MUNICIPAL DISTRICT OF BIGHORN NO. 8
HERITAGE RESOURCES COMMITTEE MEETING

HELD OCTOBER 4, 2010 AT THE MUNICIPAL OFFICE IN EXSHAW

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| PRESENT: | PAUL ADAMS | MEMBER (Council) |
| | 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: | DENNIS APEDAILE | MEMBER (Public) |

## I. CALL TO ORDER

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

## II. APPROVAL OF AGENDA

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

**MOTION 01.10.10 DYCK 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 August 31, 2010 minutes. There were no changes noted by members or staff.

**MOTION 02.10.10 GRISCHKAT THAT**
the Heritage Resources Committee approve the minutes of the August 31, 2010 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY

## IV. BUSINESS ARISING FROM MINUTES

**A. <u>Bylaw/Terms of Reference</u>**

Mr. Birch explained that the bylaw and terms of reference (TOR) as recommended by the Heritage Resources Committee (HRC) at the August 31, 2010 meeting were shown with changes highlighted. Those documents were followed by ones that showed what the bylaw and TOR would look like with those changes made. Following that was the memo from

the MD's CAO. Then the bylaw and TOR as they would exist with the changes recommended by the CAO. The Chairman then asked the Committee which version of the bylaw and TOR they would like to recommend to Council.

Councillor Adams noted the CAO's reference to the Municipal Government Act and said that those references should not be overlooked. There was discussion around the appropriate recommendation to Council and whether it should come from the Committee or from administration. There were also questions about why the Committee's initial recommendation had not been put before Council in September.

Mr. Birch said that the bylaw and TOR as recommend by the Committee at its August 31, 2010 meeting were not brought to the September 14, 2010 Council meeting because two questions were outstanding after the August 31st meeting: should the TOR be a separate document from the bylaw and should budget considerations be addressed in the bylaw? Mr. Birch also explained that for this proposed bylaw, because there is no public hearing necessary for it, consideration of the required three readings could be given by very different councils. Consequently, this bylaw could have all three readings in October or over a longer period. It did not have to be dealt with before the election.

Chairman Ryan said that the Committee could only recommend one version. He said the Committee could make their recommendation and the CAO's memo could be information brought forward by administration.

Mr. Birch then noted that Dennis Apedaile, who was absent from the meeting, had emailed a comment earlier that "(1) additional member" in the Structure section of the Bylaw was not necessary. The Committee talked about this and decided that they saw no need to strike it.

Mr. Birch said that the wording should be modified slightly where the Bylaw is referenced in the TOR. He said that the specific Bylaw and number should be used and not just the word Bylaw and that staff would check for minor edits and adjust the documents to ensure that they flowed correctly.

Mr. Birch asked the members how they wished to address the two issues raised the August meeting and the CAO's response. Chairman Ryan suggested that the TOR be kept separately from the bylaw so that it could be adopted and amended by Council Resolution and that the financial clauses be kept in the TOR. The Committee agreed.

**MOTION 03.10.10 ADAMS THAT**
the Committee recommend to Council the draft new Heritage Resources Committee Bylaw and Terms of Reference as established at the August 31, 2010 meeting, with the changes as discussed.

**MOTION 04.10.10 DYCK THAT**
the Committee accept the CAO's, Martin Buckley's, suggestions as information.

CARRIED UNANIMOUSLY

## V. UNFINISHED BUSINESS

### A. Tracking Form

Chairman Ryan asked for clarification of Item 18, Terms of Reference review. Mr. Birch said that Dennis Apedaile had previously asked for this as he wanted to be able to discuss historical issues related to the MD but which are outside the jurisdiction of the MD. The Committee agreed that the MD needs to be able to work with its neighbours and that perhaps this item could be renamed. Mr. Birch suggested that with the just-completed discussion of the TOR, this item could be considered complete. The Committee agreed, and then noted that the completion date for Item 17, Communications Policy, should be changed to January 30, 2011.

There was a discussion around the last residents in Exshaw drawing their water from the Lafarge waterline from Exshaw Creek, and that in the new year they would get their water from the new municipal water line. Councillor Dunki suggested that the weekly Exshaw Water Newsletter, prepared by Gordie Miskow, be kept as a historical record.

**MOTION 05.10.10 ADAMS THAT**
the Committee accept the Unfinished Business Tracking Form as information.

CARRIED UNANIMOUSLY

### B. Heritage Assistant

Mr. Birch explained that the Heritage Assistant, Rose Reid, had been on holiday for much of the month of September and that there was no report. He said Mrs. Reid was able to send out the questionnaire. He said that the questionnaire was for staff, committee and board members, and Council, so the HRC members should fill it out and return it. Councillor Dunki said that next time it should be made clear in the questionnaire that individual's names would only be used for contact purposes. Councillor Adams said that there is a year in review in the last newsletter of the year and that would be a good source of annual information in addition to the questionnaire responses.

### C. Inventory sites on Crown land

Mr. Birch said that nearly half of the sites on the Inventory are on Crown land managed by various departments. He said staff met with representatives from Sustainable Resources and Development; Transportation, and Culture and Community Spirit. He said that the discussion focused around what can be done to protect these sites and that the representatives seemed to be willing to work with the MD on this. He said that the Park Gate site is in the highway right of way and that Transportation will try to add information to their system but because it is in the right of way, it may be difficult to track and protect. He said it may be possible to put a protective notation or a consultative notation on the vaults or Blackrock Fire lookout. He said Tracy Cove from Public Lands said there is a group of ex-foresters who had an interest in old fire lookouts and they may or may not be active and able to assist in some projects. He said for sites which are leased lands and to be reclaimed at the end of the lease, a protective notation could be put on them. A possibility on many sites would be to establish a lease in the MD's name but this would make the MD responsible for them. Consultation would have to occur where sites were in existing leases held by other parties. He said the HRC will have to discuss these sites and

determine what they would really like accomplished at some time in the future, perhaps as part of the proposed management plan.

## VI. NEW BUSINESS

### A. Promotion

Mr. Birch said that at the Heritage Forum he had recently attended with Chairman Ryan and Ulrika Gillespie, many promotional ideas were expressed and that the MD should consider something for Heritage Day. He said there are lots of ideas and it could be something small like an organized hike to the vaults, or display boards in the MD's lobby. Councillor Dunki suggested speaking with the community coordinator in this regard. Lynda Grischkat said she would like to see this as unfinished business to talk about it and put it on tracking form. She said that would give lots of time to plan something.

### B. 2011 Budget Consideration

Mr. Birch said, referring to the 2011 Budget Consideration Report in the agenda package, that the budget for 2011 was generally the same as the 2010 budget except he had budgeted less for the proposed management plan than had been budgeted for the inventory. Councillor Dunki asked if the honoraria would change if the committee had one less councillor and Mr. Birch said that it would not as honoraria for Council comes out of a separate budget category. Ms. Grischkat asked why not ask for the maximum of $20,000 for the MHPP matching grant and Mr. Birch said that he anticipates that the management plan will cost less than the survey and inventory projects. He said it is best to obtain the grant first and then go to market for a consultant. The Committee discussed the presentation of the budget and agreed that the way it was presented, made it difficult to distinguish revenues from expenditures. They suggested that it should be modified before it went to council. Councillor Adams asked that short notes be added to the items as well.

**MOTION 06.10.10 ADAMS THAT**
the Heritage Resources Committee recommend to Council that Council utilize the following when establishing the Committee's 2011 budget.

| Item | 2010 Budget | 2011 Proposal |
|---|---|---|
| Revenue grant | (20,000) | (15,000) |
| Honorarium | 5,400 | 5,400 |
| Purchased Services | 46,700 | 36,700 |
| Meals & Lodging | 320 | 320 |
| Mileage | 950 | 950 |
| Total | 33,370 | 28,370 |

CARRIED UNANIMOUSLY



TGB

## X. NEXT MEETING DATE

The Committee confirmed the next meeting date as December 6, 2010 at 9:00 a.m. in the Municipal Office.

Chairman Ryan gave a brief description of the Heritage Forum he and staff had attended recently, noting that it was interesting although he had to leave early.

## XI. ADJOURNMENT

**MOTION 08.10.10 GRISCHKAT THAT** the Heritage Resources Committee meeting be adjourned at 10:27 a.m.

CARRIED UNANIMOUSLY

CHAIR

DESIGNATED OFFICER