

PRINCE GEORGE HERITAGE COMMISSION

Minutes of the City of Prince George Heritage Commission meeting, held in the Annex of City Hall, 1100 Patricia Boulevard, Prince George, BC, on April 27, 2017 at 12:00 p.m.

PRESENT:

Ms. Caroline **Ross**, Chair; Ms. Shirley **Gratton**; Ms. Betty-June **Gair**; Mr. Trelle **Morrow**; Mr. Jeff **Elder**; Mr. Kirk **Gable** <12:05 p.m. to 1:15 p.m.> ; Ms. Erica **Hernandez-Read**; Ms. Alisha **Rubadeau**; and Ms. Valerie **Giles**.

IN ATTENDANCE:

Ms. Cheryl **Livingstone-Leman**, Community Coordinator/Staff Liaison; Mr. J.P. **Palmer**, Victory Paint and Mercantile <12:00 p.m. to 12:23 p.m.>; Ms. Hillary **Morgan**, Planner <12:25 p.m. to 1:15 p.m.>; and Ms. Leslie **Jackson**, Legislative Assistant.

A. Commencement

The meeting was called to order at 12:02 p.m.

B. Adoption of Agenda

Moved by Ms. Gair, seconded by Mr. Elder, that the April 27, 2017 Prince George Heritage Commission meeting agenda be amended to include item F.3: Letter of Support: Library Entrance Project, and that the agenda BE ADOPTED AS AMENDED.

Carried Unanimously

C. Adoption of Minutes

C.1 Minutes from March 23, 2017

Moved by Ms. Hernandez-Read, seconded by Mr. Elder, that the minutes of the March 23, 2017 meeting of the Prince George Heritage Commission BE ADOPTED.

Carried Unanimously

D. Commission Updates

Mr. Kirk Gable entered the 2nd Floor Conference Room at 12:05 p.m.

The Committee shared updates including:

- The Committee displayed their Commission banners at the Prince George Homeshow held the weekend of April 21, 2017;
- The Heritage BC Conference to be held May 4 – 6, 2017 in Victoria, BC will be attended by Mr. Morrow, Ms. Ross and Ms. Morgan;
- The Committee will be entering into a service agreement with the Prince George Public Library Board regarding the Library Speaker Series. The service agreement will address roles and responsibilities and billing; and
- The new City website is now active; Ms. Jackson was directed to determine if the old website Committee pages were redirected to the new site.

The Committee discussed moving the June 2017 meeting date as a number of Committee members are unavailable.

Moved by Ms. Gair, seconded by Ms. Ross, that the June 22, 2017 Commission meeting BE MOVED to Thursday, June 15, 2017 at 12:00 p.m.

Carried Unanimously

E. Guest Presentation

E.1 Victory Paint and Mercantile

Mr. J.P. Palmer, Victory Paint and Mercantile, advised the Committee that Victory Paint and Mercantile are interested in partnering with the Commission in ways that can support improvement of the esthetics of heritage buildings in the downtown area through paint donations.

Discussion commenced.

Mr. Palmer exited the 2nd Floor Conference Room at 12:23 p.m.

F. New Business

F.1 Artifact Boxes

The Committee discussed the development of artifact boxes which are boxes containing items of heritage value related to a theme. Ms. Ross and Ms. Livingstone-Leman confirmed the Exploration Place is willing to assist in providing items to include in the artifact boxes, however are not available to assist in the development or ongoing storage of the boxes.

Ms. Morgan entered the 2nd Floor Conference Room at 12:25 p.m.

The Committee members were asked to consider themes for artifact boxes and present those ideas at the May 2017 meeting.

Mr. Gable exited the 2nd Floor Conference Room at 12:27 p.m. and returned at 12:29 p.m.

The Committee discussed partnering with other heritage groups in the development of the artifact boxes.

Ms. Ross agreed to contact the Quesnel Museum to obtain a sample artifact box for the Committee's viewing at the May meeting.

F.2 Heritage Fair

The Heritage Fair is scheduled for May 5, 2017 where the Committee assists with the awarding of the Prince George Regional Heritage Fair Creative Spirit Award. Ms. Hernandez-Read will purchase the Gift Certificate and medal. Ms. Livingstone-Leman advised she is available to attend the gala to present the award if Ms. Rubadeau's schedule prevents her attendance.

F.3 Letter of Support – Library Entrance Project

Ms. Janet Marren requested the Committee consider supplying a letter in support of a funding application from the City regarding the Library Entrance Project.

Moved by Mr. Elder, seconded by Ms. Gair, that the Committee PROVIDES a letter in support of the City's funding application regarding the Library Entrance Project.

Carried Unanimously

Ms. Jackson and Ms. Livingstone-Leman requested the letter be forwarded to Ms. Jackson for distribution upon completion.

G. Old Business

G.1 Heritage Register Procedure

Ms. Morgan circulated updates to the proposed Heritage Register Procedure and provided an overview of the changes made since the March 23, 2017 meeting.

The Committee discussed the procedure. Ms. Morgan provided clarification regarding the evaluation form, nomination form, process by which members of the Committee can request consideration of properties for the Register and timelines.

Mr. Gable exited the 2nd Floor Conference Room at 12:52 p.m. and returned at 12:59 p.m.

Moved by Ms. Rubadeau, seconded by Ms. Gair, that the Committee ADOPTS the Heritage Register Procedure

as presented.

Carried Unanimously

G.2 Heritage Register Plaques

There is no new information to report for this item.

F. Information Items

The Committee discussed meeting schedule over the summer.

Moved by Ms. Gratton, seconded by Mr. Morrow, that the Committee schedules a meeting for Thursday, July 20, 2017 at 12:00 p.m.

Carried Unanimously

F.1 Next Meeting: Thursday, May 25, 2017

H. Adjournment

THE PRINCE GEORGE HERITAGE COMMISSION MEETING ADJOURNED AT 1:15 p.m.

Ms. Caroline Ross, Chair

Leslie Jackson, Legislative Assistant

CERTIFIED CORRECT