



COMMUNITY HERITAGE COMMISSION

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: HERITAGE BURNABY WEBSITE
PHASE II FINAL REPORT & PHASE III WORK PROGRAM**

RECOMMENDATION:

1. THAT Council approve the expenditure of Gaming Funds not to exceed \$60,375 (inclusive of 5% GST) to implement Phase III of the Heritage Burnaby website project, as outlined in this report.

REPORT

The Community Heritage Commission, at its meeting held on 2008 February 07, received and adopted the *attached* report updating Council on the completion of Phase II of the Historic Photographs Online Database Project and requesting expenditure authorization to undertake Phase III of the Heritage Burnaby website project in 2008.

Respectfully submitted,

Councillor G. Begin
Chair

Councillor C. Jordan
Vice Chair

Copied to: City Manager Director Planning & Building Director Parks, Recr. & Cult. Services Chief Librarian Director Finance
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TO: CHAIR AND MEMBERS
COMMUNITY HERITAGE COMMISSION

DATE: 2008 January 17

FROM: DIRECTOR OF PLANNING AND BUILDING

FILE: PC 3520 20
File Ref: HPOD

**SUBJECT: HERITAGE BURNABY WEBSITE
PHASE II FINAL REPORT & PHASE III WORK PROGRAM**

PURPOSE: To update the Commission and Council of the completion of Phase II of the Historic Photographs Online Database Project and to request expenditure authorization to undertake Phase III of the Heritage Burnaby website project in 2008.

RECOMMENDATION:

1. **THAT** Council approve the expenditure of Gaming Funds not to exceed \$60,375 (inclusive of 5% GST) to implement Phase III of the Heritage Burnaby website project, as outlined in this report.

REPORT

1.0 BACKGROUND

The Heritage Burnaby website project was developed on the initiative of the Community Heritage Commission and Council to expand the mandate of the City Archives to include community records and to develop an Historic Photographs Online Database in 2006-07. Council approved funding for the project to implement Phase I and II of the Historic Photographs Online Database, and to create a comprehensive website database system that incorporates all of the City's historic collections. The new Heritage Burnaby website has now been developed with expanded content to provide wider and comprehensive access to the City's heritage, artifacts and archives.

The Heritage Burnaby website will 'go-live' and be available to the public as of February 18, 2008 and will conclude the implementation of the project's Phase II work. This report has been prepared to provide a summary of the completion of Phase II work and seek the approval of the Community Heritage Commission and Council to implement Phase III of the Heritage Burnaby website in 2008.

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2.0 PROGRESS REPORT

The following provides the Commission and Council with an update of the work completed to Phase II of the Historic Photograph Online Database and Heritage Burnaby website project.

2.1 Phase I - 2006

Phase I of this project was initiated by the Community Heritage Commission and approved by Council in 2005 with the project being 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 defined the detailed data management and software needs for the project and recommended specifications for tender and implementation of Phase II of the project.

2.2 Phase II - 2007

2.2.1 Project Conceptual Development and Approvals

Phase II of the project was to implement the new database system and establish the website and online access to the City's photograph collections. The consultant report outlined the necessary equipment for the 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.

City staff formed a team to represent Burnaby Village Museum, the City Archives, the Heritage Planning Program and the Burnaby Public Library. As a result of this staff group's work, a comprehensive vision for the new Heritage Burnaby website was developed and approved by the Community Heritage Commission and Council to create an integrated website that embraces all of the City's heritage collections.

The new Heritage Burnaby website will provide citizens with access not only to historic photographs, but will include the textual records at the Archives, the artifact collection at the Museum, the Community Archives Collection acquired from the Burnaby Historical Society, the Burnaby Community Heritage Register maintained by the Planning Department and links to the Library's catalogue and collections. Through a recommendation of the Community Heritage Commission, Council approved the use of Gaming funds to provide for the completion of Phase II.

2.2.2 Project Implementation

The implementation of the Heritage Burnaby website project throughout 2007 focused on three distinct components.

- ***Development of Database System:***

The data from the Archives, Museum, and Planning Department collections was assembled into four separate databases – Photographs, Artifacts, Textual Records and Heritage Landmarks with shared subject categories. A “One-Step” search engine was created to cross-index all records. The system will allow users to access the photographs by simple keyword or phrases and through the use of subject categories.

- ***Creation of Database Content:***

The project allowed for integration of a substantial new amount of content for the four individual databases including:

Photograph Database: Over 5,000 photographs were scanned from the pioneer historic photograph collections collected by the Burnaby Historical Society and Burnaby Village Museum. Each photograph was comprehensively researched, identified, described, indexed and prepared in order to be made available online and integrated with the new database search screens.

Textual Records Database: Over 50,000 Council reports dating from 1946-present and 12,000 bylaws have been entered into the database. In addition, 35,000 departmental file descriptions were entered into the database. More than 20,000 individual reports and bylaws were scanned and linked to the database to allow for viewing of full-text versions of the documents. When the website goes live public users will be able to view over 10,000 files which have been made web-ready for the online Textual Records Database.

Artifacts Database: Over 50,000 artifacts from Burnaby Village Museum were entered into the new system, and a sample set of artifacts was selected to be photographed and made available for viewing on the new website.

Heritage Landmarks Database: This database includes the Burnaby Community Heritage Register of 49 Council adopted properties and the approximately 130 sites identified by “Burnaby’s Heritage” the inventory completed in 2007. These have been indexed in the context of their historic Burnaby neighbourhood with their detailed history, architecture and available associated historic photographs, culled from the archives database.

- ***Website Design:***

A key component of Phase II of the project was to develop an integrated website design that would serve as the public interface of the databases and visually convey that this online collaboration represented all of the community assets, heritage services and historic collections managed by the City. The “Heritage

Burnaby” word mark was created with the tag line: ‘Personal History - Collective Memory’. This tagline was coined to represent the unique personal stories told by the photographs, records, buildings and artifacts which in the whole create a collective memory for the City. The Home Page for the website provides three options to the user:

- 1) Experience! Discover Burnaby's heritage sites, facilities and attractions.
- 2) Learn! Explore our online exhibits about the history of Burnaby.
- 3) Research! Search our collections.

2.2.3 Project Benefits

As of 2008 February 18, the completed website will serve all of the community’s needs to access the City’s extensive collections of heritage information, archives and artifacts. The website also provides a highly effective and central communication tool to highlight all of the Commission’s programs and projects as support for its mandate: “To Provide opportunities for increased awareness and the conservation of the City’s unique natural, cultural, archaeological and built heritage.”

3.0 HERITAGE BURNABY WEBSITE – PHASE III WORK PROGRAM

The Heritage Burnaby website not only forms a modern and effective public communications tool, but its supporting databases serve as an invaluable civic data management service to access information and collections. The databases created by the initial project will become increasingly important to manage and retrieve information for all aspects of the city’s internal archival services. As such it is important to continue to utilize this investment for the storage of data for both the city’s operation and the public’s benefit. As discussed in previous reports the ongoing uploading of data by various departments will continue as part of the overall administration of these collections of data, however, an ongoing annual capital investment will be required in order to ensure the back log of data will be incorporated into the databases created.

The new Heritage Burnaby website will provide public access to only 5,000 historic photographs of the recently donated Community Archives collection from the Burnaby Historical Society and Burnaby Village Museum collection. A Phase III work program has been developed for 2008 to continue the program and increase the data available from the City Archives.

The Phase III Work Program is proposed to include:

- 5,000 additional historic photographs to be researched, identified, described, indexed and scanned in order to be made web-ready and available through the Photographs Database.
- 10,000 textual records from the City collection will be made web-ready with descriptions made available through the Textual Record Database.

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- 12,000 City bylaws will be made web-ready with links to full text versions and made available through the Textual Records Database.
- 10,000 Council Reports will be made web-ready with links to full text versions and made available through the Textual Records Database.

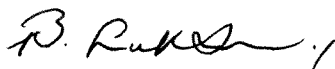
In addition to increasing the content in the online database, the project seeks to add a number of new technical and content features to the website that will provide for expanded public access features. This will include providing a feature to allow website users to post comments. For example, this would allow an online user to identify persons in an unidentified photograph or give them the ability to send a query directly to the archivist. This feature will increase the ability of the website to be interactive and provide a more useful product for citizens. Additionally, this feature is anticipated to increase the number of identified images and photograph donations to the archives.

4.0 FINANCING

Staff have now completed an assessment of the funding necessary to complete the scope of work as outlined in Section 3.0. This report seeks Council expenditure approval of Gaming funds for this project in the amount of \$60,375 inclusive of 5% GST. A sufficient capital allocation for this project is available in the 2008-2012 Annual Capital Program. The use of Gaming funds for this project is consistent with Council guidelines to support heritage, cultural and environmental projects.

5.0 NEXT STEPS

With the launch of the new Heritage Burnaby website, the City has made a substantial commitment and investment in providing citizens with access to historic records and civic information. The proposed capital work program associated with the added website features and new content to be completed in 2008 will continue to develop this public asset. This important City Archives initiative will continue to be guided and supported with regular updates submitted to the Community Heritage Commission.



B. Luksun, Director
Planning and Building

JW:tn

cc: City Manager
City Clerk
Director Parks, Recreation and Cultural Services
Chief Librarian