

MUNICIPAL DISTRICT OF BIGHORN NO. 8

HERITAGE RESOURCES COMMITTEE MEETING

HELD JUNE 7, 2010 AT THE MUNICIPAL OFFICE IN EXSHAW

PRESENT: PAUL ADAMS MEMBER (Council)
DENNIS APEDAILE MEMBER (Public)
MARIA DUNKI MEMBER (Council)
BERT DYCK MEMBER (Public)
LYNDA GRISCHKAT MEMBER (Public)
PAUL RYAN CHAIRMAN (Council)

STAFF: GREG BIRCH ASSISTANT MUNICIPAL MANAGER
ULRIKA GILLESPIE MANAGEMENT ASSISTANT

REGRETS: None

GUESTS: ROBERT BUCKLE AND ERYN BUCKLE, HERITAGE
COLLABORATIVE INC. were present for part of the meeting.

I. CALL TO ORDER

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

II. APPROVAL OF AGENDA

Councillor Ryan asked that an addition be made to the agenda so that the strategic planning meeting could be discussed. No other agenda items were proposed by the Heritage Resources Committee members or staff.

MOTION 01.06.10 ADAMS THAT

the Heritage Resources Committee approve the agenda with the addition of Item V.B Strategic Planning .

CARRIED UNANIMOUSLY

III. APPROVAL OF MINUTES

A. The Chairman asked if there were any changes proposed to the May 3, 2010 minutes. There were no changes noted by staff or members.

MOTION 02.06.10 DYCK THAT

the Heritage Resources Committee approve the minutes of the May 3, 2010 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY



IV. BUSINESS ARISING FROM MINUTES

A. Gift Agreement Form

Mr. Apedaile asked about ownership of items donated to the MD. Mr. Birch said that staff had met with the heritage assistant, Rose Reid, and that she was asked to find out from groups that receive donated heritage items what their thoughts were on including the value of an item on a gift agreement form. He said that Ms. Reid was looking into the issue of value but not ownership as it was thought that the Committee had already decided that question. Mr. Birch said that following the approval of the April meeting minutes, staff had met with Ms. Reid and had gone over the list of projects with her. He said that he was not sure if she had completed her exploration of the value question. Councillor Ryan asked how the Committee could ask Ms. Reid questions if she was not at the meeting which led into a discussion on how Ms. Reid should report to the Committee and the need for a job description for the heritage assistant.

MOTION 03.06.10 APEDAILE THAT

administration prepare a job description for the heritage assistant which would include the budget and timetable for projects chosen earlier by the Heritage Resources Committee.

The Committee then discussed the motion before them. Councillor Ryan said that the job description should include how the assistant is tasked and gets her instructions. Councillor Adams cautioned that the Committee should not micromanage. The Committee discussed this further and then agreed that they would like monthly reports from the heritage assistant.

Mr. Birch reminded the Committee that the heritage assistant discussion was the next item agenda, and that this was the item on the gift agreement form. The Committee decided to postpone further discussion of the contract and return to the discussion of the gift agreement form.

Mr. Apedaile withdrew his motion (03.06.10) regarding the job description.

After a brief additional discussion of the gift agreement form, the Committee members agreed to wait for information from Ms. Reid, expected for the July meeting, before discussing it further.

The Committee agreed to move to item IV.C as Heritage Collaborative Inc. (item IV.B) was not scheduled to be in attendance until 10:00 a.m.

C. Heritage Assistant - update

Mr. Birch handed out a report written by Ms. Reid and apologized that it had not been sent out in the agenda package. He asked the Chairman if the Committee could have a moment to read the one and a half page report. The Chairman noted his frustration in not receiving reports before the meeting and asked the members to read the report.

Mr. Birch pointed out two things on the report. One was the information on a group that does oral histories and has funding already in place. He said that this could be a big win for Bighorn. The second item was that Ms. Reid had heard from the Glenbow Museum



about having values stated on a gift form but was apparently still waiting to hear back from other sources.

In the report Ms. Reid asked two questions: does the committee meet over the summer and would the purchase of an iPad, which she believed would be a useful tool, be a reasonable cost for which she could be reimbursed. The Committee discussed the two questions and whether or not they should accept them in that the questions arose from a briefing note that had been only reluctantly accepted as part of the agenda.

MOTION 04.06.10 DUNKI THAT

The report from Ms. Reid be accepted as information and discussed, and that the Committee provide direction to staff if necessary following the discussion.

CARRIED UNANIMOUSLY

Referring to item 4 on Ms. Reid's report, Councillor Dunki asked that Photographs of Current Events be put on a future agenda. She said she would like the Committee to provide some direction to Ms. Reid in drafting a policy for this. The members discussed this briefly. Mr. Birch said Ms. Reid has two tasks she is working on here: to provide a draft policy on how the MD manages the photos, and to provide ideas as to how they should be stored.

Councillor Dunki asked for clarification as to what is No. 3, Archives of MD Material of Significance. Mr. Birch explained the idea is that the MD, as an institution, keeps some notes and documents while other things are thrown away based on a retention policy. The intention of the task is to have a separate binder or similar device prepared that would contain a record of what were seen as key occurrences, regardless of the retention policy. He said the Committee had asked that other MD committees and boards be asked for what they believed were the important things that happened in the MD in 2009, and the idea is to keep a short list of these highlights. Ms. Grischkat said that this item is on the tracking form and noted that there were time lines on Ms. Reid's report.

The Committee members noted that it would have been helpful to have the briefing note from Ms. Reid available ahead of the meeting. Mr. Birch said that staff had met with Ms. Reid and he had intended to provide a verbal update to the Committee, but when a written report was received on Friday staff decided to hand it out. Councillor Ryan asked why Ms. Reid was not at the meeting and Mr. Birch said that she had not been asked to come. He asked what the Committee would prefer, for Ms. Reid to attend or to write a report? The Committee discussed this and then agreed that they would prefer a monthly written report and, if necessary, for Ms. Reid to attend.

The Committee members then discussed Ms. Reid's two questions. First, they agreed that they would meet over the summer. Second, they agreed that they would need more information and a staff report before deciding on the iPad.

MOTION 05.06.10 DUNKI THAT

administration be directed to provide a draft job description for the heritage assistant to the Heritage Resources Committee for approval at the next meeting, and also that Ms. Reid be informed of the Committee's decisions on the two questions that were raised in her report.

CARRIED UNANIMOUSLY

The Chairman called for a recess at 10:14 a.m.

The Chairman called the meeting back at 10:23 a.m.

B. Inventory HCI

The Chairman invited Bob Buckle and Eryn Buckle from Heritage Collaborative Inc. to join the Committee at the table. They summarized the status of the Heritage Inventory and said that today they would like to finalize the draft Statements of Significance (SoSs) and introduce the context paper.

1. Statements of Significance

Mr. Buckle said that they have done more research and made the suggested changes to the SoSs resulting from the previous input from the Committee members. He said there would another set of changes to improve the readability of the SoSs and there may be changes after meeting with the landowners, but basically the draft SoSs were now pretty well complete. HCI reviewed the SoSs with the Committee and recorded the changes asked for by the Committee. The Committee agreed to accept the draft SoSs with the amendments made at the meeting, and approve the SoSs for circulation.

2. Context Paper

Mr. Buckle said that this paper is a summary of the existing known history of the MD of Bighorn and it is to be used as a tool in the future; to provide a background for future heritage work. He said that it covers the major themes.

HCI and the Committee discussed the content of the material and suggestions were made to improve the content and flow of the paper.

Dennis Apedaile left the room to make a phone call at 11:30 a.m. but said he had a list of changes and wanted to talk with HCI before they left even if he had to provide them separately.

The Committee members agreed that they wanted information on the hamlets of Lac des Arcs, Dead Man's Flats and Benchlands even though there were no sites on the inventory in these hamlets.

Dennis Apedaile returned to the meeting at 11:45 a.m.

MOTION 06.06.10 DYCK THAT

that the Heritage Resources Committee accept the draft Context Paper as information and ask HCI to make the suggested changes to the paper, including the ones proposed by Mr. Apedaile, and bring the revised draft back to the Heritage Resources Committee for final review and approval.

CARRIED UNANIMOUSLY

Mr. Birch asked HCI to outline what the next steps would be. Mr. Buckle said that the MD should plan a meeting of the land owners as a group. He said the group will have the same questions and share information with each other. He said HCI prefers to hand out the SoSs at the meeting after HCI has had an opportunity to provide information.

Councillor Adams noted that the Committee was now discussing VI.B Public Engagement re: Inventory and the Committee agreed to move to that item on the agenda.

VI. BUSINESS ARISING FROM MINUTES

B. Public Engagement re: Inventory

Mr. Buckle suggested that there be two meetings, one for the people with sites on the inventory and one for the public. The Committee agreed that it would be good to celebrate the results of the inventory and to promote heritage at a meeting for the general public, perhaps in the fall.

MOTION 07.06.10 DUNKI THAT

administration work with Heritage Collaborative Inc. and plan two meetings with time and details at their discretion, the first meeting to be with owners of properties suggested for the inventory and the second to be for the general public.

CARRIED UNANIMOUSLY

The Chair thanked Bob Buckle and Eryn Buckle for their presentation and the two consultants left the room.

V. UNFINISHED BUSINESS

A. Tracking Form

The Chairman asked which projects on the tracking form Ms. Reid is working on. Mr. Birch said that changes to the form are shown in yellow and, for example, No. 9 indicates that Ms. Reid is working on Archives of MD Material of Significance.

MOTION 08.06.10 DYCK THAT

that the Heritage Resources Committee accept the Tracking Form as presented.

CARRIED UNANIMOUSLY

B. Strategic Planning

The Chairman said that he thought there was going to be a meeting following the strategic planning session held in April. He said that the project list was long and he thought that the HRC should provide instruction. Mr. Birch said that he understood that the Committee had assigned its priorities in April as part of the strategic planning session, and that administration had waited for approval of the April minutes and then met with Ms. Reid to go over the projects that the Committee had prioritized. The Committee discussed this and agreed that the projects identified at the strategic planning are on the tracking form and any details pertaining to them could be managed through the tracking form. The Committee agreed, though, that the high priority projects should be more visible on the form. Mr. Birch said that staff would review the structure of the form and bring a new version back in July. Councillor Dunki noted that No. 18, Land Use Bylaw (LUB) and Heritage Protection, would be off the list soon and Mr. Birch said that he had spoken with the staff person managing the LUB review about heritage matters and would be submitting a formal letter for the Public Hearing. Councillor Adams noted that Oral History was on the list in two areas and Councillor Ryan said he would like to create focus on the list so it is manageable. Mr. Birch said that staff will reshape the tracking form with a set of formal priorities and and make sure it includes all of the tasks being undertaken by Ms. Reid.

VII. CORRESPONDENCE

The Committee briefly discussed the existing arrangements for delivery of agenda packages. Committee members from the Bow Valley had no problems and Councillor Dunki appreciated not being emailed large files which her computer at home cannot receive. Dennis Apedaile and staff agreed to make arrangements each month depending on the size of the package. It was noted that committee and board members may change in the fall and mail boxes at the Ghost Station gas station may become available.

X. NEXT MEETING DATE

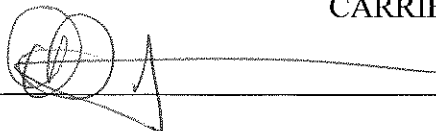
The Committee confirmed the next meeting date as July 5, 2010 at the Municipal Office in Exshaw.

XI. ADJOURNMENT

MOTION 09.06.10 DYCK THAT

the Heritage Resources Committee meeting be adjourned at 12:35 p.m.

CARRIED UNANIMOUSLY



CHAIR



DESIGNATED
OFFICER