

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on January 21st, 2022, at 12:00 p.m.,
Zoom Conference Call, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Stephen Deppisch and Miranda Grol
CITY OF LETHBRIDGE: Ross Kilgour, Perry Stein, Echo Nowak, Chelsea King and Cidnee Lorenz (Recorder)
REGRETS: Andrea Cuellar

1. CALL TO ORDER:

Meeting was called to order at 11:59 a.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

S. Deppisch moved that the agenda be approved as presented.

CARRIED

4. ADOPTION OF MINUTES:

S. Deppisch moved that the November 30th, 2021 minutes be approved as presented.

CARRIED

5. MEMBERSHIP:

- a. New Member Introduction – Citizen at Large, Miranda Grol

6. BUSINESS ARISING FROM THE MINUTES:

- a. Alternative Role Descriptions (Written by C. Weasel Moccasin and A. Cuellar) – RLAC Feedback:
 - The alternative role descriptions were reviewed by the Reconciliation Lethbridge Advisory Committee (RLAC) and were supported by resolution.
 - Once the Heritage Management Plan (HMP) is close to completion, changes to the Terms of Reference will be suggested to City Council (along with any other changes required for the HMP).
 - The committee asks that R. Kilgour share the role descriptions with City Clerk’s Office to assist in filling the vacant position.
- b. New Publication – The Battle – Financial Contribution – Discussed under 7. d.
- c. HMP Working Group – Replacement for Camina and/or Stand-in:
 - The position remains unfilled and since the consultant team includes the Blackfoot Confederacy Nations’ consultation departments, the consultants will proceed with work on the HMP while the committee continues to look for a replacement.
 - The consultant has finalized the Communications & Engagement Strategy and details for the engagement sessions are underway.
 - The committee will receive an invitation for the engagement sessions which will take place in February and R. Kilgour will forward the Project Charter to HPAC members as a refresher.
- d. Bentley Block Site Visit - Once the engineer has the draft elevations complete, he will arrange a site visit with the committee.

- e. Plaque Program – R. Kilgour has a meeting scheduled with A. Malcolm next week; table until February meeting.
- f. Orientation for New Member – Orientation is complete.

7. AGENDA ITEMS:

- a. Indigenous Placemaking Strategy Update (P. Stein):
 - R. Kilgour will circulate the draft Indigenous Placemaking Guiding Principles to the committee. Any feedback can be shared with Ross which will then be forwarded to the Blackfoot Consultants and Elders.
 - R. Kilgour will share the survey link with the group.
 - The draft report with the list of recommendations from the Confederacy Consultants is expected next week. All feedback received will be combined into one comprehensive list of recommendations and will be evaluating it internally.
 - C. Lorenz - Add P. Stein to the February meeting agenda to present the list of recommendations.
- b. Indigenous Heritage Sites Mapping (C. King):
 - The project to create a mapping resource of Indigenous Heritage Sites was initiated by P. Stein and a database for internal use and reference has been created.
 - Traditional Knowledge and Use Assessment (TKUA) 2017 and Southeast Lethbridge Urbanization Plan (SELUP) 2003 were used as resources.
 - The purpose of the site mapping is to preserve sites, prevent impacts and co-manage sites with partners.
- c. Budget Update:
 - The December 31st, 2021 HPAC budget was attached for committee information. After taking into consideration surplus carryover, 2022 budget and committed funds, there is approximately ten thousand dollars (\$10,000) available.
- d. Battle of the Belly River Project:
 - Request for Letter of Support for Grant Application:
 - The Lethbridge Historical Society may be interested in providing a letter of support and financial support; R. Kilgour will invite G. Kuhl to the next meeting with the Galt.
 - S. Deppisch moved that the Historic Places Advisory Committee provide a letter of support for the Battle of the Belly River research grant application.

CARRIED
 - R. Kilgour will draft the letter of support and circulate it to the committee for comments.
 - Request for HPAC Funding Contribution:
 - R. Kilgour and P. Stein have been working with the Galt Museum on an application to the Alberta Historic Resources Foundation for a matching research grant of up to twenty-five thousand dollars (\$25,000).
 - The estimated total budget is approximately fifty thousand dollars (\$50,000).
 - The rest of the budget would come from the Galt and City staff's in-kind labour and a RLAC contribution of five thousand dollars (\$5,000).
 - M. Grol made a notice of motion for the Historic Places Advisory Committee to consider making a five thousand dollars (\$5,000) contribution to the Battle of the Belly River project; to be further discussed at the February meeting.

CARRIED
- e. Lanz Residence Plaque/Plinth Installation Options:
 - The estimate to dig a hole and install came in at five hundred and seventy-seven dollars and thirty cents (\$577.30). Installing with a concrete base was quoted at one thousand three hundred dollars (\$1,300).
 - Discussion took place and points of interest were as follows:
 - Consider alternative plaque options for lower cost, e.g. cast aluminum.
 - Be mindful of long-term maintenance.
 - Would the owner want to do something else esthetically and consider contributing to the cost?
 - R. Kilgour will talk to the owner about options, contribution and scope out other plaque manufacturing options.
- f. Oliver Building Update:

- A site visit has been scheduled for February 2nd and R. Kilgour will send out the Statement of Significance (SOS) ahead of time.
 - The application for Municipal Designation has been submitted by the owner.
- g. Heritage Management Plan – Discussed above

8. NEXT MEETING DATE - C. Lorenz will send out a Doodle Poll for February meeting date options.

9. COMMITTEE MEMBER ROUND TABLE – Nothing to note

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • Share the role descriptions with City Clerk’s Office to assist in filling the vacant position. • HMP Working Group – Forward the Project Charter to the committee. • Bentley Block Site Visit - Once the engineer has the elevations complete, arrange a site visit. • Plaque Program – Report back to committee at the February meeting. • Indigenous Placemaking Strategy Update - Circulate the draft Indigenous Placemaking Guiding Principles to the committee and share the survey link with the group. • Battle of the Belly River Project - Invite G. Kuhl to the next meeting with the Galt, draft and circulate a letter of support, add financial contribution discussion to February’s meeting agenda. • Lanz Residence Plaque - Talk to the owner about options, contribution and scope out other plaque options. • Oliver Building – Send out SOS ahead of the site visit. <p>C. LORENZ:</p> <ul style="list-style-type: none"> • Indigenous Placemaking Strategy - Add P. Stein to the February meeting agenda to present the list of recommendations. • Send out a Doodle Poll for February meeting date options.
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10. ADJOURNMENT

Meeting adjourned at 1:25 p.m.

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on Wednesday, February 23rd, 2022, at 12:00 p.m., Microsoft Teams Conference Call, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Stephen Deppisch and Miranda Grol
CITY OF LETHBRIDGE: Ross Kilgour and Cidnee Lorenz (Recorder)
OTHER: Andy Pawson, Bentley Block
REGRETS: Andrea Cuellar

1. CALL TO ORDER:

Meeting was called to order at 12:03 p.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

S. Deppisch moved that the agenda be approved with the following addition:

- 6. c. Nourse Residence (334 12th Street S) – Window Replacement

CARRIED

4. ADOPTION OF MINUTES:

S. Deppisch moved that the January 21st, 2022 minutes be approved as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES:

a. Bentley Block (118 – 5th Street S) (Andy Pawson):

- The committee attended a site visit prior to the meeting and discovered that the single storey portion front elevation is gone. The committee asked A. Pawson to reach out to the previous owners to see if there are any materials left.
- A. Pawson is looking for HPAC’s input before applying for development permits and an Intervention Approval.

-A. Pawson left the meeting at 12:35 p.m.-

- S. Deppisch moved that the discussion take place In-Camera at 12:36 p.m.

CARRIED

- M. Grol moved that the In-Camera discussion be closed at 12:55 p.m.

CARRIED

- Next Steps – R. Kilgour will consult with F. Shaw for input on the proposed shopfront design from a heritage perspective. R. Kilgour will then forward F. Shaw’s advice to HPAC members via email, and HPAC members will direct R. Kilgour (via email) on what advice and feedback to provide to A. Pawson.

b. Plaque Program:

- R. Kilgour met with A. Malcolm, Urban Revitalization Manager and confirmed that the Heart of Our City budget currently has seven thousand five hundred dollars (\$7,500) allocated to new and refurbishing of plaques in the downtown and warehouse district in 2022.
 - After the HOC takes part in a future road mapping session, A. Malcolm has offered to attend a HPAC meeting to talk about the future of the Plaque Program.
- Scotiabank Site in Chinatown:
 - There is a plinth available to use for a historic interpretation of China Town. R. Kilgour will send a formal request to the Lethbridge Historic Society to request partnership on this project.
- c. Indigenous Placemaking Strategy Recommendations:
 - S. Deppisch moved that the discussion take place In-Camera at 1:03 p.m. **CARRIED**
 - S. Deppisch moved that the In-Camera discussion be closed at 1:08 p.m. **CARRIED**
- d. Battle of the Belly River Project - Financial Contribution Discussion:
 - Discussion took place and the committee feels it would be more beneficial to make a financial contribution when the project is in phase 2.
 - The committee will wait for the grant application results prior to making a decision.
- e. Lanz Residence (721 3rd Street S):
 - R. Kilgour reached out to the owner and she will settle for the plinth installation option that is covered by the committee.
 - R. Kilgour will get some alternative quotes and send them to the committee via e-mail for a decision.
- f. Oliver Building Update:
 - A site visit took place February 2nd and the application for Municipal Designation has been submitted.
 - Prior to sending a Request for Decision (RfD) to City Council, the committee would like time to review the documents again.
 - R. Kilgour will recirculate the paperwork for committee review and draft the Council RfD documents. A formal decision to proceed with the RfD will be made at the March HPAC meeting.

7. AGENDA ITEMS:

- a. Heritage Management Plan Update:
 - Although the consultant team started engagement sessions, they found people were cancelling at the last minute due to COVID. The small group that did attend agreed that the scope of what they were being asked, was bigger than anticipated and would prefer to see a phased approach.
 - The consultants will provide R. Kilgour with a new proposal by March 15th.
 - As the deadline for the matching grant is August 31st, an extension may need to be requested, depending on what the consultant proposes.
- b. National Trust for Canada – Heritage Property Owner Insurance Survey - Table until March meeting.
- c. Nourse Residence (334 12th Street S) – Window Replacement:
 - The house is for sale and the owner has requested information with regards to window replacement options.
 - F. Shaw has provided comments and recommendations which the committee have reviewed. R. Kilgour will share this information with the owner and report back to the committee at the March meeting.

8. NEXT MEETING DATE - C. Lorenz will send out a Doodle Poll for March meeting date options.

9. COMMITTEE MEMBER ROUND TABLE – Nothing to note

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • Bentley Block (118 – 5th Street S) – Consult with F. Shaw for input on the proposed shopfront design from a heritage perspective, then forward F. Shaw’s advice to HPAC members via email,
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and HPAC members will direct R. Kilgour (via email) on what advice and feedback to provide to A. Pawson.

- Scotiabank Site in Chinatown – Send a partnership request to LHS.
- Lanz Residence (721 3rd Street S) - Get alternative quotes and send them via e-mail to the committee for a decision.
- Oliver Building Update - Recirculate the paperwork for committee review, draft the RfD documents and add to the March agenda for decision.
- Heritage Management Plan Update – Share the consultant’s new proposal at the March meeting.
- National Trust for Canada – Heritage Property Owner Insurance Survey – Add to March agenda.
- Nourse Residence (334 12th Street S) – Window Replacement – Share F. Shaw’s comments with the owner and report back to the committee at the March meeting.

C. LORENZ:

- Send out a Doodle Poll for March meeting date options.

10. ADJOURNMENT

Meeting adjourned at 1:28 p.m.

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on Thursday, March 31st, 2022, at 12:00 p.m., Zoom Conference Call, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Stephen Deppisch and Andrea Cuellar
CITY OF LETHBRIDGE: Ross Kilgour and Cidnee Lorenz (Recorder)
REGRETS: Miranda Grol

1. CALL TO ORDER:

Meeting was called to order at 12:05 p.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

A. Cuellar moved that the agenda be approved with the following addition:

- 7. e. Dalrymple Property (715 3rd Street S)
- 7. f. In-Person Meetings

CARRIED

4. ADOPTION OF MINUTES:

S. Deppisch moved that the February 23rd, 2022 minutes be approved as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES:

- a. Bentley Block (118 – 5th Street S):
 - Single Storey Shop Front - The committee agreed with F. Shaw’s advice. R. Kilgour shared recommendations with A. Pawson and has not received a renewed design or heard a response.
 - Sub-division has been applied for; the single storey portion would become a separate portion from the three (3) storey parcel.
- b. Scotiabank Site Chinatown Partnership Request to Lethbridge Historical Society (LHS):
 - LHS has set up a small working group which will create content for the signage. The Heart of Our City Committee (HOCC) will fund the project.
 - There may be an opportunity to look at other interpretive signs i.e. the brewery boundary/Lethbridge Iron Works.
- c. Lanz Residence (721 3rd Street S):
 - R. Kilgour requested quotes from four (4) vendors and received two (2) responses. The committee will proceed with the lowest quote from Wesbridge Construction for two hundred and eighty dollars (\$280.00).
 - R. Kilgour met Wesbridge on site and installation is being arranged.
- d. Oliver Building Municipal Designation:
 - R. Kilgour drafted the Request for Decision which was reviewed by the committee.
 - S. Deppisch moved that the Request for Decision be taken to City Council to initiate the Municipal Designation process for the Oliver Building.

CARRIED

- e. Nourse Residence (334 12th Street S) – Window Replacement:
 - The property is for sale and a potential buyer had inquired about window replacement and other potential renovations.
 - F. Shaw had provided some advice in terms of conservation approaches which was shared with the potential buyer.

6. AGENDA ITEMS:

- a. Heritage Management Plan Update and Back Alley Signage:
 - The Back Alley Signage project should be linked/included in the Heritage Management Plan. R. Kilgour will be including this in the draft plan document.
 - HMP – Next Steps:
 - i. The consultants work has concluded and final “what we heard” reports were submitted. R. Kilgour will talk with the HMP Working Group on how to proceed.
 - A. Cuellar moved that the discussion take place In-Camera at 12:51 p.m. **CARRIED**
 - A. Cuellar moved that the In-Camera discussion be closed at 1:12 p.m. **CARRIED**
 - A. Cuellar moved that G. Kuhl represent the Historic Places Advisory Committee at the next HMP Working Group meeting to talk about next steps in the Heritage Management Plan update. **CARRIED**
- b. National Trust for Canada – Heritage Property Owner Insurance Survey:
 - https://nationaltrustcanada.ca/what-you-can-do/advocacy-action/insurance-and-heritage-properties?utm_source=News+Alerts&utm_campaign=d30eb219d0-EMAIL_CAMPAIGN_2017_10_19_COPY_01&utm_medium=email&utm_term=0_9eec381e21-d30eb219d0-201817949
 - R. Kilgour had forwarded the survey to the owners of designated properties.
- c. HPAC Terms of Reference (TOR) Review:
 - The TOR was included in the agenda package for review, can be marked up with desired changes and then submitted to City Clerks by June 20th.
 - Current changes include:
 - i. Changes to membership previously made by A. Cuellar and C. Weasel Moccasin; A. Cuellar will circulate to the committee.
 - ii. Reference to meetings being held semiannually; convey a more regular schedule of meetings in terms of frequency.
 - iii. “Places” are not necessarily properties.
 - The review of tracked TOR will be added to the April agenda.
 - The TOR may need to be updated again once the HMP update is complete.
- d. HPAC Council Update:
 - The annual document was updated by G. Kuhl, reviewed by the committee and will be sent to City Clerk’s.
- e. Dalrymple Property (715 3rd Street S):
 - The committee is asked to review the paperwork previously sent out and discussion will continue at the April meeting.
 - R. Kilgour will determine if there is information about the actual structure, check the surveys and inform the owner that the committee will be taking a closer look at the next meeting.
- f. In-Person Meetings:
 - R. Kilgour will find out the current policy on in-person meetings.

7. NEXT MEETING DATE - C. Lorenz will send out a Doodle Poll for April meeting date options.

8. COMMITTEE MEMBER ROUND TABLE:

- S. Deppisch:
 - Inventory:
 - Encourage property owners that are on the inventory to move forward with municipal designation.
 - Would this be a project for students?
 - Put together or update a FAQ; R. Kilgour will take a look at the current document to determine if it requires updating.
 - Add discussion to April agenda. R. Kilgour will send any applicable documents to the committee prior to the next meeting's discussion.

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • Heritage Management Plan Update/Back Alley Signage - The Back Alley Signage project should be linked/included in the HMP update; include this in the draft plan document. • HMP – Next Steps - The consultant's work has concluded and final "what we heard" reports were submitted. R. Kilgour will talk with the HMP working group on how to proceed. • TOR Update – Update changes as per discussion above and review tracked changes at the April meeting. • Dalrymple Property (715 3rd Street S) – Determine if there is information about the actual structure, check the surveys and inform the owner that the committee will be taking a closer look at the next meeting. • In-Person Meetings - Find out the current policy on in-person meetings. • Inventory - Take a look at the current FAQ document to determine if it requires updating, add discussion to April agenda and send any applicable documents to the committee prior to the next meetings discussion. <p>COMMITTEE:</p> <ul style="list-style-type: none"> • A. Cuellar – Circulate TOR membership changes to the committee. • All – Review the Dalrymple Property (715 3rd Street S) paperwork prior to th April meeting. <p>C. LORENZ - Send out a Doodle Poll for April meeting date options.</p>
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9. ADJOURNMENT

Meeting adjourned at 1:21 p.m.

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on Friday, May 13th, 2022, at 12:00 p.m.,
Zoom Conference Call, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Stephen Deppisch, Andrea Cuellar and Miranda Grol
CITY OF LETHBRIDGE: Ross Kilgour, Cidnee Lorenz (Recorder), Ryan Westerson and Stephanie Parsonage
OTHER: Andy Pawson

1. CALL TO ORDER:

Meeting was called to order at 12:04 p.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

S. Deppisch moved that the agenda be approved with the following addition:

- 7. c. Update on Students Being Involved in Projects (A. Cuellar)

CARRIED

4. ADOPTION OF MINUTES:

A. Cuellar moved that the March 31st, 2022 minutes be approved as presented.

CARRIED

5. CITY CLERK’S OFFICE PRESENTATION (R. Westerson and S. Parsonage):

- Committee recruitment will begin in July.
- The term for both A. Cuellar and G. Kuhl expire this year. For a member to continue on a committee longer than five (5) years, 2/3 approval by Council will be required.
- Skills Matrix – S. Parsonage will send the matrix to the committee for review and updating.
- FOIP Guidelines for Closed Meetings – S. Parsonage will share the guidelines with the committee.
- Terms of Reference – The reviewed/revised TOR’s must be sent to City Clerks by June 20th.

6. BUSINESS ARISING FROM THE MINUTES:

a. Bentley Block (118 – 5th Street S) (A. Pawson):

- A. Pawson presented the committee with project updates and drawings.
- The updated drawings were sent to F. Shaw earlier this week; R. Kilgour is waiting for his comments.
- The Development Permit has been applied for and they are in the process of subdividing buildings into separate properties.

-A. Pawson left the meeting at 12:40 p.m.-

- S. Deppisch moved that the discussion take place In-Camera at 12:41 p.m.
- A. Cuellar moved that the In-Camera discussion be closed at 1:20 p.m.

CARRIED

CARRIED

- R. Kilgour will send out a doodle poll to arrange an in-person meeting between A. Pawson and the committee to discuss HPAC recommendations.
- b. Lanz Residence (721 3rd Street S):
 - The manufacturer misplaced the plinth, created a new one and it has now been installed at the property.
- c. Oliver Building Municipal Designation:
 - The Request for Decision was brought to Council and is now in its sixty (60) day waiting period.
- d. HPAC Terms of Reference – Review Tracked Changes:
 - Tracked changes were reviewed and R. Kilgour made changes to wording in 3.c. “Heritage specialist (Indigenous)”.
 - R. Kilgour will follow-up with City Clerk’s Office on the possibility of an Honorarium.
 - A. Cuellar moved that the Historic Places Advisory Committee accept the amended Terms of reference. **CARRIED**
 - R. Kilgour will forward the amended Terms of Reference to City Clerks.
- e. Dalrymple Property (715 3rd Street S):
 - Defer the discussion to the June agenda.
 - R. Kilgour will arrange a site visit.
- f. In-Person Meetings:
 - The committee would like to attempt an in-person meeting for June. R. Kilgour will check if there are any special protocols in place.

7. AGENDA ITEMS:

- a. Heritage Management Plan Update:
 - R. Kilgour has a meeting scheduled with the consultants to discuss next steps and will set up a HMP Working Group meeting if applicable.
- b. Inventory Discussion - Defer to June agenda
- c. Update on Students Being Involved in Projects (A. Cuellar) – Defer to June agenda

8. NEXT MEETING DATE - C. Lorenz will send out a Doodle Poll for June meeting date options.

9. COMMITTEE MEMBER ROUND TABLE – Nothing to note

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • Bentley Block (118 – 5th Street S) - Send out a doodle poll to arrange an in-person meeting between A. Pawson and the committee to discuss HPAC recommendations. • HPAC Terms of Reference – Forward the amended TOR’s to City Clerks. • Honorarium – Follow-up with City Clerks on Honorarium possibility. • Dalrymple Property (715 3rd Street S) – Arrange a site visit. • In-Person Meetings – Check if there are any special protocols prior to the June in-person meeting. • HMP – Arrange HMP Working Group meeting if applicable after meeting with the consultants. <p>C. LORENZ:</p> <ul style="list-style-type: none"> • Add to June Agenda - Dalrymple Property (715 3rd Street S), Inventory Discussion and Update on Students Being Involved in Projects (A. Cuellar) • Send out a Doodle Poll for June meeting date options. <p>S. PARSONAGE:</p> <ul style="list-style-type: none"> • Skills Matrix – Send the matrix to the committee for review and updating. • FOIP Guidelines for Closed Meetings – Share with the committee.
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10. ADJOURNMENT

Meeting adjourned at 1:42 p.m.

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on Thursday, June 16th, 2022, at 12:00 p.m., City Hall, Meeting Room 421, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Stephen Deppisch and Andrea Cuellar
CITY OF LETHBRIDGE: Ross Kilgour and Cidnee Lorenz (Recorder)
REGRETS: Miranda Grol

1. CALL TO ORDER:

Meeting was called to order at 12:01 p.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

S. Deppisch moved that the agenda be approved with the following additions:

- 6.f. HPAC Budget Update
- 6.g. Committee Term Expiration for A. Cuellar and G. Kuhl

CARRIED

4. ADOPTION OF MINUTES:

S. Deppisch moved that the May 13th, 2022 minutes be approved as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES:

a. Bentley Block (118 – 5th Street S):

- The committee met with A. Pawson following May’s meeting to better discuss HPAC’s recommendations. Revised drawings have since been submitted and reviewed.
- S. Deppisch moved that the Historic Places Advisory Committee authorize R. Kilgour to issue an Intervention Approval for 118 5th Street South, Lethbridge, AB.

CARRIED

- The committee requests that R. Kilgour add an informative on the Intervention Approval.
 - The intervention approval reflects the change in character defining elements and interpretation of the surviving building at the current time. The place itself is still significant and the rebuild is in harmony with the previous shopfront and would be complementary to the three storey portion.

b. HPAC Terms of Reference Update:

- The changes will be compiled into a report and go to the Governance Standing Policy Committee; HPAC will be invited to speak to the proposed changes. R. Kilgour will provide the committee with a reminder closer to the September 29th meeting.

c. Honorarium Update:

- Citizen-at-Large Indigenous Representative - At the May meeting, HPAC had discussed the possibility of offering an honorarium.
- City Clerk’s Office has advised against offering honorariums for any committee’s members as it would set a precedent.

6. AGENDA ITEMS:

- a. Heritage Management Plan Update:
 - A joint HPAC/RLAC meeting took place to discuss project options and how to proceed. Options include:
 - i. Keep the project open until a source of funding is determined.
 - ii. Get the new HMP in place this year as originally planned, use as a framework to build on with the follow-on work with the Blackfoot Nations and Métis Nation.
 - R. Kilgour has completed the first draft of the HMP update and it is being reviewed by General Manager M. Gaehring. The draft will then be presented to the leadership team in July and the Cultural SPC in September.
 - i. R. Kilgour – Circulate the draft to HPAC and the HMP Working Group next week.
 - The consultants have provided a rough quote for \$7,600 (seven thousand six hundred dollars) for scoping and budgeting exercise on the HMP follow-on work itself.
 - i. The committee suggests adding a reserve.
- b. Dalrymple Property (715 3rd Street S):
 - R. Kilgour, G. Kuhl and A. Cuellar attended a site visit prior to the meeting today and focused on the rear building which was thought to have been a shop.
 - The main house does not have much of the original fabric left as there have been a lot of changes.
 - R. Kilgour will advise the owner that the committee does not feel there is enough historical significance at this time but if more research is completed it can be brought back for further review and discussion. In addition, the committee has asked Ross to share links to the Standards & Guidelines with the owner in case they want to take a heritage approach with any planned works.
- c. Nourse Residence (334 12th Street S):
 - R. Kilgour and F. Shaw met the new owner on site to provide advice with regards to repair and replacement of windows and/or siding. A follow-up e-mail with F. Shaw's advice was also sent to the owner.
 - At this time there is no action needed by HPAC but an Interventional Approval may be requested in the future.
- d. Inventory Discussion:
 - Discussion took place on the updated General Heritage FAQ and encouraging people to submit applications.
- e. Update on Students Being Involved in Projects (A. Cuellar):
 - There may be an opportunity for HPAC to connect with the Career Bridge at the University of Lethbridge.
 - A student or students can be hired for different purposes such as research, SOS writing, narrow down places of interest and contacting people on the inventory. A. Cuellar will ask if there is a job description template for the HPAC to work from.
 - Funding is available from the U of L; A. Cuellar will ask what would be an appropriate amount for HPAC to contribute.
- f. HPAC Budget Update:
 - The updated budget/tracking was presented and attached for information.
- g. Committee Term Expiration for A. Cuellar and G. Kuhl:
 - A. Cuellar, Citizen-at-large:
 - i. City Clerk's records show her term expiring as of December 31st however A. Cuellar has been able to confirm that her term actually expires at the end 2023.
 - ii. R. Kilgour will follow-up with City Clerk's to determine if their records can be corrected.
 - Lethbridge Historical Society Representative – G. Kuhl is the LHS representative and will continue to do so unless the LHS selects a different representative.

7. NEXT MEETING DATE - C. Lorenz will send out a Doodle Poll for July meeting date options.

8. COMMITTEE MEMBER ROUND TABLE – Nothing to note

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • Bentley Block (118 – 5th Street S) – Issue the Interventional Approval and add an informative to the effect that the intervention approval reflects the change in character defining elements and interpretation of the surviving building at the current time. The place itself is still significant and the rebuild is in harmony with the previous shopfront and would be complementary to the three storey portion. • HPAC Terms of Reference Update –Remind the committee closer to the September meeting in which they will speak to the proposed changes. • Heritage Management Plan Update – Circulate the draft to HPAC next week. • Dalrymple Property (715 3rd Street S) - Advise the owner that the committee does not feel there is enough historical significance at this time but if more research is completed it can be brought back for further review and discussion. In addition, share links to the Standards & Guidelines with the owner in case they want to take a heritage approach with any planned works. • Committee Term Expiration Correction A. Cuellar - Follow-up with City Clerk’s to determine if their records can be corrected. <p>C. LORENZ – Send out a Doodle Poll for July meeting dates.</p> <p>A. CUELLAR – Check for a job description template and on what would be expected with regards to HPAC’s funding contribution.</p>
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9. ADJOURNMENT

Meeting adjourned at 1:32 p.m.

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on Monday, July 11th, 2022, at 1:00 p.m., Zoom Conference Call, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Stephen Deppisch, Miranda Grol and Andrea Cuellar
CITY OF LETHBRIDGE: Ross Kilgour and Cidnee Lorenz (Recorder)

1. CALL TO ORDER:

Meeting was called to order at 1:03 p.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

A. Cuellar moved that the agenda be approved as presented.

CARRIED

4. ADOPTION OF MINUTES:

S. Deppisch moved that the June 16th, 2022 minutes be approved as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES:

- a. Bentley Block (118 – 5th Street S):
 - The Intervention Approval has been issued and an application for a Development Permit has not yet been received.
- b. Dalrymple Property (715 3rd Street S):
 - R. Kilgour passed on the committee’s response from the June meeting and the owner will let HPAC know if he gathers any further information.
- c. Committee Term Expiration for A. Cuellar:
 - City Clerk’s Office is unable to fix the error; A. Cuellar’s term will expire in December.
 - If A. Cuellar reapplies, the City Clerk will recommend one of two actions to City Council; a one (1) year term or three (3) year term (City Council vote of 2/3 vote required).
 - A. Cuellar will reapply and specify that she would prefer a three (3) year term. R. Kilgour will check on the deadline.
- d. Career Bridge Job Description and Financial Contribution Update:
 - A. Cuellar will forward the information she receives to the committee.
 - C. Lorenz – add to next agenda.

6. AGENDA ITEMS:

- a. Heritage Management Plan Update (Follow-on Work Scoping/Budget Exercise/HPAC Contribution):
 - First draft of the updated HMP was circulated to HPAC, RLAC, City Solicitor and the consultant team this morning. Comments and feedback should be returned to R. Kilgour via Microsoft Word by the end of July.
 - Changes and comments will then be incorporated and it will go through another draft of legal review.

- The draft will be presented to the executive leadership team on July 25th for feedback and the committee will be updated at the next meeting.
- The intent is to take draft HMP update to the Cultural and Social SPC in October.
- Follow-on Scoping - A quote to carry out a scoping and budgeting exercise with the Blackfoot and Metis Nation came in for seven thousand nine hundred dollars (\$7,900) from Seed Heritage. R. Kilgour has spoken to his managers and this project may need to wait until there is budget available. There will also be an opportunity for HPAC to make a contribution if they chose.

7. NEXT MEETING DATE – HPAC will meet next in September; C. Lorenz will send out a Doodle Poll for date options.

8. COMMITTEE MEMBER ROUND TABLE – Nothing to note

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • Committee Term Expiration for A. Cuellar - Check on the deadline for Andrea to apply. • Heritage Management Plan – Update committee on presentation to Executive Leadership. <p>C. LORENZ:</p> <ul style="list-style-type: none"> • Add “Career Bridge Job Description and Financial Contribution” to the next agenda. • Send out a Doodle Poll for September meeting date options. <p>A. CUELLAR:</p> <ul style="list-style-type: none"> • Reapply for committee position and specify that a three (3) year term is preferred. • Career Bridge – Forward information to committee.
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9. ADJOURNMENT

Meeting adjourned at 1:20 p.m.

MINUTES of a Meeting of the **HISTORIC PLACES ADVISORY COMMITTEE**, held on Tuesday, September 27th, 2022, at 12:00 p.m., Meeting Room 441 at City Hall, with the following in attendance:

HPAC MEMBERS: George Kuhl (Chair), Miranda Grol and Andrea Cuellar
Via MS Teams: Stephen Deppisch
CITY OF LETHBRIDGE: Ross Kilgour and Cidnee Lorenz (Recorder)

1. CALL TO ORDER:

Meeting was called to order at 12:01 p.m.

2. ACKNOWLEDGMENT:

“The City of Lethbridge acknowledges that we are gathered on the lands of the Blackfoot people of the Canadian Plains and pays respect to the Blackfoot people, past, present and future while recognizing and respecting their cultural heritage, beliefs and relationship to the land. The City of Lethbridge is also home to the Metis Nation of Alberta, Region III.”

3. ADOPTION OF AGENDA:

A. Cuellar moved that the agenda be approved as presented.

CARRIED

4. ADOPTION OF MINUTES:

S. Deppisch moved that the July 11th, 2022 minutes be approved as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES:

- a. Committee Term Expiration for A. Cuellar:
 - A. Cuellar re-applied, and her position will be ratified October 25th, 2022.
 - B. Crowson will be writing a letter on behalf of the Lethbridge Historical Society (LHS) recommending G. Kuhl continue as the LHS representative.
- b. Heritage Management Plan – Update:
 - The draft document was sent to HPAC, Reconciliation Lethbridge Advisory Committee (RLAC), City Solicitor’s Office, P. Stein and the consultant team in July and changes were made based on their comments. Engagement on the objectives was also done and the draft objectives were sent to the University of Lethbridge, LHS, Red Crow College, Nikka Yuko and the Galt Museum. The second draft then went again to the City Solicitor’s Office.
 - The Blackfoot Confederacy Nations and Métis Nation of Alberta – Lethbridge and Area have requested additional time to review the draft document but it will still go to Cultural & Social SPC next month for their review and guidance.
 - A (potentially) final draft will be created with the comments of the Nations and C&SSPC. C&SSPC may direct us to do wider public engagement with this draft.
 - The consultant has provided a quote for seven thousand nine hundred dollars (\$7,900) for a scoping exercise of the full work recommended in Section 4 of the HMP; funding will come from the Planning budget.
 - Heritage Areas - Opportunity to acknowledge Chinatown.
 - River Valley Parks Masterplan (RVPM) – It is important to make sure historic objectives aren’t working at cross purposes with Parks and Recreation and the RVPM.

- The current draft has since been sent to HPAC for review and final comments should be returned to R. Kilgour by the end of November. A dedicated time will be made for the committee to meet and discuss their comments in person.

6. AGENDA ITEMS:

a. Applied Studies (U of L Students) and Financial Contribution:

- A formal partnership between the University of Lethbridge (Prentice Institute) and the City of Lethbridge is being discussed to create Work Integrated Learning opportunities for students. The HPAC could be part of this.
- Discussion took place on what a potential research student's work for the committee might look like:
 - Contacting owners of non-designated properties on the Heritage Inventory to find people interested in applying for designation.
 - Consider the north side of Lethbridge as it relates to working class history being underrepresented in designations.
 - Research and crafting a Statement of Significance from scratch.
 - What's holding people back from applying for designation?
- R. Kilgour will discuss the details with P. Stein and provide the committee with an update at their next meeting. The opportunity should be posted by the end of November.
- A. Cuellar moved that the Historic Places Advisory Committee contribute up to five hundred dollars (\$500) per student to a maximum of three (3) students, towards an applied study opportunity with the committee.

CARRIED

-S. Deppisch left the meeting at 12:52 p.m.-

b. Bentley Block (118 – 5th Street S):

- A development application has been received and R. Kilgour will ensure that it matches the Intervention Approval.

c. Japanese Gardens (Nikka Yuko) – Soffit Replacement:

- Images and information were attached for committee review.
- Facility Services had completed a mock-up of one of the soffit panels. F. Shaw has requested that the same mock-up be done again but has asked that before photos are taken, as he had concerns that the installation method had scratched surrounding wood.
- The Province has issued an approval for work with the condition that the second mock-up must be approved before the rest of the work proceeds.
- M. Grol moved that the Historic Places Advisory Committee approve the Intervention Approval for soffit replacement with the condition that the second mock-up be approved before the rest of the work proceeds.

CARRIED

d. Whitney Block (411 – 3rd Avenue S) – Interest in Designation:

- The property is on the current inventory and the owner is interested in municipal designation.
- There are plans to restore the side windows which were filled in over time.
- R. Kilgour will arrange a site visit.

e. Battle of the Belly River Update:

- A provincial grant of twenty-one thousand thirteen dollars (\$21,013) was received for the research phase.
- C. Weasel Moccasin from the Galt Museum is working on consultation with the knowledge keepers and elders.
- G. Kuhl, R. Kilgour, C. Weasel Moccasin and T. Stewart attended the Piikani Chief and Council meeting to discuss the project and ask for assistance. They also provided the Council with copies of the LHS publication of The Last Great (Inter-Tribal) Indian Battle.
- The Lethbridge College has made some progress with the digital side of things.

f. Scotiabank Interpretive Sign:

- LHS has put together information for an interpretive sign which will be added to the plinth located at 1st Avenue South between 3rd and 4th Street.
- Two (2) quotes have been provided and LHS has decided to go with the higher quote for one thousand nine hundred eighty-seven (\$1,987) which will have a life expectancy of ten (10) years.
- The Heart of Our City Committee will fund 80% of this cost and LHS is requesting that HPAC fund the remaining 20%.
- M. Grol moved that the Historic Places Advisory Committee fund 20% (approximately \$400) of the Scotiabank Interpretive sign cost.

CARRIED

7. NEXT MEETING DATE – C. Lorenz will send out a Doodle Poll for October meeting dates.

8. COMMITTEE MEMBER ROUND TABLE:

- R. Kilgour - The Oliver Block designation will go for 2nd and 3rd reading this afternoon.
- C. Lorenz - Look into parking passes for the committee.

ACTION:	<p>R. KILGOUR:</p> <ul style="list-style-type: none"> • HMP Update – Set aside a dedicated time for the committee to discuss the draft. • Applied Studies - Discuss the details with P. Stein and provide the committee with an update at their next meeting. The opportunity should be posted by the end of November. • Japanese Gardens (Nikka Yuko) – Soffit Replacement – Issue the Intervention Approval. • Whitney Block (411 – 3rd Avenue S) – Arrange a site visit. <p>C. LORENZ:</p> <ul style="list-style-type: none"> • Send out a Doodle Poll for October meeting dates. • Look into parking passes for the committee during meeting time <p>ALL:</p> <ul style="list-style-type: none"> • HMP Update – Review the draft.
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9. ADJOURNMENT

Meeting adjourned at 1:15 p.m.