

Corporation of the Village of Cumberland

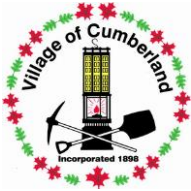
Heritage Commission

Agenda

Monday, July 15, 2019 5:30pm
Council Chambers

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Approval of the Minutes:** May 6, 2019 (attached)
- 4. Old Business**
None.
- 5. New Business**
 - 5.1 Council Referral of the December 19, 2019 staff report on the Fan House**
 - ii) THAT Council direct Administration to refer the “Options for the No. 5 Mine Fan House” report dated December 19, 2018 to the Heritage Commission for information and consult with the Heritage Commission during design development for the proposed pocket park.
 - 5.2 Fan House Park concept designs**

Presentation by Don Ferguson of the royalwe and discussion
 - 5.3 Heritage Commission conversion to a Select Committee with Terms of Reference report**
 - 5.4 New member recruitment**
 - 5.5 Review of work plan and priorities for the fall**
- 6. Next Meeting: TBC** (Monday, August 5 is a statutory holiday)
- 7. Termination**



Corporation of the
Village of Cumberland

Heritage Commission
Meeting Minutes

Minutes of the Heritage Commission held on Monday, May 6, 2019 in Council Chambers at 2675 Dunsmuir Avenue, Cumberland, BC.

PRESENT: Paul Laronde (Chair)
Meaghan Cursons
Councillor Gwyn Sproule

STAFF Karin Albert, Senior Planner
Joanne Rees, Recording Secretary

1. Call to Order 5:30pm

2. Approval of Agenda:

Cursons/Sproule: "THAT the agenda be approved."

CARRIED

3. Approval of the Minutes:

Sproule/Cursons: "THAT the minutes of February 6, 2019 be approved."

CARRIED

4. Old Business

4.1 2018 Summary of Activities and Proposed 2019 Work Plan (attached)

Under Section 8 Mandate (5) in Bylaw No. 824, the Heritage Commission is to submit to Council for its approval on an annual basis a work program report that summarizes the activities of the Commission in the year past (2018) and outlines the work priorities proposed for the coming year (2019). February 3, 2019 report attached for discussion, review, and endorsement.

Cursons/Sproule: "THAT the 2018 Summary of Activities and Proposed 2019 Work Plan dated February 3, 2019 be recommended for endorsement and approval." (copy attached)

CARRIED

5. New Business

5.1 May 9 – 11 interpreting Heritage, Nanaimo

Ms. Cursons and Ms. Albert will be attending.

5.2 May 17th deadline - Heritage Legacy Fund Program Update

The Heritage Commission acknowledges the short timeline and that we don't have the capacity to apply at this time.

5.3 Items Referred by Council

a) 2018-04-HAP - 3276 Third Street

Cursons/Sproule: "THAT the Heritage Commission recommends that Council approve the Heritage Alteration Permit Application – 3276 Third Street (2018-04-HAP) for property described as Lot 12, Block 10, District Lot 21, Nelson District, Plan 552-A with the following changes to Schedule A of the Heritage Alteration Permit dated May 6, 2019:

- a) no boulders shall be placed in close proximity to the road;
- b) move garbage/recycling bins closer to Third Street;
- c) locate required parking to the rear of the building or adjacent to Penrith avenue if angled parking can be done with a walking path, otherwise parallel parking shall be installed."

CARRIED

Cursons/Sproule: "THAT the Heritage Commission recommends that Council consider designating Third Street adjacent to the front of the building as after working hours parallel parking which would provide much needed parking for this busy area as well as increased safety."

CARRIED

7. **Next Meeting:** Monday, July 15, 2019 time 5:30pm.

8. Termination

Cursons: "THAT the meeting terminate."

Time: 5:35pm.

Certified Correct: _____	Confirmed: _____
Chair	Deputy Corporate Officer

February 3, 2019

Village of Cumberland Council

From: Paul Laronde, Chair, Cumberland Heritage Commission

On behalf of the Cumberland Heritage Commission, I am writing to provide you with a 2018 Summary of Activities for the Commission and a 2019 Work Plan as required in the Cumberland Heritage Commission terms of reference.

2018 Summary of Activities

It has been an ambitious and eventful year for the commission. In addition to 6 referrals from Council, 6 Statements of Significance (SOS) for the Heritage Registry were also completed. The first three were developed by Ance Building Services in consultation with the Commission and the remaining three were developed by Village staff working closely with the Commission for input and review. It has been very exciting to be part of the evolution of the Commission and to begin to see our capacity grow to allow us to develop SOS's 'in house'. This 6 SOS's completed is double the number anticipated by the commission at this time last year.

The completed Statements of Significance include:

- Coal Creek Historic Park, Ance Building Services (completed 2017/2018)
- The Ilo Ilo Theatre, Ance Building Services
- Saito House, Ance Building Services
- Camp Road, Village of Cumberland (Heritage Commission)
- Cumberland United Church, Developed by Village of Cumberland (Heritage Commission)
- Cumberland Cemetery, Developed by Village of Cumberland (Heritage Commission)

The Heritage BC Conference was attended by Commission member Meaghan Cursons in May of 2018. This provided the Village with an excellent opportunity to be represented at the Conference and to respond to questions related to a presentation on Coal Creek Historic Park by Ance Building Services. Commission members we're also pleased to participate in Miners Memorial activities in June commemorating the 100th anniversary of the shooting of Albert "Ginger" Goodwin.

2018 has also been a transitional year for membership in the Heritage Commission with Leif Roebuck, Karen Weber, Gillian Brooks and Mike Tymchuk stepping down to pursue other activities and Meaghan Cursons joining. The Commission looks forward to reaching out the community and encouraging individuals to submit expressions of interest to council to join the Commission for 2019.

We also wish to acknowledge the incredible contribution of Judith Walker who retired this year from the Village. Her contribution to the development of the Heritage Management Plan and the Statements of Significance cannot be understated. She will be missed.

2019 Cumberland Heritage Commission Work Plan

The Commission will continue to support activities of a heritage nature in the Village. As identified in the Terms of Reference for the Heritage Commission, the members will continue to meet once a month, or as requested by council, to advise council on matters referred to the Commission including any matter falling within the scope of Part 27 of the Local Government Act.

For 2019, the Commission has identified four sites for which they would like to develop statements of significance. All four sites are listed in the Village's Heritage Management Plan and were identified by the community as community defining locations. We also understand that Commission members will need to play a greater role in the drafting of these documents as we no longer have consultant support and we will be working with new planning staff who will be busy getting up to speed in myriad regards.

The four sites identified for Statements of Significance include:

- Coal Beach and #4 Mine Site
- Little Jerusalem
- Perseverance Creek
- The Big Store

These sites have been selected by applying a filter that considers:

- reference to the site in the 2016 community input in the Heritage Management Plan
- imminent or recent changes in ownership
- potential threats to built or natural sites
- ensuring a variety of site 'types'. For example -for 2019 we have selected one commercial space, one residential area, one historic industrial site and one natural asset.

We are pleased that Commission member Meaghan Cursons will be participating in the Heritage BC Conference in May in Nanaimo as the developer and presenter for the following workshop:

Reclaiming Place: Interpreting Historic Landscapes

The practice of heritage has shifted from a single focus on the built environment to one that includes the natural landscapes, music, art, theatre, story, science, sport and recreation culture. Cultural landscapes provide opportunities to expand the conversation, building community identity, cultivating new champions, and creating a culture where heritage interpretation is exciting and relevant. More than that, cultural landscapes also allow us to reanimate and conserve historic spaces and interpret the landscapes in meaningful ways.

- Desiree Valadares, University of California (Berkeley) and University of Victoria Landscapes of Injustice
- Meaghan Cursons, member of the Cumberland Heritage Commission, and Executive Director of the Cumberland Community Forest Society

The Commission would also like to express that we are keen to support the Village in outreach activities to help cultivate understanding of, and interest in, the Cumberland Heritage Commission and the Heritage Management Plan. This in turn will support Commission recruitment. As we all know, the Village is rapidly changing, and a good mix of long time and new residents will be beneficial to the depth and scope of the work of the Commission going forward.

We also look forward to completing the consolidation and digitization of the existing SOS's, Heritage By-Laws and related resolutions and making these available to the public (summary versions and links to complete documents) via the Village website this year. This will also be a useful tool for engaging the public in Heritage matters.

We would also like to express our willingness to support the Grand Opening Ceremony of the No. 1 Japanese Town Interpretive Trail in Coal Creek Historic Park on June 8th of this year. Please do not hesitate to let us know how we can be of service to the Village in this regard.

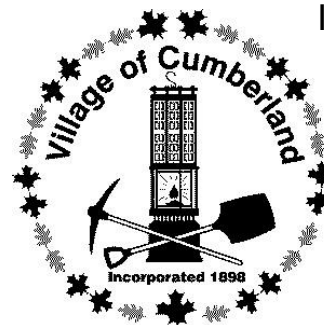
Finally, we hope that the Village will consider allocating resources in their budgeting process that will allow for the ongoing implementation of the Heritage Management Plan including the development of Statements of Significance and Commission participation in local, regional and provincial Heritage activities that support the goals of the Village.

The Commission looks forward to working with staff and council in the year ahead. We are small but enthusiastic group who share a deep passion for Heritage issues and are delighted for the opportunity to serve our community. We are of course at your disposal and available to respond to any matters connected to Heritage in the Village.

Thank you,

Paul Laronde
Chair, Cumberland Heritage Commission

COUNCIL REPORT



REPORT DATE: December 19, 2018

MEETING DATE: January 14, 2019

TO: Mayor and Councillors

FROM: Cleo Corbett, Senior Planner

SUBJECT: Options for the No. 5 Mine Fan House

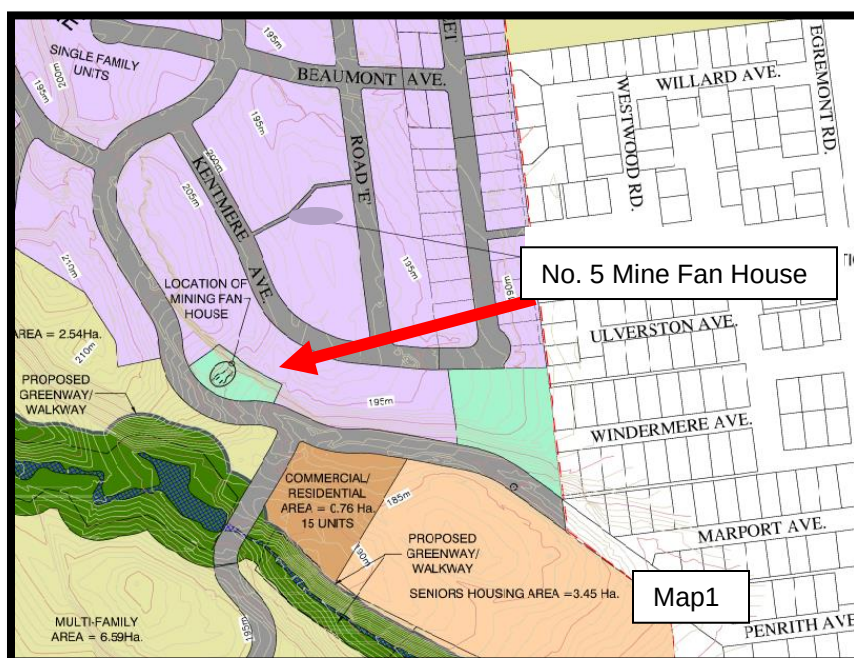
RECOMMENDATION

- i) THAT Council receive the “Options for the No. 5 Mine Fan House” report dated December 19, 2018;
- ii) THAT Council direct Administration to pursue developing a park design, in conjunction with Coal Valley Estates, for a pocket park on the No. 5 Mine Fan House site that includes deconstruction, partial removal and honouring of the Fan House as described in the “Options for the No. 5 Mine Fan House” report dated December 19, 2018;
- iii) THAT Council direct Administration to refer the “Options for the No. 5 Mine Fan House” report dated December 19, 2018 to the Heritage Commission for information and consult with the Heritage Commission during design development for the proposed pocket park.

SUMMARY

The remnants of the No. 5 Mine Fan House are located on private property in the undeveloped portion of Coal Valley Estates (see Map 1). A restrictive covenant exists to protect the structure and a small size piece of land surrounding it with the intention of creating a pocket park.

There are numerous policies that speak to the preservation and celebration of the subject Fan House. There have also been numerous reports exploring the validity and feasibility of saving the structure. The policies, reports and conservation initiatives over the past number of years contemplate what outcome is both desirable and reasonable for this valued heritage asset.



The heritage conservation aspirations tend to conflict with:

- intended surrounding land uses;
- existing, modified and planned grades in the area;
- the “very poor” structural integrity of the ruins;
- public safety and liability concerns;
- rehabilitation options; and
- current available resources.

The following report on the No. 5 Mine Fan House provides a policy review, the history of conservation efforts and results from technical reports to outline options on how best to proceed.

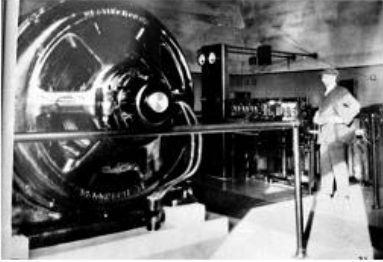
BACKGROUND

Policy Review

The *Official Community Plan* (OCP) provides direction on heritage preservation through policy and development related planning tools. Goal 3 in the OCP for Heritage Preservation states: The Village will protect the heritage resources and heritage values of the community.

The *Parks and Greenways Master Plan* 2014 identifies the No. 5 Mine Fan House pocket park where the historic remnant is retained in the park. The Fan House Park is listed as a priority and is identified as a 0.2 hectare (0.5 acre) park area.

The *Heritage Management Plan* identified the No. 5 Mine Fan House as a priority for the Community Heritage Register and provides the following Case Study.



Case Study 2: No. 5 Mine Fan House at Coal Valley Estates

- Heritage values**
 - Rare fan house structure related to the No. 5 shaft mine just north of Cumberland which operated between 1895 and 1947
 - Historical and economic significance due to the importance of coal mining to the origins, growth and development of Cumberland
 - Association with mine owner Robert Dunsmuir
 - Physical remains help to demonstrate the development of mining technology in which a large fan pulls air through the shaft and up the return airway to provide ventilation for the mine
 - Example of industrial architecture and form in the still-visible layout of fan house and location of fan
 - Structural materials including concrete
 - Iconic landmark representing the remains of a significant coal mining structure
 - Visible and easily accessible from the Village for interpretation purposes
- Character-defining elements**
 - Location near the site of the No. 5 mine
 - Situated near a bluff associated with coal mining geology and landscape
 - View of the mine from the existing road
 - Form and character of the building remains
 - Weathered concrete with encroaching plants
 - Graffiti
- Issues**
 - Situated on private land within a future residential development
 - Severely compromised by adjacent site works
- Potential heritage conservation tools**
 - The site currently has a conservation covenant in place through Section 19 to create a pocket park around the structure. Other potential tools to assist in stabilization, retention and/or conservation of structure and site:
 - Interpretation
 - Partnership tools

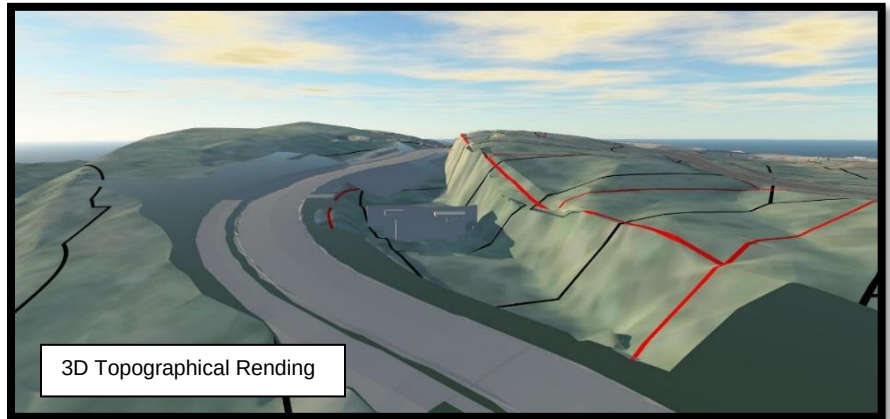
At its Regular Meeting held October 10, 2017, Council placed the No. 5 Mine Fan House on the *Community Heritage Register* by resolution and through notification to the Minister responsible for the *Heritage Conversation Act*.

In support of the aforementioned policies and heritage initiatives, the Fan House site is also protected by a restrictive covenant. The covenant commits Coal Valley Estates to do no further damage to the structure, either by blasting or by earthworks in the vicinity, and requires the dedication of the area as parkland through the subdivision process.

In summary, existing policies and legislative tools support preservation and conservation of the Fan House.

Surrounding Landscape and Land Uses

The Fan House site has been compromised and degraded by earthworks predominantly carried out in 2014. The work around the Fan House has largely ceased. The vegetation removal and surrounding grades has made preservation of the Fan House more challenging. This was one of the main reasons to enact the covenant protecting the structure.



Detailed road design for the continuation of Kendal Avenue to connect through to Penrith Avenue is commencing and park design, program and ultimate grades for the park will inform road design and transitional grades.

Heritage Assessment

Jonathan Yardley, Architect, developed a Heritage Assessment of the Fan House in 2013 (see Attachment 1). The report provided:

- A Statement of Significance assessing the merits of the Fan House as having heritage value;
- the Fan House, in its current condition, as a candidate for preserving; and
- Recommendation for legal tools for non-voluntary protection of the Fan House.



The consultant confirmed that the No. 5 Mine Fan House has heritage significance primarily as industrial archaeological remains of the coal mining industry, which was the primary reason for the Village of Cumberland to develop as a town site. The report recommended to slow down the disintegration through “possible limited protection” from the elements and physical protection from vandals. The report also included detailed physical description of the structure and sketches which

is important for documentation purposes. The consultant also concluded that more detailed condition assessment would be required to arrive at recommendations for its conservation and the feasibility of such.

Structural/Condition Assessment and Cost Estimates

The concrete structure of the Fan House has been weathering and collapsing over many years. McElhanney provided a condition assessment (2018) with associated cost estimates for potential rehabilitation work (see Attachment 2). The report references and builds upon an engineering report from 2012 by Harold Bates (Attachment 1 – Appendix C) where the condition of the structure was listed as “very poor” and “would require extensive work to secure the elements particularly for seismic loads”.

The McElhanney (2018) report provides three options, although the third is identified as unfeasible. Below is an excerpt from the report on the two Options:

- *Option 1 – Cast-In Place Concrete Repairs: Conventional cast-in place concrete repairs would consist of chipping away deteriorated concrete and casting new concrete against the existing concrete. Additional steel reinforcement could be dowelled into the existing concrete as necessary. It is estimated that this option would **cost approximately \$600,000.***

Based on the condition of the original concrete, this is likely not feasible and would result in the new cast-in place concrete inadequately bonding, resulting in future delamination and spalling. Additionally, the roof structure could not support additional load from formwork and concrete. The original concrete elements would not be visible and would be completely encased in the new concrete repairs.

- *Option 2 – Shotcrete Repairs: This option would include a specialized concrete mix which would be sprayed onto the existing concrete elements to provide additional cover. Additional steel reinforcement is not added with this option as shotcrete does not act compositely with steel reinforcement. It is estimated that this option **would cost approximately \$300,000.***

The shotcrete option would result in significant weight being added to the deteriorated concrete elements and would not function to provide added strength to the existing elements. The original concrete elements would not be visible and would be completely encased in the new concrete repairs.

The extensive work to ensure the structure is safe would largely compromise the heritage value by covering up the existing concrete or building around it. These approaches assume that public access to the site is desired. The cost estimates do not include any park improvement costs.

OPTIONS

There are many examples, worldwide, regarding the preservation of heritage industrial ruins. The issue of liability is foremost in public spaces, usually closely followed by concern for costs to restore and maintain the ruins. Some general categories of options for remnant structures include restore, preserve, age-in-place, deconstruct, remove and place, and document.

The following charts outline possible scenarios with these options.

	Restore	Preserve	Age in Place
Goal	Restoration involves taking the structure back to its functioning historical form	Preservation is the protection of the structure so that further degradation doesn't take place but the existing structure is modified only to provide that protection e.g. roof to provide weather protection	Ageing in place allows for the natural decay to occur. In the Fan House, the concrete will continue to spall (break off in layers during freeze/thaw cycles) and the rebar will continue to rust. With erosion, earth movement, snow loads and other natural events, the structure is allowed to continue to "fall apart". Fencing required.
Cost	\$\$\$\$\$	\$\$\$\$	\$\$
Security	The structure would be constructed to be a safe for public access.	Supports to stabilize the structure similar to "Restore" and fencing/control measures	This requires total security so that the structure can collapse without public risk most likely by tall fencing with a locked gate. It would be challenging to ensure total security.
Result	A fully-restored Fan House that the public may be able to access all or part of.	The Fan House is able to exist as is and decay would be slowed. Fencing would be required to provide for the safety of the public and a new roof structure may be necessary to prevent further degradation by weather.	The Fan House would decay over time and a fence would provide the security for the public. This option would hinder any surrounding park development.
Feasibility (0-5)	0	2	2
	Deconstruct	Remove & Replace	Document
Goal	This is the process of hastening "ageing in place" by knocking down the structure to its component part and leave it as it lies (or modify, if unsafe)	Provide full documentation of the existing remnants before removing the entire structure. Reconstruct a model of the former No. 5 Mine fan house (full sized or scaled model) to provide historical context	Some historical artifacts deemed too unsafe to be retained are measured, photographed and researched in order to provide historical documentation. This preserves the "story" if not the physical structure.
Cost	\$\$	\$\$\$	\$\$
Security	Would provide for public access and park development but the pile of rubble could offer its own safety concerns with surrounding housing.	Would be safe for public access and could be integrated with the park.	Only risk during documentation and deconstruction. Pocket Park would be developed and safe.
Result	The Fan House would be reduced to a safe state but would not be recognizable as the original structure but that would not require fencing	Safety hazard removed but replacing with a model, even to scale, lacks authenticity and is not a best practice.	The Fan House remnants are removed and replaced with signage depicting its history and photos.
Feasibility (0-5)	3	4	4

Fan House Pocket Park Proposal

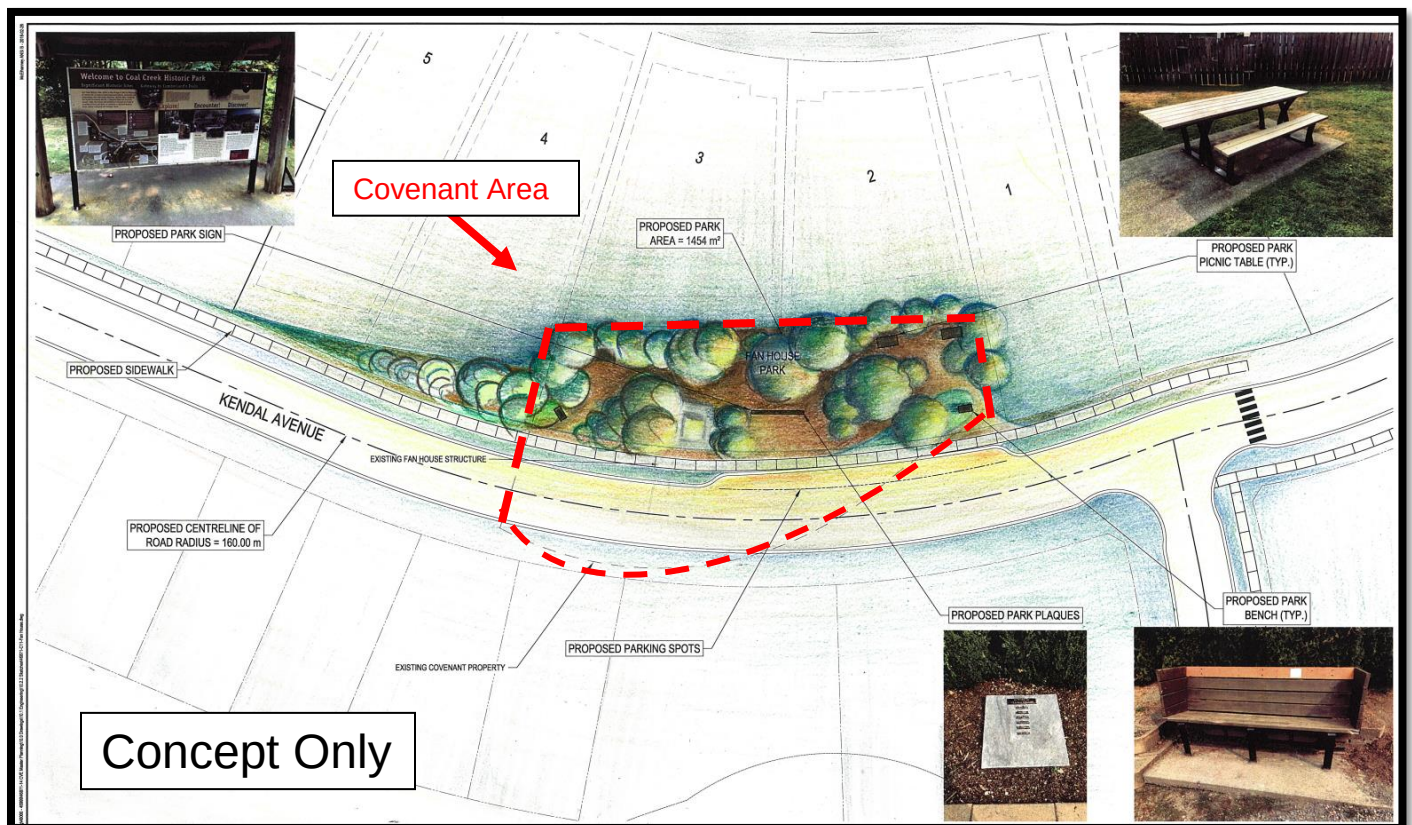
Administration recommends exploring a hybrid option of deconstruction, partial removal, documentation and honouring of the Fan House in a park design process and construction.

Below is a pocket park design concept on the Fan House covenant area proposed by Coal Valley Estates. The Village could work with Coal Valley Estates to refine the concept to include elements that more strongly honour the documented history and structure of the Fan House in this location. Park design aspects could include:

1. Save two to three of the existing walls and display them in a safe and artful way;
2. Use flagstones to create a landscape feature that outlines the footprint of the Fan House in the park to give a sense of the former scale and layout; and
3. Sourcing an industrial fan than could be half buried in the ground and be a play structure, a visible reminder of the Fan House and an architectural piece for the park.

Any park option should include interpretive signage with photos and historical information to create awareness and celebrate the history and inner workings of the mines.

Coal Valley Estates has indicated that the existing grades and the covenant area is challenging in the design process for the road, the pocket park and surrounding development. The developer is also concerned about aesthetics, public safety and liability, and wishes to have a park at this location that residents would visit for pleasure and could become a sales feature. Should this option proceed, Coal Valley Estates has agreed to design and construct the pocket park, at no cost to the Village. The Village would work with Coal Valley and their professionals to develop a detailed design as the park will become a public asset and need to include maintenance and operational considerations.



REPORT CONCLUSIONS

The No. 5 Mine Fan House has heritage significance but is structurally compromised. In order to preserve the structure and have it in a pocket park accessible to the public, significant investment would be required. The structural restoration work would also compromise the heritage integrity.

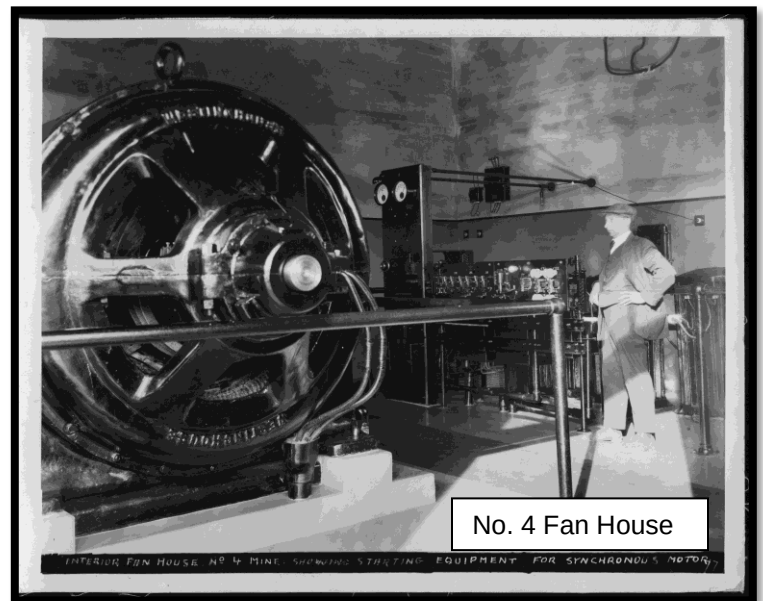
The option recommended above - to deconstruct the Fan House and honour it's heritage through a detailed park design and construction process - offers the most beneficial outcome for the surrounding subdivision, future park users, ongoing maintenance and financial impact to the Village. Coal Valley Estates offering to conduct the necessary work, in consultation with the Village, will ensure there is funding for implementation and timelines would be accelerated.

Should Council choose to proceed with the recommended deconstruction and documented/honouring approach proposed, the Fan House should be removed from the *Community Heritage Register* and the existing protective covenant would need to be revised or removed.

Many of the structures of the historical mining operations of Cumberland no longer exist due to weathering, fires, vandalism, liability concerns etc. Many of the remaining remnants are impressive sentinels in the forests, telling stories of the Village's past, in a more "real" way than photos in a museum. Current historical preservation theory aims to retain these remnants, not necessarily to rebuild the structures, but to preserve the story in place. In order to ensure the remaining remnants are preserved, these assets must be documented and have conservation plans in place sooner.

Future Industrial Heritage Considerations and Lessons Learned

Where industrial remnants exist on private land, a process is being developed to assess heritage assets where a community value is identified and where it is feasible. Should a significant heritage asset be identified and desired for preservation, a heritage management plan could be developed. The heritage management plan would identify what steps should be taken to conserve the asset, how the structure should be conserved, what kind of access would be granted to the public (if any) and what specification for a recommended land, physical and/or vegetative buffer should encircle the asset with grade change specifications. Costs associated with preservation should also be explored.



OPERATIONAL IMPLICATIONS

Regardless of which option Council chooses, the land is proposed to be dedicated to the Village as parkland. Ownership of parkland and any associated construction on it, will require maintenance and resources. If the Fan House structure is being retained, it should be fenced and monitored

immediately. If a pocket park is built, additional operational funding will be required post construction.

FINANCIAL IMPLICATIONS

The Financial Implications would be dependent on Council's direction. Once staff have received direction, a more detailed budget could be prepared and presented to Council, if appropriate.

ATTACHMENTS

1. Heritage Conservation Services Fan House – No. 5 Mine, Cumberland BC. November 07, 2013 – Jonathan Yardley Architect
2. Fan House Condition Structural Assessment – December 17, 2018 – McElhanney
3. Heritage Commission Minutes excerpt - June 1, 2015 – Site visit to the Fan House

CONCURRENCE

Ken Rogers, Manager of Development Services

Rob Crisfield, Manager of Operations

Michelle Mason, Finance Officer

Kevin McPhedran, Park and Outdoor Recreation Coordinator

OPTIONS

- i) THAT Council receive the "Options for the No. 5 Mine Fan House" report for information;
- ii) THAT Council direct staff on how to proceed with any number of options outlined in the report;
- iii) THAT Council refer the "Options for the No. 5 Mine Fan House" to the Heritage Commission;
- iv) Any other action deemed appropriate by Council.

Respectfully submitted,

Cleo Corbett
Senior Planner

Sundance Topham
Chief Administrative Officer

#5 MINE-FAN HOUSE CUMBERLAND B C



1. View from the west

HERITAGE ASSESSMENT

2013 November 07
JY13020

2013 November 07
JY13020



**FAN HOUSE #5 MINE
CUMBERLAND B C**

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HERITAGE ASSESSMENT

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1. INTRODUCTION

1.1 At the request of Judith Walker, Senior Planner of the Corporation of the Village of Cumberland a Fee Proposal was submitted dated 2013 August 14, which in its revised form dated 2013, August 28 was accepted.

1.2 An initial site visit was carried out on Tuesday, August 27th at 10:15 a.m. in the company of Rob Crisfield and Judith Walker. At that time a better understanding of the Scope of Work was obtained and was incorporated in the revised Fee Proposal of 2013 August 28. The Scope of work for the Heritage Assessment is as follows:-

1.2.1. Initial Site Visit to establish the overall scope of the project and to provide you with a brief written assessment of the Scope of Work.

1.2.2. To carry out a Heritage Assessment of the Fan House using Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* (S&G). This will include the preparation of a Statement of Significance (SOS) to provide details of the site; history and Character Defining Elements (CDE) of the place. To make report to the Corporation.

1.3 It would appear that the scope of work covers four (4) elements as follows:

1.3.1. Initial site review to assess overall scope of the project;

1.3.2. Assess the merits of the Fan House as having heritage value for the Village;

1.3.3. Assess the Fan House in its current condition as a candidate for preservation;

1.3.4. Recommend legal methods for the protection of the Fan House.

1.4 In reviewing both your letter and that of Harold Bates, P.Eng. dated September 19, 2012, I have a much better understanding of both the physical attributes of the historic place and the diplomatic problems provided with a “hostile” owner. See Appendix C for the Bates Report.

I will be able to provide you with consulting services on all of the above elements, but as you state in your last paragraph, a site visit will be required to develop and finalize the detailed scope of work. I have provided the initial site visit as a fixed fee and now address the first two elements of clauses 1.3.1 and 1.3.2.

Once approval has been given of the acceptance of this Report then it would be appropriate to complete the project with addressing the last two elements, namely:-

1.4.1. To assess the current condition of the Fan House and to make recommendations as to its conservation. Again, a report will be prepared for the Corporation.

1.4.2. To provide direction as to what tools are available or will be necessary to provide non-voluntary

2. STATEMENT OF SIGNIFICANCE

2.1 The Statement of Significance (SOS) is part of the mandatory documentation for an historic place listed on the Canadian Register of Historic Places (CRHP). The three part Statement will explain to a broad audience **what** the historic place includes (Description of Historic Place). **Why** the place has been determined to have heritage value (Heritage Value), and will identify the major functions, or *Character-Defining Elements*, (CDE) that speak directly to its heritage value and should be protected.

2.2 The SOS is intended to:

2.2.1 Explain the heritage value of a historic place to visitors viewing the on-line Register, including planners, developers, educators, researchers, heritage professionals, tourists and members of the public.

2.2.2 In conjunction with existing policy documents, statements of significance or heritage character statements, provide guidance to property owners, planners, architects and others interested in the conservation or rehabilitation of historic places, and will broadly identify the features of the places that should be protected when undertaking a project.

2.2.3 Guide the preparation of a Heritage Conservation Plan.

2.3 As can be seen in the Statement of Significance that in addition to the actual concrete remnants the site of the structure within the narrow canyon are both Character-Defining Elements (CDE).

2.4 The Statement of Significance is attached under Appendix A.

3. HERITAGE ASSESSMENT

This assessment is in four parts, first an **Introduction** as to what the Fan House is; second the **Physical Description** of the Fan House; third a review of the **Local Legislation** and finally a **Conclusion** which will indicate why I feel that the #5 Mine – Fan House has Heritage Value.

3.1 Introduction

3.1.1 The site visit of 2013 August 27 followed by an additional site visit on 2013 September 3 provided the background on which this assessment is based.

3.1.2 The Fan House is an important industrial artefact from the days when Cumberland was the centre of the coal mining industry in B.C. From a cultural perspective, it is a strong physical reminder of the kinds of heavy construction projects that were carried out adjacent to the actual mineshaft to ensure that the min could function. Without a Fan House, to provide a steady supply of pressurized fresh air, the miners working in #5 Mine could not adequately breathe. Therefore, they were likely to be asphyxiated by the gases produced in the mining process with industrial methane.

3.1.3 Consequently, the retention of these industrial remnants that provided the lifeblood to the miners should be preserved to honour these workers of the mining industry of Cumberland.

3.1.4 The Cumberland coal mine workings are located within the Temperate Coastal Rain Forest and because of the weather conditions that maintain this eco-system, the preservation of wood structures is a challenge. There are very few, if any, of the timber constructed mine operation buildings remaining. All that is now left after a period of over 140 years are the more permanent materials of stone and concrete. In the case of the Fan House what now remains are only the original concrete elements. These elements, at over 140 years old, are showing a sign of neglect and in some areas collapse has taken place. These collapsed elements have occurred due to three causes:-

- i) The lack of weather protection has rotted out the wood framed structure over the remaining concrete;
- ii) The pressure exerted on certain concrete elements by natural growth of trees that had grown up around the structure;

3.1.5 Although these actions have taken place, there are still sufficient remains of the Fan House to enable it to be interpreted to indicate to the general public what the structure was and its very important role in the mining industry in Cumberland.

3.2 Physical Description

3.2.1 Below is given a detailed physical description of the Fan House and its setting within the context of the #5 Mine. Refer to Appendix B for Site Notes on the physical form of the building.

- i) This industrial archaeological site consist of a number of +/- 15" wide reinforced concrete walls resting upon a +/- 20" wide foundation footings. These walls are configured in a "y" formation with the wider section consisting of a 11' wide by 10'

high central section flanked by two rectangular bays 7' wide, 10' high and 11'-4" deep. This wide section at 27'-6" is reduced in width to 14'-0" by two 13' long splayed walls at approximately 30°.



2. View from west across canyon showing concrete fin walls with collapsed wall & roof to the south (right)



3. From north looking down canyon with north exterior wall

ii) It is assumed that the wider section was for two air intakes with the central area for fan equipment. From these two sections of air entered the 14' wide, 21'-6" long and 10' high rectangular section which, at its east end was reduced in size to 14' wide and 6' high.



4. East 14' wide section looking towards horizontal mine shaft

iii) This rectangular area would then have carried the pressurized air directly into a horizontal shaft whose entry is demarked by a splayed concrete wall to the north and a straight concrete wall at the south.



5. Concrete fin wall to north of blocked horizontal mine shaft
iv) As the air duct and shaft to #5 Mine has been blocked off, it is not possible to observe the exact configuration of the connecting of ducts from the Fan House to the mineshafts.



6. East towards blocked horizontal mine shaft

v) Over two sections of the concrete wall structure are reinforced concrete “roof” slabs, and roof slab over the southwest rectangular has collapsed and is laying at approximately 60° in the space of the 7' wide, 10' high and 11'-4" long section where the original south wall has also collapsed. It would appear that this collapse is partly due to the presence of a +/- 29" diameter maple (recently removed). The pressure exerted on the concrete by the tree could have aggravated it and partially caused its collapse.



7. Collapsed roof section over south bay



8. Fin walls looking west with collapsed roof slab to left

vi) The two 13" wide concrete fin walls to the western most section have two sets of three 1¼" diameter metal hinge pins cast into their east faces which could have been used to support some sort of doors or shutters.





9. Fin wall showing two metal hinges

vii) In addition to the remaining concrete structure of the Fan House are two other concrete elements. First, a large approximately 10' x 12' concrete slab located to the southwest. Associated with this slab is a plinth approximately 3' x 2' and 2' high which is surmounted with 4# 1" diameter steel rods at each corner.

The above two elements could be interpreted as the floor slab of a wood building (structure) and the pier block the support for some form of electrical transmission pole. Most Fan Houses of this era were powered by hydro electricity and this house is likely to follow this pattern. In Appendix D is a photograph of part of the interior of the Fan House for #4 Mine. This shows a concrete structure and the scale of the electrical equipment.



10. Concrete slab to south of main structure



11. Foundation block for electrical power pole?

viii) The Fan House is located across a small natural canyon at such a height that it can directly connect horizontally with a shaft into Mine #5. This shaft is not at the pithead of the mine. Its siting in the narrow canyon forms a visual statement break by cutting this natural canyon.



12. Approach into canyon from the south with Fan house in center



13. East side of canyon



14. Canyon and Fan house from the south



15. Looking across canyon to the east, note fill to left

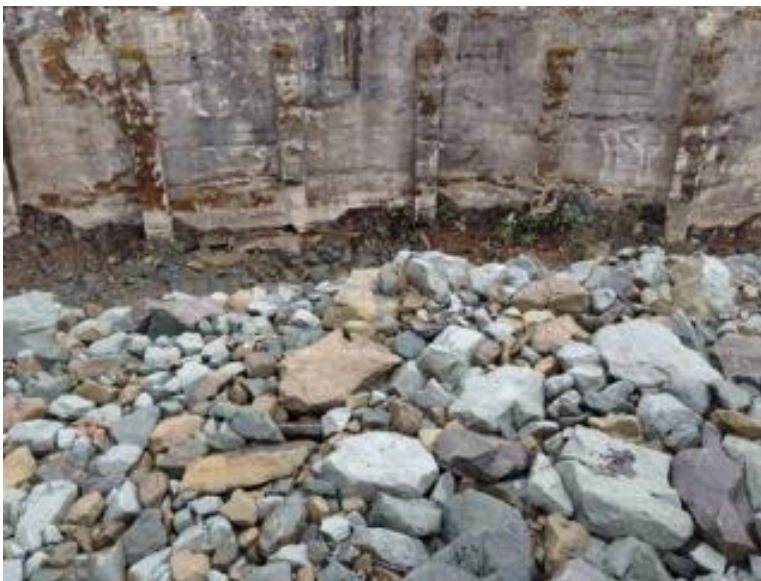
3.2.2 At the current time, many changes have been made to the area in the vicinity of the Fan House. These are as follows:

- i) All trees and vegetation have been removed from the canyon;



16. From the west all vegetation removed

- ii) The grade at the base of the concrete structure has been undermined;



17. Exposed base of concrete foundation on north side



18. Undermining of concrete foundations on south side

iii) A huge amount of blasted rock has been placed to both sides of the Fan House, which appears to be the bed for a future road.



19. Placement of blasted rock fill to south side of Fan house



20. Placement of blasted rock fill to north side of Fan house

3.3 Current Local Legislation

Below are quoted a number of references to both the #5 Mine – Fan House and to Heritage and Historic places within the Village which are then analysed to make a case for the Heritage Value that the Fan House has.

3.3.1 Within the Parks & Greenways Master Plan – Consolidated Version – 22 July 2013, Corporation of the Village of Cumberland (Bylaw 706-2004) under Schedule C clause ii) Proposed Parks: Priority A is listed as follows for the Fan House: -

Proposed Park: No. 5 Fan House Park

Action: Park in Coal Valley Estates (Phase 5)

Park Classification: Pocket

Proposed Area: 0.2 ha.

3.3.2 The following is noted under Schedule C clause ii) Proposed Parks: Priority A:

*“Note: These areas are rated as “Priority A” due to public input, pending development, sensitive eco-system and/or **historical significance** (my bold italics) and meet the criteria for acquisition (refer to chart).*

These areas may constitute a park requirement and/or level of protection through development or flag important considerations in future plans and activities”.

3.3.3 Also indicated under Schedule C, 5.0 parks and Greenways Priorities:

Land for park acquisition is located throughout the Village, based on Regional Growth Strategy policies, OCP designated future residential development, existing and proposed development.

Based on the OCP, recommendations for land acquisitions and / or protection include:

*iv) “**significant historical sites** and/or artefacts such as No.4 Mine site, No.5 Japanese Town site” (my bold italics)*

3.3.4 Under a) Criteria for Parkland Acquisition:

Land acquisition for parks should be prioritized given that there are limited funds available. The following guidelines provide a framework of park design criteria, to assist in the redevelopment of existing and new parks servicing the needs of the residents of the Village.

In general, parkland serving the needs of the residents of the Village should: x) protect significant historical artefacts and heritage landscapes,

In addition to the above the same clause lists the following elements that relate specifically to heritage:

The heritage value of the artefacts and landscapes can be additionally assessed through the following considerations:

- i) ***Uniqueness;***
- ii) *Continued productivity*
- iii) *Diversity;*
- iv) *Sacredness;*
- v) *Representativeness*
- vi) ***Symbolic importance;***
- vii) ***Special associations;***
- viii) *Aesthetic quality;*
- ix) ***Relative age;***
- x) *Spirit of place.*

These criteria weigh the relative importance of artefacts and landscapes with the Village's history and the future value to the community. (My bold italics)

3.3.5 The above Cumberland documents all refer to the concerns related to the historic artefacts from the coal-mining era of Cumberland. In 2.3.1 direct reference is made to the #5 Mine Fan House to be proposed as a pocket park and in 6. (e) ii of the parks plan, the area proposed is .2 hectare (.5 acre).

3.3.6 In addition to the mention of the #5 Main-Fan House the documents also mention ***historical significance, significant historical sites, and heritage value of the artefacts and landscapes.*** The latter quote goes on to give a list of criteria to be taken into account when assessing parkland acquisition. All through the documents references are made to historic elements, therefore there

is a strong case for the conservation of many of the sites and artefacts.



3.4 Conclusion of Heritage Assessment

Based on the above listed below are a number of comments and reasons why the #5 Mine –Fan House has heritage significance and as such should be conserved. In approaching this Heritage Assessment Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada* has been used. Below are my findings and recommendations.

3.4.1 Cumberland is most important as a company town devoted to coalmining and as such efforts should be made to respect and honour this activity. The core Village does have many physical remnants of its former life with the preservation of a number of historic buildings, both residential and commercial, however there is a lack of preserved physical evidence which is protected to show the coalmining activities.

3.4.2 With the #5 Mine – Fan House there is an opportunity to provide the first steps in this recognition. This first step should, I believe, lead to a detailed inventory be made of the remaining industrial archaeology of the coalmine sites.

3.4.3 This inventory of the mine sites would be of the surviving artefacts which mainly consist of concrete foundations and structures where the wood superstructures and buildings have long since rotted away in the Temperate Rain Forest of western Canada. By a detailed analysis of these concrete structures and remains a better picture and understanding will be made of the location and extent of the mining operations.

3.4.4 The remaining elements of #5 Mine – Fan House are a vital part of this process. It is known that they are in a poor structural condition (see Appendix D -Bates Report); however they should not be allowed to disintegrate at a fast speed. It is recommended

that this be curtailed by addressing both the physical protection from vandals and possible limited weather protection. This could take the form of a metal fenced pathway around and through the site to provide both viewing and protection of and from potentially unstable concrete.

3.4.5 As the Statement of Significance indicated the siting of the Fan House is a Character-Defining Element and as such a sufficient area around the building should be contained within any proposed park. It is recommended that an area at least 2 times the width (30 feet) of the structure be reserved each side. i.e. 60 feet. This would give a width of the dedicated area of approximately 150 feet.

4. CONCLUSION

4.1 Based upon this investigation I confirm that from a historic perspective the #5 Mine-Fan House has heritage significance.

4.2 The main reason for this statement is that the #5 Mine-Fan House has heritage value primarily as an industrial archaeological remains of the coalmining industry that was only reason that the Village of Cumberland exists today. It should be retained conserved, suitably displayed and interpreted for the public to learn from and enjoy.

4.3 The method of conservation has been alluded to in clauses 3.4.4 and 3.4.5; however it will be necessary to carry out a more detailed condition assessment to arrive at recommendations for its conservation.

4.4 In the Fan House the Village has a fine example of one of the extant concrete structures related to the coalmining industry. In addition it is recommended that a more detailed investigation and

analysis be carried out of all the other industrial archaeological remains that exist in the environs of the village.



4.5 I trust that this Heritage Assessment Report will provide the basis for the conservation of this important structure. I would be pleased to answer any comments or questions that you may have. I look forward to your positive response.

Yours very truly

A handwritten signature in blue ink, appearing to read "Jonathan Yardley", written in a cursive style.

Jonathan Yardley, Dip Arch (Birm), Architect AIBC, Architect SAA, MRAIC,
RIBA,
CAHP, BCAHP
Registered Architect & Professional Heritage Consultant

APPENDIX A

Statement of Significance

FAN HOUSE #5 MINE, CUMBERLAND, BC

Description of Historic Place

The Fan House, #5 Mine is a ruin located in the CDMU-6 zone to the west of the Village of Cumberland. It is located across a small natural canyon at such a height that it can directly connect horizontally with a shaft into Mine #5.

Heritage Value

The heritage value of The Fan House, #5 Mine ruin lies with its connection with the history of western settlement and coal mining in Cumberland and the province of British Columbia.

Cumberland, once Canada's smallest and westernmost city, was founded in 1888 by coal baron Robert Dunsmuir who eventually dug 8 mines in the area. The original settlement had been named Union after the Union Coal Company (which took its name from the union of British Columbia with Canada in 1871). Cumberland was producing 700 to 1000 tons a day by 1897, employing 600 men and supporting a town of 3,000. In 1898, the post office address of Union was changed to Cumberland, as many of the town miners were from the famous English coal-mining district of Cumberland in England. Today, many of the town's streets are named after that English district. Cumberland remained an active coal-mining town until 1966 despite enduring devastating mine explosions, 2 world wars and bitter labour disputes.

A mine Fan House was a semi-circular enclosure/structure that housed the large fan that forced air down below into the mine. The

air ventilation was necessary for the miners to breathe and to remove dangerous gases such as methane, hydrogen sulfide, and carbon monoxide. Often the total weight of the air pumped through the mine exceeds the total weight of coal removed. Cumberland mines were notoriously gassy, filling with methane gas many times a year. This meant that the fan house was absolutely critical to the safe operation of a mine. This ruin serves as a reminder of the construction that had to be completed in the area of a mine before active mining could take place.

Character-Defining Elements

The heritage character of the the Fan House, #5 Mine ruin is defined by the following elements:

- 20 inch-wide concrete foundations

- remaining reinforced concrete walls

- remains of concrete roof slabs

- horizontal connection to #5 mine shaft

- siting in narrow natural canyon

- connection with the history of coalmining in Cumberland



Ruin of reinforced concrete walls



Siting in natural canyon

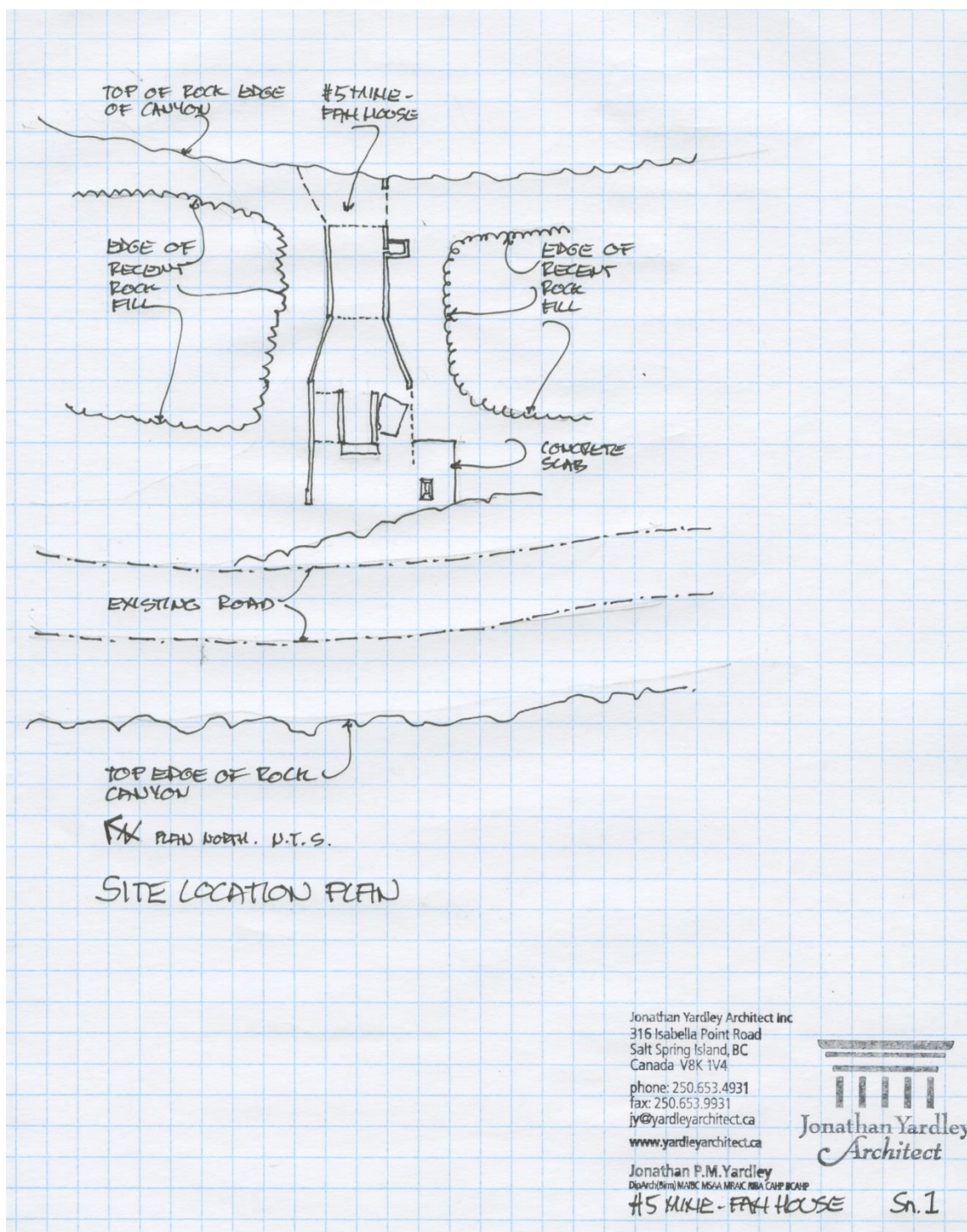


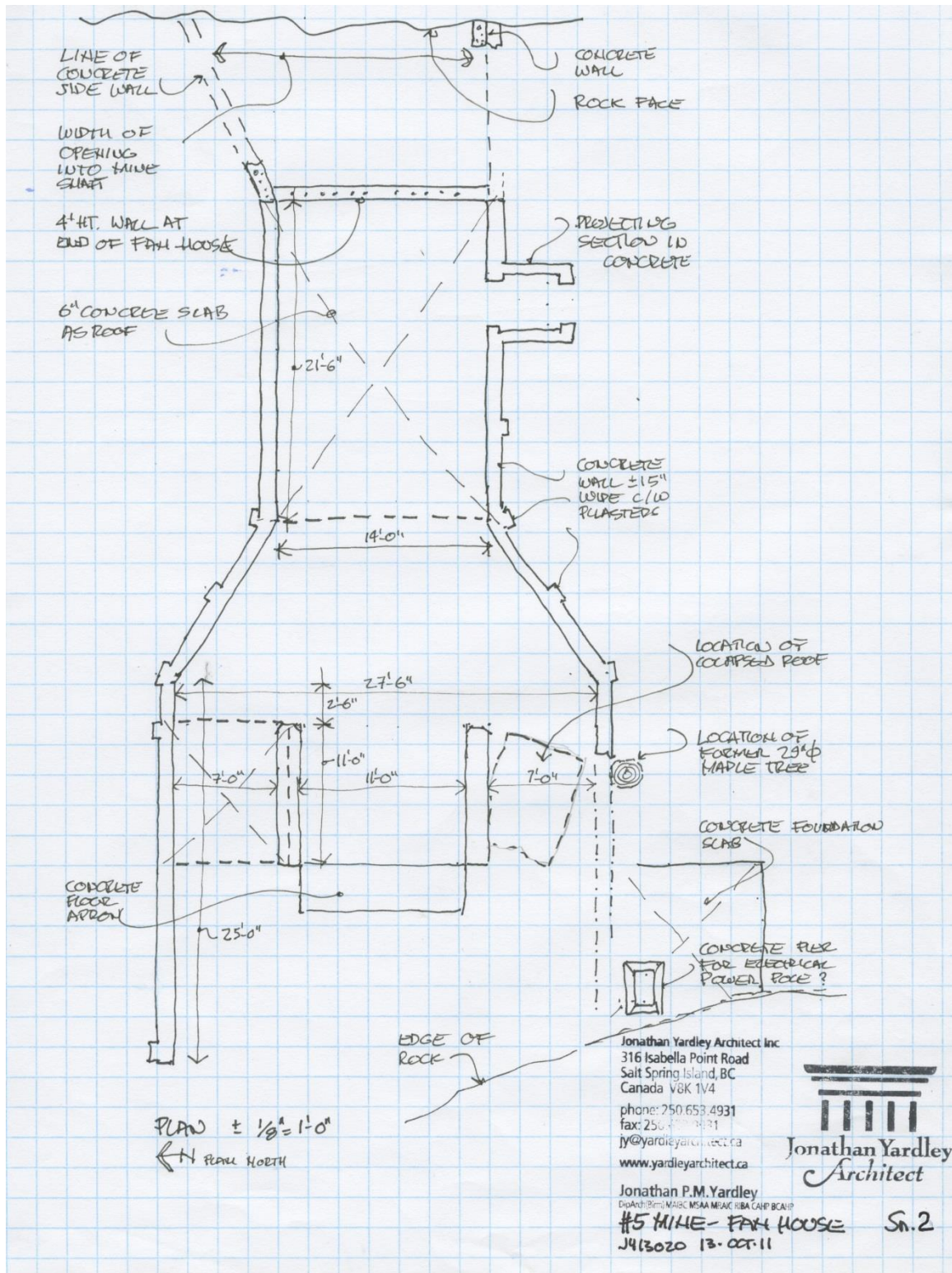
Collapsed roof slab



APPENDIX B

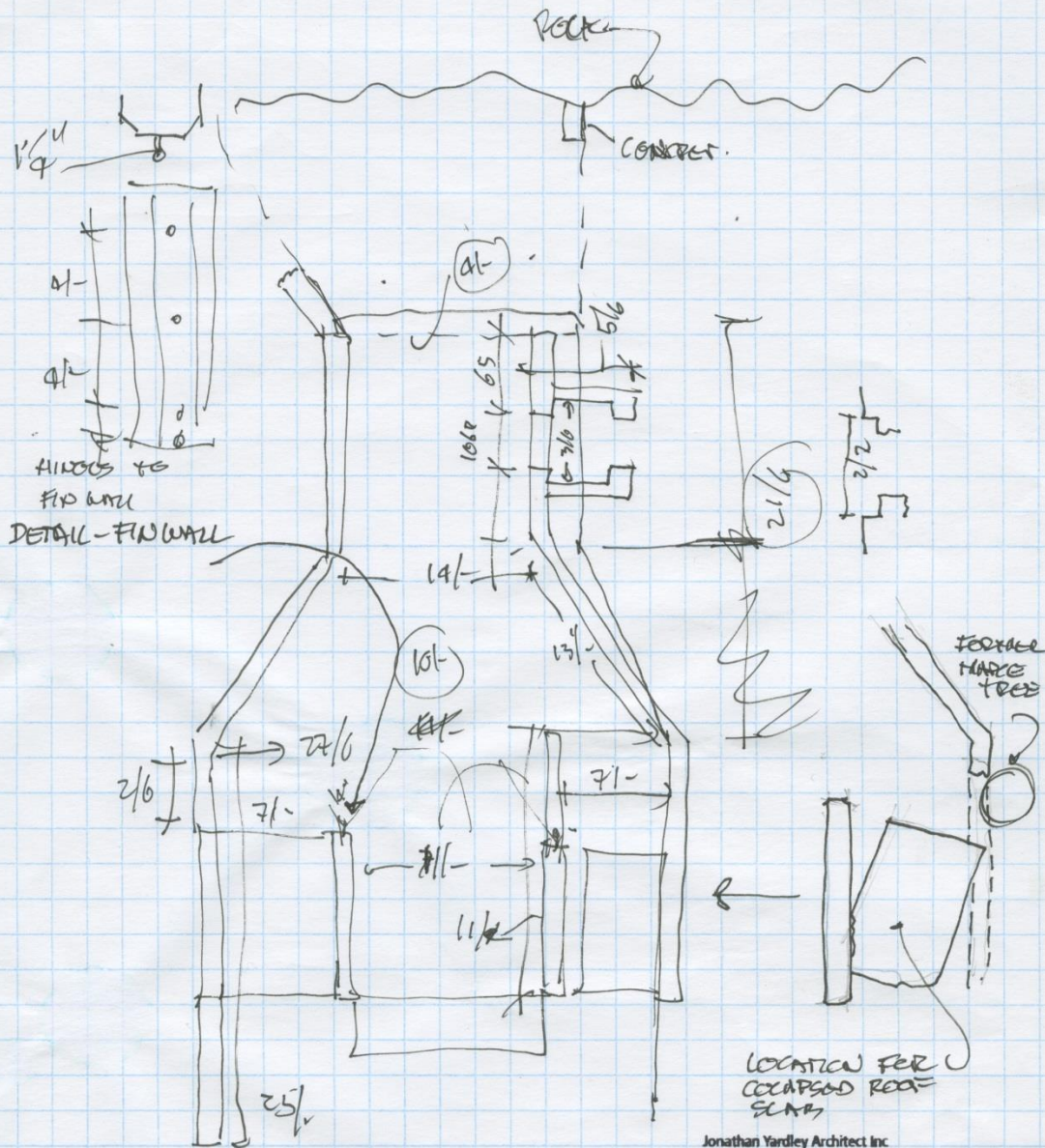
Site Notes





FAN HOUSE

13. SEPT. 03



PLAN OF CONCRETE WALLS.

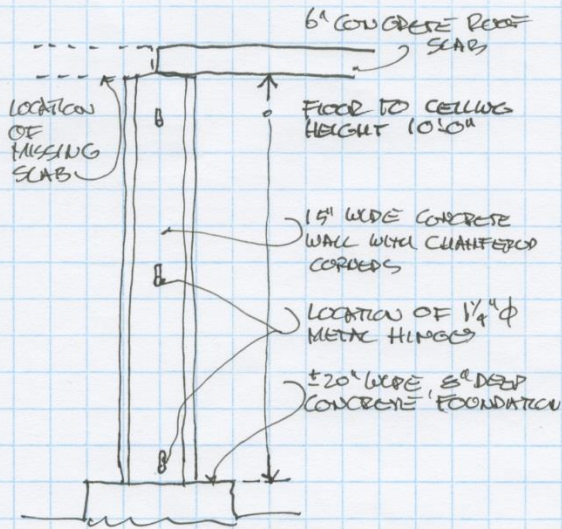
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Jonathan P.M. Yardley
Dependent: VABC NSAA NMAC USA FRCBCAP
#5 MIKE - FAN HOUSE S3
JY13020 13-SEPT. 03

FAN HOUSE, CUMBERLAND

13 SEPT 03



ELEVATION OF CONCRETE DIVIDING WALLS - SHOWING HINGERS.



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Jonathan P.M. Yardley
DISPATCH: KASBC, MSA, MSL, SEA CAMP, BCAR
#5 MIKE FAN HOUSE
JY13020 13-SEPT-03

S4

APPENDIX C (separate document) Bates Report



Bates Engineering – Consulting Structural Engineering

5726 CORAL RD, COURTENAY, B.C. V9J 1W9 • Ph (250) 334-9227 • Fax (250) 334-9220

September 19, 2012

Our File 12-43-01

Village of Cumberland
2673 Dunsmuir Ave.
Cumberland, B.C.

Attn: Ms. Judith Walker

Dear Ms. Walker:

RE: No. 5 Mine – Fan House – Structural Review

Bates Engineering was retained by the Village of Cumberland to review the structural condition of the remnants of the Fan House. No material testing or exposing structural elements is included in the scope of work. Geotechnical observations noted in the report are for discussion and the author is not a geotechnical engineer. If the Village wishes to pursue some form of restoration or preservation, the ground conditions should be reviewed by a qualified geotechnical engineer.

We inspected the structure on August 23, 2012 accompanied by Councillor Sproule, Judith Walker and Ed Tage, Mine Inspector. The structure is partially reinforced concrete. The reinforcing consists of twisted rod iron in the walls. The roof slab is 6" thick and appears to be reinforced with 3" channels at 32" on center. See photo 1. The walls have 12"x12" buttresses at approximately 5 feet on center. A sketch of the structure is shown on the attached drawing S1.

Building Condition

A 13 foot portion of the center roof has collapsed or was constructed of timber construction which is missing. See Photo 2. A section of the concrete roof and wall adjacent to a tree has collapsed and is lying on the ground. See Photo 3. The roof slab adjacent to the assumed shaft location has also collapsed.

The concrete is very weathered and spalling in many locations. In some locations there are holes in the wall. See Photo 4. The walls are eroded at the footings in numerous locations and some of the walls are unrestrained at the top. The buttresses along the length of the walls are providing very little lateral resistance. They have separated from their footings and are hanging off the walls. The front entrance walls are completely suspended in air and will eventually pull away from the structure. The footing under these wing walls appears to have settled. See Photo 5. The reinforcing channels supporting the roof slab are badly weathered.

Structural Analysis

A preliminary analysis of the structure was completed based on some crude material strength properties. Material testing would be required to determine the actual strength properties.

The roof slab would be significantly overstressed with any snow or occupancy load on the roof and the factor of safety is one under slab dead load only. The concrete is under reinforced with the channel reinforcing and it is likely the slab would fail suddenly.

Lateral Stability

The remnants are generally shielded from the wind and do not appear prone to failure from a wind event. Due to the mass of the structural elements the building is very vulnerable to a seismic event. It is very likely the remaining elements will fail in a minor event. It is also possible that some of the elements could collapse from ground shaking from construction equipment on adjacent property. Ground subsidence and tree root action is also a concern and could eventually lead to a failure.

Structural Upgrades/Repairs

It does not seem feasible to restore the existing structure. If this is considered, a new structure would need to be constructed to support the existing elements. The new structure could also include a roof to protect the existing remnants. This work would be extensive.

If the intent is to preserve the structure, the roof slab could be shored with steel or timber shoring which would require adequate foundations. The wall elements would also require braces with pad foundations to prevent them from toppling over in seismic event. It may be difficult to secure the braces to the old concrete and this could involve steel plates and through bolts. Extensive concrete work would also be required at the base of the walls. However, unless the structure is protected from the weather it is likely that the spalling and weathering of the concrete will continue.

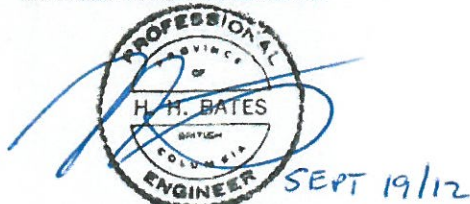
A third option would be to shore the roof slab only and remove the trees adjacent to the structure. In this case the remaining structure will likely stay unchanged for some time provided there is not a seismic event or excessive ground shaking. Some weathering and spalling of the concrete will continue. We understand in this case a fence would be erected around the remnants to protect the public in event of a failure of one of the components.

In the writer's opinion, the structure is in very poor condition and would require extensive work to secure the elements particularly for seismic loads.

I trust the foregoing meets your present requirements and if you have any questions or concerns please contact the undersigned.

Yours truly,

BATES ENGINEERING



H. Harold Bates, P.Eng.

Bates Engineering – Consulting Structural Engineering

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Photo 1 – Channel Reinforcing in Roof Slab



Photo 2 – Center Section of Roof Missing

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Photo 3 – Fallen Roof Slab Adjacent to Tree



Photo 4 – Holes in Concrete Walls

Bates Engineering – Consulting Structural Engineering

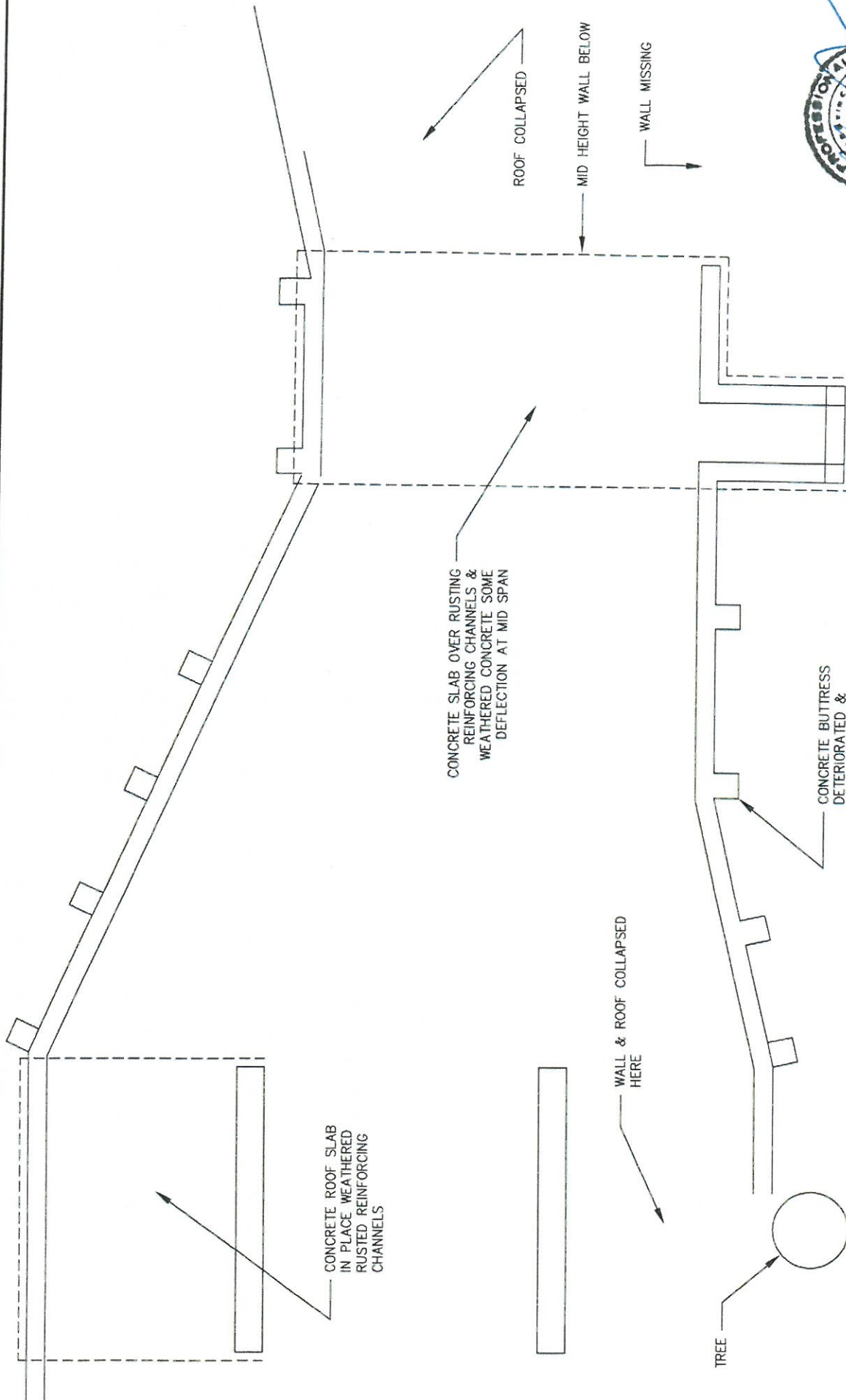
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Photo 5 – Entrance Walls eroded at Base

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1 SECTION
S1 N.T.S.

VILLAGE OF CUMBERLAND
NUMBER FIVE MINE – FAN HOUSE REMMENANTS
KEY PLAN

BATES
ENGINEERING

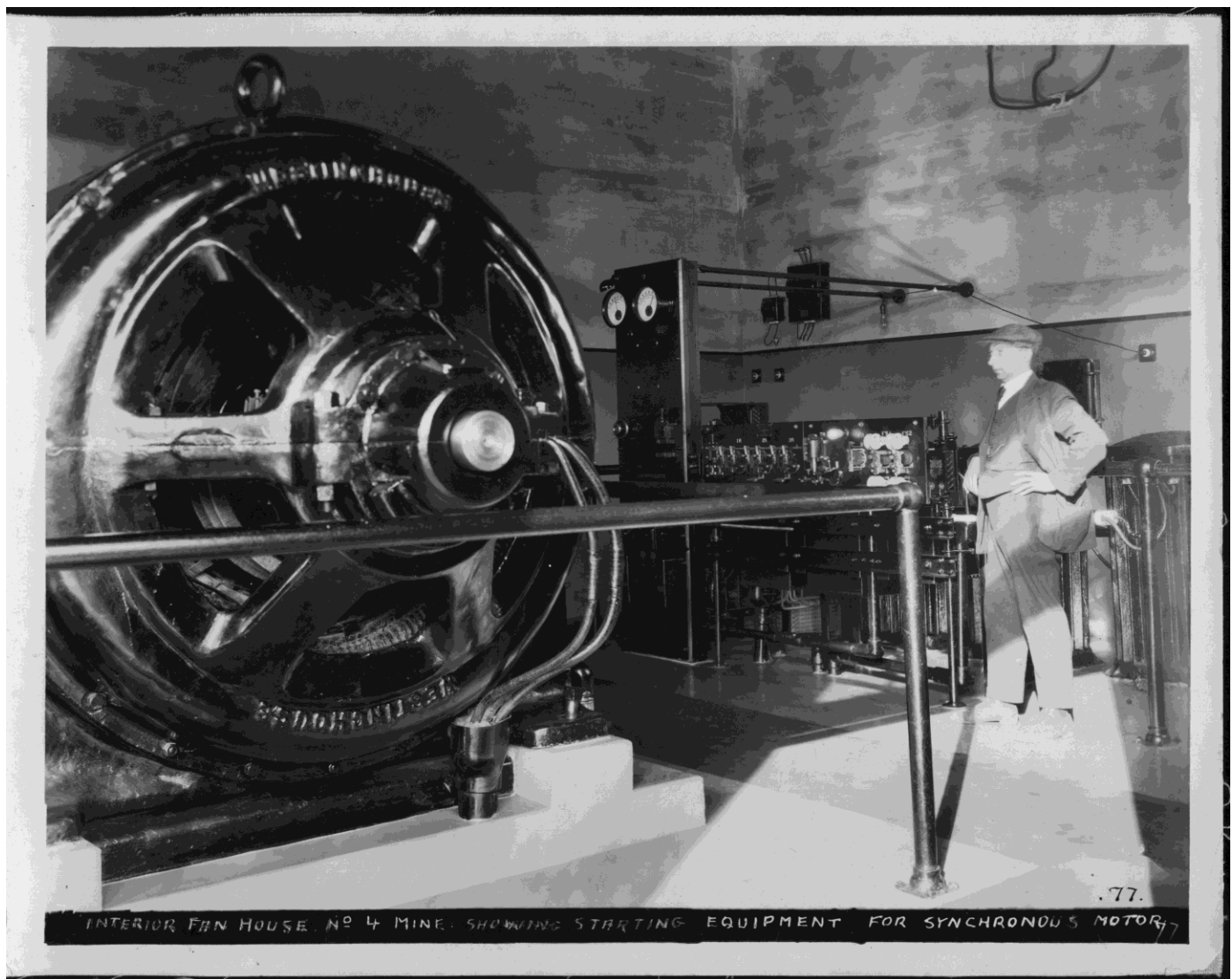
DRAWING No. S1

REV.

SCALE: —
DATE: AUG 27/12
DRAWN/APPROVED
H.H.B.

APPENDIX D

Fan House - #4 Mine





December 17, 2018

Our File: 2211-46871-14

Ms. Cleo Corbett, MCIP, RPP
Senior Planner
Village of Cumberland
2673 Dunsmuir Ave
Cumberland, B.C.

Dear Ms. Corbett,

FAN HOUSE CONDITION STRUCTURAL ASSESSMENT

INTRODUCTION

McElhanney Consulting Services Ltd. (McElhanney) completed a brief site inspection of the Fan House to assess the condition of the Fan House structure and determine feasibility of retrofitting or rehabilitation of the concrete elements. Photos 1 and 2 in **Appendix A** provide general views of the structure.

The following reference information was made available:

- In 2012, Bates Engineering completed a similar review of the existing structure and provided a letter entitled “No. 5 Mine – Fan House – Structural Review” (see **Appendix B**).

INSPECTION OF EXISTING STRUCTURE

The following summarizes the inspection findings:

- The concrete has extensive and severe deterioration as a result of age, weathering, and workmanship at the time of construction.
- The deterioration consists of severe cracking and spalling identified over the entire length of existing concrete walls, footings, and roof spans (Photo 3).
- There is significant ground movement since the structural was originally constructed which is resulting in concrete footings being undermined and self-spanning in a number of locations (Photo 4). This is resulting in additional internal stresses of the concrete substructure.
- Where concrete has spalled and the concrete matrix is observable, it appears that the original mix design would be considered insufficient by modern standards. There appears to be a wide variety of large smooth aggregate rock along with a high sand content.
- There is minimal steel reinforcement in the remaining walls and roof. The reinforcement appears to be twisted steel bar which predates modern style reinforcement (Photo 5).
- The center roof area has collapsed (Photo 6).
- The remaining section of concrete roof has severe cracking, spalling, and delamination. It appears that the embedded steel channels are primarily supporting the roof (Photo 7). These channels have severe corrosion.

Page 1 of 11



DISCUSSION OF FINDINGS

As the concrete structure is under-reinforced, the structural elements are vulnerable to sudden and progressive collapse with very little evidence or forewarning. Furthermore, the concrete mix design likely does not provide significant concrete strength as there is large smooth aggregate and likely insufficient cement ratios. The remaining roof span is vulnerable to sudden collapse as it appears that there is permanent deflection in the roof with the severe corrosion of the embedded steel channel sections. There is also extensive delamination of the roof soffit.

McElhanney noted that there is graffiti, trash, and a firepit at the Fan House site, indicating that members of the public are accessing the structure on a consistent basis (Photo 8).

As the concrete elements have severe deterioration and are prone to collapse without forewarning, McElhanney strongly recommends that public access to the structure is prevented by putting up a perimeter fence in the interim.

REHABILITATION OPTIONS

McElhanney understand the structure is considered archeologically significant and that the Cumberland Village Council would like to assess possible retrofitting or rehabilitation options. In addition to re-grading of the area and installation of a perimeter fence, several options are summarized below:

- Option 1 – Cast-In Place Concrete Repairs: Conventional cast-in place concrete repairs would consist of chipping away deteriorated concrete and casting new concrete against the existing concrete. Additional steel reinforcement could be dowelled into the existing concrete as necessary. It is estimated that this option would cost approximately \$600,000.

Based on the condition of the original concrete, this is likely not feasible and would result in the new cast-in place concrete inadequately bonding, resulting in future delamination and spalling. Additionally, the roof structure could not support additional load from formwork and concrete. The original concrete elements would not be visible and would be completely encased in the new concrete repairs.

- Option 2 – Shotcrete Repairs: This option would include a specialized concrete mix which would be sprayed onto the existing concrete elements to provide additional cover. Additional steel reinforcement is not added with this option as shotcrete does not act compositely with steel reinforcement. It is estimated that this option would cost approximately \$300,000.

The shotcrete option would result in significant weight being added to the deteriorated concrete elements and would not function to provide added strength to the existing elements. The original concrete elements would not be visible and would be completely encased in the new concrete repairs.

- Option 3 – Shoring of the Existing Structure: Additional steel or timber columns and beams



would be installed to support the existing concrete walls and roof. These items would require significant concrete foundations and bolted connections to adequately support the existing concrete structures. Based on the extent of work required for this option, shoring is not considered feasible.

Significant construction work in the vicinity of the deteriorated concrete structures poses a significant workplace safety risk as falling or overturning concrete walls could potentially harm a worker. This should be carefully assessed when reviewing options for future rehabilitation or demolition of the existing structure.

CONCLUSION

McElhanney has completed a review of the existing fan house building. The structure has severe deterioration to the concrete elements and there is a significant safety risk as it appears that it is accessed by the public. Reviewing the available rehabilitation options, it appears that either cast-in place or shotcrete repairs are not feasible given the poor condition of the concrete and lack of adequate steel reinforcing. With either option, the original concrete elements would no longer be visible and will be encased in concrete.

McElhanney strongly recommends that the Village of Cumberland consider removal of the Fan House structure, as failure and collapse of the walls and roof structure is anticipated without significant warning. In the interim, a perimeter fence should be installed to limit public access.

We trust this meets your needs. Please do not hesitate to contact us with any further questions or concerns.

Yours truly,

MCELHANNEY CONSULTING SERVICES LTD.


Matthew Friderichs, P.Eng.
Structural Engineer


Chris Durupt, P.Eng.
Project Manager

Cc: Village of Cumberland, Ken Rogers
Wacor, Dave Atkinson

MF/njg

Appendix A: Photographs

Appendix B: Bates Engineering Letter, "No. 5 Mine – Fan House – Structural Reivew", dated September 19, 2012



APPENDIX A – PHOTOGRAPHS



Photo 1 General View of Fan House Building



Photo 2 General View of Fan House Building



Photo 3 Concrete Walls in Poor Condition. Note Extensive Cracking and Spalling

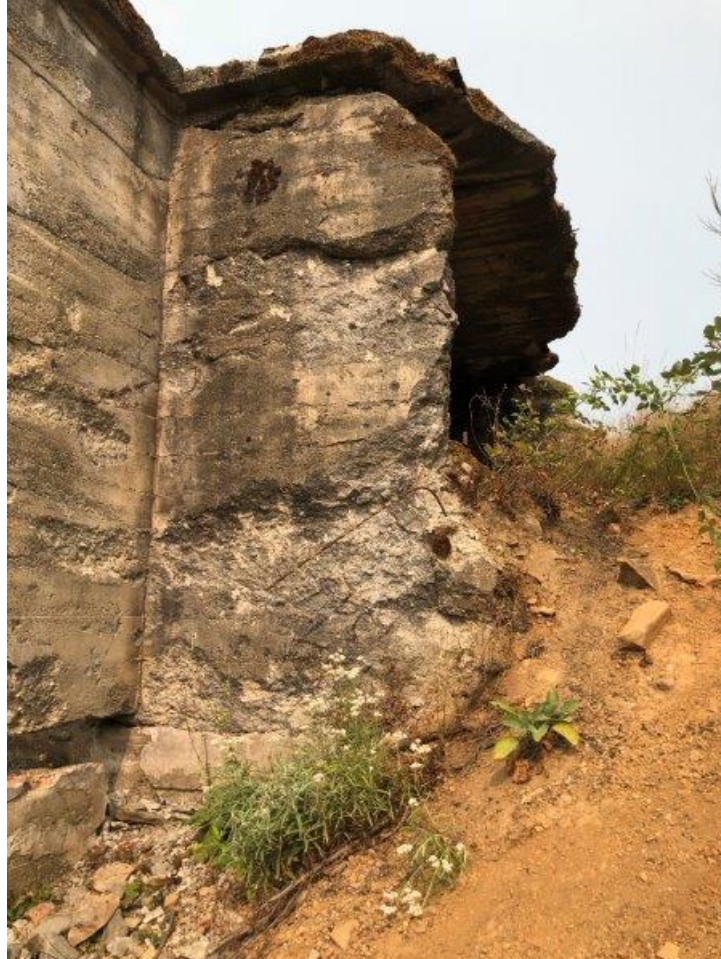


Photo 4 Concrete Walls in Poor Condition.



Photo 5 Inadequate Steel Reinforcement in Concrete



Photo 6 Remaining Roof Span. Note Concrete Deterioration



Photo 7 Embedded Steel Channels in Roof Span with Severe Spalling



Photo 8 Evidence of Public Accessing the Structure



**APPENDIX B – BATES ENGINEERING LETTER, “No. 5 MINE – FAN
HOUSE STRUCTURAL REVIEW”, DATED SEPTEMBER 19, 2012**

Heritage Commission June 1, 2015 Meeting Minute Excerpt from a Fan House site visit:

"The Commission adjourned and reconvened at the ruins of the No. 5 Mine Fan House.

Number 5 mine Fan house comments as requested by Council:

- The initial aspect of the site was described as dramatic.
- Major concern was expressed for spreading of blasting rubble around an industrial heritage artefact. Has the structure been compromised by nearby blasting? A further concern was the intent to remove 3.0metres from the top of the cliff face behind, compromising the drama of the location.
- The graphic of the new road seems to show the fan house in a hollow. How will the new road be constructed to reduce potential of a vehicle leaving the road on the curve? How high up will the road be?
- What about safety of the structure and liability should individuals climb on it?
- The structure itself was in immediate need of clearing.
- Some felt the Fan House should be preserved as much as possible in the present state, after clean up.
- Others wondered at the cost of creating a special park in this location given state of the structure and constraints that council is facing. What form would the park take?
- Others were very concerned that an even more historic Number 4 Mine would be suffering the same fate as this fan house and felt steps should be taken to preserve that as soon as possible.

It is hoped these comments will be useful in Council's deliberation."

No. 5 Mine Fan House Park

Building around the Past

Cumberland's Mining history has created a labyrinth of trails, nodes and urban infrastructure both above and below ground. The scale and impact of over 100 years of activity is beginning to be lost as new community development continues to cover over and build around historic sites. Combined with the harsh natural conditions and accelerated rates of decomposition of materials, many of the above ground structures have disappeared and the remaining are in the last stages of decay.

No. 5 Fan House Park will become another important layer of the rich mining and history of Cumberland and the Comox Valley. While not the mine entrance, the Fan House played a key role in not only the function of No. 5 mine, but with the underground connection to No. 6 mine, it played a key role in the functioning and ventilations of two of Cumberland's larger mines.

These types of connections and historical interest should play a key point in the development of the design of this park as well as the plan to engage the community and Coal Valley Estates with the history of the town and individual mine sites.



No. 5 CREW (1912)

Getting Creative with History

How do you build modern urban infrastructure and retain historical accuracy and relevance? This is a challenge facing many smaller BC communities as they move past their industrial roots. This project exemplifies this struggle as we aim to find a balance between development and historical preservation.

Multiple investigations and reports to Council all seem to lead to the same conclusion that while there is an appetite to retain and preserve the existing building foundations, this would most likely be very costly and may not result in a true historical preservation. With the proposed grading of the site to accommodate Kendal Avenue, there is a good chance that, as the grade is brought up to the top of the walls as they sit today, they will be almost completely buried.

While this grading may not be ideal in terms of historical preservation, there are many other factors that need to be addressed such as engineering, budget and maintenance to create a successful site and community development. Therefore the park design needs to encompass this large cross section of requirements even if at times they seem mutually exclusive.

This park design needs to engage at multiple scales: as part of a larger parks masterplan and trail network; at a community level to provide necessary amenities for the new homes and families; and in the historical details and materials that will be used to honour and reflect the site's history.

Site Photos - Overall Site



VIEW FROM EXISTING ROAD - LOOKING NORTHWEST



VIEW FROM ROAD - LOOKING WEST



VIEW FROM UPPER LOTS - LOOKING SOUTH



VIEW EXISTING ROAD - LOOKING SOUTH



VIEW FROM PENRITH GATE - LOOKING NORTH



VIEW FROM SLOPE - LOOKING WEST



VIEW FROM ROAD - LOOKING WEST



VIEW FROM PENRITH GATE - LOOKING NORTHWEST



VIEW EXISTING ROAD - LOOKING SOUTH



VIEW EXISTING UPPER LOTS - LOOKING SOUTH

Site Photos - Fan Houses

FAN HOUSE #5



MAIN AIR SHAFTS - LOOKING WEST



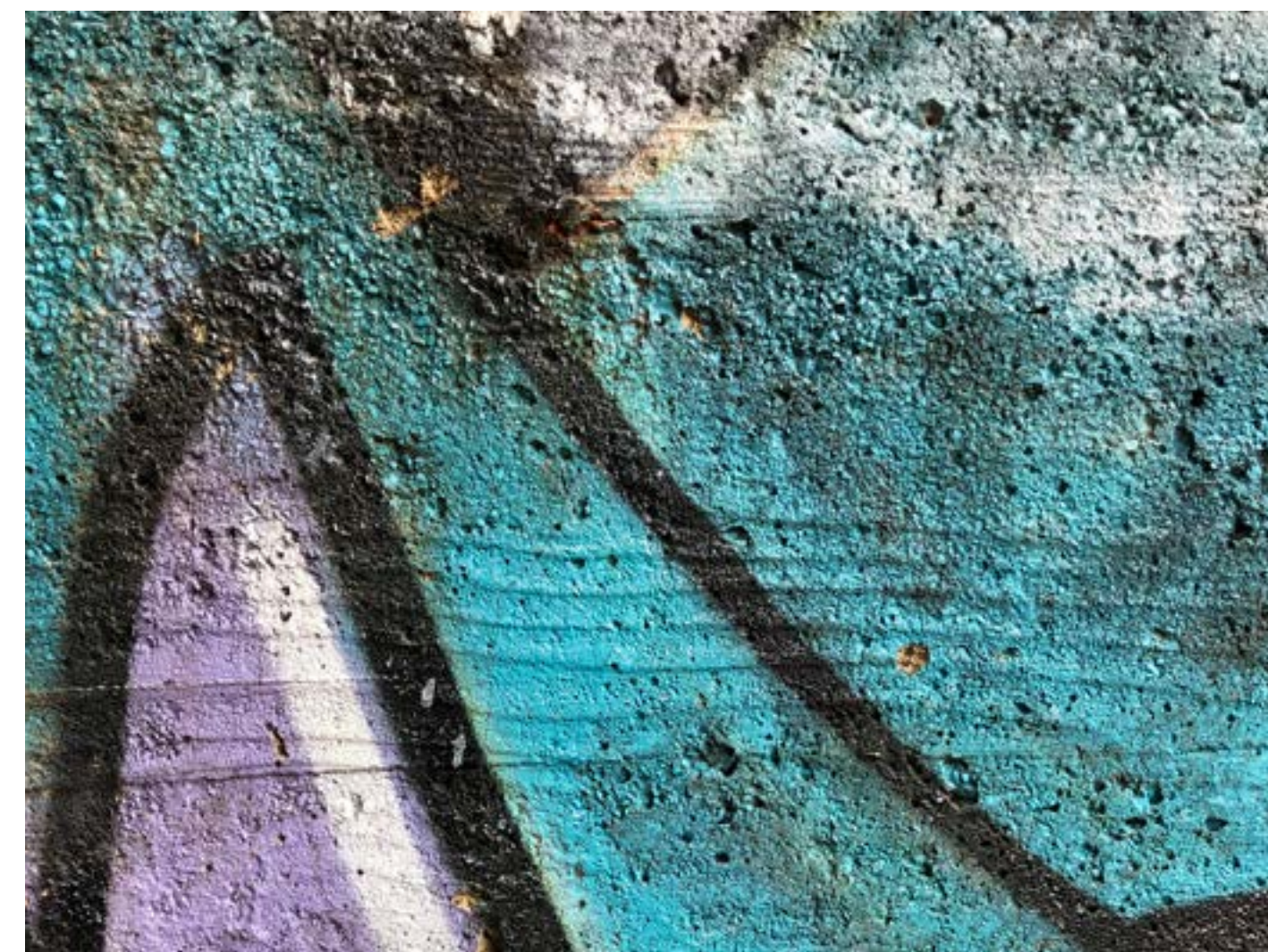
BUILDING SLAB WITH CONCRETE PIER



ACCESS DOOR AND VENTING SHAFT



LOOKING EAST THROUGH VENT SHAFT



BOARD FORM CONCRETE



CONCRETE PIER AND THREADED BOLTS



LOOKING SOUTH THROUGH ACCESS DOOR

FAN HOUSE #4



VIEW THROUGH AXEL OPENING



EXTERIOR WALL WITH CONCRETE PIER (SIMILAR TO No.5)

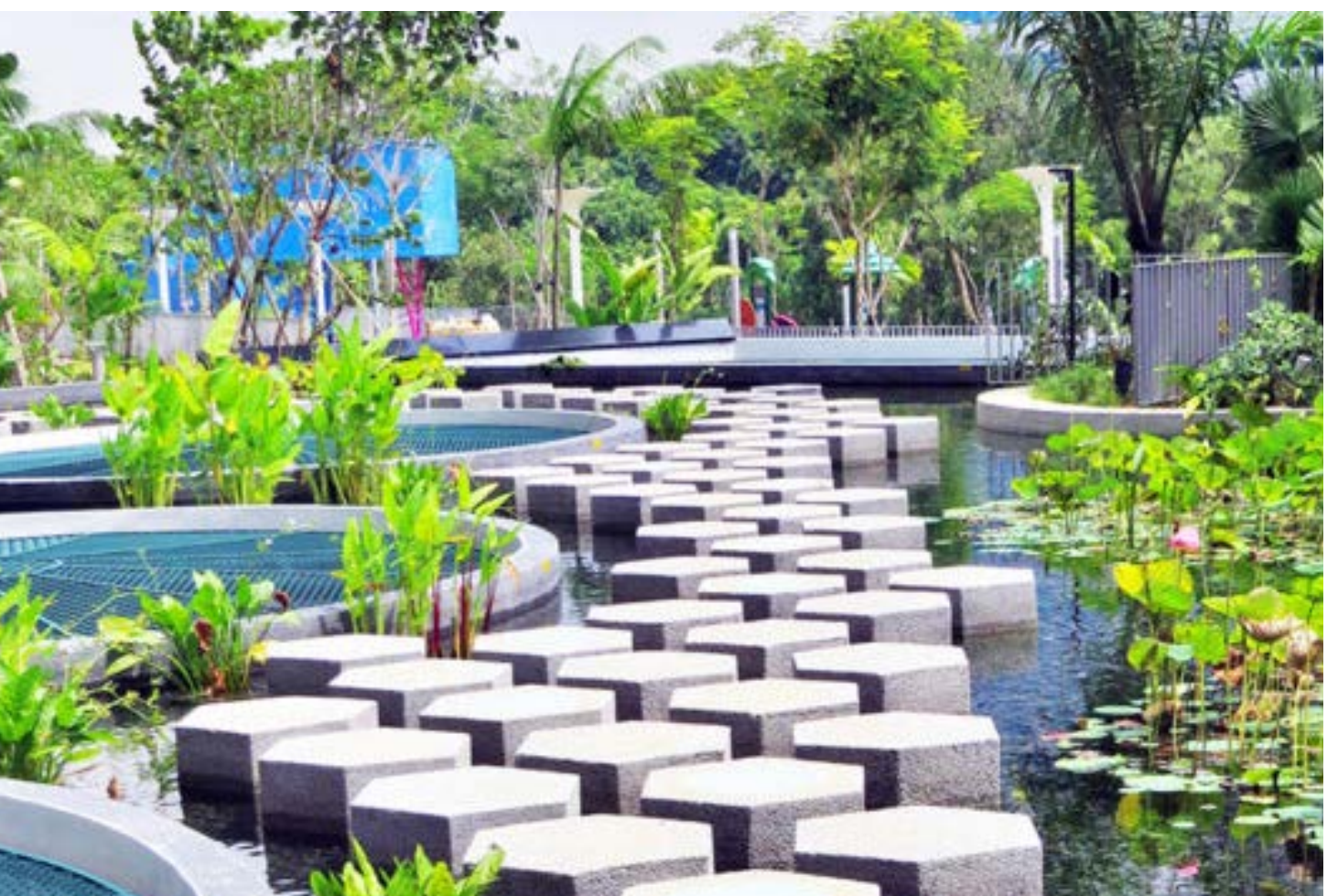


MAIN AIR SHAFTS



TWO STOREY EXTERIOR WALL

Fan House - Inspiration



No. 5 Mine Fan House Park

No. 5 mine site is a relic of a bygone era for Vancouver Island. These mines played a major part in the economic rise of British Columbia and Vancouver Island within Canada and the world. Coal mining created towns from nowhere and fortunes out of nothing. But the boom bust nature of fossil fuel industries meant that efficiencies were needed in mechanical processes and materials and costs were usually kept to a minimum. The chase for profit and functionality meant that materials may have been used based on effectiveness and not longevity.

Access to raw materials would play a large role in these choices. Timber was abundant and was used as much as possible, while concrete was typically sub par with a mix of aggregates types and varied types of metal re- enforcement. The extensive use of timber along with the Vancouver Island climate created an environment ripe for decomposition. Almost all the timber elements are gone from all the mine sites of Cumberland having been left to rot in the forest or possibly reused in other buildings and projects within the community.

Towns with such industrial beginnings tended to turn their backs on these elements once the factories, mines or mills closed down. Cumberland was no different and fan house sites like these that weren't located close to town were typically left to rot and be **RECLAIMED** by the surrounding forest. Other sites were most likely torn down and the building materials **REUSED** to build new buildings and homes for the growing community. As time went on, the community directions and values changed, and buildings would end up being **RE-PURPOSED** to meet the needs of the current community. This is one of the most unique and charming parts of Cumberland, and is especially visible along Dunsmuir Avenue today.

What follows is a more in depth explanation of these themes, and how they influenced the proposed park concepts.

RECLAIM

Vancouver Island forests have an unstoppable nature to them. The scale and climate of our forests creates a hyper-sensitive and accelerated ecosystem that grows and decays at an astonishing rate. Once the mine was closed (1947) the next 72 years saw an astonishing level of decomposition and reclamation. What structures were left would become overgrown, timbers would degrade, and metal would rust. Even with the current disturbances around the site, native trees, shrubs and animals have started to make this site home and this resilience and is an aspect we can apply to the park design.

Through the planting design, native species have been picked that represent the successional reclamation of a disturbed site. From natural grasses and wildflowers to deciduous trees and shrubs and finally to the mature and pinnacle coniferous canopy.



PHOTO: CUMBERLAND MUSEUM & ARCHIVES

No. 5 MINE TIPPLE

No. 5 Mine Fan House Park

REUSE

While it has been determined that much if not all of the remaining structure can not be safely salvaged or reused, we can use the same building materials in modern and more functional ways. Building techniques like board form concrete, industrial metal work and industrial hardware can be used to create unique and long lasting elements that honour the past's building methods and aesthetics.

Discovered in the Cumberland Museum is a document that states all the required construction specifications that could be reused when it comes to building these elements. By reusing these methods, we can create new construction that is authentic to the site and the time but also appropriate for the community.



PHOTO: THE ROYAL WE

BOARD FORM CONCRETE

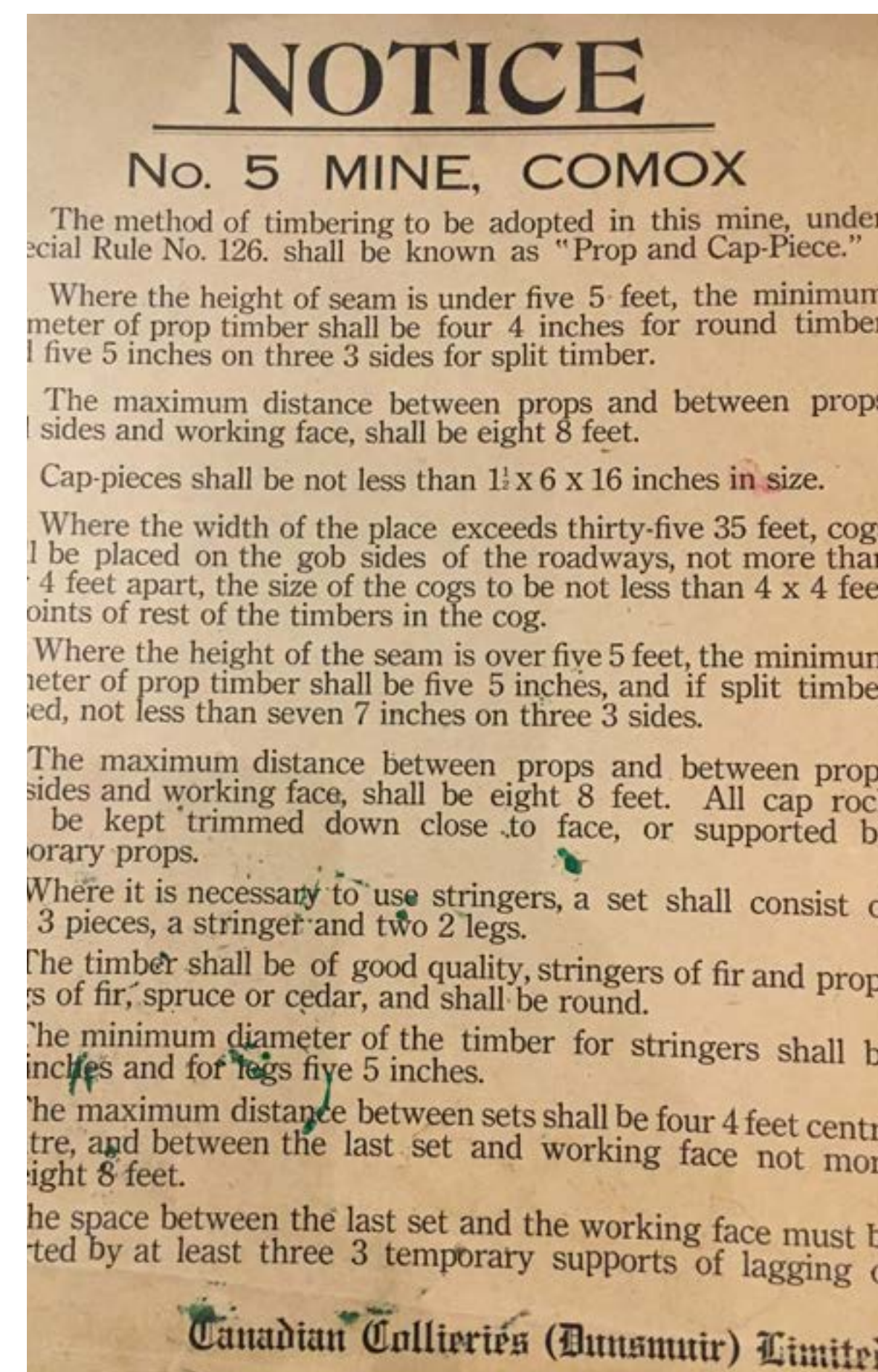


PHOTO: THE ROYAL WE

No. 5 BUILDING SPECIFICATIONS

RE-PURPOSE

Like most of Cumberland, this site is changing. The transition from coal mining town to current day has been slow but has picked up momentum over the last few years. With this, comes the challenge of developing and clearing new land, and also using the old land in new and creative ways. Previously cleared land is a valuable resource and as we look for more inventive ways to increase density while preserving existing greenspace, taking a previously industrial site and creating a naturalized park and play space could be considered a valuable and efficient upgrade.

While the historic component is a key element of the space, the contribution of the entire site to the surrounding residential area mustn't be overlooked. Cumberland is surrounded by forest trails and mountains, with a scale and ease of access that is unprecedented. However, the need for additional pocket and neighbourhood parks that meet the needs of the neighbourhood and are within walking distance of new communities, makes the site a prime candidate to be re-purposed in a meaning and historical manner.

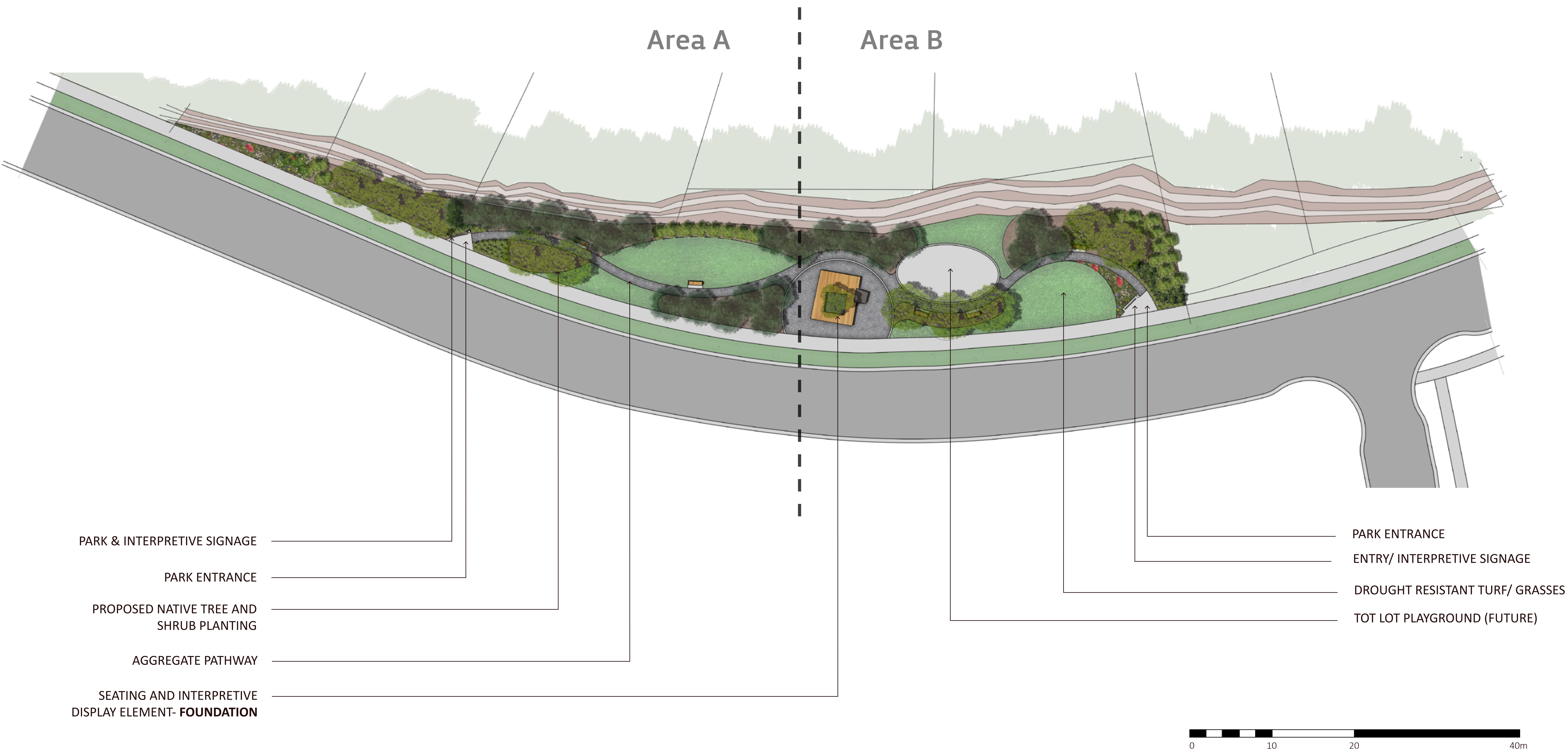


PHOTO: CUMBERLAND MUSEUM ARCHIVES

DUNSMUIR AVE.

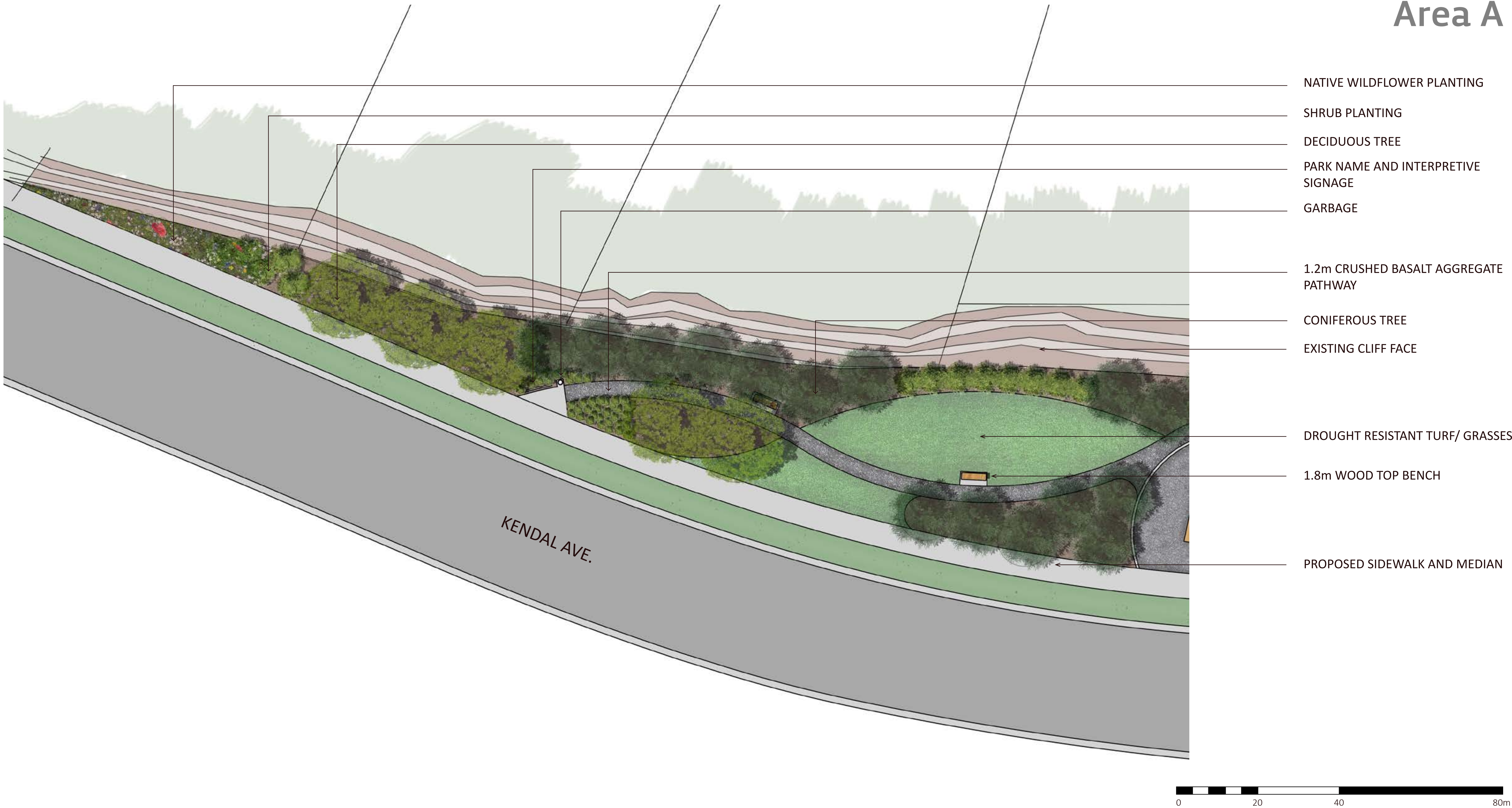
Option 1

Landscape Plan with *Foundation*
Overall Plan



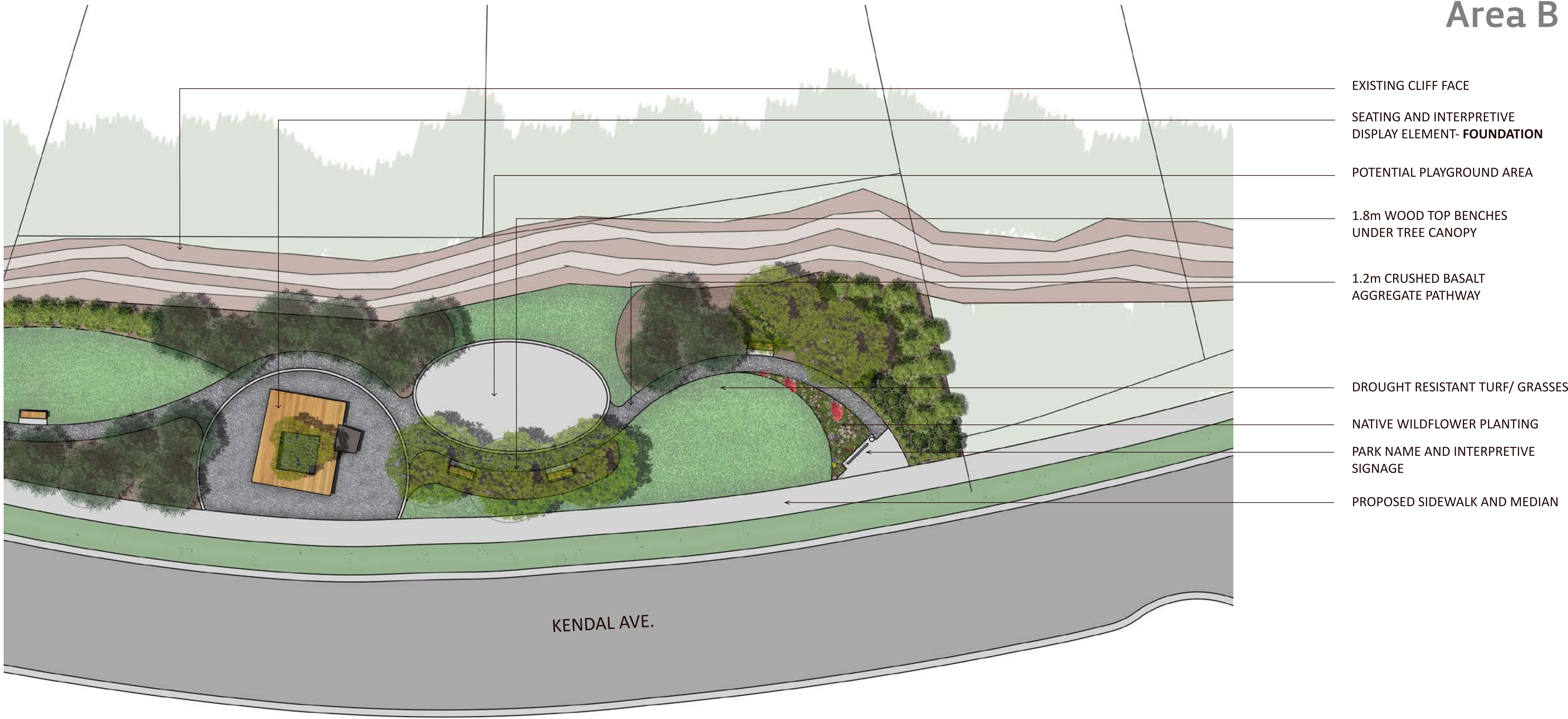
Option 1

Landscape Plan with *Foundation* Area A



Option 1

Landscape Plan with *Foundation* Area B



Foundation

FOUNDATION is a contemporary centerpiece designed to reflect the site's history while offering practical amenities to the future park. The board form concrete base will retrace the original concrete walls in shape and location while, the wood decking will overhang the concrete adding both function and elegance for the piece.

Metal hardware, structural beams and details will be used to reflect the steel vent hoods and other elements that were prevalent in these structures. A metal map and signage could be used on the concrete plinth as a unique and engaging interpretative element.

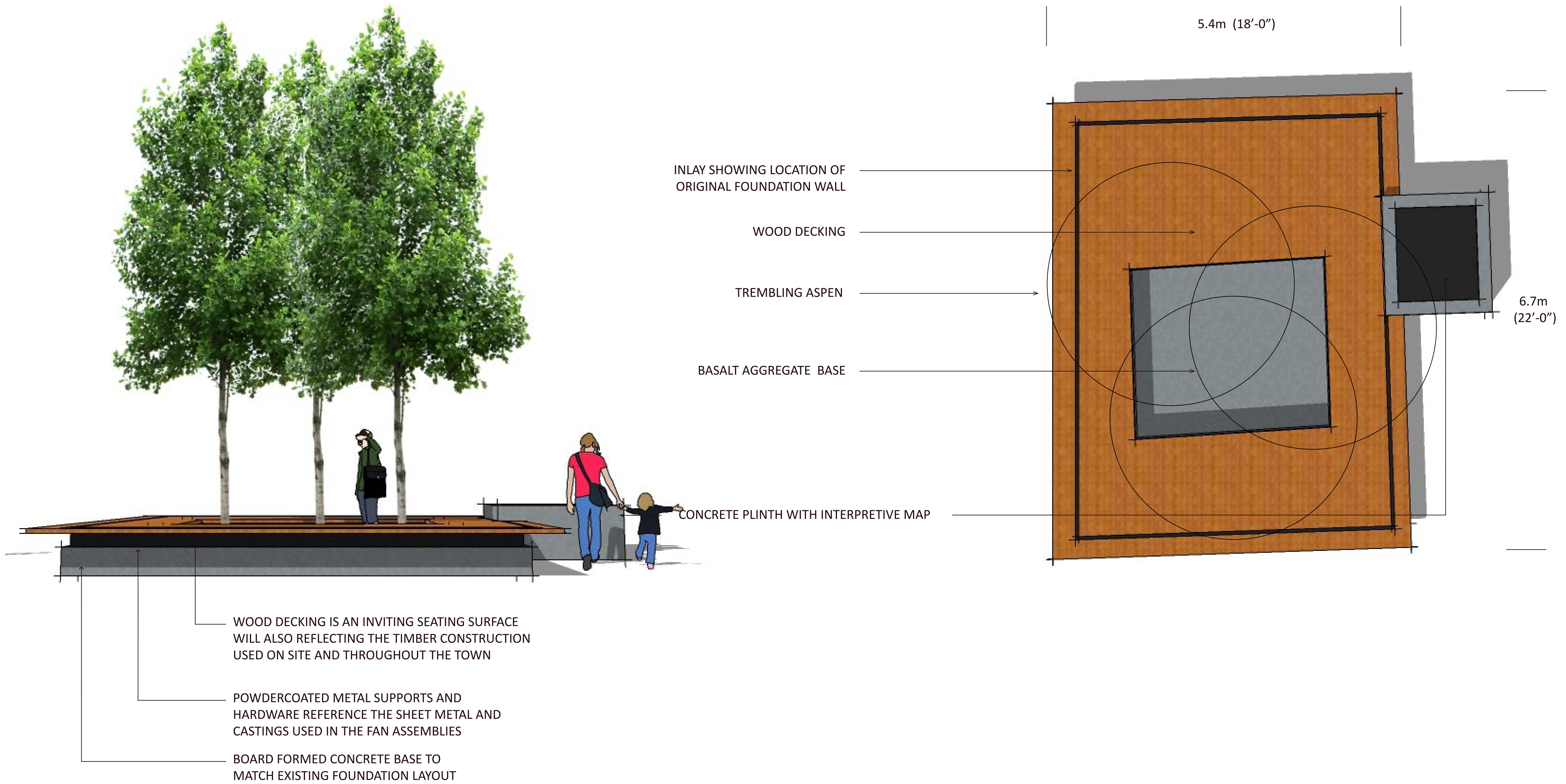
The Trembling Aspen in the middle of the piece references the act of reclamation that has been happening on this and every other mine site since they were closed. These trees, growing out of the middle of this structure, play to the resilience of nature and this site. The pop of yellow in the fall will contrast with the surrounding evergreen plantings and create a destination within the park. The “sunken” feel of this space draws attention to the existing buildings use and the expansive series of shafts and tunnels underneath.



Foundation

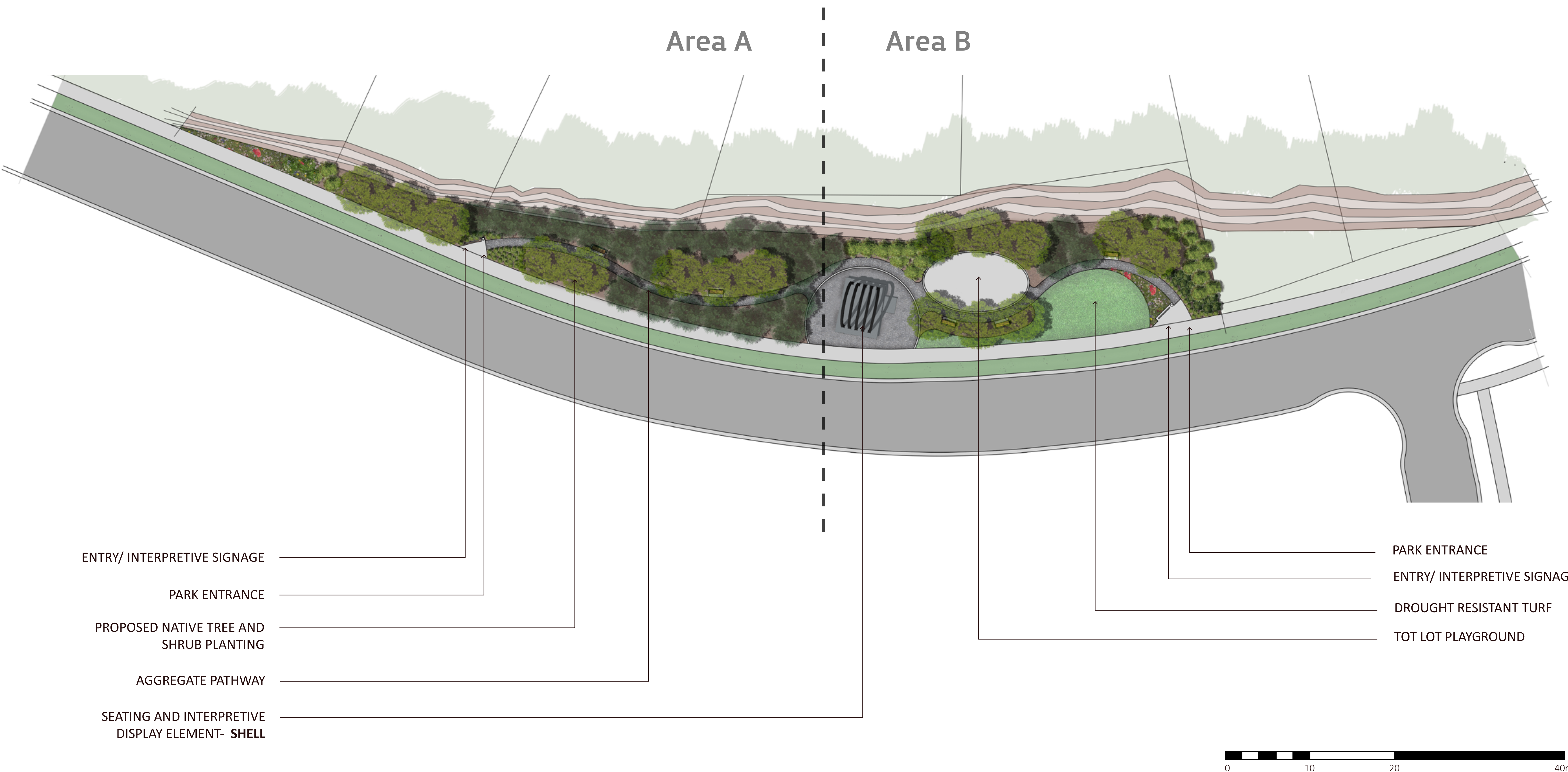
ELEVATION LOOKING EAST

PLAN VIEW



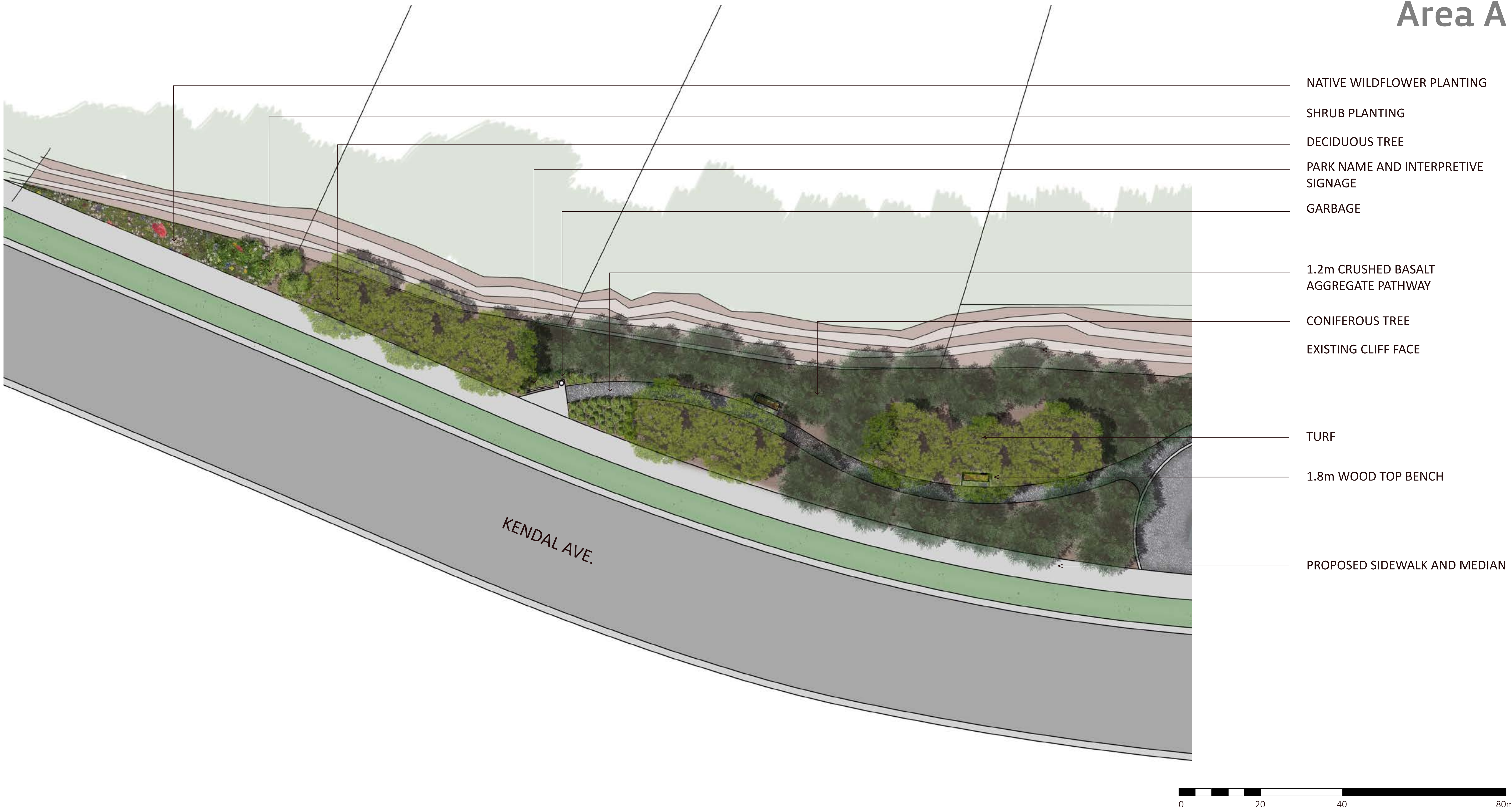
Option 2

Landscape Plan with *Shell*
Overall Plan



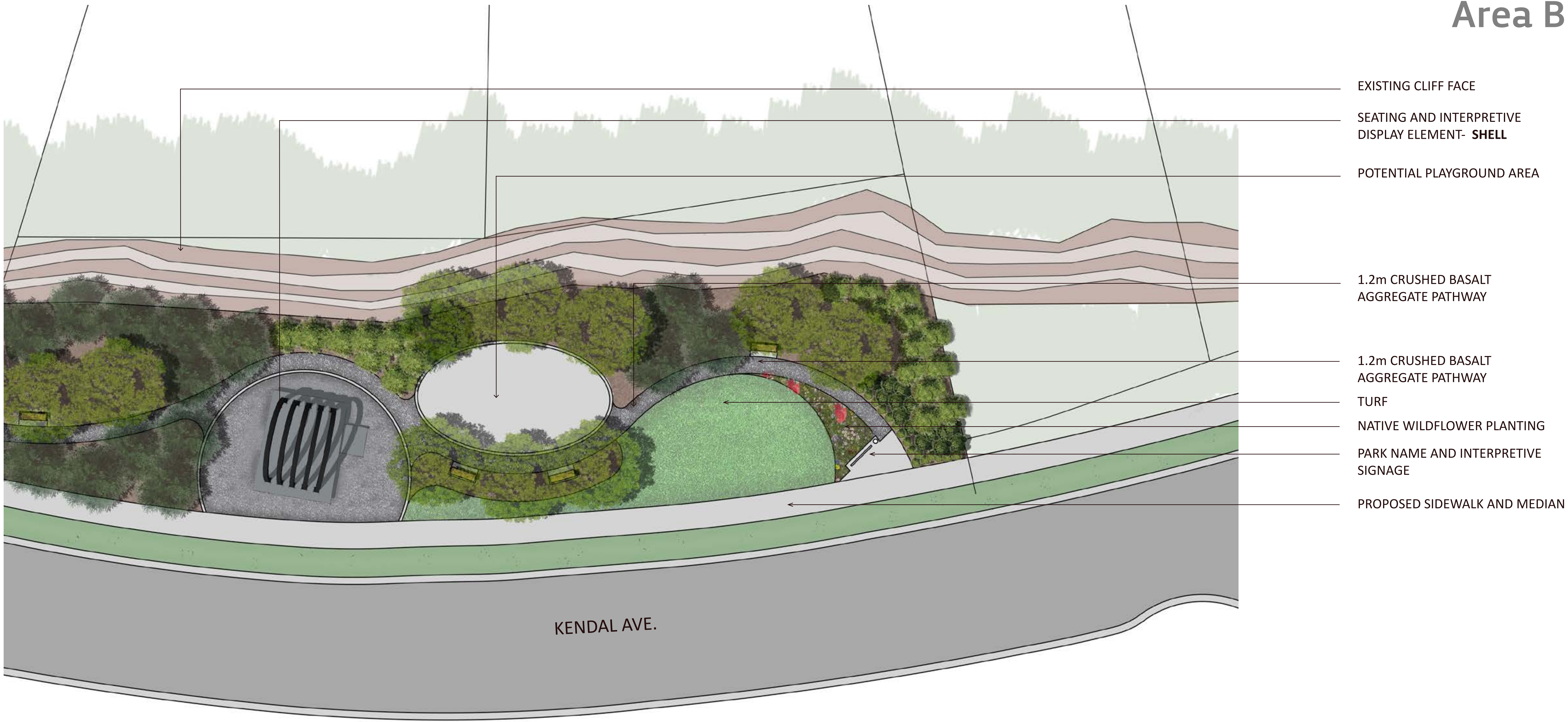
Option 2

Landscape Plan with *Shell*
Area A



Option 2

Landscape Plan with *Shell*
Area B



SHELL aims to help visualize the scale and the purpose of the site. While most of the information and actual parts of the Fan House have been lost to time, we can deduce with some certainty some of the locations of machinery and uses of some areas. Most likely the original location of the fan will be lost under the proposed road construction, so to bring the history to the surface and to visualize the site’s purpose, a shell of the fan hood has been designed to sit on a concrete base. While we are unable to confirm the final size of the fan, based on the dimensions of the assumed location, and measurements from Fan House # 4, it could have ranged between 10’-20’ in diameter, most likely with half of it beneath grade with a metal hood fan visible.

The current design is 18’ in diameter and is made from five arching metal pieces that are 6” wide and 8” deep with a profile similar to an I-Beam. The use of concrete and metal reflects the site building and machinery, and responds to the industrial nature of the site and the era.

The simple lines and scale will add a focal point of interaction to the park and the design will allow views through the piece to the cliff behind and through the park plantings. This will help make the connections to the surrounding site but also reflect the themes of reclamation and re-purposing.

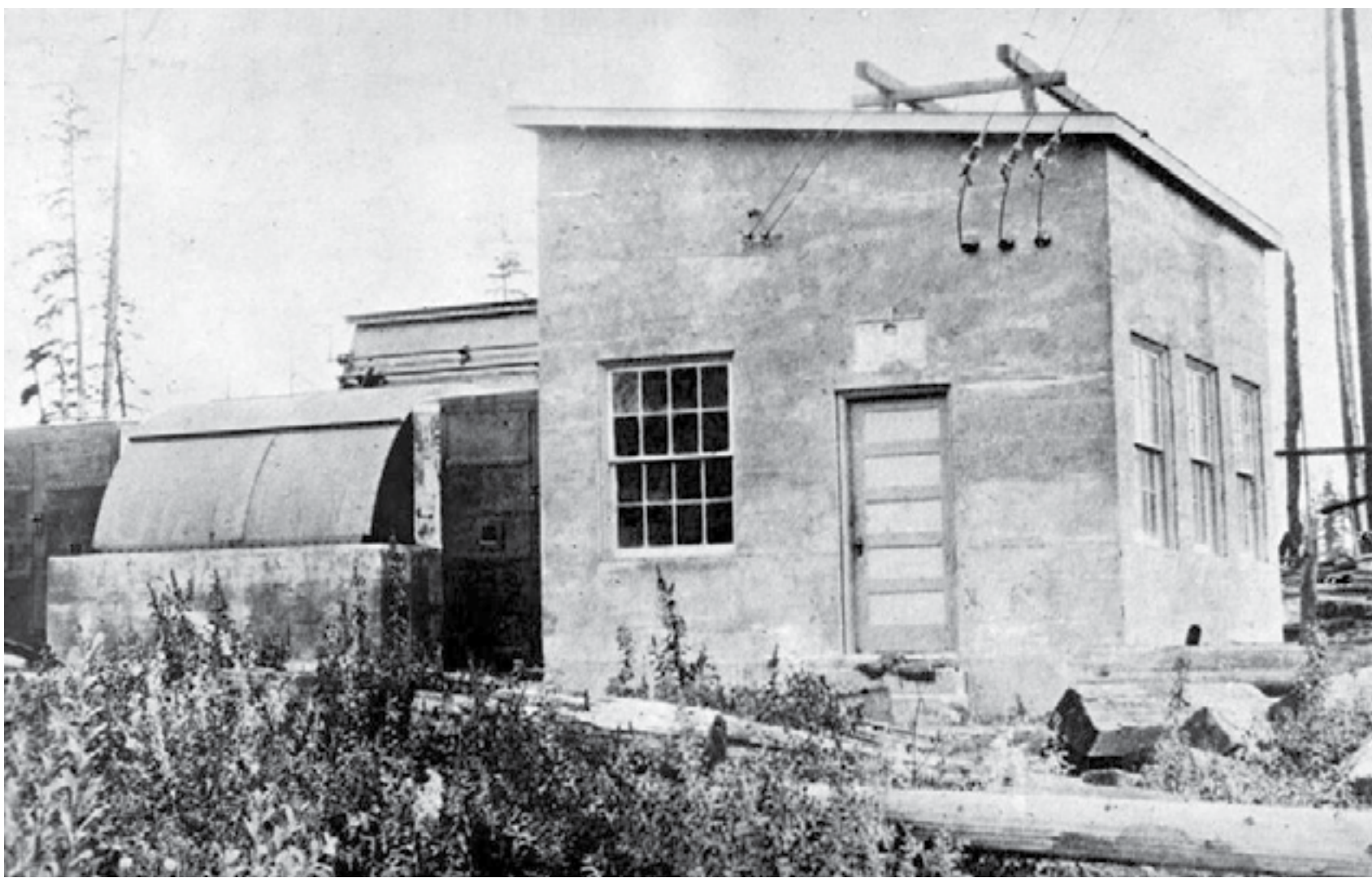
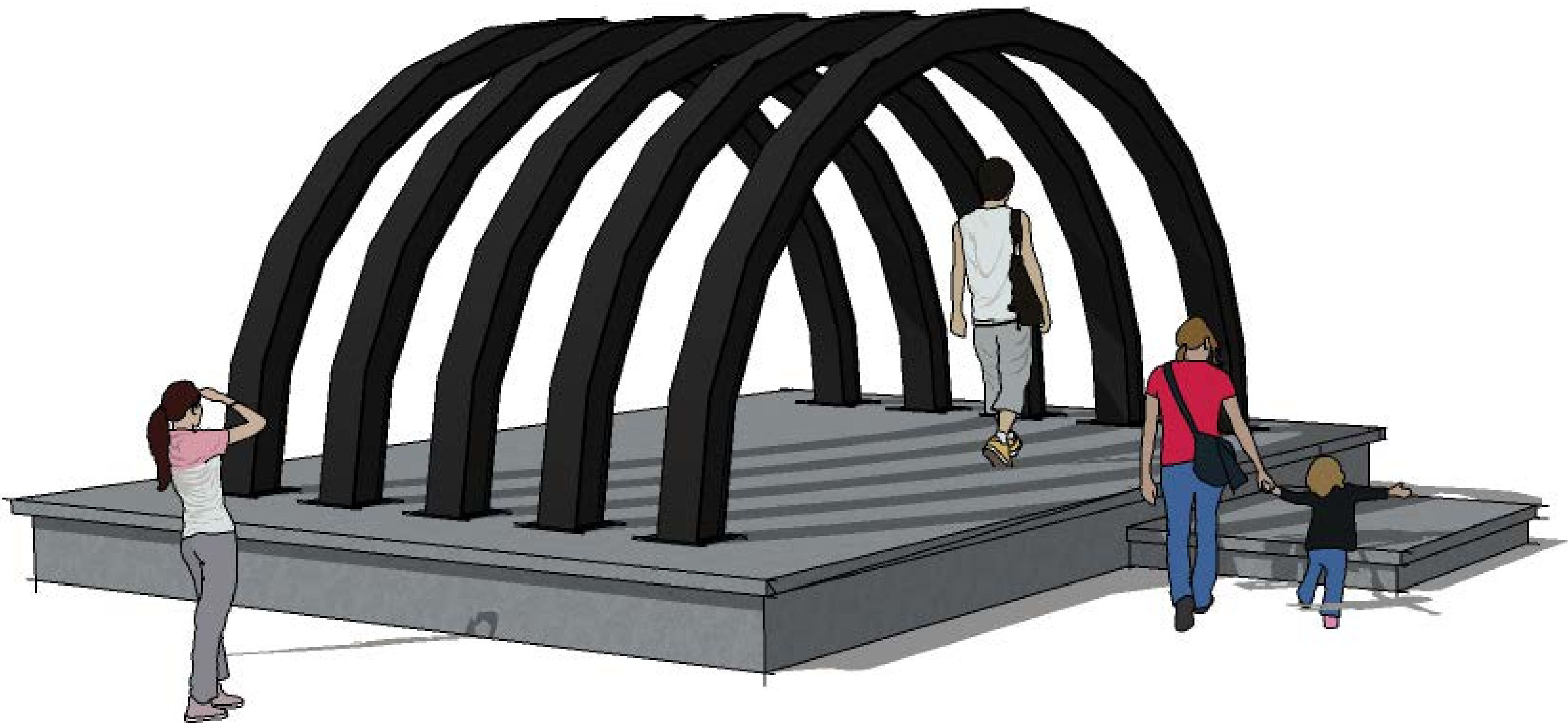


PHOTO: BC ARCHIVES

No. 7 Fan House (1911)

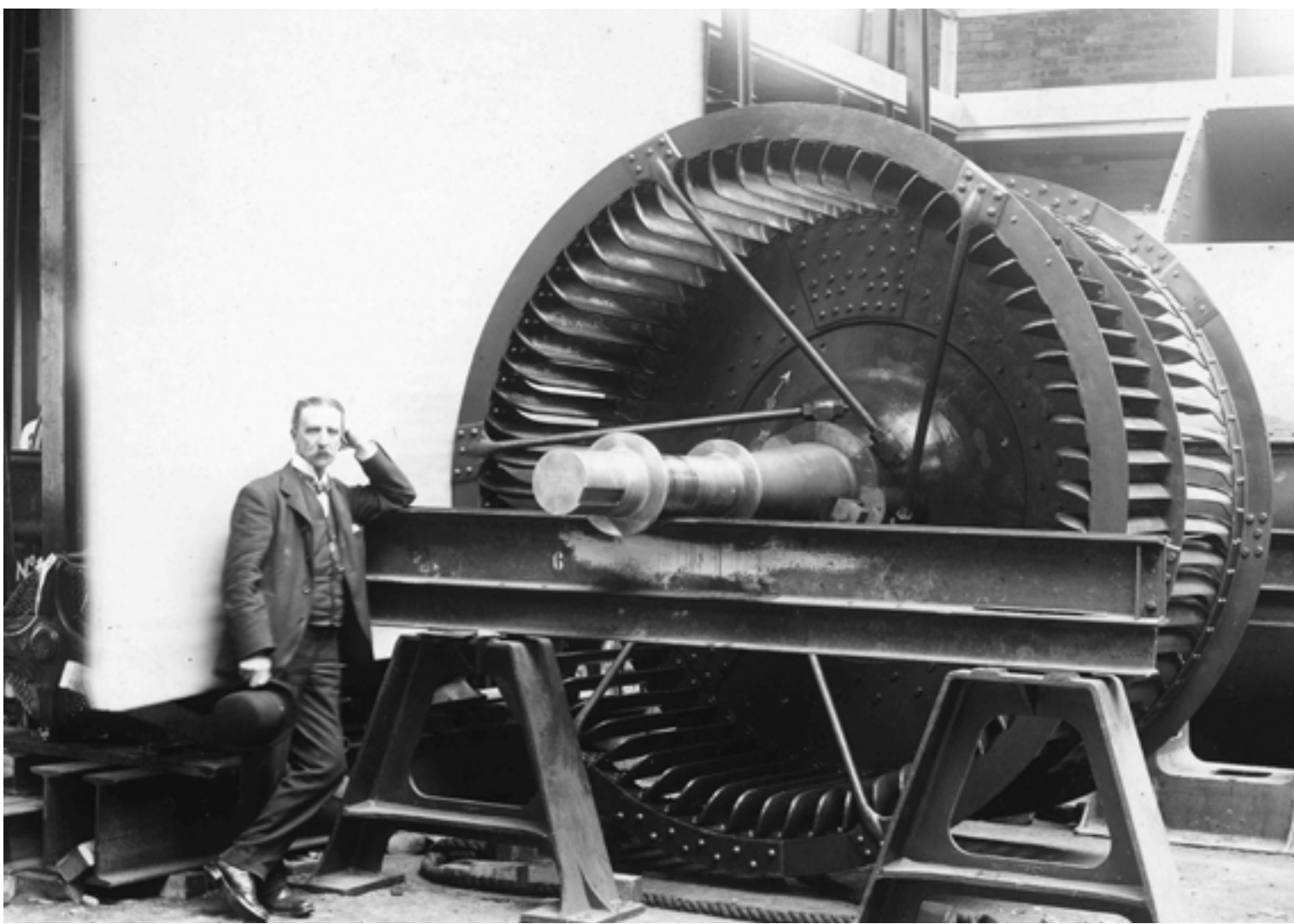


PHOTO: WIKIPEDIA

SAMUEL DAVIDSON (INVENTOR) NEXT TO CENTRIFUGAL FAN

ELEVATION LOOKING NORTH



POWDERCOATED METAL ARCHES TO REPRESENT THE ACTUAL SIZE OF THE No 5 FAN. METAL REFERENCES THE MACHINERY AND FAN HOOD ASSEMBLY

BOARD FORMED CONCRETE BASE TO MATCH EXISTING FOUNDATION LAYOUT. 18" HIGH BASE CAN BE USED FOR SEATING

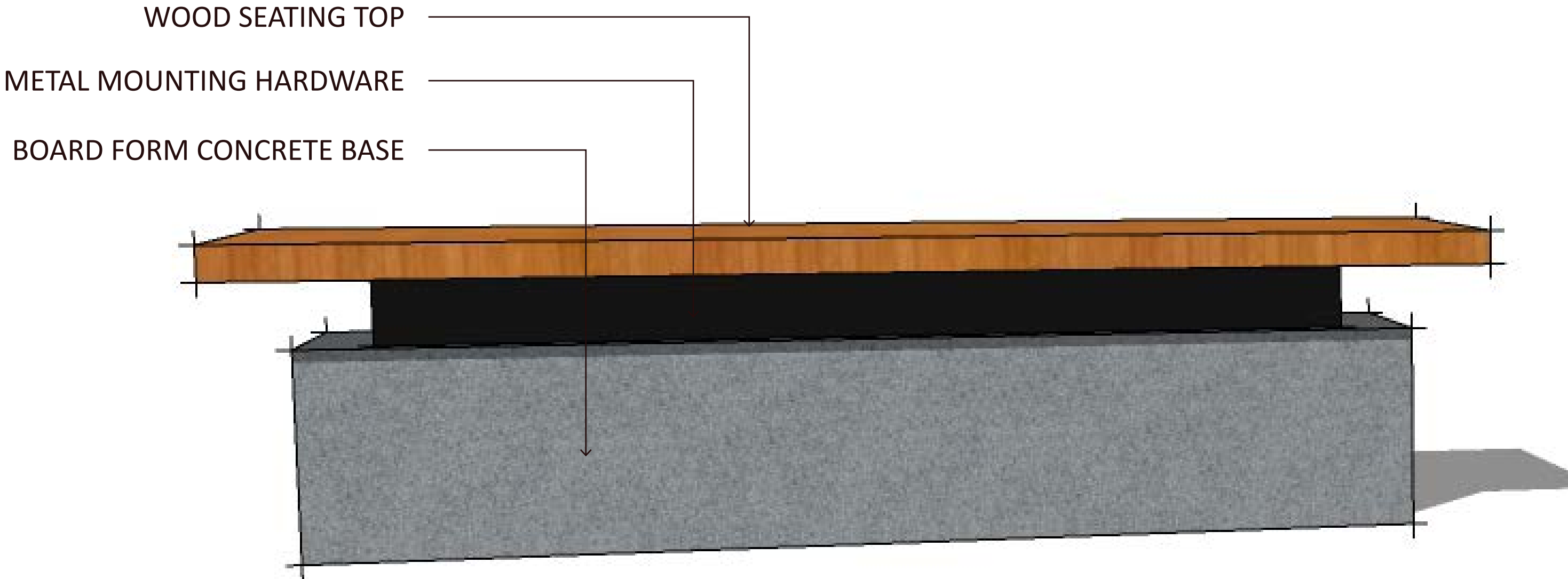
ELEVATION LOOKING EAST TO CLIFF FACE



POWDERCOATED METAL ARCHES TO REPRESENT THE ACTUAL SIZE OF THE No 5 FAN. METAL REFERENCES THE MACHINERY AND FAN HOOD ASSEMBLY

BOARD FORMED CONCRETE BASE TO MATCH EXISTING FOUNDATION LAYOUT. 18" HIGH BASE CAN BE USED FOR SEATING

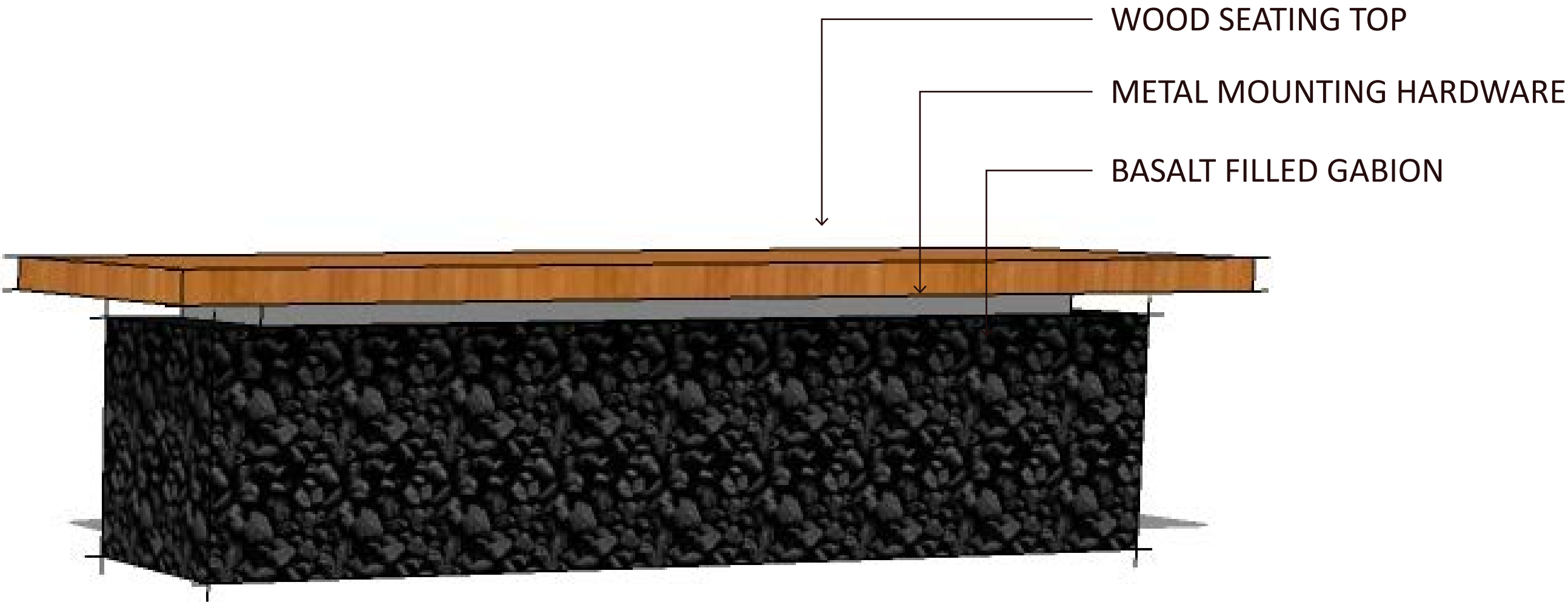
Seating could also continue the conversation about the site and it's history. A mix of traditional and custom benches could be used to tell more of the story and create a narrative through the site.



Foundation

This bench option pulls of the architecture and design of the larger bench and creates a continuity of materials through the site.

There is a potential for interpretative panels to be inlaid into the bench tops as well as a walking tour through the site.

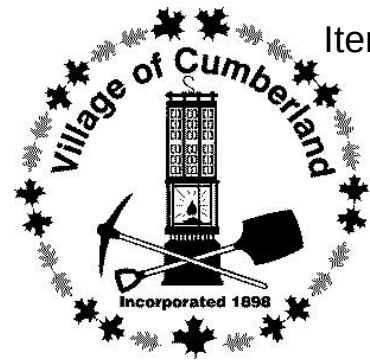


Gabion

Using basalt stones gabions are filled and used as the base for these benches. The black colour and geometric nature of the stone recalls the coal with a modern cleaner look.

There is a potential for interpretative panels to be inlaid into the bench tops as well as a walking tour through the site.

COUNCIL REPORT



Item 5.3

REPORT DATE: July 2, 2019

MEETING DATE: July 8, 2019

File No. 0540-20

TO: Mayor and Councillors

FROM: Karin Albert, Senior Planner

SUBJECT: Heritage Committee Terms of Reference

RECOMMENDATION

- i. THAT Council receive the Heritage Committee Terms of Reference report dated July 2, 2019.
- ii. THAT Council give first, second and third reading to the “Heritage Commission Repeal Bylaw No. 1107” to repeal “The Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006.”
- iii. THAT Council adopt the amended Policy 1.6, Heritage Committee Terms of Reference.
- iv. THAT Council appoint the current Heritage Commission members, Paul Laronde, Meaghan Cursons, and Councillor Sproule to the new Heritage Committee.

SUMMARY

This report is to update the terms of reference for the Heritage Commission. Staff also recommends to convert the Commission to a Select Committee of Council as the work of the Heritage Commission corresponds more closely to the role of a Select Committee versus a Commission as identified in Division 4 of the *Community Charter*.

BACKGROUND

At their November 13, 2018 meeting, staff presented a report reviewing Council Committees and Commissions. Council passed a resolution to “*review the Advisory Planning Commission and Heritage Commission bylaws and terms of reference, and to draft a policy on committee procedures for Council’s consideration*” (resolution 18-583).

The Advisory Planning Commission bylaw was reviewed earlier this year. The amending Bylaw No. 1096 was adopted on March 25, 2019. At the June 24, 2019 meeting, Council adopted revised Terms of References for both the Homelessness and Affordable Housing Committee and the Accessibility Committee.

In preparation for this report, staff reviewed the Heritage Commission bylaw and Terms of Reference. Based on that review, staff recommends to repeal the bylaw, establish the Commission as a Committee and update its Terms of Reference. To create more consistency across Committees, the updated Heritage Committee Terms of Reference follows the same template as used for the Homelessness and Affordable Housing Committee and for the Accessibility Committee. That template includes a section on Procedures and Administration to clarify committee procedures. It also clarifies that the Committee is subject to the open meeting, conflict of interest and procedural and other applicable rules under the *Community Charter* and the Council Procedures Bylaw.

Commissions and Committees in the legislation

Section 597 (1) of the *Local Government Act* gives local governments the authority to designate an existing organization to act as a community heritage commission. The *Local Government Act* does not describe the role of a Heritage Commission but references Division 4, section 143, Municipal Commissions, of the *Community Charter*.

That section of the *Community Charter* authorizes municipal councils to “establish and appoint commissions to (a) operate services; (b) undertake operation and enforcement in relation to the council’s exercise of its authority to regulate, prohibit and impose requirements; (c) manage property and licences held by the municipality.”

Section 142 allows councils to “establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.” Further, at least one member of a select committee must be a council member, the remainder can be residents.

Given that the Cumberland Heritage Commission does not undertake operations and enforcement, prohibit and impose requirements, nor manage property and licences held by the Village and, further, given that a Council member sits on the Commission, staff recommend that the Cumberland Heritage Commission be established as a Select Committee of Council. This will require a repeal of the Heritage Commission Bylaw No. 824, 2006. See Appendix A: the Heritage Commission Repeal Bylaw No. 1107.

Updated Terms of Reference

Staff recommend updating the Council Policy No. 1.6, Heritage Commission Terms of Reference to establish the Commission as a Select Committee of Council and more accurately reflect its current role. Appendix B shows the proposed amendments to the Council policy. Appendix C is the proposed amended policy for consideration for adoption by Council.

Key changes to the Heritage Commission Terms of Reference are summarized below:

- a. Change the name of the Heritage Commission to Heritage Committee;
- b. Delete references to Heritage Commission bylaw;
- c. Change the sections and section headings to those used in the terms of references for the Accessibility Committee and the Homelessness and Affordable Housing Committee to follow a common template. This includes adding the section “Procedures and Administration.”

- d. Change the end of the term of committee members to coincide with the local general elections. If Committee members are appointed mid-term, their term would nonetheless end at election time.
- e. Change the maximum number of committee numbers from twelve to eleven to have an uneven number for decision-making by majority vote. Note that the maximum number of members of the Homelessness and Affordable Housing Committee, the Accessibility Committee and the Advisory Planning Commission is seven. There is no particular reason to limit membership to seven. However, it is commonly recognized that discussion and deliberation tends to be more effective in smaller groups. The reality is that recruitment of a large number of members to Village committees cannot always be achieved. Also, Council can always choose to appoint less than the maximum number of members.

The scope of work remains largely the same apart from the following update:

- a. Change “development of a heritage management plan” to “implementation of the Village’s heritage management plan including developing statements of significance for historic sites and buildings within the Village;”

The Committee’s 2019 Work plan

At its February 2019 meeting, the Heritage Commission reviewed its work plan for the year. The key work plan items for 2019 are:

- a. Develop statements of significance for the following four sites:
 - i. Coal Beach and #4 Mine Site
 - ii. Little Jerusalem
 - iii. Perseverance Creek
 - iv. The Big Store
- b. Support the Grand Opening Ceremony of No. 1 Japanese Town Interpretive Trail in Coal Creek Historic Park on June 8, 2019.

Committee membership

The Heritage Commission currently only has two community members, Paul Laronde and Meaghan Cursons. The Council member on the Commission is Councillor Sproule with Jesse Ketler as alternate. Upon Council decision with respect to establishing the Heritage Commission as a Select Committee, staff will work with the current members to recruit additional members.

FINANCIAL IMPLICATIONS

Council has allocated funding to the Heritage Commission and their work. If the Heritage Commission becomes a Select Committee of Council, the funding will be available for the Committee.

Heritage Commission Committee	2019 Total Budget	Spent to Date	Remaining
Meeting costs	\$500	-	\$500
Heritage Commission training	\$1,500	\$380	\$1,120
Total	\$2,000	\$380	\$1,620

OPERATIONAL IMPLICATIONS

Heritage conservation and the support of the Heritage Commission are part of the services provided by the Development Services Department.

STRATEGIC OBJECTIVE

No strategic objective related to heritage preservation has been identified by Council for 2019. However, heritage preservation is one of fifteen goals identified in the Village of Cumberland Official Community Plan Bylaw No. 990, 2014.

ATTACHMENTS

1. Heritage Commission Repeal Bylaw No. 824
2. Proposed amendments to Council Policy 1.6, Heritage Commission Terms of Reference
3. Amended Council Policy 1.6 Heritage Committee Terms of Reference

CONCURRENCE

Ken Rogers, Manager of Development Services

Rachel Parker, Corporate Officer

OPTIONS

1. THAT Council repeal the Heritage Commission Bylaw No. 824,2006 and adopt the amended Policy 1.6, Heritage Commission Terms of Reference to create the Heritage Committee Terms of Reference.
2. THAT Council repeal the Heritage Commission Bylaw No. 824,2006 and request further amendments to the proposed Heritage Committee Terms of Reference.
3. Any other action deemed appropriate by Council.

Respectfully submitted,

Karin Albert
Senior Planner

Sundance Topham
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF CUMBERLAND

BYLAW NO. 1107

A Bylaw to Repeal the Heritage Commission Bylaw.

The Council of the Corporation of the Village of Cumberland, in open meeting assembled, enacts as follows:

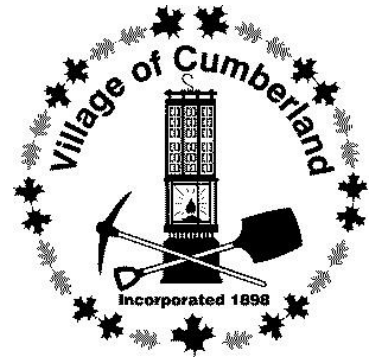
1. This Bylaw shall be cited as “Heritage Commission Repeal Bylaw No. 1107, 2019”.
2. This bylaw repeals “The Corporation of the Village of Cumberland Heritage Commission Bylaw No. 824, 2006”.

READ A FIRST TIME THIS	DAY OF	2019.
READ A SECOND TIME THIS	DAY OF	2019.
READ A THIRD TIME THIS	DAY OF	2019.
ADOPTED THIS	DAY OF	2019.

Mayor

Corporate Officer

COUNCIL POLICY



Title: **Heritage Commi~~tee~~^{ssion} Terms of Reference**

Authority:

Adopted Date: November 25, 2013

Amended Date:

No. 1.6

Section: Administration

Motion No. 2013-561

Policy FrameworkStatement

~~The Village of Cumberland Heritage Commission is a volunteer advisory group that assists and makes recommendations to Council regarding issues associated with the protection and conservation of heritage buildings, sites and landscapes within the Village of Cumberland.~~

The 2014 official community plan heritage preservation objectives (5.4) are:

- Continue to promote public education and support for heritage preservation and the importance of archaeological and historical sites and materials within and related to the Village.
- Preserve the Village's built heritage, artifacts, structures, and landscapes.
- Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.
- Build on and incorporate previous work such as the *Village of Cumberland Heritage Conservation Management Plan*.

Purpose of the Committee

~~The purpose of this policy is to provide direction to the Heritage Commission and to set out Council's expectations for its tasks and duties further to the mandate set out in the Heritage Commission Bylaw. This bylaw also sets out procedures for membership, selection of the chair, voting rules, Commission procedures, and budget. The Heritage Commission is further bound by the rules set out in the Council Procedure Bylaw and BC Community Charter in regards to~~

~~meeting procedure and open meeting rules.~~ the committee is to undertake and complete the scope of work set out in this policy.

Policy

1. Membership

~~The Commission membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design. (moved below reporting)~~

Scope Of Work

1. The Commission's work will be guided by Cumberland's official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

~~The Committee will ssion is tasked with the following:~~

- a) ~~working~~ with Village staff and consultants in the implementation of the Village's development of a heritage management plan for Council's consideration. ~~This plan will identify the goals and objectives for the conservation of the community's heritage resources (as per Heritage Commission bylaw); including developing statements of significance for historic sites and buildings within the Village;~~
- b) ~~working~~ with Village staff and consultants in maintaining and updating the developing a heritage registry for Council's consideration;
- c) ~~advising~~ Council on matters referred to it by Council ~~(as per Heritage Commission bylaw);~~
- d) ~~reviewing~~ and ~~making~~ recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas through a referral ~~form provided by Village staff~~ from Council;
- e) ~~to~~ make recommendations to Council respecting applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designation as directed by Council ~~(as per Heritage Commission bylaw);~~

- f) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee ~~teession (as per Heritage Commission bylaw);~~
- g) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee ~~teession~~ in the year past and outlines the work priorities proposed for the upcoming year ~~(as per Heritage Commission bylaw).~~

Reporting

- 2. The Committee ~~teession~~ reports to the Council typically through the following:
 - a) meeting minutes, which may include recommendations to Councils in its minutes, and
 - b) recommendations included in staff reports.
- 3. ~~In November of each year, the Commission must submit to the corporate officer for Council's approval a schedule of monthly meetings for the following year to be held on a regularly scheduled day. (moved under Procedures and Administration below)~~
- 3. The secretary of the Committee ~~teession~~ must provide to the corporate officer
 - a) a copy of draft minutes for receipt by Council within ~~ten days~~ one week of a Committee ~~teession~~ meeting
 - b) adopted meeting minutes signed by the Committee ~~teession~~ chair for certification by the corporate officer.
 - d) ~~The senior planner will work with the Commission in a supporting and advisory role. (see procedures and administration)~~

Membership

- 4. Council will appoint up to eleven members to the committee, including
 - (a) one member of Council who may not sit as chair or vice-chair;
 - (b) up to ten community-at-large members.
- 5. The members must select a chair, vice-chair and secretary from amongst the members.
- 6. The Committee ~~teession~~ membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.
- 7. Committee members' terms will end at the subsequent local government election. Terms can be renewed by the new Council after the election.

Procedures and Administration

8. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
9. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.
10. The Committee will have the following staff resources:
 - (a) Administrative support for:
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Submission of minutes to Council agenda for receipt
 - (b) Planning support for
 - Completing statements of significance
 - Guidance with development permit and development variance permit application reviews
 - Guidance with official community plan, zoning bylaw and other Village bylaws
 - Provision of data and resources
11. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.

COUNCIL POLICY



Title: Heritage Committee Terms of Reference	No. 1.6
Authority: Adopted Date: November 25, 2013 Amended Date:	Section: Administration Motion No. 2013-561

Policy Framework

The 2014 official community plan heritage preservation objectives (5.4) are:

- Continue to promote public education and support for heritage preservation and the importance of archaeological and historical sites and materials within and related to the Village.
- Preserve the Village's built heritage, artifacts, structures, and landscapes.
- Identify and promote incentives to assist in the conservation of heritage buildings, structures, sites, and significant trees.
- Build on and incorporate previous work such as the *Village of Cumberland Heritage Conservation Management Plan*.

Purpose of the Committee

The purpose of the committee is to undertake and complete the scope of work set out in this policy.

Scope Of Work

1. The Committee's work will be guided by Cumberland's official community plan, policies and other bylaws. The Commission must also use the BC Heritage Branch, *Heritage Conservation: A Community Guide* as a guideline and resource for its work.

The Committee will

- a) work with Village staff and consultants in the implementation of the Village's heritage management plan including developing statements of significance for historic sites and buildings within the Village;
- b) work with Village staff and consultants in maintaining and updating the heritage registry;
- c) advise Council on matters referred to it by Council;
- d) review and make recommendations on development applications within any Heritage Conservation Area (HCA) or Heritage Revitalization Development Permit Areas through a referral from Council;
- e) make recommendations to Council respecting applications for the heritage designation of buildings, structures, and landscapes; and the demolition, preservation, alteration, or renovation of heritage designated buildings, structures and landscapes; or review of potential heritage designation as directed by Council;
- f) undertake and support activities of a heritage nature, including fundraising, education, heritage research, and the organization of or participation in heritage events, provided Council has first authorized any such activities of the Committee
- g) submit to Council for its approval on an annual basis a work program report which summarizes the activities of the Committee in the year past and outlines the work priorities proposed for the upcoming year.

Reporting

- 2. The Committee reports to the Council typically through the following:
 - a) meeting minutes, which may include recommendations to Council, and
 - b) recommendations included in staff reports.
- 3. The secretary of the Committee must provide to the corporate officer
 - a) a copy of draft minutes for receipt by Council within ten days of a Committee meeting.
 - b) adopted meeting minutes signed by the Committee chair for certification by the corporate officer.

Membership

- 4. Council will appoint up to eleven members to the committee, including
 - (a) one member of Council who may not sit as chair or vice-chair;

- (b) up to ten community-at-large members.
5. The members must select a chair, vice-chair and secretary from amongst the members.
 6. The Committee membership should broadly represent the various interests of the community, including but not limited to heritage conservation, history, business, development, environment, tourism, architecture, and design.
 7. Committee members' terms will end at the subsequent local government election. Terms can be renewed by the new Council after the election.

Procedures and Administration

8. The Committee is subject to the open meeting, conflict of interest, and procedural rules and other applicable rules under the *Community Charter* and the Council Procedure Bylaw.
9. The Committee will meet within 21 days of referral from Council or staff. In November or December each year, the Committee must set out a preferred day of the week and time for its meetings for the following year.
10. The Committee will have the following staff resources:
 - (a) Administrative support for:
 - Scheduling and public notice of meetings
 - Preparation of meeting agendas and agenda items for discussion
 - Assistance with the preparation of work plans and budgets
 - Submission of minutes to Council agenda for receipt
 - (b) Planning support for
 - Completing statements of significance
 - Guidance with development permit and development variance permit application reviews
 - Guidance with official community plan, zoning bylaw and other Village bylaws
 - Provision of data and resources
11. Each year by July, the Committee must develop and submit to Council a work plan and budget request for the following year.