

REPORT  
2001 August 13

CITY OF BURNABY

COMMUNITY HERITAGE COMMISSION

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**RE: CITY OF BURNABY ARCHIVES - PROJECT 2002**

RECOMMENDATIONS:

1. **THAT** Council authorize the allocation of \$13,400 from the Community Heritage Commission budget in 2002 to undertake an initial project to catalogue, describe, operate and provide public access to the City of Burnaby Archives on a part-time basis.

**REPORT**

The Community Heritage Commission receives an annual budget allocation to undertake various heritage projects throughout Burnaby. On Thursday, August 09, 2001 the Commission met to discuss a proposal to undertake a project to allow the continued development of the City of Burnaby Archives in 2002. As a quorum of Commission members were not present and therefore unable to formally adopt a staff recommendation, the Chair and members, recognizing the time frame for budgetary submissions is limited, requested Council be asked to authorize the project without formal recommendation from the Commission, understanding that it is Council authorization which is required to resolve to approve a committee or commission project.

The Commission has always been a strong supporter and advocate for the creation of the City of Burnaby Archives. Arising from this support, the Commission is requesting Council authorize utilization of Commission funds, on a project basis, to provide for part time assistance and meet some minor operational costs to catalogue, describe and provide public access to the Archives during the coming year.

In addition, by undertaking this project, Council will place the Archives in a position to meet the application standards for various grant programs for the start-up and operation of an archival facility. Minimum grant standards require the archives be open to the public and operational for three days per week.

It is therefore respectfully requested Council authorize the utilization of Community Heritage Commission funds, in the year 2002, to undertake a project to continue cataloguing, describing and providing part-time public access to the City of Burnaby Archives.

Respectfully submitted,

Councillor C. M. H. Redman,  
Chair

Councillor D. N. Johnston,  
Vice-Chair

Copy: Deputy City Manager -  
Corporate Services  
Director Planning and Building  
Director Finance