

CITY OF ST. ALBERT HERITAGE MANAGEMENT PLAN

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City of
St. Albert
Cultural Services

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Municipal Heritage
Partnership Program

EXECUTIVE SUMMARY

A municipal heritage management plan is a document that assists and guides a municipality's stewardship of both public and private historic resources, through a framework of policy and strategy. It presents a shared vision for the future of community heritage, as well as a series of actions that outline how, over time, this vision will unfold.

This plan outlines a prioritized strategy for St. Albert's heritage conservation policies for the next ten years. It answers key questions about the existing heritage management situation, defines key directions for consideration, proposes a framework for implementation, and provides effective and financially realistic strategic directions that will enhance the long-term viability of historic resources in the City. Heritage management provides many potential community benefits, and aligns with broader civic goals as defined by Council and existing civic policies.

St. Albert already has a Heritage Program that has undertaken many successful initiatives and has conserved many significant publicly-owned resources. A number of strategic goals have been recommended to enhance the effectiveness of the Heritage Program, and further integrate heritage management within the

civic policy framework. A key goal is to provide opportunities to assist property owners in the conservation of privately-owned historic resources, adding to the richness and variety of historic resources being conserved.

The development of the Heritage Management Plan has been conducted through an open and public process that has invited significant community input, through well-attended meetings and numerous opportunities for public comment. The work was conducted under the direction of a Steering Committee that consisted of municipal staff and a provincial representative. Further input on the recommendations of the plan has been sought through targeted consultation. This open and transparent process has allowed for the development of a community-based vision for heritage conservation, and a general consensus on the priorities of the Action Plan for implementation.

The recommendations provide a renewed focus for St. Albert's Heritage Management Program. An enhanced Heritage Program will support the City Council Priorities for Economic Development, Community Development, the Environment and Governance. The Plan is based on the following Goals and Strategies.



Little White School, 1949, Credit: Grey Nuns Archives

GOALS

- Enhance St. Albert's unique sense of place, derived from its topography, its legacy of historic resources and its rich community history;
- Identify, evaluate, manage, and commemorate significant historic resources that illustrate the broad range of St. Albert's historical development;
- Provide opportunities for greater engagement of private heritage property owners, by encouraging designation as Municipal Historic Resources and enabling access to provincial funding;
- Continue to integrate the management of historic resources within the municipal policy framework;
- Support the preservation and interpretation of the city's rich and complex history and culturally diverse traditions;
- Foster economic development through long-term investment in historic resources, cultural facilities and programs such as cultural tourism initiatives; and
- Plan for the development of healthy, vibrant and sustainable neighbourhoods by recognizing historic infrastructure and community identity.

STRATEGIES

- **Strategy 1: Enhanced Heritage Program**
Develop an enhanced City of St. Albert Heritage Policy and Program framework that links to broader civic goals of environmental sustainability, economic development and neighbourhood planning, while providing significant and sustainable development opportunities.
- **Strategy 2: A Broader Recognition of Heritage**
Identify, evaluate, manage and interpret significant historical resources that illustrate the broad range of St. Albert's heritage values.
- **Strategy 3: Neighbourhood Heritage**
Plan for the sustainable development of established neighbourhoods.

A prioritized ten-year Action Plan has been developed for the implementation of the St. Albert Heritage Management Plan.





ALBERTA
WHEAT POOL
FARMER OWNED
CO-OPERATIVE
ST. ALBERT

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1.0 INTRODUCTION

1.1 A HERITAGE MANAGEMENT PLAN FOR ST. ALBERT

The plan outlines a prioritized strategy for the development of St. Albert's heritage conservation policies for the next ten years, answers key questions about the existing heritage management situation, proposes a framework for implementation, and provides effective, sustainable, and financially realistic strategic directions that will enhance the long-term viability of historic resources in the City. A municipal heritage management plan is a document that assists and guides a municipality's stewardship of both public and private historic resources, through a framework of policy and strategy. It presents a shared vision for the future of community heritage, as well as a series of actions that outline how, over time, this vision will unfold.

The Plan builds upon existing successful heritage initiatives, and utilizes provincial and federal best practices for heritage management and conservation. It provides:

- A phased, 10-year plan with set goals, strategies and actions for sustaining a successful heritage program in St. Albert;
- Alignment of heritage management with broader civic goals such as economic, environmental and cultural sustainability initiatives;
- Integration with other civic policies such as the Municipal Development Plan, the Downtown Area Redevelopment Plan (DARP), the Cultural Master Plan and the Tourism Master Plan;
- A balanced approach that encourages private sector historic resource conservation through appropriate incentives and regulations for the benefit of the entire community;
- A framework for restoring, maintaining, and adding new buildings to the Heritage Inventory; and
- Policies and processes for managing the diverse range of historic resources on the Heritage Inventory.

This Plan provides a framework to further recognize the potential of the city's heritage assets to act as a solid basis for the development of a vital and sustainable urban environment and a vibrant local economy. This can be accomplished through greater community involvement, enhancement of public awareness of heritage conservation efforts and greater engagement at the community level.

1.2 COMMUNITY BENEFITS OF HERITAGE MANAGEMENT

Conserving and celebrating its heritage allows a community to retain and convey a sense of its history, and provides aesthetic enrichment as well as educational opportunities. Historic resources help us understand where we have come from so that we can appreciate the continuity in our community from past, to present, to future. Historic resources become landmarks and touchstones for the community. A broad range of tangible heritage features exist that add to St. Albert's vibrancy and character. In addition, a legacy of personal histories, traditions and events weave a rich and unique community tapestry that enriches the life of St. Albert's residents and visitors.

Other benefits of strong heritage policies include conserving the unique identity of historic houses in neighbourhoods, recognizing cultural heritage, providing community identity and promoting civic pride and cultural tourism. A well-managed heritage conservation program can provide numerous community benefits by:

- increasing community pride and heritage awareness;
- encouraging retention of unique physical heritage assets;
- celebrating historical events and traditions;
- identifying ways that partnership opportunities can be fostered with senior levels of government;
- engaging the broader community including the private and volunteer sectors;
- conserving a broad range of historical sites that supports other public objectives such as education and promoting a better living environment for residents;
- assisting private owners in retaining historic resources
- encouraging investment in historic resources through community partnerships;
- supporting sustainability, environmental and economic development initiatives; and
- generating employment opportunities and other economic spin-offs.

Heritage initiatives provide both tangible and intangible benefits, and contribute to the development of complete communities and to a vibrant culture of creativity and innovation.

1.3 PUBLIC CONSULTATION PROCESS

The development of the Heritage Management Plan has been conducted through an open and public process that has invited significant community input, through meetings and numerous opportunities for public comment. The work was conducted under the direction of a Steering Committee that consisted of municipal staff and a provincial representative. Further input on the recommendations of the plan has been sought through targeted consultation.

The public consultation process has comprised a significant portion of the work in developing the Plan. Its purpose has been to determine the importance and values collectively placed on heritage, understand broad perspectives and aspirations, align heritage conservation to broader community and civic goals, develop a values-based vision grounded in municipal best practices, build public awareness of local conservation efforts, and set goals and priorities based on public input. A sequential, multi-stage online survey was also conducted during the public process, and was revised as information was gathered, to allow for targeted responses. The public consultation process included:

- March 2012: Project Commencement
- March 29: First Steering Committee Meeting
- June 20: Second Steering Committee Meeting
- June 20: First Stakeholders Meeting
- July 11: Third Steering Committee Meeting
- July: Start of First Online Survey
- October 1: Council Workshop
- October 16: Second Stakeholders Meeting
- October 30: Public Open House and Second Online Survey
- December 2012 – January 2013: Final Draft and Review Process
- February 19, 2013: Final Council Presentation

This open and transparent process has allowed for the development of a community-based vision for heritage conservation, and a general consensus on the priorities of the Action Plan for implementation.



2.0 CURRENT POLICY FRAMEWORK AND HERITAGE INITIATIVES

The St. Albert Heritage Management Plan recognizes the City's many successful heritage initiatives as well as the existing policy framework and priorities.

2.1 FEDERAL INITIATIVES

In 2003, Parks Canada initiated the Historic Places Initiative (HPI), a pan-Canadian partnership consisting of a number of interrelated elements. This includes a national heritage register called the *Canadian Register of Historic Places* (CRHP), comprehensive conservation standards and guidelines, and a certification process for project approval designed to ensure that any work that is undertaken in exchange for federal incentives complies with approved standards. The CRHP is a searchable database containing listings of historic places of local, provincial, territorial and national significance. The purpose of the CRHP is to identify, promote and celebrate historic places; a number of St. Albert's historic places are listed in the CRHP.

An integral part of HPI was the development of the *Standards and Guidelines for the Conservation of Historic Places in Canada*. Prepared by Parks Canada to serve as the national standard for the treatment of historic resources, this document has been adopted by many provincial and municipal authorities, including the Province of Alberta. It outlines the foundation for the evolution of conservation practice and functions as the principal standard for conservation in Canada today.

The proliferation and development of Community Heritage Registers across the country has had a significant impact in supporting the identification and management of heritage assets locally, provincially and nationally. For purposes of comparison, the heritage programs of a number of Canadian municipalities have been reviewed to indicate both the level of services provided as well a survey of best practices. (Please refer to **Appendix B: Comparable Municipal Heritage Programs**).

2.2 PROVINCIAL ENABLING LEGISLATION

Provincial legislation, statutes and regulations provide the legal framework for conservation practice. Local governments have managed their resources through the legislative tools provided by provincial legislation, such as the **Heritage Register, Heritage Designation, Heritage Agreements** and **Heritage Conservation Areas**.

The conservation of historic resources at the municipal level is enabled by provincial legislation that allows various actions or processes in order to assess or protect historical properties. These powers rest in two Acts: the *Historical Resources Act* and the *Municipal Government Act*.

- **Historical Resources Act**

This Act provides for the means to identify and protect historic resources in Alberta. This includes processes to document, survey, designate and provide programs for the purpose of celebrating and conserving historic resources. It is this Act that empowers not only the Province but also municipalities to legally protect properties from demolition.

- **Municipal Government Act**

This Act is the legislative document that empowers municipalities to govern, protect and develop lands within their boundaries, and denotes the different types of municipalities that may be formed in Alberta. Sections 639 and 640 of the Municipal Government Act enable the regulatory powers contained within the Land Use Bylaw. As a result, this Act provides the legal authority by which a municipality may use to designate and control land uses. The Act also allows municipalities to allow for financial incentives such as tax breaks for heritage properties.

Both the province and municipalities may establish their own regulations and policies as permitted under these Acts. These may include policies that describe the circumstances under which a specific property or area may be designated. Regulations also control what changes may or may not be undertaken following designation. Other policy areas may include the adoption of the Heritage Designation by bylaw as well as procedures to amend the Register over time. Policies may also be put in place by the municipality to monitor its historic resources as well as the procedures that must be followed if alterations or demolition are proposed.

2.3 MUNICIPAL DEVELOPMENT PLAN

The Municipal Development Plan (MDP) is a statutory plan enabled under the Municipal Government Act (MGA). It sets out the goals and policies for all aspects of the municipality's development. The purpose of the MDP is to articulate the community's vision, goals, objectives and policies to guide St. Albert's physical, social, cultural and economic development. Policy areas include: population and growth management; housing and neighbourhood design; economic activities and development; parks, recreation and schools; environmental management; transportation and infrastructure; social, health and protective services and intermunicipal and regional cooperation and planning. It also includes the following specific statements regarding Heritage, quoted in the box to the right.

As outlined in the Action Plan, the recommendations of the St. Albert Heritage Management Plan support the Guiding Principles of the MDP.

HERITAGE PRESERVATION

Goal: To preserve and interpret historic resources as an expression of community identity and pride, and integrate historic resources into St. Albert's development strategies.

Objectives: The heritage preservation objectives established in CityPlan 2007 are to:

- preserve St. Albert's historic resources, where possible, including significant archaeological sites
- develop a municipal program for heritage preservation
- ensure compatible development with heritage properties

Policies:

- ***Inventory of Heritage Properties:*** The City of St. Albert shall maintain a current inventory of heritage properties and sites including significant archaeological sites using existing community resources which include people, artifacts and records.
- ***Heritage Preservation Program:*** The City of St. Albert shall develop policies and bylaws for heritage and historic site preservation.
- ***Interpretation of St. Albert's History:*** The City of St. Albert should work with the existing resources which include people, artifacts and records in interpreting the community's rich history and enhancing the city's tourism potential.
- ***Preservation and Restoration of Heritage Properties:*** The City of St. Albert should ensure, through its planning documents, that heritage properties are preserved and restored in a manner that maintains the historical and architectural integrity as may be specified through a heritage resource designation.
- ***Compatible Development Adjacent to Heritage Properties:*** The City of St. Albert should ensure that development, on sites adjacent to heritage properties, is carried out in a manner that is compatible in terms of height, mass, setbacks, and overall architectural treatment.

2.4 ST. ALBERT CULTURAL MASTER PLAN

The *Cultural Master Plan: Cultivating Community* was released in January 2012. One of the three key Objectives is “to increase the impact of existing cultural assets through increased accessibility, effective delivery of services, preservation of local historic resources, examination of public and private support, and improved visibility.” The importance of community and cultural heritage is considered throughout, and the promotion of Cultural Tourism was identified as a priority. A number of the recommendations contained within this Heritage Management Plan will support the recommendations of the Cultural Master Plan, including: Develop Cultural Tourist Strategy (recommendation 9); Allocated Heritage Maintenance Funds (Recommendation 14); and Greater Public Access to Musée Heritage (Recommendation 15). As outlined in the Action Plan, the recommendations of the St. Albert Heritage Management Plan support the strategic policies of the Cultural Master Plan.

2.5 ST. ALBERT HERITAGE SITES FUNCTIONAL PLAN

The focus of this plan (January 2010) is to develop comprehensive restoration, design, and interpretive programming strategies for an integrated historic resource developed around the Grain Elevators, Train Station, and River Lots 23 and 24. The plan has five fundamental goals:

- Restore and preserve important historical resources, such as grain elevators, for the use and enjoyment of current and future generations.
- Use the site and its components as a framework for the public to engage in narratives relating to the history of the site and St. Albert.
- Create an active and accessible recreational space that connects with the Red Willow Park and Trail System.
- Create a public space that provides for a variety of St. Albert cultural and social needs.
- Create a Historic Resource that integrates a number of historical resources while providing for the needs of visitors.

The recommendations of the St. Albert Heritage Management Plan directly support the implementation of the Heritage Sites Functional Plan.

2.6 ST. ALBERT TOURISM MASTER PLAN

Updated in June 2009, the St. Albert Tourism Master Plan (SATMP) describes a long range, high level vision and key objectives for tourism in St. Albert. The plan establishes a focus for current and future tourism activities, justification and the strategies required to increase tourism in ways that complement the quality of life of St. Albert’s residents without compromising it.

The Plan’s Vision: A defined focus on tourism within St. Albert’s planned economy that results in:

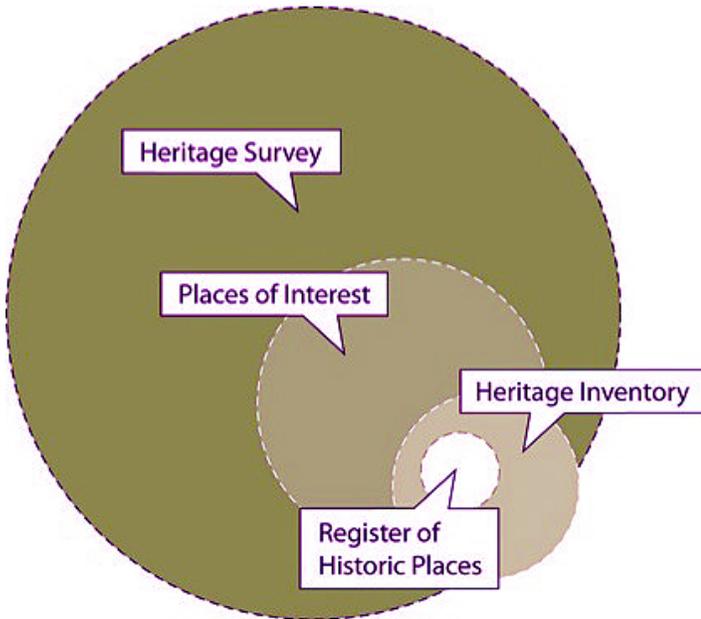
- Enhanced downtown, riverfront, heritage, arts, culture, sports, natural areas and agricultural tourism assets;
- Increased economic development opportunities; and
- Improved quality of life for residents that is complemented not compromised by tourism.

Objectives:

1. Further vitalize the downtown area.
2. Promote current and future tourist attractions and events.
3. Develop the Sturgeon River valley and downtown river front.
4. Develop new tourist attractions and events, and enhance existing ones.
5. Maintain and upgrade existing sport facilities and the Red Willow Park system.
6. Increase visitor options for accommodations.
7. Create a tourism brand for St. Albert.
8. Seek financial support from all levels of government for implementing the Master Plan.

2.7 MUNICIPAL HERITAGE INITIATIVES

Rich in its diversity and history, the City of St. Albert is rooted in its missionary and Métis beginnings. It encompasses a diverse collection of intact historic and modern buildings, established neighbourhoods and streetscapes, natural and cultural landscapes, and viewsapes. St. Albert’s history dates back to First Nations occupation, early European exploration, Métis and missionary settlement beginning in the 1860s and later French-Canadian settlement. The City of St. Albert recognizes the value of protecting its heritage assets and, over time, has developed a heritage program that promotes the long-term conservation and interpretation of its historic assets including built historic resources and human history.



To date, St. Albert has achieved a number of successful heritage planning initiatives, and has acquired, conserved and interpreted some significant historic resources. These initiatives include:

- *A Heritage Survey*, which identifies 102 sites with potential heritage value.
- *A Places of Interest List (POIL)*, which prioritizes 62 sites. This identifies those sites on the survey with potential heritage value that have not yet been fully evaluated.
- *A Heritage Inventory*, which provides a comprehensive evaluation and Statements of Significance for 20 sites (the above three projects undertaken by David Murray Architect and HIP Architects, 2010)
- *St. Albert Context Paper* developed by Jane Ross in 2010 in conjunction with the St. Albert Heritage Inventory, which provided an historical chronology and themes of community development. These themes not only define the history of the area but also explain the range of unique resources in St. Albert. This framework is a key tool for adding sites to the Heritage Survey and Inventory.
- **Municipal Historic Resources:** These are sites that have received official heritage protection from the City of St. Albert.
 - *Little White School (2009) (ARHP)*
 - *White Spruce Forest (2011)*

- *St. Albert Place (2009)*
- *Cunningham House and Hogan Farm House (2009)*
- *Alberta Wheat Pool Grain Elevator (2009)*
- *Alberta Grain Company Grain Elevator (2009)*
- *Banque d'Hochelega (2009)*
- *Juneau House (2009)*
- **Provincial Historic Resources:** These are historic resources that are designated under section 20(1) in the *Historical Resources Act*.
 - *Alberta Grain Company Grain Elevator (2007)*
 - *Alberta Wheat Pool Grain Elevator (2007)*
 - *Bishop's Palace (1977)*
 - *Father Lacombe Chapel (1983)*

The City continues to protect a variety of historical resources, including cultural landscapes, which may be best managed in ways that meet their unique requirements. In 2011, the Grey Nuns White Spruce Forest was designated as a Municipal Historic Resource. An advisory committee has been struck to develop a management plan for the forest, which is managed by Recreation Services as an ecological park area.

2.8 ARTS & HERITAGE ST. ALBERT

Much of the City's heritage programming and services are provided through a non-profit foundation, Arts & Heritage St. Albert, an independent, charitable foundation that promotes the visual arts and the natural and human heritage of St. Albert and district. The purpose of Arts & Heritage St. Albert is to:

- manage, operate and promote a cultural heritage museum.
- establish an archival program to maintain an archive of historical, cultural and heritage documents.
- care for, preserve, safeguard, manage, catalogue and display artifacts.
- manage and operate, on behalf of the City, the historic resources owned by the City.
- manage and operate a public art gallery.

The City of St. Albert first entered into a five-year Stewardship Agreement with the Arts & Heritage Foundation in 2001, which was renewed in 2006 for an additional five years. The City of St. Albert and the Arts & Heritage Foundation recently negotiated a new five-year Partnership Agreement effective April 1, 2013 for the operation of the Museum, Historic Resources, Public Archives and Public Art Gallery Services.

City-owned Historic Resources managed by Arts & Heritage St. Albert:

- St. Albert Grain Elevator Park
- River Lots 23 & 24
- Little White School
- Banque d’Hochelaga (Art Gallery of St. Albert)

Provincially-owned Historic Resources managed by Arts & Heritage St. Albert:

- Father Lacombe Chapel

2.9 COMMUNITY PARTNERSHIPS

Achieving planned heritage conservation objectives is a collaborative process that involves staff, Arts & Heritage St. Albert, property owners, representatives of other agencies and consultants. St. Albert has a resourceful network of community volunteers, and heritage advocates, and not-for-profit societies that have the potential to partner with the City. The following is a list of potential partners in achieving the goals of the Heritage Management Plan on a case-by-case basis:

- Provincial government and the Municipal Heritage Partnership Program
- Surrounding counties and cities: Sturgeon County, Strathcona County, Lac Ste. Anne, Edmonton
- Parks Canada (for national site, event or person designation)
- Métis community as spearheaded by the Michif Cultural Resource Institute
- Francophone community
- Community associations such as the St. Albert Historical Society
- Owners of heritage buildings
- The business communities: (property owners, property developers, real estate agents, private companies, corporate sponsors, merchant groups)
- Regional Service Clubs: Local service groups (such as the Rotary and Kiwanis)
- Local corporate partners
- Local schools (educational programs)
- Regional and local museums:
- Regional tourism associations

These partnership opportunities should be explored whenever possible, to ensure that broad public support can be attained whenever possible to support St. Albert’s heritage initiatives.



Chevigny House, Credit: Musée Héritage Museum, St. Albert Historical Society fonds



3.0 THE HERITAGE MANAGEMENT PLAN

3.1 VISION FOR THE ST. ALBERT HERITAGE MANAGEMENT PLAN

The Heritage Management Plan has been developed to support the City of St. Albert's broader civic goals, as defined by City Council and the existing policy framework. An enhanced Heritage Program can support the City Council Priorities in a number of ways.

- **Economic Development:** The management of historic resources is good for St. Albert's economic environment and good for business. Investment in heritage conservation enables more interesting urban and suburban environments, supports competitive business recruitment and retention strategies, and provides opportunities for business incubation. The fastest growing sector of the tourism market is cultural tourism, which includes: visits to museums, galleries and historic resources; visual and performing arts; heritage events; genealogical research; and tourist attractions. Public education is also a significant part of cultural tourism. St. Albert, with its array of heritage and cultural attractions and prominent historic resources, is ideally situated to take advantage of the cultural tourism market. The City is currently developing an *Economic Development Strategy*, which should recognize the key role that historic resources can play in the development of the local economy.
- **Community Development:** Heritage initiatives help create healthy and vibrant neighbourhoods and support the social fabric of the community. The conservation of historic resources is also important from an overall planning perspective as a key element of community identity. Historic resources and cultural landscapes contribute significantly to St. Albert's unique sense of place by maintaining historic context and providing a framework for new development.
- **Environment:** Heritage conservation promotes environmentally sustainable practices, retains established land use patterns and infrastructure, conserves embodied energy, reduces pressure on landfill sites, avoids impacts of new construction and minimizes the need for new building materials.

- **Governance:** The Heritage Management Plan will support strategic planning, accountability and effective partnerships and relationships.

The principles articulated within the City's policy framework and the success of its heritage initiatives to date provide a renewed Vision for St. Albert's Heritage Program.

3.2 GOALS, STRATEGIES AND ACTIONS

A ten-year timeframe was determined for the implementation of the Heritage Management Plan. The following outlines the **GOALS, STRATEGIES** and **ACTIONS** for the plan.

GOALS

- Enhance St. Albert's unique sense of place, derived from its topography, its legacy of historic resources and its rich community history;
- Identify, evaluate, manage, and commemorate significant historic resources that illustrate the broad range of St. Albert's historical development;
- Provide opportunities for greater engagement of private heritage property owners, by encouraging designation as Municipal Historic Resources and enabling access to provincial funding;
- Continue to integrate the management of historic resources within the municipal policy framework;
- Support the preservation and interpretation of the city's rich and complex history and culturally diverse traditions;
- Foster economic development through long-term investment in historic resources, cultural facilities and programs such as cultural tourism initiatives; and
- Plan for the development of healthy, vibrant and sustainable neighbourhoods by recognizing historic infrastructure and community identity.

STRATEGY 1: ENHANCED HERITAGE PROGRAM

Develop an enhanced City of St. Albert Heritage Policy and Program framework that links to broader civic goals of sustainability, economic development and neighbourhood planning, while providing significant and sustainable development opportunities.

ACTIONS:

1.1 MUNICIPAL HERITAGE PLANNING

- 1.1.1 Continue to integrate heritage initiatives with broader civic goals of economic development, sustainability initiatives and community planning.
- 1.1.2 Ensure fairness, clarity and certainty throughout an open public process of review and protection of historic resources.
- 1.1.3 Develop an enhanced stewardship policy for City-owned historic resources, including conservation and maintenance plans for individual resources.
- 1.1.4 Establish a comprehensive St. Albert Heritage Register, which would include sites that have been protected and evaluated.
- 1.1.5 Finalize the processes and review procedures for Heritage Evaluation, Designation, Alteration and Demolition applications. [Please refer to **Appendices D, E, F and G** for draft forms, procedures and bylaw].

1.2 HERITAGE CONSERVATION INCENTIVES

- 1.2.1 Identify privately-owned historic resources that would be eligible for provincial conservation incentives (please see **Appendix C: Options for Heritage Incentives**).
- 1.2.2 Direct heritage property owners to other sources of available funding.
- 1.2.3 Provide conservation incentives for Municipal Historic Resources that are not eligible for provincial incentives.
- 1.2.4 Establish a Heritage Reserve Fund of approximately \$50,000 per year that would receive an annual budget allocation. If not allocated in any one year, surplus funds could accumulate over time to allow for special projects. This also provides an opportunity to cost-share with senior government grant programs, and therefore achieve further funding for the Heritage Program. These amounts are based on municipal best practices (please refer to **Appendix B: Comparable Municipal Heritage Programs**); municipalities with mature heritage programs often allocate approximately \$1 per citizen per year to heritage initiatives. This could include:
 - Maintenance for municipally-owned historic resources (approximately \$20,000 per year) to be allocated as required. This will protect civic heritage assets from deterioration and future expensive

repairs. Further verification of the appropriate amounts will be provided in the Ten-Year Capital Plan being developed for municipally-owned historic resources.

- Heritage education and awareness initiatives (approximately \$15,000 per year) to be distributed based on community applications.
- Conservation grants for Municipal Historic Resources (approximately \$15,000 per year) available to private heritage building owners through a grant application process. This will assist in the key goal of private heritage property owner engagement.

- 1.2.5 Consider other heritage incentives on a case-by-case basis, as resources allow.

1.3 ENHANCED HERITAGE CONSERVATION OUTCOMES

- 1.3.1 Adopt the *Standards and Guidelines for the Conservation of Historic Places in Canada* as the basis for the review of proposed alterations to historic resources, and the granting of heritage incentives.
- 1.3.2 Provide City staff with training in the application of heritage Standards and Guidelines.

1.4 ENHANCED COMMUNITY ENGAGEMENT

- 1.4.1 Establish a voluntary Heritage Advisory Board [HAB] that could provide advice on heritage matters. HAB members would be appointed by Council, based on skills and interest in heritage conservation. The members should include those with expertise in architecture, history, construction or other related fields. The HAB could be constituted to assist both the City and the Arts & Heritage Foundation in heritage initiatives. The mandate of the HAB could include, but not be limited to, the following Terms of Reference:
 1. Meet as required to recommend overall goals for heritage conservation in St. Albert.
 2. Advise St. Albert City Council on matters referred to the HAB, including civic policies that would affect the conservation of historic resources.
 3. Make recommendations to Council regarding the designation of Municipal Historic Resource.
 4. Evaluate and add sites to Heritage Inventory that are representative of the St. Albert Historic Context Paper and ensure that the owner agrees to being voluntarily included.
 5. Work with a heritage consultant to review the Statements of Significance prepared for sites added to the Heritage Inventory.
 6. Review and provide advice on applications for proposed interventions to Municipal Historic Resources, including alterations or demolitions.
 7. Assist with the documentation of any historic resources proposed for demolition.
 8. Advise on, or assist with, heritage education and awareness initiatives.

STRATEGY 2: A BROADER RECOGNITION OF HERITAGE

Identify, evaluate, manage and interpret significant historical resources that illustrate the broad range of St. Albert's heritage values.

ACTIONS:

2.1 BROADER DEFINITION OF HERITAGE

- 2.1.1 Identify, protect and celebrate a broad range of potential historic resources to provide a full range of understanding of St. Albert's history.
- 2.1.2 Evaluate additional sites identified on the *Places of Interest List*.
- 2.1.3 Survey additional neighborhoods that have not yet been examined, or as they reach the age of fifty years.
- 2.1.4 Collaborate with partners to commemorate historic, natural and cultural sites.

2.2 HERITAGE EDUCATION AND AWARENESS

The City of St. Albert and the Musée Heritage Museum, in conjunction with community partners, should continue to:

- 2.2.1 Provide leadership in heritage communication that will raise the profile of heritage by broadly supporting community partners in the promotion of local history and historic resources.
- 2.2.2 Encourage collaborations between heritage organizations and schools to enhance the teaching of local history.
- 2.2.3 Make historical information available through a variety of means to enhance public awareness and understanding of local history and historic resources including cultural landscapes, First Nations, Francophone and Métis history.
- 2.2.4 Preserve and interpret River Lots 23 & 24 part of the implementation of the Heritage Sites Functional Plan.

STRATEGY 3: NEIGHBOURHOOD HERITAGE

Plan for the sustainable development of established neighbourhoods.

ACTIONS:

3.1 INTEGRATION WITH MUNICIPAL PLANNING

- 3.1.1 Support enhanced conservation of neighbourhood heritage character through the Land Use Bylaw and other Planning & Development mechanisms:
 - The identity, character and historic resources of established neighbourhoods should be identified, protected and commemorated.

- Comply with neighbourhood infill design guidelines.
- When developing plans for infill in existing neighbourhoods, build upon historic integrity and infrastructure, while adopting a flexible approach that allows appropriate infill and development.

- 3.1.2 Enhance the range of conservation incentives for heritage homeowners.

3.3 ACTION PLAN FOR IMPLEMENTATION

The implementation of the Heritage Management Plan will unfold over time, through the combined efforts of St. Albert, the Steering Committee, community stakeholders and community partnerships. This will benefit from a coordinated community effort to advance the goals of heritage conservation. The following Implementation Plan provides a road map for how the goals of the Heritage Management Plan can be prioritized, who can take the lead and who can provide support for each proposed Action, and what resources will be required for success.

For each defined Goal, this Plan recommends specific Actions, which can then be prioritized as a component of heritage planning and management activities. The timeline will be based on Immediate, Short, (0-3 years), Medium Term (3-5 years), Long Term (5-10 years) and Ongoing implementation. The Heritage Management Plan will therefore assist in the development of annual work programs, and in determining annual budget requirements. There are a number of outside resources that may be available to help undertake some of these initiatives, including senior government grant programs and private and corporate sponsors. Securing these resources requires support time and resources from the City staff and volunteers.

Timeframe for Implementation:

- Immediate – 2013
- Short Term Actions: up to 3 years (to 2016)
- Medium Term Actions: 3-5 years (to 2018)
- Long Term Actions: 5-10 years (to 2023)
- Ongoing (underway and continuing)



STRATEGY 1: ENHANCED HERITAGE PROGRAM

1.1: MUNICIPAL HERITAGE PLANNING

ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
1.1.1	Continue to integrate, over time, heritage initiatives with broader civic goals of economic development, sustainability initiatives and community planning.	Ongoing integration of heritage conservation with various municipal initiatives.	Cultural Services and other Departments as required	City Council Priorities MDP Guiding Principles. MDP Heritage Preservation	Ongoing	City budget	Enhanced planning for heritage. Less conflict with ongoing development. Improved understanding of municipal intent.
1.1.2	Ensure fairness, clarity and certainty throughout an open public process of review and protection of historic resources.	Set standards of public openness. Ensure that information is widely available about the City's Heritage Program and expectations.	Cultural Services and other Departments as required	City Council Priority: Governance MDP Heritage Preservation	Ongoing	City budget	Better public engagement. Less confusion about City's intent for heritage conservation.
1.1.3	Develop an enhanced stewardship policy for City-owned historic resources, including conservation and maintenance plans for individual resources.	Further detailed planning for individual resources, building on work undertaken to date.	Cultural Services / Arts & Heritage St. Albert / Recreation Services	MDP Heritage Preservation Cultural Master Plan Strategies to Secure Existing Assets Heritage Sites Functional Plan	Ongoing	As funds allow; cost shared funding applications	Continued exemplary conservation of public historic resources.
1.1.4	Establish a comprehensive St. Albert Heritage Register, which would include sites that have been protected and evaluated.	Pass a Heritage Register, by Bylaw, listing sites recognized for their heritage value.	Cultural Services	MDP Heritage Preservation	Short Term	City budget	Better identification of significant sites. Congruence with Alberta and Canadian Register of Historic Places.
1.1.5	Finalize the processes and review procedures for Heritage Evaluation, Designation, Alteration and Demolition applications.	Refer to Appendices D, E, F and G for draft forms, procedures and bylaw.	Cultural Services and other Departments as required	City Council Priority: Governance MDP Heritage Preservation	Short Term	City budget	Enhanced engagement of private heritage property owners. Certainty about the City's heritage application and review process.

1.2 HERITAGE CONSERVATION INCENTIVES							
ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
1.2.1	Identify privately-owned historic resources that would be eligible for provincial conservation incentives.	Work with the Province and property owners to establish eligibility for funding.	Cultural Services / Province/ Property Owners	MDP Heritage Preservation	Ongoing	City budget	Improved conservation through incentives for heritage property owners. Improved technical conservation advice.
1.2.2	Direct heritage property owners to other sources of available funding.	Assist property owners understand the full range of incentives that may be available.	Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation	Ongoing	City budget	Improved conservation through incentives for heritage property owners. Improved technical conservation advice.
1.2.2	Direct heritage property owners to other sources of available funding.	Assist property owners understand the full range of incentives that may be available.	Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation	Ongoing	City budget	Improved conservation through incentives for heritage property owners. Improved technical conservation advice.
1.2.3	Provide conservation incentives for Municipal Historic Resources that are not eligible for provincial incentives.	Gap in incentives for MHR resources; assistance for those sites not covered by provincial funding.	City Council direction / Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation	Short Term	Part of Heritage Reserve Fund	Improved conservation through incentives for MHR property owners.
1.2.4	Establish a Heritage Reserve Fund of approximately \$50,000 per year that would receive an annual budget allocation, and could provide funding in the following areas.	Support for the maintenance of municipally-owned historic resources, education and awareness initiatives and conservation grants for Municipal Historic Resources.	City Council direction / Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation Cultural Master Plan Strategies to Secure Existing Assets Heritage Sites Functional Plan	Short Term	\$50,000 per annum in Heritage Reserve Fund	Enhanced financial support for the Heritage Program. Improved conservation of municipally-owned historic resources. Improved heritage education and awareness initiatives. Improved conservation through incentives for MHR property owners. Greater engagement of private heritage property owners.

1.2.5	Consider other heritage incentives on a case-by-case basis, as resources allow.	Encourage and support heritage property owners through information and technical advice; financial and non-financial incentives.	City Council direction / Cultural Services	MDP Heritage Preservation	Short Term	Part of Heritage Reserve Fund	Improved City response to technical advice and provision of incentives. Improved conservation outcomes.
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1.3 ENHANCED HERITAGE CONSERVATION OUTCOMES

ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
1.3.1	Adopt the Standards and Guidelines for the Conservation of Historic Places in Canada as the basis for the review of proposed alterations to historic resources, and the granting of heritage incentives.	Adopt by resolution of Council.	City Council	MDP Heritage Preservation	Short Term	Budget neutral	Enhanced heritage conservation outcomes. Improved clarity on heritage expectations. Common benchmark for heritage practice and procedures. Certainty in granting procedures.
1.3.2	Provide City staff with training in the application of heritage Standards and Guidelines.	Work with the Province in ongoing training in technical aspects of heritage conservation.	Cultural Services & other City Departments/ Arts & Heritage St. Albert / Province	MDP Heritage Preservation	Ongoing	City budget	Improved technical capacity to deal with heritage conservation. Improved heritage projects and outcomes.

1.4 ENHANCED COMMUNITY ENGAGEMENT

ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
1.4.1	Establish a Heritage Advisory Board that would provide advice on heritage matters	Based on suggested Terms of Reference.	City Council / Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation	Short Term	City budget	Greater community engagement with the heritage Program. Opportunities for volunteer involvement in heritage. Access to community heritage knowledge and expertise.

STRATEGY 2: A BROADER RECOGNITION OF HERITAGE

2.1 BROADER DEFINITION OF HERITAGE

ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
2.1.1	Identify, protect and celebrate a broad range of potential historic resources to provide a full range of understanding of St. Albert's history.	Understand, interpret, conserve and celebrate a broader range of St. Albert's heritage. Develop a list of potential heritage assets.	Cultural Services / Arts & Heritage St. Albert / Recreation Services	City Council Priority: Economic Development (Tourism) MDP Heritage Preservation Cultural Master Plan Tourism & Education Strategies St. Albert Tourism Master Plan	Ongoing	City budget	Broader recognition of a range of heritage values. Growth over time of heritage recognition. Broader understanding of local cultural values. Enhanced cultural tourism opportunities.
2.1.2	Evaluate additional sites identified on the Places of Interest List.	Further evaluation of heritage significance.	Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation	Short Term	Cost-shared Provincial funding	Identify additional sites of heritage value.
2.1.3	Survey additional neighborhoods that have not yet been examined, or as they reach the age of fifty years.	Further evaluation of heritage significance.	Cultural Services / Arts & Heritage St. Albert	MDP Heritage Preservation	Short Term / Medium Term / Ongoing	Cost-shared Provincial funding	Identify additional sites of heritage value.
2.1.4	Collaborate with partners to commemorate historic, natural and cultural sites.	Promote and support heritage education and awareness initiatives.	Cultural Services / Arts & Heritage St. Albert / Community Partners	City Council Priority: Economic Development (Tourism) Supports MDP Guiding Principles. MDP Heritage Preservation Cultural Master Plan Tourism & Education Strategies St. Albert Tourism Master Plan	Ongoing	Cost-shared Provincial funding / other funding as available	Enhanced promotion of heritage education and awareness initiatives. Continuing development of community partnerships. Enhanced cultural tourism opportunities.



2.2 HERITAGE EDUCATION AND AWARENESS							
ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
2.2.1	Provide leadership in heritage communication that will raise the profile of heritage by broadly supporting community partners in the promotion of local history and historic resources.	Promote and support heritage education and awareness initiatives.	Cultural Services / Arts & Heritage St. Albert / Community Partners	City Council Priority: Economic Development (Tourism) MDP Guiding Principles. MDP Heritage Preservation Cultural Master Plan Tourism & Education Strategies Heritage Sites Functional Plan St. Albert Tourism Master Plan	Ongoing	Part of Heritage Reserve Fund Cost-shared Provincial funding / other funding as available	Enhanced promotion of heritage education and awareness initiatives. Continuing development of community partnerships. Enhanced cultural tourism opportunities.
2.2.2	Encourage collaborations between heritage organizations and schools to enhance the teaching of local history.	Promote and support heritage education and awareness initiatives.	Cultural Services / Arts & Heritage St. Albert / Recreation Services / Community Partners	MDP Guiding Principles. MDP Heritage Preservation Cultural Master Plan Tourism & Education Strategies Heritage Sites Functional Plan	Ongoing	Part of Heritage Reserve Fund Cost-shared Provincial funding / other funding as available	Enhanced promotion of heritage education and awareness initiatives. Continuing development of community partnerships.

2.2.3	Make historical information available through a variety of means to enhance public awareness and understanding of local history and historic resources including cultural landscapes, First Nations, Francophone and Métis history.	Promote and support heritage education and awareness initiatives.	Cultural Services / Arts & Heritage St. Albert / Community Partners	City Council Priority: Economic Development (Tourism) MDP Guiding Principles. MDP Heritage Preservation Cultural Master Plan Tourism & Education Strategies Heritage Sites Functional Plan	Ongoing	Part of Heritage Reserve Fund Cost-shared Provincial funding / other funding as available	Enhanced promotion of heritage education and awareness initiatives. Continuing development of community partnerships. Enhanced cultural tourism opportunities.
2.2.4	Preserve and interpret River Lots 23 & 24 as part of the implementation of the Heritage Sites Functional Plan.	Promote and support heritage education and awareness initiatives.	Cultural Services / Arts & Heritage St. Albert / Community Partners	City Council Priority: Economic Development (Tourism) MDP Heritage Preservation Cultural Master Plan Tourism & Education Strategies Heritage Sites Functional Plan	Ongoing	Part of Heritage Reserve Fund Cost-shared Provincial funding / other funding as available	Enhanced promotion of heritage education and awareness initiatives. Continuing development of community partnerships. Enhanced cultural tourism opportunities.

STRATEGY 3: NEIGHBOURHOOD HERITAGE

3.1 INTEGRATION WITH MUNICIPAL PLANNING

ACTION	Action	Details	Lead	Policy Link	Timing	Budget	Outcomes
3.1.1	Support enhanced conservation of neighbourhood heritage character through the Land Use Bylaw and other Planning & Development mechanisms.	Undertaken in consultation with residents during neighbourhood planning. The specific heritage character of each neighbourhood would need to be determined through public consultation and professional overview.	Planning & Development	City Council Priority: Community Development MDP Housing Policies. MDP Heritage Preservation	Medium Term / Long Term	City budget	Improved and enhanced established neighbourhoods. Meet other civic objectives such as sustainability and sensitive community development. Establish the character of each neighbourhood so that guidelines for protection and enhancement can be prepared.

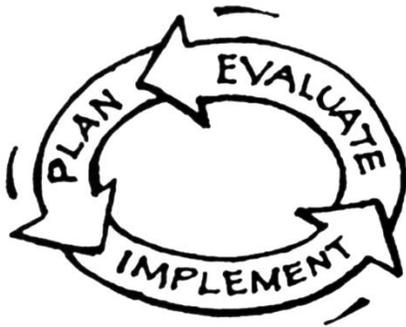


3.1.2	Enhance the range of conservation incentives for heritage homeowners over time.	Encourage and support heritage property owners through information and technical advice; financial and non-financial incentives.	City Council direction/ Province/ Property Owners	MDP Heritage Preservation	Ongoing	See Action 1.2	Improved conservation through incentives for heritage property owners. Improved technical conservation advice.
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3.4 CYCLICAL MONITORING

Once updated policies, procedures and regulations are established, it is necessary to continue to monitor the Heritage Management Plan to ensure its ongoing effectiveness. A cyclical re-examination of the Plan should be initiated, to review the results, effectiveness and direction on a regular basis. This could occur on an annual basis or at the end of the Implementation cycles, with a review at the end of 3, 5 and 10 years, to ensure that the Heritage Management Plan remains relevant and useful.



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We would like to express our sincere thanks to Kelly Jerrott, Director, Cultural Services, City of St. Albert who acted as project liaison. In addition, we would like to express our appreciation to the following:

HERITAGE MANAGEMENT PLAN STEERING COMMITTEE

- Kelly Jerrott, Director, Cultural Services, City of St. Albert
- Ann Ramsden, Director of Heritage, Musée Héritage Museum, Arts & Heritage St. Albert
- Carol Bergum, Director, Planning & Development, City of St. Albert
- Karen Oxley, Planner, Planning and Development, City of St. Albert
- Michael Thome, Municipal Heritage Services Officer, Alberta's Ministry of Culture

CITY OF ST. ALBERT

- Erica Tagert, Culture Projects Assistant, Cultural Services
- Guy Boston, Executive Director, Economic Development
- Christine D. Maloney, Solicitor, Legal Services

CITY COUNCIL

- Nolan Crouse, Mayor
- Len Bracko, Councillor
- Wes Brodhed, Councillor
- Cathy Heron, Councillor
- Roger Lemieux, Councillor
- Cam MacKay, Councillor
- Malcolm Parker, Councillor

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Municipal Heritage
Partnership Program



APPENDIX A: DEFINITIONS

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

Alberta Register of Historic Places: a listing of Provincial and Municipal Historic Resources in Alberta designated under the *Historical Resources Act*.

Canadian Register of Historic Places: a 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.

Community Context Paper: a community context paper provides a framework for understanding and evaluating historical resources. The significance of an individual site can be judged and explained by providing information about patterns and trends that define community history. A context may be organized by theme, geographic area, or chronology, and is associated with a defined area and an identified period of significance. In this way, common, ever-present and representative historic resources, as well as interesting, rare or exceptional examples, can be identified and placed in context.

Cultural Landscape: any geographical area that has been modified, influenced, or given special cultural meaning by people.

Heritage Management Plan: a policy framework for historic place management practices that integrates heritage within other municipal plans.

Heritage Register: a list of sites that have been designated as Municipal Historic Resources.

Heritage Value: the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Historic Resource: any work of nature or of humans that is primarily of value for its palaeontological, archaeological, prehistoric, historic, cultural, natural, scientific or esthetic interest including, but not limited to, a palaeontological, archaeological, prehistoric, historic or natural site, structure or object.

Intangible Cultural Heritage: practices, representations, expressions, knowledge and skills, as well as associated tools, objects, artifacts and cultural spaces that communities and groups recognize as part of their history and heritage. [UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage].

Inventory: a list of evaluated sites developed from the Survey and/or the more refined list of sites known as the Places of Interest List. Inventory sites are documented through a Statement of Significance.

Land Use Bylaw: this bylaw contains all regulations that govern the use and density of the land, as well as other regulations such as setbacks, height restrictions, parking requirements, signage restrictions, drainage restrictions and subdivision servicing.

Municipal Historic Resource: sites that receive heritage protection from the City of St. Albert designated under the *Historical Resources Act*.

Places of Interest List (POIL): a prioritized list of identified sites from a Survey, with potential heritage value that have not yet been fully evaluated.

Preservation: the action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

Provincial Historic Resource: an historic resource that is designated under section 20(1) in the *Historical Resources Act* as a Provincial Historic Resource.

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.

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

Statement of Significance: a statement that identifies the description, heritage value, and character-defining elements of an historic place. A Statement of Significance is required in order for an historic place to be listed on the Provincial and Canadian Registers of Historic Places. The document is used at the local level as a planning tool for future conservation interventions.

Survey: gathers information about the potential historic resources in a municipality. The survey is the first stage in the heritage management program in Alberta.

Thematic Framework: a thematic framework organizes and defines historical themes that identify significant sites, persons and events. Historical themes provide a context within which heritage significance can be understood, assessed and compared. Thematic Frameworks identify the primary themes for future designations and commemorations, help to prioritize research priorities and encourage a more comprehensive representation of heritage themes.

APPENDIX B: COMPARABLE MUNICIPAL HERITAGE PROGRAMS

A number of other Western Canadian municipal heritage programs were reviewed to determine the different levels of municipal responses to heritage management, and to review what program components were most effective.

CALGARY, ALBERTA

Population: 1,096,833

Heritage Staff: 3 Heritage Planners

Advisory Body: Calgary Heritage Advisory

Tools: Municipal Heritage Designation; Inventory of Evaluated Historic Resources; Heritage Policies in Area Redevelopment Plans

Incentives: *Heritage Incentive Program:* ability to transfer undeveloped density from designated historic resources to other sites in the same land use district; also, ability to change use at certain heritage properties from residential to commercial office use

Heritage Awareness:

- Heritage Walking Tours
- **Calgary Heritage Initiative Society:**
 - citywide heritage group, founded in the fall of 2005
 - dedicated to the preservation, productive use and interpretation of buildings and sites of historic and architectural interest
 - hosts online forum discussions regarding heritage issues
 - key interests: awareness, networking, policy development; development watch; research
- **Century Homes Calgary**
 - citywide celebration commemorating homes constructed during Calgary's first building boom.
 - owners and residents are invited to share details and stories about their house
- **Community Heritage Plaque Program**
 - the Calgary Heritage Authority, in conjunction with Community Associations and the Chinook Country Historical Society, awards interpretive plaques annually to sites considered to be of historic significance to their respective communities.
 - plaques are presented to the property owners and a community association representative during a ceremony at City Council
 - the plaques interpret the history of each site and its importance to the development of Calgary
- **Calgary Heritage Authority Lion Awards**
 - recognize citizens and groups who have undertaken initiatives, of any scale, in support of heritage conservation in Calgary
 - citations are presented biennially at The Lions gala

www.calgary.ca/PDA/LUPP/Pages/Heritage-planning/Heritage-planning.aspx

EDMONTON, ALBERTA

Population: 812,201

Heritage Staff: 2

Tools: Heritage Register; Heritage Inventory; Historical Resources Management Plan; City Policy C-450B: A Policy to Encourage the Designation and Rehabilitation of Historic Resources in Edmonton; The Standards and Guidelines for the Conservation of Historic Places in Canada; The Art of Living: A Plan for securing the future of arts and heritage in the City of Edmonton

Incentives: Edmonton's Historic Resources Management Program focuses on the identification and creation of appropriate initiatives, incentives and policies to encourage the restoration and rehabilitation of historic resources. These may vary from financial incentives and zoning relaxations to greater direct involvement (such as practical restoration advice).

- Annual budget of \$750,000
- Residential – 50% cost-share of qualifying costs up to \$75,000
- Commercial – 50% cost-share unlimited (max - \$500,000)
- Maintenance – up to \$10,000 accessible every 5 years

Historic Resource Management Program: The Heritage Canada Foundation awarded the prestigious national Prince of Wales Prize to the City of Edmonton in 2009 for its commitment to Municipal Heritage Leadership. The Historical Resources Management Program focuses on the following:

- **Register and Inventory of Historic Resources in Edmonton:** The continual work to maintain, update and review the Register and Inventory of Historic Resources in Edmonton to ensure that important resources are identified and recorded. This enables appropriate effort and policy to be put in to place to protect and/or incorporate historic resources facing ongoing development pressures. The core basis for identifying resources is the hope that they will be designated as Municipal Historic Resources
- **Promotion:** The ongoing work to raise the profile of the benefits that heritage conservation brings to the city at large, while enabling individuals to access appropriate resources, advice and assistance to allow them to evaluate and protect historic resources in future plans.
- **Monitoring :** Continuing to put in place appropriate mechanisms to ensure historic resources are accounted for in the development process and enabling the long term management of existing resources.



- **Broader Heritage Initiatives:** Integrating the Historic Resource Management Program with other heritage initiatives such as museums, archives and archaeological efforts.

Heritage Awareness:

- *This Old Edmonton House* seminars help owners of historic properties of public seminars with advice about owning, maintaining and restoring an historic home.
- Founded in 2009, the **Edmonton Heritage Council's** mandate is to:
 - provide a forum for analyzing, discussing and sharing heritage issues in Edmonton
 - advocate for a vibrant heritage community and heritage programs that benefit all Edmontonians
 - unify Edmonton's heritage community and give it a voice
 - promote the awareness and development of effective, informed and recognized heritage principles and practices.

www.edmonton.ca/city_government/edmonton_archives/historic-resources.aspx

LETHBRIDGE, ALBERTA

Population: 89,074

Advisory Body: Lethbridge Heritage Advisory Committee

Tools: Designation of Municipal Historic Resources; Lethbridge Heritage Register; Inventory of Historic Places; Heritage Places Policy (“to identify those places that have significant historical value to the City of Lethbridge, and support the respective owners in the preservation and conservation of those places”)

Heritage Awareness: Downtown Lethbridge Historic Plaque Tour; Lethbridge Historical Society; Galt Museum & Archives

www.lethbridge.ca/Things-To-Do/About-Lethbridge/Pages/Historic-Building-Preservation.aspx

MEDICINE HAT, ALBERTA

Population: 61,180

Advisory Body: Heritage Resources Committee

Tools: Heritage Resources Policy (providing a “framework of principles, goals and a structure by which identification, protection and preservation related to heritage resources may be delivered”); Heritage Resources Registry; Heritage Resources Inventory; Municipal Designation Process

Incentives: “the city may develop a program of incentives to

encourage heritage preservation and rehabilitation of heritage resources” [Heritage Resources Policy]

Heritage Awareness: Downtown Medicine Hat Historical Walking Tour; Historical Society of Medicine Hat and District; Esplanade Arts & Heritage Centre (including Archives); Heritage Resources Committee Centennial Certificates

www.medicinehat.ca/index.aspx?page=857

WINNIPEG, MANITOBA

Population: 663,617 (2011)

Heritage Staff: 2 plus clerical support

Advisory Body: Historical Buildings Committee

Tools: The City of Winnipeg keeps two related listings of heritage buildings – the Inventory of Buildings and the Buildings Conservation List. The Inventory of Buildings is a list of 600 sites that have been evaluated as having potential heritage value. The Buildings Conservation List includes 231 buildings that have been declared historic by City Council.

Incentives: The City has a robust program of heritage incentives, including tax incentives, development incentives and grants. From 1995 to 2005, a total of \$46.6 M in incentives was provided for heritage conservation projects that helped leverage \$194.3 M in spending. This represents a leverage ratio of over 4:1. The City also supports heritage conservation directly through the ownership and maintenance of a number of historic resources

Heritage Awareness:

- The Historical Buildings Committee is a volunteer group, appointed by Winnipeg City Council, to provide advice and recommendations on issues associated with the protection and conservation of historic resources within the city.
- The City supports the heritage program with annual budget allocations, which provide a broad range of incentives, supports heritage education and awareness initiatives and engages community partners.
- The City's planning framework, in the recently-adopted “OurWinnipeg” city plan, now embraces heritage conservation as an integrated part of municipal planning.

www.winnipeg.ca/ppd/historic/historic.stm

REGINA, SASKATCHEWAN

Population: 193,100

Heritage Staff: 1

Advisory Body: Regina Municipal Heritage Advisory Committee

Tools: Municipal Heritage Designation; Heritage Holding By-law (contains list of important buildings that require 60-day review before demolition permitted; at end of period, either property is designated or taken off list, thereby facilitating its demolition); Regina Municipal Architectural Heritage Design Guidelines

Incentives: A building owner must first apply for designation, then City offers incentives if the building is designated.

Heritage Awareness:

- Eight self-guided Heritage Walking Tours (produced by City)
- Heritage Regina
- Municipal Heritage Awards

www.regina.ca/residents/heritage-history/

VICTORIA, BRITISH COLUMBIA

Population: 80,017

Heritage Staff: 2

Advisory Body: Heritage Advisory Committee

Tools: Heritage Register; Heritage Inventory; Heritage Alteration Permit Application; Heritage Designation Application; Heritage Tax Incentive Program Application - Non Residential Uses; Tax Incentive Program Application - Residential Conversions; Minor Amendments to Development Permits & Heritage Alteration Permits; Heritage Strategic Plan For The City of Victoria; *Official Community Plan* containing *Standards and Guidelines for the Conservation of Historic Places in Canada* as well as 13 heritage conservation areas (HCA); Old Town, the largest heritage conservation area in the city, which has guidelines for changes to heritage properties, non-heritage additions and signs and awnings

Incentives: The City of Victoria has grant programs for improvements to designated heritage houses and designated commercial, industrial, and institutional properties. The latter building types in the downtown are also eligible for the Tax Incentive Program for seismic upgrades and façade rehabilitation in residential conversions and commercial property improvements.

Heritage Awareness: The Victoria Heritage Foundation, The Victoria Civic Heritage Trust, *This Old House: Victoria's Heritage Neighbourhoods* Publications

www.victoria.ca/EN/main/departments/planning-development/community-planning/heritage.html



APPENDIX C: OPTIONS FOR HERITAGE 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.

Provincial Financial Incentives

There are several programs under which historic resources may apply for heritage funding:

- **Alberta Historic Resources Foundation (AHRF)**
Created in 1973, the Foundation assists in the preservation and interpretation of Alberta's historical resources, primarily through the encouragement and sponsorship of community heritage initiatives. It is governed by a Board of Directors consisting of private citizens drawn from all regions of the province. The foundation acts as the single window for Alberta Lottery Fund support to heritage in Alberta. Grants are provided to Provincial Historic Resources (PHR), and are also provided to Municipal Historic Resources (MHR) that are municipally designated and that meet provincial criteria. The following funding options are available through AHRF at time of writing. These are the maximum amounts available; all grants are cost-shared 50% except for the two scholarships.:
 - MHR sites: Conservation of Character Defining Elements: **\$50,000** cost shared funding once per year;
 - PHR sites: Conservation of Character Defining Elements: **\$100,000** cost shared funding once per year;
 - Local historic resources (on Heritage Inventory): eligible for a one-time **\$5,000** grant for conservation;
 - Architectural/Engineering and Heritage Conservation Reports: **\$25,000**;
 - Heritage Awareness (i.e. interpretive plaques, workshop attendance, presentations, educational projects, historical videos or broadcasts): **\$5,000**;
 - Publication (books, brochures, printed documents): **\$5,000** for books, **\$3,000** for brochures and pamphlets;
 - Research (oral history, research, etc.): **\$25,000**;
 - Roger Soderstrom Scholarship (for education in heritage conservation field): **\$10,000**;
 - Bob Etherington Heritage Trades Scholarship (for heritage trades): **\$3,000**.

- **Municipal Heritage Partnership Program (MHPP)**
The Municipal Heritage Partnership Program is designed to help municipalities manage their historic places. Support from the MHPP, for identification and protection of local historic resources, consists primarily of cost-shared funding, guidance and capacity-building tools. The province is committed to helping municipalities become stewards of their own unique heritage and the guiding force for the protection of what each community determines to be historically important. This program is designed to help municipalities manage their historic resources by providing opportunities for municipalities to access funding assistance, expertise and networks that will help them to establish or maintain an ongoing municipal heritage conservation program.
- **Alberta Main Street Program**
Conservation funding is available under this program to Municipal Historic Resources and Provincial Historic Resources listed on the Alberta Register of Historic Places.

Options for St. Albert Incentives

There is currently no incentive program in place for designated resources on the Heritage Register. The following are some broad categories of incentives that may be offered for historic resources choosing to designate and become a Municipal Historic Resource:

- **Local Grant Program:** Offering modest grants for restoration of Character-Defining Elements for houses on the Municipal Heritage Register (MHR) is a good method to engage the local community in heritage conservation of their resources. Grants can cover costs for elements such as historic paint colours, porch restoration, foundation/structural work and window repair. These grants can be administered by the City Staff or an arm's length heritage foundation.
- **Heritage Awards:** There are options to recognize and celebrate restored resources through annual heritage awards events. This is a low cost option for rewarding excellence in conservation or heritage interests in general.

- **Local Plaque Program:** Owners who choose to designate can be offered a plaque for designating for their resource. This program both helps with recognition of the properties and also advocates heritage protection at a broader level.
- **Opportunities for Education:** Heritage Inventory and MHR owners can be offered special educational seminars, tours, or events.
- **Tax Incentives:** Currently, if a property owner undertakes a rehabilitation of a heritage building, he or she usually encounters an increased property tax assessment due to an increase in market value. This, combined with the potentially high cost of meeting building code requirements, can make the upgrade of heritage properties a marginal economic proposition. The assessment and taxation process is governed by provincial legislation and is very inflexible. Municipalities may choose to forgive all or part of the municipal portion of the property tax on a heritage property as long as the property is municipally designated or legally protected. In these cases, the tax relaxation may be calculated based on the extent and cost of the rehabilitation. Experience in the United States has demonstrated that incentives tied to income tax are amongst the most effective mechanisms for the preservation of heritage buildings. In Canada, federal income tax incentives for conservation do not currently exist, but municipal tax-based heritage grants have been proven to be successful in many cities. The potential for tax-based heritage incentives will need to be explored further as to their applicability within St. Albert.
- **Building Code Equivalencies:** Building Code upgrading is the most important aspect of heritage building rehabilitation, as it ensures life safety and long-term protection for the resource. It is essential to consider heritage buildings on a case-by-case basis, as blanket application of Code requirements do not recognize the individual requirements and inherent strengths of each building. For example, the use of sprinklers in a heritage structure can help to satisfy fire separation and exiting requirements. Given that Code compliance is such a significant factor in the conservation of heritage buildings, the most important consideration is to provide viable economic methods of achieving building upgrades. In addition to any equivalencies offered under the current Code, the City can also accept the report of a Building Code Engineer as to acceptable levels of code performance. In addition, the Code needs to be interpreted correctly in order to allow for the best possible conservation outcomes. St. Albert should explore and understand potential heritage building code equivalencies, in order to provide consistent review of heritage-related permit applications and knowledgeable advice to building owners.
- **Municipal Non-Financial Incentives:** Land Use Bylaw relaxations, such as related parking, setbacks, density and expanded use, can be allowed in order to retain a non-conforming heritage building on a specific site. Also, technical assistance from City staff may be offered to owners of heritage properties.

APPENDIX D: DRAFT HERITAGE EVALUATION FORM

EVALUATION FORM FOR HISTORIC SITES ADDED TO THE CITY OF ST. ALBERT HERITAGE INVENTORY

RESOURCE NAME:	
ADDRESS	
LEGAL DESCRIPTION	
ARCHITECT/BUILDER	
LIST DATE OF CONSTRUCTION AND SIGNIFICANT ALTERATIONS	
ORIGINAL USE	
CURRENT USE	

CURRENT PHOTO:	
DESCRIPTION	
COPYRIGHT	

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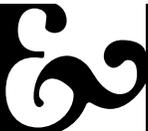
**EVALUATION FORM FOR HISTORIC SITES ADDED TO THE
CITY OF ST. ALBERT HERITAGE INVENTORY**

ARCHIVAL PHOTO:	
DESCRIPTION	
COPYRIGHT	

ST. ALBERT HISTORICAL THEMES (please select all that apply)

- Resource Development
- Transportation
- Agricultural Development
- Urban Development
- Health
- Work and Leisure
- Spiritual Life
- Business and Industry
- Law Enforcement
- Education
- Sports
- Intellectual Life

NOTE: Provide explanation of how this site expresses each noted theme



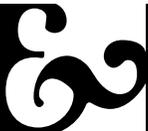
EVALUATION FORM FOR HISTORIC SITES ADDED TO THE
CITY OF ST. ALBERT HERITAGE INVENTORY

SUMMARY OF RESEARCH:

HISTORY	SOURCE

**EVALUATION FORM FOR HISTORIC SITES ADDED TO THE
CITY OF ST. ALBERT HERITAGE INVENTORY**

Evaluation Criteria	Yes	No	Explanation
1. ARCHITECTURE - Is the site architecturally significant? - Is the site a significant expression of a particular style (i.e. Arts & Crafts, Modern, etc.)? - Does the site feature unique design details or features? - Is the site a rare or unique or representative example of a particular style/type?	<input type="checkbox"/>	<input type="checkbox"/>	
2. CONTEXT: NEIGHBOURHOOD/LANDSCAPE - Is the site historically significant in the development of the particular neighbourhood? - Does the site reflect a significant theme of development in St. Albert from the St. Albert Historic Context Statement? - Is the site a landmark in the city or neighbourhood? - Does the landscape or natural environment of the site hold significance for the neighbourhood/city?	<input type="checkbox"/>	<input type="checkbox"/>	
3. PERSON/EVENT - Is the site significant for its association with a particular person or group of people? - Is the architect/builder significant? - Is the site significant for its association with a particular event?	<input type="checkbox"/>	<input type="checkbox"/>	
4. CONTEMPORARY COMPATIBILITY/USABILITY - Does the site maintain its original context? - Is the site compatible with its current context? - Is the space relevant within the contemporary context and surrounding environment? - Is there potential for the current use of the site to continue or for a compatible future use?	<input type="checkbox"/>	<input type="checkbox"/>	
5. ALTERATIONS/ADDITIONS/EVOLUTION - If site has been evolved over time, are the alterations considered significant?	<input type="checkbox"/>	<input type="checkbox"/>	



**EVALUATION FORM FOR HISTORIC SITES ADDED TO THE
CITY OF ST. ALBERT HERITAGE INVENTORY**

Does the resource have architectural integrity (historic elements; materials; form, scale and massing and original context)

Yes No

LOCATION Yes No N/A

Location is the place where an historic resource was constructed or the site where an historic activity or event occurred.

DESIGN Yes No N/A

Design is the combination of elements that create the form, plan, space, structure and style of a resource.

ENVIRONMENT Yes No N/A

Environment is the physical setting of an historic resource. Whereas location refers to a specific place, environment refers to the character of the place in which a resource played its historic role.

MATERIALS Yes No N/A

Materials are the physical elements that were combined or deposited during a particular period(s) or time frame and in a particular pattern or configuration to form an historic resource.

WORKMANSHIP Yes No N/A

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history. It is important because it can provide information about technological practices and aesthetic principles.

Does the site merit addition to the St. Albert Heritage Inventory, based on the above criteria?

Yes No

Date Evaluated by [Heritage Advisory Board]

Date Approved by [Heritage Advisory Board]

APPENDIX E: DRAFT DESIGNATION APPLICATION FORM

St. Albert has established a heritage management program to identify, evaluate and manage significant historic places in the community. Within this program, historic resources are first identified and documented in a *Heritage Survey* by the [Heritage Advisory Board] (HAB), an advisory board to City Council on heritage related matters. Sites from the Heritage Survey that have high heritage value and architectural significance are evaluated by the HAB and added to a *Heritage Inventory*. *Heritage Inventory* properties are now eligible to apply to be legally designated as a *Municipal Historic Resource*.

A property owner in the City of St. Albert can volunteer to have their property designated as a *Municipal Historic Resource* and listed on the City of St. Albert's *Heritage Register*. Historic resources are eligible for designation if they are included in St. Albert's *Heritage Inventory* and have a *Statement of Significance* - the official document required at the local, provincial and national level for inclusion on a *Heritage Register*. **Please contact the City of St. Albert or Arts & Heritage St. Albert to confirm if you are currently on the City's Heritage Inventory prior to completing this application.**

Municipal Historic Resource Designation: *Municipal Historic Resources* are legally protected and help to ensure a resource's long-term preservation. Designation is passed through bylaw by City Council and registered against the property's title in the Land Titles Registry in accordance with the *Historical Resources Act*. Designated sites may not be altered in any way without first obtaining written permission from the City. A designation can only be rescinded through a bylaw passed by City Council.

Benefits of Becoming a Municipal Historic Resource: Properties on St. Albert's Heritage Register may be eligible for incentives offered by the *Alberta Historical Resources Foundation*:

- Historic Resource Conservation funding (for restoration of Character Defining Elements) (up to \$50,000 matching funding once per calendar year);
- Architectural, Engineering or Heritage Conservation Planning reports and/or plans (up to \$25,000 matching funding);
- Alberta Historical Resources Foundation Heritage Awards;
- Technical assistance from a Heritage Conservation Officer at the Alberta Historic Resources Management Branch.

The Designation Application Process: Please submit your completed application to the designated department, City of St. Albert. The application will be thoroughly reviewed by the City, the [Heritage Advisory Board] and City Council. *There is no cost to the applicant for the designation application process.*

The Designation Process: If the City approves the application, a *Compensation Waiver Agreement* is negotiated with the applicant and the City. This agreement outlines the conservation and maintenance guidelines for *Character Defining Elements* of a resource (as defined in a property's *Statement of Significance*). The application and a draft *Designation Bylaw* are forwarded to City Council for consideration. If Council accepts to consider the Designation Bylaw, a Notice of Intent (NOI) is issued to the property owner. After an elapsed 60-day waiting period, City Council may pass the Designation Bylaw and the property is officially designated as a *Municipal Historic Resource*.

The City of St. Albert will use the *Standards & Guidelines for the Conservation of Historic Places in Canada* and a historic resource's *Statement of Significance* to evaluate the appropriateness of any proposed conservation work or addition to a *Municipal Historic Resource*. This publication is available at the City office or online at <http://www.historicplaces.ca/>. Conservation work that does not comply with the Standards and Guidelines is ineligible for funding from the Alberta Historical Resources Foundation.

Alteration of a Municipal Historic Resource: At the municipal level, it is understood that historic resources will require conservation and rehabilitation periodically; it is also possible to introduce new elements that are compatible with the historic place. *Municipal Historic Resource* designation ensures that protected resources do not suffer a loss in heritage value due to unsympathetic renovations. Any plans for alterations to a *Municipal Historic Resource* will be reviewed by the designated department and the [HAB]. Property owners must submit an *Alteration Permit* (available at the City office) to the designated department prior to undertaking any exterior renovations. It is not permitted to demolish a *Municipal Historic Resource*.

Please direct any inquiries to:

[insert contact]

Designated Department

City of St. Albert



DRAFT APPLICATION FOR MUNICIPAL HISTORIC RESOURCE DESIGNATION

APPLICANT CONTACT INFORMATION	
APPLICANT (Key Contact)	NAME:
	ADDRESS:

NAME OF RESOURCE		
HISTORIC NAME OF RESOURCE (IF KNOWN)		
ADDRESS		
DATE OF CONSTRUCTION		
ARCHITECT (IF KNOWN)		
	EMAIL:	
REGISTERED OWNER	NAME:	PHONE:
	ADDRESS:	CELL:
	EMAIL:	

APPLICATION CHECKLIST (IF APPLICABLE)	
CURRENT PHOTOGRAPHS	
ARCHIVAL PHOTOGRAPHS (IF AVAILABLE)	
STATEMENT OF SIGNIFICANCE	

DRAFT APPLICATION FOR MUNICIPAL HISTORIC RESOURCE DESIGNATION

DESCRIPTION AND DATE OF ANY SUBSTANTIAL ADDITIONS OR RENOVATIONS

DESCRIPTION OF PROPOSED OR FUTURE RENOVATIONS, ADDITIONS OR ALTERATIONS

Declaration

I hereby submit this Application for Municipal Historic Resource Designation with the supporting documents as required.

Signature of Registered Owner(s)

Date

Signature [insert City contact]

Date



PROCESS FOR [HERITAGE ADVISORY BOARD] FOR MUNICIPAL HISTORIC RESOURCE DESIGNATION

The [Heritage Advisory Board] reviews applications for designation as a Municipal Historic Resource and provides ongoing support to the designated department and property owners.

1. The [Heritage Advisory Board] receives notice from a property owner or the designated department that an application for designation will be submitted. The [Heritage Advisory Board] will assist the owner in acquiring a Statement of Significance as a requirement of submission of the designation application.
2. After submission of the Application for Municipal Historic Resource Designation to [, the application is forwarded to the [Heritage Advisory Board] for review. The [Heritage Advisory Board] may invite the applicant to a meeting to answer any questions and discuss the designation process.
3. The [Heritage Advisory Board], with the designated department, tours the applicant's property to review the condition of the Character Defining Elements as outlined in the property's Statement of Significance.
4. If the property is approved by the designated department and the [Heritage Advisory Board], a recommendation is made from the [Heritage Advisory Board] to City Council to support the application.
5. If City Council supports the application, a draft Designation Bylaw is prepared and a Notice of Intent to Designate is delivered to the property owner.
6. After the allotted 60-day period, City Council may approve the designation bylaw.
7. The [Heritage Advisory Board] is then responsible to review any future Development or Alteration Permits submitted by the owner.

APPENDIX F: DRAFT DESIGNATION BYLAW

CITY OF ST. ALBERT

BYLAW [Bylaw Number]

A Bylaw to designate a historic resource as a Municipal Historic Resource pursuant to the Historical Resources Act

WHEREAS:

- i. Section 26 of the Historical Resources Act, RSA 2000, c. H-9 (the “Act”), permits municipal council to designate a historic resource within the City of St. Albert whose conservation Council considers to be in the public interest, together with any land in or on which it is located, as a Municipal Historic Resource; and
- ii. The conservation of the [name of resource] located at [civic address of resource] is in the public interest; and
- iii. The owners of the [name of resource] has waived any compensation that may owing for any decrease in the economic value of the designated property (section 28 of the Act) in a written agreement; and
- iv. The owner of this Municipal Historic Resource has been given sixty (60) days written notice of council’s intention to pass this Bylaw.

NOW THEREFORE the Council of the City of St. Albert hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited to as the “[name of resource] Municipal Historic Resource Designation Bylaw”.

2. The land legally described as:

[legal land description of historic resource]

is hereby designated a Municipal Historic Resource.

3. The [name of resource] is valued by the City of St. Albert for reasons described in the attached Part II of Schedule “A” (the “heritage value”).

4. The heritage value of the [name of resource] resides in the physical elements of the property, which include (but are not limited to) the elements listed in Part III of the attached Schedule A (the “character-defining elements”).



Permitted Repairs And Rehabilitation

- 5. No person may alter, destroy, disturb, restore or repair the property, or alter or obscure a character defining element, without the written permission of the City of St. Albert.
- 6. The designated department of the City of St. Albert will evaluate applications for written permission to alter, destroy, disturb, alter, restore or repair the property using the *Standards and Guidelines for the Conservation of Historic Places in Canada* (see Schedule “B”).

Administrator

- 7. The [insert appointed staff position] of the City of St. Albert is hereby appointed to administer matters arising from implementation of this bylaw.

Compensation

- 8. [No compensation pursuant to Section 28 of the Act is owing.] or [Compensation shall be paid to registered owners of the [name of resource] as set out in Schedule “C”, attached].

Schedules

- 9. Schedules “A”, “B”, and “C” form part of this Bylaw.

READ a first time this [day] of [month], [year].

READ a second time this [day] of [month], [year].

READ a third time this [day] of [month], [year].

SIGNED AND PASSED this _____ day of _____ 20__.

MAYOR

CHIEF LEGISLATIVE OFFICER

SCHEDULE “A” – Description and Value of Municipal Historic Resource

Part I – Description of Historic Place

[Insert the description of historic place section of the Statement of Significance]

Part II – Heritage Value

[Insert the heritage value section of the Statement of Significance]

Part III – Character-defining elements

[Insert the character-defining elements section of the Statement of Significance]

SCHEDULE “B” – *Standards & Guidelines For The Conservation of Historic Places In Canada*

The Standards and Guidelines for the Conservation of Historic Places in Canada (2nd edition) will be used by the City of St. Albert to evaluate applications for written permission to alter a Municipal Historic Resource. The standards and guidelines are summarized as follows:

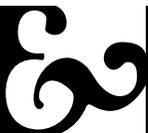
The Standards

The Standards are not presented in a sequential or hierarchical order, and as such, equal consideration should be given to each. All standards for any given type of treatment must therefore be applied simultaneously to a project. Under the standards, any work carried out to [address] may include aspects of *preservation*, *restoration to the Character Defining Elements*, and *rehabilitation* to all other elements not considered *Character Defining Elements* defined below:

Preservation: The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, 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.

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



Any intervention should be based upon the Standards outlined in the *Standards and Guidelines for the Conservation of Historic Places in Canada*, 2nd Edition, which are conservation principles of best practice. The Standards are outlined below.

General Standards (all projects)

1. Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
3. Conserve heritage value by adopting an approach calling for minimal intervention.
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never coexisted.
5. Find a use for a historic place that requires minimal or no change to its character defining elements.
6. Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbance of archaeological resources, take mitigation measures to limit damage and loss of information.
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8. Maintain character-defining elements on an on going basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9. Make any intervention needed to preserve character-defining elements physically and visually compatible and identifiable upon close inspection and document any intervention for future reference.

Additional Standards Relating to Rehabilitation

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
12. Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Additional Standards Relating to Restoration

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
14. Replace missing features from the restoration period with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.

Guidelines

15. The full text of the *Standards and Guidelines for the Conservation of Historic Places in Canada*, 2nd Edition is available from:

City of St. Albert
5 St. Anne Street

Parks Canada National Office
25 Eddy Street
Gatineau, Quebec
Canada K1A 0M5
<http://www.historicplaces.ca/en/pages/standards-normes.aspx>

SCHEDULE "C" – Compensation – [include signed and notarized copy of compensation agreement].

APPENDIX G: DRAFT ALTERATION PERMIT

DRAFT GUIDELINES AND APPLICATION FOR HERITAGE ALTERATION PERMIT

Sites designated as a Municipal Historic Resource may not be altered in any way without “written approval of the council or a person appointed by council for the purpose” (section 26(6) of the *Historical Resources Act*. As a general rule, permission will not be given if a proposed alteration will remove, damage or obscure a character-defining element or diminish the place’s heritage value as outlined by a site’s Statement of Significance.

Planning & Development will review whether or not the proposed work is appropriate, using the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The application and any plans will be reviewed by the [insert authorized City department] and may be reviewed by the [Heritage Advisory Board].

Municipal Historic Resources must adhere to the *Standards & Guidelines for the Conservation of Historic Places in Canada* as a guide for the conservation of Character Defining Elements as defined by the property’s Statement of Significance. This publication is available at the City office or online at <http://www.historicplaces.ca/>. Property owners should be aware that Alberta Historical Resources Foundation funding is not available to projects that do not comply with the Standards and Guidelines.

Please direct any inquiries to:

[authorized City department]
City of St. Albert

APPLICATION FOR HERITAGE ALTERATION PERMIT

For more information contact:
[insert authorized City department]
City of St. Albert
780.459.1642

DATE OF APPLICATION		BYLAW NO.	
SITE ADDRESS			
LEGAL DESCRIPTION			
ZONING			

APPLICANT CONTACT INFORMATION

APPLICANT (Key Contact)	NAME:		PHONE:	
	ADDRESS:		CELL:	
	EMAIL:			
<hr/>				
REGISTERED OWNER	NAME:		PHONE:	
	ADDRESS:		CELL:	
	EMAIL:			

DESCRIPTION OF PROPOSED ALTERATIONS AND EXPLANATION FOR PURPOSE OF ALTERATION (i.e. to facilitate a new/different use or to conserve, rehabilitate or restore a deteriorating element)

CHARACTER DEFINING ELEMENTS IMPACTED:

--	--



DESCRIPTION AND DATE OF ANY SUBSTANTIAL ADDITIONS OR RENOVATIONS	
SITE PLAN:	
BUILDING ELEVATION PLANS:	
LANDSCAPE PLANS:	
PHOTOGRAPHS OF EXISTING CONDITIONS:	
TITLE SEARCH (>30 DAYS OLD):	

Declaration

I hereby submit this Heritage Alteration Permit Application with the supporting documents as required.

Signature of Registered Owner(s)

Date

Signature [insert appointed staff authority]

Date

**HERITAGE ALTERATION PERMIT PROCESS FOR
[HERITAGE ADVISORY BOARD]**

Development and Alteration permit applications or Demolition permit applications for Municipal Historic Resources will be forwarded to the [Heritage Advisory Board] for comments prior to review by the [insert authorized City department].

1. Upon receipt of the permit application, authorized Staff will request a review period of 60 days to allow the City to work with the applicant to encourage preservation and provide options for the conservation and retention of Character Defining Elements as stated in the site's Statement of Significance
2. The [Heritage Advisory Board] reviews the application and provides comments.
3. A Demolition Permit may not be issued unless the following qualifications are met:
 - A qualified engineer with heritage building experience confirms that the building cannot be retained.
 - The Designation Bylaw is rescinded by City Council.
4. A property to be demolished should be documented with interior and exterior digital photographs by the [Heritage Advisory Board]. An Alberta Survey Program Site Form should also be completed as part of the documentation.

