

MUNICIPAL DISTRICT OF BIGHORN NO. 8

HERITAGE RESOURCES COMMITTEE MEETING

HELD APRIL 7, 2010 AT GEORGETOWN INN, CANMORE

PRESENT:	PAUL ADAMS	MEMBER (Council)
	DENNIS APEDAILE	MEMBER (Public)
	MARIA DUNKI	MEMBER (Council)
	LYNDA GRISCHKAT	MEMBER (Public)
	PAUL RYAN	CHAIRMAN (Council)
STAFF:	GREG BIRCH	ASSISTANT MUNICIPAL MANAGER
	ULRIKA GILLESPIE	MANAGEMENT ASSISTANT
	ROSE REID	CONSULTANT
REGRETS:	BERT DYCK	

I. CALL TO ORDER

The Chairman called the meeting to order at 9:00 am.

Mr. Birch said that Mr. Dyck was not able to attend, Ms. Reid would have to leave the meeting shortly before noon and that Ms. Gillespie had to leave at 2:30 p.m.

Greg Birch distributed information for item IV.B Strategic Planning on the agenda. He apologized that it had not been in the agenda package sent out earlier and proposed that before discussing each of the items, members take two minutes to read the short text for each one before discussing it. The Chairman asked Mr. Birch to clarify if the meeting was a regular business meeting or a strategic planning meeting and emphasized that he would have liked to have had the material before the meeting. Mr. Birch said that it was planned as a regular meeting with the strategy discussion to be the main agenda item. He noted that all of the nine items on the list he had prepared had been identified by the Committee during a strategy discussion last year that had been led by Councillor Adams. He said that the members had discussed these items again before Christmas when the Committee had made its budget recommendation to Council. The Chairman asked the other members of the committee if they felt that having a couple of minutes to read the information before discussing it was sufficient. The members discussed this question and agreed that what Mr. Birch had proposed was sufficient and that they could have a worthwhile discussion.

II. APPROVAL OF AGENDA

No additional agenda items were proposed by the Heritage Resources Committee members or staff.

MOTION 01.04.10 ADAMS THAT

the Heritage Resources Committee approve the agenda as presented.



CARRIED UNANIMOUSLY

III. APPROVAL OF MINUTES

A. The Chairman asked if there were any changes proposed to the March 1, 2010 minutes. There were no changes noted by staff or members.

MOTION 02.04.10 ADAMS THAT

the Heritage Resources Committee approve the minutes of the March 1, 2010 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY

IV. BUSINESS ARISING FROM MINUTES

A. Gift Agreement Form

The Chairman asked if the form had come back from the municipality's lawyers. Mr. Birch reminded the Committee that they had made a few suggestions to improve the gift agreement form and said that he wanted to run those changes by the Committee before sending the draft agreement to the lawyers. The Chairman pointed out that the minutes of the previous meeting had directed staff to make the changes and send it to the MD's lawyers. He expressed concern that this had not been done. Several other Committee members also indicated that they felt that completion of this gift agreement form was an urgent item. They noted that the form would be needed if the MD was serious about collecting these gifts. Mr. Birch responded that he had simply wanted the Committee to be comfortable with the changes before incurring the costs of a legal review and said that he would make the changes and have the form sent to the lawyers before the next meeting. The Committee members discussed this and then agreed to review the form one more time before sending it to the lawyer's office.

MOTION 03.04.10 GRISCHKAT THAT

Staff make the appropriate changes to the gift agreement form to improve it based on the Committee's earlier suggestions, and then bring it back to the Heritage Resources Committee in May for review prior to submitting it for a legal review.

CARRIED UNANIMOUSLY

B. Strategic Planning

Mr. Birch introduced Rose Reid and said that Ms. Reid was hired to help the HRC with their objectives and that it was good that she could attend today to see how the HRC wanted to assign priority to their various project items. He said that he also hoped that the Committee could provide more detail to the projects as that Ms. Reid would have clear direction to undertake the priority projects. He said that he proposed to go through the project list one by one. To refresh memories, he suggested that the members take a minute or two before each item to read the short text and then discuss it. He pointed out that he had listed a few questions for each item to get the discussion going. He said he would write the HRC's ideas on the board and if they had other ideas they could be noted on a separate board.

Councillor Dunki asked about the Oral history project and Mr. Birch reminded the Committee that it was not on the list because during the Committee's budget discussions

before Christmas it had been removed. He said the list is comprised of the projects that had money budgeted for them.

The HRC members then discussed each of the items and offered the following comments to serve as a guide for future work on each item:

1. Archives of MD Material of Significance
 - Capture ideas from Council boards and committees as to what was important. By what process? Ask them to email ideas to Ms. Reid
 - Important to set protocol and policy in this regard, for future, create consistency
 - Need to provide Rose Reid with an email address and title so she can function in this regard
 - Could talk to previous Councillors and staff
 - Should go back in past to record things such as volunteer award recipients
 - Keep the focus narrow, not everything. Compress the list right from the start.....ten years from now, what do things look like?
 - Two stages: current year (2009) vs. large past. Focus on 2009 first
 - Record occurrences as they happen
 - Tag the task to a staff member rather than a consultant to provide consistency over time
 - Email form to Council and various committee members to ask them to identify their top 5/10 events

2. Historic Book Listing/Collection
 - We will intuitively know if a book is of value; don't need a criteria for selection
 - Should be a passive activity rather than a proactive search
 - Consultant could do a review through library contacts
 - HRC should be the one that makes decision on purchase
 - Books could become "special selection" in library - generally not circulating
 - We do not need every book, especially if they are reserved elsewhere
 - Focus on the out-of-print or hard to get books
 - Consider donations (Bighorn library has a charity number)
 - 'Ownership' (MD vs. library) needs to be clear if library has books and could decide to get rid of them

3. Preservation of Industry – related Heritage Items
 - Start with small steps to see how industry responds
 - Letter: advise them that we are doing; ask for meeting as possible way to open discussion
 - We don't want to do industries' job of recording their history
 - Be careful what we ask for as we could not keep a lot of material given space constraints
 - The HRC needs some kind of communication policy to clarify who contacts industry (or other parties). Or does MD have a general policy that governs this?
 - Add to the list drafted by staff: Spray Lakes Sawmills; PetroCanada; Suncor; the vault company
 - Also asks them to keep this idea in mind going forward...document their corporate history as it occurs.

4. Cemetery on Lafarge Leased Land
 - Maintenance level should be fairly low – keep it visible and remove large trees (old)
 - List of names is on provincial list; not a plot layout, though
 - Lorraine Fraser's heirs might have info
 - Some research of plots/history would seem worthwhile
 - Would church group be interested in maintenance?
 - Focus on info, not maintenance
 - Recognize the other graveyard as well as the known sites
 - At a later date we can decide if we want to get more encouraging with graveyard appearance

5. Photographs of Current Events
 - We need a policy or guidelines that are not too restrictive in order to keep options open – who knows what we might be offered
 - Keep perspective → how much history/photos do we really need?
 - This is our record – don't design the system for the public
 - Make sure council photos get taken on a regular basis. Perhaps a formal shot.
 - Photographer does the cull to decide which pictures we keep
 - Get the names of people in the pictures/document the photo.
 - Unlike item #1, this photographic record does not necessarily have to be of MD specific event
 - Start a catalogue of the photographs. This means we need to select appropriate software
 - Build archive as we go rather than waiting until we have a pile of pictures
 - Make sure cataloguing software is robust so we can update it over time

6. Engage Neighbouring Municipalities and History-focused Organizations
 - This is a lower priority item - 2011
 - An HRC member should be involved. Contact should not just be by MD staff or consultant
 - Go in with open mind re: questions. We do not need to have a list of topics before we communicate. We can discover opportunities and synergies as we go.
 - Consultant can discuss items with other museum societies, etc. immediately, even if we list this as a low (2011) priority
 - Keep it informal; not politicized.
 - Create a list of possible liaisons via email (N.B.: everyone seemed to have ideas and it was decided to prepare a list of contact organizations via email rather than discussion.)

7. Preservation of Old Grave Sites
 - Could we add info re: gravesites to the existing website?
 - Need to inform landowners of the presence of graves and any obligations they may have. Ask that if they relocate graves (under Provincial legislation) they inform us. Make friends in the process rather than emphasizing their obligations
 - Get gps locations (N.B. all known sites have been documented)
 - Consultant's role might be to identify who is buried in Seebe (and elsewhere)
 - We should document but not repair/maintain old grave sites

- Is there anything we could put in the LUB? On development application Not just graves, other heritage items too
8. Private Historic Photos/Memorabilia
- Biggest issue → where would we house this archive?
 - Let's worry about storage problem when we encounter it
 - Storage vs. display issue needs to be addressed
 - We should only collect things that represent the history of Bighorn
 - Items that can be moved should be included, e.g. church gates. In other words, portability rather than size is the important selection criterion
 - Recognize that different items have different storage needs (e.g. old paper or book vs. metal gates)
 - How much space do we need? What is our budget?
 - We need to be careful to separate wheat from the chaff
 - Consultant → clarify storage requirements for various materials. This will help us determine what we will accept. But note that our bad/poor storage may be better than it being junked.
 - Foster idea but have another group take on project
 - If Bighorn unable to handle it, redirect to others with heritage interests
 - Collecting items and developing museums is premature, and we need to clarify what to collect and identify where would it be stored before we advertise that we have any interest in people's photographs, memorabilia or other gifts
 - Or should we establish interim storage and let the public know of the importance of things such as old photographs and important documents so we collect them before they are lost?
9. Development of Museum
- Should be parked for a while as it is a big budget item

Ms. Reid left the meeting shortly before the end of the discussion. Before leaving, she thanked the Committee for inviting her to attend and said that she was looking forward to getting started. Chairman Ryan asked her not to start any work until the Committee had reviewed and approved the minutes.

MOTION 04.04.10 DUNKI THAT

Heritage Resources Committee recess for lunch at 12:18 p.m.

CARRIED UNANIMOUSLY

The Chairman called the meeting back at 1:30 p.m.

The Committee then ranked the priority of the nine projects high, medium or low. The members also decided that the oral history project should be ranked even though it was not included in the identified budget list sent by HRC to Council last year.

Project	Rank
1. Archives of MD Material of Significance	H
2. Historic Book Listing/Collection	M
3. Preservation of Industry – related Heritage Items	M
4. Cemetery on Lafarge Leased Land	L
5. Photographs of Current Events	H
6. Engage Neighbouring Municipalities and History-focused Organizations	L
7. Preservation of Old Grave Sites	M
8. Private Historic Photos/Memorabilia	M
9. Development of Museum	L
10. Oral History	H

The top three projects are: Archives of MD Material of Significance, Photographs of Current Events and Oral History Project.

Mr. Birch then asked the Committee members to discuss the other topics that had arisen during the discussion and that had been recorded on the second board but not listed on the original project list. The discussion then moved to address those items.

A. Oral History Project

- Stockman’s Memorial Foundation would be a good source for guidance. They are doing this now
- Selection of the interviewer is important
- We should strive for video and audio record
- Don’t wait; start now with a basic plan and format
- Possibly use university student(s)
- Consultant → investigate and provide suggestions

B. Communication Policy

- We need to create a communications policy for the HRC and these various projects
- In this context, doesn’t the MD have a general communications procedure that we could use or at least base an HRC policy on it?

C. Job Description for Rose Reid

- Earlier in the meeting, Ms. Reid had asked how she should represent herself to others. She asked for clarity so when speaking with others, her title or role was clear

- The HRC decided this was really an administration function and asked staff to work on it
- D. Gravesite/yard regulations
- The Committee talked about graves again, and returned to the Lafarge graveyard and responsibility for its maintenance. Mr. Birch reminded the Committee that a previous Council recognized the cemetery is on the Lafarge land and did not expect it to be highly maintained, and that is the direction Lafarge has taken.
 - The Committee decided that this item is generally covered by Provincial regulations and does not need extensive MD involvement unless there is a perceived problem.
- E. Land Use Bylaw and Heritage
- The members discussed the value of having a regulation in the Land Use Bylaw that would draw a landowner's attention to whether or not they have a historical resource on their property

Ulrika Gillespie left the meeting at 2:30 p.m.

MOTION 05.04.10 DUNKI THAT

a recommendation be made to relevant MD staff, the LUB Steering Committee or Council, as necessary, that the draft new Land Use Bylaw contain provisions to require a development permit applicant to inform the MD if there is a historical resource (a building constructed prior to 1965) on a property as part of the development permit application process.

CARRIED UNANIMOUSLY

The Committee then discussed how this information would be used when provided, and it was suggested that it could generate an information flow from the MD office regarding historical resources and preservation options, or even an offer to investigate the resource in terms of adding to the MD's heritage resources survey.

V. UNFINISHED BUSINESS

A. Tracking Form

The Committee agreed that they like the format and noted that the form should again be updated in light of the strategic planning discussion above.

VI. NEW BUSINESS

B. Seebe sites surveyed

Greg Birch noted that TransAlta Utilities had allowed Heritage Collaborative Inc. and Ulrika Gillespie onto their Kananaskis and Horseshoe dam properties so that those buildings could be documented for survey purposes. The grave site previously discussed had been documented as part of that visit. There was a report prepared by Ulrika Gillespie in the agenda package.

MOTION 06.04.10 ADAMS THAT
the HRC receive the report as information.

CARRIED UNANIMOUSLY

VIII.

A. Canmore Proposed Historic Resources Regulations for LUB – News Article

This newspaper article was discussed briefly, Committee members noting that this was a positive initiative of the Town of Canmore.

X. NEXT MEETING DATE

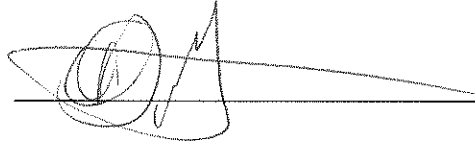
The Committee confirmed the next meeting date as May 3rd, 2010 at the Municipal Office in Exshaw. Councillor Dunki indicated that she may be absent.

XI. ADJOURNMENT

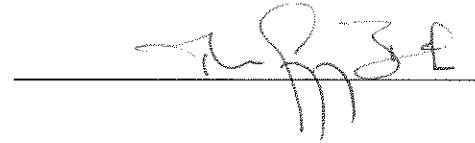
MOTION 07.04.10 ADAMS THAT

the Heritage Resources Committee meeting be adjourned at 2:55 p.m.

CARRIED UNANIMOUSLY



CHAIR



DESIGNATED
OFFICER

