

# CITY OF CAMROSE

## HERITAGE MANAGEMENT PLAN

2021  
FINAL DRAFT



## ACKNOWLEDGEMENTS

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We would like to express our sincere thank you to Aaron Leckie, Planning and Development Services Manager and Sandy Domes, Development Officer, who both directed the Heritage Management Plan project and provided invaluable insight and seamless support throughout the duration of the project. In addition we would like to express our appreciation to the following members of the HAC for their direction and creative ideas:

Councilor David Ofrim  
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Dennis Johnson  
Dale Brown  
Janet Hatch  
Faye Carlson  
Shawn Smith  
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This project was undertaken during the height of COVID-19 restrictions when any in-person events were not permitted. As a result, typical planning events such as Open Houses and community meetings were held online. We would like to acknowledge the participation of 180 community members who participated in the Online Survey. This public input was invaluable in understanding community heritage values and priorities.

Financial assistance for this project was provided by Alberta Cultural Heritage.



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Main commercial street in  
Camrose, 1910s  
*Peel's Prairie Provinces 12039*

## EXECUTIVE SUMMARY

The purpose of the Heritage Management Plan is to provide the City of Camrose with an effective, sustainable, and realistic strategic plan of action for the years 2021 to 2031. The City of Camrose has a robust heritage program with an active Heritage Advisory Committee, committed staff, a substantial Heritage Inventory, and growing Heritage Register. This plan will aid in providing policies and tools for managing heritage sites and program development for the next 10 years.

The Heritage Management Plan process assessed aspects of the City's Heritage Program that have been most successful, determined what needs to be re-focused for maximum effectiveness, and outlined a series of actions to best utilize available resources. The Plan responds to challenges and opportunities that have been identified through a review of the City's existing heritage program; heritage best practices, consisting of a values-based approach to heritage resource identification and management; and feedback received through the public consultation process, including an online survey. This has determined a renewed vision for the City's Heritage Program and sets forth new directions that better support the shared community value of heritage.

The following Goals, and their supporting Actions, will provide a renewed focus for the City of Camrose for the next 10 years:

### **GOAL 1: Grow + Protect Heritage Program in Camrose (City Stewardship)**

*Provide clear and consistent heritage policies, effective heritage management tools and continue to identify a broad range of historic places, including those with social and cultural heritage values that illustrate Camrose's history, diversity, and development.*

### **GOAL 2: Develop Incentives for Protected Historic Resources in Camrose (Incentives)**

*Develop meaningful heritage conservation incentives.*

### **GOAL 3: Tie Heritage to Tourism + Economic Development (Economic Development)**

*Acknowledge the environmental, social, cultural and economic benefits of heritage conservation and leverage these to connect to tourism and economic development.*

### **GOAL 4: Increase + Engage Public in Heritage Education + Recognition (Education + Recognition)**

*Improve access and support the knowledge and celebration of the City's heritage values and historic places.*

### **GOAL 5: Develop and Enrich a Network of Partners to Further Heritage Conservation (Partnerships)**

*Connect multi-faceted groups in community aligned with heritage.*

The five goals are supported by 38 recommended actions to achieve the vision for heritage in the Camrose to 2031. The intent of the recommendations is to nurture collective stewardship by pro actively encouraging the preservation and long-term viability of the City of Camrose's heritage resources, and sharing and connecting the stories of Camrose's past for the benefit of the entire community.



Windsor Hotel, 1910s  
*Prairietowns.com*

## 1.0 INTRODUCTION



## 1.1 OVERVIEW

The City of Camrose, with its walkable, highly intact historic main street, small town atmosphere and beautiful cultural landscapes and historic sites has a robust heritage program and a supportive, proud community. Camrose residents have a clear sense of identity and value the legacy of the past built heritage through the city's built heritage and intangible cultural landscapes. With its substantial Heritage Survey and Inventory of evaluated sites, and a growing heritage register, there was a need to establish management policies and frameworks for maintaining and protecting these valuable community resources for future generations.

This Plan outlines a prioritized strategy for the development of the City's first Heritage Management Plan (HMP), to serve the community from 2021-2031. The plan answers key questions about the existing heritage management situation and recommends a comprehensive and strategic renewal process for the City of Camrose's Heritage Program for the next 10 years. The plan focuses on connectivity and information – building relationships between stakeholders, providing education on values of heritage preservation, and connecting the people and

places of the past through modern ways of storytelling. The Heritage Management Plan will guide future initiatives for the identification, stewardship, and management of heritage resources and will assist in adding new sites to the Heritage Survey and Heritage Inventory. These resources can be both tangible (e.g., buildings, structures and cultural landscapes) – as well as intangible (e.g., oral histories, cultural traditions, neighbourhood character, transportation routes, historic vistas, historic trails and watercourses).

This comprehensive Plan consists of an effective blend of enabling legislation, processes to carry out the intent of the legislation, and practices to ensure that responsible conservation is implemented. A component of this plan outlines a framework to encourage historic resource conservation by balancing incentives and regulations for the benefit of the entire community. The plan also identifies potential partnerships, and education and tourism opportunities to promote and preserve heritage in the city.

Throughout the development of the HMP, there has been broad consultation with the City, the Heritage Advisory Committee (HAC), a board of Council, and the public to ensure consensus on the recommended Actions and Implementation Strategies.



Main Street looking south, 1920s  
Prairietowns.com



## 1.2 HERITAGE MANAGEMENT PLAN PROCESS

The heritage management planning process included a thorough review of the City's existing Heritage Program, the integration of current procedures and heritage planning tools, and consultation with the Heritage Advisory Committee (HAC) and the public. The planning process, undertaken by heritage consultant Fireweed Consulting, City staff and the HAC, was completed from August 2020 to January 2021.



Main Street, 1910s  
Prairietowns.com

August 20, 2020	<b>Project Start-Up and Workshop 1: Current Situation</b> Initial meeting with Camrose Staff and HAC Identification of strengths, weaknesses, opportunities and challenges facing Camrose heritage Acquisition of applicable project documentation
October 22, 2020	<b>Workshop 2: Draft Goals + Action Plan</b> Meeting with the HRC for SWOT analysis
November 2020	<b>Online Survey – 180 responses (See Appendix A)</b> Clarification of community values that City residents collectively place on heritage
November 19, 2020	<b>Internal Review</b> Review of Goals and Actions with HAC and City
January 2021	<b>Final Draft</b> Meeting with the City Staff and HAC to review Final Draft of report Finalize report in March 2021
May 2021	<b>Public Open House (Online)</b>

The Plan consists of the following components:

- HMP with Actions and Implementation schedule (10 year plan)
- Recommended roles and responsibilities for City staff and HAC
- Policy recommendations to integrate HMP and heritage into planning documents
- Recognition of partnerships to meet goals of HMP
- Communication material to explain designation to public (e.g. brochures, information for a website, branding for heritage program)
- Incentive and granting models for MHR's
- All associated policies, processes, and forms for evaluating and designating sites (Designation Bylaw Template, Evaluation Form for Heritage Inventory, Heritage Designation Application and Guidelines, Heritage Alteration Permit Application and Guidelines, Notice of Intent to Designate, Compensation Agreement)

Additional aims for the Heritage Management Plan community engagement are to:

- determine the importance and values collectively placed on heritage in the community;
- understand broad perspectives and aspirations;
- align heritage conservation to broader community and civic goals;
- build public awareness of local conservation efforts; and
- set goals and priorities based on public input.



Canola field near Camrose  
Pinterest.com

### 1.3 KEY TENANTS OF CAMROSE'S HERITAGE MANAGEMENT PLAN

Preserving heritage ensures that the physical legacy of our history is preserved for future generations. The main role of communities in a successful heritage program is one of stewardship – resurrecting value of heritage in each new generation and preserving resources and stories for future generations. UNESCO, a leading global heritage organization states:

*Heritage is our legacy from the past, what we live with today, and what we pass on to future generations. Our cultural and natural heritage is both irreplaceable sources of life and inspiration. (United Nations Educational, Scientific and Cultural Organization [UNESCO])*

There is mounting evidence that heritage initiatives provide community benefits, contribute to the development of complete communities, and help create a vibrant culture of creativity and innovation. In an excerpt from Calgary's MDP (2009, 2.3.3 Heritage and Public Art):

*Preserving historic buildings maintains a human scale of structure and detail that isn't often achieved in new development. These buildings generally provide a rich range of detail and texture and a diverse and attractive pedestrian environment. Historic preservation also provides tremendous economic and environmental benefits. The reuse of existing structures has significant energy savings. Furthermore, historic structures and districts can stimulate commercial activity and increase tourism activity and spending*

Conserving and celebrating heritage allows a community to retain and convey a sense of its history, and provides aesthetic enrichment as well as educational opportunities. Heritage 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 sites become landmarks and touchstones for the community, and, a legacy of personal histories, traditions and events weave a rich and unique community tapestry that enriches the life of Camrose's residents and visitors.

Cultural and heritage-based tourism, such as the visitation of historic sites, is the fastest growing segment of the tourism industry (2002, Huh, "Tourist Satisfaction with Cultural/Heritage Sites", Masters Thesis). Other benefits of strong heritage policies include maintaining distinctive neighbourhoods, conserving cultural heritage, providing community identity and promoting civic pride. Heritage conservation is also an inherently sustainable activity, and supports sustainability initiatives such as reduction of landfill and the conservation of embodied energy. These are all important considerations in the long-term management of our built environment.

A well-managed heritage conservation program provides numerous community benefits that may include:

- encouraging retention of the community's unique physical heritage;
- engaging the broader community including the private and volunteer sectors;
- celebrating historical events and traditions;
- identifying ways that partnership opportunities can be fostered with senior levels of government;
- conserving a broad range of historical sites that supports other public objectives such as tourism development and education;
- assisting private owners in retaining historic resources through flexible heritage planning and incentives;
- investing in heritage sites through community partnerships;
- supporting sustainability initiatives; and
- generating employment opportunities and other economic spin-offs.

### 1.3.1 HERITAGE AND SUSTAINABILITY

In recent years heritage conservation has found a new place within the sustainability framework in which economic, environmental, social or cultural interests coincide to support common community goals. Preserving heritage values has a significant impact on all aspects of sustainability – social, environmental and economic. Within this larger conservation model, both the tangible

and intangible benefits of heritage conservation find a broadened relevance: in the areas of tourism, job creation, business development, education, recreation and the environment, heritage conservation contributes to the diversity, variety and long term sustainability of the urban and natural fabric of our existing communities.

Heritage conservation is inherently sustainable; it minimizes the need to destroy building materials and retains established land use patterns and infrastructure. It also conserves embodied energy, reduces pressure on landfill sites, avoids impacts of new construction and minimizes the need for new building materials. Although heritage conservation and sustainable development are not entirely synonymous activities, they align in their mutual interest of enhancing the relationship people have with their built environment. The environmental impact associated with building demolition is a major concern, and as a consequence an increasing number of existing buildings are being retained and retrofitted for new uses for reasons that go beyond their historic merit. It is widely recognized globally that society can no longer afford to waste resources of any type and responsible stewardship, including re-use of the built environment, has become the accepted norm in managing our urban and natural habitats while enhancing their livability.

The conservation of heritage sites is also important from an urban design perspective. Historic places, early communities and natural landscapes contribute significantly to Camrose's unique sense of place by maintaining historic context and providing visual character for new development. While it is also important to upgrade the energy efficiency of heritage buildings, this can be accomplished in many ways without destroying heritage character-defining elements. Information on energy upgrading measures for heritage buildings is available in the Standards and Guidelines for the Conservation of Historic Places in Canada.

The renewed focus of the Heritage Program should recognize the importance of sustainability initiatives. Heritage conservation should be integrated with sustainability initiatives (including environmental, economic and social initiatives) whenever possible.

### 1.3.2 HERITAGE AND ECONOMIC DEVELOPMENT

Heritage is valuable for the City's economic environment and valuable for business. Investment in heritage conservation provides economic stimulus that results in enhanced tax assessments, more interesting urban environments, and opportunities for business retention in the downtown core (2017 O'Neal, Margaret "Untapped Potential: Strategies for Revitalization and Reuse", National Trust). Heritage conservation does not mean "no change"; rather it is an opportunity for creative community building that also provides sustainable amenities as our urban environments become subject to intensification and pressure of new infills.

Again, the fastest growing sector of the tourism market is cultural tourism, which consists of travellers engaging in cultural events and activities while away from their home communities. This umbrella term includes, but is not limited to: performing arts; museums and galleries; visual arts; heritage events; visits to historic sites; genealogical research; multicultural/ethnic events; and some tourist attractions. Education is also a significant part of cultural tourism, as these elements may involve a high degree of interactivity.

### 1.3.3 INTANGIBLE HERITAGE AND CULTURAL LANDSCAPES

The importance of intangible cultural heritage is increasingly being recognized worldwide as a legitimate part of values-based heritage conservation. Intangible heritage includes culturally-embedded traditions, memories, language, 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 shared history and heritage.

Cultural landscapes, or distinct geographical areas that represent the combined work of human and nature, encompass those landscapes deliberately shaped by people, those that have evolved organically and those that have taken on significance by cultural association. The concept of the 'cultural landscape' has recently taken root in conservation circles at the international level and is

impacting not only the concept of heritage value, but also the selection of places for conservation.

### 1.3.4 CHALLENGES FACING HERITAGE CONSERVATION

Maintaining and protecting heritage resources can be challenging. The high cost of retention as compared to new construction, complications in the underlying conditions of a heritage building, and Alberta Building Code upgrades requirements (even when alternate compliance is taken into consideration), are all factors that threaten heritage resources.

In some cases, changing social and economic factors can result in pressure to redevelop sites with historic buildings on them. For example, industrial and office buildings may not meet current industry standards and are therefore considered redundant. Taken together, these overall pressures indicate that it is timely to review the state of heritage planning in the City of Camrose to ensure it is best equipped to support the conservation of a variety of heritage resources and areas across the municipality.



Alberta Wheat Pool No 2 Grain Elevator  
Fireweed Consulting, 2020

## 2.0 HERITAGE MANAGEMENT PLAN



The vision, goals and actions of the Heritage Management Plan have been developed to recognize and address City priorities regarding heritage management and conservation. They are based upon the extensive review of the City's existing Heritage Program, as well as community and stakeholder consultation.

## 2.1 ACTION PLAN + POLICIES FOR IMPLEMENTATION

The following goals inform the planning framework and actions developed to manage the City's Heritage Program:

### GOAL 1: Grow + Protect Heritage Program in Camrose (City Stewardship)

*Provide clear and consistent heritage policies, effective heritage management tools and continue to identify a broad range of historic places, including those with social and cultural heritage values that illustrate Camrose's history, diversity, and development.*

### GOAL 2: Develop Incentives for Protected Historic Resources in Camrose (Incentives)

*Develop meaningful heritage conservation incentives.*

### GOAL 3: Tie Heritage to Tourism + Economic Development (Economic Development)

*Acknowledge the environmental, social, cultural and economic benefits of heritage conservation and leverage these to connect to tourism and economic development.*

### GOAL 4: Increase + Engage Public in Heritage Education + Recognition (Education + Recognition)

*Improve access and support the knowledge and celebration of the City's heritage values and historic places.*

### GOAL 5: Develop and Enrich a Network of Partners to Further Heritage Conservation (Partnerships)

*Connect multi-faceted groups in community aligned with heritage.*

#### Timeframe for Implementation:

- Short Term Actions: up to 3 years (2021-2023)
- Medium Term Actions: 4-6 years (2024-2028)
- Long Term Actions: 7+ years (2029-2031)
- Ongoing Actions

The implementation of the Heritage Management Plan will unfold over time, through the combined efforts of the City, HAC, and community partners. This process benefits from a coordinated community effort to advance the goals of heritage conservation. The following action plan provides a road map for how the goals of the Heritage Management Plan can be prioritized, who can take the lead, who can provide support for each proposed action, and what resources will be required for success. The five goals are supported by 38 recommended actions and associated policy statements to guide heritage planning over a 10-year period, between 2021 and 2031.



Camrose circa 1910  
Peel's Prairie Provinces PC3151

## Table Key

P&D – Planning and Development Department  
HAC – Heritage Advisory Committee

**GOAL 1: GROW + PROTECT HERITAGE PROGRAM IN CAMROSE (CITY STEWARDSHIP)**

*Provide clear and consistent heritage policies, effective heritage management tools and continue to identify a broad range of historic places, including those with social and cultural heritage values that illustrate Camrose's history, diversity, and development.*

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
1.1	Update Heritage Inventory every five years using a Values-based approach  Identify a wider range of sites for inclusion including natural and cultural heritage landscapes, historic trees, Indigenous sites, specific neighbourhoods, mid-century modern, etc.	Heritage Inventory Update document	P&D + HAC	Alberta Cultural Heritage (Funding)	2022 (Short) and every 5 years after this	Neutral if completed by City. Variable depending on number of sites.	Additional sites of significance recognized for their heritage value to the community, including a more diverse set of resources that have not traditionally been recognized including landscapes, intangible heritage, and First Nations and Métis sites.
1.2	During Heritage Inventory programs, identify Heritage Character Areas or Heritage Streetscapes and evaluate with Historic Context or Statement of Significance.	Historic Context and/or Statement of Significance on neighbourhood or streetscape	P&D + HAC	N/A	2022 (Short) and every 5 years after this	Neutral if completed by City. Variable depending on number of sites.	Additional areas of concentrations of heritage sites that can be managed through Infill guidelines and heritage designation promotion programs.
1.3	In consultation with Louis Bull Band, Ermineskin Cree Nation, Samson Cree Nation, the Montana First Nation and Métis, update Indigenous history and culture, and associated sites as part of the historic context in partnership with Indigenous groups	Indigenous context and list of sites with Indigenous history and culture, as told from the perspective of the people themselves.	P&D + HAC with Local Indigenous groups ,	Local Indigenous groups; Alberta Cultural Heritage (Funding)	Ongoing	Varied depending on nature of project.	Improved community understanding of place-based planning and Indigenous history and Culture in Camrose area.
1.4	Adopt Standards & Guidelines as basis for heritage work in city.	Adoption of Standards and Guidelines by Resolution of Council	City + P&D	N/a	Immediate	Neutral, except for potential, future training costs	Improved conservation outcomes. Consistent approach to review process for Permit applications.

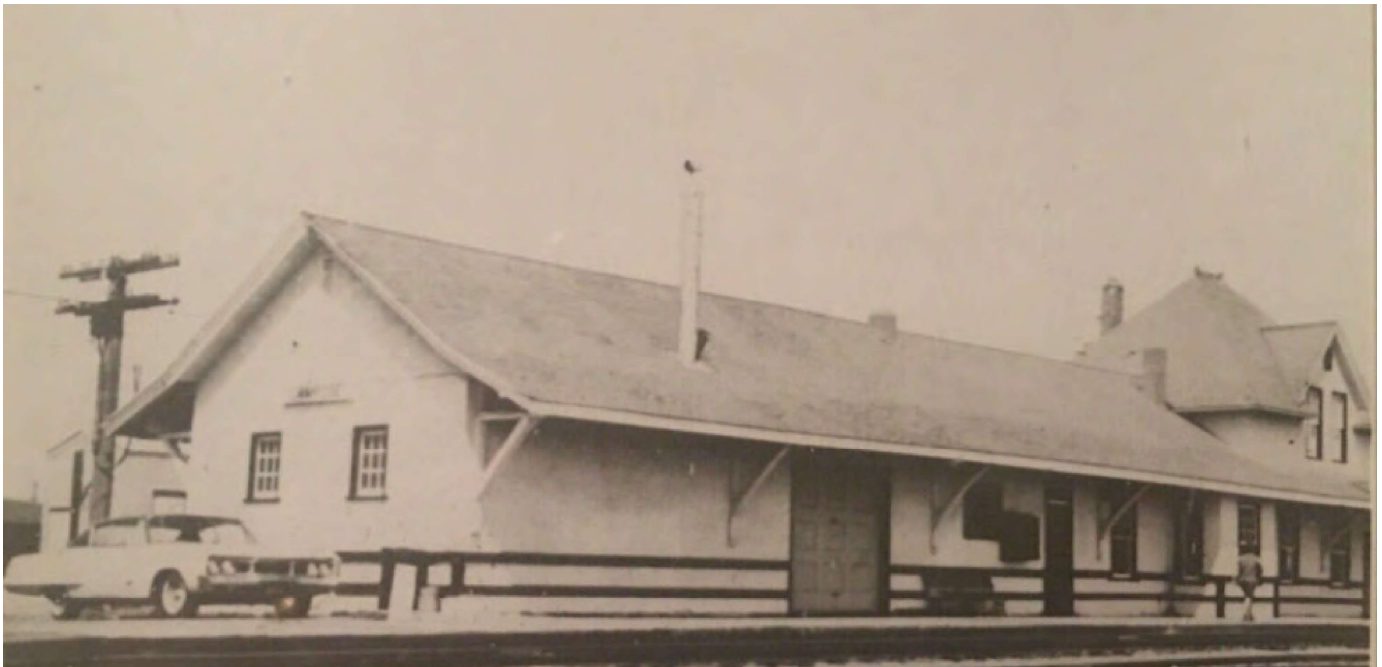


No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
1.5	Continue to integrate heritage into municipal planning policy documents as they are updated – general policies and historic neighbourhood policies.	Municipal planning guiding documents integrated with heritage	P&D	Local neighbourhood associations for neighbourhood redevelopment plans	Ongoing	Should be scopes as part of project management plan for each document update	Preservation of the unique and character-defining aspects of historic communities within a sustainable framework. Proactive identification of appropriate protection for heritage sites prior to site development.
1.6	Update Municipal Development Plan (MDP) with enhanced goals and policies directly related to heritage conservation. Identify special Heritage Character Areas and Streetscapes in process.	MDP updated with heritage specific policies and goals.	P&D + City	N/a	2022 – 2023 update	Neutral	Improved policy framework. Better integration of heritage and cultural initiatives within municipal planning framework.
1.7	Commit to designating 2 resources/ year for duration of HMP – goal of 20 new resources added to Heritage Register in next 10 years.	More robust Heritage Register with sites added on a regular basis.	P&D + HAC	Local neighbourhood associations	Immediate then Ongoing	Staff time	Increased buy-in from community, higher level of preserved historic resources in community, nurturing culture of conservation.
1.8	Identify and designate Special Heritage Districts in Camrose.	Historic Context and/ or Statement of Significance on neighbourhood or streetscape. Amendments to the LUB.	P&D + HAC	Local neighbourhood associations; Alberta Cultural Heritage (Funding)la	Medium	Can be outsourced to Consultant	Creates culture of conservation, higher level of preserved historic resources in community.
1.9	Implement guidelines for infills in Heritage Character Neighbourhoods designated in MDP update.	New infills that align with heritage character of established neighbourhoods	P&D	Local neighbourhood associations	Short	Staff time	Preserved historic neighbourhoods while retaining authenticity of neighbourhood fabric.

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
1.10	Share resources on city website for maintenance of Designated resources – i.e. Conservation Plans, Education.	Conservation Plans for MHR's	P&D + HAC	Alberta Cultural Heritage (Funding)	Short	Staff time and can be outsourced to consultant	Improved maintenance and conservation of significant resources.
1.11	Implement guidelines for demolition of resources on Heritage Inventory and a system of flagging Demolition Permits for heritage buildings..	Process for demolition of heritage buildings	HAC with P&D	Local photography club	Immediate	Volunteer	Documented demolished heritage properties. Opportunities for intangible heritage interpretation.
1.12	Re-Analyze staff resources required to implement HMP in Camrose.	Dedicated 10-20 hours per month for two staff	P&D	N/a	Ongoing	Staff time	Improved capacity for the Heritage Program.
1.13	Hold regular meetings between Planning, Economic Development, Community Development and Communication to discuss/learn about ongoing heritage issues.	Meetings/ workshops between departments that will result in improved integration and delivery of heritage services	City staff	N/a	Ongoing (Annual)	Staff time	Improved Staff awareness, coordination and synergies of municipal heritage processing and initiatives.
1.14	Institute digital flagging system for heritage properties (Heritage Inventory/Register) and potentially all resources 50 years and older in municipal database.	Heritage Inventory, Municipal and Provincial Historic Resources flagged on City's mapping software.	P&D	N/a	Short	Staff time	Proactive approach will lead to increased and earlier awareness (especially at the enquiry stage) of changes proposed to heritage properties, resulting in fewer demolitions.
1.15	Develop page on City website dedicated to heritage program in city, grant program, and heritage designation (including all forms for owners).	Heritage information on City website	City	HAC and P&D input	Immediate	Staff time	Accessible and clear information about heritage program in Camrose.

### POLICY RECOMMENDATIONS

- Support the identification, preservation, and sharing of Camrose's history and tangible and intangible resources.
- Encourage and facilitate the protection of Indigenous and cultural landscapes through collaborative projects with First Nations and Métis governments and stakeholders.
- Ensure preservation and conservation of historic resources is based in understanding of a historic place within its context.
- Identify heritage areas or streetscapes with high concentration and/or contiguous collections of buildings and cultural landscapes and adopt policies to protect.
- Identify, evaluate, manage and commemorate key heritage legacy resources that illustrate the broad range of Camrose's historical development.
- Integrate the management of heritage resources within the broad municipal planning policy framework.
- Plan for the development of healthy, vibrant and sustainable neighbourhoods by building on existing land use patterns, historic infrastructure and community identity.
- Explore new approaches to engage place-based land use planning with local aboriginal communities.



CNR Station, 1960s  
*Peel's Prairie Provinces*

**GOAL 2: DEVELOP INCENTIVES FOR PROTECTED HISTORIC RESOURCES IN CAMROSE (INCENTIVES)***Develop meaningful heritage conservation incentives.*

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
2.1	Analyze the financial implications of an annual allocation for Heritage Incentive Program.	Grant program for registered heritage homes (MHR's)	P&D + HAC	Potential donors	Medium, 2023	Build to \$10,000/ year	Greater community investment in conserving heritage resources.
2.2	Develop non-monetary conservation incentives – i.e. Local Improvement Exemptions.	Set non-monetary conservation incentives	P&D	N/a	Medium	Staff time	Allowance for owners to explore unique solutions to making older building stock economically viable.
2.3	Take advantage of funding programs by senior levels of government. Update information on Heritage Program on City website.	Clear information about funding programs for heritage properties and projects.	P&D	HAC	Ongoing	Staff and HAC time (for ongoing research of funding opportunities)	Increased level of financial resources available for heritage conservation projects in the City
2.4	Promote program through brochures, social media, City website, Educational Seminars.	Brochure, regular social media posts, information outlined on City website	P&D + HAC	Downtown Camrose Association, Augustana Neighbourhood Association, Centennial Museum	Medium, Ongoing	Staff and volunteer time	Clear communication about heritage program in community
2.5	Seek potential sponsors or donors for Heritage Incentives program (e.g. matching to City investment)	Development of sponsor package or information for potential donors to Heritage Incentive program	HAC	U of A, Augustana campus, Realtors, Corporations, Tourism Camrose	Long, Ongoing	Volunteer time	Increased level of financial resources available for heritage conservation projects in the City. New partnerships

**POLICY RECOMMENDATIONS**

- Encourage the protection and repair of formally recognized buildings and sites by developing an incentives program to support local trade development and conservation best practices.

**GOAL 3: TIE HERITAGE TO TOURISM + ECONOMIC DEVELOPMENT (ECONOMIC DEVELOPMENT)**

*Acknowledge the environmental, social, cultural and economic benefits of heritage conservation and leverage these to connect to tourism and economic development.*

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
3.1	Contact partners to seek creative ways to tie heritage into economic development and sustainability initiatives.	Specific projects that connect economic development, sustainability and heritage conservation	HAC + P&D	Green Action Committee, Tourism Camrose, U of A, Battle River Alliance for Economic Development, Camrose Arts Council	Ongoing	Project dependent, opportunity for project-based funding	Enhanced policies and programs that link heritage to broader civic goals of economic development and sustainability.
3.2	Tie heritage into preserving main street resources (i.e. Façade program). Partner with Downtown Camrose Association and Tourism Camrose to promote.	Façade restoration program to include heritage rehabilitation/ restoration qualifications	P&D + HAC	Downtown Camrose Association, Alberta Cultural Heritage (Main Street funding)	Short	Staff and volunteer time	Authentically preserved heritage along main street.
3.3	Align heritage program initiatives with tourism initiatives underway in the city: Jaywalkers, Big Valley Jamboree, Founders Days, Augustana Barbeque: booth at local event that highlights heritage program, main street resources, and heritage inventory.	Enhanced heritage tourism, City event initiatives and interpretation and signage throughout the City.	HAC	U of A, Tourism Camrose, Downtown Camrose Association, Augustana Neighbourhood Association, Centennial Museum	Ongoing	Volunteer time	Better public awareness of local history and heritage initiatives and enhanced public engagement in heritage. Improved heritage awareness. Support for educational and interpretive programs that engage the community in local history.
3.4	Explore partnerships to develop heritage interpretation and heritage tours in city including: QR codes, driving/walking tours, brochures, plaques.	Interpretation of tangible and intangible heritage in city.	HAC + City with Centennial Museum	Tourism Camrose, Downtown Camrose Association, Indigenous groups	Medium and Ongoing	Staff time, project dependent costs	Collective stories about history of city shared with community, investment by community in local tourism initiatives.

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
3.5	Build connections with surrounding heritage communities for common heritage tourism initiatives.	Projects that highlight heritage resources in Camrose and surrounding region.	HAC	Centennial Museum, Camrose County, City of Wetaskiwin, City of Leduc, Town of Ponoka, Town of Stettler, and others.	Ongoing	Volunteer time	Better coordination among stakeholders with a heritage mandate within region. Shared stewardship area's heritage resources. Provision of opportunities for partnering and cost-sharing initiatives of common interest.
3.6	Develop heritage trades network in area.	Trade forum or spreadsheet managed by HAC	HAC	Heritage trades or trades interested in heritage	Immediate	Volunteer time	Development of new jobs in heritage within city. Opportunities to bring educational workshops for trades to community.

## POLICY RECOMMENDATIONS

- Foster economic development and viability through long-term investment in heritage resources, cultural facilities and programs, and cultural tourism initiatives.
- Provide a balanced approach to new development that recognizes the importance of our heritage resources, our intangible cultural heritage and our natural landscapes.
- Enhance Camrose's unique sense of place, inseparable from its cultural topography, historical development and neighborhoods.



Constable Tom Coultis, n.d.  
camrosepoliceservice.ca

**GOAL 4: INCREASE + ENGAGE PUBLIC IN HERITAGE EDUCATION + RECOGNITION (EDUCATION + RECOGNITION)**
*Improve access and support the knowledge and celebration of the City's heritage values and historic places.*

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
4.1	Interpret Heritage Inventory sites (plaque program, social media, local newspaper, murals, utility box wraps, banners, historic trail interpretation (Camrose Trail), – using existing Heritage Inventory document)	Improved artistic expression surrounding the interpretation of Camrose's history, through public art, historic trails routes, signs, plaques, utility box wraps, etc.	HAC + P&D	Centennial Museum, Tourism Camrose, Downtown Camrose Association, Alberta Cultural Heritage (funding)	Ongoing;	May require specific project budgets, funding available	Increased heritage awareness opportunities. Broader communication of heritage information in the public realm.
4.2	Explore expanding the plaque program for designated heritage sites	Plaques for MHR's	HAC	Centennial Museum, Tourism Camrose	Immediate	Funding available from Alberta Cultural Heritage	Increase community pride for protected heritage properties.
4.3	Initiate education in technical conservation and guiding conservation manuals for Heritage Advisory Committee	Courses and Lunch and Learns for HAC	HAC + P&D	Local heritage trades	Immediate, Ongoing	Funding available from Alberta Cultural Heritage	Increase knowledge base and confidence of HAC on heritage matters.
4.4	Piggyback on existing institutions to develop education program for heritage - e.g. events in local businesses (coffee shops, art galleries) on main street, lectures, podcasts, YouTube, Forums, Lunch and learn etc.	Educational events for community members	HAC	Edmonton's This Old House, Vancouver Heritage Foundation's Old School, National Trust of Canada, local heritage trades	Ongoing	Volunteer time	Increased understanding of value and benefit of heritage in community
4.5	Partner with Museum and/or University to hold educational events (engages students)	Educational events for community members	HAC	Centennial Museum, U of A	Ongoing	Volunteer time	New partnerships and increased understanding of value and benefit of heritage in community



No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
4.6	Partner with Bethany Group to hold events for assisted living residents (i.e. oral history projects)	Educational events for community members	HAC	Bethany Group	Ongoing	Volunteer time	New partnerships and increased understanding of value and benefit of heritage in community
4.7	Develop education for Heritage Inventory owners – i.e. designation 101, Using Standards & Guidelines, Rehabilitating Heritage Houses (can be outsourced)	Educational events for community members	HAC	Alberta Cultural Heritage (funding for speaker)	Immediate	Funding for speaker	New partnerships and increased understanding of value and benefit of heritage in community
4.8	Explore projects that engage communities that have not traditionally been included as 'heritage stakeholders', such as youth, Indigenous groups, and other cultural communities, etc.	Heritage initiatives / events centered around diverse groups.	HAC + P&D	U of A, Centennial Museum, Indigenous groups	Ongoing	Neutral; may require specific project funding	More diverse citizen involvement in community history and heritage initiatives, leading to more holistic understanding of community values and traditions. Opportunities to contribute to and participate in learning experiences.
4.9	Explore developing Heritage Awards program	Heritage Awards	HAC + P&D	U of A, Theatres, Camrose Tourism	Long	Space rental for event	Connecting community over common goals. Celebrating heritage trades and owners who show excellent in heritage conservation.
4.10	Develop plaque program and ceremony for buildings that designate	Heritage Plaque program	HAC	Neighbourhood associations	Short	Plaque costs, Funding available from Alberta Cultural Heritage	Celebrating heritage designation throughout city. Opportunities to tie into interpretation or tours.

### POLICY RECOMMENDATIONS

- Connect varied local histories through storytelling through public art, social media, interpretive signage and tours
- Support programs and projects that empower people to understand and value Camrose's rich and unique history.
- Nurture a culture of conservation in through readily available information, educational opportunities and interpretation.
- Continue to use public art, signage, street naming, and other creative way-finding in the city to enhance sense of place and to mark major trail connections and points of historical, indigenous, recreational or other significance.



Samson Building  
Fireweed Consulting, 2020

### GOAL 5: DEVELOP AND ENRICH A NETWORK OF PARTNERS TO FURTHER HERITAGE CONSERVATION (PARTNERSHIPS)

*Connect multi-faceted groups in community aligned with heritage.*

No	Action	Deliverable	Lead	Partners	Timing	Budget	Outcomes
5.1	<ul style="list-style-type: none"> <li>Foster partnerships with:</li> <li>Established neighbourhood associations</li> <li>Universities – Augustana University of Alberta Campus</li> <li>Major industries – health, farming, oil and gas</li> <li>Corporations: Co-op</li> <li>Arts and culture communities</li> <li>Local businesses</li> <li>Tourism Camrose</li> <li>Chamber of Commerce</li> <li>Economic development</li> <li>Battle River Alliance for Economic Development</li> <li>Realtors</li> <li>Indigenous groups</li> </ul>	Project specific	HAC + P&D	Project dependent	Ongoing	Project specific	Fostering new relationships with community partners to further goals of heritage conservation in Camrose.
5.2	Develop relationship with Centennial Museum to help further goals of heritage program	May include marketing of heritage program online, information on heritage program in museum, events etc	HAC and Museum	Camrose Heritage Railway Station	Ongoing	Volunteer time	Propelling goals of heritage program through shared resources of HAC and museum.

#### POLICY RECOMMENDATIONS

- Foster relationships with partners and stakeholders to further goals of heritage conservation in City
- Explore new approaches to engage place-based land use planning with local aboriginal communities.

## 2.2 IMPLEMENTATION

### *Immediate – within 1 year*

- 1.4 Adopt *Standards & Guidelines* as basis for heritage work in city.
- 1.11 Implement guidelines for demolition of resources on Heritage Inventory and a system of flagging Demolition Permits for heritage buildings.
- 1.15 Develop page on City website dedicated to heritage program in city, grant program, and heritage. Designation (including all forms for owners).
- 3.6 Develop heritage trades network in area.
- 4.2 Explore instituting plaque program for designated heritage sites.
- 4.3 Initiate education in technical conservation and guiding conservation manuals for Heritage Advisory Committee
- 4.7 Develop education for Heritage Inventory owners – i.e. designation 101, Using *Standards & Guidelines*, Rehabilitating Heritage Houses (can be outsourced).

### *Short Term Actions: up to 3 years (2021-2023)*

- 1.1 Update Heritage Inventory every five years using a Values-based approach.
- 1.2 During Heritage Inventory programs, identify Heritage Character Areas or Heritage Streetscapes and evaluate with Historic Context or Statement of Significance.
- 1.6 Update Municipal Development Plan (MDP) with enhanced goals and policies directly related to heritage conservation. Identify special Heritage Character Areas and Streetscapes in process.
- 1.7 Commit to designating 2 resources/ year for duration of HMP – goal of 20 new resources added to Heritage Register in next 10 years.
- 1.9 Implement guidelines for infills in Heritage Character Neighbourhoods designated in MDP update.
- 1.10 Share resources on city website for maintenance of Designated resources – i.e. Conservation Plans, Education.

- 1.14 Institute digital flagging system for heritage properties (Heritage Inventory/Register) and potentially all resources 50 years and older in municipal database.
- 3.2 Tie heritage into preserving main street resources (i.e. Façade program). Partner with Downtown Camrose Association and Tourism Camrose to promote.
- 4.10 Develop plaque program and ceremony for buildings that designate.

### *Medium Term Actions: 4-6 years (2024-2028)*

- 1.8 Identify and designate Special Heritage Districts in Camrose.
- 2.1 Analyze the financial implications of an annual allocation for Heritage Incentive Program.
- 2.2 Develop non-monetary conservation incentives – i.e. Local Improvement Exemptions.
- 2.4 Promote program through brochures, social media, City website, Educational Seminars.
- 3.4 Explore partnerships to develop heritage interpretation and heritage tours in city including: QR codes, driving/walking tours, brochures, plaques.

### *Long Term Actions: 7+ years (2029-2031)*

- 2.5 Seek potential sponsors or donors for Heritage Incentives program (e.g. matching to City investment).
- 4.9 Explore developing Heritage Awards program.

### *Ongoing Actions*

- 1.3 In consultation with Louis Bull Band, Ermineskin Cree Nation, Samson Cree Nation, the Montana First Nation and Métis, update Indigenous history and culture, and associated sites as part of the historic context in partnership with Indigenous groups.
- 1.5 Continue to integrate heritage into municipal planning policy documents as they are updated – general policies and historic neighbourhood policies.
- 1.7 Commit to designating 2 resources/ year for duration of HMP – goal of 20 new resources added to Heritage Register in next 10 years.

- 1.12 Re-Analyze staff resources required to implement HMP in Camrose.
- 1.13 Hold regular meetings between Planning, Economic Development, Community Development and Communication to discuss/learn about ongoing heritage issues.
- 2.3 Take advantage of funding programs by senior levels of government. Update information on Heritage Program on City website.
- 2.4 Promote program through brochures, social media, City website, Educational Seminars.



- 2.5 Seek potential sponsors or donors for Heritage Incentives program (e.g. matching to City investment – change donors annually?).
- 3.1 Contact partners to seek creative ways to tie heritage into economic development and sustainability initiatives.
- 3.3 Align heritage program initiatives with tourism initiatives underway in the city: Jaywalkers, Founders Days, Augustana Barbeque: booth at local event that highlights heritage program, main street resources, and heritage inventory.
- 3.4 Explore partnerships to develop heritage interpretation and heritage tours in city including: QR codes, driving/walking tours, brochures, plaques.
- 3.5 Build connections with surrounding heritage communities for common heritage tourism initiatives.
- 4.1 Interpret Heritage Inventory sites (plaque program, social media, local newspaper, murals, utility box wraps, banners, historic trail interpretation (Camrose Trail), – using existing Heritage Inventory document).

- 4.4 Piggyback on existing institutions to develop education program for heritage - e.g. events in local businesses (coffee shops, art galleries) on main street, lectures, podcasts, YouTube, Forums, Lunch and learn etc.
- 4.5 Partner with Museum and/or University to hold educational events (engages students).
- 4.6 Partner with Bethany Group to hold events for assisted living residents (i.e. oral history projects).
- 4.8 Explore projects that engage communities that have not traditionally been included as 'heritage stakeholders', such as youth, Indigenous groups, and other cultural communities, etc.
- 5.1 Foster partnerships with:
  - Established neighbourhood associations
  - Universities – Augustana University of Alberta Campus
  - Major industries – health, farming, oil and gas
  - Corporations: Co-op
  - Arts and culture communities
  - Local businesses
  - Tourism Camrose
  - Chamber of Commerce
  - Economic development
  - Battle River Alliance for Economic Development
  - Realtors
  - Indigenous groups
- 5.2 Develop relationship with Centennial Museum to help further goals of heritage program

## 2.3 BUDGET IMPLICATIONS

The Heritage Management Plan will assist in the development of annual City Heritage/HAC work plans, and in determining annual budget requirements. Although the cost to implement the Heritage Management Plan is relatively modest, some items have additional associated costs over the 10-year implementation period. One-time costs for individual projects may be anticipated, and can be brought forward for the Finance Committee of Council / Council consideration as part of the annual budget process.



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 will require support time and resources from the City and HAC.

### 2.4 MONITORING

Heritage management is an ongoing process. 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 Heritage Management Plan (including planning, implementation and evaluation) should be initiated by the City and HAC, to review the results and effectiveness on a regular basis.

This assessment could occur annually 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 by assessing the proposed and achieved outcomes of each action over time.



Camrose Residences, ca. 1913  
Peel's Prairie Provinces PC3136



United Farmers of Alberta  
Directors, 1919  
Peel's Prairie Provinces

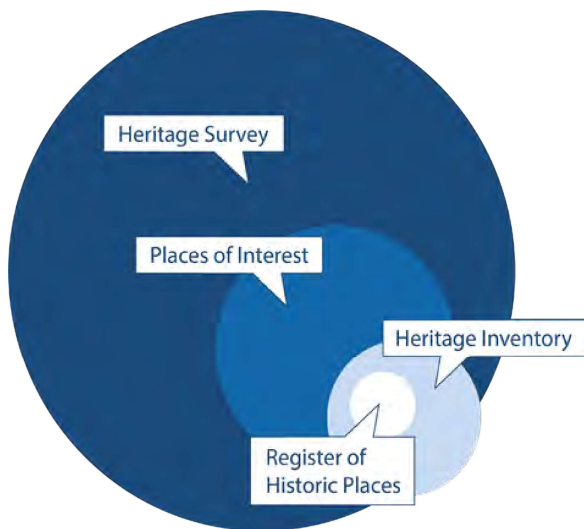
### 3.0 BACKGROUND REVIEW + ANALYSIS



The review of Camrose's Heritage Program has been informed through extensive background research, SWOT (Strengths, Weaknesses, Opportunities, Challenges) analysis in Workshop 1 with the City and HAC (August 20, 2020), the online survey, and comparative research of similar communities. These recommendations will strengthen the information, regulations, policies, tools and incentives available to the public and City Staff and Council, in order to better protect heritage resources across the community.

### 3.1 ENABLING LEGISLATION

The Federal government, in collaboration with the provinces, territories and municipalities, has played a role in the development of an overall framework for heritage conservation in Canada, including the Canadian Register of Historic Places and Standards and Guidelines for the Conservation of Historic Places in Canada, both established in the early 2000s. Provincial legislation, statutes and regulations provide the legal framework for conservation practice.



The conservation of heritage 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 pieces of legislation in Alberta: the Alberta Historical Resources Act and the Municipal Government Act. While the Municipal Government Act enables the regulatory powers

contained within a Land Use Bylaw, it is the Historical Resources Act that is the major legislative tool with the power to control development or actions affecting historic buildings, structures and areas. The Historical Resources Act (Revised 2009) contains several Parts devoted to heritage conservation at the provincial level. Part 3 (Historic Resource Management) and Part 5 (General) contain Sections that are most applicable at the municipal level through management tools such as Heritage Inventories, Heritage Designation, Heritage Overlay Districts and Heritage Conservation Areas.

#### *Alberta 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.

Under the HRA, the City of Camrose can permanently protect a heritage resource by designating it, through bylaw, as a Municipal Historic Resource. The HRA requires the City to compensate an owner for any loss of economic value (an undefined term in the Act) arising from designation, or for an owner to waive that requirement. In practical terms, designation requires owners' consent and collaboration. This is typically achieved by providing incentives, sometimes including planning considerations, to encourage owners to designate their properties. The province has the power to designate a property as a Provincial Historic Resource without providing compensation, and without the owner's consent, but this is an almost unknown in practice.

Legal protection under the *Historical Resources Act*:

- Does not affect the ability to sell or purchase property
- Does not affect activities in a building or on the property
- Allows the owner to retain all rights to the individual enjoyment of their property
- Means that the historic resource cannot be altered or demolished without consent

- Indicates that the property is designated under a Bylaw which can be rescinded by Council if required.

The HRA also empowers municipalities to designate Municipal Historic Areas and “prohibit or regulate and control the use and development of land and the demolition, removal, construction or reconstruction of buildings within the Municipal Historic Area.” This requires the consent of every property owner within the area, which mitigates against this approach, and no such areas have been designated under the HRA at the time of writing. Some Alberta municipalities, including Camrose, have used Direct Control Land Use districting (as per the MGA) to encourage retention of significant historic residential areas; the effectiveness of this would depend on the language of individual bylaws.

Under provincial legislation, the City has very limited ability to delay a demolition application for an unprotected property. The Province, in contrast, has the ability to stop the demolition of a potential heritage site by ordering a Heritage Resource Impact Assessment. An HRIA may be requested by the City, or any group or citizen, and is at the discretion of the Province.

#### ***Alberta Municipal Government Act***

This Act is the legislative document that empowers municipalities to govern, protect and develop lands within their boundaries. Section 640 of the

Municipal Government Act enable the regulatory powers contained within a 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 allows municipalities to enable financial incentives such as tax breaks for heritage properties.

#### ***Alberta Building Code***

Over the past few years, a number of Code equivalencies in the Alberta Building Code (2019), have been updated. Given that Code upgrading is a significant factor in the conservation of heritage buildings, it is important to provide viable alternative methods of compliance that protect heritage value and are economically feasible. Camrose should explore the full range of potential heritage building code equivalencies/relaxations in order to provide consistent review and knowledgeable advice to building owners. On individual projects, the City can also accept the report of a Building Code Engineer as to acceptable levels of code performance.

Both the province and Camrose 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 a heritage designation bylaw as well as procedures to amend a Heritage 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.



Main commercial street in Camrose, 1910s  
Peel's Prairie Provinces 12039

	Strengths	Weaknesses	Opportunities	Challenges
3.1 Enabling Legislation	Strong provincial frame-works to preserve heritage properties at the local level	<ul style="list-style-type: none"> <li>Lack of knowledge of full tool kit by local governments</li> <li>No communication of provincial legislation to community</li> <li>Not all relevant departmental Staff (Building Inspectors, Engineering, etc.) may be aware of the alternatives Building for compliance for heritage buildings.</li> </ul>	<ul style="list-style-type: none"> <li>Explore ways to better communicate enabling legislation to public – through City website and educational seminars</li> <li>Education on relaxations and equivalencies for building code on heritage buildings.</li> </ul>	Difficulties communicating role of local government in preserving heritage properties

### 3.2 LOCAL PLANS, GUIDELINES, & OVERLAYS

Policy documents such as Area Redevelopment Plans, Special Studies, etc. may also include language in support of heritage and character that is meant to have an influence in discretionary planning decisions but is usually advisory rather than regulatory. Camrose's policy documents that reference heritage are listed below.

#### Arts & Culture Master Plan (2016)

References to heritage within this plan are focused on the downtown core.

#### *Excerpt from Area of Focus 4: Reputation Building*

#### *4.6 Beautify Downtown / Invest in Heritage Preservation*

The charm of Downtown Camrose supports arts and culture by creating an ambiance in the city and showcasing the historic elements of the city. Continuing to invest in and create initiatives to keep heritage buildings and areas maintained supports the reputation of the City of Camrose. This is also the area that the majority of arts and culture groups are located in and could help to build an attractive arts and culture district.

#### Augustana Redevelopment Plan (2012)

This is the main guiding document for the Augustana community – which is one of the city's premiere and most intact heritage neighbourhoods. Although there is only one policy directive to heritage, there are numerous mentions of respecting existing context in terms of scale, massing, materiality, and natural features.

#### *5.0 Infill Residential Design Guidelines*

#### *Policy GG-CCH1 – 5.1.1 Preserving Built Form Character and Community Heritage*

The community is strongly supportive of preserving the character of the heritage buildings within the community. These buildings are seen as an important factor that adds to the sense of identity within Augustana neighbourhood.

#### Camrose Community Economic Development Plan (2012)

No specific policies for heritage but the plan focuses on economic development of downtown core, which has a high concentration of heritage resources.

#### Downtown Area Redevelopment Plan (2019)

This is one of the more recent plans enabled in Camrose and heritage conservation policies are well represented throughout the document.

#### *Part 3 – A Vision for Downtown*

In 2045, Downtown Camrose is a prosperous and connected gathering place anchoring the Camrose region. Downtown Camrose is a place for family, social, and business life to thrive. Parks, public spaces and infrastructure have been designed and thoughtfully integrated throughout Downtown Camrose to bring people together and strengthen links to the community. All revitalization recognizes and celebrates the unique heritage of Downtown Camrose and the strength of local, independent retailers.

### 23.5 Heritage Preservation

#### Policies:

1. The City shall 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 responds to the overall architectural context of surrounding developments.
2. The City shall ensure historical buildings are preserved and rehabilitated to reflect historical character.
3. The City shall ensure new developments build on the historic character of the area and the importance of preserving buildings with historic significance to complement the historic surroundings.
4. The City may consider major development proposals that depart from the existing historic character where the development might add new elements of local distinctiveness to the surrounding area. Such elements may be reflected either in the building form or its architectural features.

## Part 5 – Development Concept

### Planning Precincts

#### A: Station Main

This is an opportunity to celebrate the Canadian Pacific Railway by reinstating its heritage character through open space, active land uses, and street programming. Currently this area is a barrier that dissects Downtown from the neighbourhoods to the north. The terminus of 50 Street at 51 Avenue is a natural focal point to jumpstart a community hub. This is an opportunity to create a truly pedestrian priority area - a shared space where motorists and pedestrians move by the same rules.

#### D: Historic Main Street

Main Street is the core of Downtown, characterized by the unique urban venues and retailers in close proximity. This area provides an opportunity to build upon the unique character by extending its vibrant atmosphere to “Station Main”. The portion of 50 Street, south of 49 Avenue presents a more

contemporary character with many faith—based institutional uses within short distance. This allows for intensification and re-adaptive / mix use of existing buildings.

#### F: Sparling Mixed Use Historic Village

Intent: To retain the current urban village feel.

This area is very well defined in terms of character and historical presence.

#### Outcomes:

- Maintain and celebrate the history of Camrose through heritage preservation.
- Encourage retention of the existing heritage inventory and other unique historically significant structures.

### Greenspace Master Plan (2014)

Several references to city’s natural heritage consisting of wetlands, forests, rivers etc.

#### 4.1.1 Guiding Principles

6. Education and Awareness – The City’s Green Space System offers a wealth of natural, cultural, and heritage experiences that provide educational value. The Green Space System, future improvements to it, and the decision-making process around it, will be engaging and educational for the enjoyment of all.

#### 4.1.2 Goals and Objectives

Goal 5: Conserve Camrose’s Natural Heritage a. Protect Environmentally Significant Areas (ESAs) – Include ESAs (both designated and yet to be designated) such as steep slopes, Stoney Creek and its associated valleys, Mirror Lake, wildlife habitat and urban wildlife corridors in the Future Green Space System. b. Protect the urban forest – Ensure that the urban forest is identified, valued and properly managed within the Green Space System. c. Identify development setbacks – Identify appropriate development setbacks from aspects of the Green Space System, with emphasis on top of valley development.

## Land Use Bylaw (2019)

### 5.2 Development Not Requiring a Development Permit

(p) The installation or operation of solar collectors, if the building they are affixed to is not listed on the City inventory for potential heritage sites, and: i) The total power generation capacity of all solar collectors on the parcel is 10 kilowatts or less; or ii) The solar collectors are used for thermal energy

Specific land-use districts:

SRD – Special (Historical) Residential District

SCD – Special (Historical) Commercial District

## Municipal Development Plan (2011, amended 2016)

The Camrose Municipal Development Plan (2011) is Camrose's premiere land use planning document, providing guidance to planning decisions and lower level documents. It has few references to heritage and only one specific policy directive to heritage:

Excerpt from 1.2 Regional & Municipal Policies:

### 11. Special Land Use Urban Design Plans

*Special Land Use and Urban Design Plans guide infill development or re-development so that it integrates appropriately with the existing context. Approved Urban Design Plans include:*

*Downtown Action Plan (Brown & Associate 2007)*

*Heritage Inventory*

*Growth Studies*

Excerpt from 2.2 City-Wide Policies:

1. Encourage a mix of housing types to meet the needs of a diverse population. A mix of housing types allows for greater character and diversity in neighbourhoods and creates the potential for a greater range of mobility choices. Contextually appropriate redevelopment within existing residential neighbourhoods will be encouraged provided it is sensitive to existing heritage contexts.

3. Continue to support the growth of Camrose as an important regional centre. Growth within the existing City Centre and Highway Commercial areas should continue to provide a diverse range of local and regional retail goods and services. The historic downtown will continue to play an important role in providing the small town character that is highly valued by those living and visiting Camrose.

## Municipal Sustainability Plan (2010)

Sustainability plan to 2055. There are two references to heritage in the document.

### **Vision:**

Camrose promotes cultural heritage and recognizes the importance of residents' diversity

### **Goals:**

Expand Founders Day celebration into an annual Heritage Festival

## Strategic Plan (2018-2022)

### *Culture and Recreational Pillar*

Camrose has strong partnerships with community organizations and educational institutions to enhance social connections, lifelong learning, as well as local traditions, heritage, and diversity.



Church at Augustana Campus  
Fireweed Consulting, 2020



	Strengths	Weaknesses	Opportunities	Challenges
3.2 Local Policy Overlays	<ul style="list-style-type: none"> <li>Strong heritage policies and recommendations in several recent guiding documents including the Downtown Area Re-development Plan and the Greenspace Master Plan</li> <li>Specific special character areas for heritage in LUB</li> </ul>	<ul style="list-style-type: none"> <li>Earlier plans including the MDP have few references to heritage in guiding principles.</li> <li>No reference to heritage in Community Economic Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations for policy additions to improve visibility and robustness of heritage in Heritage Management Plan</li> <li>Develop guidelines for infills</li> <li>Build on façade program so it has a heritage focus</li> <li>Define Heritage Character Areas (as a Special Character Area in the LUB) from identified historic neighbourhoods in Downtown Area Redevelopment Plan</li> </ul>	<ul style="list-style-type: none"> <li>Importance and value of heritage conservation not consistent across local policy documents.</li> </ul>

### 3.3 CAMROSE HERITAGE PROGRAM

The City of Camrose has an active heritage program initiated in 2011 and several provincial resources designated as early as 1977 (Normal School). The program has grown slowly over the years despite a high level of heritage retention on Main Street. Since that time, the city has continued as early as 2000 with the designation of Bailey Theatre. In the 2010s, a formal heritage program was initiated with the undertaking a Heritage Survey and Inventory. The City's first management program was initiated with the commissioning of this report.

#### Staff Resources

Heritage planning work is undertaken by the Planning and Development Department, with management responsibility shared between two staff at approximately 4 to 8 hours per month each. With an increased heritage function as a result of the implementation of the plan, it is anticipated that a greater number of initiatives (both internal and external) can occur and the public will be able to better access the Heritage Program. With this increase in programming, it is anticipated that the staff time will likely double every few years, with a full time heritage planner role needed in about a decade – after the completion of this Plan.

#### Heritage Advisory Committee

The HAC, established in 2017 as a committee of Council, has been active, both in local initiatives and in cooperation with the City of Camrose. The HAC is comprised of two members from City Council and a total of five members-at-large on staggered one to three-year terms. The HAC is assisted by two City staff members. In addition to advising Council on heritage matters, the HAC has spearheaded developing the Heritage Management Plan. The HAC is a relatively new committee with a young heritage program.

Their purpose is to:

- Provide input and guidance to the City of Camrose Administration and Council on matters relating to historic resources, and municipal heritage policies and programs;
- Encourage and advocate for the preservation and safeguarding of historical structures and sites;
- Educate and engage community stakeholders regarding the value of remembering and celebrating history, historic structures, places and events, and heritage in general.

The mandate of the HAC is to provide recommendations on heritage designation application, conservation incentives and spearhead cyclical Heritage Inventory updates. They also advise on demolition permits for

all buildings over 75 years, weigh in on heritage policy development, help to increase public awareness of the heritage program in the city, and advise owners on conservation best practices. As the HAC is still relatively new and the program is still in its early stages, the HAC is just laying the foundation in their mandate. More importantly, because of the technical nature of a portion of their activities, it is recommended to explore options for heritage education, particularly on conservation best practices and applying Standards & Guidelines for Heritage Alteration Permit applications.

### *Interdepartmental Relations*

The understanding of Heritage Planning among other municipal departments is currently not formalized and can be improved. It is recommended to hold annual or bi-annual inter-departmental meetings to address and report on heritage issues. This meeting is a successful way to address ongoing challenges with the City's handling of heritage permits, projects, and outreach, especially as new staff members are hired. This inter-departmental discussion will ultimately help streamline the public's interaction with the heritage permitting process and designation program. The City's property flagging system is being updated in the next couple of years. This provides an excellent opportunity to add heritage layers to the existing system and educate other departments on the importance of flagging recognized and potential heritage sites in the City.

### *Partner Relationships*

The city also manages operation of the Camrose and District Centennial Museum (C&DCM), opened in 1967, which is the responsibility of the Community Services department. It was noted that Planning and Development and the HAC did not have a formal partnership with the museum to further heritage goals in the city. Their mandate, resources, and holdings are essential to the Heritage Program and there are opportunities to increase staff and Council education regarding the exciting role the C&DCM plays as the safe keeper of City history and culture. Staff and Council tours of the facility on a regular basis would be a step in the right direction of encouraging a more robust working relationship with the C&DCM.

## *Heritage Planning Tools*

### *Heritage Survey + Inventory*

In 2010-2011, a Heritage Survey and Inventory was undertaken with the assistance of funding from the now disbanded Alberta Historical Resources Foundation. Heritage Collaborative was retained as the primary heritage consultant. From the 133 sites surveyed through windshield survey, 100 were added to the Heritage Survey. 60 sites were selected from this list for addition to a more refined Places of Interest List and 41 sites were added to the Heritage Inventory. This project also saw the development of a Heritage Context with the following themes of development:

- Early History
- Homesteads and Settlement
- Civic Development
- Physical Evolution
- Railway Junction
- Farming
- Religious Development
- Educational Development
- Camrose and World War II
- Nordic Connection

The context is the primary tool for ensuring the full breadth of the city's history is represented in built form. Sites were selected that represent each of the themes for the Heritage Inventory.

The Heritage Inventory identifies buildings and places in Camrose that have heritage value. Sites are added by the Heritage Advisory Committee. The City's Heritage Inventory focuses on cataloguing early 20th century heritage resources to the end of the Second World War in the City, respectively. The Heritage Inventory currently has 41 sites. Just being on the Inventory does not infer legal protection. Unless a site has been legally protected as a designated Historic Resource, the normal land use and development conditions typically apply.

The Heritage Survey includes a wide breadth of sites, selected for integrity and heritage value to the community. The evaluated heritage sites making up the 41 sites on



the Heritage Inventory are diverse and represent a values-based approach based on community values. This is a new system introduced in the last 20 years in Canada that challenges communities to look beyond architectural merit and evaluate what really matters to a community, whether it be a small farm building, an indigenous plant collecting area, or a palatial commercial bank. The majority of the sites on the Inventory are of the 1910s boom period-era houses and institutional buildings; 1920s commercial buildings; 1940s war-time buildings; and two cultural landscapes – Mirror Lake and the Camrose Ski Hill. There are no post Second World War buildings on the Inventory. Future inventories could consider adding post 1910s houses – particularly of the Inter-war period and Modern buildings as well as more cultural landscapes, industrial buildings/landscapes and Indigenous sites. Moreover, future inventories could focus on a particular neighbourhood such as downtown, Augustana or Sparling Mixed Use Historic Village. At the time of writing, 10 years have passed since the last inventory update. It is recommended to add sites on an annual basis or at minimum, every five years to ensure heritage program continues to gain momentum and that sites are not lost due to undefined value. Internally, there is no evaluation form for adding sites to the Heritage Inventory.

The Heritage Inventory sites are currently not online. Many communities have an online database of sites on the Heritage Inventory to share information to residents and help foster a culture of conservation. The City of Medicine Hat has recently developed an online inventory tool that allows users to see the heritage status of the building and links to the Statement of Significance. Because of the modest size of the inventory, this would be a good model for an online Heritage Inventory.

For any theme in the Historic Context that has lost physical sites, there is an opportunity to interpret an intangible site or cultural landscape. Lost heritage features, can be recalled through interpretation projects that add a colourful layer of placemaking (capitalizing on local inspiration and potential, with the intention of creating memorable public spaces) across the City. This work should proceed in partnership with the Camrose & District Centennial Museum and other community stakeholders. Grants may be available for certain projects.

## Heritage Register

*The Historical Resources Act* empowers the City of Camrose to legally protect historic resources in city boundaries. Under the terms of the Act, legal protection of private property requires the City to pay compensation for any economic loss arising from the legal protection, or alternatively, a compensation waiver must be signed by the owner. The Heritage Register is a list of legally protected sites. There are currently five heritage properties on the Register.

The City/Province has enacted legal protection for the following five buildings:

Property Name	Legal Status
Bailey Theatre	Municipal Heritage Resource (2000)
Camrose Feed Mill	Provincial Heritage Resource (PHR) (1985)
Camrose Public Library	PHR (1978)
CNR Station	PHR (2007)
Normal School	PHR (2007)

At the city, there is currently no designation bylaw template, nor is there a process for adding sites to the Heritage Register. Further, the City website does not have information on benefits of designation and how an owner can go about adding their property to the Heritage Register. Education is an important component of demystifying designation in the City as according to the survey conducted for this project, many residents are fearful of designating their homes. Processes for the designation process have been developed as part of this project. It is recommended to develop a specific page for the heritage program in Camrose with information on designation, Heritage Inventory sites, heritage planning documents, the HAC, and current projects/highlights of the heritage program. The City of Calgary, for example, creates an annual Heritage Progress Snapshot – outlining how many sites were added to the Inventory and Register, grant program details, and current projects underway.

### **Main Street Program**

In 2011, a Historic Main Street project was completed through Alberta Cultural Heritage to renovate and restore heritage facades along downtown's Main Street. Camrose has one of the most intact historic commercial main streets in all of Alberta. The Main Street program helped to revitalize the buildings and entice people to come downtown. It has been 10 years since the Main Street program and this downtown core continues to be a healthy, vibrant historic main street in comparison to other historic main streets in Alberta. The City has a façade renovation program in place that focuses mainly on signage and storefront upgrades. There is an opportunity to include heritage rehabilitation and restoration into the façade grant program to help conserve the integrity of the commercial heritage fabric without having to designate buildings.

### **Heritage Permit Review and Heritage Enquiry Procedures**

All sites listed on the Heritage Inventory of Evaluated Historic Resources are flagged on the City's property database. The database is undergoing an upgrade in 2022. At this time, it would be beneficial to instruct City Staff to flag any site with a construction date older than a defined age (for example, a rule of 'anything older than 50 years' could be a City implemented rule, meaning in 2021, anything built prior to 1971 would be reviewed for significance before any permits are issued). A Statement of Significance does not have to be for every building X-years old or older, but this process will help to catch significant heritage resources that may otherwise be lost. If a flagged building is deemed of interest to City staff, it is recommended to evaluate the building prior to adding it to the Heritage Inventory, using a Heritage Evaluation Form. This form, developed as part of this program, provides a high level look at the heritage value of the building to determine if further action should be taken to add it to the Heritage Inventory.

All Development and Building Permit applications, land use re-designation applications and demolition applications relating to Inventory sites are reviewed by City heritage staff and the HAC. In the future, it is recommended for heritage staff to work with the applicant and other City staff to ensure the historic resource is not adversely affected. For example, staff can provide the applicant with information and recommend for or against approval of

proposed changes to a site. The City may offer incentives to encourage retention and legal protection of heritage (see below for more on incentives).

It is recommended for heritage staff to review all demolition applications on buildings over 50 years, not just for Inventory sites, which provides an opportunity to address properties that may have heritage value but have not yet been evaluated. This review allows for engagement with the owner to explore alternatives and, particularly where demolition is involved, provides an opportunity to document the site. The City does not have the legal authority to withhold demolition permits. In some cases, demolition applications can be referred to the HAC for advisory comment. The HAC or the City may request that the province delay demolition via a HRIA order, enacted under the Alberta Historical Resources Act.

Currently, there is no formal heritage process for development and building permits for Municipal Historic Resources. The Heritage Alteration Permit is the main tool used by municipalities to manage detrimental changes to regulated elements. The Heritage Alteration Permit uses Standards & Guidelines for the Conservation of Historic Places as a guide to determine if proposed changes to a building will damage regulated elements or the overall look and feel of the resource. The HAP is typically reviewed internally by Heritage Planning staff and a heritage advisory committee to council.

### **Additional Planning Tools To Consider**

#### **Special Heritage Character Districts**

To preserve heritage neighbourhoods or clusters of heritage buildings along a streetscape, the most flexible tool is to enact specific land use districts with the Land Use Bylaw. This tool is already mentioned in the City's Land Use Bylaw as a Special Historical Residential District (SRD) or a Special (Historical) Commercial District (SCD). Establishment of new SRD's and SCD's require an amendment to the LUB and are typically triggered with the update to neighbourhood Area Redevelopment Plans. For example, the Downtown Area Redevelopment Plan has identified nine planning precincts within the downtown core. Three of these precincts have a heritage focus: Station Main, Historic Main Street and Sparling Mixed Use

Historic Village. To protect heritage resources within these areas, the LUB bylaw could be amended to designate these areas as SCD's, and special tools would kick in such as infill and conservation guidelines, and incentives. The underlying zoning stays intact and does not legally designate each building within the district. This is not to be confused with the Historical Resources Act's Heritage Character Area's which are a powerful but underutilized tool in Alberta, mainly because it requires every owner within the designated area to agree to designate their building.

Because of the high concentration of heritage resources, it is recommended to explore further the option of designating certain neighbourhoods such as the Historic Main Street and Augustana neighbourhood as special residential and commercial districts with an amendment to the LUB.

### Standards and Guidelines for the Conservation of Historic Places in Canada

This important pan-Canadian document is the premiere guiding document for heritage conservation in Canada. Many communities across the country, including several municipalities in Alberta have adopted Standards and Guidelines as the official document for assessing proposed conservation interventions to protected heritage properties. The City of Camrose has identified Standards and Guidelines as the main document for heritage properties but due to the low number of protected heritage sites, has not applied the document. It is recommended to address this with Council to adopt Standards and Guidelines as the main guiding document for Heritage Register properties in the city. Adoption would be through resolution of council. It is further recommended to train staff and the HAC on how to apply Standards and Guidelines to heritage sites in the permit stage of development.



Camrose Normal School, ca. 1916  
Glenbow Archives NA-25630-3

	Strengths	Weaknesses	Opportunities	Challenges
3.3 Camrose Heritage Program	<ul style="list-style-type: none"> <li>Strong support and appetite to preserve heritage in Camrose</li> <li>Established Heritage Advisory Committee – 2017 (Terms of Reference)</li> <li>Robust Heritage Inventory with 41 sites evaluated, 100 sites surveyed and an Historic Context to guide future additions to the inventory (2011)</li> <li>Main Street project completed in 2011</li> <li>Excellent grant system for historic resources in province and grant system in place for facades (New signage, paint, mural)</li> <li>Good staff resources in place to grow heritage program</li> </ul>	<ul style="list-style-type: none"> <li>Obstacles with costs for rehabilitation – even with grants</li> <li>Fear by public of house becoming a museum</li> <li>Lack of communication between departments on heritage planning issues</li> <li>Lack of connection of HAC and City departments to value of museum for enhancing heritage program in city.</li> <li>Undefined role of HAC in City.</li> <li>Currently no advocacy group for heritage in community.</li> <li>Full mandate of HAC not yet realized.</li> <li>Heritage Inventory not updated for 10 years.</li> <li>No internal processes for heritage program.</li> <li>Standards and Guidelines for the Conservation of Historic Places in Canada not formally adopted as overarching conservation guide for the City.</li> <li>Currently no Heritage Character Districts within the city.</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings with staff on heritage matters in the city.</li> <li>Develop partnership with Museum to align heritage and tourism goals.</li> <li>Technical conservation training for HAC.</li> <li>New Heritage Inventory program to bring life back into heritage program in city using existing Historic Context themes.</li> <li>Integrate heritage conservation into Façade grant program at the City.</li> <li>For those themes not represented by sites, interpretation of this theme at an intangible site or story/person/location can be undertaken.</li> <li>Adopt Standards and Guidelines as the preferred conservation guide for the City and the HAC.</li> <li>The existence of Special Heritage Character Districts sends a strong municipal message that certain areas of heritage resources are important for the entire community</li> <li>Special Heritage Character Districts have the potential to become one of the most valuable communities in a municipality</li> <li>Institute better enquiry flagging system for heritage properties (Heritage Register/ Heritage Inventory) as well as pre-X date buildings, in municipal database.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses impacted by recent COVID-19 pandemic, with businesses pulling out of downtown.</li> <li>Preserving heritage fabric while allowing for new development.</li> <li>Disconnected groups with vested interest in heritage.</li> <li>Potential neighbourhood opposition for creation of Special Heritage Character Districts</li> </ul>

### 3.4 PARTNERSHIPS

Achieving planned heritage conservation objectives is a collaborative process that involves staff, the HAC, property owners, representatives of other agencies, and consultants. Camrose has the potential to develop a resourceful network of community volunteers, heritage advocates, corporate and not-for-profit societies. The following is a list of potential partners to help achieve various goals in the Heritage Management Plan:

- Business Revitalization Zone Green Action Committee
- Tourism Camrose
- Chamber of Commerce
- Camrose Arts Council
- Downtown Camrose Association
- University of Alberta Augustana Campus
- Local Indigenous groups
- Wetokowin Lodge
- Realtors
- Battle River Alliance for Economic Development
- Battle River Watershed Management
- Theatres – 2 major ones in Camrose
- Camrose and District Centennial Museum and
- Camrose Heritage Railway Station and Park
- Service Clubs
- Health
- The Bethany Group (Assisted Living) – 600-900 employees

- DSM Buildings
- Industries: Retail, Farming, Oil + Gas, Railway
- Corporations: Co-op
- Camrose Booster Newspaper
- Established middle class and student population
- Internally
- Planning
- Community Development
- Communication
- Economic Development

One of the major gaps with partnerships is a disconnect from the Camrose Centennial and District Museum. For many communities throughout Alberta, City staff and heritage advisory committees are actively connected to their local museum, forging a strong partnership that propels the goals of both entities. For example, in both Lacombe and Peace River, the heritage committee works closely with the museum to share information about the heritage program through social media and events, hold educational events in the museum, and support development of new phases of inventory programs. Another area of interest for the City is to develop new connections to indigenous groups in the area and to work with them to identify and protect traditional land use areas, plant collecting areas, and spiritual sites.

	Strengths	Weaknesses	Opportunities	Challenges
3.4 Camrose Heritage Program	<ul style="list-style-type: none"> <li>• Wide variety of partners to collaborate with in city.</li> </ul>	<ul style="list-style-type: none"> <li>• "As HAC are fairly new, few partnerships have been forged.</li> <li>• Disconnect from Camrose Centennial Museum.</li> <li>• Disconnect from local indigenous groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Synergy built with museum to further heritage program goals.</li> <li>• Project to identify and interpret traditional indigenous spaces in the city.</li> </ul>	<ul style="list-style-type: none"> <li>• Time involved in connecting to various partners in city.</li> </ul>



### 3.5 HERITAGE EDUCATION + AWARENESS

The City of Camrose is home to a variety of heritage resources and many are well-known to residents, however others are obscure or are less understood as historic. Newcomers to the community may not be aware of the rich history that exists in Camrose and therefore may not understand the community value placed on certain resources. Differing perceptions of what is considered 'heritage' has also led to recent neighbourhood opposition regarding certain heritage conservation proposals. Not all residents may be aware their property is listed on the Heritage Inventory. For all of these reasons, heritage awareness in Camrose should be improved so that the City can more effectively communicate the overall community benefits of heritage conservation. Education in the form

of educational seminars (online or in person at a local coffee shop or the museum), conservation resources for homeowners, brochures available at key locations downtown, interpretation programs, and walking/driving tours will help to strengthen the understanding of the role of heritage in the community and will lead to a higher level of preservation of historic resources.

Further, there is currently no historical board for heritage advocacy in the community. The HAC has in their mandate an advocate role but as a committee of council, they may have conflicts on certain heritage issues. Developing a relationship with the museum could help to develop a stronger advocate role in the city.

	Strengths	Weaknesses	Opportunities	Challenges
3.5 Heritage Awareness	<ul style="list-style-type: none"> <li>Well preserved and vibrant main street (one of best preserved in Alberta)</li> <li>Community is eager to learn about heritage conservation</li> </ul>	<ul style="list-style-type: none"> <li>Information not available on website</li> <li>Lack of connection between community members and partners for common heritage goals</li> <li>Residents cautious about designation</li> <li>No one is advocating for heritage – i.e. buildings under threat</li> </ul>	<ul style="list-style-type: none"> <li>Share history of Camrose through Heritage Inventory via social media</li> <li>Heritage education series (lectures, podcasts, YouTube, Forums etc.)</li> <li>For developers and builders, homeowners, trades</li> <li>Development of heritage trades networks</li> <li>Tie into tourism: information, brochures that highlight main street and key resources on Inventory - blossoming coffee culture – coffee shops on main street – opportunity for education.</li> </ul>	<ul style="list-style-type: none"> <li>Creating a culture of conservation in a community that values heritage but does not see value in heritage for future community sustainability and well-being.</li> </ul>



### 3.6 HERITAGE INCENTIVE PROGRAM REVIEW

The most effective way to encourage heritage resource owners or potential owners to conserve and invest in the rehabilitation of their properties is by offering incentives – both through monetary and non-monetary means. Incentives refer to programs or measures administered by the City or other community-based agencies to encourage the protection and retention of historic resources. Unlike regulatory measures, these tools usually offer something to the owner or developer in return for undertaking rehabilitation work or legal protection. Often they work hand-in-hand with the regulatory policies, in order to offer tangible advantages to heritage property owners. Examples of incentives may include grant programs, tax incentives, technical assistance, or negotiated agreements that waive or vary standard requirements.

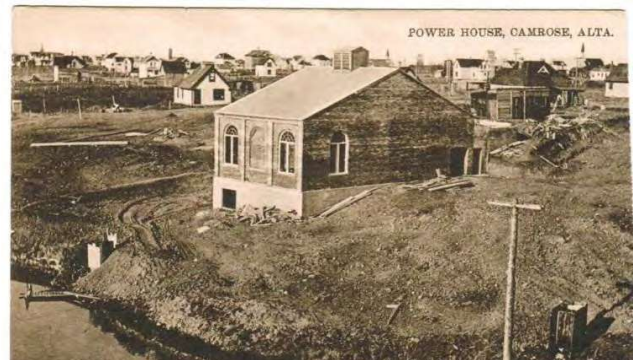
There are several options for funding restoration, research, and awareness enabled through the establishment of a heritage program that were explored for this Plan. Sites with Statements of Significance (and on the Heritage Inventory) have potential candidacy for funding at the various levels of government in Canada.

#### Federal Financial Incentives

- Parks Canada offers a cost-sharing program for restoration of National Historic Sites. This program provides assistance for conservation planning (up to \$10,000, or 50% of total eligible costs) and conservation programs (up to \$100,000, or 50% of total eligible costs). These grants can be applied to restoration costs for labour and materials.
- Residential Rehabilitation Assistance Program The Residential Rehabilitation Assistance Program (RRAP), offered through the Canada Mortgage and Housing Corporation, helps low-income Canadians, people with disabilities and First Nations people live in decent, affordable homes. These programs also support renovations to rooming houses and rental units to increase the availability of housing for those in need. Depending on the individual situation for each resource, one of the following programs may apply:
  - » Homeowner RRAP: Financial assistance to repair substandard housing to a minimum level of health and safety

- » Rental RRAP: Assistance for landlords of affordable housing to pay for mandatory repairs to self-contained units occupied by low-income tenants
- » Secondary/Garden Suite RRAP: Financial assistance for the creation of a Secondary or Garden Suite for a low-income senior or adult with a disability, making it possible for them to live independently in their community, close to family and friends.
- » RRAP for Persons with Disabilities: Assistance for homeowners and landlords to improve accessibility for persons with disabilities
- » RRAP for Conversions: Assistance for converting non-residential buildings into affordable housing

- The Legacy Fund provides funding for community capital projects. Successful applicants may receive up to 50 per cent of eligible expenses to a maximum of \$500,000 in funding for community capital projects that:
  - » commemorate a significant local historical event or pay tribute to a significant local historical personality;
  - » mark a 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th);
  - » involve the restoration, renovation, or transformation of existing buildings and/or exterior spaces with local community significance;
  - » encourage arts and heritage activities in your community; and
  - » are intended for and accessible to the general public.



Camrose Power House, n.d.  
Prairietowns.com

### Provincial Financial Incentives

There are several programs under which heritage sites may apply for heritage funding once they are on the Alberta Register of Historic Places:

- **Alberta Cultural Heritage**

The provincial granting program was formally administered by the Alberta Historical Resources Foundation, recently disbanded. The funds now run directly through Alberta Cultural Heritage Department, funded in part by the Alberta Lottery Fund. Grants are provided to historically designated sites on the Alberta Register of Historic Places: Provincial Historic Resources (PHR's), and Municipal Heritage Resources (MHR's). The following funding options are available to PHR and MHR sites through the Alberta Heritage Preservation Partnership Program at the time of writing. All grants applications are vetted through the Board of Directors and all grants are matching up to 50% of eligible project costs:

- » MHR sites: Conservation of Character Defining Elements: up to \$50,000 cost shared funding twice per year;
- » PHR sites: Conservation of Character Defining Elements: up to \$100,000 funding per year;
- » Local historic resources (on Heritage Inventory): one time up to \$5,000 grant for conservation;
- » Architectural/Engineering and Heritage Conservation Reports: up to \$25,000;
- » Heritage Awareness (i.e. interpretive plaques, workshop attendance, presentations, educational projects, historical videos or broadcasts): up to \$5,000;
- » Transportation/Industrial Artifact Conservation: up to \$25,000 per artifact (one-time)
- » Publication (books, brochures, printed documents): up to \$5000 for books, \$3,000 for brochures and pamphlets;
- » Research (oral history, research, etc.): up to \$25,000;
- » Roger Soderstrom Scholarship (for education in heritage conservation field): up to \$10,000;
- » Bob Etherington Heritage Trades Scholarship: up to \$3,000.

- **Alberta Main Street Program**

This program, also supported by ACH, provides support and rehabilitation funding for commercial façade restoration of approved historic commercial districts.

### Camrose Incentives Options

There is currently no incentive program in place at the local level for future municipally designated resources in the city. There are a number of financial incentives that the city can offer to encourage heritage conservation. Generally these can be considered to be of five types, including:

- (1) direct grants ("out-of-pocket"), from either the city or the Heritage Advisory Committee
- (2) tax incentives ("tax holiday")
- (3) permissive tax exemptions
- (4) interest-free / low-interest loans; and/or
- 5) reduced permit fees.

The following section includes categories of incentives that may be offered for heritage sites choosing to designate and become a Municipal Historic Resource and includes both financial and non-financial options.

### Proposed Camrose Incentive Framework

A program of effective incentives appropriate to the local situation should be created that will strategically encourage authentic conservation, and heritage property owners to invest in their properties. Camrose has the authority, based on enabling provincial legislation, to provide a broad range of conservation incentives, including financial and non-financial (developmental and administrative) incentives. These incentives can be provided as an incentives package (including more than one type of incentive) that can be offered in exchange for conservation and legal protection. There may also be other sources of incentives for which the property owner may also be eligible.

Over several meetings with the HAC and outcomes of the online survey, it was determined that a heritage fund be established at the City level. Generally, if other sources of funds are targeted, the funds should be set up in a Trust or through a Foundation. A proposed trust/foundation would in effect be the main repository for monies from municipal contributions and donations from the public and corporations for use as grant monies for municipally designated buildings. It is proposed the trust/foundation to be initially managed by the Heritage Advisory Board. Through the Heritage Management process, a continuous annual contribution of \$10,000 was proposed that could potentially be contributed by City of Camrose. Any interest earned on the trust funds will be held in the trust/foundation. Based on best practices in Canada, a healthy level of heritage incentive funding equates to \$1 per resident per year. This budget would need to include administrative fees to cover the costs of the body charged with the award of the grants.

The table on the following page outlines a proposed framework and implementation strategy for a heritage incentive program in Camrose. The Trust/Foundation could be set up as a revolving fund that ensures continuous and predictable funding solely dedicated to the heritage program. The incentive program would be available to resources designated as a Municipal Historic Resource only.

It is the intention that the fund is to be initially supported through annual contributions from the City of Camrose, and once established, grown through fundraising efforts by the HAC. The Trust/Foundation could be established once the granting program is underway and has achieved success. The allocated funds are intended to support on an annual basis, monies for grants for restoration and a smaller amount for a heritage designation plaque program, events, and education.



Fisherman in Camrose, ca. 1911  
Peel's Prairie Province PC3154

*Tax incentives were explored for this framework and were an important consideration during the public consultation portion of the project; however, are not feasible for the start-up of this program and may be revisited in the future.*

INCENTIVE	ELIGIBILITY	LEAD	MAXIMUM	DETAILS
Restoration Grant / Facade Improvement Grant	MHR owner (house, institution, commercial building owners, lessee)	HAC/City	"TBD Stack granting options available through Alberta Cultural Heritage"	<ul style="list-style-type: none"> <li>Offered annually - Deadline February 1st</li> <li>First come first serve</li> <li>Cash grant up to 50% of total project costs for restoration of Character-Defining Elements"</li> </ul>
Maintenance Grant	MHR owner (house, institution, commercial building owners, lessee)	HAC/City	Stack granting options available through Alberta Cultural Heritage	<ul style="list-style-type: none"> <li>Offered annually - Deadline February 1st</li> <li>First come first serve</li> <li>Cash grant up to 50% of total project costs for restoration of character-defining elements</li> </ul>
Planning & Zoning Relaxations	MHR Commercial Building owners	HAC/City	N/a	<ul style="list-style-type: none"> <li>Setbacks</li> <li>Parking relaxations</li> <li>Subdivision relaxations</li> <li>Non-conforming relaxations</li> <li>Non-standard issues for buildings</li> <li>Local Improvement Exemption – road maintenance</li> <li>City service relaxations</li> <li>Negotiated with owner and City</li> </ul>
Advice	Anyone	HAC/City	N/a	<ul style="list-style-type: none"> <li>Conservation courses</li> <li>Programs for heritage building owners</li> <li>SOS writing</li> <li>Grant writing</li> </ul>
Celebration	Anyone	HAC/City	TBD Stack granting options available through Alberta Cultural Heritage	<ul style="list-style-type: none"> <li>Plaque program</li> <li>Heritage Awards</li> </ul>

## DRAFT IMPLEMENTATION STRATEGY

YEAR	0-2	2-5	5-10
FUNDING	\$0	Amount to be determined for future heritage reserve fund from municipalities for grant program. Goal is to be offering grants by 2025.	Municipal contributions + Fundraising into Trust/Foundation for grant program
STAFFING	City and HAC	City and HAC	City and HAC
ACTIVITIES	<ul style="list-style-type: none"> <li>Discuss composition, funding and operations</li> <li>Develop technical assistance training for HAC and Staff</li> <li>Review and update LUB if required</li> <li>Develop framework for Advice and Celebrations for incentive program</li> </ul>	<ul style="list-style-type: none"> <li>Establish fund for heritage incentives</li> <li>Establish Camrose Heritage Trust or Foundation</li> <li>Begin marketing and update City website</li> <li>Provide communication on process for designation to public</li> <li>Launch incentive program</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising</li> <li>Administration and promotion of Trust/Foundation</li> <li>Awareness and education: programs, courses and tours</li> <li>Apply for provincial and federal grants to advance activities</li> </ul>
COLLABORATION	Council, City Staff, and HAC collaborate to determine exact funding and proposed activities and responsibilities	Work with City Staff and HAC to determine best delivery of awareness and education programs	Work with other heritage programs in area to coordinate programs and courses and to promote heritage attractions and tours





Main Street, 1914  
*Peel's Prairie Provinces PC3138*



## SUPPORTING DOCUMENTATION



Main Street looking north, ca. 1940  
*Peel's Prairie Provinces PC3135*

## APPENDIX A: PUBLIC CONSULTATION SUMMARY

### ONLINE SURVEY + OPEN HOUSE

An online survey to Camrose residents was posted on the City of Camrose website from November 9 to 20, 2020. A total of 180 individuals responded to the Survey. The results of the survey are presented below and are compiled the report. An Open House for the Heritage Management Plan is to be determined based on current restrictions with COVID-19.

#### 1. What do you think are the most important heritage characteristics of Camrose?

*Ranked in Order of Importance (Highest to Lowest):*

- Historic commercial main street (e.g. Downtown area)
- Existing heritage sites
- Established residential neighbourhoods
- Cultural landscapes

**Analysis:** Camrose residents value their collectively known historic sites – the intact historic downtown and known historic sites as a public touchstone and visual connection to the town’s history.

#### 2. What are the most important issues affecting heritage sites in Camrose?

*Ranked in Order of Importance (Highest to Lowest):*

- Inappropriate new development in historic neighbourhoods
- Economic viability and potential new uses for historic buildings
- The need for higher energy efficiency for heritage buildings
- Lack of incentives for heritage buildings

**Analysis:** Camrose residents are most concerned about inappropriate new development in historic neighbourhoods – an issue that is common for many established historic neighbourhoods in Alberta. Economic viability of historic buildings is also a concern. Having an accessible grant program for designated building owners will help owners to understand the value of rehabilitating historic buildings. Education targeting dispelling myths of heritage designation and basic conservation best practices will also help to quell concerns over economic viability and energy efficiency.

Inappropriate new development in historic resources was a pretty visible divide. Both ranking lowest in priority for some survey respondents, and highest for others. This very much aligns with the polarization that infill development usually creates.

### 3. What do you think are the most important ways to recognize the heritage of Camrose?

*Ranked in Order of Importance (Highest to Lowest):*

- Make heritage information available online
- Working with local indigenous community to identify significant sites
- Adding new sites to heritage inventory
- Links between heritage conservation and sustainability
- Links between heritage conservation and economic development
- Education on how to restore a building and available heritage trades
- Incentives for heritage conservation

Analysis: Camrose residents value access to information about heritage resources and the heritage program in the City first and foremost. Providing details about the heritage program on the City's website or through regular communication via social media and online will educate public about the full scope of the how heritage can benefit an individual and a community. Also of importance is building a relationship with indigenous groups in the community. This can be accomplished through collaborative special projects focused on indigenous history and associated cultural landscapes and/or adding sites to the Heritage Inventory if allowed by the indigenous groups.

### 4. What makes Camrose unique?

- Trail system, Valley, Mirror Lake, green space
- CN Station, Museum
- Historic Downtown
- Heritage homes and businesses
- Augustana campus
- Nordic heritage
- Safe community, smaller size, small town feel
- Well maintained

Analysis: Many of these buildings and sites are in the public realm – highlighting collectively shared histories. Cultural landscapes also ranked high by residents – which is an opportunity to further expand the interpretive and intangible heritage signage programs in the city.

### 5. What sites in Camrose should be preserved?

- Mirror Lake, Trails, River valley
- Historic Buildings
- Main Street / Downtown
- Museums
- Augustana area
- Charlie Killam school
- Jubilee Park

Analysis: Cultural landscapes and historic downtown are highly valued by Camrose residents, aligning with above questions.

6. What is your vision for heritage conservation in Camrose over the next 10 years?

- More incentives, tax incentives
- Save Main Street, Downtown and Augustana
- Downtown and the independent stores
- Building regulations for infill in older areas
- Better communication of plans
- Stop with heritage – modernize and bring in businesses, more youth engagements
- Flexible zoning
- Festivals recognizing heritage
- Restrictions on modern construction and apartments in heritage areas
- Education on restoration

Analysis: Results indicate it is important to Camrosians to protect and restore the most vital heritage resources, while providing opportunities for adaptable reuse.

7. Are you currently a resident of Camrose?

178 - Yes      2 - No

8. If resident, what neighbourhood do you live in?

Majority of neighbourhoods were represented, with largest submission from Augustana area (33 submissions).

9. Any additional comments

- Importance of partnership (with County, CRE, other groups)
- Start rebate for restorations
- Founders Square needs changing – relocate and expand.
- Include heritage of First Nations (contact Dr. Daniel Sims, First Nations Studies @ Univ of Northern B.C)
- Entice people to downtown, not just Main Street
- Previous winner of "Community in Bloom" – continue and enhance this project
- Re-capture the pride of community

10. Are you interested to be a volunteer member of the HAC?

8 respondents expressed interest as a volunteer member

11. Would you like to receive future information about this project?

48 respondents requested future information

Analysis: Good response for follow-up



Camrose, ca. 1910s  
*Prairietowns.com*



## APPENDIX B: COMPARATIVE COMMUNITIES

This appendix provides a summary of heritage programs in communities in western Canada and helped to guide the development of Camrose's Heritage Management Plan.

A number of other Western Canadian municipal heritage programs were reviewed to determine the different levels of municipal responses to heritage management, and effective models for the county's incentive program. This information was utilized to aid in the development of the proposed heritage program framework, and the heritage incentive program.

### CALGARY, ALBERTA

<https://www.calgary.ca/pda/pd/heritage-planning/heritage-planning-home.html>

- Population: 1,285,711 (2019 Census)
- Heritage Staff: 2 full time Heritage Planners
- Advisory Body: Heritage Calgary – civic body to Calgary's heritage program
- Tools: Municipal Heritage Designation; Inventory of Evaluated Historic Resources – online resource; Heritage Policies in Area Redevelopment Plans; Conservation Policy for MDP; Developed Areas Guidebook
- Incentives: Heritage Incentive Program (\$1.5 million per year): 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/Celebration:
  - » Heritage Walking Tours
  - » Calgary Heritage Initiative Society:
    - City-wide 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
    - key interests: awareness, networking, policy development; development watch; research
  - » Century Homes Calgary:
    - City-wide celebration commemorating homes constructed during Calgary's first building boom.
    - Owners and residents are invited to share details and stories about their house on lawn signs during Heritage Calgary week.
  - » Community Heritage Plaque Program
    - Heritage Calgary, 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
  - » Heritage Calgary 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

## DISTRICT OF NORTH VANCOUVER, BC

<https://www.dnv.org/property-development/preserving-our-heritage>

- Population: 82,000, (2019 Census)
- Heritage Staff: Part-time heritage planner
- Advisory Body: Heritage Advisory Committee (Est. 1978)
- Tools: Heritage Strategic Plan (2018); Heritage Inventory; Heritage Landscape Inventory (1995); Policies in Official Community Plan (2011); Heritage Procedure Bylaw (2012) – authorizes Chief Building Official to withhold issuance of permit or approval that would negatively affect heritage value of a building or structure and directs to bring matter to Council for consideration; Heritage Alteration Permit Procedure Bylaw
- Incentives: Maximum \$500 per grant with a budget of \$3,297 in 2017.
- Heritage Awareness/Celebration:
  - » North Shore Heritage (Est. 2005):
    - Promote awareness of heritage through events; provide information for residents; monitor and provide input to local government policy; act when buildings are threatened

## EDMONTON, ALBERTA

[https://www.edmonton.ca/city\\_government/edmonton\\_archives/historic-resources.aspx](https://www.edmonton.ca/city_government/edmonton_archives/historic-resources.aspx)

- Population: 970,000 (2019 Census)
- Heritage Staff: 3 full time
- Advisory Board: Heritage Resources Review Panel
- 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).
  - » 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. Resources are added to the Inventory and Register by the Heritage Resources Review Panel.

- » 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.

## LACOMBE, ALBERTA

<https://lacombe.ca/242/Heritage-Preservation-Program>

- Population: 13,000 (2016 Census)
- Heritage Staff: 1 part time plus administration support
- Advisory Body: Heritage Steering Committee
- Tools: Heritage Register; Heritage Inventory (updated in 2012); Heritage Survey (Updated 2010); Municipal Designation enabled; Heritage Management Plan (2013)
- Incentives: Grant program for Municipal Historic Resources
- Heritage Awareness: Lacombe Heritage Facebook Page; Lacombe & District Historical Society Lacombe Museum: Self guided walking tours; Homesteaders Series at the Blacksmith Shop Museum; Michener House Museum programs

## LETHBRIDGE, ALBERTA

<https://www.lethbridge.ca/Doing-Business/Planning-Development/Historic-Building-Preservation/Pages/default.aspx>

- Population: 101,000 (2019 Census)
- Heritage Staff: 1 part-time
- 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"); Lethbridge also has one of the only Indigenous-based land use planning frameworks in the country developed from the Traditional Knowledge and Use Assessment which identified traditional land use areas and policies to preserve and interpret.

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

### MEDICINE HAT, ALBERTA

<https://www.medicinehat.ca/government/departments/planning-development-services/our-community/heritage-resources>

- Population: 65,000 (2019 Census)
- Heritage Staff: 1 part time plus administration support
- 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; Historic Resources Inventory – online database of inventory sites is well presented; Municipal Designation enabled
- 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); Historic Resources Committee Centennial Certificates

### NANAIMO, BRITISH COLUMBIA

<https://www.nanaimo.ca/culture-environment/heritage>

- Population: 90,000 (2016 Census)
- Heritage Staff: 1 Heritage & Community Planner
- Advisory Body: Community Heritage Commission
- Tools: Heritage Register; Municipal heritage designations; Heritage Management Plan; Downtown Heritage Conservation Area; Heritage Building Design Guidelines
- Incentives: Heritage Façade Improvement Grant Program; Downtown Residential Tax Exemption Program
  - » The Downtown Residential Conversion Tax Exemption Program has two main goals one is to encourage new residential units; the other is to preserve heritage buildings in the Downtown Core.
  - » Façade Improvement Grant's (F.I.G.s) through the City's Heritage Façade Improvement Grant Program is coordinated and funded by the Downtown Nanaimo Partnership and the City of Nanaimo and is designed to encourage rehabilitation and enhancement of historic buildings, as well as to promote economic growth and investment in the Downtown Core. Grants cover up to 50% of external building improvement or conservation costs, to a maximum of \$10,000 per building face fronting on a street. The most common improvements completed under the program include awning upgrades, new signage, painting, and window conservation. In order to be eligible for a grant, the building must be recognized by the City as having historic value.
- Heritage Awareness: Virtual Heritage Tour (City website); walking tour brochures
  - » The Nanaimo Community Heritage Commission is a volunteer group, appointed by Nanaimo City Council, to provide advice and recommendations on issues associated with the protection and conservation of heritage buildings, sites and areas within the city.
  - » The virtual heritage walk compliments the City's existing on-line heritage building database and allows the viewer to explore the City's heritage buildings in a virtual setting. Produced by a local interactive immersion and 3D object imaging firm, the 360-degree image technology used in the virtual walk provides a unique and engaging introduction to Nanaimo and its heritage buildings.

## VICTORIA, BC

<https://www.victoria.ca/EN/main/residents/community-planning/heritage.html>

- Population: 85,000 (2020 Census)
- 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



Camrose Normal School, ca. 1916  
*Peel's Prairie Provinces PC12042*



## APPENDIX C: GLOSSARY

**Accessibility:** the facilitation of access and usability for people of all ages and abilities, and enhanced features, where appropriate, to facilitate ageing in place and to support people with mobility and/or sensory impairments.

**Character-Defining Elements:** the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained in order to preserve its heritage value.

**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. Reconstruction or reconstitution of a disappeared cultural resource is not considered conservation and is therefore not addressed in this document.

**Cultural Landscape:** any geographical area that has been modified, influenced, or given special cultural meaning by people [Standards & Guidelines].

**Heritage:** our legacy from the past, what we live with today, and what we pass on to future generations. Our cultural and natural heritage is both irreplaceable sources of life and inspiration. (United Nations Educational, Scientific and Cultural Organization [UNESCO])

**Heritage Inventory:** a growing list of sites that have been evaluated for heritage value by the Heritage Advisory Committee according to the Council-approved Heritage Inventory Evaluation Form

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

**Heritage Resource:** includes historic buildings, bridges, engineering works and other structures; cultural landscapes such as historic parks, gardens or streetscapes, culturally significant areas, indigenous traditional use areas and sites with archaeological or palaeological resources. These can be managed by municipal, provincial or federal authorities.

**Heritage Survey:** a listing and information about a municipality's historic resources. The survey is the first stage in the heritage management program in Alberta.

**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 Context:** a historic context statement 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. Each site should be considered in the context of the underlying historical influences that have shaped and continue to shape the area. A historic 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 sites, as well as interesting, rare or exceptional examples, can be identified and placed in context.

**Historic Place:** a structure, building, group of buildings, City, landscape, archaeological site or other place in Canada that has been formally recognized for its heritage value.

**Historic or Cultural Significance:** the historic, aesthetic, scientific, social or spiritual value of a place to past, present, or future generations.

**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.

**Intervention:** any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

**Maintenance:** routine, cyclical, non-destructive actions necessary to slow the deterioration of a historic place. It entails periodic inspection; routine, cyclical, non-destructive cleaning; minor repair and refinishing operations; replacement of damaged or deteriorated materials that are impractical to save.

**Minimal Intervention:** the approach that allows functional goals to be met with the least physical intervention.

**Municipal Historic Resource:** sites that are legally protected in compliance with the Alberta Historical Resources Act, which includes a designation Bylaw passed by City Council.

**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.

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

**Statement of Integrity (SOI):** a Statement of Integrity describes the current integrity of Character-defining Elements of a resource at the time the resource is evaluated for the Heritage Inventory. This document is included with the Statement of Significance and is a required document for inclusion on the Alberta Register of Historic Places.

**Statement of Significance (SOS):** 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.

## APPENDIX D: CITY OF CAMROSE FORMS + PROCESSES

### 1. HERITAGE INVENTORY EVALUATION FORM

This is an internal form to be used by the Heritage Advisory Committee when evaluating potential heritage sites for consideration of addition to the Heritage Inventory. Evaluation is based on a preliminary values-based assessment and architectural and contextual criterion. This form will be required prior to formally documenting a heritage resource through a Statement of Significance and ultimately inclusion on the City's Heritage Inventory.

### 2. CITY OF CAMROSE HERITAGE PROGRAM FORMS

This section includes all relevant forms and processes for the City of Camrose and includes the following:

#### 2.1 MUNICIPAL HISTORIC RESOURCE DESIGNATION GUIDELINES AND APPLICATION

This document provides the application form to owners to apply for Municipal Historic Resource designation as well as guidelines that explain heritage designation and the proposed incentive framework. The Application Form is to be filled out by the applicant seeking designation and is to be reviewed and signed off by the Planning and Development Services Manager. This appendix could be available via email or on the City website.

#### 2.2 DRAFT DESIGNATION BYLAW

This document provides a template for the Planning and Development Services Manager for designation of a historic site as a Municipal Historic Resource. A new Designation Bylaw is required for each site and is used to ensure that the designation is formalized by Council. This is an internal document for the City of Camrose.

#### 2.3 ALTERATION APPLICATION AND PERMIT

This document provides the Application Form and process required for when a Municipal Historic Resource owner seeks to undertake an alteration to their building. The form provides the Planning and Development Services Manager and the HAC with the information required to make a decision as to whether the alteration will be supported. This appendix could be available in electronic form via email or on the City of Camrose website.

#### 2.4 MAINTENANCE AGREEMENT

This appendix includes the process required by the City for maintenance of a resource as part of the Designation Bylaw process. This is an internal document for the Planning and Development Services Department.

#### 2.5 WAIVER AND COMPENSATION AGREEMENT

This appendix includes the process required by the City for compensation as part of the Designation Bylaw process. This is an internal document for the Planning and Development Services Department.

### 3. CITY OF CAMROSE HERITAGE PROGRAM PROCESSES

The appendix provides all internal processes for the City and HAC for the heritage program.

#### 3.1 INTERNAL PROCESS FOR MUNICIPAL HISTORIC RESOURCE DESIGNATION

This document provides guidance for staff, Council and the HAC on designating a historic resource in the City.

#### 3.2 BUILDING / DEVELOPMENT or DEMOLITION PERMIT PROCESS FOR HERITAGE ADVISORY COMMITTEE

This document outlines the process for MHR's rescinded by Council for demolition and how to formally document the building prior to demolition.

### 4. INFILL DESIGN GUIDELINES FOR HERITAGE NEIGHBOURHOODS

This document outlines infill guidelines for heritage neighbourhoods. Heritage area are triggered by the establishment of Heritage Character Areas and Heritage Streetscapes as part of the Municipal Development Plan update planned for 2022 and updates to the Land Use Bylaw and are enacted by the Alberta Historical Resources Act. A heritage area is defined as one that has a minimum of 25% retention of heritage buildings or a contiguous collection of heritage buildings along a streetscape. Infill guidelines help to define compatible guidelines for new construction that allows the historic resources to be preserved and flourish while allowing for new architectural expressions.

<p>EVALUATION FORM FOR INCLUSION ON CITY OF CAMROSE HERITAGE INVENTORY</p>
--

RESOURCE NAME:	
ADDRESS	
LEGAL ADDRESS	
ARCHITECT/BUILDER	
ORIGINAL OWNER	
DATE OF CONSTRUCTION	
ORIGINAL USE	

CURRENT PHOTO:	
DESCRIPTION	
COPYRIGHT	

--

## EVALUATION FORM FOR INCLUSION ON CITY OF CAMROSE HERITAGE INVENTORY

ARCHIVAL PHOTO:	
DESCRIPTION	
COPYRIGHT	

### CITY OF CAMROSE HISTORICAL THEMES (please select all that apply)

- ☐ Early History
- ☐ Homesteads and Settlement
- ☐ Civic Development
- ☐ Physical Evolution
- ☐ Railway Junction
- ☐ Farming
- ☐ Religious Development
- ☐ Educational Development
- ☐ Camrose and World War II
- ☐ Nordic Connection



EVALUATION FORM FOR INCLUSION ON CITY OF CAMROSE  
HERITAGE INVENTORY

SUMMARY OF RESEARCH

HISTORY

SOURCE

## EVALUATION FORM FOR INCLUSION ON CITY OF CAMROSE HERITAGE INVENTORY

Evaluation Criteria	Yes	No	Explanation
<b>1. Architecture</b> - 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"/>	
<b>2. Context: Neighbourhood/Landscape</b> - Is the site historically significant in the development of the particular neighbourhood? - Does the site reflect a significant theme of development in Camrose from the Camrose Historic Context Paper (2011)? - 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"/>	
<b>3. Person/Event</b> - 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"/>	
<b>4. Contemporary Compatibility/Usability</b> - Does the site maintain its original 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"/>	
<b>5. Additions/Alterations/Condition</b> - Does the site maintain a high degree of its original integrity (original materiality)? - If site has been altered, are the alterations compatible with and distinguishable from the original building/site? - Is the site in fair structural condition?	<input type="checkbox"/>	<input type="checkbox"/>	

## EVALUATION FORM FOR INCLUSION ON CITY OF CAMROSE 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 City of Camrose Heritage Inventory, based on the above criteria?

☐ Yes ☐ No

Date Evaluated by Heritage Advisory Committee

Date Approved by Heritage Advisory Committee



# CITY OF CAMROSE MUNICIPAL HISTORIC RESOURCE DESIGNATION APPLICATION AND GUIDELINES



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The City of Camrose has a heritage management program to identify, evaluate and manage significant historic sites in the community. Within this program, historic sites are identified and documented in a *Heritage Survey* by the *Heritage Advisory Committee (HAC)*, an advisory board to Council on heritage related matters in the City. Sites from the *Heritage Survey* that have high heritage value and architectural significance are evaluated by the HAC and added to a *Heritage Inventory*. *Heritage Inventory* properties are eligible to apply to be legally designated as a *Municipal Historic Resource*.

A property owner can volunteer to have their property designated as a *Municipal Historic Resource* and listed on the City of Camrose's *Heritage Register*. Historic resources are eligible for designation if they are included on the City of Camrose'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 Camrose 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 the long-term preservation of historic resources in a community. Designation is passed through bylaw by Council and registered on the property's title at the Alberta Land Titles Office in accordance with the *Alberta Historical Resources Act*. Designated sites are required to retain and conserve key historic elements and materials as identified in a property's *Statement of Significance*. A designation bylaw may only be removed through a rescinding bylaw passed by Council.

**Benefits of Becoming a Municipal Historic Resource:** Properties on the City of Camrose's *Heritage Register* are eligible for incentives offered by the *Alberta Historical Resources Foundation*:

- Heritage Resource Conservation funding (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 Planning and Development Services Department at the City of Camrose. The application will be thoroughly reviewed by the City, the Heritage Advisory Committee and Council. There is no cost to the applicant for the designation application process.

**The Designation Process:** If the application is approved by Council, 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* or *in negotiation with the City*). The application and a draft Designation Bylaw are forwarded to 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, Council may pass the Designation Bylaw after third reading and the property is officially designated as a Municipal Historic Resource.

Municipal Historic Resources are encouraged to use *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 <https://www.historicplaces.ca/en/pages/standards-normes.aspx>.

**Alteration of a Municipal Historic Resource:** It is understood that historic resources may require updating from time to time. *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 Planning and Development Services Department and the HAC. Property owners must submit an *Alteration Permit* (available at the City office or on the City website) to the Planning and Development Services Department prior to undertaking any exterior renovations. It is not permitted to demolish a Municipal Historic Resource.

**Please direct any inquiries to:**

*Planning and Development Services Department*  
City of Camrose  
780-672-4428

## APPLICATION FOR DESIGNATION AS A MUNICIPAL HISTORIC RESOURCE

For more information contact:

*Planning and Development Services Department*  
City of Camrose  
780-672-4428



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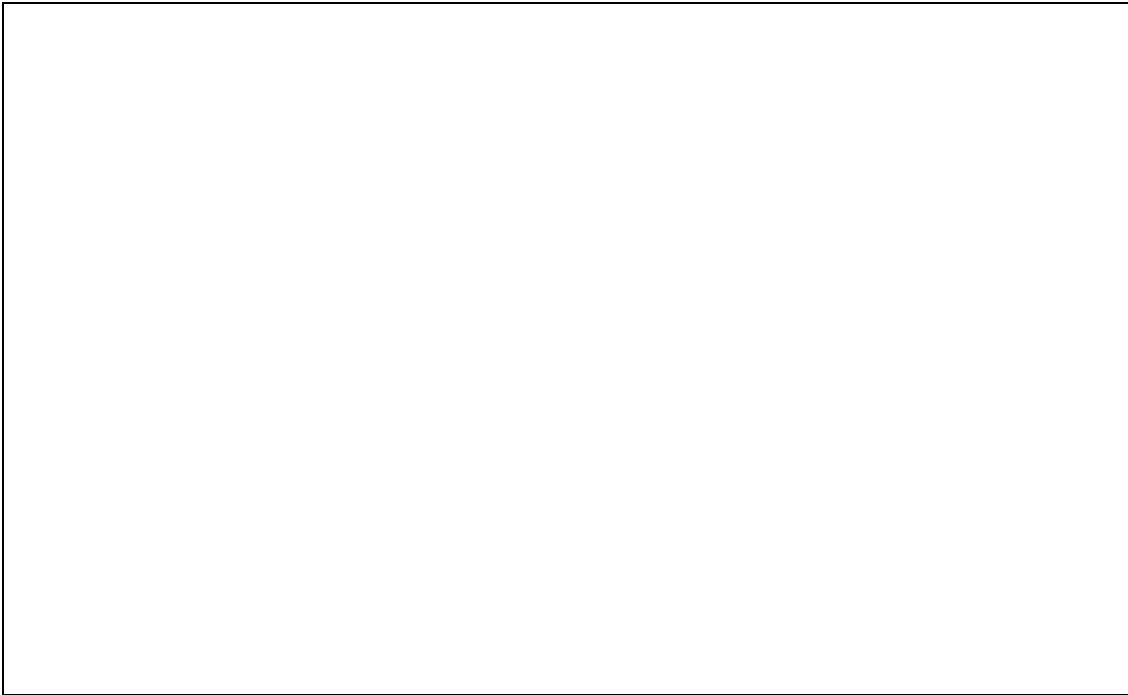
Name of Resource:
Historic Name of Resource (if known):
Address:
Date of Construction:
Architect (if known):
Name of Property Owner/Applicant:
Mailing Address:
Home Phone Number:
Cell Number:
Email:

Signature of Registered Owners	Date:
Signature of Planning and Development Services Manager	Date:

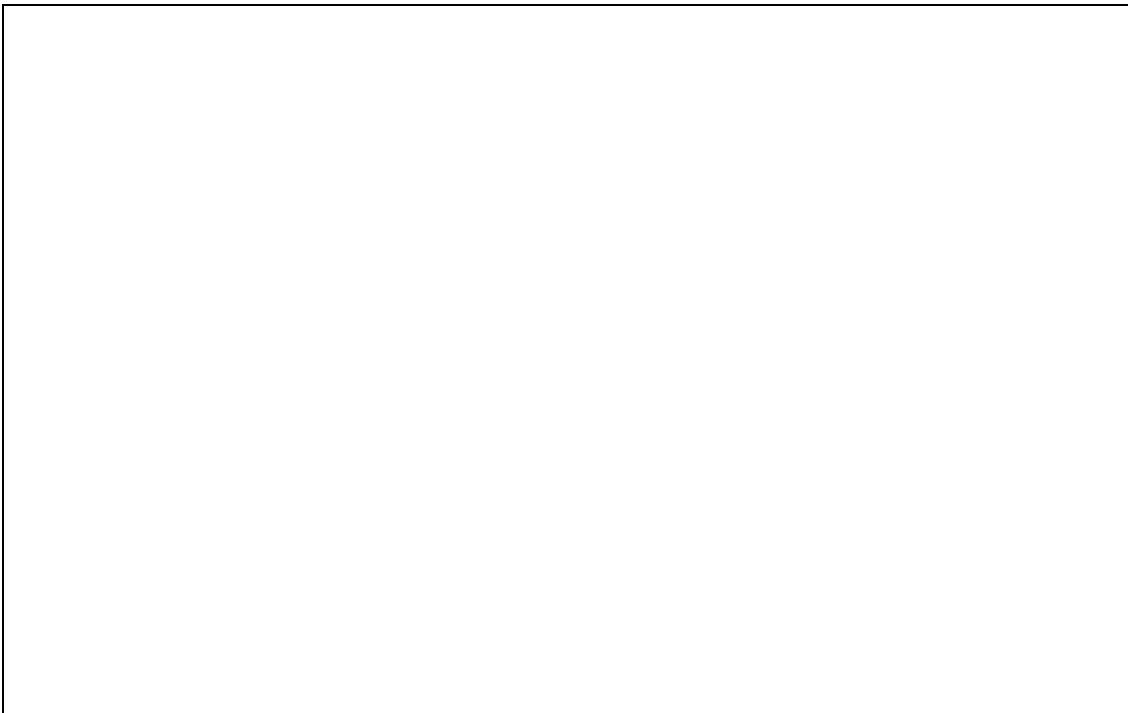


Property Information

Current Photograph of site



Historic Photograph (if available)



Description and Date of any substantial additions or renovations

Description of Proposed or Future renovations, additions or alterations

Copy of **Statement of Significance** (attach at end of this application)

# CITY OF CAMROSE

## HERITAGE ALTERATION PERMIT

### APPLICATION AND GUIDELINES

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A site legally designated as a Municipal Historic Resource must submit a Heritage Alteration Permit to the Planning and Development Services Department to ensure regulated elements are not destroyed or removed. Planning and Development will not approve any alterations that do not follow the *Standards and Guidelines for the Conservation of Historic Places in Canada*. The application and any plans will be reviewed by the Planning and Development Services Manager and the Heritage Advisory Committee.

Municipal Historic Resources are encouraged to use *Standards & Guidelines for the Conservation of Historic Places in Canada* as a guide for the conservation of regulated as defined by the property's Designation Bylaw. This publication is available online at [Standards and Guidelines for the Conservation of Historic Places in Canada](#).

**Please direct any inquiries to:**

*Planning and Development Services*

City of Camrose

780-672-4428

## APPLICATION FOR HERITAGE ALTERATION PERMIT

For more information contact:

*Planning and Development Services*

City of Camrose

780-672-4428



DATE OF APPLICATION		BYLAW NO.	
SITE ADDRESS			
LEGAL DESCRIPTION			
ZONING			

APPLICANT CONTACT INFORMATION		
APPLICANT (Key Contact)	NAME:	PHONE:
	ADDRESS:	CELL:
	EMAIL:	
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)

REGULATED ELEMENTS IMPACTED:	
---------------------------------	--

APPLICATION CHECKLIST (IF APPLICABLE)	
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 Owners

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Planning and Development  
Services Manager

Date

\_\_\_\_\_

\_\_\_\_\_



# HERITAGE MAINTENANCE AGREEMENT



THIS AGREEMENT made in triplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN:

[NAME OF OWNER]

(hereinafter referred to as the "Owner")

OF THE FIRST PART

-and-

CITY OF CAMROSE

OF THE SECOND PART

WHEREAS [Owner] is the registered owner of the property known municipally as [Address];

AND WHEREAS City of Camrose Council passed By-law No. [number];

AND WHEREAS the Owner has applied to participate in the Program, which requires the Owner to enter into a Maintenance Agreement (the "Agreement").

## 1.0 GENERAL PROVISIONS

1.1 This Agreement shall apply to and be binding upon the property known municipally as [address] (the "subject lands").

1.2 The Agreement and every provision herein contained shall be to the benefit of and be binding upon the parties hereto and their respective representatives, heirs, executors, administrators, successors, and assigns, as the case may be.

1.3 This Agreement shall remain in force and effect until repealed by Council. In the event that the participation of the Owner in the Program lapses, it is the responsibility of the Owner to provide a written request to repeal this Agreement.

## **2.0 PRESERVATION, MAINTENANCE AND REPAIR**

2.1 The Owner agrees to preserve, maintain and repair, at all times, the subject lands, including any designated architectural features as set out in Bylaw No. [number].

2.2 The Owner agrees to repair and maintain the designated structure(s) in as good and sound a state of repair as a prudent owner would normally do, so that no deterioration in the condition and appearance of the designated structure determined as of the date of this Agreement shall take place.

2.3 The Owner agrees not to alter, remove, change in any manner, or do any act to the subject lands, including but not limited to the designated structure, which detracts from or is inconsistent with any provision of Bylaw No. [number].

2.4 The Owner agrees not to proceed with any demolition of or construction to the subject lands, including but not limited to, the designated structure without the express prior written consent of the City.

2.5 The Owner shall notify the City immediately of any damage or destruction to the regulated elements of the designated structure on the subject land. The Owner agrees to repair, renovate or reconstruct any designated structure if damaged or destroyed and to do so in accordance with plans that have been approved by the City. The Owner agrees to take all reasonable measures to secure and protect any designated structure from vandalism, fire and damage from weather.

2.6 The Owner agrees to permit the City or its representatives to enter onto the property at a reasonable time and with 24 hours notice to conduct inspections of the building to ensure compliance with the terms of this agreement.

## **3.0 NON LIABILITY OF THE CITY OF CAMROSE**

3.1 The City shall not be held liable for any damage to the designated structure located on the subject lands that may result from maintenance and preservation works performed under this Agreement.

[Description of what is to be conserved – from Bylaw].

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

\_\_\_\_\_  
[Owner]

\_\_\_\_\_  
[Date]

City of Camrose

\_\_\_\_\_  
[Planning and Development Services Manager]

\_\_\_\_\_  
[Date]

# MUNICIPAL HERITAGE DESIGNATION COMPENSATION WAIVER



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I/We \_\_\_\_\_ being the registered owner(s) of the  
property located at \_\_\_\_\_ in the City of  
Camrose and being legally described as:

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(hereafter the "Property")

acknowledge and agree that I/we voluntarily offered the Property as a Municipal Historic Resource pursuant to City of Camrose Bylaw No. [number], under Section 26 of the *Historical Resources Act*, Revised Statutes of Alberta 2000, c. H-9, as amended without expectation of compensation of any kind from the City of Camrose.

For greater certainty, I/we hereby agree that I/we will not make an application to the City of Camrose for compensation under Sections 639 and 640 of the *Municipal Government Act*, or otherwise, for any reduction in market value of the Property which might arise from such designation and do hereby expressly waive any right or entitlement to such compensation in any form or amount which I/we might have.

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[Owner]

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[Date]

## INTERNAL PROCESS FOR MUNICIPAL HISTORIC RESOURCE DESIGNATION

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The role of the Heritage Advisory Committee (HAC) in the heritage designation process is to review the Municipal Historic Resource Applications, liaison with the Planning and Development Department on designation applications, and provide support to Municipal Historic Resource property owners.

1. The HAC or Planning and Development receives notice from a property owner that an application for designation will be submitted. Either party may assist the owner in acquiring the Statement of Significance as a requirement for the Municipal Historic Resource Application.
2. After submission of the Municipal Historic Resource Application to Planning and Development, the application is forwarded to the HAC for review. The HAC may invite the applicant to a meeting to answer any questions and discuss the designation process.
3. The HAC, with Planning and Development, tours the applicant's property to review the condition of the property and Character Defining Elements as outlined in the property's Statement of Significance. Photographs of the property are acquired at this point.
4. If the property is approved for consideration of designation by Planning and Development and the HAC, a recommendation is made from HAC to Council to support the application.
5. If Council supports the application, a draft Designation Bylaw is prepared by Planning and Development. The Planning and Development staff photograph elements to be regulated.
6. After the Draft Bylaw is submitted to Council, Council issues a Notice of Intent to Designate and is delivered to the property owner.
7. Planning and Development advertises the Notice of Intent to Designate in the local newspaper.
8. After the allotted 60-day period, Council may approve the designation bylaw after third reading.

9. The Bylaw is forwarded to the Alberta Land Titles office to be registered on title and to Alberta Cultural Heritage Department for listing on the Alberta Register of Historic Places.
10. The HAC is then responsible to review and sign off any future Development or Alteration Permits submitted by the owner.



## DEVELOPMENT / DEMOLITION PERMIT PROCESS FOR HERITAGE ADVISORY COMMITTEE

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Any Development or Demolition Permit applications for Municipal Historic Resources will be passed on to the Heritage Advisory Committee for comments after review by Planning and Development.

1. DEVELOPMENT PERMITS – Heritage Alteration Permits will need to accompany any Development or Building Permit application. The HAC are to review and make recommendations to Planning and Development staff.
2. DEMOLITION PERMITS - Upon receipt of the Demolition Permit application, Planning and Development staff will request from the applicant, a review period of 30 days to allow the municipality to work with the applicant to encourage preservation and provide options for the conservation and retention of regulated elements as stated in the site's Designation Bylaw.
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 Council
4. The HAC reviews the application and forwards comments to Planning and Development.
5. A property to be demolished shall be documented by the HAC with interior and exterior digital photographs (Raw format – minimum of 5MB and 300dpi) as per below: All regulated elements – interior and exterior
  - All elevations
  - Context images of house in relation to streetscape
  - Pertinent landscape and accessory buildings.Each digital photo is to be labeled as to element and/or cardinal direction and submitted to Planning and Development staff:

# BUILDING / DEVELOPMENT or DEMOLITION PERMIT PROCESS FOR HERITAGE ADVISORY COMMITTEE

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Any Building/Development or Demolition Permit applications for Municipal Historic Resources will be passed on to the Heritage Advisory Committee for comments after review by Planning and Development.

1. DEVELOPMENT/BUILDING PERMITS – Heritage Alteration Permits will need to accompany any Development or Building Permit application. The HAC are to review and make recommendations to Planning and Development staff.
2. DEMOLITION PERMITS - Upon receipt of the Demolition Permit application, Planning and Development staff will request from the applicant, a review period of 30 days to allow the municipality to work with the applicant to encourage preservation and provide options for the conservation and retention of regulated elements as stated in the site's Designation Bylaw.
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 Council
4. The HAC reviews the application and forwards comments to Planning and Development.
5. A property to be demolished shall be documented by the HAC with interior and exterior digital photographs (Raw format – minimum of 5MB and 300dpi) as per below:
  - All regulated elements – interior and exterior
  - All elevations
  - Context images of house in relation to streetscape
  - Pertinent landscape and accessory buildings.

Each digital photo is to be labeled as to element and/or cardinal direction and submitted to Planning and Development staff.