

Present:

Councillor Woods, Chair
B. Hol
D. Plug
M. Westwood – Youth Representative
P. Priddy, Vice-chair
P. Sooch - Youth Representative
R. Hart

Absent:**Staff Present:**

D. Luymes, Planning & Development
R. Gallagher, Parks, Recreation & Culture
N. Aven, Parks, Recreation & Culture
H. Nijjar, Parks, Recreation & Culture
T. Mueller, Legislative Services

Before the start of the meeting the Chair extended congratulations to Commissioner Amanda Smith-Weston and noted that she was hired by the Surrey Museum and Archives; as such, she has officially stepped down from her role as a member of the Commission.

The Chair requested that the agenda be varied to include an update on the Heritage Services Community Advisory Board Meeting.

A. ADOPTION OF MINUTES

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

1. Surrey Heritage Advisory Commission Minutes - October 28, 2015

It was
Commission (SHAC) recommends that the October 28, 2015 minutes be adopted.
Carried

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

B. DELEGATIONS

1. **Ryan Gallagher, Manager, Heritage Administration and Facilities**
File: 6800-14

In attendance before the Commission to provide a brief PowerPoint presentation regarding New Heritage Storyboards 2015.

The following comments were made:

- Staff noted that at the October 28, 2015, SHAC meeting the Commission was provided with an update on 2015 storyboards that were researched and ready for fabrication. At that time, the Commission was in favour of spending an additional \$500 on each storyboard in order to purchase a more superior finish which would in turn expand the lifespan of each storyboard to 10 years.

- Staff clarified that the \$17,000 expenditure outlined in the report reflects use of the superior product for the fabrication of four (4) storyboards.
- The Commission requested clarification regarding when the boards will be completed. In response, staff noted that the superior product takes 4 - 6 weeks to fabricate. As soon as the recommendation from the Commission is approved by Council, the boards will be sent to the vendor for production, the storyboards should be completed in early 2016.

The Commission requested staff to provide a report of where the storyboards will be located to ensure they are placed where there is sufficient pedestrian traffic.

RECOMMENDATION

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

1. Receive the New Heritage Storyboards 2015 report as information (**Attached Appendix I**); and
2. Authorize staff to spend up to \$17,000 from the SHAC Unrestricted Reserve Fund toward the fabrication and installation of four (4) new heritage storyboards as follows:
 1. King George Highway
 2. Cloverdale Cenotaph
 3. Christopherson Family
 4. Old Yale Road

Carried

C. OUTSTANDING BUSINESS

D. NEW BUSINESS

1. PLANNING & DEVELOPMENT

2. PARKS, RECREATION & CULTURE**(a) Improvements to the Heritage Washroom Building at Elgin Heritage Park/Stewart Farm**

File: 6030-01

The following comments were made:

- Harnek Nijjar, Superintendent of Park Structures reported that while staff was addressing a wasp infestation issue with the building over the summer it was observed that the cladding of the building had deteriorated in some areas.
- To address the issues identified during the site inspection staff recommended the following measures: pruning and/or removal of trees surrounding the building, repairs to the cladding to match existing finishes where the infestation caused deterioration, roof soffits with plywood to match the finish of Stewart Farmhouse and paint and seal to match existing finishes on site.
- The Commission asked for clarification regarding how the architectural look and feeling of the building would be preserved and whether there was an alternative to using plywood so that the joists could remain exposed. Staff, in response, noted that the same style of plank that is used on the side could be sourced.
- In response to a question from the Chair, staff confirmed that the Parks, Recreation and Culture Department will incur the full cost of the recommended site improvements.
- The Arborist noted some trees on the site are declining and are recommended for removal. At this time, there are no formal replanting plans; however, staff will work with Heritage Services to provide suitable replacements in appropriate locations.

It was Moved by Commissioner Priddy
Seconded by Commissioner Plug
That the Surrey Heritage Advisory

Commission (SHAC) recommends:

1. The Improvements to the Heritage Washroom Building at Elgin Heritage Park/Stewart Farm report be received as information; and
2. That staff ensure that the heritage look and feel of the building is preserved and that the choice of materials is in keeping with the heritage context.

Carried

(b) Canada 150 (1867 - 2017) –SHAC Book Project

File: 8200-01 (Verbal Update)

The following comments were made:

- Staff noted that the group is at an exciting phase of the book project.
- The subcommittee met and the Request for Proposal (RFP) to hire a consultant to undertake the research and writing of the local history book will be published on the City of Surrey website.
- The RFP fulfills the wishes of SHAC and it will lead to an engaging richly illustrated book and will appeal to Surrey residents to reflect the past, present and future.

The Chair noted that he has mentioned the Canada 150 (1867 - 2017) – SHAC Book Project to a number of people and it has been well-received.

3. ENGINEERING**4. LEGISLATIVE SERVICES****E. CORRESPONDENCE****F. INFORMATION ITEMS****1. Heritage Services Community Advisory Board Meeting (CAB)**

File: N/A - Verbal Update

- Commissioner Hol attends the CAB meetings as the SHAC representative. He reported that at the last CAB meeting he explained the Canada 150 (1867 - 2017) –SHAC Book project and it was positively received.
- It was discussed that in January 2016 a new SHAC Representative will need to be appointed to CAB.
- Staff provided an overview of the Community Advisory Board as follows:
 - It is a twelve member board that provides community advice and input on the acquisition of heritage collections, the development of annual service plans for heritage facilities including the Surrey Museum, Historic Stewart Farm and Surrey Archives, and special projects of the Heritage Services Division.

- Meets five times a year and is comprised of representatives from various community sectors including business, education, heritage stakeholders and interested local residents.
- Three organizations hold liaison seats on the Community Advisory Board including the Surrey Library, Friends of the Surrey Museum and Archives Society and the Surrey Heritage Advisory Commission.
- Meetings are typically held on Tuesdays every second month at the Surrey Museum.

The Chair requested staff to provide a memo at the next meeting so that a new SHAC representation can be appointed for 2016.

G. OTHER BUSINESS

1. Storyboards - Location and Placement

File: N/A - Verbal Update

- Discussion ensued regarding the location and placement of storyboards regarding commercial businesses.
- Staff clarified that placement depends on each specific situation. As an example, there are storyboards that have been built because buildings have been torn down; each occurrence is handled on a case-by-case basis.
- Staff noted that Heritage Services and the Planning Department will prepare a joint report with recommendations and a policy; and that it is fair that the Commission would have oversight regarding both the location and placement of storyboards and a protocol for dealing with storyboards at commercial businesses.

It was

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

Commission (SHAC) recommends that staff report back to the Commission with a proposed protocol for the location of storyboards.

Carried

2. Anniedale School - Status Update

File: N/A - Verbal Update

- There is no new information to report as of this meeting date. Staff reiterated that the School District #36 has sold the building with a 5-year term for closing to a church.
- Staff has proposed an interim Heritage Revitalization Agreement (HRA) as part of the Temporary Use Permit (TUP) the Church will eventually be pursuing.

As there is no December SHAC meeting scheduled, the Chair requested staff to provide an update regarding the status of the Anniedale School in January.

H. FINANCIALS**1. Financial Summary as at October 31, 2015**

File: 0540-20V

The following comments were made:

- The Commission asked for clarification regarding how long the financial commitments for Heritage Site Improvements last; in response staff noted that commitments are in perpetuity.
- The Commission noted that the George E. Lawrence House has Heritage Site Improvement Reserve funds allocated even though the building has been destroyed.

The Chair requested staff to provide a report with recommendations regarding the process for the reallocation of Heritage Site Improvement Reserve funds cases where heritage properties are either destroyed or removed from the register.

It was

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

Commission (SHAC) receive the Financial Summary of October 31, 2015, as information.

Carried

I. NEXT MEETING

The December Meeting is at the call of the Chair.

The next regularly scheduled SHAC meeting will be held on **January 20, 2016.**

J. ADJOURNMENT

It was

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

Commission meeting do now adjourn.

Carried

The Surrey Heritage Advisory Commission adjourned at 5:56 p.m.

Jane Sullivan, City Clerk

Councillor Woods, Chairperson