



The **Agenda** of the **Mission Community Heritage Commission** meeting to be held in the Conference Room at the Welton Common Building, 7337 Welton Street , Mission, BC on Wednesday, December 4, 2019 at 6:00 pm

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. MINUTES FOR APPROVAL**

- (a) Minutes of the Mission Community Heritage Commission meeting held on May 15, 2019 Page 2
- (b) Minutes of the Mission Community Heritage Commission meeting held on June 12, 2019 Page 6
- (c) Minutes of the Mission Community Heritage Commission meeting held on October 2, 2019 Page 8
- (d) Minutes of the Mission Community Heritage Commission meeting held on November 6, 2019 Page 10

**4. NEW BUSINESS**

- (a) Corporate Administration Presentation – Corporate Officer
- (b) Elections
- (c) 2020 Meeting Schedule Page 12
- (d) Mission Museum Heritage Conservation Plan - Review
- (e) Heritage Awards (Heritage Week Feb.17 to 23, 2020) - Update
- (f) 2020 Workplan - Review
- (g) National Trust for Canada Donation
- (h) Heritage Protection Tools – Presentation (Part 2)

**5. NEXT MEETING**

Wednesday, January 8, 2019 at 6:00 pm in the Conference Room at 7337 Welton Street

**6. ADJOURNMENT**

**DRAFT**

The **Minutes** of the **Mission Community Heritage Commission** meeting held in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC on Wednesday, May 15, 2019 commencing at 6:00 p.m.

Members Present: Michelle Rhodes, Chair  
Korina Charpentier  
Carol Hamilton, Councillor  
Jennifer Holmes  
Janis Schultz

Members Absent: Cal Crawford, Councillor

Others Present: Marcy Bond, Senior Planner, District of Mission  
Ken Bourdeau, Manager of Long Range Planning & Special Projects, District of Mission  
Ivan Goman, Vancouver Building Design  
Steve Kleiner, Realtor, The Real Estate Rebel, Sutton Centre Realty  
Monica Stuart, Planning Assistant, District of Mission

### **CALL TO ORDER**

The Chair called the meeting to order at 6:05 p.m.

### **1. ADOPTION OF AGENDA**

Moved and seconded,

1. That the following items be included under “New Business”:
  - Proposed Planning Commission discussion
  - Provincial Update on Xa:ytem Statement of Significance
2. That the following item be removed under “New Business”:
  - Heritage Assessment Report for Properties Protected by Municipal Bylaw
3. That the order of the agenda be rearranged so that “33046 3<sup>rd</sup> Avenue (McRae House)” be discussed prior to “Minutes for Approval”; and,
4. That the agenda for the Mission Community Heritage Commission meeting of May 15, 2019 be adopted, as amended.

**CARRIED**

## 2. MINUTES FOR APPROVAL

Moved and seconded,

1. That the minutes of the Mission Community Heritage Commission dated March 6, 2019 be approved; and,
2. That the minutes of the Mission Community Heritage Commission dated April 3, 2019 be approved.

CARRIED

## 5. COMMISSION ELECTIONS

Moved and seconded,

1. That Michelle Rhodes will hold the position of Chair for a two year term; and,
2. That Janis Schultz will hold the position of Alternate Chair for a two year term.

CARRIED

## 4. NEW BUSINESS

### (a) 33046 3<sup>rd</sup> Avenue (McRae House)

Potential purchaser S. Kleiner and developer I. Goman, approached the Heritage Commission on what the Commission's wish would be for the house located at 33046 3<sup>rd</sup> Avenue, also known as the McRae House, in the event a multi family complex was developed on this lot. The Commission provided some suggestions such as:

- relocating the home on the lot closer to the existing neighbouring heritage style home;
- raising the home up to add a floor underneath to add to the density;
- maintaining the front façade of the old building within the new development somehow;
- maintain the pitched roof style which aids in breaking up the site lines and blends with the heritage style of the neighbourhood;
- having a plaque recognizing the heritage of the McRae House;
- re-using the brick within the front façade of the new development in the event the old home can not be saved; and,
- having this development set a precedence for heritage preservation within this community.

The Commission also expressed some concerns about losing a heritage home such as:

- the McRae House being one of the last few brick homes left in Mission;
- neighbouring homes being maintained and restored to match the architectural detail of surrounding heritage homes on this street; and that,
- people are moving to Mission for the heritage characteristics in some neighbourhoods and re-investing back into those homes.

This was a preliminary discussion with no decisions made.

(b) **Awards Advertising and Theme for 2019 Awards**

The Commission reviewed the current ideas for themes for the awards. It was discussed that doing the research on the theme would be a job for the summer student.

**Action Item:** Commission members to bring further information on theme ideas to next meeting.

(c) **Membership Vacancies and Advertising**

Advertising for membership has been placed in the library, museum, some local businesses and on the district's "city page" in the local newspaper.

**Action Item:** M. Bond to advertise in the local newspaper for membership vacancies.

(d) **Mission Museum – Budget for Heritage Assessment Report**

The Commission discussed the need for a Heritage Assessment Report for the Museum which is in need of some repairs and upgrades that will affect the front façade of the building such as window & trim replacement. The museum is a District owned building that is protected by a District bylaw. The cost of a Heritage Assessment would not come out of the Heritage Commission budget.

Moved and seconded,

That the Heritage Commission recommend to Council to fund a Heritage Assessment Report prior to undertaking renovations to the Mission Museum.

CARRIED

(e) **Criteria for Heritage Places**

No discussion held. Item deferred to a later meeting.

(f) **Strategic Plan**

The Commission discussed having a working session at the July meeting to review the current Strategic Plan.

**Action Item:** Commission members to review the Strategic Plan and provide comments for the working session in July.

(g) **Website**

District Staff provided an overview of the current Mission Community Heritage Commission webpage located on the District website under the "Committees of Council" section.

(h) **Heritage Assessment Report for Properties Protected by Municipal Bylaw**

This item was removed from the agenda.

(i) **Proposed Planning Commission Discussion**

A discussion was held on the idea of the Heritage Commission having a greater role in development applications. The discussion was to explore an idea of the Heritage Commission having a greater role in the District's approval process of development applications through a possible joint committee and how this could be accomplished. This was a preliminary discussion with no recommendations made. It was noted that a list of important heritage buildings in Mission would be a beneficial resource for Planning staff.

(j) **Provincial Update on Xa:ytem Statement of Significance**

An email was received from the provincial government that the Statement of Significance for Xa:ytem was denied by the province due to not meeting the consultation requirements with First Nations.

**Action Item:** Staff to follow-up and provide further information to the Commission on the next steps.

**5. NEXT MEETING**

Wednesday, June 5, 2019 at 6:00 p.m. in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC.

**6. ADJOURNMENT**

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:30 p.m.

The **Minutes** of the **Mission Community Heritage Commission** meeting held in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC on Wednesday, June 12, 2019 commencing at 6:00 p.m.

Members Present: Michelle Rhodes, Chair  
 Cal Crawford, Councillor, District of Mission  
 Janis Schultz

Members Absent: Korina Charpentier  
 Jennifer Holmes

Others Present: Marcy Bond, Senior Planner, District of Mission  
 Maureen Dunbar, Resident  
 Monica Stuart, Planning Assistant, District of Mission  
 Jennifer Thompson, Resident

## 1. CALL TO ORDER

The Chair called the meeting to order declaring no quorum was present. It was agreed by the members present that the meeting should proceed in a limited capacity so that the business and work of the Commission could proceed.

## 2. ADOPTION OF AGENDA

The following items be included under “New Business”:

- Strategic Plan:
  1. Options for increasing heritage protection in Mission.

No quorum available for approval of June 12, 2019 agenda.

## 3. MINUTES FOR APPROVAL

No quorum available for approval of May 15, 2019 minutes.

## 5. NEW BUSINESS

### (a) Criteria for Heritage Places:

Discussion was held on the need for the Heritage Commission to develop criteria for determining heritage. The Commission felt further investigation was needed on what process other jurisdictions are currently using. It was noted that the District of Mission Heritage Context Study currently has some heritage criteria set out within it.

With the limited resources the Commission has it was discussed that researching other jurisdiction's process for determining heritage would be a project for a student.

**(b) Heritage Awards:**

No outside nominations have been received to date for Heritage Awards.

Heritage Commission members provided some information on historical businesses and industry within Mission. The following sites were picked by the Commission to be presented to Council in late 2019 for recognition on industry or business contribution to the heritage in Mission: Eddie Match, Hotties Emporium, Chrysler building and Rex Cox.

**(c) Summer Student:**

Due to timing a student would not be possible to obtain for this summer but possibly for the fall. A question was raised on whether the funds could be used for hiring a non-student.

**Action Item:** M. Rhodes to check with the Mission Archives to see if the joint funding could be used for hiring non-students and if there are restrictions on how the funds could be used.

The types of tasks the student position would be responsible for are: archival research for future awards; study on heritage conservation areas; online surveys to develop future context plan; and researching policies from other communities on criteria for heritage places.

**(d) Strategic Plan:**

**1. Options for increasing heritage protection in Mission:**

A question was raised on how to control the loss of heritage properties for residents that do not have long term connections with Mission and who may not have a desire to keep the heritage. It was noted that providing options would encourage maintaining heritage. Possible options could be through density bonusing within a zoning bylaw or through other development incentives or be addressed within the Strategic Plan.

It was agreed that the Commission would begin the review of the current Strategic Plan following this meeting to get an idea of where further changes or amendments may be required.

**5. NEXT MEETING**

Wednesday, September 4, 2019 at 6:00 p.m. in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC.

**6. ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

The **Minutes** of the **Mission Community Heritage Commission** meeting held in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC on Wednesday, October 2, 2019 commencing at 6:00 p.m.

Members Present: Michelle Rhodes, Chair  
Cal Crawford, Councillor, District of Mission  
Janis Schultz

Members Absent: Korina Charpentier  
Jennifer Holmes

Others Present: Marcy Bond, Senior Planner, District of Mission  
Naida Motut, Resident  
Martina Rohde, Planning Administrative Assistant  
Monica Stuart, Planning Assistant, District of Mission

## 1. CALL TO ORDER

The Chair called the meeting to order declaring no quorum was present. It was agreed by the members present that the meeting should proceed in a limited capacity so that the business and work of the Commission could proceed.

## 2. ADOPTION OF AGENDA

No quorum available for approval of October 2, 2019 agenda.

## 3. MINUTES FOR APPROVAL

- (a) No quorum available for approval of May 15, 2019 minutes.
- (b) No quorum available for approval of June 12, 2019 minutes.

## 5. NEW BUSINESS

### (a) **Museum – Heritage Conservation Plan - Update:**

M. Bond provided an update on the current status of the Mission Museum renovation plan. She informed that a Heritage Consultant has been hired and is currently working on a conservation plan which is due by October 31, 2019. Once the plan is received it will be provided to the commission for feedback prior to being presented to Council and also to the facilities staff who will determine what the high priority repairs will be. Quotes will then be required to determine the costs for the required repairs and to devise a plan to determine a schedule for the repairs. District staff will look into available grants for repairs.

**Action Item:** M. Bond to apply for grants through Heritage BC



**(b) Heritage Protection Options for Downtown Areas Designated for Higher Density Development:**

The Commission's discussed different ways heritage protection could be provided and how other jurisdictions provide protection. Other ideas were discussed such as walkability, building mass, setbacks, building heights and heritage vegetation.

**(c) Sale of 33046 3<sup>rd</sup> Avenue (known as McRae House):**

An update was provided by M. Bond who indicated 33046 3<sup>rd</sup> Avenue has now been sold and the District has now received an application for a pre-development application review for a proposed development. M. Bond will look at sending a development referral to the Commission for comments when a formal application has been received. Discussion was held on different ways that the heritage can be identified by such tools as a Heritage Revitalization Agreement registered on title as a Section 219 covenant, a Statement of Significance, or a Conservation Plan.

**Action Item:** Commission members to research what other jurisdictions do to preserve or recognize heritage and provide options and information for the next meeting.

M. Rohde arrived at the meeting at 6:30 pm.

**(d) Membership update:**

M. Bond informed the Commission that a staff report on the membership applications received to date will be forwarded to Council at an upcoming closed meeting.

**Action Item:** M. Bond to prepare a report to Council for Heritage Commission membership applications received.

N. Motut left the meeting at 6:50 pm.

**(e) Heritage Awards Discussion**

A discussion was held on moving the Heritage Recognition Awards to Heritage Week 2020. The Commission determined that the timing to prepare Awards for 2019 was unrealistic. The awards discussed for recognition of the building were Eddie Match, Hotties Emporium, and Pioneer Chrysler. Recognition for the business will be Rex Cox.

**Action Item:** Commission members to research information and provide a write up and photos for a presentation to be created by Heritage Week in 2020.

**5. NEXT MEETING**

Wednesday, November 6, 2019 at 6:00 pm in the Conference Room at 7337 Welton St.

**6. ADJOURNMENT**

The meeting adjourned at 7:20 p.m.



**DRAFT**

The **Minutes** of the **Mission Community Heritage Commission** meeting held in the Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC on Wednesday, November 6, 2019 commencing at 6:00 pm.

Members Present: Michelle Rhodes, Chair  
Cal Crawford, Councillor

Members Absent: Jennifer Holmes  
Janis Schultz

Others Present:

Marcy Bond, Senior Planner, District of Mission  
Ken Bourdeau, Manager of Long Range Planning and Special Projects  
Matt Brackley  
Angel Elias  
Jennifer Penner  
Martina Rohde, Administrative Assistant, District of Mission  
Monica Stuart, Planning Assistant, District of Mission

## 1. CALL TO ORDER

The Chair called the meeting to order declaring no quorum was present. It was agreed by the members present that the meeting should proceed in a limited capacity so that the business and work of the Commission could proceed.

## 2. ADOPTION OF AGENDA

1. That the following item under “New Business” be amended:
  - (f) from “2019 Workplan” to “2020 Workplan”.
2. No quorum available for approval of November 6, 2019 agenda.

## 3. MINUTES FOR APPROVAL

- (a) No quorum available for approval of May 15, 2019 minutes.
- (b) No quorum available for approval of June 12, 2019 minutes.
- (c) No quorum available for approval of October 2, 2019 minutes.

## 4. NEW BUSINESS

### (a) Ukrainian Church Update

M. Bond informed that the information package required by the Province to register the Ukrainian Church on the Provincial Register has been sent out and no further information has been received back at this time.

**(b) Museum Renovation and Heritage BC Legacy Grant**

M. Bond informed the Commission that the Heritage Conservation Plan completed by the consultant has been received. The next step will be for District staff to review the Plan and recommended maintenance schedule. It was noted that certain repairs will be required as soon as possible to prevent water damage over the winter months. Following review of the Plan, it will be presented to Council by staff.

**(c) Heritage Awards - Update**

M. Rhodes requested an update from the Commission on research completed for the following recognition awards. The four potential recognition awards are Rex Cox, Eddie Match Stick Company, Pioneer Auto (for post World War II architecture), and Hotties Emporium (for making an old building vibrant). The Commission is looking to also do displays at the library and leisure centre as previously done for the 2018 recognition awards.

**(d) Presentation on Heritage Protection Tools**

M. Rhodes discussed why Mission may require tools to protect heritage due to the incoming pressures of development within the downtown core and rural areas. A presentation was provided by M. Bond on the types of tools a heritage commission may use to determine their recommendations to put forward to council. The presentation will be continued at the next meeting.

**(e) Strategic Plan Objectives and Review of Heritage Related Bylaws and Policies**

M. Bond stated that the current District of Mission LAN.57: Identification and Protection of Heritage Resources policy will require an amendment to include the Ukrainian Church. There was discussion on also adding the current Context Study to this policy which has a list of potential heritage properties.

**(f) 2020 Workplan**

The Commission discussed preparing the required staff report to Council regarding the 2020 workplan for the first Council meeting in February. Potential items that may go into the workplan are the museum conservation plan, a heritage plan, updating of the policy documents as well as possible training and grant applications. It was mentioned that this postponement may not line up with Council's timeline for approving the budget.

**5. NEXT MEETING**

Wednesday, December 4, 2019 at 6:00 pm. in the Conference Room at Welton Common Building, 7337 Welton Street, Mission, BC.

**6. ADJOURNMENT**

The meeting adjourned at 7:50 pm.

## Mission Heritage Commission Meetings - 2020

<b>MONTH</b>	<b>LOCATION</b>
<b>January 8, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>February 5, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>March 4, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>April 1, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>May 6, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>June 3, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>July 8, 2020</b>	<b>No meeting</b>
<b>August 5, 2020</b>	<b>No meeting</b>
<b>September 2, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>October 7, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>November 4, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm
<b>December 9, 2020</b>	Welton Common Building, 7337 Welton Street, Mission at 6:00 pm