

MAPLE RIDGE

COMMUNITY HERITAGE COMMISSION HERITAGE PLAN

NOVEMBER 2013



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MAPLE RIDGE

British Columbia

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Haney House, Maple Ridge (Maple Ridge Museum and Archives P01046)

EXECUTIVE SUMMARY

The purpose of this Heritage Plan is to provide the Maple Ridge Community Heritage Commission with an effective, sustainable, and realistic strategic plan of action for the next seven years. The first Maple Ridge Heritage Strategy was prepared eighteen years ago, and during that time Maple Ridge has developed an effective heritage policy framework and a mature heritage program. It is now timely to review the strategic focus of the District's heritage initiatives.

Through the development of a shared community vision for heritage conservation, the Heritage Plan has provided an opportunity to assess those aspects of the program that are most successful, to determine what needs to be re-focused for maximum effectiveness and to outline a series of actions that best utilize scarce resources. The Plan responds to challenges and opportunities that have been identified through an extensive research and public consultation process that included two online surveys of community comments and expectations. This has determined a new vision for the District's heritage program, and sets new directions based on a consensus of community values.

The Plan identifies a community-based Vision for the heritage program, and six overarching Goals:

- Aligning the vision and work-plan of the Community Heritage Commission with the heritage policies in the Maple Ridge Official Community Plan;
- Defining a clear pathway for the Community Heritage Commission to achieve a heritage vision;
- Inspiring community engagement in local heritage conservation;
- Increasing public awareness of the community benefits of heritage conservation and infrastructure;
- Promoting the development of heritage infrastructure; and
- Identifying the gaps in the existing heritage management program and using this to inform the CHC work-plan.

These Goals are supported by recommended Actions that will be achieved over a seven-year period, between 2014 and 2020. The intent of the recommendations is to proactively encourage the preservation and long-term viability of the District's heritage resources, for the benefit of the entire community.

1. INTRODUCTION

This Heritage Plan has been undertaken to provide the Maple Ridge Community Heritage Commission with an effective, sustainable, and realistic strategic plan of action for the next seven years, which will proactively encourage the preservation and long-term viability of the District's heritage resources.

This Plan builds on almost thirty years of municipal heritage planning and initiatives and over fifty years of community heritage involvement. The District's heritage planning initiatives date back to 1979, with the designation of Haney House. The Maple Ridge Heritage Strategy was undertaken in 1995, followed by the Heritage Inventory and Heritage Management Plan in 1998. Other key initiatives have been undertaken since that time, including the adoption of comprehensive heritage policies in the Official Community Plan and the establishment of a Community Heritage Register. The Community Heritage Commission, established as the Heritage Advisory Committee in 1989, was reconstituted in 2000 and advises Municipal Council on matters relating to heritage conservation. There has also been strong community involvement in heritage initiatives, notably through the efforts of the Maple Ridge Historical Society, founded in 1957. Maple Ridge has an effective heritage policy framework and a mature heritage program; as the Heritage Strategy is now eighteen years old, it is now timely to review the strategic focus of these initiatives.

Through the development of a shared community vision for heritage conservation and a planning framework for the District's heritage program, the Heritage Plan has provided an opportunity to assess those aspects of the program that are most successful, to determine what needs to be re-focused for maximum effectiveness and to outline a series of actions that best utilize scarce re-

sources. This has determined a new vision for the District's heritage program, and sets new directions based on a consensus of community values.

1.1 METHODOLOGY

The development of the Heritage Plan has followed a consensus-building process. Throughout the project, there has been a close liaison with staff, the Community Heritage Commission and a project Steering Committee, through a series of meetings and progress drafts, which has ensured that there was a thorough and comprehensive discussion of the process and proposed outcomes.



Public engagement was considered imperative to the success of this project, and the public consultation strategy comprised a significant portion of the work. Its purpose was to:

- determine collective community heritage values;
- engage community members and determine support for effective heritage strategies;
- understand broad perspectives and aspirations related to heritage in Maple Ridge;
- develop a values-based vision for heritage conservation in Maple Ridge, grounded in worldwide best practices;
- set goals and priorities based on public and stakeholder input

- align heritage conservation to broader community and civic goals; and
- build public awareness of local conservation efforts.

As part of the public consultation, the following process has occurred:

- A two-part online public survey, with the first survey prompting general community comments and expectations, and the second seeking response on the draft Plan and specific recommendations. The survey was promoted widely, with the assistance of the Maple Ridge Historical Society, through social media and community events.
- Council Advisory Committees were notified of the project and the online surveys:
 - Accessibility Committee
 - Parks & Leisure Services Commission
 - Economic Advisory Committee
 - Bicycle Advisory Committee
 - Economic Advisory Commission
 - Social Planning Advisory Committee
 - Public Art Steering Committee
 - Agricultural Advisory Committee
- There were ongoing meetings held with the project Steering Committee and the Community Heritage Commission, including a CHC workshop on May 2.
- There was ongoing consultation with the Maple Ridge Historical Society and their membership. A meeting was held with the MRHS Board on May 23.
- The Heritage Plan process was presented to Council on May 28.
- A Public Open House was held on June 13, at which draft recommendations were presented and comments were solicited.
- The final Heritage Plan was presented at a Council Workshop on October 21.

Maple Ridge is unique in that a broad variety of various community groups and associations are represented through Facebook pages. This provided a convenient electronic portal into existing public communities of interest. Electronic notification was broadcast during the process that explained the project and publicized the online survey. A key partner in this process was the Maple Ridge Historical Society. Formed in 1957, the MRHS is a very active participant in community affairs, and a key player in conservation initiatives. The Society assisted in the distribution of information, promoted the consultation process and provided notification for the Open House.

Through open discussion and review of the consultation, consensus on common goals and prioritized strategies has been achieved. This has provided a basis for understanding what heritage resources the community values and how their conservation can be addressed.



1.2 COMMUNITY BENEFITS

Conserving and celebrating its heritage resources allows a community to retain and convey a sense of its unique history, and provides aesthetic enrichment as well as educational opportunities. Heritage resources help us understand where we have come from so that we can appreciate the continuity in our community from past to

present to future. Historic sites become landmarks and touchstones for the community, and a broad range of tangible heritage features exist that add to Maple Ridge's vibrancy and character. In addition, a legacy of personal histories, traditions and events weave a rich community tapestry that enriches the life of Maple Ridge's residents and visitors.



Cultural and heritage-based tourism, such as the visitation of historic sites, is one of the fastest growing segments of the burgeoning tourism industry. Other benefits of strong heritage policies include maintaining distinctive neighbourhoods, conserving cultural heritage, providing community identity and promoting civic pride. Heritage conservation is also an inherently sustainable activity, and supports broader sustainability initiatives.

These are all important considerations in the long-term management of our built environment. A well-managed heritage conservation program provides numerous community benefits that include:

- encouraging retention of the community's unique physical heritage;
- celebrating historical events and traditions;
- identifying ways that partnership opportunities can be fostered with senior levels of government;
- engaging the broader community including the private and volunteer sectors;

- conserving a broad range of historical sites that supports other public objectives such as tourism development and education;
- assisting private owners in retaining historic resources through flexible heritage planning;
- investing in heritage sites through community partnerships;
- supporting economic development initiatives through job creation and retention, investment potential and new tourism opportunities.
- supporting sustainability initiatives; and
- generating employment opportunities and other economic spin-offs.

There is mounting evidence that heritage initiatives provide both tangible and intangible benefits, and contribute to the development of complete communities and to a vibrant culture of creativity and innovation.

1.3 THE LINK BETWEEN HERITAGE AND SUSTAINABILITY

In recent years heritage conservation has found a new place within the sustainability framework in which economic, environmental, social and cultural interests support common community goals. Preserving heritage values has a significant impact on all aspects of sustainability – social, environmental and economic. Within this larger conservation model, both the tangible and intangible benefits of heritage conservation find a broadened relevance in the areas of tourism, job creation, business development, education, recreation and the environment. Heritage conservation contributes to the diversity, variety and long-term sustainability of the urban and rural fabric of our existing communities. Heritage conservation is inherently sustainable, as it minimizes the need to destroy existing building materials and retains established land use patterns and infra-

structure. It also conserves embodied energy, the sum of all the energy required to produce a building and its materials; reduces pressure on landfill sites; avoids the energy required to raze, load, haul away and dispose of construction materials; avoids impacts of new construction; and minimizes the need for new building materials. Although heritage conservation and sustainable development are not entirely synonymous activities, they align in their mutual interest of enhancing the relationship people have with their built environment. The environmental impact associated with building demolition is a major concern, and as a consequence an increasing number of existing buildings are being retained and retrofitted for new uses for reasons that go beyond their historic merit. It is widely recognized that society can no longer afford to waste resources of any type, and responsible stewardship – including re-use of the built environment – has become the accepted norm in managing our urban and rural habitats while enhancing their livability.

The conservation of heritage sites is also important from an urban design perspective. Our historic places, early communities and rural lands contribute significantly to Maple Ridge’s unique sense of place by maintaining historic context and providing a framework for new development.

It is also important to upgrade the energy efficiency of heritage buildings, and this can be accomplished in many ways without destroying heritage character-defining elements. Information on energy upgrading measures for heritage buildings is available in the Standards and Guidelines for the Conservation of Historic Places in Canada.

The renewed focus of the heritage program should recognize the importance of sustainability initiatives. Heritage conservation should be integrated with sustainability initiatives – including environmental, economic and social initiatives – whenever possible.

1.4 THE LINK BETWEEN HERITAGE AND ECONOMIC DEVELOPMENT

Heritage is good for Maple Ridge’s economic environment and good for business. Investment in heritage conservation provides economic stimulus that results in enhanced tax assessments, creates more interesting urban environments, supports competitive business recruitment and retention strategies, and provides opportunities for business incubation. Heritage conservation does not mean “no change,” rather it is an opportunity for creative community building that also provides sustainable amenities as our urban environment becomes subject to intensification.



One of the fastest growing sectors of the tourism market is cultural tourism, which consists of travellers engaging in cultural events and activities while away from their home communities. This umbrella term includes, but is not limited to: performing arts; museums and galleries; visual arts; heritage events; visits to historic sites; genealogical research; multicultural/ethnic events; and some tourist attractions. Education is also a significant part of cultural tourism, as these elements may involve a high degree of interactivity.

2. PROVINCIAL ENABLING LEGISLATION

While the national government, in collaboration with the provinces and municipalities, has played a leadership role in some key policy areas, provincial legislation, statutes and regulations provide the legal framework for conservation practice. Local governments have managed their resources through the legislative tools provided by provincial legislation, such as the Community Heritage Register, Heritage Designation and Heritage Revitalization Agreements. These are some of the most significant conservation tools that are available at the local level for the management of heritage resources.

Prior to 1994, two provincial Acts enabled municipal heritage conservation initiatives: the Heritage Conservation Act and the Municipal Act. These two Acts, and a number of others, were amended through the Heritage Conservation Statutes Amendment Act 1994. In addition to existing procedures, the 1994 changes to the Municipal Act enabled municipalities to better integrate heritage conservation activities into the mainstream of development and community planning by defining new procedures for more powerful regulations (Heritage Conservation Areas, Community Heritage Commissions, heritage site maintenance standards, tree protection, etc.) and heritage incentives (tax exemptions, an expanded legal protection toolkit, consolidated approvals for heritage rehabilitation work, etc.).

Heritage tools are referenced in a number of other provincial Acts, such as the Land Titles Act (which enables covenants to be registered on land titles), but the majority of the tools Maple Ridge is likely to use in the conservation of heritage resources are now enabled under the Local Government Act.

2.1 LOCAL GOVERNMENT ACT

Under the Local Government Act, a legal framework is provided for the establishment and continuation of local governments to represent the interests and respond to the needs of their communities. Local governments are enabled with the powers, duties and functions necessary for fulfilling their purposes, including stewardship of public assets, and the flexibility to respond to the different needs and changing circumstances of their communities. Maple Ridge is empowered to regulate land development through zoning, subdivision control, building by-laws, maintenance and occupancy by-laws, and a number of other regulatory mechanisms. Heritage incentives can be provided through a number of mechanisms including negotiated agreements and 10-year periods of tax relief. Most of the tools that Maple Ridge will use to provide incentives and regulations for the heritage program are enabled under Part 27: Heritage Conservation.

One of the tools commonly used as the basis of a municipal heritage program is a Community Heritage Register, an official listing of properties having heritage value, passed by resolution of local government. Inclusion on a Register does not confer any other form of permanent heritage protection, is not listed on the Land Title and does not create any financial liability for the local government. The Register may, however, be used to “flag” properties for possible future protection, and does enable a local government to withhold approval and/or a demolition permit for a limited amount of time. In addition to the tracking and regulatory powers implied by a Register listing, there are also important incentives that can be offered to assist owners with conservation. Properties on a Register are eligible for special provisions, including equivalencies under the B.C. Building Code, alternative compliance under the Energy Efficiency Requirements

and exemptions from the Homeowner Protection Act. Maple Ridge has already established a Heritage Register that lists a variety of historically significant sites, and has also enacted legal protection on ten heritage sites.

2.2 HERITAGE CONSERVATION ACT

The purpose of this Act is to encourage and facilitate the protection and conservation of heritage property in British Columbia. This Act is most relevant when dealing with archaeological issues, the management of which remains a provincial jurisdiction. The province may enter into a formal agreement with a First Nation with respect to the conservation and protection of heritage sites and heritage objects that represent the cultural heritage of the aboriginal people who are represented by that First Nation. Owners of identified archaeological sites are required to conform to provincial requirements. The provincial Archaeology Branch maintains a list of known archaeological sites.

2.3 COMMUNITY CHARTER

The Community Charter came into effect in 2004, and provides municipalities with a framework for local activities and services. This legislation applies to all municipalities whose core powers were previously found in the Local Government Act, and replaces the tradition of prescriptive legislation with enabling legislation that allows municipalities to be innovative in meeting the needs of their communities. The Charter gives municipalities broad powers, including permissive tax exemptions, to regulate activities within their communities.

The Permissive Exemptions provisions in the Community Charter that can be used for facade improvement and heritage conservation projects are listed below:

- **Section 225:** Permissive tax exemptions can be offered to “eligible property”, as defined by heritage protection. A rebate on municipal and provincial taxes can be provided. There is no specified time limit to the exemption that can be negotiated. These provisions require a 2/3 supporting vote of Council for enactment.
- **Section 226:** Permissive tax exemptions can be offered to revitalization projects. A rebate can only be provided on municipal taxes, and can be offered to any property. There is a 10-year time limit to this exemption, however it requires only a simple majority vote of Council for enactment.

The District has already employed these tax exemptions to provide incentives as part of several Heritage Revitalization Agreements.

2.4 AGRICULTURAL LAND COMMISSION

The provincial Agricultural Land Commission (ALC) is an independent Crown agency dedicated to protecting the scarce supply of agricultural land that is important to the current and future needs of British Columbia. The Agricultural Land Commission Act sets the legislative framework for the establishment and administration of the agricultural land preservation program. The ALC encourages the establishment and maintenance of farms, to provide a basis for a sustainable economy and a secure source of food. The Commission also conducts land use planning with local communities and government agencies, and adjudicates applications for the use of land in the Agricultural Land Reserve (ALR).

It is responsible for administering the Agricultural Land Commission Act and the Soil Conservation Act.

The ALR is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are controlled. The ALR covers approximately 4.7 million hectares. It includes private and public lands that may be farmed, forested or vacant land. In total, the ALR comprises those lands within B.C. that have the potential for agricultural production. The Agricultural Land Reserve takes precedence over, but does not replace other legislation and bylaws that may apply to the land. Local and regional governments, as well as other provincial agencies, are expected to plan in accordance with the provincial policy of preserving agricultural land.

The Farm Practices Protection (Right to Farm) Act is complimentary to the ALR farmland preservation program. This Act, which came into effect in 1995, gave local government better tools for managing growth, and moved land use planning for agriculture into the mainstream. Farmers were given the right to farm in the ALR and on land zoned for farm use. The Act protects farmers that are using normal farm practices from nuisance lawsuits and nuisance bylaws of local governments. The Act also establishes a process to resolve concerns and complaints.

As many of Maple Ridge's significant historic sites are situated on rural lands, this is a significant issue in determining economic viability for heritage sites. The ALC has demonstrated an increased willingness to negotiate over heritage issues. This is a positive indication that the Commission will consider proposals to save heritage structures as long as there is only minor impact on

agricultural production, and when there is demonstrated intent to conserve through a heritage designation. Each application is reviewed on a case-by-case basis. ALC policies may also have a significant effect on the development of agri-tourism and agri-business, as it can regulate and designate appropriate farm use with respect to the scope of retail sales, wineries and other uses.

Other provincial initiatives regarding farm practices are underway, such as the B.C. Agriculture and Food Climate Action Initiative that is a joint undertaking of B.C. Agriculture Council and the Investment Agriculture Foundation; their initiatives include a B.C. Farm Energy Assessment Pilot Project that is now in its second phase.

To date, the Commission has not been receptive to heritage issues, even when there is no conflict with farming practices.

2.5 B.C. BUILDING CODE

Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as the blanket application of Building Code requirements does not recognize the individual requirements and inherent performance strengths of each building. A number of equivalencies have been adopted in the British Columbia Building Code that enable more sensitive and appropriate heritage building upgrades; a heritage building is defined as either a designated site or one included on a Heritage Register. As example of a Code equivalency is the use of sprinklers in a heritage structure to satisfy fire separation and exiting requirements.

Given that Code compliance is such a significant factor in the conservation of heritage buildings, the most important consideration is to provide viable economic methods of achieving building upgrades. In addition to the equivalencies offered under the current Code, Maple Ridge can also accept the report of a Building Code Engineer as to acceptable levels of code performance.



2.6 ENERGY EFFICIENCY ACT

The Energy Efficiency Act (Energy Efficiency Standards Regulation) was amended in 2009 to include the following definition:

“designated heritage building” means a building that is:

- (b) protected through heritage designation or included in a community heritage register by a local government under the Local Government Act,

Under this new definition, Energy Efficiency standards do not apply to windows, glazing products, door slabs or products installed in heritage buildings. This means that exemptions can be allowed to energy upgrading measures that would destroy heritage character-defining elements such as original windows and doors.

2.7 HOMEOWNER PROTECTION ACT

Amendments to the Homeowner Protection Act Regulation were made in 2010 to allow for exemptions for heritage sites from the need to fully conform to the B.C. Building Code under certain conditions, thus removing some of the barriers to compliance that previously conflicted with heritage conservation standards and guidelines. The changes involved:

- an amendment to the Homeowner Protection Act Regulation, B.C. Reg. 29/99 that allows a warranty provider, in the case of a commercial to residential conversion, to exclude components of the building that have heritage value from the requirement for a warranty; and
- clarification of the definition of ‘substantial reconstruction.’ The latter clarification explains that 75% of a home must be reconstructed for it to be considered a ‘new home’ under the Homeowner Protection Act, thus enabling single-family dwelling to multi-family and strata conversions without the Act now coming into play.

The definition of a heritage building under this Act is consistent with that under the B.C. Building Code and the Energy Efficiency Act.

3. CURRENT SITUATION

Through a program of long-term stewardship, Maple Ridge has fostered and promoted the retention of a number of unique aspects of local heritage character and value. The District's growth and development has also included the preservation of a number of heritage resources, including historic buildings and structures, cultural landscapes, roads, parks and other resources. Previous municipal heritage initiatives include:

- 1995 *Maple Ridge Heritage Strategy*
- 1998 *Maple Ridge Heritage Management Plan*
- 1998 *Heritage Resources of Maple Ridge* [Heritage Inventory]
- 2004 *Maple Ridge Heritage Discussion Paper*
- 2008 Maple Ridge Heritage Register
- 2009 Maple Ridge Historical Neighbourhoods
- Maple Ridge Official Community Plan
- Ongoing support for the Maple Ridge Historical Society

The District's heritage program includes a policy framework of regulations and incentives comprised of a number of distinct components.

3.1 OFFICIAL COMMUNITY PLAN

The Official Community Plan (Schedule "A" to Maple Ridge Official Community Plan Bylaw No. 6425-2006) outlines the long-term vision for growth and development in Maple Ridge. The OCP contains a number of relevant policies that relate to heritage conservation, including broad issues surrounding growth and development, agriculture and the environment. The Heritage Policies are clear and comprehensive, and provide an effective framework for existing and future heritage initiatives. They have been used as the basis for the Action Plan

for Implementation in **Section 4.1**. The importance of heritage is noted in four of the community principles that reflect the vision for the future, and form the framework for the policies contained within the OCP:

Principle 5

Building a unique community character is critical to ensuring that Maple Ridge does not succumb to pressure and becomes like "everywhere else." It requires strong political and community commitment and attention to a variety of aspects (landscapes, built form, heritage, mix of uses, urban design, services, etc.).

Principle 6

The community recognizes the need to foster the history of Maple Ridge and enhance historic areas.

Principle 31

It is important to undertake detailed planning work on the basis of neighbourhood planning.

Principle 32

The community recognizes that heritage value must not be lost as enhancements to existing neighbourhoods, including infill and other activities to strengthen neighbourhoods, occur in the future.

The OCP Policies that are relevant to heritage conservation are listed in **Appendix B**.

3.2 PARKS, RECREATION & CULTURE MASTER PLAN

The Maple Ridge and Pitt Meadows Parks, Recreation and Culture Master Plan: A Connected, Energized, Collaborative Community, dated June 2010, contains a number of statements regarding the importance of heritage conservation. It notes a trend towards heritage

protection internationally, and that both communities have heritage areas of interest. The recommendations include:

Land Acquisition

- Acquire the riverfront log sort (Northview) as a critical trail linkage and key historic connection for the community.



Up Carr's Hill River Road nr. Haney, c. 1922 (City of Vancouver Archives 677-1094)

- Acquire heritage sites as parks where appropriate.
- Acquire and restore heritage buildings, identifying appropriate public uses and incorporating interpretive programs.
- Acquire additional open space land, including riverfront, other areas with environmental values, heritage properties, and other unique properties, as opportunities arise.

Capital Development

- Continue to develop heritage walks, sites and districts, with interpretive experiences, integrating these with parks and trails.
- Establish an appropriate time frame for construction of the new Maple Ridge Museum.

Operations

- Identify heritage walks, sites and districts for inclusion on the heritage registers.
- Ensure that heritage buildings are properly maintained and managed.
- Provide opportunities for heritage displays.

Advocacy / Facilitation

- Encourage and support the enhancement of the historical character of heritage districts in MR and PM.
- Work with business and government organizations to develop 6 to 10 tourism products to attract and retain visitors and investment, e.g., agri-tourism, First Nations, wildlife viewing, heritage, sport tourism, eco-tourism, slow food, arts and culture.
- Work with the School District to expand arts, culture, and heritage education opportunities in the community and to negotiate an access agreement to the ACT for all schools.

3.3 HERITAGE PLANNING

The District's heritage planning initiatives are enabled under the following framework.

- **Heritage Procedures Bylaw No. 6951-2012:** provides a comprehensive framework that establishes application procedures in respect of heritage conservation bylaws, permits and agreements and to delegate Council powers to facilitate conservation.
- **Minimum Maintenance Standards for Heritage Buildings Bylaw No. 6710-2009:** ensures that protected heritage sites do not deteriorate.
- **The Maple Ridge Community Heritage Commission:** the CHC advises Council on matters relating to heritage conservation. Please refer to Section 3.4.



MR Gordon's Drug Store (City of Vancouver Archives 677-1053)

- **Standards and Guidelines:** The Parks Canada *Standards and Guidelines for the Conservation of Historic Places in Canada* were adopted in 2009 to guide the conservation of protected heritage sites in Maple Ridge.
- **Permissive Tax Exemptions:** starting in 2010, five-year Tax Exemption Agreements have been allowed for several sites under Section 225 (2) (b) of the Community Charter.

Heritage Education and Awareness: The District supports the following initiatives:

- Through the CHC, annual heritage awards recognize special initiatives, accomplishments, and projects, which have advanced heritage conservation in Maple Ridge.
- The CHC publishes a heritage newsletter “Heritage Here.”
- The Heritage Plaque Program was launched in 1992 in order to help build public understanding of the value of our built heritage, and to create a climate of support for the preservation of valuable older buildings. There has been a concerted effort to recognize buildings throughout the municipality, celebrating the diversity of the District’s heritage resources. Over 40 plaques have been dedicated since the program began. The program focuses on the diversity of buildings and sites in the various communities within Maple Ridge.
- The Parks & Leisure Services Department provides fee-for-service contracts for District-owned historic sites that provide cultural and educational space for the community.
- As part of ongoing development of public works, the Engineering Department has assisted

with interpretive signs, highway wraps and the installation of historic mosaics.

3.3.1 Legal Protection

Continuing legal heritage protection has been provided for ten sites, the first being Haney House in 1979. The sites protected to date include seven Heritage Designation bylaws and three Heritage Revitalization bylaws.

3.3.2 Community Heritage Register

There are currently 28 sites identified as having heritage value that are listed on the Maple Ridge Community Heritage Register.

3.3.3 Heritage Inventory

In 1998, the Community Heritage Commission (then the Heritage Advisory Committee) published a comprehensive heritage inventory entitled “The Heritage Resources of Maple Ridge” in conjunction with the District. This document provided the first consolidated inventory of the District’s heritage resources. A total of 96 sites were listed, some of which have since been demolished. The Inventory has not been updated since that time. There are no regulations placed on a property listed on the Inventory, but this provides an identification of sites that may be of heritage value.



3.4 MAPLE RIDGE COMMUNITY HERITAGE COMMISSION

The CHC is a committee of Maple Ridge Municipal Council, and advises on matters relating to heritage conservation. The original Maple Ridge Heritage Advisory Committee was established by bylaw on July 24, 1989. It was transitioned into the Maple Ridge Community Heritage Commission under Bylaw No. 5908 – 2000 on August 22nd, 2000. The CHC consists of volunteers appointed by Council and two appointed by the Maple Ridge Historical Society. The CHC has a budget of \$10,000 per annum.

Under its Terms of Reference, the CHC is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District.

A number of duties are outlined for the CHC, which may be summarized as follows:

- advise Council on any matter referred to it by the Council;
- undertake and provide support for such heritage activities as directed by Council;
- present an annual report to Council, setting out its activities and accomplishments for the previous year, and include any financial statements which Council requires;
- The Commission may develop and implement educational and public awareness programs related to heritage conservation in the District; support and raise funds for local heritage projects; make recommendations on heritage policy; provide information and advice to an individual or community group; establish and administer a

grants in aid and financial assistance application process for organizations, institutions, or other groups requiring financial assistance to engage in activities and to evaluate such applications received annually on or before October 31 of each year and recommend to Council grants and financial assistance that the Commission considers ought to be given.

The full mandate of the CHC is included in **Appendix C**.

3.5 HERITAGE INCENTIVES

The focus of Maple Ridge’s heritage policies is to use incentives rather than regulations in order to encourage property owners to maintain and restore their heritage properties. Incentives are determined on a site-by-site basis and are subject to Council’s approval. Not every incentive will necessarily apply to a particular project. Possible incentives include Building Code equivalencies, negotiated agreements for use or extra density, and time-limited tax exemptions.

There are limitations on the extent of incentives being offered. Conservation incentives are offered during a development application that includes a heritage revitalization agreement. Although these incentives offer a financial benefit to the owner in the form of subdivision, extra density, etc., these are most effective when there is land that can be subdivide and redeveloped. Maple Ridge does not currently offer direct financial incentives in the form of grants for restoration or maintenance of heritage sites. Maintenance of heritage buildings can be an expensive undertaking, particularly when respecting the minimum accepted standards for heritage preservation and restoration.



3.5.1 Provincial Financial Incentives

There are several programs under which heritage sites may apply for heritage funding:

- **Heritage Legacy Fund:** Under its Heritage Conservation Program, The Heritage Legacy Fund provides financial contributions of up to

\$25,000 for projects involving the preservation, rehabilitation and/or restoration of a built community heritage resource. Eligible applicants include the municipality, registered non-profit societies and registered federal charities.

- **LiveSmart BC:** This is a provincial program dedicated to promoting energy efficiency, including incentive grants for energy efficiency upgrading. The program recognizes that some upgrades may affect heritage character, and special provisions may be accessed for homes that have received municipal designation or are included on a Heritage Register. This includes grants for installation of wooden storm windows on heritage homes.



Maple Ridge Council, 1928. Clerk John C. McFarlane (third from left), Reeve John Blake Martyn (fifth from left) and Solomon Mussallem (sixth from left), (British Columbia Archives C-07744)

3.5.2 Federal Financial Incentives

The Residential Rehabilitation Assistance Program (RRAP), offered through the Canada Mortgage and Housing Corporation, helps low-income Canadians, people with disabilities and First Nations people live in decent, affordable homes. These programs also support renovations to rooming houses and rental units to increase the availability of housing for those in need. Depending on the individual situation for each resource, one of the following programs may apply:

- **Homeowner RRAP:** Financial assistance to repair substandard housing to a minimum level of health and safety
- **Rental RRAP:** Assistance for landlords of affordable housing to pay for mandatory repairs to self-contained units occupied by low-income tenants
- **Secondary/Garden Suite RRAP:** Financial assistance for the creation of a Secondary or Garden Suite for a low-income senior or adult with a disability, making it possible for them to live independently in their community, close to family and friends.
- **RRAP for Persons with Disabilities:** Assistance for homeowners and landlords to improve accessibility for persons with disabilities
- **RRAP for Conversions:** Assistance for converting non-residential buildings into affordable housing

3.6 MUNICIPALLY-OWNED HERITAGE SITES

The District of Maple Ridge owns ten extant sites identified as possessing heritage value or having potential heritage value:

- Haney House (Designated / Heritage Register)
- St. Andrew's Church (Designated / Heritage Register)

- Haney Brick & Tile Manager's House and Office (Designated / Heritage Register)
- Spencer Milk House (Heritage Register)
- Maple Ridge Cemetery (Heritage Register)
- Royal Oak of England (Heritage Register)
- Whonnock Cemetery (Heritage Register)
- Broad Leafed Maple Tree, Maple Ridge Golf Course [District-owned land] (Heritage Register)



MR St. Andrew's Presbyterian Church, ca. 1921 (City of Vancouver Archives 677-1068)

- Japanese Kindergarten / CEED Centre [District-owned land] (Heritage Register)
- Haney Post Office (Heritage Register)

A Conservation and Feasibility Plan for St. Andrew's Church was adopted in 2009. A Maple Ridge Cemetery Master Plan was prepared in 2008 that covers both of the municipally-owned cemeteries. Heritage Conservation Plans have not been prepared for any of the other sites.

3.7 CURRENT CHALLENGES

Through a "gap analysis" of the existing situation, and the comments received through the public consultation, key areas have been identified where existing heritage policies and initiatives could be strengthened.

- There are few sites coming forward for inclusion on the Heritage Register; the process seems to be "stalled."
- The District owns heritage sites that have not been legally protected and do not have Conservation Plans.
- Heritage incentives tend to be minimal, and are not resulting in significant uptake.
- Current incentives are not appropriate for agricultural properties. Consultation is needed with the Agricultural Land Commission regarding heritage retention strategies on agricultural land.
- There are no incentives for the maintenance of heritage sites.
- The Heritage Inventory is out-of date and does not include many potential heritage sites.
- The identified heritage sites are a very narrow representation of the variety of the District's tangible and intangible heritage resources.

- Demolition requests have increased as a result of ongoing neglect of heritage structures.
- There is a need for education, collaboration and community involvement in order to engender "value" for heritage structures and initiatives.
- Heritage Interpretation plaques and signs are not being maintained.
- There is a need to find, explore, create opportunities to celebrate Maple Ridge's heritage in each Historic Community.

3.8 CURRENT OPPORTUNITIES

There are also opportunities for Maple Ridge to increase the effectiveness of its heritage program:

- **Enhanced Program of Conservation Incentives**
Maple Ridge can explore ways in which the level of heritage incentives can be increased. The experience of other municipalities is that it can leverage investment in heritage properties, that can ultimately return to the municipality in increased property tax assessments.
- **Alignment with Provincial Legislation**
Additional conservation incentives can be provided as resources are added to the Heritage Register, providing access to B.C. Building Code equivalencies, incentives under LiveSmart BC, and exemptions under the Energy Efficiency Act and the Homeowner Protection Act. The definition of a heritage site for the purposes of granting incentives or equivalencies is now consistent; the site must be either legally protected or listed on a Community Heritage Register.

- **Alignment with Provincial initiatives**

In 2013, the province released “Our Heritage – Historic Places: Heritage Strategy for British Columbia” which lays out a vision, goals and strategic directions for provincial initiatives. The preservation of rural lands can be supported through alignment with the goals of the Agricultural Land Reserve to preserve traditional agricultural use. Some sites on the Heritage Register would also be eligible for grants through the Heritage Legacy Fund. Heritage BC is launching a “Dynamic Downtowns” program and Maple Ridge has already expressed interest in participating in this new initiative. Funding may be announced for Legacy Projects that are “shovel-ready” for the 150th anniversary of B.C.’s entry into Confederation in 2021.

- **Alignment with Federal Initiatives**

Maple Ridge can continue to take advantage of the existing federal initiatives such as the Canadian Register of Historic Places and the Standards and Guidelines for the Conservation of Historic Places in Canada. Funding may be announced for Legacy Projects that are “shovel-ready” for Canada’s 150th birthday in 2017.

- **Current Growth and Development**

The population of Maple Ridge is expanding as new development takes place. This provides opportunities for the rehabilitation of heritage sites, integration with new development and the ability to capitalize on demographic shifts.

- **Museum Master Plan**

The need for a new community museum has been identified and a Master Plan has been prepared. In the meantime there are reasons to reconsider the intended location, and to look for opportunities for downtown locations. This facility could act as a focus for community heritage education and awareness, and the idea of a new downtown museum and archives was very strongly supported during the public consultation process.

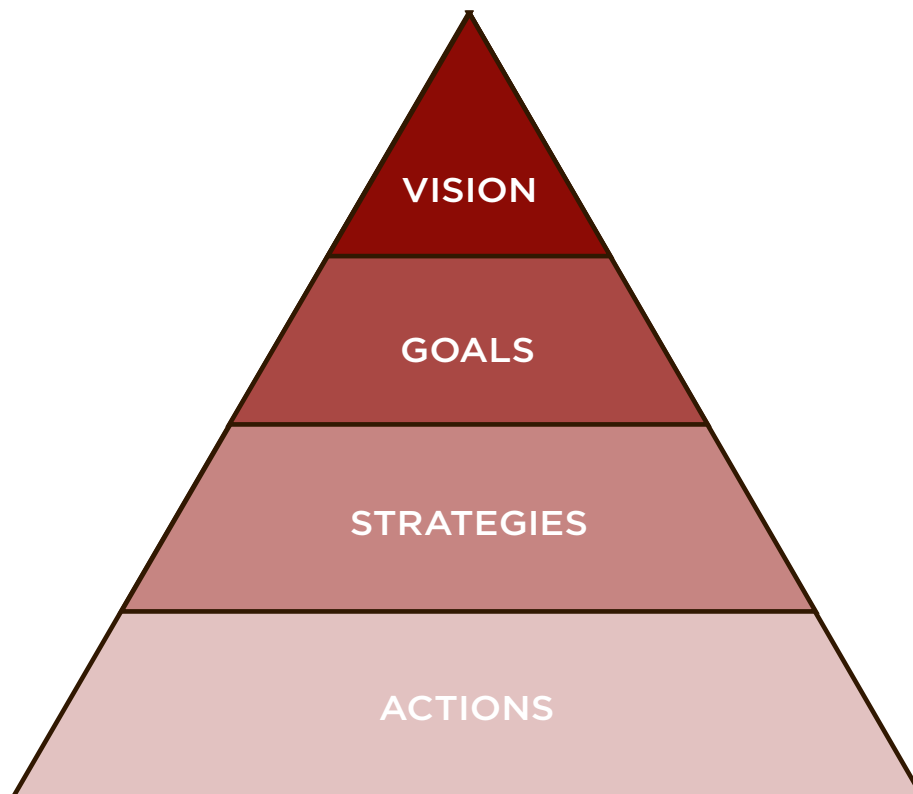
- **Increased Access to Archival Material**

At present, there is limited public access to local archival material. The Municipal Archives, which holds valuable historical records including the Tax Assessments dating back to 1875, is not publicly accessible. The Maple Ridge Museum & Archives holds a significant collection of community historical records, but has limited resources to make them physically or digitally accessible. There is a clearly identified need for a community archives that could properly acquire, accession, conserve and make available both municipal and community historical records. It would be appropriate to consider, or phase in, a proper archives facility as part of the development of a new Museum facility.

- **Partnership Opportunities**

The District already has a close and effective working relationship with the Maple Ridge Historical Society. There may be many other community partnerships that can be developed over time.

4. THE HERITAGE PLAN



The Vision, Goals, Strategies and Actions of the Heritage Plan have been developed to recognize the current issues regarding heritage conservation, as well as take advantage of these opportunities.

A VISION FOR MAPLE RIDGE'S HERITAGE TO 2020 AND BEYOND

The District of Maple Ridge will recognize and celebrate our rich historic legacy through the conservation and interpretation of significant heritage resources. Our Heritage Program will support the sustainable development of our urban structure

and our rural areas, and assist in the development of a complete and healthy community. As we plan for an exciting, digital future, we will respect our past by providing a balance for change and new development that recognizes the importance of our historic communities, our rural lands and our natural landscapes.

Maple Ridge's past, present and future will be connected through community and cultural celebrations, partnerships and heritage activities that will preserve our tangible and intangible heritage resources, provide educational opportunities and enrich the lives of our citizens and visitors.

GOALS

The purpose of the Maple Ridge Heritage Plan is to establish a strategic plan of action for the (CHC) for the next five to seven years.

- **Aligning** the vision and work-plan of the CHC with the heritage policies in the Maple Ridge Official Community Plan;
- **Defining** a clear pathway for the CHC to achieve a heritage vision;
- **Inspiring** community engagement in local heritage conservation;
- **Increasing** public awareness of the community benefits of heritage conservation and infrastructure;
- **Promoting** the development of heritage infrastructure; and
- **Identifying** the gaps in the existing heritage management program and using this to inform the CHC work-plan.

STRATEGIES AND ACTIONS

Four Strategies, based directly on the OCP Heritage Policies, support these Goals, and forty-four Actions are recommended for implementation over a seven-year period, between 2014 and 2020.

- STRATEGY 1: Heritage Recognition**
- STRATEGY 2: Heritage Management**
- STRATEGY 3: Heritage Education**
- STRATEGY 4: Historic Communities**

4.1 ACTION PLAN FOR IMPLEMENTATION

The implementation of the Heritage Plan will unfold over time, through the combined efforts of the District of Maple Ridge Council and staff, the Community Heritage Commission, key stakeholders, individuals and community partnerships. This process will benefit from a coordinated community effort to advance the goals of heritage conservation. The following Action Plan provides a road map for how the goals of the Heritage Plan can be prioritized, who can take the lead and who can provide support for each proposed Action, and what resources will be required for success.

There are a number of outside resources that may be available to help undertake some of these initiatives, including senior government grant programs (such as digital access grants) and private and corporate sponsors; securing these resources will require support time and resources from Maple Ridge and volunteers.

CHC: Community Heritage Commission
MR: District of Maple Ridge
MRHS: Maple Ridge Historical Society

STRATEGY 1: HERITAGE RECOGNITION

OCP POLICY	ACTIONS	LEAD	PARTNERS	OUTCOMES
4 – 38: Maple Ridge will work cooperatively with the Community Heritage Commission and other relevant groups and organizations to establish an information database of all types of built, natural and cultural heritage resources within the District, including evaluation criteria for each type. This inventory would be updated on an ongoing basis evolving and responding to theoretical and practical changes in the heritage arena.	Undertake a comprehensive update of existing heritage information, including the Heritage Inventory.	CHC	District, MRHS	Identification of a broad range of heritage resources, natural sites and cultural landscapes for planning purposes.
	Broaden the definition of “heritage” – based on global best practices - to include other categories of potential heritage resources (e.g., roads, trails, vistas, intangible cultural heritage, First Nations heritage, etc.).	CHC	District, MRHS	Improved understanding and appreciation of local heritage resources.
	Develop community partnerships in the identification of heritage resources.	CHC	MRHS / Community Partners	Identification of a broad range of heritage resources for planning purposes.
	Ensure that significant rural heritage sites have been identified.	CHC	MRHS	Improved understanding and appreciation of rural heritage resources.
	Present heritage information in a digital format (consider a dedicated website).	CHC	MRHS	Broader communication of heritage values.
	Enhanced resources to add sites to the Heritage Register.	MR		Improved base of heritage information. Better identification of potential heritage resources.
	Explore ways for the public to nominate heritage sites to the Heritage Inventory.	CHC		Broader public engagement in the heritage process. Improved identification of historic places valued by residents.

4 – 39: Maple Ridge will work with local First Nations communities to help ensure the conservation of significant First Nations heritage resources.	Undertake ‘archaeological potential’ mapping and a management plan for areas of high potential. Work with local First Nations to ensure identification, recognition and celebration of historic sites.	MR	First Nations	Provision of a clear and comprehensive policy framework for Archaeology. Improved awareness about the value of archaeological sites. Increased awareness, involvement and understanding of local First Nations heritage. Clarity in the review process that will assist owners and developers in understanding their responsibilities surrounding provincially-protected archaeological sites when conducting land-altering activities.
4 – 40: Maple Ridge will encourage the conservation and designation of significant heritage structures, and natural and cultural landscape features in each neighbourhood.	Further identification, protection and celebration of neighbourhood heritage resources.	CHC	MRHS	Identification of a broad range of heritage resources, natural sites and cultural landscapes for planning purposes.
	Acquire and restore heritage sites and buildings as parks, identifying appropriate public uses and incorporating interpretive programs where appropriate. (PR&C Master Plan recommendation).	MR	MR Parks & Leisure Services / CHC / MRHS	Enrichment of park system through the inclusion of elements relevant to the District’s past. Retention of significant heritage resources.

STRATEGY 2: HERITAGE MANAGEMENT

OCP POLICY	ACTIONS	LEAD	PARTNERS	OUTCOMES
4 – 41: Maple Ridge will continue to recognize significant heritage areas and will consider identification of these areas as Heritage Conservation Areas or Heritage Districts to ensure development that respects their heritage character and historic context.	Further investigation of areas of heritage significance, and potential protective mechanisms.	CHC	MR Planning	Enhanced policies and programs that link heritage to the broader civic goals of economic development, sustainability, affordable housing initiatives, arts & cultural services and community planning.
	Ensure that clusters of rural heritage sites have been identified.	CHC	MR Planning	Identification of potentially sensitive areas that require ongoing management.

<p>4 – 42: Maple Ridge, in consultation with the Community Heritage Commission, will work to establish a comprehensive heritage management framework that incorporates categories that address information and resource requirements, conservation incentives, education and awareness programs; and utilizes and considers a wide range of planning tools enabled by provincial legislation.</p>	<p>Formalize the review policy for heritage sites and communicate these processes to the public.</p>	MR	MR Planning / CHC	<p>Clarification of the review processes for Inventory, Register and legally protected heritage sites for owners, developers, investors and potential buyers of historic properties. Effective processing of heritage permit applications.</p>
	<p>Make comprehensive information available on the heritage program on the District website</p>	MR	MR	<p>Clear and consistent communication on municipal policies and expectations.</p>
	<p>Allocate additional staff time to heritage issues.</p>	MR		<p>Improved municipal response to heritage issues.</p>
	<p>Encourage retention of existing building stock where feasible by demonstrating flexibility in the assessment of adaptive re-use projects.</p>	MR	MR Planning / Engineering / Permits & Licenses	<p>Provision of an incentive for owners and developers to explore unique solutions to making older building stock economically viable. Minimized impact on landfill, energy consumption and the need for new building materials.</p>
	<p>Promote a flexible approach to Building Code and bylaw equivalencies and exemptions for Heritage Register properties enabled under provincial legislation (B.C. Building Code, Energy Efficiency Act and Homeowner Protection Act).</p>	MR Staff	MR Planning / Engineering / Permits & Licenses	<p>Access equivalencies and exemptions whenever possible. Improved awareness of the construction options available to owners and developers involved in conservation projects that support the retention of the character-defining elements of heritage buildings.</p>
	<p>Adopt the Parks Canada Standards and Guidelines as the basis of all conservation and permit review for all heritage applications and any work involving Heritage Register sites.</p>	MR	MR Planning/ CHC	<p>Establishment of a consistent standard of authenticity for all heritage conservation initiatives.</p>
	<p>Ensure that municipal staff and CHC members are fully trained in Standards and Guidelines and their application to building code and other issues.</p>	MR	MR Staff / CHC	<p>Assurance that those involved in the governance and stewardship of heritage are well informed on matters of heritage conservation.</p>

	Municipal Heritage Stewardship policies: enact legal protection, and undertake and adopt heritage conservation plans for municipally-owned heritage resources.	CHC	MR	Demonstration of municipal leadership in heritage conservation.
	Establish restoration and maintenance budgets for municipally-owned heritage resources.	MR		Improved conservation of significant resources.
	Develop a “Country Roads” policy.	MR	MR Planning / CHC	Identification of rural roads for the purpose of retaining their traditional character. Development of a plan for road and streetscape improvements that retains and reinforces historic character.
4 – 43: The development application review process will include an opportunity to evaluate the overall impact of proposed development on the heritage characteristics and context of each historic community or neighbourhood. Conservation guidelines and standards should be prepared to aid in this evaluation and provide a basis from which recommendations can be made to Council.	Establish neighbourhood character guidelines.	MR	MR Planning / CHC	Preservation of the unique and character-defining aspects of the Historic Communities within a sustainable framework.
	Develop Heritage Impact Assessment procedures.	MR Staff	CHC	Improved procedures for understanding and mitigating the impacts of development.
	Develop links to broader municipal policies such as Sustainability, Culture and Economic Development.	MR Staff	CHC	Integrated planning procedures that provide the best response to municipal expectations.
4 – 44: Maple Ridge will endeavor to use tools available under Provincial legislation more effectively to strengthen heritage conservation in the District. Other planning tools will also be utilized where appropriate to establish a comprehensive approach to heritage management in the District.	Undertake a full review of available legislative tools, including regulations and incentives, enabled under relevant provincial legislation.	MR Staff	CHC	Demonstration of conservation stewardship that encourages investment and contributes to the long-term viability of the District’s built heritage. Increased protection for heritage resources.

<p>4 – 45: Maple Ridge will assist the financial aspects of heritage resource management by:</p> <p>a) supporting the efforts of the Community Heritage Commission, which may include financial assistance requests from the Heritage Commission evaluated by Council on a program or project basis;</p> <p>b) working cooperatively with the Community Heritage Commission in fund raising efforts for the conservation of heritage resources;</p> <p>c) supporting and promoting effective marketing of heritage resources to potentially interested businesses;</p> <p>d) supporting heritage tourism efforts;</p> <p>e) encouraging local organizations, including the Community Heritage Commission to pool resources and develop partnerships to strengthen heritage conservation activities throughout the community.</p>	<p>Develop an enhanced heritage incentives program, using tools enabled under provincial legislation. Consider further tax incentives, financial and developmental incentives and other means to ensure financial viability of conservation efforts.</p>	MR	MR Planning / CHC	<p>Increased community interest in conserving heritage properties. Increase in the retention and revitalization of Maple Ridge’s historic building stock. Improved tax base through the development of restored heritage sites.</p>
	<p>Identify investment opportunities (grants, partnerships, development agreements) that support and promote heritage conservation.</p>	MR Staff	MR Planning CHC	<p>Demonstration of conservation stewardship that encourages investment and contributes to long-term financial viability.</p>
	<p>Continue to work with community organizations and developers, corporate sponsors and merchant groups to promote heritage and culture.</p>	CHC	MRHS / Community Partners	<p>Increased cultural tourism and heightened awareness of Maple Ridge’s unique places. Encouragement of cultural attractions that will enhance tourism opportunities and economic development.</p>
<p>6-6 d: Maple Ridge will develop an Agricultural Plan that promotes agricultural heritage initiatives.</p>	<p>Support innovative agri-business and agri-tourism initiatives for historic farms.</p>	MR Staff	ALC / Ministry of Agriculture / Farm Owners	<p>Improved long-term economic viability for rural heritage resources. Increased community interest in conserving heritage properties due to increased incentives. Retention and enrichment of the District’s rural heritage resources.</p>

STRATEGY 3: HERITAGE EDUCATION

OCP POLICY	ACTIONS	LEAD	PARTNERS	OUTCOMES
4 – 46: Maple Ridge will collaborate with the Community Heritage Commission, other local organizations, and the general public in order to develop specific programs and to increase public support and interest in heritage conservation activities.	Develop a comprehensive Heritage Communication Strategy.	CHC	District, MRHS	Better public communication. Increased awareness. Increased accessibility to heritage information that is provided in different formats. Improved information residents and tourists on the District's local history and heritage sites.
	Develop a "heritage centre" as a focus of community heritage activities.	MR	CHC / MRHS	Improved understanding and appreciation of local heritage resources.
	Establish an appropriate time frame for construction of the new Maple Ridge Museum and Community Archive. The Museum Master Plan should be updated based on current circumstances. This should include a review of both Municipal and Community Archives requirements and opportunities.	MR	MRHS	Development of cultural facilities that engage the entire District, conserve and promote local history and heritage, help develop a healthy community and promote job retention strategies.
	Continue to celebrate our unique sense of place through the promotion of local heritage themes within initiatives, events and the local media. Celebrate major milestones, community centennials and anniversaries and provincial and national events.	CHC	MRHS / Community Partners	Recognition of significant historic places throughout all of the District's communities.
	Continue plaquing program and institute maintenance budget for existing plaques	CHC		Recognition of significant historic places throughout all of the District's Historic Communities.
	Consider enhanced resources for in-kind services for the Maple Ridge Historical Society.	MR		Continue to support educational and interpretive programs provided by the MRHS that engage the community in local history.

	Continue to work with the Library, School District #42 and other partners in the development of heritage education and awareness programs.	CHC	Fraser Valley Regional Library / SD #42 / Community Partners	Continue to support educational programs that engage students in local history.
	Consider a digitization program for municipal heritage information.	MR	CHC / MRHS	Increased accessibility to heritage information that is provided in different formats. Improved information residents and tourists on local history and heritage sites. Ensure that unique resources have been copied.
	Develop broader community partnerships (e.g., real estate agents, developers, etc.).	CHC	Community Partners	Better coordination among groups with a heritage mandate. Shared stewardship for Maple Ridge's heritage resources. Provision of opportunities for partnering and cost-sharing initiatives of common interest.

STRATEGY 4: HISTORIC COMMUNITIES

OCP POLICY	ACTIONS	LEAD	PARTNERS	OUTCOMES
3-3 e: encouraging the conservation and restoration of heritage resources.	Continue neighbourhood planning process, with input from the CHC and community members.	MR	MR Staff / CHC / Community Partners	Supports the goals of sustainability. Supports the goals of the Metro Vancouver Regional Growth Strategy. Preservation of the unique and character-defining aspects of the Historic Communities within a sustainable framework. Proactive identification of appropriate protection for heritage sites prior to development. Policy guidance for future infill development that will preserve and enhance historic character.

3.4 d: preservation of heritage elements as a unifying feature throughout the community.	Conserve heritage resources in each historic community.	MR	MR Staff, CHC, MRHS	Alignment of long-term policies and guidelines with current resident expectations and best heritage practices. Recognition of significant historic places throughout all of the District's Historic Communities.
3-21 i: conservation of special landscapes such as gardens, or built-form features, including heritage buildings, that contribute to the unique character of a neighbourhood.	Plan for the development of sustainable and vibrant neighbourhoods by building on the character, amenities and historic infrastructure of existing neighbourhoods.	MR	MR Staff / CHC	Integration of the broad goals for heritage conservation into neighbourhood planning.
4-47: Historic and new communities identified on the Communities Map (OCP Figure 1) will form the general boundaries for the preparation of future neighbourhood plans. The specific boundaries for area planning are identified on the Area Plan map (OCP Figure 6).	Review each neighbourhood and enhance relationships with, or encourage establishment of, recognized community associations.	CHC	Community Partners	Better communication of long-term expectations. Enhanced engagement of community members.
	Work with the Province of BC and the Heritage Society of BC in the Dynamic Downtowns initiative.	MR	MR Staff / CHC / Province / Heritage BC	Integration of the broad goals for heritage conservation into planning for the downtown core.


4.2 COMMUNITY HERITAGE COMMISSION

WORK PLANS

The Actions of the Implementation Plan can be grouped into the following key priorities for the CHC. Although some initiatives will overlap, and priorities may be shifted if other opportunities arise, the following general order of priority for the CHC work plans was determined. Each priority is important, and should be monitored and reviewed on an ongoing basis, but the primary focus should shift each year to ensure that each priority receives adequate attention on a revolving basis. Lead-

up Actions as well as follow-up will also be required, so that each priority will receive attention over a number of years.

Each priority should be monitored through annual CHC Work Plans, which can then be assessed at year-end prior to reporting to Council. This should also include requests for any budget allocations, which could be considered as part of the District's business planning and budgeting process.

	2014	2015	2016	2017	2018	2019	2020
Heritage Communication Strategy							
Heritage Inventory Update							
Heritage Incentives Review							
Education & Awareness Initiatives							
Digitization Initiatives							
Community Partnerships							
Heritage Plan Update							

 *Celebrate Canada 150*

2014: Heritage Communication Strategy

The first priority for the CHC is to develop a comprehensive communications strategy, to ensure the best possible dissemination of key messages and heritage information. This includes a review of digital communication, print materials, messaging, interpretation and public education and awareness initiatives. The idea of a dedicated heritage website, possibly in conjunction with the MRHS, should be explored.

2015: Heritage Inventory Update

The following year, the focus should be on improving and update the information base for heritage planning. This should include:

- An update of the Heritage Inventory, which would determine which sites should be removed, which new sites added and improved historical profiles. Digital posting should be considered.
- A public nomination process for identifying a broad range of potential heritage sites.
- Mechanisms for updating the Heritage Register should be considered, including direct contact with property owners and a program to prepare Statements of Significance.

2016: Heritage Incentives Review

The CHC should assist in a full review of the District's heritage incentives program. The intent is to develop an enhanced heritage incentives program that would better serve the needs of heritage property owners, by considering the following initiatives:

- Review heritage conservation tools enabled under provincial legislation.
- Consider a broader use of tax incentives, financial and developmental incentives and other methods to ensure financial viability of conservation efforts.

- Review the possibility of a municipal grants program for private building owners, to provide incentives for restoration as well as maintenance. Determine scope and magnitude of an ongoing grants program that would assist both restoration and maintenance. Assess delivery methods for grants (through CHC, a separate foundation or a fee-for service contract).

2017: Education & Awareness Initiatives

The focus would be on the celebrations of history that will occur around Canada's Sesquicentennial.

- Celebrate Canada 150
- Continue to work with community partners (Library, School District #42, MRHS, etc.) in heritage awareness and education initiatives.
- Promote those aspects of community history that connect to Canada, e.g., CPR main line.
- Continue to celebrate local and community history within the broader national context.
- Engage a broader public through community events and celebrations.
- Continue heritage plaquing program and initiate long-term maintenance.

2018: Digitization Initiatives

This would include a renewed focus on initiatives to provide broader public access to historical information.

- Review current digital initiatives and facilities requirements.
- Review Municipal and Community Archives requirements and opportunities, and ensure that there will be adequate public access to historical information.
- Promote digital access through grant applications, and dissemination through websites.

2019: Community Partnerships

Initiate a broader focus on building partnerships in the Historic Communities, neighbourhoods and the downtown.

- Develop plans to engage a broad spectrum of stakeholders in the heritage process, e.g. real estate agents, etc.
- Work with community associations and groups to promote local heritage initiatives.
- Ensure that heritage issues are integrated into local area planning.

2020: Update Heritage Plan

Heritage conservation is an ongoing process. Once updated policies, procedures and regulations are established, it is necessary to continue to monitor the Heritage Plan to ensure its ongoing effectiveness. A cyclical re-examination of the Heritage Plan – of planning, implementation and evaluation – should be initiated, to review the results and effectiveness on a regular basis. A preliminary assessment could occur at the end of each year’s CHC Work Plan, with a full revaluation at the end of each seven-year cycle, to ensure that the Heritage Plan remains relevant and useful. At the end of the cycle of priority reviews, the entire Heritage Plan should again be reviewed for relevance based on the current situation. The effectiveness of existing initiatives should be reviewed, and the community and stakeholders consulted to determine expectations and new ideas. The outcomes of this Heritage Plan should be measured to determine the next set of priorities for the CHC.



4.3 BUDGET IMPLICATIONS

The Implementation Plan is proposed as a guide for annual CHC workplans. Council is not being asked to fund and implement any Actions at this time. The proposed budget and timing for implementation is based generally on current staffing and budget levels. The Heritage Plan will assist in the development of annual work programs, and in determining annual budget requirements. Although the cost to implement the Heritage Plan is relatively modest, some items have additional associated costs that have been spread over the seven-year implementation period. One-time costs for individual projects may be anticipated, and can be brought forward for Council consideration as part of the annual budget process:

Potential Budget Implications

- Heritage Communication Strategy: consultant costs / website / print material.
- Heritage Inventory Update: consultant costs.
- Heritage Incentives Review: consultant costs.
- Heritage Education & Awareness Initiatives: costs associated with community events.
- Digitization Initiatives: seed and cost-shared funding.
- Community Partnerships: promotion and coordination costs (minimal).
- Heritage Plan Update: consultant costs.

There are a number of outside resources that may be available to help undertake some of these initiatives, including senior government grant programs (such as digital access grants) and private and corporate sponsors; securing these resources will require support time and resources from the District, the CHC, community partners and volunteers.

ACKNOWLEDGEMENTS

The Maple Ridge Community Heritage Commission Heritage Plan 2013 was undertaken by Donald Luxton & Associates for the District of Maple Ridge. The project team has consisted of: Donald Luxton, Principal; with background research and support by Megan Faulkner and R.J. McCulloch.

We would like to thank Lisa Zosiak, Planner, District of Maple Ridge, who acted as project liaison and provided valuable support throughout. In addition, we would like to express our sincere appreciation to the District of Maple Ridge staff, the Community Heritage Commission and the numerous individuals who participated in the community consultation process. We would also like to acknowledge the support, input and assistance provided throughout the process by the Board and members of the Maple Ridge Historical Society, the Family History Committee, and Val Patenaude, Curator, Maple Ridge Museum & Archives.

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- Craig Spiers, Chair
- Michael Morden, Council Liaison
- Bob Masse, Alternate Council Liaison
- Lisa Zosiak, Staff Liaison
- Joanne Georgelin, Committee Clerk

MAPLE RIDGE COUNCIL

- Mayor Ernie Daykin
- Councillor Cheryl Ashlie
- Councillor Corisa Bell
- Councillor Judy Dueck
- Councillor Al Hogarth
- Councillor Bob Masse
- Councillor Michael Morden

APPENDIX A: DEFINITIONS

Canadian Register of Historic Places: A listing of all historic sites of local, provincial and national significance. Sites are documented through a Statement of Significance. The Register is administered by the Government of Canada.

Conservation includes the identification, protection and promotion of places that are important to our culture and history. It involves three components that aid in the protection of the heritage value:

- *Preservation:* The process of maintaining and/or stabilizing the existing materials, form and integrity of a historic place.
- *Restoration:* The process of uncovering or revealing the state of a historic place or material as it appeared in a particular period in its history.
- *Rehabilitation:* The processing or action of making possible a continuing or compatible contemporary use of a historic place or individual material/component and restoration of these places to retain their historical and cultural significance.

Cultural Landscape: Any geographical area that has been modified, influenced, or given special cultural meaning by people [Standards & Guidelines].

Heritage Inventory: A list of sites evaluated as having potential heritage value.

Heritage Register: A list of sites that are officially recognized by resolution of Council as having heritage value.

Heritage Value: The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Historic or cultural significance: The historic, aesthetic, scientific, social or spiritual value of a place to past, present, or future generations.

Historic Place: A structure, building, group of buildings, district, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

Intangible Cultural Heritage: Practices, representations, expressions, knowledge and skills, as well as associated tools, objects, artifacts and cultural spaces that communities and groups recognize as part of their history and heritage. [UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage].

Legal Protection: Continuing protection provided through a bylaw of Council including either municipal heritage designation or a Heritage Revitalization Agreement, or a Section 215 Covenant on Title.

Statement of Significance: A statement that identifies the description, heritage value, and character-defining elements of an historic place. A Statement of Significance is required in order for an historic place to be listed on the Provincial and Canadian Registers of Historic Places. The document is used at the local level as a planning tool for future conservation interventions.

APPENDIX B: OFFICIAL COMMUNITY PLAN HERITAGE POLICIES

BUILD COMPLETE COMMUNITIES

Maple Ridge supports the development of complete communities in the Municipality by:

- protection of culturally significant sites and heritage values (Chapter 4.3).

GROWTH AND DEVELOPMENT

Residents of Maple Ridge are very interested in the future growth and development of the community. They support neighbourhood planning and have identified that neighbourhoods should be strengthened, and that heritage values must be preserved.

AGRICULTURE

The Official Community Plan also recognizes that agricultural lands have heritage value and reflect the history of Maple Ridge and maintain community character.

ENVIRONMENT

Residents want to protect water (creeks, rivers, lakes, bogs and headwaters) areas of natural beauty, and forests, and recognize the role that heritage and agriculture have on the protection and preservation of the environment.

CULTURE/RECREATION/EDUCATION

Maple Ridge residents value the diversity of culture and recreation in the Community, and acknowledge that trails and recreational opportunities; history and heritage preservation; and cultural activities such as arts, crafts and festivals, are all components of a healthy community.

3.1.2 COMMUNITY CHARACTER AND SENSE OF PLACE

The Heritage policies acknowledge that built, natural and cultural lands of Maple Ridge have resulted in the community's strong sense of place, and are committed to preserving community character.

POLICIES

3-3 e) encouraging the conservation and restoration of heritage resources.

3.4 d) preservation of heritage elements as a unifying feature throughout the community.

3.1.4 RESIDENTIAL INFILL AND COMPATIBILITY CRITERIA

POLICIES

3-21 i) conservation of special landscapes such as gardens, or built-form features, including heritage buildings, that contribute to the unique character of a neighbourhood.

4.3 HERITAGE

BACKGROUND

The geography of the District, full of watercourses and ravines along the north shore of the Fraser River, was influential in the historical settlement of Maple Ridge. By the turn of the century, several distinct communities had developed into self sufficient places with unique characteristics, each with their own post- office, general store, school, community hall, churches, and with railway stations in all but three.

The impressive ridge of high land parallel to the Fraser River, with its stand of huge western broad leafed maple trees, gave Maple Ridge its name at the time of incorporation in 1874.

Residents of Maple Ridge value the heritage of the community and recognize that heritage structures, and cultural and natural landscapes keep Maple Ridge unique and from looking like “everywhere else.” There is a strong recognition that Maple Ridge needs to foster its history to maintain the Community’s strong sense of place.

PRINCIPLES

The following principles reflect the shared community values of Maple Ridge residents and provide a framework for the heritage policies in the Official Community Plan:

Principle 5

Building a unique community character is critical to ensuring that Maple Ridge does not succumb to pressure and becomes like ‘everywhere else.’ It requires strong political and community commitment and attention to a variety of aspects (landscapes, built form, heritage, mix of uses, urban design, services, etc.).

Principle 6

The community recognizes the need to foster the history of Maple Ridge and enhance historic areas.

Principle 31

It is important to undertake detailed planning work on the basis of neighbourhood planning.

Principle 32

The community recognizes that heritage value must not be lost as enhancements to existing neighbourhoods, including infill and other activities to strengthen neighbourhoods, occur in the future.

4.3.1 HERITAGE RECOGNITION

ISSUES

Heritage Information Base

A comprehensive inventory of the built, natural and cultural landscape resources within the District has not been compiled. Evaluation criteria to determine the eligibility of a property, feature, activity, building or landscape feature for consideration as a heritage resource will need to be developed.

First Nations Heritage

Involvement of the local First Nations’ in heritage conservation activities has been limited. Identification of all culturally important heritage resources is needed to foster a greater understanding and appreciation of all the heritage resources with the District.

OBJECTIVE

To develop a process that is inclusive of all communities for identifying heritage resources that are significant to the community, including natural, built and cultural heritage.

POLICIES

4–38: Maple Ridge will work cooperatively with the Community Heritage Commission and other relevant groups and organizations to establish an information database of all types of built, natural

and cultural heritage resources within the District, including evaluation criteria for each type. This inventory would be updated on an ongoing basis evolving and responding to theoretical and practical changes in the heritage arena.

4-39: Maple Ridge will work with local First Nations communities to help ensure the conservation of significant First Nations heritage resources.

4-40: Maple Ridge will encourage the conservation and designation of significant heritage structures, and natural and cultural landscape features in each neighbourhood.

4.3.2 HERITAGE MANAGEMENT

ISSUES

A comprehensive heritage management framework that addresses a broad range of heritage resources requires future work.

A clearly defined process for evaluating development applications that have heritage-related issues currently does not exist. In addition, the District does not have a set of conservation guidelines or standards to be applied when a development application is reviewed. Consequently, past development practices have impacted heritage resources and heritage conservation efforts.

The District should have a formal heritage incentive program in place to aid heritage conservation initiatives.

The tools available under Provincial legislation could be used more effectively by the District to help conserve its heritage resources.

OBJECTIVE

To provide a framework for municipal staff, the Community Heritage Commission, property owners and the public to better manage situations involving identified or potential heritage sites.

POLICIES

4-41: Maple Ridge will continue to recognize significant heritage areas and will consider identification of these areas as Heritage Conservation Areas or Heritage Districts to ensure development that respects their heritage character and historic context.

4-42: Maple Ridge, in consultation with the Community Heritage Commission, will work to establish a comprehensive heritage management framework that incorporates categories that address information and resource requirements, conservation incentives, education and awareness programs; and utilizes and considers a wide range of planning tools enabled by provincial legislation.

4-43: The development application review process will include an opportunity to evaluate the overall impact of proposed development on the heritage characteristics and context of each historic community or neighbourhood. Conservation guidelines and standards should be prepared to aid in this evaluation and provide a basis from which recommendations can be made to Council.

4-44: Maple Ridge will endeavor to use tools available under Provincial legislation more effectively to strengthen heritage conservation in the District. Other planning tools will also be utilized where appropriate to establish a comprehensive approach to heritage management in the District.

4-45: Maple Ridge will assist the financial aspects of heritage resource management by:

- a) supporting the efforts of the Community Heritage Commission, which may include financial assistance requests from the Heritage Commission evaluated by Council on a program or project basis;
- b) working cooperatively with the Community Heritage Commission in fund raising efforts for the conservation of heritage resources;
- c) supporting and promoting effective marketing of heritage resources to potentially interested businesses;
- d) supporting heritage tourism efforts;
- e) encouraging local organizations, including the Community Heritage Commission to pool resources and develop partnerships to strengthen heritage conservation activities throughout the community.

4.3.3 HERITAGE EDUCATION

ISSUE

Public awareness of heritage resources within the District could be improved.

OBJECTIVE

To raise public awareness of heritage resources within Maple Ridge.

POLICY

4-46: Maple Ridge will collaborate with the Community Heritage Commission, other local organizations, and the general public in order to develop specific programs and to increase public support and interest in heritage conservation activities.

4.3.4 HISTORIC COMMUNITIES

ISSUES

Hammond, The Ridge, Port Haney/Haney, Albion, Yennadon, Websters Corners, Whonnock and Ruskin are recognized as the historic neighbourhoods of Maple Ridge. Brought to life by the coming of the railroad in the 1850s, these communities were to a high degree self-sufficient with at least one store, a post office, one or more churches, a school, and a community hall; all but three had a railway station. The Communities Map (Figure 1) identifies these historic neighbourhoods with approximately defined borders.

In the 1900s, increased settlement outside the core of the historic areas created new neighbourhoods such as the area now called East Haney and Thornhill. The community of Thornhill, on the southern slope of Grant Hill, straddles the border between Albion and Whonnock communities. Silver Valley is also recognized as a new community.

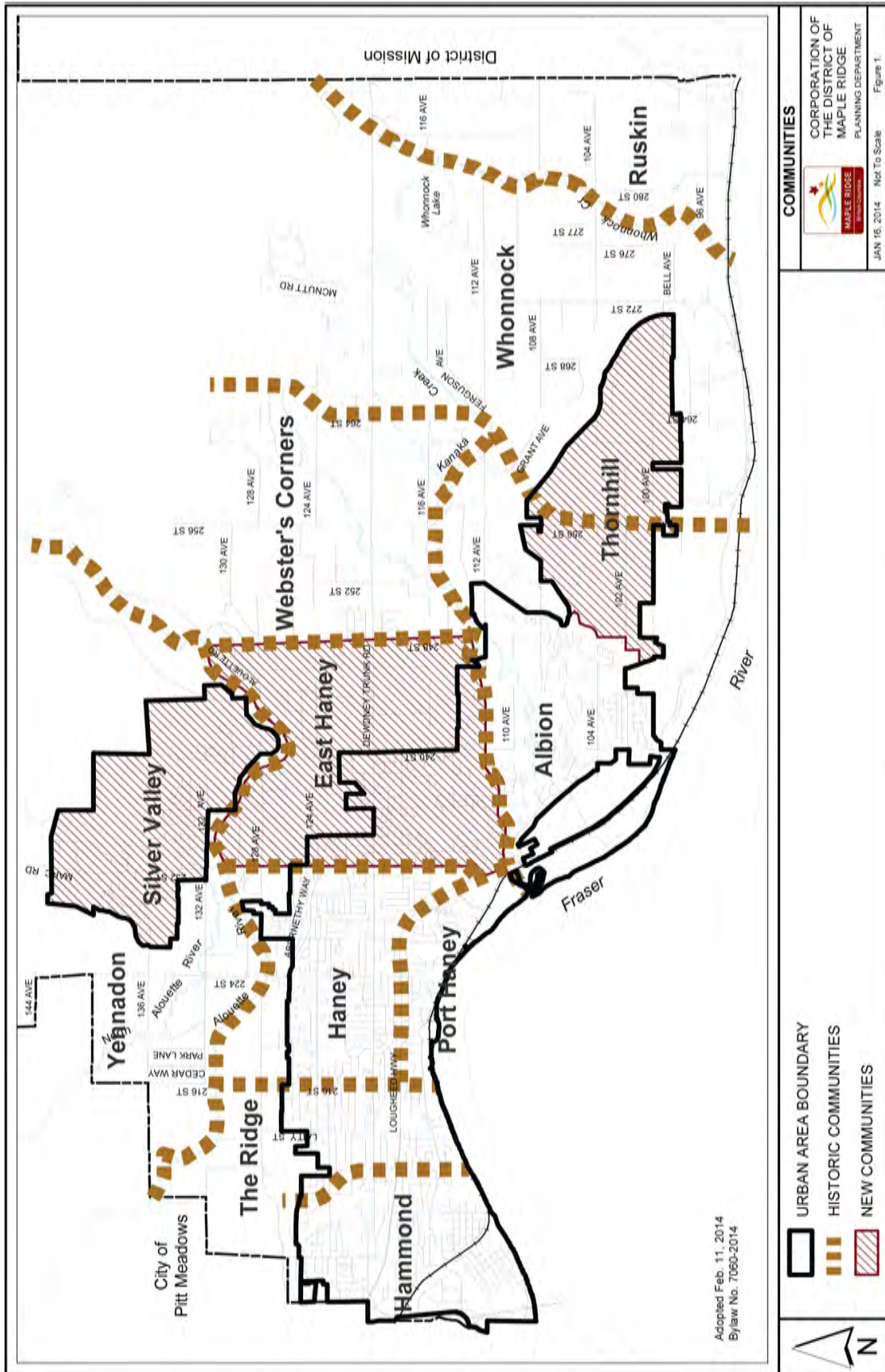


Figure 1

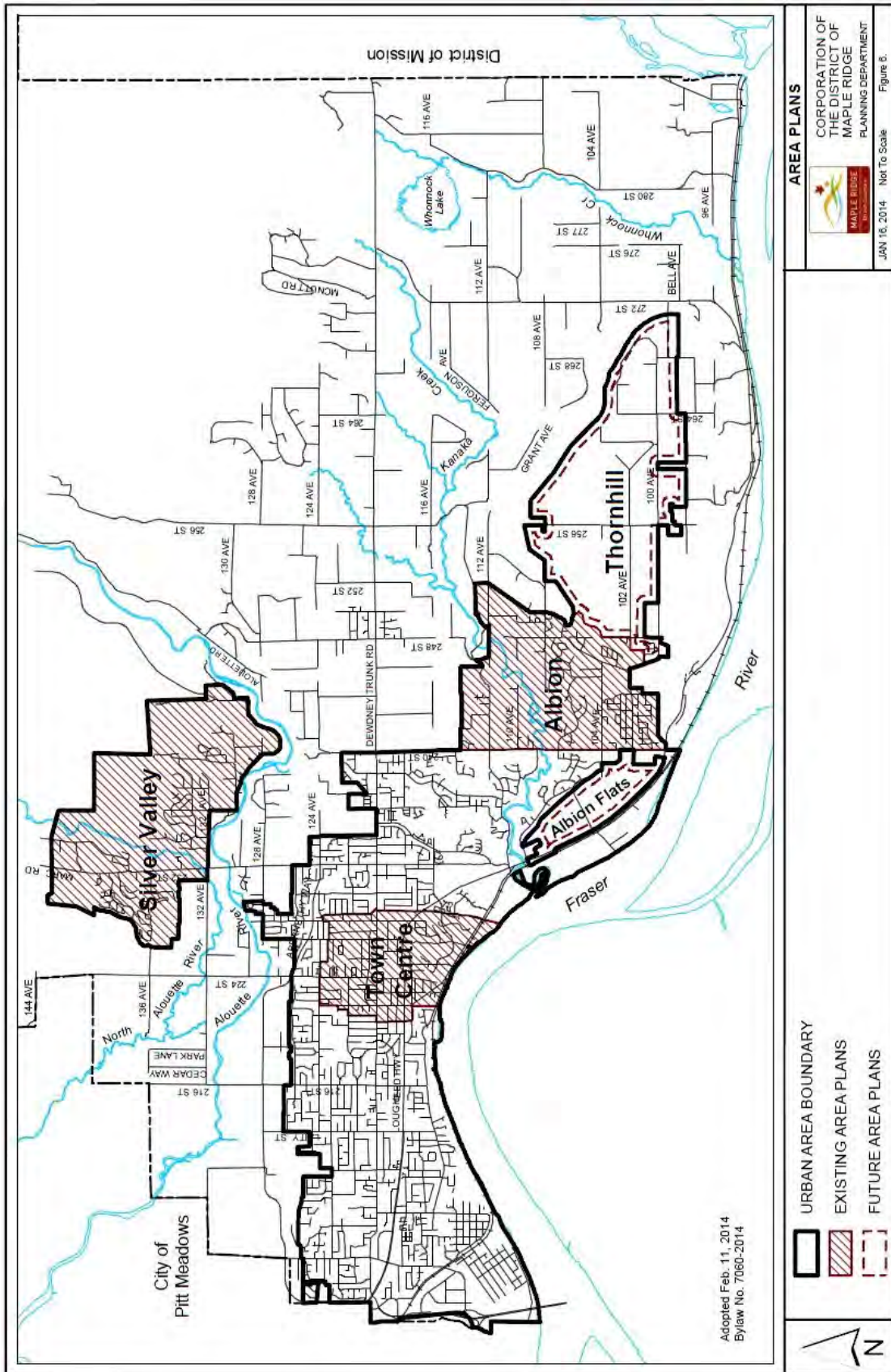


Figure 6

OBJECTIVE

To recognize the historic and new communities that formed the District of Maple Ridge.

POLICY

4-47: Historic and new communities identified on the Communities Map will form the general boundaries for the preparation of future neighbourhood plans.

The specific boundaries for area planning are identified on the Area Plan map (Figure 6).

6.2.1 ECONOMIC DEVELOPMENT

POLICY

Maple Ridge will collaborate with other agencies, such as the Agricultural Land Commission, the Ministry of Agriculture, and the Greater Vancouver Regional District to promote and foster agriculture.

6-6: Maple Ridge will develop an Agricultural Plan that:

d) promotes agricultural heritage initiatives.

Heritage is also recognized as important in the Maple Ridge Town Centre / Port Haney Development Permit Area Guidelines

10.4 TOWN CENTRE AREA PLAN

3.2 General Land-Use Requirements

3-5: Community uses, particularly those that serve a broad area of the Maple Ridge municipality, such as government offices, places of worship, libraries, museums, community, recreation, entertainment and cultural centres are encouraged in the Town Centre.

3-9: The adaptive re-use of heritage buildings and sites is encouraged, by potentially converting a single-family use to a commercial or institutional use, or vice-versa (where land-use designation and appropriate zoning permits), or from a single-family use to a duplex or multi-family use. This policy applies to buildings and/or sites that are determined by the District of Maple Ridge to have heritage value and/or heritage character, including listings on the Maple Ridge Heritage Inventory or the Maple Ridge Heritage Register.

Port Haney & Fraser River Waterfront Area:

- Port Haney Heritage Adaptive Use
- Port Haney Multi-Family, Commercial & Mixed-Use

The **Port Haney & Fraser River Waterfront Area** is recognized as an area in transition. The community has expressed a desire to retain the special quality and history of this locale that overlooks the Fraser River and is within walking distance to the Town Centre **Central Business District**. Retaining the historical character of this once vibrant townsite, while encouraging revitalization, is the intention for this special place that holds significant meaning to Maple Ridge.

There is interest and support within the community to create a tourist area along the Fraser River waterfront that includes enhancing the wharf and creating a boardwalk at the foot of the historical Port Haney commercial hub.

The uses permitted in this area are **Port Haney Heritage Adaptive Use** and **Port Haney Multi-Family, Commercial & Fraser River Waterfront**.

Port Haney Heritage Adaptive Use

The properties located in the **Port Haney Heritage Adaptive Use** designation are recognized for their heritage value. Three of these properties are listed on the Maple Ridge Heritage Inventory, two are listed on the Maple Ridge Heritage Register, and one is a designated heritage property (St. Andrew's Presbyterian Church).

POLICIES

3-32: Maple Ridge will continue to encourage the conservation and designation of heritage properties recognized as having heritage value.

3-33: Adaptive re-use of heritage properties is encouraged to enable the longevity of use and ongoing conservation of historical resources.

3-34: Maple Ridge will continue to encourage the conservation and designation of heritage properties recognized as having heritage value.

3-35: Adaptive re-use of heritage properties is encouraged to enable the longevity of use and ongoing conservation of historical resources.

3-43: The adaptive re-use of existing institutional buildings, including heritage buildings identified on the Maple Ridge Heritage Inventory or the Heritage Register is encouraged.

APPENDIX C: COMMUNITY HERITAGE COMMISSION MANDATE

CORPORATION OF THE DISTRICT OF MAPLE RIDGE BYLAW NO. 5908 - 2000.

A Bylaw to establish a Community Heritage Commission:

1. TITLE

This bylaw may be cited for all purposes as “Maple Ridge Community Heritage Commission Bylaw No. 5908-2000”.

2. INTERPRETATION

“Commission” means the Community Heritage Commission established under Section 3.

3. ESTABLISHMENT, COMPOSITION AND APPOINTMENT OF COMMISSION

- 3.1 There is hereby established a Community Heritage Commission known as the Maple Ridge Community Heritage Commission.
- 3.2 The Commission shall be composed of not less than 7 persons.
- 3.3 Membership on the Commission shall consist of:
- Voting Members:
- a) One member from Council;
 - b) Two members from among the persons nominated by Maple Ridge Historical Society;
 - c) Four members from the Community-at-Large appointed by the Mayor and Council;
 - d) As many other members from persons selected by Council, nominated by citizens or organizations as Council may choose to appoint with priority given to one youth member.

Non-Voting Members:

- a) One member from among the persons nominated by the Parks and Recreation Leisure Services Citizens Advisory Committee whom shall serve as a liaison and attend when available to do so.
- 3.4 At the first meeting of the year, voting members will appoint a Chairperson and Vice-Chairperson. The Vice-Chairperson will act in the absence of the Chairperson.
- 3.5 Community-at-Large Members of the Commission shall be appointed pursuant to Section 3.3 for a two year term, in the month of September to commence their term of office on January 1 of the following year.
- 3.6 Subject to Section 3.7, all members shall hold office until the later of December 31 or until their successors are appointed. Members shall be eligible for re-appointment to a maximum of three (3) successive terms.
- 3.7 When the membership of the commission falls below five (5) any vacancy occurring in the membership of the Commission shall be filled forthwith by the Council for the unexpired term of vacancy. Any member appointed in mid-term shall be eligible upon conclusion of the term for reappointment to a maximum of three (3) successive terms.
- 3.8 The Council may terminate the appointment of any member of the Commission, and Council will provide notice and the reason for such termination in writing.
- 3.9 The Chairperson shall advise Council immediately in writing of any member who has been absent from meetings of the Commission for three (3) consecutive meetings without prior leave of absence having been

granted by the Commission. Leaves of Absence greater than three (3) consecutive meetings may, by a majority vote of the Commission, be granted when the request for the Leave of Absence is received in writing, prior to the said Leave taking place.

3.10 No member of the Commission shall receive any remuneration for services, however, a member shall be reimbursed for any reasonable out of pocket expenses incurred on behalf of and previously approved by the Commission.

4. TERMS OF REFERENCE

4.1 The Commission is appointed for the purpose of advising the Council on heritage conservation matters and undertaking and providing support for such activities as benefit and provide for the advancement of heritage conservation in the District.

5. DUTIES OF COMMISSION

5.1 The Commission will:

- a) advise Council on any matter referred to it by the Council;
- b) undertake and provide support for such heritage activities as directed by Council;
- c) present an annual report to Council, setting out its activities and accomplishments for the previous year, and include any financial statements which Council requires;
- d) meet not less than once per quarter, each calendar year, unless otherwise directed by Council.

5.2 The Commission may:

- a) develop and implement educational and public awareness programs related to heritage conservation in the District;
- b) support and raise funds for projects of local heritage significance;
- c) make recommendations on heritage policy and advise Council on policy issues relating to heritage property and neighbourhoods;
- d) provide information and advice to an individual or community group regarding heritage conservation and policy, upon receipt of a request from the individual or community group;
- e) establish and administer a grants in aid and financial assistance application process for organizations, institutions, or other groups requiring financial assistance to engage in activities:
 - (i) to conserve or relating to the conservation of heritage property or heritage resources;
 - (ii) to gain knowledge about the community's history and heritage;
 - (iii) to increase public awareness, understanding and appreciation of the community's history and heritage; and
 - (iv) necessary or desirable with respect to conservation of heritage property or heritage resources.

and to evaluate such applications received annually on or before October 31 of each year and recommend to Council grants and financial assistance that the Commission considers ought to be given.

6. OPERATIONS OF COMMISSION

- 6.1 The Commission may adopt such rules for its procedures consistent with the provisions of the Municipal Act or this Bylaw as it may deem expedient and may alter, amend or vary the same as it may be required provided that copies of such rules and procedure and variations and amendments of the rules shall forthwith be forwarded to the Municipal Clerk.
- 6.2 The Commission shall hold regular meetings, at such time and place within the District as it may decide, and four (4) members in office shall constitute a quorum.
- 6.3 The Chairperson, or any two (2) members may summon a special meeting of the Commission by giving at least four (4) days notice in writing to each member stating the purpose for which the meeting is called.
- 6.4 The Chairperson may appoint such committees from within the Commission as he or she may deem necessary.
- 6.5 All members of the Commission, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negatived. Any member then present who abstains from voting shall be deemed to have voted in the affirmative.
- 6.6 The Chairperson shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals shall be decided without debate.
All questions before the Commission shall be decided by a majority of the members present at the meeting.
- 6.8 No act or other proceedings of the Commission shall be valid, unless it is authorized by resolution at a meeting of the Commission.
- 6.9 The minutes of the proceedings of all meetings of the Commission shall be maintained in a Minute Book and when signed by the Chairperson or member presiding shall be forwarded forthwith to the Municipal Clerk.
- 6.10 All meetings of the Commission shall be open to the public except that a part of a meeting may be closed to the public where in accordance with the Municipal Act the subject matter considered falls within those classes of matters that may be considered in-camera. Before a meeting or part of a meeting is to be closed the Commission must state, by resolution, the fact that the meeting is to be closed, and the basis for such closure.
- 6.11 The Council may by resolution authorize the Commission to consider any specific matter in-camera and hereby authorizes the Commission to consider all of the following general matters in-camera:
- a) acquisition or disposition of real or personal property or any interest in them;
 - b) personnel matters; or
 - c) legal advice, opinions and litigation matters
- 6.12 A member of the Planning Department shall serve the Commission as technical advisor.
- 6.13 The Council shall provide the Commission with a secretary to perform such secretarial duties as are required in the conduct of the meetings of the Commission.
- 6.14 The Council may include in its annual budget

such sums as are necessary to defray the expenses of the Commission. The Commission shall provide a detailed budget proposal to Council on or before October 1 of the year preceding the budget.

6.15 The Commission may hire staff and consultants based on its approved budget to assist in implementing the duties specified in Part 5.0.

7. CONFLICT OF INTEREST

7.1 If a Commission member attending a meeting of the Commission considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or for any other reason, the member must declare this and state the general nature of why the member considers this to be the case.

7.2 After making the declaration, the Commission member:

- a) must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
- b) must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
- c) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

7.3 When the member's declaration is made:

- a) the person recording the minutes of the meeting must record the member's declaration, the reasons given for it, and

times of the member's departure from the meeting room, and if applicable, the member's return; and

- b) the person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

8. CONDUCT OF MEMBERS

Members should be careful when speaking in public or to the media and should always regard themselves as being regarded by the public as members of the Commission.

9. INTERPRETATION

Wherever the singular or the masculine are used in the Bylaw, the same shall be construed as meaning the plural or the feminine or the body politic or corporate where the context or the parties hereto so require.

10. TRANSITION

10.1 Despite Section 3.5 the members of the Heritage Advisory Committee appointed pursuant to Bylaw No. 4217-1989, with terms in force at the time of the adoption of the Community Heritage Commission Bylaw No. 5908-2000, may continue to serve out the balance of their terms as Commissioners on the Community Heritage Commission. The term shall be considered a term for the purpose of any limitation on the maximum number of successive terms permitted by this Bylaw.

10.2 By-law No. 4217-1989, A Bylaw to Establish a Heritage Advisory Committee, and all amendments thereto are hereby repealed in their entirety.