



Flagstaff County Heritage Management Plan



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Executive Summary

The Heritage Management Plan provides the Designation Process to designate properties as Municipal Historic Resources and to be listed on the Flagstaff County Heritage Register.

Flagstaff County Heritage Overview

Flagstaff County has undertaken several heritage initiatives in the last few years. A Heritage Survey project was completed in 2010, and included approximately 105 sites followed by the addition of thirty-nine sites, as part of the Inventory project, to the total of 144 surveyed sites. The Heritage Inventory project was completed in 2012 and included thirty potential heritage sites that were deemed Significant to the County's heritage.

In 2013, five property owners from the list of thirty sites included on the Heritage Inventory requested to be designated and be recognized as Municipal Historic Resources, they include: the Chevraux Residence, the Coldstream Barn, the Merna United Church, the St. Peter's Roman Catholic Church, and the Strawstack Hill.

Flagstaff County currently has one Provincial Historic Resources (PHR): the Diplomat Mine Interpretive Site. This site has been evaluated using the provincial criteria for Significance and Integrity, and was deemed significant to the province of Alberta. Flagstaff County also has two Registered Historic Resources (RHRs): St. Boniface Church and St. Peter's Church. The RHR program does not provide any protection or access to funding provided by the Alberta Historical Resources Foundation. The RHR designated sites should be reviewed and evaluated for potential designation as Municipal Historic Resources.

1. INTRODUCTION

This document is the first Heritage Management Plan for Flagstaff County. It will establish the best practices and steps for the conservation, protection, management and presentation of historic resources in Flagstaff County. The Heritage Management Plan is a continuation of the previous projects completed by Heritage Collaborative Inc.; the Heritage Survey and the Heritage Inventory Projects. The Survey and Inventory identified Flagstaff County's most prominent and significant historic resources. The Heritage Survey and Inventory provide the baseline documentation to develop a Heritage Management Plan to facilitate preservation of the County's heritage character.

1.1 Purpose of the Heritage Management Plan

A Heritage Management Plan guides the stewardship of a community's historic resources. It is a strategic tool that provides direction for heritage planning and conservation practices.

The Heritage Management Plan (HMP) is designed to assist the Flagstaff County Council and staff, the proposed Flagstaff County Heritage Officer, and the public in the protection and management of Flagstaff's heritage. The Heritage Management Plan will assist in the preservation and protection of Flagstaff County's historic resources, encourage public interest in local history, and encourage the further conservation and designation of local heritage resources.

The Flagstaff County Heritage Management Plan addresses the following:

- The conditions under which Council will designate a site
- The designation process
- The roles and responsibilities of the property owner
- The alteration review process

1.2 Goals of the Heritage Management Plan

The Heritage Management Plan will be a valuable reference ensuring a consistent and comprehensive approach to heritage management in Flagstaff County. The goals of the Heritage Management Plan are to:

- Preserve the heritage of Flagstaff County for the enjoyment of its current residents and for future generations.
- Provide the County and the owners of potential historic sites with clear and concise steps for the designation process.
- Promote public awareness, understanding, and appreciation of historic resources and instill a commitment to their conservation in Flagstaff County.

2. MUNICIPAL HERITAGE MANAGEMENT

2.1 Participants:

A number of participants and partners will play an active role in the designation of a site as a Municipal Historic Resource (MHR). These include:

- The property owner
- The proposed Flagstaff Heritage Officer, who will be an appointed member of the Flagstaff County staff
- The Flagstaff County Council
- The Flagstaff County administration

2.2 Legislative Framework

Municipal governments are responsible for the protection of locally significant historic resources. They are enabled and guided by provincial legislation: the Municipal Government Act; and the Historical Resources Act.

2.2.1 Municipal Government Act

The Municipal Government Act provides the legislative framework for municipal planning. There are a number of ways the Act may support planning for heritage conservation such as a protective approach to general municipal development plans and, more specifically, through area structure plans and area redevelopment plans.

The Municipal Government Act:

- Enables municipalities to provide incentives for restoration of historic places.
- Enables the protection historic areas through the Land Use Bylaw, which includes any designated Municipal Historic Area

2.2.2 Historical Resources Act

The Alberta Historical Resources Act (HRA) empowers municipalities to legally protect locally significant sites and areas through designation as Municipal Historic Resources or Areas. The designating bylaw must be registered on the title of the property. The Historical Resources Act:

- Enables the municipality to designate Municipal Historic Resources
- Enables the municipality to designate Municipal Historic Areas
- Prohibits the demolition or destruction of Municipal Historic Resources or Areas
- Enables the municipality to control alterations or interventions to Municipal Historic Resources

The following section of the HRA describes part of the process to designate a Municipal Historic Resource:

26(2) A council of a municipality, after giving the owner sixty (60) days' notice, may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource.

3. PROVINCIAL SUPPORTING HERITAGE ORGANIZATIONS & INITIATIVES

The provincial heritage initiatives are available to provide Flagstaff County with support in the process of municipal heritage management.

3.1 Historic Places Research and Designation Program

“Alberta Culture administers the province's Historic Places Research Designation Program. This program is responsible for:

- Identifying, evaluating, and designating Provincial Historic Resources,
- Maintenance of the Alberta Register of Historic Places, a listing of all sites designated under Alberta's Historical Resources Act, and
- Submission of eligible sites for listing on the Canadian Register of Historic Places.

The Historical Resources Act empowers the Alberta Minister of Culture to designate any site as a Provincial Historic Resource if its conservation is in the public interest.

Designation serves to recognize the significance of historic places and provide them with the protection necessary to ensure their conservation. It also enables site owners to apply for grants from the Alberta Historical Resources Foundation for conservation work” (As referenced on the Historic Places Research and Designation Program website).

3.2 Alberta Register of Historic Places

The Alberta Register of Historic places is a list of historic places in Alberta that are designated under the province's Historical Resources Act. These historic places may be designated as Municipal Historic Resources, Registered Historic Resources, or Provincial Historic Resources. The register is administered through Alberta's Historic Places Designation Program. It has a searchable database containing information about recognized historic places of local and provincial significance (As referenced on the Alberta Register of Historic Places website).

3.3 Alberta Historical Resources Foundation

“The Alberta Historical Resources Foundation (AHRF) was established to promote public awareness and enjoyment of Alberta's heritage. It provides financial and technical assistance for initiatives that preserve and interpret Alberta's heritage through a variety of grants. These grants are offered under the Heritage Preservation Partnership Program, the Municipal Heritage Partnership Program and the Alberta Main Street Program. The foundation also provides funding to several provincial heritage organizations” (As referenced on the Alberta Historical Resources Foundation website).

3.3.1 Provincial Heritage Preservation Partnership Programs

This program provides financial assistance to individuals and organizations for initiatives that preserve and interpret Alberta's heritage through conservation, heritage awareness, publications, research grants, and scholarships (As referenced on the Provincial Heritage Preservation Program website).

- a) Historic Resources Conservation:
- Owners of designated Municipal Historic Resources are eligible for cost-sharing grants from the Alberta Historical Resources Foundation. Under the Heritage Preservation Partnership Program, Municipal Historic Resource owners may receive up to \$50,000 annually in provincial funding. Owners of Provincial Historic Resources are also eligible to apply for funding (up to \$100,000).
 - To qualify for funding, the site must be designated as a Municipal Historic Resource and be listed on the Alberta Register of Historic Places. The site owner must also have written approval from Flagstaff County for any alterations or repairs to the historic resource. Authorized changes should be in accordance with the Statement of Significance and the Standards and Guidelines for the Conservation of Historic Places in Canada. A provincial Heritage Conservation Advisor will review proposed work to ensure that it is eligible for provincial funding.
- b) Transportation/Industrial Artifact Conservation:
- This grant assists with the preservation or restoration of transportation and industrial artifacts that have a distinctive and significant connection to Alberta's history. For instance, being the first artifact of its kind, the last remaining, the best example or having a direct association with a key historic event or figure.
- c) Heritage Awareness:
- This grant is for projects that increase awareness of Alberta's history, such as the installation of markers, educational programs, and workshops.
- d) Publications:
- Funding may be available to assist with the printing costs of history books, walking and driving tour brochures, or other documents.
- e) Research:
- This grant is to encourage research that will add to Alberta's knowledge base or bring new understanding to Alberta's past.
- f) Roger Soderstrom Scholarship:
- This scholarship is meant to assist postsecondary or extended study program level students in the fields of architectural preservation, urban or area planning and conservation, heritage resource management and archaeology, history or palaeontology.
- g) Bob Etherington Heritage Trades Scholarship:
- This scholarship aims to help develop the heritage trades in Alberta by providing financial support to eligible tradespersons attending training in heritage conservation work.

4. DESIGNATION PROCESS

4.1 Diagram and Timeline

The steps in the designation process are outlined in this section, beginning with a diagram of the order and timeline for the various stages.

Step	Task Breakdown
Step 1:	Property Owner Applies to Be Included on the Heritage Inventory <ul style="list-style-type: none"> • Heritage Inventory Application Form
Step 2:	Inventory Application Review by the appointed Heritage Officer
Step 3:	Determine Eligibility <ul style="list-style-type: none"> • Eligibility for listing on the Flagstaff County Heritage Inventory
Step 4:	The Heritage Officer responds to the application
Step 5:	Perform Evaluation Criteria for Significance and Integrity
Step 6:	Write Statement of Significance and Statement of Integrity
Once Step 6 is complete all sites moving to Step 7 are included on the Heritage Inventory and therefore eligible for designation as a Municipal Historic Resource.	
Step 7:	Property Owner Applies for Designation as a Municipal Historic Resource <ul style="list-style-type: none"> • Municipal Historic Resource Application Form
Step 8:	Review of Municipal Historic Resource Application by the Heritage Officer <ul style="list-style-type: none"> • Acknowledge Application Letter
Step 9:	Heritage Officer Recommendation to Council
Step 10:	Property Owner Meeting with Provincial Heritage Conservation Adviser
Step 11:	Compensation Agreement <ul style="list-style-type: none"> • Compensation Agreement Waiver
Step 12:	Notice of Intent to Designate as a Municipal Historic Resource is sent to the Owner <ul style="list-style-type: none"> • Notice of Intention to Designate (NOI).
Step 13:	Submit Designation Bylaw.
Step 14:	Notice of Intent to Designate Sixty (60) Day Waiting Period <ul style="list-style-type: none"> • The site cannot be altered without the permission from Council for the next 120 days.
Step 15:	Council Considers Bylaw to Designation as a Municipal Historic Resource
BYLAW MUST BE PASSED WITHIN 60 DAYS AFTER THE NOTICE OF INTENT 60 DAYS WAITING PERIOD HAS LAPSED. Total of 120 days from when the Notice was served to the owner.	
Step 16:	Register Bylaw on Title <ul style="list-style-type: none"> • The site is listed on the Flagstaff County Register of Municipal Historic Resources.
Step 17:	Nomination of the Municipal Historic Resource to the Alberta Register of Historic Places

4.2 Steps to Designation of a Municipal Historic Resource

Step 1 Property Owner Applies to Be Included on the Heritage Inventory

- If the property is not listed on the Heritage Inventory the owner must first apply to be considered for inclusion on the Heritage Inventory, using the Heritage Inventory Application Form (see Appendix).
 - Sites that are listed on the Flagstaff Heritage Survey may be eligible for placement on the Heritage Inventory, but will still require the owner, another interested party, or the Heritage Officer to complete the application.
- If the property is already included on the Heritage Inventory the owner may skip this step and move to Step 7. (The thirty sites included in the 2011-2012 Flagstaff County Heritage Inventory may skip this section and begin the process at Step 8).

Step 2 Inventory Application Review by the appointed Heritage Officer

- The Heritage Officer reviews the Heritage Inventory Application Form for inclusion on the Heritage Inventory.
- If the application is complete it continues to the next step.
- If the application is not complete it is returned to the applicant for changes and resubmission.

Step 3 Determine Eligibility

- The Heritage Officer reviews the application and verifies that the site is eligible and not an exclusion and/or exception using the Heritage Inventory Eligibility Criteria that follows.
- Eligibility for listing on the Flagstaff County Heritage Inventory is determined under the provincial guidelines. These guidelines identify several types of resources that are not eligible for designation.
- The province describes these in two categories, Type 1 and Type 2:

Type 1 Resources - not eligible for municipal designation	
	Buildings, structures or objects outside of Flagstaff County's jurisdiction
	Buildings, structures or objects outside of Alberta's jurisdiction
	Buildings, structures or objects that are situated in an historical park or village
	Small moveable objects
	Reconstructions
	Human remains

Type 2 Resources - not ordinarily eligible for municipal designation (there may be exceptions)	
	Cemeteries
	Birthplaces or graves
	Resources that have been moved
	Resources primarily commemorative in nature
	Resources that have achieved significance in the last fifty (50) years

Step 4: The Heritage Officer responds to the application by:

- Notifying the applicant in writing if it deems the site is ineligible and halting the process.
- Requesting or seeking additional documentation or historical information if needed, and/or
- Continuing to the evaluation and writing of the Statement of Significance.

Step 5: Perform Evaluation

- The Heritage Officer evaluates the site by using the Municipal Heritage Survey Review Form (MHSRF), (see Inventory Project for examples), and applying the Criteria for Significance and Integrity that follows.
- If the site is not deemed significant or does not retain its integrity the Heritage Officer sends a letter to the applicant explaining that the site will not continue in the process.
- If the site is deemed significant and retains its integrity as a historic place, then the application proceeds to the next step.

Evaluation Criteria

Significance:

The Significance of a potential historic resource is evaluated by considering the five criteria listed below, along with consideration for how the resource factors into the information contained in the Flagstaff Context Paper. The site must demonstrate significance in at least one criterion.

A: Theme/Activity/Event/Cultural Practice:

Resources directly associated with themes, activities or events that have made a significant contribution to the broad patterns of Flagstaff's history. To meet the above criteria the resource must satisfy one of the following conditions:

- The resource is directly associated with a theme of significance to municipal history.

- The resource is directly associated with an activity found within a municipality or in any portion thereof.
- The resource is directly associated with an event of significance to municipal history.
- The resource is directly associated with a cultural practice to municipal history.

B: Institution/Person:

To merit municipal designation because of significance for its association with an institution or person, a resource must satisfy one or more of the following conditions:

- The resource is directly or closely associated with an institution that had municipal impact.
- The resource is directly or closely associated with a person who had municipal impact.
- The resource is directly associated with a person who had local impact.
- The resource is associated with an institution that had local impact.

C: Design/Style/Construction:

To merit municipal designation because of significance for its style or type or method of construction a resource must satisfy one of the following conditions:

- The resource is an excellent example of a style or type or method of construction common within the municipality or area.
- The resource is a very good example of a style or type or method of construction that is uncommon within the municipality or area.
- The resource is the only, or the first, or the last, or representative of a significant phase in the development of a style or type or method of construction within the municipality or area.
- The resource is an excellent or very good example of the work of a master within the municipality or area.

D: Information Potential:

To merit municipal designation because of significance for its potential to yield information, a resource must satisfy one or more of the following conditions:

- The resource can provide important information about a particular theme, event, institution or person.
- The resource can provide important information about a particular type of building, structure or object.
- The resource can provide an opportunity to test hypotheses, corroborate or amplify currently available information or reconstruct the sequence of cultures.

E: Landmark/Symbolic Value:

To merit municipal designation because of significance for its landmark/symbolic value a resource must satisfy one or more of the following conditions:

- The resource is particularly prominent or conspicuous and contributes to the distinctive character of the municipality or area.
- The resource has acquired special visual, sentimental or symbolic value that transcends its function or physical characteristics within the municipality or area.

Integrity:

Once a site has been deemed significant, the resource is evaluated using the criteria for integrity. The integrity of a potential historic resource is evaluated by considering the seven criteria below.

1: Location:

Location is the place where an historic resource was constructed or the site where an historic activity or event occurred. Except in rare cases, relocation destroys the relationship between a resource and its historical associations.

2: Design:

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

- structural system
- form and massing
- arrangement of spaces
- pattern of fenestration
- surface textures and colours
- type, amount and style of detailing
- arrangement and type of plantings in a landscape

3: Environment:

Environment is the physical setting of a historic resource including its relationship to surrounding features and open spaces. Contributing features include:

- topographic features
- vegetation
- simple manmade features (paths or fences)
- relationships between resources and other features or open space
- character of street, neighbourhood or area

4: Materials:

Materials are the physical elements that were combined or deposited during a particular time frame and in a particular pattern or configuration to form a historic resource. Integrity is compromised if a resource does not retain the key materials dating from its period of historical significance.

5: Workmanship:

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history, typified by technological practices and aesthetic principles:

- plain or ornamental
- basic or sophisticated
- based on tradition or innovative techniques
- seen in all or individual parts of a resource

6: Feeling:

Feeling is the continued ability to convey the aesthetic or historic sense of a particular period of time. Feeling results from the presence of physical features that, taken together, express the resource's historic character.

7: Association:

Association is the direct link between a historic resource and a significant historical theme(s), activity(s) or event(s); or an institution(s) or person(s). A resource retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer.

Step 6: Write Statement of Significance and Statement of Integrity

- Once the site has been determined to be eligible a Draft Statement of Significance (SOS) and Statement of Integrity (SOI) **must** be written before the site can continue to the next process.
 - The Statement of Integrity is a re-assessment of the integrity of the historical resource, as there may be a time lapse between the date of listing on the Heritage Inventory and the application for designation
- The Heritage Officer will be responsible for having a Draft SOS and SOI created for sites being included on the Heritage Inventory (see Inventory Project for Examples).
- It is recommended that the County consider budgeting for the development of Draft SOS and SOI and to arrange to contract a consultant to prepare them. When a Draft SOS and SOI are complete, the site is included in The Flagstaff County Heritage Inventory.
- The Heritage Officer will make a recommendation to Council for the addition to the Inventory and a copy of the Draft SOS and SOI are sent to the owner. The consent of the owner is not required for a site to be placed on the Heritage Inventory.
- Sites listed on the Heritage Inventory shall be flagged in The Flagstaff County land files. This provides an opportunity for County administration to notify/remind the owner(s) of the site of its potential as a Municipal Historic Resource when receiving future applications for development permits.
- Sites listed on the Heritage Inventory are not restricted or protected in any way. Sites are automatically ready to begin the designation process at the request of the owner.

*** Once Step 6 is complete all sites moving to Step 7 are included on the Heritage Inventory and therefore eligible for designation as a Municipal Historic Resource. ***

Step 7: Property Owner Applies for Designation as a Municipal Historic Resource

- Once the property is included on the Heritage Inventory, to be considered for municipal designation as a Municipal Historic Resource the owner must apply using the Municipal Historic Resource Application Form (see Appendix).
- By signing the application form, the owner provides written confirmation of their desire to proceed with the designation process.

Step 8: Review of Municipal Historic Resource Application by the Heritage Officer

- The Heritage Officer reviews the Historic Resource Application Form, Draft Statement of Significance, and Statement of Integrity for the site.
- If the application is complete and the Heritage Officer approves the potential for designation as an MHR the owner is notified by means of an update letter, Acknowledge Application Letter (see Appendix), and the application proceeds to the next step.
- If the application is not complete or the Heritage Officer does not approve the potential for the site to be designated as an MHR the process is stopped and the owner is notified.

Step 9: Heritage Officer Recommendation to Council

- The Heritage Officer informs Council in writing that:
 - The site meets the evaluation requirements and is eligible for designation.
 - The owner has consented to proceed with designation.
 - The site is recommended to Council for designation “in principle.”
- Council may express any concerns or provide further input at this point.

Step 10: Property Owner Meeting with Provincial Heritage Conservation Adviser

- If the property owner is seeking financial grants for conservation of the potential Municipal Historic Resource through the Alberta Historical Resources Foundation, the owner should review the proposed conservation plans with the Provincial Heritage Conservation Advisor.
- Following this review a draft funding application may be prepared, which will be submitted after the official designation of the resource is complete and it has been added to the Alberta Register of Historic Places.
- Only designated Municipal Historic Resources that qualify for listing on the Alberta Register of Historic Places will be eligible to apply for conservation funding from the Alberta Historical Resources Foundation.
- If a designated MHR is altered or changed, and these alterations or changes are not approved by the Heritage Officer and the provincial Heritage Conservation Adviser, it may no longer meet the criteria for listing on the Alberta Register of Historic Places, and therefore it may not be eligible for provincial conservation grant funding.

Step 11: Compensation Agreement

- The property owner enters into a Compensation Agreement Waiver (see Appendix) with Flagstaff County.

Step 12: Notice of Intent to Designate as a Municipal Historic Resource is sent to the Owner

- The Heritage Officer recommends that Council issue a Notice of Intention to Designate (NOI).
- Council reviews the recommendation and makes the decision to approve and proceed with designation, to defer, or to deny the recommendation.
- If approved by Council, the Notice of Intent to Designate is prepared by the Heritage Officer and is sent via registered mail to the owner.
- The NOI must be active for sixty (60) days **before** the designation can continue.
- This notification will include a package of additional information such as a letter of explanation(see Appendix), the Statement of Significance, Statement of Integrity, and information concerning the benefits of designation.
- The Notice of Intention is active for 120 days from the receipt of the notice by the owner.
- Optional: Council Advertises Notice of Intention to the Community

Step 13 Submit Designation Bylaw

- The Heritage Officer drafts and submits a bylaw to Flagstaff Council with a recommendation from the Heritage Officer that Council designate the site.

Step 14: Notice of Intent to Designate Sixty (60) Day Waiting Period

- The Flagstaff County Council cannot legally designate the site as a Municipal Historic Resource until a sixty (60) day waiting period has passed.
- This waiting period is provided to register any objections to the designation.
- If the owner registers an objection the process is ended.
- The sixty (60) days starts once the Notice of Intention has been received by the property owner.
- The site cannot be altered without the permission from Council for the next 120 days.

Step 15: Council Considers Bylaw to Designation as a Municipal Historic Resource

****BYLAW MUST BE PASSED WITHIN 60 DAYS AFTER THE NOTICE OF INTENT 60 DAYS WAITING PERIOD HAS LAPSED. Total of 120 days from when the Notice was served to the owner. ***

- Council reviews and passes the designation Bylaw.
- Council has one hundred twenty (120) days after the Notice of Intention to Designate has been received by the owner to pass final reading of the designation bylaw.

Step 16 Register Bylaw on Title

- Once the bylaw is passed, the appointed Heritage Officer registers the designation on the title of the property with Alberta Land Titles, and sends a written notice to the property owner.
- It is recommended that the costs associated with registering the designation on the property title are born by the Flagstaff County.
- The site is listed on the Flagstaff County Register of Municipal Historic Resources.

Step 17: Nomination of the Municipal Historic Resource to the Alberta Register of Historic Places

- The site is nominated by the Flagstaff County for inclusion on the Alberta Register of Historic Places as a Municipal Historic Resource. This step is completed electronically on the Alberta Culture website at: Provincial Historic Resource Designation Program

5. FUTURE OF MUNICIPAL HISTORIC RESOURCES

5.1 Property Owner's Role

The property owner is responsible for the maintenance and stewardship of the Municipal Historic Resource. The owner must submit an application form when wishing to alter a designated Municipal Historic Resource.

5.2 Process for Applying for Approval for Alterations and Changes:

- Before making any changes or alterations to an MHR, the owner must submit an Application for Changes to a Municipal Historic Resource (see appendix) to the Heritage Officer.
- The Heritage Officer will determine, with the assistance of advisors, if the proposed alterations affect the Character Defining Elements (CDE's) listed in the Statement of Significance attached to the designating bylaw.
- Under special circumstances, such as emergency repairs, changes may be allowed prior to approval by the County. However these changes and alterations must be reported to the County in a timely manner.

5.3 Approval for Alterations and Changes to a Municipal Historic Resource

Flagstaff County will be responsible for the protection of the heritage values demonstrated through the Character-Defining Elements of designated Municipal Historic Resources. Section 26(6) of Alberta's Historical Resources Act requires that "no person shall destroy, disturb, alter, restore, or repair an historic resource that has been designated... without the written approval of the council or a person appointed by the council for the purpose."

Conservation projects, additions, or alterations that affect the Character-Defining Elements (CDEs) must be reviewed by the Heritage Officer, possibly in consultation with a provincial Heritage Conservation Adviser. Alterations that do not directly affect the CDEs have a more flexible review process. The building, or site, is intended to be usable and adjusted to its modern setting, therefore upgrades are necessary, and permitted, to accommodate changing times.

The Historic Resources Act and the *Standards and Guidelines for the Conservation of Historic Places in Canada* should be consulted when considering alterations to their property, especially any that may impact the Character-Defining Elements (CDEs).

Review:

- The Heritage Officer reviews the Application for Changes to a Municipal Historic Resource form.
- A heritage consultant or provincial Heritage Conservation Adviser may become involved and could discuss details of the project with the property owner.

- The Heritage Officer will use the Standards and Guidelines for the Conservation of Historic Places in Canada in their review, and use the expertise of the Heritage Conservation Adviser.
- The Heritage Officer will make the final decision regarding proposed alterations or repairs to the property.
- The property owner will be notified in writing of the Heritage Officer's decision.
- The alteration approvals are kept on file for future reference and to document the building's history of approved changes.

5.4 Apply for Conservation Funding

- Once listed on the Alberta Register of Historic Places, the property owner is eligible to submit an application to the province for Historic Resource Conservation funding through the Heritage Preservation Partnership Program of the Alberta Historical Resources Foundation.
- For further information on funding, see Provincial Heritage Preservation Partnership Programs: Historic Resource Conservation.

5.5 Unapproved Alterations

- Unapproved alterations that impact the Character-Defining Elements of a Municipal Historic Resource may result in the removal of the MHR designation by the municipal Council and thereby **eliminate access to provincial funding**.
- Unapproved alterations to MHRs will be referred to the Heritage Officer for review. The Heritage Officer will use the *Standards and Guidelines for the Conservation of Historic Places in Canada* in their review, and use the expertise of the Heritage Conservation Adviser.
- If it is determined that the alterations affect the resources Character-Defining Elements (CDEs) the Heritage Officer will:
 - Recommend to Council that the MHR Designation Bylaw be amended to reflect the alterations or;
 - Recommend to Council that the MHR Designation Bylaw for the site be rescinded.
- The Province shall be notified of any changes to the sites MHR designation. **The alterations may impact the sites eligibility for provincial funding.**
- Any penalties which may be assessed for unapproved alterations to Provincial Historic Resources are under the jurisdiction of the provincial government.

Appendix

1. Heritage Inventory Application Form
2. Municipal Historic Resource Application Form
3. Acknowledge Application Letter
4. Compensation Agreement Waiver
5. Notice of Intent Explanation Letter
6. Application for Changes to a Municipal Historic Resource

FLAGSTAFF COUNTY APPLICATION FORM

* If you have any questions concerning, or would like assistance in completing the application please contact _____ for more information

1. BACKGROUND INFORMATION

Name of Proposed Heritage Site _____

Municipal Address _____

Applicant information

Name of applicant _____

Address _____

Telephone (res/bus/fax) _____

Declarative statement

I / We _____ request that the property be listed on Flagstaff County Heritage Inventory in accordance with the Municipal bylaws, policies and regulations.

Date _____

Legal Land description OR ATS location

Lot number _____ Quarter _____ Section _____

Block number _____ Township _____ Range _____

Plan number _____

2. PRESENT CONDITION OF PROPOSED HISTORIC PLACE (to be used for condition report)

Roof _____

Exterior building envelope _____

Doors and windows _____

Foundation _____

Other _____

3. REASON FOR LISTING ON FLAGSTAFF COUNTY HERITAGE INVENTORY

Please provide a brief description as to why this site is significant (i.e. What is its value in relation to County's criteria for significance?)

If possible attach/include information to support your application.

- Personal records
- Personal photographs
- News clippings
- Other

3 PHOTOGRAPHS OF PROPOSED RESOURCE

Please provide current digital photographs of the property taken within one month of this application:

- A minimum of four exterior photos including one of each façade.
- Any historic photos, or copies, of the site and structure will be extremely helpful in the review of this application. (Photos remain the property of the Flagstaff County.)

MUNICIPAL HISTORIC RESOURCE APPLICATION FORM (DRAFT)

* If you have any questions concerning, or would like assistance in completing the application please contact _____ for more information

1. BACKGROUND INFORMATION

Name of Proposed Municipal Historic Resource _____

Municipal Address _____

Applicant information (application must be current owner)

Name of applicant _____

Address _____

Telephone (res/bus/fax) _____

Declarative statement

I / We _____ request that the property be designated as a Municipal Historical Resource in accordance with the County's bylaws, policies and regulations, and listed on Flagstaff County Register of Historic Places.

Date _____

Legal Land description or ATS location

Lot number _____

Quarter _____ Section _____

Block number _____

Township _____ Range _____

Plan number _____

Please attach

- Current certificate of Title (photocopy of full certificate) (Property Reports can be printed by Flagstaff County)
- Current Legal survey of the place to be designated (the survey must be prepared by an Alberta Land Surveyor)

Has the building/site been included in the Flagstaff County Heritage Inventory?:

- Yes
- No
- Not sure

Has the building/site been designated by the provincial Government as a:

Provincial Historic Resource?

Yes: If Yes, when? _____

No

Registered Historic Resource?

Yes: If Yes, when? _____

No

2. REHABILITATION INCENTIVE INFORMATION

If you are applying for grant funding from the province's Alberta Historical Resources Foundation additional information will be required. Please describe the nature of rehabilitation proposed and the type of grant funding that is being requested. Consultation with the Flagstaff County to review the scope of work proposed for the site is recommended.

Owner's signature _____ Date: _____

Flagstaff County

RE: Application for the designation of _____

Thank-you for your application to have your property designated as a municipal historic resource. Flagstaff County is reviewing your application so that the name of site may be considered for designation as a Municipal Historic Resource (MHR). If designated, the property would also be listed on the Flagstaff County's Register of Historic Resources and be eligible for listing on the Alberta and Canadian Registers of Historic Places.

Over the next few months Flagstaff County will be continuing on with the process of designation for the name of site. The next step in the designation process is for Flagstaff County to send a Notice of Intention to Designate to you, the owner of the name of site. You then have sixty (60) days to object to the Notice of Intention. Once this letter is received and no objection is indicated, Flagstaff County will contact you to complete a waiver/compensation agreement. Once the agreement has been signed by you, the owner, a bylaw will be presented to Council for consideration. If the bylaw is passed, the designation will be registered on the title of the property.

As of October 2008, owners of designated sites may apply for funding to assist in the protection of their heritage site. The funding from the Province of Alberta is available on a cost shared basis of fifty percent (50%) of the total approved project. Since the funding is provided by Alberta Culture, it would be advisable for you to contact a provincial Heritage Conservation Adviser prior to designation to discuss the funding eligibility. Funding applications must be approved by the province prior to work starting on the project. The Statement of Significance for this site, which explains why the site is significant to Flagstaff County, will be attached to the Notice of Intention.

If you have any questions or concerns please contact the Heritage Officer by phone at _____ or by email at _____. You may also find more information about municipal designation on the Flagstaff County's website www.flagstaff.ab.ca.

Thank-you for your interest in Flagstaff County's heritage.

Regards,

WAIVER

I/We, _____(owner), understand that Flagstaff County is applying to have the _____(name of site) designated as a Municipal Historic Resource.

In order for Flagstaff County to proceed with the application, I/We agree to waive the following clauses of the Historical Resources Act:

Compensation

28(1) If a bylaw under section 26 or 27 decreases the economic value of a building, structure or land that is within the area designated by the bylaw, the council shall by bylaw provide the owner of that building, structure or land with compensation for the decrease in economic value.

(2) If the council and the owner can not agree on the compensation payable under subsection (1), the owner or the council may apply to the Land Compensation Board established under the *Expropriation Act* to determine the amount of compensation payable by the council to the owner for the decrease in economic value.

(3) When an application is made to the Land Compensation Board pursuant to subsection (2), the *Expropriation Act* and the regulations made under it respecting the determination of compensation, hearings and procedures, including interest, costs and appeals, apply to the application with all necessary modifications.

(4) The council may, with the agreement of the owner, provide the compensation under subsection (1) by grant, tax relief and any other means.

Date

Signature

Flagstaff County
NAME
ADDRESS

RE: Notice of Intent to Designate

Dear (name of owner):

Flagstaff County has recently completed a Heritage Survey and Inventory of potentially historic places within the county. The name of site is currently on both the Heritage Survey and Inventory. Flagstaff County in response to your recent request / application is interested to pursue designation of the name of site at the Municipal level, as per the Historic Resources Act.

The goal of the historic resource designation process is to commemorate the significance of a heritage building or site and to ensure its long-term preservation for future generations.

How does Municipal Designation affect you, the property owner?

- Does not affect the ability to sell or purchase the property
- Does not generally affect activities in a building or on the property
- Allows the owner to retain all rights to the individual enjoyment of his or her property
- Means that the historic resource cannot be altered or demolished without consent of council
- Provides a gateway to funding and other incentives
- Designation has not been shown to reduce property values: the conservation work undertaken by owners with the assistance of grants available for protected resources adds value to the property.
- Designation will be registered on the title of the property

Flagstaff County must provide sixty(60) days formal written notice of intent to designate to the owner before Council may pass a bylaw to designate. Please find attached the Flagstaff County Notice of Intent to Designate as per the Historic Resources Act Section 26 H.R.A., R.S.A 2000, cH-9, as amended.

If you do not wish your property to be municipally designated please provide the Flagstaff County, with your objection within sixty(60) days of receiving this notice. If you do not provide an objection to the notice of intent to designate, Flagstaff County will continue with the process of designation.

Please find attached a copy of the draft Statement of Significance which describes why the name of site is significant to Flagstaff County, and therefore explains why Flagstaff County is interested in designating the site.

If you have any questions or concerns please feel free to contact the Heritage Officer at (phone number) or by (email). You may also find more information about municipal designation on the Flagstaff County website www.flagstaff.ab.ca.

Thank you for your co-operation.

Sincerely,

Heritage Officer

Approval for Intervention to a Municipal Historic Resource

This document provides a guide for municipalities reviewing proposed interventions to designated Municipal Historic Resources, and is intended for information purposes only. Historic places designated in Alberta through a bylaw of a municipal council as Municipal Historic Resources are legally protected.

Municipalities may use this document to create their own approval documents, which are required for approving changes to designated Municipal Historic Resources.

Municipal governments are responsible for safeguarding the heritage values of these properties. Section 26(6) of Alberta’s Historical Resources Act requires that “no person shall destroy, disturb, alter, restore, or repair an historic resource that has been designated... without the written approval of the council or a person appointed by the council for the purpose.”

For more information on designating and protecting Municipal Historic Resources, please see the “Designating Municipal Historic Resources” Guide available on the Municipal Heritage Partnership Program website:

www.mhpp.ab.ca

1. Common Name of the Municipal Historic Resource (e.g., “The Smith Residence”)

2. Civic Address / Legal Description of the Municipal Historic Resource

3. Name and contact information for the registered owner(s) of the evaluated property

4. Municipal Bylaw designating the Municipal Historic Resource

5. What kind of interventions / changes are being proposed to this Municipal Historic Resource? (Please provide a brief summary of the proposed work)

6. Why are these specific interventions / changes are being proposed to this Municipal Historic Resource? (Please check all that apply)

- To conserve the heritage value of the property
- To improve the functionality of the property
- To enable the adaptive re-use of the property
- Other

(Please provide a brief summary of the rationale for the proposed work)

7. What conservation documents or other resources have been reviewed in evaluating the proposed work? (Please check all that apply)

- Municipal Heritage Management Plan
- Statement of Significance
- Statement of Integrity
- Standards and Guidelines for the Conservation of Historic Places in Canada
- Designation bylaw
- Maintenance agreement
- Proposed work plan / drawings
- Other (please describe)

8. Municipal governments are responsible for safeguarding the heritage values of these properties. What “heritage values” and/or “character-defining elements” of the Municipal Historic Resource (described in the Statement of Significance), if any, would be impacted by the proposed work? How, specifically, would they be affected?

Heritage Values

Potential Impacts

Character-Defining Elements

Potential Impacts

9. Applying the Standards and Guidelines for the Conservation of Historic Places in Canada helps to ensure that sound conservation principles are considered when reviewing potential changes to historic places. Please check whether the proposed work meets each standard.

General Standards for all projects – “Preservation”

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.
 - Yes
 - No

2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.
 - Yes
 - No

3. Conserve heritage value by adopting an approach calling for minimal intervention.
 - Yes
 - No

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.
 - Yes
 - No

5. Find a use for a *historic place* that requires minimal or no change to its *character-defining elements*.
 - Yes
 - No

6. Protect and, if necessary, stabilize a *historic place* until any subsequent *intervention* is under-taken. 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.
 - Yes
 - No

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.
 - Yes
 - No

8. Maintain *character-defining elements* on an ongoing 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.
 - Yes
 - No

9. Make any *intervention* needed to preserve *character-defining elements* physically and visually compatible with the *historic place*, and identifiable upon close inspection. Document any intervention for future reference.
- Yes
- No

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*.
- Yes
- No
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.
- Yes
- No
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.
- Yes
- No

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.
- Yes
- No
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.
- Yes
- No

10. Approval: Work Permitted or Not Permitted by the Municipal Council or its Appointee

Based upon the assessment of the work proposed, it is certified by that the proposed work meets the standards of conservation described above, and does not negatively impact the heritage values and character-defining elements of the Municipal Historic Resource.

- Yes (meets the standards, work permitted)
- No (does not meet the standards, work not permitted)

11. If permitted, please list any conditions that apply to the proposed work:

12. Name and Position of Municipal Council Appointee / "Certification Officer"

Name _____

Position _____

13. Municipal contact information

Municipal governments in Alberta are responsible for safeguarding the heritage values of these properties. Section 26(6) of Alberta’s Historical Resources Act requires that “no person shall destroy, disturb, alter, restore, or repair an historic resource that has been designated... without the written approval of the council or a person appointed by the council for the purpose.”

Flagstaff County Heritage Officer

Date