

Arrangement and description project

ARST 515 —T. Eastwood

**George Egerton Fonds
Synod of the New Westminster Fonds
Business Administrator Files**

**Inventory prepared for the Anglican Church Archives
by Marta Maftei — March 1997**

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Table of Contents

	Page
FONDS: George Egerton Fonds	p.2
<i>Series</i> Diocesan Commission on Levels of Ministry.....	p.5
1 Information gathering.....	p.6
Analysis	p.6
Consultations	p.6
Report to Diocesan Synod	p.7
Anglican Faculty-Memoranda.....	p.7
 <i>Series</i> Business Administrator Files.....	 p.8
2 Reports	p.9
Archdeaconry Consultations	p.9
Statistics	p.9
Graphics	p.10
Minutes, Parish profile.....	p.10
Postal codes	p.10
Ranking files.....	p.11
Computer printouts	p.11
Financial documentation	p.11
Census printouts.....	p.11
Parish statistics printouts.....	p.12
Census tracts, charts.	p.12
Parish boundaries.....	p.12
Parish background information	p.12
Population forecast.....	p.13
Census tracts.....	p.13
Anglitrends: A profile and prognosis. Report.....	p.13
Information resources.....	p.14
Statistics Canada	p.14
Topic mailing list	p.14
 <i>Series</i> Ministry and Congregational Development Committee.....	 p.15
3 Minutes and agendas.....	p.16
Reports	p.16
Information resources.....	p.17
St. John's/St. Chad's Management Group.....	p.17
St. Margaret's Cedar Cottage Task Force.	p.17
 Item	 p.18
File and Item List.....	Appendix

FONDS: George Egerton Fonds [textual records]. — 1987-1993 ; (predominant 1987-1989). — 0.60 cm. 1.15 m

Biographical sketch:

George Egerton was born in Winnipeg on 6 May 1942. After graduating from the public school in Winnipeg, he attended the University of Winnipeg and received a Bachelor of Arts in 1963. His interest for historical studies led George Egerton to the Master Programme at Minnesota University.

After completing the programme in 1964, he returned to the University of Toronto as a Ph.D. student; in 1970 he defended his thesis "*The British government and the peace making of 1919*" and specialized in Modern History and International Relations.

In 1972 the University of British Columbia offered him a teaching position in the department of History where he continues his successful career as an Associate Professor, teaching a variety of 20th century history courses and guiding graduate and doctoral theses.

Brought in a family with no strong ties to a particular religious community, George Egerton was drawn to the Anglican faith while a student in London. He joined the Anglican Church in 1969 and became a prominent member within the Canadian Anglican Community. His commitment — based on a historical analysis of the present disconcert and the loss of identity within the Anglican community — has been expressed constructively in different areas of activity.

Between 1975-1976, Dr. G. Egerton was a member of the Long Range Planning Committee of the General Synod. The major focus of the Committee's work has been in the area of the membership growth and development of the Anglican church. In 1987 the Synod of the Diocese of New Westminster asked Dr. G. Egerton to chair the Diocesan Commission on Levels of Ministry to: study and identify the inconsistencies within the diocesan boundaries; and recommend short and long-term proposals with regard to the level of Anglican ministry in the 1990. Within his mandate Dr. G. Egerton tried to establish new contacts outside the parishes to spur interest within the Anglican community of the University of British Columbia.

In 1989 — as a follow-up and implementation of the Commission's final recommendations

— Dr. G. Egerton offered his experience and his expertise as a member of the Ministry and Congregational Development Committee. The Committee's efforts were intended toward the expansion and the revitalization of the Diocese as endorsed by the Diocesan Council.

As an active member of the General Synod at diocesan, national and parish levels — Dr. G. Egerton and his family attend St. Philip's parish in Dunbar, Vancouver — he is eager to promote the Anglican mission through his writings. In 1992, together with his wife Manya, Dr. G. Egerton became editor of the Western issue of *Incourage*, a quarterly journal published since 1980. His book *Anglican Essentials: Reclaiming faith within the Anglican Church of Canada* was published in 1995.

Scope and content:

The fonds consists of records accumulated by G. Egerton in the course of his activity as chair of the Diocesan Commission on Levels of Ministry (1987-1989), and his involvement as a member of the Ministry and Congregational Committee (1989-1993).

The material relating to the Commission on Levels of Ministry includes handwritten notes, resource information, rough and typewritten draft reports and proposals, minutes and agenda of the Commission's meetings, and typewritten correspondence with the Archbishop, members of churches' committees and officers of the Anglican Church of Canada.

The fonds also comprises parishes' property assessment records, agenda and reports of the Chair's consultations with Archdeaconries, Deaneries, and clerical and lay leadership of the Diocese. It also includes photocopies of location of parishes' maps, statistics and graphics based on census data, parish profile charts as well as the Commission's final report. The presence of the Anglican Church within the University of British Columbia campus is represented by memoranda, and correspondence with the Anglican Faculty Staff.

A separate group of records consist of materials accumulated by Barry Foord, from 1987-1989, as a member of the Commission on Levels of Ministry; in his capacity of Business Administrator of the Synod, Barry Foord provided assistance in administrative and financial matters to the Diocesan Commission on Levels of Ministry.

Material related to the Ministry and Congregational Development Committee consists of minutes of the 83rd Synod of the Diocese of New Westminster, drafts of terms of reference, minutes of Committee's meetings, and reports relating to the boundaries of parishes, deaneries and Archdeaconry. It also includes reports referring to the Task Group on Multiculturalism, proposals on building expansions and improvements, and a study project on the ministry in a multicultural society.

Notes:

Source of supplied title: Supplied title proper based on provenance.

Alphanumeric designation: D 996-27.

Immediate source of acquisition: The fonds has been donated directly by the creator on October 7, 1993.

Arrangement: The arrangement has been done by the creator; it is based on contents of the fonds.

Restrictions on access: No restrictions are placed on access.

Finding aids: Detailed list available; file and item level control.

Accruals: Further accruals are not anticipated.

Related groups of records: Other records related to Diocesan Commission on Levels of Ministry can be found in the Business Administrator Files.

Primary access point: Egerton, George.

Shelf/box location: D 848.

Series 1: Diocesan Commission on Levels of Ministry [textual records]. — 1987-1989. — 0.35 cm.

Administrative history:

The Diocesan Commission on Levels of Ministry (CLOM) was constituted in October 1987 by Diocesan Council pursuant to Motion #51 of the 1987 Diocesan Synod which states, "that Synod request Diocesan Council immediately to appoint a Commission to review the capacity of congregations of the Diocese to provide a consistent level of Anglican ministry to the population residing within the boundaries of the Diocese, and, if appropriate, to prepare a plan for enabling congregations of the Diocese to provide a consistent level of Anglican ministry in the 1990'." Thirteen members accepted to serve on the Commission under the chairmanship of Dr. G. Egerton. The terms of reference, as proposed by the Commission and agreed to by Diocesan Council, stipulated the following tasks: to identify the criteria for evaluation of levels of ministry; to review levels of Anglican ministry throughout the Diocese; to identify inequities, inconsistencies and opportunities; to recommend short- and long-term proposals to remedy inequities and meet opportunities with regard to ministry and congregational development. The commission has been committed to consultative procedures and the records which the series consists of portray the various stages of the Commission's work.

Scope and content:

The series consists of five sub-series containing records related to the Commission's tasks and objectives: information resources based on various categories of data; analysis of statistical information, compilation of Diocesan and parish profiles; consultations with clergy and lay leadership of the Archdeaconries, deaneries and parishes of the Diocese of New Westminster; draft reports, a final report and proposals; expansion of the Anglican community.

Notes:

Source of supplied title: Title proper based on contents of records.

Sub-series 1: Information gathering [textual records, graphic]. — 1987-1988.

Scope and content:

Sub-series consists of handwritten notes relating to a general overview of the Diocese, statistics, graphics and parish data based on 1981 and 1986 census, records relating to the collection of the statistical data and charts of their interpretation; the charts are regrouped by various categories: religion affiliation, ethnic origin, average family income, marital status, population trends, educational level. The graphics are organized by deaneries, by category indicators corresponding to the parishes' boundaries. Sub-series also includes the Diocese Ministry Plan and the report of the Diocese Expansion Planning Committee.

Notes:

Source of supplied title: Title taken from file folders.

Sub-series 2: Analysis [textual records]. — 1988.

Scope and content:

Sub-series includes parish profile information, records documenting liaison with diocesan committees and leaders. It contains also correspondence with Reverend D. Hambidge, Archbishop of the Diocese, and ministers of the Chinese Anglican Community.

Notes:

Source of supplied title: Title taken from file folders.

Sub-series 3: Consultations [textual records]. — 1988-1989.

Scope and content:

Chair's meetings with clerical and lay leadership of the Archdeaconries, central deaneries and parishes of the Diocese; ecumenical information and handbook intended to churches inter-

ested in developing new ministries; financial reports relating to fund policies and parishes' property assessment; photocopies of maps of parishes' locations; loose-leaf handwritten notes.

Notes:

Source of supplied title: Title taken from file folders.

Sub-series 4: Report to Diocesan Synod [textual records]. — 1988-1989.

Scope and content:

Sub-series includes draft reports and proposals, incoming and outgoing letters to Archdeacon Allan Reed concerning the Diocesan conferences on congregational development, the draft and the final Report to Diocesan Synod presented by the Commission on May 1989.

Notes:

General note: Dates have been taken from the first page of the records.

Sub-series 5: Anglican Faculty—Memoranda [textual records]. — 1988-1989. — 1 folder.

Administrative history:

Beyond the issues and proposals relating directly to specific parish areas, the Commission on Levels of Ministry identified other relevant areas where an Anglican community may be developed. One of them was the campus of the University of B.C. The Commission tried to mobilize the available resources through various consultations to promote expansion.

Scope and content:

Sub-series consists of memoranda and minutes of meetings relating to the establishment of an Anglican community on the campus of the University of B.C.

Series 2: Business Administrator Files [textual records]. — [198-]; (predominant 1987-1989). — 0.40 cm.

Administrative history:

The Administration and Finance is a Standing Committee of Synod which oversees the administration and financial affairs of the Diocese. The Committee is composed of eight members who are appointed by the Diocesan Council for three years. It is responsible for the proper administration of the assets of the Diocese. Barry Foord has occupied the position of Business Administrator for two consecutive '3' budget system years. From 1987-1989 he was a member of the Commission on Levels of Ministry and he worked as a Staff support to provide administrative assistance to the Commission.

Scope and content:

Sub-series consists of records accumulated by Barry Foord during his involvement in the Commission's project. It includes reports, statistical data, graphics translating census data, a parish profile system, information resources relating to the task and procedures of the Commission on Levels of Ministry, and the minutes of the meetings and the Commission's final report. It also consists of lists of postal codes of the Greater Vancouver area, computer printouts, a computer file menu, and records relating to the parishes' financial assessment. It also includes the photocopied versions of the Long Range Planning Committee report and Anglitrends, Reginald W. Bibby's report.

Notes:

Source of supplied title: Supplied title proper based on contents of records.

Alphanumeric designation: D 993-50.

Immediate source of acquisition: Records have been acquired from the Business Administrator's Office.

Related groups of records: Records can be found in the Diocesan Commission on Levels of

General note: When the material measures less than 0.3 cm, the extent is indicated by folder. —
The arrangement has been reconstructed by the archivist. Arrangement based on content.

Shelf/box location: D 849A.

File 1: Reports [textual records]. — 1988-1989.

Scope and content:

File consists of typewritten copies of the final report of the Commission on Levels of Ministry submitted to the Synod on May 1989. It also includes reports pertaining to the location, boundaries and growth of the Westminster Archdeaconry and the regional deaneries.

Notes:

General note: There are two copies of the Diocesan Commission's final report; three sections of addenda have been added to one of them. They consist of *Shelf/box location:* D 849/A.

File 2: Archdeaconry Consultations [textual records]. — 1988.

Scope and content:

The file consists of records pertaining to consultation procedures initiated by the Commission on Levels of Ministry, parish statistic charts, and newspapers clippings related to the congregational development.

File 3: Statistics [textual records]. — 1988.

Scope and content:

File consists of parish statistics based on 1981 and 1986 census data.

Notes:

Arrangement: The file has been arranged by subject: religion, average family income, education, age, and marital status.

File 4: Graphics [graphic]. — [198-?].

Scope and content:

File consists of graphics reflecting the statistical information provided by 1981 and 1986 census figures.

Notes:

Arrangement: The records have been arranged by subject.

File 5: Minutes, parish profile [textual records]. — 1987-1989.

Scope and content:

File includes the minutes of the Diocesan Commission on Levels of Ministry. It also consists of parish profile records, computer printouts of parish statistics, and newspapers clippings.

File 6: Postal codes [textual records]. — 1987-1988.

Scope and content:

File consists of lists of postal codes of Greater Vancouver area. It also includes photocopies of postal delivery maps. The lists are numbered according to the corresponding area on the map.

Notes:

General note: The arrangement is based on the photocopied carrier walk map locating the par-

ishes.

File 7: Ranking files [textual records]. — [198-?]. — 1 folder.

Scope and content:

File consists of computer printouts of parishes characteristics ranked according to census indicators.

File 8: Computer printouts [textual records]. — 1987-1988. — 1 folder.

Scope and content:

File consists of a file guide relating to parish information stored in a computer system.

File 9: Financial documentation [textual records]. — [198-?].

Scope and content:

File consists of records relating to parishes' financial assessment, and to the procedures for granting loans. It also includes the Long Range Planning Committee report which pertains to the financial evaluation of the parishes.

File 10: Census printouts [textual records]. — [198-?].

Scope and content:

File consists of computer printouts relating to the growth of the population. Figures are calculated based on 1981 census data.

General note: The arrangement is based on subject: ethnicity, religious affiliation, and family income.

File 11: Parish statistics printouts [textual records]. — [198-?].

Scope and content:

The file consists of parish statistics charts and printouts.

Notes:

Arrangement: The arrangement is based on key indicators.

File 12: Census tracts, charts [graphic, textual records]. — [198-]; (predominant 1981). — 1 folder.

Scope and content:

File includes census printouts, statistical charts, photocopied indexes maps of the metropolitan Vancouver area, graphics, and loose-leaf handwritten notes.

File 13: Parish boundaries [textual records]. — 1987-1988. — 1 folder.

Scope and content:

File consists of a handwritten note book describing individually the location and the boundaries of each parish.

File 14: Parish background information [textual records]. — 1987.

Scope and content:

File consists of photocopied, typewritten and handwritten material relating to the parishes' growth and changes.

File 15: Population forecast [textual records]. — [198-].

Scope and content:

File consists of typewritten statistical charts, photocopied maps, and handwritten notes relating to the demographic changes in Greater Vancouver district from 1986-2006. It also includes a copy of the Technical Memorandum Report for the metropolitan region.

Notes:

General note: Technical Memorandum Report / Great Vancouver Development Service; 1984.

File 16: Census tracts [textual records]. — [197- 198-]. — 1 folder.

Scope and content:

File consists of census charts and tracts, handwritten notes.

File 17: Anglitrends: A profile and prognosis. Report [textual records] / Reginald W. Bibby. — Toronto : Anglican Diocese Toronto, 1986. — 1 folder.

Biographical sketch:

Reginald W. Bibby, Professor of Sociology at the University of Lethbridge, conducted and monitored a series of national surveys relating to the religious life in Canada. In 1985 the Anglican Diocese of Toronto asked him to evaluate the religious beliefs of the Diocese and present a prognosis.

Scope and content:

File consists of a copy of *Anglitrends*, a statistical study carried by Reginald W. Bibby relating to the Anglican profile of the Diocese of Toronto.

File 18: Information resources [textual records]. — [198-]; (predominant 1987). — 1 folder.

Scope and content:

File consists of booklets, pamphlets and typewritten material relating to the expansion of the parishes. It also includes a Task Force questionnaire.

File 19: Statistics Canada [textual records]. — 1981.

Scope and content:

Files consists of computer printouts relating to statistical data.

Notes:

Arrangement: Arrangement is based on subject.

General note: The arrangement has been reconstructed by the archivist. A numerical arrangement has been included in the original arrangement.

File 20: Topic mailing list [textual records]. — No date.

Scope and content:

File consists of computer printouts including name, address, postal code of parishes.

Notes:

Arrangement: The arrangement is based on the parishes' index map.

Series 3: Ministry and Congregational Development Committee [textual records]. — 1989-1993; (predominant 1991).

Administrative history:

The standing Committee on Ministry and Congregational Development has been created by the Diocesan Council pursuant to Motion #13 of the Diocesan Synod which requires that "the Committee shall, on behalf of the Diocesan Council, be charged on an ongoing basis with: (a) identifying the ministry needs of the various areas of the Diocese; and (b) mobilizing the necessary resources within the authority granted or delegated to it by Diocesan Council; and (c) providing leadership..with regard to..the congregational development, expansion and revitalization". Among the other responsibilities the Committee should provide assistance to parishes on decisions concerning incorporation, merging, splitting, or the development of a new ministry; advise the Bishop and Diocesan Council on all proposals for amendment of parish boundaries, acquisition, use and disposal of Anglican buildings and properties. The Committee consisted of eight members of whom at least three were ordained. It had the authority to appoint sub-committees or task forces to accomplish specific tasks within its area of responsibility. The Committee reported to Synod and Diocesan Council and its chairperson served ex officio as a full member of Council and Synod.

Diocesan Council on all proposals for amendment of parish boundaries, acquisition, use and disposal of Anglican buildings and properties. The members consisted of eight members of whom at least three were ordained. It had the authority to appoint sub-committees or task force groups to accomplish specific tasks within its area of responsibility. The Committee reported to the Synod and Diocesan Council and its chairperson served ex officio as full member of the Council and of the Synod.

Scope and content:

Series consists of records accumulated by Dr. G. Egerton as a member of the Ministry and Congregational Development Committee. It includes minutes of the 83rd Synod, drafts of terms of reference of the Committee, minutes of meetings of the Committee, and loose-leaf handwritten notes.

It also comprises reports received from parishes, deaneries and Archdeaconery with respect to financial and building improvements. It also includes information resources, a study project on ministry in a multicultural society as well as reports, memoranda, agenda of meetings of St. John's/St. Chad's Management Group.

There are also records relating to St. Margaret's Cedar Cottage Task Force.

Notes:

Source of supplied title: Title based on contents of records.

Sub-series 1: Minutes and agendas [textual records]. — 1989-1993.

Scope and content:

Sub-series consists of excerpts from the Minutes of the 83rd Synod of the Diocese of New Westminster pertaining to the creation of a standing Committee (Motions #12 and #13), drafts of terms of reference, minutes of the meetings of the Committee and loose-leaf notes.

Sub-series 2: Reports [textual records]. —[199-]; (predominant 1991).

Scope and content:

Sub-series consists of reports and memoranda received by the Ministry and Congregational Development Committee from parishes, deaneries and Archdeaconries. The records relate to the parishes' boundaries within the Diocese, fund raising and building expansion, and consultations initiated by the Committee to discuss the future of the Anglican ministry in the Diocese. Sub-series also includes the study project on ministry in a multiculturalist society submitted to the Anglican Church of Canada in 1991.

Notes:

Arrangement: The arrangement is predominantly chronological.

Related groups of records: Related records may be found in the Business Administrator Files.

Sub-series 3: Information resources [textual records, graphic]. — [199-]; (predominant 1991).

Scope and content:

Sub-series consists of miscellaneous material - such as photocopies of parishes' location maps, parish statistics, newspapers clippings, photocopied sketches of churches - to document the needs and opportunities for congregational expansion. It also includes copies of parish and development proposals submitted by the Diocese of Toronto.

Notes:

Related groups of records: Related records may be found in the Business Administrator Files.

Sub-series 4: St. John's/St. Chad's Management Group [textual records]. — 1991-1992. — 1 folder.

Scope and content:

Sub-series consists of reports, memoranda, agenda of meetings, and the text of the agreement between the two churches to share resources.

Notes:

General note: When the material measures less than 0.3 cm, it is described by folder.

Sub-series 5: St. Margaret's Cedar Cottage Task Force [textual records, graphic]. — 1988-1989. — 1 folder.

Scope and content:

Sub-series consists of minutes and agenda of the meetings of the parish, minutes of the

meetings of the Task Force, photocopies of drawings of St. Margaret's Church, drafts relating to rebuilding proposals.

Notes:

General note: The arrangement has been reconstructed by the archivist.

SERIES 2: Business Administrator Files[textual records]. — [198-]; (predominant 1987-1989). — 0.40 cm.

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File 1: Reports[textual records].

Item 1: Report of the Diocesan Commission on Levels of Ministry to Diocesan Synod May 1989 [textual records]. — 1989. — 24 p.

Scope and content:

The Report contains a comprehensive description of the establishment, terms of reference, procedures, recommendations and proposals of the Commission.

Notes:

Source of supplied title: Title proper based on contents of the record.

Statement of responsibility note: Report/ [written and presented] by Dr. G. Egerton.

Immediate source of acquisition: Item has been acquired from the Business Administrator Office.

Restrictions on access: No restrictions are placed on access.

Terms governing reproduction: No reproduction restrictions are placed on item.

Finding aids: Detailed file list available; file and item level control.

Related groups of records: Multiple copies of the same item may be found in G. Egerton Fonds.

File List -- George Egerton Fonds

Accession no D 996-27

Series: Diocesan Commission on Levels of Ministry (DCLOM)

<i>Box /Folder</i>	<i>Folder Title</i>	<i>Dates</i>
D848 /1	General Diocese	1988
/2	Minutes & Agendas	1987-1989
/3	Draft Reports	1989
/4	Correspondence	1988-1989
/5	Handwritten notes	1987-1988
/6	Information resources	1987-1989
/7	Correspondence with A. Reed, W. Lowe, P. MacLean	1987-1989
/8	Ecumenical Reports	1989
/9	Property assessment	1989
/10	Strategy Committee	1989
/11	Archdeaonries & Dean Consultations	1988
/12	Archdeaonries Consultations Vancouver	1989
/13	Archdeaonries Consultations Capilano	1989
/14	Archdeaonries Consultations New West'ter	1988
/15	Archdeaonries Consultations Fraser	1989
/16	Anglican Faculty - Memoranda	1988
/17	Statistics - Parish Boundaries	1988
/18	Statistics - Deanary 1981 census	1981
/19	Statistics - Category Indicators	1981, 1986
/20	Parish Profile System	1987

Accession no D 996-27

Series: Minutes and Congregational Development Committee

<i>Box /Folder</i>	<i>Folder Title</i>	<i>Dates</i>
D 848/21	Minutes	1989-1993
/22	Reports	[199-]
/23	Information resources & maps	1988-1991

Accession no D 993-50

Series: Business Administrator Files

<i>Box /Folder</i>	<i>Folder Title</i>	<i>Dates</i>
849 A/1	Reports	1989
/2	Archdeaconry Consultations	1988
/3	Statistics	1988
/4	Graphics-Deanaries	1981/1986 census
/5	CLOM-Minutes, Parish profile	1987
/6	Postal codes	1987-1988
/7	Ranking Files	1981/1986 census
/8	Computer file menu	1987-1988
/9	Census tract	1981/1986
	Long Range Planning Committee Report	1984
/10	Census data printouts	
/11	Parish Statistics-Printouts	Various dates
/12	Census tracts, charts, maps	(predominant 1981)
/13	Parish, deanaries boundaries/Handwritten notes	1987-1988
/14	Parish background information/Handwritten notes	1987

/15	Population forecast 1961-2006	[198-?]
/17	Anglitrends Report	1986
/18	Information resources	(predominant 1987)
849 B/19	Statistics Canada/Age, Marital status [Vancouver #1-53]	1981
/20	Statistics Canada/Age, Marital status [Vancouver #54-135]	1981
/21	Statistics Canada/Age, Marital status [Vancouver #134-207]	1981
/22	Statistics Canada/Age, Marital status [Vancouver #208-506]	1981

Accession no D 993-50

849 B/23	Statistics Canada/Ethnicity [Vancouver # 1-506]	1981
/24	Statistics Canada/Family income [Vancouver # 2-506]	1981
/25	Statistics Canada/Religion [Vancouver # 1-506]	1981
849 C/26	Topic mailing list [Vancouver # 1-24]	No date
/27	Topic mailing list [Burnaby # 25-28, 30-32]	No date
/28	Topic mailing list [North Vancouver # 33-39] [West Vancouver # 40-43]	No date
/29	Topic mailing list [Squamish # 44-46] [Sechelt # 47] [Pender # 48]	No date
/30	Topic mailing list [Powell River # 49-50] [New Westminster # 51-53] [Burnaby # 54-55]	No date
/31	Topic mailing list [Port Moody # 56] [Port Coquitlam # 57] [Maple Ridge # 58] [Mission # 61] [Abbotsford # 61] [Mission, Maple Ridge # 63]	No date
/32	Topic mailing list [Sardis # 64] [Chilliwak # 65] [Hope # 66]	No date

[Agassiz # 67]
[Rosdale # 68]
[Langley # 69]
[Fort Langley # 70]
[Aldergrove # 71-72]
[Richmond # 71-73]

/33 Topic mailing list

[Ladner # 76]
[Delta # 77]
[Ocean Park # 78]
[White Rock # 79]
[Surrey # 80-85]
[Kingcome Inlet # 86]

No date