

**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  
K. Tiede, Traffic Engineer  
P. Sahota, Accountant  
L. Blake, Administrative Assistant

**A. ADOPTION OF MINUTES****1. Adoption of the Agenda**

It was Moved by Commissioner Priddy  
Seconded by Commissioner Hol  
That the agenda of the Surrey Heritage  
Advisory Commission meeting held on September 8, 2021 be adopted.  
Carried

**2. Adoption of July 14, 2021 Minutes**

It was Moved by Commissioner Priddy  
Seconded by Commissioner Lou  
That the minutes of the Surrey Heritage  
Advisory Commission meeting held on July 14, 2021 be adopted.  
Carried

**B. DELEGATIONS****1. Pinda Sahota, CPA, CGA, Accountant, City of Surrey**

Pinda Sahota, CPA, CGA, Accountant, City of Surrey, was in attendance to provide an overview of the Surrey Heritage Advisory Commission financials. The following information was highlighted:

- The SHAC annual operating budget is \$23,000 and any funds that are not utilized by the year's end are transferred to the Heritage Unrestricted Reserves for Future Expenditures. The budget allocation is set using budgeting software and does not need to be spent in the categories allocated. For example, if \$1,000 is allocated towards consulting fees and \$1,000 is allocated towards grants, the Commission may recommend spending \$500 towards consulting fees and \$1,500 towards grants.
- The following accounts were explained as follows:
  - **Restricted Funds** - Comprised of donations provided by donors who specify how the funds are to be used. Restricted funds cannot be used for any other manner unless approved by Council.

- **Unrestricted Funds** - Comprised of "carry forwards" and would be used to address any projects approved by the Commission and endorsed by Council Resolution. An example of the use of such funds would be to undertake heritage assessments for desired locations or to erect storyboards.
- **Reserve for Heritage Site Improvements** - Each eligible heritage property owner can apply for \$5,000 per year to undertake heritage preservation projects approved by the Commission. Through the plan, homeowners have a provision where they can carry forward their yearly allotted \$5,000 for a maximum of three years (\$15,000), in order to address larger projects. Funding is received once the project is completed and payment should be provided to the applicant within one year.

### C. OUTSTANDING BUSINESS

This section had no items to consider.

### D. NEW BUSINESS

#### 1. PLANNING & DEVELOPMENT

(a) **3016 O'Hara Lane – Demolition Permit Application and Development Application for Rezoning**

File: 7920-0048-00

Kelsey Baglo, Heritage Planner, summarized the report dated August 11, 2021, regarding a demolition permit and development application for rezoning that has been received for the house location at 3016 O'Hara Lane. The property is currently listed on the Heritage Inventory and was evaluated and recommended for addition to the Heritage Register in 2004; however, the property was not added to the Heritage Registered at that time due to a managerial decision regarding lack of owner consent.

It was Moved by Commissioner Hol  
 Seconded by Commissioner Lou  
 That Heritage Advisory Commission (HAC)  
 receive the report dated August 11, 2021 regarding a demolition permit and development application for rezoning for the house location at 3016 O'Hara Lane as information.

Carried

It was Moved by Commissioner Priddy  
 Seconded by Commissioner Hol  
 That Heritage Advisory Commission (HAC)  
 recommend that staff do not proceed with temporary or permanent protection measures for the house located at 3016 O'Hara Lane.

Carried

(b) **Heritage Alteration Permit Application**  
**James Creighton House (10668 125B Street)**  
File: 7921-0192-00

Kelsey Baglo, Heritage Planner, summarized the report dated August 24, 2021, regarding a Heritage Alteration Permit application that has been received for the James Creighton House located at 10668 125B Street. The following information was highlighted:

- The James Creighton House is protected by a Heritage Designation Bylaw and therefore subject to the *Heritage Property Standards of Maintenance Bylaw* (the Bylaw), which outlines the minimum care requirements for heritage protected properties.
- A site visit in June 2020 confirmed that the property is in a state of disrepair. The City is seeking compliance with the Bylaw and the property owner was directed to complete priority items 1 – 3 as outlined in the McGinn Engineering & Preservation report by May 30, 2021. These items include implementing a water evacuation system, rotted mud sill replacement, site clean-up, roof surface and flashing replacement, porch reconstruction, cladding element repair, chimney repointing and repair, exterior painting, and heating system rehabilitation.
- A Heritage Alteration Permit (HAP) application has been received for the property and the property owner is proposing to complete all of the priority work required as outlined in the McGinn Engineering & Preservation report. This HAP is unique as it includes securities and the requirement for a replica buildings and compensation for the loss of heritage value in the event the property is destroyed. These requirements are standard for a Heritage Revitalization Agreement Bylaw but not for a Heritage Designation Bylaw.

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

- The house will be lifted in order to complete some of the repair work but will not be relocated on the site.
- The Commission cannot seek reimbursement from the property owner for the McGinn Engineering & Preservation report, as an expert opinion was required to advise staff of the work needed to bring the property into compliance.

The Commission noted that the actions take by the City send a clear message to heritage property owners regarding the maintenance requirements for heritage properties.

It was Moved by Commissioner Gibbs  
Seconded by Commissioner Priddy  
That the Heritage Advisory Commission (HAC):

1. Receive the report dated August 24, 2021 regarding a Heritage Alteration Permit application for the James Creighton House located at 10668 125B Street as information; and
2. Recommend that the Heritage Alteration Permit for the James Creighton House be forwarded to the General Manager, Planning and Development for consideration.

Carried

(c) **John Horner House (12645 14B Avenue)– Application for Roof Repair**  
File: 6800-14

Kelsey Baglo, Heritage Planner, summarized the report dated August 24, 2021 regarding a financial assistance application for roof repair that has been received for the John Horner House located at 12645 14B Avenue. Ms. Baglo advised that the application will be forwarded to Council ahead of the adoption of the minutes due to the time sensitivity of the work to be done.

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

1. Receive the report dated August 24, 2021 regarding a financial assistance application for roof repair for the John Horner House located at 12645 14B Avenue as information;
2. Recommend that Council approve financial assistance in the amount of **\$2,677.50** which represents 50% of the value of the works as per the quote provided by **Westcoast Roofing Systems Ltd.**; and
3. Recommend that staff 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

(d) **Cecil Heppell House – Application for Financial Assistance**  
File: 6800-01

Kelsey Baglo, Heritage Planner, summarized the report dated August 31, 2021 regarding a financial assistance application that has been received for the Cecil Heppell House located at 5818 182 Street. Ms. Baglo advised that the application is an extension of an existing application, as the applicant completes the work themselves and was unable to complete the project within the required one-year period.

It was Moved by Commissioner Sandher  
Seconded by Commissioner Priddy  
That the Heritage Advisory Commission (HAC):

1. Receive the report dated August 31, 2021 regarding a financial assistance application that has been received for the Cecil Heppell House located at 5818 182 Street as information;
2. Recommend that Council approve financial assistance in the amount of **\$317.52** which represents 50% of the value of the works as per the invoice provided by **Standard Building Supplies Ltd.**;
3. Recommend that Council approve financial assistance in the amount of **\$90.05** which represents 50% of the value of the works as per the invoice provided by **Grove Cedar Limited**, and;
4. Recommend that staff 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

(e) **2021 Site Visit Update**  
File: N/A (Verbal Report)

Kelsey Baglo, Heritage Planner, provided the following report regarding the 2021 heritage site visit:

- Heritage property tax exemptions require the heritage property to be in compliance with all City policies and bylaws, including the Heritage Property Standards of Maintenance Bylaw.
- In Spring 2021, the Heritage Planner conducted site inspections of all properties that applied for a property tax exemption, as well as additional properties located nearby those properties:
  - Arthur Hedley House;
  - Baron von Mackeson House;
  - Bose Farm House (Replica);
  - Brynjolfson House, as well as the second dwelling that was constructed as per the HRA;
  - Bulman's Garage (Replica);
  - Charles Bell House (Replica);
  - Charles Feedham House;
  - Christ Church;
  - The Clova;
  - Cobblestones;
  - Collishaw House;
  - Dahl Residence (formerly the Louis Dahl House);

- James Creighton House;
- John Horner House;
- Kensington Prairie Elementary School;
- Meadow Ridge Farm;
- Nikaniuk House;
- Ocean Park Community Hall;
- Port Kells Fire Hall;
- Robert Dougal MacKenzie House;
- Rothwell House;
- Sandansea House;
- Seventh Day Adventist Church;
- St. Oswald's Church;
- Sullivan Community Hall;
- Tynehead Community Hall; and
- Willard Kitchen House.

2. **PARKS, RECREATION & CULTURE**

This section had no items to consider.

3. **ENGINEERING**

This section had no items to consider.

4. **LEGISLATIVE SERVICES**

This section had no items to consider.

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, provided the following updates for the Task List:

**Semiahmoo Trail**

The Heritage Designation Bylaw Amendment and Heritage Alteration Permit to allow for the realignment of the Semiahmoo Trail was defeated by Council at third reading. This item will be removed from the Task List.

**Bulman's Garage**

The Bulman's Garage replica has been completed. Surrey Fire Services advised that the police investigation is on-going. Surrey Fire Services will follow-up with Ms. Baglo when this information is available.

**Cloverdale United Church**

The exterior painting work has been completed, the cheque has been requested and this item can be removed from the Task List.

**Guy Richardson House**

The cedar roof replacement and gutter work has been completed, the cheque has been requested and this item can be removed from the Task List.

**Cecil Heppell House**

The storm window work has been completed, the cheque has been requested and this item can be removed from the Task List.

The corner board and window mouldings application has expired and will be removed from the Task List.

**James Creighton House**

The McGinn Engineering & Preservation report can be removed from the Task List. The Heritage Alteration Permit application will remain on the Task List.

**Crescent Road Benches**

The Crescent Road Benches has been referred to Kristin Tiede, Traffic Engineer. Ms. Tiede will report back to the Commission as more information becomes available.

In response to a question from the Commission, Ms. Baglo advised that the cleaning up of the budget has made the necessary funding for the project available.

**Grants and Sponsorships**

20% of the available virtual field trip packages have been delivered to local schools to date. It is anticipated that additional packages will be delivered, as well as some potential in-person field trips

**Cloverdale BIA Storyboards**

The Cloverdale Storyboards that were brought forward by the Cloverdale BIA are in the design phase and scheduled to be completed by the of Summer 2021. A Community Panel provided advise and feedback regarding the content of the storyboards.

**Peace Arch Storyboards**

Staff are finalizing text to contextualize the international boundary and its relationship with the Semiahmoo First Nation.

**E. CORRESPONDENCE**

This section had no items to consider.

**F. INFORMATION ITEMS**

This section had no items to consider.

**G. OTHER BUSINESS**

This section had no items to consider.

**H. FINANCIALS****1. Financial Summary as at August 31, 2021**

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 August 31, 2021 for information.

Carried

**I. NEXT MEETING**

The next meeting of the Surrey Heritage Advisory Commission (SHAC) is scheduled for 4:30 p.m. on **October 13, 2021**.

**J. ADJOURNMENT**

It was

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

Commission meeting do now adjourn.

Carried

The Surrey Heritage Advisory Commission adjourned at 5:18 p.m.

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Jennifer Ficocelli, City Clerk

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Councillor Annis, Chairperson

**SURREY HERITAGE ADVISORY COMMISSION  
RECOMMENDATION INDEX  
Wednesday, September 8, 2021**

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**1. Cecil Heppell House – Application for Financial Assistance**

File: 6800-01

That Council:

1. Receive the report dated August 31, 2021 regarding a financial assistance application that has been received for the Cecil Heppell House located at 5818 182 Street as information (Appendix I);
2. Approve financial assistance in the amount of **\$317.52** which represents 50% of the value of the works as per the invoice provided by **Standard Building Supplies Ltd.;**
3. Approve financial assistance in the amount of **\$90.05** which represents 50% of the value of the works as per the invoice 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.

SURREY HERITAGE ADVISORY COMMISSION  
RECOMMENDATION INDEX  
Wednesday, September 8, 2021

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**The following recommendation was addressed prior to the receipt of the minutes at the September 13, 2021 Regular Council – Public Hearing meeting.**

**1. John Horner House (12645 14B Avenue)– Application for Roof Repair**  
File: 6800-14

That Council:

1. Receive the report dated August 24, 2021 regarding a financial assistance application for roof repair for the John Horner House located at 12645 14B Avenue as information (Appendix I); and
2. Approve financial assistance in the amount of **\$2,677.50** which represents 50% of the value of the works as per the quote provided by **Westcoast Roofing Systems Ltd.**;
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 have been undertaken in accordance with the original terms of the application.