



COMMITTEE OF THE WHOLE AGENDA

**Monday, February 10, 2025
to follow the Public Hearing**

Council Chambers

325 Wallace Street, Hope, British Columbia

For those in attendance at District of Hope Open Council Meetings, please be advised that the Hope Ratepayers Association is recording these meetings. The District, in no way, has custody or control of the recordings. Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Recommended Resolution:

THAT the February 10, 2025, Committee of the Whole Meeting Agenda be adopted as presented.

3. ADOPTION OF MINUTES

(a) Committee of the Whole Meeting (1)

Recommended Resolution:

THAT the Minutes of the Committee of the Whole Meeting held February 3, 2025, be adopted, as presented.

4. STAFF REPORTS

(a) Report dated February 4, 2025 from the Chief Administrative Officer (4) Re: Museum Artefact Deaccessioning and Disposal Policy

Recommended Resolution:

THAT the Committee receives the draft Museum Artefact Deaccessioning and Disposal Policy for consideration;

AND THAT the Committee endorses the draft Policy; and

FURTHER THAT Council directs staff to bring this Policy forward to a Regular Meeting of Council for endorsement.

5. QUESTION PERIOD

6. CLOSE COMMITTEE OF THE WHOLE

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, February 3, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Angela Skoglund
Councillor Scott Medlock
Councillor Heather Stewin
Councillor Dusty Smith
Councillor Pauline Newbigging

Staff Present: John Fortoloczky, Chief Administrative Officer
Donna Bellingham, Director of Corporate Services
Thomas Cameron, Fire Chief
Dave Hick, FireSmart Coordinator/Assistant Chief
Branden Morgan, Deputy Corporate Officer

Others Present: 1 member of the public
Conor Corbett, Frontera Forest Solutions

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the February 3, 2025, Committee of the Whole Meeting Agenda be adopted, as presented. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Committee of the Whole

Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held January 13, 2025, be adopted, as presented. **CARRIED.**

4. DELEGATIONS

(a) Community Wildfire Resiliency Plan

Conor Corbett, Frontera Forest Solutions, and Dave Hick, District of Hope FireSmart Coordinator/Assistant Chief, were in attendance to present to Council regarding the Community Wildfire Resiliency Plan. In their presentation, the following items were discussed:

- Community Wildfire Resiliency Plans
 - High-level strategy for managing wildfire risk in a community
 - Directed at and adopted by local governments

- Funded through provincial government grants
- Includes population and area statistics, growth trends, parks, environment, and natural landscape, and considers climate and weather including climate change
- Key Factors
 - Wildfires can involve structures through both radiant heat and ember showers
 - Increasing wildfire risk:
 - Heavily forested portions of the community
 - Continuous conifer forests surround community
 - Extremely steep slopes
 - Dry, warm summers
 - Variable winds
 - Mitigating wildfire risk:
 - Strong local BC Wildfire Service presence
 - Multiple large fuel breaks
 - Location at the base of a valley
 - Excellent regional connectivity
- Wildfire Behaviour and Risk in Hope
 - A mix of moderate to high wildfire behaviour under typical summer fire conditions
 - Anticipated that most wildfires will be burning upslope away from the community, and that downhill or sidehill spread will be slowed by ample fuel breaks
 - For example, the 2022 Flood Falls Fire spread rapidly uphill and away from the community, but the danger of embers being spread by high winds into the community still existed
 - Wildfire risk is moderate in areas nearest to homes meaning that while wildfire can occur during typical fire seasons, there is a high likelihood of containment by the BC Wildfire Service and the Hope Fire Department
 - The highest risk scenario to Hope is a large wildfire occurring within a few kilometers of town similar to the Flood Falls Fire
- Recommendations and Disciplines of FireSmart
 - Education
 - Continue to enhance and expand existing FireSmart programs
 - Install wildfire danger signage and complete demonstration projects to show FireSmart vegetation management
 - Community Planning
 - Identify wildfire as a natural hazard in the Official Community Plan
 - Integrate FireSmart design principles into future District led construction
 - Development Considerations

- Interagency Co-operation
- Emergency Planning
 - Complete training exercises to strengthen relationships and ensure seamless, multi-agency responses to wildfires
 - Set up formal and regular Community FireSmart and Resiliency Committee meets for collaboration and information sharing
- FireSmart and Cross Training
- Fuel Management
 - Identify fuel management areas for community education or reducing ignitions
 - Small fuel management projects at the base of steep, coniferous vegetated areas within and around the District
- Other Communities
 - Many communities in BC are behind on managing and mitigating wildfire risk
 - Hope has the opportunity to get ahead of this problem by expanding their existing programs

Council inquired as to the next steps that Mr. Corbett believes the District should be taking. Mr. Corbett advised that the District should continue to seek funding through grant opportunities in order to maintain and expand existing FireSmart programs, and added that having the Community Wildfire Resiliency Plan in place increases the number of available grants. The CAO noted that senior staff have reviewed the recommendations and have identified several opportunities that align with the strategic plan.

5. QUESTION PERIOD

There were no questions raised.

6. CLOSE

Moved / Seconded

THAT the February 3, 2025, Committee of the Whole Meeting adjourn at 7:24 p.m.

CARRIED.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on February 3, 2025 in Council Chambers of the District of Hope, British Columbia.

Mayor

Director of Corporate Services

REPORT/RECOMMENDATION TO COMMITTEE

REPORT DATE: 4 February 2025

FILE: 0340-20

SUBMITTED BY: Chief Administrative Officer

MEETING DATE: 10 February 2025

SUBJECT: Museum Artefact Deaccessioning and Disposal Policy

PURPOSE:

The purpose of report is to bring forward to Council, in the a Committee-of-the-Whole setting to receive this draft policy for discussion and movement to a Regular Meeting of Council for adoption.

RECOMMENDATION:

Recommended Resolution:

THAT the Committee receives the draft Museum Artefact Deaccessioning and Disposal Policy for consideration;

AND THAT the Committee endorses the draft Policy; and

AND FURTHER THAT Council directs staff to bring this Policy forward to a Regular Meeting of Council for endorsement.

HISTORY:

The District has been storing its museum artefacts since the demolition of the previous visitors info centre and museum in 2020. In late 2024, and through into 2025, The District authorized the funding and movement of the Museum artefacts to a new climate-controlled storage facilities. As a result of this move (to safeguard the condition of the collection), AdvantageHOPE (AdvHOPE) has undertaken a review of the collection and began to deaccession various artefacts. Although Council has already reviewed and authorized several artefacts to be deaccessioned, the need for a policy for future deaccessioning was identified.

ALTERNATIVES & IMPLICATIONS:

There are basically two options:

1. Council could endorse and adopt a District Policy regarding artefact deaccessioning; or

2. Council can continue with the status quo process.

The implications of continuing the status quo process is that it leaves questions as to who can request artefacts, how to do it, should they purchase them, etc.? It also does not best allow for public knowledge of how best to approach this process (especially if they were donors).

Adopting a policy will put in place a consistent, fair, appropriate, and publicized policy for all stakeholders to be aware of and utilize. This should avoid any conflicts over interests in artefacts and how to acquire them, or how they are to be disposed of.

ATTACHMENT

Draft Museum Artefact Deaccessioning and Disposal Policy

Prepared by:

Original Signed by John Fortoloczky

Chief Administrative Officer

| | |
|---|---|
| DEPARTMENT: Corporate Services | File No. 0340-20 |
| POLICY TITLE: Museum Artefact Deaccessioning and Disposal Policy | |
| Authority: Legislative: <input checked="" type="checkbox"/> (Council) Administrative: <input type="checkbox"/> | Effective Date: Date for Review: |
| Revision Date: | |

PURPOSE

The purpose of this Policy is to ensure accountability, transparency and adherence to the highest professional standards and ethics in deaccessioning and/or disposal of museum artefacts; so as not to jeopardize the integrity and reputation of the District of Hope.

POLICY STATEMENT

This Policy will detail the procedures which must be followed by District staff, relevant contractors, and Council to nominate, evaluate, research, document, and approve artefact deaccession and/or disposal. It covers the entire process from start to finish.

SCOPE

This Policy applies to all District employees, relevant contractors, and Council as they go about making and approving adjustments to the artefact holdings of the Museum.

DEFINITIONS

Artefact means an item an object that has been made or modified by humans and is considered to have historical or informational value.

Criteria means the various reasons used to evaluate and judge whether or not an artefact should remain in the Museum collection.

Deaccession means to officially remove in item for the list of Museum holdings.

Disposal means to cause the item to no longer be physically in possession of the Museum.

Museum Manager (Curator) means the District employee or contractor, distinctly charged with the overall care, storage and displaying of the Museum artefact collection.

Museum Artefact Deaccessioning and Disposal Procedure

TERMS & CONDITIONS

The deaccessioning and disposal of artefacts from the Museum collection must be approached with caution. Given that artefacts donated to the Museum were donated in good faith, with the tacit understanding that these items would receive proper care and would remain at the museum. The District is morally and ethically bound to manage and safeguard this property carefully.

PROCESS

The Museum Manager will begin the process by determining that the value or significance of the item in question, makes it necessary to be deaccessioned. The Museum Manager will use the following criteria as a guideline for basing their judgement to deaccession an artefact:

1. The object does not meet the Museum's collections mandate;
2. The object is a duplicate;
3. The object over-representative of a type already in the collection;
4. The object was obtained illegally or unethically or is fraudulent;
5. The object is found to be a fake, forgery, or copy with no definable purpose;
6. The object has been damaged or slowly deteriorated over time and the costs of conservation outweigh the value to the collection;
7. The object poses a danger to the collection or staff (e.g. infestation, hazardous materials, etc.);
8. The object can no longer be suitably stored by the Museum;
9. The object is being returned or repatriated to its place of community or origin (e.g. First Nations community);
10. The original owner or legal heir has proven legal title to it and has neither donated nor loaned the object to the Museum;
11. The item is better suited in another museum or cultural organization; and
12. The object has been stolen or lost.

Objects will NOT be deaccessioned at the request of the original donor, seller, or owner.

The Museum Manager will then submit the list of artefacts to be deaccessioned to the Corporate Services Department who will draft and present a report to Council for reception and approval. The list of artefacts is to include the following information:

1. Accession Number;
2. Description;
3. Condition;
4. Object Name;
5. Donor Information;
6. Miscellaneous Notes;
7. Reason to deaccession recommendation; and
8. Recommendation to Council (deaccession and method of disposal).

Museum Artefact Deaccessioning and Disposal Procedure

If approved, the Museum Manager will then undertake the following steps to dispose of deaccessioned items:

1. Exchange the item with or transfer item to another museum, archive, cultural organization, or charitable institution;
2. If the item cannot be transferred to another institution, it can be sold at a public sale for fair market value. Any such sales are to be advertised publicly and conducted via auction means. Buyers may, at their request, may remain anonymous;
3. The original donor is permitted to purchase the item at current fair market value. In this respect, living artists/donors are permitted the first right of refusal to acquire their own works of objects that they themselves donated;
4. The item should be incinerated or otherwise physically destroyed if the object is a hazard to the staff, collection, or the public in general. In this case, two witnesses are required to observe and certify the destruction.

A deaccessioned item cannot be directly sold or gifted to a for-profit private individual or corporation. As it was originally donated for a non-profit use and may have resulted in the issuance of a charitable receipt (according to the *Registered Charities and the Income Tax Act*).

Proceeds from the sale of deaccessioned items shall be used only for the development and care of the Museum's collections.

The Museum Manager will finally update any and all records related to the disposed of item to reflect its disposal from the collection.