

**Present:**

Councillor Annis, Chair  
M. Gibbs  
B. Hol  
F. Lou  
P. Priddy  
T. Sandher

**Absent:****Staff Present:**

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

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**ELECTIONS AND APPOINTMENTS****1. Election of 2021 Vice-Chair**

**Note:** The Vice-Chair would be responsible for Chairing the SHAC meeting if Councillor Annis is unavailable.

It was  
2021 Vice-Chair of the Surrey Heritage Advisory Commission.

Moved by Commissioner Priddy  
Seconded by Commissioner Hol  
That Commissioner Lou be elected as the  
Carried

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

It was  
That:

Moved by Commissioner Hol  
Seconded by Commissioner Priddy

1. The agenda of the Surrey Heritage Advisory Commission meeting held on February 10, 2021 be amended by varying the agenda to address Items D.2(b), (a) and (c) first; and

2. That the agenda be adopted as amended.

Carried

**2. Adoption of January 20, 2021 Minutes**

It was  
Advisory Commission meeting held on January 20, 2021 be adopted.

Moved by Commissioner Hol  
Seconded by Commissioner Gibbs  
That the minutes of the Surrey Heritage  
Carried

**B. DELEGATIONS**

This section had no items.

**C. OUTSTANDING BUSINESS****1. Cloverdale Business Improvement Association Heritage Storyboard Proposal**

Ryan Gallagher, Manager, Heritage Administration and Facilities, advised that he met with the Cloverdale Business Improvement Association (BIA) to discuss the proposal presented at the January 20, 2021 meeting to install additional heritage storyboards throughout Cloverdale. The recommended approach will be multi-phased. Phase 1 will include storyboards in approximately four locations to be installed between spring and summer 2021. Phase 2 will be a broader process and will coincide with improvements to Hawthorne Square Plaza. A proposal including cost and locations will be presented at the March 10, 2021 meeting.

In response to a question from the Commission, Mr. Gallagher advised that high-level designs will be presented to the Commission in March. In response to another question, Mr. Gallagher advised that the Heritage Interpretation Program Review (Item D.2(b) on the agenda) will link heritage features to the thematic framework.

**D. NEW BUSINESS**

The agenda was varied to address Item D.2(b), (a) and (c) first on the agenda.

**2. PARKS, RECREATION & CULTURE****(b) Heritage Interpretation Program Review**

File: 6800-01

Ryan Gallagher, Manager, Heritage Administration and Facilities, summarized the report dated February 1, 2021 regarding the Heritage Interpretation Program review. In response to the Commission's request for a review process of the heritage interpretation program, the following review methodology was proposed:

- Best Practice Review;
- Document, Review and Categorize all assets;
- Policy, Procedures, Guidelines Review;
- Mapping of Existing and Future Assets;
- Community Engagement & Feedback (includes public, groups/stakeholders);
- Recommendations to enhance the program; and
- Monitoring and evaluation.

Upon completion of the program review, staff will provide a report at the September meeting and seek the Commission's feedback prior to preparing the relevant policy, procedure and guideline documents.

(a) **Black History Month**

File: 8200-20

Ryan Gallagher, Manager, Heritage Administration and Facilities, summarized the report dated February 1, 2021 regarding Black History Month. A number of virtual programs are planned in connection with Black History Month, including programming from Historic Stewart Farm, Museum of Surrey, Surrey Civic Theatres, and Surrey Fusion Festival. Of particular interest is the Museum of Surrey's Anti-Racism Speaker Series.

(c) **Heritage Week**

File: 8200-20

Ryan Gallagher, Manager, Heritage Administration and Facilities, summarized the report dated February 1, 2021 regarding the Heritage Week. The following information was highlighted:

- Heritage Week was proclaimed at the February 8, 2021 Regular Council – Public Hearing meeting.
- The theme of Heritage Week 2021 is "Where do you find heritage?"
- The Museum of Surrey and Historic Stewart Farm will have specific activities in honor of Heritage Week, as well as remote family day activities.

**1. PLANNING & DEVELOPMENT**

(a) **Sandanea House (2670 O'Hara Lane)**

**Building Permit Application Update**

File: N/A (Verbal)

Kelsey Baglo, Heritage Planner, advised that she contacted the owners of the Sandanea House located at 2670 O'Hara Lane to discuss the advantages of a Heritage Revitalization Agreement Bylaw (HRA) and financial incentives related to heritage protection. The owners have indicated that they are not interested in moving forward with an HRA for the property.

(b) **Assigning Evaluated Heritage Inventory Sites to Thematic Framework Themes**

File: 6800-01

Kelsey Baglo, Heritage Planner, summarized the on-table report dated February 4, 2021 regarding assigned evaluated Heritage Inventory sites to Thematic Framework Themes. The following information was highlighted:

- In 2016, Donald Luxton & Associates Inc. was retained to update Surrey's Heritage Strategic Review. A key action item from the review was the preparation of the Historic Context Statement and Thematic Framework, which was completed in 2019.

- Upon review of the Historic Context Statement and Thematic Framework, the Commission expressed concerns with the Historic Context Statement, specifically regarding the lack of Indigenous history but stated the Thematic Framework would be a useful tool for the review of the Heritage Register and Heritage Inventory
- The Historic Context Statement and Thematic Framework assists with identifying gaps in the Heritage Register and the identification of new sites. As part of the Heritage Inventory Review, staff researched other cities' practices and are proposing the following process:
  - Assign evaluated Heritage Inventory sites to Thematic Framework themes;
  - Review current evaluation worksheet;
  - Heritage Register gap analysis;
  - Identification of new Heritage Register sites:
    - Staff or consultant;
    - Public engagement (residents submit heritage site suggestions);
    - Consultation with gap stakeholder groups, as well as community/ neighbourhood groups;
  - New sites of potential heritage value to be added to the Heritage Inventory;
  - HAC Heritage Inventory review to determine which sites will be evaluated by a consultant and which sites will be removed from the heritage inventory. Funds for the evaluation to be allocated;
  - Heritage Inventory sites to be evaluated by a consultant;
  - Evaluated Heritage Inventory sites recommended for further heritage consideration by the consultant to be assigned to Thematic Framework themes; and
  - Evaluated Heritage Inventory sites recommended for further heritage consideration by the consultant that align with themes and fill gaps to be recommended to Council for addition to the Heritage Register.
- In addition to the proposed process, staff will also conduct on-going administrative work related to the Heritage Register.
- There are currently 32 properties on the Heritage Inventory that have been evaluated but not added to the Heritage Register, as the City did not have property owner consent at the time. Property owner consent is not required to add a property to the heritage register. It is proposed that the Commission review the Heritage Inventory sites in groups of 5-10 and provide a recommendation as to what theme each property would best fit in, if relevant.
- The evaluation worksheets can be reviewed to ensure that it is meeting the Commission's goals. A possible addition to the worksheet could be "does the site align with one the Thematic Framework themes".

The Commission noted the following comments:

- A holistic approach should be taken during the review of the City's heritage programs and assets. Assets such as storyboards and natural features could be included as assets to be categorized.
- The review is an excellent opportunity to find gaps in the City's heritage programs and assets, including the City's intangible history. Addressing the existing gaps will also make the City's heritage programs more inclusive of events and cultures that have yet to be acknowledged.

It was Moved by Commissioner Priddy  
Seconded by Commissioner Hol  
That the Heritage Advisory Commission  
receive the report dated February 4, 2021 regarding assigned evaluated  
Heritage Inventory sites to Thematic Framework Themes as information  
Carried

3. **ENGINEERING**

4. **LEGISLATIVE SERVICES**

5. **PLANNING & DEVELOPMENT and PARKS, RECREATION & CULTURE**

(a) **HAC Task List**

File: 6800-01

Kelsey Baglo, Heritage Planner, and Ryan Gallagher, Heritage Administration and Facilities Manager, reviewed the Task List and provided the following suggested actions:

**Bulman's Garage**

The Heritage Alteration Permit and Building Permit have been issued for the replica construction of Bulman's Garage.

**Colebrook United Church**

The Heritage Alteration Permit to remove stained glass windows has been issued. The windows have been replaced as per the grant application, the cheque has been requested and this item can be removed from the Task List.

In response to a question from the Commission, Ms. Baglo advised that the original stained glass windows are supposed to go back to the original donator, but can confirm this with the Church.

**Verna Porter House**

The relocation of the house as per the Heritage Revitalization Agreement (HRA) was successful. The property will be subdivided and rezoned.

**John Lamb House**

The architectural drawings for the second dwelling that is proposed as part of a Heritage Revitalization Agreement (HRA) have been received and are with the City Architect for review.

**E. CORRESPONDENCE**

This section had no items.

**F. INFORMATION ITEMS**

This section had no items.

**G. OTHER BUSINESS**

This section had no items.

**H. FINANCIALS****1. Financial Summary as at December 31, 2020**

File: 0540-20V

It was

Moved by Commissioner Gibbs  
Seconded by Commissioner Lou  
That the Surrey Heritage Advisory

Commission receive the Financial Summary as of December 31, 2020 for information.

Carried

**I. NEXT MEETING**

The next meeting of the Surrey Heritage Advisory Commission (SHAC) is scheduled for 4:30 p.m. on **March 10, 2021**.

J. ADJOURNMENT

It was

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

Commission meeting do now adjourn.

Carried

The Surrey Heritage Advisory Commission adjourned at 5:23 p.m.

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Jennifer Ficocelli, City Clerk

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Councillor Annis, Chairperson