

MUNICIPAL DISTRICT OF BIGHORN NO. 8

HERITAGE RESOURCES COMMITTEE MEETING

HELD AUGUST 11, 2010 AT THE MUNICIPAL OFFICE IN EXSHAW

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
REGRETS:	BERT DYCK	MEMBER (Public)
GUESTS:	None	

**I. CALL TO ORDER**

The Chairman called the meeting to order at 9:07 a.m.

**II. APPROVAL OF AGENDA**

The Chairman asked if there were any additions proposed by Committee members. Mr. Apedaile asked to discuss the Context Paper and the Committee agreed to add it to the agenda under Business Arising from Minutes.

**MOTION 01.08.10 ADAMS THAT**

the Heritage Resources Committee approve the agenda with the addition of Item IV.F, Context Paper.

CARRIED UNANIMOUSLY

**III. APPROVAL OF MINUTES**

A. The Chairman asked if there were any changes proposed to the July 5, 2010 minutes. There were no changes noted by members or staff.

**MOTION 02.08.10 GRISCHKAT THAT**

the Heritage Resources Committee approve the minutes of the July 5, 2010 Heritage Resources Committee meeting as presented.

CARRIED UNANIMOUSLY

#### **IV. BUSINESS ARISING FROM MINUTES**

##### **A. Heritage Assistant – Report**

The Chairman asked if there were any questions in regards to the report. Councillor Dunki noted that if a questionnaire about MD-significant events in 2009 is to go to be circulated to various boards and committees, then Mrs. Reid should consider that this Council's term ends in October. Mr. Birch agreed, and said it would need to go out before October and that staff will provide input about the questions to Mrs. Reid. Dennis Apedaile talked about the need for the report to be short, and that it could be with bullets in format.

##### **MOTION 03.08.10 ADAMS THAT**

the Heritage Resources Committee accept the Heritage Assistant's report as information.

CARRIED UNANIMOUSLY

There was a brief discussion around charitable donations and if it is possible for the MD to issue receipts for such donations. The Committee agreed that they may need to consider this in the future and that the issue should be put in the "parking lot" on the tracking form so that the idea is not forgotten.

##### **B. Terms of Reference**

The Committee discussed at length the Terms of Reference (TOR) issue. The Committee debated whether Bylaw 02/09, which established the Committee and included items which would be included in a terms of reference, was sufficient as a TOR or if a separate TOR was needed. The Chairman said he wanted the TOR to be separate from the Bylaw so that it can be changed, and he wanted the Committee to have input into the TOR. The Committee agreed that it is necessary for the TOR to be changed from time to time without the need to amend a bylaw. They agreed that, in general, they were satisfied with the content in Bylaw 02/09 but that they would prefer the TOR to be separate and approved by resolution and not through a bylaw. Mr. Birch clarified that if a TOR was attached as a Schedule to a bylaw, it could only be changed as an amendment to the bylaw unless the bylaw specifically allowed the Schedule to be changed by resolution.

Councillor Dunki said that she was satisfied with the body of the bylaw and that some of the content from it should transferred to a separate TOR and recommended to Council. She added that the Bylaw would need to be amended so that the bylaw and TOR would work together.

Ms. Grischkat asked about timing on bylaws versus something approved by resolution. Mr. Birch explained that bylaws generally take longer to approve as they require three readings, whereas something approved by resolution needs only one vote. Ms. Grischkat was concerned that if the TOR was part of a bylaw that it would not be approved before the formation of a new committee in the fall due to the need for three readings. Councillor Dunki noted that the required three readings could be given at on council meeting if all Councillors agreed.

Once there was agreement that there should be a TOR separate from the bylaw establishing the Committee, the Committee agreed that the wording in the Bylaw around function

should be general, with function detail in the TOR and even more detail in a strategic plan to be prepared separately.

**MOTION 03.08.10 APEDAILE THAT**

staff draft a) a new Heritage Resources Bylaw based on the existing Bylaw 02/09, with the new bylaw retaining the committee establishment role but separating out the "Functions" component of Bylaw 02/09 into a separate terms of reference that can be approved by Council by resolution; and b) draft a separate terms of reference that contains vision and mission statements along with the "Functions" section of Bylaw 02/09, and any other items deemed pertinent to a terms of reference.

The Chairman called for a short break at 10:28 a.m.

The Chairman called the meeting back to order at 10:42 a.m.

Mr. Birch asked if the Committee would like any topic areas to be included in the TOR and the general response from members was that they were satisfied with the content and would like to provide comments after seeing the draft and they did not want the TOR to be in the form of a bylaw. Councillor Adams suggested that the changes to the Bylaw and the TOR be highlighted if possible.

**C. Heritage Management Plans**

Mr. Birch said that the management plan is the next step outlined in the Provinces' heritage management strategy. He said that it is not listed on the Committee's project tracking form at this time and if the Committee wants to prepare a management plan then a request to Council should come from the Committee asking for funding. He said if they would like a plan done in 2011, it would be necessary to apply soon for a matching grant from the Alberta Historical Resources Foundation.

The Committee members agreed that the Committee should move to this next step and Lynda Grischat noted that preparing a management plan is one of the Committee's functions as per Bylaw 02/09.

**MOTION 04.08.10 DUNKI THAT**

a) the Committee request Council to include an amount of approximately \$15,000 in the Municipal District's 2011 budget to serve as matching funding in the event that the Municipal District is able to secure a grant from the Heritage Foundation for preparation of a heritage management plan; and b) the Committee request administration to apply for a heritage management plan grant if Council budgets for the possibility of undertaking such a project in 2011.

CARRIED UNANIMOUSLY

**D. Heritage Forum**

Mr. Birch explained that at its July Council meeting, Council did not approve the Committee's recommendation to pay expenses for two members of the public to attend the heritage forum to be held in Calgary in September, but did agree to pay for costs for Committee members to attend. He asked the members to let staff know if they wished to



attend so that staff could register them. He noted that Chairman Ryan had already been registered.

Councillors Dunki and Adams asked that staff make arrangements for them to attend.

**E. Public Open House for Inventory**

Mr. Birch said that staff was undecided where to hold the open house for the inventory and were looking for a recommendation from the Committee. The Committee discussed this and suggested staff contact representatives from the McDougal Church to see if it was possible to hold it there and, if not, the preference was to book Beaupre Hall.

**F. Context Paper**

Mr. Apedaile said that he thought the context paper for the inventory prepared by Heritage Collaborative Inc. was very interesting and he wanted to explore ways of sharing it with the public. It was noted that it was too late to make it into the fall newsletter but that sections from it could be run in future newsletters as a series. Other ideas were to develop a heritage page on Bighorn's website and to distribute the context paper at the open house to be held in September.

**V. UNFINISHED BUSINESS**

**A. Tracking Form**

The Committee reviewed the form and made a few suggestions to improve it. In particular, the Committee suggested that there should be more consistency. For example they noted that the status of an item indicated that the heritage assistant is working on it yet the initiation date said pending.

**MOTION 05.08.10 GRISCHKAT THAT**

the Committee accept the Unfinished Business Tracking Form as information

CARRIED UNANIMOUSLY

The Chairman noted there is a list of 20 items on the unfinished business form and there is a need to budget for them and he asked Mr. Birch when that should happen. Mr. Birch said that they should discuss this in September or October.

**B. Gift Agreement Form**

Mr. Birch advised the Committee that the Gift Agreement Form had been sent to the lawyers for a review.

**C. Land Owner Park Gate Office Foundation – Alberta Transportation**

Mr. Birch explained that staff were not certain who owned the land where the foundation of the Rocky Mountain Park Gate Office is located. He said a surveyor was hired to go to the site and determine where the site is exactly so ownership could be determined. He said from the surveyors was determined that the site is on provincial land in the highway right of way, about 3 m off of the adjacent private land. He said a letter was sent to Alberta Transportation to let them know that this site, which the MD believes to have heritage value, is located in the highway right of way. Mr. Birch also said that staff is planning a

meeting with representatives from Public Lands; Tourism, Parks and Recreation; Transportation; and Culture and Community Spirit to discuss the heritage sites on Crown land.

Mr. Apedaile noted that the site may also be of interest to the federal government as it was the location of the east gate of the first national park in Canada. Chairman Ryan asked if a letter had been sent to the federal government and Mr. Birch said that staff could send a letter to Banff National Park to let them know of the MD's interest.

## **VI. NEW BUSINESS**

### **A. Promotion**

Councillor Dunki said that the Town of Cochrane will be celebrating "Women of the West" on the Labour Day weekend. She said that Bighorn's Council had been invited and she encouraged the Committee members to attend.

### **B. North Ranchlands Old Farm Buildings – Fallen Timber Road**

Mr. Birch said that the photograph of the old farm buildings in the agenda package was taken from the Fallen Timber Road and that the site was not included on the Survey. He said staff wanted to know if the Committee would like to see it surveyed at some point.

The Committee discussed if it was worth having it surveyed. They agreed that having it surveyed would put the building officially on record, and that there could be a story around it and that it may be worthwhile. They suggested contacting the land owner and asking if they knew of its history to determine if there was heritage value.

### **MOTION 06.08.10 DUNKI THAT**

staff contact the land owner and determine if the land owner has any information of heritage value about the old farm buildings and, if the buildings have heritage value, if the land owner would agree to have the site put on a list of sites to be surveyed in the future.

CARRIED UNANIMOUSLY

### **C. Vision or Mission Statement**

Chairman Ryan said that the Heritage Resources Committee needs a vision and mission statement that they could then recommend to Council. The Committee members agreed and discussed this briefly. Mr. Birch said it could be included in the TOR and Councillor Adams volunteered to draft a vision and mission statement to be included in the draft TOR. The Chairman said he would like the TOR to be in place for the new Committee to be formed in October.

## **X. NEXT MEETING DATE**

The Committee discussed the date of the September meeting and agreed to reschedule it, because of the Labour Day holiday, to August 31, 2010. The Committee members also discussed the date of the October meeting which had been rescheduled for October 13, 2010 at the last meeting. They suggested that it changed back to the original scheduled date of October 4, 2010. The Committee members wanted to ensure that any

recommendations to Council they may have would be in time for the October 12, 2010 Council meeting.

**MOTION 7.08.10 ADAMS THAT** the next Heritage Resources Committee meeting be scheduled for August 31, 2010 in Council Chambers.

CARRIED UNANIMOUSLY

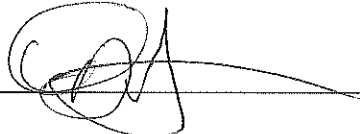
**MOTION 8.08.10 ADAMS THAT** the October Heritage Resources Committee meeting be scheduled for October 4, 2010 in Council Chambers.


CARRIED UNANIMOUSLY

**XI. ADJOURNMENT**

**MOTION 09.08.10 ADAMS THAT** the Heritage Resources Committee meeting be adjourned at 12:05 p.m.

CARRIED UNANIMOUSLY

  
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CHAIR

  
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DESIGNATED OFFICER