

**Present:**

Councillor Stutt, Chair  
M. Hilmer  
F. Lou  
P. Priddy

**Absent:**

B. Turna  
S. Sharma

**Staff Present:**

R. Gallagher, Manager of Culture  
K. Hardie, Acting Manager, Heritage Facilities & Administration  
K. Baglo, Heritage Planner  
B. Haney, Transportation Planner  
L. Blake, Assistant City Clerk

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## HOUSEKEEPING

### 1. Introductions

A round table of introductions was held.

### 2. Election of 2023 Vice-Chair

It was

Vice-Chair for the 2023 year.

Moved by Commissioner Priddy  
Seconded by Commissioner Hilmer  
That Commissioner Lou be appointed as

Carried

## A. ADOPTIONS

### 1. Adoption of the Agenda

It was

Advisory Commission meeting held on February 8, 2023, be adopted.

Carried

Moved by Commissioner Priddy  
Seconded by Commissioner Hilmer  
That the agenda of the Surrey Heritage

### 2. Adoption of November 17, 2022 Minutes

It was

Advisory Commission meeting held on November 17, 2022, be adopted.

Carried

Moved by Commissioner Lou  
Seconded by Commissioner Priddy  
That the minutes of the Surrey Heritage

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

Pinda Sahota, dedicated Surrey Heritage Advisory Commission City Accountant, provided a PowerPoint presentation regarding the Surrey Heritage Advisory Commission (SHAC) financials and highlighted the following information:

- 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 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. There are currently 44 properties eligible to receive site improvement funding.

**2. Kelsey Baglo, Heritage Planner, Ryan Gallagher, Manager of Culture, Kristin Hardie, Curator of Collections, and Brian Haney, Transportation Engineer**

Kelsey Baglo, Heritage Planner, Ryan Gallagher, Manager of Culture, Kristin Hardie, Acting Manager, Heritage Facilities and Administration, and Brian Haney, Transportation Planner, provided an overview of Heritage Planning and Heritage Services and Interpretation and highlighted the following information:

**Planning & Development**

- Planning & Development has moved to values-based heritage conservation and considers heritage to be whatever a community, past or present, values and would like to pass onto the future, regardless of age or vintage.

- Heritage planning is undertaken by the provisions in the *Local Government Act*, which provides tools for recognition and protection of historical places and allows municipalities to undertake planning actions such as the creation of a Heritage Register and Heritage Advisory Commission. Permanent protection measures include Heritage Revitalization Agreement (HRA) By-law, Heritage Designation By-law and Heritage Conservation Covenant. Heritage Planning also utilizes the Heritage Inventory, which is an internal list of properties that may have heritage value but require further evaluation by a heritage professional.
- Broadly, Heritage Planning addresses Development Applications, Building Permit Applications, Demolition Permit Applications related to heritage properties, maintenance of the Heritage Register, temporary and permanent protection tools, Building Preservation Program Grants and heritage policy.
- SHAC also reviews applications with demolition permits for properties listed on the Heritage Inventory and Register. There are four options generally available to the Commission with respect to demolition permits: 60 day temporary protection order, withholding of demolition permits until other approvals are issued, heritage designation protection, and/or document and demolish. Staff always attempts to work with the applicant and retain potential heritage properties through negotiations.
- The Historic Context and Thematic Framework was completed in 2019 and views heritage through different themes as opposed to chronology to create a more inclusive approach to heritage.

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

- Heritage properties are primarily identified during a Neighbour Context Plan process, which includes a heritage study as part of the background studies. This process identifies sites of potential heritage value and those properties are added to the Heritage Inventory. Heritage properties can also be identified or suggested by residents, or by a Planner during the development application process.
- Heritage professionals are generally contracted by applicants during the application process to evaluate the site, if needed. The Commission also has funds available to conduct evaluations on the Heritage Inventory in order to either move properties from the Inventory to the Heritage Register, or remove them from the Inventory.
- In the definition of heritage that Planning staff use, there is no set time period to work back from, as age is not a primary factor. Rather, heritage is based on community values.

### **Parks, Recreation & Culture**

- Surrey's heritage facilities include the Museum of Surrey, Historic Stewart Farm and Surrey Archives. These facilities host gatherings and preserve and share community stories.
- The heritage interpretation program spreads awareness of Surrey's heritage through storyboards, heritage features and neighbourhood history signs.
- Online heritage tools include the Surrey Archives and Museum online access tool, 1949 aerial photo layer in Cosmos, Surrey Time Lapse and the Arts and Culture Map.

### **Engineering**

- Engineering's purvey is road allowance, which is the land set aside for roads including ditches, sidewalks, boulevards, underground utilities and more. Engineering-related assets can be divided into three categories: heritage roads and trails, assets on road allowances on the Heritage Register, and other transportation related heritage assets.
- The primary purpose of street naming is to promote wayfinding while secondary purposes can include celebrating the history of the city or commemorating an individual, group or organization significant to Surrey. The Street Naming Policy was expanded in 2015 to provide additional options and guidance for heritage road markers and geographic features, other secondary names such as commemorative street names and district signage, and official street names.

## **C. OUTSTANDING BUSINESS**

This section had no items to consider.

## **D. NEW BUSINESS**

### **1. PLANNING & DEVELOPMENT**

#### **(a) Heritage Plaque Program Phase 2 - Update** File: 6800-08

Kelsey Baglo, Heritage Planner, summarized the report dated January 31, 2023 regarding an update on the Heritage Plaque Program. The following information was highlighted:

- In 2012, the Commission requested staff to begin Phase 1 of the Heritage Plaque Program to implement heritage plaques for heritage protected City-owned buildings. At the September 7, 2022 meeting, the Commission recommended that staff move forward with Phase 2 and 3 concurrently to implement heritage plaques for privately-owned institutional and commercial buildings.

- Staff mailed letters to the property owners of the proposed buildings included in Phase 2 and 3 to determine if they are interested in participating in the program. Staff initially received responses from 50% of the property owners. In response to a second, targeted letter, staff received a response from 16 of the 19 property owners.
- Staff will draft text for the plaques, and will bring forward mock-ups to the Commission for feedback before the plaques are manufactured.

It was Moved by Commissioner Hilmer  
 Seconded by Commissioner Lou  
 That the Heritage Advisory Commission  
 receive the report dated January 31, 2023 regarding an update on the  
 Heritage Plaque Program for information.  
Carried

**(b) Surrey's Building Preservation Program Social Media Strategy**  
 File: 6800-00

Kelsey Baglo, Heritage Planner, summarized the report dated January 30, 2023 to advise the Commission that staff are working with the City's Web Team on a social media strategy to educate the public about Surrey's Building Preservation Program in a way that aligns with the City's social media strategic goals.

It was Moved by Commissioner Lou  
 Seconded by Commissioner Priddy  
 That the Heritage Advisory Commission  
 receive the report dated January 30, 2023 regarding Surrey's Building  
 Preservation Program social media strategy for information.  
Carried

**2. PARKS, RECREATION & CULTURE**

**(a) Storyboard Program Updates**  
 File: N/A (Verbal Report)

Kristin Hardie, Acting Manager, Heritage Administration and Facilities, provided the following update regarding the Storyboard Programs:

**Cloverdale Library**

- The Cloverdale Library storyboard has been installed.

**Newton Street Names and Historic Bridgeview**

- Community advisory groups have been created for the Newton Street Names and Historic Bridgeview storyboards. Both projects are currently in the final draft stage.

In response to a question from the Commission, Mrs. Hardie advised that the community advisory groups often include staff, residents and a Commission representative, and depending on the content, local stakeholders. It was noted that there are different researchers for different storyboards.

The Commission suggested that schools could be incorporated into the storyboard process and it could be a project for students.

**(b) Black History Month**

File: 7800-01

Kristin Hardie, Acting Manager, Heritage Administration and Facilities, summarized the report dated January 25, 2023 regarding Black History Month and the events that are scheduled to celebrate.

It was  
receive the report dated January 25, 2023 regarding Black History Month for information.

Moved by Commissioner Lou  
Seconded by Commissioner Hilmer  
That the Heritage Advisory Commission

Carried

**(c) Heritage Week**

File: 7800-01

Kristin Hardie, Acting Manager, Heritage Administration and Facilities, summarized the report dated January 25, 2023 regarding Heritage Week and the events that are scheduled to celebrate.

It was  
receive the report dated January 25, 2023 regarding Heritage Week for information.

Moved by Commissioner Lou  
Seconded by Commissioner Hilmer  
That the Heritage Advisory Commission

Carried

**(d) 1824 Bicentennial**

File: N/A (Verbal Report)

Kristin Hardie, Acting Manager, Heritage Administration and Facilities, provided the following report regarding the 1824 Bicentennial:

- A community member inquired how the City would be celebrating the 1824 MacMillan expedition. A storyboard exists in Crescent Beach regarding this event, and the content was written in 2003 and the most recent edition was installed in 2013.

- An aspect of this event to consider is the long history of excluding Indigenous experiences in Canadian history. A part of reconciliation is recognizing Indigenous history in storyboards and other programming.

The Commission noted Indigenous engagement and consultation would be needed in considering an approach to commemorating this event.

### 3. ENGINEERING

This section had no items to consider.

### 4. LEGISLATIVE SERVICES

- (a) **2023 SHAC Schedule**  
File: 0360-20

It was  
adopt the 2023 meeting schedule as presented.

Moved by Commissioner Priddy  
Seconded by Commissioner Lou  
That the Heritage Advisory Commission  
Carried

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

- (a) **HAC Task List**  
File: 6800-01

Kelsey Baglo, Heritage Planner, and Kristin Hardie, Acting Manager, Heritage Facilities and Administration, reviewed the Task List and highlighted the following changes:

#### **Brynjolfson Residence**

The masonry work has been completed and the financial assistance grant cheque has been issued. This item will be removed from the Task List.

#### **Creelman House**

In response to a question from the Commission, Ms. Baglo advised that she has contacted the home owners to request that they list the house for sale, but has not received a response at this time.

## Surrey Legacy Book Project Update

The Commission had suggested that *Surrey: A City of Stories* could be made available online; however, as the book was created a few years ago, staff are recommending that other online heritage tools be considered. In addition, there are programming plans for the 30th year anniversary of Surrey's incorporation as a municipality at the Museum of Surrey and a social media campaign.

## Grants and Sponsorships

Staff noted that there was very little uptake in the program for low-income schools to access heritage programs and questioned if the Commission would like to continue with the program.

Brian Haney, Transportation Planner, noted that staff had success contacting the school district directly regarding programming for the Safe and Active Schools program.

It was	Moved by Commissioner Priddy Seconded by Commissioner Hilmer That the Surrey Heritage Advisory Commission continue to provide funding from the Grants and Scholarships budget for transportation to for low-income schools to heritage facilities.
	<u>Carried</u>

### E. CORRESPONDENCE

This section had no items to consider.

### F. INFORMATION ITEMS

This section had no items to consider.

### G. OTHER BUSINESS

#### 1. Wixalbrown House File: N/A (Verbal Report)

Kelsey Baglo, Heritage Planner, advised that the Wixalbrown House is listed on the Heritage Register. At the November 11, 2020 meeting, the Commission did not make a recommendation regarding a demolition permit application that was received for the property. The application went to Council and Council withheld the demolition permit until the building permit was issued. In late January 2023, there was a fire at the house; however, the extent of the damage is not known at this time. The Fire department has expressed concerns regarding the house and the property owner has requested the demolition permit. Staff will bring forward a

report to Council requesting direction for the demolition permit application for the property.

The Commission noted that the property could be a safety concern at this point. Staff should request all the documentation available for the house, as it is very unique.

**H. FINANCIALS**

**1. Financial Summary as at December 31, 2022**

File: 0504-20V

A cheque in the amount of \$3,360.00 has been issued to the owners of the Brynjolfson Residence for the masonry work that has been completed as per their financial assistance grant request.

**I. NEXT MEETING**

The next meeting of the Surrey Heritage Advisory Commission (SHAC) is proposed for 5:00 p.m. on **March 8, 2023** in **2E Committee Room B**.

**J. ADJOURNMENT**

It was

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

Commission meeting do now adjourn.

Carried

The Surrey Heritage Advisory Commission adjourned at 6:50 p.m.

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Jennifer Ficocelli, City Clerk

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Councillor Stutt, Chairperson