

MUNICIPAL DISTRICT OF BIGHORN NO. 8

HERITAGE RESOURCES COMMITTEE MEETING

HELD MAY 2, 2011 AT THE MUNICIPAL OFFICE IN EXSHAW

PRESENT:	DENNIS APEDAILE	CHAIRMAN (Public)
	BERT DYCK	MEMBER (Public)
	LYNDA GRISCHKAT	MEMBER (Public)
	CAROLYN MONTGOMERY	MEMBER (Council)
STAFF:	GREG BIRCH	ASSISTANT MUNICIPAL MANAGER
	ULRIKA GILLESPIE	MANAGEMENT ASSISTANT
REGRETS:	KAREN CLARK	MEMBER (Public)

I. CALL TO ORDER

Chairman Apedaile called the meeting to order at 9: 05 a.m.

II. APPROVAL OF AGENDA

Ms. Gillespie said that it should have been noted under the "Page" column for items VIII.A and VIII.B that they were to be available at the meeting for members to see. No other changes were proposed by the Heritage Resources Committee members or staff.

MOTION 01.05.11 GRISCHKAT THAT

the Heritage Resources Committee approve the agenda with the note that items VIII.A and VIII.B. are available for viewing during or after the meeting.

CARRIED UNANIMOUSLY

III. APPROVAL OF MINUTES

A. Chairman Apedaile asked if there were any changes proposed to the April 4, 2011 meeting minutes. There were no requests by the Committee for any changes to the minutes.

MOTION 02.05.11 DYCK THAT

the Heritage Resources Committee approve the minutes of the April 4, 2011 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY

IV. BUSINESS ARISING FROM MINUTES

A. Committee Membership

1
TBB

Mr. Birch reported that Council approved the HRC's recommendation for an additional Committee member, Karen Clark. He said that Mrs. Clark has been advised but is not able to attend today's meeting. Lynda Grischkat thanked Councillor Montgomery for her support with this initiative.

B. Gift Agreement Form

Mr. Birch said that the Gift Agreement Form had been taken to Council in April as information and that Council recognized the initiative and significant work that went into it. He said that Council had asked that the Committee now work on strategies for accepting gifts before advertising for items. He said Council was concerned that there is no storage space and no criteria set for what is acceptable or not. Councillor Montgomery added that the public needs to know what the criteria are too.

Chairman Apedaile said that he agrees with Council and added that the form was developed so that the MD would be prepared if the MD were offered a donation it wanted to accept. He said the development of the form was more defensive than promotional. He said that the HRC has spoken often about the lack of storage space and that was when the idea of a museum was brought up. He noted the museum idea was on the bottom of the tracking form.

Mr. Dyck said that if there is a dedicated space, there will be a wish to fill it. Consequently, he said, there needs to be a plan in place to establish what it is the MD wants to collect.

Chairman Apedaile said that the HRC should be able to promote heritage without a fear of inundation of donations but needs to start working on setting criteria.

Lynda Grischkat agreed that developing donation criteria is important and that perhaps the HRC could gain some insight from its neighbours who have already done this. She said as for storage, there are outside resources in the Canmore museum, the Glenbow and the Stockman's in Cochrane. She reminded the Committee that the form was developed because things were being donated, like the church gates.

MOTION 03.05.11 DYCK THAT

the Heritage Resources Committee give direction to staff to initiate the process of establishing criteria for a future MD of Bighorn heritage collection, including an assessment of possible storage and display possibilities.

CARRIED UNANIMOUSLY

C. Stockman's Memorial Foundation

Mr. Birch said that at the April meeting, the HRC had discussed visiting the Stockman's Memorial Foundation Library and the Canmore museum. He said he had had the opportunity to speak with Jana Wilson at the Stockman's Memorial Foundation to see if it would be okay for the HRC to visit the Bert Sheppard Library and Archives, and then to finish their meeting there. He said she was agreeable to that. The HRC liked the proposal and agreed to a 9:30 a.m. start.

Chairman Apedaile said that he would not be able to attend on the June 6th and Bert Dyck said that he thought it would be important for the Chairman to be there so preferred to reschedule the regularly scheduled June meeting date. The HRC agreed to reschedule the meeting and visit to June 23rd when all the Committee members could attend.

The Committee then discussed questions and topics they would like to talk about with the staff at the Library and Archives. They generated the following list:

- An introduction about the Stockman's Memorial Foundation
- How they connect with constituents
- What they collect
- How to avoid getting unwanted material
- Criteria for donations
- Oral history experience including costs if possible, and to hear a sample
- Their financial model
- Memberships, and how they sustain themselves
- Did they inherit the collection from what was there previously

Chairman Apedaile suggested that the HRC defer items on its normal agenda that can wait so as to make the most of the visit. He suggested discussing the donation criteria list while they are there.

D. Heritage Management Plan

Mr. Birch said the application for funding has been submitted to the Alberta Historical Resources Foundation and that he expects a response in June some time. Ms. Gillespie said that the application was sent to Matthew Francis at the Municipal Heritage Partnership Program and he works with the Foundation.

E. The Calgary Foundation – Community Grants Program

Ms. Gillespie summarized the information in the report. She noted that the municipality is a qualified donee and can issue receipts for donations. She said that an oral history project would fall in the range of possible funding, and that The Calgary Foundation encourages partnering with others. She said the Foundation works with the applicants to make sure the applications are good.

The Chairman said that the notion of partnering is important and an incentive for this funding. He said that the HRC should find out what the Stockman's interests are.

Ms. Grischkat said she likes the idea of partnering or mentoring and said it may open doors for storage.

F. Heritage Inventory – Final Copy

Ms. Gillespie distributed final copies of the Heritage Inventory to the HRC members. The Chairman said that it is a good piece of work and to thank the consultants for delivering the final copy. He said the inventory was a big piece of work and a success story.

V. UNFINISHED BUSINESS

A. Tracking Form

Chairman Apedaile noted Item 5 on the tracking form includes the need to establish a collections plan and a similar idea is listed in the "parking lot". He suggested removing it from the parking lot but to use some of the wording in Item 5 to make it clearer.

Ms. Gillespie suggested removing "issue receipts" from the parking lot. Mr. Birch said that the issue of donation value would still need to be addressed.

The Committee reviewed the dates for each item and adjusted them as necessary.

Related to Item 18, Mr. Birch said that Ms. Grady is working on the Olympic torch relay photos. He said they had discussed how the photos would be used and that discussion helps move the policy forward. He said the Committee has seen a draft and suggested it to be brought back to the HRC in August.

The Committee agreed to follow date changes by using strikethroughs on the form. The Committee reviewed each item. In regards to Item 12, Collect Miscellaneous Photos, Histories Artifacts, Seebe, Chairman Apedaile said that it will fall into place when a collections policy is developed. Mr. Birch said that 2011 marks the 100 year anniversary of TransAlta and that he would not be surprised if they produced something that included Seebe in it. Chairman Apedaile suggested that the HRC register its interest in their anniversary. Mr. Birch said that he could mention it in an upcoming meeting with TransAlta. Mr. Birch reminded the Committee that photographs of all the buildings at Seebe were taken and are in an Historical Impact Assessment that was done a few years ago. Ms. Grischkat said that she knows a lady who grew up in Seebe who has many photos of Seebe. The Chairman asked if she could ask her if she would like to share any of those photos and Ms. Grischkat said that she could ask her.

The HRC agreed to merge Item 5, Private Historic Photos/ Memorabilia and 13, Archive-Establishment (physical location/storage details). Mr. Birch said that Item 17 is still under review by the CAO. Mr. Birch asked if the website page would be ready for June to be celebrated in August. Ms. Gillespie said a draft is ready. Ms. Grischkat asked how do we promote the website and Mr. Birch suggested in a newsletter and one is coming out shortly. Mr. Dyck suggested that some interactive features be incorporated on the website.

B. Communications Policy

Mr. Birch said that Council did not accept the HRC's communications policy and, as the report in the agenda package indicates, that Council speaks on behalf of Bighorn. It has not been an issue in the past or with other committees. Chairman Apedaile said he would prefer to amend it as they have worked on it but the Committee in the end agreed to drop the issue.

MOTION 04.05.11 GRISCHKAT THAT

Item 15 Communications Policy on the tracking form be removed.

CARRIED UNANIMOUSLY

VI. NEW BUSINESS

A. Promotion

4
TGB

Chairman Apedaile said that at some point the HRC had agreed that they would like to see the heritage inventory's context paper on the website. Ms. Gillespie said that inventory is on the draft website page and that it would be possible to add anchors to the final report, context paper and the draft statements of significance. She said she had included a link to the website draft page in the email she sent out with the May agenda package. Chairman Apedaile said that the HRC members should have a look and send comments back to Ms. Gillespie.

B. Tracking Items Requiring Action

There was a discussion around keeping track of action items and the Committee agreed not to include them in the minutes but rather put them on the tracking form and keep everything together.

C. Meeting Through Electronic Communications

Mr. Birch said that, recently, Chairman Apedaile had participated in some meetings by telephone. He said that administration had said they would make sure the way this was being handle was correct in terms of the Municipal Government Act (MGA) and Bighorn policy. He said that he has had a look at s. 199(1) in the MGA and based the staff recommendation on that. He summarized that the public needs to be notified and this can be done with a note on the bottom of the agenda, that the Heritage Resources Committee agrees to some members attending electronically and, lastly, that the chairperson must be in physical attendance.

Chairman Apedaile said he had a couple of comments. Firstly, he said the staff report says that he attended several meetings by telephone and that in fact it was just two, not several. He said he did not understand why the Committee would need to agree to hold the meeting electronically if the public had been notified. He said he thought it seemed very bureaucratic.

Councillor Montgomery said that she is interpreting s. 199 differently. She said if one person is missing, she did not believe that s. 199 applies. She reads s.199 as being valid only if the entire meeting is being conducted electronically, with no members physically present.

Ms. Grischkat said the notice is on the agenda and the public has access to that before the meeting too. She asked how do we handle having a meeting in a different location, like at the Stockman's Library. Mr. Dyck replied that notice will have to be given. Mr. Birch said that Council has a policy that regulates how notice must be given. He said a notice will be put on the front door and on the website. He said we do not need to display a notice like that in the newspaper.

MOTION 05.05.11 DYCK THAT

the Heritage Resources Committee agree that a note be added to the bottom of all future Agenda pages that clarifies that some members may participate in meetings electronically if necessary.

CARRIED UNANIMOUSLY

Handwritten signature and initials, possibly 'TGB', in the bottom right corner.

EDUCATIONAL/INFORMATIONAL ITEMS

A. Historical Society of Alberta No. 2 2011

B. Alberta History Spring 2011

The Committee talked about Items A and B together. Chairman Apedaile suggested that the MD mention the Historical Society of Alberta in the newsletter and asked if they had a website we could reference. The members talked about the publications and agreed that they would like future copies in the MD's lobby area marked "Do Not Remove". It was also suggested that more copies would be useful.

IX. NEXT MEETING DATE

MOTION 06.05.11 DYCK THAT

That the next meeting of the Heritage Resources Committee be rescheduled to June 23, 2011 at 9:30 a.m. at the Stockman's Memorial Foundation Bert Sheppard Library and Archives, Cochrane.


CARRIED UNANIMOUSLY

X. ADJOURNMENT


MOTION 06.05.11 MONTGOMERY THAT

the Heritage Resources Committee meeting be adjourned at 11:15 a.m.

CARRIED UNANIMOUSLY



CHAIR



DESIGNATED OFFICER

DESIGNATED OFFICER