

**TOWN OF BANFF HERITAGE CORPORATION
ORDER OF BUSINESS**

Regular Virtual Meeting - Thursday, January 20, 2022, at 1:30 p.m.

PLEASE NOTE:

Due to the extraordinary circumstances and measures being taken to slow the spread of COVID-19, this meeting will be held virtually using **Zoom**; **all members of the Banff Heritage Corporation will be participating remotely.**

Members of the Public may watch the live stream of this Meeting at www.banff.ca/live

MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY IN ONE OF THE FOLLOWING MANNERS:

- Members of the public wishing to make written submissions may do so by emailing the Secretary to the Banff Heritage Corporation at kathleen.gallagher@banff.ca prior to 4:30 p.m. Wednesday, January 19, 2022. Submissions received will be included in the Agenda package publicly available through www.banff.ca/AgendaCenter. Personal information provided in submissions is collected under the authority of Procedures Bylaw 44-7 and Section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act of Alberta, for the purpose of receiving public participation in municipal decision-making. If you have questions regarding the collection and use of your personal information, please contact the FOIP Coordinator at 403-762-1209 or at Banff Town Hall, Box 1260, Banff, Alberta, T1L 1A1;

OR

- Members of the public wishing to speak during the meeting must register by contacting the Secretary to the Banff Heritage Corporation at kathleen.gallagher@banff.ca prior to 4:30 p.m. on Wednesday, January 19, 2022.

1.0 CALL TO ORDER

This Regular Meeting of the Banff Heritage Corporation will be conducted virtually using Zoom and will be live streamed on the Town of Banff website. It will not be recorded or made available after the meeting has concluded.

2.0 APPROVAL OF AGENDA

- 2.1** Agenda for the January 20, 2022, Regular Meeting of the Banff Heritage

Minutes approved by: _____

Corporation

Recommendation:

That Agenda for the January 20, 2022, Regular Meeting of the Banff Heritage Corporation be approved.

2.2 Staff Introductions:

- Kathleen Gallagher, Development Planner

3.0 **ADOPTION OF PREVIOUS MINUTES**

3.1 Minutes of the November 18, 2021, Regular Meeting of the Banff Heritage Corporation

Recommendation:

That the Minutes of the November 18, 2021, Virtual Regular Meeting of the Banff Heritage Corporation be adopted.

4.0 **NEW BUSINESS**

4.1 Heritage Website Project Update – Nathan Creighton-Kelly

Seeking input on the curation of the ‘Oral History’ sections and the naming of heritage resources that have since changed from their original name.

4.2 Landmarks and Legends – Kathleen Gallagher

Looking for feedback on potential topics for future publication:

- Banff Indian Days
- Colonel O’Brien-french
- Banff Train Station and the Canadian Pacific Railway
- Bankhead Train Station
- Jim Brewster and organized tours
- Eleanor Luxton
- Catharine Whyte
- Margaret Greenham
- Banff Springs Hotel
- Banff Winter Carnival
- Bankhead and mining
- Artists like Belmore Browne, Carl Rungius, Charles Beil
- Trail Riders of the Canadian Rockies
- Royal Canadian Legion
- Ike Mills

4.3 Confirmation of 2022 meeting calendar – Kathleen Gallagher

Meetings are third Thursday of every second month. Scheduled dates for 2022:

- January 20 at 1:30pm
- March 17 at 1:30pm

Minutes approved by: _____

- May 19 at 1:30pm
- July 21 at 1:30pm
- September 15 at 1:30pm
- November 17 at 1:30pm

* Note: Annual Organizational Meeting of Council is set for October 24, 2022

- 4.4 Banff Heritage Corporation membership – Anne Ewen
Consideration of addition of new member, the Bowstrings Heritage Foundation

5.0 STAFF UPDATES

- 5.1 Council Service Review Heritage Summary – Darren Enns
- 5.2 Heritage Master Plan Overview – Kathleen Gallagher
Looking for input on Banff Heritage Corporation role

6.0 CORRESPONDENCE

- 6.1 Assistance to Customers Examples – Kathleen Gallagher

7.0 ADJOURNMENT

- 7.1 The next regular meeting of the Banff Heritage Corporation is scheduled for Thursday, March 17, 2022, at 1:30 pm.

Minutes approved by: _____

MINUTES OF THE REGULAR MEETING OF THE TOWN OF BANFF HERITAGE CORPORATION

Via Zoom Videoconference

November 18, 2021

Corporation Directors Present

Anne Ewen	Whyte Museum of the Canadian Rockies (Chair)
Deborah Cameron	Public Representative (Vice-chair)
Karen Garbert	Public Representative
Roland Charpentier	Alberta Association of Architects
Kaylee Ram	Council Representative (Alternative)
Stephen Malins	Parks Canada

Corporation Directors Absent

Lynne Huras	Eleanor Luxton Historical Foundation
Ted Christensen	Council Representative
Anita Battrum	Honorary Public Representative
Marjory Gibney	Eleanor Luxton Historical Foundation
Sandy Aumonier	Province of Alberta

Administration Present

Darren Enns	Director, Planning and Development
Nathan Creighton-Kelly	Graduate Heritage Intern (recording secretary)

1.0 Call to Order

A. Ewen called the meeting to order at 1:39 pm.

2.0 Approval of Agenda

2.1 Addition to Agenda:

D. Enns proposed two additions to the agenda under section 2.2 “New Board Member and Staff Introductions”

- a) Introduction of Councillor Ram
- b) Notification of BHC member resignations

HER21-22 Moved by A. Ewen that the agenda for the November 2021 Regular Meeting of the Banff Heritage Corporation be approved. **MOTION CARRIED**

2.2 New Board Member and Staff Introductions:

- Introduction of Councilor Kaylee Ram
- Introduction of Nathan Creighton-Kelly, Graduate Heritage Intern

- Introduction of Karen Garbert was postponed to 2:15 PM due to technical difficulties
- Resignations of Nathaniel Wawrzonek & Colin Murton. D. Enns to follow up with Council on new appointments

3.0 Adoption of Previous Minutes

HER21-23 Moved by A. Ewen that the Minutes for the September 2021 Regular Meeting of the Banff Heritage Corporation be adopted.

MOTION CARRIED

4.0 New Business

- 4.1 Bowstrings Heritage Foundation Introduction – Introduction of the Bowstrings Heritage Foundation and the Rutherford Cottage Project presented by Michael Shugarman, Peter Poole, & Denise Wheelhouse. The mission of the Bowstrings Heritage Foundation to celebrate and conserve Banff's Heritage was presented. Two properties situated along the Bowstrings Walking Tour, The Mountain School and the Rutherford Cottage, were presented. Plans to restore the Rutherford Cottage were discussed. P. Poole expressed interest of an introductory presentation of the Bowstrings Heritage Foundation to Council.

D. Cameron inquired about the planned uses for the Rutherford Cottage post restoration. M. Shugarman explained the space is likely to remain flexible with the hope of incorporating some form of residency.

S. Malins inquired about the Bowstrings Heritage Foundation's heritage walking tour and how that may affect the existing heritage walking tours. Both M. Shugarman and P. Poole expressed the desire to collaborate with other stakeholders to work together on the creation of heritage walking tours.

R. Charpentier joined meeting at 2:10 PM

M. Shugarman retired from the meeting 2:14 PM

- 4.2 Siding 29 – Landmarks and Legends Publication – D. Enns provided an update on the Landmarks and Legends Project, noting the piece has now been published. The subject for the next Landmarks and Legends publication will be discussed at a future date to and administration will develop a shortlist of potential topics and suggestions from the board are also welcome.
- 4.3 Heritage Website – Project Update – Webpage mock-ups were presented to show how a user might navigate the website. D. Enns went over an updated timeline with the design aspects of the project being close to finalized. While the input of content to the website will begin in the coming weeks. The website is not yet live and no specific date was set for the website to go public.
- 4.4 St. Julien Road Plaque – Content Review – The content development process for a new blue heritage plaque was discussed. S. Malins clarified the specific subject matter that should be presented on the plaque. Administration will report back once a draft copy is produced and will be distributed to the board for feedback.

5.0 Staff Updates

5.1 Heritage Planner Position – Recruitment Update

Administration announces the departure of Eric Bjorge, former Development and Heritage Planner. The recruitment process for the vacant position is underway.

6.0 Business Arising from Minutes

None

7.0 Correspondence

None

8.0 Adjournment

Meeting was adjourned at 2:35 pm. The next regular meeting of the Banff Heritage Corporation is scheduled for January 20, 2022 at 1:30

UNAPPROVED