

**COMMUNITY HERITAGE COMMISSION**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: BURNABY SCHOOL DISTRICT #41 ARCHIVAL COLLECTION**

**RECOMMENDATION:**

1. THAT Council authorize staff to work with the Burnaby School District #41 to develop a work plan for conserving their historic records and memorabilia during their Centennial celebration and prepare a report for the consideration of the Community Heritage Commission and Council.
2. THAT Council receive this report for information.

**REPORT**

The Community Heritage Commission, at its meeting held on 2006 March 02, received and adopted the *attached* report seeking authorization to report on the potential incorporation of historic School Board records into the City Archives.

Arising from discussion, the Committee amended the recommendation to include that Council receive this report for information.

Respectfully submitted,

Councillor Colleen Jordan  
Chair

Councillor Gary Begin  
Vice Chair

Copied to: City Manager Chief Librarian Director Planning & Building
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**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2006 February 16

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 3520 20  
*Reference: Bby Sch Dst #41*

**SUBJECT:** BURNABY SCHOOL DISTRICT #41 ARCHIVAL COLLECTION

**PURPOSE:** To authorize staff to report on the potential incorporation of historic School board Records into the City Archives.

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**RECOMMENDATION:**

1. **THAT** staff work with the Burnaby School District #41 to develop a work plan for conserving their historic records and memorabilia during their Centennial celebration and prepare a report for the consideration of the Community Heritage Commission and Council.

**REPORT**

At their meeting of 2005 November 03, the Community Heritage Commission requested “THAT staff prepare a report on recovery and safe storage of the School Board records [of historical and community value] especially the Barnet School Registers”. In response to this request, staff met with Mr. Elliot Grieve, the Associate Superintendent of the Burnaby School District, to discuss the issues related to archival collections and the potential partnership with the City to conserve historic records and memorabilia.

2006 marks the centennial of the Burnaby School Board and a district-wide commemoration of this event will involve all Burnaby schools and the community at large including former students and staff. As part of this event, it is inevitable that historic records and memorabilia will be used to highlight the 100 years of history and achievement of Burnaby schools. It provides an opportunity to both celebrate this historic event and to provide a lasting legacy to the community in the form of a collection of historic materials that will be preserved for future generations that documents this important aspect of Burnaby’s history.

Currently, the School District maintains a number of record groups which includes administrative records, student records and memorabilia. The Administrative Records group includes the ongoing historic minutes of the School Board and the larger records of its operations.

To: Community Heritage Commission  
From: Director Planning and Building  
Re: Burnaby School District #41 Archival Collection  
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Every school in Burnaby also maintains to a certain degree, dependant on its history and age, its own historic records and memorabilia collections that include historic photographs, student registers and memorabilia. As part of its legislated mandate the School Board is required to permanently retain student records. These records include all of the early attendance registers, such as those of the Barnet School now stored at Rosser Elementary School. Many of these records form an extremely rare and historically valuable record of Burnaby's past and are deserving of protection and access to the wider community subject to current Freedom of Information guidelines.

Based on preliminary discussions with the School Board, it is acknowledged that assistance from Burnaby city staff with expertise in records management and archives is required to undertake a project to inventory and assess the records in their care and provide a plan for their long-term conservation. Given the high-level of awareness and interest that will result from the Centennial celebration, it has been determined that 2006 will form an important opportunity to undertake this heritage project.

With the concurrence of the Heritage Commission and Council, city staff from the Clerks Department and the Heritage Planner will continue to meet with the School Board staff to develop the necessary work plan. Upon completion of a basic review of the volume and extent of records, civic staff will prepare a report which will detail the options and next steps to accomplish the conservation of the historic Burnaby School District records.



J.S. Belhouse  
DIRECTOR PLANNING AND BUILDING

JW:tn

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cc: City Manager  
City Clerk  
Chief Librarian

