

MUNICIPAL DISTRICT OF BIGHORN NO. 8

HERITAGE RESOURCES COMMITTEE MEETING

HELD JULY 5, 2010 AT THE MUNICIPAL OFFICE IN EXSHAW

PRESENT:	PAUL ADAMS	MEMBER (Council)
	DENNIS APEDAILE	MEMBER (Public)
	DENE COOPER	EX-OFFICIO (Council)
	MARIA DUNKI	MEMBER (Council)
	LYNDA GRISCHKAT	MEMBER (Public)
	PAUL RYAN	CHAIRMAN (Council)
STAFF:	GREG BIRCH	ASSISTANT MUNICIPAL MANAGER
	MARTIN BUCKLEY	MUNICIPAL MANAGER
	ULRIKA GILLESPIE	MANAGEMENT ASSISTANT
REGRETS:	BERT DYCK	MEMBER (Public)
GUESTS:	MATTHEW FRANCIS, HISTORIC RESOURCES MANAGEMENT – ALBERTA CULTURE AND COMMUNITY SPIRIT, AND 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 9:02 a.m. The Chairman noted that he had invited Reeve Cooper and Martin Buckley, the C.A.O., and that they would be in attendance for a portion of the meeting. Mr. Birch said that Mr. Dyck was not able to attend the meeting today.

**II. APPROVAL OF AGENDA**

The Chairman asked if there were any additions proposed by Committee members. None were proposed. The Chairman asked if staff had any additions. Ms. Gillespie proposed one item: Municipal Heritage Forum under VIII.A. Councillor Adams noted that he had to leave the meeting at noon. The Chairman noted that a Bylaw and a report regarding the gift agreement form from the Heritage Assistant had been forwarded to the Committee after the agenda package had been sent out but could be included under that existing agenda item. The Chairman said he would like to add Terms of Reference as item VI.C in New Business because there are 20 items on the project list and he wondered how they would be done. He then explained that the Reeve and Mr. Buckley were in attendance to discuss the Committee's function and activities, and invited the Reeve and C.A.O. to address the members ahead of the agenda items.

C.A.O. Martin Buckley said that he was there to clarify responsibilities with respect to the Committee and the Heritage Assistant's job description. He noted that, like other M.D. Council appointed committees, the HRC is an advisory body to Council that has limitations on its authority: committees cannot directly spend money, pledge the credit of the M.D. nor hire/supervise employees. He indicated that employees and job descriptions are administrative

functions, and it is Administration's responsibility to figure out how the work gets done, and therefore it is up to Administration, within approved budgets, to determine the human resource requirements. Mr. Buckley said that he had discussed the Committee's decision regarding the Heritage Assistant contract with Mr. Birch and that, although he recognized that the Committee had discussed and supported the contracting of this particular contractor, it was not for the HRC to get involved with the decision on whether the position is an employee with a job description, or a contractor with a terms of reference/contract.

Chairman Ryan asked why the job description was on the agenda and Mr. Buckley responded that the minutes reflect that the HRC asked for it to be there.

Chairman Ryan asked why the Committee had no Terms of Reference and Mr. Buckley was surprised to find out Terms were not already prepared. He said that administration will work on these. Mr. Adams said that in Bylaw 02/09, which established the Committee, there are sections on purpose, function, structure, finance, administration and format for the Committee, and said that it may not be accurate to say that there is no terms of reference.

Mr. Apedaile said that he would like and expect the Committee to make comments in regards to the job description for the Assistant to ensure there is successful communication and to ensure that it represents what the Committee wants. Councillor Dunki said she sees the contractor playing an advisory role similar to other contractors. Ms. Grischkat said she found the tracking form works well for following the Heritage Assistant's activities.

Reeve Cooper said that the Committee had initially been established without a Terms of Reference and that the first of members were members of Council. He said the Committee initially had two key projects to deal with, the survey and inventory, and that the Committee had also helped Council with decisions on the buildings at Seebe and the St. Bernard's Church in Exshaw. He said that now, with Council's initial objectives nearly met with the survey completion and the inventory near completion, he hopes the Committee can advise Council how to move forward. He reminded the Committee that there are only a few meetings left before Council's organization meeting in the fall. He said he hoped that the Council representation on the Committee will be reduced at that time.

Mr. Apedaile said his recollection of the Committee's origin was that it was part of an incubation period where the intention was to try to raise awareness of historic preservation and education. Councillor Dunki supported this, saying that comments made at open houses and the occurrence of the Olympic Torch Run generated interest in a host of heritage issues that the Committee could not ignore.

Reeve Cooper said that the contractor Mr. Birch has hired will be working for Administration to achieve the Committee's objectives as approved by Council. The Reeve finished by encouraging the Committee to bring to Council its vision for the next term.

Mr. Buckley said that Administration will go through the Bylaw and see what is needed in order to ensure a clear terms of reference exists, and that Mr. Birch will be asked to prepare a terms of reference. The Chairman asked if the Committee could provide input into the terms of reference and Mr. Buckley responded that yes it could.

Reeve Cooper and Mr. Buckley left the meeting at 9:23 a.m.

Councillor Adams asked the Chairman if he would like a motion to approve the agenda and the Chairman said yes. The Chairman said, based on the previous discussion, that Item IX.A, In Camera – Heritage Assistant Contract, and Item IV.D, Purchase Request - Heritage Assistant, should be removed from the agenda.

**MOTION 01.07.10 ADAMS THAT**

the Heritage Resources Committee approve the agenda with the addition of Item VI.C, Terms of Reference, and VIII.A, Municipal Heritage Forum, and with the removal of Item IX.A, In Camera – Heritage Assistant Contract, and Item IV.D, Purchase request Heritage Assistant.

CARRIED UNANIMOUSLY

**III. APPROVAL OF MINUTES**

A. The Chairman asked if there were any changes proposed to the June 7, 2010 minutes. There were no changes noted by members or staff.

**MOTION 02.07.10 ADAMS THAT**

the Heritage Resources Committee approve the minutes of the June 7, 2010 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY

**IV. BUSINESS ARISING FROM MINUTES**

**A. Gift Agreement Form**

The Committee discussed the report from Ms. Reid. The members noted that, based on her research, she advised against including the value of the item on the gift form. Mr. Birch said that any other issues with the form had been resolved through the various renditions.

**MOTION 03.07.10 APEDAILE THAT**

the Committee accept the June 29, 2010 version of draft Gift Agreement Form, which does not include a request for item value, and send it to the municipality's lawyers for their review.

CARRIED UNANIMOUSLY

**C. Heritage Assistant – Report**

Mr. Birch said that Ms. Reid was available to attend the meeting if the Committee wished as she was in the library located in the same building. The Committee discussed the report submitted by Ms. Reid and agreed that they like the brief, point form report.

The Committee accepted the report as information.

**E. Inventory meeting with Landowners**

Mr. Birch reminded the Committee that there are 20 sites proposed to be on the inventory, half of which are on Crown land. He said a meeting was held last Monday for those property owners. He said no one from the Province attended because of timing issues but



the Province has indicated that they will meet separately in the future with administration to discuss the sites. Mr. Birch said Heritage Collaborative Inc. (HCI) was at the meeting and six people representing four buildings; two catalogue houses in Exshaw and two rural buildings. He said that it was emphasized at the meeting that being on the inventory is voluntary and that their buildings had not been designated as historical resources. He said the land owners were told that their buildings have heritage value and there are benefits to being on the inventory. HCI provided a detailed discussion of those values and the designation process. Those attending were asked to take time to think about being on the inventory.

HCI passed around the table a copy of the Inventory that they had prepared for the City of Lethbridge.

Chairman Ryan asked how being on the inventory would affect property values and Mr. Birch said that he had been told that in most cases property values increase.

Mr. Birch said that staff would be happy to meet with anyone who was not able to attend if Committee members know anyone who is interested. He said that at the meeting, the people were told that one idea would be to celebrate and educate people about the buildings through the use of plaques. He said one land owner had asked if the funding for designated buildings was retroactive as they had already spent a lot of money on maintenance and that Mr. Buckle had said he believed not.

The Committee agreed that a follow up letter should be sent to the landowners of all the buildings and sites to clarify what being on the inventory means, what happened at the meeting and to include information from the province. Also the letter should let those know who were not able to attend that staff would be happy to meet with them to discuss their building.

Councillor Dunki said that Bighorn should ask for heritage management planning information from other municipalities who have successful programs such as the Towns of Cochrane and Fort Macleod.

The Chairman called for a short break at 9:50 a.m.

The Chairman called the meeting back to order at 9:58 a.m.

#### **F. HCI Inventory Context Paper – HCI Delegation**

The Chairman invited the representatives from HCI and Matthew Francis from the Province to join the Committee at the table.

Bob Buckle said that the meeting last week with the land owners went very well. He said it was positive and the people were receptive to the information and had asked good questions. He said they are planning a second meeting in September for the general public but wanted to meet ahead with the specific property owners. Mr. Buckle said that today they wanted to review the Statements of Significance (SoSs) for the last time and go over the Context Paper for the second time.

Mr. Birch provided a quick summary of the public meeting for Mr. Francis as he had not been in the room when this was discussed earlier. When Mr. Birch said that staff would be meeting separately with the Province, Mr. Francis said that he could be available for that discussion too. Mr. Birch said that the heritage issues are probably a new issue for the province to deal with as there may not have been any need in the past.

Ms. Dunki asked about the inclusion of the forestry industry and how best to include and first nations. Mr. Francis said that there is a separate program for aboriginal consultation if the MD had issues related to traditional use.

Ms. Buckle asked for comments about the Context Paper. Councillor Adams asked about the information about Lac des Arcs and suggested that it may not be correct. Mr. Birch said that staff would work with HCI to correct the information.

Councillor Adams asked that the Superintendent's House at Seebe be included in the Context Paper. The Chairman asked for clarification around the mention of the removal of buildings at Seebe in some minutes he had recently read. Mr. Birch explained that was in the Municipal Planning Commission meeting minutes in regards to a recent subdivision application decision.

Mr. Apedaile said he was happy with the Context Paper and asked how can we promote it and use it? He said he would like a discussion on plaques in the future and suggested one change to the Context Paper to include that Pot Kilns at the Original Kananaskis were wood burning.

Eryn Buckle said that she had addressed all of the concerns raised at the June meeting. Mr. Apedaile asked for another piece of information to be included, that being when the Ghost River was redirected as that was an important event.

Mr. Buckle said that the inventory is 9/10ths done and circulated a copy of a final product, an inventory done for Red Deer County. He said it includes items required by the province.

Mr. Birch asked Mr. Buckle who decides whether you are on the Inventory or not. Mr. Buckle said that it is up to the municipality to decide. He said that there is no legal function to the Inventory, it is not limiting, and there are different approaches. He explained that the City of Edmonton asks property owners if they would like to be on the inventory and if the City does not receive back a letter of objection, they include them. He said the City of Lethbridge goes ahead and just puts properties on the inventory without seeking land owner permission. Mr. Buckle said HCI prefers to let the people decide if they participate or not. Eryn Buckle said that it would be possible to have two lists, one for internal use and one for public use, and if people were uncomfortable about having their property listed publicly, it could be removed from the public list.

Mr. Buckle then talked about future plans. He said the MD now has a good background in heritage and there are lots of opportunities. He said that the MD has a wide variety of sites and possibilities for interpretation. He said HCI has lots of experience in heritage management planning and it would be good to consider an integrated strategy. He said the Context Paper could be used in management planning and it also could be modified and shared with the general public.

There was a discussion on doing poster sessions. Matthew Francis said posters sessions can be very successful. Councillor Dunki suggested circulating heritage material and information in the communities, and said that doing a poster session at Living in the Natural Environment might be a good idea.

Referring to the City of Lethbridge Inventory that was circulating around the table, Mr. Buckle said that the survey review form for a site follows the SoS and shows the evaluation process.

**MOTION 04.07.10 ADAMS THAT**

the draft Context Paper for the MD of Bighorn Heritage Inventory, with amendments, be approved for use as part of the Inventory and related heritage work.

CARRIED UNANIMOUSLY

**VI. NEW BUSINESS**

**B. Review of Inventory Project – Matthew Francis, Municipal Heritage Services**

Mr. Francis said he works with the communities to make sure their goals are being met. He noted that the Committee has had opportunity to review the SoSs and that they are accurate and adequate. He noted that they have a new guide for designation available on line. He said there is funding available through the Municipal Heritage Partnership Program for heritage management plans, and the application process is similar to that for the survey and inventory. He said it is funded by the Heritage Foundation and not the Province anymore, and basically the only difference is that there is no deadline to meet provincial timelines. He said the funding is a grant and not a contract anymore. He said the idea of plaques was brought up earlier and the Heritage Foundation has a program for that and also one for research. The Chairman asked if there was any funding for oral histories and Mr. Francis answered that the research grant may be available for that.

Referring to the Red Deer Count Inventory circulating around the table, Councillor Dunki said she liked what they had done and believes that what is on the unfinished business tracking form could be brought into a similar document prepared for Bighorn.

Councillor Adams asked if the MD could apply for funding and, if successful, start the management plan project at the beginning of the municipality's fiscal year? Mr. Francis said that the Alberta Historical Resources Foundation (AHRF) understands how municipalities work and all that would be needed is to include project timing in the application.

Councilor Dunki said that the HRC has a broad range of goals like Red Deer County has written in their management plan, and the HRC should recommend to Council to budget for funding for a management plan so we can apply for matching funding from the foundation.

Mr. Francis said that most communities do not have a heritage committee in place but because Bighorn has had one for a number of years now, Bighorn is ready to strategize, develop and implement a plan.



Mr. Buckle said that management plan is important for continuity if there are changes to staff or the committee. He said the HRC should ask what is the strategy for the next five years, and plan an economical way to get things done on paper and then go to the public.

Mr. Apedaile asked about the governance of the AHRF and Mr. Francis said that its mandate is set out in the Historical Resources Act, that it was founded in 1974, that it plays an advocacy role, that it is governed by a board of directors made up of 7 members from the public, and that it falls under the umbrella of the Ministry of Heritage.

There was a brief discussion around plaques and federal and provincial standards.

Mr. Francis finished by encouraging the Committee to attend the Heritage Forum in the fall to be held in Calgary. The Committee thanked him for his support, and then Mr. Francis, Mr. Buckle and Ms. Buckle left the meeting.

**MOTION 05.07.10 DUNKI THAT**

request staff to bring back an example of a heritage management plan to a future meeting for discussion.

CARRIED UNANIMOUSLY

The Committee then discussed how such an example could be used to create a management plan for Bighorn. Mr. Birch said that the funding available for a management plan is similar to the \$20, 000 that was available for the survey and inventory. Mr. Birch suggested to focus on hiring someone to prepare a good management plan. Councillor Dunki said that she wanted to move ahead and that it was not necessary to reinvent the wheel, she felt that the Committee could create an MD of Bighorn management plan fairly easily. Councillor Adams said he felt it is important to go through the process and have residents and the HCI take ownership of the plan.

**V. UNFINISHED BUSINESS**

**A. Tracking Form**

The Chairman asked for clarification around item #20, Terms of Reference (TOR) Review. Mr. Birch said that TOR for the inventory does not include first nations lands and said that he believed Mr. Apedaile wanted to discuss this. Mr. Birch said we would have to develop an approach to address sites important to Bighorn but outside of our jurisdiction.

Mr. Apedaile said that the first step should be to get information from the Foundation in regards to aboriginal consultation process. The Committee agreed that there may be sites outside the municipality that may be important to the MD and they suggested renaming that item. They agreed to remove #18, Job Description for Consultant.

**MOTION 06.07.10 ADAMS THAT**

the HRC accept the tracking form with the amendments.

CARRIED UNANIMOUSLY

**VII. NEW BUSINESS (continued)**

**C. Terms of Reference**

**MOTION 07.07.10 GRISCHKAT THAT**  
staff prepare a Terms of Reference for the HRC.

CARRIED UNANIMOUSLY

**VIII. EDUCATIONAL/INFORMATIONAL ITEMS**

**A. Municipal Heritage Forum**

The Chairman said that he would like to recommend to Council that the members of the HRC attend the Municipal Heritage Forum in September and that Council pay the per diem. The Committee then discussed offering to pay a per diem and travel expenses for up to two people from the general public to attend. Councillor Dunki said that similar offers have been made in the past for other events, such as a Women in Politics seminar, and Mr. Apedaile said that it would be beneficial to people who may be potential members of the HRC and to encourage learning. The Chairman said he did not like offering to pay per diems for members of the general public who might simply be interested in an event. Mr. Birch noted that there is no admission fee for the event.

**MOTION 08.07.10 DUNKI THAT**

The HRC recommend to Council to support per diem and expenses for up to two members from the general public to attend the "Making It Work" Heritage Forum to be held in September in Calgary.

INFAVOUR  
Dunki, Apedaile, Grischkat

OPPOSED  
Ryan, Adams

CARRIED

Lynda Grischkat noted that the Heritage Assistant had previously expressed an interest in attending this event.

**MOTION 09.07.10 ADAMS THAT**

The HRC recommend to Council to support per diem and expenses for the HRC members to attend the "Making It Work" Heritage Forum to be held in September in Calgary.

CARRIED UNANIMOUSLY

**X. NEXT MEETING DATE**

The Committee discussed the date for the August meeting and scheduled it for August 11, 2010 as the first Monday of the month is a holiday. The Committee also discussed the meeting date for the month of October as Mr. Apedaile is not able to attend a September meeting and possibly not October either. The Committee agreed to an October meeting date of October 13, 2010.

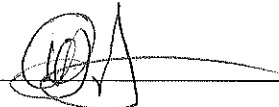
**MOTION 10.07.10 ADAMS THAT** the August Heritage Resources Committee meeting be scheduled for August 11, 2010 in Council Chambers.

CARRIED UNANIMOUSLY

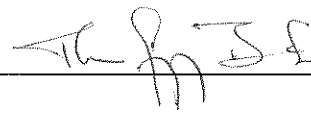
**XI. ADJOURNMENT**

**MOTION 11.07.10 ADAMS THAT** the Heritage Resources Committee meeting be adjourned at 12:05 p.m.

CARRIED UNANIMOUSLY



CHAIR



DESIGNATED  
OFFICER