
Present:

Councillor Annis, Chair
F. Lou
M. Gibbs
B. Hol
L. Tannen
P. Priddy

Absent:**Staff Present:**

R. Gallagher, Heritage Facilities and
Administration Manager
K. Baglo, Heritage Planner
S. Cranston, Planner
L. Blake, Administrative Assistant

A. ADOPTIONS**1. Adoption of the Agenda**

It was

Moved by Commissioner Priddy
Seconded by Commissioner Hol
That:

1. The agenda of the Surrey Heritage Advisory Commission meeting held on June 10, 2020 be amended by adding Item G.1 Single Quote Financial Grant Applications; and
2. The agenda be adopted as amended.

Carried

2. Adoption of May 13, 2020 Minutes

It was

Moved by Commissioner Tannen
Seconded by Commissioner Hol
That the minutes of the Surrey Heritage

Advisory Commission meeting held on May 13, 2020 be adopted.

Carried

B. DELEGATIONS**C. OUTSTANDING BUSINESS**

D. NEW BUSINESS**1. PLANNING & DEVELOPMENT**

- (a) Robert Dougal MacKenzie House 5418 184 Street
Proposed Rezoning, Subdivision, Heritage Revitalization Agreement (HRA), Heritage Designation Bylaw Amendment, and Heritage Alteration Permit
File: 6800-01

Kelsey Baglo, Heritage Planner, summarized the report dated May 29, 2020 regarding an application for rezoning, subdivision, Heritage Revitalization Agreement, Heritage Designation Bylaw Amendment and Heritage Alteration Permit that has been submitted for the Robert Dougal MacKenzie House located at 5418 184 Street. The following information was highlighted:

- The Robert Dougal Mackenzie House located at 5418 184 Street is one of two houses that are named for Robert Dougal MacKenzie. The house is mostly in its original condition, except for a second storey addition.
- A Heritage Designation bylaw protects a heritage property as-is and does not have a conservation plan outlining required maintenance. Any alterations to a heritage designated property requires a Heritage Alteration Permit (HAP).
- The proposed development application for the subject site would include the restoration of the house in its original location, the removal of the second storey addition and the retention of the heritage cedar hedge located along 184 Street. There are concerns that the heritage hedge and trees located on site have been poorly maintained.

In response to a question from the Commission, Sarah Cranston, Planner, advised that the application has not been forwarded to the City Arborist for comment at this point. Issues regarding a tree replanting deficit can be highlighted and made a condition of approval when the application is presented to Council.

The Commission expressed support for the proposal and suggested that the heritage hedge could be replaced with a lower-profile plant, such as a laurel hedge, in order to maintain sightlines of the house.

It was Moved by Commissioner Hol
Seconded by Commissioner Tannen
That the Heritage Advisory Commission
(HAC):

1. Receive the report dated May 29, 2020 regarding a proposed Rezoning, Subdivision, Heritage Revitalization Agreement (HRA),

Heritage Designation Bylaw Amendment, and Heritage Alteration Permit for the Robert Dougal MacKenzie House located at 5418 184 Street as information; and

2. Recommend to the General Manager, Planning and Development, that staff be directed to proceed with the preparation of a Heritage Revitalization Agreement (HRA) for the Robert Dougal MacKenzie House located at 5418 184 Street.

Carried

- (b) Cecil Heppell House (5818 182 Street) – Application for Storm Windows, Window Moulding and Corner Boards
File: 6800-01

Kelsey Baglo, Heritage Planner, summarized the report dated May 7, 2020 regarding financial grant applications that have been received for the Cecil Heppell House located at 5818 182 Street for storm windows, window mouldings and corner boards.

It was Moved by Commissioner Tannen
Seconded by Commissioner Priddy
That the Heritage Advisory Commission
(HAC) recommend that Council:

1. Receive the report dated May 2, 2020 regarding a financial grant application that has been received for the Cecil Heppell House located at 5818 182 Street for storm windows, window mouldings and corner boards as information;
2. Approve financial assistance in the amount of **\$1,840.20** which represents 50% of the value of the works as per the quote provided by **Vintage Wood Works**;
3. Approve financial assistance in the amount of **\$316.29** which represents 50% of the value of the works as per the quote provided by **Grove Cedar Limited**, and;
4. Direct staff to advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works have been undertaken in accordance with the original terms of the application.

Carried

- (c) Brynjolfson Residence (12876 Crescent Road) – Application for Financial Assistance for Basement Waterproofing
File: 6800-01

Kelsey Baglo, Heritage Planner, summarized the report dated May 21, 2020 regarding a financial assistance grant application that has been received for the Brynjolfson Residence located at 12876 Crescent Road for basement waterproofing. The following information was highlighted:

- The financial grant application is for completed work. The Heritage Sites Financial Assistance Bylaw, 2003, No. 15099 states that applications for completed work will not be accepted. However, the Legal department has advised that Council may consider and approve applications for completed work through a 2/3 vote.
- The property owners originally submitted a financial grant application in May 2019 with one quote for the proposed work. The application was referred back to staff, as the Commission did not consider it to be specialized work. Staff recently followed-up with the property owner to inquire if they were able to find additional quotes. At that time, the owner advised they continued to have issues with retaining additional quotes and had completed the work as it was urgently required due to mold and sitting water.
- As the urgency of the situation was not initially communicated to the Commission when the application was originally presented in May 2019, and with the Legal department's advice, staff are bringing forward the grant application for work that has already been completed.

The Commission noted that had the urgency of the situation been communicated, they may have supported the original grant request. The Commission suggested that the grant application form could be revised to include additional room for explanation if less than three quotes are provided.

It was Moved by Commissioner Lou
Seconded by Commissioner Hol
That the Heritage Advisory Commission
(HAC) recommend that Council:

1. Receive the report dated May 21, 2020 regarding a financial assistance grant application that has been received for the Brynjolfson Residence located at 12879 Crescent Road for basement waterproofing as information;
2. Approve financial assistance in the amount of \$6,923.44 which represents 50% of the value of the works as per the invoice provided by **Basement Systems Vancouver**; and

3. Direct staff to advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works were undertaken in accordance with the original terms of the application.

Carried

(d) Administrative Clean Up of Surrey's Community Heritage Register

File: 6800-01

Kelsey Baglo, Heritage Planner, summarized the report dated May 20, 2020 regarding the administrative clean up of Surrey's Community Heritage Register. The following information was highlighted:

- The Heritage Register is a list of properties, buildings, and features that have been identified as having heritage character or heritage value. Each building or site on the heritage register was evaluated, including a review of photographs, documentation and other archival materials.
- The addition or removal of sites from the Heritage Register requires Council approval.
- The inclusion of heritage buildings that have been demolished but not removed from the Heritage Register results in extra administrative tasks for staff in clarifying misinformation that is conveyed to the public regarding the heritage status of properties.
- An as-found report would be prepared for all properties proposed to be removed from the Heritage Register, including a Statement of Significance and photos. The as-found report would be forwarded to the Surrey Archives.

It was Moved by Commissioner Tannen
Seconded by Commissioner Gibbs
That the Heritage Advisory Commission
(HAC) recommends that Council:

1. Receive the report dated May 20, 2020 regarding the administrative clean up of Surrey's Community Heritage Register as information; and
2. Remove the following heritage sites from Surrey's Community Heritage Register which, over the last several years were demolished:
 - J.C.S MacKenzie House - 4252 184
 - Krumhardt Residence - 16260 10 Ave
 - Neville Curtis House - 5658 182 St
 - Welsh House - 2566 Maple Street
 - John Holt House - 18456 88 Avenue

- Cloverdale United Church Manse– 6533 168 Street
Carried

(e) Protected Heritage Site Visit Photo Update
File: N/A (Verbal Report)

Kelsey Baglo, Heritage Planner, provided the following report regarding the protected heritage site visit update:

- Heritage property tax exemptions require that the heritage property is in compliance with all City policies and bylaws, including the Heritage Standards and Maintenance Bylaw. To ensure that the heritage properties that applied for tax exemption status were in compliance with the City's bylaws and policies, Legislative Services requested that the Heritage Planner provide a status update for each property.
- At the February 12, 2020 meeting, staff advised that as per discussions with the Bylaw department, it was determined that Heritage Planning staff would conduct annual heritage site inspections to monitor and track their condition.
- In Spring 2020, the Heritage Planner conducted site inspections of the following properties:
 - Arthur Hedley House;
 - Baron von Mackeson House;
 - Boothroyd House;
 - Brynjolfson House, as well as the second dwelling that was constructed as per the HRA;
 - Cecil Heppell House;
 - Charles Feedham House;
 - Christ Church;
 - Cobblestones;
 - Collishaw House;
 - Daniel Johnson House and the protected heritage landscaping along Crescent Road;
 - George Rankin House;
 - Guy Richardson House;
 - Hazelmere United Church and Annex;
 - James Creighton House;
 - John Horner House;
 - Louis Dahl House;
 - Nikaniuk House;
 - Ocean Park Community Hall;
 - Port Kells Fire Hall;
 - Robert Dougal MacKenzie House;
 - Rothwell House;
 - Seventh Day Adventist Church;
 - St. Oswald's Church;
 - St. Helen's Anglican Church;
 - Sullivan Community Hall;

- Tynehead Community Hall; and
- Willard Kitchen House.

Ms. Baglo noted that the James Creighton House has been boarded up and staff will be enforcing the Heritage Standards and Maintenance Bylaw.

In response to questions from the Commission, Ms. Baglo provided the following information:

- There is value in conducting the site visits; however, it is time-intensive for staff. It was suggested that alternate time frames could be implemented. For example, properties that are in poor or moderate condition could be inspected annually while properties in excellent condition could be inspected every other year.
- The properties that were photographed either applied for a heritage property tax exemption or have a Heritage Designation bylaw. In both cases, these properties are required to comply with the Heritage Standards and Maintenance Bylaw. Properties that have a Heritage Revitalization Agreement (HRA) have a specialized maintenance plan and are not required to comply with the Heritage Standards and Maintenance Bylaw. The few heritage protected properties that were not photographed included City-owned properties, replica buildings, heritage trees or properties with an HRA or Heritage Conservation Covenant that did not apply for property tax exemption.

The Commission expressed support for implementing the site inspections on an annual or bi-annual basis, if properties with an HRA or HCC are included.

- (f) HAC Task List
File: 0540-20V

Kelsey Baglo, Heritage Planner and Ryan Gallagher, Heritage Administration and Facilities Manager, identified the following suggested priorities for the 2020 workplan:

Summer 2020

- Review of Heritage Incentive program; and
- Review of Restrictive Reserve Fund policy;

Fall 2020

- Heritage planning online brochure update, to be completed following the review of the Heritage Incentive program and Restrictive Reserve Fund policy, as both are mentioned in the online brochure;
- Planning for 2021 workplan; and
- Storyboard maintenance.

Fall/Winter 2020

- City Awards, depending on timeline for 2021 City Awards event.

In addition, the Commission will continue to review heritage development applications and Building Preservation Program grant applications.

2. **PARKS, RECREATION & CULTURE**

(a) Summary - South Asian Research Project File: 6800-01

Ryan Gallagher, Manager, Heritage Administration & Facilities, summarized the report dated June 1, 2020 regarding the South Asian research project, partially funded by the SHAC. The following information was highlighted:

- A 600-page research document has been compiled outlining the history of the South Asian community in Surrey. The document is a legacy resource and a starting point for anyone conducting research on South Asians in Surrey. Research was conducted by Heritage Research Associate Jazmin Hundal.
- A thorough methodology was developed to guide the project. All relevant materials available at Surrey Archives, including voters' lists, school registers, Council minutes, BC directories, photographs, oral histories, yearbooks, reference library collections and business and community records. Using this data, staff were able to identify the presence of South Asian individuals within the community dating back to 1906.
- Content from the research document can be integrated into existing heritage programming, storyboards and exhibits. The resource will provide a foundation of assembled material for future researchers to build on.

In response to questions from the Commission, Mr. Gallagher provided the following information:

- Archives staff develop research guides to facilitate public access to archival materials.
- The research document will eventually be made available online in some form. Current document layout assembles all of the research material.
- The Commission could consider sponsoring an annual "writer in-residence" program, which could help to further disseminate this research and other research on Surrey's diverse communities.

The Commission congratulated all staff members involved with the project. The Commission provided the following suggestions:

- There could be a celebratory event once COVID restrictions are lifted.
- The research could serve as a template for similar projects for a variety of underrepresented cultural groups.
- A brief (three or four page) profile regarding the project could be posted to the City's website and/or submitted to a heritage journal to showcase the project.

It was Moved by Commissioner Priddy
Seconded by Commissioner Tannen
That the Surrey Heritage Advisory
Commission (SHAC) receive the report dated June 1, 2020 regarding the
South Asian Research project for information.
Carried

3. ENGINEERING

4. LEGISLATIVE SERVICES

E. CORRESPONDENCE

F. INFORMATION ITEMS

G. OTHER BUSINESS

1. Single Quote Financial Grant Applications

Commission Priddy noted that the Commission has been receiving financial grant applications with less than three quotes for the proposed work.

In response, Kelsey Baglo, Heritage Planner, provided the following information:

- All financial grant applications are screened by staff prior to being presented to the Commission and a rationale is requested if less than three quotes are submitted. Applications with less than three quotes are only forwarded for consideration if there is a justifiable reason.
- Both before and during the COVID pandemic, applicants have expressed difficulty in obtaining quotes for numerous reasons.
- Three quotes are not a requirement as per Heritage Sites Financial Assistance Bylaw, 2003, No. 15099.

The Commission noted that there is a requirement to follow due process while ensuring the application process remains easy enough to encourage interest. Depending on the work to be done or the urgency of the situation, less than three quotes might be reasonable to consider.

H. FINANCIALS

1. Financial Summary as at May 31, 2020

File: 0540-20V

It was
Commission receive the Financial Summary as of May 31, 2020 for information.
Moved by Commissioner Tannen
Seconded by Commissioner Hol
That the Surrey Heritage Advisory
Carried

I. NEXT MEETING

The next meeting of the Surrey Heritage Advisory Commission (SHAC) is scheduled to be held virtually for 4:00 p.m. on **July 15, 2020**.

J. ADJOURNMENT

It was
Commission meeting do now adjourn.
Moved by Commissioner Hol
Seconded by Commissioner Gibbs
That the Surrey Heritage Advisory
Carried

The Surrey Heritage Advisory Commission adjourned at 5:52 p.m.

Jennifer Ficocelli, City Clerk

Councillor Annis, Chairperson

**SURREY HERITAGE ADVISORY COMMISSION
RECOMMENDATION INDEX
Wednesday, June 10, 2020**

1. Cecil Heppell House (5818 182 Street) – Application for Storm Windows, Window Moulding and Corner Boards
File: 6800-01

That Council:

1. Receive the report dated May 2, 2020 regarding a financial grant application that has been received for the Cecil Heppell House located at 5818 182 Street for storm windows, window mouldings and corner boards as information (Appendix I);
 2. Approve financial assistance in the amount of **\$1,840.20** which represents 50% of the value of the works as per the quote provided by **Vintage Wood Works**;
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-
2. Brynjolfson Residence (12876 Crescent Road) – Application for Financial Assistance for Basement Waterproofing
File: 6800-01

That Council:

1. Receive the report dated May 21, 2020 regarding a financial assistance grant application that has been received for the Brynjolfson Residence located at 12879 Crescent Road for basement waterproofing as information (Appendix II);
2. Approve financial assistance in the amount of **\$6,923.44** which represents 50% of the value of the works as per the invoice provided by **Basement Systems Vancouver**; and
3. Direct staff to advise the applicant that payment of financial assistance shall only be made following inspection by appropriate City staff to ensure that the works were undertaken in accordance with the original terms of the application.

3. Administrative Clean Up of Surrey's Community Heritage Register
File: 6800-01

That Council:

1. Receive the report dated May 20, 2020 regarding the administrative clean up of Surrey's Community Heritage Register as information (Appendix III); and
2. Remove the following heritage sites from Surrey's Community Heritage Register which, over the last several years were demolished:
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