



**CITY OF ST. ALBERT
CITY COUNCIL POLICY**

NUMBER	TITLE
C-CS-21	Municipal Historic Conservation Program
ORIGINAL APPROVAL DATE	DATE LAST REVISED

Purpose

To establish the City of St. Albert Municipal Historic Conservation Program to preserve and build upon St. Albert’s historical integrity by identifying, protecting, preserving and promoting the conservation of heritage resources in the community.

Policy Statement

Council supports the Preservation, Rehabilitation, and Restoration of historical resources and providing opportunities to assist property owners in the conservation of historic resources in the community, adding to the richness and variety of historic resources being conserved. In addition, Council supports the integration of historic resources into St. Albert development strategies.

Preservation of historical resources allows for the conservation of the unique identity of historic properties in neighbourhoods, recognition of the cultural heritage of St. Albert, provides community identity, promotes community pride and cultural tourism, and provides aesthetic enrichment and education opportunities.

Definitions

“Canadian Register of Historic Places” means the listing of all historic resources of local, provincial and national significance. Sites are documented through a Statement of Significance and are included at the Heritage Register stage in Alberta. The program is administered by the Government of Canada.

“Character Defining Elements” means those elements of the property or resource that contribute to the Municipal Historic Resource Designation of the resources as outlined in the Statement of Significance.

“City” means the municipal corporation of the City of St. Albert, or where the context so requires, the area contained within the boundaries of the City of St. Albert.

“City Manager” means the City’s chief administrative officer or designate.

“Conservation” means all actions aimed at the safeguarding of heritage resources for the future. The purpose of Conservation is to study, retain and restore the culturally significant qualities of the Municipal Historic Resource with the least possible intervention.

“Council” means the City’s municipal council;

“Designate” or “Designation” means the process of designating a structure as a Municipal Historic Resource, which occurs when Council passes a bylaw designating a structure as such.

“Heritage Advisory Committee” means a committee of municipal officials and residents created to promote public awareness and appreciation of heritage resources, encouraging the Designation of such resources and providing technical and professional advice to the City and to Council.

“Heritage Designation and Conservation Compensation Incentives Agreement” means any agreement between the City and the resource owner that identifies the conditions of Designation, including any compensation (monetary and non-monetary) and terms and conditions of the compensation.

“Heritage Inventory” means a comprehensive list of heritage sites that have had a detailed Statement of Significance created for them and are eligible to become a Designated Municipal Historic Resource. The Heritage Inventory is a subset of the Places of Interest List.

“Heritage Management Plan” means a policy framework for Historic Place management practices that integrates heritage within other municipal plans.

“Heritage Reserve Fund” means the dedicated fund within the City’s financial reserves for the unspent portion of the annual operating budget for the Municipal Historic Conservation Program.

“Historic Place” means a structure, building, group of buildings, district, landscape, archaeological site or other place that has been formally recognized for its heritage value.

“Incentive” means any payment or concession available to property owners that exists to engage the community in the heritage Conservation and Designation of privately-held historic resources.

“Municipal Historic Conservation Program” means the program which administers the Heritage Management Plan.

“Municipal Historic Resource” means a property within the boundaries of the City that has received official heritage protection from the City and has by bylaw been Designated as a Municipal Historic Resource.

“Places of Interest List” means a list of evaluated sites developed from the City’s heritage survey that have been indicated to have heritage value.

“Preservation” means the action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of a Historic Place or of an individual component, while protecting its heritage value.

“Rehabilitation” – The action or process of making possible a continuing or compatible contemporary use for a historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

“Restoration” – The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

“Statement of Significance” means a statement that identifies the description, heritage value, and Character Defining Elements of a Historic Place. A Statement of Significance is required in order for a Historic Place to be listed on the Provincial and Canadian Registers of Historic Places. The document is used at the municipal level as a planning tool for future Conservation interventions.

Responsibilities

1. Council shall:
 - a. promote heritage Preservation;
 - b. approve the Heritage Management Plan;
 - c. govern the Municipal Historic Conservation Program to include:
 - i. a Heritage Advisory Committee to provide advice on heritage matters;
 - ii. funding for maintenance of historic resources in the City;
 - iii. Conservation education and awareness initiatives;
 - iv. resources needed to administer such a program; and
 - v. regular reviews of the Heritage Management Plan;
 - d. ensure a Municipal Historic Resource Designation process is in place and consistently applied; and
 - e. Designate properties in accordance with the *Historic Resources Act* RSA 2000 c H-9.

2. The City Manager shall:
 - a. ensure the Heritage Management Plan and all associated applications and procedures are reviewed and updated on a regular basis in consultation with the community;
 - b. ensure that information about the heritage Designation process, applicable program and expectations are widely available;
 - c. ensure training for appropriate employees on any heritage Conservation standards;
 - d. provide the appropriate support and resources for the Heritage Advisory Committee to complete its scope of work;
 - e. ensure the Municipal Historic Conservation Program is in place and maintained to encourage the Conservation and Designation of Municipal Historic Properties;
 - f. work with the Heritage Advisory Committee and the heritage resource owner to ensure program standards are met;
 - g. develop an administrative procedure for the Designation process based upon the Municipal Historic Conservation Program;
 - h. ensure any bylaws Designating heritage resources are in place;
 - i. enter into a Heritage Designation and Conservation Compensation Incentives Agreement with the applicant;
 - j. ensure that all applications to Designate any property a Municipal Historic Resource are processed and presented to Council concurrently with an application to redistrict the property to Direct Control (DC); and
 - k. maintain an inventory of photos of each property.

3. The Heritage Advisory Committee shall:
 - a. champion heritage Preservation and communicate information regarding the Municipal Historic Conservation Program and Incentives;
 - b. review applications for Designation and assist owners with obtaining the Statement of Significance;
 - c. make recommendations to administration and Council regarding the application for Designation;
 - d. review and update the Places of Interest List and Heritage Inventory;
 - e. provide advice to administration and Council regarding any application by a Municipal Heritage Resource owner to alter, disturb, or destroy the Historic Place; and

- f. make recommendations to administration and Council regarding all applications by Municipal Heritage Resource owners for financial and non-financial incentives.

Service Standards/ Expectations

1. The City shall have a Municipal Historic Conservation Program in place for current and potential Municipal Historic Resources.
2. A Places of Interest List and a Heritage Inventory shall be maintained.
3. Applications for Designation and compensation will follow an established and regulated process and procedure, as outlined in “Schedule A”.
4. A Heritage Advisory Committee shall be established and maintained, as outlined in “Schedule A”.
5. The amount of annual funding available for the program is determined by multiplying the City’s population, as determined by the most recent census, by \$1.00. Unallocated funds will revert to the Heritage Reserve Fund as outlined in “Schedule A”.
6. Any staff or Heritage Advisory Committee members involved in the implementation of this policy shall have the required training regarding the application of heritage standards and guidelines.

Legal References

1. *Municipal Government Act* RSA 2000 c M-26
2. *Land Use Bylaw 9/2005*
3. *Historical Resources Act* RSA 2000 c H-9

Cross References

1. Heritage Management Plan
2. Municipal Development Plan
3. Cultural Master Plan

Attachments

Schedule A - City of St. Albert Historic Conservation Program Outline

REVIEW	REVISION
March X, 2017 – Cultural Services	Date – Resolution No.