



City of Port Moody
Agenda
Heritage Commission
Brovold Room
Thursday, November 14, 2019
Commencing at 7:00pm

1. Call to Order

Call to Order 1.1
2. Adoption of Minutes

Minutes 2.1 **Recommendation:**
Pages 3-6 **THAT the minutes of the Heritage Commission meeting held on Thursday, September 12, 2019 be adopted.**
3. Unfinished Business

4. New Business

Path of House Posts Along Shoreline Trail 4.1 Presentation: Tasha Faye Evans

loco Heritage Conservation Area 4.2 Presentation: Jim Millar, Port Moody Heritage Society

Storyboard Subcommittee – Update 4.3

Heritage Incentives Subcommittee – Update 4.4

Heritage Register Subcommittee – Update 4.5

**2019 Heritage
Commission Work
Plan and Budget**

Pages 7-8

5. Information

- 5.1 Attachment: 2019 Heritage Commission Budget – DRAFT
File: 01-0360-20-09-01

6. Adjournment



City of Port Moody

Minutes

Heritage Commission

Minutes of the meeting of the Heritage Commission held on Thursday, September 12, 2019 in the Brovold Room.

Present

Councillor Diana Dilworth, Chair
 Dianna Brown
 Alexander Coombes
 Laura Dick
 Christopher Pope
 Rosemary Rawnsley
 Joan Stuart
 Carnell Turton

Absent

Councillor Meghan Lahti, Vice-Chair

In Attendance

Jess Daniels – Policy Planner
 Jennifer Mills – Committee Coordinator

1. Call to Order

Call to Order

1.1 The Chair called the meeting to order at 7:00pm.

2. Adoption of Minutes

Minutes

2.1 HC19/016
 Moved, seconded, and CARRIED
THAT the minutes of the Heritage Commission meeting held on Thursday, July 11, 2019 be adopted.

3. Unfinished Business

4. New Business

United Nations Declaration on the Rights of Indigenous Peoples

4.1 The Chair provided an overview of the United Nations Declaration on the Rights of Indigenous Peoples and noted the following:

- the report contains recommendations for municipal

governments and the recommendations for heritage will be extracted for Commission members to review;

- staff are reviewing recommendations and exploring how they can be implemented into Staff training and education; and
- staff are reviewing the current programming to ensure the content is fully accessible to Indigenous families.

The Chair also noted that Tasha Faye Evans will be in attendance at October's meeting to speak on the topic.

Heritage Incentives Subcommittee

4.2 Link: [Heritage Conservation Programs in Port Moody](#)

Alexander Coombes provided an update from the Heritage Incentives Subcommittee and the following was noted:

- the subcommittee has researched other municipal programs and developed short-, medium- and long-term goals;
- the short- and medium-term goals will focus on property tax incentives and determining if the current program's low enrolment is due to the fundamentals and/or the communication; and
- the long-term goal will be to develop a proposal or policy paper.

Action: The Heritage Incentives Subcommittee to present on the short- and medium-term goals at October's meeting.

Action: The Policy Planner to determine if the Subcommittee can contact previous applicants of the Heritage Revitalization Tax Exemption program.

Heritage Inventory Subcommittee

4.3 Dianna Brown provided an update from the Heritage Inventory Subcommittee and noted that the Subcommittee would like to initiate the Statement of Significance process to add Vivio Flower Gallery (2333 Clarke Street) to the heritage register.

HC19/017

Moved, seconded, and CARRIED

THAT staff work with Donald Luxton and Associates to prepare a Statement of Significance for the Vivio Flower Gallery building with funding allocated from the Heritage Commission budget.

Storyboard Subcommittee

- 4.4 Dianna Brown and Laura Dick gave a presentation on the Lumber Mills of Port Moody and the following was noted:
- the storyboard will be a map of Port Moody displaying a picture and historical background information of each mill;
 - Mill and Timber could be approached to donate lumber for the storyboard; and
 - the pier is the ideal location for the storyboard.

Action: The Storyboard Subcommittee to bring a storyboard prototype to the October meeting.

Dianna Brown provided an update on the Stonemarker Program and noted that the White Residence at 2329 St. Johns Street may be a potential location for a stonemarker as Mr. White was an accountant at the Emerson Mill and a member of Port Moody's first Council.

The Chair noted that Council approved the reallocation of the Heritage Commission Budget from the Stonemarker Program to the Pop-Up Banners Project.

The Policy Planner noted that the stonemarkers receive annual pressure washing and spot treatment if they are vandalized outside of the annual schedule.

loco Ghost Town Day – Update and Planning

- 4.5 The Policy Planner provided an update on the planning for loco Ghost Town Day and noted that the new matching game will be ready for the Day and is being formatted as tiles instead of a banner.

Dianna Brown and Laura Dick will be in attendance for the entire day and all members are encouraged to attend.

Heritage Award Nominations Review

- 4.6 HC19/018
 Moved, seconded, and CARRIED
THAT, pursuant to section 90 of the *Community Charter*, this portion of the Regular Meeting of the Heritage Commission be closed to the public as the subject matter being considered relates to the following:
- **90(1)(b) – personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.**

5. Information

2019 Work Plan and Budget

- 5.1 Attachment: 2019 Heritage Commission Budget
File: 01-0360-20-09

This item was provided for information only.

6. Adjournment

The Chair adjourned the meeting at 7:54pm.

Councillor Diana Dilworth,
Chair

Jennifer Mills,
Committee Coordinator

2019 Heritage Commission Budget - DRAFT

Project or Activity	Month	2019 Budget Allocation	Comments	Outcome
Operate the Storyboard Program	Ongoing	\$2050 (per storyboard)	Raise awareness of the storyboard program at Heritage Week and other City events	Initiate one storyboard in 2019
Operate the Stone Marker Program	Ongoing	\$1500 (per stone marker)	Ordering, installing and unveiling of Stone Markers as nominations are received and reviewed by the Commission.	Initiate one stone marker in 2019
Pop-up banner	June	\$750 (\$350 banner) (\$400 staff costs)	Update the Heritage Commission pop-up banner to be used as events such as loco Ghost Town Days, etc.	
Additions to Heritage Register	Ongoing	\$1500 (Cost depends on how much work is done by a consultant in order to complete the Statements of Significance for the selected properties)	Continuation of work done in 2018 by sub-committee that identified a short list of potential additions requiring further research.	Complete a statement of significance for one new heritage register addition and present to Council for consideration
Heritage Grants and Incentives	Ongoing	-	Continuation of work done in 2018 by sub-committee.	Recommendations for new incentives
Heritage Workshop(s)	July	-	City staff to conduct a refresher workshop on heritage tools and programs to bring new members up to speed.	One or more presentations at regular meetings
Commission participation in the 2019 loco Ghost Town Day and potentially other events	June and October (and potentially other dates)	\$400	Commission participation in community events (i.e. loco Ghost Town Days, Community Fair)	Heritage Commission booth at loco Ghost Town Day and the Community Fair with activities, promotion of Storyboard program

Project or Activity	Month	2019 Budget Allocation	Comments	Outcome
2019 Heritage Award	September-October	\$700	Advertising and Awards	Selection of 2018 Heritage Award winner for Council consideration
Participate in education activities and events, and expand the scope of potential programs (i.e. webinars, conferences, etc.)	Ongoing May 9-11	\$1100 (1 person attending)	Heritage BC Conference, May 9-11, Nanaimo – costs include registration (\$280), travel by ferry, accommodations (\$206/night X 3 nights), etc	One member attends the conference in Nanaimo
Support Heritage Week 2020	November 2019, Jan-Feb 2020	(\$500) Varies depending on the scale and if HC is participating in PMHS event	Advertising, staff time, promotional items, entertainers/speakers, prizes, food/beverages, etc	Heritage Commission presence at an event organized by the Heritage Society or possibly a separate event organized by the Commission
Advance the City’s Stewardship Policy by initiating one Conservation and Maintenance Plan for a Municipal City Heritage Site	September	\$4000* *Up to \$1500 accounted for in Heritage Commission budget. Additional funds may be applied for from Heritage BC Legacy Fund.	Involves a consultant to prepare the Conservation and Maintenance Plan	A Conservation and Maintenance Plan for the Centennial/Appleyard House or the C.P.R. Station Building (Museum)
Total Budget		\$10,000		