



File #: CB-20-078, **Version:** 1

TAMRMS#: B06

Municipal Historic Conservation Program Policy Updates

Presented by: Tamsin Brooks, Community Cultural Coordinator

RECOMMENDED MOTION

That the Community Living Standing Committee recommend to Council that Policy C-CS-21 Municipal Historic Conservation, provided as an attachment to the March 8, 2021 agenda report titled "Municipal Historic Conservation Program Policy", be approved.

PURPOSE OF REPORT

To obtain approval for an updated Municipal Historic Conservation Program Policy. Updates include: changes made by repealing Bylaw 43/2017 and transferring duties of the Heritage Advisory to the Arts and Heritage Foundation of St. Albert, expanding the definitions and components of the program, and revising and reducing the funding formula to \$.75 per capita where the previous year saw 3 or more applications, and \$.20 per capita in years where the previous year saw 2 or less applications.

ALIGNMENT TO PRIORITIES IN COUNCIL'S STRATEGIC PLAN

N/A

ALIGNMENT TO LEVELS OF SERVICE DELIVERY

A commitment to heritage assets is set out in the City of St. Albert Services and Service Levels Inventory:

Service Definition: Management of the Partnerships for the Delivery of Heritage Programming: Provision of grants, funding and other supports to deliver heritage services, programming in the community and the heritage conservation program.

Service Component: Heritage Programming

Service Level: A range of diverse and relevant heritage programming is provided to the community. This includes animation of heritage sites and locations around the community.

ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION

On September 21, 2020 Council approved Bylaw 36/2020, being a bylaw to repeal the Heritage Advisory Committee Bylaw 43/2017.

BACKGROUND AND DISCUSSION

The Heritage Advisory Committee Bylaw 43/2017 was repealed at the September 21, 2020 Council meeting which put in motion changes that affected the Municipal Historic Conservation Program Policy. The changes include:

1. Removing any reference to the Heritage Advisory Committee (HAC)
2. Adding the Arts and Heritage Foundation of St. Albert (AHF) as a partner.
3. Changing duties required for the HAC to the AHF
4. Expanding definitions and components of the program.

The amount of annual funding available for the current program is determined by multiplying the City's population, as determined by the most recent census, by \$1.00, or \$65,000. Any operating funds unspent at the end of the year are transferred to the Heritage Reserve Fund. As of Dec. 30, 2020, the balance of the reserve fund is \$183,849.

The program up until recently had not received any community uptake. There have been inquiries and administration has met with several families who have expressed interest in designation but have not yet fully committed to the application process.

In response to current program uptake the policy has been updated to reduce the funding for the Historic Conservation Program to \$.75 per capita per year where the previous year saw 3 or more applications, and \$.20 per capita in years where the previous year saw 2 or less applications.

Administration received one application for designation in October and has been in contact with the applicant regarding process and timelines.

The City of St. Albert currently covers many of the expenses that homeowners may have to incur when designating their property. Covering those costs is considered best practice for communities that have a heritage designation program.

It is recommended the City continue to assist homeowners with some of the costs associated with designating their property.

Costs related for designation are listed in a separate document for your reference.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

Arts and Heritage St. Albert, has been engaged on the Policy changes, and provided feedback.

IMPLICATIONS OF RECOMMENDATION(S)

Financial:

As of December 2020, the uncommitted balance of the reserve fund is \$183,849.

There are currently no commitments from this reserve, which may change upon review of the current application.

The potential for annual budgets to increase or decrease based on prior years application will have impacts (positive or negative) on the tax levy albeit relatively insignificant.

Legal / Risk:

N/A

Program or Service:

N/A

Organizational:

None at this time.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1:

To not approve the changes to the policy. This option would result in a delay in the transfer of duties to the Arts and Heritage Foundation of St. Albert.

Alternative 2.

To refer the matter back to Administration with direction from Council.

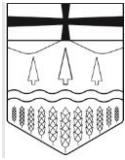
Report Date: March 8, 2021

Author: Tamsin Brooks

Department: Community Services

Deputy Chief Administrative Officer: Kerry Hilts

Chief Administrative Officer: Kevin Scoble



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CS-21	Municipal Historic Conservation Program
ORIGINAL APPROVAL DATE	DATE LAST REVISED
September 11, 2017	January 21, 2019

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.~~

This policy provides guidelines for the identification, management, protection and promotion of historic resources to enhance the quality of St. Albert's environment for the benefit of present and future generations.

The purpose of this policy is to:

Encourage the designation, conservation and monitoring of historic resources in St. Albert. Through this policy, the City of St. Albert will be involved in the following areas:

1. Inventory and Register of Historic Resources in St. Albert.
The City will maintain, update and review the Inventory and Register of Historic Resources in St. Albert to ensure that important resources are identified and recorded.
2. Conservation Incentives.
The City of St. Albert will provide incentives to encourage the conservation of historic resources. These incentives may be in the form of financial or non-financial incentives.
3. Monitoring.
The City of St. Albert will continue to put in place mechanisms to ensure that historic resources are maintained in future planning and development processes.

Policy Statement

Council supports the ~~Preservation, Rehabilitation and Restoration~~ Conservation and Monitoring 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

~~“Arts and Heritage Foundation of St. Albert (AHF)” means the partner organization whose mandate is to provide exceptional arts and heritage experiences in the community.~~

~~“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.~~

~~“Alberta Register of Historical Places” means the program administered through Alberta’s Historic Places, Research and Designation Program. This program is responsible for identifying, evaluating and designating Provincial Historical Resources, updating and maintaining the Alberta Register of Historical Places and submitting eligible sites for listing on the Canadian Register of Historical Places.~~

~~“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 the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be maintained in order to preserve its heritage value.~~

~~“Chief Administrative Officer” or “CAO” means the person appointed by Council under section 205 of the *Municipal Government Act* or “that’ persons designate.”~~

~~“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.~~

~~“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~~ all actions or processes aimed at safeguarding the character-defining elements of a cultural resource to retain its heritage value and extend its physical life. This may involve “Preservation,” “Rehabilitation,” “Restoration,” or a combination of these actions or processes.

“Conservation and Monitoring Agreement” means the agreement between the City of St. Albert and the property owner that states that the owner has agreed with the City to rehabilitate and maintain the Municipal Historic Resource in accordance with the covenants and conditions of the agreement.

“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, ~~under the authority of the *Historical Resources Act*.~~

“Hard Costs” means those costs directly associated to the Conservation of the historic resource and may include:

- Architectural detailing and woodwork
- Exterior cleaning, preparation and painting
- Doors and windows
- Major structural work, including foundations
- Roofs
- Flashing, caulking and weather-stripping
- Masonry conservation
- Interior spaces (in exceptional circumstances)
- Exterior cladding
- Professional services that contribute to the restoration of the building

Does not include:

Costs associated with work not specified in the Conservation and Monitoring Agreement including soft costs acquisition, operating, tenant improvements, new construction and energy retrofitting, building or utility services including amenities and/or access mechanisms features which do not exist at the time of Application for Designation, except for those components which are essential to the overall heritage character and/or understanding of the historical significance of the resource.

~~“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.~~
means a direct grant, or any other means of incentive provided by the City which may be offered to a property owner for Conservation work to the regulated portions of a designated Municipal Historic Resource. The incentive is for the Hard Costs directly associated with the Conservation of the historic resource and is payable according to the terms and conditions of the Conservation and Monitoring Agreement.

~~“Monitoring” means the systematic and regular inspection or measurement of the condition of the materials and elements of an historic place to determine their behavior, performance, and rate of deterioration over time.~~

“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, , while protecting its heritage value.

“Restoration” means 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.

PREVIOUSLY DISTRIBUTED

Responsibilities

1. Council shall:

- a. promote heritage Preservation;
- b. approve the Heritage Management Plan; ~~as presented by the AHF;~~
- c. govern the Municipal Historic Conservation Program to include:
 - ~~i. a Heritage Advisory Committee to provide advice on heritage matters;~~
 - ~~ii. i. funding for Conservation and Monitoring of historic resources in the City;~~
 - ~~iii. Conservation education and awareness initiatives;~~
 - iv. ~~ii. 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 CAO 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. ~~a. 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. ~~b. provide the appropriate support and resources for the Heritage Advisory Committee Arts and Heritage Foundation to complete its scope of work; as detailed in the Heritage Management Plan and the partnership agreement between the City of St. Albert and the Arts and Heritage Foundation.~~
- e. ~~c. ensure the Municipal Historic Conservation Program is in place and maintained to encourage the Conservation and Designation of Municipal Historic Properties;~~
- f. ~~d. work with the Heritage Advisory Committee Arts and Heritage Foundation and the heritage resource owner to ensure program standards are met;~~
- ~~g. e. develop an administrative procedure for: the Designation process based upon the Municipal Historic Conservation Program:~~
 - i. Heritage Designation and Conservation financial and non financial incentives;

- ii. Compensation parameters; and
 - iii. the Designation process based upon the Municipal Historic Conservation Program;
- h. ~~f. ensure any bylaws Designating heritage resources are in place~~ present Notices of Intention and Designation Bylaw to Council for their consideration;;
- i. ~~g. enter into a Conservation and Monitoring Agreement Heritage Designation and Conservation Compensation Incentives Agreement with the applicant owner;~~
- j. ~~h. ensure that all~~ the owners' 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) ~~subsequently~~; and
- k. maintain ~~an inventory~~ documentation for each of ~~photos of~~ designated property.
3. ~~The Heritage Advisory Committee-The Arts and Heritage Foundation~~ shall:
- ~~a. champion heritage Preservation and communicate information regarding the Municipal Historic Conservation Program and Incentives;~~
 - ~~b. a. submit a Heritage Management Plan to Council at least every three (3) years;~~
 - c. ~~b. review applications for Designation and assist owners with obtaining the Statement of Significance;~~
 - d. ~~c. make recommendations to administration and Council regarding the application for Designation;~~
 - ~~e. review and update the Places of Interest List and Heritage Inventory;~~
 - f. ~~d. provide advice to administration and Council regarding any application by a Municipal Heritage Resource owner to alter, disturb, or destroy the Historic Place; and~~
 - g. ~~e. make recommendations to administration and Council regarding all applications by Municipal Heritage Resource owners for financial and non-financial incentives.~~
- ~~f. review and update the Places of Interest List and Heritage Inventory and provide recommendations to Council;~~
- ~~g. regularly review the Historic Conservation Program and provide recommended updates and alterations to the program to Administration;~~

- h. apply on behalf of the property owner of the newly designated Municipal Historic Resource (MHR) to be added onto the Alberta Register of Historic Places;
- i. Assist in the design and installation of plaques for newly designated MHR.
- j. Conduct an inspection of character-defining elements of a MHR every five (5) years from the time it is designated by bylaw.

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 maintained, as outlined in "Schedule A"~~ a regulated process and procedure established by the CAO..
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".~~

Municipal Historic Conservation Program Funding

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~~ by \$.75. If there are 2 or less applications per previous calendar year the amount allocated will be calculated at \$.20 per capita.

These funds will be allocated for:

- Designation and Conservation of privately-owned Municipal Historic Resources; and
- Community heritage education and awareness activities;

If all the available Historic Conservation Program funds are not allocated within a budget year, surplus funds will be placed into the Heritage Reserve Fund.

- ~~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

September 2017 – Community Services	2021 – Community Services	January 21, 2019 – AR-19- 003
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Attachments

~~Schedule A – City of St. Albert Historic Conservation Program Outline~~

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
September 2017 – Community Services	2021 – Community Services	January 21, 2019 – AR-19-003

SCHEDULE A

City of St. Albert Municipal Historic Conservation Program Outline

Municipal Historic Conservation Program

The City's Municipal Historic Conservation Program is guided by Council Policy C-CS-21, which states the purpose of this program is to preserve and build upon St. Albert's historical integrity by identifying, protecting, preserving and promoting the conservation of heritage resources within the community.

Municipal Historic Conservation Program Funding

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. These funds will be allocated for:

- Conservation of privately-owned Municipal Historic Resources;
- Community heritage education and awareness activities; and
- Designation and Conservation incentives for privately-owned heritage assets.

If all the available Historic Conservation Program funds are not allocated within a budget year, surplus funds will be placed into the Heritage Reserve Fund.

Heritage Advisory Committee

A Heritage Advisory Committee will be created to promote public awareness and appreciation of heritage resources and to encourage the Designation of such resources while providing technical and professional advice to the City.

1. The Heritage Advisory Committee ("Committee") will be governed by a municipal bylaw (Bylaw 43/2017).
2. The Committee will consist of:
 - One member of Council;
 - One member of the Arts and Heritage Foundation of St. Albert; and
 - Three to five members from the community with expertise and/or interest in heritage resources (e.g. architects, historians, builders and/or the indigenous community).

Additionally, one representative from the City's Cultural Services department and one representative from the City's Planning department shall attend regular Committee meetings, including any *in camera* sessions, and act as a

~~resource and facilitator for the Committee, but may not make motions or vote on any issues before the Committee.~~

- ~~3. The Committee will provide recommendations to Council, through Administration, on the maintenance and growth of the community's Places of Interest List and Heritage Inventory.~~
- ~~4. The Committee will regularly review the Historic Conservation Program and provide recommended updates and alterations to the program to Administration.~~
- ~~5. The Committee will make recommendations to Council, through Administration, on all applications for Designation as a Municipal Heritage Resource. The Committee will also assist owners with the application process and required documentation.~~
- ~~6. The Committee will review any application by a Municipal Heritage Resource owner to alter, disturb, or destroy the Historic Place and provide comments to Administration.~~
- ~~7. The Committee will evaluate all applications by heritage resource owners for financial and non-financial incentives and make recommendations to Council, through Administration.~~

~~Heritage Awareness~~

~~The City, along with the Committee and other partner organizations, will develop materials and communications to educate the public about the benefits that heritage Conservation brings to the City at large and the strategies and supports that exist.~~

~~Heritage Designation and Conservation Incentives~~

~~There are several options for funding for Restoration, research and awareness enabled through the establishment of a Heritage Inventory. Sites with Statements of Significance, and on the Heritage Inventory, have potential candidacy for funding at the various levels of government in Canada.~~

~~Eligibility and Applicability:~~

- ~~1. A financial or non-financial Incentive for eligible heritage properties may be granted for those that have been identified as having architectural or historical significance.~~
- ~~2. Only those portions of a historic resource, which are identified within any incentive agreement, are eligible for financial assistance. Eligible Rehabilitation work must conform to the standards and guidelines for the Conservation of Historic Places in Canada.~~

~~3. This policy is applicable for all properties designated under this program.~~

~~City of St. Albert Heritage Designation Incentives~~

~~Financial Incentives:~~

- **~~Major Conservation Grants~~**

~~Owners of municipally designated heritage properties are eligible to apply for matching funds from the City for Conservation, Preservation, Rehabilitation, and Restoration work to Character Defining Elements of their property, as identified in that property's Designation bylaw. Grants can cover costs for elements such as, but not limited to, historic paint colours, porch restoration, foundation/structural work, window repair/replacement, exterior wall repair/replacement and Conservation studies, up to \$25,000 one-time only per resource funded from program operating funds and/or the Heritage Reserve Fund.~~

- **~~Minor Conservation Grants~~**

~~Owners of municipally Designated heritage properties are eligible to apply for matching funds from the City for Conservation, Preservation, Rehabilitation, and Restoration work to character-defining elements of their property, as identified in that property's Designation bylaw. Grants can cover costs for elements such as, but not limited to, historic paint colours, porch restoration, foundation/structural work, window repair/replacement, exterior wall repair/replacement and conservation studies, up to \$7,500 once per year funded from program operating funds and/or the Heritage Reserve Fund.~~

- **~~Tax Incentives~~**

~~Owners of municipally-Designated heritage properties are eligible to apply to have a rebate on a portion of the property tax of their heritage property, if the property is municipally Designated or legally protected.~~

~~The tax rebate will be calculated based on the extent and cost of any Conservation, Preservation, Rehabilitation, or Restoration work completed on the property during that tax cycle, funded from program operating funds and/or the Heritage Reserve Fund.~~

~~Non-Financial Incentives:~~

- **~~Land Use Bylaw relaxations~~**

~~Such as related parking, setbacks, density and expanded use, may be allowed to retain a non-conforming heritage building on a specific site. Any Land Use Bylaw relaxations will be dealt with on a case-by-case basis by the City's Planning department to consider the use and enjoyment of neighbouring properties.~~

- **~~Building Code Equivalencies~~**

Upgrading and Restoration undertaken for Rehabilitation of heritage buildings would not necessarily require conformance with current Safety Codes regulations. Certain aspects of the property may require improvements to ensure life safety, prevent accidental injury to the occupants, or reduce deterioration and long-term maintenance costs. The proposed restoration of heritage buildings must be assessed by the authority having jurisdiction, on a case by case basis, to determine which Safety Codes issues must be implemented, as blanket application of Code requirements may not recognize the individual characteristics and inherent strengths of each building.

- ***Local Plaque Program***

Owners who Designate their property will be offered a plaque for Designating for their resource. This program both helps with recognition of the properties and advocates heritage protection at a broader level. Funded from program operating funds and/or the Heritage Reserve Fund.

- ***Heritage Education and Technical Training***

Owners will be offered education and technical training opportunities to ensure they are aware of the significant elements of their home, as well to learn of appropriate preservation techniques and any technical advice they wish to have to ensure the conservation of their assets.

Several federal and provincial incentive programs also exist to provide support to owners of heritage assets to ensure the asset's preservation.

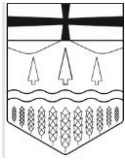
Compensation Parameters:

The City shall be protected in the granting of compensation for the designation of a Municipal Historic Resource through a variety of mechanisms including:

1. The Municipal Historic Resources will be designated through a bylaw passed by Council prior to the granting of the compensation;
2. Full payment of all taxes, levies, and local improvement charges owed by the owner prior to submission of a request for compensation;
3. Appropriate investigation of the owner and developer and the specific project;
4. The owner will be required to fulfill any reporting requirements to the City as indicated in any Heritage Designation and Conservation Compensation Incentives Agreements;
5. Periodic inspection by municipal officers will be conducted during the construction of the project to ensure any repair, Conservation, Rehabilitation, Preservation, and Restoration work meets the standards and guidelines for the Conservation of Historic Places in Canada; and

- ~~6. Any tax rebate or compensation received by the owner will be repaid to the City of St. Albert if the Municipal Historic Resource is destroyed, other than by an act of God or if the Designating bylaw is rescinded by Council, pursuant to any agreements in place.~~

PREVIOUSLY DISTRIBUTED



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CS-21	Municipal Historic Conservation Program
ORIGINAL APPROVAL DATE	DATE LAST REVISED
September 11, 2017	January 21, 2019

Purpose

This policy provides guidelines for the identification, management, protection and promotion of historic resources to enhance the quality of St. Albert's environment for the benefit of present and future generations.

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Encourage the designation, conservation and monitoring of historic resources in St. Albert. Through this policy, the City of St. Albert will be involved in the following areas:

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Policy Statement

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1. Council shall:
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 - b. approve the Heritage Management Plan; as presented by the AHF;
 - c. govern the Municipal Historic Conservation Program to include:
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 - ii. resources needed to administer such a program;
 - 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 CAO shall:
 - a. ensure that information about the heritage Designation process, applicable program and expectations are widely available;
 - b. provide the appropriate support and resources for the Arts and Heritage Foundation to complete its scope of work; as detailed in the Heritage Management Plan and the partnership agreement between the City of St. Albert and the Arts and Heritage Foundation;
 - c. ensure the Municipal Historic Conservation Program is in place and maintained to encourage the Conservation and Designation of Municipal Historic Properties;
 - d. work with the Arts and Heritage Foundation and the heritage resource owner to ensure program standards are met;
 - e. develop an administrative procedure for:
 - i. Heritage Designation and Conservation financial and non financial incentives;
 - ii. Compensation parameters; and
 - iii. the Designation process based upon the Municipal Historic Conservation Program;
 - f. present Notices of Intention and Designation Bylaw to Council for their consideration;
 - g. enter into a Conservation and Monitoring Agreement with the owner;
 - h. ensure that the owners' applications to Designate any property a Municipal Historic Resource are processed and presented to Council with an application to redistrict the property to Direct Control (DC) subsequently; and

- i. maintain documentation for each designated property.
- 3. The Arts and Heritage Foundation shall:
 - a. submit a Heritage Management Plan to Council at least every three (3) years;
 - 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. provide advice to administration and Council regarding any application by a Municipal Heritage Resource owner to alter, disturb, or destroy the Historic Place; and
 - e. make recommendations to administration and Council regarding all applications by Municipal Heritage Resource owners for financial and non-financial incentives.
 - f. review and update the Places of Interest List and Heritage Inventory and provide recommendations to Council;
 - g. regularly review the Historic Conservation Program and provide recommended updates and alterations to the program to Administration;
 - h. apply on behalf of the property owner of the newly designated Municipal Historic Resource (MHR) to be added onto the Alberta Register of Historic Places;
 - i. Assist in the design and installation of plaques for newly designated MHR.
 - j. Conduct an inspection of character-defining elements of a MHR every five (5) years from the time it is designated by bylaw.

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 a regulated process and procedure established by the CAO.

Municipal Historic Conservation Program Funding

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 \$.75. If there are 2 or less applications per previous calendar year the amount allocated will be calculated at \$.20 per capita.

These funds will be allocated for:

- Designation and Conservation of privately-owned Municipal Historic Resources; and
- Community heritage education and awareness activities;

If all the available Historic Conservation Program funds are not allocated within a budget year, surplus funds will be placed into the Heritage Reserve Fund.

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

September 2017 – Community Services	2021 – Community Services	January 21, 2019 – AR-19- 003

Municipal Historic Conservation Program Policy

C-CS-21

Date

March 2, 2021

Presented by:

Tamsin Brooks

Community Cultural Coordinator
Community Services



Recommendation

That the Community Living Standing Committee recommend to Council that:

- That Policy C-CS-21 Municipal Historic Conservation, provided as an attachment to the March 8, 2021 agenda report titled “Municipal Historic Conservation Program Policy”, be approved.

Municipal Historic Conservation Policy Review

Background:

- The Heritage Advisory Committee Bylaw 43/2017 was repealed at the September 21, 2020 Council meeting which put in motion changes that affected the Municipal Historic Conservation Program Policy.

Municipal Historic Conservation Policy Review

Background cont'd:

- These changes included:
 - Removed any reference of the Heritage Advisory Committee (HAC) and absolved them from any further participation.
 - Added the Arts and Heritage Foundation of St. Albert (AHF) as a partner.
 - Changed duties required for the HAC to the AHF
 - Added definitions to expand on process.
 - revising and reducing the funding formula to \$.75 per capita where the previous year saw 3 or more applications, and \$.20 per capita in years where the previous year saw 2 or less applications.

Municipal Historic Conservation Policy Review

Background cont'd:

- The amount of annual funding available is determined by multiplying the City's population, by \$1.00, or \$65,000. Any operating funds unspent at the end of the year are transferred to the Heritage Reserve Fund.
- As of December 31, 2020 the balance of the reserve fund is \$183,849.

Municipal Historic Conservation Policy Review

Background cont'd:

- The program up until recently had not received any community uptake. There have been inquiries and Administration has met with several families who have expressed interest in designation but have not yet fully committed to the application process.
- As of today, there is now one application pending. A transfer of \$6151 from the operating budget to Planning occurred in December to cover Land Use Bylaw Amendment costs.

Municipal Historic Conservation Policy Review

Roles and responsibilities - Administration:

- ensures that information about the Heritage Designation process, applicable program and expectations are widely available;
- provides the appropriate support and resources for the Arts and Heritage Foundation to complete its scope of work; as detailed in the Heritage Management Plan and the Partnership Agreement between the City of St. Albert and the Arts and Heritage Foundation.

Municipal Historic Conservation Policy Review

Roles and responsibilities - [Administration](#) cont'd:

- ensures the Municipal Historic Conservation Program is in place and maintained to encourage the Conservation and Designation of Municipal Historic Properties;
- works with the Arts and Heritage Foundation and the heritage resource owner to ensure program standards are met;

Municipal Historic Conservation Policy Review

Roles and responsibilities - [Administration](#) cont'd:

Develops procedures for:

- The Designation process based upon the Municipal Historic Conservation Program;
 - Heritage Designation and Conservation financial and non-financial incentives; and
 - Compensation parameters.
- presents Notices of Intention and Designation Bylaw to Council for their consideration;

Municipal Historic Conservation Policy Review

Roles and responsibilities - [Administration](#) cont'd:

- enters into a Conservation and Monitoring Agreement with the owner;
- Ensures that the owners' applications to Designate any property a Municipal Historic Resource are processed and presented to Council with an application to redistrict the property to Direct Control (DC) subsequently; and
- maintain documentation for each designated property.

Municipal Historic Conservation Policy Review

Roles and responsibilities - Arts and Heritage Foundation of St. Albert

- submit a Heritage Management Plan to Council at least every three (3) years;
- review applications for Designation and assist owners with obtaining the Statement of Significance;

Municipal Historic Conservation Policy Review

Roles and responsibilities - Arts and Heritage Foundation of St. Albert
cont'd:

- make recommendations to Council regarding the application for Designation;
- provide advice to Administration and Council regarding any application by a Municipal Heritage Resource owner to alter, disturb, or destroy the Historic Place;

Municipal Historic Conservation Policy Review

Roles and responsibilities - Arts and Heritage Foundation of St. Albert
cont'd:

- make recommendations to Administration and Council regarding all applications by Municipal Heritage Resource owners for financial and non-financial incentives;
- review and update the Places of Interest List and Heritage Inventory and provide recommendations to Council, through the Arts Development Advisory Committee, on the maintenance and growth of the Inventory;

Municipal Historic Conservation Policy Review

Roles and responsibilities - Arts and Heritage Foundation of St. Albert
cont'd:

- regularly review the Historic Conservation Program and provide recommended updates and alterations to the program to Administration.
- apply on behalf of the property owner of the newly designated Municipal Historic Resource (MHR) to be added onto the Alberta Register of Historic Places;

Municipal Historic Conservation Policy Review

Roles and responsibilities - Arts and Heritage Foundation of St. Albert
cont'd:

- assist in the design and installation of plaques for newly designated MHR.
- conduct an inspection of character-defining elements of a MHR every five (5) years from the time it is designated by bylaw.