



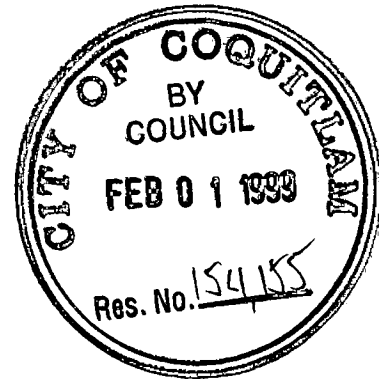
505

HERITAGE ADVISORY COMMITTEE MINUTES

The first meeting of the Heritage Advisory Committee was held on Monday, January 25, 1999, at 10:00 a.m. in Meeting Room #399, with the following persons present:

COMMITTEE MEMBERS

PRESENT: Councillor Kent Becker, Chairperson
 Doug Battrum
 Fern Bouvier
 Reg Cran
 Ineke Dijks
 Gillian Elliott
 Dave Gallagher



ABSENT: Margot Baur

STAFF: Deb Day, General Manager Planning and Development
 Barry Elliott, General Manager Leisure and Parks Services
 Lynn Guilbault, Planner

ITEM I - INTRODUCTION OF MEMBERSITEM II - DRAFT TERMS OF REFERENCE

As part of the discussion of the proposed Terms of Reference, clarification was requested regarding the distinction between the Heritage Square Committee and this Heritage Advisory Committee. Gillian Elliott gave a brief review of the progress of development in Heritage Square and the role of the Heritage Square Committee. It is anticipated that the Heritage Square Committee's focus will be the management of the facilities within the Square pending the approval of an operating agreement with the City. Currently, only Place Des Arts operates almost independently of the City. It was questioned whether the Heritage Square Committee should include a Council representative or if input to Council regarding Heritage Square should be done through this Heritage Advisory Committee.

Deb Day added that the proposed Terms of Reference anticipated that this Committee would have a broader mandate for heritage preservation that included public and private heritage resources, rather than focussing on a specific heritage-related public facilities.

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ITEM II - DRAFT TERMS OF REFERENCE cont'd/

It was concluded that the Heritage Advisory Committee was not the group to manage Heritage Square. The Heritage Advisory Committee is to have a City-wide mandate to provide advice to Council on matters related to heritage. It was also concluded that the Heritage Square Committee should have a Council representative on it and it was suggested that both of the subject Committees have the same Council representative to maintain consistency. As Chairperson, Councillor Becker will discuss these matters further with the Mayor.

The Committee recommends:

*Agreed
Res 155*
COUNCIL " That Council approve the Heritage Advisory Committee Terms of Reference
ACTION as presented."

ITEM III - OVERVIEW OF HERITAGE PRESERVATION IN COQUITLAM

Lynn Guilbault stated the focus of preservation activity by the City has been in Maillardville. A study was conducted in 1986 for the purpose of gathering historical information, promoting public awareness of the community's history, and compiling a resource inventory of surviving heritage structures in the area. The results of the study include the background report, titled "Heritage Maillardville" which outlined the history of the area, the "Building Inventory" which identified a heritage inventory of 75 buildings, and the "Landscape Inventory" which identified the area's historic landscape features. The City has formally designated six public structures on the local register of heritage sites.

Lynn Guilbault then indicated the existence of heritage preservation powers granted to local governments from the Province through the "Heritage Conservation Act" and the "Municipal Act". The Province also provides funding for workshops to facilitate heritage preservation. The Committee is interested in receiving a further presentation on these matters at the next meeting.

ITEM IV - OTHER BUSINESS

1. Programs from Other Cities

Councillor Becker suggested that members check the Internet for heritage programs developed in other jurisdictions. Lynn Guilbault stated that she had some municipal examples of Heritage Programs. It was requested that these samples be brought to the next meeting.

2. Millennium Grants

Two types of Millennium Grants were discussed. As the discussion centred around projects for Heritage Square, it was decided that a separate meeting would be held between a representative from the Heritage Square Committee, Barry Elliott, Councillor Becker and the Mayor.

ITEM IV - OTHER BUSINESS cont'd/

3. Appointment of a Deputy Chair

Councillor Becker expressed the need for a Deputy Chair. Dave Gallagher was selected as the Deputy Chair.

ITEM V - MEETING SCHEDULE

As Monday mornings did not work for all members, it was decided that Monday evenings at 6:00 p.m. would be the regular meeting time. The first and third Mondays were unavailable due to Council meetings and other commitments and the last Mondays of each month are also not available for some members. Therefore, the second Monday evenings were decided upon. The frequency of the meetings was determined to be every two months for now and revised later as needed. Councillor Becker indicated that the meetings' duration would generally be two hours or less.

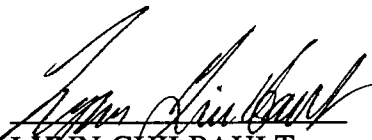
Fern Bouvier suggested that the meetings be held in locations of heritage interest such as Heritage Square or Riverview. This can be determined as future meetings are set.

ITEM VI - ADJOURNMENT

The meeting adjourned at 11:25 a.m.

ITEM VII - NEXT MEETING DATE

Monday, March 08, 1999
6:00 p.m. - 8:00 p.m.
Meeting Room 339, City Hall


LYNN GUILBAULT
Planner

LG/lmc

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CITY OF

COQUITLAM



511

HERITAGE ADVISORY COMMITTEE MINUTES

The second meeting of the Heritage Advisory Committee was held on Wednesday, March 10, 1999, at 6:15 p.m. in Meeting Room #339, with the following persons present:

COMMITTEE MEMBERS

PRESENT: Councillor Kent Becker, Chairperson
Fern Bouvier
Reg Cran
Ineke Dijks
Gillian Elliott
Jane Zaiane



ABSENT: Doug Battrum
Dave Gallagher

STAFF: Lynn Guilbault, Planner

ITEM I - MINUTES OF JANUARY 25, 1999

Received.

ITEM II - INTRODUCTION OF NEW MEMBER

Councillor Kent Becker welcomed Jane Zaiane to the Heritage Advisory Committee. Jane Zaiane provided a brief background of her experience including her current position as an educational assistant facilitating heritage programs for groups of school children for the City of Surrey, her involvement with the Coquitlam Heritage Society since September 1994 and her past experience with heritage-related development in Victoria, Vancouver, Burnaby, Toronto and Germany. She has a Bachelor's Degree in Art History and is currently studying Cultural Resource Management at the University of Victoria. She has lived in Coquitlam for the past three years.

dk

ITEM III - REVIEW OF PROVINCIAL HERITAGE PROGRAMS

Lynn Guilbault described opportunities for training in heritage conservation with which the Province will assist. The Province will fund one workshop per fiscal year up to \$1,500 to cover the trainer and their expenses. As March is the Province's fiscal yearend, it would be advisable to submit an application for workshop funding prior to the end of March. Due to the timing of the fiscal yearend, Coquitlam could potentially receive provincial funding for two workshops in 1999. Two suggestions for workshops that have been covered through this Provincial program include:

- The "Let's Get Organized" Workshop, which provides a forum to identify where we are now in terms of heritage preservation in Coquitlam, where we want to go, and how we get there; and
- The Legislative Workshop, which provides a review of current legislation for Heritage Preservation.

Following discussions with a recommended Heritage Conservation consultant who has conducted the "Let's Get Organized" workshops for the Heritage Society of BC, Lynn Guilbault reported that Sue Morhun would be available to conduct the workshop. The Committee felt that pursuing a funding application for the "Let's Get Organized" workshop prior to the end of March would be advisable, recognising that Council could withdraw the application if they did not endorse the workshop idea. It was also decided that a follow-up "Legislative" Workshop in the Fall should also be held, if funding were available.

The number of people who should attend the workshop was discussed as well as possible venues and dates for the workshop. It was decided that staff will contact the recommended consultant, Sue Morhun, about her suggestions. Lynn Guilbault will then fax an update to members regarding these logistics.

The Committee recommends:

COUNCIL

ACTION " That Council endorse the organization of a "Let's Get Organized" workshop to be held in Spring 1999 subject to securing Provincial funding to cover the workshop costs, for which an application has been forwarded by the March 31, 1999 deadline."

ITEM IV - REVIEW OF SAMPLE HERITAGE CONSERVATION PROGRAMS

Lynn Guilbault presented some sample heritage strategic and management plans collected from other jurisdictions for review by the Committee. She stated that additional plans were still expected to arrive and that they would be forwarded to the Committee as received.

Councillor Kent Becker asked how the Committee felt about strategic versus management plans. He suggested that the Committee could embark on a information-gathering process now which could work towards developing a strategic plan followed by an implementation or management plan. He suggested that ranking goals would help the Committee to decide what to focus on first. He also suggested that once the management plan was completed, there would be a constant process of amending the plan to adjust to new conditions. Gillian Elliott recognized the amount of time and work involved with the development of a strategic plan, but supported the need for it.

There was discussion around reviewing the sample plans. A suggestion was made by Fern Bouvier to have staff copy three or four of the most pertinent plans and circulate these to Committee members for their review. Lynn Guilbault agreed to copy plans and distribute.

Gillian Elliott requested that staff bring any City policy statements regarding heritage conservation to the next meeting. Fern Bouvier suggested incorporating unifying themes in historic districts such as using certain street trees and banners, etc. Jane Zaiane stated that the City has an Arts and Cultural Policy that was passed two years ago that relates to Fern Bouvier's suggestion. She stated that she would try to obtain a copy of that policy for our next meeting. Ineke Dijks suggested that street patterns should also be considered for their heritage value, citing the distinctive street patterns in Maillardville that gave the area character.

ITEM V - OTHER BUSINESS

Potential Meeting Venues

Lynn Guilbault provided some information regarding potential meeting venues in response to a suggestion raised at the last meeting. Two potential places where meetings could be held include:

- the reception room at Riverview depending on availability and evening security requirements.
- Minnehada Lodge, which has a rental fee that we may get waived.


Jane Zaiane added that Mackin House could also be used for meetings and Gillian Elliott offered Place Des Arts, but suggested that we may want to wait until the renovations are finished. Fern Bouvier also suggested that we arrange for a tour of Riverview in association with a future meeting there.

ITEM V - ADJOURNMENT

The meeting adjourned at 7:30 p.m.

ITEM V - NEXT MEETING DATE

Monday, May 10, 1999
6:00 p.m. - 8:00 p.m.
Meeting Room 339, City Hall



LYNN GUILBAULT
Planner

LMG/lmc



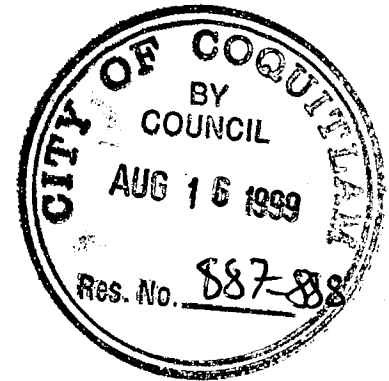
508

HERITAGE ADVISORY COMMITTEE MINUTES

The third meeting of the Heritage Advisory Committee was held on Monday, July 26, 1999. The meeting commenced at 6:15 p.m. in Meeting Room #339, with the following persons present:

COMMITTEE MEMBERS

PRESENT: Councillor Kent Becker, Chairperson
 Fern Bouvier
 Doug Battrum
 Dave Gallagher
 Ineke Dijks
 Gillian Elliott



ABSENT: Margot Baur
 Reg Cran

STAFF: Deb Day, General Manager Planning and Development Services
 Lynn Guilbault, Planner

ITEM I - MINUTES OF MARCH 10, 1999

Received.

ITEM II - DISCUSSION ABOUT HERITAGE LECTURE AND WORKSHOP

Councillor Kent Becker sought feedback from the Committee regarding the evening lecture about heritage preservation held Monday, May 10, 1999, and the "Let's Get Organized" workshop held Saturday, May 29, 1999. In general, the Committee felt that these events allowed the Committee to achieve more in a short time through the expert guidance of the Heritage Consultant, Sue Morhun, than would have been possible for the Committee on its own. The value and efficiency of gaining professional consulting assistance was recognized. The Committee concurred in the need to develop a policy framework to provide:

- direction and focus to the role of the Committee;
- continuity; and
- a broader scope for heritage preservation to include the rest of Coquitlam, not just Maillardville.

Other issues/lessons learned from the Workshop included a reality check about the amount of effort required to accomplish major goals, the resources available on the Committee, and the realization that the hiring of heritage professionals may be needed for certain tasks. Another important point was raised that creating a list of heritage resources is not enough. A strategy regarding how to preserve heritage resources also needs to be in place to avoid being forced into ad-hoc and reactionary actions.

The Committee recommends:

COUNCIL ACTION " That Council send a letter of thanks to the Heritage Society of British Columbia for the funds provided through the BC Heritage Trust's Training and Volunteer Management Development Program that were allocated to the "Let's Get Organized" workshop held in Coquitlam on May 10, 1999. The letter should also recognize the excellent leadership and knowledge provided by the consultant, Sue Morhun, who facilitated the workshop and enabled Coquitlam's Heritage Advisory Committee to identify important steps forward."

**ITEM III - DEVELOPMENT OF A "STATEMENT OF NEED" TO COUNCIL
FOR A HERITAGE PRESERVATION POLICY**

Discussion clarified that a statement of need was a proposal about the need for a policy, not the actual policy. It was agreed by the Committee that there would be cost implications for the development of a policy so Lynn Guilbault will undertake some research to determine the availability of Provincial funding to support Heritage Policy development.

It was noted that heritage preservation policies from other jurisdictions can be useful policy inputs, but the document must address the specific needs of Coquitlam. A heritage preservation professional would have the background knowledge and expertise to assist with this process.

Using the results of the workshop as transcribed by the consultant, the Committee came up with the following outline of the aspects to be addressed in stating the need for a policy.

Why have a Heritage Policy?

- to promote tourism;
- to encourage economic development of supporting services;
- to encourage the development of specialized skills and manufacturing industries associated with preservation and restoration.

But why a Policy?

- to confirm legitimacy, power and purpose of the Heritage Advisory Committee;
- to provide consistency in advice and approaches to Council to guide decision-making;
- to provide an overall guiding framework;
- to identify values (economic, social, educational, physical/aesthetic including emotional context, etc.);
- to develop a "made in Coquitlam" solution respecting the uniqueness to the City.

Policy Formulation

The policy should include:

- a broad approach with some tools;
- a Vision statement;
- a timeline for the development of the policy;
- a definition/meaning/scope;
- a focus on public involvement and process including public information and contacts;
- the identification of the Committee's roles;
- an inventory, evaluation, and ranking of heritage resources;
- an educational component;
- the implementation strategies that include financial, legislative, regulatory, etc.

Resources Needed:

- consultant to assist on portions of the policy development process;
- grant applications and required Council matching funds;
- other costs including staff support, committee role, public surveys, advertisements, etc.

Timelines

The timeline could be expressed as a phased approach such as annually over the next one to three years

Case Statement

- make a short argument for heritage as a city-wide concept (broader than Maillardville/Fraser Mills);
- identify partnerships and support needed for ongoing heritage projects and initiatives by other City departments, public groups, and volunteers;
- have heritage resources broadly defined to include buildings and sites in consideration of their contribution to history for reasons of architecture, as well as associated people and events;
- state that policy will build on past research and accomplishments to bring together and move the City forward with recommended heritage policies and accompanying implementation strategies and tools.

The Committee discussed the need to get the "Statement of Need" to Council for their consideration to include in the 2000 budget cycle. Lynn Guilbault is to develop a draft "Statement of Need" for the Committee to discuss and refine at the September 13, 1999 meeting.

ITEM IV - OTHER BUSINESS

Gillian Elliott announced Saturday, September 18, 1999 as the opening date of the completed Place Des Arts centre.

ITEM V - TABLED ITEMS

Lynn Guilbault provided some handouts for information to the Committee members. The material distributed included:

1. The City of Coquitlam Cultural Policy and Plan;
2. The sections of the Maillardville Official Community Plan that contain heritage policies;
3. The Surrey Heritage Services Winter 1999 newsletter;
4. An article titled "What a Tangled Web We Weave", which identifies heritage-related sites on the Internet.

ITEM VI - ADJOURNMENT

The meeting adjourned at 7:50 p.m.

ITEM VII - NEXT MEETING DATE

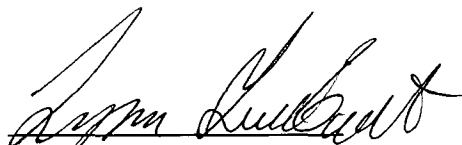
Monday, September 13, 1999

6:00 p.m. - 8:00 p.m.

Meeting Room #480 on the second floor, City Hall

Access to this meeting room will be through the main entrance doors to City Hall at the entry plaza.

The meeting room is located on the second level.

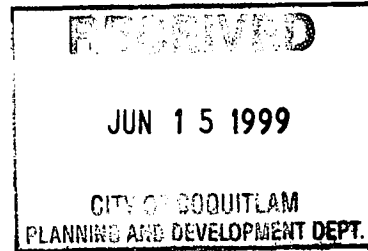


LYNN GUILBAULT
Planner

LMG/lmc

SUE MORHUN
4992 242 Drive
Langley, B.C.
V2Z 2M8

~~Lynn Guilbault~~
Planning and Development Dept.
City of Coquitlam
3000 Guilford Way
Coquitlam, B.C. V3B 7N2



12 June, 1999

Dear Lynn:

Thank you very much for giving me the opportunity to work with you and the City's Heritage Advisory Committee. You are an enjoyable, knowledgeable and interested group of people. With a sense of direction and some support, I think your community's heritage will be very well served by this group!

I think this workshop accomplished a number of things not the least of which was getting to know each other and having an opportunity to work together. As I reflect on the day and, later, on the notes we generated, I am struck by three things:

1. The Committee is genuinely unsure of the scope of its mandate

They know it in general terms but not what the limits are or should be. This is not due to temerity but rather sensitivity to the need to be good partners. They need guidance from Council as to how they want the Committee to e.g. Quiet and internal advocate or active and external advocate; re-active or proactive, etc.

I sensed there is also some concern with some people about a mandate that requires a very active and direct role for each appointee. A number of the Committee members are representatives of more specific groups, ones to which they owe their time - and allegiance - first. And everyone appears to be pretty busy doing other things for the community. As decisions are made by Council and by the Committee itself, they need to keep that fact in mind.

2. The staff are hesitant to take an active role in concert with the Committee

This not due to lack of knowledge or desire, rather very real time constraints. Perhaps to a lesser extent, the issue is also knowing what Council's priority for heritage is in the face of other demands. The City is very fortunate to have 2 well informed and interested planners on staff, ones with specific skills in the area of heritage preservation.

3. Council appears not to have conveyed its support for heritage in more than a general way.

If heritage is to be a priority, then Council needs to convey that message to staff as well as the Committee. It need to ensure there is a solid decision making process in place with adequate resources to support that process.

The action steps outlined at the end of the workshop appear well placed to get an initial direction from Council. I think that the identified need for a planning framework is a realistic next step, once the Committee has confidence that it has the support of the Council.

As discussed during the workshop, the B.C. Heritage Trust has typically had cost shared funding available to assist a community with heritage planning. Once you have done an Let's Get Organized workshop or its equivalent, the next step that the Province supports financially is a heritage strategy. The resulting document does not address specific issues, rather it provides a planning framework on which detailed, specific and targeted management plans are developed at a later date.

Please find attached a copy of the transcript plus a disk copy and my invoice. Don't hesitate to call if I can be of any assistance in the future, Lynn. I would appreciate knowing how the response of the Mayor and City and Manager as well as the outcome of the September Council presentation! Good luck to all of you.

Thank you again,

Sincerely,

A handwritten signature in black ink, appearing to read "Sue", with a horizontal line underneath.

Sue Morhun

CITY OF COQUITLAM

LET'S GET ORGANIZED

WORKSHOP TRANSCRIPT

May 29, 1999

Facilitator: Sue Morhun

LET'S GET ORGANIZED TRANSCRIPT

May 29, 1999

Heritage - that which we inherit, value, believe in and wish to keep

A. WHERE ARE WE NOW?

A.1. Heritage Committee Skills Inventory

Attendees were asked to share with the group what applicable skill(s) they felt they brought to the Heritage Committee and to the City's heritage conservation efforts.

Kent:

- as a councilor, acts as an interested advocate to secure funding, to lobby, to get other council support and be successful
- bank manager with associated financial skills

Fern:

- long time community volunteer
- organizational skills; teacher, Parks & Rec etc.
- know city and community organizational structure and people well
- chair, Village Credit Union Board

Doug:

- believes in being an advocate, active in a preservation group and knows issues
- believes in working to get the "yes" vote

Margot:

- lived here since 1956 and has seen the change
- teacher, organizational skills
- president of Heritage Society and involved with the developing the Museum
- advocate for heritage who knows the issues

Lynn:

- special expertise as a staff member of planning department re: Maillardville
- has family connection to the city

Gillian:

- experience in policy development & the associated process
- passion for education beyond schools, and the role heritage can and does play in people's lives both beyond school and over time

Dave:

- strong advocate
- actively involved in pressuring city to save, preserve and stop what is being lost
- former contractor

Reg:

- bank manager
- lived here for 35 years and loves it
- wants to see the best of Coquitlam saved for his children to enjoy
- has time & energy
- serves on environment committee of Council

Deb:

- staff member
- managed heritage program in City of Calgary for over 10 years
- interest and technical knowledge

Ineke: (not in attendance)

- has a planning background
- interested/advocate

A.1.1 What's Skill Set or Community Link is Missing?

The meeting was asked to identify what segment(s) of the community was not represented at the table. The following list reminded the Committee the committee that while not every group can be directly present at the table, the Committee should endeavor to be as inclusive as possible and sensitive to specific perspectives.

- First Nations representation
- Riverview Heritage Society
- The French Connection
- Non-Eurocentric connection
- Business e.g. major companies (this was once a company town)

A.2 What are Our Strengths?

This initial listing of assets, accomplishments and abilities is used to identify the ingredients for creating a successful base from which to operate.

- share a common purpose
- passion
- diversity
- knowledge of subject/technical side
- greater community awareness today than five years ago
- has become an important issue, there is a will in the City
- efforts of the past = good foundation on which to build
- Council is generally on side
- connections to other people, groups, information
- interest in what we're doing
- past research, OCP discusses sensitive infill, design guidelines for Heritage
- staff have background, training
- human history experience & knowledge
- existing documentation, theses, publications to draw on and access
- initial terms of reference of this Committee

A.2. What are Our Challenges?

This initial listing looks at things that either are or potentially might get in the way of success. The listing looks at both the challenges facing "heritage" endeavors as well as other "non-heritage" community needs that may have a higher priority in the eyes of the community and divert resources heritage might access.

- how do we ensure awareness throughout the City and at every level?
- sensitivity to arbitrary "political" boundaries: ensure co-operation and coordination
- priorities - diversifying focus to involve a larger number of the community
- setting direction a majority can support
- time limits, constraints
- resources, securing money and people's time
- keeping all the heritage players happy, involved, working together - the balance
- how to recruit, supervise and motivate volunteers who have the right skill set
- volunteer burnout
- being organized about what we need volunteers for
- knowing what our goal is going to be, both short and long term
- having a sense of accomplishment, getting excited
- assessing own abilities, goals, and informing council
- keeping core of committee together, succession planning

A.3. What are the Resources We have to Work With?

A successful heritage conservation programme is based on the premise that heritage is everyone's business. This initial listing identifies potential partners who need to be on board in order to broaden the base of awareness, support, and direct involvement. The analysis which is always a "work in progress", also identifies opportunities for collective action. Those opportunities should take into account W.I.F.M. - the "What's In it For Me?" - on the part of the potential partner.

A.3.1 Economic Resources

These are the agencies, groups etc. that can support or contribute to the cost of a programme with money or in-kind donations such as time, materials, expertise, influencing others, etc.

Resource	Strength	Weakness	Opportunity
Council, Prov. and Fed Gov't.	Relationships well established	Tread on toes of groups in community. Be sensitive and don't try to manage affairs of other successful groups	Grants, City budget, Gifts in kind from individuals and council
Service Clubs Business Developers Community Trusts Bequests Volunteers Tourists	Interest is high	Difficult to obtain, too many hands out	Ongoing opportunity, long term goals. Special Days for fundraising (e.g. July 1st) Contacts and Relationships

A.3.2 P(p)olitical Resources

These are the resources that have influence, the power to make decisions etc.

Resource	Strength	Weakness	Opportunity
Councilor as Committee Chair	Consistent Presence on committee, already some goodwill, time will increase rest of council's knowledge & commitment, Public awareness heightened	Chair could rotate to someone less committed. Chair is busy. No guaranteed on composition, could be divisive or controversial or open to abuse	Ability to report and advocate directly to council. Continuity, building on past knowledge of heritage and city system.
Council Access			Use council access judiciously and positively
Past connections with Heritage Square fundraising and associated community groups	Past successful track record, delivered projects, well received fund raising ability, team effort of three groups which business and public like to see as partnership.	Burnout of central players, baggage as project experienced some difficulties. "Going to the well too many times"	Build on success of partnership . Physical presence and rallying point.
Planner pursuing Grant Opportunities (Prov. Fed. NGO)	Gained some knowledge and connections with energy to follow through plus meeting NGO/community groups	Very little time allocated in her job to heritage matters	Do as much as possible creatively and effectively (priorities and drawing on others) plus demonstrating need for more resources.
Access and Support from local, prov. and fed. gov't representatives	Gov't members with strong Coquitlam connection	Losing a retiring John Cashore. Uncertainty provincially and federally	Upcoming elections heritage as potential issue

Resource

Strength

Weakness

Opportunity

Organized
community groups
-Heritage Society
-Place Des Arts
-SMU
-NE Ratepayers
-Service Clubs
-Chinese or Indo
Canadian Heritage
(lack diversity)
Connection with
SD#43

Direct Membership

Commitments to
education (getting
them young)

Source for
volunteers

Ministerial
Association

Media Profile
-local
-regional

Local and human
interest are focus

Media "spin" and
misquotes

Public awareness
Recognition of
volunteer efforts

Sun municipal page
provides local focus

A.3.3 Social Resources

These are the "people" resources, those who are important to have on-side, involved and supportive in a myriad of ways both active and quiet.

Resource	Strengths	Weakness	Opportunity
Service clubs Volunteer organizations: Local and neighboring heritage groups.	energy and resources, low cost, members and connections, networking, learn from others (not reinventing the wheel) collective knowledge	not all skill sets, lack of interest in heritage, time, lack of skills, competing for same resources (monetary, time) narrow focus due to special interests	establish specific niche, need to capitalize on opportunity and reduce competition
Heritage Planners (other cities)	knowledge, skill specific, heritage legislation knowledge, past experience in heritage conservation	limited time, not all experience applicable to Coquitlam	cash in on experience. New ideas grow from dialogue and networks are created
Media	reach lots of people, reach the public	lack of interest and control, free press	Educate them and public, mass education, reach people, tap into resources
Schools, Youth	Energy, ambassadors, volunteers, enthusiasm and energy, long term commitment	time, resources to provide direction and organize projects and activities	long term benefit to heritage preservation, long term commitment. reverse education, kids o adults
Seniors	history, knowledge enthusiasm, time, interest		sharing of the story, inclusive of everyone

A.3.4 Analysis of Resources and Targeting Priorities

1: Council Rep - Chair and Access

- linch pin for direction/support
- consistent presence, formally constituted
- done in a public venue and directly linked to council
- consistency of chair is important, as is constrained time
- need to be sensitive to divisiveness (use access but judiciously)

2: Council (Local Government)

- have strong and well established relationship
- council has the ability legislatively/ can control
- need to tread carefully, not over step boundaries
- can direct grants but those need to be well understood with positive return
- need to work together

3: Local Heritage Groups (neighbouring)

- assist in achieving educational and planning network & collective knowledge
- collaborative
- lower cost
- need to ensure right skills and have the time with HAC keeping a broad focus or whole picture in mind
- have a special niche

B. WHERE DO WE WANT TO GO? A VISION

This section describes "What" people want to have achieved in a set period of time e.g. 2 years, but not the "How". That comes later once the vision is determined.

The meeting divided into 3 groups and the following records their findings for a 2 year vision for the Committee, one that is intended to be realistic and achievable. Each vision statement is supported by a list concepts that support the stated direction.

B.1 Developing a Working Vision

Group 1

VISION 2001

Dedicated to preserve, advocate and educate on behalf of Coquitlam Heritage

Concepts:

- Integral part of the community (necessary)
- Still should be a committee notwithstanding
- We can still be a committee if the first two continue to evolve and thrive

Group 2

Vision 2001

Our vision to the year 2001 is to advise and assist Council in the development of a City of Coquitlam Heritage Policy to govern all future Heritage preservation which will enable the HAC to carry out its mandate.

Concepts:

- establish a "framework" committee (get our own act together)
- advise how to develop draft policy (community consultation, hiring consultants)

Group 3

Vision 2001

The HAC will be relied upon by council to provide valuable advice on matters of heritage interest through the formulation of an initial policy framework supported by a potential implementation of strategies and priorities in consultation with the community, particularly groups interested in heritage preservation and awareness.

Common Concepts Inherent in each Vision:

- strategy
- policy
- Community based (built environment, natural environment, human)
- Heritage Network
- Public Awareness

B.2. The Working Vision

Working Vision 2001

Our vision to the year 2001 is to advise and assist Council in the development of a City of Coquitlam Heritage Policy to govern all future Heritage preservation which will enable the HAC to carry out its mandate.

Discussion arising from the visioning exercise

Question: What is our role and how do we operate? What's the line between advising, activism and advocacy (advocate as opposed to agitate)? Are we Quiet? Diplomatic? Aggressive?

Response:

- honest broker -advice that is considered and valued
- filter and present all sides of the issue
- pro-active
- establish trust and legitimacy
- connected/linked, the first contact
- Mayor - bring pieces together; get focus and build awareness.
- consensus
- value added conduit;
 - overview of whole value of heritage
 - present the facts with emotion removed
 - presenting solutions to consider
 - balance

Question: how is ongoing dialogue accomplished with staff, community etc.?

- require a policy that provides framework, legitimacy, clout, and purpose
- provides basis from which advice is given and with consistency

C. HOW DO WE GET TO WHERE WE WANT TO GO?

During the visioning session the group identified the need to have a well understood framework within which everyone, including the Heritage Advisory Committee, can work and be confident that everyone is going in the same direction and that actions are supported.

The following records the discussion around the need for a policy the rationale for developing a policy, and explores approaches that might be used in the development of a policy or strategy.

C.1 Why a Policy?

- needed in order for HAC to do the heritage job well
- needed in order for HAC to do the job for Council well
- needed in order for Council to do the job fairly and well
- need a mechanism to deal with work equitably
- attends to the whole, not bits and pieces
- determine what the benefits & consequences are (balance sheet)
- a document that lays things out clearly and positively
- offers a process to pull issues and benefits together
- sells the social and economic value of heritage
- helps to assure everyone stays on track, builds effectively and efficiently
- helps to assure that constrained money and time are used effectively
- gives a base that can be re-visited on a regular basis
- are there things out there we are missing? First step in becoming better aware.

C.2 How is a Policy Achieved?

- Sue noted that the Province often has cost shared funding support for community based planning activity provided local government is a partner
- writing the draft document
 - can be researched and written by HAC (very time consuming)
 - can be researched and written by HAC and a consultant (need to be clear about who is responsible for what, lightens load for volunteers)
 - can be researched and written by a consultant taking direction from HAC
- input from public, 1 or 2 open houses and/or letters of support, interest or issues to be addressed
- need to know what needs to be covered in a policy
- need to determine scope of project
- need to decide who is responsible - the committee, staff or???
- need to remember that existing staff resources are very constrained

The meeting also asked: Why use a Role of a Professional Consultant:

- does not have vested interest
- can be more objective
- will compile information from other jurisdictions as well as community (time consuming)

- "grunt" work)
- writes the draft document
 - manages logistics
 - has specialized knowledge
 - frees up volunteers and staff whose times is constrained to continue to doing what they need to do, to give comment and advice
 - keep things moving at a much faster pace

C.3 Stating the Need to Council

- Aspects to be addressed in stating the need are:
 - Value (both social, political and economic)
 - Cost, in order of magnitude only, and anticipated long term cost savings
 - Time Commitment on the part of volunteers, staff, community
 - Public need and how they can be involvement
 - Recommended Process
- Request should be supported with a very brief (2 pages, easy reading) document, one that sets out workshop findings and need realistically
- Mayor and City Manager need to be informed and onsite
- Needs to tie into regular budget process which begins in July with end of November deadline for Council review and approval

D. ACTIONS AND COMMITMENTS

D.1 Requesting a Policy

<i>What</i>	<i>Who</i>	<i>When</i>
1. Review workshop transcript and pull together to two page executive summary report	Committee	second week of July
2. Staff to type, format draft	Lynn	end of July
3. Mayor/ City Manager to review to see if on right track	Kent	September 1
4. Mayor/Manager comments reviewed and included if OK	Kent reports Committee clarifies Lynn does changes	September 15
5. Final review before presentation	Committee	September 15
6. Council presentation	Committee	September 30

D.2. Walking Tour

<i>What</i>	<i>Who</i>	<i>When</i>
1. Contact Ken Lylak re: redoing working tour	Gillian	ASAP
2. Contact Maurice and Frank	Margot	ASAP

WORKSHOP EVALUATIONS

WORKSHOP EVALUATIONS

1. How do you feel about the workshop, in general?

- excellent!
- very useful in providing direction for our new committee
- very informative
- well done/excellent facilitation
- well done
- openness and sharing of ideas
- excellent- very informative
- great, lots of good info
- good overview and general direction

2. What section of the workshop do you think was the most beneficial and why?

- first half gave me the direction I felt I need
- developing our 2 year vision. This section really helped to clarify our overall role and method
- first half
- the dialogue and mixing of groups, Sue's direction and summarizing
- how to get there; difficult for committee to focus and workshop created direction
- trying to clarify mandate and follow-up action
- the overall structure was very well thought out
- determining actions
- directional issues; how do we get there

3. Was there any section that was not beneficial or necessary and why?

- no X 8
- not really

4. Was there any component missing?

- no X 3
- like any issue of value, we could probably continue the discussion for days but, given the time frame, the important components were discussed
- I will think about it
- I don't think so
- I hope not!
- not during time allocated

5. What do you think the Committee needs to do next to successfully achieve the vision?

- now I think it is a proper policy

- to determine the scope and from this, the resources required (staff time, costs, committee time, consultant costs, etc.) to achieve that scope and the timeline needed
- get together and analyze the whole
- no
- follow meeting plan, meet deadlines as established
- as we discussed, focusing on role definition and approach to next steps versus immediately plunging in
- money
- get the input from the mayor
- would like to have you back for follow-up

6. Do you have any issues or concerns that were not identified today?

- probably but what is the question!
- no X 3
- can't think of any
- hard to say at this point - will know better in the future
- still worried about advocacy/power awareness - reality
- still not completely sure what our scope and mandate are
- none at this time

7. Are there any other types of planning, training, or educational workshops you would like the Committee and/or larger community to do in the future?

- probably but what kind is the question
- yes - a legislative workshop
- not really
- will know better as we progress - can't really say now
- need to think through as scope/approach refined
- I'm sure there will be many
- yes, whatever is pertinent
- expand on what the other municipalities are doing; what's working and why

8. Do you have any other comments?

- very well done
- great workshop - we ended with a real sense of accomplishing something and a good direction for the next steps
- no
- great day! Thanks!
- facilitation kept us moving to reach product
- thanks for an enjoyable day
- enjoyed the day a lot! Lots of great ideas and communication.
- none at this time

INITIAL LISTING OF HERITAGE RESOURCES

Initial Heritage Resource Listing

- Fraser River
- Skyline with the mountains
- Riverview et al
- Indigenous heritage
- Francophone heritage, which mimics Canadian heritage
- Coquitlam's flag
- Mundy Park
- Vancouver Golf Course
- Trees
- Asian and Indo-Canadians
- Multi-cultural diversity
- Colony Farm
- 5 designated buildings, plus others
- Place Names
- Mayday
- Port Coquitlam
- Burquitlam
- Mallardville, 5 buildings and Trevor's Restaurant
- Coquitlam Heritage Square
- Transportation Routes
- Railroad
- Minnekata
- Coquitlam Dam
- Como Lake
- Burke Mtn.
- Tony Pare
- Pitt Polder
- Fraser Mills
- Streetscapes, heritage and contemporary
- Wildlife
- Green areas linking other areas, buildings etc,
- Scott Creek
- LaFarge Lake
- Various rivers and diverse waterways plus estuaries etc.
- Political history (heritage)
- Large and significant past events
- Collections - artifacts and archival
- A community , the conscious decisions to come and stay
- Books, historic photos, and stories that go with them
- Religious Heritage, Laval Square

CITY OF

COQUITLAM

INTER-OFFICE COMMUNICATION



1999 July 12

Our File: Heritage Advisory Committee

TO: Coquitlam Heritage Advisory Committee Members

FROM: Lynn Guilbault, Planner

SUBJECT: **ACCESS TO ROOM 339 IN CITY HALL AFTER BUSINESS HOURS**

After 5 p.m., Meeting Room 339 can be accessed from the elevator in the library foyer. Meeting Room 339 is located on the Main (M) level of City Hall, straight ahead of the elevator. See you Monday evening at 6 p.m.

A handwritten signature in cursive script, appearing to read "Lynn Guilbault".

LYNN GUILBAULT

LG/fb

h:\planning:\staff:\lynn:\heritage:7-12-99m.doc



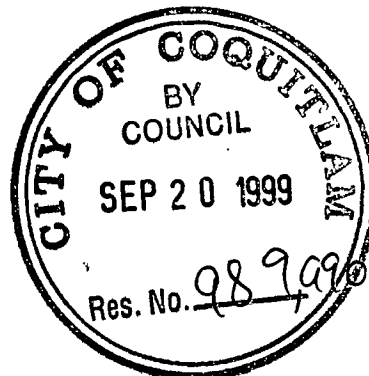
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HERITAGE ADVISORY COMMITTEE MINUTES

The third meeting of the Heritage Advisory Committee was held on Monday, September 13, 1999. The meeting commenced at 6:10 p.m. in the Council Committee Room.

COMMITTEE MEMBERS

PRESENT: Councillor Kent Becker, Chairperson
 Doug Battrum
 Ineke Dijks
 Gillian Elliott
 Margot Baur



ABSENT: Dave Gallagher
 Fern Bouvier
 Reg Cran

STAFF: Deb Day, General Manager Planning and Development Services
 Lynn Guilbault, Planner

ITEM I - MINUTES OF JULY 26, 1999

Received.

ITEM II - PROVINCIAL FUNDING AVAILABLE FOR HERITAGE PRESERVATION POLICY DEVELOPMENT

Lynn Guilbault reported that the British Columbia Heritage Trust (Trust) has funding available to assist local governments to plan and develop local heritage programs. The funding is available for the various stages of the heritage planning process. The stages include the following:

1. The Heritage Strategic Plan, which is a plan that outlines three-to-five year strategies, is the first step in the process. The Trust will provide up to \$7,500, to be matched by the City, to develop a Heritage Strategic plan, including the public participation process.
2. A Management Plan follows the Strategic Plan and includes the preparation of detailed plans to implement elements of the strategy. The Trust will contribute up to \$15,000 of matched funds for the development of a Management Plan.

ITEM II cont'd/

3. Feasibility or conservation plans are also funded by the Trust for specific heritage resources, business plans and maintenance plans. Matching grants for these types of plans are up to \$7,500.

Discussion by the Committee ensued regarding the timelines for approaching City Council, the budgeting process, and the Trust submission requirements. It was recommended that City Council be approached as soon as possible for consideration. The Committee agreed that staff should prepare the request for endorsement to Council for their next meeting, which is Monday, September 20, 1999. Council's endorsement would allow the application to be made to the Trust and would be predicated on the City's matching share being largely in-kind through staff time and some consulting costs from the Planning and Development Department.

Some concern was expressed by Gillian Elliott and Margot Baur that City funding for the Strategic Plan may compete for funding with other heritage-related activities in the City, such as Heritage Square and the Mackin House Museum. The Chair indicated that he would be clear with Council that the City resources used to develop the Heritage Strategic Plan are in addition to heritage-related activities that are currently supported by the City.

ITEM III - DISCUSSION OF THE DRAFT "STATEMENT OF NEED" TO COUNCIL FOR A HERITAGE PRESERVATION POLICY

The "Statement of Need" was reviewed and several revisions were suggested. One revision discussed was to include a description of the bigger picture of the heritage process to provide Council with a long-term view of the types of tasks and costs involved following the development on a Strategic Plan. It was also suggested that the sections of the "Statement of Need" that refer to the British Columbia Heritage Trust programs be referenced.

The draft process was also reviewed. It was generally felt that the proposed process for creating a Heritage Strategic Plan did not require revision.

The steps that need to be taken in order to develop the Strategy were discussed. First or all, Council approval is required to pursue a formal application for funding with matching funding from the City. A Council resolution is needed to endorse the project and commit the matching funds as part of the application for financial assistance. The final step to secure funding is to complete and submit an application to the Province. Once the financial assistance is secured, the terms of reference for a consultant will be outlined and distributed to the Committee for discussion.

With the discussed amendments, the Heritage Advisory Committee endorses the "Statement of Need" with the references and attachments for forwarding to Council for their consideration and endorsement.

ITEM III cont'd/

The Committee recommends:

COUNCIL ACTION " That Council endorse the submission of a grant application for \$7,500 to the British Columbia Heritage Trust to develop a Heritage Strategic Plan for the City of Coquitlam on a matching cost basis based on the attached "Statement of Need".

ITEM IV - TABLED ITEMS

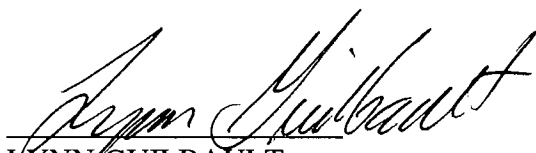
1. **The Draft Greater Vancouver Regional District's (GVRD) Parks Heritage Policy**
The Draft GVRD Parks Heritage Policy was briefly discussed. The Committee was pleased that the GVRD's heritage initiatives "...should complement not duplicate municipal..." private heritage sites and services. This comment will be forwarded to the Regional contact person.
2. **Letter dated August 26, 1999 to Sue Morhun** Received

ITEM V - NEXT MEETING DATE

While the next meeting date would normally be in November, it was decided that this month would be very busy with budget and election duties. Also, future action by the Committee depends on whether or not the Heritage Strategic Plan proposal is endorsed by Council and if so, is successful in receiving funds from the Province. Therefore, it was decided that the next meeting would be called at the discretion of staff following a Council decision and, if approved, the receipt of funds from the Province. The estimated timeline for the next meeting is December 1999 or January 2000.

ITEM VI - ADJOURNMENT

The meeting adjourned at 7:15 p.m.


LYNN GUILBAULT
Planner

LMG/lmc

h: planning: staff: Lynn: heritage: sep99min.doc

British Columbia Heritage Trust

Community Heritage Management

Community Heritage Management programs assist local governments, First Nations bands and registered non-profit heritage societies to plan and develop their own self-sustaining and self-sufficient heritage conservation programs. Awards are for one year, although extensions may be granted in exceptional circumstances.



Restoring St. Peters Church, Quesnel.

Strategic Plan

Supports preparation of a three to five-year strategy within which to plan, develop, implement and evaluate a heritage program.

■ The Trust will invest up to half the total eligible costs, to an award maximum of \$7,500.

■ The plan must address the following four questions:

- Where are we now?
- Where do we want to get to?
- How do we get there?
- What resources do we need to get there?

A heritage strategy includes:

1 A detailed review and analysis of the current heritage issues and an identification of strengths, weaknesses, opportu-

nities and threats of the current approach to heritage conservation.

2 A clearly articulated vision, with well-defined goals.

3 A list of ways to achieve the goals, including a three- to five-year work plan, and future training and management plan requirements.

4 A description of what funding programs might be used to implement the strategy, including programs of the British Columbia Heritage Trust.

■ An effective heritage strategy requires public input and must include a detailed description of public participation in its preparation.

■ A four-hour workshop, *The Principles of Heritage Planning*, is available at no charge and is recommended for those applying for a heritage strategy grant. Please contact the Trust office for details.

no longer available.

Management Plan

Supports the preparation of detailed plans to achieve selected elements of a strategic plan.

■ The Trust will invest up to half the total eligible costs to an award maximum of \$15,000.

A heritage management plan shows in detail how selected elements of the heritage strategy will be achieved. It might propose:

- developing a heritage registry;
- establishing a heritage conservation area;
- revising the Official Community Plan (OCP) or a zoning bylaw for heritage conservation purposes;
- developing a comprehensive regulatory and incentive program;
- developing a comprehensive program of tax relief;
- creating a stewardship program for heritage properties owned by a local government;
- preparing a community heritage interpretation plan; or
- undertaking background studies or inventories for heritage management planning. (The program will not fund heritage inventories outside of the context of heritage management plans.)

A heritage management plan, in its final form, must include:

- 1 A statement of final goals, policies, procedures and initiatives to implement the heritage management plan.
- 2 A description of the information (inventory) collected, how it will be used, stored, retrieved and updated.
- 3 A summary of how public participation was undertaken.
- 4 A description of how the heritage management plan will be integrated into other aspects of community planning.
- 5 An achievable and detailed work plan and schedule.
- 6 A description of measures to be used to evaluate the effectiveness of the plan.

Conservation and Feasibility Plan

Supports creation of a variety of conservation or feasibility plans for buildings, historic sites and artifacts, business plans for heritage strategies or management plans and maintenance plans for heritage properties.

■ The Trust will invest up to half the total cost, to an award maximum of \$7,500.

■ Funds may be used to: research the historical importance of a heritage resource,

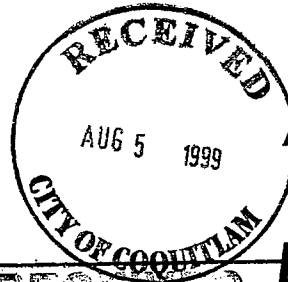
assess its current condition, prepare for emergency stabilization to protect it, assess the feasibility of its conservation, restoration or rehabilitation, prepare a program of maintenance, produce 'as-found' scale drawings and photographs, support part of the Research and Documentation aspects under the Community Heritage Development Program, review building code compliance and necessary upgrading, prepare estimates for project costs, or determine what function a building might serve when restored or rehabilitated.

■ Completion of a feasibility study or conservation plan does not automatically make the heritage resource eligible for Trust Capital Development program funding.

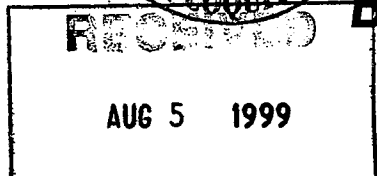


Restoring the M.V. Amabilis

British Columbia Heritage Trust



An Introduction to Programs of the B.C. Heritage Trust



The British Columbia Heritage Trust supports community initiatives that conserve heritage and help to present the complete story of British Columbia history. The Trust:

- invests in heritage-related projects undertaken by local governments, band councils and non-profit organizations.
- promotes awareness of and participation in heritage conservation, and
- provides information and advice on preservation, restoration and presentation.

The B.C. Heritage Trust is a Crown corporation, reporting to the minister responsible for B.C. heritage. A board of directors appointed by Cabinet oversees the Trust. The board is drawn from all regions of the province and has a wide variety of expertise in fields such as aboriginal affairs, archaeology, education, history, law and tourism. Management services for the Trust are provided by Heritage Branch personnel.



Trust programs are funded from three sources:

- an annual allocation from the provincial government,
- tax-deductible contributions from individuals, groups and corporations, and
- revenues generated through other initiatives.

Non-profit societies registered under the *Societies Act* of B.C., local governments, First Nations bands, post-secondary educational institutions and religious organizations are eligible for Trust awards. Individuals are eligible for Trust scholarship funding and special innovation awards.

The Trust also supports the work of several 'umbrella' heritage organizations which serve and represent member groups throughout the province.

Community Heritage Investment Programs

The Heritage Trust distributes its funding through 14 programs, organized in five groups:

- Capital Development
- Community Heritage Development
- Community Heritage Management
- Human Resource Development
- Special Initiatives

Programs under each group are outlined below and are more fully described in separate bulletins.

Capital Development

Building Conservation: for exterior, interior and structural restoration and preservation.

Historic Site Conservation: to conserve historic cemeteries, trails, gardens, monuments, or industrial ruins.

Artifact Conservation: for restoration of vehicles, boats, locomotives and rolling stock, aircraft, and industrial/agricultural/heavy machinery.

Community Heritage Development

Research and Documentation: to support historical research and documentation.

Heritage Interpretation: for development of interpretive projects such as exhibits, brochures, signage, and slide/video/CD-ROM presentations.

Oral History: to supplement written records with first-hand accounts.

Archaeology: to support survey, excavation and interpretation of archaeological resources.

Community Heritage Management

Strategic Plan: to support preparation of three-to-five year heritage strategies at the community level.

Management Plan: to support preparation of detailed plans to achieve elements of a strategy.

Conservation and Feasibility Plan: to support conservation or feasibility plans for heritage resources.

Human Resource Development

Education and Professional Development: provides scholarships and study grants.

Training and Volunteer Management Development: supports development of skills through training and workshops.

Provincial Heritage Organizations: supports provincial organizations in efforts coordinating volunteer and other outreach activities.

Special Initiatives

Special Initiatives: supports unique and innovative projects that contribute to heritage conservation and presentation, but do not meet the criteria of other programs.

Applying for funding

Groups planning to seek the assistance of the Heritage Trust for a heritage project should start by describing the project in a letter to the Trust before any work begins. (No projects are funded retroactively.) The letter should include a preliminary budget and a projected starting date. Trust staff will respond with information on the eligibility of the project and how to prepare a proposal for financial assistance.



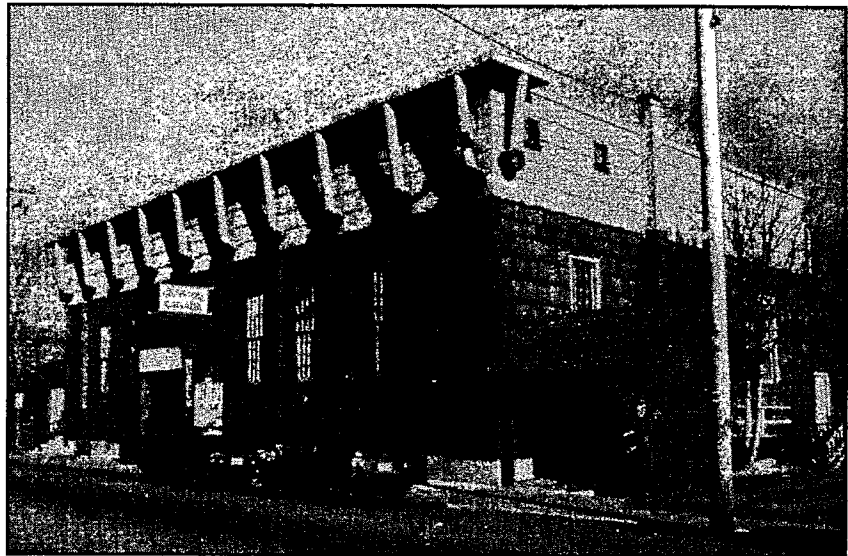
Memories are shared at the McLean Mill site, Port Alberni

Proposals to the Heritage Trust may be submitted at any time; one exception is scholarship applications with an annual deadline of February 15. Applicants are encouraged to contact Trust staff early to obtain current information about the availability of funds and timing of the proposal.

When the Trust receives a project application, staff ensure it is complete and that the project is eligible. If information is missing, staff request it. If the project is not eligible, staff may suggest an alternative program.

Staff carry complete and eligible proposals forward for adjudication.

The Trust board seeks to allocate its limited funds in the most effective and efficient way to achieve the greatest heritage benefit. Project applications should be submitted on the assumption that the project may not be awarded the maximum under program guidelines, and with the understanding that project viability will not be compromised by receiving less than the amount requested.



Native Sons Hall, Courtenay

Criteria for Investment

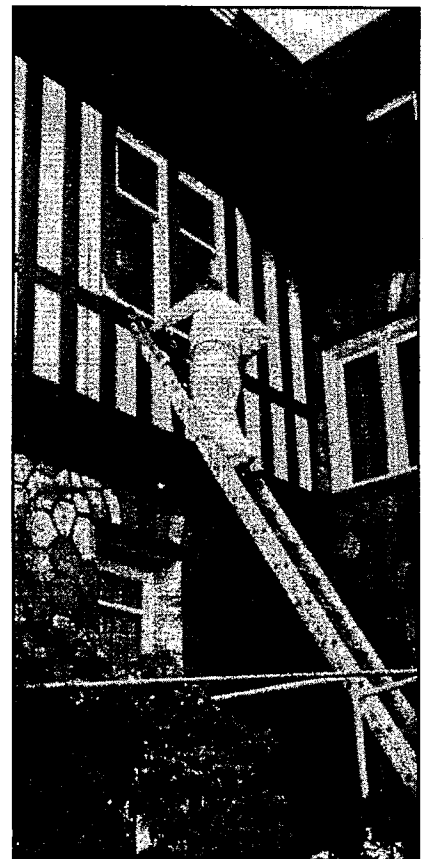
In deciding which projects will be funded, the Trust board weighs them against several criteria:

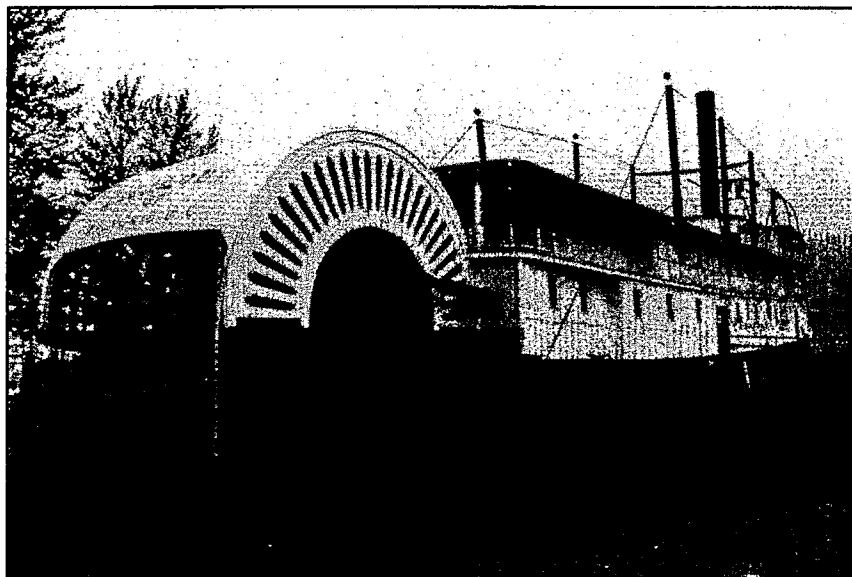
Heritage Legacy: Does the project increase knowledge about British Columbia's heritage, enhance public understanding and appreciation of an important aspect of community or provincial history, or enable the conservation of important heritage resources? Does the project help to tell the whole story of British Columbia's history?

Systemic Impact: Does the project advance the conservation and stewardship of heritage resources throughout the community, provide particular benefits for a category of heritage resources or improve knowledge and skills within the heritage community?

Many heritage buildings are restored to serve as community centres.

Leverage: Does the project have the potential to attract substantial investment (funding, labour or donations in kind) from other partners or encourage similar projects funded by others?





The S.S. Sicamous, restored at Penticton

Viability: Is the project well-defined? Is the proposed budget realistic? Do the proponents have the necessary expertise to implement the project successfully? Has the local government expressed support? Is future Trust funding required? Are there long-term problems that could compromise effective stewardship? Is the Trust funding protected?

Notice of Decisions

When a decision is made, project sponsors are notified by mail.

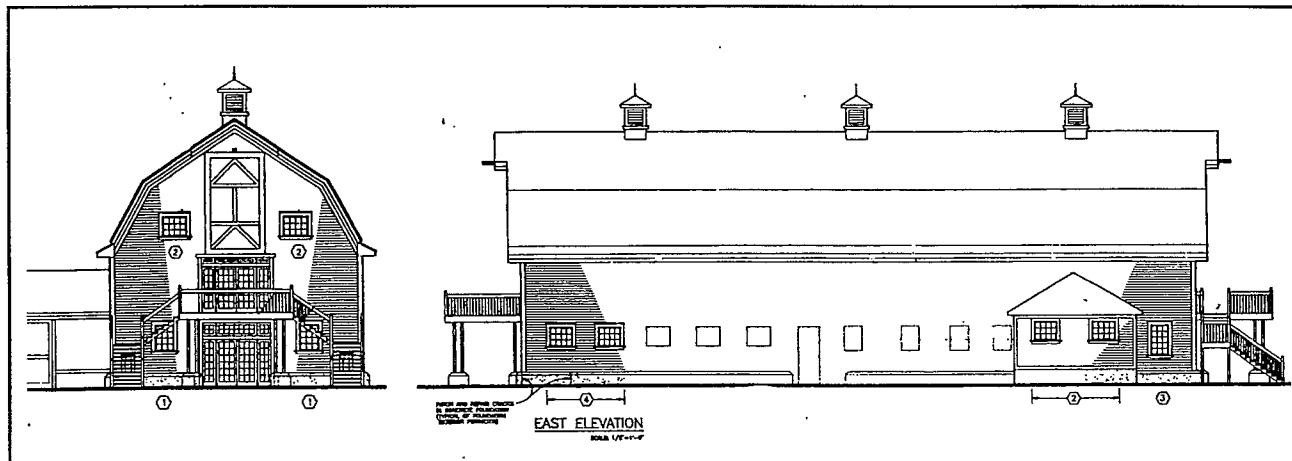
- If successful, the letter will outline conditions to be met by the project sponsors.
- If the proposal is declined, the letter will state the reasons for the decision.
- If a decision was deferred, the letter will request additional information.

How to contact the Trust

1 If you have any questions about Trust programs, proposal preparation or related application procedures, call (250) 356-1433, 8:30 a.m. to 4:30 p.m., Monday to Friday, or send an enquiry by fax to (250) 356-7796. Our e-mail address is: heritage@tbc.gov.bc.ca

2 Initial letters of intent may be sent to the Trust by mail to:
 Executive Officer
 B.C. Heritage Trust
 P.O. Box 9818, Stn. Prov. Govt.
 Victoria, B.C. V8W 9W3
 By fax to (250) 356-7796.

3 Detailed proposals should be mailed to the Trust at the above address. Our office is located on the 5th Floor, 800 Johnson Street in Victoria if you wish to hand-deliver or courier a proposal. (Please send copies and *ensure you have not enclosed anything you need to retain*; the Trust does not assume responsibility for any damage, loss or return.)



From the restoration plan for The Barn at St. Eugene Mission (Toby Russell Buckwell & Partners)

STATEMENT OF NEED

Why preserve heritage resources?

Heritage means many things to many people and can include a wide spectrum of resources from archaeological sites, buildings, trees, street furniture, and transportation corridors to people, events, views, and festivals. Preserving those elements of the past emphasizes each community's uniqueness and provides a connection between a community's current character and its origins.

Reminders of an area's heritage have other tangible benefits. Some communities have capitalized on their history to attract development, tourists, shoppers, residents and businesses. Demand could be created for businesses and manufacturing industries offering the specialized skills and products associated with preservation and restoration. Coquitlam is a good example where history has helped to revitalize a neighbourhood. The "Heritage Maillardville" process, started in 1986, resulted in the municipal designation of six heritage sites and the development of design guidelines for new construction that reference the neighbourhood's unique history. Significant redevelopment in the area continues to revitalize a neighbourhood that was in decline, reinforcing a strong French-Canadian identity that is unique in the Lower Mainland.

What is a Heritage Strategic Plan?

The British Columbia Heritage Trust (Trust) defines a strategic plan as "...a three to five-year strategy within which to plan, develop, implement and evaluate a heritage program." A heritage strategy should encompass a policy framework to guide decision-making regarding heritage resources in Coquitlam. Including requirements outlined by the Trust, this policy should:

- provide consistency in advice to assist Council and others in decision-making;
- develop a "Made in Coquitlam" approach that respects the city's uniqueness;
- confirm the role of the Heritage Advisory Committee (HAC) in heritage resource matters;
- review and analyse current heritage issues and identify the strengths, weaknesses, opportunities and threats of the current approach to heritage;
- outline a Vision statement for Coquitlam heritage resources;
- include community input regarding heritage issues and suggestions for public education;
- outline an implementation strategy to achieve identified heritage goals including a three to five year work plan, funding sources, and future training and management plan requirements.

Why do we need a heritage strategy?

There has not been a comprehensive review of Coquitlam's heritage resources. The remaining traces of the City's heritage can disappear without a chance to identify, record, evaluate, or preserve heritage resources and their significance to Coquitlam and its residents.

Statement of Need cont'd/

Even with a comprehensive inventory, if there are no identified goals and process in place to evaluate the heritage resources, they can easily disappear. For example, the "Heritage Maillardville" process resulted in the municipal designation of six public sites and identified a heritage inventory of 75 structures with various degrees of heritage value. As there was no policy in place that outlined a process for preserving privately owned resources, only 38 structures from the 1986 inventory remain today. Without a defined process in place, remaining heritage resources are at a greater risk of being lost. As well, only the Maillardville area has been reviewed for its heritage resources; the heritage resources in the rest of the City have not been examined.

As an initial step towards effective heritage planning, a Heritage Strategic Plan will provide the overall direction for how the City handles and promotes its heritage resources. According to the Trust, the next step is the development of a Management Plan that "shows in detail how selected elements of the heritage strategy will be achieved". Depending on the methods outlined to achieve heritage goals, specific Conservation Plans may be developed for key heritage resources. The Trust provides funding to assist local communities to develop all of these types of plans. However, the logical sequence of plan development should start with a strategy.

How would a heritage strategy be developed?

The heritage strategy is proposed to build on past research and accomplishments and move the City forward with a heritage policy that incorporates the public's ideas about heritage, what is important, and how to achieve stated goals.

The Mayor and Council have recently appointed the HAC, who have already made significant progress in reviewing where the City has come from to date and worked together to propose that a Heritage Strategic Plan needs to be developed to provide policy direction for the future identification and ongoing evaluation of the entire City's heritage resources.

The Committee believes that the City can learn from heritage policies that have been developed elsewhere. However, if a policy is to reflect the unique qualities of Coquitlam, a policy will need to be developed through a full local policy development process rather than adopting what someone else has done. The HAC's experience with the "Let's Get Organized" workshop (funded by the Trust) demonstrated the value of having expert facilitation from a heritage consultant. Adding to this consultant expertise, the City's policy development process should include input from the public including community volunteers enthusiastic about heritage issues, property and business owners, and key stakeholders from related organizations. As Council's appointed Committee, the HAC will have a vital role in policy development and community consultation processes. A proposed process is attached to this statement.

Statement of Need cont'd/

How long will it take to develop a heritage strategy?

The attached process identifies three main phases that would require a minimum of four to six months per phase for a total of 14 months. This timeline will accommodate the HAC meeting schedule and provide the time needed for public input.

How much will it cost?

The attached process outlines the steps, participants, and costs for a three-phase process to develop a Heritage Strategic Plan. This process recognizes the limited time resources available within the HAC and from City Council and staff. This proposal also recognizes the value of incorporating specialized knowledge and expertise to yield the best product and therefore includes the use of a heritage consultant to conduct the technical tasks in this process. The HAC, utilizing the background work developed by the consultant, will play a major role in the conduct of the public input process and advise the consultant throughout the process. Pertinent expertise will be sought from other City Departments and agencies throughout the process.

There are Provincial grants of up to \$7,500 available to municipalities for the development of a Heritage Strategic Plan. As the grant awarded must be matched, the cost to the City of developing a Heritage Strategic Plan would be \$7,500, if a grant in the same amount can be secured from the British Columbia Heritage Trust.

What are the future implications?

Once the Strategic Plan is completed, which is estimated to take approximately fourteen months, the next step will be to develop a Management Plan to implement the various initiatives identified in the Strategic Plan. Examples of how a Management Plan might detail how selected elements of the strategy are accomplished include the development of a heritage registry, heritage conservation areas, amending Official Community Plans, developing incentive programs for preservation, and undertaking studies. The British Columbia Heritage Trust also provides assistance for the development of Management Plans of up to half the total eligible costs to a maximum of \$15,000. It is anticipated that the Management Plan would require at least a year to develop.

The British Columbia Heritage Trust also provides financial support for Conservation and Feasibility Plans, which include a variety of plans for buildings, sites, artifacts, business plans, and maintenance plans for heritage properties. The Trust will invest half of the total cost to develop these types of plans up to \$7,500. The need for these types of plans depends on the heritage resources identified in the community and the actions needed to deal with those resources as determined through the Strategic and Management Plans.

HERITAGE STRATEGIC PLAN DEVELOPMENT PROCESS

This process includes participation and collaboration among the Heritage Advisory Committee (HAC), the public, staff, a heritage consultant, and City Council. This process proposes that technical work such as research and policy development will be conducted by the consultant, who will work with the HAC and staff for direction and direct feedback at each stage of the process.

The majority of the public participation process will be conducted by the HAC and City staff using the materials provided by the consultant in the first phase.

Staff's role will be to support the HAC meetings, compile existing documents for the consultant at the beginning of the process, conduct research, provide comments, and prepare the staff report with recommendations to City Council regarding the plan.

PHASE I - PREPARE BACKGROUND MATERIAL

The purpose of this phase is to compile a background report that identifies where Coquitlam currently stands regarding heritage issues and the purpose, process, and implications of developing a Heritage Strategy. This study should provide examples of other heritage strategies, government powers related to heritage, potential measures that could be used to achieve identified heritage goals, and the potential spectrum of heritage resources in Coquitlam.

In addition to the background report, display materials will be developed to present a summary of the results from the report. If a survey is used, it will be developed by the consultant through collaboration with the HAC.

PHASE I Tasks	RESPONSIBILITY		
	HERITAGE COMMITTEE	STAFF (person days)	CONSULTANT COSTS (\$)
Compile existing information regarding heritage issues in Coquitlam	√	1	
Develop background report including: <ul style="list-style-type: none"> • strengths, weaknesses, opportunities, and threats to heritage resources; • a spectrum of potential heritage resources in Coquitlam; • Provincial powers granted to cities regarding heritage; • examples of other approaches used for heritage issues; • a draft short term vision; 	√	3	3,000
Prepare draft of public survey			200
Present draft survey, background material, and plans for display materials to HAC for review and refinement	√	1	included above
Prepare display materials for Phase II			300
COST		1,000	3,500 (4 months)

Heritage Strategic Plan Development Process

PHASE II - OBTAINING PUBLIC INPUT

The main purpose of this phase is to obtain public input about heritage issues in Coquitlam. A public participation process will be developed through collaboration between the consultant, HAC, and staff. A potential approach that may attract participation during this phase is to provide a brief heritage lecture at the beginning of public events. Another possibility is to publish a survey about heritage issues in the local newspapers that can be filled out and submitted to the City.

At the conclusion of the Phase II public participation process, the public input would be compiled and analysed for the implications for the form of the heritage policy and the types of heritage resources that are valued.

PHASE II Tasks	RESPONSIBILITY		
	COMMITTEE (person days)	STAFF (person days)	CONSULTANT COSTS (\$)
Survey the public about heritage issues in Coquitlam: • publish the survey in local newspapers		0.5	300
Conduct Public Events: • advertise heritage lecture/event(s) in local newspapers • host events using display materials generated in the first phase • interview key Community Stakeholders (residential and business) • Attend meetings of related organizations in the City	√ √ √ √	2 - 3	700 (included above)
Compile the results of the public consultation/survey process			500
COST		700	1,500 (4 months)

PHASE III - DEVELOPMENT OF HERITAGE STRATEGY

The final phase will include the development of the actual strategic plan based on information gathered from the previous two phases. The consultant will meet with the HAC to present the findings from Phase II and discuss the content and format of the plan. The consultant will then develop a draft strategic plan that encompasses six main components:

- a vision for Coquitlam regarding heritage resources incorporating public comments;
- the goals and objectives for the heritage strategy;
- an evaluation and ranking of the goals into a five year plan
- a list of measures to achieve goals and objectives;
- the resulting heritage policies; and
- an implementation strategy, including cost implications and available resources.

A draft plan will be presented to Council and the community for further comment and refinement.

Heritage Strategic Plan Development Process

PHASE III Tasks	RESPONSIBILITY		
	COMMITTEE (person days)	STAFF (person days)	CONSULTANT COSTS (\$)
Meet with HAC to discuss results of Phase II and to gather input regarding Phase III	√	1	5,000
Develop a Heritage Strategic Plan that includes: <ul style="list-style-type: none"> • a vision for heritage evaluation that incorporates public comments • goals and objectives for heritage strategy • evaluation and ranking of the goals into five year plan • measures to achieve goals and objectives • heritage policies • an implementation strategy 			(included above)
Present draft plan to HAC for review and refinement	√	3	(included above)
Present draft plan to City Council	√	3	(included above)
Present draft plan to public		2 - 3	500
Refine plan	√	2	300
Prepare plan for adoption.		2	
TOTAL COST		2,500	5,800 (3 months)

CONCLUSION

The development of a Heritage Strategic Plan includes three phases:

- Prepare Background Material;
- Obtain Public Input;
- Develop Heritage Strategy.

The total cost for this project is \$15,000 including staff time. The funding available from the Province is up to \$7,500, with matching funds from the City. Therefore the total cost to develop a Heritage Strategic Plan for the City of Coquitlam would be \$7,500.

The total timeline to conduct this process is estimated to be 14 months.