members of Council also highlighted the importance of recognizing additional settlement communities' histories in Burnaby, as well as Burnaby's Indigenous history. Arising from the discussion, staff were directed to report to Council on the feasibility and advisability of developing a strategic plan to recognize the histories and contributions of settlement communities and Indigenous communities in Burnaby.

This report responds to Council's direction, noting that the City has a strong policy framework to support an inclusive approach to historical research and commemoration, and that work is underway in several City departments to advance understanding and recognition of the community's diverse history. Special projects for research and commemoration have been advanced to Council through the Community Heritage Commission, and implemented through the City's heritage program. A review of the Official Community Plan will provide an opportunity to review the City's heritage program and its approach to research and commemoration of community histories.

**2.0 POLICY SECTION**

The following Council-adopted policies support work to research and share the diverse stories of Burnaby's settlement communities, and Indigenous histories of Burnaby:

To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Commemorating Diverse Community Heritage in  
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Equity policy, approved by Council in 1994 and recently updated, which states that “The City has a duty to its citizens to set a positive example and foster a climate of understanding and mutual respect.”

Burnaby Social Sustainability Strategy, approved by Council in 2011, includes a primary goal of “Community Inclusion.” This goal is particularly concerned with ensuring the City is “welcoming of all cultures, identities and abilities,” with focus on “principles of economic and social security and justice.”

In addition to the policies noted above, commemoration of diverse community heritage and Indigenous histories supports a number of goals and sub-goals of the *Corporate Strategic Plan*:

- ***An Inclusive Community***
  - Celebrate diversity – Create more opportunities for the community to celebrate diversity
  - Serve a diverse community – Ensure City services fully meet the needs of our dynamic community
  - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- ***A Thriving Organization***
  - Organizational culture – Ensure that our core values are reflected in our policies, programs and service delivery

### 3.0 BACKGROUND

The City’s existing policy framework supports work to research and share diverse stories of Burnaby, including histories of settlement communities and Indigenous histories. Related research and programming is taking place in several City departments and work units as part of their core operational work.

In addition to ongoing operational work, there is an established practice of advancing historical research and commemoration projects to Council through the Community Heritage Commission when there is opportunity and capacity for major projects that fall outside the regular work of staff. The impetus for the CHC to recommend a special project to Council is frequently an opportunity to leverage funding support from a grant program. For example, Council’s support of the Burnaby 125 Heritage Marker program through the Gaming Reserve Fund enabled the City to apply for Province of BC “Canada 125” funding, which increased the project budget from \$60,000 to \$117,500, allowing for an increased scope of work.

Recommendations to support special projects are also advanced when there is interest from partners and/or community members. For example, a partnership between the City and the Asian Canadian and Asian Migration Studies program at the University of British Columbia created capacity for a project focusing on Chinese Canadian history. This work is also supported by Chinese Canadian community organizations and local community members.

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The CHC has the capacity to continue advising Council on advancing historical research and commemoration projects, and their two year work plan indicates the CHC will “research and advise council on opportunities to undertake collaborative projects to advance awareness of Burnaby’s cultural history, and Indigenous histories of Burnaby” as part of their work.

#### 4.0 RECENT WORK RECOGNIZING DIVERSE SETTLEMENT HISTORIES AND INDIGENOUS HISTORIES IN BURNABY

Researching, preserving, and sharing stories of Burnaby’s diverse settlement communities and Indigenous histories is part of the operational work of several departments. Historical research and preservation are core to the mandates of the Archives, Burnaby Village Museum, and the Planning Department’s Heritage Program. These three work groups share responsibility for public interpretation and generation of knowledge about history, in collaboration with other work areas, including the Burnaby Public Library and Burnaby Art Gallery. Staff across several departments in the City are responding to the Truth and Reconciliation Commission’s calls to action on behalf of the City.

Staff undertake this work in collaboration with the community, and ensure that relationships between community members and the City are fostered and trust is built. For example, the research for the *Indigenous History in Burnaby Resource Guide* was the result of relationships built between Museum staff and Indigenous community members over several years.

Cross-departmental staff working groups have implemented several special projects over the past decade, enabling the research of, and access to, community histories to be accelerated through project-based funding approved by Council on the recommendation of the CHC. Recent examples include:

- **Installation of a heritage marker commemorating the Great Northern Railway disaster of 1909:** the marker identifies a site nominated by Council in 2017 for commemoration as part of a provincial BC Labour Heritage Centre program marking sites significant to the history of working people. This marker identifies the site of the railway accident that took the lives of 23 railway workers of Japanese descent, and is located adjacent to the place the accident occurred, at the outlet of Lost Creek on the Central Valley Greenway.
- **The Burnaby 125 Heritage Marker program:** to commemorate Burnaby’s 125th anniversary in 2017, the City fabricated and installed 12 heritage markers and produced five video vignettes featuring important Burnaby people and places. Staff conducted original, community-based research to uncover new stories of diverse community members, including the story of South Asian human rights activist and local businessman Kapoor Singh Siddoo, the history of the diverse workforce at the North Pacific Lumber Mill at Barnet, the stories of Japanese Canadian political prisoners who served time at Oakalla for resisting internment, and the history of Burnaby’s Chinese Canadian market gardens. The project generated community partnerships, original research, and donations of artifacts and archival material that have significantly increased the capacity of the City to interpret the community’s diverse history.

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In addition to special projects, research and commemoration of diverse histories and recognition of Burnaby's Indigenous histories takes place as part of the regular work of staff. Examples from the past two years include:

- **Burnaby Village Museum Interpretive Plan:** the Museum adopted an interpretive plan that identifies key interpretive themes to guide research, exhibition, and programming. Goals include being inclusive of Burnaby's diverse population, both past and present, and include historical and contemporary First Nations stories. These interpretive goals are reflected in the program and exhibition focus of the Museum, which have included development of an Indigenous Learning House and Indigenous learning programs, re-development of the Chinese herbalist shop exhibition, and the introduction of a Chinese market garden display.
- **Neighbourhood History Series:** In fall 2018 and 2019, this series of public presentations and tours organized by the Burnaby Village Museum and Burnaby Public Library included several lectures and walking tours on Burnaby's diverse history and Indigenous history in Burnaby. Topics included Japanese Canadian and Indigenous political prisoners at Oakalla, Chinese Canadian histories, tours of the Ismaili Centre and Al Salaam Mosque & Islamic Education Centre, and lectures on Indigenous history and decolonization.
- **Indigenous History in Burnaby Resource Guide:** This comprehensive resource on the history of Indigenous peoples in the area we now know as Burnaby was developed by the Burnaby Village Museum in consultation with four local Nations, and released in fall 2019.
- **Burnaby Art Gallery Indigenous Engagement Strategy:** the strategy includes collecting work of contemporary Indigenous artists, and collaborating with Indigenous artists and curators to create exhibitions and publications. Through this work, the Gallery seeks to reflect the diversity of Indigenous artists and cultural practitioners in the region and province through meaningful and sustained relationships. This work builds on the Gallery's history of collaborating with Indigenous artists on exhibitions and programs.
- **Burnaby Village Museum "Visiting Storage":** Indigenous baskets and archaeological specimens were re-catalogued with additional information, and re-housed to make it easier for Indigenous community members to view their cultural heritage objects that are in the care of the City.
- **Asian Migration Research & Interpretation Project:** This partnership between the Burnaby Village Museum and UBC's Asian Canadian and Asian Migration Studies (ACAM) program was initiated in the summer of 2018, and continued in the summer of 2019. It enables UBC ACAM students to contribute to the development of Asian Canadian history programs for Museum visitors.
- **National Indigenous Peoples' Day:** Since 2014, Council has proclaimed and recognized June 21 as National Indigenous Peoples' Day. An annual event is held at Civic Square, and organized by the Burnaby Public Library in partnership with the Burnaby Intercultural



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Planning Table. The event recognizes and celebrates the many accomplishments and contributions of Indigenous peoples.

- **Burnaby Indigenous Week of Learning:** In 2019, the Burnaby Village Museum launched a week-long educational session in partnership with the Burnaby School District, and with support from Vancity Credit Union. The learning sessions featured educational sessions led by local Indigenous elders, knowledge keepers, and educators who provided programming to approximately 500 fourth and fifth grade students.
- ***Across the Pacific* Exhibition:** Staff at the Museum augmented research generated by the Burnaby 125 project to produce the *Across the Pacific* exhibition of Chinese migration, featured in summer 2019. The exhibition presented stories of local Chinese Canadian history, and included photographs and objects from personal collections that had never been previously displayed. The exhibition was presented in three written languages.
- **Responding to TRC Action #77:** The City of Burnaby Archives responded to the Truth and Reconciliation Commission's call for all levels of government to provide records and data related to its relationships with Indigenous peoples to the National Centre for Reconciliation by reviewing their records and providing copies of findings. This work was initiated in 2015, and is ongoing as new record sets are added to the holdings.

## 5.0 OTHER INITIATIVES

### 5.1 Indigenous History in Burnaby

Council has provided direction to acknowledge Indigenous territory, and as part of the City's response to the Truth and Reconciliation Commission's (TRC) Calls to Action, staff have been working toward raising awareness of ancestral and ongoing Indigenous presence on the land that is now known as Burnaby. Recent initiatives include development of staff guidelines for territory acknowledgement at City events and in civic documents.

At the 2019 November 18 Council meeting, implementation of a framework to further implement the TRC Calls to Action was approved. The framework includes initiating government-to-government relationships. Once established, these relationships will guide the identification of further processes, projects, and efforts to advance reconciliation on a corporate level. Further work at the City to recognize and interpret Indigenous history in Burnaby will be incorporated into this framework.

### 5.2 Diverse Community Heritage in Burnaby

#### 5.2.1 Diverse Heritage Staff Working Group

The diverse heritage staff working group includes staff representatives from the Library, Museum, Archives and Planning Department with responsibilities for collecting, researching, and engaging with community on Burnaby's cultural heritage. The informal working group shares information about departmental initiatives, grows and extends existing programming, and develops new

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collaborative programming to engage community members with stories of Burnaby's diverse cultural history through the regular work programs of the group members.

### **5.2.2 Heritage Policy Review**

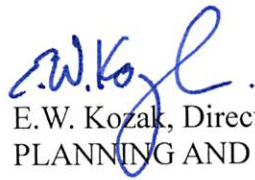
The Community Heritage Commission two-year work plan identifies review of the City's heritage program to inform an update of the heritage section of the Official Community Plan (OCP). The heritage goal adopted in the 1998 OCP is "to provide opportunities for increased awareness and the conservation of the City's unique natural, cultural, archeological and built heritage".

In preparation of an OCP update, staff is reviewing the City's heritage programs to include development of a strategy for research, commemoration, and engagement with Burnaby's history and heritage. The strategy and subsequent OCP review are opportunities to advance corporate strategic goals through the City's heritage programs, including goals related to building an inclusive community.

## **6.0 CONCLUSION**

As outlined in the Policy Framework section of this report, the City's existing policies provide direction to recognize the contributions of diverse communities to the development of the community. Council has also provided direction to acknowledge Indigenous territory, and as part of the City's response to the TRC Calls to Action, staff are working toward raising awareness of ancestral and ongoing Indigenous presence on the land that is now known as Burnaby.

The City's policies for inclusiveness and diversity guide the work of historical research and commemoration undertaken by staff in many departments. Staff will be undertaking strategic planning to further advance this work, through implementation of the TRC Calls to Action and through the review of the heritage program in preparation for review and update of the heritage section of the OCP.



E.W. Kozak, Director  
 PLANNING AND BUILDING

LC:sa

cc: City Manager  
 City Clerk



Meeting 2020 June 18

## COMMISSION REPORT

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

**DATE:** 2020 June 10

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 77000 05

**SUBJECT:** ALTA VISTA RESERVOIR VENT

**PURPOSE:** To seek authorization from the Community Heritage Commission to prepare a report on the Alta Vista Reservoir Vent, outlining its potential conservation and protection as a civic heritage feature.

---

**RECOMMENDATION:**

1. **THAT** staff prepare a report for consideration regarding the potential conservation and protection of the Alta Vista Reservoir Vent as a civic heritage feature.

**REPORT****1.0 BACKGROUND**

In March 2019, Council approved a plan to demolish the 1913 Alta Vista reservoir located at 5172 McKee Street and expand the Alta Vista Reservoir Park site. During this project, the heritage value of the surviving Alta Vista Reservoir Vent was identified by City staff. This report provides information on the history and heritage value of the Alta Vista Reservoir Vent, and recommends that the Community Heritage Commission authorize staff to prepare a report for consideration of its conservation, relocation in Alta Vista Reservoir Park, and protection under a Heritage Designation Bylaw.

The City of Burnaby's Municipal Heritage Policy for Municipally Owned Buildings and Sites, approved by Council on 1991 July 08, includes four policy statements to support identification and conservation of heritage resources owned by the City. Policies #2 and #3 include review and expansion of the City's inventory of civic heritage resources as potential sites and resources are identified. The City has designated several civic heritage resources which are masonry features, such as cenotaphs, stone walls, gates, and arches.

**2.0 POLICY FRAMEWORK**

Evaluating resources owned by the City for protection and designation as significant heritage resources aligns with the following goals and sub-goals of the *Corporate Strategic Plan*:

- **A Dynamic Community**
  - City facilities and infrastructure – Build and maintain infrastructure that meets the needs of our growing community.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Alta Vista Reservoir Vent  
 2020 June 10 ..... Page 2

- **A Thriving Organization**

- Reliable services, technology and information – Protect the integrity and security of City information, services and assets.

In addition to these goals, Burnaby’s Official Community Plan includes the direction under its Heritage Policy (12.4.4) that the City continue its stewardship of civic heritage resources.

### **3.0 ALTA VISTA RESERVOIR VENT**

The Alta Vista Reservoir was constructed in 1913, as part of the Municipality of Burnaby’s early waterworks infrastructure. A waterworks system delivering water from Seymour Creek in North Vancouver to Burnaby homes and businesses began operation in 1912. The system was a significant engineering work in 1912, and enabled the young municipality to support development and population growth. The event was marked by the Municipality with an official civic holiday known as “Splash Day” and celebrated in Central Park with speeches and fanfare.

The early waterworks system used pumps to deliver water to reservoirs located on high points of land in the community, including Capitol Hill and Alta Vista. Distribution of water from the reservoirs to customers relied on gravity.

The Alta Vista Reservoir was constructed from reinforced concrete, with pillars supporting an arched ceiling (*Attachment #1*). It consisted of a large central tank, with an intake chamber and outlet chamber on either end. All water entered the reservoir through the intake chamber, where a float valve system automated shut down of the flow of water into the reservoir to prevent over-filling. A large vent was constructed over the intake chamber to release air pressure.

The vent consists of a cast iron pipe inside a concrete column with a decorative cast iron grate at the top (*Attachment #2*). The contract documents for construction of the reservoir (which are in the collection of the City of Burnaby Archives) specified the purchase of the pipe and grate from the supply company Glenfield & Kennedy (*Attachment #3*). A tapered octagonal concrete column was constructed around the cast iron pipe, giving the vent a decorative quality. Standing at over 3.6 metres (12 feet) on a high point of land, the vent served as a visible reminder of the engineering works that lay beneath the ground, and was a landmark in the neighbourhood and unique feature of Alta Vista Reservoir Park (*Attachment #4*).

The reservoir was decommissioned in the early 2000s. At its 2019 March 25 meeting, Council approved a plan to demolish the reservoir to expand Alta Vista Reservoir Park and its playground. The heritage value of the vent was identified by staff during planning for the demolition. The vent was removed from the reservoir during demolition, and transferred to off-site storage by Parks Development staff.

The heritage value of the Alta Vista Reservoir Vent lies in its association with Burnaby’s early waterworks system, which significantly impacted the community’s growth and development. It is the only remaining physical evidence of the Alta Vista Reservoir, and has the potential to be re-incorporated into the Alta Vista Reservoir Park as a historical feature to commemorate the park’s former use and history.

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 Re: Alta Vista Reservoir Vent  
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#### 4.0 NEXT STEPS

With authorization from the Community Heritage Commission, staff will prepare a conservation and designation report for the consideration of the Community Heritage Commission and Council. The report will include costs for repairing the vent, a plan for its re-installation in Alta Vista Reservoir Park adjacent to its original location, and installation of interpretive signage.

#### 5.0 CONCLUSION

This report recommends that staff be authorized to prepare a report for the consideration of the Community Heritage Commission for protection of the Alta Vista Reservoir Vent, which staff have identified as having significant heritage value. With approval of this report's recommendation, staff will proceed with preparation of a more detailed report for consideration.



E.W. Kozak, Director  
 PLANNING AND BUILDING

LC:sa

#### ***Attachments***

cc: City Manager  
 Director Finance  
 Director Parks, Recreation and Cultural Services  
 City Clerk



## Attachment #1



Photograph of the interior of the reservoir taken during its demolition in November, 2019. The Alta Vista Reservoir Vent is visible at the top of the photograph, wrapped to protect it during removal.

## Attachment #2



The Alta Vista Reservoir Vent in its original location, prior to demolition of the reservoir.

## Attachment #3

GLENFIELD & KENNEDY LIMITED, KILMARNOCK. (Section A.)

57

Reservoir Ventilators.

Fig. C 87.

Fig. C 87a.

Fig. C 170.

Fig. C 171.

Dia.	FACES.				LENGTH OVER ALL.			
	Fig. C 87.	Fig. C 87a.	Fig. C 170.	Fig. C 171.	Fig. C 87.	Fig. C 87a.	Fig. C 170.	Fig. C 171.
2"					0' 10"	2' 5"	2' 4"	2' 4"
3"					0' 11"	2' 9"	2' 7"	2' 7"
4"					1' 2"	3' 1"	2' 11"	2' 11"
5"					1' 5"	3' 4"	3' 5"	3' 5"
6"					1' 7"	3' 9"	4' 0"	4' 0"
7"					1' 11"	4' 3"	4' 4"	4' 4"
8"					2' 2"	4' 10"	4' 8"	4' 8"
9"					2' 4"	5' 2"	5' 3"	5' 3"

Glenfield & Kennedy were suppliers of engineering equipment for water works and sanitary engineering projects. Page 57 of their 1916 catalogue includes C87a, the reservoir vent specified for the Alta Vista Reservoir.



## Attachment #4



The Alta Vista Reservoir Vent has been a landmark at the reservoir site since the reservoir was constructed in 1913.



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

**DATE:** 2020 June 10

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 1650 20

**SUBJECT:** BURNABY SCHOOL HISTORY PUBLICATION PROJECT

**PURPOSE:** To outline plans for printing, distribution, and digitization of a historical publication featuring the history of Burnaby schools.

## RECOMMENDATION:

1. **THAT** the Community Heritage Commission receive this report for information.

## REPORT

### 1.0 BACKGROUND

The City of Burnaby is a registered publisher, and has published several books on the history of Burnaby. In 2006, Council approved funding for the design and printing of a book documenting the history of Burnaby's schools, authored by a committee of the British Columbia Retired Teachers Association. At the Community Heritage Commission meeting on 2019 June 06, staff were asked to prepare a report providing information for the printing, distribution, and digitization of the book, which has been titled *Inkwells to Internet: A History of Burnaby Schools*.

### 2.0 POLICY FRAMEWORK

Printing, distributing, and digitization the Burnaby school history publication aligns with the following goals and sub-goals of the *Corporate Strategic Plan*:

- **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.
- **A Healthy Community**
  - Community involvement – Encourage residents and businesses to give back to and invest in the community.
- **A Thriving Organization**
  - Technology and innovation – Support technology development and innovation to empower staff to advance community objectives.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Burnaby School History Publication Project  
 2020 June 10..... Page 2

### **3.0 PRINTING, DISTRIBUTION, AND DIGITIZATION**

#### **3.1 Printing and Distribution of *Inkwells to Internet: A History of Burnaby Schools***

The Community Heritage Commission has recommended Council's support for a project to publish a book about the history of Burnaby schools. The Burnaby School Board contributed \$5,000 to the production and printing of the book through a Burnaby School Board Centennial Grant. Burnaby City Council approved a recommendation from the Commission to allocate \$5,000 from the Community Heritage Commission budget toward the project.

Since that time, the Burnaby School History Book Committee has completed the work of writing and editing the book, and selecting images to accompany the text. Graphic design of the book is in progress. A total of \$4,000 has been spent to date.

The Council Report of 2006 March 02 included a plan for distribution of the book free of charge to Burnaby schools and public libraries, as well as the sale of the book with a portion of the sales contributed to a bursary fund for Burnaby School District students pursuing post-secondary education. An updated distribution plan has subsequently been developed (see *Attachment I*) and includes printing 67 books for free distribution, and 120 books for sale. The cost to print 187 books is estimated at \$5,984.

The total cost to design and print *Inkwells to Internet: A History of Burnaby Schools* is \$9,984, which consumes the allocated funding of \$10,000. The 120 books that will be available for purchase will be sold at an estimated price of \$45, which would enable \$13 from each book sold to be contributed to a bursary fund. Subsequent print runs may be sold on a cost-recovery basis.

#### **3.2 Digitization of *Inkwells to Internet: A History of Burnaby Schools***

In order to extend access to the publication, a digital copy of *Inkwells to Internet* will be published, with access through the Heritage Burnaby website. Patrons can access both digital and hard copy books through Burnaby schools and public libraries. The Burnaby Public Library's patrons are more likely to access hard copies of reference and non-fiction material, but frequently access fiction books digitally. The School District sees interest in both hard copy and digital books in all subject areas, with a trend toward increasing use of digital books.

The City of Burnaby has already converted nine of Burnaby's historical publications to a digital format that is accessible via the Heritage Burnaby website. This digitization method makes the content of the book searchable through Heritage Burnaby. If a researcher wants to see the entire book, they can access a digital copy of it on Heritage Burnaby which they can read from beginning to end on their computer screen or mobile device. A researcher can also access specific content from the book when they enter a search term on a Heritage Burnaby search screen. This search functionality allows information from the book to become accessible to many more researchers, including those who may not even know about the book.

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 Re: Burnaby School History Publication Project  
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Digitizing *Inkwells to Internet: A History of Burnaby Schools* will enable the Burnaby Public Library and Burnaby School District Library to include a link to the book within their existing catalogues. Researchers will be able to discover the book in the public or school library catalogue, and then follow a link from that catalogue record directly to the digital copy of the book hosted on the Heritage Burnaby website. Digitization of the book will cost \$4,000, and will be funded through operating funds available to support civic heritage projects.

#### 4.0 CONCLUSION

This report is provided for the information of the Community Heritage Commission to outline plans for printing, distribution, and digitization of the historical publication *Inkwells to Internet: A History of Burnaby Schools*.



E. W. Kozak, Director  
 PLANNING AND BUILDING

LC:sa

***Attachment***

cc: City Manager  
 Director Finance  
 Director Corporate Services  
 Chief Librarian  
 Chief Information Officer  
 City Clerk

*Attachment #1***Distribution Plan for History of Burnaby Schools Publication:**

<b>COMPLIMENTARY COPIES</b>		
	5	1 complimentary copy for each member of the Burnaby School History Book Committee
	1	City of Burnaby Archives
	1	Burnaby Village Museum
	1	City of Burnaby Planning Department
	1	Burnaby School District Office
	5	5 copies for the Burnaby Public Libraries: <ul style="list-style-type: none"> <li>• Special Collections</li> <li>• Bob Prittie Metrotown</li> <li>• Tommy Douglas</li> <li>• McGill</li> <li>• Cameron</li> </ul>
	1	School District Resource Library
	1	School District Resource Library
	1	Library and Archives Canada Legal Deposit Program
	8	Burnaby Secondary Schools
	41	Burnaby Elementary Schools
<b>Total complimentary copies:</b>	<b>67</b>	
<b>COPIES FOR SALE</b>		
	120	City of Burnaby
<b>Total copies for sale:</b>	<b>120</b>	
<b>Total Copies Printed</b>	<b>187</b>	

New Business