



# City of Surrey

## Heritage Advisory Commission

### Minutes

Occasions at the Pond Meeting Room  
Adjacent City Hall  
14245 - 56 Avenue  
Surrey, B.C.  
WEDNESDAY, SEPTEMBER 28, 2005  
Time: 9:00 a.m.

#### **Present:**

Chair - Councillor Higginbotham  
D. Bowyer  
A. Clegg  
R. Fuller  
H. Lindenbach  
J. Monk  
M. Stibbs  
W. Tracey – 9:20 a.m.

#### **Absent:**

S. Sidhu  
C. Johnson

#### **Staff Present:**

A. Kopystynski, Planning & Development  
B. Sommer, Parks, Recreation and Culture  
K. Swaele, Legislative Services

#### **Guest:**

K. Diakiw, Surrey Leader was present for a portion of the meeting

## **A. ADOPTION OF MINUTES**

### **1. Heritage Advisory Commission Minutes - July 27, 2005**

It was Moved by Commissioner Clegg  
Seconded by Commissioner Monk  
That the minutes of the Heritage Advisory Commission of July 27, 2005, be amended on Page 3 by deleting the words "evaluation be conducted accordingly" from the motion regarding the Development Application for Tynehead Elementary School, and substituting therefore "restrictive covenant be supported", and that the minutes be adopted as amended.

Carried

## **B. DELEGATIONS**

### **1. 2006 Budget**

S. Fillion, Budget Manager was in attendance to present the 2006 operating budget.

The Budget Manager noted:

- That to make the budget clearer, they have taken heritage maintenance from the operating budget and put it into an account for future expenditures.
- That the account for future expenditures reflects the homes added last year and allocates a proportionate amount for the first year the home is on the heritage list.
- That they have ensured that each home in 2006 has its eligible requirement.
- That any home which has not used any of the \$3,000 committed funds over the last 3 years will be entitled to the full \$9,000.
- That other homes will be allocated the appropriate amount depending on their previous expenditures.

- That supplies have been increased by \$1500.
- That expenses have been placed in one category and it is up to the Heritage Commission as to how that is spent.
- That maintenance, cleaning and installation of storyboards has been transferred to an operational area in Parks, Recreation & Culture.
- That the design component of storyboards will stay with the Heritage Committee.
- That funds left over from the operational budget will be put into an unallocated line item for funds for future use.

The Heritage Advisory Committee and the Budget Manager discussed the proposed 2006 budget and noted:

- The Polygon donation of \$100,000 will be used to deal with houses in stress, and no monies will be spent until a report is brought forward.
- That funding for heritage plaques, currently allocated \$5,000, should be flexible so that if the plaques become popular there is funding available.

The Budget Manager confirmed for the Committee that the budget recommended for Council approval will increase to include:

- \$6,000 for storyboards.
- \$4,000 for the Heritage Awareness Program for schools.
- \$1,500 in miscellaneous supplies.

W. Tracey arrived at 9:20 a.m.

S. Fillion withdrew from the meeting at 9:50 a.m.

## **2. Review of the Surrey Tree Preservation By-law, 1996, No. 12880**

The Manager, Long Range Planning & Policy Development provided a presentation on proposed Surrey Tree Preservation By-law, 1996 and noted:

- That in November 2004 Council considered Corp. Report No. R270, "Tree Preservation in the City of Surrey", and authorized staff to "proceed with a public consultation program regarding changes to the City's Tree Preservation Bylaw and other bylaws and policies related to trees and the preservation of trees in the City."
- That 3 public open houses were held with 176 people in attendance, and 110 comment sheets received.
- That community groups have been contacted and meetings held with representatives of Surrey Environmental Partners, Surrey Association for Sustainable Communities and other groups.
- That presentations were made to City Advisory Committees (Agricultural Advisory Committee, Environmental Advisory Committee, Heritage Advisory Committee, Development Advisory Committee).
- That all commentary was documented in a Corporate Report and considered by Council on July 25, 2005.

- That at that time, Council supported the recommendations in principle but directed that they be forwarded to the Environmental Advisory Committee and other committees of Council prior to a report back with a draft by-law.
- That Council supported additional staff consisting of a "Tree Administrator" position in Planning & Development for on-going administration of the bylaw, and a Bylaw Enforcement Officer for additional enforcement focusing on evenings and weekends
- That there be a standardized definition of "Tree Survey" and standardized report form for arborists
- That arborists be required to be independent of tree services.
- That new design standards for "protective tree barriers" be incorporated into the by-law, with requirements for securities for monitoring and maintenance.
- That tree pruning be required to be to ANSI Standards (no topping, lollipop, etc).
- That 2 for 1 replacement be required if protected trees are removed, with a 1 for 1 replacement for alder or cottonwood.
- That where possible, replacement trees be required to be on the same lot.
- That cash-in-lieu be collected for trees that cannot be accommodated on a lot (\$300 per tree to a maximum of \$15,000 per acre).
- That for any acre that is cleared, there would be approximately 50 replacement trees.
- That an owner of a lot be allowed to remove a tree if it is wrong for the location, subject to a replacement tree or cash-in-lieu.
- That security posting be required (based on double value of replacement trees) for 1 year for trees to be preserved through development.
- That in the ALR, restrictive covenants are required on title confirming that clearing is for agricultural purposes only for 5 years – no subdivision or development other than for agriculture.
- That the Heritage Advisory Committee and others be encouraged to participate in recognition/reward programs to be established for exemplary tree preservation programs.
- That a Green City Reserve Fund be put in place for tree management & tree plantings (2% of building permit revenues, all Cash-in-lieu payments and one-time payment of \$500,000).
- That Municipal Tickets (MTI) be used for infractions under the Tree Protection Bylaw.
- That having a tree bylaw is something a municipality "may" do. Only about half of the municipalities in the Lower Mainland have a tree by-law.
- That once they have received feedback, a final report and Bylaw Amendments will be prepared for Council's consideration.

The Heritage Advisory Commission discussed the Tree Preservation Bylaw and commented:

- That the arborist should be hired by the City rather than the developer, with the costs transferred to the developer.
- That penalties are not adequate to deter the cutting of trees, and should be upped to \$500 with the discretionary ability to apply a fine of \$1,000 depending on intent.

- That before the report is finalized, it be brought back to the Surrey Heritage Advisory Commission for review.
- That the Zoning Bylaw notes certain areas as undevelopable, and perhaps it could include areas that include suitable stands of trees.
- That the diameters of protected trees should be reduced from 30 cm to 20 cm.
- That each year committees should be made aware of the status of the 2% Green City Reserve Fund.
- That how the Bylaw relates to the Board of Variance should be established to avoid the removal of trees under a Board of Variance ruling.

In response to questions the Manager Long Range Planning & Policy Development stated:

- That in dealing with private property, the City does not have the right to declare an area of trees undevelopable, but can designate some trees as protected.
- That there is a limit on the amount of fines that can be applied through the Municipal Ticketing system.
- That the intent is to ensure protection of significant trees and sufficient funds to provide for ongoing maintenance and replacement of trees.
- That as sustainable communities with different lot sizes are established, it may not be possible to put all trees back on a property.
- That sufficient numbers of trees cannot be planted due to restricted area.
- That if more trees are taken down than can reasonably be replaced, then the city will get a cash in lieu payment.
- That a stop work order can be issued if someone decides to illegally remove a tree.
- That staff have had an initial meeting with and received written material from Surrey Environmental Partners.
- That an open invitation has been made if they wish to meet with staff again.

It was

Moved by Commissioner Fuller

Seconded by Commissioner Stibbs

That Corporate Report R185 on the Surrey Tree Preservation Bylaw be reviewed by the Tree Sub-Committee with a report back to the Commission in October.

Carried

## C. CORPORATE REPORTS

### 1. PARKS, RECREATION & CULTURE

#### (a) Mound Farm

E-correspondence of July 21, 2005 from the Realty Assets Manager, in response to a query about the long-term plans for the farm.

The Heritage Manager noted that a report on Mound Farm had been

prepared for the Parks, Recreation & Culture Commission about 2 years ago. Copies of the report will be provided to the Heritage Advisory Commission at the October meeting.

**(b) Community Heritage Storyboards**

The Heritage Manager reviewed 3 of the six storyboards to be completed for 2005-2006 and noted that 3 of the storyboards are located on the ground of the new museum and will be unveiled on October 15, 2005.

The remaining 3 storyboards are scheduled for unveiling during Heritage Week 2006.

The Chair, Councillor Higginbotham, or the Vice-Chair A. Clegg, will say a few words on behalf of the Heritage Advisory Committee at the October 15 unveiling.

**(c) 1912 Municipal Hall**

The Heritage Manager provided a verbal update on the 1912 Municipal Hall and noted that the Seniors have now moved out, but it will require significant upgrading before the archives and heritages services move in.

Ms. Sommer noted that ameliorations may take up to 10 months, and will include a new foundation, seismic upgrades, steel braces and cross bars. A final report is being prepared on what needs to be done and they are working with the Permits & Licenses Department to ensure the building is brought up to Code.

**(d) Down to Earth – A Cemeteries Symposium**

The Heritage Services Manager distributed a brochure on a cemeteries symposium to be held October 29, 2005 in Fort Langley.

It was Moved by Commissioner Bowyer  
 Seconded by Commissioner Lindenbach  
 That Commissioner Stibbs and 2 other  
 members of the Heritage Advisory Commission be authorized to attend the  
 Cemetery Symposium.

Carried

**2. PLANNING & DEVELOPMENT**

**(a) Heritage Plaques**

A. Clegg, on behalf of the Plaque Subcommittee provided a verbal report on the Heritage Plaques. He displayed a sample bronze plaque recommended for designated heritage properties and a white metal plaque

recommended for other heritage properties on the Heritage Register. Mr. Clegg noted that the plaques will contain three or four lines of text with the Surrey Heritage Advisory Commission Site number. Cost would be approximately \$780.00.

It was Moved by Commissioner Clegg  
Seconded by Commissioner Bowyer  
That the Heritage Advisory Commission recommend to Council that bronze plaques be used for designated heritage properties and that white metal plaques be used for other heritage properties on the Heritage Register, and

That the Heritage Advisory Commission work with other organizations or communities that would like to place and pay for storyboards or plaques on sites deemed to be significant to them.

Carried

The Commission noted that wherever possible unveiling of plaques will be done in February to coordinate with heritage week.

**(b) Western Red Cedar Stump @ 3481 – 140 Street**

Memorandum of July 28, 2005 from the General Manager, Planning & Development which noted:

- That the stump is not unique in the City and that the City has spent considerable resources to preserve and feature a similar but much larger stump on Queen Mary Boulevard.
- That the stump is located in the building envelope on the lot and does not have sufficient heritage value to justify the cost of its relocation.

It was Moved by Commissioner Fuller  
Seconded by Commissioner Stibbs  
That the memorandum from the General Manger, Planning & Development on the logged Western Red Cedar Stump at 3481 – 140 Street be received.

Carried

**(c) Heritage Legacy Fund Application**

Memorandum of September 19, 2005 from the Heritage Planner, regarding the City's application to the Heritage Legacy Fund of British Columbia. The memorandum noted:

- That the City's application to assist with part of the cost to install the first set of brass heritage plaques as part of the "Recognizing Heritage Places" has been declined.
- That a new application for funding will be taken at any time, if a number of matters were addressed.

The Senior Planner reviewed the matters to be addressed and suggested how they could be approached by the Heritage Advisory Commission.

It was Moved by Commissioner Stibbs  
Seconded by Commissioner Monk  
That the Heritage Advisory Commission:

1. Receive the letter from the Heritage Legacy Fund of BC attached to the memorandum as Appendix A;
2. Receive the memo and the appendices to the Plaque sub-committee to consider the information in its ongoing work;
3. Thank Mr. Paul Orzietti and Mr. Bill Reid for their letter (Appendix C to the memorandum) and to invite them to attend a sub-committee meeting to explore coordination of the plaque program with the Cloverdale Business Association; and
4. Following the meeting with Messrs. Orzietti and Reid, that the General Manager, Planning and Development be requested to send a letter to the Heritage Legacy Fund of BC with a revised application and with further information as outlined in this memo about the "Recognizing Heritage Places" program requesting reconsideration of the grant application.

Carried

B. Sommer left the meeting at 11:40 a.m.

The meeting recessed at 11:40 a.m. to 12:05 p.m.

The meeting reconvened at 12:05 p.m.

**(d) Heritage Branch Contract for Undertaking Six (6) Additional Statements of Significance in 2005/06**

Memorandum of September 19, 2005 from the Senior Planner - Heritage advising that the Heritage Branch has offered to provide the City a further \$6,000 to prepare six additional Statements of Significance by March 15, 2006.

It was Moved by Commissioner Bowyer  
Seconded by Commissioner Monk

1. That the Heritage Advisory Commission recommends to Council that a proposal call be issued for the City to retain a consultant to prepare six (6) additional Statements of Significance and that the Commission be authorized to spend up to \$3,900 as the Surrey contribution for this study;

2. That the Heritage Advisory Commission recommend to the General Manager, Planning & Development that the Terms of Reference attached to this memo is acceptable as the basis of the proposal call; and
3. That the Commission consider calling a meeting of the Heritage Register Sub-committee to review, interview and recommend to Commission, the consultant to be selected.

Carried

(e) **Development Application No. 7903-0174-00  
Located at 3525 – 140 Street**

The Heritage Advisory Commission reviewed the memorandum from the Manager, Area Planning & Development, South Surrey Division. The memorandum noted:

- That the applicant has agreed to register a Restrictive Covenant to protect the existing natural transition along the north boundary of proposed Lot 1 abutting Crescent Road.
- That buildings constructed on proposed Lot 1 will comply with Part 7, Special Building setbacks of the Surrey Zoning Bylaw, with a setback baseline of 12 metres.
- That the majority of existing trees along Crescent road will be retained.
- That minor removal of vegetation may be required to accommodate a storm sewer connection required by the Engineering Department along the west property line.
- That there is one maple tree along 140 Street that has failed due to natural causes.

It was Moved by Commissioner Clegg  
Seconded by Commissioner Jack  
That the September 20 memorandum from the Manager, Area Planning & Development, on Development Application No. 7903-017-00 be received; and

That the Heritage Advisory Commission recommend to the General Manager, Planning and Development that staff ensure a restrictive covenant be registered on the subject property to protect the mature trees, prohibit driveways off Crescent Road, and prohibit a solid fence for the portion of the subject site that abuts Crescent Road.

Carried

### 3. ENGINEERING

**4. LEGISLATIVE SERVICES****(a) List of Outstanding Items**

Commission reviewed the list of outstanding items and provided direction to staff.

**D. CORRESPONDENCE**

It was  
received.

Moved by Commissioner Lindenbach  
Seconded by Commissioner Stibbs  
That the items of correspondence be

Carried

**1. School District No. 36 (Surrey): Delegation Presentation**

Correspondence of August 5, 2005 from the Surrey School District.

It was  
Manager Heritage Services for the excellent work and research done towards the Heritage Awareness School program Award.

Moved by Commissioner Clegg  
Seconded by Commissioner Monk  
That a letter of appreciation be sent to the

Carried

**2. Historic Sites and Monuments Board of Canada**

Correspondence of September 1, 2005 from Nina Grewal, Member of Parliament regarding the Charlie Perkins Tree on Number 1 Highway.

It was  
Legion asking for information on the Charlie Perkins tree.

Moved by Commissioner Clegg  
Seconded by Commissioner Monk  
That a letter be written to the Whalley

Carried

**3. Deb Jack, President, Surrey Environmental Partners**

Requesting to appear as a delegation to discuss the recommendations contained in Corporate Report R185 concerning the Tree Preservation By-law.

**Note:** Council referred Corporate Report R185 to the EAC, HAC, AAC, and DAC for their input. The report is on the agenda for each of these Committees / Commissions to consider at their respective meetings in September.

Staff of the Planning and Development Department have recently met with Surrey Environmental Partners and obtained their comments on Corporate Report R185 and, as well, invited the group to submit their comments in writing to that Department so that their comments can be addressed in the next report that will be

forwarded to Council subsequent to the above-referenced Committees of Council having reviewed Corporate Report R185 and provided comments. Further, the Surrey Environmental Partners may, at any time, request to appear before Council to discuss their concerns with respect to the recommendations in Corporate Report R185 and the Tree Preservation By-law.

It was Moved by Commissioner Fuller  
 Seconded by Commissioner Stibbs  
 That the letter be received, and that Ms. Jack  
 be advised that her comments have been referred to the Heritage Advisory  
 Commission Tree Sub-Committee.

Carried

## **E. INFORMATION ITEMS**

It was Moved by Commissioner Monk  
 Seconded by Commissioner Lindenbach  
 That the information items be received.  
Carried

### **1. Council Resolutions July 25 & September 6, 2005**

Memoranda of July 26 and September 8, 2005 from Legislative Services.

### **2. Heritage Week 2006**

For Commission's information, Heritage Week 2006 is scheduled to commence on Monday, February 20 through Sunday, February 28, 2006. The theme will be *The Heritage of our Cultural Places*.

### **3. Gillis House**

Correspondence to Kelly MacNamara regarding construction of the Gillis House replica was discussed.

In a verbal update the Senior Planner – Heritage noted:

- That a Corporate Report with recommendations on the proposed Compensation for Loss in Heritage Value Policy is being prepared for Council.
- That the report will be based on Heritage Advisory Commission advice and will recommend an application process and have guidelines about how the monies can be utilized.
- That Kelly MacNamara has met with Mr. Scott Baldwin of Polygon, agreeing to restorations for the Gillis House.

**F. OTHER COMPETENT BUSINESS**

**(1) 2% Green City Reserve Fund**

Commissioner Fuller commented on the 2% Green City Reserve Fund and the possibility of a percentage of building permits going into a heritage fund to allow for maintenance and upgrading of City heritage buildings. It was noted that staff are looking at ways in which funds can be raised which would provide a regular source of income for heritage.

**(2) Letter of Appreciation**

It was  
thanking her for the excellent service she provided to the Heritage Advisory Commission over the term of her employment.

Moved by Commissioner Fuller  
Seconded by Commissioner Stibbs  
That a letter be sent to Kerry Miller,  
Carried

**(3) 182<sup>nd</sup> Street Neighbourhood**

It was  
Department consult with the 182<sup>nd</sup> Street neighbourhood to see if there is consensus with respect to protecting the character of the 182 street and providing a suitable interface with properties adjoining the road.

Moved by Commissioner Clegg  
Seconded by Commissioner Stibbs  
That the Planning & Development  
Carried

**G. NEXT MEETING**

The next meeting of the Heritage Advisory Commission is scheduled for October 26, 2005 in the Mayor's Executive Boardroom - 9:00 a.m.

**H. ADJOURNMENT**

It was  
meeting do now adjourn.

Moved by Commissioner Stibbs  
Seconded by Commissioner Tracey  
That the Heritage Advisory Commission  
Carried

The Heritage Advisory Commission adjourned at 2:35 p.m.

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Margaret Jones, City Clerk

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Councillor Judith Higginbotham, Chair  
Heritage Advisory Commission