
COMMUNITY HERITAGE COMMISSION**B***HIS WORSHIP, THE MAYOR
AND COUNCILLORS***SUBJECT: BURNABY HISTORIC PHOTOGRAPH ONLINE DATABASE****RECOMMENDATION:**

1. THAT Council approve the expenditure of Gaming Funds to finance up to \$175,500 (net of 6% GST rebate) of the project cost to complete the Burnaby Historic Photograph Online Database, as outlined in this report.

REPORT

The Community Heritage Commission, at its meeting held on 2007 April 05, received and adopted the *attached* report outlining Phase II of the Burnaby Historic Photograph Online Database Project and seeking Council authorization for funding of the project through Gaming Funds.

Respectfully submitted,

Councillor C. Jordan
ChairCouncillor G. Begin
Vice Chair

Copied to:	City Manager Deputy City Manager Director Parks, Recr. & Cult. Services Director Finance Chief Librarian Chief Information Officer Director Planning & Building
------------	---

TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2007 March 15

FROM: DIRECTOR OF PLANNING AND BUILDING

FILE: PC 3520 20
File Ref: HPOD

SUBJECT: BURNABY HISTORIC PHOTOGRAPH ONLINE DATABASE

PURPOSE: To outline Phase II of the Burnaby Historic Photograph Online Database Project and to seek Council authorization for funding of the project through Gaming Funds.

RECOMMENDATION:

1. **THAT** Council approve the expenditure of Gaming Funds to finance up to \$175,500 (net of 6% GST rebate) of the project cost to complete the Burnaby Historic Photograph Online Database, as outlined in this report.

REPORT

1.0 BACKGROUND

The City of Burnaby has a rich history and heritage that spans over 100 years which is represented in its civic and community archival collections. Historic photographs of the City form one of our most important community heritage resources and the management and accessibility of the resource to the public remains a key issue for the City's overall heritage program. The City of Burnaby manages over 15,000 photographic images in its archives collections. These archival photograph collections form an important historic record of Burnaby's development, industries, landscape, politics, education, sports and culture. Currently, however, access to all of the collections is limited by the sheer volume of material which is not indexed and the fragile nature of original prints and negatives.

At their meeting of September 18, 2006, Council received a report from the Community Heritage Commission which outlined the proposed Historic Photograph Database project. Council approved Phase I work to hire a consultant to complete a detailed study of the project's requirements. This report outlines a proposal to undertake Phase II of the project in order to establish a Burnaby Historic Photograph Online Database in 2007-2008 for the consideration of the Community Heritage Commission and Council.

To: Community Heritage Commission
From: Director Planning and Building
Re: Burnaby Historic Photograph Online Database
2007 March 15..... Page 2

2.0 PROPOSED ON-LINE DATABASE PROJECT

Today's technology makes it possible to provide public access to valuable cultural heritage resources through the Internet and has established a new standard of access for historic photograph collections. Online database access to archival collections is now the norm of practice for archival institutions that brings the opportunity for expanded information sharing and ease of retrieval. An online historic photograph database does present the opportunity to provide integrated access to Burnaby's photograph collections through an innovative public website to highlight Burnaby's unique history and its neighbourhoods. Using other online historic photograph websites as examples, there is the ability to create a website database that builds on the experience of other communities.

This project proposes, as an end product, the creation of a searchable database of historic photographs available for public viewing on the City of Burnaby website. The database will include photographs from the City-owned collections currently managed by both the Burnaby Village Museum and the City Archives. In 2006, Council also approved a revised mandate for the City Archives to include community records as part of the approved Historic Photographs Online Database project. The Burnaby Historical Society transferred ownership of the Community Archives collection to the City Archives in February, 2007. This collection includes over 5,000 historic photographic images of Burnaby which will form part of the online database

This single portal of information to the City's cultural collections would create a significant new service to the citizens of Burnaby by providing access to this valuable historic resource. The project will not only result in the creation of the searchable on-line database, but also create the necessary infrastructure for future digitization projects which could include web-based access to information on the museum's artifact collections, textual records of the City Archives and heritage information projects initiated by the Community Heritage Commission, and from other sources.

2.1 Phase I - 2006

Phase I of the project was completed in 2006. A consultant was retained to evaluate the needs of the City Archives and Burnaby Village Museum for data management software and to prepare recommendations for implementation products. The consultant's report defines the detailed data management and software needs for the project and recommends specifications for implementation proposed under Phase II of the project.

2.2 Phase II - 2007-2008

Phase II of the project has now been defined by the completion of Phase I work. The consultant report outlines in detail the necessary equipment and installation of the new collections management software to enable the City Archives and Museum to manage their collections data consistently, and to create on-line public access to the historic photograph database. The specialized software required for this purpose does not currently exist within the City's

To: Community Heritage Commission
From: Director Planning and Building
Re: Burnaby Historic Photograph Online Database
2007 March 15.....Page 3

information management systems. The hardware required for this project is necessary for its successful implementation by both the City Archives and Museum. The project has been reviewed by the staff of the Information Services Department and the Chief Information Officer concurs with the recommendations of the consultant's report. The cost of the software and hardware needs for the project is estimated to be in the order of \$100,000. This project would also scan and index the City's historic photographs images for the on-line database. This component of work is currently estimated at \$75,500. The project timeline would see the new website database launched in February, 2008 as part of Heritage Week.

Council approval is required for the use of Gaming funds to provide for the completion of Phase II of this project. This report seeks Council expenditure approval for this project not to exceed \$175,500. A capital funding allocation for the Burnaby Historic Photographs Online Database Project has been advanced for Council's consideration and approval as part of the 2007-2011 Annual Capital Program. As noted, funds for the completion of the project are proposed to be drawn from Gaming funds which have been designated to provide for capital improvements for heritage, cultural and environmental projects.

Once the Burnaby's Historic Photograph online database was established, annual operating costs, currently estimated at \$8,000 - 15,000 per year, would be accommodated within the City's Annual Operating Budget. The Director of Finance has confirmed that this increase can be accommodated within the City's website development budget.

3.0 NEXT STEPS

With Council approval for funding of Phase II of this project, staff would proceed to issue a Request for Proposals to provide the necessary products and services to create the Burnaby Historic Photographs Online Database. This important community heritage initiative will also continue to be guided and supported with regular staff reports submitted to the Community Heritage Commission.


B. Luksun, Director
PLANNING AND BUILDING

JW:tn

cc: City Manager
Deputy City Manager
City Clerk
Director Parks, Recreation and Cultural Services
Director Finance
Chief Librarian
Chief Information Officer