



MUNICIPAL HERITAGE MANAGEMENT PLAN



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2016



Municipal Heritage
Partnership Program



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Acknowledgements



The Yellowhead County Municipal Heritage Management Plan was produced with forms that, as a whole, enabled the realization of a process that will ensure the identification, protection, and conservation of historic places throughout the region.

We are grateful for the financial support the Alberta Historical Resources Foundation provided in the form of a matching grant to complete this plan. Their investment gave stimulus to develop the policies, procedures, and templates that will drive future historic site identifications through to designation, and appropriate historic site interventions that will protect the site's significance and integrity.

This Heritage Management Plan would not have developed without the vision and commitment of former Director of Community Services, Debbie Charest, the Yellowhead County's Heritage Advisory Board and Yellowhead County administration. The board members provided strong direction and input, and participated in work sessions that ensured an all-encompassing management plan. The board members are:

- ❖ Jack Williams (Councillor)
- ❖ Marshall (Marsh) Hoke (HAB Chairperson)
- ❖ Pat Prodaniuk
- ❖ Brian Broughton
- ❖ Gary Conger (Board member until October 2015)
- ❖ Nina Kencis (Board member since October 2015)



Several individuals participated in a Heritage Management Plan work session to help focus concerns and future requirements for the County as a whole. The participants were:

- ❖ John Rosadiuk (Tipple Park Museum)
- ❖ Elaine Garraway (Hattonford Cemetery)
- ❖ Kathy Rosadiuk (Tipple Park Museum)
- ❖ Cindy LeClercq, (Hinton Historical Society)
- ❖ Stephan Felsing (Communications Coordinator)
- ❖ Perry Hayward (Black Cat Ranch)
- ❖ Jan Karasek (Planning & Development)
- ❖ Lucy Robinson



The Yellowhead County Municipal Heritage Management Plan was presented to the public at Open Houses held in Evansburg, Edson and Hinton prior to presentation to Council.

Yellowhead County administration staff were also instrumental in ensuring all concerns and details were addressed in the development of the Municipal Heritage Management Plan, and assisting Community Design Strategies Inc. with logistics and preparations for board meetings and Open Houses.



“YELLOWHEAD COUNTY HAS MANY EXAMPLES OF HALF-BAKED SCHEMES AND BUSTED DREAMS.”

Marsh Hoke



Executive Summary

The Yellowhead County Municipal Heritage Management Plan is a comprehensive, enabling document that summarizes the entire process of protecting historic resources throughout the region. It consists of enabling legislation; detailed procedures; a policy framework to monitor the process; as well as tools, templates, and information handouts to ensure that responsible conservation is implemented. The Heritage Management Plan is meant to provide clarity and guidance for Council, the Heritage Advisory Board, County Administration, building owners and the general public, in order to identify and preserve historic resources in Yellowhead County.

The Yellowhead County Municipal Heritage Management Plan also encourages the engagement of the broader community. This will lead to the public having a better understanding of the County's heritage, potential partnerships, various incentives, and public awareness and education opportunities.

The overall structure of the Municipal Heritage Management Plan is comprised of ten sections, five of which represent the central focus of heritage management:

- ❖ Heritage Management Process
- ❖ Heritage Survey
- ❖ Heritage Inventory
- ❖ Heritage Designation
- ❖ Conservation Strategies and Incentives

Recommendations provided in section ten focus on the four strategic planning areas identified at the beginning of plan development that utilizes strengths, weaknesses, opportunities and strengths to arrive at various objectives and goals to embrace a clear vision for the future of heritage conservation, management, and education in Yellowhead County.

- ❖ Heritage Planning
- ❖ Heritage Incentives
- ❖ Heritage Awareness and Education
- ❖ Heritage Partnerships

The Appendix contains template forms to enable the implementation, administration, and management of the process for site identification, heritage surveys, the heritage inventory, Statements of Significance, Waiver of Compensation, Notice of Intention, the Designation Bylaw, and heritage site interventions. The Appendix also includes information handouts that provide answers to commonly asked questions regarding the designation of a historic site, the benefits of heritage designation, the process of heritage designation, and why it is important to preserve heritage buildings.

Overall, the implementation of this Heritage Management Plan will lead to long-term conservation of the County's significant heritage resources, and the development of an effective Municipal Heritage Management Program that consistently undertakes annual monitoring, updates, and implementation review.

Definitions

Alberta Historical Resources Foundation (AHRF)

Alberta's primary window for heritage conservation funding. The foundation provides financial and technical assistance to individuals and organizations for initiatives that preserve and interpret Alberta's heritage through a variety of cost-sharing grants.

Alberta Register of Historic Places

This program is responsible for identifying, evaluating and designating Provincial Historic Resources, updating and maintaining the Register, and submitting eligible sites for listing on the Canadian Register of Historic Places.

Canadian Register of Historic Places (CRHP)

The pan-Canadian list of historic places of local, provincial, territorial and national significance. The CRHP is administered by the Government of Canada, in collaboration with provincial and territorial governments.

Character-Defining Elements

The materials, forms, location, spatial configurations, uses, and cultural associations or meaning that contribute to the heritage value of an historic place, which must be retained 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.

Cultural Landscape

Any geographical area that has been modified, influenced, or given special cultural meaning by people:

- Designed cultural landscapes were intentionally created by human beings;
- Organically evolved cultural landscapes developed in response to social, economic, administrative or religious forces interacting with the natural environment. They fall into two sub-categories:
 - » Relict landscapes in which an evolutionary process came to an end. Its significant distinguishing features are, however, still visible in material form.
 - » Continuing landscapes in which the evolutionary process is still in progress. They exhibit significant material evidence of their evolution over time.
- Associative cultural landscapes are distinguished by the power of their spiritual, artistic or cultural associations, rather than their surviving material evidence.

Designation Bylaw

A bylaw passed by Council designating a historic resource as a Municipal Historic Resource. A Designation Bylaw must include the legal description of the property that is to be designated and a declaration that the property is being designated as a Municipal Historic Resource pursuant to the *Alberta Historical Resources Act*.

Heritage

The term “heritage” is a broad term that refers to all that is inherited from the past. It therefore includes the built environment, builds and works of the past, site of historic events, historic skills, behaviours, and patterns of life. A community’s heritage encompasses its entire environmental inheritance.

Heritage Resource Intervention Permit

A Heritage Resource Intervention Permit is required when interventions are proposed to a building or site that has been designated as a Municipal Historic Resource. Interventions include, but are not limited to, construction, additions, alterations, demolition, cosmetic changes and signage.

Heritage Survey

A heritage survey gathers and records information associated with the physical remains of the past to identify, document and understand the potential historic resources in a community. A heritage survey lays the foundation for continued heritage protection, promotes public awareness and fosters grassroots support for heritage preservation, and offers municipalities a planning tool for managing and preserving historic sites.

Heritage Value

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

Historic District

A historic district or conservation area denotes a neighbourhood unified by an architectural style and/or historical development.

Historic Place

A structure, building, group of buildings, district, landscape, archaeological site or other place in Yellowhead County that has been formally recognized for its heritage value.

Historic Resource

A historic resource is any work of nature or humans that is primarily of value for its paleontological, archeological, prehistoric, historic, cultural, natural, scientific or aesthetic interest, including, but not limited to, a paleontological, archeological, prehistoric, historic or natural site, structure, or object.

Historic Site

A historic site is any site that includes, or is comprised of, a historic resource of immovable nature or that cannot be disassociated from its context without destroying some or all of its value as a historic resource.

Historical Resources Act

Originally passed into law as the Alberta Heritage Act in 1973, and revised as the *Historical Resources Act* in 2010, the Act is the legislation that, among other things, empowers municipal governments to designate historic resources or areas.

Integrity

The ability of a historic resource to convey its significance. A building or structure, together with its site, should retain a large part of its integrity, its relation to its earlier state, and in the maintenance of its original or early materials and craftsmanship.

Interpretation

This is any communication process designed to reveal the characteristics, meanings and relationships of a community's built heritage, to the public through reference to objects, artifacts, landscapes, structures or persons.

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 an 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.

Monitoring

The systematic and regular inspection or measurement of the condition of the materials and elements of a historic place to determine their behavior, performance, and rate of deterioration over time.

Municipal Heritage Inventory

List of historic sites that have been formally researched and evaluated, are known to be of potential architectural and/or historical significance, and hold Statements of Significance.

Municipal Historic Resource

A Municipal Historic Resource is a historic resource that is designated by bylaw and protected from unsympathetic alteration or destruction pursuant to the condition of the Alberta *Historical Resources Act*.

Notice of Intention to Designate

A Notice of Intention to Designate is a motion passed by Council stipulating that a written notice of intention to designate a historic resource as a Municipal Historic Resource shall be served on the owner of the said resource. The Notice shall contain the legal description of the property and a declaration stating Council's intention to designate the property as a Municipal Historic Resource pursuant to the Alberta *Historical Resources Act*.

Preservation

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

Provincial Historic Resource

A resource that has been designated by ministerial order, according to the terms set out in the Alberta *Historical Resources Act*.

Reconstruction

The process of recreating the exact form and detail of a vanished resource or major part thereof.

Rehabilitation

The action or process of making possible a continuing or compatible contemporary use of a historic place or an individual component, while protecting its heritage value.

Renovation

A generic term used to describe various levels of intervention, including remodeling, recycling, and rehabilitation. It refers to the improvement of existing buildings and neighbourhoods.

Restoration

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

Revitalization

A term that describes the process of organizational, economic, social, physical, and cultural redevelopment or regeneration of an area or street.

Statement of Significance (SoS)

A Statement that identifies the description, heritage value, and character-defining elements of a historic place. A Statement of Significance is required in order for an historic place to be listed on the Yellowhead County Municipal Heritage Inventory.

Yellowhead County Municipal Heritage Inventory

The Yellowhead County Municipal Heritage Inventory is a list of historic assets within Yellowhead County, including the hamlets of Brule, Cadomin, Evansburg, Marlboro, Niton Junction, Peers, Robb and Wildwood, that have met all evaluation criteria for significance and integrity and have a Statement of Significance.

Yellowhead County Municipal Register of Historic Places

The Yellowhead County Municipal Register of Historic Places is a register of Designated Historic Resources within Yellowhead County, including the hamlets of Brule, Cadomin, Evansburg, Marlboro, Niton Junction, Peers, Robb, and Wildwood.

Some Facts to Consider

- The majority of buildings are demolished before they are 30 years old.
- Over 35% of buildings are demolished due to area redevelopment, which can be attributed to a lack of effective planning.
- Over 22% of buildings are demolished due to buildings being no longer suitable for the required needs, which can be attributed to a lack of imagination in adaptive reuse ideas.
- If such buildings were refurbished for new uses, Canada's waste stream could be reduced by approximate 6%.
- In 2000, 12% of Canada's waste disposal was from construction and demolition sources.
- Depending on methodology, region and year of assessment, estimates of construction and demolition waste in Canada range from 10-33%, with a conservative estimate of about 20%.
- When a heritage site is demolished, the stored embodied energy goes to waste.

Embodied energy is the energy used in the life cycle of a building, and includes:

- Initial energy to acquire, process, manufacture and transport building materials and construct the building;
- Recurring energy to maintain and repair the building;
- Operating energy to heat, cool, ventilate and light the building; and
- Demolition energy to demolish and dispose of the building.

1. Introduction

1.1 A New Framework for Heritage Management

A Heritage Management Plan (HMP) is a guide that will help Yellowhead County be a responsible steward of its historic places. It is a tool that provides guidance and direction in order to identify, preserve, and protect important historic resources with appropriate heritage planning and conservation practices.

The development of the Yellowhead Heritage Management Plan is based on six underlying principles. The principles are:

- ❖ process and product oriented;
- ❖ focused on a “values-based” approach;
- ❖ based on public engagement;
- ❖ clear that it is not possible or desirable to conserve everything;
- ❖ an integral part of overall community planning systems; and
- ❖ an open-ended cyclical process.

The Goal of the Heritage Management Plan

The goal of this Heritage Management Plan is to define the conservation decision-making process. The *Standards and Guidelines for the Conservation of Historic Places in Canada* states that conservation activities can be seen as a sequence of actions:

- ❖ **Understanding** the historic place
- ❖ **Planning** for its conservation
- ❖ **Intervening** through projects or maintenance

This HMP provides a framework for the Yellowhead County Council, County Administration, the Heritage Advisory Board, the Heritage Coordinator, stakeholder groups, owners of historic places, and the general public for a consistent and comprehensive approach to heritage management in Yellowhead County.

The Structure of the Heritage Management Plan

The Yellowhead County HMP consists of eight primary components:

- ❖ An introduction to heritage management and historic places;
- ❖ A review of the current context and heritage conservation framework in Yellowhead County;
- ❖ A review of the Heritage Management Plan work session outcome;
- ❖ An overview of the current national, provincial, and municipal framework related to heritage management;
- ❖ Procedural and policy guidelines for the management of heritage resources in Yellowhead County as they apply to the Heritage Management Plan, Survey, Inventory and Designation process;
- ❖ Conservation strategies and municipal incentives related to the protection of historic places;

“IN YELLOWHEAD COUNTY, EVERY HOME IS A MOBILE HOME. THAT IS, MANY BUILDINGS IN YELLOWHEAD COUNTY HAVE BEEN MOVED AND REPURPOSED AS POSITIVE EXAMPLES OF THE FRUGAL CONSERVATIONIST ETHIC THAT HAS BEEN PREVALENT IN THE COUNTY THROUGHOUT ITS HISTORY.”

Marsh Hoke

- ❖ Recommendations describing potential initiatives, incentives, and strategies to assist in heritage conservation activities; and,
- ❖ Template forms to easily proceed through the Heritage Management Plan’s Survey, Inventory, and Designation process, including bylaw development, and historic resource intervention permit process.

The structure of the plan provides a clear process of procedures and policies, along with supportive information with the tools and templates needed to achieve designation and protect historic places in Yellowhead County.

The Benefits of the Heritage Management Plan

There are several benefits to having a Heritage Management Plan in place. The Plan outlines agreed approaches and actions to conserve historical resources in Yellowhead County. The HMP is a clear system for monitoring, reviewing, evaluating, designating, and protecting historic resources in region. It provides a clear framework for designation applications, and provides a common understanding between such stakeholders as County Council, Administration, the Heritage Advisory Board, the Heritage Coordinator, owners of historic places, and the general public.

The Heritage Management Plan also embraces the four pillar model of sustainability where economic health, social equity and cultural vitality are all considerations that are in balance with community well-being. Heritage conservation is an integral part of community sustainability, and the first guideline of sustainability is – use what already exists. Thus, when considering the benefits of heritage conservation in a community, one can quickly see that there are many benefits in each of the four pillars of sustainability.

Heritage Conservation and Sustainability

Heritage conservation is an integral part of community sustainability. Communities across Canada are embracing the four-pillar model of sustainability. The National Trust for Canada states the maintaining heritage buildings supports the four pillars of sustainability, which are cultural vitality,



economic health, environmental responsibility, and social equity. The first guideline of sustainability is – use what already exists. When considering the benefits of heritage conservation in a community or region, such benefits extend across the four pillars of sustainability.

Sustainable Community Development

- Heritage tourism is anchored by historic buildings. They connect us to our past and are important resources that link generations, young and old, to enhance education and citizenship.
- Conserving heritage buildings connects us to our past and strengthens our sense of community.
- Travelers seek heritage experiences in Canada that offer an experience, provides new knowledge and authenticity.
- Conservation is more labour intensive than new construction, which focuses on assembling new materials often trucked great distances.
- Several major government studies verify the labour component of renovation is 1.7 to 2.0 times that of new construction. Thus, it creates two to five times as many jobs as new building construction.
- Uses less energy and creates less waste than new construction. The energy required to erect a new building is roughly equivalent to the energy required to operate it for 40 years. Demolishing an average-size 1935 house and replacing it with a new house in 1975 required the energy equivalent to more than 1,600 gallons of gasoline.
- Rehabilitation retains dollars in the community and supports the development of skilled building trades.
- Older buildings are typically located in older neighbourhoods, which are compact and walkable, thus they encourage the enhancement of existing neighborhoods and infrastructure rather than decay, urban sprawl and increased infrastructure costs.
- Study indicated 16% of all landfill waste was from the construction industry, and good portion due to demolition.

Economic Prosperity

The economic health of either a community or region is substantially bolstered through heritage conservation. It creates growth in employment in the restoration industry in skilled labour, professional markets, product manufacturing, local sales in construction materials and equipment rental. The municipality benefits from increased property taxes and other revenues such as permit fees. What was once a vacant building and a liability to the municipality is now being used and contributing to the local tax base.

Cultural Vitality

Heritage conservation promotes architectural diversity in the community and therefore offers unique places and spaces for artists, artisans, and cultural groups to use. It supports arts and culture as an element of everyday life in the community. In turn, this encourages new cultural growth and the opportunity for these heritage places to become focal points for community social events, education and interpretive opportunities, and tourism attractions.

Social Equity

Heritage conservation provides an abundance of opportunity for public services and volunteerism, fosters a sense of place and pride in the community, and improves social responsibility in all ages. It facilitates neighbourhood diversity of both people and properties, promotes mixed-use developments in urban centres, and enhances the quality of life for citizens by creating safe and environmentally conscious living spaces that demonstrate pride of ownership and respect for traditional values. When a community fosters a healthy historic environment, historic buildings are being used in a variety of ways, thus making them relevant to all sectors of the public.

Environmental Sustainability

Heritage conservation contributes greatly to environmental sustainability by promoting the reuse of existing resources through the rehabilitation of building materials. It encourages the re-use and re-development of an existing, and perhaps vacant, building for either a similar or entirely different use.

1.2 The Value of Historic Places

The spirit and character of Yellowhead County is largely defined by its unique history and historic fabric. Throughout the region, historic places tell the story of the land, the people, and the evolution of its communities. Such places showcase the region's historic time-line and demonstrate the places where its families have lived, worked, survived and developed, thus enabling County residents to better understand the history of their communities, of the region's ancestry, and the diverse ethnic backgrounds that created a mosaic of culture that defines Yellowhead County as it exists today.

Open House Feedback

What Do You Value Most About Yellowhead County's Heritage?

- » Testimony to early settler's courage and determination to build a new life.
- » History of the area.
- » We are history in the making.
- » The sense of belonging it creates.
- » Save it now. Later is not an option.
- » The stories of the early homesteads and people.
- » Hearing the stories.
- » The diversity from east to west, and the stories.
- » Once a heritage site, always a heritage site.

Historic places are valued for their association with the past, and possible connection to:

- ❖ Significant themes, activities, cultural practices or events;
- ❖ Significant persons in the community;
- ❖ Significant institutions in the County;
- ❖ Significant buildings or sites that embody distinctive characters of style of architecture, craftsmanship, or represent high artistic value in the region;
- ❖ Significant for the type of information it yields regarding the municipality's history; and,
- ❖ A unique cultural, symbolic, or spiritual significance.

Historic places can be varied in scope, from a small cabin, mine residence, and homestead, to an entire cultural landscape, mine site, railway trestle, community hall, or the remnants of an entire town site and gravesite that contains the memory of those who once lived there.

Members of the community may consider such places to have heritage value because of the site's significant association with the past. Such historic places tell a story. Such historic places represent the cultural and built landscape of the County and carry meaning that secures collective memory and identity. The County's rich history creates a sense of place and connects the past with the future. Such places have value not only to the County but to Alberta, and to Canada.

2. Current Context

2.1 Overview

The current context includes background information on Yellowhead County with descriptions of its geographic location, historical context, municipal historic resources, and current community stakeholders.

2.2 Yellowhead County Region

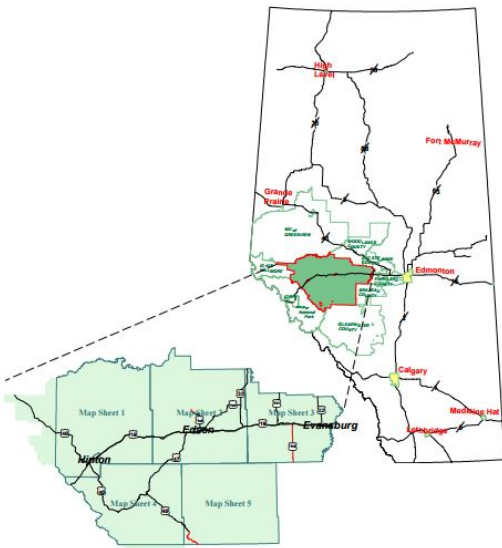
Geographic Location

Yellowhead County is a geographically large rural municipality, incorporated in 1994, located in west-central Alberta. Bordered by the eastern edge of the Pembina River and the western edge of the Jasper Park Gates, the county has been defined as a transportation corridor, and by its resource-based industries. Bisected by the Yellowhead Highway 16, it encompasses 7,012,000 acres, of which 741,857 acres are titled properties with 713,010 acres being privately owned. A large portion of the land within the County boundary is Crown Land administered by the Province of Alberta. The County contains 10,0425 residents, with approximately 2,000 residents residing in eight County hamlets, and the remainder living in rural subdivisions, on acreages, or farms. The towns of Edson and Hinton are two urban municipalities within the County's municipal boundary. The region was originally designated as Improvement District 14; however, in 1994 the region became the Municipal District of Yellowhead No. 94 and was then renamed Yellowhead County in July 1998. The County has a rich and varied history despite its relative youth. The area developed as an economic region through its history in trapping, logging, farming, coal mining and, more recently, oil, gas and tourism. All of these industries have left their mark in the County.

Historical Context

The history of Yellowhead County extends over thousands of years with the earliest recorded sites in the Rocky Mountains dating back 10,000 years. The ice-free corridor provided an abundance of game and mineral resources that made it an attractive destination for many aboriginal populations. The story of Yellowhead County is linked with aboriginal peoples, and western expansion of the railway, which brought numerous settlers and families to reap the abundant resources that the region provided at the time. The 1670 Hudson Bay Company Charter opened new fur trading opportunities for material goods and commerce. The first fur trading fort in the area was established in 1813 as Jasper House, located at the convergence of Athabasca Pass and Yellowhead Pass.

Full scale development of the area, however, occurred with the arrival of the railroad in the first decades of the 20th century. Early settlers of the region were primarily from Eastern Canada, Europe and the United States, with some Asian and Black immigrants. The development of the government's homesteading program, and employment opportunities of the expanding railway, led to industries that continue to be a vital part of the county's economy.



Yellowhead County Hamlets

- ❖ Brule
- ❖ Cadomin
- ❖ Evansburg
- ❖ Marlboro
- ❖ Niton Junction
- ❖ Peers
- ❖ Robb
- ❖ Wildwood



Yellowhead County Heritage Inventory - Context Paper

Alberta 1902). The timing was completed in 1902 at a cost of \$148,000 which the necessitated roadway meant that communities such as Willowood, which had previously been along the highway, were now isolated and their growth stalled, creating the challenges faced by Wolf Creek, Tolleton and Enhance decades earlier.

Agriculture and Homesteading

While the arrival of the railway accelerated settlement of the Yellowhead area, early settlers began homesteading in the late 19th century. The Dominion Lands Act of 1872 was passed to foster the rapid settling of the Canadian prairies (MacGregor 1972). For a mere \$10 filing fee, men were given 160 acres of free land with the stipulation that they cultivate at least 10 acres and establish a permanent structure. Better luck came (like known as John) married a local indigenous woman and began operating a trading post in 1855 near Prairie Creek, now known as Makukia Creek near present-day Telfer. Other homesteaders such as E. McDowell and Leo Mayhew began settling in the Canal Creek region around 1905-07, beating the railroad by several years (Robinson 1995: 3). The establishment of Jasper National Park in 1930 required that farms being within park borders vacate, with the government providing alternate land to the east. Many of the predominantly male and often ill-equipped men moved north to Grand Cache while others settled east in the area around the Athabasca River. The Dominion Lands Act was superseded by the Alberta Natural Resources Act of 1930 which gave the province exclusive jurisdiction over its lands (Government of Alberta 1930).



Robinson Barn near Canal Creek, AB

The daily routine of farm life, its ups and downs, joys and failures were – and continue to be – a fact of life for many in Yellowhead County. Farming has always been a labor intensive activity, but more so than in those early years prior to the availability of machinery. Heavy tractors and trees need to be removed and the soil then plowed (Fitzkes 1984: 19). This work was done by hand, with oxen and horses used when available. Homes and barns, which had to be built by hand, tended to be modest structures often built without foundations and few of these original log buildings erected in the late 1800s through mid-1930s. While the railway meant machinery could be purchased and transported, both the Depression and Second World War kept most farmers selling the soil by hand well into the 1960s. First, the economic depression of the 1920s made purchasing machinery financially unrealistic. Later, as the financial situation improved, the material needs of the Second World War once again kept modern farm advances out of reach (Fitzkes 1984: 27). Local farmers and homesteaders continued to make do with the materials and resources at their disposal and fit pieces pieced all their animals and their feed on the new property. The increased availability of machinery including the tractor and in some cases, much new, allowed for larger farms to prosper, leading to larger barns to accommodate more live and feed.

Moving westward through the Yellowhead, farming land becomes more marginal and better suited to mixed farming (AF 1968: 45). In addition to crops, many farmers kept a variety of poultry, pigs, sheep and cows for meat, eggs and wool or sought employment in other local industries. Many farmers here continued to adapt to the seasonality by working on their farms during the summer months while working in the mines and lumber industries.

Yellowhead County HERITAGE INVENTORY 11

Yellowhead County Heritage Inventory - Context Paper

and labor, the oil fields – during the off season. The requirements of the local agricultural industry gave rise to the Agricultural Society, a combined advocacy and support organization which helped to foster a sense of community among the newly settled families. Fall fairs also provided a festive opportunity to socialize, visit vendors and crafts (Edson 1919: 19). A strain of wheat from Wolf Creek won the World Wheat Championship at Chicago in 1920, bringing about a renewed interest in the agricultural opportunities of the area following a post-WWI decline (AF 1968: 45). The cadillac and self-start work ethic of the early settlers and substantially continues to form the backbone of Yellowhead County's agricultural industry.

Industry and Natural Resource Development

Mining, forestry, oil and gas development have defined the Yellowhead, with the ebb and flow of demand and opportunity dictating the prosperity and entire communities. This has been especially true in the rise, fall and resurgence of the Coal Branch. The Canadian Geological Survey had been mapping the area since 1864 although the actual exploitation of the region's coal reserves would not begin until 1909 (Rose 1974: 11). Mountain Park was the first mining community to spring up and it was soon joined by Lawell and Cassiar. Cassiar was late to the game, coming in 1917 although it would come to eclipse Mountain Park and become the largest and most culturally diverse community in the Coal Branch. At the time, coal was a critical resource for everything from home heating to thermal energy as well as railways and steel production (Fitzkes 1989: 205).

Without the outdoors and their dependency upon coal, it is doubtful that the Coal Branch would ever have been opened (Ivan 1907). Several mining companies owned the land upon which their communities were built. Land was often leased to private businesses although the mines still exercised a tremendous amount of power over the mine workers (Rose 174: 34).

"At Mountain Park you could count on at least one [death] a year"

The work was often dangerous and labour strikes would flare up with the workers demanding better compensation and safety standards (Fitzkes 1987: 205). These actions were successful in ensuring that the workers were sufficiently compensated and that their employers continued to adopt modern safety protocols. Despite this, accidents were not uncommon and it has been estimated that "At Mountain Park you could count on at least one [death] a year" (Fitzkes 1974: 120). By far the most memorable and tragic incident occurred near Niton in May 1905, when a mine explosion took the lives of five men and injured several others (AF 1968: 60). The tragedy struck deep, with individuals coming from several communities forming a massive funeral procession that made its way to the Glenwood Cemetery in Edson, where a obituary marks the memory of the event. The daily risk created a need for trust between workers, people of many different backgrounds and ethnicities who otherwise might have no opportunity to engage with one another. They coped with the risks while the



Yellowhead County HERITAGE INVENTORY 12

Yellowhead County is largely a transportation corridor that is a primary connector between Eastern Canada and the West Coast through the Rocky Mountains. The route, accessed by rail and highway, has provided for the rapid movement of goods and people for both business and leisurely purposes. The region has embraced their transportation access as it has allowed for the utilization of the area's natural resources to play a strong role in the agricultural and resource-based industries that have become the backbone of the local economy.

Yellowhead County also created several institutions that contributed to the well-being of the region. Many of the organizations, such as schools and churches, arose from the needs of the population to provide relief from isolation, anxiety, and the pressures of remote settlement. These institutions were built by members of the community, fostering a sense of pride and hope for the future that continues its legacy to this day.

Early settlement of the area was quickly followed by sporting activities, the arts and other cultural endeavors. Community Halls, such as the Niton Community Society Hall were the focal point of many social gatherings. The mining companies helped develop community recreational infrastructure such as a recreational centre, outdoor skating rinks and baseball fields.

The Second World War gave rise to several social and fraternal organizations throughout Yellowhead County, such as Red Cross societies, Legion branches, Ladies Auxiliaries and Cadet Corps. Music and dance halls also developed to provide family-operated go-to social spots, symphony orchestra, and cultural richness.

Tourism and outfitting industries, such as Circle M Ranch, Bar F Ranch, and the Black Cat Ranch (initially Brewster Guest Ranch) were also established as early as the 1940s, profiting from the lure of the Rocky Mountains. Promotion of Yellowhead County's tourism potential throughout seasonal fluctuations continues to serve the area as the gateway to the Rocky Mountains. Refer to Yellowhead County's Historical Context Paper for a complete overview of the history against which all heritage resources are evaluated in terms of their significance.



Heritage Survey

Creating a Heritage Survey is the first step in a heritage resource management program. The survey provides information about the resource, both physical and historical, and requires periodic updating due to new found resources, or resources that have fallen to deterioration.

Places of Interest (POIL)

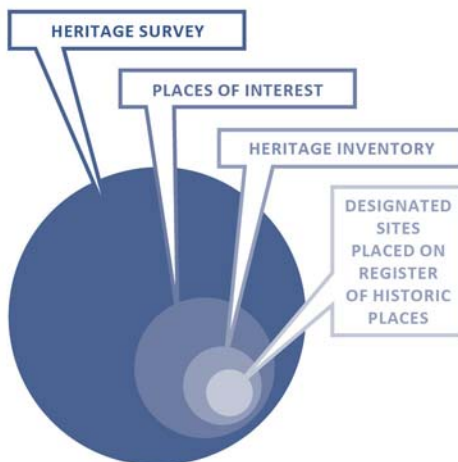
A Places of Interest list is generated from surveyed resources that may be significant in terms of its heritage value, and may merit designation.

Heritage Inventory

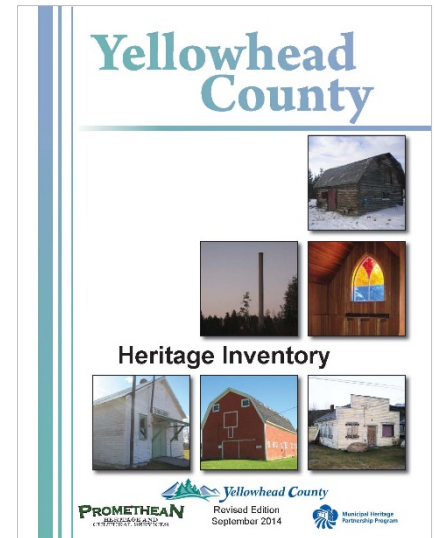
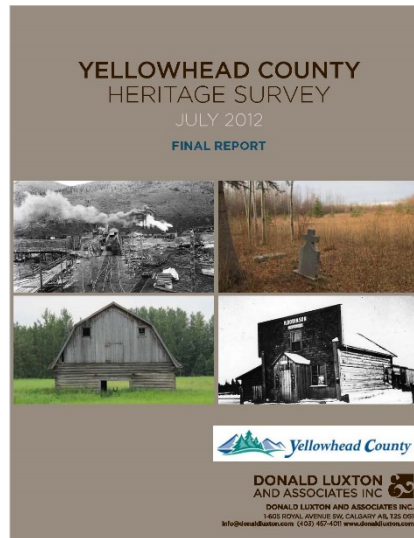
A Heritage Inventory is the second step in a heritage resource management program. Resources that have been surveyed, and often placed on the POIL, are evaluated in terms of their significance and integrity to determine their potential for designation. Resources do not have to be surveyed to go through the evaluation process. A Draft Statement of Significance is then developed.

Register of Historic Places

A resource placed on the Heritage Inventory may then be designated and placed on the municipal Register of Historic Places. This third step initiates active heritage resource management to ensure their protection and preservation. Nomination of a resource not surveyed or on the Heritage Inventory is also possible, and is added to the Inventory once the nomination process begins.



COMMUNITY DESIGN STRATEGIES INC.



Municipal Historic Resources in Yellowhead County

The Province of Alberta encourages municipalities to take a stewardship role in identifying and preserving their heritage, and to strengthen community pride and economic vitality. This leads to the designation of heritage sites that clearly demonstrate municipal significance as a Municipal Historic Resource (MHR).

To date, there are no Provincial or Municipal Designated historic resources in Yellowhead County. However, the county has made excellent progress in identifying heritage resources in the region. Since 2011, the County has completed an initial survey of potential historic sites, a Places of Interest list is established, a Historical Context Paper is complete, and several sites now have Statements of Significance (SOS) and Statements of Integrity (SOI).

Yellowhead Municipal Register of Historic Places

Resources placed on the Municipal Register of Historic Places are at the discretion of the municipality. Most resources may potentially be eligible for inclusion on the Alberta Register of Historic Places and the Canadian Register of Historic Places, but they must meet specific qualifying conditions.

Municipal Historic Resources Are Historic Places

The spirit and character of Yellowhead County is largely defined by its unique history and heritage. Historic places tell the story of the land, the people, and the buildings of communities. Such places are valued for their association with:

- ❖ Significant themes, activities, cultural practices or events;
- ❖ Significant persons in Yellowhead County;
- ❖ Significant institutions in the municipality;
- ❖ Significant buildings embodying distinctive characteristics of architectural style, craftsmanship, or representing high artistic value;
- ❖ Significant types of information it yields regards the municipality's history; and,
- ❖ Unique cultural, symbolic, or spiritual significance

What is a Municipal Historic Resource?

Municipal Historic Resource/Historic Place

A Historic Resource is a Historic Place. The resource is a structure, building, group of buildings, district, landscape, archaeological site or other place in Yellowhead County that has been formally recognized for its heritage value by an appropriate authority within a jurisdiction.

Heritage Value

The Heritage Value of a Historic Resource or Place is 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 elements such as materials, forms, location, spatial configurations, uses, and cultural associations and meanings.

Character-Defining Elements

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

Definitions provided by Standards and Guidelines for the Conservation of Historic Places in Canada.

2.3 Stakeholders in Yellowhead County Heritage Management

Yellowhead County has a long history of supporting heritage projects within the County – providing operating and capital funding to museum groups operating in the County, and providing cost-sharing support to the Towns of Edson and Hinton for their heritage initiatives.

In 2005-06, Council received a request from a community member to designate a house as a Municipal Historic Resource. Although Council did not proceed at the time, Council adopted a short term Arts and Heritage strategic plan in 2009 that included a goal to develop a knowledge base of potential heritage sites in the County. A community consultation process led to nine community meetings throughout the County to see if residents felt there were sites in the County that had historical value to them. The meetings showed enthusiastic response.

The following community stakeholders play a central role in the management of heritage resources within Yellowhead County:

County Council

The Yellowhead County Council represents eight electoral areas called divisions. Each division has a Councilor elected by citizens within the divisional boundaries.

A countywide vote elects a Mayor, the Mayor and Council serve a four-year term, and Council elects a Deputy Mayor on an annual basis. Governed by the Provincial Municipal Government Act, the Council passes bylaws that provide for, develop and maintain a viable municipality. Provincial legislation also gives Council the authority to establish and administer a heritage management program. Although not directly involved with the operation of the heritage program, Council must still understand and endorse all policies, programs, budgets and bylaws that directly relate to the protection and conservation of local historic places.

Heritage Advisory Board

County Council passed a Heritage Advisory Board bylaw and Terms of Reference and appointed the Board members in late 2010. County Council also budgeted for a part-time Heritage Coordinator, the operations of the Board and a Heritage Survey for 2011.

The Heritage Advisory Board is comprised of eight members of the community-at-large. It consists of Council-appointed representatives from Council, Director of Community Services, Planning & Subdivision, County staff, and the public. The Heritage Advisory Board has knowledge of the historic resources in Yellowhead County and carry special interest in the history of the region that enriches the overall heritage management process, providing well-informed recommendations to Council on heritage issues and designations, knowledgeable guidance for the Heritage Coordinator, and overseeing the implementation of heritage initiatives.

Stakeholders in Heritage

County Council

Heritage Advisory Board

Heritage Coordinator

County Administration

County Planning and Development

County Community Services

Heritage Property Owners

The Public

Historical Societies

- Pembina Lobstick Historical Society
- Chip Lake Historical Society
- Niton & District Memorial & Historical Society
- Friends of the YoHo Museum & Historical Society
- Edson & District Historical Society
- Peers Historical Society
- Hinton Historic Society Museum

Museums

- Tipple Park Museum, Evansburg
- Old Niton Schoolhouse
- Peers YoHo Museum
- Galloway Station Museum

Other Service Clubs and Business Organizations

- Seniors Groups
- Beaver Meadow Agricultural Society

Libraries

- Edson Public Library & Archives
- Hinton Municipal Library
- Evansburg Library
- Wildwood Library
- Niton Library

Other Partners

- Edson Town Council
- Hinton Town Council
- Grande Prairie Regional College
- Agricultural Societies
- Conservation groups
- Chambers of Commerce
- Local First Nations
- Local Industry

Heritage Coordinator

Reporting to the Director of Community & Protective Services, the Heritage Coordinator is a part-time position responsible to coordinate heritage services in Yellowhead County. The position works administratively with the Heritage Advisory Board in developing programs and services that enhance heritage preservation. This position also provides supervision of contractors engaged in heritage projects, makes decisions on the day-to-day operations of the heritage program within the strategic directions of the Heritage Advisory Board. The Heritage Coordinator also ensures costs are kept within budgeted amounts and assists in the development of an annual report.

The Heritage Coordinator is the primary contact for County administration and the public on all issues related to heritage. The coordinator is well-versed with municipal, provincial, and federal processes, and has access to all information, forms and documentation, required to assist with the historic resource designation process.

County Administration

The Yellowhead County Administration includes front office staff who provides assistance to the Heritage Coordinator, and to the public.

County Planning and Development

The Yellowhead County Planning and Development Department provides a range of services within a broad planning framework to manage the future growth and development within Yellowhead County and its hamlets. In 2013, Council passed a new Municipal Development Plan (MDP) and Land Use Bylaw (LUB), which are currently the backbone of the County's development strategy. The expertise of this department can assist with land use and development issues that directly affect historic places. Building inspectors may also deal with building code issues as they relate to heritage building rehabilitation projects.

Heritage Property Owners

Owners of historic properties serve an important role in maintaining and conserving heritage in Yellowhead County. These properties can range from schools, churches, public buildings, commercial and residential buildings, to barns, homesteads, and outbuildings. Individual properties are very important, and heritage designation is intended to help the owner protect the property's heritage value. Such property owners are essentially stewards of historic properties and serve to conserve these values for the future.

Community Partners

Heritage management relies on the participation of the community as a whole. Local volunteers, senior citizen organizations, historical societies, museums, service clubs and business organizations, local media and other partners, all help to extend the support and capacity of municipal staff and the Heritage Advisory Board. The County's rich ethnic and religious diversity provides an immense opportunity to engage the community in sharing the memories and the stories. Community partners help to increase public awareness, recruit additional volunteers, and build a larger resource base that can have far-reaching outcomes.

Why protect our Historic Places?

- Tangible reminders of our history.
- Reminders of our ancestors.
- Significant assets to develop and build long-term for tourism.
- Physical reminder of what will not be duplicated/replicated - must preserve for our children.
- Tells the story of who we are now.
- Educates young people of pioneer's history.
- Heritage tourism.
- Builds character - community pride.
- Attracts new people.
- Preserves the stories of buildings.
- Instills an appreciation of what we have, who we are, and what we can do.
- Connects the past and present, and sets the context for what we are now.
- Need to preserve before "bulldozed."
- Helps with our identity and our pride, as you don't know what you have until its gone.
- People are interested - it is educational.

Shared Values

- Connection to a group of people, why they came here, pioneers in the east, coal extract in the west, transportation throughout the rest of the county.
- Pride in belonging to that history.
- "Heritage is Community" ...creating a better living, "sustaining" the way of community life through preserving the memories and structures, and ingrain the values of those people.
- Preserving examples of how they did things, implements, logging, trapper exhibits, and farming.
- Building and preserving connections.
- Meaning of the history and building connections between old way and new way of doing things, keeping people engaged, the way with the new.
- Educational on-site opportunities to make younger generation be more aware of value to preserve.
- Story of outfitters, coal mine extraction - important.
- Farming, mining, railroad, logging, trappers, prospectors, natives ... all shared value across the entire country.

3. Regional Vision

3.1 Determining Community Values and Priorities

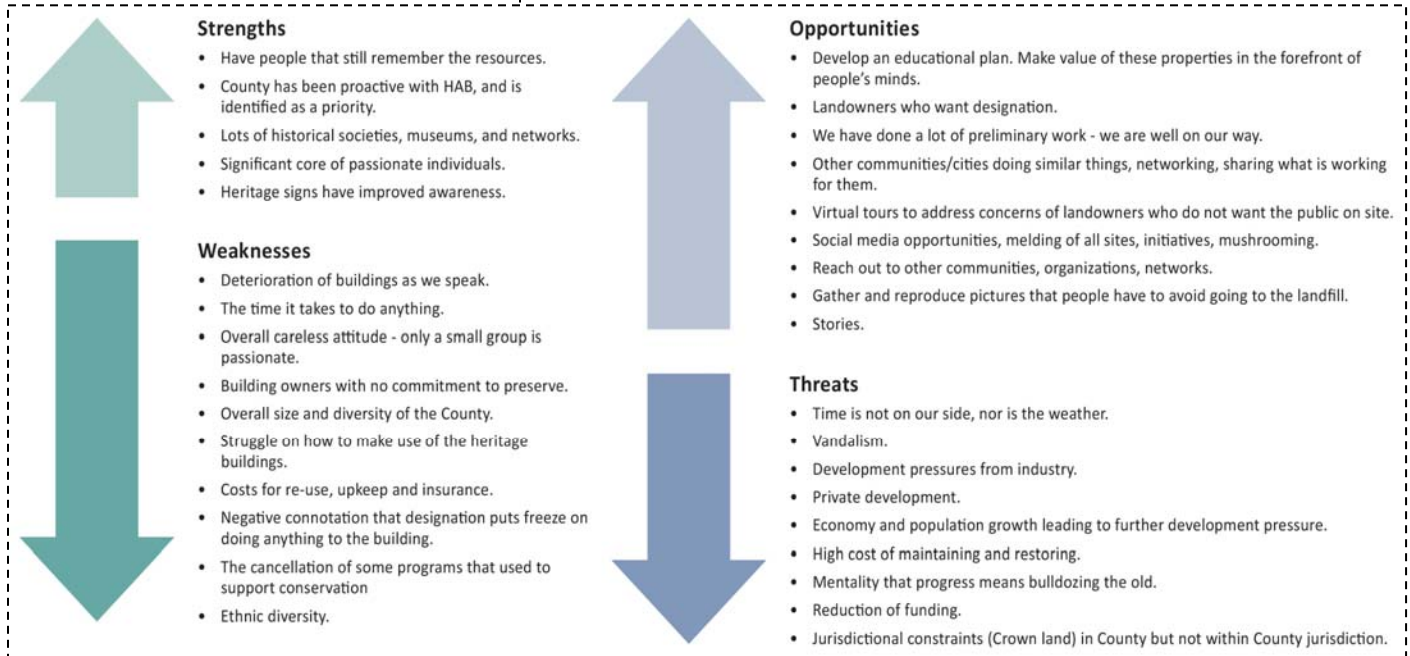
A strategic planning session on the future of heritage conservation and preservation in Yellowhead County was held on July 30, 2015 in the County office with stakeholders involved in various aspects of local heritage and culture. These participants included staff from Yellowhead County, the Heritage Advisory Board, Tipple Park Museum, Hinton Historical Society, Hattonford Cemetery and Black Cat Ranch. The intention of the session was to explain the purpose of a Heritage Management Plan; review the conservation framework at the local, provincial and national levels; and review Heritage Management Plans from other similar municipal jurisdictions. The participants then used their local knowledge to identify the strengths, weaknesses, opportunities and threats (SWOT) involving heritage conservation. They then developed strategies to take advantage of opportunities for goals and objectives in four specific areas:

- ❖ Heritage Planning
- ❖ Heritage Incentives
- ❖ Heritage Awareness and Education
- ❖ Heritage Partnerships

The purpose of the session was to provide these stakeholders with the opportunity to envision the future of heritage preservation, conservation and interpretation in Yellowhead County through heritage management and legislation. They learned the role of a Heritage Management Plan and how it is used to identify, protect and conserve the heritage properties that are important to residents of Yellowhead County. It was an opportunity for stakeholders from across the county concerned with heritage preservation, education, and tourism to meet and exchange ideas, discuss common issues and possible solutions. Yellowhead County has already taken steps to identify heritage properties, and this was the beginning of developing the next steps in managing these resources, and specific long term objectives.



A SWOT Analysis of Heritage Resources in Yellowhead County



A Day in the Life of Protecting Heritage

- Sharing the history.
- Receiving help from county resources helping groups who currently work in isolation protecting heritage resources.
- Money, staff, time, expertise ... building preservation needs to be done properly so it lasts.
- Engaged, active community to preserve historic resources. Talking to others about heritage places.
- Learning more about heritage beyond our backyard.
- Connecting members of community, or facilitate with a process to accomplish conservation/protection.
- Educating people as to the values of resources (residents and those outside the community).
- County council maintaining their support ... going on county website, checking community historic sites ... taking a Google Map tour.
- Taking a driving tour/walking tour ... seeing sites and signage. Allows people to participate.

A Vision for Managing Heritage Resources in Yellowhead County

A Day in the Life of Protecting Heritage in Yellowhead County

The participants then proceeded to explore “A Day in the Life of Protecting Heritage in Yellowhead County.” Responding to the question, “If the County’s heritage resources were being managed as you envision they should be, what would you imagine yourself doing to experience, conserve, protect, and share heritage?”

The Focus for Heritage Management

In the latter half of the session, participants divided into the following four focus groups:

- ❖ Heritage Planning
- ❖ Heritage Incentives
- ❖ Heritage Awareness and Education
- ❖ Heritage Partnerships

Each group prepared a SWOT analysis, a vision statement, guiding principles, overall goal(s) and actions, and then reported on the results of their group.



HERITAGE PLANNING



Strengths

- Continuing to support County heritage coordinator, signage, development, grants, management process, inventory, and places of interest.
- Support for historical societies and buildings.



Weaknesses

- Lack of knowledge in public/apprehensive
- Misinformation
- Focus at this point has been on designation of physical structures and sites.



Opportunities

- Encourage property owners to designate.
- Educate owners as to value of sites/buildings.
- Educate ratepayers as to value.



Threats

- Owners and ratepayers not on board ... do not see value.

3.2 Heritage Planning

Vision Statement

Yellowhead County will preserve, protect and promote its heritage resources both physical and intangible (photos, oral histories).

Guiding Principles

- Open communication: shared interpretation with all administration (transparency, everyday language).
- Promotion, facilitating awareness.
- Actively pursue the identification and designation of historical resources.
- Process in place to identify and designate culturally significant sites and resources.

Overall Goal

- Resources are conserved and everyone is aware of it and proud of it.
- An excellent management plan, easily implemented with a clear path to designation.

Actions

- Hire a good consultant.
- Jenny crack the whip with advice for HAB.
- Cut the cheque promptly.
- Rapid adoption by Council.



HERITAGE INCENTIVES



Strengths

- Heritage Advisory Board.
- Heritage Coordinator.
- Education of history.
- Support of council.
- Planning department involved in the HAB.
- Education to move forward with management plan
- Grants for historical groups.



Weaknesses

- Do not have designation plan in place today.
- Can't provide incentives to un-owned (out of our jurisdiction) resources.



Opportunities

- Lots of examples from other management plans as to what is working and possible to utilize.
- There are interested landowners.
- Development of Management Plan.
- Monetary incentives through province.
- A designation process which would allow homeowners to apply for provincial funding.
- County could consider additional funding.
- Helping to pay for contractors for proper restoration.
- Website helping homeowners identify appropriate restoration resource (list of preferred contractors).



Threats

- Transportation corridors or industrial development threaten our ability to provide enough monetary incentives to deter development.
- Cuts to provincial government that would slash funding to heritage projects.
- County funding is resource dependent and therefore our funding could be in jeopardy.

3.3 Heritage Incentives

Vision Statement

Yellowhead County will support resource owners to access incentives for preservation in partnership with other stakeholders (e.g. Province, businesses, landowners).

Guiding Principles

- HAB will have role in prioritization of sites.
- Degree of commitment from landowners in terms of what we can expect in return for incentives.
- Continuity of sites to the values of the county.
- Broad cross-section of historic resources is preserved.
- Look at financial implications of preserving versus conserving.

Overall Goal

- Finances alone should not be a barrier to designation.
- Resources that are of value and of need get preserved.
- That we can connect resource owners with the experts that they need.

Actions

- Policies and procedures within the management plan are clear and readily available to interested parties.
- Need to secure necessary financial resources to support incentive plan.
- HAB needs to continue to encourage county council to support heritage preservation.
- Dedicated resources (e.g. staff) need to be in place.



HERITAGE AWARENESS AND EDUCATION



Strengths

- Heritage and communications coordinator.
- Current channels ... website, newsletter, and advertising.
- Highway signs.
- Local history books.
- Chamber of Commerce/local visitor info centre/Travel Alberta VIC.
- Education by local outfitters, lodges, etc.
- Historical society presentation to schools.



Weaknesses

- Apathy/no commitment.
- Limited resources.
- Volunteer's time is limited.
- Decline of resources and knowledge.
- Economic downturn affects resources.
- Loss of artifacts (pictures, etc.) ... no awareness.
- Large and diverse region.
- New residents may not have an interest or awareness.



Opportunities

- New signage.
- User of new technology, social media, information database, mapping (interactive), apps.
- Established historical societies and coordination of awareness and education.
- Presentation to schools, area specific projects and learning.
- Create awareness and interest to Greater Yellowhead Public School Division (GYPSD).
- Working with local private museums, promote to locals and visitors.
- "Cultural Explorers".



Threats

- Apathy of younger generation.
- No ties to newcomers to area.
- Uncertainty of funding.
- Losing knowledge and first hand stories and connection.
- Lack of resources.
- Loss of volunteers.

3.4 Heritage Awareness and Education

Vision Statement

Yellowhead County will continue to promote our heritage through awareness and education.

Guiding Principles

- Yellowhead County will increase excitement, pride and connection to the preservation of our history.

Overall Goal

- Increase excitement, pride and connection to the preservation of our history.

Actions

- Work with local historical preservation societies.
- Engage the community.
- Talk to the Greater Yellowhead Public School Division (GYPSD).
- Talk to local organizations...Ag societies, community associations, and government communications.
- Provide some funding.



HERITAGE PARTNERSHIPS



Strengths

- Existing groups with common interests (i.e. historical societies within county and within neighbouring communities/towns.
- County council.
- HAB and Coordinator.
- YARN (Yellowhead and Area Regional Network).
- Upcoming new museum.
- Interested property owners.
- Interest from the province.



Weaknesses

- Age of interested community members.
- Withdrawal of funding from province.
- Limited amount of paid staff.
- Limited amount of volunteers.
- Groups with different priorities.



Opportunities

- Building partnerships through education of general public.
- Build stronger relationship with province regarding sites on Crown land.
- Connect with people in our communities (i.e. Ag societies).
- New provincial government - possible funding.
- Build connections between communities and industry.
- Build strength in local communities.



Threats

- Not enough time/conflicting demands.
- Long distance between communities.
- Different Priorities.
- Aging population.
- Dis-interest.
- Lack of support from organizations.

3.5 Heritage Partnerships

Vision Statement

Yellowhead County supports individuals and groups in their efforts to conserve heritage resources.

Guiding Principles

- Collaborate with other heritage organizations to promote heritage conservation in Yellowhead County.
- Partner with educational institutions to promote heritage conservation.
- Provide financial incentives to promote collaboration.
- Celebrate accomplishments to partnership success stories.
- Provide leadership in bringing partners together.

Overall Goal

- Common commitment of groups and individuals to conserve and preserve heritage resources.

Actions

- Involve groups in Yellowhead County events to increase ownership involvement.
- Provide opportunities for collaborative planning.
- Gather input from communities.
- Encourage participation beyond county borders.
- Budget finances for partnership activities.



Open House Feedback

What is Your Vision for Heritage in Yellowhead County?

- » Recording the past for present and future generations.
- » Our heritage tells our stories, and builds community.
- » A Heritage Management Plan in place ASAP.
- » Connections to the past – Valuing beginnings – building on good foundations.
- » A place our kids can point to as their home dating back to.....

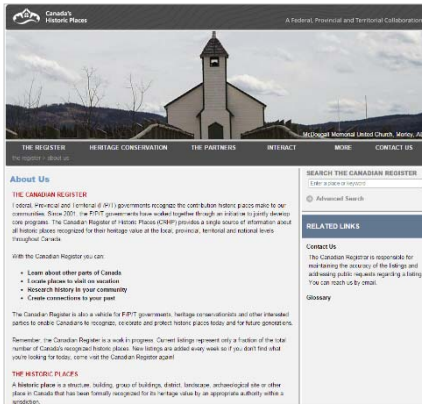
3.6 Moving Forward

The participants in the planning session concluded the day with a clear vision of what they saw as the future of heritage conservation, management, education and next steps for the Heritage Advisory Board and Yellowhead County. They envisioned:

- ❖ A Heritage Management Plan with a process used by Yellowhead County to actively pursue the identification and designation of historical resources and culturally significant historic sites.
- ❖ Any lack of finances to not be a barrier to the protection of heritage sites, and that Yellowhead County will provide both financial and legislative incentives, and seek incentives from other sources, to support the owners of historic resources.
- ❖ Yellowhead County supporting individuals and groups in their efforts to conserve heritage resources by promoting cooperation amongst heritage organizations and involving the stakeholders in heritage planning.
- ❖ Yellowhead County engaging with other organizations and the Yellowhead Public School Division to promote their heritage through awareness and education.

The vision shared at the planning session helped structure the Heritage Management Plan, and gave focus and direction to the recommendations for short and long term implementation.





4. Framework

4.1 Overview

The framework section describes the existing national, provincial and municipal framework related to heritage management. It is important to understand the three levels of heritage management in order to take advantage of assistance options available.

4.2 National Framework

Canadian Register of Historic Places

The CRHP is a single source of information about all historic places recognized for their heritage value at the local, provincial, territorial and national levels throughout Canada. The Register is a public tool to learn, locate, and research thousands of historic places across the country.

Standards and Guidelines for the Conservation of Historic Places in Canada

Is the first-ever pan-Canadian benchmark for heritage conservation practice in this country. Offers results-oriented guidance for sound decision-making when planning for, intervening on and using historic places. This document establishes a consistent, pan-Canadian set of conservation principles and guidelines for preservation, rehabilitation, and restoration that is useful to anyone conserving historic places. The document is a tool that forms the basis for review and assessment of a conservation project before the project begins, and again upon completion.

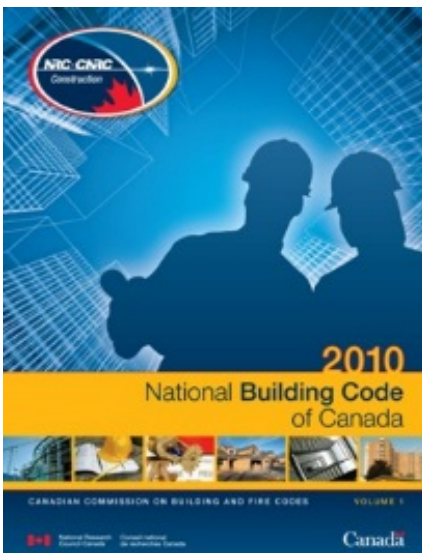
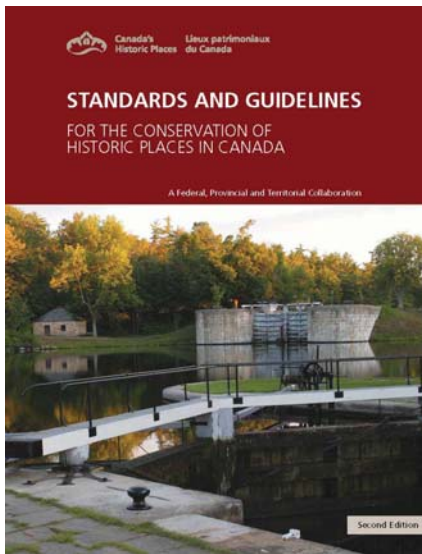
National Building Code

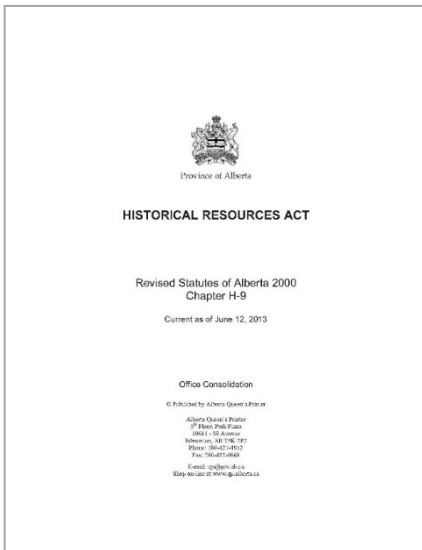
The NBC sets out technical provisions for the design and construction of new buildings, but it also applies to alterations, change of use and demolition of existing buildings.

4.3 Provincial Framework

Alberta Historical Resources Act

This Act empowers a municipality to protect and conserve historic places 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 locally significant heritage sites from unsympathetic alteration or destruction through designation as a Municipal Heritage Resource as described in section 26, 27, and 28 of the *Historical Resources Act*. The Act gives municipalities the power to protect individual historic resources, as well as historic resource "areas." The designation becomes a bylaw issued by the local municipal council, and must be registered on the title of the property.





Below are extractions from the Act that relate to the municipality's power to designate a municipal historic resource or municipal historic area:

Designation as a Municipal Historic Resource

- 26 (2)** *A council of a municipality, after giving the owner 60 days' notice, may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource.*
- (3)** *A council that designates an historic resource as a Municipal Historic Resource under subsection (2) shall*
- (a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw, and*
 - (b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the appropriate land titles office.*
- (4)** *On the registration of a certified copy of the bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to any land affected by the bylaw.*

Designation as a Municipal Historic Area

- 26 (2)** *If it is of the opinion that the preservation of the historical character of any part of the municipality is in the public interest, a council may by bylaw*
- (a) designate that part of the municipality as a Municipal Historic Area, and*
 - (b) 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.*
- (4)** *A bylaw under subsection (1) is deemed to form part of the land use bylaw of the municipality and Part 17 of the Municipal Government Act relating to a land use bylaw applies to the bylaw under subsection (1).*

Compensation

Section 28 of the *Historical Resources Act* empowers owners of designated properties to seek compensation if designation of their property decreased the economic value of the building, structure or land that is within the area designated by the bylaw. However, the municipality should never designate a property without the approval of the owner, and should discuss compensation before the designation process begins. In addition, it is common that the value of the property actually increases with designation as the property carries a stature that others do not.

The property is also eligible for funding to assist with its protection and conservation. Therefore, Yellowhead County may also consider entering into an agreement with the owner on the basis that compensation is waived for funding that is available through either the Alberta Historical Resources Foundation or other provincial grant programs. The County may also wish to explore county heritage incentives, such as waiver of fees on heritage projects, County grant programs, tax abatements, zoning relaxations, or parking allowances.

Below are extractions from the Act that relate to compensation:

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

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

The Act also states that, upon designation, “no person shall (a) destroy, disturb, alter, restore or repair an historic resource that has been designated under this section, or (b) remove any historic object from an historic resource that has been designated under this section, without the written approval of the council, or a person appointed by council for the purpose.”

All changes authorized by the municipality should be in agreement with the resource’s Statement of Significance, and should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

It is also highly recommended that Yellowhead County review any alterations to a historic resource with the provincial Heritage Conservation Advisor for their area from the inception.

Alberta Historical Resources Foundation

The Alberta Historical Resources Foundation (AHRF) is an Alberta Lottery funded trust organization whose mandate is directed by the *Historical Resources Act*. The foundation provides financial and technical assistance for initiatives that help preserve and interpret Alberta’s heritage, such as historic resource conservation, transportation/industrial artifact conservation, heritage awareness, publications, research, the Roger Soderstrom Scholarship, and the Bob Etherington Heritage Trades Scholarship. These grants are delivered under the Heritage Preservation Partnership Program.

Heritage Preservation Partnership Program

Under the Alberta Historical Resources Foundation, the Heritage Preservation Partnership Program provides financial assistance to initiatives as described above. Annual application deadlines are the first working day of February and the first working day of September.



Historic Resource Conservation

An owner of a Designated Municipal Historic Resource is eligible to apply for a cost-shared grant from the Alberta Historical Resources Foundation under this program. The grant must be used to protect character-defining elements of a historic place to retain the heritage value and extend physical life. Such conservation work will fall under the treatments of preservation, rehabilitation, or restoration.

As described on the provincial website, the matching grants per application per year are as follows:

- Provincial Historic Resources - \$100,000
- Municipal Historic Resources - \$50,000
- Local (non-designated) Historical Resources – one-time grant of \$5,000

A non-designated cemetery may qualify for a maximum matching grant of \$5,000 if the cemetery:

- Is associated with a significant historic event.
- Contains graves of significant provincial or national figures.
- Contains distinctive historic landscapes or grave architecture.
- Demonstrates or yields important information related to distinctive mortuary or burial practices.

Source: <http://culture.alberta.ca/heritage-and-museums/grants-and-recognition/historic-resource-conservation-grant/default.aspx>

Architectural and Engineering Services, Studies, Reports or Plans

Services in support of the conservation of the Historic Resource are also eligible for funding up to a maximum grant of \$25,000, such as: architectural and/or engineering services, studies, reports or plans.

Historic Places Research and Designation Program

Under the Alberta Government, the program is responsible for: identifying, evaluating, and designating Provincial Historic Resources, maintaining the Alberta Register of Historic Places, and submitting eligible sites for listing on the Canadian Register of Historic Places. The *Historical Resources Act* empowers the Alberta Government to designate any site as a Provincial Historic Resource if deemed that its conservation is in the public interest. Designation gives recognition and protection to significance of historic places to ensure their conservation. It also enables site owners to apply for matching grants from the Alberta Historical Resources Foundation to undertake conservation work.



Government of Alberta ■
SITE FORM Key H S

Site Name
 Other Name(s)

Site Type

Legal Description

Town Range Section Quarter Lot
 Block
 Plan
 Section & Blocks

Address
 Street
 Rural Route
 Town County

N.T.S. Grid Letter Number Section Township Coordinate Determination

UTM Zone Easting Northing Datum Coordinate Determination

Latitude Longitude Datum Coordinate Determination

Image 1

Type
 Number
 Name
 Date
 Source

Alberta Register of Historic Places (HeRMIS)

This Register is a listing of all historic places designated under the province’s *Historical Resources Act*. Resources that have been designated as a Provincial or Municipal Resource collectively form the Alberta Register of Historic Places.

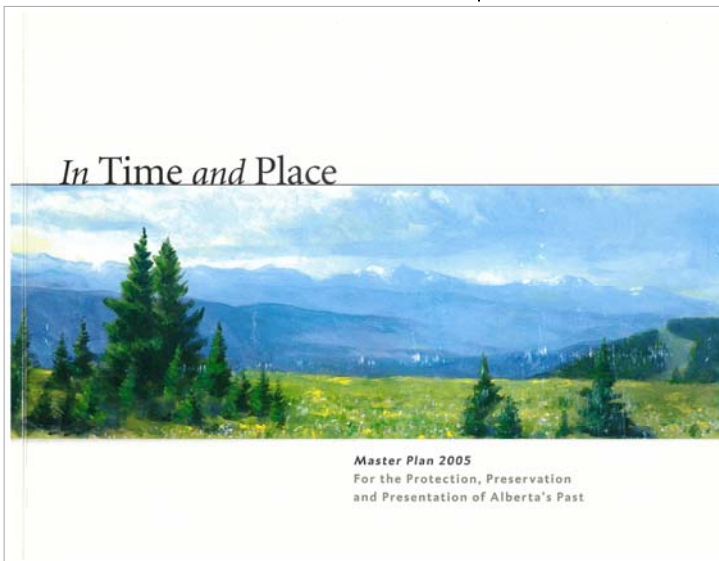
The Alberta Register is administered through Alberta Historic Places Research and Designation Program. They are also responsible for submitting eligible sites for listing on the Canadian Register of Historic Places.

Alberta Heritage Survey Program

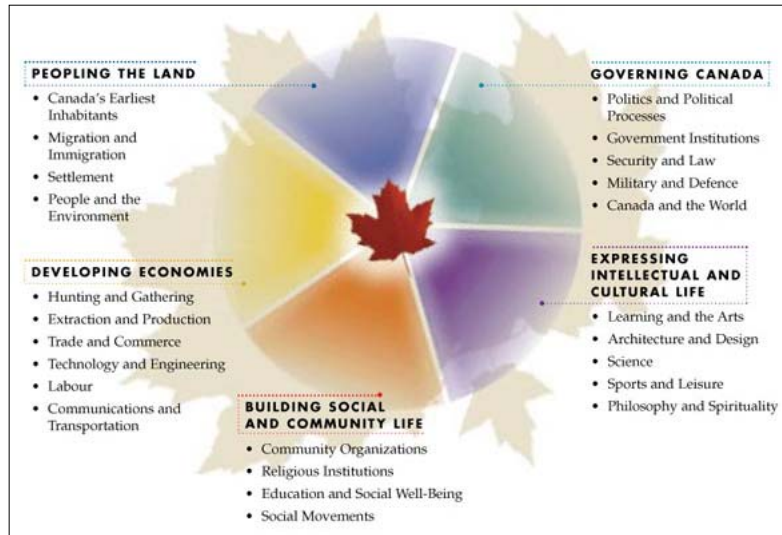
The Alberta Heritage Survey Program documents Alberta’s historic places in partnership with heritage groups, consultants, and individuals. The Survey Program database contains almost 100,000 records of non-archaeological historic places within the province. The database contains information gathered as early as 1971, and most of the sites are older than 50 years of age. A wide variety of historical sites are represented in the Alberta Heritage Survey such as houses, churches, grain elevators, train stations, barns, mines, cemeteries and a few geological and natural features. The database provides a base of knowledge to assist in making informed decisions regarding Alberta’s historic resources.

Thematic Framework

The thematic framework is meant to assist Yellowhead County in identifying with provincial themes detailed in Alberta’s Thematic Framework for a new approach to preserving Alberta’s history, *In Time and Place, Master Plan 2005, For the Protection, Preservation and Presentation of Alberta’s Past*. Heritage significance often focuses on local provincial themes of development to ensure relevancy to local conditions and local community values. The thematic approach enables the community to identify its unique heritage values, to understand how particular historic resources speak to those values, and how each historic resource has a unique and important place within the history of the community. Alberta’s *In Time and Place, Master Plan 2005* was designed to be used by any group in Alberta contemplating heritage preservation activities.



The purpose of the thematic framework is to assist in organizing or defining the history of the community in order to identify and place specific historic sites, significant individuals, and particular events in context with the community’s evolution, and within the realm of Alberta’s history. Alberta’s thematic framework encourages the definition of heritage resources in broad and inclusive terms; helps to understand the inter-relationships between the historic resources; and assists in the collection and preservation of a broad range of intellectual, material and experiential components for each resource. The provincial framework was also developed in consideration with Canada’s overarching historical themes.



Further to Alberta's thematic framework, a more detailed analysis can be adapted to the Parks Canada National Historic Sites System Plan, and has great value when exploring the heritage resources that not only have provincial value, but national importance as well.

Alberta Building Code

The ABC sets out technical provisions for the design and construction of new buildings, but it also applies to alterations, change of use and demolition of existing buildings.

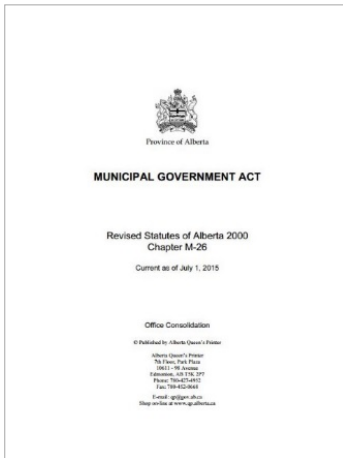
4.4 Municipal Framework

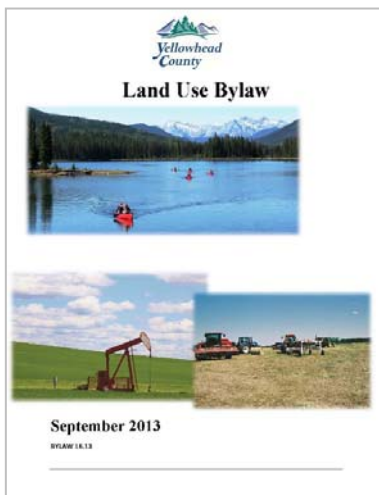
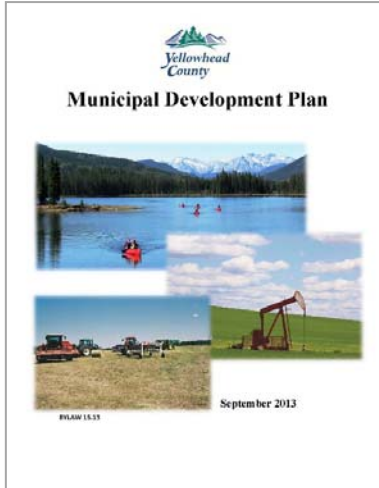
Alberta Municipal Government Act

The Municipal Government Act (MGA) is the legislative framework in which all municipalities and municipal entities across the Province of Alberta operate. The MGA provides the governance model for cities, towns, villages, municipal districts, specialized municipalities, and other forms of local government. The act provides the foundation for how municipalities operate, how municipal councils function, and how citizens can work with their municipalities. The MGA is structured with three areas of focus: governance; planning and development; and assessment and taxation.

Municipal Development Plan

A Municipal Development Plan is the primary statutory planning document that outlines a long-term strategic plan for managing growth and development. The document provides excellent opportunity to support heritage conservation by including heritage policies that relate directly to heritage resources within Yellowhead County.





Current Heritage Policies Within the Yellowhead County Municipal Plan

Within the current Yellowhead County Municipal Plan, Section 13.7 contains a Heritage Policy portion regarding County Heritage Resources to...

“Undertake activities to identify, conserve and raise community awareness of local historic resources. In keeping to the commitment for building on the strength of Yellowhead County communities Council has established a Yellowhead County Heritage Advisory Board (HAB). As one of its first responsibilities the HAB is working with the Municipal Heritage Partnership Program and undertaking the inventory, research and documentation of identified historic sites and will recommend certain sites for inclusion on a Municipal Register of Historic Places.”

Section 14.1 on a Prosperity Policy calls for Heritage Conservation to...

“to create a lasting reminder of the historical development of Yellowhead County. This will create employment and business opportunities in the County.”

Sections 6.5.5 and 6.5.6 refers to Brule and Cadomin respectively, “to support the conservation of the unique Heritage character” of each community.

Municipal Land Use Bylaws

The Alberta Municipal Government Act requires that Yellowhead County adopt a land use bylaw. A land use bylaw regulates and controls the use and development of all land and buildings within the municipal boundaries. Development generally includes building construction, additions or replacement, uses that may occur on the land or in buildings, or changes to a use or intensity of use. A land use bylaw is a legal document and, once approved, have the status of law in a municipality. The land use bylaw is the companion document to the municipal planning strategy, and helps the municipality enforce its vision as defined within the municipal plan.

Direct Control Districts

Direct Control (DC) districts are special land use districts that apply to one specific area. The general purpose of a direct control district is to provide for development that, because of unique characteristics, unusual site conditions or innovative design, requires specific regulations unavailable in other land use districts. This district is not intended to be used instead of another land use district bylaw that could be used to achieve the same result. DC districts often have special rules and may refer to historic sections or version of the Land Use Bylaw.

Heritage Conservation District

Heritage Conservation Districts (HCDs) form an integral part of cultural heritage in a region. An HCD is an area of a municipality that is protected by a municipal bylaw passed under the Alberta *Historical Resources Act* by Council. HCDs are designated because the areas they protect are considered to be historically or culturally significant and require special care and attention in the planning process to ensure that they are conserved.

There is no reference to heritage sites in the current September 2013 Yellowhead County Land Use Bylaw.

Municipal Heritage Management

Definition

Municipal Heritage Management is the identification, interpretation, maintenance, and preservation of significant historic places and cultural sites.

Goal

To develop a realistic Heritage Management process and policy framework to carry out the intention of legislation and practices to ensure responsible conservation can be implemented. Once implemented, it will become the foundation of the Yellowhead County's Heritage Management Program.

Process

A potential Historic Resource is surveyed for further documentation, evaluated for eligibility and placed on the Municipal Heritage Inventory with a Statement of Significance. The Historic Resources is then designated with the approval of the property owner and placed on the Municipal Register of Historic Resources. Alterations to the Resource can only occur through a permit and approval process.

Form Location

Refer to appropriate form in Appendix:

- A.1 – Process Flow Chart
- A.13 – Designation Process Summary Form

5. Heritage Management Process

5.1 Purpose of Heritage Management

Heritage places and cultural resources play a fundamental role in Yellowhead County's engagement with communities within the region. Heritage and culture are the basis of all social identity and development, and are the endowment that each generation receives and passes on. Protecting and managing historic resources jointly with all members of the community contributes to the quality of life and respect Yellowhead County embraces. Greater attention to cultural and built heritage provides more effective community engagement, and enhances the legacy of those who struggled, fought, and surged forward to build a region layered with values that embrace the first nations, farming, mining, the railroad, logging, trapping, prospecting, and rural and urban development.

Heritage Management provides Yellowhead County with a process to help protect these values, and to secure measures that will help identify, interpret, maintain and preserve these historic places for years to come.

5.2 Heritage Management Process

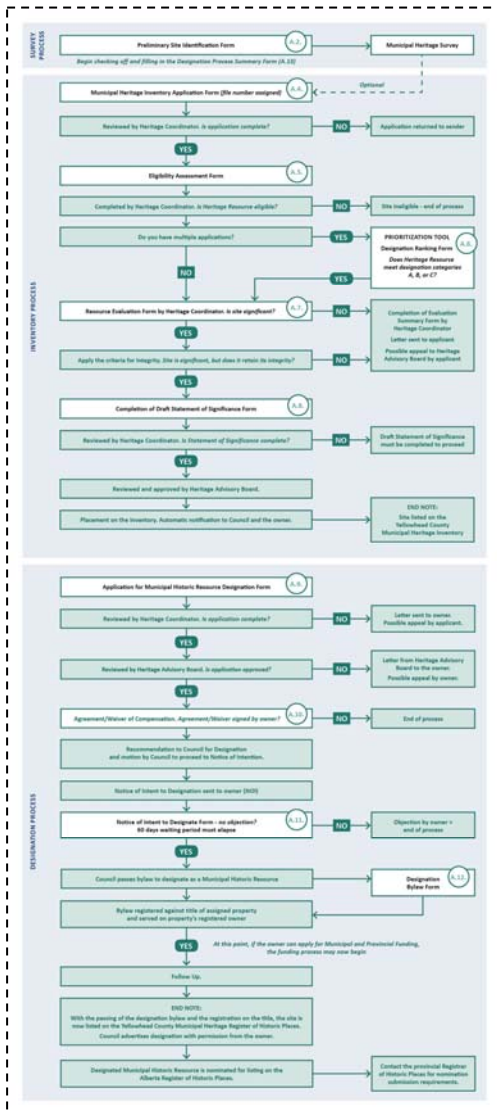
Managing heritage resources in Yellowhead County involves an array of participants in the community that engages the Yellowhead County Council, the Yellowhead County Heritage Advisory Board, the Heritage Coordinator, administrative staff, County Planning and Development, owners of historic properties, and community partners. All participants have a role to play in conserving and protecting such resources.



The Heritage Management process is meant to provide a clear direction on how to designate important and significant historic resources in Yellowhead County. The process is connected to corresponding forms and templates that guide each step of progression that ultimately results in the resource being designated and placed on the Municipal Register of Historic Places. Although not required, the designated resource can also be nominated for listing on the Alberta Register of Historic Places. To do so, the municipality must submit a copy of the bylaw and the Statement of Significance, and other required documentation, to the province's Registrar of Historic Places.

Municipal Heritage Management Process

Process	Procedure
Municipal Heritage Survey	<ul style="list-style-type: none"> • Undertake preliminary site identification. • Develop a Municipal Heritage Survey. • Create a Places of Interest List (POIL).
Municipal Heritage Inventory	<ul style="list-style-type: none"> • Complete a Municipal Heritage Inventory Application • Assess Eligibility of Resource. • If there are more than five applications, prioritize using the Designation Ranking Form. • Evaluate the Resource to determine significance and integrity. • Prepare a Draft Statement of Significance. • Place Resource on Yellowhead County Municipal Heritage Inventory. • File SoS and all supporting documentation. • Maintain Heritage Inventory on an annual basis.
Municipal Register of Designated Historic Resources	<ul style="list-style-type: none"> • Complete a Municipal Historic Resource Designation Application. • Review and approve application. • Obtain agreement/Waiver of Compensation signed by property owner. • Recommendation to Council to designate the property. • Pass motion by Council to designate the property and sends a Notice of Intention to Designate to property owner. The owner has 60 days to reject designation, and cannot alter the site without Council's permission for the next 120 days to ensure the property is protected during the designation process. • Pass bylaw by Council, after 60 days, to designate the property. • Register bylaw against title of property with Land Titles Office. • List site on the Yellowhead County Municipal Heritage Register of Historic Places.
Alberta Register of Historic Places	<ul style="list-style-type: none"> • Contact the provincial Registrar of Historic Places to nominate site for listing on the Alberta Register of Historic Places and the Canadian Register of Historic Places.
Alteration of a Municipal Historic	<ul style="list-style-type: none"> • Complete Application for Heritage Resource Intervention Permit Form. • Review and evaluate the application for intervention to ensure it meets all required Standards for



Resource	<p>Conservation.</p> <ul style="list-style-type: none"> Present recommendation to the Municipality's Development Officer for final decision. Notify property owner of application decision.
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5.3 Heritage Management Policy Guidelines

Heritage Management Plans are most successful when they are strongly supported by the local municipality and involve the community. It is important to establish clear roles and responsibilities and, while there are not rigid rules, the following Heritage Management Plan Policy Guidelines describe a combination of supportive roles.

Heritage Management Policy Guidelines

Stakeholder	Policy
County Council	<ul style="list-style-type: none"> Approve, adopt, and implement the Heritage Management Plan. Integrate the Heritage Management Plan into the Land Use Bylaw as a primary tool for heritage management. Make decisions regarding the management of heritage resources, cultural landscapes, and potential Heritage Areas within Yellowhead County. Support the appointment of the Yellowhead County Heritage Advisory Board. Ensure the existence of a full or half-time Heritage Coordinator. Support and encourage community engagement and public events in the preservation and celebration of Yellowhead County's heritage. Collaborate with other community partners to promote heritage awareness and education of the region's historic resources. Recognize the contributions of owners of designated properties for their contributions to conserve and protect historic resources in Yellowhead County. Review and revise the Heritage Management Plan as necessary, with the assistance and recommendations of the Heritage Advisory Board, at minimum every 5 years. Review and consider recommendations of the Yellowhead County Heritage Advisory Board concerning heritage management in Yellowhead County. Consider building code equivalencies for heritage buildings in order to meet the building code requirements of the Alberta and National Building Codes.

Heritage Advisory Board

- Assist Yellowhead County Council in implementing the HMP, policies and procedures.
- Identify additional historic resources to be surveyed, evaluated, included in the Yellowhead County Heritage Inventory, and included in the Yellowhead County Register of Historic Resources.
- Advise Council on all matters related to heritage within the region.
- Assist Council in creating recognition measures to celebrate and encourage the participation of owners of historic resources.
- Coordinate consultation between Council and community partners.
- Assist Council in developing a communications strategy to build public awareness and understanding of heritage management throughout the County.
- Provide recommendations to Council regarding the designation of historic sites and their inclusion on the Yellowhead County Register of Historic Resources.
- Undertake training on the *Standards and Guidelines for the Conservation of Historic Places in Canada* from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources.

Heritage Coordinator

- Undertake extensive training on the *Standards and Guidelines for the Conservation of Historic Places in Canada* from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources.
- Coordinate all communication between the Heritage Advisory Board and property owners, community partners, and other stakeholders.
- Provide information and documentation on the designation process to owners of historic resources within Yellowhead County.
- Monitor, evaluate, and report on the Heritage Management Program.
- Manage the procedures of the heritage management process as outlined in the Heritage Management Plan, which includes, but is not limited to, the following:
 - » Maintaining all documents and files for the survey, inventory, and site designations.
 - » Processing all required forms and permit applications related to heritage management.
 - » Reviewing and distributing heritage-related information or matters to other County departments as necessary.
- Assist the Heritage Advisory Board with all aspects of procedures and policies of the heritage

	management process.
County Administration	<ul style="list-style-type: none"> • Assist the Heritage Coordinator and the Heritage Advisory Board with the management and maintenance of the Yellowhead County Heritage Survey, Inventory, and Municipal Register of Historic Places. • Undertake basic training of the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources. • Provide general information to property owners and the general public on heritage resource management in Yellowhead County.
County Planning and Development	<ul style="list-style-type: none"> • Provide planning and development support to the Heritage Coordinator, the Heritage Advisory Board, and to Council as it pertains to heritage management, zoning, permits, and Heritage Character Areas or Districts that may be established. • Undertake training of the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> from the Alberta Government’s Historic Resources Management Branch, or other private consulting sources.
Heritage Property Owners	<ul style="list-style-type: none"> • Be a custodian of Yellowhead County’s heritage places. • Become informed, engaged, and aware of opportunities for the protection and conservation of historic resources in Yellowhead County. • Apply for listing on the Municipal Heritage Inventory. • Apply for designation by completing all applications and documentation and submit to the County for processing. • Be aware of appropriate Standards for Conservation, and apply the Standards when undertaking approved alterations to designated heritage properties.
Community Partners	<ul style="list-style-type: none"> • Participate in public consultation sessions related to heritage management in Yellowhead County. • Be a custodian of Yellowhead County’s heritage places. • Become informed, engaged, and aware of opportunities for the protection and conservation of historic resources in Yellowhead County. • Support Yellowhead County, the Heritage Advisory Board, and the Heritage Coordinator in the implementation of the Heritage Management Plan. • Provide historical information on heritage sites under consideration for the Heritage Survey, Heritage Inventory, or Municipal Designation.

Municipal Heritage Survey

Definition

A Heritage Survey is a summary of information associated with potential historic places. The heritage resources are most often man-made structures such as houses, commercial and institutional buildings, and bridges. Less common are geological or natural features.

Goal

To identify, document and understand potential historic places in the County, to create a database that will help identify and evaluate significance heritage resources, and to recognize the importance of historic places in Yellowhead County.

Process

The Alberta Survey Program provides a four-page Heritage Survey Site Form to record site information, including black and white photographs. The original forms are then scanned, with originals being filed with the Alberta Survey Program, and a digital record retained by the municipality.

Form Location

Refer to form in Appendix:

- A.2 – Preliminary Heritage Site Identification Form
- A.3 – Government of Alberta Survey Site Form

6. Municipal Heritage Survey Process

6.1 Purpose of the Municipal Heritage Survey

Historic places, historic resources, and heritage resources are terms that are commonly used to describe buildings, cultural landscapes and districts that may have historical significance.

A Municipal Heritage Survey is a well-established technique for systematically investigating heritage resources within a defined geographic area. It is the first step in a heritage resource management program. A **Reconnaissance Survey** or an **Intensive Survey** can be conducted, depending on the municipality's requirements. Surveys are conducted to gather and record information associated with heritage resources and includes three concurrent stages:

- ❖ Background research
- ❖ Fieldwork involving the visual inspection and documentation of the site
- ❖ Documentation.

The survey provides information about the resource, both physical and historical, and requires periodic updating due to either new found resources, or resources that have fallen to deterioration. The survey does not impose any restrictions on the resource, nor is there any limitation of what can be surveyed.

As a precursor to the development of Yellowhead County's Heritage Management Plan, a Heritage Survey was completed for 325 heritage sites across the region.

6.2 Heritage Survey Process

The survey process begins with the initial identification of the site. This can be done either through a formal process using a Preliminary Site Identification Form, or simply through a reconnaissance survey of the site. Ideally the resource would be recorded using the Alberta Survey Program's Heritage Survey Site Form, however, it is possible to bypass completion of the survey form and move directly to the Heritage Inventory Process.



PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Site: _____ (site location): _____
 Number of Site: _____
 Applicant Name: _____ Current Owner: _____
 Name Number: _____ Period Owner: _____
 Address: _____ Construction Date: _____ Approximate
 Actual
 Email: _____ Building/Use: _____

Address or Alterations to Original Building:

History:

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | PRELIMINARY HERITAGE SITE IDENTIFICATION FORM | 119

Heritage Survey Process

Process	Procedure
Preliminary Site Identification	<ul style="list-style-type: none"> Historic sites may be identified by anyone in the municipality, the site owner, the Heritage Coordinator, and the Heritage Advisory Board. The Preliminary Heritage Site Identification Form is completed and submitted to the Heritage Coordinator for review by the Heritage Advisory Board. The heritage site undergoes either a more intensive survey or proceeds directly to the Heritage Inventory Stage.
Municipal Heritage Survey	<ul style="list-style-type: none"> The historic site undergoes a more intensive survey using the Heritage Survey Site Form provided by the Alberta Survey Program. All conditions of the program are followed.
Places of Interest List	<ul style="list-style-type: none"> The historic site is placed on a Places of Interest List to be considered for the Heritage Inventory.

Government of Alberta ■ **SITE FORM** Key H S

Site Name: _____
 Other Name(s): _____
 Site Type: _____

Legal Description

Lot _____ Quarter _____ Section _____ Township _____ Range _____
 "Lot" _____
 "Block" _____
 "Plan" _____
 "Metes & Bounds" _____

Address: _____
 Street _____ Avenue _____
 "Other" _____
 "Near Town" _____
 "County" _____

NTS: _____ Grid _____ Letter _____ Number _____ Name _____

UTM: _____ Zone _____ Easting _____ Northing _____ Datum _____ Coordinate Determination
 Latitude _____ Longitude _____ Datum _____ Coordinate Determination

Image 1

Type _____
 Number _____
 View _____
 Date _____
 Source _____

Visual Description

Style _____
 Plan Shape _____
 Storeys _____
 Foundation _____
 Superstructure _____
 Superstructure Color _____
 Roof Structure _____
 Roof Cover _____
 Exterior Color _____

Exterior _____
 Interior _____
 Environment _____
 Condition _____
 Alterations _____

Text Fields

Architect _____
 Builder _____
 Craftsmen _____
 History _____

Sources _____

Date (dd/mm/yyyy) _____
 Status _____
 Year Completed By _____

Office Use

Priority _____ Geo Code _____
 Number _____ Register _____

Image 2

Type _____
 Number _____
 View _____
 Date _____
 Source _____

Image 3

Type _____
 Number _____
 View _____
 Date _____
 Source _____

6.3 Heritage Survey Policy Guidelines

Heritage surveys are most successful when they are strongly supported by the local municipality and involve the community. It is important to establish clear roles and responsibilities and, while there are not rigid rules, the following Heritage Survey Policy Guidelines describe a combination of supportive roles for the municipality to continue with, and maintain, the Heritage Survey for Yellowhead County.

Heritage Survey Policy Guidelines

Stakeholder	Policy
County Council	<ul style="list-style-type: none"> Support and promote the undertaking of heritage surveys of all existing heritage resources throughout the region.
Heritage Advisory Board	<ul style="list-style-type: none"> Encourage the preliminary identification of heritage sites throughout the region. Review Preliminary Heritage Site Identification Forms submitted by property owners or interested parties. Maintain and update the Municipal Heritage Survey through an annual review of existing surveys that may require further documentation, as well as additional sites that may need to be recorded. Survey all new historic sites that may have the potential to be placed on the Municipal Heritage Inventory. Ensure Designation Process Summary Form to fill in date of survey completion. Place sites on the Places of Interest List.
Heritage Coordinator	<ul style="list-style-type: none"> Ensure the Preliminary Heritage Site Identification Form is available to anyone wishing to submit a site. Coordinate reconnaissance or intensive survey of heritage sites when necessary. Ensure Designation Process Summary Form is initiated for each site.
Heritage Property Owners	<ul style="list-style-type: none"> Complete a Preliminary Heritage Site Identification Form to be considered on the Places of Interest List. Submit Preliminary Heritage Site Identification Form to Heritage Coordinator.
Community Partners	<ul style="list-style-type: none"> Assist in the ongoing identification of heritage sites throughout the County. Participate in historical research and provide historical information on heritage sites under consideration for the Heritage Survey. Provide volunteer support in the completion of either reconnaissance surveys or intensive surveys.

Municipal Heritage Inventory

Definition

The Heritage Inventory is a list of resources that are historically significant and retain the physical features, or Character-Defining Elements, necessary to community that significance.

Goal

To assess, evaluate, and determine if historic resources are eligible for municipal designation and placement on the Municipal Register of Historic Places.

Process

A Municipal Heritage Inventory Application is submitted to the County. The Heritage Advisory Board assesses and evaluates the resource to determine eligibility, significance and integrity. If the resource meets evaluation requirements, a Draft Statement of Significance is prepared and resource is placed on the Municipal Heritage Inventory.

Template Location

Refer to forms in Appendix:

- A.4 – Municipal Heritage Inventory Application Form
- A.5 – Eligibility Assessment Form
- A.6 – Designation Ranking for Historic Resources Form
- A.7 – Resource Evaluation Form
- A.8 – Statement of Significance Form

7. Municipal Heritage Inventory Process

7.1 Purpose of the Municipal Heritage Inventory

The purpose of the Municipal Heritage Inventory is to catalogue important historic places in Yellowhead County. Each record of a historic place contains photographs of the site, location, a description of the historic place, an explanation of its heritage value in the context of the community, as well as a list of any physical features on and around the site that speak to its integrity. The number of historic places that can be included on the Heritage Inventory depends on the County's financial and staff resources to compile it.

A Municipal Heritage Inventory also increases the community's understanding of its historic places. It helps identify which historic places should receive special recognition, how historic places can contribute to tourism and economic development goals, appropriate uses for heritage buildings and other historic places, and how to integrate heritage conservation and management into community planning.

In addition, individual Statements of Significance produced during this stage are a provincial mandatory requirement in order to designate a Municipal Historic Resource.

7.2 Heritage Inventory Process

The inventory process begins with a Municipal Heritage Inventory Application submitted by the owner of the historic resource, or other interested parties. After the resource is assessed for eligibility, significance and integrity, a Draft Statement of Significance is prepared after which the resource is placed on the Municipal Heritage Inventory. It is important to maintain the inventory, and to ensure any resource included on the inventory are earmarked on County GIS Mapping to ensure such sites are given consideration in all future County or owner initiatives.



Why Heritage Inventories Are Important

Consists of...

- Basic site information and data collected during the preliminary research stage.
- Description of the Historic Place, its Heritage Value and its Character-Defining Elements.

Provides...

- Valuable planning and heritage management tool that can assist with other municipal initiatives.
- Potential historic resources for Municipal Historic Resource designation.

Used to...

- Enhance heritage awareness, education and interpretation initiatives.
- Raise owner awareness regarding the existence of important character-defining elements.
- Monitor heritage areas and impacting development to protect heritage values.

Heritage Inventory Process

Process	Procedure
Municipal Heritage Inventory Application	<ul style="list-style-type: none"> • Historic sites may be identified by anyone in the municipality, the site owner, the Heritage Coordinator, or the Heritage Advisory Board. • The Municipal Heritage Inventory Form is completed by either the owner, or any other interested party, and submitted to the Heritage Coordinator for review, assignment of a file number, and submission to the Heritage Advisory Board. The file number is a unique identifier that stays with the resource throughout the evaluation process, and is referenced on all documentation moving forward. • The Municipal Heritage Inventory Form provides sufficient information to enable the Heritage Advisory Board to assess eligibility, undertake a designation ranking, and complete a resource evaluation.
Eligibility Assessment	<ul style="list-style-type: none"> • The Heritage Coordinator uses the Eligibility Assessment Form's three specific steps to review the application to ensure the site is not an excluded type, and/or it qualifies for an exception. • If the site is eligible, the Heritage Coordinator may decide that additional research is required to support further evaluation. Such research may come from a field survey of the resource, archival searches of original documentation and photographs, and oral history interviews. Other sources may include local histories, magazine and journal articles, and academic manuscripts such as a thesis. • If the site is ineligible, the Heritage Coordinator provides written notification to the applicant and withdraws the application.
Designation Ranking for Historic Resources	<ul style="list-style-type: none"> • If the historic site is eligible, and there are several applications, the Heritage Coordinator may wish to undertake a preliminary evaluation using the Designation Ranking Form. The form provides an objective numerical rating of the resource to determine priority for designation.
Resource Evaluation to Determine Significance and Integrity	<ul style="list-style-type: none"> • Using the Resource Evaluation Form, the Heritage Coordinator determines which significance criteria may apply, the site's context, and the site's municipal significance based on the context. The criteria used to assess significance includes: <ul style="list-style-type: none"> » Theme/Activity/Cultural Practice/Event » Institution/Person » Design/Style/Construction » Information Potential » Landmark/Symbolic Value

What Does Placement on the Inventory Mean for the Property Owner?

A Municipal Heritage Inventory is not the same as heritage protection or “designation.” A heritage site listed on the Heritage Inventory can only be protected by some other means, such as a designation bylaw.

If a building or structure is listed on the Municipal Heritage Inventory, the owner may redevelop the site or make alterations to the building, provided that the proposed changes are within the limitations of other municipal bylaws and regulations.

If demolition or alteration is proposed for a building or heritage site on the Municipal Heritage Inventory, the County can place an order for temporary protection for up to 60 days. During this time, the site can be evaluated in more detail and discussions with the owner can take place. A report would be required for Council to consider before the temporary protection expires.

Are There Financial or Other Incentives at This Stage?

There are no financial or other incentives available from the County for sites listed on the Municipal Heritage Inventory. However, the Alberta Historical Resources Foundation provides a one-time matching grant of \$5,000 for local (non-designated) Historic Resources. Owners of protected heritage properties can make application to the Alberta Historical Resources Foundation for financial assistance to undertake appropriate conservation measures to their designated property. Owners should contact the County Heritage Coordinator or the Heritage Advisory Board to consider next steps for application, and to explore whether the County has initiated additional incentives to encourage the conservation and protection of historic resources throughout the region.

	<ul style="list-style-type: none"> • Research collected during the Eligibility Assessment stage can help either the Heritage Coordinator or the Heritage Advisory Board prepare a Context Statement. • Using the same form, the Heritage Coordinator undertakes a site inspection to assess the integrity of the site and to determine if the resource retains enough historic fabric and design features to communicate its significance. This is done in three stages: <ul style="list-style-type: none"> » Identify the site’s Character-Defining Elements » Assess which aspects of Integrity are retained by the resource. » Determine if the resource has integrity. • If the resource has significance and retains its integrity, the Heritage Advisory Board completes the Evaluation Form and provides written notification to the applicant that the resource will move to the next stage of the process.
<p>Draft Statement of Significance</p>	<ul style="list-style-type: none"> • Once the resource is determined eligible, and has significance and integrity, the Heritage Coordinator prepares a Draft Statement of Significance in order to place the resource on the Yellowhead County Heritage Inventory.
<p>Placement on the Yellowhead County Heritage Inventory</p>	<ul style="list-style-type: none"> • Once the Draft Statement of Significance is approved by the Heritage Advisory Board, the resource is placed on the Yellowhead County Heritage Inventory. • The Heritage Advisory Board notifies Council, and provides written notification to the owner, along with a copy of the Draft Statement of Significance, confirming the resource has been placed on the Yellowhead County Heritage Inventory, and the next steps if the owner wishes to proceed to designation.
<p>Filing and Maintenance</p>	<ul style="list-style-type: none"> • The Heritage Coordinator maintains a complete file on the resource, including all forms, documentation, photographs, research, and oral history interview records. • The Heritage Coordinator notifies County Planning and Development for placement on County GIS Mapping in the event of either demolition or development permits. • The Heritage Coordinator reviews the Heritage Inventory on an annual basis. The review also involves adding new information discovered on any site already on the Heritage Inventory.

7.3 Heritage Inventory Policy Guidelines

A Municipal Heritage Inventory is most successful when it is strongly supported by the local municipality and involves the community. It is important to establish clear roles and responsibilities and, while there are not rigid rules, the following Heritage Inventory Policy Guidelines describe a combination of supportive roles for the municipality to continue with, and maintain, the Heritage Inventory for Yellowhead County.

DESIGNATION RANKING FOR HISTORIC RESOURCES
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

PRIORITY FOR DESIGNATION

The historic resources in this category are individually outstanding and have the highest heritage significance in the Yellowhead County Region by virtue of location and association, design, technical and architectural, association and setting criteria along with overall integrity of design and construction. Category B historic resources generally hold the potential for historical, scientific, or other national significance.

CATEGORY A | 80 - 100

The historic resources in Category A are of the highest priority for municipal heritage designation based on architectural and historic merit. They are of high value and typically hold landmark status. Such historic sites are usually unaltered or altered only in a minor or completely sympathetic manner.

Owners of Category A sites should be encouraged to apply for designation and possible financial incentives, and locations for the conservation and maintenance of these designated historic sites should be as generous as possible.

Historic sites in Category A may also have potential for provincial recognition and/or designation as National Historic Site, War Sites, or parks and zoning applications affecting these sites should be carefully reviewed and commented upon by the Yellowhead County Municipality.

CATEGORY B | 50 - 75

The historic resources in Category B are of distinct importance by virtue of location and environment, design, technical and architectural, application and setting. They have a high value but are of lower overall significance than Category A historic sites, yet hold importance within the Yellowhead County Region.

Historic resources in Category B are a high priority for heritage designation for architectural, and/or historical reasons, do not necessarily possess landmark status, and their architectural and historical integrity may have been partially modified by minor alterations or additions.

Owners of Category B resources should be encouraged not to apply for designation and possible financial incentives, however incentives for the conservation and maintenance of designated Category B historic resources may still be as generous as they would be for Category A resources.

All permits and zoning applications affecting these historic sites must be reviewed and commented upon by the Yellowhead County Municipality.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES | 116

RESOURCE EVALUATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Site Name: _____
 File Number: _____
 Site Address: _____
 Legal Description: _____
 Description: _____

SIGNIFICANCE ASSESSMENT

Significance Criteria: A. Theme/History/Cultural Practices/Events
 B. Architecture/Design
 C. Design/Style/Construction
 D. Information Potential
 E. Landmark/Iconic Value

Context Statement: _____

Municipal Significance: A. Theme/History/Cultural Practices/Events
 B. Architecture/Design
 C. Design/Style/Construction
 D. Information Potential
 E. Landmark/Iconic Value

Explanation: _____

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | RESOURCE EVALUATION FORM | 117

STATEMENT OF SIGNIFICANCE FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

SITE NAME: _____ FILE NO.: _____
 SITE ADDRESS: _____

SITE PHOTOGRAPH: _____
 SITE PHOTOGRAPH: _____
 SITE PHOTOGRAPH: _____

DESCRIPTION OF HISTORIC PLACE

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM | 118

MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Name of Heritage Resource: _____
 Street Address: _____
 Legal Description (Lot/Block No.): _____ Block No.: _____ Plan 2750 No.: _____
 Land Use District: _____

Name of Registered Owner: _____
 Street Address: _____
 City: _____ Province: _____ Postal Code: _____
 Telephone No.: _____ Email: _____

Name of Applicant (if different than owner): _____
 Street Address: _____
 City: _____ Province: _____ Postal Code: _____
 Telephone No.: _____ Email: _____

FOR OFFICE USE ONLY

Application No.: _____ File No.: _____
 Received By: _____

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM | 119

NOTICE OF INTENTION TO DESIGNATE FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESOURCE: _____
 AS A MUNICIPAL HERITAGE RESOURCE

ALBERTA HISTORIC RESOURCES ACT
 Section 24 (1) R.S.A., R.S.A. 2005, c.H-9, as amended

To: _____

Notice is hereby given that following at least sixty (60) days from the date of posting this notice, on _____
 Council Meeting Date: _____ Municipal Council of _____
 intends to pass a Bylaw that the site legally described as: _____
 (SHORT LEGAL DESCRIPTION: _____) (Map: _____ Block: _____ Lot: _____)
 (LONG LEGAL DESCRIPTION: _____) (Municipal Address: _____)
 Enclosing these out of mines and minerals, and containing the buildings), known as: _____

Noted on the site to be designated a MUNICIPAL HISTORIC RESOURCE under Section 23 of the Historical Resources Act, as amended from time to time.

ADD TO THIS NOTICE NOTICE THAT the Municipal Council of Yellowhead County has requested the Chief Administrative Officer to implement a public hearing on the notice of the notice of intention to designate a Municipal Historic Resource.

DATED this _____ day of _____, 20____.

FILE NO.: _____

Location Map Statement of Significance
 Photographs _____
 Chief Administrative Officer

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | NOTICE OF INTENTION TO DESIGNATE FORM | 120

Heritage Inventory Policy Guidelines

Stakeholder	Policy
County Council	<ul style="list-style-type: none"> • Follow the Heritage Inventory process as detailed in the Yellowhead County HMP. • Adopt provincial evaluation process to determine whether historical places meet criteria of historical, architectural, archeological or cultural significance. • Maintain a current list of all historic resources that have a Draft Statement of Significance. • Promote the Heritage Inventory by making it accessible to the public. • Respect owners of historic resources who either wish not to participate in the Heritage Management Program, or who do not want to make public their historic site included in the Heritage Inventory.
Heritage Advisory Board	<ul style="list-style-type: none"> • Maintain the Yellowhead County Heritage Inventory with the assistance of the Heritage Coordinator and County staff. • Assess the eligibility of historic resources that have been submitted following the Municipal Heritage Inventory Application process. • Use the Designation Ranking for Historic Resources Form when there are several applications and priority sites need to be determined. • Approve the addition of historic resources on the Yellowhead County Heritage Inventory. • Review and update the Heritage Inventory annually with the assistance of the Heritage Coordinator and County staff. Determine and document, with photographs, if the site: <ul style="list-style-type: none"> » Continues to retain its Significance and Integrity; » Retains its Character-Defining Elements without inappropriate alteration; or, » Has not been demolished. • Remove sites on the Heritage Inventory that have undergone inappropriate alterations, or have been demolished. • Inform Council of heritage properties placed on, or removed from, the Yellowhead County Heritage Inventory. • Inform owners of properties listed on the Yellowhead County Heritage Inventory about the opportunities available to them through designation.
Heritage Coordinator	<ul style="list-style-type: none"> • Coordinate all administration for the Yellowhead County Heritage Inventory. • Provide information and assistance to property owners and the public regarding heritage management in Yellowhead County. • Assist property owners and interested parties with

	<p>the inventory application process.</p> <ul style="list-style-type: none"> • Review Heritage Inventory applications for completeness. • Assign a file number for each Heritage Inventory application. • Evaluate eligible historic resources to determine Significance and Integrity. • Complete a Statement of Significance for each historic resource that meets the assessment and evaluation criteria. • Submit Evaluation and Statement of Significance to the Heritage Advisory Board for review and approval. • Ensure heritage resources with a Statement of Significance are added to the Yellowhead County Heritage Inventory. • Update Designation Process Summary Form. • Review and update the Heritage Inventory annually with the assistance of the County staff.
County Administration	<ul style="list-style-type: none"> • Assist with the management of the Yellowhead County Heritage Inventory. • Support and assist the Heritage Advisory Board and the Heritage Coordinator with maintaining the Heritage Inventory. • Assist the Heritage Coordinator with administrative tasks associated with the Heritage Inventory. • Assist the Heritage Advisory Board and the Heritage Coordinator with an annual review and update of the Heritage Inventory.
County Planning and Development	<ul style="list-style-type: none"> • Identify sites placed on the Heritage Inventory on County GIS Mapping in the event of either demolition or development permits. • Retain a copy of a Statement of Significance for each site on the inventory and identified on all mapping. • Include identification of such sites in all related reports, Area Redevelopment Plan, and the Municipal Development Plan.
Heritage Property Owners	<ul style="list-style-type: none"> • Complete Municipal Heritage Inventory Application to either: <ul style="list-style-type: none"> » Remove heritage resource from the Municipal Register of Historic Places; » Include heritage resource from the Municipal Register of Historic Places; or » Request the evaluation of heritage resource be reassessed.
Community Partners	<ul style="list-style-type: none"> • Participate in historical research and provide historical information on heritage sites under consideration for the Heritage Inventory.

Historic Resource Designation

Definition

Municipal Heritage Designation is the process of protecting a historic resource by way of a Municipal Bylaw registered on the property with Land Titles.

Goal

To legally protect heritage places to prevent inappropriate actions that could damage or destroy their heritage value; formally recognize significant historic places within Yellowhead County's history; and to provide a gateway to financial and other incentives for heritage property owners.

Process

A Heritage Designation Application is submitted to the County. Council passes a motion to designate, notifies owner and, after 60 days, passes a Designation Bylaw that is then registered on the property through the Land Titles Office. It is then listed on the Yellowhead County Register of Historic Places. It may also be registered on the Alberta Register of Historic Places but this is at the discretion of the Municipality.

Form Location

Refer to forms in Appendix:

- A.9 – Municipal Historic Resource Designation Form
- A.10 – Waiver of Compensation Form
- A.11 – Notice of Intention to Designate Form
- A.12 – Designation Bylaw Form
- A.13 – Designation Process Summary Form
- A.14 – Application for Heritage Resource Intervention Permit Form

8. Municipal Heritage Designation Process

8.1 Purpose of Municipal Heritage Designation

Designation under the Alberta *Historical Resources Act* is one tool that communities throughout Alberta have used to protect hundreds of heritage properties. Properties can be designated either individually or as part of a larger Heritage Conservation District.

For Yellowhead County, designation of heritage properties provides a process to ensure the heritage attributes of a property are conserved and protected over time. Property owners, the Heritage Advisory Board, the Heritage Coordinator and municipal staff work together to ensure that any future changes to the property respect its value.

For the property owner of a historic resource, designation recognizes the significance of their property and assures them that future owners will respect and appreciate their investment. Designation may also provide property owners with access to grants, loans, or tax relief to support the conservation of the property.

Overall, heritage designation recognizes the importance of a property to the local community; protects the properties cultural heritage value; encourages good stewardship and conservation; and promotes knowledge and understanding about the property.

8.2 Heritage Designation Process

The designation process begins with an Application for Historic Resource Designation submitted by either the owner of the historic resource, or other interested parties. After the application is reviewed and approved by the Heritage Advisory Board, the board submits a recommendation for designation to Council after which Council passes a motion to proceed, a Letter of Intention to Designate is sent to the property owner with a 60 days' notice, after which Council may pass a bylaw declaring the site a Municipal Historic Resource pursuant to the Historic Resources Act. The site is then placed on the Yellowhead County Register of Historic Places, and, at the discretion of the Municipality, can also be listed on the Alberta Register of Historic Places.



The Issue of Compensation

Is Yellowhead County required to compensate owners in exchange for municipal historic resource designation?

- Section 28 of the Historic Resources Act includes provisions for owner compensation, which normally applies when the economic value of the property is negatively affected by designation. However, more often the value of the property increases.
- Compensation agreements are normally created prior to designation, and in a manner that benefits both the owner and municipality.
- Owners of designated Municipal Historic Resources have access to ongoing Provincial conservation funding through the Alberta Historical Resources Foundation.
- The owner will often waive compensation with the understanding that potential funding is in place to assist with preservation, rehabilitation, or restoration activities.
- The Municipality may also elect to initiate local incentives that are most suitable for their local situation.
- The designation of a property is registered on the land title, and thus remains in effect after the property is sold.

Heritage Designation Process

Process	Procedure
Municipal Historic Resource Designation Application	<ul style="list-style-type: none"> • The Application for Designation is completed by the property owner and is submitted to the Heritage Advisory Board for review and approval. • The Heritage Advisory Board prepares a recommendation to Council to designate the property.
Agreement/Waiver of Compensation	<ul style="list-style-type: none"> • The municipality and the property owner arrive at either an agreement of compensation, or waived compensation. Note: Many owners of Municipal Historic Resources waive compensation because of their eligibility to apply to the Alberta Historical Resources Foundation for financial assistance to support approved conservation work.
Notice of Intention	<ul style="list-style-type: none"> • Council passes a motion to designate the property. • Council sends a Notice of Intention to designate with a 60-day waiting period to the property owner.
Designation Bylaw	<ul style="list-style-type: none"> • Council passes bylaw to designate property as a Municipal Historic Resource. • Bylaw is registered against title of assigned property at the Land Titles Office and served on the property's registered owner.
Yellowhead County Municipal Register of Historic Places	<ul style="list-style-type: none"> • The site is listed on the Municipal Register of Historic Places.
Alberta Register of Historic Places	<ul style="list-style-type: none"> • The site may be nominated for placement on the Alberta Register of Historic Places and the Canadian Register of Historic Places.

WAIVER OF COMPENSATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

I, _____, being the registered owner of the _____ together with the land rights described as Plan _____ Book _____ Lot _____ do hereby agree to waive my claim to compensation, pursuant to Section 29(2) of the Historical Resources Act, RSA (2002), c. H-6, from the Municipality of Yellowhead County, for any decrease in economic value resulting from a bylaw, pursuant to Section 29(2) of the Historical Resources Act, RSA (2002), c. H-6, designating the _____ and land as a Municipal Historic Resource. I further agree that upon any transfer of an agreement related to the _____ and land that those parties related to such an agreement will also be subject to this waiver of compensation.

Agreed to this _____ day of _____, 20____, at the Municipality of Yellowhead County, in the Province of Alberta.

Signature of Registered Owner: _____
Witness: _____
Municipality of Yellowhead County Seal: _____

File No.: _____

Yellowhead County, 10000 Highway 16, Yellowhead, Alberta
Municipal Office: (780) 223-4888 (Toll Free) 1-877-488-4888
Municipal Office: (780) 223-4888 (Toll Free) 1-877-488-4888

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | WAIVER OF COMPENSATION FORM | 1.1

MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Name of Heritage Resource: _____
Street Address: _____
Legal Description (only if not on Block No.: _____ Plan (if not on Block No.: _____
Land Use District: _____

Name of Registered Owner(s): _____
Street Address: _____
City: _____ Province: _____ Postal Code: _____
Telephone No.: _____ Email: _____

Name of Applicant/Agent (if different than owner): _____
Street Address: _____
City: _____ Province: _____ Postal Code: _____
Telephone No.: _____ Email: _____

FOR OFFICE USE ONLY
Application No.: _____ File No.: _____
Received By: _____

Received information is being collected under the authority of the Municipal Government Act (in the context of processing the Municipal Heritage Resource Designation application). This information is processed under the control and possession of the Municipal Government of Yellowhead County. If you have any questions about the collection of this information, contact the Director of Community Services at (780) 223-4889, Yellowhead County, 1100 - 3 Avenue, Yellowhead, AB, T0B 2H0.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM | 1.1

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HERITAGE RESOURCE: _____ FILE NO.: _____
BYLAW No.: _____

A BYLAW OF YELLOWHEAD COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF DESIGNATING _____ AS A MUNICIPAL HISTORIC RESOURCE.

WHEREAS, the Historical Resources Act, R.S.A. (2002), c. H-6, as amended, permits the Municipal Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving notice to the Owner of the Resource in accordance with the Historical Resources Act;

WHEREAS it is deemed in the public interest to designate the Heritage Resource located in Yellowhead County on _____ as a Municipal Historic Resource; and

WHEREAS the Owners of _____ of Yellowhead County have agreed to waive compensation for the designation of _____ as a Municipal Historic Resource, now and in the future;

NOW THEREFORE BE IT RESOLVED that the Council of Yellowhead County in the Province of Alberta, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

1. HERITAGE RESOURCE DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE
The Heritage Resource, commonly known as _____ of Yellowhead County, is hereby designated as a Municipal Historic Resource, specifically described in Schedule "B", which is located on the lands legally described as follows:

Excepting thereon _____
Excepting thereon all mines and minerals subject to the condition that the same shall be used for historic resource purposes.

2. PERMITTED REPAIRS AND ALTERATIONS
Subject to Section 5.6(4) of the Historical Resources Act, the Heritage Resource hereby designated in Section 1 as a Municipal Historic Resource shall not be removed, damaged, dilapidated, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms of Schedule "B", attached.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | DESIGNATION BYLAW FORM | 1.1

8.3 Heritage Designation Policy Guidelines

The designation of a heritage resource is most successful when it is strongly supported by the property owner and the local community. It is important to establish clear roles and responsibilities leading to designation and, while there are not rigid rules, the following Heritage Designation Policy Guidelines describe a combination of supportive roles to achieve designation collaboratively.

Heritage Designation Policy Guidelines

Stakeholder	Policy
County Council	<ul style="list-style-type: none"> Adopt standards of required documentation for the designation of a Municipal Historic Resource. Enact bylaws to designate Municipal Heritage Resources. Designate a historic resource as described in the <i>Historical Resources Act</i>. Do not designate a historic site without the support and approval of the owner. Negotiate a contractual agreement that addresses waiver of compensation with an owner of a historic site who agrees to waive the right for compensation and potentially access funding sources to assist with the preservation, rehabilitation or restoration of the site. Such an agreement should be created by the County's legal representative. Maintain the Yellowhead County Register of Historic Resources. Adopt the pan-Canadian set of conservation principles and guidelines as set out in the <i>Standards and Guidelines for the Conservation of Historic Places in Canada</i> as the foundation for the appraisal of all heritage permit applications and consultations. Provide owners of historic resources with necessary support, including assistance with designation and funding applications, to enable designation of their property and inclusion on the Yellowhead County Register of Historic Resources. Create a land use zone, such as a Heritage Direct Control, specifically for designated resources where deemed beneficial. Provide the Alberta Register of Historic Places with a copy of the bylaw and registration on title for the designated historic resource. Consider either financial or non-financial incentives to owners of designated properties to support and encourage preservation, rehabilitation, and restoration activities. Establish a Heritage Management Program to ensure a uniform process for evaluating resources leading to Municipal Designation.

DESIGNATION PROCESS SUMMARY FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

This form is to be completed by the Heritage Advisory Board at each stage of the heritage designation process.

Site Name: _____ File No: _____
 Address: _____ Date Process Begins: _____
 Owner: _____ Date Process Ended: _____

YES / NO

<input type="checkbox"/>	Survey form completed	Date: _____
<input type="checkbox"/>	Municipal Heritage Inventory Application Form	Date: _____
<input type="checkbox"/>	Eligible for designation (Eligibility Assessment)	Date: _____
<input type="checkbox"/>	Designation Review Form	Date: _____
<input type="checkbox"/>	Resource Evaluation Form	Date: _____
<input type="checkbox"/>	Draft Statement of Significance	Date: _____
<input type="checkbox"/>	Placed on Heritage Inventory	Date: _____
<input type="checkbox"/>	Application for Municipal Designation	Date: _____
<input type="checkbox"/>	Agreement/Waiver of Compensation signed by owner	Date: _____
<input type="checkbox"/>	Council passed motion to designate	Date: _____
<input type="checkbox"/>	Notice of intention sent to owner	Date: _____
<input type="checkbox"/>	60 days wait period elapsed	Date: _____
<input type="checkbox"/>	Designation letter issued	Date: _____
<input type="checkbox"/>	Designation letter posted	Date: _____
<input type="checkbox"/>	Notice registered against title and served on property owner	Date: _____
<input type="checkbox"/>	Registered on Yellowhead County Municipal Heritage Register of Historic Places	Date: _____
<input type="checkbox"/>	Registered on the Alberta Register of Historic Places	Date: _____

Notes: _____

Yellowhead County Municipal Heritage Management Plan | DESIGNATION PROCESS SUMMARY FORM | 115

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

PART 1 - TO BE COMPLETED BY OWNER Part A Part B Part C

Resource Name: _____
 Municipality: _____
 Municipal Address: _____
 This Historic Resource is: Listed on Municipal Inventory A Municipal Historic Resource Designation Bylaw # _____

Owner Name: _____ Phone Number: _____
 Address: _____ City: _____
 Province: _____ Postal Code: _____

What kind of intervention/change is being proposed to this Resource? (Provide a brief summary of the proposed work)

Why are these specific interventions/change being proposed to this Resource? (Please check all that apply)

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

Provide a brief summary of the rationale for the proposed work:

Declaration

I, the owner of the subject property, and the Applicant of this subject Application, agree to allow other municipal staff and/or Heritage Advisory Board Members the right to enter onto my property, as necessary, to view and photograph the property for the Application. I agree to allow access onto the property where my consent is considered necessary.

Owner's Signature: _____ Date: _____

Yellowhead County Municipal Heritage Management Plan | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 116

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

PART 2 - TO BE COMPLETED BY EVALUATOR

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

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

Municipal governments are responsible for safeguarding the heritage values of their properties. What "heritage values" and/or "character-defining elements" of the Resource (identified in the Statement of Significance, if any, would be impacted by the proposed work? How, specifically, would they be affected?

Heritage Values

Potential Impact on Heritage Values

Character-Defining Elements

Potential Impact on Character-Defining Elements

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

General Standards for all projects - "Preservation"

1.	Conserve the heritage value of a historic place. Do not remove, replace, or substantially alter its most or its most character-defining elements. Do not remove a part of a historic place or the context location or character-defining element.	Yes	No
2.	Conserve changes to a historic place which, over time, have become character-defining elements in their own right.	Yes	No
3.	Conserve heritage value by adopting an approach calling for minimal intervention.	Yes	No
4.	Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical authenticity by adding elements from other historic places or other periods or by combining features of the same periods that never co-existed.	Yes	No
5.	Find a way for a historic place that requires removal or no change to its character-defining elements.	Yes	No

Yellowhead County Municipal Heritage Management Plan | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 117

Heritage Advisory Board

- Adopt standards of required documentation for the designation of a Municipal Historic Resource.
- Inform property owners and the public of the process and benefits of designation, as well as potential funding available through the Alberta Historical Resources Foundation.
- Assist property owners who wish to apply to the Alberta Historical Resources Foundation for funding to protect and conserve their designated property.
- Review and approve designation applications.
- Assist Council and the Heritage Coordinator in reaching an Agreement/Waived of Compensation Agreement/Waiver signed by the property owner.
- Provide Municipal Historic Resource Designation recommendations to Council.
- Nominate the historic resource for placement on the Alberta Register of Historic Places and the Canadian Register of Historic Places by contacting the Alberta Registrar of Historic Places, however this is not a requirement.
- Assist Planning and Development with Heritage Resource Intervention Permits.

Heritage Coordinator

- Coordinate the administrative process of designating historic resources, including:
 - » Designation applications;
 - » Agreement/Waived of Compensation Agreement/Waiver signed by the property owner;
 - » Notice of Intention to Designate;
 - » Designation Bylaw; and
 - » Registration of Designation Bylaw against title.
- Provide advice to property owners regarding the designation process, the benefits of heritage designation, and the importance of preserving heritage buildings.
- Contact the Alberta Registrar of Historic Places to initiate nomination of the historic resources for placement on the Alberta Register of Historic Places and the Canadian Register of Historic Places, however this is not a requirement.
- Update Designation Process Summary Form.
- Assist Planning and Development with Heritage Resource Intervention Permits.

County Administration

- Provide assistance to the Heritage Advisory Board and the Heritage Coordinator with the administration of the Yellowhead County Register of Historic Places.
- Ensure Heritage Resource Intervention Permit applications are completed and approved prior to any proposed changes to a designated Historic Resource.

Amending or Repealing Municipal Historic Resource Designations

Bylaws not Affecting the Legal Description

The regular bylaw process used by Council can also be used to amend a Municipal Historic Resource designation bylaw that does not affect the legal description of the designated parcel.

Bylaws that Amend the Legal Description

If a Bylaw amends the legal description, Council should then follow the same process as a designation bylaw. Bylaws that change the legal land description of a designated parcel, or change the Statement of Significance, should be registered at the land titles office. The municipality should also supply the Alberta Registrar of Historic Places with a copy of the bylaw, and update the site's entry on the Alberta Register of Historic Places.

The Repeal Process

Municipal Historic Resource bylaws can be repealed. To do so, Council must pass a bylaw repealing the designation bylaw. The repeal must be made in the same way as the original bylaw and is subject to the same consents, conditions, or advertising requirements as the passing of the original bylaw. If passed, the Historic Resources Act requires that the bylaw be served on the registered owner of the property. The municipality must also discharge the designation bylaw from the land titles registry.

County Planning and Development	<ul style="list-style-type: none"> Provide assistance to the Heritage Advisory Board and the Heritage Coordinator with matters related to Designation Bylaws and Historic Character Area Designations.
Heritage Property Owners	<ul style="list-style-type: none"> Make application for Municipal Historic Resource Designation. Provide a signed Agreement/Waived of Compensation Agreement/Waiver prior to Council passing a motion to issue a Notice of Intention (NOI).
Community Partners	<ul style="list-style-type: none"> Engage in the recognition and celebration of historic sites that are designated and placed on the Municipal Register of Historic Places.

8.4 Other Designation Categories

Provincial Historic Resource Designation

The *Historical Resources Act* gives the Alberta Government the authority to designate a Provincial Historic Resource (PHR). In order to qualify for designation, the historic places must be:

- ❖ Associated with an important aspect of Alberta's natural or human history;
- ❖ Of outstanding provincial significance;
- ❖ Situated in their original location; and
- ❖ Retain the physical site (architectural) features necessary to convey the significance.

The owners of a PHR are required under the Act to seek written approval from the Minister before making any alterations, repairs and restorations to the resource. Changes are often made to PHR's, however owners should discuss any anticipated changes with the local Heritage Conservation Advisor.

There are significant incentives available from the Province in order to assist owners with undertaken approved work on a resource:

- ❖ Matching funds, up to \$100,000 per year;
- ❖ Access to Heritage Conservation Advisors;
- ❖ Promotion of the site for tourism, if the owner wishes;
- ❖ Placement of a plaque which explains the historic significance of the resource; and
- ❖ Placement on the Canadian Register of Historic Places.

Historic Character/Regional Heritage District or Area Designation

During the Regional Vision Workshop there was discussion of designating The Coal Branch as either a Heritage Trail or Regional Heritage District. While there are several organized communities in the Coal Branch, much of the area is Crown Land administered by the Province.

There is some legal uncertainty regarding designation on Crown Land, however this maybe an opportunity for Yellowhead County to break new ground, and

Open House Feedback

What Do You Think the Benefits of Designation Are?

- » Preserving a view of the past – inspiration for the future.
- » Demonstration of what we value.
- » Protection of our history.
- » Makes people aware of our heritage.
- » Reminding of our roots and the building of this County.
- » Preservation of the old buildings/sties.

have this region, which has been truly significant in the history of the region and the province, designated in some capacity.

Designation might be possible if the provincial department administrating the land were to give its consent. If a positive response is received from the department, the next step would be to contact the Heritage Resource Management Branch within the Alberta Government to begin the process of designation.

9. Conservation Strategies and Incentives

9.1 Extending the Physical Life of Historic Places

The most successful means to preserving a historic place is for the property to have a meaningful use. A designated, yet vacant heritage site is prone to suffer from neglect, misuse and vandalism if it not being used. Yellowhead County could revise the municipal planning framework to recognize heritage conservation as a core municipal value. If the County created a Heritage Fund, or provided a tax reduction program to support property owners with restoration, a condition of such assistance could include a requirement that the property continue to be occupied in some manner.

The importance of heritage conservation in the County can also be raised by including its significance in other legislation and plans such as Area Redevelopment Plans, the Recreation and Cultural Master Plan and the Municipal Sustainability Master Plan.

Yellowhead County has contributed funding and staff to develop an inventory of the significant properties. The County could place a high priority on either preventing demolition or inappropriate alterations to historic resources. All applications for demolition could be compared against the inventory and there could be periodic review of approximately twenty-five percent of the sites each year.

The Heritage Management Plan contains the mechanism for on-going identification of potential heritage sites as they are either discovered or the sites become at least 50-years old and may have gained heritage value. As sites reach 50-years of age the County could also begin to prioritize them for future designation.

9.2 Heritage Conservation and Public Awareness

In order to garner support for heritage conservation, it is important to inform residents of Yellowhead County as to the benefits of heritage conservation. Historic places and heritage buildings are the connection to one's sense of history, community, and identity. The historic character, richness, and variety of scale contribute to the environment and helps link the present and the living past.

The Yellowhead County website has the Places of Interest List in the Visitors section of the site with an interactive map that allows people to locate and learn more about sites that have been identified as significant. This is an important step towards promoting heritage conservation in the County. The map could be part of a package to promote Yellowhead County as a heritage tourism destination, along with information about the displays and activities at

museums located within the County. Bus tours and promotional material on-line and in brochures could also be developed to introduce visitors to the importance of the region in the history of Alberta.

Working with educational facilities in the County, programs could be developed which inform and engage residents of all ages. Social studies curriculum could be revised to engage youth about Yellowhead County history. Adult education programs could also be developed that provide people with the history of the county and heritage features such as the evolution of buildings over time, identification of architectural features and conservation techniques. An Oral History program could also be developed to capture the remembrances of long-term and aging members of the community before their stories are lost. There could also be workshops on researching the history of your own heritage home.

There is an ongoing opportunity for the public to become involved in heritage conservation in Yellowhead County. As the County continues to add to its inventory as sites are either discovered or develop heritage value over time, the public should be encouraged to come forward with information on properties they encounter throughout the region or within their district. The process of identification, research, documenting, and designation can all involve the public through the steps outlined in the Heritage Management Plan.

9.3 Standards for the Conservation of Historic Places

The following fourteen standards are from the *Standards and Guidelines for the Conservation of Historic Places in Canada*. They are provided here to promote responsible conservation practices that will help protect historic resources in Yellowhead County, and extend the physical life of such resources.

The first nine standards relate to preservation, rehabilitation and restoration. Standards 10, 11, and 12 relate to rehabilitation, and standards 13 and 14 relate to restoration.

Standards for Historic Resource Intervention

Standard	Preservation, Rehabilitation and Restoration
1	Conserve the heritage value of a historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
2	Conserve changes to a historic place that, over time, have become character-defining elements in their own right.
3	Conserve heritage value by adopting an approach calling for minimal intervention.

4	Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
5	Find a use of a historic place that requires minimal or no change to its character-defining elements.
6	Protect and, if necessary, stabilize a historic place until any subsequent intervention is undertaken. Protect and preserve archaeological resources in place. Where there is potential for disturbing archaeological resources, take mitigation measures to limit damage and loss of information.
7	Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
8	Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
9	Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place and identifiable on close inspection. Document any intervention for future reference.
Standard	Rehabilitation
10	Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound version of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.
11	Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.
12	Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

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

9.4 Conservation Guidelines for Property Owners

As per **Section 26 (6)** of the Alberta *Historical Resources Act*, notwithstanding any other Act, no person shall

- a) *destroy, disturb, alter, restore or repair an historic resource that has been designated under this section, or*
- b) *remove any historic object from an historic resource that has been designated under this section, without the written approval of the council or a person appointed by the council for this purpose.*

Council appoints an approving authority to protect the integrity of the municipal heritage resource to whom the applicant shall submit an Application for Historic Resource Intervention Permit for any proposed restoration/changes to the structure. Any development or alterations affecting the site shall respect and conserve the heritage value and the character-defining elements identified in the Statement of Significance in accordance with the General Guidelines for Conservation, and as recommended in the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

General Guidelines for Conservation and Intervention

Item	Procedure
Compatible Uses	<ul style="list-style-type: none"> • Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building. • The use of the Municipal Historic Resource for its original purpose is desirable.
Original Character	<ul style="list-style-type: none"> • The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. • The removal or alteration of any historical materials or features shall be avoided wherever possible.
The Historic Period	<ul style="list-style-type: none"> • The Municipal Historic Resource should be recognized as a product of its own time. • Alterations that are not based on historic fact, or that recreate an earlier or later idiom, are discouraged.
Witness to Change	<ul style="list-style-type: none"> • Changes to a Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. This evolution may have acquired significance in its own right, therefore alterations to the original building should be recognized and respected where indicated.
Repair and Replacement	<ul style="list-style-type: none"> • Deteriorated architectural features shall be repaired rather than replaced wherever possible. • Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc. • The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.
Style and Craftsmanship	<ul style="list-style-type: none"> • Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.
Cleaning	<ul style="list-style-type: none"> • In all cases, surface cleaning shall be undertaken with the gentlest means available. • Sandblasting in particular, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building. • Sandblasting is not recommended on brick, stone and wood. • In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

Reversibility of Improvements	<ul style="list-style-type: none"> When the introduction of either new elements or materials is necessary to either stabilize or preserve a municipally designated Historic Resource, alteration shall be undertaken such that the new materials should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that have been thoroughly tested and found satisfactory in situ shall be used.
Recording	<ul style="list-style-type: none"> Prior to undertaking any alteration, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the owner shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.
Original Construction Details	<ul style="list-style-type: none"> In some historic structures, either poor construction details or inappropriate material can result in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Restoration of the resource should therefore be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.
Improvements	<ul style="list-style-type: none"> Prior to undertaking any improvements, an Application for a Heritage Resource Intervention Permit must be submitted to Yellowhead County. The Application shall include phasing of alterations where necessary due to either program or budget restrictions. The type and timing of both short and long term maintenance work should also be included.
Building Codes	<ul style="list-style-type: none"> At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means of as to minimize the impact of the historic fabric.
Signs	<ul style="list-style-type: none"> As a general rule, signs should be limited to signs that were originally present on the building.

- In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project.
- The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource wherever possible.
- All signs must conform to the Yellowhead County Land Use Bylaw.

9.5 Municipal Conservation Incentives

Conservation incentives are used to encourage the retention and restoration of heritage resources. There are two types of incentives that are generally available to resources owners. Conservation incentives and Financial Incentives.

Conservation Incentives

Conservation incentives are primarily legislative measures which can be adopted by County Council to encourage the owners of Heritage properties to preserve, rehabilitate or restore their designated heritage property. These measures can also act as motivation to have an owner of a property not designated to actually seek designation, and thus preserve what may be a property with significance in the County. These are incentives, which act as tools to promote the retention and restoration of heritage properties, are legislative steps that can be taken by the County:

- ❖ Variances to the Land Use Bylaw
- ❖ Relaxation of Design Guidelines that may have a negative impact on heritage architectural features
- ❖ Land Use Bylaw Amendments
- ❖ Assistance from the Heritage Coordinator to fill out various forms
- ❖ Design consultation and technical assistance for the restoration of properties on the Municipal Register of Heritage Resources

Financial Incentives

Financial incentives are aimed at encouraging the protection and preservation of designated heritage resources. They can take the form of:

- ❖ Grant in Lieu of Municipal Property Taxes
- ❖ Reduction in Municipal Property Taxes
- ❖ Matching either Restoration or Rehabilitation Grants.

If the restoration work increases the assessment of the property a reduction in Municipal Property taxes can be either a one-time occurrence or spread out over several years, after which the taxes levied against the property resume at the then current assessment value.

While any work to be undertaken on a Municipal Designated Heritage property must be approved prior to the owner undertaking the restorations, the municipality could also set guidelines for the property's qualifications for incentives. The Council could set a minimum limit of the value of the restoration, for example \$10,000; the limit of a tax credit may be 50% of the owner's investment; and again a period of time over which a reduction in taxes may apply.

The most effective way, however, to ensure the long-term viability of a heritage property is for the continuous use of the property. Council may wish to tie incentives to how the property will be used after work is completed. Although the property must be available for occupancy once the work is completed, if the building is in a commercial district, council may want to direct that either the entire building, or possibly just the lower floor, cannot be used as residential.

In order for the County to assist property owners with financial grants, the County could establish a Heritage Fund. The fund could be established using an annual amount from the County, along with donations from corporations, and members of the community. The fund could be used to match with the property owner's contribution and with money available from the Alberta Heritage Resources Foundation for building restoration.

Other Incentives

During the Regional Vision Session, the participants identified other incentives which could be put in place by Yellowhead County. Recognition Awards could be used to recognize the participation of the owners of designated heritage properties; the work of heritage volunteers; the commitment of corporate sponsors; and for the interpretation of the county's heritage through publications. It was also envisioned that the County would provide an atmosphere that promotes collaboration amongst the region's museums, heritage organizations and educational facilities to promote heritage conservation in Yellowhead County.

10. Moving Forward

10.1 Heritage Planning

It is recommended that Yellowhead County:

- ❖ Adopt the Yellowhead County Heritage Management Plan.
- ❖ Adopt *The Standards and Guidelines for the Conservation of Heritage Places in Canada*.
- ❖ Amend the *Land Use Bylaw* to support heritage conservation.
- ❖ Develop Design Guidelines for historic buildings.
- ❖ Actively pursue the identification, designation and protection of significant heritage resources.
- ❖ Review, maintain, and update the inventory and Municipal Register of Historic Places.
- ❖ Put mechanisms in place to ensure that historic resources are accounted for in the development process.
- ❖ Ensure the Heritage Advisory Board reviews and provides comment on applications to demolish buildings which are more than 40-years old.
- ❖ Consider creating a special heritage district that encompasses The Coal Branch District by working with the Province, which manages the Crown Land.
- ❖ Monitor, evaluate and improve – set targets and indicators to monitor the impact of the operation of heritage management practices, and the overall performance of the heritage management system.
- ❖ Develop participatory monitoring and evaluation processes that include County employees, heritage experts and the community custodians of the County’s heritage.
- ❖ Ensure an annual review and ongoing maintenance of Heritage Survey files, the Heritage Inventory, and the Municipal Register of Historic Places.

10.2 Heritage Incentives

It is recommended that Yellowhead County:

- ❖ Consider a financial strategy to sustain development of heritage and maximize the use of existing resources for all stakeholders.
- ❖ Consider a Heritage Fund to support conservation and restoration activities.
- ❖ Research options for financial support programs with groups such as Community Futures.
Consider creating a program of tax rebates or reductions for properties that have been restored.
- ❖ Consider waiving administrative and permit fees for conservation projects.
- ❖ Write the Prime Minister, Minister of Finance, and Minister of Canadian Heritage urging the government to implement a national incentive program for heritage conservation.

- ❖ Recognize owners of designated properties for their contributions in conserving historic places in Yellowhead County. Create a recognition initiative for owners of designated sites, such as building plaques, certificates of designation, public recognition through newspaper articles, website postings, and ribbon cutting.

10.3 Heritage Awareness and Education

It is recommended that Yellowhead County:

- ❖ Develop a communications strategy to build public awareness and understanding of the Heritage Management Program and the Heritage Management Plan.
- ❖ Raise awareness and understanding of the social, economic, health, recreational, and environmental roles and benefits of heritage conservation.
- ❖ Enhance the capacity to develop products and programs that interpret, present, and share the County's heritage stories and engage people.
- ❖ Engage the community with events celebrating local heritage.
- ❖ Publish printed material on heritage resources in the county.
- ❖ Incorporate information on heritage resources on the County website.
- ❖ Develop a heritage curriculum with the Grande Yellowhead Public School Division.
- ❖ Present the Heritage Management Plan at meetings of Chambers of Commerce, and other community organizations in the region.
- ❖ Encourage volunteer and staff training and development in heritage conservation.
- ❖ Adopt *The Standards and Guidelines for Heritage Conservation in Canada*.
- ❖ Develop a Heritage Plaque Program.
- ❖ Develop an Oral History Program.
- ❖ Develop a Youth Heritage Program to increase opportunities for students to experience the County's heritage and to understand its value and relevance.
- ❖ Make municipal archives accessible to the public and researchers.
- ❖ Identify heritage research projects which may be funded by grants from the Alberta Historical Resources Foundation.
- ❖ Create special "Heritage Weeks" that can connect to heritage awareness, similar to the annual Library Week/Month in October and the annual Seniors Week in May. This would be of special interest in the east end of the County where communities have a higher senior population.

10.4 Heritage Partnerships

It is recommended that Yellowhead County:

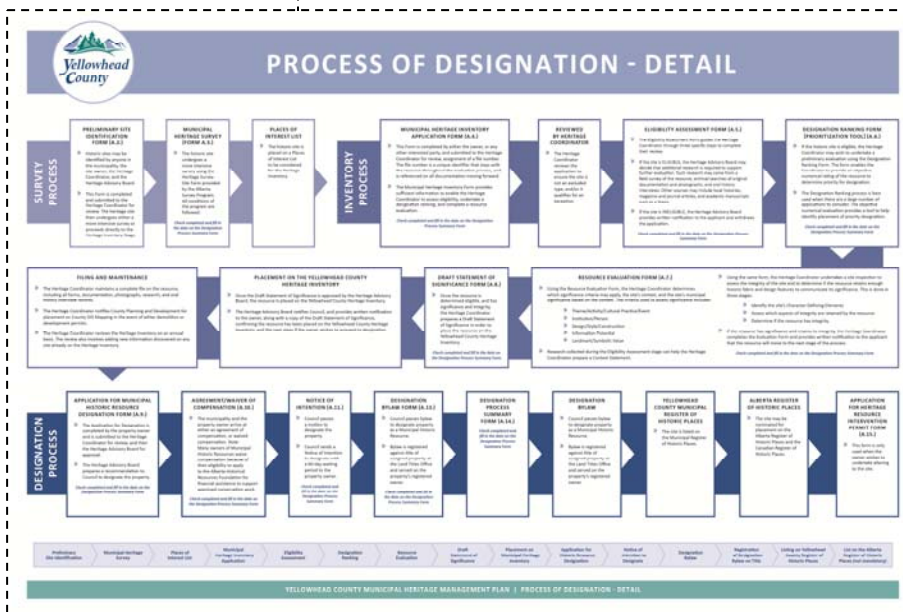
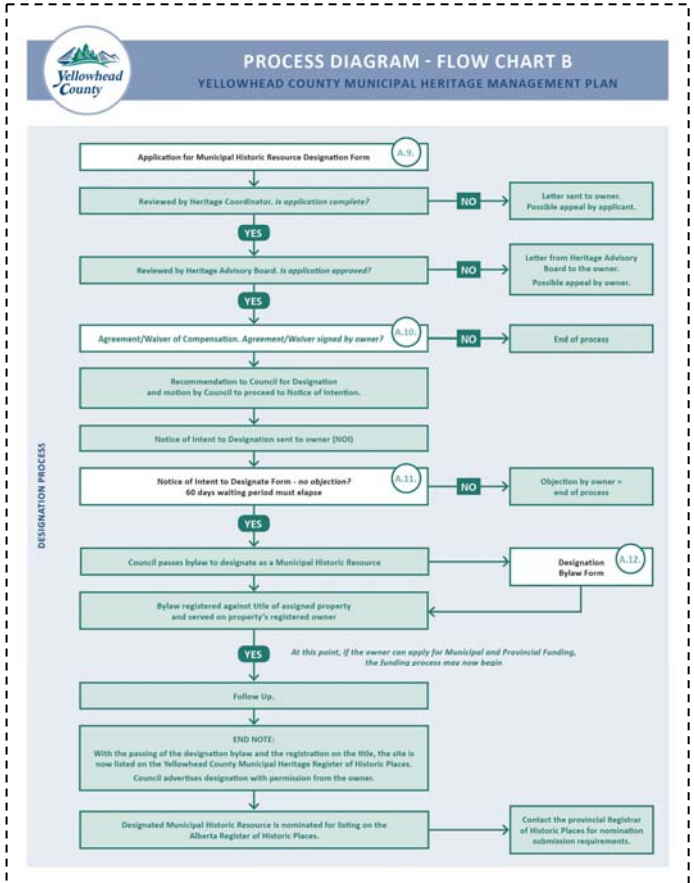
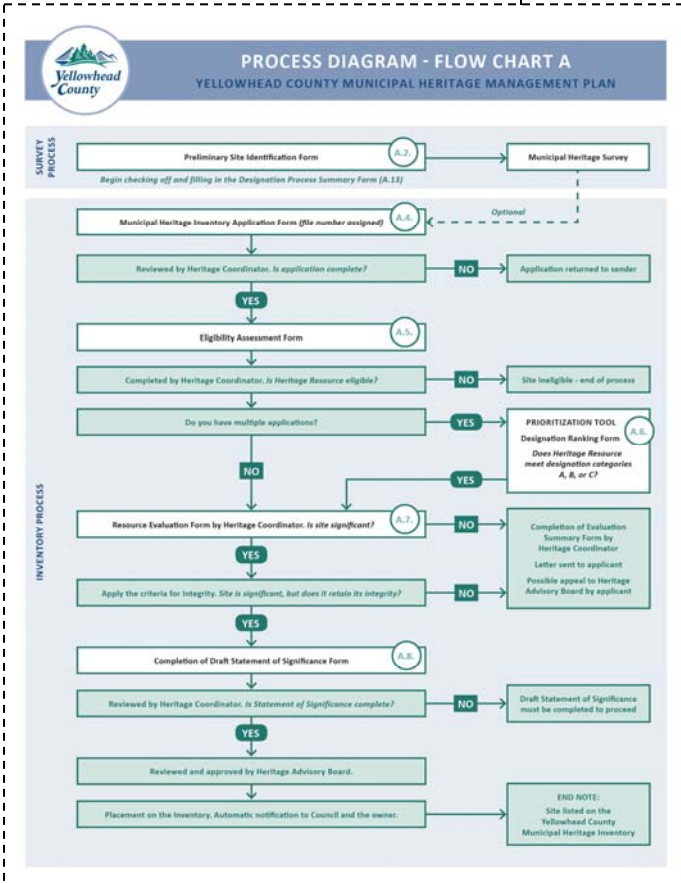
- ❖ Develop a Volunteer Recruitment and Appreciation Program.
- ❖ Develop partnerships with post-secondary trades programs to train conservation techniques.

- ❖ Develop partnerships with heritage organizations both in the region and beyond the County borders to promote heritage conservation.
- ❖ Develop partnerships with local and regional tourism organizations.
- ❖ Collaborate with other community partners to promote heritage awareness and education of the region's historic resources.
- ❖ Develop partnerships with the libraries throughout the County. In small, rural hamlets the local public library is a hub of information and activity. Library managers are eager to connect with community interests. Supporting heritage/history values and interests has been one of the goals of the Plan of Service of the Yellowhead County Library Board. The County libraries and the YCLB are directly funded by Council. Building relationships and networks between County agencies benefits them all, and is a healthy sign that these agencies are reaching across the County. Such libraries could include:


- Edson Public Library & Archives
- Hinton Municipal Library
- Evansburg Library
- Wildwood Library
- Niton Library

A. Template Forms

A.1. Process Diagram-Flow Chart & Detail



A.2. Preliminary Heritage Site Identification Form



PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Date:	<input type="text"/>	Land Location:	<input type="text"/>
Name(s) of Site:	<input type="text"/>		
Applicant Name:	<input type="text"/>	Current Owner:	<input type="text"/>
Phone Number:	<input type="text"/>	Previous Owner:	<input type="text"/>
Address:	<input type="text"/>	Construction Date:	<input type="text"/> <input type="checkbox"/> Approximate <input type="checkbox"/> Actual
Email:	<input type="text"/>	Builder/Architect:	<input type="text"/>

Additions or Alterations to Original Building:

History:

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
1/2



PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Special Exterior Features:

Special Interior Features:

Additional Information:

Do you have any photographs, documents, blueprints, etc. to show us?

Do you have any additional information about other buildings in the Yellowhead County Region?

FORWARDED TO: Heritage Coordinator, Yellowhead County
(Main) 2716 - 1 Avenue, Edson, AB T8E 1A9 | Email: heritage@yellowheadcounty.ab.ca
Edson Office: (Tel): 780-725-4800 (Fax): 780-725-5096 | Willowood Office: (Tel): 780-325-3732 (Fax): 780-325-3733

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | PRELIMINARY HERITAGE SITE IDENTIFICATION FORM
2/2

A.3. Government of Alberta Survey Site Form

Government of Alberta ■
SITE FORM
Heritage Survey

Key **H S**

1 Site Name
2 Other Name(s)

3 Site Type

Legal Description

4 LSD 5 Quarter 6 Section 7 Township 8 Range 9 Merid 10 W.M.
11 Lot
12 Block
13 Plan
14 Metes & Bounds

15 Address
16 Street 17 Avenue 18 Number
19 Town 20 Near Town 21 County

NTS 22 Grid / 23 Letter / 24 Number / 25 Name

UTM 26 Zone 27 Easting 28 Northing 29 Datum 30 Coordinate Determination
31 Latitude 32 Longitude 33 Datum 34 Coordinate Determination

Image 1

35 Type
36 Number
37 View
38 Date
39 Source

Visual Description

40 Style
41 Plan Shape
42 Storeys
43 Foundation
44 Superstructure
45 Superstructure Cover
46 Roof Structure
47 Roof Cover
48 Exterior Codes

49 Exterior
50 Interior
51 Environment
52 Condition
53 Alterations

Key **H S**

Description Date (dd/mm/yyyy) 56 Code 57

58 Construction 59 60
61 Usage 62
63 Owner

Image 2

35 Type
36 Number
37 View
38 Date
39 Source

Image 3

35 Type
36 Number
37 View
38 Date
39 Source

Text Fields

64 Architect
65 Builder
66 Craftsman
67 History
68 Sources

69 Status Date (dd/mm/yyyy)
70 Form Completed By

Office Use

71 Priority 72 Geo Code
73 Borden Number 74 Register

A.4. Municipal Heritage Inventory Application Form

MUNICIPAL HERITAGE INVENTORY APPLICATION FORM
 YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Name of Heritage Resource:

Street Address:

Legal Description, Lot(s)/Unit No.: Block No.: Plan (LTO) No.:

Land Use District:

*Name of Registered Owner(s):

Street Address:

City: Province: Postal Code:

Telephone No.: Email:

*A copy of the Title may be required to be submitted with the application.

Please check one:

As the registered owner, I request that the above noted heritage resource be **removed** from the Municipal Register of Historic Places.

As the registered owner, I request that the above noted heritage resource be **included** in the Municipal Register of Historic Places. (Please see attached submittal requirements)

The above noted heritage resource has been evaluated in order to determine the importance or significance of the resource and eligibility for inclusion in the Municipal Register of Historic Places. As the registered owner, I request that the evaluation of the above noted heritage resource be **reassessed**. (Please see attached submittal requirements)

FOR OFFICE USE ONLY
 File No.:
 Received By:

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HERITAGE INVENTORY APPLICATION FORM 1/3

MUNICIPAL HERITAGE INVENTORY APPLICATION FORM
 YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

SUBMITTAL REQUIREMENTS

If you are requesting the inclusion of a resource in the Registry of Recognized Heritage Resources or reassessment of the evaluation of a resource, please include as much of the following information with your application as possible.

PROPERTY INFORMATION:

Current colour photographs of the subject property and adjacent sites (please label and date each photograph)

Historic photographs or illustrations of the property and structures (if available)

Description and sketch of present site conditions including landscaping, parking areas and surface materials

HISTORICAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)

Date of construction of original structure(s)

Description and date of any substantial alterations, additions or renovations

Description of original, present and proposed use of all structures and the site

Statement of the historical significance of the structure(s) and site including, but not limited to, association with any historical persons, groups, institutions, or events at the local, regional, provincial or national level

Statement of any special prominence of the structure(s) or site in Yellowhead's cultural, political or economic development

Architect's name (original and any substantial alterations, additions or renovations)

Builder's name (original and any substantial alterations, additions or renovations)

Statement of any special prominence of the architect and/or builder in the community, province or nation

ARCHITECTURAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)

Current colour photographs of each building facade (Please label and date each photograph)

Description (including photographs and/or illustrations) of the type of construction indicating type of materials (original or replacement), colour and present condition

Description (including photographs and/or illustrations) of the architectural features indicating type of materials (original or replacement), colour and present condition, including but not limited to: foundation, roof, doors, windows, trim, exterior finish, porches/balconies, substantial alterations and other features

Description (including photographs and/or illustrations) of any notable construction methods, use of materials or craftsmanship

How does the resource contribute to or fit into the streetscape and surrounding landscape? Is the resource a prominent visual landmark in the neighbourhood, community or region? If so, please explain.

NOTE: It is strongly encouraged that you consult with the Municipality of Yellowhead County prior to submitting the completed application. The Heritage Coordinator may waive some of the listed requirements. More detailed information may be requested during review of the application.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HERITAGE INVENTORY APPLICATION FORM 2/3

MUNICIPAL HERITAGE INVENTORY APPLICATION FORM
 YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

AUTHORIZATIONS

REGISTERED OWNER'S CONSENT

As of the date on this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Yellowhead County Land Use Bylaw. I agree to comply with all provisions of the Yellowhead County Land Use Bylaw and any other applicable legislation, if this application is approved.


Signature(s) of registered owner(s): Date:

FORWARD TO: Heritage Coordinator, Yellowhead County
 (Mail) 2218 - 1 Avenue, Ste. 40, 72 101 | (Email) heritage@yellowheadcounty.ab.ca
 Edson Office (Tel) 780-723-4800 (Fax) 780-723-5066 | Whitecourt Office (Tel) 780-325-3782 (Fax) 780-325-3783

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Development Permit Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HERITAGE INVENTORY APPLICATION FORM 1/3

A.5. Eligibility Assessment Form



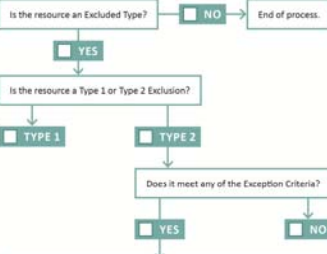
ELIGIBILITY ASSESSMENT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

ELIGIBILITY ASSESSMENTS

Site Name:

Address:

Owner: File No.:



```

graph TD
    Q1{Is the resource an Excluded Type?} -- NO --> EOP[End of process.]
    Q1 -- YES --> Q2{Is the resource a Type 1 or Type 2 Exclusion?}
    Q2 -- TYPE 1 --> T1[TYPE 1]
    Q2 -- TYPE 2 --> Q3{Does it meet any of the Exception Criteria?}
    Q3 -- YES --> E1[If yes, please explain:]
    Q3 -- NO --> EOP
    
```

If yes, please explain:

FORWARD TO: Heritage Coordinator, Yellowhead County
 (Mail): 2718 - 1 Avenue, Edson, AB, T7E 1N9 | (Email): heritage@yellowheadcounty.ab.ca
 Edson Office: (Tel): 780-723-6800 (Fax): 780-723-5066 | Wildwood Office: (Tel): 780-325-3782 (Fax): 780-325-3783

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | ELIGIBILITY ASSESSMENT FORM
1/3



ELIGIBILITY ASSESSMENT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

EXCLUDED TYPE 1
The following resources are not eligible for listing on the Alberta Register of Historic Places. There are no exceptions to Type 1 Exclusions.

BUILDINGS, STRUCTURES OR OBJECTS OUTSIDE MUNICIPAL JURISDICTION:
Examples include property owned or regulated by the Federal Government, property owned by the Provincial Government, property subject to the Post-Secondary Learning Act, and sub-surface resources.

BUILDINGS, STRUCTURES OR OBJECTS THAT ARE SITUATED IN AN HISTORICAL PARK OR VILLAGE:
Examples include artificial groupings of buildings that have been created for the purposes of interpretation, protection or maintenance as they create a false sense of historic development.

SMALL MOVABLE OBJECTS:
Examples include transportable sculpture, furniture, and other decorative arts that do not have an association with a specific place.

RECONSTRUCTIONS:
A recreation of a form where most or all of the fabric is not authentic.

HUMAN REMAINS:
Human remains are not eligible.

EXCLUDED TYPE 2 The following resources are not ordinarily eligible for listing on the Alberta Register of Historic Places.	EXCEPTION CRITERIA Under special circumstances, exceptions are made to the Type 2 Exclusions.
<p>CEMETERY: A collection of graves that are marked by stones, artefacts, fencing, depressions, or shown through maps or by means of testing.</p>	<p>May qualify if it derives its primary significance from distinctive design features or is associated with a significant event. In all circumstances, cemeteries are designed exclusive of any human remains.</p>
<p>BIRTHPLACES OR GRAVES: A reflection of the origins of important persons or as lasting memorials of them.</p>	<p>May qualify if the birthplace or grave of a figure of importance has no other appropriate resource associated with his or her productive life. In all circumstances, cemeteries are designed exclusive of any human remains.</p>
<p>RESOURCES THAT ARE PRIMARILY COMMEMORATIVE IN NATURE: Resources that are designed or constructed after the occurrence of an important historic event or after the life of an important person.</p>	<p>May qualify if its design, age, tradition or symbolic value has invested it with its own significance. The significance comes from its value as a cultural expression at the date of its creation, and generally must be over 50 years old and have significance based on its own value - not on the value of the event or person being memorialized.</p>
<p>RESOURCES THAT HAVE BEEN MOVED: Significance is embodied in locations and settings as well as in the resources themselves, so moving a resource destroys the relationship with its surroundings, and the associations with historic events and persons.</p>	<p>May qualify if: it was moved early in its history and developed historical associations in the new location in the past 50 years. It is primarily significant for its exceptional architectural value. It is the sole surviving resource most importantly associated with an historic theme, activity, cultural practice, event, institution or person. It was specifically designed to be relocated as part of its normal use. If it is in the immediate vicinity of its original location and its association with its historical environment is maintained.</p>

A resource that has achieved significance in the last 50 years may qualify for exemption from this exclusion if it can demonstrate that the resource is an extraordinary significant and/or of the few significant remains. And/or if it is particularly fragile, of high significance and would probably not survive for 50 years without protection.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | ELIGIBILITY ASSESSMENT FORM
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A.6. Designation Ranking for Historic Resources Form

DESIGNATION RANKING FOR HISTORIC RESOURCES
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

PRIORITY FOR DESIGNATION

The historic resources in this category are substantially outstanding and have the broadest heritage significance in the Yellowhead County Region by virtue of location and economic, design, technical and architectural, association and feeling values along with overall integrity of design and construction. Category A historic resources generally hold the potential for exceptional provincial and/or national significance.

CATEGORY A	80 - 100
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The historic resources in **Category A** are of the highest priority for municipal heritage designation based on architectural and historic merit. They are of high value and typically hold landmark status. Such historic sites are usually considered as altered only in a minor or completely sympathetic manner.

Owners of **Category A** sites should be encouraged to apply for designation and possible financial incentives, and incentives for the conservation and maintenance of these designated historic sites should be as generous as possible.

Historic sites in **Category A** may also have potential for provincial recognition and/or designation as National Historic Site. Therefore, all permits and zoning applications affecting these sites should be carefully reviewed and commented upon by the Yellowhead County Municipality.

CATEGORY B	50 - 79
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The historic resources in **Category B** are of distinct importance by virtue of location and environment, design, materials and workmanship, association and feeling. They stand out individually but are of lesser overall significance than **Category A** historic sites, yet hold importance within the Yellowhead County Region.

Historic resources in **Category B** are a high priority for heritage designation for architectural, and/or historical reasons, do not necessarily possess landmark status, and their architectural and historical integrity may have been partially modified by alteration or additions.

Owners of **Category B** resources should be encouraged not to apply for designation and possible financial incentives, however incentives for the conservation and maintenance of designated **Category B** historic resources may not be as generous as they would be for **Category A** resources.

All permits and zoning applications affecting these historic sites must be reviewed and commented upon by the Yellowhead County Municipality.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES 214

DESIGNATION RANKING FOR HISTORIC RESOURCES
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

CATEGORY C	20 - 49
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The historic resources in **Category C** are of some importance by virtue of location and environment, design, materials and workmanship, association and feeling. They tend to stand out individually but to a lesser degree than those in **Category B**, but contribute to the heritage fabric of the rural landscape, neighbourhoods and/or neighbourhoods and serve as vital reminders of the Yellowhead County Municipality's past.

Category C historic resources exhibit a tangible measure of original architectural character and possibly historical significance, making them worthy of preservation. Therefore conservation of such resources should be encouraged. They may also be eligible for heritage designation provided they retain some distinctive or particularly interesting architectural detailing or other characteristics. Designations of **Category C** historic resources should be considered on a case-by-case basis, as their architectural and historical integrity generally have been modified by alterations or additions to some degree.

Owners of **Category C** historic resources should be encouraged to apply for designation and possible financial incentives, however incentives for the conservation and maintenance of designated **Category C** historic resources may not be as generous as they would be for **Category B** resources.

All permits and zoning applications affecting these historic resources must be reviewed and commented upon by the Yellowhead County Municipality, to minimize further negative impact on the heritage site.

CATEGORY D	0 - 25
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Historic resources in **Category D** are of limited heritage value. Typically, their architectural and historical integrity will have been heavily modified by alterations and/or additions. They generally retain only little or no original or significant detailing and do not contribute to the heritage fabric of the rural landscape, neighbourhoods, and/or neighbourhood. Such sites would likely not be eligible for designation. However, all permits and zoning applications affecting these sites should be reviewed and commented on by the Yellowhead County Municipality to avoid further negative impact on the site, or significant historic sites located nearby.

SPECIFIC CRITERIA

I. LOCATION AND ENVIRONMENT

- Contextual Context**
To what degree does the historic resource remain in the same location where it was constructed, or where a historic activity or event occurred. A moved resource is also eligible if it has been on its current location for at least 50 years.
- Physical Setting**
To what degree does the historic resource retain its original relationship to surrounding features or open space, such as topographical features, vegetation, man-made features, open space, and/or the character of the street, neighbourhood, or area, and contributes to a sense of continuity within the area?
- Landmark Status**
To what degree is the existing historic resource distinctive, conspicuous, and/or a familiar feature of the street, neighbourhood, town, or region?

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DESIGNATION RANKING FOR HISTORIC RESOURCES
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

II. DESIGN

- Style/Type**
To what degree is historic resource a notable, academically perfect, or an early example of a particular period, architectural style, purpose, type, or construct?
- Construction**
To what degree is the historic resource a notable, innovative, or early example of a particular method of construction, assembly, or use of building materials?
- Designer/Builder**
Is the historic resource designed by, or attributed to, a noteworthy architect, engineer, builder, craftsman, landscape architect, or artist who has made a significant contribution locally?
- Completion**
To what degree is the historic resource particularly attractive or unique because of the excellence of design, artistic merit, aesthetic qualities, composition, craftsmanship, and/or detailing?
- Interior Elements**
To what degree are the interior spaces particularly notable for design elements, craftsmanship, finishes, or other details worthy of preservation through heritage designation?

III. MATERIALS AND WORKMANSHIP

- State of Preservation/Alteration**
To what degree does the exterior of the historic resource retain most or all of its original character-defining elements and materials of construction? To what degree have alterations or additions, if any, been minor in nature or applied in a sensitive manner?
- Condition**
To what degree is the overall state of the historic resource's structural condition?
- Technological Practice**
To what degree does the historic resource demonstrate physical evidence of traditional or innovative techniques?
- Aesthetic Principles**
To what degree does the appearance or style of the historic resource carry physical evidence of beauty, art or taste, either basic or sophisticated, in or the resource or to individual parts?

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES 214

DESIGNATION RANKING FOR HISTORIC RESOURCES
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

IV. ASSOCIATION & FEELING

- Trends/Patterns/Themes**
To what degree is the historic resource associated with, and effectively illustrative of, broad patterns of cultural, social, political, military, economic, and/or industrial history? To what degree does the resource share the property into a broader historical context?
- Persons/Institutions**
To what degree is the historic resource associated with the life or activities of a person, family, group, organization, or institution that has made a significant, noteworthy, or influential contribution to the community?
- Events**
To what degree is the historic resource associated with a momentous historical event that has made a significant contribution to the community?
- Aesthetic Sense**
To what degree is the historical significance of the historic resource enhanced by its ability to convey the aesthetic sense of a particular period due to the presence of physical features that, taken together, express the resource's historic character?
- Historical Sense**
To what degree is the historical significance of the historic resource enhanced by its ability to convey the historic sense of a particular period due to the presence of physical features that, taken together, express the resource's historic character?

V. RARITY

- Rarity of Architectural Style/Type/Function**
To what degree is the historic resource a rare or unique example of a particular architectural style, type or function?
- Rarity of Age**
To what degree is the historic resource exceptional or unique of its age?
- Rarity of Architectural Details**
To what degree does the historic resource possess rare or unique architectural detailing?
- Rarity of Construction Elements**
To what degree does the historic resource possess rare or unique elements and/or materials of construction?
- Rarity in Other Factors (Bonus)**
To what degree does the historic resource possess other rare, singular, or incomparable characteristics?

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | DESIGNATION RANKING FOR HISTORIC RESOURCES 214

HISTORIC RESOURCE EVALUATION: SCORE SHEET
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Date of Evaluation: _____ Name of Site: _____
 State of Evaluation: _____ Municipal Address: _____
 Municipality: _____ Legal Address: _____
 Age of Resource: _____ File No.: _____

I. LOCATION & ENVIRONMENT	EXCELLENT	GOOD	FAIR	POOR
1. Contextual Context	40	27	14	0
2. Physical Setting	30	20	10	0
3. Landmark Status	30	20	10	0
SUB-TOTAL				
LOCATION & ENVIRONMENT TOTAL				

II. DESIGN	EXCELLENT	GOOD	FAIR	POOR
4. Style or Type	40	27	14	0
5. Construction	30	20	10	0
6. Designer or Builder	10	7	3	0
7. Completion	10	7	3	0
8. Interior Elements (Bonus)	10	7	3	0
SUB-TOTAL				
DESIGN TOTAL				

III. MATERIALS & WORKMANSHIP	EXCELLENT	GOOD	FAIR	POOR
9. State of Preservation/Alteration	45	27	14	0
10. Condition (Overall)	30	20	10	0
11. Technological Practice	15	10	5	0
12. Aesthetic Principles	15	10	5	0
SUB-TOTAL				
MATERIALS & WORKMANSHIP TOTAL				

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | HISTORIC RESOURCE EVALUATION: SCORE SHEET 214

HISTORIC RESOURCE EVALUATION: SCORE SHEET
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

IV. ASSOCIATION & FEELING	EXCELLENT	GOOD	FAIR	POOR
13. Trends/Patterns/Themes	30	20	10	0
14. Persons/Institutions	30	20	10	0
15. Events	20	10	5	0
16. Aesthetic Sense	10	7	3	0
17. Historical Sense	10	7	3	0
SUB-TOTAL				
ASSOCIATION & FEELINGS TOTAL				


V. RARITY	EXCELLENT	GOOD	FAIR	POOR
18. Rarity of Style/Type	20	10	5	0
19. Rarity of Age	20	10	5	0
20. Rarity of Detail	20	10	5	0
21. Rarity of Construction	20	10	5	0
22. Rarity Other (Bonus)	20	10	5	0
SUB-TOTAL				
RARITY TOTAL				


CATEGORY SUB-TOTALS	SCORE TOTALS	PERCENTAGE	SUB-TOTALS
I. LOCATION & ENVIRONMENT		20%	
II. DESIGN		20%	
III. MATERIALS & WORKMANSHIP		20%	
IV. ASSOCIATION & FEELING		20%	
V. RARITY		20%	
TOTAL SCORE			
DESIGNATION CATEGORY			


CONTACT: TC Heritage Consultants, Yellowhead County
 2440 17th St. Box 1000, Yellowhead, AB T1A 1S6 | Phone: 780.838.4242 | Fax: 780.838.4243
 Email: Office (780) 783-8888 | Fax: 780-723-0988 | Yellowhead Office (780) 833-0762 | Fax: 780-823-4763


YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | HISTORIC RESOURCE EVALUATION: SCORE SHEET 214

A.7. Resource Evaluation Form


 RESOURCE EVALUATION FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN	
Site Name	SITE PHOTOGRAPH
File Number	
Site Address	
Legal Description	
Description	
SIGNIFICANCE ASSESSMENT	
Significance Criteria	<input type="checkbox"/> A. Theme/Activity/Cultural Practice/Event <input type="checkbox"/> B. Institution/Person <input type="checkbox"/> C. Design/Style/Construction <input type="checkbox"/> D. Information Potential <input type="checkbox"/> E. Landmark/Symbolic Value
Context Statement	
Municipal Significance	<input type="checkbox"/> A. Theme/Activity/Cultural Practice/Event • Significant Association <input type="checkbox"/> B. Institution/Person • Individual Significance • Association Significance <input type="checkbox"/> C. Design/Style/Construction • Style/Type/Method of Construction • Work of a Master • High Artistic Value <input type="checkbox"/> D. Information Potential • The Natural Environment • Completely Excavated Sites <input type="checkbox"/> E. Landmark/Symbolic Value Explain:
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN RESOURCE EVALUATION FORM 1/4	

 RESOURCE EVALUATION FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN	
Period of Significance	
INTEGRITY ASSESSMENT	
Character Defining Elements (CDE's)	<input type="checkbox"/> Yes <input type="checkbox"/> No List:
Aspects of Integrity	<input type="checkbox"/> 1. Location Explain: <input type="checkbox"/> 2. Design Explain: <input type="checkbox"/> 3. Environment Explain: <input type="checkbox"/> 4. Materials Explain:
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN RESOURCE EVALUATION FORM 2/4	

 RESOURCE EVALUATION FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN	
Aspects of Integrity (continued)	<input type="checkbox"/> 5. Workmanship Explain: <input type="checkbox"/> 6. Feeling Explain: <input type="checkbox"/> 7. Association Explain:
Integrity Assessment	<input type="checkbox"/> A. Theme/Activity/Cultural Practice/Event • Would the resource as it exists today be recognizable to a contemporary of the important theme, activity or event it is associated with? <input type="checkbox"/> B. Institution/Person • Would the resource as it exists today be recognizable to a contemporary of the important institution or person it is associated with? <input type="checkbox"/> C. Design/Style/Construction • Does the resource retain most of the physical features that mark it as: • The embodiment of a style, period or method of construction, or • A representative of the work of a master, or • Having high artistic value <input type="checkbox"/> D. Information Potential • Does the resource retain its potential to yield specific data that addresses important research questions? <input type="checkbox"/> E. Landmark/Symbolic Value • Does the resource retain its ability to convey its landmark or symbolic value?
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN RESOURCE EVALUATION FORM 3/4	

 RESOURCE EVALUATION FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN	
Statement of Integrity	
Final Evaluation and Recommendation	<input type="checkbox"/> Place resource on the Municipal Heritage Inventory <input type="checkbox"/> Designate as a Municipal Resource <input type="checkbox"/> Designate as a Provincial Resource (potential) <input type="checkbox"/> Remove resource from the historic resources management process
FORWARD TO: Heritage Coordinator, Yellowhead County (Mail) 2718 - 1 Avenue, Edson, AB, T7E 1N9 (Email) heritage@yellowheadcountypub.ca Edson Office: (Tel) 780-723-8800 Fax: 780-723-5066 Whitehead Office: (Tel) 780-325-3782 Fax: 780-325-3783	
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN RESOURCE EVALUATION FORM 4/4	

A.8. Statement of Significance



STATEMENT OF SIGNIFICANCE FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

SITE NAME		FILE No.	
SITE ADDRESS			

SITE PHOTOGRAPH


SITE PHOTOGRAPH

SITE PHOTOGRAPH

DESCRIPTION OF HISTORIC PLACE

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM

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STATEMENT OF SIGNIFICANCE FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

HERITAGE VALUE

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM

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STATEMENT OF SIGNIFICANCE FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

CHARACTER-DEFINING ELEMENTS

Sources:

FORWARD TO: Heritage Coordinator, Yellowhead County
 (Mail) 2758 - 1 Avenue, Edson, AB T7E 3W9 | Email: heritage@yellowheadcounty.ab.ca
 Edson Office (Tel): 780-723-4800 (Fax): 780-723-5056 | Wildwood Office (Tel): 780-325-3782 (Fax): 780-325-3783

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | STATEMENT OF SIGNIFICANCE FORM

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A.9. Municipal Historic Resource Designation Form

MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

Name of Heritage Resource:

Street Address:

Legal Description: Lot(s)/Unit No.: **Block No.:** **Plan (LTO) No.:**

Land Use District:

***Name of Registered Owner(s):**

Street Address:

City: **Province:** **Postal Code:**

Telephone No.: **Email:**

*A copy of the Title may be required to be submitted with the application.

Name of Applicant/Agent (if different than owner):

Street Address:

City: **Province:** **Postal Code:**

Telephone No.: **Email:**

FOR OFFICE USE ONLY

Application No.: **File No.:**

Received By:

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Historic Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Community Services at (780) 723-4800, Yellowhead County, 2726 - 1 Avenue, Edson, AB, T7E 2N8.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
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MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

AUTHORIZATIONS

AUTHORIZATION OF APPLICANT/AGENT

I/We authorize (name of agent/person authorized to sign the application)

to act as agent and sign the application form submitted to the Municipality of Yellowhead County on my/our behalf for the property known as

Signature(s) of registered owner(s): **Date:**

Signature(s) of Signing Officer(s) of Corporation: **Corporate Seal(s), if applicable:**

REGISTERED OWNER'S AGREEMENT

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Yellowhead County Land Use Bylaw. I agree to comply with all provisions of the Yellowhead County Land Use Bylaw and any other applicable legislation, if this application is approved.

Signature(s) of registered owner(s): **Date:**

DECLARATION

I, , solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

Signature of applicant or agent: **Date:**

FORWARD TO: Heritage Coordinator, Yellowhead County
 (Mail) 2726 - 1 Avenue, Edson, AB, T7E 2N8 | (Email) heritage@yellowheadcounty.ab.ca
 Edson Office (Tel): 780-723-4800 (Fax): 780-723-5066 | Wildwood Office (Tel): 780-325-3782 (Fax): 780-325-3783

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Historic Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Community Services at (780) 723-4800, Yellowhead County, 2726 - 1 Avenue, Edson, AB, T7E 2N8.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
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MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

SUBMITTAL REQUIREMENTS

Please include all of the following information with your application.

PROPERTY INFORMATION:

- Current colour photographs of the subject property and adjacent sites (please label and date each photograph)
- Historic photographs or illustrations of the property and structures (if available)
- Description and sketch of present site conditions including landscaping, parking areas and surface materials
- Copy of the current certificate of title for the property
- Current copy of a legal survey prepared by an Alberta Land Surveyor

ARCHITECTURAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)

- Current colour photographs of each building facade (Please label and date each photograph)
- Description (including photographs and/or illustrations) of the type of construction indicating type of materials (original or replacement), colour and present condition
- Description (including photographs and/or illustrations) of the architectural features indicating type of materials (original or replacement), colour and present condition, including but not limited to: foundation, roof, doors, windows, trim, exterior finish, porches/balconies, substantial alterations and other features
- Description (including photographs and/or illustrations) of any notable construction methods, use of materials or craftsmanship
- How does the resource contribute to or fit into the streetscape and surrounding landscape? Is the resource a prominent visual landmark in the neighbourhood, community or region? If so, please explain

HISTORICAL INFORMATION (PLEASE INCLUDE INFORMATION SOURCES)

- Date of construction of original structure(s)
- Description and date of any substantial alterations, additions or renovations
- Description of original, present and proposed use of all structures and the site
- Statement of the historical significance of the structure(s) and site including, but not limited to, association with any historical persons, groups, institutions, or events at the local, regional, provincial or national level
- Statement of any special prominence of the structure(s) or site in Yellowhead County's cultural, political or economic development
- Architect's name (original and any substantial alterations, additions or renovations)
- Builder's name (original and any substantial alterations, additions or renovations)
- Statement of any special prominence of the architect and/or builder in the community province or nation

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Historic Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Community Services at (780) 723-4800, Yellowhead County, 2726 - 1 Avenue, Edson, AB, T7E 2N8.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
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MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

REHABILITATION INCENTIVE INFORMATION

If you are applying for financial assistance from Yellowhead County's Historical Resources Management Program and/or the Alberta Historical Resources Foundation, additional information will be required.

The nature of rehabilitation proposed and the type of financial assistance that is being requested. Consultation with the County to review the scope of work proposed for your historic place is recommended.

Owner agrees that the rehabilitation of the resource will meet the intent of The Standards and Guidelines for the Historic Conservation of Historic Places in Canada.

Owner's Signature:

NOTE: It is strongly encouraged that you consult with the Municipality of Yellowhead County prior to submitting the completed application. The Heritage Coordinator may waive some of the listed requirements. More detailed information may be requested during review of the application.

Personal information is being collected under the authority of the Municipal Government Act for the purpose of processing this Municipal Historic Resource Designation Application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Director of Community Services at (780) 723-4800, Yellowhead County, 2726 - 1 Avenue, Edson, AB, T7E 2N8.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | MUNICIPAL HISTORIC RESOURCE DESIGNATION FORM
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A.10. Waiver of Compensation Form



WAIVER OF COMPENSATION FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

I _____, being the registered owner of the _____, together with the land legally described as Plan _____, Block _____, Lot _____, do hereby agree to waive any claim to compensation, pursuant to Section 28(1) of the *Historical Resources Act*, RSA 2000, c H-9, from the Municipality of Yellowhead County, for any decrease in economic value resulting from a bylaw, pursuant to Section 26(1) of the *Historical Resources Act*, RSA 2000, c H-9, designating the _____ and land as a Municipal Historic Resource. I further agree that upon any transfer of or agreement related to the _____ and land that those parties related to such an agreement will also be subject to this waiver of compensation.

Agreed to this _____ day of _____, 20____, at the Municipality of Yellowhead County, in the Province of Alberta.

Signature of Registered Owner

Witness

Municipality of Yellowhead County Seal

File No.: _____

FORWARD TO: Heritage Coordinator, Yellowhead County
(Mail): 2716 - 1 Avenue, Edson, AB, T7E 1N9 | (Email): heritage@yellowheadcounty.ab.ca
Edson Office: (Tel): 780-723-4800 (Fax): 780-723-5066 | Wildwood Office: (Tel): 780-325-3782 (Fax): 780-325-3783

A.11. Notice of Intention to Designate Form



NOTICE OF INTENTION TO DESIGNATE FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HERITAGE RESOURCE:

AS A MUNICIPAL RESOURCE

ALBERTA HISTORIC RESOURCES ACT
Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

To:

Notice is hereby given that following at least sixty (60) days from the date of serving this Notice, on:

Council Meeting Date:

Municipal Council of:

intends to pass a Bylaw that the site legally described as:

SHORT LEGAL DESCRIPTION:

Plan:

Block:

Lot:

LONG LEGAL DESCRIPTION:

Municipal Address:

Excepting there out all mines and minerals, and containing the building(s), known as:

located on the site to be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

AND TO TAKE FURTHER NOTICE THAT the Municipal Council of Yellowhead County has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this day of , 20 .

FILE No.:

ATTACHMENTS:

Location Map

Statement of Significance

Photographs

Chief Administrative Officer

FORWARD TO: Heritage Coordinator, Yellowhead County
(Mail): 2716 - 1 Avenue, Edson, AB, T7E 1N9 | (Email): heritage@yellowheadcounty.ab.ca
Edson Office: (Tel): 780-723-4800 (Fax): 780-723-5066 | Wildwood Office: (Tel): 780-325-3782 (Fax): 780-325-3783

A.12. Designation Bylaw Form

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

A BYLAW OF YELLOWHEAD COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF DESIGNATING
AS A HISTORIC RESIDENCE

PURPOSE: The Historical Resources Act, R.S.A. 2000, c. 49, as amended, provides the Historical Resources Board with the authority to designate a building as a historical resource and to regulate its use and appearance. The purpose of this bylaw is to designate the historic residence at _____ as a historical resource.

SECTION 2: GENERAL INFORMATION

ADDRESS: _____
City of Yellowhead: _____
Municipal District: _____

OWNER: _____
Address: _____
City: _____
Municipal District: _____

PROPOSED BYLAW: _____

DATE: _____

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "A"

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

HERITAGE VALUE

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "A"

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

HERITAGE VALUE

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "A"

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

HERITAGE VALUE

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "B"

GENERAL GUIDELINES FOR CONSERVATION

APPROVAL OF DEVELOPMENT OR ALTERATIONS

CONSERVATION PLAN

REPAIRS AND MAINTENANCE

RENOVATIONS

ALTERATIONS

REMOVALS

DEMOLITION

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "B"

GENERAL GUIDELINES FOR CONSERVATION

APPROVAL OF DEVELOPMENT OR ALTERATIONS

CONSERVATION PLAN

REPAIRS AND MAINTENANCE

RENOVATIONS

ALTERATIONS

REMOVALS

DEMOLITION

DESIGNATION BYLAW FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "B"

GENERAL GUIDELINES FOR CONSERVATION

APPROVAL OF DEVELOPMENT OR ALTERATIONS

CONSERVATION PLAN

REPAIRS AND MAINTENANCE

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ALTERATIONS

REMOVALS

DEMOLITION

DESIGNATION BYLAW FORM
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NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "B"

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SCHEDULE "B"

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NAME OF HISTORIC RESIDENCE: _____
BYLAW NO.: _____

SCHEDULE "B"

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RENOVATIONS

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REMOVALS

DEMOLITION

A.13. Designation Process Summary Form



DESIGNATION PROCESS SUMMARY FORM YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

This form is to be completed by the Heritage Advisory Board at each stage of the heritage designation process.

Site Name:	<input type="text"/>	File No.:	<input type="text"/>
Address:	<input type="text"/>	Date Process Began:	<input type="text"/>
Owner:	<input type="text"/>	Date Process Ended:	<input type="text"/>

YES / NO

<input type="checkbox"/> <input type="checkbox"/>	Survey form completed	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Municipal Heritage Inventory Application Form	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Eligible for designation (Eligibility Assessment)	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Designation Ranking Form	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Resource Evaluation Form	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Draft Statement of Significance	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Placed on Heritage Inventory	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Application for Municipal Designation	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Agreement/waiver of compensation signed by owner	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Council passed motion to designate	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Notice of Intention sent to owner	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	60 days wait period elapsed	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Designation bylaw created	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Council passed bylaw	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Bylaw registered against title and served on property owner	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Registered on Yellowhead County Municipal Heritage Register of Historic Places	Date:	<input type="text"/>
<input type="checkbox"/> <input type="checkbox"/>	Registered on the Alberta Register of Historic Places	Date:	<input type="text"/>

Notes:

FORWARD TO: Heritage Coordinator, Yellowhead County
 (Mail): 2716 - 1 Avenue, Edson, AB, T7E 1N9 | (Email): heritage@yellowheadcounty.ab.ca
 Edson Office: (Tel): 780-723-4800 (Fax): 780-723-5066 | Wildwood Office: (Tel): 780-325-3782 (Fax): 780-325-3783

A.14. Application for Heritage Resource Intervention Permit Form

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

HERITAGE RESOURCE INTERVENTION PERMIT

- A Heritage Resource Intervention Permit is required to undertake changes to properties because of their historic or architectural significance under the Ontario Heritage Act. Municipal governments in Alberta are responsible for safeguarding the heritage values of these properties. Section 20(2) of the Act requires that "no person shall destroy, deface, alter, remove or reuse a historic resource that has been designated... without the written approval of the Council or a person appointed by the Council for this purpose."
- The purpose of a Heritage Resource Intervention Permit is to ensure that proposed changes to a designated historic resource do not alter the property in such a way that the reason for designation is diminished.
- A Heritage Resource Intervention Permit is required when interventions are proposed to a Municipal Heritage Resource, including: construction, addition, alterations, demolition, new colours, new windows, lighting, brick work, signs and all applicable exterior including roof.
- There is no fee for a Heritage Resource Intervention Permit.
- Applicants are required to confirm their plans with the Municipality to determine if a Development Permit and/or a Building Permit are required. It should also be noted that a Heritage Resource Intervention Permit does not supersede the requirements of the Alberta Building Code, the Municipal Government Act or the municipality's Land Use Bylaw.
- It is suggested that the Applicant consult with a Heritage Advisory Board Member or Heritage Coordinator when making plans to submit an Application for Heritage Resource Intervention Permit, as they may offer some suggestions or advise appropriate methods of treatment or intervention.
- All Applications for Heritage Resource Intervention Permits will be evaluated by the Yellowhead County Heritage Board and/or a Heritage Coordinator and a recommendation will be provided to the Municipality's Development Officer for final decision.
- The requirements to complete an Application for Heritage Resource Intervention Permit are:
 - Copy of Designation Bylaw, with Statement of Significance (obtain from municipality)
 - Concept drawing (e.g. image of structure or finished sign)
 - Detailed dimensional drawings or proposed "cut", structure or sign
 - Site plan detailing the location of the structure or sign, its scale, in relation to other structures
 - Historical documentation/photographs to support proposed intervention
 - Photographs of existing building, wall elevations, profiles, architectural details, street view or landscape
 - Description of materials to be used for proposed intervention
 - If PAINTING: Samples of heritage colours with manufacturer's name, number and finish for each
 - If LIGHTING: Sample form, name and size of lighting, and any mounting information
 - If SIGNAGE: Images and description of letters
- During the evaluation of the Application, municipal staff, Heritage Advisory Board Members and/or Heritage Coordinator may find it necessary to enter the property to view and photograph the site that is subject to the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 1/1

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

PART 1 - TO BE COMPLETED BY OWNER Part # _____ Point # _____ File # _____

Resource Name: _____ Plan: _____
Municipality: _____ Block: _____ Lot: _____
Municipal Address: _____ 150/1st Sec: _____ Twp: _____ Rng: _____ W6

This Historic Resource is Listed on Municipal Inventory A Municipal Historic Resource Designation Bylaw # _____

Owner Name: _____ Phone Number: _____
Address: _____ City: _____
Province: _____ Postal Code: _____

What kind of intervention/change is being proposed to this Resource? (Provide a brief summary of the proposed work)

Why are these specific interventions/change being proposed to this Resource? (Please check all that apply)

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

Provide a brief summary of the rationale for the proposed work:

Certification:
I, the undersigned, of the subject property, and the Applicant of this subject application, by signing this Application, agree to allow other municipal staff and/or Heritage Advisory Board Members the right to enter onto my property, as necessary, to view and photograph the property for the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

Owner's Signature: _____ Date: _____

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 1/2

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

PART 2 - TO BE COMPLETED BY EVALUATOR

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

Municipal Heritage Management Plan Standards and Guidelines for the Conservation of Historic Places in Canada
 Statement of Significance Designated Bylaw
 Other (please describe below) Proposed work plan/drawings

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

Heritage Values: _____
Potential Impact on Heritage Values: _____
Character-Defining Elements: _____
Potential Impact on Character-Defining Elements: _____

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

General Standards for all projects - "Preservation"		
1. Conserve the heritage value of a historic place. Do not remove, reduce, or substantially alter its most responsible character-defining elements. Do not remove a part of a historic place if its current location is a character-defining element.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Conserve changes to a historic place which, over time, have become character-defining elements in their own right.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Conserve heritage value by adopting an approach calling for minimal intervention.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties or by combining features of the same property that never co-existed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Find a use for a historic place that requires minimal or no change to its character-defining elements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPLICATION DECISION
Based on the government of the work proposed, it is certified that the proposed work meets the Standards of Conservation described above, and does not negatively impact the heritage values and character-defining elements of the historic Resource.

NO - Does not meet all the required Standards, work not permitted
 YES - Meets all the required Standards, work permitted
 Permitted with Conditions:

Recommendation Date: _____ Final Decision Date: _____
Heritage Evaluator: _____ Development Officer: _____
Heritage Evaluator Signature: _____ Development Officer Signature: _____

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 1/3

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

General Standards for all projects - "Preservation" (continued)

6. Repair and, if necessary, stabilize a historic place and any related historic intervention in accordance. Protect and preserve archaeological resources in place. Where there is potential for disturbance or archaeological resources, take mitigation measures to limit damage and loss of information.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the greatest means possible for any intervention. Respect heritage value when undertaking any intervention.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Maintain character-defining elements on an ongoing basis. Repair character-defining elements by using traditional materials using recognized construction methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, when their surviving portions:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Make any intervention needed to preserve character-defining elements physically and visually compatible with the historic place, and identifiable upon close inspection. Document any intervention for future reference.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Standards relating to "Rehabilitation"

10. Repair rather than replace character-defining elements. Where character-defining elements are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the form, material and detailing of the original elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the historic place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Create any new additions or related construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Standards relating to "Restoration"

13. Repair rather than replace character-defining elements from the restoration period. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the form, material and detailing of original elements of the same elements.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 1/4

APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM
YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN

APPLICATION DECISION
Based on the government of the work proposed, it is certified that the proposed work meets the Standards of Conservation described above, and does not negatively impact the heritage values and character-defining elements of the historic Resource.

NO - Does not meet all the required Standards, work not permitted
 YES - Meets all the required Standards, work permitted
 Permitted with Conditions:

Recommendation Date: _____ Final Decision Date: _____
Heritage Evaluator: _____ Development Officer: _____
Heritage Evaluator Signature: _____ Development Officer Signature: _____

YELLOWHEAD County
1000-110 St. Heritage Coordinator, Yellowhead County
Phone: 780.724.1100 | Fax: 780.724.1101 | Email: heritage@yellowheadcounty.ca
Municipal Office: 780.724.1100 | Fax: 780.724.1101 | Email: info@yellowhead.ca

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN | APPLICATION FOR HERITAGE RESOURCE INTERVENTION PERMIT FORM | 1/5

B. Designation Information Handouts



INTRODUCTION

Do you own a historic property that is architecturally, historically or culturally unique home in Yellowhead County? Are you interested in learning more about how to designate your property as a property of cultural heritage value or interest? Yellowhead County and the Heritage Advisory Board (HAB) invite you to participate in the heritage designation process by learning more through reading this Information Package or by speaking with the Heritage Coordinator.

ABOUT THE HERITAGE ADVISORY BOARD

The Heritage Advisory Board (HAB) is volunteer-based and includes residents of the County appointed by the local Municipal Council under the Alberta Historical Resources Act, to advise on the preservation of properties within the municipality that may be of cultural heritage value. It includes a member of the Municipal Council as well as staff members from the Planning and Development Department, and is an integral part of the municipal structure, reporting to Council.

Heritage Advisory Board members meet regularly to plan and implement activities designed to educate the community on the importance of our heritage, as well as to review applications for properties that are being considered for the Municipal Heritage Inventory and the Municipal Register of Historic Places. The HAB will be carrying out designation process for properties that have been approved, and maintain a Places of Interest List that identifies properties in the municipality that they believe are of cultural heritage value or interest, but are not yet designated.

The work of the HAB often extends beyond a mere advisory role. It is active in promoting heritage conservation within the County and provides a recognized forum whereby community members may express their interest in heritage conservation. The technical expertise it offers can help Council make informed choices on complex decisions relating to heritage issues.



COMMONLY ASKED QUESTIONS

1. Who can request designation?
Anyone can request that a property be designated. Council must obtain the advice of its Municipal Heritage Advisory Board on any property proposed for designation.

2. What is the process to designate my property as a heritage building?

The first step is to contact the Yellowhead County Heritage Coordinator in order to get the process initiated. Next you would be asked to fill out a Municipal Heritage Inventory Application form which would be circulated to the Heritage Advisory Board (HAB). Once property's eligibility is confirmed, the HAB evaluates the architectural, historical or cultural significance and integrity of your property. If the property is significant and has integrity, a Statement of Significance will be written. There is no cost to you as the Town will cover these expenses. You will be provided with a copy of the findings. A Designation application form is then completed by the owner and the Heritage Coordinator, and the HAB recommends to Council to designate the property. If Council agrees through a majority, it must give the owner 60 days notice by issuing a Notice of Intention declaring its intention to designate the property by way of a Designation Bylaw. Once the Notice of Intention is issued, Council must wait at least 60 days before they can consider the designation bylaw and you, as the owner, have these 60 days to object if you decide not to designate your heritage property. Once the 60 days elapses, Council can then complete the process of passing the Designation Bylaw and registering the bylaw on the title of your property.

3. Is there any obligation after I fill out the Municipal Heritage Inventory Application form?

No. This is only the first step in the process and you may refuse designation any time up to 60 days after County Council issues you a Notice of Intention to designate your property.

4. Does designation affect the interior of my property?

Generally no. Designation only pertains to the exterior of the building. Unless you wish to include any special interior features such as unique crown moulding or an intricate fire mantelpiece. A heritage designation allows for the protection of real property, which may include the building, but also outbuildings, landscaping (trees), ornamental elements, fences or any other important feature of the built environment that is recommended in the Resource Evaluation and by the Heritage Advisory Board or owner.



5. What happens after my property is designated?

If you would like to make alterations or additions that affect the exterior appearance of your property, then you will need to complete a Heritage Resource Intervention Permit Application at no cost, and consult with Town staff, the Heritage Coordinator and, when necessary, the Heritage Advisory Board prior to beginning any work. The Designation By-law will outline the pan-Canadian accepted guidelines for heritage conservation, as well as general conservation guidelines for property owners. Minor changes such as new or different windows is delegated to staff for approval. Larger projects may require further review and approvals. It is best to speak with the Heritage Coordinator and staff in the Planning and Development Department first to understand what type of alterations require what type of approvals and permits.

6. What is the cost to me to designate my property?

The County takes care of the costs incurred through the designation process such as the Resource Evaluation, the Statement of Significance, and registering the designation bylaw on title. There may be costs associated with future alterations to the property. However, a property owner may require a building permit or a site plan application, which would be no different than if the building was or was not designated, in which there would be application fees associated with this process. The extent of the work will determine what type of approvals and permits are required.

7. Does designation affect the sales value of my property?

A study conducted by the University of Waterloo in 2000 discovered that the rate of sales of designated properties was as good as or better than the general market. (Source: Robert Shipley, "Heritage Designation and Property Values: Is There an Effect?" International Journal of Heritage Studies, Vol. 6 No. 1, 2000, Page 6 of 15)

8. How does designation affect my property insurance and mortgage?

Your insurance premiums should not go up as a result of heritage designation. Usually a variety of other factors such as out-dated wiring, old heating systems found in older buildings cause insurance companies to increase insurance premiums. It is best to consult with your insurance company and mortgage lender prior to pursuing designation in order to best understand your own individual circumstances.

9. How does designation affect my property taxes?

Designation should not have a direct impact on your taxes. However, the County's assessment services are contracted, and a general assessment must be conducted every year. If the value of the property has increased, the property taxes may also increase. If you have further questions, it would be best to speak with a County representative for property taxes and assessments.

10. How difficult would it be to de-designate my property?

If a property owner wishes to de-designate their property, they must apply to Council who would then consult with the Heritage Advisory Committee. Each application would be considered on its own merit. If Council were to approve de-designation, they would need to repeal the designation bylaw and serve the repealing bylaw on the owner and register the same with the Land Titles office. The Registrar of Land Titles would then endorse a memorandum on the certificate of title regarding the cancellation of the designation bylaw.

11. Are there any financial incentives provided to me if I designate my property?

The Alberta Historical Resources Foundation provides financial and technical assistance for initiatives that help preserve and interpret Alberta's heritage. The grants are delivered under the Heritage Preservation Partnership Program. A maximum matching grant of \$50,000 for a designated Municipal Historic Resource is available per application per year to safeguard the historic integrity of the place and extend its physical life. An additional grant of \$25,000 is available for architectural and/or engineering services, studies, reports or plans associated with the conservation of a historic place.

ARE YOU INTERESTED IN DESIGNATING YOUR HERITAGE PROPERTY?

- Do you own a heritage property?
- Does it have aesthetic, historic, scientific, cultural, social or spiritual importance?
- Does it still retain its historic materials, form, location, spatial configuration, use and cultural associations?
- Is your property on the Places of Interest List?
- Are you interested in having your property placed on the Municipal Heritage Inventory?
- Are you interested in having your property designated on placed on the Municipal Register of Historic Places?

FOR MORE INFORMATION PLEASE CONTACT: Jenny Seibel, Heritage Coordinator, Yellowhead County

(Main) 728-1126 ext. 123 | (Edson Office) 780-723-4800 | (Edson Office) 780-723-5064 | (Widewood Office) 780-325-1782 | (Edson Office) 780-325-1783



THE BENEFITS OF HERITAGE DESIGNATION

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN



The purpose of DESIGNATING A HERITAGE BUILDING is to help ensure that renovations, new development, or alterations to the structure do not damage or destroy the integrity of the building, nor negatively impact its heritage value or character-defining elements. Designation helps the building withstand the elements, and helps the building owner obtain ongoing access to funding that will help ensure the long-term preservation of the historic place.

- 1. HISTORIC DESIGNATION INCREASES PROPERTY VALUE**
National and international studies have shown these properties successful in obtaining historic designation, as well as the creation of historic districts or historic main streets, actually increase in property value and fluctuate less during economic downturns.
- 2. CONSERVATION OF OUR HISTORIC PLACES IS FOR ALL KINDS OF BUILDINGS**
Significant historic buildings are not just limited to large scale architectural gems. Any heritage building of a variety of scale and simplicity are also valued for their cultural and social significance.
- 3. HERITAGE DESIGNATION IS GOOD FOR THE ECONOMY**
Heritage conservation is the foundation to many of the most vibrant and economical sound tourist destinations in North America and throughout the world. Protecting and rehabilitating historic buildings have revitalized numerous historic main streets and residential districts throughout the province, and throughout North America.
- 4. CONSERVING YOUR BUILDING USES LESS NEW MATERIAL**
Using less new material actually benefits the local economy by encouraging the use of local trades, local supplies, and local equipment. This ensures the cost of such items stay in the local economy.
- 5. HISTORIC BUILDINGS NEED TO BE SAFE**
Many historic buildings were built even more sound than some of the more contemporary buildings you will find today. However, some will certainly require retrofit to increase structural stability or increase safety, but the building codes do provide provisions for "grandfathering" to meet existing building codes.
- 6. DESIGNATION AS A "MUNICIPAL HISTORIC RESOURCE" PROTECTS YOUR BUILDING FOREVER**
Municipal Historic Designation does not support demolition of the historic resource and does require the resource be maintained in, at least, fair condition. However, the only exception would be if the Municipality withdrew the designation bylaw, or if the resource was completely destroyed.
- 7. YOU CAN STILL MAKE SENSITIVE CHANGES TO YOUR HISTORIC BUILDING**
An owner cannot destroy the building, but it can undergo sensitive alterations or additions as long as it is done in a manner that respects the heritage value of the building, and does not impact the character-defining elements listed in the Statement of Significance. Another benefit is that the owner has access to the Standards and Guidelines for the Conservation of Historic Places in Canada which takes all the guesswork out of what is appropriate or not.
- 8. HISTORIC BUILDINGS HAVE TO ABIDE BY DEVELOPMENT REGULATIONS TOO**
All development has to abide by zoning and development regulations and standards. They are in place to protect public interest, your interest, and the building's interest in terms of preventing inappropriate development.
- 9. A HERITAGE BUILDING IS A GREAT INVESTMENT THAT CAN QUALIFY FOR GOVERNMENT GRANTS**
If you own a heritage building you may be able to access government grants to help reduce repair and maintenance costs for your building. After designation, applications can be made to the Alberta Historical Resources Foundation for funding.

Conserving our heritage grounds us. It's not about saving everything that is old. It's about saving what defines us, what makes us a better community, what helps sustain us, what contributes to our unique quality and vibrancy. It's our community...our home...our history...and our future.

FOR MORE INFORMATION PLEASE CONTACT: Jenny Selbet, Heritage Coordinator, Yellowhead County
(Mail) 2716 - 1 Avenue, Edson, AB, T7E 1N9 | (Email) jselbet@yellowheadcounty.ab.ca
Edson Office: (Tel) 780-723-4800 (Fax) 780-723-5064 | Wildwood Office: (Tel) 780-325-3762 (Fax) 780-325-3763



WHY PRESERVE OUR HERITAGE BUILDINGS

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN



Historic places and heritage buildings are our connection to our sense of history, community, and identity. Their historic character, richness, and variety of scale contribute to our environments and help link the present to the living past. Yellowhead County can capitalize on its distinctive heritage assets by identifying, evaluating and protecting them in a manner that sensitively ensures that these valued historic places remain as treasures that can be enjoyed for generations to come.

- 1. PRIDE**
Those who own historic properties, whether as a homeowner or business owner, are often proud of their historic property and choose to protect it with ongoing maintenance. By doing this they understand that they are contributing to the protection of historic properties that contribute to the rich legacy of architectural fabric that speaks to the heritage values of our community.
- 2. ADAPTABILITY/SUSTAINABILITY**
Reusing our historic buildings is a form of recycling and prevents demolition and materials being transported to the landfill. Adapting buildings for new functions brings life to the street and contributes to environmental sustainability.
- 3. ECONOMIC DEVELOPMENT**
Utilizing our history and historic character, we can attract new investment and new development. The conservation and protection of our historic buildings can be a marketing tool to generate economic development and cultural sustainability in our municipality.
- 4. TOURISM**
Heritage conservation lures tourism, and it is one of the fastest growing areas of the tourism industry. Through the preservation and adaptation of our historic buildings, our built fabric can help us retain our history and create opportunities for historical, architectural, and cultural attractions.
- 5. URBAN DESIGN**
Historic buildings contribute to our region's sense of time and place. They create a pedestrian scale environment with warm natural textures, and reflect the rich traditions in our communities, our link to the events, people, activities, and architectural styles that helped define who we are today. Heritage preservation is environmentally friendly, pedestrian friendly, as well as age friendly.
- 6. JOB CREATION**
The rehabilitation of historic buildings can utilize local and regional skill, labour, services and materials. It can often require the craftsmanship of specialized trades which can lead to training and development of these specializations within the local job market.
- 7. STRENGTHENING THE TAX BASE**
Municipalities strengthen their local tax base by retaining, enhancing, rehabilitating, conserving, and adapting existing historic buildings for new functions.
- 8. STABLE PROPERTY VALUES**
Historic buildings are desirable places to live and work when the properties are well-maintained. Their property values remain stable and often are not as affected by value fluctuations due to the value of the historic character such buildings contribute.
- 9. COMPENSATION/ACCESS TO FUNDING**
At the request of the building owner, the municipality can protect the property by designating the historic building as a Municipal Historic Resource. The owner then has ongoing access, by way of an application, to provincial building conservation funding through the Alberta Historical Resources Foundation.
- 10. HERITAGE ADVICE AND ASSISTANCE**
If an owner of a heritage property is interested in conserving their historic building, the Municipality can provide advice to the building owner to maintain, preserve, or sympathetically develop their property in a manner that ensures the building is protected in the best interest of its character-defining elements.

FOR MORE INFORMATION PLEASE CONTACT: Jenny Selbet, Heritage Coordinator, Yellowhead County
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THE PROCESS OF HERITAGE DESIGNATION

YELLOWHEAD COUNTY MUNICIPAL HERITAGE MANAGEMENT PLAN



Communities across Alberta have significant historic places that citizens would like to recognize and conserve. Municipal Historic Resources are significant places designated by bylaw that are protected from unsympathetic alteration or destruction. Designation is a tool to preserve significant places. The Alberta Historical Resources Foundation's Preservation Partnership Program provides matching grants to assist with such preservation.

- 1. DETERMINE IF A PLACE IS WORTHY OF PROTECTION, UNDERSTAND ITS HERITAGE VALUE AND WRITE A STATEMENT OF SIGNIFICANCE.**
A Statement of Significance provides a description of the resource, relates the heritage value of the resource, and lists the valued character-defining elements that need to be protected to maintain its integrity.
- 2. COUNCIL CONSIDERS DESIGNATION**
This requires a partnership between the owner and the municipality based upon understanding the heritage values of the place. It is important that the designation process proceed with the approval of the property owner.
- 3. COUNCIL ISSUES PROPERTY OWNER WITH NOTICE OF ITS INTENTION (NOI) TO DESIGNATE THE PLACE A MUNICIPAL HISTORIC RESOURCE**
With owner agreement, Council passes a motion for the written notice and must occur 60 days before Council considers a designation bylaw.
- 4. SIXTY (60) DAY WAITING PERIOD ELAPSES**
This period of time allows for the owner to review all documentation and bring forward any concerns.
- 5. COUNCIL CONSIDERS BYLAW TO DESIGNATE AS A MUNICIPAL HISTORIC RESOURCE**
Designation occurs when Council passes a bylaw declaring the site a Municipal Historic Resource pursuant to the Historical Resources Act. A Council may not consider a bylaw until the sixty-day notice period has elapsed. Once the sixty day notice period has expired, Council can proceed with the designation bylaw, which is considered in the same manner as a regular bylaw.
- 6. BYLAW IS REGISTERED ON TITLE OF DESIGNATED PROPERTY AND PROVIDED TO THE PROPERTY'S OWNER**
This ensures that anyone with an interest in the property understands that it is a Municipal Historic Resource and that present and future owners will understand what the municipality expects the owner to conserve.
- 7. SITE IS NOMINATED FOR LISTING ON THE ALBERTA REGISTER OF HISTORIC PLACES**
Although not required, municipalities are encouraged to nominate Municipal Historic Resources for listing on the Alberta Register of Historic Places.
- 8. DOORS OPEN TO THE BUILDING OWNER IN THE FORM OF POSSIBLE GOVERNMENT GRANTS AND PRESTIGE IN OWNING A DESIGNATED HERITAGE PROPERTY.**
With the successful designation of the property as a Municipal Historic Resource, the property owner has potential access to ongoing government funding that will help with repairing, maintaining, and rehabilitating the character-defining elements of the resource.

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D. Precedent Study – Municipal Best Practices

Structure & Governance

- Vision Statement
- Plan and Development to provide planning support in such matters as zoning and implementation of Heritage Areas
- Establish Heritage Board committees to help establish a strong volunteer base – i.e., marketing, fundraising, conservation
- Clarify role of Heritage Board to individuals and organizations
- Integrate HMP into other land use documents
- Allocate funds for HMP implementation
- Empower the pursuit of existing grant programs
- Increase profile of heritage conservation in municipal service delivery to promote as an economic driver
- Celebrate completion of HMP
- Communicate the importance of the HMP to those in leadership roles, community organizations and the public
- Property Maintenance and Nuisance Abatement Bylaw
- Zoning and Historic Control Bylaw – design guidelines
- Zoning and Heritage Management Bylaw

Policies & Procedures

- Adopt Standards and Guidelines for the Conservation of Historic Places in Canada
- Review and update designated MHR sites and sites on Heritage Inventory each year
- Workshop for all stakeholders regarding HMP, processes, tools, actions and recommendations for the management of historic resources throughout the County
- Historical Marker Policy & Application Form
- Heritage Inventory Application Form
- Heritage Evaluation Summary Form
- Municipal Historic Resources Application
- Historical Significance Overlay District Bylaw
- Designation only with the approval of the site owner
- Municipal Register of Historic Resources
- Desire to develop a Planning Strategy for Heritage Areas and Cultural Landscapes
- HMP to be reviewed and updated every 3 – 5 years
- Adopt a Heritage Register and the HMP by Council Resolution, along with accompanying policies and procedures for the protection of heritage resources
- Develop a Heritage Stewardship Policy for County-owned heritage sites
- Revise the municipal planning framework to recognize heritage conservation as a core municipal
- County will re-inspect 20 – 25% of designated sites and sites listed on the Inventory each year
- Annual Review of inventory

- Adopt HMP to increase long-term political support for heritage conservation
- Implement use of templates in HMP to provide guidance and consistency
- Provide information brochures on grant funding
- Prioritize sites for future designation
- Investigate and identify new sites
- Place high priority on preventing demolition or inappropriate alterations to historic resources
- Have Coal Branch and other Character Areas established with Management Guidelines
- Official community Plan outlines policies regarding Architectural Control and Heritage Conservation
- All applications for a development permit in a Historic Control District require submissions to the Planning Board
- Recreation and Cultural Master Plan
- Municipal Sustainability Master Plan
- Ongoing review of policy and procedures
- Develop clear designation process and salvage policy

Heritage Partnerships

- County Council
- County Community Services
- County Planning and Development Services
- County Administration
- Property Owners
- The Public
- Edson & District Historical Society
- Edson Public Library & Archives
- Edson Town Council
- Grande Prairie Regional College
- Hinton Coal Branch Archives
- Hinton Historical Society Museum
- Hinton Municipal Library
- Hinton Town Council
- Evansburg Library
- Wildwood Library
- Niton Library
- Seniors groups
- Agricultural societies
- Conservation groups
- Chambers of commerce
- Local First Nations
- Local industry
- Welcome Wagon
- ECHO
- Niton Historical & Memorial Society
- Pembina Lobstick Historical Society
- Chip Lake Historical Society

Heritage Incentives

- Alberta Historical Resources Foundation
- Rural Community Facility Capital Assistance Grant (up to \$100K) – maintenance and upkeep for recreation, cultural or community facilities – leveraged
- Establish Heritage Recognition Awards
- Consider waiving administrative fees associated with heritage projects (zoning charges and development permits)
- Seek building code equivalencies for heritage structures to meet the National Building Code requirements
- Alberta Lottery Fund Programs – Community Facility Enhancement Program, Community Initiatives Program
- Tax based Heritage Grants
- Non-financial incentives such as: approve development permits for non-conforming heritage buildings; conservation agreements used to establish compensation in return for designation
- Heritage Advisory Board may assist property owners in applying for grant funding
- Certificate of Designation provide to owner
- Complete a Heritage Financial Strategy to determine appropriate municipal incentives
- Create a Heritage Grant Program
- Incentives may include grants, loans, technical assistance, planning relaxation
- Heritage Fund Bylaw enables City to set aside and apply funds to provide grants or loans for conservation work
- Technical Assistance...design, assistance locating material and trades
- Increase technical capacity, i.e. specialized training for HAB, staff, and private sector
- Create Heritage Foundation to distribute funds, and manage municipally-owned facilities
- Investigate accessing federal Residential Rehabilitation Assistance Program (RRAP)
- Variance to Land Use Bylaw
- Relaxation of Design Guidelines
- Provide Technical Advice for Restoration
- Grant in aid of Municipal Property Taxes
- Matching Restoration Grant
- Design Assistance Grant, matching to \$1,500
- Façade Grant Program, matching to \$5,000

Awareness & Education

- Promoting heritage awareness through establishment of the Heritage Recognition Awards.
- Historical Significance Overlay District Bylaw
- Promote heritage education and awareness through heritage signage and historic walking tours
- Community Heritage Plaque Program
- Doors Open
- Historic Week
- Annual Library Week
- Annual Seniors Week
- Community “How-to-Workshops”

- Lecture programs on heritage topics
- Heritage festivals
- School programs
- Cultural tourism
- HMP to be promoted and made available to public for review and consideration
- Encourage and collaborate with other groups concerning heritage programs to promote heritage awareness in the region
- Develop a communications strategy for the HMP to make the public aware of this new initiative
- Develop a self-guided tour of sites of historic importance in the community
- Develop theme-based tours, such as mystery tours, ghost tours
- Access Provincial, Edson and Hinton Archives
- Engage the community to participate in heritage activities
- Create display material and / or booth for promotional use
- Create and Oral History Program to engage long-time community members
- Retrieve and maintain photos of buildings of interest
- Launch Heritage Inventory website
- Market Yellowhead County as a Heritage Tourist Destination
- Develop web-based and social media tools
- Engage youth to learn about Yellowhead County History
- Museum exhibits and activities
- Bus tours
- Heritage theme-based business window displays
- Develop Doors Open
- Develop creative tools to engage local public
- Develop a Facebook page
- Public education courses regarding heritage
- Centennial certificates to owners of properties turning 100-years old
- Workshops for researching your Heritage Home
- Heritage Newsletter