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**Present:**

Chair - Councillor Steele  
B. Hol  
S. Thomas  
W. Farrand  
R. Hart (5:46 p.m.)

**Absent:**

L. Tannen

**Guests:**

D. Johnson, Surrey Historical Society  
M. Harris, Surrey Historical Society

**Staff Present:**

D. Luymes, Planning & Development  
M. Petrovic, Engineering  
T. Mueller, Legislative Services

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**A. ADOPTION OF MINUTES**

**Commission is requested to pass a motion adopting the minutes as circulated.**

1. Surrey Heritage Advisory Commission Minutes – July 18, 2012.

It was

Moved by Commissioner Hol

Seconded by Commissioner Farrand

That the minutes of the July 18, 2012, Surrey

Heritage Advisory Commission (SHAC) meeting be adopted.

Carried

**B. DELEGATIONS**

**C. OUTSTANDING BUSINESS**

**D. NEW BUSINESS**

**1. PLANNING & DEVELOPMENT**

- (a) **Memo re: West Clayton Heritage Study - Addendum**

File: 6800-20

The following comments were made:

- In 2011, Donald Luxton & Associates Inc. conducted stakeholder meetings regarding the heritage resources and values associated with the West Clayton NCP Area. On April 2, 2012, Council referred two Development Applications to staff to assess whether the properties, along with others in the area, could be incorporated into the Neighbourhood Concept Plan (NCP) for West Clayton. On June 25, 2012, Council authorized staff to proceed with an NCP planning process for the "West Clayton Extension Area".

- Due to the inclusion of extension area in the West Clayton NCP process, a further heritage review was conducted. Two heritage resources have been identified within the extension area: 1) Edward Armstrong House, 7381 – 192 Street and 2) Edward Armstrong Barn (same address). Staff noted that the Edward Armstrong House has good potential for retention and restoration and that protection could be sought at the rezoning stage; however, the barn has been significantly altered from its original state and has little remaining heritage value.

The Commission asked for clarification regarding the heritage review process for NCPs. In response staff noted that any proposed NCP change involves heritage, environmental studies, and public consultation.

It was Moved by Commissioner Hol  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory  
Commission (SHAC) recommends that:

1. The West Clayton Heritage Study – Addendum: West Clayton Extension Area report be received as information; and
2. The West Clayton Heritage Study Addendum: West Clayton Extension Area report be endorsed.

Carried

(b) **Heritage Plaque Program – Priority Heritage Properties**

File: 6800-01

The following comments were made:

- At the April 18, 2012, SHAC meeting, the Commission had requested staff provide a report regarding heritage plaque candidates.
- Staff compiled a listing of 24 perspective properties and recommended that the list be split into three specific groups, and the installation of plaques occur in the following order:
  - City-owned Properties (7);
  - privately-owned institutional properties (9), and
  - privately-owned residential/commercial properties (8)

The Commission suggested consideration should be given to mounting the plaques in the most prominent location, at the discretion of staff and that in the case of private residences; the plaque placement should be at the discretion of the homeowner.

It was Moved by Commissioner Hol  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory

Commission (SHAC) recommends that:

1. The Heritage Plaque Program – Priority Heritage Properties report be received as information;
2. Staff consult with the appropriate City staff to obtain consent for plaque installation/replacement on eligible City-owned heritage properties; and
3. Staff proceed with preparing "mock-ups" of the proposed plaques for the Commission's review.

Carried

(c) **Memo re: Draft Guidelines for the Documentation for Heritage Buildings that are Proposed to be Significantly Altered or Demolished**

File: 6800-01

The following comments were made:

- Staff created a proposed set of draft guidelines to ensure consistency with heritage building demolition for the Commission's review and approval.
- The Commission thanked staff for the report and noted it was very comprehensive.

It was Moved by Commissioner Thomas  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory

Commission (SHAC) recommends that:

1. The memo regarding "*Draft Guidelines for the Documentation for Heritage Buildings that are Proposed to be Significantly Altered or Demolished*" be received as information; and,
2. The "*Draft Guidelines for the Documentation for Heritage Buildings that are Proposed to be Significantly Altered or Demolished*" be adopted as presented.

Carried

(d) **Memo re: Appel House (4243 – 184 Street) – Register Removal Due to Fire Damage**

File: 6800-20

The following comments were made:

- Staff reported the Appel House is a humble structure currently listed on the Community Heritage Register. The structure was abandoned and in derelict condition and was further damaged by fire on September 2, 2012.
- Staff clarified that the structure was damaged beyond repair; the planning recommendation is to remove the Appel House from the register.
- The Commission asked why there was no reference to a response from the property owner in the report. In response staff clarified that they became aware of the property damage because they were contacted by the fire department. Staff confirmed the owners have not been in contact with the city regarding the removal of the property from the register.

The Commission requested staff to follow up with the owners to find out what their intention is regarding the property and asked staff to defer removing the Appel House from the register until contact is made with the owners.

The Commission further requested staff to ensure they assign a specific and reasonable deadline for owner response.

It was Moved by Commissioner Farrand  
Seconded by Commissioner Thomas  
That the Surrey Heritage Advisory

Commission (SHAC) recommends that:

1. Staff prepare a letter to the property owners of the Appel House (4243 – 184 Street) in order to determine their intentions regarding the property; and,
2. If the owners are not prepared to rebuild the property, it would then be appropriate for staff to remove the Appel House (4243 – 184 Street) from the heritage register.

Carried

(e) **SHAC Task List**

File: 0540-20V

The following comments were made:

- **Ocean Park Community Hall** – Staff confirmed once the paint colour issue has been corrected that this item will be removed from the list.
- **Bulman's Garage** - The Commission asked for clarification regarding this item. Staff recommended proceeding with a regular HRA instead of an interim HRA, as there is no rezoning of the property involved. The Commission endorsed staff's recommendation to proceed with a regular HRA.
- **Seventh Day Adventist Church** – A member of the Commission reported work has commenced on this project and that the owner is proceeding with the raising of the church foundation.

It was Moved by Commissioner Hol  
Seconded by Commissioner Thomas  
That the Surrey Heritage Advisory  
Commission (SHAC) recommends that the SHAC Task List as of  
September 3, 2012 be received as information.  
Carried

2. **PARKS, RECREATION AND CULTURE**3. **ENGINEERING**(a) **Heritage Building Plaque and Heritage Roadside Street Markers – M. Petrovic**

File: 6800-01

The following comments were made:

- The Commission was asked to select a few roads within the community to allow for historic road names. Engineering Staff suggested that the community be engaged to participate in the heritage road naming for Ocean Park and that instead of changing a road name, a heritage road marker could be added. Engineering Staff proposed installing 2 - 3 maximum and possibly placing them mid block.
- Heritage Services Staff noted that the Archive Reference Specialist will work in partnership with Engineering Staff to comprise a list of potential heritage names that is meaningful and will work well within the community.

It was Moved by Commissioner Farrand  
Seconded by Commissioner Thomas  
That the Surrey Heritage Advisory  
Commission (SHAC) recommends that:

1. Engineering Staff work with members of the Ocean Park Community Association to conduct a public consultation relative to the Ocean Park Community Association's heritage street sign naming request (**Appendix I**); and
2. Engineering Staff prepare a report, with recommendations, outlining three proposed heritage street names for consideration and placement, mid-block, within the Ocean Park Community, in accordance with City of Surrey New Signage Guideline Policy instituted by the Marketing Department.

Carried

(b) **Semiahmoo Heritage Marker Relocation – M. Petrovic**

File: 6140-20

The following comments were made:

- Engineering initially were going to place the marker on private land and seek easement. Unfortunately, marker placement on private land would not be suitable as the marker would then not be visible to members of the public.
- It was discussed that moving the marker to the right-of-way would be the best placement option. Staff clarified that the marker was originally placed in Bear Creek Park on a temporary basis 20 - 30 years ago. Staff noted that a permanent solution needs to be found on the Semiahmoo trail, the goal is to relocate the marker to where the original trail marker was situated.
- Heritage Services Staff reported a member of the Surrey Historical Society has been working closely with engineering staff regarding this matter and that there has been significant discussion regarding the wording on the marker and the fact that it is not historically correct.
- Heritage Services Staff further noted that the wording on the marker should be replaced if the marker is to be relocated and explained that the Commission would need to support the proposed rewording and pass a motion to undertake the cost of placement.
- After much discussion, it was determined, that the original Semiahmoo Trail Marker, with the incorrect historical reference, should be placed in the museum for safe keeping.

The Commission requested that the Historical Society forward a letter to staff in order to clearly document the alternate wording requested for the Semiahmoo Trail Marker.

It was  
Commission (SHAC) endorse the proposed Semiahmoo Trail Marker Relocation Site to the southeast corner of the Old Yale Road and Semiahmoo Road intersection within the Old Yale Road right-of-way.  
Carried

Moved by Commissioner Hol  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory

Staff clarified that they are currently preparing detailed signage guidelines and is looking to roll out standardization to address heritage signs city-wide to reflect city branding. Part of standardization includes heritage signs; therefore staff will bring to the next meeting samples of proposed new heritage signs to seek confirmation on design - color, shape etc., before incorporation into city signage guidelines.

#### 4. LEGISLATIVE SERVICES

##### E. ITEMS REFERRED BY COUNCIL

##### F. CORRESPONDENCE

##### G. INFORMATION ITEMS

**Commission is requested to pass a motion nominating attendees for the following conferences:**

1. **Heritage BC Conference – Shadboldt Centre  
Burnaby, October 19 & 20, 2012**  
File: 6800-01

- The Heritage Planner was asked to contact Rick Goodacre of Heritage BC and apprise Commissioner Thomas on the arrangements concerning the award presentation for the Kensington Prairie Project.

It was  
Commission (SHAC) recommends that:

Moved by Commissioner Hol  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory

1. Commissioner Thomas attend the Heritage BC Conference (October 19 – 20, 2012) to be held at Sadboldt Centre, Burnaby, on behalf of the Surrey Heritage Advisory Commission; and,
2. Finance reimburse applicable conference registration fees for Commissioner Thomas, including transportation expenses and applicable per diem from the Heritage Advisory Commission Budget based on City of Surrey policy.

Carried

Commissioner Hart arrived at 5:46 p.m.

2. **Community Heritage Commission Conference - Nanaimo  
November 24, 2012**  
File: 0330-01

It was  
Commission (SHAC) recommends that:

Moved by Commissioner Hol  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory

1. Commissioners Tannen, Farrand and Thomas attend the Community Heritage Commission Conference (November 24, 2012) to be held in Nanaimo on behalf of the Surrey Heritage Advisory Commission; and,
2. Finance reimburse all applicable conference registration fees for Commissioners Tannen, Farrand and Thomas; including, accommodation, transportation expenses and applicable per diem from the Heritage Advisory Commission Budget based on City of Surrey policy.

Carried

## H. TASK/LIAISON GROUPS

### I. FINANCIALS

1. **Financial Summary as at August 31, 2012**  
File: 0540-20V

It was  
Commission (SHAC) receive the Financial Summary as at August 31, 2012, as information.

Moved by Commissioner Hol  
Seconded by Commissioner Hart  
That the Surrey Heritage Advisory

Carried



The Commission requested clarification regarding the Semiahmoo Heritage road marker project and where it will show up and the Financial Summary and noted that if monies are to come out of the unrestricted funds - there should be a notation.

Staff agreed to check with finance to determine what the protocol is for tracking specific fund allocations.

**J. NEXT MEETING**

The next meeting of the Surrey Heritage Advisory Commission is scheduled for Wednesday, October 24 in Planning Meeting Room #1 at 5:00 p.m.

**K. ADJOURNMENT**

It was

Moved by Commissioner Hol  
Seconded by Commissioner Farrand  
That the Surrey Heritage Advisory

Commission meeting do now adjourn.

Carried

The Surrey Heritage Advisory Commission adjourned at 6:05 p.m.

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Jane Sullivan, City Clerk

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Councillor Steele, Chairperson