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	March 15, 2021

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.

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 Conservation and Monitoring of historical resources and providing opportunities to assist property owners in the conservation of historic resources in the community. 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.

“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 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 or processes aimed at safeguarding the character-defining elements of a cultural resource so as to retains 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 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 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.

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. funding for Conservation and Monitoring of historic resources in the City;
      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 <u>Conservation and Monitoring</u> 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. 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

If the Municipal Historic Conservation Program reserve has a balance of $100,000 or greater as of June 30 of that calendar year, the annual funding contribution available for the program is allocated at $0 per capita.

If the reserve amount has a balance of less than $100,000 as of June 30 of that calendar year, 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 $0.50 and if the reserve amount has a balance of less than $60,000 as of June 30 of that calendar year, the Municipal Historic Conservation Program policy and annual funding contribution is brought before council for review.

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

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
September 2017 **January 2021** **March 2021**	**2026 – Community Services**	**March 15, 2021 - CB-21-015**