

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

Via Zoom Videoconference
2022 March 17

Corrected and Approved on 2022 May 19

Corporation Directors Present

Anne Ewen	Whyte Museum of the Canadian Rockies (Chair)
Deborah Cameron	Public Representative (Vice-chair)
Kathy Madill-Scott	Public Representative
Kaili Shore	Public Representative
Roland Charpentier	Alberta Association of Architects
Steve Malins	Parks Canada
Ted Christensen	Council Representative
Marjory Gibney	Eleanor Luxton Historical Foundation
Anita Battrum	Honorary Public Representative
Sandy Aumonier	Province of Alberta
Susan Kennard	Parks Canada (alternate)

Corporation Directors Absent

Karen Garbert	Public Representative
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Administration Present

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

1.0 Call to Order

A. Ewen called the meeting to order at 1:30 pm.

2.0 Approval of Agenda

2.1 Agenda for 2022 March 17 Regular Meeting of the Banff Heritage Corporation

HER22-5 Moved by M. Gibney that the agenda for the 2022 March 17 Regular Meeting of the Banff Heritage Corporation be approved.

MOTION CARRIED

3.0 Adoption of Previous Minutes

3.1 Minutes of the 2022 January 20 Regular Meeting of the Banff Heritage Corporation

HER22-6 Moved by K. Shore that the Minutes for the 2022 January 20 Regular Meeting of the Banff Heritage Corporation be adopted.

MOTION CARRIED

Due to technical difficulties, the meeting began at 1:38 pm.

4.0 New Business

4.1 Rutherford Cottage Update

Peter Poole introduced Joel Piecowye, from Shugarman Architecture + Design Inc., who presented the design for the **renovation** of, and proposed addition to, the Rutherford Cottage at 525 Buffalo Street. The Town of Banff will be reviewing the development permit application shortly.

S. Aumonier joined the meeting at 2:07 pm.

4.2 2022 Blue Plaque Program

K. Gallagher presented background on the heritage plaque program including guiding policy and targets as well as the criteria for the selection of potential new plaque locations for 2022.

After discussion, the new blue heritage plaque locations prioritized for 2022 were as follows: Ward Dempster Residence, Banff Post Office, Donald Cameron Centre, and Mackenzie Residence. These are added to the already confirmed locations of St. Julien Road and The Mountain School. Administration will install all six if possible. The backup locations are Telus Communications Building and Jenny Belzberg Theatre.

A. Battrum retired from the meeting at 2:26 pm.

4.3 Development Permit for Demolition Application, 216-218 Muskrat Street

K. Gallagher advised that administration has received a development permit for demolition application for a property on the heritage inventory at 216-218 Muskrat Street.

HER22-7 Moved by D. Cameron that the Banff Heritage Corporation discourage the demolition of 216-218 Muskrat Street.

MOTION CARRIED

Verbal Submissions

Peter Poole (Item 4.3, Development Permit for demolition application, 216-218 Muskrat Street).

The Banff Heritage Corporation, by unanimous consent, received Peter Poole's Verbal Submission for the Corporate Record.

4.4 Banff Heritage Corporation Orientation Package

The Banff Heritage Corporation Orientation Package has been updated for 2022 and A. Ewen encouraged all Directors to familiarize themselves with the contents.

Susan Kennard retired from the meeting at 3:03 pm.

4.5 Landmarks and Legends piece on Colonel O'Brien-ffrench

N. Creighton-Kelly provided an overview of the Landmarks and Legends piece on Colonel O'Brien-ffrench. Prior to the meeting, the draft article was sent to the Banff Heritage Corporation Directors and feedback was requested by no later than end of day on Wednesday, March 23, 2022.

5.0 **Staff Updates**

5.1 Heritage Finder Website

An update was provided by N. Creighton-Kelly on the status of the Heritage Finder Website, explaining that there has been a soft launch and that the official launch is to take place on Thursday, March 24, 2022. An email will be sent to Banff Heritage Corporation Directors, asking that they share the promotional social media posts on their organizations' platforms and providing key messaging, should Directors wish to include information about the website in newsletters and through other media.

N. Creighton-Kelly asked for input on whether the demolished heritage resources should be included on the Heritage Finder Website. The consensus was to keep demolished resources on the website.

5.2 Municipal Historic Resource Designation News

A. Ewen announced that the Whyte Museum is moving forward with the restoration of the roof of the Peter and Catharine Robb Whyte Residence, supported by Municipal Historic Resource Designation funding from the Town of Banff.

5.3 Town of Banff Budget Confirmation

D. Enns confirmed that the Town of Banff Council has approved the Town's 2022 budget, which includes funding for the heritage planning program.

5.4 Development Permit for Demolition Application, 328 Muskrat Street

K. Gallagher provided an update that the notice of decision for the demolition of the property at 328 Muskrat Street has been issued. The two week appeal period is underway and concludes Thursday, March 24, 2022.

The Banff Heritage Corporation, by unanimous consent, postponed Item 5.4 Development Permit for Demolition Application, 328 Muskrat Street to the Closed Meeting portion of today's Agenda pursuant to Section 24 (*Advice from officials*) of the *Freedom of Information and Protection of Privacy Act*.

HER22-8 Moved by A. Ewen that the Banff Heritage Corporation recess at 3:39 pm at the call of the chair, to reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Section 24 (*Advice from officials*) of the *Freedom of Information and Protection of Privacy Act*, to consider advice from officials with respect to Item 5.4 Development Permit for Demolition Application, 328 Muskrat Street.

MOTION CARRIED

Banff Heritage Corporation reconvened in closed meeting at 3:40 pm with A. Ewen in the Chair.

Banff Heritage Corporation recessed in closed meeting at 3:59 pm.

Banff Heritage Corporation reconvened in public at 4:00 pm with A. Ewen in the Chair.

Individuals in attendance during the closed meeting discussions with respect to Item 5.4 Development Permit for Demolition Application, 328 Muskrat Street:

Recorder: N. Creighton-Kelly

Advice: D. Enns

K. Gallagher

HER22-9 Moved by A. Ewen that the Banff Heritage Corporation rise and report.

MOTION CARRIED

HER22-10 Moved by D. Cameron that the Banff Heritage Corporation request being placed as a delegation to Town of Banff Council in order to update Council on Heritage issues and provide insight into current challenges facing built heritage in Banff.

MOTION CARRIED

5.5 Heritage Master Plan

K. Gallagher provided an update on the Heritage Master Plan process. Administration is updating a Request for Proposals document to reflect feedback received from heritage experts and the Banff Heritage Corporation Heritage Master Plan subcommittee. News of the Heritage Master Plan was featured in the Rocky Mountain Outlook and members of the public have reached out to say they're looking forward to seeing it progress.

5.6 Governance Updates

K. Gallagher advised that a report was brought to Council regarding the appointment to the Banff Heritage Corporation of Steve Malins and Marjory Gibney. Additionally, the list of Directors was updated with the Corporate Registry of Alberta. Due to changes to the *Business Corporations Act* (Alberta), the Banff Heritage Corporation must appoint an Agent for Service and administration is asking all Directors to please sign the resolution sent to you to appoint Daina Young of Reynolds, Mirth, Richards & Farmer LLP. The heritage section of the Banff.ca website was refreshed with new content and links.

5.7 Logistics of Future Meetings

Item was postponed to be dealt with as the last item of Staff Updates.

D. Enns updated that the Town of Banff Council is moving to a hybrid in-person/virtual format for upcoming meetings. Committees are expected to follow suit once the logistics around holding a successful hybrid meeting are confirmed. Administration hopes that the next meeting of the Banff Heritage Corporation on 2022 May 19 will follow this model. Administration will confirm with Directors their level of comfort with in-person meetings.

5.8 Heritage Intern Farewell

K. Gallagher expressed gratitude for N. Creighton-Kelly's work during his time at the Town of Banff and wished him well in the next chapter of his career.

6.0 Correspondence

6.1 Eva and Paul Sylvester: Email Re: Demolition of the Kidney Home, Received 2022 March 3

The Banff Heritage Corporation, by unanimous consent, received Eva and Paul Sylvester's Email Re: Demolition of the Kidney Home, for the Corporate Record.

6.2 Patrick Stiles: Email Re: Invitation???. Received 2022 March 16

The Banff Heritage Corporation, by unanimous consent, received Patrick Stiles' Email Re: Invitation???, for the Corporate Record.

7.0 Adjournment

HER22-11 Moved by K. Madill-Scott that the 2022 March 17 Regular Meeting of the Banff Heritage Corporation be adjourned.

MOTION CARRIED

Meeting was adjourned at 4:05 pm. The next regular meeting of the Banff Heritage Corporation is scheduled for Thursday, May 19, 2022 at 1:30pm.