



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CS-21</b>	<b>Municipal Historic Conservation Program</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED

## **Purpose**

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

## **Policy Statement**

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

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

## **Definitions**

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

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

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

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

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

“Council” means the City’s municipal council;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Responsibilities**

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

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

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

**Service Standards/ Expectations**

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

**Legal References**

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

**Cross References**

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

**Attachments**

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

REVIEW	REVISION
<del>March X, 2017 – Cultural Services</del>	Date – Resolution No.

## **SCHEDULE A**

### **City of St. Albert Municipal Historic Conservation Program Outline**

#### ***Municipal Historic Conservation Program***

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

#### ***Municipal Historic Conservation Program Funding***

The amount of annual funding available for the program is determined by multiplying the city's population, as determined by the most recent census, by \$1.00. These funds will be allocated for:

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

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

#### ***Heritage Advisory Committee***

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

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

Additionally, one representative from the City's Cultural Services department and one representative from the City's Planning department shall attend regular Committee meetings, including any *in camera* sessions, and act as a resource and facilitator for the Committee, but may not make motions or vote on any issues before the Committee.

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

### ***Heritage Awareness***

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

### ***Heritage Designation and Conservation Incentives***

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

Eligibility and Applicability:

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

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

**Financial Incentives:**

- **Major Conservation Grants**  
Owners of municipally designated heritage properties are eligible to apply for matching funds from the City for Conservation, Preservation, Rehabilitation, and Restoration work to Character Defining Elements of their property, as identified in that property’s Designation bylaw. Grants can cover costs for elements such as, but not limited to, historic paint colours, porch restoration, foundation/structural work, window repair/replacement, exterior wall repair/replacement and Conservation studies, up to \$25,000 one-time only per resource funded from program operating funds and/or the Heritage Reserve Fund.
- **Minor Conservation Grants**  
Owners of municipally Designated heritage properties are eligible to apply for matching funds from the City for Conservation, Preservation, Rehabilitation, and Restoration work to character-defining elements of their property, as identified in that property’s Designation bylaw. Grants can cover costs for elements such as, but not limited to, historic paint colours, porch restoration, foundation/structural work, window repair/replacement, exterior wall repair/replacement and conservation studies, up to \$7,500 once per year funded from program operating funds and/or the Heritage Reserve Fund.
- **Tax Incentives**  
Owners of municipally-Designated heritage properties are eligible to apply to have a rebate on a portion of the property tax of their heritage property, if the property is municipally Designated or legally protected.

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

**Non-Financial Incentives:**

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

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

- ***Local Plaque Program***

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

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

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

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

***Compensation Parameters:***

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

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

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